

# TOWN OF OSCEOLA TOWN BOARD OF SUPERVISORS - REGULAR BOARD MEETING

**Monday, June 5, 2023 – 6:30 P.M.**

**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](http://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 *1-40*
6. Acceptance of Proposed Agenda
7. Approval of Minutes of Previous Meetings: 5/1/2023 Regular Town Bd. Mtg. *5-11*
8. Public Comment
9. Public Works Report *12*
10. Treasurer's Report *13-18*
11. Clerk's Report *19*
12. Old Business
  - a) Consider Dwight Lake Boat Landing Improvements
13. New Business
  - a) Consider Appointment of Town Board Supervisor
  - b) Consider HVAC Improvements Bids
  - c) Consider Install of LED Lighting in Town Shop and Town Hall Ceiling Fixtures *20*
  - d) Consider Guard Rail Phase II Installation on 90th Ave. *21-22*
  - e) Consider 2023-2024 Liquor, Tobacco, and Operator New and Renewal Licenses *23-24*
  - f) Consider Alternative Claims Procedure *25-36*
  - g) Consider Employee Handbook Updates *37-50*
  - h) Consider Records Retention Project *51-54*
  - i) Consider Date for July Town Board Meeting
14. Chair's Report
15. Supervisors' Reports
  - a) Jon Cronick: Supervisor and Plan Commission Update, including 5/23/23 minutes *55-56*
  - b) Tony Johnson
  - c) Debbie Thompson
16. Committee Reports: Consideration/Review/Discussion
  - a) Finance
  - b) Media & Technology
  - c) Personnel
  - d) Public Works
17. Request for Future Meeting Agenda Items
18. Next Plan Commission Meeting – Tues., June 27, 2023
19. Next Town Board Meeting – as per discussion
20. Community Meetings Board Members Attend:
 

Allied Emergency Services Fire Board: Thurs., 7/20, 6:00 p.m. Garfield Station #2 Fire Hall/Municipal Office
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.  
/s/ Denise Skjerven, Clerk

TOWN OF OSCEOLA  
Check Detail  
May 1 through June 5, 2023

Type	Date	Num	Name	Account	Original Amount
Check	05/17/2023	ACH	WI Dept of Justice	10004 · MidWest One Checking Account	-7.00
				Other/Background Checks	7.00
TOTAL					7.00
Check	06/02/2023	AC	amazon	10004 · MidWest One Checking Account	-47.62
				51425 · Office Supplies	47.62
TOTAL					47.62
Liability Check	05/01/2023	ACH	Wisconsin Dept of Revenue	10004 · MidWest One Checking Account	-824.85
				21000 · Payroll Liabilities	824.85
TOTAL					824.85
Check	05/02/2023	ACH	Verizon	10004 · MidWest One Checking Account	-124.71
				53243 · PW Cell Phone	124.71
TOTAL					124.71
Check	05/03/2023	ACH	WI Dept of Justice	10004 · MidWest One Checking Account	-14.00
				Other/Background Checks	14.00
TOTAL					14.00
Check	05/04/2023	ACH	WI Dept of Justice	10004 · MidWest One Checking Account	-7.00
				Other/Background Checks	7.00
TOTAL					7.00
Check	05/05/2023	ACH	We Energies	10004 · MidWest One Checking Account	-313.37
				51612 · Gas Utilities	313.37
TOTAL					313.37
Check	05/05/2023	ACH	Deluxe Business Forms	10004 · MidWest One Checking Account	-706.53
				51425 · Office Supplies	706.53
TOTAL					706.53
Check	05/05/2023	ACH	WI Dept of Justice	10004 · MidWest One Checking Account	-7.00
				Other/Background Checks	7.00
TOTAL					7.00
Check	05/08/2023	ACH	Intuit	10004 · MidWest One Checking Account	-650.00
				51435 · Website & Computer Expenses	650.00
TOTAL					650.00
Check	05/11/2023	ACH	Intuit	10004 · MidWest One Checking Account	-579.20
				51435 · Website & Computer Expenses	579.20
TOTAL					579.20
Liability Check	05/15/2023	ACH	IRS	10004 · MidWest One Checking Account	-4,046.54

TOWN OF OSCEOLA  
Check Detail  
May 1 through June 5, 2023

2

Type	Date	Num	Name	Account	Original Amount
				21000 · Payroll Liabilities	1,520.00
				21000 · Payroll Liabilities	1,023.82
				21000 · Payroll Liabilities	1,023.82
				21000 · Payroll Liabilities	239.45
				21000 · Payroll Liabilities	239.45
TOTAL					4,046.54
Check	05/15/2023	ACH	Spectrum Enterprise	10004 · MidWest One Checking Account	-149.98
				51616 · Telephone/Internet	149.98
TOTAL					149.98
Check	05/17/2023	ACH	Xcel Energy	10004 · MidWest One Checking Account	-130.47
				51611 · Electric Utilities	130.47
TOTAL					130.47
Check	05/17/2023	ACH	AFLAC	10004 · MidWest One Checking Account	-257.32
				22110 · Short Term Disability	71.76
				22110 · Short Term Disability	59.80
				21000 · Payroll Liabilities	125.76
TOTAL					257.32
Check	05/18/2023	ACH	WI Dept of Justice	10004 · MidWest One Checking Account	-7.00
				Other/Background Checks	7.00
TOTAL					7.00
Check	05/19/2023	ACH	WI Dept of Justice	10004 · MidWest One Checking Account	-7.00
				Other/Background Checks	7.00
TOTAL					7.00
Check	05/22/2023	ACH	Kwik Trip	10004 · MidWest One Checking Account	-332.76
				53241 · Fuel	332.76
TOTAL					332.76
Check	05/23/2023	ACH	MidWest One Bank	10004 · MidWest One Checking Account	-100.00
				53242 · Garage Expenses	100.00
TOTAL					100.00
Check	05/25/2023	ACH	E. O. Johnson Co.	10004 · MidWest One Checking Account	-138.00
				51425 · Office Supplies	138.00
TOTAL					138.00
Liability Check	05/31/2023	ACH	Wisconsin Dept of Revenue	10004 · MidWest One Checking Account	-548.22
				21000 · Payroll Liabilities	548.22
TOTAL					548.22
Liability Check	05/31/2023	ACH	Wisconsin Retirement System	10004 · MidWest One Checking Account	-1,728.42

TOWN OF OSCEOLA  
Check Detail  
May 1 through June 5, 2023

3

Type	Date	Num	Name	Account	Original Amount
				21000 · Payroll Liabilities	864.21
				21000 · Payroll Liabilities	684.81
				21000 · Payroll Liabilities	179.40
TOTAL					1,728.42
Check	06/02/2023	ACH	Verizon	10004 · MidWest One Checking Account	-89.36
				53243 · PW Cell Phone	89.36
TOTAL					89.36
Check	06/02/2023	ACH	WI Dept of Justice	10004 · MidWest One Checking Account	-14.00
				Other/Background Checks	14.00
TOTAL					14.00
Check	06/02/2023	ACH	Eventbrite	10004 · MidWest One Checking Account	-20.00
				Dues & Training	20.00
TOTAL					20.00
Check	06/05/2023	ACH	We Energies	10004 · MidWest One Checking Account	-47.67
				51612 · Gas Utilities	47.67
TOTAL					47.67
Paycheck	05/12/2023	18809	Carlson, Janice	10004 · MidWest One Checking Account	-647.96
				51411 · Treasurer Wages	808.70
TOTAL					647.96
Paycheck	05/12/2023	18810	Gaffney, Joseph J	10004 · MidWest One Checking Account	-1,461.25
				53247 · Full-Time PW Wages	1,648.00
				53248 · Full Time PW OT Wages	14.52
				53247 · Full-Time PW Wages	384.62
TOTAL					1,461.25
Paycheck	05/12/2023	18811	Raddatz, Todd A	10004 · MidWest One Checking Account	0.00
TOTAL					0.00
Paycheck	05/12/2023	18812	Skjerven, Denise K	10004 · MidWest One Checking Account	-804.71
				51410 · Clerk Wages	1,072.46
TOTAL					804.71
Paycheck	05/12/2023	18813	Raddatz, Todd A	10004 · MidWest One Checking Account	-1,774.65
				53245 · Supervisor PW Wages	1,759.05
				53245 · Supervisor PW Wages	61.16
				53245 · Supervisor PW Wages	400.95
				53245 · Supervisor PW Wages	461.54
TOTAL					1,774.65
Paycheck	05/26/2023	18814	Carlson, Janice	10004 · MidWest One Checking Account	-522.49
				51411 · Treasurer Wages	646.73
TOTAL					522.49



TOWN OF OSCEOLA  
Check Detail  
May 1 through June 5, 2023

4

Type	Date	Num	Name	Account	Original Amount
Paycheck	05/26/2023	18815	Gaffney, Joseph J	10004 · MidWest One Checking Account	-1,450.73
				53247 · Full-Time PW Wages	1,444.27
				53247 · Full-Time PW Wages	203.73
				53247 · Full-Time PW Wages	384.62
TOTAL					1,450.73
Paycheck	05/26/2023	18816	Raddatz, Todd A	10004 · MidWest One Checking Account	-1,743.63
				53245 · Supervisor PW Wages	1,926.99
				53245 · Supervisor PW Wages	242.60
				53245 · Supervisor PW Wages	461.54
TOTAL					1,743.63
Paycheck	05/26/2023	18817	Skjerven, Denise K	10004 · MidWest One Checking Account	-724.22
				51410 · Clerk Wages	960.21
TOTAL					724.22
Check	06/02/2023	18818	Appraisal Services & Data Processing	10004 · MidWest One Checking Account	-8,144.00
				Assessor's Contract	8,144.00
TOTAL					8,144.00
Check	06/02/2023	18819	Bill's Ace Hardware	10004 · MidWest One Checking Account	-49.43
				53240 · Equipment Repairs & Maintenance	19.86
				53242 · Garage Expenses	29.57
TOTAL					49.43
Check	06/02/2023	18820	Brothers Country Mart LLC	10004 · MidWest One Checking Account	-317.14
				53241 · Fuel	163.91
				53241 · Fuel	153.23
TOTAL					317.14
Check	06/02/2023	18821	CliftonLarsonAllan LLP	10004 · MidWest One Checking Account	-5,938.08
				Audit Services	5,775.00
				Audit Services	163.08
TOTAL					5,938.08
Check	06/02/2023	18822	Connecting Point	10004 · MidWest One Checking Account	-562.10
				51435 · Website & Computer Expenses	468.50
				Computer/Emails	50.40
				Computer/Email	43.20
TOTAL					562.10
Check	06/02/2023	18823	CWS Security	10004 · MidWest One Checking Account	-101.85
				51620 · Bldg Repairs & Maint	101.85
TOTAL					101.85
Check	06/02/2023	18824	Dresser Trap Rock, Co.	10004 · MidWest One Checking Account	-6,566.95

TOWN OF OSCEOLA  
Check Detail  
May 1 through June 5, 2023

4a

Type	Date	Num	Name	Account	Original Amount
				53235 · Highway Construction	3,237.49
				53235 · Highway Construction	3,236.46
				53236 · Road Maintenance & Repair	93.00
TOTAL					6,566.95
Check	06/02/2023	18825	Dresser Water & Sewer Utilities	10004 · MidWest One Checking Account	-82.05
				51613 · Water & Sewer Utilities	82.05
TOTAL					82.05
Check	06/02/2023	18826	Fabick Cat	10004 · MidWest One Checking Account	-1,190.71
				53240 · Equipment Repairs & Maintenance	1,190.71
TOTAL					1,190.71
Check	06/02/2023	18827	Hall, Darel	10004 · MidWest One Checking Account	-52.93
				Animal Warden Wages	30.00
				Mileage & Expenses	22.93
TOTAL					52.93
Check	06/02/2023	18828	Jeff Antczak Trucking, LLC	10004 · MidWest One Checking Account	-435.86
				53236 · Road Maintenance & Repair	435.86
TOTAL					435.86
Check	06/02/2023	18829	Industrial Safety, Inc.	10004 · MidWest One Checking Account	-505.50
				53242 · Garage Expenses	478.50
				53242 · Garage Expenses	27.00
TOTAL					505.50
Check	06/02/2023	18830	Menards - St. Croix Falls	10004 · MidWest One Checking Account	-51.77
				Park Expenses - Misc & Other	51.77
TOTAL					51.77
Check	06/02/2023	18831	Monarch Paving Co.	10004 · MidWest One Checking Account	-757.73
				Public Works	591.98
				53236 · Road Maintenance & Repair	165.75
TOTAL					757.73
Check	06/02/2023	18832	Polk County Highway Dept.	10004 · MidWest One Checking Account	-5,565.01
				53236 · Road Maintenance & Repair	5,565.01
TOTAL					5,565.01
Check	06/02/2023	18833	Raska Sewer Service	10004 · MidWest One Checking Account	-730.00
				Park Expenses - Misc & Other	182.50
				Park Expenses - Misc & Other	182.50
				Park Expenses - Misc & Other	182.50
				Park Expenses - Misc & Other	182.50
TOTAL					730.00
Check	06/02/2023	18834	Rural Mutual Insurance Co.	10004 · MidWest One Checking Account	-14,647.00

