

# TOWN OF OSCEOLA

## TOWN BOARD OF SUPERVISORS - REGULAR BOARD MEETING

**Monday, July 10, 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 *1-8A*
6. Acceptance of Proposed Agenda
7. Approval of Minutes of Previous Meetings: 6/5/2023 Board of Review and 6/5/2023 Regular Town Bd. Mtg. *9-18*
8. Public Comment
9. Public Works Report *19-20*
10. Treasurer's Report *21-29*
11. Clerk's Report *30*
12. Old Business
  - a) Consider Dwight Lake Boat Landing Improvements
  - b) Consider Appointment of Town Board Supervisor
  - c) Consider Alternative Claims Procedure *31-41*
  - d) Consider Employee Handbook Updates: (1) Alcohol & Drug Testing Policy for Safety-Sensitive Functions; and (2) Appendix D: Employee's Report of Injury Form *42-55*
  - e) Consider Records Retention Project *56-73*
13. New Business
  - a) Consider List of Public Works On-Call/Ad Hoc Staff
  - b) Consider Jurisdictional Transfers of County Road S and 240th
  - c) Consider Election Integrity/Non-Use of Electronic Voting Equipment *74-91*
14. Chair's Report
15. Supervisors' Reports
  - a) Jon Cronick: Supervisor and Plan Commission Update
  - b) Tony Johnson
  - c) Debbie Thompson
16. Committee Reports: Consideration/Review/Discussion
  - a) Finance
  - b) Media & Technology
  - c) Personnel: Statutes
  - d) Public Works
17. Request for Future Meeting Agenda Items
18. Next Plan Commission Meeting – Tues., July 25, 2023 (6:00 p.m.)
19. Next Town Board Meeting – Mon., August 7 (6:30 p.m.)
20. Other Town Meetings: Tues., July 11 (1-3 p.m.) Open Book; Tues., July 25 (3-5 p.m.) Board of Review
21. Community Meetings Board Members Attend:
  - a) Fundamentals of Zoning & Land Use Decision-making workshop: Thurs., July 13, 6-8 p.m. Brow Tine Restaurant & Event Center
  - b) Allied Emergency Services Fire Board: Thurs., July 20, 6:00 p.m. Garfield Station #2 Fire Hall/Municipal Office
  - c) Wisc Towns Association – Polk County Unit Mtg: Thurs., July 27, 6-8 p.m. Polk County Justice Center Community Room
22. 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

June 6 through July 31, 2023

Revised 7/10

Type	Date	Num	Name	Account	Original Amount
Check	06/08/2023	ACH	Eventbrite	10004 · MidWest One Checking Account	-20.00
				Dues & Fees	20.00
TOTAL					20.00
Check	06/09/2023	ACH	E. O. Johnson Co.	10004 · MidWest One Checking Account	-367.58
				51425 · Office Supplies	367.58
TOTAL					367.58
Check	06/09/2023	ACH	Quill Corporation	10004 · MidWest One Checking Account	-74.98
				51425 · Office Supplies	37.49
				Office Supplies	37.49
TOTAL					74.98
Check	06/14/2023	ACH	Spectrum Enterprise	10004 · MidWest One Checking Account	-149.98
				51616 · Telephone/Internet	149.98
TOTAL					149.98
Check	06/15/2023	ACH	Xcel Energy	10004 · MidWest One Checking Account	-120.88
				51611 · Electric Utilities	120.88
TOTAL					120.88
Liability Che	06/15/2023	ACH	IRS	10004 · MidWest One Checking Account	-3,594.32
				21000 · Payroll Liabilities	1,326.00
				21000 · Payroll Liabilities	919.18
				21000 · Payroll Liabilities	919.18
				21000 · Payroll Liabilities	214.98
				21000 · Payroll Liabilities	214.98
TOTAL					3,594.32
Liability Che	06/20/2023	ACH	AFLAC	10004 · MidWest One Checking Account	-257.32
				22110 · Short Term Disability	131.56
				22110 · Short Term Disability	125.76
TOTAL					257.32
Check	06/22/2023	ACH	Kwik Trip	10004 · MidWest One Checking Account	-100.00
				53241 · Fuel	100.00
TOTAL					100.00
Check	06/23/2023	ACH	MidWest One Bank	10004 · MidWest One Checking Account	-312.07
				53242 · Garage Expenses	-49.99



## TOWN OF OSCEOLA

## Check Detail

June 6 through July 31, 2023

Type	Date	Num	Name	Account	Original Amount
				53241 · Fuel	335.00
				53242 · Garage Expenses	27.06
TOTAL					312.07
Check	06/26/2023	ACH	Eventbrite	10004 · MidWest One Checking Account	-20.00
				Dues & Training	20.00
TOTAL					20.00
Check	06/27/2023	ACH	amazon	10004 · MidWest One Checking Account	-27.71
				51425 · Office Supplies	27.71
TOTAL					27.71
Check	06/28/2023	ACH	Eventbrite	10004 · MidWest One Checking Account	-20.00
				Dues & Fees	20.00
TOTAL					20.00
Check	06/28/2023	ACH	CarQuest Osceola	10004 · MidWest One Checking Account	-147.18
				53242 · Garage Expenses	147.18
TOTAL					147.18
Check	06/29/2023	ACH	WI Dept of Justice	10004 · MidWest One Checking Account	-7.00
				Other/Background Checks	7.00
TOTAL					7.00
Liability Che	06/30/2023	ACH	Wisconsin Retirement System	10004 · MidWest One Checking Account	-1,553.98
				21000 · Payroll Liabilities	776.99
				21000 · Payroll Liabilities	638.77
				21000 · Payroll Liabilities	138.22
TOTAL					1,553.98
Liability Che	06/30/2023	ACH	Wisconsin Dept of Revenue	10004 · MidWest One Checking Account	-478.42
				21000 · Payroll Liabilities	478.42
TOTAL					478.42
Check	07/03/2023	ACH	Verizon	10004 · MidWest One Checking Account	-89.36
				53243 · PW Cell Phone	89.36
TOTAL					89.36
Check	07/07/2023	ACH	We Energies	10004 · MidWest One Checking Account	-15.45
				51612 · Gas Utilities	15.45
TOTAL					15.45

