

TOWN OF OSCEOLA
TOWN BOARD OF SUPERVISORS
REGULAR BOARD MEETING
Monday, January 9, 2023 – 6:30 P.M.

[Note: This meeting is rescheduled from the normally-scheduled Jan. 3 meeting date.]

Town Hall - 516 East Avenue North, Dresser WI
Virtual - Open Meeting via Microsoft Teams

To join via Teams: See Meetings, Notices/Agendas on www.townofosceola.com
Agenda Can Change Up to 24 Hours Prior to Meeting

MEETING AGENDA

1. Call Meeting to Order
2. Verification of Meeting Posting
3. Pledge of Allegiance
4. Roll Call
5. Presentation and Approval of Bills *1-10*
6. Acceptance of Proposed Agenda
7. Approval of Minutes of Previous Meetings: 12/12/2022 (Regular Town Bd. Mtg), 12/19/2022 (Special Town Bd. Mtg.) *11-20*
8. Public Comment
9. Public Works Report
10. Treasurer's Report *21*
11. Clerk's Report *22*
12. Old Business
 - a) Consider Dwight Lake Boat Landing Improvements
13. New Business
 - a) Consider Potential Transfer of 1.84 Acres to Dan Hayman (2361 75th Ave.) from Corrine Zehm *23-26*
 - b) Consider Road Projects for 2023 Bids
 - c) Consider Petition for Direct Annexation of Property Located in Town of Osceola to the Village of Osceola *27-35*
 - d) Consider Budget/Expenditures for Updates to Comprehensive Plan and Town Survey
 - e) Consider Appointment to Community Boards and Town Committees
 - f) Consider Mailboxes: Installation and Replacement *36-50*
 - g) Consider Town Website Updates *51-52*
 - h) Consider Purchase of Computer for Treasurer *53*
14. Chair's Report
15. Supervisors' Reports
 - Jon Cronick: Supervisor and Plan Commission Update, including 12/20/22 minutes *54-55*
 - Tony Johnson
 - Debbie Thompson
16. Committee Reports: Consideration/Review/Discussion
 - Finance
 - Media & Technology
 - Personnel
 - Public Works
17. Request for Future Meeting Agenda Items
18. Next Plan Commission Meeting – Tues., January 24, 2023
19. Next Town Board Meeting – Mon., February 6, 2023
20. Community Meetings Board Members Attend:
 - Osceola Area Ambulance Board Meeting: Wed., Jan. 11, 6:00 p.m., Osceola Area Ambulance Hall
 - Fire Board meeting: Thurs., Jan. 19, 6:00 p.m. (place TBD)
21. Adjournment

Notice is hereby given that a quorum of the Town of Osceola Plan Commission may be present at this meeting of the Town Board of Supervisors scheduled as noted above to gather information about a subject over which they have recommendation-making responsibility. The Plan Commission will take no formal action at this meeting. Please note that, upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request this service, contact the Clerk's office at (715)755-3060.

AFFIDAVIT OF POSTING: I hereby certify that this notice has been posted at the Dresser Post Office, the Town Hall, the First National Community Bank, the Town Web Site, and the Town Facebook site.

TOWN OF OSCEOLA

Check Detail

December 12, 2022 through January 9, 2023

Type	Date	Num	Name	Account	Original Amount
Check	12/14/2022	AC	Charter Communications	11116 · MidWest One Checking Account	-139.98
TOTAL			51616 · Telephone/Internet		<u>139.98</u>
					<u>139.98</u>
Check	12/13/2022	ACH	Xcel Energy	11116 · MidWest One Checking Account	-122.49
TOTAL			51611 · Electric Utilities		<u>122.49</u>
					<u>122.49</u>
Liability Check	12/15/2022	ACH	IRS	11116 · MidWest One Checking Account	-3,357.90
TOTAL			2100 · Payroll Liabilities		<u>1,240.00</u>
			2100 · Payroll Liabilities		<u>858.23</u>
			2100 · Payroll Liabilities		<u>858.23</u>
			2100 · Payroll Liabilities		<u>200.72</u>
			2100 · Payroll Liabilities		<u>200.72</u>
					<u>3,357.90</u>
Check	12/19/2022	ACH	AFLAC	11116 · MidWest One Checking Account	-257.32
TOTAL			22110 · Short Term Disability		<u>125.76</u>
			22110 · Short Term Disability		<u>131.56</u>
					<u>257.32</u>
Check	12/20/2022	ACH	Kwik Trip	11116 · MidWest One Checking Account	-328.39
TOTAL			53241 · Fuel		<u>328.39</u>
					<u>328.39</u>
Check	12/20/2022	ACH	amazon	11116 · MidWest One Checking Account	-405.00

TOWN OF OSCEOLA

Check Detail

December 12, 2022 through January 9, 2023

Type	Date	Num	Name	Account	Original Amount
TOTAL				51425 · Office Supplies	405.00 405.00
Check	12/22/2022	ACH	USPS	11116 · MidWest One Checking Account	-119.40
TOTAL				Postage	119.40 119.40
Check	12/23/2022	ACH	MidWest One Bank	11116 · MidWest One Checking Account	-985.94
TOTAL				Capital Highway Equipment	785.94
				Capital Highway Equipment	200.00
					985.94
Check	12/29/2022	ACH	amazon	11116 · MidWest One Checking Account	-68.44
TOTAL				51425 · Office Supplies	68.44 68.44
Check	12/29/2022	ACH	amazon	11116 · MidWest One Checking Account	-53.26
TOTAL				51425 · Office Supplies	53.26 53.26
Liability Check	12/30/2022	ACH	Wisconsin Dept of Revenue	11116 · MidWest One Checking Account	-447.41
TOTAL				2100 · Payroll Liabilities	447.41 447.41
Liability Check	12/30/2022	ACH	Wisconsin Retirement System	11116 · MidWest One Checking Account	-1,372.10
				2100 · Payroll Liabilities	686.05
				2100 · Payroll Liabilities	518.39

TOWN OF OSCEOLA

Check Detail

December 12, 2022 through January 9, 2023

Type	Date	Num	Name	Account	Original Amount
TOTAL				2100 - Payroll Liabilities	167.66 1,372.10
Check	12/30/2022	ACH	amazon	11116 - MidWest One Checking Account	-175.56
TOTAL				Supplies	175.56 175.56
Check	12/30/2022	ACH	WMCA	11116 - MidWest One Checking Account	-65.00
TOTAL				51421 - Dues & Training	65.00 65.00
Check	12/12/2022	18546	T & T Trailer	11116 - MidWest One Checking Account	-9,332.00
TOTAL				Capital Highway Equipment	9,332.00 9,332.00
Check	12/12/2022	18547	Midwest Machinery Company	11116 - MidWest One Checking Account	-16,500.00
TOTAL				Capital Highway Equipment	16,500.00 16,500.00
Check	12/12/2022	18548	Screen Printing	11116 - MidWest One Checking Account	-179.00
TOTAL				Garage Expenses	179.00 179.00
Paycheck	12/23/2022	18549	Carlson, Janice	11116 - MidWest One Checking Account	-650.38
TOTAL				Treasurer Wages	715.84
			Tax Collection	Treasurer Wages	100.22
					650.38

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TOWN OF OSCEOLA

Check Detail

December 12, 2022 through January 9, 2023

Type	Date	Num	Name	Account	Original Amount
Paycheck	12/23/2022	18550	Gaffney, Joseph J	11116 · MidWest One Checking Account	-1,455.42
				Full-Time PW Wages (Wages for Full Time Employ	1,600.00
				Full Time PW OT Wages (Wages paid at 1.5 for O	460.80
TOTAL					1,455.42
Paycheck	12/23/2022	18551	Raddatz, Todd A	11116 · MidWest One Checking Account	-1,989.68
				53246 · Supervisor PW Wages	1,920.00
				53246 · Supervisor PW Wages	685.44
				53246 · Supervisor PW Wages	461.50
TOTAL					1,989.68
Paycheck	12/23/2022	18552	Skjerven, Denise K	11116 · MidWest One Checking Account	-730.01
				Clerk Wages	973.56
TOTAL					730.01
Paycheck	12/20/2022	18553	Johnson, Tony A	11116 · MidWest One Checking Account	-177.11
				Board Salaries	191.78
TOTAL					177.11
Paycheck	12/23/2022	18554	Berg, James R	11116 · MidWest One Checking Account	-46.18
				Planning Commission	50.00
TOTAL					46.18
Paycheck	12/23/2022	18555	Johnson, Warren M	11116 · MidWest One Checking Account	-46.18
				Planning Commission	50.00
TOTAL					46.18

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TOWN OF OSCEOLA

Check Detail

December 12, 2022 through January 9, 2023

Type	Date	Num	Name	Account	Original Amount
Paycheck	12/23/2022	18556	Kaiser, Kimberly	11116 · MidWest One Checking Account	-46.18
TOTAL			Planning Commission		50.00 46.18
Paycheck	12/23/2022	18557	Thorman, Cynthia	11116 · MidWest One Checking Account	-61.65
TOTAL			51442 · Wages		-12.50
			51442 · Wages		4.26
			Planning Commission		75.00
					61.65
Paycheck	12/23/2022	18558	Tronrud, Dan R	11116 · MidWest One Checking Account	-69.27
TOTAL			Planning Commission		75.00
					69.27
Check	12/30/2022	18559	ABT Mailcom	11116 · MidWest One Checking Account	-917.90
TOTAL			Postage		917.90
					917.90
Check	12/30/2022	18560	Bakke Norman S.C	11116 · MidWest One Checking Account	-878.75
TOTAL			Municipal Attorney Fees		878.75
					878.75
Check	12/30/2022	18561	Brothers Country Mart LLC	11116 · MidWest One Checking Account	-1,261.00
			53241 · Fuel		180.00
			53241 · Fuel		273.00
			53241 · Fuel		262.00

TOWN OF OSCEOLA

Check Detail

December 12, 2022 through January 9, 2023

Type	Date	Num	Name	Account	Original Amount
TOTAL					150.00
					175.00
					221.00
					1,261.00
Check	12/30/2022	18562	Dresser Food & Liquor Inc.	11116 - MidWest One Checking Account	-1,447.00
					165.00
					120.00
					241.00
					80.00
					232.00
					135.00
					82.00
					232.00
					160.00
TOTAL					1,447.00
Check	12/30/2022	18563	Dresser Water & Sewer Utilities	11116 - MidWest One Checking Account	-81.73
					81.73
TOTAL					81.73
Check	12/30/2022	18564	Polk County Highway Dept.	11116 - MidWest One Checking Account	-2,904.75
					2,904.75
TOTAL					2,904.75
Check	12/30/2022	18565	Quill Corporation	11116 - MidWest One Checking Account	-26.99
					26.99
TOTAL					26.99

