

**TOWN OF OSCEOLA**  
**BOARD OF SUPERVISORS MEETING**  
**Monday, May 1, 2023 — 6:30 p.m.**

Meeting Minutes

The Board of Supervisors of the Town of Osceola met for a regular monthly meeting Monday, May 1, 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

**ABSENT:** None

**PUBLIC ATTENDEES:** Clerk Skjerven, Treasurer Carlson, Joe Gaffney, Donna and Jim Berg, Lisa Silbernagel, Ed Everson, Mark Skjerven, and Paul Baker.

**CHECK PRESENTATION AND APPROVAL OF BILLS**

A packet of check detail was provided at the meeting by Treasurer Carlson for the period April 11, 2023 through May 1, 2023. Carlson pointed out to the Board the higher payments: Allied Emergency Services (\$74,875.30) for first one half of fire dues payment, Meyer Sales Company (\$6,054.22) for repair of the Town truck, and Polk County Highway Department (\$6,176.08) for salt and sand for up to February 16 (one more bill for salt and sand from Polk County Highway Department is expected).

MOTION BY CRONICK/THOMPSON TO APPROVE THE TREASURER'S LIST OF CHECKS AND AUTOMATED PAYMENTS FOR THE PERIOD APRIL 11, 2023 THROUGH MAY 1, 2023: CHECK NUMBERS 18733 THROUGH 18804 AND ACH PAYMENTS FROM APRIL 11, 2023 THROUGH MAY 1, 2023 FOR A TOTAL OF \$120,774.36 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 4/10/2023 REGULAR TOWN BOARD MEETING MINUTES. MOTION CARRIED.

**PUBLIC COMMENT**

Lisa Silbernagel first thanked the Board for having the guard rails put in on 90<sup>th</sup> Ave. back in 2021. Silbernagel requested 'Phase II' of guardrails to be installed on 90<sup>th</sup> in two other places, and she shared with the Board pictures of the locations where she would like two new guardrails installed. If only one guard rail could be installed, she requested it be installed by address 2328 90<sup>th</sup> Ave. The Board took this information under consideration for discussion at a future Board meeting.

## **PUBLIC WORKS REPORT**

Gaffney gave a detailed report of work efforts done throughout April, which included:

- Cut down trees after the snowstorm;
- Washed trucks, cleaned and washed out sander, replaced leaking hose on spinner on Mack truck;
- Brought International truck up to Cameron for repairs;
- While servicing the spray patcher for use, found a faulty murphy switch so repaired that piece;
- Met with a Mack salesman about a price on a new tandem truck and availability; (could potentially be +\$100,000 for a new truck to meet emission requirements)
- Called after hours for downed trees and pothole repairs;
- Picked up and installed new cutting edges for grader;
- Graded gravel roads;
- Installed speed sign on 240<sup>th</sup> along with flags on 240<sup>th</sup> and 248<sup>th</sup> posted signs;
- Worked on ditch clean up on 195<sup>th</sup> and 210<sup>th</sup> (carpet and about 20 tires that was thrown into the ditch);
- Installed four swing-arm mailbox posts;
- Installed new fire numbers;
- Removed wing and sander off Mack and the grader;
- Removed all road posted signs;
- Assisted Town of Alden put in 8 culverts (Alden's backhoe was broken);
- Fixed Poplar Lake landing from ice pushing the concrete up approximately 6";
- Dropped off garbage pick up bags and vests for Town road clean-up effort
- By mid-May should be getting oil for the spray patcher

## **TREASURER'S REPORT**

Treasurer Carlson informed the Board of the bank balances as of April 28, 2023: General Fund \$47,333.88; General Money Market Account \$302,482.56; Tax Receipt Account \$463,573.22; Dresser Traprock Assurance \$15,081.67; ARPA \$295,268.77; and Public Works Capital \$101,687.10, totaling \$1,225,427.20.

Carlson shared with the Board a report out of the year-to-date building permits that were applied and paid for and picked up (5 year to date).

Carlson also shared with the Board the latest 2023 Profit and Loss Budget vs. Actual report as of May 1, 2023, and Carlson drew the Board's attention to those expenses greater than approximately 33%: one factor driving up the Public Works Garage Expense amount is the one-time purchase of the swing-arm mailboxes; fuel is a major driver of the expense for equipment repairs and maintenance, along with the gas utilities for building expense.

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 April, involving: There were three meetings held during March.