TOWN OF OSCEOLA  
Check Detail  
May 1 through June 5, 2023

46

Type	Date	Num	Name	Account	Original Amount
				51444 · Insurance	1,700.40
				51621 · Insurance	1,360.32
				53244 · Insurance	7,028.32
				Insurance	1,246.96
				51444 · Insurance	84.00
				53244 · Insurance	2,966.00
				Insurance	261.00
TOTAL					14,647.00
Check	06/02/2023	18835	Southern Source Industries, Inc	10004 · MidWest One Checking Account	-3,217.03
				53240 · Equipment Repairs & Maintenance	3,217.03
TOTAL					3,217.03
Check	06/02/2023	18836	Sun, The	10004 · MidWest One Checking Account	-123.21
				Publications	78.00
				Publications	45.21
TOTAL					123.21
Check	06/02/2023	18837	Waterman Sanitation	10004 · MidWest One Checking Account	-175.00
				51614 · Sanitation Expenses	175.00
TOTAL					175.00
Check	06/02/2023	18838	West WI Inspection Agency	10004 · MidWest One Checking Account	-4,299.36
				52400 · Building Inspection Expense	4,299.36
TOTAL					4,299.36
Check	06/02/2023	18839	Williamson, Scott	10004 · MidWest One Checking Account	-500.00
				Park Expenses - Misc & Other	375.00
				51620 · Bldg Repairs & Maint	125.00
TOTAL					500.00
Paycheck	06/05/2023	18840	Cronick, Jon M	10004 · MidWest One Checking Account	-269.36
				Board Salaries	291.67
TOTAL					269.36
Paycheck	06/05/2023	18841	Johnson, Tony A	10004 · MidWest One Checking Account	-269.36
				Board Salaries	291.67
TOTAL					269.36
Paycheck	06/05/2023	18842	Lindh, Dale A	10004 · MidWest One Checking Account	-269.36
				Board Salaries	291.67
TOTAL					269.36
Paycheck	06/05/2023	18843	Thompson, Debbie L	10004 · MidWest One Checking Account	-269.36
				Board Salaries	291.67
TOTAL					269.36

TOWN OF OSCEOLA  
Check Detail  
May 1 through June 5, 2023

4C

Type	Date	Num	Name	Account	Original Amount
Check	06/05/2023	18844	Brothers Country Mart LLC	10004 · MidWest One Checking Account	-365.23
				53241 · Fuel	206.00
				53241 · Fuel	159.23
TOTAL					365.23
Check	06/05/2023	18845	TMS Enterprises	10004 · MidWest One Checking Account	-250.00
				53240 · Equipment Repairs & Maintenance	170.00
				53240 · Equipment Repairs & Maintenance	80.00
TOTAL					250.00
Check	06/05/2023	18846	Southern Source Industries, Inc	10004 · MidWest One Checking Account	-5,158.74
				53242 · Garage Expenses	5,158.74
TOTAL					5,158.74
Check	06/05/2023	18847	Jeff Antczak Trucking, LLC	10004 · MidWest One Checking Account	-1,393.59
				53236 · Road Maintenance & Repair	1,393.59
TOTAL					1,393.59

Approval of ACH Payments from 5/2/2023 - 6/5/2023 and Checks number 18809-18847 In the Amount of \$82,285.35

Jon Cronick \_\_\_\_\_

Tony Johnson \_\_\_\_\_

Dale Lindh \_\_\_\_\_

Debbie Thompson \_\_\_\_\_

**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 that 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: \_\_\_\_\_

\_\_\_\_\_  
Denise Skjerven, Town Clerk

May 22

# Town of Osceola

## Public works report

1. Works on docks
2. Put docks in lakes and garbage cans out.
3. Fill potholes
4. Clean sand off grass around buildings
5. Pickup garbage from roadside clean up
6. Pickup fire # post and put up all fire #
7. Brought grader to East Farmington for Fabick to look at diff lock not releasing left there for them to fix then bring back.
8. Remove wing sander and swap tailgate on international and get ready to put on patcher.
9. Replace two culverts on Nye Lane
10. Haul remaining rock for chip sealing stockpile
11. Fix docks panel sections
12. Repair ditch way from we energy digging over winter with 3 loads of black dirt.
13. Start spray patching
14. Chipseal project is completed
15. Striaghten out panels at boat landing at Horse Lake
16. Test shoulder machine in yard
17. Come in Friday 5/19/23 to grade gavel roads after rain on Thursday

8:32 AM

06/02/23

Cash Basis

# TOWN OF OSCEOLA

## Profit & Loss Budget vs. Actual

### January through December 2023

	Jan - Dec 23	Budget	\$ Over Budget	% of Budget
Income				
Fines, Forfeits & Penalties				
Fines & Violations	8.00			
Fines, Forfeits & Penalties - Other	6.21			
Total Fines, Forfeits & Penalties	14.21			
Licenses & Permits				
Driveway Permits	150.00	400.00	-250.00	37.5%
Liquor & Related Licenses	10,388.88	4,000.00	6,388.88	259.7%
Other Regulatory Permits	25.00			
Swing Mail Box Post	220.00			
44145 - Dog Licenses	1,810.00	1,500.00	310.00	120.7%
44300 - Building Permits & Fees	4,190.72	19,000.00	-14,809.28	22.1%
Total Licenses & Permits	16,784.60	24,900.00	-8,115.40	67.4%
Miscellaneous Revenue				
48100 - Interest Income	21,092.68	5,000.00	16,092.68	421.9%
48111 - Miscellaneous Income	-8.00			
Total Miscellaneous Revenue	21,084.68	5,000.00	16,084.68	421.7%
Mobile Home Fees				
41141 - MH Lottery Credit	95.28			
Mobile Home Fees - Other	129.29	148.00	-18.71	87.4%
Total Mobile Home Fees	224.57	148.00	76.57	151.7%
Tax Collections				
Forest Crop/MFL Taxes	4,828.28	250.00	4,578.28	1,931.3%
Personal Property Taxes	7,463.83			
Special Charges	1,027.14			
41224 - Property Taxes	3,420,129.70	835,324.00	2,584,805.70	409.4%
Total Tax Collections	3,433,448.95	835,574.00	2,597,874.95	410.9%
Tax Collections - Other				
41225 - Lottery Credit	26,653.25			
41226 - Property Tax Settlement-Schools	-1,870,264.70			
41227 - Property Tax Settlement-VoTech	-72,758.82			
41228 - Property Tax Settlement-County	-945,482.98			
41229 - Tax Collection Overpayments	-1,095.90			
Total Tax Collections - Other	-2,862,949.15			
41012 - Personal Property Aid				
41020 - Intergovernmental Revenue	1,049.07			
41003 - County-Rural Fire Numbers	900.00	14,000.00	-14,000.00	0.0%
41004 - Fire Insurance Dues	0.00	400.00	-400.00	0.0%
41005 - Forest Crop/MFL Aid	0.00	172,597.00	-86,298.30	50.0%
41007 - Highway Aids	86,298.70	3,800.00	-89.70	97.6%
41008 - In Lieu of Tax - DNR Land	3,710.30	110.00	17,769.01	16,253.6%
41009 - Municipal Services	17,879.01	37,211.00	-37,211.00	0.0%
41010 - State Shared Revenue	0.00	18,013.00	-18,013.00	0.0%
41015 - T.R.I.P./T.R.I Payments	0.00	330.00	-330.00	0.0%
41020 - Intergovernmental Revenue - Other	0.00			

8:32 AM

06/02/23

Cash Basis

# TOWN OF OSCEOLA

## Profit & Loss Budget vs. Actual

### January through December 2023

	Jan - Dec 23	Budget	\$ Over Budget	% of Budget
Total 41020 - Intergovernmental Revenue	108,788.01	246,481.00	-137,672.99	44.1%
450102 - Intergovernmental Charges				
Fire Assoc. Loan Repayment	50,308.15	50,308.00	0.15	100.0%
Total 450102 - Intergovernmental Charges	50,308.15	50,308.00	0.15	100.0%
Total Income	768,753.09	1,162,391.00	-393,637.91	66.1%
Gross Profit	768,753.09	1,162,391.00	-393,637.91	66.1%
Expense				
Animal Warden				
Animal Warden Wages	135.00	500.00	-365.00	27.0%
Mileage & Expenses	68.13	400.00	-331.87	17.0%
54904 - Dog License to County	611.50	700.00	-88.50	87.4%
Total Animal Warden	814.63	1,600.00	-785.37	50.9%
Assessment of Property				
Assessor's Contract	24,432.00	39,720.00	-15,288.00	61.5%
Publications	0.00	200.00	-200.00	0.0%
Total Assessment of Property	24,432.00	39,920.00	-15,488.00	61.2%
Audit Services				
Building Expenses				
51611 - Electric Utilities	572.86	2,200.00	-1,627.14	26.0%
51612 - Gas Utilities	2,648.52	2,800.00	48.52	101.9%
51613 - Water & Sewer Utilities	168.25	1,000.00	-831.75	16.8%
51614 - Sanitation Expenses	453.60	1,000.00	-546.40	45.4%
51616 - Telephone/Internet	579.92	3,000.00	-2,420.08	19.3%
51620 - Bldg Repairs & Maint	891.69	2,500.00	-1,608.31	35.7%
51621 - Insurance	1,406.32	1,200.00	206.32	117.2%
51625 - Operating Supplies	17.91	200.00	-182.09	9.0%
Total Building Expenses	6,739.07	13,700.00	-6,960.93	49.2%
Capital Improvement				
Highway Cap Improve	0.00	5,000.00	-5,000.00	0.0%
Capital Improvement - Other	0.00	15,000.00	-15,000.00	0.0%
Total Capital Improvement	0.00	20,000.00	-20,000.00	0.0%
Clerk & Treasurer				
51410 - Clerk Wages	12,400.37	28,008.00	-15,607.63	44.3%
51411 - Treasurer Wages	8,660.44	20,276.00	-11,615.56	42.7%
51412 - Treasurer/Tax Collection	2,026.25	2,500.00	-473.75	81.1%
51413 - Retirement	843.22	1,905.00	-1,061.78	44.3%
51414 - Mileage & Expenses	0.00	1,000.00	-1,000.00	0.0%
51422 - Employer Payroll Taxes	19.98	3,885.00	-3,865.02	0.5%
51425 - Office Supplies	1,685.78	3,500.00	-1,814.22	48.2%
51426 - Postage	336.86	1,200.00	-863.14	28.1%
51435 - Website & Computer Expenses	5,913.17	8,000.00	-2,086.83	73.9%
51444 - Insurance	1,784.40	2,500.00	-715.60	71.4%
51460 - Dues & Training	644.00	2,000.00	-1,356.00	32.2%



8:32 AM

06/02/23

Cash Basis

# TOWN OF OSCEOLA

## Profit & Loss Budget vs. Actual

### January through December 2023

	Jan - Dec 23	Budget	\$ Over Budget	% of Budget
Total Clerk & Treasurer	34,314.47	74,774.00	-40,459.53	45.9%
Consulting Fees				
D-C/T Employee Health Insurance	0.00	425.00	-425.00	0.0%
Debt Service				
58100 - Fire Station Principal Payment	43,456.70	50,308.00	-6,849.30	86.4%
58101 - Fire Station Interest Payment	6,849.45			
Total Debt Service	50,308.15	50,308.00	0.15	100.0%
Deputy Clerk/Treasurer Monthly Elections	0.00			
Annual Machine Fees	2,009.84	1,595.00	414.84	126.0%
Publications	339.40	425.00	-85.60	79.9%
Supplies	268.91	1,000.00	-731.09	26.9%
51442 - Wages	3,237.87	4,500.00	-1,262.13	72.0%
Total Elections	5,856.02	7,520.00	-1,663.98	77.9%
Gopher Bounty Expenses	108.00	1,800.00	-1,692.00	6.0%
Legal Fees				
Legal Fees Municode	2,237.25	4,475.00	-2,237.75	50.0%
Municipal Attorney Fees	490.25	7,000.00	-6,509.75	7.0%
Other/Background Checks	63.00	100.00	-37.00	63.0%
Total Legal Fees	2,790.50	11,575.00	-8,784.50	24.1%
Local Cemetary Funding				
Park Expenses	2,000.00	2,000.00	0.00	100.0%
Park Expenses - Misc & Other	1,156.77	4,000.00	-2,843.23	28.9%
Total Park Expenses	1,156.77	4,000.00	-2,843.23	28.9%
Planning Commission				
Computer/Emails	304.80	1,440.00	-1,135.20	21.2%
Per Diems				
Planning Commission	275.00	1,800.00	-1,525.00	15.3%
Per Diems - Other	0.00			0.0%
Total Per Diems	275.00	1,800.00	-1,525.00	15.3%
Postage Office Supplies & Pub				
Publications	0.00	500.00	-500.00	0.0%
51601 - Employer Payroll Taxes	0.00	100.00	-100.00	0.0%
Total Planning Commission	579.80	138.00	-138.00	0.0%
Public Safety				
Ambulance Contract (Osceola)		3,978.00	-3,398.20	14.6%
Ambulance Contract (St. Croix)	30,030.00		0.00	100.0%
Fire Department Contract	4,205.00	5,177.00	-972.00	81.2%
Fire Dues to Department	74,875.30	149,751.00	-74,875.70	50.0%
Total Public Safety	109,110.30	14,000.00	-14,000.00	0.0%
Public Works				
53235 - Highway Construction	14,578.39	198,958.00	-89,847.70	54.8%
53236 - Road Maintenance & Repair	29,496.79	404,436.00	-389,857.61	3.6%
		25,000.00	4,496.79	118.0%