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TOWN OF OSCEOLA

Check Detail

December 12, 2022 through January 9, 2023

Type	Date	Num	Name	Account	Original Amount
Check	12/30/2022	18566	Bluestone Sand & Gravel	11116 · MidWest One Checking Account	-274.50
TOTAL				53248 · Road Maintenance & Repair	274.50
Check	12/30/2022	18567	Sandstrom, Amy	11116 · MidWest One Checking Account	-25.54
TOTAL				2300 · Advanced Tax Collections	25.54
Check	12/30/2022	18568	Bender, Peggy	11116 · MidWest One Checking Account	-14.25
TOTAL				2300 · Advanced Tax Collections	14.25
Check	12/31/2022	18569	West WI Inspection Agency	11116 · MidWest One Checking Account	-588.50
TOTAL				52400 · Building Inspection Expense	588.50
Paycheck	01/06/2023	18570	Carlson, Janice	11116 · MidWest One Checking Account	-1,092.44
TOTAL				Treasurer Wages	724.56
Paycheck	01/06/2023	18571	Gaffney, Joseph J	11116 · MidWest One Checking Account	-1,262.31
TOTAL				Treasurer Wages	672.89
				Tax Collection	1,092.44
				Full-Time PW Wages (Wages for Full Time Employ	1,298.20
				Full Time PW OT Wages (Wages paid at 1.5 for O	131.70
				Full-Time PW Wages (Wages for Full Time Employ	160.00
				Full-Time PW Wages (Wages for Full Time Employ	160.00
TOTAL					1,262.31



TOWN OF OSCEOLA

Check Detail

December 12, 2022 through January 9, 2023

Type	Date	Num	Name	Account	Original Amount
Paycheck	01/06/2023	18572	Raddatz, Todd A	11116 · MidWest One Checking Account	-1,754.90
			53246 · Supervisor PW Wages		1,584.24
			53246 · Supervisor PW Wages		257.40
TOTAL					1,754.90
Paycheck	01/06/2023	18573	Skjerven, Denise K	11116 · MidWest One Checking Account	-725.32
			Clerk Wages		957.90
					725.32
TOTAL					-269.36
Paycheck	01/09/2023	18574	Cronick, Jon M	11116 · MidWest One Checking Account	-269.36
			Board Salaries		291.67
					269.36
TOTAL					-269.36
Paycheck	01/09/2023	18575	Johnson, Tony A	11116 · MidWest One Checking Account	-269.36
			Board Salaries		291.67
					269.36
TOTAL					-269.36
Paycheck	01/09/2023	18576	Lindh, Dale A	11116 · MidWest One Checking Account	-269.36
			Board Salaries		291.67
					269.36
TOTAL					-269.36
Paycheck	01/09/2023	18577	Thompson, Debbie L	11116 · MidWest One Checking Account	-269.36
			Board Salaries		291.67
					269.36
TOTAL					-269.36
Check	01/02/2023	18578	West WI Inspection Agency	11116 · MidWest One Checking Account	-139.70

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TOWN OF OSCEOLA

Check Detail

December 12, 2022 through January 9, 2023

Type	Date	Num	Name	Account	Original Amount
TOTAL				52400 · Building Inspection Expense	139.70
					139.70
Check	01/02/2023	18579	GCS Software	11116 · MidWest One Checking Account	-367.50
TOTAL				51425 · Office Supplies	367.50
					367.50
Check	01/02/2023	18580	Connecting Point	11116 · MidWest One Checking Account	-552.50
TOTAL				51435 · Website & Computer Expenses	468.50
				Computer/Emails	48.00
				Computer/Email	36.00
					552.50
Check	01/02/2023	18581	Appraisal Services & Data Processing	11116 · MidWest One Checking Account	-8,144.00
TOTAL				Assessor's Contract	8,144.00
					8,144.00
Check	01/02/2023	18582	WTA	11116 · MidWest One Checking Account	-771.25
TOTAL				Dues & Training	771.25
					771.25
Check	01/02/2023	18583	Command Central	11116 · MidWest One Checking Account	-1,325.00
TOTAL				Annual Machine Fees	1,325.00
					1,325.00
Check	01/02/2023	18584	CivicPlus LLC	11116 · MidWest One Checking Account	-2,237.25

TOWN OF OSCEOLA

Check Detail

December 12, 2022 through January 9, 2023

Type	Date	Num	Name	Account	Original Amount
TOTAL				Municipal Attorney Fees	2,237.25 2,237.25
Check	01/02/2023	18585	Douglas Wojcik	11116 · MidWest One Checking Account	-610.44
TOTAL				57000 · Tax Refunds & Reimbursements	610.44 610.44
Check	01/05/2023	18586	Bluestone Sand & Gravel	11116 · MidWest One Checking Account	-357.40
TOTAL				53248 · Road Maintenance & Repair	357.40 357.40
Check	01/05/2023	18587	Quill Corporation	11116 · MidWest One Checking Account	-38.99
TOTAL				51425 · Office Supplies	38.99 38.99
Check	01/05/2023	18588	Dominion Voting	11116 · MidWest One Checking Account	-684.84
TOTAL				Annual Machine Fees	684.84 684.84

Total Board Bills for January 9, 2023 Check # 18546-18588 and ACH payments from 12-12-2022-1-9-2023

- Jon Cronick _____
- Tony Johnson _____
- Dale Lindh _____
- Debbie Thompson _____

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 TOTTALLING \$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

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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 $\frac{1}{4}$ OF THE SOUTHEAST $\frac{1}{4}$, 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

18

- 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:

Denise Skjerven, Town Clerk

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TOWN OF OSCEOLA
BOARD OF SUPERVISORS
SPECIAL TOWN BOARD MEETING
Monday, December 19, 2022 — 6:00 p.m.
Meeting Minutes

The Board of Supervisors of the Town of Osceola met for a Special Town Board meeting Monday, December 19, 2022, beginning at 6:00 p.m. at the Osceola Town Hall, Dresser, Wisconsin.

CALL TO ORDER: Chair Lindh called the Special Town Board meeting to order at 6:20 p.m.

VERIFICATION OF MEETING POSTING: Chair Lindh confirmed that the notice was posted at the Town Hall, Dresser Post Office, the First National Community Bank, and the Town Web Site.

PRESENT: Chair Lindh, Supervisors Cronick, Johnson, and Thompson.

ACCEPTANCE OF PROPOSED AGENDA

MOTION BY CRONICK/THOMPSON TO APPROVE THE AGENDA AS NOTED. MOTION CARRIED.

ANNOUNCEMENT OF CLOSED SESSION

Chair Lindh announced that the Board would be moving into closed session as posted and asked for a motion by roll call. MOTION BY CRONICK/THOMPSON TO MOVE INTO CLOSED SESSION PURSUANT TO STATE STATUTE §19.85(1)(C), TO CONDUCT COMPENSATION REVIEWS OF TOWN STAFF POSITIONS. AYES: CRONICK, JOHNSON, LINDH, AND THOMPSON. MOTION CARRIED UNANIMOUSLY. The Board entered into closed session at 6:23 p.m.

PRESENT: Chair Lindh, Supervisors Cronick, Johnson, and Thompson.

OPEN SESSION

Chair Lindh announced that the Board would be moving back into open session and asked for a motion by roll call. MOTION BY THOMPSON/JOHNSON TO MOVE INTO OPEN SESSION. AYES: CRONICK, JOHNSON, LINDH AND THOMPSON. MOTION CARRIED UNANIMOUSLY. The Board entered open session at 6:52 p.m.

PRESENT: Chair Lindh, Supervisors Cronick, Johnson, and Thompson.

MOTION BY THOMPSON/JOHNSON TO GIVE 3% RAISES TO THE CLERK, TREASURER, PUBLIC WORKS SUPERVISOR AND PUBLIC WORKS FULL TIME EMPLOYEE. THE PUBLIC WORKS FULL TIME EMPLOYEE WILL ALSO RECEIVE A STIPEND OF \$10,000 OVER THE COURSE OF THE CALENDAR YEAR, TO BE PAID IN BI-WEEKLY PAYCHECKS. THE PURPOSE OF THE STIPEND IS MONETARY ASSISTANCE TOWARD HEALTH INSURANCE. THESE ADJUSTMENTS TO BE EFFECTIVE JANUARY 1, 2023. MOTION CARRIED UNANIMOUSLY.

ADJOURN

MOTION BY THOMPSON/LINDH TO ADJOURN THE SPECIAL TOWN BOARD MEETING MONDAY, DECEMBER 19, 2022. MOTION CARRIED.

Being no further business to come before the Board, the Meeting adjourned at 6:55 p.m.

To be approved: January 9, 2023

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Approved: _____

Dale Lindh, Chair

DRAFT

Alerts

Stay Alert

Know about changes to your finances and online security. Choose when and what alerts you get by email or text message.

Accounts

<u>GENERAL FUND</u>	Available balance \$41,621.43	<u>Recent</u> ▼
<u>GENERAL MONEY MARKET ACCOUNT</u>	Available balance \$325,277.05	<u>Recent</u> ▼
<u>TAX RECEIPT ACCOUNT</u>	Available balance \$1,425,954.69	<u>Recent</u> ▼
<u>DRESSER TRAPROCK ASSURANCE</u>	Available balance \$15,070.40	<u>Recent</u> ▼
<u>ARPA</u>	Available balance \$292,454.28	<u>Recent</u> ▼
<u>PUBLIC WORKS CAPITAL</u>	Available balance \$100,717.82	<u>Recent</u> ▼

Pay or transfer

From account *

GENERAL FUND XXX1087

Available balance: \$41,621.43

To account *

GENERAL MONEY MARKET ACCOUNT XXX7408

Available balance: \$325,277.05

Date *

1/6/2023

 SELECT

HIGHLIGHTS OF CLERK ACTIVITIES DONE THIS MONTH:

22

DECEMBER:

TASKS	#	FURTHER COMMENTS
Ordinances/ Resolutions	0 0	
Building Permits	2 0	Alterations to existing property New construction
Driveway Permits	0 0	With new construction Stand Alone
Meetings and Minutes	3	12/12 Regular Town Board 12/19 Special Town Board (agenda only) 12/20 Plan Commission (mtg posting)
Public Records Requests	9	Requests for meeting public comment, audio and minutes (past and more current) Request for docs/communicas/statement re: EGoodman property Request for Treasurer job description Documentation supplied by Dresser Trap Rock for the renewal of their initial permit from the Town Copies of '22 attorney invoices
Ads	0	
Town's Web Page (and Town Facebook site)		Holiday closing dates Town Board staff updates Meeting Notices and Minutes Elections: posted Town Board Candidates Packet and Completion of Post-Election Audit Taxes: posted Lottery & Gaming Credit App Form, '22 Tax Bill Insert, and '22 Real Estate Tax Listing Budget: Posted Resolution 22-12-01 Amending the 2022 Budget
Form Updates		
Public Walk-in/calls		burning permits (85 as of end of month)
Training		Webinar by Wisc. Ethics Commission (re Campaign Finance Law Update)
Elections		Two candidate packets received for April 4 Spring Election: one from Dale (for Chair seat); one from Tony (for one Supervisor seat); Likely no February primary (but still waiting to hear back from Osceola School District as of Fri AM) Recodification Project with CivicPlus: fully signed contract; paid first ¼ amount (\$2,237.25); completed verification of materials to be reviewed with Materials Specialist—have question areas for attorney

Clerk

23

From: gloria hayman <lagloworm@hotmail.com>
Sent: Wednesday, December 7, 2022 10:32 AM
To: Clerk
Subject: Hayman Proposed Land Purchase
Attachments: HAYMD_170522_LEGAL-12-06-2022.pdf

Hi,

Attached is the drawing from surveyor. If you have any questions please give me a call at (909)243-4545. Thanks.

