

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

Meeting Minutes

The Board of Supervisors of the Town of Osceola met for a regular monthly meeting Monday, February 6, 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 6:30 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 Johnson

ABSENT: Supervisor Thompson

PUBLIC ATTENDEES: Clerk Skjerven, Treasurer Carlson, Public Works Supervisor Raddatz, Kirk and Trish Carlson, Carl Hetfeld, Donna and Jim Berg, Kristine Hammer, Ed Everson, Jim Steffen, and Sandy Ball. There were three virtual attendees: Nealy Corcoran, Mark Skjerven, and Teri Wallis.

CHECK PRESENTATION AND APPROVAL OF BILLS

A packet of check detail was provided at the meeting by Treasurer Carlson for the period January 1, 2023 through February 6, 2023.

MOTION BY CRONICK/JOHNSON TO APPROVE THE TREASURER'S LIST OF CHECKS AND AUTOMATED PAYMENTS FOR THE PERIOD JANUARY 1, 2023 THROUGH FEBRUARY 6 2023: CHECK NUMBERS 18598 THROUGH 18642 AND ACH PAYMENTS FROM JANUARY 5, 2023 THROUGH JANUARY 31, 2023 FOR A TOTAL OF \$65,892.49 AS PRESENTED. MOTION CARRIED.

ACCEPTANCE OF PROPOSED AGENDA

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

MEETING MINUTES

MOTION BY CRONICK/LINDH TO APPROVE THE 1/9/2023 SPECIAL TOWN BOARD MEETING MINUTES AND THE 1/9/2023 REGULAR 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 January, which included:

- Continuing to push out snow from intersections and wing town road shoulders.
- Drove to Nebraska to pick up shouldering machine.

- Snow plowed, sanded, and scraped slush as needed.
- Hauled sand.
- Washed and greased trucks and equipment.
- Repaired light ballast in Town Hall office.
- Picked up monitor for security cameras display and mounted in Town Hall office.
- Replaced broken connector on plow for the one-ton truck.
- Worked on 2023 road plan.
- Cut up downed trees.

Raddatz indicated there is approximately 80 tons (just under one-half) of sand remaining in the shed.

TREASURER'S REPORT

Treasurer Carlson informed the Board of the bank balances as of February 6th, 2023: General Fund \$241,090.34; General Money Market Account \$303,636.57; Tax Receipt Account \$2,048,831.90; Dresser Traprock Assurance \$15,074.36; ARPA \$293,388.88; and Public Works Capital \$101,039.68, totaling approximately \$3,000,000.00. Carlson will be paying the week of February 13th the school districts, Polk County, and Northwoods Technical College the collected property taxes due each.

Carlson also shared with the Board the latest 2023 Profit and Loss Budget vs. Actual report as of February 6th, 2023, and Carlson pointed out the Total Tax Collections revenue line item noting the Town has collected \$3,139,187.90 in tax collections thus far. There are a few expense items are noted as being at 100% since the Town has already made the full payment amount due, including dues being paid, along with payment for ambulance services. Under Public Works fuel, usage is approximately 23% of the budget; and garage expenses thus far is approximately 47% of budget.

MOTION BY CRONICK/JOHNSON 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 January, involving: Creation of three draft ordinances that will be discussed further on the agenda. Dissemination of one building permit (for alterations to existing properties); there were three meetings held during January.

Skjerven received five public records requests, had two ads placed for the upcoming Spring Primary election; she made updates to the Town's website regarding adding a 'Recreation' tab containing information on lakes, boat landings, and trails within the Town of Osceola, meeting notices and minutes, for and posted for elections a 'Key Dates' for the Spring Primary. Skjerven continues to receive permit requests for burning (there were 19 requests as of the end of January). Skjerven attended two online Webinars held by the Wisconsin Ethics Commission regarding preparing for the February Primary and the Spring Election. Related to elections, Skjerven is preparing for the February 21st Primary: setting up election poll workers, planning on use of only the ICE/paper ballot equipment; Teri Wallis will be the designated Chief Election Inspector for both the Primary and Spring Election; Skjerven is mailing out absentee ballots (25 thus far), and is receiving a few voter registration requests.

