

TOWN OF OSCEOLA
BOARD OF SUPERVISORS MEETING
Monday, December 12, 2022 — 6:30 p.m.

Meeting Minutes

The Board of Supervisors of the Town of Osceola met for a regular monthly meeting Monday, December 12, 2022, at 6:30 p.m. at the Osceola Town Hall, Dresser, Wisconsin.

CALL TO ORDER: Chair Lindh called the regular meeting to order at 6:32 p.m.

VERIFICATION OF MEETING POSTING: Clerk Skjerven confirmed that the notice was posted at the Town Hall, Dresser Post Office, the First National Community Bank, the Town Web site and the Town Facebook site.

PLEDGE: Lindh led the Pledge of Allegiance to the United States Flag.

PRESENT: Chair Lindh, Supervisors Cronick and Thompson (Thompson attended virtually)

PUBLIC ATTENDEES: Clerk Skjerven, Treasurer Carlson, Public Works Supervisor Raddatz, Ed Everson, Cindy and Glyn Thorman, Tony Johnson, Jim Steffen, and Carl Hetfeld. There were three virtual attendees.

CHECK PRESENTATION AND APPROVAL OF BILLS

A packet of check detail was provided at the meeting by Treasurer Carlson for the period November 2 through December 12, 2022.

MOTION BY CRONICK/LINDH TO APPROVE THE TREASURER'S LIST OF CHECKS AND AUTOMATED PAYMENTS FOR THE PERIOD NOVEMBER 2 THROUGH DECEMBER 12, 2022, CHECK NUMBERS 18463 THROUGH 18545 TOTALLING \$47,436.00 AS PRESENTED. MOTION CARRIED.

ACCEPTANCE OF PROPOSED AGENDA

Lindh proposed moving agenda item 13(d) Consider Resolution 22-12-01 Amending the 2022 Budget to before agenda item 13(b) Consider Transferring Capital Highway Equipment Money to Money Market Account. There may also be a need to adjust agenda item 13(a) Consider Steffen Minor Subdivision of Parcel 042-01177-0000 to accommodate the arrival of another individual coming to speak on that topic. MOTION BY LINDH/CRONICK TO APPROVE THE REVISED AGENDA AS NOTED. MOTION CARRIED.

MEETING MINUTES

MOTION BY CRONICK/LINDH TO APPROVE THE 11/1/2022 SPECIAL TOWN BOARD MEETING AND REGULAR TOWN BOARD MEETING MINUTES, THE 11/10/2022 SPECIAL TOWN BOARD MEETING, AND THE 11/14/2022 PUBLIC BUDGET HEARING, SPECIAL TOWN MEETING, AND SPECIAL TOWN BOARD MEETING MINUTES. MOTION CARRIED.

PUBLIC COMMENT

Glyn Thorman made a public comment regarding statements made back in September. He apologized for the delay in speaking to the Board, and indicated he has been out of town and unable to do so until

now. He wanted the Board to hear his side of stories relating to statements and actions related to the Polk County quarry hearing, and the criminal complaint filed with the Polk County Sheriff's Department against himself and Jo Everson. In Thorman's view, there were 34 statements in the deputy's report which were untrue or speculative. Thorman pointed out and read four of the 34 untrue/speculative statements during his public comment.

PUBLIC WORKS REPORT

Raddatz gave a detailed report of work efforts done throughout November, which included:

- Housing the shed full of sand, with a small stockpile in the parking lot area;
- Picked up the International vehicle from the shop to get the transmission looked at;
- Mounting the wings and blades on trucks;
- Repaired worn hydraulic lines on cutting edges on wings and blades;
- Plowed snow and spread sand after snow storms;
- Cut up trees that came down on Ravine Drive;
- Picked up tool set and box (this purchase was approved by the Board back in Spring);
- Graded gravel roads;
- Filled pot holes;
- Repaired road signs that had fallen down;
- Hauled sand and salt and mixed them together;
- Looked into the potential shouldering machine and trailer purchases;
- Cut up downed pine trees on 200th by Horse Lake

TREASURER'S REPORT

Treasurer Carlson informed the Board that as of December 11th, 2022, there was \$765,788.00 at the following accounts held at MidwestOne bank, as of December 12, 2022: General Fund \$20,184.86; General Money Market Account \$210,782.34; Tax Receipt Account \$192,144.71; Dresser Traprock Assurance \$15,066.68; ARPA \$291,617.06; and Public Works Capital \$50,486.75.