Skjerven received four public records requests, had three ads placed dealing with the mail box ordinance, swing-arm mail box fee add to fee schedule, and request for HVAC bids. Skjerven made updates to the Town's website: added swing-arm mailbox form, the mailbox ordinance, and updated fee schedule, added an application for retail fireworks license form, results of the Spring Election, removed no longer pertinent election information, added meeting notices and minutes.

Skjerven continues to receive permit requests for burning (there were 54 requests as of the end of the reporting month). Skjerven attended one online Webinar hosted by the Wisconsin Department of Revenue regarding alcohol beverage regulations and licensing. Skjerven prepared and held the April Spring Election:

966 voters—4th largest; largest ever Spring Election turnout for TOO (3 other highest were General Elections: Nov '20, Nov '22, and Nov '18)

Called in results at 10:15 p.m. ; had 109 absentee ballots; 12 election day registrations;

Hand counted ballots for 1 ballot misfeed; write ins for Board Supv

Returned all applicable election materials to Polk County; Brought in election equipment for annual maintenance.

Issued 3 Provisional liquor licenses (2 Krooked Kreek, 1 Woodhill); prepared to bring to Board 3 Operator's Licenses (Krooked Kreek), and handled the new Liquor License issued for The Falls Weddings & Events.

Preparing draft notices, dates, and ordered training materials upcoming Open Book and Board of Review.

## **OLD BUSINESS**

### **CONSIDER DWIGHT LAKE BOAT LANDING IMPROVEMENTS**

Carlson mentioned the Town did receive notice of grant acceptance from the Wisconsin DNR, meaning the DNR will pay for one-half of the cost of the project improvement. Carlson reminded the Board of the cost for Option 1, which is approximately \$12,660, of which approximately \$6,330 will be coming from the DNR towards payment assistance for the project. Public Works will be tasked to work with Polk County on all the needed preparations and will soon order the concrete panels for the boat landing.

MOTION BY CRONICK/JOHNSON TO PROCEED WITH PLACING AN ORDER FOR THE PURCHASE OF CONCRETE PANELS FOR THE DWIGHT LAKE BOAT LANDING IMPROVEMENT PROJECT. MOTION CARRIED.

### **CONSIDER APPLICATION FOR RETAIL FIREWORKS LICENSE**

Shawn Libersky, Owner of Woodhill Bar & Grill and John Kelly declined to proceed further with obtaining a retail fireworks license which was intended to be used at the Woodhill Bar & Grill location during the period May 25, 2023 to July 10, 2023.

### **CONSIDER EFFECT ON ROAD LONGEVITY WHEN TRAFFIC DETOUR TO 240<sup>TH</sup> OCCURS**

Due to the Highway 35 road closure in the downtown area of the Village of Osceola for a two-week period of time recently, the Town had a higher amount of oversized/truck traffic traveling on the posted 240<sup>th</sup> road. The sheriff's department did issue citations regarding overweight vehicles during the detour

of STH 35. Approximately 15% of the overweight vehicles were cited, and approximately \$20,000-\$25,000 in fines were issued. The Town was informed that state statutes determine the amount of the base deposits for each traffic violation, and that 50% of the fines go to the county where the citation was issued, and 50% goes to the state common school fund. A concern was raised that if the road (240<sup>th</sup>) fails the Town could be liable for repairs. The Town was made aware from the WI DOT it is not able to receive any of the amount received from citations issued. Someone from the Board will contact Polk County to learn whether any of the fine amount they received for citations issued on 240<sup>th</sup> Ave. during the Highway 35 road closure could be returned to the Town.

Paul Baker offered to the Board ideas on how to improve communications to the trucking firms most likely needing to be aware of posted roads within the Town—by calling local companies that utilize a lot of trucks for their respective business.

Bryan Raddatz submitted an email to a couple of Board members and Public Works noting that trucks from FB Contractor's have not been traveling on the 240<sup>th</sup> posted road, and FB Contractor's should not be held liable for repairs now or in the future on 240<sup>th</sup> Ave. It was noted by the Chair it was the understanding of the Town that FB Contractor trucks did not use the posted 240<sup>th</sup> Ave. road and FB Contractor trucks did not degrade 240<sup>th</sup> Ave. Cemstone also sent a communication similar to FB Contractors. Stronger communications is encouraged between the Town and the managers of such projects in the future (whether it be the WI DOT, or Polk County highway) to give residents and businesses have clearer understanding of detour options and repercussions for traveling on posted Town roads.

#### **CONSIDER INSTALL OF LED LIGHTING IN TOWN SHOP AND TOWN HALL CEILING FIXTURES**

Johnson had Andrie Electric stop by to do an informal review of the proposed LED lighting work effort and will be providing information to Johnson. This topic will be further discussed at the June regular Town Board meeting.

