

TOWN OF OSCEOLA
BOARD OF SUPERVISORS MEETING
Monday, January 9, 2023 — 6:30 p.m.

Meeting Minutes

The Board of Supervisors of the Town of Osceola met for a regular monthly meeting Monday, January 9, 2023, at 6:30 p.m. at the Osceola Town Hall, Dresser, Wisconsin.

CALL TO ORDER: Chair Lindh called the regular meeting to order at 6:31 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, Johnson, and Thompson

PUBLIC ATTENDEES: Clerk Skjerven, Treasurer Carlson, Public Works Supervisor Raddatz, Warren Johnson, Ed Everson, Merle and Dianne Aarthun, Neil Gustafson, and Mark Johnson. There were four virtual attendees: Nealy Corcoran, Jo Everson, Mark Skjerven, and MJW.

CHECK PRESENTATION AND APPROVAL OF BILLS

A packet of check detail was provided at the meeting by Treasurer Carlson for the period December 12, 2022 through January 9, 2023. Approximately \$1.2 million was paid for 2022 taxes to the Polk County Treasurer (\$398,542.26), Osceola School District (\$575,022.10), St. Croix Falls School District (\$215,010.00), and Northwoods Technical College (\$30,734.58).

MOTION BY CRONICK/THOMPSON TO APPROVE THE TREASURER'S LIST OF CHECKS AND AUTOMATED PAYMENTS FOR THE PERIOD DECEMBER 12, 2022 THROUGH JANUARY 9, 2023, CHECK NUMBERS 18546 THROUGH 18597 TOTALLING \$1,290,229.36 AS PRESENTED. MOTION CARRIED.

ACCEPTANCE OF PROPOSED AGENDA

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

MEETING MINUTES

MOTION BY THOMPSON/CRONICK TO APPROVE THE 12/12/2022 REGULAR TOWN BOARD MEETING MINUTES, AND THE 12/19/2022 SPECIAL TOWN BOARD MEETING MINUTES. MOTION CARRIED.

PUBLIC COMMENT

There was no public comment.

PUBLIC WORKS REPORT

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

- Plowing and sanding;
- Hauled and mixed sand as needed;

- Came in for multiple after-hours calls for trees down;
- Washed and greased trucks and equipment;
- Scraped slush from roads;
- Mounted wing on grader;
- Completed road rating;
- Repaired road signs that have come down;
- Ordered and picked up new road signs to replace faded and/or missing signs (8);
- Pushed back snow drifts with grader;
- Picked up trailer (for shouldering) from Somerset;
- Picked up fire numbers from Polk County

TREASURER'S REPORT

Treasurer Carlson informed the Board of the bank balances as of January 6th, 2023: General Fund \$41,621.43; General Money Market Account \$325,277.05; Tax Receipt Account \$1,425,954.69; Dresser Traprock Assurance \$15,070.40; ARPA \$292,454.28; and Public Works Capital \$100,717.82.

As of this time, the Town has collected 27% of taxes. Polk County and schools will receive 27% of the levied amount, and the Town will retain 27%. For example, \$1,448,000 in taxes were collected, and the Town will keep \$229,098 and rest will be distributed to Polk County and noted schools.

Carlson also shared with the Board the latest 2023 Profit and Loss Budget vs. Actual report as of January 9th, 2023, and Carlson pointed out the Transportation/Highway Aids amount has been received (\$43,149.35), tax collections thus far paid out (tax receipts are not yet all included) and expenditures paid to date are shown, and the report reflects the Town's budget of \$1,162,391.00. For January thus far there was approximately \$25,000 of expenditures—primarily for annual fee items (including for the assessor) and membership fees. The latest 2022 Profit and Loss Budget vs. Actual report shows an estimate of how the Town ended for 2022 (+\$229,380.28). Carlson mentioned there will still be adjustments to 2022 amounts as finalization occurs of all account entries. Carlson is gearing up to work with the auditor (Clifton/Larson/Allen) on the 2022 audit, which is anticipated to begin at the end of January.

MOTION BY THOMPSON/CRONICK 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 December, involving: Dissemination of two building permits (both for alterations to existing properties; there were three meetings held during December.