For the month of December, the Town's money market accounts will earn 3.49% interest, which will increase the Town's Interest Income amount. The Town's accounts have been reconciled and verified by the Finance Committee.

Carlson also shared with the Board the latest Profit and Loss Budget vs. Actual report through December 12th. Carlson will cover that report more when going through the proposed budget adjustments.

MOTION BY CRONICK/LINDH TO APPROVE THE TREASURER'S REPORT AS PRESENTED. MOTION CARRIED.

CLERK'S REPORT

Clerk Skjerven gave a report out of work activities during the month of November, involving: Drafting of one resolution (to amend the 2022 budget); dissemination of three building permits (two for alterations to existing properties, and one for new construction), one driveway permit associated with new construction and two stand-alone driveway permits; there were five meetings held during November.

Skjerven received six public records requests, had published one ad relating to the notice for the Spring 2023 election, made updates to the Town's website of a reminder regarding the Town's ordinance related to Snow and Debris Removal from Public Roads, meeting notices and minutes, posted for elections the removal of prior 'key dates', the notice of the Spring election, and the November General Election results, and posted Resolution 22-11-01 to Adopt the Total Town Tax Levy, and Resolution 22-11-02 to Adopt the 2023 Budget. Skjerven continues to get requests for burning permits (there were 84 requests as of the end of November). Related to elections, Skjerven held a public test of voting equipment on November 4th; for the November General Election there were 1,496 voters, and the voters predominantly used paper ballot voting machines (61%); there were 294 absentee ballot requests, 73 hand count paper ballots (as the Town ran out of 1,000 pre-printed/provided paper ballots), there were 82 election day registrations; there was also done a post-election voting equipment audit held on Mon., November 28th at 5:00 p.m. There were nine poll workers that conducted the audit which was a hand-count of the ballots from the three voting machines utilized at the November General Election.

OLD BUSINESS

CONSIDER NEXT STEPS TOWARD POSSIBLE APPOINTMENTS FOR VACANT TOWN BOARD SUPERVISOR POSITIONS

On October 17, 2022, the Town Board held a Special Town Board Meeting to accept the resignations from two Town Supervisors: Jo Everson and Bernie Desmarais. The Board also chose at that time to not post for the open positions for Town Supervisors and to, instead, wait until the April (Spring) 2023 election to fill the vacant seats.

At tonight's Town Board Meeting, with Supervisor Thompson having difficulty in virtually attending the meeting, it became apparent that having another Town Board Supervisor appointed is in the Town's best interest. Chair Lindh asked for the Board to reconsider its Motion from the October 17, 2022 Special Town Board Meeting and appoint a Town Board Supervisor soon.

MOTION BY LINDH/CRONICK TO APPPOINT TONY JOHNSON AS A TOWN BOARD SUPERVISOR TO FULFILL THE REMAINING TERM FOR ONE OF THE CURRENT OPEN TOWN BOARD SUPERVISOR POSITIONS. MOTION CARRIED.

Tony Johnson most recently held the position of Public Works Supervisor for the Town (he resigned in mid-October 2021). Tony spoke for a few minutes expressing confirmation of his interest in being on the Town Board.

The Oath of Office was given to Tony Johnson. Following Johnson's Oath of Office acceptance/acknowledgement, Supervisor Johnson was seated at the table with the Town Board.

CONSIDER DWIGHT LAKE BOAT LANDING IMPROVEMENTS

Supervisor Cronick briefly went over again the three options for replacing the Dwight Lake boat landing that was received from Polk County Land & Water Resources Department. The proposals varied from replacement of four panels (minimum) or five panels, to five panels including replacement of native vegetation planting, with pricing estimates ranging from \$12,660.00 to \$17,270.00. The 2023 Town budget includes \$15,000.00 for this project. Four panels would extend the current boat landing by

nearly double the current size, and five panels would bring the landing out to approximately the length of the dock.

Polk County Land & Water Resources Department told Cronick the Town can do a portion of the work themselves, and Raddatz confirmed with Cronick that indeed the Town could do most of the work themselves to reduce costs, e.g. grading, native vegetation plantings, and shoreline landscaping. There is still Polk County Land & Water Resources' staff time involved, as well as needing a DNR permit, and purchasing the concrete panels. Treasurer Carlson also is looking into possible available grant options for the project. The grant filing deadline is in February.