8:32 AM

06/02/23

Cash Basis

# TOWN OF OSCEOLA

## Profit & Loss Budget vs. Actual

### January through December 2023

	Jan - Dec 23	Budget	\$ Over Budget	% of Budget
53238 · Adopt-A-Town Road	0.00	120.00	-120.00	0.0%
53239 · Capital Highway Equipment	0.00	50,000.00	-50,000.00	0.0%
53240 · Equipment Repairs & Maintenance	14,589.89	8,000.00	6,589.89	182.4%
53241 · Fuel	10,834.60	20,000.00	-9,165.40	54.2%
53242 · Garage Expenses	8,500.19	3,500.00	5,000.19	242.9%
53243 · PW Cell Phone	508.93	1,200.00	-691.07	42.4%
53244 · Insurance	9,994.32	10,500.00	-505.68	95.2%
53245 · Supervisor PW Wages	28,804.85	66,200.00	-37,395.15	43.5%
53246 · Supervisor PW OT Wages	1,825.18			
53247 · Full-Time PW Wages	22,049.46	56,400.00	-34,350.54	39.1%
53248 · Full Time PW OT Wages	1,368.01			
53249 · Part-Time PW Wages	0.00	1,000.00	-1,000.00	0.0%
53250 · Retirement	3,675.24	8,404.00	-4,728.76	43.7%
53252 · Employer Payroll Taxes	0.00	9,455.00	-9,455.00	0.0%
53253 · Short Term Disability	753.48	1,584.00	-830.52	47.6%
53260 · Dues & Training	310.00	300.00	10.00	103.3%
Public Works - Other	591.98			
<b>Total Public Works</b>	<b>147,881.31</b>	<b>666,099.00</b>	<b>-518,217.69</b>	<b>22.2%</b>
<b>Town Board</b>				
Board Salaries	7,000.08	17,500.00	-10,499.92	40.0%
Computer/Email	259.80	1,200.00	-940.20	21.7%
Dues & Training	2,098.25	1,420.00	678.25	147.8%
Insurance	1,588.96	2,000.00	-431.04	78.4%
Office Supplies	325.00	500.00	-175.00	65.0%
Publications	1,074.59	2,000.00	-925.41	53.7%
51117 · Employer Payroll Taxes	0.00	1,339.00	-1,339.00	0.0%
<b>Total Town Board</b>	<b>12,326.68</b>	<b>25,959.00</b>	<b>-13,632.32</b>	<b>47.5%</b>
<b>51800 · Payroll Expenses</b>	<b>6,803.02</b>	<b>0.00</b>	<b>6,803.02</b>	<b>100.0%</b>
52400 · Building Inspection Expense	6,612.64	19,000.00	-12,387.36	34.8%
59998 · Reserve for Contingencies	0.00	15,000.00	-15,000.00	0.0%
<b>Total Expense</b>	<b>417,771.44</b>	<b>1,162,391.00</b>	<b>-744,619.56</b>	<b>35.9%</b>
<b>Net Income</b>	<b>350,981.65</b>	<b>0.00</b>	<b>350,981.65</b>	<b>100.0%</b>

## 17



<b><u>GENERAL FUND</u></b>	Available balance <b>\$47,587.67</b>	<b><u>Recent</u></b> ▼
<b><u>GENERAL MONEY MARKET ACCOUNT</u></b>	Available balance <b>\$311,062.37</b>	<b><u>Recent</u></b> ▼
<b><u>TAX RECEIPT ACCOUNT</u></b>	Available balance <b>\$345,673.02</b>	<b><u>Recent</u></b> ▼
<b><u>DRESSER TRAPROCK ASSURANCE</u></b>	Available balance <b>\$15,089.23</b>	<b><u>Recent</u></b> ▼
<b><u>ARPA</u></b>	Available balance <b>\$297,366.78</b>	<b><u>Recent</u></b> ▼
<b><u>PUBLIC WORKS CAPITAL</u></b>	Available balance <b>\$102,409.63</b>	<b><u>Recent</u></b> ▼

6/2/2023


SELECT

☐ Repeat...

# Building Permits for 2023

18

Application Date	Name & Mailing Address	Address / Location of Building Permit/ Permit issued for	Permit Number
12/20/22	Kadlec 2142 84th Avenue	2142 84th Avenue Alterations PICKED UP THE PERMIT IN 2023	TO-22-43
1/31/23	Tony Minell 2212 73rd Avenue Owner	2212 73rd Avenue Addition	TOS23-01
3/9/23	Mary Cotch 2519 86th Avenue Contractor: Gregory C ontracting	2519 86th Avenue Deck Addition//Alterations	TOS23-02
3/22/23	Mark Rudek 814 Horse Lake Lane	814 Horse Lake Lane New Sign Family Dwelling	TOS23-03
4/6/23	Timothy & Michelle Lomnes 1935 80th St Somerset Contractor: Innovative Basement Authority	765 Horse Lake N Repairs	TOS23-04
4/28/23	Richard Fehlen 2473 82nd Avenue	2473 82nd Avenue Deck	TOS23-05
5/9/23	Michael Lee 2027 110th Avenue Contractor:	2027 110th Avenue Accessory Building	TOS23-06
5/17/23	John Squire 833 223rd Street Contractor: J.L. James Homes	833 223rd Street Single Family Dwelling	TOS23-07
5/17/202	Bryan & Marsha Nelson 236X 84th Avenue Contractor: Gary Brunclik	236X 84th Ave New Signle Family Dwelling	TOS23-08
5/24/2023	Ryan Lee 916 River Road Contractor:	916 River Road Shed	TOS23-09
5/30/2023	Daniel Haymen 2361 75th Ave, CTY M	2361 75th Ave, CTY M New Signle Family Dwelling	TOS23-10

# HIGHLIGHTS OF CLERK ACTIVITIES DONE THIS MONTH:

19

MAY:

TASKS	#	FURTHER COMMENTS
Ordinances/ Resolutions	0	
Driveway Permits	2 1	With new construction Stand Alone
Meetings and Minutes	2	5/1 Regular Town Board 5/23 Plan Commission (mtg agenda packet and posting)
Public Records Requests	1	List of election inspectors
Ads	2	BOR Notice to Adjourn Liquor License Applications
Town's Web Page (and Town Facebook site)		Updated Board of Review Forms Posted Liquor License Applications Notice Meeting Notices and Minutes
Form Updates		
Public Walk-in/calls		burning permits (70 thus far)
Training	1	Webinar by WEC re 4-Year Maintenance Actions Coming Up
Elections		
Other		<p>Worked with CivicPlus on finalization of listing and providing of materials for recodification</p> <p>Liquor Licenses: Issued 7 Provisionals (all Krooked Kreek) Prep'g to bring to Board Liquor, Tobacco, and Operator New and Renewal Licenses for 2023/24</p> <p>Open Book &amp; Board of Review: Preparing final draft notice; monitoring training, drafting meeting materials, pulled updated forms</p>



# Andrie Electric LTD.

P.O. Box 575 / 520 East Ave. N

Dresser WI 54009

Ph. (715)755-3656 / fax (715)755-3949

E-mail [nathan@andrielectric.com](mailto:nathan@andrielectric.com)

May 8, 2023

**Town of Osceola**  
**516 East Ave N**  
**Dresser WI 54009**

Electrical estimate for installing LED retrofit tubes in shop light fixtures, new LED fixtures in bathrooms, meeting room and office. This estimate is based on the existing light fixtures, locations and type. This estimate is based on a site visit and information provided by the owner. There may be rebates available from Focus on Energy, the owner will need to apply and fill out paperwork for rebates. LED lamps and LED fixture are DLC approved, rebate will be determined by the current program.

## *Town Garage;*

18 shop lights- replace the 72- 4' florescent tubes with LED direct wire tubes. Remove the florescent ballast from fixture, replace damage fixture tombstone and direct wire fixture for the LED lamps. The owner will be responsible for recycling old ballast and lamps.

Supply and install 72 new LED tubes, 17 watt, 2200 lumen, 4100K color (Sylvania LED17T8/L48/FG/841/BF/75026).

1 bathroom light fixture- replace existing 4' florescent light fixture in shop bathroom. Supply and install new 4' LED wrap fixture (Hubble CWP4-4040) 37 watt, 4500 lumen, 4000K color.

The owner is responsible for recycling of florescent lamps and old fixtures.

**Estimate total for Town Garage \$ 1,985.00**

## *Town Hall;*

Remove 20- existing 2x4 troffers from drop ceiling area. Disconnect existing wiring and reuse for new LED fixtures. Remove 3- existing 4' florescent wrap fixtures from the file room. Disconnect existing wiring and reuse for new LED fixtures. The owner will be responsible for recycling old fixtures and lamps.

Supply and install 20- LED 2X4 flat panel LED fixtures, switchable K color and switchable lumens, (Lithonia CPX-2X4-ALO8-SWW7-M2). Reconnect existing wiring for fixtures.

Supply and install 3- 4' LED wrap fixture (Hubble CWP4-4040) 37 watt, 4500 lumen, 4000K color. Reconnect existing wiring for fixtures.

The owner is responsible for recycling of florescent lamps and old fixtures.

**Estimate total for Town Hall \$3,750.00**

Recycling of old florescent lamps, we charge \$1.25 per lamp for recycling fee.

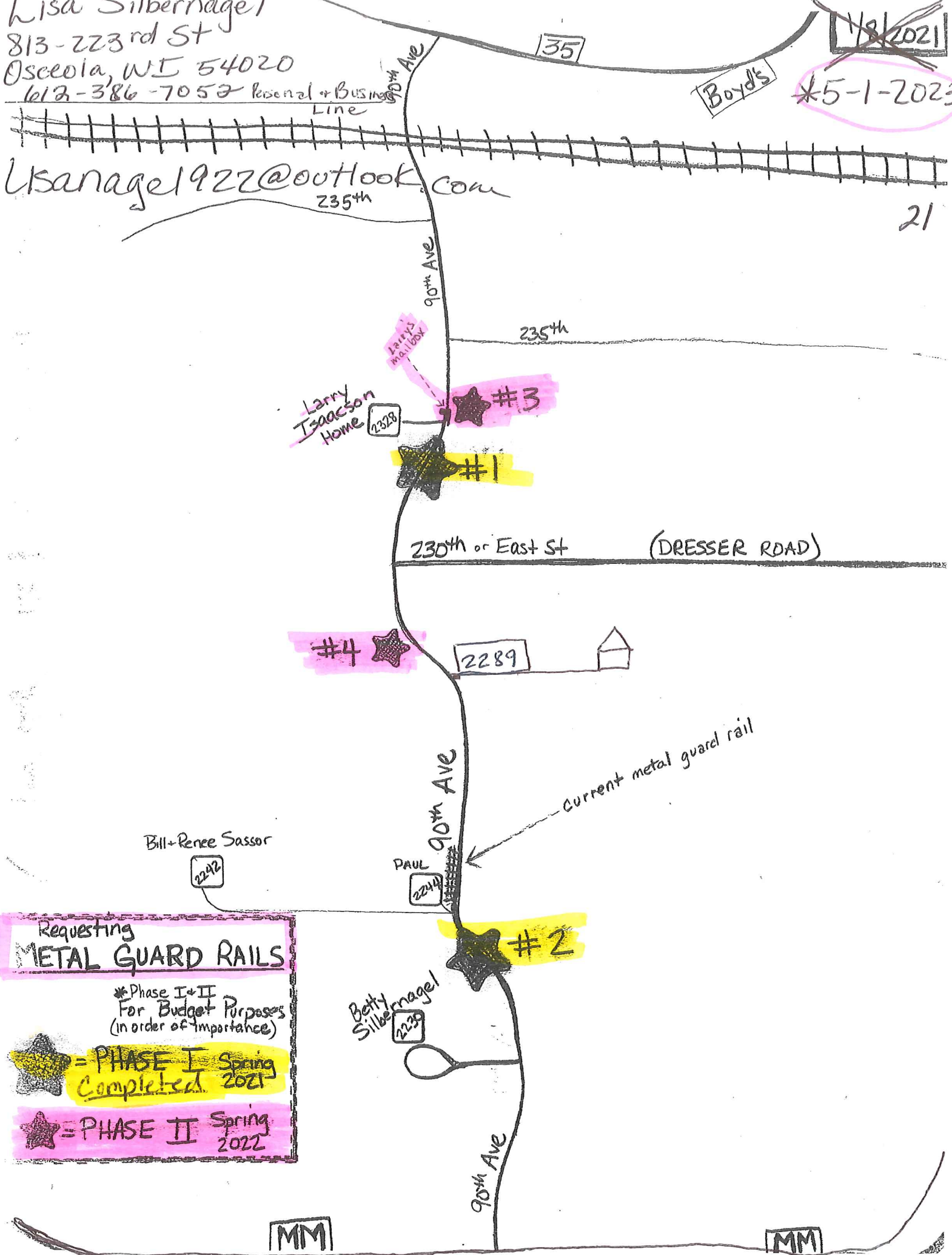
Thank You,  
 Nathan Gustafson  
 Andrie Electric LTD



