

TOWN OF OSCEOLA
BOARD OF SUPERVISORS MEETING
Monday, June 5, 2023 — 6:30 p.m.

Meeting Minutes

The Board of Supervisors of the Town of Osceola met for a regular monthly meeting Monday, June 5, 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 6:33 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, Donna and Jim Berg, Jim Brundage, Nathan Gustafson (Andrie Electric), Mark Skjerven, Paul Baker, Brad Lundgren, Kristine Hammer, Matt Anderson (Osceola Sun), and Lisa Silbernagel.

CHECK PRESENTATION AND APPROVAL OF BILLS

A packet of check detail was provided at the meeting by Treasurer Carlson for the period May 1, 2023 through June 5, 2023.

MOTION BY CRONICK/THOMPSON TO APPROVE THE TREASURER'S LIST OF CHECKS AND AUTOMATED PAYMENTS FOR THE PERIOD MAY 1, 2023 THROUGH JUNE 5, 2023: CHECK NUMBERS 18809 THROUGH 18847 AND ACH PAYMENTS FROM MAY 2, 2023 THROUGH JUNE 5, 2023 FOR A TOTAL OF \$82,285.35 AS PRESENTED. MOTION CARRIED.

ACCEPTANCE OF PROPOSED AGENDA

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

MEETING MINUTES

MOTION BY CRONICK/THOMPSON TO APPROVE THE 5/1/2023 REGULAR TOWN BOARD MEETING MINUTES. MOTION CARRIED.

PUBLIC COMMENT

Jim Brundage requested to the Board that the Town of Osceola no longer use voting machines, and instead go back to hand counting of ballots. Brundage gave historical and recent background behind his request and asked this topic be placed as a future Board agenda item to be voted on by Board members.

Mark Skjerven asked the Board whether there are known the number of accidents on the portion of 90th Ave. being considered for additional guard rails, and he indicated trying to take care of careless drivers is not a good use of Town dollars.

Lisa Silbernagel briefly spoke about 3-5 incidences that she was aware of on 90th Ave. where drivers had gone into the ditch areas in the areas under consideration for the 90th Ave. phase II guard rail installation topic.

PUBLIC WORKS REPORT

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

- Worked on docks
- Put docks in lakes and garbage cans out
- Filled potholes
- Cleaned sand off grass around Town buildings
- Picked up garbage from roadside clean ups
- Picked up fire # post and put up all fire #s
- Brought grader to East Farmington for Fabick Cat to look at diff lock not releasing; left grader for them to fix and then bring back
- Removed wing sander and swapped tailgate on International and got ready to put on patcher
- Replaced two culverts on Nye Lane
- Hauled remaining rock for chip sealing stockpile
- Fixed docks panel sections
- Repaired ditch from WE Energies' digging over winter with 3 loads of black dirt
- Started spray patching
- Chipseal project is completed
- Straightened out panels at boat landing at Horse Lake (winter ice knocked them out of alignment)
- Tested shoulder machine in yard and used on Education drive area
- Came in Friday 5/19/23 to grade gravel roads after rain on Thursday the 18th
- Nye Lane is pulverized

TREASURER'S REPORT

Treasurer Carlson informed the Board of the bank balances as of June 2, 2023: General Fund \$47,587.67; General Money Market Account \$311,062.37; Tax Receipt Account \$345,673.02; Dresser Traprock Assurance \$15,089.23; ARPA \$297,366.78; and Public Works Capital \$102,409.63, totaling \$1,119,188.70. Carlson mentioned she is gradually shifting monies from the Tax Receipt Account to the General Fund as the Tax Receipt Account must be depleted by year end.

Carlson shared with the Board a report out of the year-to-date building permits that were applied and paid for and picked up (11 year to date).