Daniel Hayman

Sent from Mail for Windows

From: gloria hayman
Sent: Monday, November 21, 2022 8:39 AM
To: clerk@townofosceola.com
Subject: Hayman Proposed Land Purchase

Hi,

The Land I plan on purchasing is the 1.84 acres in the backwards L on the left and top of my current property. I don't know what we do about the property that is part of County Road M. The address of my property is 2361 75th Ave County Road M, Osceola, WI 54020. The owner of land we are purchasing from is Corrine R Zehm. Thanks for all your help.

EXHIBIT

24

BEING A PART OF THE
SE 1/4 OF NW 1/4 OF SEC. 30 T.33N., R.18W.,
IN THE TOWN OF OSCEOLA, POLK COUNTY, WISCONSIN

SURVEYOR:
KEITH A. KINDRED, PLS S-2082
SEH
501 MAPLE AVE
DELAFIELD, WI 53018
(414) 949-8919
KKINDRED@SEHINC.COM

SURVEY FOR:
DANIEL & GLORIA HAYMAN
8194 HIGHRIDGE PLACE
RANCHO CUCAMONGA, CA 91730

UNPLATTED LANDS
ZEHM
QUIT CLAIM DEED DOC. 610060
BOOK 0851 PAGE 0063

UNPLATTED LANDS
ZEHM
QUIT CLAIM DEED DOC. 610060
BOOK 0851 PAGE 0063

UNPLATTED LANDS
GETSCHEL
VOL 228/639

UNPLATTED LANDS
ZEHM
QUIT CLAIM DEED DOC. 610060
BOOK 0851 PAGE 0063

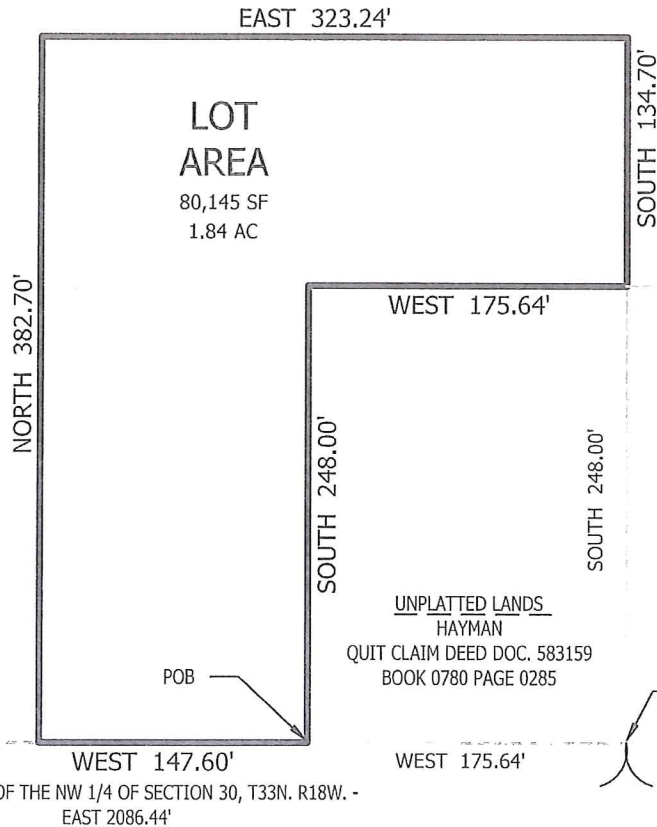
UNPLATTED LANDS
HAYMAN
QUIT CLAIM DEED DOC. 583159
BOOK 0780 PAGE 0285

W 1/4 CORNER
SEC 30-33-18

POB

SE CORNER OF
QCD 583159

SE COR OF THE SE
1/4 OF THE NW 1/4
SEC 30-33-18



75th AVE / COUNTY RD "M"
90' ROW

LEGAL DESCRIPTION:

BEING A PART OF SE 1/4 OF NW 1/4 OF SECTION 30, T.33 N., R.18 W., TOWN OF OSCEOLA, POLK COUNTY, WISCONSIN, DESCRIBED AS FOLLOWS:

COMMENCING AT THE WEST 1/4 CORNER OF SECTION 30, THENCE EAST 2086.44 FEET, TO THE SOUTH EAST CORNER OF QUIT CLAIM DEED DOC. 583159 BOOK 0780 PAGE 0285; SAID CORNER IS 526.93 FEET WEST FROM THE SOUTHEAST CORNER OF THE NORTHWEST QUARTER OF SECTION 30, TOWNSHIP 33, NORTH OF RANGE 18 WEST AS DESCRIBED IN QUIT CLAIM DEED DOC. 583159 BOOK 0780 PAGE 0285, THENCE WEST ALONG THE SECTION LINE AND ALONG THE SOUTH PROPERTY LINE OF QUIT CLAIM DEED DOC. 583159 BOOK 0780 PAGE 0285, A DISTANCE OF 175.64 FEET, TO THE POINT OF BEGINNING (POB).

THENCE CONTINUING WEST, ALONG SAID SECTION LINE, 147.60 FEET; THENCE NORTH 382.70 FEET; THENCE EAST 323.24 FEET; THENCE SOUTH 134.70 FEET, TO THE NORTH EAST CORNER OF QUIT CLAIM DEED DOC. 583159; THENCE WEST, ALONG THE NORTH PROPERTY LINE DESCRIBED IN QUIT CLAIM DEED DOC. 583159, A DISTANCE OF 175.64 FEET; THENCE SOUTH, ALONG THE WEST PROPERTY LINE DESCRIBED IN QUIT CLAIM DEED DOC. 583159, A DISTANCE OF 248.00 FEET, TO THE POINT OF BEGINNING.

SAID LANDS CONTAINS 80,145 SQUARE FEET, 1.84 ACRES




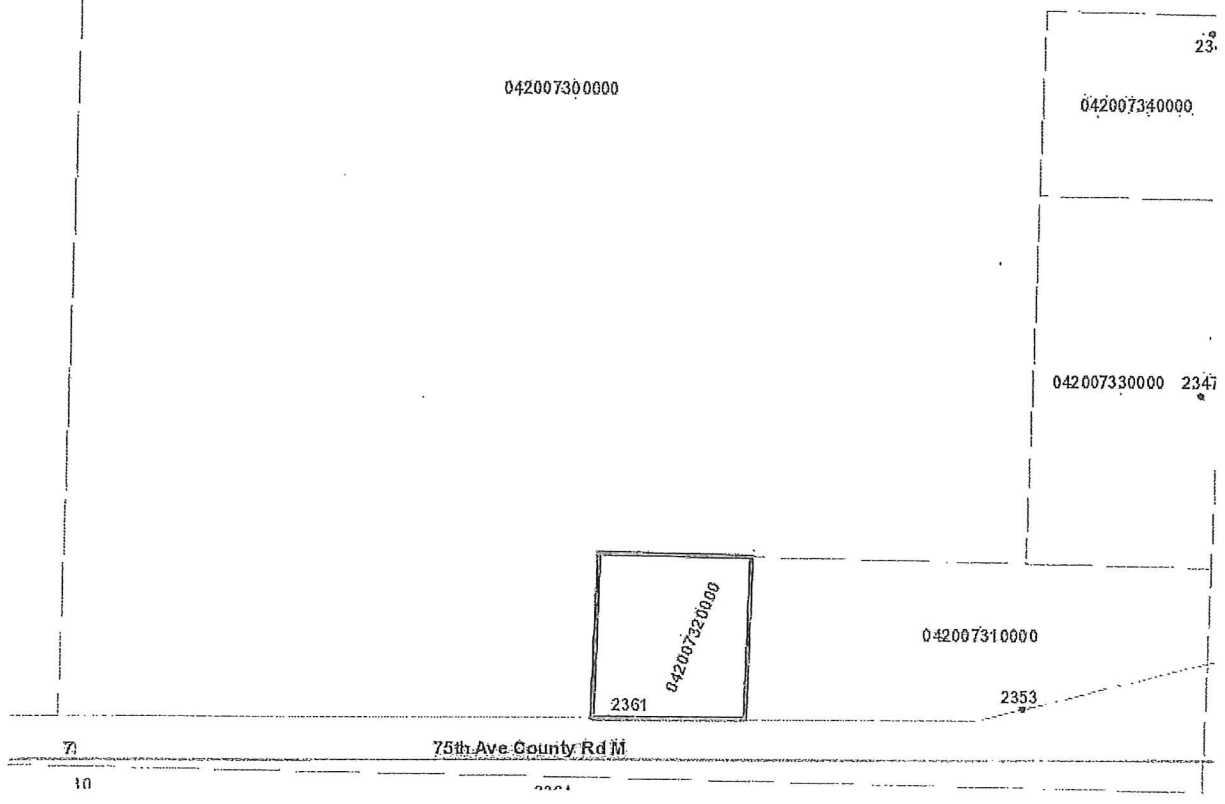
SEH 501 MAPLE AVE., DELAFIELD, WI 53018 262-646-6855
PATH: X:\FJ\H\HAYMD\170522\9-SURVEY\92-CAD\10-C3D\HAYMD_170522_LEGAL.DWG

25

Parcels Feature Information

PID:	042007320000
Parcel Label:	042-00732-0000
Owner Name:	DANIEL C HAYMAN
Property Address:	2361 75TH AVE COUNTY RD M
Municipality:	TOWN OF OSCEOLA
Acres:	0.73
Tax Year:	2022
permits:	042007320000 LUP7791.pdf