Lisa Silbernagel  
813-223rd St  
Osceola, WI 54020  
612-386-7052 Personal + Business Line

lsanage1922@outlook.com

~~1/8/2021~~  
\*5-1-2023



Requesting  
**METAL GUARD RAILS**

\*Phase I+II  
For Budget Purposes  
(in order of importance)

= PHASE I Spring Completed 2021

= PHASE II Spring 2022







## TOWN OF OSCEOLA LIQUOR AND TOBACCO APPLICATIONS RECEIVED

"Class B" Liquor License (Issued) and Class "B" Beer License

23-56 Fiesta Loca: 967 State Highway 35, Dresser, WI 54009 / German Duran, Agent

23-53 Krooked Kreek Golf Course: 2448 75<sup>th</sup> Ave, Osceola, WI 54020 / Patrick Hayes, Agent"Class B" Liquor License (Reserve) and Class "B" Beer License23-55 The Falls Wedding & Events, 2075 120<sup>th</sup> Ave., St. Croix Falls, WI 54024 / Adam Jarchow, Agent

23-52 Woodhill Bar &amp; Grill: 2394 State Road 35, Osceola, WI 54020 / Shawn Libersky, Agent

Class "B" Beer License

23-57 Osceola Rod &amp; Gun Club: PO Box 35, Osceola, WI 54020 / Philip D. Points, Agent

23-51 "Skolhaugen": 2232 100<sup>th</sup> Ave, Dresser, WI 54009 / James Rochford, Agent"Class A" Liquor & Class "A" Beer License23-50 Dollar General Store #16020: 928 240<sup>th</sup> St, Osceola, WI 54020 / Katherine Hobbs, Agent23-54 Brothers Country Mart: 2061 75<sup>th</sup> Ave, Osceola, WI 54020 / Jon Blaser, AgentOperators' Licenses

23-01 Katherine Hobbs, Dollar General

23-02 James Rochford Jr, Trollhaugen Ski Resort, "Skolhaugen"

23-03 Edward Fehlen, Woodhill Bar &amp; Grill

23-04 Peter Fehlen, Woodhill Bar &amp; Grill

23-05 Kimberly Meador, Woodhill Bar &amp; Grill

23-06 Teresa Museus, Woodhill Bar &amp; Grill

23-07 Jeremy Porter, Woodhill Bar &amp; Grill

23-08 Karissa Wilson, Woodhill Bar &amp; Grill

23-09 Janell Torgerson, Woodhill Bar &amp; Grill

23-10 Briana Webster, Woodhill Bar &amp; Grill

23-11 Shauna Fehlen, Woodhill Bar &amp; Grill

23-12 Taryn Madsen, Woodhill Bar &amp; Grill

23-13 Paige Lyons, Woodhill Bar &amp; Grill

23-14 Callie Halstrom, Woodhill Bar &amp; Grill

23-15 Mary Blaser, Brothers Country Mart

23-16 Klara Fansler, Brothers Country Mart

23-17 Tammy Colombo, Dollar General

23-18 Taylor Thimon, Woodhill Bar &amp; Grill

23-19 Andrea Gray, The Falls Weddings &amp; Events

23-20 Natalia Doty, Brothers Country Mart

23-21 Steven Stephans, Brothers Country Mart

23-22 Briana Duran, Fiesta Loca

23-23 Isaac Duran, Fiesta Loca

23-24 Jill Duran, Fiesta Loca

23-25 Yolanda Cobian, Fiesta Loca

23-26 Kaleb Bents, Krooked Kreek Golf Course

23-27 Ella Bobzin, Krooked Kreek Golf Course

23-28 Mark Gjovig, Krooked Kreek Golf Course  
23-29 James Reisner, Krooked Kreek Golf Course  
23-30 Lisa Richert, Krooked Kreek Golf Course  
23-31 Nathen Rother, Krooked Kreek Golf Course  
23-32 Patricia Klein, Dollar General  
23-33 Brook Johnson, Krooked Kreek Golf Course  
23-34 Amanda Steffen, Krooked Kreek Golf Course  
23-35 James (Mike) Bohn, Osceola Rod & Gun Club  
23-36 Abigail Peterson, Krooked Kreek Golf Course  
23-37 Philip Points, Osceola Rod & Gun Club  
23-38 Christie Juneski, Krooked Kreek Golf Course  
23-39 Angela Fink, Dollar General  
23-40 Chelsea Kruse, Trollhaugen Ski Resort, "Skolhaugen"  
23-41 Isabella Libansky, Krooked Kreek Golf Course  
23-42 Alicia Thomas, Brothers Country Mart

**Tobacco Products Retail License**

23-75 Dollar General Store #16020, 928 240th St, Osceola, WI 54020 / Katherine Hobbs, Agent  
23-76 Krooked Kreek Golf Course, 2448 75th Ave, Osceola, WI 54020 / Patrick Hayes, Agent  
23-77 Brothers Country Mart, 2061 75th Ave, Osceola, WI 54020 / Jon Blaser, Agent  
23-78 Woodhill Bar & Grill, 2394 State Road 35, Osceola, WI 54020 / Shawn Libersky, Agent

**The above stated liquor and tobacco licenses seek approval by the Town Board on Monday, June 5, 2023, at the regular monthly meeting held at the Town Hall at 6:30 p.m.**



516 East Avenue North  
P. O. Box 216  
Dresser, WI 54009-0216  
Office: 715-755-3060  
Fax: 715-755-2271

# TOWN OF OSCEOLA

Polk County, Wisconsin

ORDINANCE NUMBER ~~1123-0306-0105~~

Adopted 10/8/01 and Amended 03/14/11, 06/05/23

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**AUTHORIZING ALTERNATIVE CLAIMS PROCEDURE, AMENDING ORDINANCE  
~~0111-1203-03-01~~ ALLOWING THE TOWN CLERK-~~TREASURER~~ TO PAY BILLS  
WITHOUT PRIOR APPROVAL OF THE TOWN BOARD.**

**NOW THEREFORE, the Town Board of Supervisors of the Town of Osceola  
does ordain as follows:**

Ordinance ~~0111-1203-03-01~~ is hereby repealed and recreated to read as follows:

## **SECTION 1 -- STATUTORY AUTHORITY**

Pursuant to Section 60.44(2) of Wisconsin Statutes, the Town Board hereby authorizes an alternative procedure for approving financial claims against the town that are in the nature of bills and vouchers.

## **SECTION 2 -- APPLICABILITY**

Payments of claims against the town may be ~~paid by the Clerk-Treasurer~~ made from the Town Treasury under the procedure established in Section 3 for bills or vouchers that are of a routine nature, (items 1-4) below:

1. Utility (including phone) Bills
2. Insurance Bills
3. Tax Settlements
4. Fire Hall Loan Payments
5. Fuel Bills
- 4.6. Payroll (including WI retirement)

And payments of claims against the town may be paid by the Clerk-~~Treasurer~~ under the procedure established in Section 3 for bills or vouchers not in excess of ~~\$500~~750.

## **SECTION 3 -- PROCEDURE**

- A.** Bills listed in Section 2, including bills and vouchers not in excess of ~~Five~~ Seven Hundred Fifty dollars (\$~~750~~750.00) may be paid by the Town Clerk-~~Treasurer~~ of the Town of Osceola without approval of the Town Board of Supervisors of the Town of Osceola if the Town Clerk-~~Treasurer~~ reviews and approves in writing each bill or voucher as a proper charge against the Town of Osceola Treasury and after the Town Clerk-~~Treasurer~~ of the Town of Osceola determines that all of the following conditions have been met:

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1. Funds are available under the Town Budget of the Town of Osceola to pay the bill or voucher.

2. The item or service covered by the bill or voucher has been ~~duly~~ authorized by the Town Board or an authorized Town official, agent, or employee.
3. The item or service covered by the bill or voucher has been supplied or rendered in conformity with the authorization.
4. The claim appears to be a valid claim against the Town of Osceola.

B. The Town Clerk may require submission of proof to determine compliance with the conditions under subsection A prior to approval. (For example, the Clerk may require verification of quantity, quality, etc. by another Town official or employee.)

C. After determining that the conditions under subsection A have been met, the Clerk shall indicate approval of the claim by placing his or her signature on the bill or voucher. Upon approval of a bill or voucher under this procedure, the Clerk shall prepare and sign a check and have it countersigned by the Town Treasurer and the Town Chairperson, pursuant to s. 66.0607, Wis. stats. The Treasurer shall then mail or deliver the completed checks to the appropriate parties.

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D. The Town Clerk-Treasurer of the Town of Osceola shall file, at least monthly, with the Town Board of the Town of Osceola a list of claims approved, the date paid, name of claimant, purpose and amount of claim. ~~The Town Clerk-Treasurer of the Town of Osceola can demand proof of compliance with the above noted (1-4) prior to approval.~~

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#### SECTION 4 -- EFFECTIVE DATE

This ordinance is effective upon publication or posting as provided by law pursuant to Section 60.80 of Wisconsin Statutes.

Adopted this ~~14<sup>th</sup>-5<sup>th</sup>~~ day of ~~March~~June, ~~2011~~2023

Steven M. Stroschane~~Dale Lindh~~ Chairman

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Robert G. Wright~~Jon Cronick~~,  
Supervisor

Eugene Lindholm~~Tony Johnson~~,  
Supervisor

Debbie Thompson, Supervisor

ATTEST:

Lorraine Rugroden~~Denise Skjerven~~, Clerk-  
Treasurer

# TOWN OF OSCEOLA

## Polk County, Wisconsin

27

### ORDINANCE NUMBER 23-06-05

Adopted 10/8/01 and Amended 03/14/11, 06/05/23

#### **AUTHORIZING ALTERNATIVE CLAIMS PROCEDURE, AMENDING ORDINANCE 11-03-01 ALLOWING THE TOWN CLERK TO PAY BILLS WITHOUT PRIOR APPROVAL OF THE TOWN BOARD.**

**NOW THEREFORE, the Town Board of Supervisors of the Town of Osceola  
does ordain as follows:**

Ordinance 11-03-01 is hereby repealed and recreated to read as follows:

#### **SECTION 1 -- STATUTORY AUTHORITY**

Pursuant to Section 60.44(2) of Wisconsin Statutes, the Town Board hereby authorizes an alternative procedure for approving financial claims against the town that are in the nature of bills and vouchers.

#### **SECTION 2 -- APPLICABILITY**

Payments of claims against the town may be made from the Town Treasury under the procedure established in Section 3 for bills or vouchers that are of a routine nature, (items 1-4) below:

1. Utility (including phone) Bills
2. Insurance Bills
3. Tax Settlements
4. Fire Hall Loan Payments
5. Fuel Bills
6. Payroll (including WI retirement)

And payments of claims against the town may be paid by the Clerk under the procedure established in Section 3 for bills or vouchers not in excess of \$750.

#### **SECTION 3 -- PROCEDURE**

- A. Bills listed in Section 2, including bills and vouchers not in excess of Seven Hundred Fifty dollars (\$750.00) may be paid by the Town Clerk of the Town of Osceola without approval of the Town Board of Supervisors of the Town of Osceola if the Town Clerk reviews and approves in writing each bill or voucher as a proper charge against the Town of Osceola Treasury and after the Town Clerk of the Town of Osceola determines that all of the following conditions have been met:



1. Funds are available under the Town Budget of the Town of Osceola to pay the bill or voucher.
  2. The item or service covered by the bill or voucher has been authorized by the Town Board or an authorized Town official, agent, or employee.
  3. The item or service covered by the bill or voucher has been supplied or rendered in conformity with the authorization.
  4. The claim appears to be a valid claim against the Town of Osceola.
- B. The Town Clerk may require submission of proof to determine compliance with the conditions under subsection A prior to approval. (For example, the Clerk may require verification of quantity, quality, etc. by another Town official or employee.)
- C. After determining that the conditions under subsection A have been met, the Clerk shall indicate approval of the claim by placing his or her signature on the bill or voucher. Upon approval of a bill or voucher under this procedure, the Clerk shall prepare and sign a check and have it countersigned by the Town Treasurer and the Town Chairperson, pursuant to s. 66.0607, Wis. stats. The Treasurer shall then mail or deliver the completed checks to the appropriate parties.
- D. The Town Clerk of the Town of Osceola shall file, at least monthly, with the Town Board of the Town of Osceola a list of claims approved, the date paid, name of claimant, purpose and amount of claim.