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## TOWN OF OSCEOLA

## Check Detail

June 6 through July 31, 2023

Type	Date	Num	Name	Account	Original Amount
Check	07/10/2023	ACH	WI Dept of Transportation	10004 · MidWest One Checking Account	-6.14
				53242 · Garage Expenses	6.14
TOTAL					6.14
Paycheck	06/09/2023	18848	Carlson, Janice	10004 · MidWest One Checking Account	-613.42
				51411 · Treasurer Wages	763.32
TOTAL					613.42
Paycheck	06/09/2023	18849	Gaffney, Joseph J	10004 · MidWest One Checking Account	-1,461.02
				53247 · Full-Tlme PW Wages	1,287.91
				53248 · Full Time PW OT Wages	14.21
				53247 · Full-Tlme PW Wages	164.80
				53247 · Full-Tlme PW Wages	195.29
				53247 · Full-Tlme PW Wages	384.62
TOTAL					1,461.02
Paycheck	06/09/2023	18850	Raddatz, Todd A	10004 · MidWest One Checking Account	-1,729.00
				53245 · Supervisor PW Wages	1,928.07
				53245 · Supervisor PW Wages	0.81
				53245 · Supervisor PW Wages	216.00
				53245 · Supervisor PW Wages	461.54
TOTAL					1,729.00
Paycheck	06/09/2023	18851	Skjerven, Denise K	10004 · MidWest One Checking Account	-708.89
				51410 · Clerk Wages	937.50
TOTAL					708.89
Paycheck	06/23/2023	18852	Carlson, Janice	10004 · MidWest One Checking Account	-598.96
				51411 · Treasurer Wages	744.42
TOTAL					598.96
Paycheck	06/23/2023	18853	Gaffney, Joseph J	10004 · MidWest One Checking Account	-1,450.71
				53247 · Full-Tlme PW Wages	1,445.71
				53247 · Full-Tlme PW Wages	202.29
				53247 · Full-Tlme PW Wages	384.62
TOTAL					1,450.71
Paycheck	06/23/2023	18854	Raddatz, Todd A	10004 · MidWest One Checking Account	-1,790.52
				53245 · Supervisor PW Wages	2,160.00
				53245 · Supervisor PW Wages	88.70
				53245 · Supervisor PW Wages	461.54
TOTAL					1,790.52

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## TOWN OF OSCEOLA

## Check Detail

June 6 through July 31, 2023

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Type	Date	Num	Name	Account	Original Amount
Paycheck	06/23/2023	18855	Skjerven, Denise K	10004 · MidWest One Checking Account	-782.46
				51410 · Clerk Wages	1,041.05
TOTAL					782.46
Paycheck	07/07/2023	18856	Berg, James R	10004 · MidWest One Checking Account	-46.18
				Planning Commission	50.00
TOTAL					46.18
Paycheck	07/07/2023	18857	Johnson, Warren M	10004 · MidWest One Checking Account	-46.18
				Planning Commission	50.00
TOTAL					46.18
Paycheck	07/07/2023	18858	Kaiser, Kimberly	10004 · MidWest One Checking Account	-23.09
				Planning Commission	25.00
TOTAL					23.09
Paycheck	07/07/2023	18859	Thorman, Cynthia	10004 · MidWest One Checking Account	-23.09
				Planning Commission	25.00
TOTAL					23.09
Paycheck	07/07/2023	18860	Tronrud, Dan R	10004 · MidWest One Checking Account	-46.17
				Planning Commission	50.00
TOTAL					46.17
Paycheck	07/07/2023	18861	Carlson, Janice	10004 · MidWest One Checking Account	-595.11
				51411 · Treasurer Wages	740.04
TOTAL					595.11
Paycheck	07/07/2023	18862	Gaffney, Joseph J	10004 · MidWest One Checking Account	-1,506.64
				53247 · Full-Time PW Wages	1,648.00
				53247 · Full-Time PW Wages	89.20
				53247 · Full-Time PW Wages	384.62
TOTAL					1,506.64
Paycheck	07/07/2023	18863	Raddatz, Todd A	10004 · MidWest One Checking Account	-1,771.78
				53245 · Supervisor PW Wages	2,160.00
				53245 · Supervisor PW Wages	56.30
				53245 · Supervisor PW Wages	461.54
TOTAL					1,771.78
Paycheck	07/07/2023	18864	Skjerven, Denise K	10004 · MidWest One Checking Account	-738.97

## TOWN OF OSCEOLA

## Check Detail

June 6 through July 31, 2023

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Type	Date	Num	Name	Account	Original Amount
TOTAL				51410 · Clerk Wages	979.73
					738.97
Paycheck	07/10/2023	18865	Cronick, Jon M	10004 · MidWest One Checking Account	-269.37
TOTAL				Board Salaries	291.67
					269.37
Paycheck	07/10/2023	18866	Johnson, Tony A	10004 · MidWest One Checking Account	-269.37
TOTAL				Board Salaries	291.67
					269.37
Paycheck	07/10/2023	18867	Lindh, Dale A	10004 · MidWest One Checking Account	-269.37
TOTAL				Board Salaries	291.67
					269.37
Paycheck	07/10/2023	18868	Thompson, Debbie L	10004 · MidWest One Checking Account	-269.37
TOTAL				Board Salaries	291.67
					269.37
Check	07/10/2023	18869	Appraisal Services & Data Processing	10004 · MidWest One Checking Account	-8,144.00
TOTAL				Assessor's Contract	8,144.00
					8,144.00
Check	07/10/2023	18870	Bakke Norman S.C	10004 · MidWest One Checking Account	-1,942.50
TOTAL				Municipal Attorney Fees	1,942.50
					1,942.50
Check	07/10/2023	18871	Bill's Ace Hardware	10004 · MidWest One Checking Account	-99.54
TOTAL				51620 · Bldg Repairs & Maint	82.55
				Capital Improvement	16.99
					99.54
Check	07/10/2023	18872	Brothers Country Mart LLC	10004 · MidWest One Checking Account	-385.12
TOTAL				53241 · Fuel	235.12
				53241 · Fuel	150.00
					385.12
Check	07/10/2023	18873	Complete Automotive	10004 · MidWest One Checking Account	-35.95
TOTAL				53240 · Equipment Repairs & Maintenance	35.95
					35.95