 Report



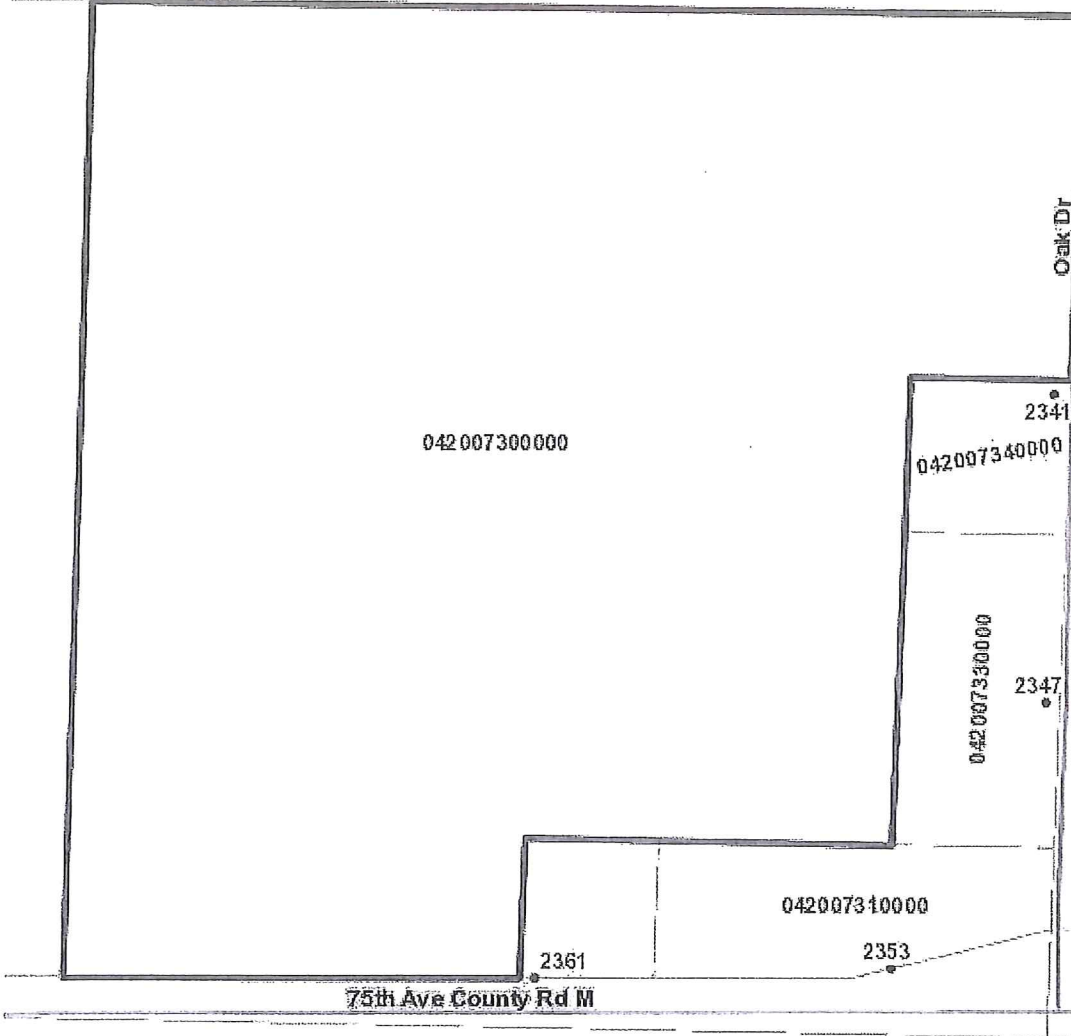
26

screen | APPAL | <<

Parcels Feature Information

<u>PID:</u>	042007300000
<u>Parcel Label:</u>	042-00730-0000
<u>Owner Name:</u>	CORRINE R ZEHM
<u>Property Address:</u>	
<u>Municipality:</u>	TOWN OF OSCEOLA
<u>Acres:</u>	32.44
<u>Tax Year:</u>	2022
<u>permits:</u>	

Report





SCHOOL DISTRICT OF OSCEOLA

Mark Luebker | Superintendent of Schools
Board of Education

P.O. Box 128
331 Middle School Drive
Osceola, WI 54020
715-294-4140
Fax: 715-294-2428

RECEIVED
DEC 05 2022
TOWN OF OSCEOLA

Lanette Johnson, Board President
Jeff Uzpen Board Vice President
Jan Carlson, Board Treasurer
Kysa Marten, Board Clerk
Brooke Kulzer, Board Director

**Petition for Direct Annexation by Property Owner by Unanimous Approval of
Property Located in the Town of Osceola, Polk County, Wisconsin
to the Village of Osceola, Polk County, Wisconsin
Pursuant to Wis. Stat. § 66.0217(2)**

TO: Village Board of the Village of Osceola
310 Chieftain St.
Osceola, WI 54020

Town Board of the Town of Osceola
516 East Avenue North
Dresser, WI 54009

RECEIVED

NOV 28 2022

Weld Riley, S.C.

We, the undersigned, constituting all the owners of real property in which no electors reside in the following described territory of the Town of Osceola, Polk County, Wisconsin, lying contiguous to the Village of Osceola, Polk County, Wisconsin, petition the Village Board of Osceola to annex the territory described below and shown on the attached map. The purpose for this annexation action is to facilitate future development of the subject properties.

School District of Osceola Properties:

Parcel A:

Part of the Northwest Quarter of the Southeast Quarter (being in part of Outlot 8 of the Outlot Map of Osceola) in the Village of Osceola, part of the Southwest Quarter of the Southeast Quarter (being part of Outline 9 of the Outlot Map of Osceola) in the Village of Osceola, part of the Southeast Quarter of the Southeast Quarter, part of the Northeast Quarter of the Southeast Quarter in the Township of Osceola all in Section 23, T33N, R18W, described as follows:

Commencing at the Southeast corner of said Section 23, thence on an assumed bearing along the South line of the Southeast Quarter of Section 23, South 89°33'09" West a distance of 58.40 feet to the point of beginning of parcel to be described;
thence continuing along last said South line, South 89°33'09" West a distance of 363.35 feet to the approximate centerline of 79th Avenue, this also being the Easterly line of the recorded Plat of Spring Brook Meadows;
thence along last said centerline and said Easterly line, North 46°40'48" West a distance of 14.20 feet;
thence continuing along last said centerline and said Easterly line, North 47°30'31" West a distance of 675.66 feet;
thence along part of the Easterly line of that parcel as recorded in Volume 434, page 192, Document No. 403951, in the Register of Deeds Office in said County, North 06°51'55" East a distance of 253.60 feet;
thence along the Northerly line of last said parcel, North 72°21'02" West a distance of 280.48 feet;
thence continuing on last said Northerly line, North 85°35'54" West a distance of 298.18 feet;

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thence continuing on last said Northerly line, North 84°59'58" West a distance of 721.72 feet;
thence continuing on last said Northerly line and the extension thereof, South 87°41'11" West a distance of 439.24 feet to the West line of the Southeast Quarter of said Section 23;
thence along last said West line, North 00°25'40" West a distance of 1598.61 feet;
thence South 75°06'14" East a distance of 2676.13 feet;
thence South 00°22'57" West a distance of 1778.86 feet to the point of beginning.

AND

Parcel B:

Part of the Southeast Quarter of the Southeast Quarter and part of the Northeast Quarter of the Northeast Quarter of the Southeast Quarter in Town of Osceola, all in Section 23, Township 33, North of Range 19 West, Polk County, Wisconsin, described as follows:

Beginning at the Southeast corner of said Section 23, thence on an assumed bearing along the South line of the Southeast Quarter of said Section 23, South 89°33'09" West a distance of 58.40 feet;
thence North 00°22'57" East a distance of 1778.86 feet;
thence South 75°06'14" East a distance of 61.98 feet to the East line of the Southeast Quarter of said Section 23, thence along last said east line, South 00°22'57" West a distance of 1762.46 feet to the point of beginning.

EXCEPTING THEREFROM that party lying within Education Drive as showing on Certified Survey Map No. 3940, recorded in Volume 17 of Certified Survey Maps, on Page 203, as Document No. 645991 AND FURTHER EXCEPTING that part lying within Education Avenue as showing on Certified Survey Map No. 5979, recorded in Volume 27 of Certified Survey Maps, on Page 43, as Document No. 779668 AND FURTHER EXCEPTING that part lying within the Northwest Quarter of the Southeast Quarter and the Southwest Quarter of the Southeast Quarter in the Township of Osceola all in Section 23, T33N, R18 W.

PID #042-01121-0100
PID#042-01123-0000

Dated this 18 day of November 2022

District Administrator, School District of Osceola

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Clerk

From: ChairLindh
Sent: Wednesday, December 7, 2022 1:49 PM
To: Clerk
Cc: Treasurer; Supervisor Cronick; Debbie Thompson; PC Utke
Subject: Fw: Petition for Direct Annexation of Property to Village of Osceola

Denise-

Attached is the response I received from Paul.

Dale Lindh

Town of Osceola Chairman

From: Paul H. Mahler <PMahler@bakkenorman.com>
Sent: Tuesday, December 6, 2022 11:48 AM
To: ChairLindh <chairlindh@townofosceola.com>
Subject: RE: Petition for Direct Annexation of Property to Village of Osceola

Yes, the Town would be responsible for completing that paperwork. The rest is really the Village and the County.

Paul H. Mahler

Attorney

Bakke Norman, S.C.
Phone: 715.246.3800
Direct: 715.888.1012
Fax: 815.927.0411
www.bakkenorman.com



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From: ChairLindh <chairlindh@townofosceola.com>
Sent: Tuesday, December 6, 2022 7:07 AM
To: Paul H. Mahler <PMahler@bakkenorman.com>
Cc: Clerk <clerk@townofosceola.com>; Treasurer <treasurer@townofosceola.com>; Supervisor Cronick <supervisorcronick@townofosceola.com>; Debbie Thompson <supervisorthompson@townofosceola.com>; PC Utke <pcutke@townofosceola.com>
Subject: Re: Petition for Direct Annexation of Property to Village of Osceola

Paul,

Thanks for your response.

Do you know who would take responsibility to have the maps changed? I know that once a year the state sends out paperwork asking about if roads were added or subtracted that are maintained by the Town.

Thanks-

Dale Lindh

Town of Osceola Chairman

From: Paul H. Mahler <PMahler@bakkenorman.com>
Sent: Monday, December 5, 2022 3:24 PM
To: ChairLindh <chairlindh@townofosceola.com>
Subject: RE: Petition for Direct Annexation of Property to Village of Osceola

Hello Dale

There really is not anything the Town needs to do at this point. This is a direct annexation by unanimous consent. The ability to object is very limited. At some point when this is completed the town road map will need to change as part of the road will be in the Village.

Paul H. Mahler

Attorney

Bakke Norman, S.C.
Phone: 715.246.3800
Direct: 715.888. 1012
Fax: 815.927.0411
www.bakkenorman.com



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From: ChairLindh <chairlindh@townofosceola.com>
Sent: Monday, December 5, 2022 2:26 PM
To: Paul H. Mahler <PMahler@bakkenorman.com>
Cc: Clerk <clerk@townofosceola.com>; Supervisor Cronick <supervisorcronick@townofosceola.com>; Debbie Thompson <supervisorthompson@townofosceola.com>; PC Utke <pcutke@townofosceola.com>
Subject: Fw: Petition for Direct Annexation of Property to Village of Osceola

Paul,

Can you please let the Town of Osceola know what our next steps need to be with this Annexation of the property owned by the school.

Thanks-

Dale

Dale Lindh

Town of Osceola Chairman

From: Clerk <clerk@townofosceola.com>
Sent: Monday, December 5, 2022 10:16 AM
To: ChairLindh <chairlindh@townofosceola.com>; Supervisor Cronick <supervisorcronick@townofosceola.com>;
 Debbie Thompson <supervisorthompson@townofosceola.com>; PC Utke <pcutke@townofosceola.com>
Cc: Treasurer <treasurer@townofosceola.com>; Publicworks <publicworks@townofosceola.com>
Subject: Petition for Direct Annexation of Property to Village of Osceola

Hi all ~ Here is the latest from the School District of Osceola regarding the annexation of property from the Town of Osceola to the Village of Osceola.

Jeremy: Please let me know if I should forward this information on to all Plan Commission members on an FYI basis.