#### **SECTION 4 -- EFFECTIVE DATE**

This ordinance is effective upon publication or posting as provided by law pursuant to Section 60.80 of Wisconsin Statutes.

Adopted this 5<sup>th</sup> day of June, 2023

\_\_\_\_\_  
Dale Lindh Chair

\_\_\_\_\_  
Jon Cronick, Supervisor

\_\_\_\_\_  
Tony Johnson, Supervisor

\_\_\_\_\_  
Debbie Thompson, Supervisor

ATTEST:

\_\_\_\_\_  
Denise Skjerven, Clerk



**Clerk**

---

**From:** Lindsey Kohls <lkohls@bakkenorman.com>  
**Sent:** Tuesday, May 30, 2023 11:00 AM  
**To:** Clerk  
**Cc:** Paul H. Mahler  
**Subject:** RE: Comments Re: Desired Review of Town's "Alternative Claims Procedure" Ordinance (11-03-01)

Denise,

As you noted, an alternative claims procedure can be adopted under Wis. Stat. Sec. 60.44(2) to provide more flexibility in paying bills and expedite the process for paying bills. I reviewed your current ordinance, and it does comply with state statutes. Nonetheless, as you mentioned in your email, you may want to add some additional bills that can be paid this way and/or change the dollar amount; those are ultimately policy decision for the Board, but your proposals, particularly payroll, seem reasonable to me.

I do think it would be a good idea to add a provision similar to Section V.C. in the WTA ordinance that addresses how you will actually complete approval of the bills and vouchers.

If you have any more questions, please let us know.

Sincerely,

**Lindsey K. Kohls**  
*Attorney*

Bakke Norman, S.C.  
 Phone: 715.514.4258  
 Direct: 715.231.4728  
 Fax: 815.927.0411  
[www.bakkenorman.com](http://www.bakkenorman.com)

**\*\*Summer Hours: Our office will close at 1pm each Friday from June 2<sup>nd</sup>-September 1<sup>st</sup>, 2023.  
 We will be open Monday-Thursday 8am-5pm and Friday 8am-1pm.**



This communication and any files transmitted with it are confidential and intended solely for the use of the individual or entity to which they are addressed. If you are not the named addressee, you are not authorized to print, save, record, copy, share, or distribute this communication or any information contained in it. If you have received this communication in error, please notify the sender by replying to this email.

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**From:** Clerk <clerk@townofosceola.com>  
**Sent:** Tuesday, May 23, 2023 11:33 AM  
**To:** Paul H. Mahler <PMahler@bakkenorman.com>; Lindsey Kohls <lkohls@bakkenorman.com>  
**Subject:** Comments Re: Desired Review of Town's "Alternative Claims Procedure" Ordinance (11-03-01)

Hi Paul and Lindsey ~ Below and attached is some information I shared with the Town Board in late April around the topic of the Town's "Alternative Claims Procedure".

Chair Dale Lindh has asked that this topic be placed on the June regular Town Board Meeting scheduled for Mon., 6/5. 30

Prior to that meeting, it would be helpful to receive your feedback, if possible, on this topic to learn whether the proposals I make are valid and/or whether there are other things to be taken into consideration that you would state are more applicable to consider.

Thank you for your help in this regard.

## *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](mailto:Clerk@townofosceola.com)

---

**From:** Clerk

**Sent:** Thursday, April 27, 2023 3:08 PM

**To:** ChairLindh <[chairlindh@townofosceola.com](mailto:chairlindh@townofosceola.com)>; Supervisor Cronick <[supervisorcronick@townofosceola.com](mailto:supervisorcronick@townofosceola.com)>; Treasurer <[treasurer@townofosceola.com](mailto:treasurer@townofosceola.com)>

**Cc:** Supervisor Johnson <[supervisorjohnson@townofosceola.com](mailto:supervisorjohnson@townofosceola.com)>; Debbie Thompson <[supervisorthompson@townofosceola.com](mailto:supervisorthompson@townofosceola.com)>

**Subject:** Desired Review of Town's "Alternative Claims Procedure" Ordinance (11-03-01)

Hi all ~ I would like to request a re-review of the Town's current Ordinance 11-03-01 "Authorizing Alternative Claims Procedure" (see attached—passed on March 14, 2011) to bring it more up to date. Could this be an agenda item for the June regular Town Board meeting?

I was not aware of this Ordinance being available until I was made aware of it through other Clerks and the WTA; and, when I came across it while working on ordinance-gathering for CivicPlus.

Updates to the Ordinance that I would suggest include:

- Making minor textual changes to have the Ordinance content read like the template shared by the WTA;
- Expand the 'routine' list to include: fuel, payroll, (incl'dg WI Retirement), and phone bills; and,
- Change the 'not in excess of \$\$ amount' to be either \$750 or \$1,000;
  - Look at what type of checks would typically exceed the new excess amount and see if any named payor type should be put in the 'routine nature' list.

In quickly going through the last four months of check detail information, the checks fell under the below main categories. The %'s would likely change looking at a full year, but I suspect there will still be a large majority under \$500.

18% (43): greater than \$500

33.8% (80): less than \$500

8% (19): utilities

2.1% (5): insurance

10% (24): tax

.4% (1): fire hall loan payment

1.7% (4): WI Retirement sys

26% (61): Payroll (employees, board, PC, election inspectors)

*Technically: EVERY CLAIM (bill/voucher/payment) that is NOT part of the current Ordinance MUST be approved by the Town Board **BEFORE** the check for payment is distributed...including payroll checks.*

The positives I see with utilizing this ordinance as it was intended—along with the expanded changes—include:

- Increased TIMELINESS: Payments that fit the categories and amounts agreed to by the Board can be sent out to recipients weekly OR minimally, bi-weekly;
- Reduced LAST-MINUTE Check Issuance/Check Detail Creation on day of Board meeting:
  - Jan prepares checks for payments that fit the Ordinance as to what bills have come in thus far that week (or that bi-weekly point in time); ended are 'day of Board meeting' checks being issued/signed/added to the Check Detail *unless* there is an extenuating circumstance;
  - Checks and check detail could be completed by Thursday night before a Board meeting so the Board packets (and what gets posted to Town residents) contains the information being brought forth to the Board;
- Board FOCUS is clearer at TBM: The primary focus monthly by the Board when going through the check detail with the Treasurer can be on those payments greater than the agreed-upon \$\$ amount...even though the entire check detail report out would still be brought forth to the Board for full approval;
- COMPLIANCE

There may be a few more checks issued, but it's likely determinable who the typical 'multi-payees' are, e.g. Osceola Sun, Brother's, Dresser Food/Liquor(fuel)??—and those 3 payees could be paid twice a month vs. once, which is only 3 more checks a month.

I am only viewing this from my viewpoint and am not likely taking other things into consideration...which is why I would like to receive your feedback on this topic so it can be further considered as a group and not just vetted by 1-2-3 of us.

Thank you.

## ***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](mailto:Clerk@townofosceola.com)



**ORDINANCE NUMBER 11-03-01**

**AUTHORIZING ALTERNATIVE CLAIMS PROCEDURE, AMENDING ORDINANCE  
01-12-03 ALLOWING THE TOWN CLERK-TREASURER TO PAY BILLS WITHOUT  
PRIOR APPROVAL OF THE TOWN BOARD.**

**NOW THEREFORE, the Town Board of Supervisors of the Town of Osceola  
does ordain as follows:**

Ordinance 01-12-03 is hereby repealed and recreated to read as follows:

**SECTION 1 -- STATUTORY AUTHORITY**

Pursuant to Section 60.44(2) of Wisconsin Statutes, the Town Board hereby authorizes an alternative procedure for approving financial claims against the town that are in the nature of bills and vouchers.

**SECTION 2 -- APPLICABILITY**

Payments of claims against the town may be paid by the Clerk-Treasurer under the procedure established in Section 3 for bills or vouchers that are of a routine nature, (items 1-4) below:

1. Utility Bills
2. Insurance Bills
3. Tax Settlements
4. Fire Hall Loan Payment

And payments of claims against the town may be paid by the Clerk-Treasurer under the procedure established in Section 3 for bills or vouchers not in excess of \$500.

**SECTION 3 -- PROCEDURE**

Bills listed in Section 2, including bills and vouchers not in excess of Five Hundred dollars (\$500.00) may be paid by the Town Clerk-Treasurer of the Town of Osceola without approval of the Town Board of Supervisors of the Town of Osceola if the Town Clerk-Treasurer reviews and approves in writing each bill or voucher as a proper charge against the Town of Osceola Treasury and after the Town Clerk-Treasurer of the Town of Osceola determines:

1. Funds are available under the Town Budget of the Town of Osceola to pay the bill or voucher
2. The item or service covered by the bill or voucher has been duly authorized
3. The item or service covered by the bill or voucher has been supplied or rendered in conformity with the authorization
4. The claim appears to be a valid claim against the Town of Osceola



The Town Clerk-Treasurer of the Town of Osceola shall file, at least monthly, with the Town Board of the Town of Osceola a list of claims approved, the date paid, name of claimant, purpose and amount of claim. The Town Clerk-Treasurer of the Town of Osceola can demand proof of compliance with the above noted (1-4) prior to approval.

**SECTION 4 -- EFFECTIVE DATE**

This ordinance is effective upon publication or posting as provided by law pursuant to Section 60.80 of Wisconsin Statutes.

Adopted this 14<sup>th</sup> day of March, 2011

\_\_\_\_\_  
Steven M. Stroshane Chairman

\_\_\_\_\_  
Robert G. Wright, Supervisor

\_\_\_\_\_  
Eugene Lindholm, Supervisor

ATTEST:

\_\_\_\_\_  
Lorraine Rugroden, Clerk-Treasurer

Posted at the following locations on March 15, 2011  
Rural American Bank  
Dresser Post Office  
Town of Osceola Town Hall

Summary published in The Osceola Sun March 23, 2011

\_\_\_\_Voice Vote  
\_\_\_\_Roll Call Vote  
\_\_\_\_Yeas;\_\_\_\_Nays;\_\_\_\_Absent/Abstain

# TOWN OF OSCEOLA

Polk County, Wisconsin 54009

Office: 715-755-3060 Fax: 715-755-2271 Public Works: 715-755-3077

## ORDINANCE NUMBER 01-12-03

### AN ORDINANCE ALLOWING THE TOWN CLERK/TREASURER TO PAY BILLS WITHOUT PRIOR APPROVAL OF THE TOWN BOARD.

### NOW THEREFORE, The Town Board of Supervisors of the Town of Osceola does ordain as follows:

Any bills and vouchers not in excess of Five Hundred dollars (\$500.00) may be paid by the Town Clerk/Treasurer of the Town of Osceola without approval of the Town Board of Supervisors of the Town of Osceola if the Town Clerk/Treasurer of the Town of Osceola reviews and approves in writing each bill or voucher as a proper charge against the Town of Osceola Treasury and after the Town Clerk/Treasurer of the Town of Osceola determines:

- 1) Funds are available under the Town Budget of the Town of Osceola to pay the bill or voucher
- 2) The item or service covered by the bill or voucher has been duly authorized
- 3) The item or service covered by the bill or voucher has been supplied or rendered in conformity with the authorization
- 4) The claim appears to be a valid claim against the Town of Osceola

The Town Clerk/Treasurer of the Town of Osceola shall file, at least monthly, with the Town Board of the Town of Osceola a written list of claims approved, the date paid, name of claimant, purpose and amount of claim. The Town Clerk/Treasurer of the Town of Osceola can demand proof of compliance with the above noted (1-4) prior to approval.

Adopted this 8<sup>th</sup> day of October, 2001

Signed \_\_\_\_\_  
Town Chairman

\_\_\_\_\_  
Town Supervisor

\_\_\_\_\_  
Town Supervisor

ATTEST: \_\_\_\_\_  
Town Clerk/Treasurer

# LEGAL OPINIONS



By Atty. Joe Ruth  
Government Affairs  
Director

## Alternative Claims Procedure

Typically, cash disbursements are made in the following manner: the clerk receives claims (e.g., invoices) and examines them to ensure accuracy and validity. Next, the clerk codes the claims so that costs are charged to the appropriate accounts for budgeting purposes. Finally, claims are compiled and presented to the town board for approval or disapproval. Following approval, the clerk prepares the checks (sometimes in advance of the meeting in anticipation of approval), and the clerk, treasurer and chair sign the checks before the treasurer mails them out.