OLD BUSINESS

CONSIDER DWIGHT LAKE BOAT LANDING IMPROVEMENTS

Supervisor Cronick mentioned two grant applications were completed to help offset costs of the improvements. The first grant was a federal grant application for 2024, but was still submitted. The second grant application was a State of Wisconsin application grant for 2023, but it may take at least six weeks until a response is received back from the State of Wisconsin. During the six-week waiting period there can be no expenses incurred until a grant acceptance (or declination) is received, so no materials have yet been ordered. If the State of Wisconsin grant is accepted, work cannot be started until June 15th. Estimated completion of the boat landing improvements would be sometime between June 15th and July 4th 2023. Permits have been filed with the DNR. The U.S. Army Corps of Engineers is also involved.

CONSIDER ROAD PROJECTS FOR 2023 BIDS

The Public Works Committee met to discuss potential Town roads to address for improvement in 2023. Chair Lindh went through the proposal for the following roads to go out for bid in 2023:

For Chipseal/Fog: Ravine Drive from TN Rd. 51 to Termini; 94th Ave. from Termini to 240th St.; 94th Ave. from 240th St. to Termini; 120th Ave. from 210th St. to 216th St.; 195th St. from Cty Road F to 110th Ave.; 240th St. from Highway 35 to Termini; at an estimate cost of \$83,009.79.

For Pulverizing/Repaving(2.5"): 70th Ave. from Nye Lane to 210th St.; Nye Lane from 70th Ave. to County Road M; at an estimated cost of \$161,763.15. One bid would be put out for the pulverizing, and another bid for the repaving.

Spray Patching: Cessna Road from Termini to Simmon Drive; Ravine Drive from TN Rd 51 to Termini; 60th Ave. from Cty Road M to 210th St.; 60th Ave. from 218th to 240th St.; 90th Ave. from Cty Rd MM to Highway 35; 100th Ave. from 240th St. to Cty Rd S; 110th Ave. from Cty Rd Y to 200th St.; 113th Ave. from Highway 35 to Cty Rd S; 120th Ave. from 210th St. to Termini; 218th St. from 70th Ave. to Cty Road M; 240th St. from Hwy 35 to 94th Ave.; 245th St. from Termini to 113th Ave.; at an estimated cost of \$18,865.76.

Shouldering: 70th Ave. from Nye Lane to 210th St.; Nye Lane from 70th Ave. to Cty Rd M; at an estimated cost of \$35,904.00. (The Town's Public Works staff would do the shouldering work.)

Gravel Lifting (4") of Road: 70th Ave. from Nye Lane to 210th St.; Nye Lane from 70th Ave. to Cty Rd M; 90th Ave. from 195th St. to 200th St.; 195th Ave. from 90th Ave. to Cty Rd. F; 230th Ave. from 90th Ave. to Termini; at an estimated cost of \$25,281.81.

Replacing four culverts, and a couple of wedge areas at estimated costs of \$18,000.00 and \$12,000.00, respectively.

All work is estimated to be at a cost of approximately \$362,839.55, which is under the Town's 2023 road budget by approximately \$41,600.00.

MOTION BY CRONICK/JOHNSON TO SEEK ROAD BIDS FOR CHIP SEAL/FOG ON RAVINE DRIVE FROM TN RD. 51 TO TERMINI; 94TH AVE. FROM TERMINI TO 240TH ST.; 94TH AVE. FROM 240TH ST. TO TERMINI; 120TH AVE. FROM 210TH ST. TO 216TH ST.; 195TH ST. FROM CTY ROAD F TO 110TH AVE.; 240TH ST. FROM HIGHWAY 35 TO TERMINI, AND FOR PULVERIZING/REPAVING(2.5"): 70TH AVE. FROM NYE LANE TO 210TH ST.; NYE LANE FROM 70TH AVE. TO COUNTY ROAD M. MOTION CARRIED.