Denise Skjerven

Clerk - Town of Osceola
715-755-3060, ext. 1
516 East Avenue North
P.O. Box 216
Dresser, WI 54009-0216
Clerk@townofosceola.com

Clerk

From: ChairLindh
Sent: Tuesday, December 20, 2022 1:00 PM
To: Clerk; PC Utke
Cc: Treasurer; Paul H. Mahler
Subject: Fw: Annexation process
Attachments: Annexation Process.pdf

Attached is information that I received for Mark Luebker about the Annexation Process. We will need to put information about the Annexation on the next Town meeting agenda to just let people know about that this is happening.

Dale Lindh

Town of Osceola Chairman

From: Mark Luebker <luebker@osceolak12.org>
Sent: Tuesday, December 20, 2022 11:45 AM
To: ChairLindh <chairlindh@townofosceola.com>
Cc: Supervisor Cronick <supervisorcronick@townofosceola.com>; Supervisor Johnson <supervisorjohnson@townofosceola.com>; Debbie Thompson <supervisorthompson@townofosceola.com>
Subject: Annexation process

Dale,

Attached is a memo from the School District of Osceola legal council regarding the Annexation process.

It is my understanding a question was raised by one of your board members and possibly also from members of the planning commission.

Please let me know if I can be of further assistance.

Regards,

Mark Luebker
Superintendent
Osceola School District
715-294-4140 Ext. 7010
#ExcellenceInOsceola

December 20, 2022

VIA E-MAIL

Mark J. Luebker
School District of Osceola
331 Middle School Dr
PO Box 128
Osceola WI 54020

RE: Annexation Process

Dear Mark:

On November 28, 2022, our firm, on behalf of the District, submitted a petition to the Village of Osceola seeking to annex two parcels of District property. These subject properties are currently located within the boundaries of the Town of Osceola. In order to assist in clarifying any questions brought to the School Board or yourself, please accept this letter as a general overview of the municipal annexation process.

Broadly speaking, annexation is the principal method by which Wisconsin's incorporated municipalities (cities and villages) grow in physical size and, not incidentally, by which Wisconsin's unincorporated municipalities (towns) shrink. In Wisconsin, the procedure for annexation is governed by statute. It allows a city or village to detach territory from a town and attach the territory to itself. The reasons to do this vary greatly, depending on the needs of those who bring the petition. Common reasons petitioners request annexation is to receive services (such as water, sewer, etc.) that differ or are not available in the town, to facilitate future development on the properties by its owners, and to provide consolidation of uniform government over areas of uniform conditions.

Wisconsin statutes provide several methods of annexation, all of which can be categorized as either: 1) elector-initiated or property owner-initiated annexations or 2) city-initiated or village-initiated annexations. Here, the District, as the owner of property, is seeking annexation by unanimous approval, making this a property owner-initiated annexation.

Most annexation methods follow a roughly similar procedure consisting of several stages: petition and notice, petition circulation, referendum, and enactment of an annexation ordinance. Not all of the stages, however, apply to all methods of annexation, including the District's petition.

To begin, annexation by unanimous approval begins with a petition.¹ The petition must include a statement of the purpose of the petition, a legal description of the property proposed to be annexed, a scale map of the property, and the population of subject property. Unlike other annexation

¹ Wis. Stat. § 66.0217(2).

methods, annexation by unanimous approval does not require publication and service of a notice of the petition.²

Once the petition is completed and signed, it must be filed with the clerk of the annexing municipality. Annexations by unanimous approval must also be filed with the clerk of the town in which the subject properties are located. In the District's case, there is no requirement under statute that the School Board must sign the petition or hold a meeting to approve the petition; the District Administrator or Superintendent may sign the petition on behalf of the District. In most annexation methods, once a petition has been filed with the village or city, the municipal council or board has 60 days to accept or deny the petition. However, in annexations by unanimous approval, no time limits are provided. Instead, Wisconsin caselaw suggests that a petition for annexation by unanimous approval is required to be pursued with "reasonable dispatch and completed within a reasonable time."³

If the governing body of the annexing municipality rejects the petition, the petition is dead.⁴ There does not appear to be any remedy for a person or entity aggrieved by the refusal of a city or village to complete a proposed annexation. If the annexing municipality accepts the petition, the municipality enacts an annexation ordinance completing the process. The statutes provide little guidance regarding the substantive standards that apply to a determination of whether or not to annex property. Contiguity is specifically required for any property owner-initiated annexation; creation of "town islands," town areas that are entirely surrounded by the annexing village or city is generally prohibited.⁵ Additionally, the common council or village board is directed to consider the advice of the Wisconsin Department of Administration (DOA) regarding annexation petitions.⁶ Beyond these requirements, however, the statutes are silent.

Once a petition is filed, the process is largely out of the District's hands. The Village must confer with the DOA and gets to determine, at its sole discretion, when it wants to vote or act on the petition. Generally, there is a great incentive for the municipality to accept these petitions; a larger territorial boundary usually means a larger tax base. In most cases, annexations are relatively straightforward, the long history and process set under Wisconsin law guides the entire process, making it uncommon for outside parties to challenge these petitions.

If you or the board should have any questions, please do not hesitate to contact us.

Very truly yours,

WELD RILEY, S.C.



Justin E.J. Andrews
JEJA/aao

\\wrplacy\PM\Docs\76001.0049\Luebker Ltr7_20221220.docx

² *Town of Baraboo v. Village of West Baraboo*, 2005 WI App 96 ¶ 11, 283 Wis. 2d 479, 699 N.W.2d 610.

³ *Village of Brown Deer v. City of Milwaukee*, 16 Wis. 2d 206, 219, 114 N.W.2d 493, 500 (1962).

⁴ Wis. Stat. § 66.0217(7)(a)1.

⁵ Wis. Stat. § 66.0221(1).

⁶ Wis. Stat. § 66.0217(2) and (3).



Highway Maintenance Manual
 Chapter 07 Roadside Management
 Section 01 General
 Subject 30 Hazardous Mailboxes

Bureau of Highway Maintenance
 June 2015

1.0 General

A hazardous mailbox, newspaper tube or support is constructed in a manner presenting an unnecessary risk of death, injury and/or serious vehicular damage to the traveling public. Wisconsin Transportation Bulletin No. 14, "[Mailbox Safety](#)"*, gives examples of such roadside hazards. Regional maintenance personnel should be alert for such installations so that the hazard can be removed.

*(Link provided. Issued by Transportation Information Center, UW-Madison, 432 N. Lake St. Madison, WI 53706. Phone: 800-422-4615)

2.0 Procedure for Removing Hazardous Mailbox Installations

1. When in the judgment of regional maintenance personnel a hazardous condition exists, verbal contact should be made with the owner of the mailbox. It is desirable this contact be made in person. The reasons why the mailbox should be of mutual concern should be discussed, and the owner should be given a copy of the "Mailbox Safety" bulletin and/or other pertinent information.

An attempt should be made to convince the mailbox owner of the benefit of removing an obstacle which can cause death, injury, and/or serious vehicular damage. When verbal contact is made by telephone, information (business card and brochure) should be mailed to the owner.

This verbal contact should set a date, about one month in the future, for the owner to have the hazardous situation corrected. Requesting owners to remove supports during periods when the ground is frozen should be avoided. The contact should be documented, as this will provide information for the next step.

2. State or county maintenance personnel should review the removal status of the hazardous installation shortly after the removal date has passed.
3. If the hazard has not been removed, a certified letter like the one attached to this policy should be sent. A copy of the letter should also be sent to the appropriate postmaster. This letter requests the owner remove the hazardous mailbox or installation within 30 days.
4. If the previous steps do not work, county forces should remove the hazardous mailbox installation as an unpermitted encroachment under section [86.04](#) of the state statutes. The mailbox and support should be moved to the county shop for storage. The owner may reclaim these during the next 60 days by paying the actual removal costs. After 60 days, the materials may be disposed of.

3.0 Policy for Mailbox Installation

The owner is responsible for installing the new mailbox in accordance with [Bulletin No. 14, Mailbox Safety](#).

4.0 Mailboxes Damaged by Snowplows

See Winter Operations HMM 06-15-45, Mailboxes.

CERTIFIED MAIL

(DATE)

(NAME AND ADDRESS)

Dear (NAME):

Subject: Hazardous Mailbox Installation
(USH/STH) XXX, XXXXX County

Mailboxes installed close to traffic lanes can be struck by vehicles which inadvertently run off the road. Therefore, the support and box should be constructed in a manner that does not present an unnecessary risk of death, injury, or serious vehicle damage. Your mailbox (please see photograph enclosed) has the potential to be hazardous to motor vehicle users, including yourself and your neighbors. The enclosures with this letter include information on acceptable mailbox installations.

(Name) of (this office/the XXXXX County Highway Department) contacted you on XXXXX, 20XX to request that you remove this hazard. The hazard remains.

This letter is notice your mailbox should be removed and replaced with an acceptable installation within 30 days of the date of this letter. If the mailbox is not removed by that date, action will be taken to have it removed. Such action could include removal by forces acting for this Department, pursuing an order for removal under Wisconsin Statute 86.04, or referring the matter to the district attorney for action for penalty under other applicable statute or ordinance. A copy of Statute 86.04 is enclosed.

Your cooperation in removing and replacing the hazardous mailbox within 30 days is appreciated. If you have questions regarding this matter, including proper installation or location, please contact me at (XXX) XXX-XXXX.

Sincerely,

(NAME)

Maintenance Supervisor

Enclosures: Photograph

Bulletin, "Mailbox Safety" (three pages)

State Statute 86.04

cc: (NAME) Postmaster/Postmistress, with attachments except photograph

(NAME) County Highway Commissioner, with attachments except photograph



Highway Maintenance Manual
Chapter 06 Winter Maintenance
Section 15 Snow Removal
Subject 45 Mailboxes

Bureau of Highway Maintenance
January 2012

1.0 Mailboxes

A mailbox damaged by the impact of plowed snow or ice shall be replaced or repaired by the mailbox owner and at the owner's expense. When a mailbox is hit by a plow and damaged, the incident is subject to each county's policy.

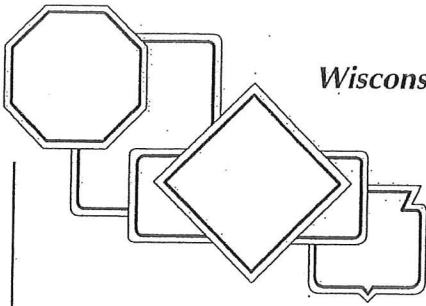
If the mailbox is damaged by another service provider, other than a county highway department, the replacement or repair of the mailbox will be the responsibility of the service provider.

Safe Mailbox Installation

In Wisconsin snow removal operations frequently conflict with mailboxes. Locating mailboxes along the roadside require balancing the maximum convenience to the patron with safety considerations for highway traffic, and with postal carrier convenience and safety. You must also take into account existing roadside conditions such as proximity to intersections; blind spots caused by curves, hills and vegetation; and utility poles, guardrails, nearby bridges, and other physical installations.

The Postal Service requires that the bottom of the box be 42 to 48 inches above ground level. To avoid damage to your mailbox and also allow the snowplows to remove the snow from under your mailbox, review Wisconsin Transportation Bulletin No. 14 before installing your mailbox. Remember that the box and base should be strong enough to withstand flying snow and slush from traffic and snowplows.