Carlson also shared with the Board the latest 2023 Profit and Loss Budget vs. Actual report as of June 2, 2023, and Carlson drew the Board's attention to lower activity for driveway and building permits, and to those expenses greater than approximately 42%, noting that looking good are building expenses and Clerk & Treasurer, and that Public Safety is good with another fire dues payment to occur in August.

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 May, involving: There were three driveway permits issued: 2 for new construction and 1 stand alone. There were two meetings held during May.

Skjerven received one public records request, had two ads placed dealing with Board of Review(BOR) Notice to Adjourn and Liquor License Applications. Skjerven made updates to the Town's website: Board of Review forms, posted liquor license applications notice, and, added meeting notices and minutes.

Skjerven continues to receive permit requests for burning (there were 70 requests as of the end of the reporting month). Skjerven attended one online Webinar hosted by the Wisconsin Elections Commission regarding the four-year maintenance actions coming up in early summer.

Skjerven worked with CivicPlus on finalization of listing and providing of materials for the recodification. Issued 7 Provisional liquor licenses (all for Krooked Kreek); prepared to bring to Board renewal liquor, tobacco, and operator licenses for the July 1, 2023-June 30,2024 period.

Preparing final draft notice for Open Book and Board of Review, monitoring training by Board of Review members, drafting meeting materials for Board of Review, and pulled and posted updated Board of Review forms.

OLD BUSINESS

CONSIDER DWIGHT LAKE BOAT LANDING IMPROVEMENTS

Cronick and Raddatz confirmed the panels for the boat landing were ordered. Raddatz indicated Tuesday, June 20th is the proposed start date for the project.

CONSIDER APPOINTMENT OF TOWN BOARD SUPERVISOR

All Board members mentioned they have not received any interest from individuals in being appointed a Town Board Supervisor. The Board discussed placing an ad for two weeks to seek interest in the open Town Board Supervisor position.

MOTION BY THOMPSON/LINDH TO PLACE A PUBLIC ANNOUNCEMENT AD FOR TWO WEEKS TO SEEK INTEREST IN THE OPEN TOWN BOARD SUPERVISOR POSITION. MOTION CARRIED.

CONSIDER HVAC IMPROVEMENT BIDS

One company—Benck Mechanical—submitted a bid for the HVAC improvement work for the Town Hall HVAC system. Lindh opened the bid, which had a cost proposal of \$20,700.00 and included was a certificate of insurance. The service work would include: a Carrier (80,000 BTU) 2-stage natural gas furnace, a Carrier 4-ton cased, horizontal air condensing unit (with 36 x 36 equipment pad) and conditioning coil, a 50' AC line set, a Honeywell T6 programmable thermostat, filtered return grill for drop ceilings, sealed return, and sealed, return and supply ducts and transitions, flexible duct above the drop ceiling and 3-cone drop-in ceiling diffusers, replacement and sealing of ductwork in the shop area, cleaning remaining hard duct in office and hall, filter and sealed box for fresh air intake, replacement of soiled existing flexible duct and soot-stained ceiling diffusers in office and hall, and disposal of existing equipment and ductwork.

Benck Mechanical indicated a possible start date in July.

MOTION BY LINDH/CRONICK TO ACCEPT THE BENCK MECHANICAL BID PROPOSAL TO UPGRADE THE TOWN HALL HVAC SYSTEM FOR \$20,700.00. MOTION CARRIED.

