

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

Meeting Minutes

The Board of Supervisors of the Town of Osceola met for a regular monthly meeting Monday, March 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, Johnson and Thompson

ABSENT: None

PUBLIC ATTENDEES: Clerk Skjerven, Treasurer Carlson, Lanette and Warren Johnson, Lucas Chapman (Fahrner Asphalt Sealers), Donna and Jim Berg, Scott Williamson (Williamson lawn care), and Dianne and Merle Aarthun. There were six virtual attendees: Tyler Dye (Lakefront mowing services), Mark Skjerven, Ed Everson, Nealy Corcoran, Teri Wallis, and Bob Wright.

CHECK PRESENTATION AND APPROVAL OF BILLS

A packet of check detail was provided at the meeting by Treasurer Carlson for the period February 7, 2023 through March 6, 2023. Carlson mentioned the primary reasons for the \$1.7 million total this month is due to the payments to the three schools (Osceola, St. Croix Falls, and Northwoods) and to Polk County for the taxes collected through the end of January. And, the Town also made a payment of \$50,308.15 toward the fire station loan.

MOTION BY THOMPSON/JOHNSON TO APPROVE THE TREASURER'S LIST OF CHECKS AND AUTOMATED PAYMENTS FOR THE PERIOD FEBRUARY 7, 2023 THROUGH MARCH 6 2023: CHECK NUMBERS 18643 THROUGH 18691 AND ACH PAYMENTS FROM FEBRUARY 7, 2023 THROUGH MARCH 6, 2023 FOR A TOTAL OF \$1,766,955.29 AS PRESENTED. MOTION CARRIED.

ACCEPTANCE OF PROPOSED AGENDA

Cronick proposed a change to the proposed agenda, to move agenda items 12(b) and 12(c) to be discussed after the current agenda item 6, 'Acceptance of Proposed Agenda'.

MOTION BY CRONICK/LINDH TO APPROVE THE AGENDA WITH THE EXCEPTION OF MOVING ITEMS 12(B) AND 12(C) TO COME AFTER AGENDA ITEM 6. MOTION CARRIED.

CONSIDER BIDS RECEIVED FOR 2023 ROAD IMPROVEMENT PROJECTS

Two bids were received and opened for road improvement chipseal/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. All

road projects are to be completed by September 30, 2023. A fine of \$500.00 per day will be assessed until project is completed. Chip sealing roads to be swept prior to beginning work and one week after the work is completed. All roads and bar seals to be double rolled with rubber tire rollers. Bidder must supply all road signs and traffic control according to MUTCD and WI law while performing work. Town of Osceola provides the cover aggregate.

The first bid opened was from Scott Construction (Lake Delton, WI), the bid included a Certificate of Liability Insurance, and Scott Construction quoted a total proposal of \$97,755.00, \$123,895.00 with fog. The second bid opened was from Fahrner (Eau Claire, WI), the bid included a Certificate of Liability Insurance, and Fahrner quoted a total proposal of \$81,969.00, \$97,991.00 with fog.

MOTION BY CRONICK/JOHNSON TO ACCEPT THE FAHRNER ROAD BID FOR A TOTAL OF \$97,991.00, NOT INCLUDING TRAP ROCK, FOR CHIP SEAL AND FOG SEAL ROAD PROJECTS 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. MOTION CARRIED.

CONSIDER 2023/24 LAWN CARE BIDS

Two bids were received for 2023 and 2024 (two seasons) for lawncare/mowing services—including mowing, weed whipping, and blowing—at the following locations: 516 East Ave. North, Dwight Lake, Sand Lake, and Horse Lake.

The first bid opened was from Scott Williamson, at a proposal of \$125.00 a mowing at the requested four locations. A Certificate of Liability Insurance document was not included with the bid. Chair Lindh asked Scott Williamson to provide a Certificate of Liability Insurance document before the April Town Board meeting.

The second bid opened was from Lakefront Lawn & Dock Services, at a proposal of \$170.00 a mowing at the requested four locations. A Certificate of Liability Insurance was included.

MOTION BY CRONICK/JOHNSON TO TABLE THE DECISION ON LAWN CARE BIDS UNTIL THE APRIL TOWN BOARD MEETING TO GIVE SCOTT WILLIAMSON THE OPPORTUNITY TO SUBMIT A CERTIFICATE OF LIABILITY INSURANCE DOCUMENT. MOTION CARRIED.