[Mailbox Safety.pdf](#)



Mailbox Safety

There are 30 to 35 million rural and suburban mailboxes in this country. These mailboxes must accommodate both the owner and the mail carrier. However, safety considerations are often overlooked. This bulletin describes improper and unsafe mailbox installation and discusses proper installation and siting. At the end is a list of points to be covered in a local mailbox ordinance.

Although crash reports related to mailboxes are sketchy, the limited data available suggests that 70 to 100 highway deaths in the U.S. each year could be attributed to mailboxes. This data relates the construction of the mailbox system, and especially its support, to the severity of the accident.

The Department of Transportation Division of Highways surveyed mailbox-related crashes in Wisconsin. In 1987 alone, there were over 1700 crashes involving mailboxes that resulted in 144 injuries and two deaths. Improper support systems, such as milk canisters or barrels filled with concrete, were most significant in crashes where there were injuries. Improper placement was most significant in non-injury crashes.

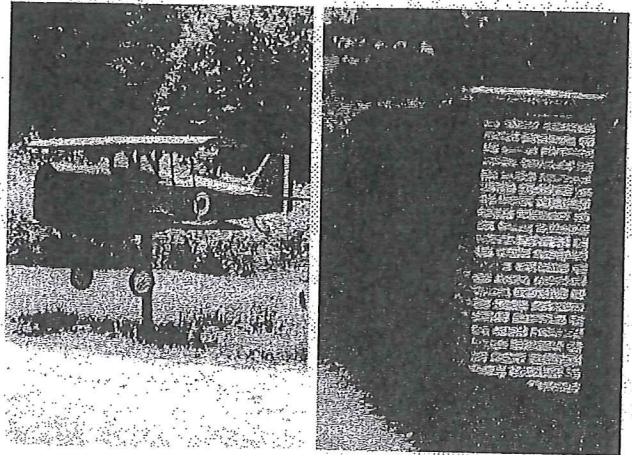
Weak attachments between box and post are another hazard. These may permit the box to penetrate the car's passenger compartment. Multiple mailboxes on a single support, or placed too close together, can also be hazards.

Hazardous mailbox installations

Most curb or roadside mailboxes are relatively simple and unlikely to pose a serious crash threat to vehicles. These are relatively lightly constructed on supports which will easily break off, posing little harm to the vehicle. What threat they may pose is from the box parting from the post and entering the passenger compartment.

The U.S. Postal Service has some requirements for the mailbox and its height, but does not regulate installa-

tion. It approves only certain types of boxes and requires that they be installed with the box bottom 42 inches to 48 inches above the ground. Local postal representatives will review the box location for carrier access and safety and will make verbal recommendations. They have not become involved in structure and installation of the box. Thus the nation's highways are lined with multitudes of installations, some of which are highly hazardous obstacles.



Heavy ornamental mailbox installations may be roadside hazards.

It is the heavy, ornamental or multiple installations that can be lethal roadside obstacles. Masonry installations, large receptacles filled with sand or concrete, metal posts larger than 1 1/2 inches inside diameter, and wood posts larger than a nominal 4 inches square or 4 inches diameter, are a hazard.

Such ornamental mailboxes as old plows, wagon wheels, and comic installations such as "air mail delivery" (a non-functional box on an extra high post) are hazards or obstacles. More than two boxes mounted on a single support, or installed too close together, can be hazardous even if supports are light-weight. Crash



tests show that when more than two mailboxes are mounted together, some of the boxes can penetrate the passenger compartment. The use of a plank to mount several mailboxes is especially hazardous.

Guidelines for safe installation

It is best to keep the entire mailbox installation as light weight as possible. This permits a vehicle crashing into it to break off the mailbox with less damage to the vehicle. The heavier the installation, the less likely it will move instantaneously, causing more damage to the vehicle and injury to its occupants.

For safer mailboxes, follow four basic guidelines:

- Use support posts which will easily break off or move out of the way.
- Mount no more than two mailboxes on one support post.
- Attach the mailbox firmly to the support post using adequately strong bolts and plates.
- Consider roadside conditions in selecting a site.

Supports

The Postal Service requires that the bottom of the box be 42 to 48 inches above ground level. The following are recommended standards for supports which ensure that they will break away on impact:

- Pipes should be 1 1/2 inch inside diameter or less.
- Square wood supports should not be larger than 4 inches by 4 inches nominal. Round wood posts should not be larger than 4 inches in diameter.
- Metal channel posts should not weigh more than 2 pounds per foot.
- Imbed supports no more than 24 inches into the ground and do not imbed them in concrete.
- Do not use anchor plates with metal posts. Anti-twist flanges are acceptable as long as they do not project more than 10 inches into the ground. These should be attached to the metal post or pipe with 2 3/8 inch (nominal) muffler clamps. The Federal Highway Administration has published *Accepted Safety Hardware*. For more information contact the State Division Office of the Federal Highway Administration.

Multiple installations

Mount no more than two mailboxes on a single support. Separate the supports a distance apart which equals three-quarters of the height of the post above ground (Figure 1). Thus boxes mounted four feet above ground should be at least three feet apart (post center to post

center). Figure 2 shows an alternate type multiple box system.

Support construction

Use U.S. Postal Service approved mailboxes. The AASHTO (American Association of State Highway and Transportation Officials) publication, *A Guide for Erecting Mailboxes on Highways*, contains detailed plans for mailbox assemblies and location. Insuring a firm mailbox-to-post attachment is one of the most important safety considerations.

Figures 3 and 4 show examples of a cantilever mailbox installation. While the cantilever design is helpful to snow removal operations it may cause the mailbox to impact a vehicle at the windshield. Raising the support arm height and firmly suspending the box below may be another way to lessen the windshield damage.

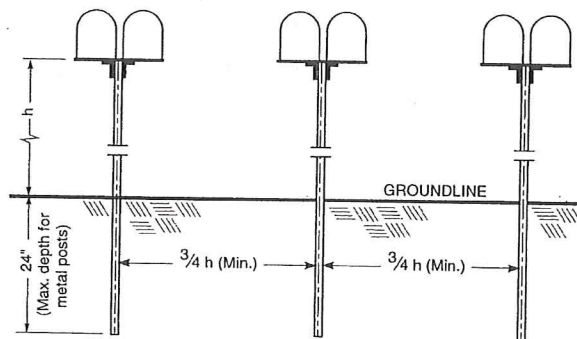


Figure 1: Spacing for multiple post installations

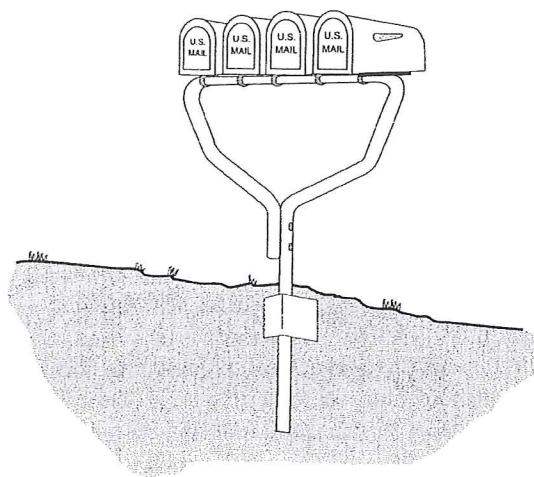


Figure 2: Suggested multiple box support system



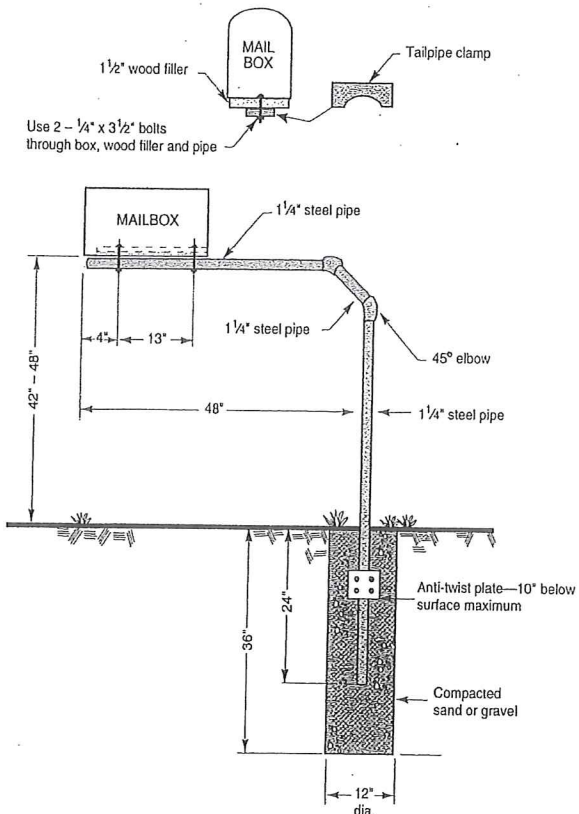


Figure 3: Example of a steel pipe cantilever mailbox support

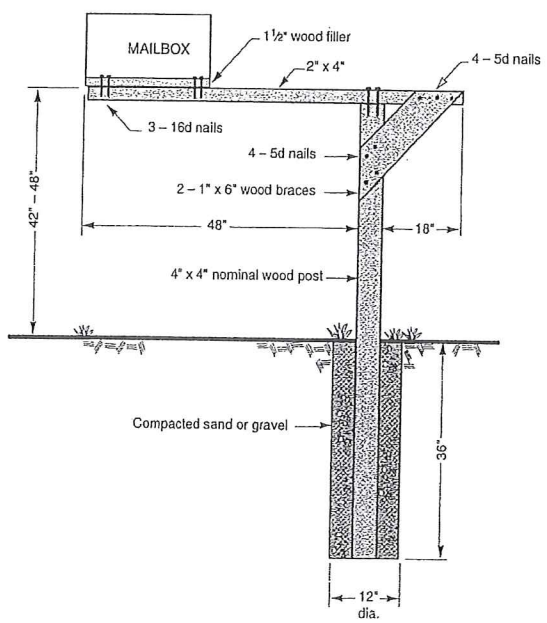


Figure 4: Example of a wood cantilever mailbox support

Siting mailboxes

In Wisconsin snow removal operations frequently conflict with mailboxes. Several local agencies have developed a standard for mailbox installations which has been successful in reducing the number of mailboxes damaged or demolished by snow plows. The standard is published in local papers (Figure 5).

They recommend placing the box on a 24-inch minimum arm, at a minimum height of 46 inches. The front of the box should be aligned with the outside edge of the shoulder.

Locating mailboxes along the roadside is complicated by many factors other than snow removal. These require balancing the maximum convenience to the patron with safety considerations for highway traffic, and with postal carrier convenience and safety. You must also take into account existing roadside conditions such as proximity to intersections; blind spots caused by curves, hills and vegetation; and utility poles, guardrails, nearby bridges, and other physical installations.

NOTICE

Recommended Mailbox Installations

To avoid damage to your mailbox and also allow the snowplows to remove the snow from under your mailbox, the following dimensions are recommended.