**TOWN OF OSCEOLA**  
**Check Detail**  
June 6 through July 31, 2023

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Type	Date	Num	Name	Account	Original Amount
Check	07/10/2023	18874	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	07/10/2023	18875	Diamond Maps	10004 · MidWest One Checking Account	-240.00
				53236 · Road Maintenance & Repair	240.00
TOTAL					240.00
Check	07/10/2023	18876	Dresser Food & Liquor Inc.	10004 · MidWest One Checking Account	-33.50
				53241 · Fuel	33.50
TOTAL					33.50
Check	07/10/2023	18877	Dresser Trap Rock, Co.	10004 · MidWest One Checking Account	-1,055.40
				Capital Improvement	589.58
				Capital Improvement	465.82
TOTAL					1,055.40
Check	07/10/2023	18878	Dresser Water & Sewer Utilities	10004 · MidWest One Checking Account	-90.35
				51613 · Water & Sewer Utilities	90.35
TOTAL					90.35
Check	07/10/2023	18879	F B Contractors Inc.	10004 · MidWest One Checking Account	-350.00
				51620 · Bldg Repairs & Maint	350.00
TOTAL					350.00
Check	07/10/2023	18880	Fahrner Asphalt Sealers	10004 · MidWest One Checking Account	-97,991.00
				53235 · Highway Construction	81,969.00
				53235 · Highway Construction	16,022.00
TOTAL					97,991.00
Check	07/10/2023	18881	Hall, Darel	10004 · MidWest One Checking Account	-205.55
				Animal Warden Wages	30.00
				Mileage & Expenses	18.34
				Mileage & Expenses	48.08
				Animal Warden Wages	30.00
				Mileage & Expenses	24.89
				Animal Warden Wages	30.00
				54904 · Dog License to County	24.24
TOTAL					205.55

## TOWN OF OSCEOLA

## Check Detail

June 6 through July 31, 2023

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Type	Date	Num	Name	Account	Original Amount
Check	07/10/2023	18882	Huffcutt	10004 · MidWest One Checking Account	-6,850.00
				Capital Improvement	6,850.00
TOTAL					6,850.00
Check	07/10/2023	18883	Indianhead Tech College #1700	10004 · MidWest One Checking Account	0.00
TOTAL					0.00
Check	07/10/2023	18884	Jeff Antczak Trucking, LLC	10004 · MidWest One Checking Account	-526.19
				53235 · Highway Construction	526.19
TOTAL					526.19
Check	07/10/2023	18885	Menards - St. Croix Falls	10004 · MidWest One Checking Account	-46.94
				51620 · Bldg Repairs & Maint	11.97
				53240 · Equipment Repairs & Maintenance	12.99
				53242 · Garage Expenses	21.98
TOTAL					46.94
Check	07/10/2023	18886	Monarch Paving Co.	10004 · MidWest One Checking Account	-124,641.14
				53235 · Highway Construction	124,472.76
				53236 · Road Maintenance & Repair	168.38
TOTAL					124,641.14
Check	07/10/2023	18887	North 40 Resources LLC	10004 · MidWest One Checking Account	-50.00
				Capital Improvement	50.00
TOTAL					50.00
Check	07/10/2023	18888	Raska Sewer Service	10004 · MidWest One Checking Account	-365.00
				Park Expenses - Misc & Other	182.50
				Park Expenses - Misc & Other	182.50
TOTAL					365.00
Check	07/10/2023	18889	Williamson, Scott	10004 · MidWest One Checking Account	-330.00
				Park Expenses - Misc & Other	330.00
TOTAL					330.00
Check	07/10/2023	18890	Skjerven, Denise	10004 · MidWest One Checking Account	-8.87
				51425 · Office Supplies	8.87
TOTAL					8.87
Check	07/10/2023	18891	Southern Source Industries, Inc	10004 · MidWest One Checking Account	-5,167.72

TOWN OF OSCEOLA  
Check Detail  
June 6 through July 31, 2023

8

Type	Date	Num	Name	Account	Original Amount
TOTAL				53242 · Garage Expenses	5,167.72
					<u>5,167.72</u>
Check	07/10/2023	18892	Sun, The	10004 · MidWest One Checking Account	-429.00
				Publications	117.00
TOTAL				Publications	312.00
					<u>429.00</u>
Check	07/10/2023	18893	TMS Enterprises	10004 · MidWest One Checking Account	-1,532.00
TOTAL				53240 · Equipment Repairs & Maintenance	1,532.00
					<u>1,532.00</u>
Check	07/10/2023	18894	Town of Farmington	10004 · MidWest One Checking Account	-4,550.00
TOTAL				53236 · Road Maintenance & Repair	4,550.00
					<u>4,550.00</u>
Check	07/10/2023	18895	Waterman Sanitation	10004 · MidWest One Checking Account	-100.00
TOTAL				51614 · Sanitation Expenses	100.00
					<u>100.00</u>
Check	07/10/2023	18896	West WI Inspection Agency	10004 · MidWest One Checking Account	-1,866.72
TOTAL				52400 · Building Inspection Expense	1,866.72
					<u>1,866.72</u>
Check	07/10/2023	18897	Indianhead Glass	10004 · MidWest One Checking Account	-420.52
TOTAL				51620 · Bldg Repairs & Maint	420.52
					<u>420.52</u>
Check	07/07/2023	18898	Brothers Country Mart LLC	10004 · MidWest One Checking Account	-63.00
TOTAL				53241 · Fuel	63.00
					<u>63.00</u>
Check	07/10/2023	18899	Todd Raddatz	10004 · MidWest One Checking Account	-20.00
TOTAL				Capital Improvement	20.00
					<u>20.00</u>
Check	07/10/2023	18900	Polk County Land Surveying Co.	10004 · MidWest One Checking Account	0.00
TOTAL					0.00
Check	07/10/2023	18901	Menards - St. Croix Falls	10004 · MidWest One Checking Account	-19.78

## TOWN OF OSCEOLA

## Check Detail

June 6 through July 31, 2023

BA

Type	Date	Num	Name	Account	Original Amount
TOTAL				Park Expenses - Misc & Other	19.78
					19.78
Check	07/10/2023	18902	Polk County Land & Water Resources	10004 · MidWest One Checking Account	-1,260.22
TOTAL				Capital Improvement	1,260.22
					1,260.22
Check	07/10/2023	18903	ICCPA	10004 · MidWest One Checking Account	-255.76
TOTAL				Publications	255.76
					255.76
Check	07/10/2023	18904	Waterman Sanitation	10004 · MidWest One Checking Account	-100.00
TOTAL				51614 · Sanitation Expenses	100.00
					100.00

Approval of ACH payments from June 8 - July 10th and checks #18848-18904 in the Amount of \$282,109.91

Jon Cronick

Tony Johnson

Dale Lindh

Debbie Thompson



**TOWN OF OSCEOLA**  
**BOARD OF REVIEW**  
**Monday, June 5, 2023 — 6:20 p.m.**

Meeting Minutes

The Board of Supervisors of the Town of Osceola met for the Board of Review on Monday, June 5, 2023, at 6:20 p.m. at the Osceola Town Hall, Dresser, Wisconsin.