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

Johnson reached out to three service providers to obtain bids to install LED lighting in the Town shop and hall ceiling fixtures: two Minnesota-based companies and Andrie Electric based in Dresser, Wisconsin. One bid proposal was received from Andrie Electric at a bid of \$1,985.00 for the Town garage/shop, plus \$3,750.00 for the Town Hall, for a total proposal of \$5,735.00 for the Town garage/shop: 18 shop lights, replacing 72 4' florescent tubes with LED direct wire tubes, removing the florescent ballast from fixtures, replacing damage fixture tombstone and direct wire fixture for LED lamps (owner responsible for recycling old ballast and lamps), supply and install 72 new LED tubes, 17 watt, 2200 lumen, 4100k color, 1 bathroom light fixture, replacing existing 4' florescent light fixture, supply and install new 4' LED wrap fixture; and, for the Town Hall, remove 20 existing 2x4 troffers from drop ceiling area, remove 3 existing 4' florescent wrap fixtures from file room, supply and install 2- LED 2x4 flat panel LED fixtures, switchable K color and switchable lumens, supply and install 3 4' LED wrap fixture (37 watt, 4500 lumen, 4000K color), reconnect existing wiring for fixtures, disconnect existing wiring and reuse for new LED fixtures, owner responsible for recycling of old fixtures; recycling of old florescent lamps could be included at a cost of \$1.25 per lamp for recycling fee.

Nathan Gustafson from Andrie Electric answered questions from the Board: estimated energy savings (approximately 40% for the garage/shop area and 50% for the Town Hall); estimated life expectancy: 50,000 hours or approximately 24 years; energy rebate: done through the Town of Osceola (Gustafson can help with application only), where funding through Focus on Energy may be available; timing: work can start based on quantity of available supplies which could be in approximately 2-1/5 to 3 weeks.

MOTION BY JOHNSON/THOMPSON TO ACCEPT THE BID FROM ANDRIE ELECTRIC TO INSTALL LED LIGHTING IN THE TOWN GARAGE/SHOP AND TOWN HALL AT A COST OF \$5,735.00, AND TO INCLUDE THE SERVICE OF ANDRIE ELECTRIC RECYCLING OF OLD FLORESCENT LAMPS AT A COST OF \$1.25 PER LAMP (\$5.00 PER FIXTURE). MOTION CARRIED.

CONSIDER GUARD RAIL PHASE II INSTALLATION ON 90TH AVE.

Lindh shared with the Board history on the Phase I installation of the guard rail work done in 2021 on 90th Avenue. The cost proposals at that time were \$32,384.88 (for wood posts) and \$40,243.63 (for steel posts) for the two sites, or approximately \$13,000.00 per section.

Lindh asked Raddatz to contact Mattison Contracting, Inc. (based out of Knapp, WI), to get quotes for the two proposed areas—noted as #3, and #4 on the map provided by Town resident Lisa Silbernagel, and to have Mattison direct questions regarding proper placement/position location to Supervisor Johnson. This topic will be tabled until later this year for further discussion during the Board's 2024 budget planning.

CONSIDER 2023-2024 LIQUOR, TOBACCO, AND OPERATOR NEW AND RENEWAL LICENSES

MOTION BY LINDH/CRONICK TO APPROVE THE FOLLOWING 2023-2024 BEER AND LIQUOR LICENSES EFFECTIVE JULY 1, 2023 THROUGH JUNE 30, 2024:

"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 75th Ave, Osceola, WI 54020 / Patrick Hayes, Agent

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

23-55 The Falls Wedding & Events, 2075 120th Ave., St. Croix Falls, WI 54024 / Adam Jarchow, Agent
23-52 Woodhill Bar & Grill: 2394 State Road 35, Osceola, WI 54020 / Shawn Libersky, Agent

Class "B" Beer License

23-57 Osceola Rod & Gun Club: PO Box 35, Osceola, WI 54020 / Philip D. Points, Agent
23-51 "Skolhaugen": 2232 100th Ave, Dresser, WI 54009 / James Rochford, Agent

"Class A" Liquor & Class "A" Beer License

23-50 Dollar General Store #16020: 928 240th St, Osceola, WI 54020 / Katherine Hobbs, Agent
23-54 Brothers Country Mart: 2061 75th Ave, Osceola, WI 54020 / Jon Blaser, Agent

MOTION CARRIED.