Skjerven received nine public records requests, made updates to the Town's website of holiday closing dates, Town Board staff updates, meeting notices and minutes, for elections: posted Town Board candidate packet and completion of post-election audit; for taxes: posted Lottery & Gaming Credit Application form, the 2022 Tax Bill insert, and the 2022 Real Estate and Personal Property Tax List; for the budget: posted Resolution 22-12-01 Amending the 2022 Budget. Skjerven continues to receive permit requests for burning (there were 85 requests as of the end of December). Skjerven attended one online Webinar held by the Wisconsin Ethics Commission regarding an update of Campaign Finance Laws. Related to elections, Skjerven received two candidate packets for the April 4 Spring Election: one from Dale Lindh (for the Chair seat), and one from Tony Johnson (for one of the Town Supervisor seats).

Skjerven mentioned she just learned there will be a need for a Spring Primary in February for the Wisconsin Supreme Court position which is being vacated this summer by the current incumbent. Regarding the recodification project with CivicPlus, the contract has been fully signed, the Town paid the first one-quarter payment amount (\$2,237.25), and Skjerven completed verification of materials to be reviewed by CivicPlus (and there are questions for the CivicPlus attorney that Skjerven has raised).

OLD BUSINESS

CONSIDER DWIGHT LAKE BOAT LANDING IMPROVEMENTS

Supervisor Cronick mentioned he asked Polk County Land & Water Resources (L&WR) Department to contact Todd Raddatz on next steps. Todd has not yet heard back from Polk County L&WR. Treasurer Carlson indicated she was able to connect with Karsten Peterson, Conservation Engineering Technician Polk County Land & Water Resources, and Karsten indicated he has not yet submitted the application to the DNR for the permit. Treasurer Carlson also provided a 'Grant Project Resolution' application (available through the State of Wisconsin Department of Natural Resources(DNR)) to indicate the Town's interest in obtaining a cost-share grant from the Wisconsin DNR to go toward the Dwight Lake Boat Landing improvements.

MOTION BY LINDH/THOMPSON TO APPLY FOR THE GRANT PROJECT RESOLUTION THROUGH THE STATE OF WISCONSIN DEPARTMENT OF NATURAL RESOURCES FOR THE RENNOVATION OF THE DWIGHT LAKE BOAT LANDING. MOTION CARRIED.

NEW BUSINESS

CONSIDER POTENTIAL TRANSFER OF 1.84 ACRES TO DAN HAYMAN (2361 75TH AVE.) FROM CORINNE ZEHR

Property owner Dan Hayman (at 2361 75th Ave.) would like to proceed with purchasing 1.84 acres from adjacent landowner Corinne Zehm (Southeast ¼ of Northwest ¼ of Sec. 30 T.33N., R.18W). A survey map was provided to the Plan Commission at the Plan Commission's December 20, 2022 meeting and the Plan Commission recommended that the Town Board approve the land transfer and replat of the Hayman property. It is unknown whether the Hayman's would keep the lots (existing and new) as two separate lots or whether they would combine the new lot with the existing property at 2361 75th Ave.

MOTION BY CRONICK/THOMPSON TO ACCEPT CORRINE ZEHR TO SUBDIVIDE AND TRANSFER 1.84 ACRES TO DAN HAYMAN ADJOINING THE PROPERTY AT 2361 75TH AVE. MOTION CARRIED.

CONSIDER ROAD PROJECTS FOR 2023 BIDS

Raddatz covered with the Board potential 2023 road projects to prepare for 2023 bids:

Pulverize/repave: 110th, from 195th to CTM Rd. Y (0.5 miles)

Widen: Nye Lane, from Nye Lane to 70th (.008 miles); 70th, from 70th to 218th (1.5 miles)

Chipseal: Ravine Dr., from Ravine Dr. to Twn Rd. 51 (1.4 miles); 240th, from Hwy 35 North (.59 miles); 94th Ave., from 240th East and West (.49 miles); 195th, from 110th to Cty F (1 mile); 60th, from 240th to Cty Road M (2.93 miles)

Spray Patch: Cessna, from Cessna to Termini (.16 miles); 218th, from Cty MM to 70th (1.5 miles); Ravine, from Ravine to Tn Rd. 51 (1.4 miles); 100th, from 240th to Cty Rd. S (1.71 miles); 113th, from Hwy 35 to Cty Rd. S (1.49 miles); 120th, from 210th to Town Line (.75 miles); 245th, from 113th to Termini (.16 miles); 60th, from Cty Road M to 240th (2.93 miles); 90th, from Hwy 35 to Cty Road MM.