**CALL TO ORDER:** Chair Lindh called the Board of Review to order at 6:23 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.

**PRESENT:** Chair Lindh, Supervisors Cronick, Johnson and Thompson

**ABSENT:** None

**PUBLIC ATTENDEES:** Clerk Skjerven, Treasurer Carlson, Donna and Jim Berg, and Jim Brundage.

**ACCEPTANCE OF PROPOSED AGENDA**

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

**NEW BUSINESS**

Due to the fact the assessment roll will not be completed within the 30-day period, the Board of Review will be adjourned until Tuesday, July 25, 2023 beginning at 3:00 p.m.

MOTION BY CRONICK/THOMPSON THAT DUE TO THE FACT THE ASSESSMENT ROLL WILL NOT BE COMPLETED WITHIN THE 30-DAY PERIOD, THE BOARD OF REVIEW WILL BE ADJOURNED UNTIL TUESDAY, JULY 25, 2023 BEGINNING AT 3:00 P.M. MOTION CARRIED.

**ADJOURNMENT**

MOTION BY JOHNSON/CRONICK TO ADJOURN THE BOARD OF REVIEW ON MONDAY, JUNE 5, 2023. MOTION CARRIED. The meeting adjourned at 6:26 p.m.

**To be approved:** July 10, 2023

Approved: \_\_\_\_\_

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

**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.

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Mark Skjerven asked the Board whether there are known the number of accidents on the portion of 90<sup>th</sup> 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 90<sup>th</sup> Ave. where drivers had gone into the ditch areas in the areas under consideration for the 90<sup>th</sup> 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 18<sup>th</sup>
- 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.

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**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 Krokodoked 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 20<sup>th</sup> 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 90<sup>TH</sup> AVE.**

Lindh shared with the Board history on the Phase I installation of the guard rail work done in 2021 on 90<sup>th</sup> 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

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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.

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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.

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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: David Cronick and Tony Johnson (both have a CDL), and Ed Everson (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 4<sup>th</sup> holiday, the Board discussed moving the regular Town Board meeting to instead be held on Monday, July 10<sup>th</sup> at 6:30 p.m.

MOTION BY LINDH/THOMPSON TO CHANGE THE JULY REGULAR TOWN BOARD MEETING TO MONDAY, JULY 10<sup>TH</sup> 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 90<sup>th</sup> 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 23<sup>rd</sup> 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 90<sup>th</sup> 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 240<sup>th</sup>
  - 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. Browline 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: \_\_\_\_\_

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

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## **Public works report**

- 1.Shoulder Education Drive with help from Alden, East Farmington, and Lincoln townships**
- 2.Finish first round of spray patching – approximately 4-5 miles**
- 3. Cold patched areas on 218<sup>th</sup> that were breaking along the shoulder and soft spots**
- 4. Continuing to mow ditches**
- 5. Continuing to fill in potholes throughout the township**
- 6.Meeting with the Osceola Village to discuss work on Simmons Dr.**
- 7. Clean out spray patcher and checked over to be ready for second round of spray patching**
- 8. Move speed sign to 70<sup>th</sup>**
- 9.Completed Dwight Lake boat landing updates. Removed and replaced concrete panels and cut trees and brush back to make landing wider.**
- 10.Helped Alden shoulder**

**11.6/22/23 Tractor accident. Mowing tractor was hit by a car. Took Joey to get checked out and drug tested and completed paperwork. Tractor is at Midwest to be checked and repaired.**

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**12. 6/23/23 called in 3:11pm for low hanging tree**

**13.6/25/23 called in for down tree 6:37am**

**14. Cut blacktop and fix sink hole under blacktop on Oak drive.**

**15. TMS put new rear tires on backhoe**

**16. Cut asphalt on 120<sup>th</sup> for bad spot in roadway**

**17. Check docks and pickup garbage twice a week.**

**i** Attention ACH Customers: Our first ACH Newsletter of 2023 is now available. The newsletter can be accessed by clicking the "2023 ACH Newsletter" image below or by pasting this URL into your browser:  
[https://www.midwestone.bank/uploads/userfiles/files/documents/Local/Treasury%20Management/2023\\_ACH\\_Newsletter.pdf](https://www.midwestone.bank/uploads/userfiles/files/documents/Local/Treasury%20Management/2023_ACH_Newsletter.pdf)

Please take the time to read the newsletter for some important updates and reminders on ACH processes and security. Thank you!

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## Alerts

### Stay Alert

Know about changes to your finances and online security. Choose when and what alerts you get by email or text message.

## Accounts

<u>GENERAL FUND</u>	Available balance <b>\$49,076.63</b>	<u>Recent</u> ▼
<u>GENERAL MONEY MARKET ACCOUNT</u>	Available balance <b>\$366,584.04</b>	<u>Recent</u> ▼
<u>TAX RECEIPT ACCOUNT</u>	Available balance <b>\$264,423.27</b>	<u>Recent</u> ▼
<u>DRESSER TRAPROCK ASSURANCE</u>	Available balance <b>\$15,092.95</b>	<u>Recent</u> ▼
<u>ARPA</u>	Available balance <b>\$298,478.12</b>	<u>Recent</u> ▼
<u>PUBLIC WORKS CAPITAL</u>	Available balance <b>\$102,792.36</b>	<u>Recent</u> ▼