MOTION BY LINDH/CRONICK TO APPROVE THE FOLLOWING 2032-2024 OPERATORS' LICENSES EFFECTIVE JULY 1, 2023 THROUGH JUNE 30, 2024:

- 23-01 Katherine Hobbs, Dollar General
- 23-02 James Rochford Jr, Trollhaugen Ski Resort, "Skolhaugen"
- 23-03 Edward Fehlen, Woodhill Bar & Grill
- 23-04 Peter Fehlen, Woodhill Bar & Grill
- 23-05 Kimberly Meador, Woodhill Bar & Grill
- 23-06 Teresa Museus, Woodhill Bar & Grill
- 23-07 Jeremy Porter, Woodhill Bar & Grill
- 23-08 Karissa Wilson, Woodhill Bar & Grill
- 23-09 Janell Torgerson, Woodhill Bar & Grill
- 23-10 Briana Webster, Woodhill Bar & Grill
- 23-11 Shauna Fehlen, Woodhill Bar & Grill
- 23-12 Taryn Madsen, Woodhill Bar & Grill
- 23-13 Paige Lyons, Woodhill Bar & Grill
- 23-14 Callie Halstrom, Woodhill Bar & 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 & Grill
- 23-19 Andrea Gray, The Falls Weddings & 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

MOTION CARRIED.

MOTION BY LINDH/CRONICK TO APPROVE THE FOLLOWING 2023-2024 TOBACCO PRODUCTS RETAIL LICENSES EFFECTIVE JULY 1, 2023 THROUGH JUNE 30, 2024:

- 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

MOTION CARRIED

CONSIDER ALTERNATIVE CLAIMS PROCEDURE

Clerk Skjerven shared background with the Board regarding the Town's current Ordinance 11-03-01 (last amended 03/14/2011): Authorizing Alternative Claims Procedure, which allows bill payments to be made without prior approval of the Town Board. Skjerven offered to the Board suggested updates to the Ordinance for the purposes of increasing efficiency and timeliness of bill paying, clarification of the process, to align the ordinance with Wisconsin state statutes, and to bring the Ordinance content more in line with the template provided by legal counsel. The Board has further questions regarding this topic, so this topic will be tabled until the July regular Town Board meeting.

CONSIDER EMPLOYEE HANDBOOK UPDATES

The Board held discussions primarily related to the topic of drafting the Town's alcohol and substance abuse testing policy specifically for safety sensitive functions, such as those individuals within Public Works who drive the Town's vehicles. Provided to the Board were two templates from the Wisconsin Department of Transportation (WI DOT)—a 'zero tolerance' policy template, and a 'second chance' policy template.

Also discussed was the proposed inclusion of a new Appendix D related to an Employee's Report of Injury Form, provided by OSHA, and a 'first report of injury or disease' form as given to the Treasurer by the insurance carrier for what the Town would provide the insurance company for Work Comp claim purposes.

Treasurer Carlson will check with the Town's insurance carrier on whether there is already included in the Town's insurance policy language related to alcohol and substance abuse tolerance level for safety sensitive functions and will share the findings.

Discussed as well was the Town's Public Works list of available persons to assist the Public Works staff on an ad hoc/on call basis. The list today includes: Ed Everson and Tony Johnson (both have a CDL), and David Cronick (does not have a CDL). The Board briefly discussed having a more expansive list of available persons with CDL licensing to assist the Public Works staff (Todd and Joe) when needed. Any persons driving Town vehicles are subject to alcohol and substance testing through the Town's service provider.

These topics will be tabled for further discussion at the July regular Town Board meeting.

CONSIDER RECORDS RETENTION PROJECT

Clerk Skjerven gave the Board an update on recent work efforts completed related to the Town's records retention project and proposed next steps. Skjerven has done a very high level inventory of boxes and file content within the Town's shop and within the office storage room. Skjerven shared with the Board an exhibit highlighting the inventory overview—which included the Wisconsin General Records Schedule category and retention period—and noted were potential focus areas where file content could potentially be destroyed or turned over to the Polk County Historical Society.