CONSIDER MAILBOXES: INSTALLATION AND REPLACEMENT

Johnson shared with the Board included information in the Board materials related to a draft ordinance, a draft fee proposal and schedule, a draft 'Request for Swinging Arm Mailbox Post' from, and a proposal received from Alvero LLC dba Herness Construction Co. an estimate for the purchase of 50 Swing SAFE Swing-Away Mailbox Supports, at a cost of \$5,600.00. With the cost estimate of \$5,600.00 for 50 Swing SAFE Swing-Away Mailbox Supports, that would put the resident cost to purchase a Swing Arm Mailbox Support at \$110.00. The purchase of the swing-away mailbox supports would be optional for Town residents, and would be available for purchase either at the time a driveway permit application is submitted or any time if a driveway already exists on the property.

The Board discussed various approaches and Supervisor Johnson will work with the Clerk to make updates to the documents and be ready to present this topic at the March Regular Town Board Meeting.

MOTION BY CRONICK/JOHNSON TO ORDER 50 SWING SAFE SWING-AWAY MAILBOX SUPPORTS FROM ALVERO LLC DBA HERNESS CONSTRUCTION CO. AT A COST OF \$5,600.00. MOTION CARRIED.

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

Lindh shared with the Board included information in the Board materials received from Teri Wallis on Frequently Asked Questions(FAQ) regarding the Town of Osceola Comprehensive Plan. Specifically covered in the provided information is what is required to be done by the Town now vs. later. The Plan Commission had discussed in their meetings various cost estimates for updating figures and graphics due to the completion of the 2020 Census, and also potentially doing a survey within the Town. With the latest information in the provided FAQ, only minor revisions to the Comprehensive Plan could be considered doing now to help when writing a new Comprehensive Plan by 2030.

Lindh asked Cronick to go back to the Plan Commission asking them to only make minor revisions at this time to the Town's Comprehensive Plan without doing a Town survey.

MOTION BY LINDH/JOHNSON TO NOT PROCEED WITH INCURRING EXPENSES FOR PERFORMING A TOWN SURVEY FOR THE TOWN'S COMPREHENSIVE PLAN AND ASK THE PLAN COMMISSION TO ONLY WORK ON MINOR MODIFICATIONS TO THE TOWN'S COMPREHENSIVE PLAN WITH COMPLETION SOMETIME DURING 2023. MOTION CARRIED.

NEW BUSINESS

CONSIDER STEFFEN REZONING OF PARCEL 042-01177-0000

Property owner Jim Steffen (at 2508 75th Ave.) would like to change the zoning of Parcel 042-01177-0000 (6.45 acres) from Residential Ag-5 to Residential R-1 (of Part of the Northeast ¼ of Southeast ¼, Section 26 Township 33 North, Range 19 West). An application, and survey maps were provided to the Plan Commission at the Plan Commission's January 24, 2023 meeting and the Plan Commission recommended that the Town Board approve the rezoning from AG5 to R1 for Parcel 042-01177-0000. Carl Hetfeld (surveyor) and Jim Steffen (property executor) attended the Board meeting and discussed this topic further with the Board.

MOTION BY LINDH/CRONICK TO APPROVE CHANGING THE ZONING ON PARCEL 042-01177-0000 TO RESIDENTIAL R-1. MOTION CARRIED.

CONSIDER RESOLUTION 23-02-06 TO REMOVE EXT. FROM 94TH AVE. AS TOWN ROAD

When the Town contracted in 2022 with Delmore Consulting for road services they submitted to the State of WI the road extension from 94th Ave. (.05 miles) no longer exists. Lindh indicated the State of WI and Polk County show the road does exist and is part of the Town, yet within the WISLR system the road is showing that it does not exist. Lindh will reconnect with the WISLR system contact to learn desired next steps on how to correct within the WISLR system.