## Payments & transfers

### Internal

From

To

Amount Date



# TOWN OF OSCEOLA

## Profit & Loss Budget vs. Actual

January 1 through July 11, 2023

	Jan 1 - Jul 11, 23	Budget	\$ Over Budget	% of Budget
<b>Income</b>				
Advance Tax Collections				
Advance Dog Licenses	0.00	0.00	0.00	0.0%
Advance FC/MFL Taxes	0.00	0.00	0.00	0.0%
Advance PP Taxes	0.00	0.00	0.00	0.0%
Advance Property Tax	0.00	0.00	0.00	0.0%
Advance Tax Overpayment	0.00	0.00	0.00	0.0%
Advance WLT Tax	0.00	0.00	0.00	0.0%
Advance Tax Collections - Other	0.00	0.00	0.00	0.0%
<b>Total Advance Tax Collections</b>	0.00	0.00	0.00	0.0%
Fines, Forfeits & Penalties				
Dog Pick-up Fees	0.00	0.00	0.00	0.0%
Fines & Violations	8.00	0.00	8.00	100.0%
Fines, Forfeits & Penalties - Other	6.21	0.00	6.21	100.0%
<b>Total Fines, Forfeits &amp; Penalties</b>	14.21	0.00	14.21	100.0%
Licenses & Permits				
Dog License Refund	0.00	0.00	0.00	0.0%
Driveway Permits	200.00	400.00	-200.00	50.0%
Liquor & Related Licenses	15,514.09	4,000.00	11,514.09	387.9%
Other Regulatory Permits	25.00	0.00	25.00	100.0%
Swing Mail Box Post	440.00	0.00	440.00	100.0%
Wastemanagment Permits	0.00	0.00	0.00	0.0%
Zoning & Subdivision Fees	0.00	0.00	0.00	0.0%
44145 - Dog Licenses	1,912.00	1,500.00	412.00	127.5%
44300 - Building Permits & Fees	9,838.08	19,000.00	-9,161.92	51.8%
Licenses & Permits - Other	0.00	0.00	0.00	0.0%
<b>Total Licenses &amp; Permits</b>	27,925.17	24,900.00	3,025.17	112.2%
Miscellaneous Revenue				
Engineering Services Reimburse	0.00	0.00	0.00	0.0%
PP Tax Interest	0.00	0.00	0.00	0.0%
Tax Overpayments	0.00	0.00	0.00	0.0%
48100 - Interest Income	29,116.85	5,000.00	24,116.85	582.3%
48111 - Miscellaneous Income	0.00	0.00	0.00	0.0%
Insurance Loss Reimbursement	-8.00	0.00	-8.00	100.0%
48111 - Miscellaneous Income - Other				
<b>Total 48111 - Miscellaneous Income</b>	-8.00	0.00	-8.00	100.0%
48130 - Interest on PP Taxes	0.00	0.00	0.00	0.0%
Miscellaneous Revenue - Other	0.00	0.00	0.00	0.0%
<b>Total Miscellaneous Revenue</b>	29,108.85	5,000.00	24,108.85	582.2%
Mobile Home Fees				
Mobile Home Late Fees	0.00	0.00	0.00	0.0%
41140 - Mobile Home Fees Collected	0.00	0.00	0.00	0.0%
41141 - MH Lottery Credit	95.28	0.00	95.28	100.0%
Mobile Home Fees - Other	129.29	148.00	-18.71	87.4%
<b>Total Mobile Home Fees</b>	224.57	148.00	76.57	151.7%
Nh Watch Sales				
Public Charges for Services	0.00	0.00	0.00	0.0%
46130 - General Government Fees	0.00	0.00	0.00	0.0%
Public Charges for Services - Other	0.00	0.00	0.00	0.0%
<b>Total Public Charges for Services</b>	0.00	0.00	0.00	0.0%
Tax Collections				
Ag Use Conversion Fee	0.00	0.00	0.00	0.0%
Cash Reserves Applied	0.00	0.00	0.00	0.0%
Forest Crop/MFL Taxes	5,092.01	250.00	4,842.01	2,036.8%
Omitted Tax	0.00	0.00	0.00	0.0%

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# TOWN OF OSCEOLA

## Profit & Loss Budget vs. Actual

January 1 through July 11, 2023

	Jan 1 - Jul 11, 23	Budget	\$ Over Budget	% of Budget
Park Funds Applied	0.00	0.00	0.00	0.0%
Personal Property Taxes	7,463.83	0.00	7,463.83	100.0%
Special Charges	1,027.14	0.00	1,027.14	100.0%
Woodland Taxes	0.00	0.00	0.00	0.0%
41211 - Delinquent PP Taxes	0.00	0.00	0.00	0.0%
41224 - Property Taxes	3,420,129.70	835,324.00	2,584,805.70	409.4%
Tax Collections - Other	0.00	0.00	0.00	0.0%
<b>Total Tax Collections</b>	<b>3,433,712.68</b>	<b>835,574.00</b>	<b>2,598,138.68</b>	<b>410.9%</b>
Tax Collections - Other				
First Dollar Credit	0.00	0.00	0.00	0.0%
State Tax Credit	0.00	0.00	0.00	0.0%
Town Share Property Taxes	0.00	0.00	0.00	0.0%
41225 - Lottery Credit	26,653.25	0.00	26,653.25	100.0%
41226 - Property Tax Settlement-Schools	-1,870,284.70	0.00	-1,870,284.70	100.0%
41227 - Property Tax Settlement-VoTech	-72,758.82	0.00	-72,758.82	100.0%
41228 - Property Tax Settlement-County	-945,482.98	0.00	-945,482.98	100.0%
41229 - Tax Collection Overpayments	-1,095.90	0.00	-1,095.90	100.0%
Tax Collections - Other - Other	0.00	0.00	0.00	0.0%
<b>Total Tax Collections - Other</b>	<b>-2,862,949.15</b>	<b>0.00</b>	<b>-2,862,949.15</b>	<b>100.0%</b>
41011 - Other State Aids	0.00	0.00	0.00	0.0%
41012 - Personal Property Aid	1,049.07	0.00	1,049.07	100.0%
41020 - Intergovernmental Revenue				
Ambulance Grant Monies	0.00	0.00	0.00	0.0%
Capital Bridge Aid	0.00	0.00	0.00	0.0%
City Reimbursement-Voting Mach.	0.00	0.00	0.00	0.0%
Gopher Bounty	0.00	0.00	0.00	0.0%
Grants Donations	0.00	0.00	0.00	0.0%
Joint Municipal Court Revenue	0.00	0.00	0.00	0.0%
Lake Renovation Projects	0.00	0.00	0.00	0.0%
Sand Lake Project Inc	0.00	0.00	0.00	0.0%
Severance/Withdrawal Payments	0.00	0.00	0.00	0.0%
State Loan Revenue	0.00	0.00	0.00	0.0%
Subdivision Park Fees	0.00	0.00	0.00	0.0%
41002 - Allied Fire Assoc Reimb	0.00	0.00	0.00	0.0%
41003 - County-Rural Fire Numbers	900.00	0.00	900.00	100.0%
41004 - Fire Insurance Dues	0.00	14,000.00	-14,000.00	0.0%
41005 - Forest Crop/MFL Aid	0.00	400.00	-400.00	0.0%
41006 - FC/MFL Withdrawal	0.00	0.00	0.00	0.0%
41007 - Highway Aids	129,448.05	172,597.00	-43,148.95	75.0%
41008 - In Lieu of Tax - DNR Land	3,710.30	3,800.00	-89.70	97.6%
41009 - Municipal Services	17,879.01	110.00	17,769.01	16,253.6%
41010 - State Shared Revenue	0.00	37,211.00	-37,211.00	0.0%
41015 - T.R.I.P./T.R.I. Payments	0.00	18,013.00	-18,013.00	0.0%
41020 - Intergovernmental Revenue - Other	0.00	330.00	-330.00	0.0%
<b>Total 41020 - Intergovernmental Revenue</b>	<b>151,937.36</b>	<b>246,461.00</b>	<b>-94,523.64</b>	<b>61.6%</b>
41222 - Delayed Tax Collections	0.00	0.00	0.00	0.0%
41230 - Intergovernmental Other Federal	0.00	0.00	0.00	0.0%
43430 - Exempt Computer Aid	0.00	0.00	0.00	0.0%
450102 - Intergovernmental Charges				
Fire Assoc. Loan Repayment	50,308.15	50,308.00	0.15	100.0%
Sand Lake Beach Association	0.00	0.00	0.00	0.0%
450102 - Intergovernmental Charges - Other	0.00	0.00	0.00	0.0%
<b>Total 450102 - Intergovernmental Charges</b>	<b>50,308.15</b>	<b>50,308.00</b>	<b>0.15</b>	<b>100.0%</b>
<b>Total Income</b>	<b>831,334.91</b>	<b>1,162,391.00</b>	<b>-331,056.09</b>	<b>71.5%</b>
Cost of Goods Sold				
5000 - Cost of Goods Sold	0.00	0.00	0.00	0.0%
<b>Total COGS</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>