To get this work effort started, Carlson was tasked with reviewing the boxes containing 'Income & Expenses' information from years 1999-2014, and Skjerven was tasked with reviewing the Tax Roll/Assessment files from years 1999-2013 and preparing a list of the file items for communicating to the Historical Society.

This topic will be discussed at future regular Town Board meetings when updates are available to share with the Town Board.

CONSIDER DATE FOR JULY TOWN BOARD MEETING

Due to the first Monday in July being the day before the July 4th holiday, the Board discussed moving the regular Town Board meeting to instead be held on Monday, July 10th at 6:30 p.m.

MOTION BY LINDH/THOMPSON TO CHANGE THE JULY REGULAR TOWN BOARD MEETING TO MONDAY, JULY 10TH AT 6:30 P.M. MOTION CARRIED.

CHAIR'S REPORT

Lindh reported he responded to two resident concerns: (1) related to a driveway on Sand Lake; and (2) related to an easement on Lotus Lake and 90th area. Lindh also reported that the Town Hall office window had been broken and was getting repaired by Indianhead Glass.

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

Jason Kjeseth, Polk County Zoning Administrator, attended the May 23rd Plan Commission meeting to go over the new Polk County Ordinance regarding renewable energy, and specifically solar panels and solar farms.

SUPERVISOR'S REPORT/JOHNSON

Nothing to report.

SUPERVISOR'S REPORT/THOMPSON

Nothing to report.

COMMITTEE REPORTS: CONSIDERATION/REVIEW/DISCUSSION

Finance: Nothing to report.

Media & Technology: Thompson mentioned training for Teams meetings was needed. She suggested minimally she should be trained as well as a Plan Commission member. Thompson indicated she would be working with Carlson to get trained. Lindh asked Debbie to draft up a training document.

Personnel: Nothing to report besides the Employee Handbook which was earlier discussed.

Public Works: The Public Works Committee is meeting with Todd twice a month.

REQUEST FOR FUTURE MEETING AGENDA ITEMS

- Old Business:
 - Consider Guard Rail Phase II Installation on 90th Ave.: Cost Estimates
 - Consider Dwight Lake Boat Landing Improvements
 - Consider Appointment of Town Board Supervisor
 - Consider Alternative Claims Procedure
 - Consider Employee Handbook Updates: (1) Alcohol & Drug Testing Policy for Safety-Sensitive Functions; and (2) Appendix D: Employee's Report of Injury Form
 - Consider Records Retention Project
- New Business:
 - Consider List of Public Works On-Call/Ad Hoc Staff
 - Consider Jurisdictional Transfer of County Road S and 240th
 - Consider Road Striping of Town Roads
 - Consider Election Integrity/Non-Use of Electronic Voting Equipment

NEXT PLAN COMMISSION MEETING

Tues., June 27, 2023, 6:00 p.m.

NEXT TOWN BOARD MEETING

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

COMMUNITY MEETINGS BOARD MEMBERS ATTEND

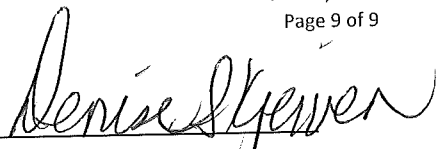
- Allied Emergency Services Fire Board: Thurs., July 20, 6:00 p.m. Garfield Station #2 Fire Hall/Municipal Office
- Fundamentals of Zoning & Land Use Decision-making workshop: July 13, 6-8 p.m. Browntine Restaurant & Event Center

ADJOURN

MOTION BY THOMPSON/CRONICK TO ADJOURN THE TOWN BOARD MEETING MONDAY, JUNE 5, 2023.
MOTION CARRIED. The meeting adjourned at 8:42 p.m.

To be approved: July 10, 2023

Approved: 7/10/23


Denise Skjerven, Town Clerk