Placing mailboxes a short distance away from driveways and intersections helps to avoid vision-restricting snowbanks and also damage to your mailbox. The box and base should be strong enough to withstand flying snow and slush from traffic and snowplows.

By order of the _____
and with the approval of the U.S. Postal Service.

_____ Highway Commissioner
_____ Postmaster

Figure 5: Sample mailbox notice



Highway type and traffic conditions	Width of shoulder or turnout at mailbox		Distance face of mailbox is to be offset behind edge of shoulder or turnout	
	Preferred	Minimum	Preferred	Minimum
Rural highway Daily traffic volume over 10,000	>12'	12'	8" to 12"	0"
Rural highway Daily traffic volume between 1,500 to 10,000	12'	10'		
Rural road Daily traffic volume 100 to 1,500	10'	8'		
Rural road Daily traffic volume under 100	8'	6'		
Rural road Daily traffic volume under 50 Speed = 40 mph	6'	2'		
Residential street without curb or all-weather shoulder	6'	0'		
Curbed residential street	Not applicable		8" to 12" behind traffic face of curb	6" behind traffic face of curb

* If a turnout is provided, this may be reduced to zero.

Table 1: AASHTO recommended guidelines for lateral mailbox placement

The type of roadway affects the setback of the mailbox. Under no circumstances should the roadside face of the mailbox project onto the usable shoulder or onto the traveled way of the street or road. On major highways with moderate to high speeds, allow sufficient setback so the rural carrier can leave the road to make the delivery. Turnouts with hard surfaces are most desirable. Table 1 shows guidelines for lateral mailbox placement as recommended by AASHTO.

Mailboxes should always be installed on the right side of the road in the direction of the carrier's line of travel, and on the far side of the patron's driveway. Where there is a conflict with guardrails, mailboxes should be installed behind the guardrails, projecting enough for the carrier to reach them.

Figure 6 shows recommended mailbox locations at major intersections.

In some instances following these guidelines may locate the mailbox where blind spots or poor sight distance create a pedestrian hazard. It is a good idea to move the mailbox to a more visible position. However, the postal patron should not have to walk more than 200 feet along the shoulder.

Unfortunately, a large proportion of mailboxes in Wisconsin cannot adhere to the recommended standards because of physical conditions on the local roads. You will have to use judgment in siting such mailboxes, taking safety and convenience into account.

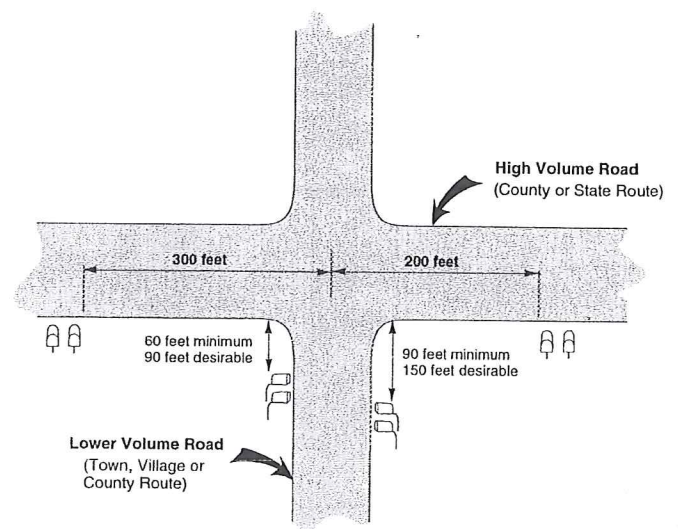


Figure 6: Mailbox location at major intersections



Summary

Local government should encourage safety on the highways it maintains. This includes concern for safe mailbox installations. Local officials may work with property owners and the postal service to develop safe mailbox installations. Property owners should be encouraged to remove unsafe installations. Providing examples of proper installation guidelines can go a long way in promoting safety.

It is vitally important to understand that mailboxes can be obstacles along any roadway. The Wisconsin Department of Transportation has established standards that mailbox supports must adhere to, based on requirements in the *Manual on Uniform Traffic Control Devices (MUTCD)*. These standards apply not only immediately along the travelway, but also in adjacent

clear zones, areas which must be clear of obstacles for vehicle safety.

The AASHTO manual, *A Guide for Erecting Mailboxes on Highways*, can be used for implementing the standards and applications in the *MUTCD*. This includes suggestions for post sizes for different installation types. The Wisconsin D.O.T. has an informational pamphlet for homeowners and detailed installation information.

The Federal Highway Administration is taking an active role in pressing for the application of recommended guidelines for new and replacement installations. In Wisconsin the D.O.T. will be taking a lead role in advising counties of their responsibilities in mailbox installation, relocation, and reinstallation on Federal Aid projects as they come up.

Suggested items for an ordinance regulating mailbox installation

The intent of the ordinance should be to establish standards for providing safe mailbox installation. The mailbox support and mounting standards recommended here do not conflict with the requirements of the U.S. Postal Service.

1. **Support.** The support should be a wood post, steel pipe, or steel channel installed no more than 24 inches in the ground and extending to a vertical height such that the bottom of the mailbox is a minimum of 42 inches but not to exceed a maximum of 48 inches above the ground surface. The support should be the following dimensions:

- Square wood post: 4 x 4 inch nominal
- Round wood post: 4 inch diameter
- Steel pipe: 1 1/2 inch inside diameter
- Steel channel: 2 pounds per foot

Dimensions exceeding these should be deemed unacceptable and in violation of the ordinance.

The support should not be set in concrete, nor is a base plate acceptable. Anti-twist flanges may be installed on the pipe or channel supports but should not be imbedded more than 10 inches into the ground.

2. **Attachment.** The box-to-post attachment should be sufficient to prevent the separation of the box from the support post when struck.

3. **Multiple mailboxes.** No more than two mailboxes should be mounted on one support post. For a multiple installation, support posts must be spaced a minimum longitudinal distance apart which is equal to three-quarters of the height of the posts in the installation. Thus, for example, in an installation where posts are four feet above ground, they should be spaced three feet apart.

4. **Location.** Mailboxes must be located on the right side of the road. (The left side is permissible on one-way roads or streets.) They should be located on the far side of driveways. The face of the mailbox must not extend over the edge of the traveled way or of a paved shoulder.

5. Installations should avoid blind spots or poor sight distance locations.

6. The Town, Village, City or County will maintain a supply of standard drawings of approved mailbox installations for issuance.



Sample letter of notification

Once your municipality has adopted a mailbox ordinance, you should start to notify residents with hazardous mailboxes that they will have to move/replace the mailbox and/or support. Plank-mounted, grouped mailboxes are particularly dangerous. Notify the residents by placing a form letter in their mailboxes along with a copy of your municipality's mailbox ordinance and sample plans taken from, or consistent with, the AASHTO guidelines. As a policy you might wish to do this for each non-conforming mailbox support located on a road where you are reconstructing, paving, or improving the shoulder or other portions of the clear zone. Such a policy should be consistent with removal of other important roadside hazards such as trees and utility poles.

Finally, any mailbox for a newly constructed residence should conform with the mailbox ordinance. You can help to ensure this by attaching a copy of the mailbox ordinance to either your department's driveway permit or to your municipality's building permit.

Dear Homeowner,

Mailboxes can be attractive, functional and safe. You determine its attractiveness and beauty. The U.S. Postal Service determines the regulations for mail delivery. The Board of Supervisors, out of a concern for the increasing number of injuries and deaths nationwide from improperly placed mailboxes, has passed the attached ordinance which sets forth standards for the physical location of mailboxes. The ordinance was adopted in order to improve roadside safety for vehicles that might inadvertently leave the roadway.

Unfortunately, your mailbox and/or support does present a hazard to the motoring public. I am asking you to reconstruct and/or relocate your mailbox so that it conforms with the mailbox ordinance. For this portion of (name of road) your mailbox should be a minimum distance of (distance from the edge of pavement, shoulder, etc.). To meet mail delivery needs, the bottom of your mailbox should be _____ inches above the ground. Sample plans that conform to the ordinance are also attached.

In accordance with the ordinance you must take appropriate action within 30 days. If you fail to do so, the Highway Department must remove your mailbox and support. If you have any questions on this matter, please feel free to call (name of appropriate highway department employee) at (telephone number).

We look forward to working with you to ensure a safe and attractive mailbox. Thank you for your cooperation.

Very truly yours,

Highway Superintendent

Reprinted from a factsheet published by the Local Roads Program of the Department of Agricultural Engineering, Cornell University, Ithaca, NY.

Resources

AASHTO, American Association of State Highway and Transportation Officials, *A Guide for Erecting Mailboxes on Highways*.

Full Scale Vehicle Crash Tests on Nebraska Rural Mailbox Designs, Nebraska Department of Roads.

Wisconsin Department of Transportation, *It's nice to be different, but . . .*

Manual on Uniform Traffic Control Devices.

Literature from the Local Roads Program of the Department of Agricultural Engineering, Cornell University.

Revised September 1993

Wisconsin Transportation Bulletin is a series of fact sheets providing information to local town, municipal and county officials on street and highway design, construction, maintenance and management. These fact sheets are produced and distributed by the Transportation Information Center, a project of the University of Wisconsin-Madison, Department of Engineering Professional Development, with assistance from the Federal Highway Administration, Wisconsin Department of Transportation and UW-Extension. UW-Madison provides equal opportunities in employment and programming, including Title IX requirements.



Copies free while available from the **Transportation Information Center**, UW-Madison, Department of Engineering Professional Development, 432 N. Lake Street, Madison, WI 53706. Phone 800-442-4615.

Swinging Arm Mailbox

The Town of Alden encourages residents to have a safe stand for their mailboxes.

Many current mailbox stands with wood poles are poor for rural uses which include the plastic box. The box gets brittle when it is cold and the wood poles deteriorate after time. They are easily damaged by the snow coming off our Town plows.

The Town will install a Swinging Arm Mailbox post with the mailbox at your residence for just \$95.00 (tax included).

If you would like to see one, we have one outside the Town Hall. These posts provide a safe alternative that should last many years.

Click [here](#) to print off a Swing Arm Mailbox Request Form and mail or drop it off in our drop off box located at 183 155th Street, Star Prairie, WI 54026

Town Of Alden Phone: (715) 248-7859 Fax (715) 248-7966

Town of Alden

REQUEST FOR SWINGING ARM MAILBOX POST

The following is a record for purchase / installation of a swinging arm mailbox post within the Town of Alden

Individual(s) Requesting a Mailbox Post

Name: _____

Address: _____

Phone #: _____

Signature: _____

Request Received: Date: ___/___/___ Received by _____

Submitted request to Road Worker: Date ___/___/___

Installed On: Date ___/___/___ Installed by: _____

Remarks: _____

TOWN OF FARMINGTON
Ordinance 7-17
An Ordinance for Mailbox Installation

Section 1 Purpose

The purpose of this ordinance is to regulate and control new mailbox post installations within the Town of Farmington in order to promote public health, safety, general welfare, convenient mail delivery, and to accommodate snow removal and road maintenance. This can be accomplished by requiring proper placement of all new and replacement mail box posts using the following standards.