CONSIDER COMPENSATION FOR TOWN BOARD MEMBERS TO HELP AS NEEDED WITH PUBLIC WORKS ISSUES

Lindh shared with the Board that Supervisor Johnson would be willing to assist the Public Works staff with snow plowing work efforts. Lindh also shared that Town officials may serve as Town employees, and the wages would need to be set by the Town electors at an annual meeting. Accordingly, Lindh suggested this be an agenda topic at the April 2023 Annual Town meeting.

CONSIDER ATTORNEY PRESENCE AT THE APRIL ANNUAL TOWN MEETING

Lindh shared with the Board that in 2022 the Town's Attorney was present at the Annual Town Meeting and that he would be willing to attend the April 2023 Annual Town Meeting.

MOTION CRONICK/JOHNSON TO HAVE TOWN ATTORNEY PRESENT AT THE APRIL ANNUAL TOWN MEETING. MOTION CARRIED.

CONSIDER HVAC IMPROVEMENTS (WITH POSSIBLE GRANT ASSISTANCE)

Cronick contacted prior Town Board member Neal Gustafson as Neal had familiarity with the current HVAC system set up within the Town Hall and Town Shop building, and has worked on past HVAC Town Hall/Shop building maintenance issues. The air conditioning unit is nearing the end of its service life, and there are vehicle exhaust smells in the Town Hall building meeting area, office, and bathroom areas due to current HVAC system duct work set up. The air conditioning unit is possibly not of adequate size for the building's size, and the duct work system is not a closed system which brings the shop fumes/smells into the entire Town Hall building. Gustafson will provide by the end of February suggested approaches for HVAC and air conditioning updates. After the Board's receipt of the information from Gustafson the Board will prepare to go out for bid for the needed HVAC (including air conditioning) improvements for the Town Hall and Town Shop building. Cronick was asked to work with Neal to facilitate the readiness of this information for the March Town Board meeting.

CONSIDER 2022 AUDITING SERVICES

Carlson mentioned the management letter has not yet been received from CliftonLarson/Allen, and will plan to bring the topic for approval at the March Town Board meeting. The audit work efforts will get started so all is completed by April 1st.

CONSIDER PROCESS FOR LAWN CARE/MOWING 2023 BIDS

The Board discussed a draft publication for request for bids for 2023 and 2024 (two seasons) for lawn care/mowing services at the following locations: 516 East Ave. North, Dwight Lake, Sand Lake, and Horse Lake.

MOTION BY CRONICK/JOHNSON TO POST THE REQUEST FOR BIDS FOR SEASONS 2023 AND 2024 LAWN CARE/MOWING AT THE LOCATIONS: 516 EAST AVE. NORTH, DWIGHT LAKE, SAND LAKE, AND HORSE LAKE. MOTION CARRIED.

Skjerven will get the requested ad to the Osceola Sun for two publications.

CONSIDER NOMINATION PROCESS FOR NEW PLAN COMMISSION MEMBER

Lindh pointed out to the Board there are three Plan Commission members whose terms are expiring and up for potential re-appointment in April: Jim Berg, Kim Kaiser, and Jon Cronick (as the Board representative on the Plan Commission) and seeking applications from other Town constituents could also occur. New Plan Commission member appointments would be for a term of three years, and members can only serve two terms. Chair Lindh will contact Berg, Kaiser, and Cronick about their interest in potentially being re-appointed.

The notification will go out at this time through end of March to inform that the Town was accepting applications for Plan Commission membership. Notification will be done on the Town's website and the Town's Facebook site.

MOTION CRONICK/JOHNSON TO POST ON THE TOWN WEBSITE AND TOWN FACEBOOK PAGE THAT THE TOWN IS CURRENTLY ACCEPTING APPLICATIONS THROUGH THE END OF MARCH 2023 FOR POSSIBLE PLAN COMMISSION MEMBERSHIP OF TWO MEMBER SEATS THAT ARE EXPIRING TO BE APPOINTED AT THE APRIL 2023 REGULAR TOWN BOARD MEETING. MOTION CARRIED.