This procedure instills checks and balances within the system, but it does not allow a lot of flexibility with the timing of paying bills. As a result, towns may adopt an alternative claims procedure ordinance under Wis. Stat. § 60.44(2) that provides an expedited process for paying all or a select types of bills. This ordinance delegates primary approval authority to the clerk who ensures that funds are available in the budget and that the claim is accurate and valid. Once the checks are prepared, the clerk, chair, and treasurer sign them and the treasurer distributes them. Finally, on a monthly basis, the clerk must prepare a list of claims paid, using the expedited procedure and present it to the town board. A sample ordinance is below:

### ALTERNATIVE CLAIMS PROCEDURE ORDINANCE

It is hereby ordained by the Town Board of the Town of \_\_\_\_\_, \_\_\_\_\_ County, Wisconsin, as follows:

#### SECTION I – TITLE AND PURPOSE

This ordinance is entitled the Town of \_\_\_\_\_ Alternative Claims Procedure Ordinance. The purpose of this ordinance is to authorize an alternative procedure for approving financial claims against the town that are in the nature of bills and vouchers.

#### SECTION II – AUTHORITY

The Town Board of the Town of \_\_\_\_\_ County, Wisconsin, has the specific authority under s. 60.44 (2), Wis. stats., to adopt this ordinance.

#### SECTION III – ADOPTION OF ORDINANCE

This ordinance, adopted by a majority of the town board on a roll call vote with a quorum present and voting and proper notice having been given, establishes an alternative procedure for approving financial claims against the town that are in the nature of bills and vouchers as provided in this ordinance.

#### SECTION IV – APPLICABILITY

[Payments of claims against the town may be made from the town treasury under the procedure established in Section V for bills or vouchers not in excess of \$\_\_\_\_\_.

or



Payments of claims against the town may be made from the town treasury under the procedure established in Section V for bills or vouchers that are of a routine nature, namely: \_\_\_\_\_ (list specific types of bills that may be paid using this procedure, e.g., payroll, utility charges, etc.).]

#### SECTION V – PROCEDURE

- A. Subject to the restrictions under Section IV, the payment of a claim against the town may be made from the town treasury if the town clerk approves in writing the claim as a proper charge against the town treasury. A claim against the town is a proper charge against the town treasury if the clerk determines that all of the following conditions have been met:
  1. Funds are available under the town budget to pay the bill or voucher.
  2. The item or service covered by the bill or voucher has been authorized by the town board or an authorized town official, agent, or employee.
  3. The item or service covered by the bill or voucher has been supplied or rendered in conformity with the authorization.
  4. The claim appears to be a valid claim against the town.
- B. The town clerk may require submission of proof to determine compliance with the conditions under subsection A prior to approval. (For example, the clerk may require verification of quantity, quality, etc., by another town official or employee.)
- C. After determining that the conditions under subsection A have been met, the clerk shall indicate approval of the claim by placing his or her signature on the bill or voucher. Upon approval of a bill or voucher under this procedure, the clerk shall prepare and sign a check and have it countersigned by the town treasurer and the town chairperson, pursuant to s. 66.0607, Wis. stats. The treasurer shall then mail or deliver the completed checks to the appropriate parties.
- D. At least monthly, the town clerk shall file with the town board a written list of claims approved pursuant to this ordinance. The list shall include the date paid, name of claimant, purpose, and amount.

#### SECTION VI – SUBDIVISION AND NUMBERING OF THIS ORDINANCE

This ordinance is divided into sections designated by uppercase Roman numerals. Sections may be divided into subsections designated by uppercase letters. Subsections may be divided into paragraphs designated by numbers. Reference to a “section,” “subsection,” or “paragraph” includes all divisions of the referenced section, subsection, or paragraph.

#### SECTION VII – SEVERABILITY

If any provision of this ordinance or its application to any person or circumstance is held invalid, the invalidity does not affect other provisions or applications of this ordinance that can be given effect without the invalid provision of application, and to this end the provisions of this ordinance are severable.

#### SECTION VIII – EFFECTIVE DATE

This ordinance is effective on publication or posting.

The town clerk shall properly post or publish this ordinance as required under s. 60.80, Wis. stats.

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

[Signatures of town board]

Attest: [Signature of town clerk]



- 7.2 Rules and regulations governing the conduct of employees on the job are intended to provide for the orderly and efficient operation of the Town.
- 7.3 A list of rules of conduct on the job cannot be complete, exhaustive or exclusive, because it is neither possible to list every form of possible misconduct nor to anticipate every rule of conduct that the Town may wish to promote or to prohibit in the future.
- 7.4 The following rules of conduct on the job are in force and effect:

- (a) Solicitation and Distribution. The maintenance of a business atmosphere is important to the operation of the Town of Osceola and protects employees from undue interference while performing the employee's jobs. Employees may not, in working areas at any time, engage in solicitation of any kind or the distribution of literature of any kind for any organization, fund, activity or cause during normal working hours or during the normal working hours of any employee being solicited or receiving literature.

The term working area does not include any area provided to employees as a lunch or break room. The term normal working hours does not include regular, authorized breaks or an employee's unpaid lunch period. Off-duty employees may not solicit or distribute literature on Town premises at any time.

- (b) Political Activity. Except as specifically permitted by state law, employees may not hold elective office in the Town.

Employees shall not, in the employee's working area or during employee's working hours, engage in political activity relating to Town government except to sign a nomination petition or to vote. An employee may express a private or personal opinion with respect to Town government political issues only in an area provided as a lunch or break room, and then only during authorized breaks or the unpaid lunch period.

No employee shall attempt to influence or to pressure any other employee, citizen or resident to obtain any property or contribution of money, time or support, directly or indirectly, for any political campaign or personal gain during the employee's or any other employee's working hours or in the working area.

- (c) Alcohol and Drugs. Employees must report to work free of drugs, intoxicants, alcohol, narcotics, or any other controlled substance.

Employees may be disciplined, up to and including termination, for possession, consumption, not being free of, or use of any drugs, drug paraphernalia, intoxicants, alcohol, narcotics, or any other controlled substance, at any time while on Town property or while performing Town work.

Employees must report to the employee's supervisor or Personnel Committee when the employee are taking any prescription or over-the-counter medication known to cause dizziness or drowsiness or that might affect the employee's senses, motor ability,

judgment, reflexes, or otherwise affect the employee's ability to perform the employee's job. The Town will not unlawfully discriminate against an employee based on information relating to the use of prescribed or over-the-counter medication and any disability requiring the use of that medication. This information will be treated as a confidential medical record and maintained in a separate, confidential medical file along with the employee's other medical records.

The purpose of these work rules is: (a) to establish and maintain a safer, healthier working environment; (b) to help reduce the number of and potential for industrial injuries; (c) to aid in reducing absenteeism and tardiness; and (d) to improve job performance.

Town employees who hold a commercial driver's license and who perform safety-sensitive functions are subject to Department of Transportation regulations mandating pre-employment, random, reasonable suspicion, post-accident, return to duty and follow-up drug-testing in accordance with the Town's Alcohol and Substance Abuse testing policy.

Commented [LK1]: Does the Town have this policy?

The Town may require an employee to undergo a drug and/or alcohol screening test to verify compliance with this rule and related state and federal regulations. The procedure for drug and/or alcohol testing is provided for in Appendix A to this handbook. Refusal to cooperate with this rule may result in discipline, up to and including termination. Depending upon the seriousness and circumstances of the violation, and at the Town's sole discretion, an employee who tests positive for drugs and/or alcohol may be referred to counseling, rehabilitation, or to an employee assistance program, if any, at the employee's sole expense.

- (d) Public Service. All Town employees are public servants. Employees shall, at all times and in all circumstances while dealing with the public, conduct themselves in a manner which reflects favorably upon the Town.

Employees shall provide the public with prompt, courteous, effective and efficient service and shall promptly and accurately communicate citizen comments, concerns and questions to the employee's immediate supervisor or Personnel Committee, who shall refer potential action matters to the attention of the Clerk and the Town Board.

- (e) Appearance. Town employees shall dress appropriately for the employee's position and job duties. Employees shall maintain reasonable standards of neatness and cleanliness. Clothing that is imprinted with illustrations or messages that may be insulting, demeaning, harassing or offensive to co-workers or the public are prohibited. Jewelry, perfume and other accessories should not interfere with an employee's or co-workers' ability to do their jobs and should not pose a safety or health hazard. Reporting to work in other than a presentable condition may necessitate the employee being sent home to change. Repeated violations may lead to disciplinary action up to and including termination of employment. Those employees who are furnished with uniforms, protective gear and/or I.D. badges are required to wear all such items as furnished by the Town.

- (f) Payment Other Than Wages. Employees shall not accept or solicit any individual fee,

## APPENDIX A

### **Alcohol and Other Drug Assessment and Testing Procedure**

The Town of Osceola believes it has an obligation to take all reasonable efforts necessary to provide a safe workplace for its employees, free from avoidable hazards. Employees working under the influence of illegal drugs and/or alcohol are safety hazards to themselves and to those around the employee. In order to further the purpose of our Drug and Alcohol Abuse Policy, it is therefore necessary to directly address the issue of drug and alcohol use at the workplace with a clear policy.

#### **A. Applicability**

All Town employees are subject to the drug and alcohol testing provisions of this policy.

#### **B. Testing Requirements**

Alcohol and controlled substances tests may be administered at any time while the employee is performing work for the Town, including off-site work.

##### **1. Random Testing**

- a. The Town reserves the right to implement unannounced random alcohol and controlled substances testing at a rate to be determined and announced by the Town.
- b. The selection of employees for random testing will be made by a scientifically valid method determined by Bellin Health. Each employee shall have an equal chance of being selected for testing each time selections are made.
- c. Random alcohol and controlled substances tests shall be unannounced and spread reasonably throughout the year.
- d. Employees who are notified of selection for random testing are required to proceed to the test site immediately after notification.

##### **2. Reasonable Suspicion Testing**

- a. An employee shall promptly submit to an alcohol or controlled substances test whenever a supervisor or Personnel Committee has a reasonable suspicion to believe that the alcohol and drug abuse policy has been violated.
- b. A determination that a reasonable suspicion exists that an employee has violated the alcohol and drug abuse policy shall be based on specific,



contemporaneous, articulable observations concerning the employee's appearance, behavior, speech or body odors made during, just before, or just after the period of the workday that the employee is required to be in compliance with this policy.

- c. When a supervisor or Personnel Committee has determined that a reasonable suspicion test is required, the employee will be sent/taken home following the administration of the test. The employee will not return to duty for at least the remainder of that workday.
- d. Once the test has been completed, the supervisor or Town official who observed the behavior which led to the test must submit a written report to the Town outlining, in detail, the event and the behavior that was observed that lead the supervisor to believe that the employee was under the influence of alcohol and/or drugs.

**C. Testing Facility**

All alcohol and drug testing procedures will take place at Osceola Medical Center.

**D. Consequences/Discipline**

- 1. If the result of any drug or alcohol test conducted in accordance with this policy is confirmed positive for the presence of drugs or alcohol, the employee will be contacted and advised that the employee has 72 hours to request a confirmatory retest, at the employee's expense.
- 2. If the confirmatory retest is also positive, the Town reserves the right to temporarily suspend the tested employee for a period of up to six (6) weeks without pay. No benefits will accrue to the tested employee during the period of unpaid suspension.
- 3. An employee who tests positive for drugs and/or alcohol use may seek assistance and rehabilitation through any available means, at the employee's sole expense. Any Town-provided insurance, if applicable, may be utilized by the employee. Assistance will be provided on a confidential basis. Employees who test positive for substance abuse and who are referred for counseling or treatment will be limited to one opportunity for counseling or treatment for substance abuse. A second positive drug or alcohol test result will lead to immediate discharge from employment. An employee terminated for this reason will be ineligible for rehire.
- 4. Employees who voluntarily come forward and admit to renewed substance abuse problems, other than as a consequence of a positive test result, will be afforded the opportunity to take a medical leave of absence in order to



readmit themselves into an appropriate rehabilitation program without jeopardizing the employee's continued employment status. This "last chance" program will be available to anyone who has once gone through a rehabilitation program as a result of a positive drug/alcohol test, but only to those employees who voluntarily come forward and request readmission.

5. Employees have the right to refuse to undergo drug and/or alcohol testing. However, if the employee refuses to participate in the drug and/or alcohol test, the employee will be disciplined up to and including termination. The termination will be considered a voluntary quit.
6. Where applicable and available, sick leave may be used for treatment and rehabilitation on the same basis as for other health problems.

## Instructions: Adoption of Drug and Alcohol Policy

The Federal Transit Administration (FTA) requires 5311 subrecipients and/or their transit providers, as applicable to have policies in place that fully explain their drug and alcohol program<sup>1</sup>. This document outlines steps to ensure compliance with drug and alcohol policy requirements.