# TOWN OF OSCEOLA

## Profit & Loss Budget vs. Actual

January 1 through July 11, 2023

4:00 PM  
07/10/23  
Cash Basis

	Jan 1 - Jul 11, 23	Budget	\$ Over Budget	% of Budget
Gross Profit	831,334.91	1,162,391.00	-331,056.09	71.5%
Expense				
Adopt-A-Town Road	0.00	0.00	0.00	0.0%
Animal Warden				
Animal Warden Wages	225.00	500.00	-275.00	45.0%
Dog Kennel Expense	0.00	0.00	0.00	0.0%
Mileage & Expenses	159.44	400.00	-240.56	39.9%
54904 - Dog License to County	635.74	700.00	-64.26	90.8%
Animal Warden - Other	0.00	0.00	0.00	0.0%
Total Animal Warden	1,020.18	1,600.00	-579.82	63.8%
Assessment of Property				
Assessment Audit	0.00	0.00	0.00	0.0%
Assessor's Contract	32,576.00	39,720.00	-7,144.00	82.0%
Publications	0.00	200.00	-200.00	0.0%
Supplies	0.00	0.00	0.00	0.0%
Assessment of Property - Other	0.00	0.00	0.00	0.0%
Total Assessment of Property	32,576.00	39,920.00	-7,344.00	81.6%
Audit Services				
Building Expenses	5,938.08	5,775.00	163.08	102.8%
Office Equipment	0.00	0.00	0.00	0.0%
51611 - Electric Utilities	824.21	2,200.00	-1,375.79	37.5%
51612 - Gas Utilities	2,711.64	2,600.00	111.64	104.3%
51613 - Water & Sewer Utilities	258.60	1,000.00	-741.40	25.9%
51614 - Sanitation Expenses	653.60	1,000.00	-346.40	65.4%
51616 - Telephone/Internet	879.88	3,000.00	-2,120.12	29.3%
51620 - Bldg Repairs & Maint	1,756.73	2,500.00	-743.27	70.3%
51621 - Insurance	1,406.32	1,200.00	206.32	117.2%
51625 - Operating Supplies	17.91	200.00	-182.09	9.0%
Building Expenses - Other	0.00	0.00	0.00	0.0%
Total Building Expenses	8,508.89	13,700.00	-5,191.11	62.1%
Capital Equipment				
New Equipment	0.00	0.00	0.00	0.0%
Office Equipment	0.00	0.00	0.00	0.0%
Capital Equipment - Other	0.00	0.00	0.00	0.0%
Total Capital Equipment	0.00	0.00	0.00	0.0%
Capital Improvement				
Highway Cap Improve	0.00	5,000.00	-5,000.00	0.0%
Capital Improvement - Other	9,252.61	15,000.00	-5,747.39	61.7%
Total Capital Improvement	9,252.61	20,000.00	-10,747.39	46.3%
Clerk & Treasurer				
C/T Unemployment Ins. Claims	0.00	0.00	0.00	0.0%
Clerk/Treasurer Salary	0.00	0.00	0.00	0.0%
Employee Health Insurance	0.00	0.00	0.00	0.0%
Part-Time Office Assist. Hourly	0.00	0.00	0.00	0.0%
Petty Cash	0.00	0.00	0.00	0.0%
Short Term Disability	15,358.65	28,008.00	-12,649.35	54.8%
51410 - Clerk Wages	10,908.22	20,276.00	-9,367.78	53.8%
51411 - Treasurer Wages	2,026.25	2,500.00	-473.75	81.1%
51412 - Treasurer/Tax Collection	1,044.38	1,905.00	-860.62	54.8%
51413 - Retirement	0.00	1,000.00	-1,000.00	0.0%
51414 - Mileage & Expenses	19.98	3,885.00	-3,865.02	0.5%
51422 - Employer Payroll Taxes	2,313.05	3,500.00	-1,186.95	66.1%
51425 - Office Supplies	336.66	1,200.00	-863.34	28.1%
51426 - Postage	6,960.87	8,000.00	-1,039.13	87.0%
51435 - Website & Computer Expenses	1,784.40	2,500.00	-715.60	71.4%
51444 - Insurance	644.00	2,000.00	-1,356.00	32.2%
51460 - Dues & Training				