MEETING MINUTES

Lindh reminded everyone that the February 13, 2023 Special Town Board meeting was held to reappoint Johnson as a Town Board Supervisor because at the December 12, 2022 regular Town Board meeting Clerk Skjerven and Treasurer Carlson were inadvertently not included in the vote appointment roll call, and both Skjerven and Carlson were now included in the vote roll call for Johnson's appointment at the February 13, 2023 Special Town Board meeting. And, a ratification of votes was approved to reapprove and reaffirm the Board actions taken at previous meetings.

MOTION BY THOMPSON/JOHNSON TO APPROVE THE 2/6/2023 AND 2/13/2023 SPECIAL TOWN BOARD MEETING MINUTES AND THE 2/6/2023 REGULAR TOWN BOARD MEETING MINUTES. MOTION CARRIED.

PUBLIC COMMENT

Warren Johnson spoke about the topic of solar farms being placed more and more in communities, and he dislikes how solar farms are replacing land used to grow crops or raise livestock. His view is that diesel fuel determines cost of food in the grocery stores, that the cost of electricity will escalate with

more and more solar farms, and that use of solar panels on personal homes and businesses, and on non-crop or livestock land is acceptable, but to use it widely on land used for food is not acceptable. Johnson asked the Board to consider the implications of granting solar farms to be built on food-producing land as this topic becomes more prevalent.

Lanette Johnson first thanked the Board for their membership on the Board. Johnson went on to ask the Board to become more aware of the challenges facing the Wisconsin school districts coming up over the next few years: The State of Wisconsin is looking at declining enrollment. For instance, for the 2020/21 school year, the State of Wisconsin school enrollment saw a 2.9% decrease overall. That is the largest percentage decline over the last 25 years. There are projections that by 2030, there could be another 4% decrease in enrollment. Currently, funding for schools is based on number of children enrolled. Fiscal cliff also affects decreased funding, and pandemic relief to the school systems is ending. Johnson asked the Board to work closely with the school systems and plan strategically with the school districts when considering referendums to take into account both school system and Town need areas that impact Town residents from a financial perspective.

PUBLIC WORKS REPORT

Raddatz was unable to be present for the meeting. Lindh read the report of work efforts submitted by Raddatz for February, which included:

- Filling potholes.
- Replaced leaking hydraulic hose on grader.
- Scraped slush from roadways.
- Continues to wing out drifted areas.
- Both Raddatz and Gaffney took a two-day online highway safety course.
- Worked on road plan.
- Worked on shoulder machine.
- Plowed and sanded roads.
- Hauled and mixed sand.
- Cut up downed trees.

TREASURER'S REPORT

Treasurer Carlson informed the Board of the bank balances as of March 2, 2023: General Fund \$319,519.02; General Money Market Account \$238,648.33; Tax Receipt Account \$557,621.30; Dresser Traprock Assurance \$15,077.83; ARPA \$294,264.83; and Public Works Capital \$101,341.35, totaling \$1,526,472.66. 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 March 6th, 2023, and Carlson pointed out on the Revenue portion that \$50,308.15 was received (and earlier mentioned while going through the check detail the loan payment made in a similar amount), under Municipal Services an amount of \$17,879.01 was received—mostly from Polk County—for the culvert work done on 90th, and year-to-date interest income of \$13,379.78 as compared to the budgeted amount of \$5,000.00. On the expense portion, Carlson informed the Board to look at anything over 16%, but to keep in mind that there items only paid once a year.

Lindh asked Carlson if she is now using her new laptop and has everything transferred over from her former laptop. Carlson confirmed she is now fully using her new laptop and the former laptop will start to be used exclusively for Teams meetings.

MOTION BY CRONICK/THOMPSON 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 February, involving: Creation of two draft ordinances that will be discussed further on the agenda. There were four meetings held during February.

Skjerven received two public records requests, had two ads placed for lawn care and road bids; Skjerven made updates to the Town's website regarding minor modifications to the now called 'Forms/Applics/Ordinances' section and updates to the Elections section, and meeting notices and minutes. Skjerven continues to receive permit requests for burning (there were 24 requests as of the end of February). Skjerven attended one online Webinar held by the Wisconsin Ethics Commission regarding the Spring Election Cycle. Related to elections, Skjerven shared statistics from the Spring Primary held on February 21st:

296 voters; only used ICE paper ballot machine

Called in results at approximately 8:25 p.m.

27 absentee ballots

82 hand count paper ballots (ran out of printed paper ballots)

6 election day registrations

Returned all applicable election materials to Polk County

OLD BUSINESS

CONSIDER DWIGHT LAKE BOAT LANDING IMPROVEMENTS

Supervisor Cronick mentioned the Town is waiting to hear back on the grant submission. State grants should be awarded in April. Materials for the project will be ordered after grant notification is received.