CONSIDER NEXT STEPS ON RECORDS RETENTION PROJECT

Skjerven discussed with the Town Board the proposed Ordinance 23-01-02 to Adopt the Wisconsin Municipal Records Schedule and the proposed changes to Code of Ordinances Chapter 3 in section 3.07 Public Records.

MOTION LINDH/CRONICK TO ADOPT ORDINANCE #23-01-02 TO ADOPT THE WISCONSIN MUNICIPAL RECORDS SCHEDULE. AYES: CRONICK/JOHNSON/LINDH; NAYS: NONE. MOTION CARRIED.

MOTION LINDH/CRONICK TO ACCEPT THE AMENDMENTS TO CODE OF ORDINANCE CHAPTER 3 FINANCE AND TAXATION. AYES: CRONICK/JOHNSON/LINDH; NAYS: NONE. MOTION CARRIED.

Full copies of these Ordinances will be posted on the Town's website.

CONSIDER TOWN WEBSITE USAGE

Included in the Board packet were three pages of information on visitors to the Town's website during 2022: number of times visited, number of unique visitors, visit duration, documents most downloaded, and pages most often visited. The information will be used when considering potential update areas to the Town's website.

CHAIR'S REPORT

Attended the Osceola Area Ambulance Board meeting and the Fire Board meeting. For the Ambulance Board, there are not a lot of anticipated forthcoming changes. For the Fire Board, Lindh was given a copy of Allied Emergency Services, Inc. Financial Statements and Supplementary Information for Years Ended March 31, 2022 and 2021. The Fire Board talked about decommissioning one of their tanker trucks and in the near future are planning to purchase a new tanker truck. There are also discussions taking place about the possibility of remodeling the fire station in Town of Garfield after the fire station in Dresser is paid off.

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

Attended the Fire Board meeting this month.

There was a Plan Commission meeting on January 24, 2023 and there were discussions held on the Steffen property and the Comprehensive Plan topics earlier discussed at this Board meeting.

SUPERVISOR'S REPORT/JOHNSON

Johnson indicated he is planning to attend the February 15th Polk County Environmental Services Committee Meeting where there is expected to be ordinance discussions regarding solar and wind for Polk County.

SUPERVISOR'S REPORT/THOMPSON

Absent.

COMMITTEE REPORTS: CONSIDERATION/REVIEW/DISCUSSION

Finance: Nothing to report.

Media & Technology: Nothing to report.

Personnel Committee: Work efforts completed on updates to the Employee Handbook. Final draft is being sent to Town's attorney for review.

Public Works: Johnson will be working with Fahrner Asphalt Sealers to get training set up regarding road projects: how they are performed and what can be learned to improve road maintenance efforts.

REQUEST FOR FUTURE MEETING AGENDA ITEMS

- Old Business:
 - Consider Dwight Lake Boat Landing Improvements
 - Consider Road Project 2023 Bids Received
 - Consider 2023/24 Lawn Care Bids Received
 - Consider HVAC Improvements (with possible grant assistance)
 - Consider Mailboxes: Installation and Replacement
 - Consider Next Steps to Update WISLR 94th Ave. as Town Road
 - Consider 2022 Auditing Services Management Services Agreement/Statement of Work
- New Business:
 - Consider April Regular Town Board Meeting Date Change

NEXT PLAN COMMISSION MEETING

February 28, 2023, 6:00 p.m.

NEXT TOWN BOARD MEETING

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

COMMUNITY MEETINGS BOARD MEMBERS ATTEND

- None at this time

ADJOURN

MOTION BY CRONICK/JOHNSON TO ADJOURN THE TOWN BOARD MEETING MONDAY, FEBRUARY 6, 2023. MOTION CARRIED. The meeting adjourned at 8:00 p.m.

To be approved: March 6, 2023

Approved:

3/6/23
Denise Skjerven
Denise Skjerven, Town Clerk