Gravel: 90th, from 200th to Cty Rd. F;

Striping: On major Town roads, as required (per discussed at previous Board meetings).

The Public Works Committee will put together cost estimates on the proposed road improvements to see how the estimates align with the Town's budget for bid preparations.

CONSIDER PETITION FOR DIRECT ANNEXATION OF PROPERTY LOCATED IN TOWN OF OSCEOLA TO THE VILLAGE OF OSCEOLA

Chair Lindh indicated the School District of Osceola is petitioning the Village Board of Osceola to annex the territory described below, whose purpose of annexation action is to facilitate future development. Chair Lindh confirmed the annexation has proceeded through the planning and zoning committees of the Village of Osceola and will be brought forth to the Village of Osceola Board on Tuesday, January 10, 2023. There are no property taxes on the involved 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°33'109" 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°33'109"11 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°40'148"11 West a distance of 14.20 feet;
thence continuing along last said centerline and said Easterly line, North 47°30'13"11 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"11 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°35'154"11 West a distance of 298.18 feet;
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#042-01 123-0000

CONSIDER BUDGET/EXPENDITURES FOR UPDATES TO COMPREHENSIVE PLAN AND TOWN SURVEY

Cronick gave an update on the discussions held within the Plan Commission regarding preparations for updates to the Comprehensive Plan, including conducting a Town survey. One portion of the updates relates to updating statistics because the 2020 Census data is available. Stevens Engineers already submitted to the Town a proposal not to exceed \$6,800 for providing services. Previously, the University of Wisconsin-River Falls assisted with the survey; however, the Town previously received grant monies to assist with the Comprehensive Plan expenses, and grant monies are not available at this time to assist the Town with Comprehensive Plan update expenses. The updating expenses could potentially be in the range of \$15,000.00-\$20,000.00. The Board asked that the Plan Commission continue to discuss this topic, and bring to the Board more information on potential costs for updating the Comprehensive Plan and doing a survey, and timelines as that information becomes available.

CONSIDER APPOINTMENT TO COMMUNITY BOARDS AND TOWN COMMITTEES

A Fire Board position is open to fill the third Town Board position on the Fire Board, and Supervisor Johnson was asked to be appointed to the Fire Board. Current Town Board members on the Fire Board include Chair Lindh and Supervisor Cronick.

MOTION BY LINDH/CRONICK TO APPOINT JOHNSON TO THE FIRE BOARD. MOTION CARRIED.

Regarding Board Committee appointments, Supervisor Johnson expressed interest in being on the Public Works Committee.

MOTION BY THOMPSON/LINDH TO APPOINT JOHNSON TO THE PUBLIC WORKS COMMITTEE. MOTION CARRIED.

MOTION BY LINDH/THOMPSON TO REMOVE CRONICK FROM THE PUBLIC WORKS COMMITTEE. MOTION CARRIED.

Board position openings on the Finance Committee and the Media/Technology Committee will remain open until discussed after the April Spring Election.

CONSIDER MAILBOXES: INSTALLATION AND REPLACEMENT

This topic was discussed by the Town Board at this meeting, such as noting that curbside mailboxes on rural Town roads are not always appropriate, and that other municipalities provide the posts and swing arms for personal mailboxes and that the Town Board may want to consider putting together a mailbox ordinance. If such an ordinance was in place, at the time Town would receive a new driveway install permit, the mailbox post and arm would be purchased by the property owner and installed by the Town at that time. [The thought is that current property owners could also purchase a mailbox post and arm and have it installed by the Town.] Supervisor Johnson will look further into this topic (ordinance draft, costs, timeframe) and bring more information back to the Board at its February regular Town Board meeting.