CONSIDER MAILBOXES DRAFT ORDINANCE 23-01-01 AND RESOLUTION 23-03-06 AMENDMENT OF FEE SCHEDULE

Skjerven indicated what was included in the Board packet on the draft Ordinance 23-01-01 was a template of an Ordinance used by another local community and redlined with commentary received by the Town's Attorney. The Board discussed the redlined comments and questions on the draft Ordinance, and asked Skjerven to update the draft Ordinance based on discussions held, and bring an updated draft Ordinance to the Board at the April regular Town Board meeting.

The Board discussed changes to Resolution 23-03-06 Amendment of Fee Schedule, along with the Fee Schedule that would be effective March 6, 2023 and would include the fee amount of \$110.00 as the cost for the purchase of a swing-arm mailbox.

MOTION BY THOMPSON/JOHNSON TO ACCEPT RESOLUTION 23-03-06 AMENDMENT OF THE FEE SCHEDULE EFFECTIVE MARCH 6, 2023 TO INCLUDE THE FEE AMOUNT OF \$110.00 AS THE COST FOR THE PURCHASE OF A SWING-ARM MAILBOX POST. AYES: CRONICK/THOMPSON/JOHNSON/LINDH; NAYS: NONE. MOTION CARRIED.

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

Lindh shared with the Board included in the packet is similar information as what was presented and discussed at the February Town Board meeting. However, after further investigations done by Lindh, the mapping image sent by Delmore to WISLR was incorrect. Lindh showed a small portion of a .05 length of road that shows on the State of Wisconsin Town Plat Record map which is incorrect. Instead, the 94th Ave. roadway between properties 2360 and 2358 is the proper roadway.

MOTION LINDH/JOHNSON TO PROCEED IN NOT MAKING ANY ROAD UPDATES RELATED TO THE REMOVAL OF THE EXTENSION FROM 94TH AVE. AS A TOWN ROAD AS DELMORE WAS MISTAKEN IN WHAT WAS SET UP IN WISLR. MOTION CARRIED.

Lindh will update the form requested by the Wisconsin Department of Transportation indicating no modifications are being made at this time related to the 94th Avenue Town road.

CONSIDER HVAC IMPROVEMENTS (WITH POSSIBLE GRANT ASSISTANCE)

Cronick gave an update indicating there is no grant assistance available after investigating further with Treasurer Carlson. One proposal was received from Benck Mechanical from Neal Gustafson. Cronick suggested an ad be drafted in readiness to be placed for bids to provide the needed HVAC improvements. Lindh will work with Cronick to draft a bid ad before the April regular Town Board meeting and will bring the draft ad to the Board for discussion at the April regular Town Board meeting.

CONSIDER 2022 AUDITING SERVICES MANAGEMENT SERVICES AGREEMENT AND STATEMENT OF WORK (FOR YEAR ENDED 12/31/2022)

Carlson went over the Master Services Agreement(MSA) (dated January 2, 2023) as provided by CliftonLarsonAllen LLP, the Town's auditing services firm. The MSA is the overarching terms that apply to the initial and each subsequent statement of work(SOW), covering such items as how disputes are settled, payments for services, etc. The MSA shall continue for five years from January 2, 2023, unless terminated earlier by giving appropriate notice. Either party may terminate the MSA at any time giving 30 days written notice to the other party.

The Statement of Work(SOW) (dated January 2, 2023) covers the terms and objectives of the engagement and the nature and limitations of the services CLA will provide for the year ended December 31, 2022, and the fees amount of \$5,775.00 for CLA's services.

MOTION CRONICK/THOMPSON TO APPROVE THE 2022 AUDITING SERVICES MASTER SERVICES AGREEMENT AND STATEMENT OF WORK FOR THE YEAR ENDED DECEMBER 31, 2022 FROM CLIFTONLARSONALLEN AT A COST OF \$5,775.00. MOTION CARRIED

CONSIDER AUTHORIZATION OF SEASONAL WEIGHT RESTRICTIONS ON ALL TOWN ROADS

As of the time of the Town Board meeting, Polk County Highway Department had not issued a notice as to when temporary seasonal road restrictions would be in effect. The Board went over the draft of the Town's notice that would intended be used once such notification from Polk County Highway Department is received.