Section 2 Definitions

Mailbox A receptacle and post that holds it, that complies with current US Postal standards.

Section 3 Mailbox Standards

- Bottom of mailbox shall be 42 to 48 inches from the road surface to the bottom of the box
- 40 inches of minimum clearance from the road surface under the lateral support, with no bracing under lateral support on road side of post
- Setback to front of mailbox shall be 0 to 12 inches from the shoulder, not closer than 24 inches to the edge of the road surface.
- The post shall be setback a minimum of 36 inches from the front of the mailbox
- Ideal distance from road center is 17 feet, not closer than 5 feet from road edge to post
- Wood posts shall not be larger than 4 inches by 4 inches
- Steel posts shall not be larger than 2 inch diameter standard pipe
- Telephone/Power poles, heavy metal posts, concrete posts, antique farm equipment, or other similar items are prohibited
- Mailboxes shall not be closer than 200 feet to another mailbox, they shall share a support when closer than 200 feet
- Any newspaper boxes shall be attached to mailbox support, not on a separate post, maintaining 40 inches minimum clearance measured from road surface

At this time the Town of Farmington is not regulating the size or type of mailbox so long as it is approved by the Postmaster General. The Town would like to offer the following suggestions:

- A plastic mailbox can become brittle in the winter
- Certain color mailboxes are harder to see than others at certain times of the year, such as white in the winter against the snow.
- Oversized mailboxes may collapse from the weight of the snow
- Decorative mailboxes such as fish, dogs, tractors, etc. are more prone to damage

Mailbox supports shall be designed so that if struck, it will bend or fall away from the striking vehicle to prevent severe damage to the vehicle or injury to the traveling public.

The issue of public safety will be the basis of the Town of Farmington taking action to have individuals repair, replace, or relocate mailboxes or mailbox supports.

All mailboxes shall be located on one side of the road only and shall share supports as determined by the Town of Farmington.

Mailboxes shall not be located within the circle of a cul de sac, they shall be placed along the straight portion of the road immediately preceding or immediately following the cul de sac as determined by the Town of Farmington.

Prior to installation of any mailbox, you must obtain a mailbox permit which needs to be approved by the designated town official who will inspect the location and type of mailbox. At this time, there will be no charge for this permit.

Section 4 Violation and Penalties

Anyone who fails to comply with the provisions in this ordinance may be subject to a fine and may be ordered to remove and replace their mailbox to meet the provisions of this ordinance at the violator's expense.

Dated this 6th day of July, 2017.

Q. Is a town responsible for replacing a mailbox that was damaged by a town snowplow driver?

A. A municipality's liability for snowplow damage to a mailbox depends primarily on whether the snowplow driver acted negligently. For example, a court might find the town liable if the town's driver directly collided with a mailbox. In contrast, a town is less likely to be held liable if the mailbox was damaged due to the weight of snow being pushed or piled up against it. To help avoid potential litigation and ensure that claims are treated equally, we recommend that town and village boards adopt mailbox reimbursement policies outlining the circumstances when reimbursements will be provided and in what amounts. For example, a policy might offer to reimburse up to \$75 (or another amount sufficient to cover the cost of a reasonable replacement mailbox) if there is evidence that a snowplow driver negligently damaged a mailbox. The policy might also offer to have municipal highway employees install replacement mailboxes to ensure safe and proper placement.

Q. What can a town do to help prevent mailbox damage and ensure mailboxes are constructed and installed in a way that protects the safety of highway users?

A. Mailboxes that are improperly placed so they are hard to spot or that are constructed in a hazardous manner, such as large ornamental mailboxes or mailboxes attached to large brick or concrete posts, are difficult for snowplows to avoid and can pose a serious danger to highway users. Towns and villages can help reduce the number of mailboxes damaged by snowplows and ensure greater safety for road users by adopting local regulations setting standards for proper mailbox installation. A bulletin from the Wisconsin Transportation Information Center (TIC) with suggested standards to include in such an ordinance is available upon request from the WTA office. A town or village board can also proceed under Wis. Stat. § 86.04 to require a property owner to remove a hazardous highway encroachment from a town or village road right of way. A sample letter that can be used to let a property owner know they must remove a hazardous mailbox or mailbox post by a specified deadline is also available from the WTA office.

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Jolene Jones
 PO Box 84
 Pilot Point, TX 76258

Estimate

Date	Estimate #
1/4/2023	340

Name / Address
Town of Osceola P.O. Box 216 Dresser, Wisconsin 54009-0216

Project

Description	Qty	Rate	Total
<p>Responsive Website Design (Design that adjust to fit any device) New Design / Design Revisions Updating to an entire new theme can vary from \$350-\$3500. For your site I would estimate \$500-\$1500. Updates are billed at \$50 an hour with a \$25 minimum. Consultations are billed at \$50. When you work with me you pay for what you use and you do not pay for what you do not need, use or want.</p>		750.00	750.00
<p>Content Management Solution - \$350 Set Up and per page fee. \$50 a page for 1-5 pages, \$35 a page for 6-10 pages, \$20 a page with a single editable region and you transfer all content. Allows you to quickly and easily update your site. Retains the last 5 versions of each page and allows you to revert back to previous versions. Multiple users. Very user friendly. No html knowledge or special software is required.</p>		0.00	0.00
<p>Custom Website Development Project: Customize meeting and agenda forms to allow you to paste in an embed code from any video host ie vimeo, youtube... anywhere that will supply you the embed code so that the video can be played on your website. Customizing the webpages so the videos will be visible next to the meeting, the user can click on the link and open a page with meeting details and the video.</p>	1	225.00	225.00
		Total	\$975.00

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Jolene Jones
PO Box 84
Pilot Point, TX 76258

Estimate

Date	Estimate #
1/6/2023	341

Name / Address
Town of Osceola P.O. Box 216 Dresser, Wisconsin 54009-0216

Project

Description	Qty	Rate	Total
<p>Welcome to Polk County, WI [totally revamped over the last month]</p> <p>https://www.polkcountywi.gov/ https://www.vil.osceola.wi.us/ https://catalisgov.com/</p> <p>Osceola, Wisconsin</p> <p>None of that would be a really big deal. In a one hour consult via zoom meeting (\$50) you and I could go over what you like, copy and paste the features you like into images, put the images into a presentation with notes and it would probably take me another hour to add the costs to each of the features and send you the presentation back for you to present at your next meeting. So 2 hours \$100.</p> <p>I also have a GREAT option for accepting payments. The credit card fees are passed along to the customer OR you can accept electronic check payments (ACH) for a very small fee.</p>	2	50.00	100.00
Total			\$100.00

Connecting Point Inc.
216 Keller Ave. North
Amery, WI 54001
www.4thepoint.com
715-268-8159



Town of Osceola
516 East Avenue North
Dresser, WI, United States 54009

Estimate #	1105
Estimate Date	01-06-23
Total	\$1,066.50

Item	Description	Unit Cost	Quantity	Line Total
64T33UT	HP ProBook 455 G9 15.6" Notebook AMD Ryzen 7, 16 GB RAM, 512 GB SSD, Windows 10/11 Pro	\$1,049.00	1.0	\$1,049.00
MST-NCE-104-C100	Microsoft 365 Business Standard (NCE) Will be added to Jan's old system for Email and Microsoft Office Apps Monthly Subscription	\$15.00	1.0	\$15.00
Vipre - Business	Vipre Business - Internet Security. 1 Year Subscription.	\$2.50	1.0	\$2.50

THIS IS AN ESTIMATE

Subtotal	\$1,066.50
Tax	\$0.00
Estimate Total	\$1,066.50

Disclaimer

Thank you for considering Connecting Point for your technology needs. If you have any questions or need additional information, please feel free to contact us at 715-268-8159 or email us at sales@4thepoint.com

All pricing is subject to change. Supply is subject to availability.

Signed: _____

Date: _____



**TOWN OF OSCEOLA
PLAN COMMISSION
REGULAR MONTHLY MEETING
TUESDAY, December 20, 2022 – 6 P.M.**

MINUTES

The Plan Commission of the Town of Osceola held a meeting on Tuesday, December 20, 2022, at the Osceola Town Hall, Dresser, Wisconsin.

CALL TO ORDER

Chair Utke called the meeting to order at 6:02 p.m.

VERIFICATION OF MEETING POSTING

Notice of the Plan Commission Meeting was posted at the Town Hall, the Dresser Post Office, First National Community Bank and the Town Website.

PLEDGE OF ALLEGIANCE

Chair Utke led the group in the Pledge of Allegiance.

ROLL CALL

PRESENT: Chair Jeremy Utke, Dan Tronrud, Jim Berg, Warren Johnson, Kim Kaiser, Cindy Thorman. Jon Cronick (Arrived 6:06 p.m.)

APPROVAL OF PROPOSED AGENDA

MOTION BY JOHNSON / 2ND BY BERG TO APPROVE THE AGENDA. MOTION CARRIED.

APPROVAL OF MINUTES OF PREVIOUS MEETINGS

MOTION BY JOHNSON / 2ND BY TRONRUD TO APPROVE THE TUESDAY, NOVEMBER 22, 2022 MEETING MINUTES. MOTION CARRIED.

PUBLIC COMMENT

2 in attendance, 2 online

One resident thanked Board Member Dan Tronrud for his work on the survey.

OLD BUSINESS

A. POTENTIAL TRANSFER OF 1.84 TO DAN HAYMAN (2361 75TH AVE.)

The board had a short discussion about the replat after the property owner provided an official land survey and the Sub-Division check was reviewed.

MOTION BY THORMAN / 2ND BY BERG TO RECOMMEND THAT THE TOWN BOARD APPROVE THE LAND TRANSFER AND REPLAT OF THE HAYMAN PROPERTY.

B. TOWN VISION FOR COMPREHENSIVE PLAN

Dan Tronrud gave a quick review of the discussion that took place at last month's meeting and we should have more information next month. A rough estimate of \$15,000 - \$20,000 was given to redo the Comprehensive Plan.

MOTION BY JOHNSON / 2ND BY THORMAN TO HAVE THE COMPREHENSIVE PLAN PUT ON THE TOWN BOARD AGENDA TO HAVE THE BOARD TALK ABOUT BUDGET MONEY THAT MIGHT BE AVAILABLE TO REDO THE COMPREHENSIVE PLAN.

NEW BUSINESS

None

CHAIRMAN'S REPORT

None

COMMISSION MEMBER COMMENTS

Cindy Thorman made a comment regarding the Goodman request from last month's meeting regarding storage units.

Warren Johnson asked if the Plan Commission Board was going to work on the survey questions next month.

FUTURE MEETING AGENDA ITEMS

Comprehensive Plan

NEXT PLAN COMMISSION MEETING

MEETING SET FOR JANUARY 24, 2022 6 PM

ADJOURNMENT

MOTION BY JOHNSON / 2ND BY THORMAN TO ADJOURN THE PLAN COMMISSION MEETING HELD THIS TUESDAY THE 20TH DAY OF DECEMBER 2022. MOTION CARRIED.

Being no further business to come before the Plan Commission, the Meeting was adjourned at 6:38 p.m.

Jim Berg, Plan Commission Member

TO BE APPROVED: January 24, 2022