CONSIDER TOWN WEBSITE UPDATES

Clerk Skjerven shared with the Board an estimate OF \$225.00 from the Town's current external website consultant, Jolene Jones (BHot Marketing), for one-time assistance to make the needed Town website changes to accommodate posting of videos link to the Town's website for virtual recordings.

MOTION BY LINDH/THOMPSON TO APPROVE THE EXPENDITURE OF \$225.00 TO UPDATE THE TOWN WEBSITE TO ACCOMMODATE HOSTING VIRTUAL MEETING RECORDINGS. MOTION CARRIED.

Clerk Skjerven also discussed with the Board a provided cost estimate for utilizing Jolene Jones' assistance in updating Town website pages and Skjerven asked the Board members if there was any openness toward revisions if Skjerven brought forth suggested updates. Supervisor Thompson asked to receive a detailed cost for each potential update if suggested updates are brought before the Board. Chair Lindh indicated he thought the Town's website was already very good and is a user-friendly website. Skjerven was asked to look into the 'traffic' onto the Town's website.

CONSIDER PURCHASE OF COMPUTER FOR TREASURER

Treasurer Carlson presented to the Board the cost estimate for purchasing a new computer for her use. The estimate includes a cost of \$1,049.00 for the purchase of an HP ProBook 455 G9 15.6" Notebook, a cost of \$15.00 per month for the Microsoft 365 Business Standard, and a cost of \$2.50 per month for Vipre Business internet security, for a total cost of \$1,066.50.

MOTION BY CRONICK/THOMPSON TO APPROVE THE PURCHASE OF A NEW COMPUTER THROUGH CONNECTING POINT FOR THE TREASURER AND TRANSFERING THE TREASURER'S OLD COMPUTER FOR USE WITH VIRTUAL MEETINGS AT A COST OF \$1,066.50. MOTION CARRIED.

CHAIR'S REPORT

There was a complaint raised by a Town resident of burning without a permit and that the burning was producing noxious odors. Chair Lindh visited the property owner located in the Town of Nye doing the burning. There have also been complaints regarding mailboxes being knocked down due to the snow plowing. Chair Lindh spoke to the affected residents and found in all cases the mailboxes had deteriorated posts.

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

There was a Plan Commission meeting on December 20, 2022 and discussed the potential transfer of 1.84 acres to Dan Hayman (2361 75th Ave.) from adjoining property owner Corrine Zehm.

There were discussions on the potential costs for updates to the Comprehensive Plan and recommended the topic of the potential costs to update the Town's Comprehensive Plan be brought forth to the Town Board for discussion and consideration.

SUPERVISOR'S REPORT/JOHNSON

Johnson indicated he is looking forward to working with the Public Works Committee.

SUPERVISOR'S REPORT/THOMPSON

Nothing to report.

COMMITTEE REPORTS: CONSIDERATION/REVIEW/DISCUSSION

Finance: Nothing to report.

Media & Technology: Nothing to report.

Personnel Committee: Work efforts on updates to the Employee Handbook continue; updates are nearly completed.

Public Works: Working with Todd to determine the 2023 road projects to go out for bid.

REQUEST FOR FUTURE MEETING AGENDA ITEMS

- Old Business:
 - Consider Dwight Lake Boat Landing Improvements
 - Consider Road Projects for 2023 Bids
 - Consider Budget/Expenditures for Updates to Comprehensive Plan and Town Survey
 - Consider Mailboxes: Installation and Replacement
 - Consider Town Website Updates
- New Business:
 - Consider HVAC Quote (with possible grant assistance)

NEXT PLAN COMMISSION MEETING

January 24, 2023, 6:00 p.m.

NEXT TOWN BOARD MEETING

February 6, 2023, 6:30 p.m.

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. (Dresser station)

ADJOURN

MOTION BY THOMPSON/CRONICK TO ADJOURN THE TOWN BOARD MEETING MONDAY, JANUARY 9, 2023. MOTION CARRIED. The meeting adjourned at 7:47 p.m.

To be approved: February 6, 2023

Approved:

2/6/23
Denise Skjerven
Denise Skjerven, Town Clerk