CONSIDER COMPREHENSIVE PLAN DATA UPDATES

Cronick reported that at the February 28, 2023 Plan Commission meeting the group addressed the potential costs of updates, and Cronick communicated to the Plan Commission members that although updates were made to the Comprehensive Plan in 2020, those updates were never brought forth to the Town Board for approval. The Plan Commission would like to have Stevens Engineering assist with updates to three sections of the Comprehensive Plan that are more directly tied to the 2020 Census data updates, at a cost of approximately \$875.00 per section, \$2,625.00 in total. The Plan Commission members would review the remaining other sections not covered by Stevens Engineering for desired updates. The three sections being asked by the Plan Commission for Stevens Engineering to update include: (1) Section 2 – Economic Development; (2) Section 3 – Housing; and (3) Section 7 – Issues and Opportunities. Nothing was budgeted in the Town's 2023 budget for these costs, but there is a statute requirement to keep the Comprehensive Plan updated every ten years.

MOTION LINDH/THOMPSON TO CONTRACT WITH STEVENS ENGINEERING TO UPDATE SECTIONS 2, 3, AND 7 OF THE TOWN'S COMPREHENSIVE PLAN AT A COST OF UP TO \$3,000.00. MOTION CARRIED.

Cronick will ask Plan Commission member Dan Tronrud to have Stevens Engineering provide an updated proposal agreement.

CONSIDER APRIL REGULAR TOWN BOARD MEETING DATE CHANGE

The Board discussed holding the April regular Town Board meeting on Monday, April 10th versus Monday, April 3rd due to the Spring Election occurring on Tuesday, April 4th.

MOTION THOMSON/CRONICK TO MOVE THE APRIL REGULAR TOWN BOARD MEETING FROM MONDAY, APRIL 3RD TO MONDAY, APRIL 10TH. MOTION CARRIED.

CHAIR'S REPORT

Lindh reminded everyone that in April two Plan Commission members will be appointed for a new three-year period, along with appointment of the Board Plan Commission representative. Application forms are available on the Town's website and at the Town Hall.

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

The Plan Commission members discussed at the February meeting what was needing to be done regarding updates to the Town's Comprehensive Plan to get it approved.

SUPERVISOR'S REPORT/JOHNSON

Johnson attended the Polk County Conservation meeting, where a topic of discussion was a solar and wind ordinance for Polk County. Johnson shared with the Board a letter that a Town resident had sent to Polk County about the ordinance, where the resident addressed his concerns for placement of large solar farms and the impact to the environment and potential long-term costs for Polk County and/or the landowner for cleanup. Meeting highlights Johnson shared were: 1-5 megawatts is considered a 'small sized farm'; 5-15 megawatts is considered a 'medium sized farm'; large solar farms often times have battery units as well; fire departments have to be trained to handle fire situations that may occur on a solar farm; Polk County is still drafting the ordinance and Johnson will keep the Board informed of progress on this topic area. Lindh asked Johnson to also keep the Plan Commission members informed as much as possible on this topic.

SUPERVISOR'S REPORT/THOMPSON

Nothing to report.

COMMITTEE REPORTS: CONSIDERATION/REVIEW/DISCUSSION

Finance: Nothing to report.

Media & Technology: Teams meeting virtual recordings will now be uploaded and posted to the Town's meeting web page area. There will be a dedicated laptop only to be used for Teams meetings.

Personnel Committee: The Town's attorney is reviewing the final draft of the Employee Handbook.

Public Works: Nothing to report.

REQUEST FOR FUTURE MEETING AGENDA ITEMS

- Old Business:
 - Consider Dwight Lake Boat Landing Improvements
 - Consider LRIP Road Project Bids Received
 - Consider 2023/24 Lawn Care Bids Received
 - Consider HVAC Improvements Ad
 - Consider Mailbox Ordinance
- New Business:
 - Consider Renewal of Property Insurance
 - Consider Plan Commission Member Appointments

NEXT PLAN COMMISSION MEETING

Tues., March 28, 2023, 6:00 p.m.

NEXT TOWN BOARD MEETING

Mon., April 10, 2023, 6:30 p.m.

NEXT ANNUAL TOWN MEETING

Tues., April 18, 2023, 6:30 p.m., at Town Hall

COMMUNITY MEETINGS BOARD MEMBERS ATTEND

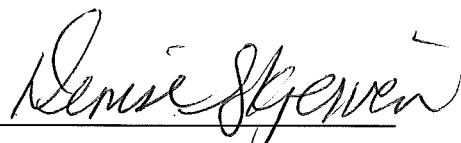
- None at this time

ADJOURN

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

To be approved: April 10, 2023

Approved: 4/10/23


Denise Skjerven, Town Clerk