After discussions between Town Board members, the Board is leaning toward going with the four-panel option, with the Town Public Works' staff doing what work efforts for the project they are able to do, e.g. grading, native vegetation plantings, and shoreline landscaping.

MOTION BY LINDH/CRONICK TO PROCEED WITH THE 4-PANEL BOAT RAMP OPTION AS PROVIDED BY POLK COUNTY LAND & WATER RESOURCES DEPARTMENT AT A COST ESTIMATE OF \$12,660.00, WITH THE TOWN OF OSCEOLA PUBLIC WORKS DOING AS MUCH AS POSSIBLE OF THE WORK EFFORT ON THIS PROJECT. MOTION CARRIED.

Cronick will contact Polk County Land & Water Resources Department of the decision made by the Town Board and Carlson will submit the grant paperwork application.

CONSIDER REVIEW OF TOWN ORDINANCES

The Town received a revised Statement of Work(proposal) from CivicPlus for providing recodification services to the Town for the Town's ordinances with an update to the expiration date of the proposal to December 30th 2022. The Town has budgeted in 2023 for one-half of the estimated costs (\$4,475) and the other one-half would be budgeted in 2024 (to also include the annual charges).

MOTION BY LINDH/CRONICK TO APPROVE THE PROPOSAL FROM CIVIC PLUS FOR THE TOWN'S ORDINANCES SERVICES FOR RECODIFICATION (\$8,949.00), FULL-SERVICE SUPPLEMENTATION SUBSCRIPTION SERVICES (\$1,300.00/year), AND ONLINE CODE HOSTING SERVICES (\$450.00/year). MOTION CARRIED.

NEW BUSINESS

CONSIDER STEFFEN MINOR SUBDIVISION OF PARCEL 042-01177-0000

Jim Steffen (executor of property) and Carl Hetfeld (land surveyor) attended to explain the minor subdivision proposal of Steffen's parcel #042-01177-0000 to create two lots: Lot 3 1.48 acres and Lot 2 4.97 acres. Both property areas have existing driveways, and there would be no change in zoning. There is a noted 'gap' on the survey map which is south of Pleasant Prairie Cemetery is the result of two different locations of the north line of the Northeast ¼ of the Southeast ¼ of Section 26, Township 22 North, Range 19 West. The two locations for said north line is as noted in the Certified Survey Map from Polk County. Hetfeld noted that a Quiet Title action should be filed to clear title to said 'gap lands. The Polk County Subdivision Ordinance Town Board Checklist has been completed indicating there are no road matters, no review is needed by Polk County Land and Water Resources Department, no soil testing of the lots are needed, and there is no parkland dedication.

The Plan Commission at the November 22, 2022 meeting did otherwise not see any issues with the proposed minor subdivision of parcel #042-01177-0000.

MOTION BY CRONICK/LINDH TO APPROVE THE STEFFEN MINOR SUBDIVISION PARCEL 042-01177-0000 OF PART OF THE NORTHEAST ¼ OF THE SOUTHEAST ¼, SECTION 26, TOWNSHIP 33 NORTH, RANGE 19 WEST, TOWN OF OSCEOLA, POLK COUNTY, WISCONSIN. MOTION CARRIED.

CONSIDER RESOLUTION 22-12-01 AMENDING THE 2022 BUDGET

The year-to-date 2022 budget reports indicate there are expense accounts currently over budget that should be adjusted. Therefore, it is financially prudent to amend the 2022 budget accordingly. Therefore, the Town Board desires to amend the 2022 budget per the resolution included with the meeting packet as follows:

- The sum of \$1,200.00 transferred from the Contingency Reserve Account to the Public Works Capital Equipment Expense Account; and the Budgets of said Accounts be adjusted accordingly.
- The sum of \$5,100.00 is hereby transferred from the Contingency Reserve Account to the Elections Expense Account and the Budgets of said Accounts be adjusted accordingly.
- The sum of \$5,100.00 is hereby transferred from the Contingency Reserve Account to the Elections Expense Account and the Budgets of said Accounts be adjusted accordingly.
- The sum of \$8,700.00 is hereby transferred from the Contingency Reserve Account to the Public Works Expense Account and the Budgets of said Accounts be adjusted accordingly.
- The sum of \$1,200.00 is hereby transferred from the Building Expenses Account to Payroll Expense Account, and the Budgets of said Accounts be adjusted accordingly.
- The sum of \$500.00 is hereby transferred from the Park Expenses Account to Payroll Expense Account, and the Budgets of said Accounts be adjusted accordingly.
- The sum of \$1,300.00 is hereby transferred from the Plan Commission Accounts to the Public Works Capital Highway Equipment, Account, and the Budgets of said Accounts be adjusted accordingly.
- The sum of \$5,000.00 is hereby transferred from the Capital Improvement – Highway Cap Improvement Account to the Public Works Capital Highway Equipment Account, and the Budgets of said Accounts be adjusted accordingly.
- The sum of \$3,000.00 is hereby transferred from the Clerk & Treasurer Accounts to the Public Works Capital Highway Equipment Account, and the Budgets of said Accounts be adjusted accordingly.
- The sum of \$1,000.00 is hereby transferred from the Legal Fees Accounts to the Public Works Capital Highway Equipment Account, and the Budgets of said Accounts be adjusted accordingly.
- The sum of \$6,600.00 is hereby transferred from the Town Board Account to Public Works Capital Highway Equipment Account, and the Budgets of said Accounts be adjusted accordingly.
- The sum of \$114,000.00 is hereby transferred from the 2021 Fund Balance to Public Works to Capital Highway Equipment Account \$26,000.00, Public Works Highway Construction Account \$43,000.00, Public Works Equipment Repairs and Maintenance Account \$8,500.00, Public Works Fuel Account \$1,000.00, Public Works Wages Accounts \$24,500.00, and Public Works Road Maintenance & Repair Account \$11,000.00, and the Budgets of said Accounts be adjusted accordingly.

MOTION BY LINDH/JOHNSON TO APPROVE RESOLUTION 22-12-01 AMENDING THE 2022 BUDGET.
MOTION PASSES.

CONSIDER TRANSFERRING CAPITAL HIGHWAY EQUIPMENT MONEY TO MONEY MARKET ACCOUNT

The Town has had approximately \$50,000.00 set aside in its Capital Highway Equipment budget to be used toward the purchase of Town road equipment. The proposal is to move those monies out of the Town's checking account at MidwestOne and into a money market account at MidwestOne.

MOTION BY LINDH/CRONICK TO TRANSFER \$50,000.00 IN THE CAPITAL HIGHWAY EQUIPMENT BUDGET FROM THE TOWN'S CHECKING ACCOUNT AT MIDWESTONE AND INTO A MONEY MARKET ACCOUNT AT MIDWESTONE. MOTION PASSES.

CONSIDER PURCHASE OF HIGHWAY EQUIPMENT

There is a residual amount remaining in the Town's Capital Highway Equipment budget which can be used toward such additional equipment purchases for road improvements.

Raddatz presented to the Board a potential shouldering equipment purchase: a used piece of equipment being sold by Midwest Machinery Company located in Omaha, Nebraska at a cost of \$16,500. (New ones can cost approximately \$40,000-\$70,000.) The shouldering equipment is an HTC 2000 Road Widener, with a self-contained Kubota Diesel engine. The Town's backhoe could be used with this equipment. The Town paid roughly \$17,000.00 to Monarch to do 2-2.5 miles of shouldering this past year, and the Town's roads have further shouldering needs. So, this purchase can pay for itself after one season, and the work can be done more efficiently. Raddatz has seen pictures and videos of the equipment, but would need to travel to Omaha to actually see the quality of the equipment before ultimately deciding on whether to proceed with the purchase. There are minor modifications needed to Town equipment to use the shouldering equipment.

Raddatz also proposed the purchase of a 2022 Big Tex 14TL 83" x 22' Heavy Duty Tilt Equipment Trailer to be used with the shouldering equipment, and it could also be used for hauling culverts and help with other Town trailering needs. The price of the trailer is \$9,532.00, and a deposit of \$200.00 has already been placed on November 25, 2022.

MOTION BY LINDH/JOHNSON FOR THE PURCHASE OF SHOULDERING EQUIPMENT AT A COST OF \$16,500.00 ALONG WITH A 22' HEAVY DUTY TRAILER AT A COST OF \$9,532.00. MOTION CARRIED.

CONSIDER CLIFTON/LARSON/ALLEN(CLA) 2022 FINANCIAL AUDIT PROPOSAL

Treasurer Carlson shared with the Board the cost from Clifton/Larson/Allen(CLA) for doing the Town's 2022 Financial Audit will be \$5,775.00, and the audit work would start in late January/early February 2023. The management letter from CLA will be sent closer to when the audit work effort will commence.