#### **CONSIDER APPOINTMENT OF TOWN BOARD SUPERVISOR**

Board members mentioned they reached out to several individuals to learn of interest in being appointed a Town Board Supervisor and there was no interest at this point. Chair Lindh indicated if there is any interest in filling the open Town Board Supervisor position to reach out to any Board member.

#### **CONSIDER APPOINTMENT OF DESIGNATED SUPERVISOR AND DESIGNATED ALTERNATE**

Previously Supervisor Cronick was the Designated Supervisor and Supervisor Thompson was the Designated Alternate. If the Chair is absent at the designated time of any meeting, the Designated Supervisor shall call the meeting to order and serve as Chair for that meeting. If the Designated Supervisor is unable to attend the meeting, the designated Alternate shall call the meeting to order and serve as the Chair for tat meeting.

MOTION BY LINDH/JOHNSON TO APPOINT CRONICK AS THE DESIGNATED SUPERVISOR AND THOMPSON AS THE DESIGNATED ALTERNATE. MOTION CARRIED.

#### **CONSIDER BOARD ASSIGNMENTS TO:**

- **BOARD COMMITTEES (FINANCE, MEDIA & TECHNOLOGY, PERSONNEL, PUBLIC WORKS)**
- **COMMUNITY BOARDS (OSCEOLA AMBULANCE AND ALLIED EMERGENCY FIRE)**

Discussion was held by the Board, considering the following assignments to each noted Board Committee:

Finance Committee: Chair Lindh and Supervisor Cronick

Media & Technology Committee: Supervisor Cronick and Supervisor Thompson

Personnel Committee: Supervisor Johnson and Supervisor Thompson

Public Works Committee: Chair Lindh and Supervisor Johnson

MOTION BY LINDH/CRONICK ON THE FOLLOWING BOARD ASSIGNMENTS: FINANCE COMMITTEE ASSIGNMENTS: CHAIR LINDH AND SUPERVISOR CRONICK; MEDIA & TECHNOLOGY COMMITTEE ASSIGNMENTS: SUPERVISOR CRONICK AND SUPERVISOR THOMPSON; PERSONNEL COMMITTEE ASSIGNMENTS: SUPERVISOR JOHNSON AND SUPERVISOR THOMPSON; PUBLIC WORKS COMMITTEE ASSIGNMENTS: CHAIR LINDH AND SUPERVISOR JOHNSON. MOTION CARRIED.

Discussion was held by the Board, considering the assignments to the Osceola Ambulance Board and Allied Emergency Services Fire Board.

MOTION BY CRONICK/JOHNSON TO APPOINT CHAIR LINDH AND DAN BURCH TO THE OSCEOLA AREA AMBULANCE BOARD. MOTION CARRIED.

MOTION BY LINDH/JOHNSON TO HAVE CHAIR LINDH, AND SUPERVISORS CRONICK AND JOHNSON BE PART OF THE ALLIED EMERGENCY SERVICES FIRE BOARD. MOTION CARRIED.

#### **CONSIDER STEVENS ENGINEERS PROPOSAL FOR COMPREHENSIVE PLAN SERVICES**

Cronick provided background to the Board reminding that the Plan Commission would like to have Stevens Engineers 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 \$3,000. The three sections being asked by the Plan Commission for Stevens Engineers 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. The latest updated quote proposal provided by Stevens Engineers to provide the services is \$3,100.00.

MOTION CRONICK/THOMPSON TO ACCEPT THE PROPOSAL CONTRACT FROM STEVENS ENGINEERS TO UPDATE SECTIONS 2, 3, AND 7 OF THE TOWN'S COMPREHENSIVE PLAN AT A COST OF NOT TO EXCEED \$3,100.00. MOTION CARRIED.

#### **CONSIDER UPDATED EMERGENCY OPERATIONS PLAN**

Chair Lindh reminded the Board this document minimally needs to be reviewed and updated, if necessary, have the document contain the latest Board member information within the document, and to make sure the cover page contains the latest update date. Skjerven also pointed out minor needed updates.

MOTION THOMPSON/JOHNSON TO ACCEPT THE PROPOSED CHANGES AS DISCUSSED TO THE TOWN EMERGENCY OPERATIONS PLAN AND APPROVE THE UPDATED TOWN EMERGENCY OPERATIONS PLAN. MOTION CARRIED.