Step	Activity Description				
1	<p><b>Review the FTA drug and alcohol policy requirements.</b></p> <ul style="list-style-type: none"> <li>✓ Drug and Alcohol Policy Requirements Checklist  <a href="https://transit-safety.fta.dot.gov/DrugAndAlcohol/Tools/Checklist/PolicyReqsChecklist.aspx">https://transit-safety.fta.dot.gov/DrugAndAlcohol/Tools/Checklist/PolicyReqsChecklist.aspx</a></li> <li>✓ 49 CFR Parts 655 and 40  <a href="https://transit-safety.fta.dot.gov/DrugAndAlcohol/Regulations/Regulations/default.aspx">https://transit-safety.fta.dot.gov/DrugAndAlcohol/Regulations/Regulations/default.aspx</a></li> </ul>				
2	<p><b>Determine the appropriate model policy.</b></p> <table border="1"> <thead> <tr> <th>Zero Tolerance Policy</th><th>Second Chance Policy</th></tr> </thead> <tbody> <tr> <td> <p>The <b>Zero Tolerance Policy</b> requires the <b>termination or exclusion from hire</b> of safety sensitive employees or applicants who test positive on, or refuse to take, a USDOT required drug or alcohol test.</p> <p><i>See sample template on WisDOT-Transit Drug and Alcohol Testing Program website.</i></p> </td><td> <p>The <b>Second Chance Policy</b> allows safety sensitive employees or applicants who test positive on, or refuse to take, a USDOT required drug or alcohol test to complete an evaluation and treatment program provided by a USDOT qualified Substance Abuse Professional (SAP). A return-to-duty negative test result must be received before an employee can be placed back into a safety-sensitive.</p> <p><i>See sample template on WisDOT-Transit Drug and Alcohol Testing Program website.</i></p> </td></tr> </tbody> </table>	Zero Tolerance Policy	Second Chance Policy	<p>The <b>Zero Tolerance Policy</b> requires the <b>termination or exclusion from hire</b> of safety sensitive employees or applicants who test positive on, or refuse to take, a USDOT required drug or alcohol test.</p> <p><i>See sample template on WisDOT-Transit Drug and Alcohol Testing Program website.</i></p>	<p>The <b>Second Chance Policy</b> allows safety sensitive employees or applicants who test positive on, or refuse to take, a USDOT required drug or alcohol test to complete an evaluation and treatment program provided by a USDOT qualified Substance Abuse Professional (SAP). A return-to-duty negative test result must be received before an employee can be placed back into a safety-sensitive.</p> <p><i>See sample template on WisDOT-Transit Drug and Alcohol Testing Program website.</i></p>
Zero Tolerance Policy	Second Chance Policy				
<p>The <b>Zero Tolerance Policy</b> requires the <b>termination or exclusion from hire</b> of safety sensitive employees or applicants who test positive on, or refuse to take, a USDOT required drug or alcohol test.</p> <p><i>See sample template on WisDOT-Transit Drug and Alcohol Testing Program website.</i></p>	<p>The <b>Second Chance Policy</b> allows safety sensitive employees or applicants who test positive on, or refuse to take, a USDOT required drug or alcohol test to complete an evaluation and treatment program provided by a USDOT qualified Substance Abuse Professional (SAP). A return-to-duty negative test result must be received before an employee can be placed back into a safety-sensitive.</p> <p><i>See sample template on WisDOT-Transit Drug and Alcohol Testing Program website.</i></p>				
3	<p><b>Customize the policy.</b></p> <ul style="list-style-type: none"> <li>A. Review and customize all components of the selected policy. Underlined sections in the sample template are suggested provisions and not required by the FTA. Determine if the underlined sections are to be deleted, if they remain, or if the provisions need to be changed to reflect current transit system policy, (i.e. disciplinary actions).</li> <li>B. Insert the applicable contact information on the cover page and within the document.</li> <li>C. Use “find and replace” to change the word ‘<b>Transit Provider</b>’ to the specific name of your agency.</li> </ul>				

<sup>1</sup> The subrecipient should dictate through its contract with the transit provider the minimum policy requirements. The policy adopted by the transit provider must be written and made available to every safety sensitive employee.

Step	Activity Description
	D. Insert the relevant contact information required for <b>Appendix A</b> and identify and list all relevant safety sensitive positions in <b>Appendix B</b> .
4	<b>Obtain written approval and adoption from the highest-ranking official in your agency (e.g. owner, partner, board of trustees, etc.).</b>
5	<b>Provide a copy of the approved policy to the subrecipient <u>and</u> WisDOT.</b>
6	<b>Obtain written acceptance and/or acknowledgement of the policy by the Subrecipient.</b> <ul style="list-style-type: none"> <li>✓ Retain a copy of the written acceptance (in the form of an email, letter or fax) in your records.</li> </ul>
7	<b>Provide the following to new and existing employees in safety sensitive positions:</b> <ul style="list-style-type: none"> <li>✓ A copy of the adopted Drug and Alcohol Policy</li> <li>✓ Drug and Alcohol Training Information</li> <li>✓ Employee assistance information</li> </ul>
8	<b>Retain a signed copy of the employee <i>Acknowledgement of Policy</i> form in the employee's training file.</b>
9	<b>Update policy as needed, per federal regulation changes.</b> <ul style="list-style-type: none"> <li>✓ Clearly specify the revision and approval date.</li> <li>✓ Obtain approval from the highest-ranking official anytime substantive changes are made to the policy.</li> <li>✓ Provide a copy of the up-to-date policy to: safety sensitive employees, subrecipient and WisDOT.</li> <li>✓ Review the adopted drug and alcohol policy at least once a year to determine if modifications are necessary. Document the date of the review in the <i>Policy Update-Activity Log</i> section.</li> </ul>

#### References

- ✓ 49 CFR Parts 655 and 40  
<https://transit-safety.fta.dot.gov/DrugAndAlcohol/Regulations/Regulations/default.aspx>
- ✓ Drug and Alcohol Policy Requirements Checklist  
<https://transit-safety.fta.dot.gov/DrugAndAlcohol/Tools/Checklist/PolicyReqsChecklist.aspx>
- ✓ FTA Policy Builder  
<https://transit-safety.fta.dot.gov/DrugAndAlcohol/Tools/PolicyBuilder/CreatePolicy.aspx>

If you need assistance, please contact:

WisDOT Compliance Manager  
Becky Soderholm  
[Becky.soderholm@dot.wi.gov](mailto:Becky.soderholm@dot.wi.gov)  
608-266-1650



APPENDIX D

EMPLOYEE'S REPORT OF INJURY FORM

**Instructions:** Employees shall use this form to report all work related injuries, illnesses, or "near miss" events (which could have caused an injury or illness) – *no matter how minor*. This helps us to identify and correct hazards before they cause serious injuries. This form shall be completed by employees as soon as possible and given to a supervisor for further action.

I am reporting a work related: <input type="checkbox"/> Injury <input type="checkbox"/> Illness <input type="checkbox"/> Near miss	
Your Name:	
Job title:	
Supervisor:	
Have you told your supervisor about this injury/near miss? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Date of injury/near miss:	Time of injury/near miss:
Names of witnesses (if any):	
Where, exactly, did it happen?	
What were you doing at the time?	
Describe step by step what led up to the injury/near miss. (continue on the back if necessary):	
What could have been done to prevent this injury/near miss?	
What parts of your body were injured? If a near miss, how could you have been hurt?	
Did you see a doctor about this injury/illness? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, whom did you see?	Doctor's phone number:
Date:	Time:
Has this part of your body been injured before? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, when?	Supervisor:
Your signature:	Date:



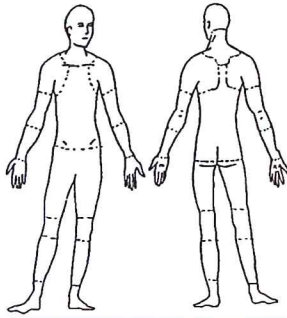
**Supervisor's Accident Investigation Form**Name of Injured PersonDate of Birth Telephone NumberAddressCity State Zip(Circle one) Male FemaleWhat part of the body was injured? Describe in detail.What was the nature of the injury? Describe in detail.Describe fully how the accident happened? What was employee doing prior to the event? What equipment, tools being using?Names of all witnesses:Date of Event Time of EventExact location of event:What caused the event?Were safety regulations in place and used? If not, what was wrong?Employee went to doctor/hospital? Doctor's NameHospital NameRecommended preventive action to take in the future to prevent reoccurrence.Supervisor Signature Date

## Incident Investigation Report

**Instructions:** Complete this form as soon as possible after an incident that results in serious injury or illness.  
(Optional: Use to investigate a minor injury or near miss that *could have resulted in a serious injury or illness.*)

This is a report of a: <input type="checkbox"/> Death <input type="checkbox"/> Lost Time <input type="checkbox"/> Dr. Visit Only <input type="checkbox"/> First Aid Only <input type="checkbox"/> Near Miss	
Date of incident:	This report is made by: <input type="checkbox"/> Employee <input type="checkbox"/> Supervisor <input type="checkbox"/> Team <input type="checkbox"/> Other _____

### Step 1: Injured employee (complete this part for each injured employee)

Name:	Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female	Age:
Department:	Job title at time of incident:	
Part of body affected: (shade all that apply)	Nature of injury: (most serious one)	This employee works:
	<input type="checkbox"/> Abrasion, scrapes	<input type="checkbox"/> Regular full time
	<input type="checkbox"/> Amputation	<input type="checkbox"/> Regular part time
	<input type="checkbox"/> Broken bone	<input type="checkbox"/> Seasonal
	<input type="checkbox"/> Bruise	<input type="checkbox"/> Temporary
	<input type="checkbox"/> Burn (heat)	Months with this employer
	<input type="checkbox"/> Burn (chemical)	Months doing this job:
	<input type="checkbox"/> Concussion (to the head)	
	<input type="checkbox"/> Crushing Injury	
	<input type="checkbox"/> Cut, laceration, puncture	
	<input type="checkbox"/> Hernia	
<input type="checkbox"/> Illness		
<input type="checkbox"/> Sprain, strain		
<input type="checkbox"/> Damage to a body system:		
<input type="checkbox"/> Other _____		

### Step 2: Describe the incident

Exact location of the incident:	Exact time:
What part of employee's workday? <input type="checkbox"/> Entering or leaving work <input type="checkbox"/> Doing normal work activities	
<input type="checkbox"/> During meal period <input type="checkbox"/> During break <input type="checkbox"/> Working overtime <input type="checkbox"/> Other _____	
Names of witnesses (if any):	

<u>Number of attachments:</u>	<u>Written witness statements:</u>	<u>Photographs:</u>	<u>Maps / drawings:</u>
<u>What personal protective equipment was being used (if any)?</u>			
<u>Describe, step-by-step the events that led up to the injury. Include names of any machines, parts, objects, tools, materials and other important details.</u>			
<u>Description continued on attached sheets: <input type="checkbox"/></u>			

<u>Step 3: Why did the incident happen?</u>	
<u>Unsafe workplace conditions: (Check all that apply)</u> <input type="checkbox"/> Inadequate guard <input type="checkbox"/> Unguarded hazard <input type="checkbox"/> Safety device is defective <input type="checkbox"/> Tool or equipment defective <input type="checkbox"/> Workstation layout is hazardous <input type="checkbox"/> Unsafe lighting <input type="checkbox"/> Unsafe ventilation <input type="checkbox"/> Lack of needed personal protective equipment <input type="checkbox"/> Lack of appropriate equipment / tools <input type="checkbox"/> Unsafe clothing <input type="checkbox"/> No training or insufficient training <input type="checkbox"/> Other: _____	<u>Unsafe acts by people: (Check all that apply)</u> <input type="checkbox"/> Operating without permission <input type="checkbox"/> Operating at unsafe speed <input type="checkbox"/> Servicing equipment that has power to it <input type="checkbox"/> Making a safety device inoperative <input type="checkbox"/> Using defective equipment <input type="checkbox"/> Using equipment in an unapproved way <input type="checkbox"/> Unsafe lifting <input type="checkbox"/> Taking an unsafe position or posture <input type="checkbox"/> Distraction, teasing, horseplay <input type="checkbox"/> Failure to wear personal protective equipment <input type="checkbox"/> Failure to use the available equipment / tools <input type="checkbox"/> Other: _____
<u>Why did the unsafe conditions exist?</u>	
<u>Why did the unsafe acts occur?</u>	
<u>Is there a reward (such as "the job can be done more quickly", or "the product is less likely to be damaged") that may have encouraged the unsafe conditions or acts?</u> <input type="checkbox"/> Yes <input type="checkbox"/> No <u>If yes, describe:</u>	
<u>Were the unsafe acts or conditions reported prior to the incident?</u> <input type="checkbox"/> Yes <input type="checkbox"/> No	
<u>Have there been similar incidents or near misses prior to this one?</u> <input type="checkbox"/> Yes <input type="checkbox"/> No	



**Step 4: How can future incidents be prevented?****What changes do you suggest to prevent this incident/near miss from happening again?**

- ☐ Stop this activity   ☐ Guard the hazard   ☐ Train the employee(s)   ☐ Train the supervisor(s)
- ☐ Redesign task steps   ☐ Redesign work station   ☐ Write a new policy/rule   ☐ Enforce existing policy
- ☐ Routinely inspect for the hazard   ☐ Personal Protective Equipment   ☐ Other: \_\_\_\_\_

What should be (or has been) done to carry out the suggestion(s) checked above?