**TOWN OF OSCEOLA**  
**Profit & Loss Budget vs. Actual**  
 January 1 through July 11, 2023

	Jan 1 - Jul 11, 23	Budget	\$ Over Budget	% of Budget
Clerk & Treasurer - Other	0.00	0.00	0.00	0.0%
<b>Total Clerk &amp; Treasurer</b>	41,396.66	74,774.00	-33,377.34	55.4%
Committee Per Diems	0.00	0.00	0.00	0.0%
Comprehensive Planning & Zoning	0.00	0.00	0.00	0.0%
Constable				
Constable Wages	0.00	0.00	0.00	0.0%
Insurance	0.00	0.00	0.00	0.0%
Mileage & Expenses	0.00	0.00	0.00	0.0%
Supplies	0.00	0.00	0.00	0.0%
Constable - Other	0.00	0.00	0.00	0.0%
<b>Total Constable</b>	0.00	0.00	0.00	0.0%
Consulting Fees	0.00	425.00	-425.00	0.0%
D-C/T Employee Health Insurance	0.00	0.00	0.00	0.0%
Debt Service				
Building Loan	0.00	0.00	0.00	0.0%
Grader Lease Purchase	0.00	0.00	0.00	0.0%
Interest Expense	0.00	0.00	0.00	0.0%
58100 - Fire Station Principal Payment	43,458.70	50,308.00	-6,849.30	86.4%
58101 - Fire Station Interest Payment	6,849.45	0.00	6,849.45	100.0%
Debt Service - Other	0.00	0.00	0.00	0.0%
<b>Total Debt Service</b>	50,308.15	50,308.00	0.15	100.0%
Deputy Clerk/Treasurer Monthly	0.00	0.00	0.00	0.0%
Dog Licenses to County	0.00	0.00	0.00	0.0%
Elections				
Annual Machine Fees	2,009.84	1,595.00	414.84	126.0%
Employer Payroll Taxes	0.00	0.00	0.00	0.0%
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%
Elections - Other	0.00	0.00	0.00	0.0%
<b>Total Elections</b>	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				
Court Prosecutor	0.00	0.00	0.00	0.0%
Joint Municipal Court Expense	0.00	0.00	0.00	0.0%
Legal Fees Municode	2,237.25	4,475.00	-2,237.75	50.0%
Municipal Attorney Fees	2,432.75	7,000.00	-4,567.25	34.8%
Municode/Legal Fees	0.00	0.00	0.00	0.0%
Other/Background Checks	105.00	100.00	5.00	105.0%
51300 - Other Background Checks	0.00	0.00	0.00	0.0%
Legal Fees - Other	0.00	0.00	0.00	0.0%
<b>Total Legal Fees</b>	4,775.00	11,575.00	-6,800.00	41.3%
Local Cemetery Funding	2,000.00	2,000.00	0.00	100.0%
Mobile Home Settlements				
MH Lottery Credit to Schools	0.00	0.00	0.00	0.0%
54920 - MH Fees to Schools	0.00	0.00	0.00	0.0%
Mobile Home Settlements - Other	0.00	0.00	0.00	0.0%
<b>Total Mobile Home Settlements</b>	0.00	0.00	0.00	0.0%
Municode	0.00	0.00	0.00	0.0%
Park Expenses				
Horse Lake Project Expenses	0.00	0.00	0.00	0.0%
Lake Renovation Expenses	0.00	0.00	0.00	0.0%
Park Expense/Capital	0.00	0.00	0.00	0.0%
Park Expenses - Misc & Other	1,871.55	4,000.00	-2,128.45	46.8%
Sand Lake Project Exp	0.00	0.00	0.00	0.0%

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**TOWN OF OSCEOLA**  
**Profit & Loss Budget vs. Actual**  
 January 1 through July 11, 2023

	Jan 1 - Jul 11, 23	Budget	\$ Over Budget	% of Budget
Park Expenses - Other	0.00	0.00	0.00	0.0%
Total Park Expenses	1,871.55	4,000.00	-2,128.45	46.8%
Planning Commission				
Computer/Emails	355.20	1,440.00	-1,084.80	24.7%
Dues & Fees	40.00	0.00	40.00	100.0%
Per Diems				
Planning Commission	475.00	0.00	475.00	100.0%
Per Diems - Other	0.00	1,800.00	-1,800.00	0.0%
Total Per Diems	475.00	1,800.00	-1,325.00	26.4%
Postage Office Supplies & Pub	0.00	500.00	-500.00	0.0%
Publications	0.00	100.00	-100.00	0.0%
\$1601 - Employer Payroll Taxes	0.00	138.00	-138.00	0.0%
Planning Commission - Other	0.00	0.00	0.00	0.0%
Total Planning Commission	870.20	3,978.00	-3,107.80	21.9%
Public Safety				
Ambulance Contract (Osceola)	30,030.00	30,030.00	0.00	100.0%
Ambulance Contract (St. Croix)	4,205.00	5,177.00	-972.00	81.2%
Ambulance Contracts	0.00	0.00	0.00	0.0%
Ambulance Grant Monies Expense	0.00	0.00	0.00	0.0%
Contracted Police	0.00	0.00	0.00	0.0%
Fire Department Contract	74,875.30	149,751.00	-74,875.70	50.0%
Fire Dues to Department	0.00	14,000.00	-14,000.00	0.0%
Joint Municipal Court Expense	0.00	0.00	0.00	0.0%
Law Enforcement Contract	0.00	0.00	0.00	0.0%
Neighborhood Watch Program	0.00	0.00	0.00	0.0%
Public Safety - Other	0.00	0.00	0.00	0.0%
Total Public Safety	109,110.30	198,958.00	-89,847.70	54.8%
Public Works				
Capital Highway Outlay	0.00	0.00	0.00	0.0%
Unemployment	0.00	0.00	0.00	0.0%
53235 - Highway Construction	237,568.34	404,436.00	-166,867.66	58.7%
53236 - Road Maintenance & Repair	35,848.76	25,000.00	10,848.76	143.4%
53237 - Engineering/Project Mgmt	0.00	0.00	0.00	0.0%
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	16,420.83	8,000.00	8,420.83	205.3%
53241 - Fuel	13,381.22	20,000.00	-6,618.78	66.9%
53242 - Garage Expenses	19,079.02	3,500.00	15,579.02	545.1%
53243 - PW Cell Phone	687.65	1,200.00	-512.35	57.3%
53244 - Insurance	9,994.32	10,500.00	-505.68	95.2%
53245 - Supervisor PW Wages	0.00	0.00	0.00	0.0%
Employee Health Insurance	36,799.35	66,200.00	-29,400.65	55.6%
53245 - Supervisor PW Wages - Other				
Total 53245 - Supervisor PW Wages	36,799.35	66,200.00	-29,400.65	55.6%
53246 - Supervisor PW OT Wages	1,825.18	0.00	1,825.18	100.0%
53247 - Full-Time PW Wages	28,236.52	56,400.00	-28,163.48	50.1%
53248 - Full Time PW OT Wages	1,382.22	0.00	1,382.22	100.0%
53249 - Part-Time PW Wages	0.00	1,000.00	-1,000.00	0.0%
53250 - Retirement	4,640.55	8,404.00	-3,763.45	55.2%
53252 - Employer Payroll Taxes	0.00	9,455.00	-9,455.00	0.0%
53253 - Short Term Disability	950.82	1,584.00	-633.18	60.0%
53260 - Dues & Training	310.00	10.00	300.00	103.3%
Public Works - Other	591.98	0.00	591.98	100.0%
Total Public Works	407,716.76	666,099.00	-258,382.24	61.2%
State Loan Pmt. to D.O.G.	0.00	0.00	0.00	0.0%
Tax/Lottery Cr Settlements				