#### **CONSIDER NEW 2022-2023 OPERATOR LICENSES**

The below stated Operators' Licenses seek Board approval:

22-61 Nathen Rother, Krooked Kreek Golf Course

22-63 Ella Bobzin, Krooked Kreek Golf Course

22-64 Kaleb Bents, Krooked Kreek Golf Course

MOTION BY CRONICK/JOHNSON TO ACCEPT THE OPERATOR'S LICENSES AS FOLLOWS: 22-61 NATHEN ROTHER, KROOKED KREEK GOLF COURSE, 22-63 ELLA BOBZIN, KROOKED KREEK GOLF COURSE, 22-64 KALEB BENTS, KROOKED KREEK GOLF COURSE, EFFECTIVE MAY 2, 2023 THROUGH JUNE 30, 2023. MOTION CARRIED.

#### **CONSIDER EMPLOYEE HANDBOOK UPDATES**

The Board held discussions about potential needed updates to the Employee Handbook. Skjerven will make the desired updates to the draft updated Employee Handbook document and will contact the Town's attorney on a few specific questions raised by the Board.

#### **CONSIDER SCHEDULING OF JUNE POSTPONEMENT MEETING FOR JULY OPEN BOOK AND BOARD OF REVIEW**

Skjerven asked the Board to consider holding the Board of Review session on June 5<sup>th</sup> at 6:20 p.m. to postpone the Board of Review until Tuesday, July 25<sup>th</sup>. Skjerven will accordingly plan for that Board of Review session.

#### **CHAIR'S REPORT**

Lindh reported he and Supervisors Cronick and Johnson attended the latest Fire Board meeting. The Fire Board is considering the purchase of a new tanker truck in 2024 (at an estimated cost of \$250,000), and financing options were discussed at the meeting. One proposed option was to potentially have each town take out a loan for its portion of the purchase to not increase the fire dues.

Lindh attended the Wisconsin Town Association(WTA) Polk County Unit Meeting held on Thurs., April 27<sup>th</sup>. Chair Lindh was voted in as Vice President of the WTA.

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

The Plan Commission members at the April meeting reviewed the Stevens Engineers proposal for services, and discussed how efforts were moving forward on other updates to the Town's Comprehensive Plan. Also held was an informal informative discussion on the topic of solar farms with input from Steve Stroshane of Polk Burnett Electric Cooperative, as Polk County has a proposed Renewable Energy Ordinance currently being reviewed. Stroshane suggested a Polk County zoning representative attend a future meeting of the Plan Commission to get more details about the proposed Polk County ordinance.

#### **SUPERVISOR'S REPORT/JOHNSON**

Nothing to report.

#### **SUPERVISOR'S REPORT/THOMPSON**

Nothing to report.

**COMMITTEE REPORTS: CONSIDERATION/REVIEW/DISCUSSION**

Finance: Received the grant from the DNR for the Dwight Lake Boat Landing.

Media & Technology: Nothing to report.

Personnel: Nothing to report.

Public Works: Discussing the remaining available road spend in relation to the budget, reviewing the year-to-date spend for salt, sand, and fuel for go-forward estimating purposes; also discussing approach to pot hole repairs.

**REQUEST FOR FUTURE MEETING AGENDA ITEMS**

- Old Business:
  - Consider Dwight Lake Boat Landing Improvements
- New Business:
  - Consider HVAC Improvements Bids
  - Consider Install of LED Lighting in Town Shop and Town Hall Ceiling Fixtures
  - Consider New and Renewal 2023-2024 Liquor, Tobacco, and Operator Licenses
  - Consider Appointment of Town Board Supervisor
  - Consider Alternative Claims Procedure
  - Consider Employee Handbook Updates
  - Consider Guard Rail Phase II Installation on 90<sup>th</sup> Ave.
  - Consider Date for July Town Board Meeting

**NEXT PLAN COMMISSION MEETING**

Tues., May 23, 2023, 6:00 p.m.

**NEXT TOWN BOARD MEETING**

Mon., June 5, 2023, 6:30 p.m.

**COMMUNITY MEETINGS BOARD MEMBERS ATTEND**

- Osceola Area Ambulance Service Board Meeting: Thurs., May 11, 6:00 p.m.

**ADJOURN**

MOTION BY THOMPSON/CRONICK TO ADJOURN THE TOWN BOARD MEETING MONDAY, MAY 1, 2023.  
MOTION CARRIED. The meeting adjourned at 8:17 p.m.

To be approved: June 5, 2023

Approved: 6/5/23

  
Denise Skjerven, Town Clerk