Description continued on attached sheets: ☐

**Step 5: Who completed and reviewed this form? (Please Print)**

Written by:

Title:

Department:

Date:

Names of investigation team members:

Reviewed by:

Title:

Date:

**EMPLOYER'S FIRST REPORT OF INJURY OR DISEASE (WKC 12 OR 12E)**  
**WISCONSIN WORKERS COMPENSATION CLAIM-**

**Employer: PLEASE COMPLETE THIS FORM AND FAX IT TO (800) 410- 5895 WITHIN 3 DAYS OF YOUR KNOWLEDGE OF A CLAIM. ALL claims need to be reported to Rural Mutual for investigation and determination of compensability.**

**If this is a WORK RELATED DEATH, please call Rural Mutual immediately (WITHIN 24 HOURS) at (800) 362-7881 and ask for a workers compensation claim manager.**

Employee Name (First, Middle, Last)	Social Security Number	Sex M F	Employee Home Telephone No ( )	
Employee Street Address	City	State	Zip Code	Occupation
Birthdate Mo Day Year / /	Date of Hire	County and State where accident or exposure occurred		
Employer Name	WI Unemployment Insurance Account Number	Self Insured? Y N	Nature of Business (specific product)	
Employer Mailing Address	City	State	Zip Code	Employer FEIN:
Name of Worker's Compensation Insurance Co. or Self-Insured Employer Rural Mutual Insurance Company, PO Box 5555, Madison WI 53705-0555- FAX: 1-800-410-5895				Insurer FEIN: 39-0271985
Name and Address of Third Party Administrator (TPA) used by the Insurance Company or Self-Insured Employer				TPA FEIN:
Wage at Time of Injury \$ Per:	Specify per hr.,wk.,mo.,yr.,etc.	In Addition to Wages, Check Box(es) if Employee Received:	Meals Room Tips	No. of Meals/wk. No. of Days/wk. Ave. Weekly Amt. \$
Is worker paid for overtime Yes No		after how many hours per week ,If yes		
For the 52 week period prior to the week the injury occurred, report below the number of weeks worked in the same kind of work, and the total wages, salary, commission and bonus or premium earned for such weeks.				
No. of Wks:	Gross Amount Excluding Tips: \$	If Piece-Work No. of Hrs. Excluding Overtime:		
Employee's Usual Work Schedule when injured:	Start Time AM PM	Hrs. Per Day	Hrs. Per Wk.	Days Per Wk.
Employer's Usual Full-time Schedule For This Type of Work At Time of Employee's Injury:				
Part-Time Employment Information:	Are there other part-time workers doing the same work with the same schedule? Yes No If yes, how many?		Number of full-time employees doing The same type of work:	
Injury Date	Time of Injury AM PM	Last Day Worked	Date Employer Notified	Date Returned to Work
Did injury cause death? Yes No	Date of Death	Was this a lost time or other compensable injury? Yes No	Did injury occur because of: Substance Abuse Failure to Use Safety Devices Failure to Obey Rules	
Was employee treated in an emergency room? Yes No		Was employee hospitalized overnight as an in-patient? Yes No		
Name and Address of Treating Practitioner and Hospital:				
Case Number from the OSHA Log:				
Injury Description- Describe activities of employee when injury or illness occurred and what tools, machinery, objects, chemicals, etc. were involved.				
What happened to cause this injury or illness? (Describe how the injury occurred)				
What was the injury or illness? (State the part of body affected and how it was affected)				
Report Prepared By	Work Phone No.	Position	Date Signed	

**SEND REPORT IMMEDIATELY - DO NOT WAIT FOR MEDICAL REPORT**  
**WKC-12 (10/08)**



## MANDATORY INFORMATION

In order to accurately administer claims, each of the following sections of this form must be completed. The First Report of Injury will be returned to the sender if the mandatory information is not provided.

**Employee Section:** Provide all requested information to identify the injured employee. If an employee has multiple dates of employment, the "Date of Hire" is the date the employee was hired for the job on which he or she was injured.

**Employer Section:** Provide all requested information to identify the injured worker's employer at the time of injury. Provide the name and Federal Employer Identification Number (FEIN) for the insurance carrier or self-insured employer responsible for the worker's compensation expenses for this injury. Also identify the third party claim administrator, if one is used for this claim.

**Wage Information section:** Provide the information requested regarding the injured employee's wage and hours worked for the job being performed at the time of injury.

**Injury Information Section:** Provide information regarding the date and time of injury. Provide a detailed description of the injury, including part of the body injured, the specific nature of the injury (i.e., fracture, strain, concussion, burn, etc.) and the use of any objects or tools (i.e., saw, ladder, vehicle, etc.) that may have caused the injury. Provide the name of the person preparing this report and the telephone number at which they may be reached, if additional information is needed. This form was designed to include information required by OSHA on form 301. If this section is completed and retained, the employer will not have to complete the OSHA 301 form.



Yellow Highlight= WI Historical Society Review Needed;  
AND include any old files not specifically noted

RECORDS RETENTION INVENTORY OVERVIEW

5/18/2023

CATEGORY CATEGORY CATEGORY CATEGORY CATEGORY CATEGORY

**Administrative**  
**Minutes:**  
**PERMANENT**

**Town Board**  
**Meetings/Minutes:**

**Plan Commission**  
**Meetings/Minutes:**

**Administrative**  
**Creation+7Yrs**

**Income & Expenses:**

**Finance**  
**Fiscal+6 yrs?**

**Payroll, Financial & Tax**  
**Collection Reports:**

**Payroll=Administrative**  
**Financial=Finance**  
**Tax Collection=Revenue**  
  
**Payroll:**  
> EE files: EE term+7 yrs;  
> Mo./Qtrly Rpt: Rpt date+5 yrs;  
> Registers: Creation+4 yrs  
> Tax Rolls: Creation+15 yrs

**Year End files:**

**Finance**  
**Fiscal+6 yrs?**

1993-10/9/2000

11/13/2000-2/10/2003

3/10/2003-3/29/2006

2005-2014

2007-2009

2009-2012

7/8/1999-10/23/2000

1/22/2001

2004-2005

2012-Feb 2018

1999

2000

2001

2002

2003

2004

2005

2006

2007

2008

2009

2010

2011

2012

2013

2014

2015

2016

2017

1998-1999

2005

12/2005-Jan 2006

2009-2010

2013

2014

2015

2016

2017

1984-1986

1987-1989

1990-1992

1993-1995

1996-1998

2000

2001

2002

2003

2005

2006

2007-2008

2010

2015

2016

2017

SAFE (in shop) CONTENTS:

100+ year old papers

FILES IN OFFICE STORAGE ROOM:

**Administrative**  
**Minutes:**  
**PERMANENT**

**Town Board**  
**Meetings/Minutes:**

**WI Statutes Books:**

**Administrative**

**Plans/Drawings:**

**Public Works**  
**Blgd Plans:**  
**Construction-4 yrs**

**Town Clerk's Record:**

**Administrative**

**Treasurer's**  
**Account Book:**

1975-1986

1987-1993

1994-1997

1998-2001

2002-2006

2007-2009

2010-2012

2013-2015

2015-2020

Did NOT capture:

- > much of anything "newer" 2017/18 and forward
- > anything from Treasurer's files located in desk area or office file cabinet
- > electronic records on either the Clerk's and/or Treasurer's computers, EXCEPT where noted
- > personnel files (End of Service+7 yrs)
- > anything in the Shop in the Public Works file cabinets or electronic records

> CCTV Surveillance Footage: **PW: Date of Recording+120 days**

NOTE: On Clerk's PC,  
Mtg go back to 1994;  
Plan Comm. 2008 and forward

PC: Creation+7 yrs

Yellow highlight= WI Historical Society Review Needed;  
AND include any old files not specifically noted

## RECORDS RETENTION INVENTORY OVERVIEW

5/18/2023

CATEGORY		CATEGORY		CATEGORY		CATEGORY		CATEGORY		CATEGORY	
Tax Roll/Assessment:		Tax Receipt Batches:		Tax Info:		Insurance:		Kramer Mining:		Administrative	
Revenue Collects/Disburs: Date+3 yrs		Revenue Acctg for receipts/ disburs: Audit+7 yrs		Revenue Collects/Disburs: Date+3 yrs Settlmnts: Audit+7 yrs		2004-2013		Administrative		Administrative	
1999-2008		Dec '0002-Jan 2003		2008-2009		2004-2013		Application: 10/13/2008			
2009-2013		Dec 2003-Jan 2004		2009-2010				Info			
2015-2018		12/2006-1/31/2007						Records Request (3 boxes)		Event(Response)+ 3 years	
		2007-2008									
		2009-2010									
		2010-2011									
		2013-2014									

Yellow Highlight= WI Historical Society Review Needed;  
AND include any old files not specifically noted

## RECORDS RETENTION INVENTORY OVERVIEW

5/18/2023

CATEGORY	CATEGORY	CATEGORY	CATEGORY	CATEGORY	CATEGORY
Administrative	Election Records	Dog Licenses:	Administrative	Operator & Liquor Licenses:	Administrative
Administrative	Elections:		Creation+3yrs		Creation+4yrs
New Computer stuff: Office and Shop:					Finance Final Rpt+3yrs
Sept '2004	9/14/2004-4/1/2008	2001-2006	(years not specified on box); if > 4 yrs, can destroy	1960-1995	
	Voter registrations (Various years)	2007-2012			
	2017	2016-2018			
	Poll Lists: 1986-1990				
	Abs Ballots Apps: > Fed elects: Elect.+22 mos > Other: Elect. +90 days				
	Ballots: > Fed: Elect.+22 mos > Other: 30 days				
	Campaign and Non-Candidacy: Event+6 yrs:				
	Results: Event+10 yrs				
	Notices: Event+1 yr				
	(Fed+Event+22 mos)				
	Registrations: Elect.+22 mos.				
	Poll Lists: Elect.+22 mos.				
	*ALSO SEE WEC's ADMIN MANUAL TIMEFRAMES*				
Ordnances/ Resolutions:	Elections:	Election Records	VARIES	Operator & Liquor Licenses:	Administrative
		A-Z files:			Liq/Beer Lic: Creation+4yrs; Lic Apps: Creation+4 yrs
1995 and forward	2005-2011 info	2 drawers (full)	Go through by alpha and merge and destroy as applic.	2006-2019	destroy prior to 2018
	4/1/2014-2019	2 boxes (full)			
	NOTE: Need to look at 2018 to current records to see what should be destroyed; likely if older than 22 mos (Aug 21) destroy				
	Poll Lists: 1900				
	*ALSO SEE WEC's ADMIN MANUAL TIMEFRAMES*				



## RECORDS RETENTION INVENTORY OVERVIEW

[illegible]

**NOTE: On Clerk's  
PC, Road Work  
goes back to  
2001**

**TOWN OF OSCEOLA  
PLAN COMMISSION  
REGULAR MONTHLY MEETING  
TUESDAY, MAY 23, 2023 – 6 P.M.**

**MINUTES**

The Plan Commission of the Town of Osceola held a meeting on Tuesday, May 23, 2023, 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, the Town Website and the Town Facebook site.

**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, John Cronick, Cindy Thorman, and Kim Kaiser.

**ABSENT:** None

**APPROVAL OF PROPOSED AGENDA**

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

**APPROVAL OF MINUTES OF PREVIOUS MEETINGS**

MOTION BY TRONRUD / 2<sup>ND</sup> BY JOHNSON TO APPROVE THE TUESDAY, APRIL 25, 2023, MEETING MINUTES. MOTION CARRIED.

**PUBLIC COMMENT**

None - 1 in attendance, 1 online

**OLD BUSINESS**

**A. SOLAR FARMS: PRESENCE BY POLK COUNTY ZONING ADMINISTRATOR  
AND ENVIRONMENTAL SERVICES DIRECTOR**

Jason Kjeseth from Polk County Zoning gave a brief update on the ordinance that was passed by Polk County. Solar farms 0-99 Mega Watts are regulated by Polk County, systems 100 Mega Watts or larger are regulated by the Public Service Commission (PSC).

**B. REVIEW YEAR TO DATE BUILDING PERMIT REQUESTS**

For review only.

**C. TOWN VISION FOR COMPREHENSIVE PLAN: REVIEWS / UPDATES**

Dan Tronrud will provide an update from Stevens at the next meeting.

**NEW BUSINESS**

None

**CHAIRMAN'S REPORT**

None

**COMMISSION MEMBER COMMENTS**

None

**FUTURE MEETING AGENDA ITEMS**

None

**NEXT PLAN COMMISSION MEETING**

MEETING SET FOR JUNE 27, 2023, 6 PM

**ADJOURNMENT**

MOTION BY JOHNSON /2<sup>ND</sup> BY BERG TO ADJOURN THE PLAN COMMISSION MEETING HELD THIS TUESDAY THE 23RD DAY OF MAY 2023. MOTION CARRIED.

Being no further business to come before the Plan Commission, the Meeting was adjourned at 6:51 p.m.

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Jim Berg, Plan Commission Member

**TO BE APPROVED:** June 27, 2023