CONSIDER 2022-23 OPERATOR LICENSES (NEW)

MOTION BY CRONICK/JOHNSON TO APPROVE THE FOLLOWING 2022-2023 OPERATORS' LICENSE #22-57 EFFECTIVE DECEMBER 12, 2022 THROUGH JUNE 30, 2023 FOR STEVEN STEPHANS, BROTHER'S COUNTRY MART. MOTION CARRIED.

CHAIR'S REPORT

There are Town resident inquiries over the last couple of weeks Chair Lindh is looking into. One related to steel axels/wheels near the road at a property located on 200th St. by Horse Lake. Lindh is trying to connect with the property owner. The speed limit on 90th Avenue, especially near the railroad tracks, has also been a concern area raised by a Town resident.

SUPERVISOR'S REPORT/CRONICK (including Plan Commission update)

There was a Plan Commission meeting on November 22, 2022 and held further discussions on the Comprehensive Plan. Shaheer Burney, Director, Survey Research Center (SRC) Assistant Professor, Dept. of Agricultural Economics, University of Wisconsin-River Falls was in attendance to give dynamics of a proposed survey (as the UofWI-River Falls conducted the previous survey done associated with the Comprehensive Plan). Survey cost estimates should be forthcoming from Shaheer. Stevens Engineering has given a cost proposal of \$6,800.00 for Stevens Engineering's services related to the Comprehensive Plan. There is currently nothing in the 2023 budget for the Comprehensive Plan work efforts.

At the Plan Commission meeting of November 22, 2022, also discussed was the Steffen Minor Subdivision of Parcel 042-011770-0000 as was earlier discussed in tonight's Town Board meeting. And, discussions were held regarding the potential transfer of 1.6 acres from property owner Corrine Zehm (parcel #042-00730-0000) to Daniel Hayman (2361 75th Ave, parcel #042-00732-0000). No action was taken at the meeting by the Plan Commission.

Lastly, at the November Plan Commission meeting the property owner, Eric Goodman, at 794 Horse Lake Lane, was present to bring forth to the Commission a proposal for potentially installing storage units/containers on his property. No action was taken at the meeting by the Plan Commission.

SUPERVISOR'S REPORT/THOMPSON

Nothing.

SUPERVISOR'S REPORT/JOHNSON

Nothing.

COMMITTEE REPORTS: CONSIDERATION/REVIEW/DISCUSSION

Finance: Cronick indicated the Committee met, reviewed, and arrived at the budget amendments which were earlier discussed in tonight's Town Board meeting.

Media & Technology: Carlson reported she is in the process of obtaining a new computer for the Treasurer position. Clerk Skjerven drafted a new Town Facebook site to be tied to the Clerk's email.

Personnel Committee: No further meetings have been held to discuss the Town's Employee Handbook. The Board will plan to meet next at 5:00 p.m. prior to the January Town Board meeting date.

Public Works: Chair Lindh will work with Raddatz on getting Town road bids put together for the 2023 road repair season. Chair Lindh also read the Town's Ordinance No. 18-04-04: Snow and Debris Removal from Public Roads and Road Right of Ways as a reminder to Town residents. The Ordinance is posted on the Town's website, and the Ordinance will be included with the Town's tax statement mailing to Town property owners.

REQUEST FOR FUTURE MEETING AGENDA ITEMS

- Old Business:
 - Consider Dwight Lake Boat Landing Improvements
 - Consider Next Steps on Records Retention Project

- New Business:
 - Consider Closed Special Town Board session to discuss Town employee compensation adjustments (meeting Monday, December 19th at 6:00 p.m. was discussed and agreed upon)
 - Consider Fire Board Appointment
 - Consider Board Appointments to Committees

NEXT PLAN COMMISSION MEETING

December 20, 2022, 6:00 p.m.

NEXT TOWN BOARD MEETING

January 9, 2023, 6:30 p.m.

COMMUNITY MEETINGS BOARD MEMBERS ATTEND

None scheduled at this time.

ADJOURN

MOTION BY CRONICK/JOHNSON TO ADJOURN THE TOWN BOARD MEETING MONDAY, DECEMBER 12, 2022. MOTION CARRIED. The meeting adjourned at 8:15 p.m.

To be approved: January 9, 2023

Approved:

1/9/23
Denise Skjerven
Denise Skjerven, Town Clerk