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# TOWN OF OSCEOLA

## Profit & Loss Budget vs. Actual

January 1 through July 11, 2023

	Jan 1 - Jul 11, 23	Budget	\$ Over Budget	% of Budget
Tax Credit to County	0.00	0.00	0.00	0.0%
57001 • Tax/Lottery Cr to County	0.00	0.00	0.00	0.0%
57003 • Tax/Lottery Cr to Schools	0.00	0.00	0.00	0.0%
57004 • Tax/Lottery Cr to VoTech	0.00	0.00	0.00	0.0%
57010 • PILT payment	0.00	0.00	0.00	0.0%
Tax/Lottery Cr Settlements - Other	0.00	0.00	0.00	0.0%
Total Tax/Lottery Cr Settlements	0.00	0.00	0.00	0.0%
Town Board				
Board Salaries	8,166.76	17,500.00	-9,333.24	46.7%
Computer/Email	303.00	1,200.00	-897.00	25.3%
Dues & Training	2,136.25	1,420.00	716.25	150.4%
Insurance	1,568.96	2,000.00	-431.04	78.4%
Mileage & Expenses	0.00	0.00	0.00	0.0%
Office Supplies	362.49	500.00	-137.51	72.5%
Publications	1,759.35	2,000.00	-240.65	88.0%
51117 • Employer Payroll Taxes	0.00	1,339.00	-1,339.00	0.0%
Town Board - Other	0.00	0.00	0.00	0.0%
Total Town Board	14,296.81	25,959.00	-11,662.19	55.1%
Withdrawal Pymnts to County	0.00	0.00	0.00	0.0%
51800 • Payroll Expenses	8,480.99	0.00	8,480.99	100.0%
51900 • Illegal Taxes Refunded	0.00	0.00	0.00	0.0%
51920 • Judgements and Losses	0.00	0.00	0.00	0.0%
52400 • Building Inspection Expense	0.00	0.00	0.00	0.0%
57000 • Tax Refunds & Reimbursements	8,479.36	19,000.00	-10,520.64	44.6%
Returned Tax Deposit	0.00	0.00	0.00	0.0%
57000 • Tax Refunds & Reimbursements - Other	0.00	0.00	0.00	0.0%
Total 57000 • Tax Refunds & Reimbursements	0.00	0.00	0.00	0.0%
57011 • FC/MFC Aid to County	0.00	0.00	0.00	0.0%
59998 • Reserve for Contingencies	0.00	0.00	0.00	0.0%
59999 • Uncategorized Expenses	0.00	15,000.00	-15,000.00	0.0%
66900 • Reconciliation Discrepancies (Discrepancies between bank statements and company records)	0.00	0.00	0.00	0.0%
Total Expense	712,565.56	1,162,391.00	-449,825.44	61.3%
Net Income	118,769.35	0.00	118,769.35	100.0%

## Building Permits for 2023

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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
6/1/23	Bradley Johnson 2342 75th Ave CTY RD M	2342 75th Ave CTY RD M Accessory Building	TOS23-11
6/7/23	Nicholas O'Reilly 2396 84th Avenue	2396 84th Avenue Accessory Building	TOS23-12
6/7/23	Robert Heidelberg	930 235th ST	TOS23-13

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	930 235 St	Accessory Building	
6/15/23	Cassie Morfitt 2246 83rd Ave	827 218th County Rd MM Purch	TOS23-14
6/28/23	William Jerry 2012 120th Ave	2012 120th Ave New Signle Family Dwelling	TOS23-15
6/30/2023	Mark Gjovig 615 200th St Cty Road M	615 200th St Cty Road M Addition	TOS23-16

## HIGHLIGHTS OF CLERK ACTIVITIES DONE THIS MONTH:

JUNE:

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TASKS	#	FURTHER COMMENTS
Ordinances/ Resolutions	1	Drafted Authorizing Alternative Claims Procedure and Notice
Driveway Permits	0 1	With new construction Stand Alone
Meetings and Minutes	2	6/5 Board of Review 6/5 Regular Town Board [NO Plan Commission (mtg agenda packet and posting)]
Public Records Requests	4	HVAC bid Recording of Town Board meeting List of Town employees Town Board and Plan Commission Sign-In Sheets
Ads	2	Open Book & Board of Review Open Board Supervisor position
Town's Web Page (and Town Facebook site)		Holiday Closing Open Board Supervisor position Added Community links: DNR Wisburn; school districts; surrounding communities Meeting Notices and Minutes
Form Updates		
Public Walk-in/calls		burning permits (74 thus far)
Training	1	Webinar by WEC re: WisVote Grab-bag
Elections		
Other		Liquor Licenses: Disseminated Liquor, Tobacco, and Operator New and Renewal Licenses for 2023/24  Records Retention: Drafted procedures and going through some files



516 East Avenue North  
P. O. Box 216  
Dresser, WI 54009-0216  
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# TOWN OF OSCEOLA

Polk County, Wisconsin

ORDINANCE NUMBER ~~1123-0307-0110~~

Adopted 10/8/01 and Amended 03/14/11, 07/10/23

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**AUTHORIZING ALTERNATIVE CLAIMS PROCEDURE, AMENDING ORDINANCE ~~0111-1203-03-01~~ ALLOWING THE TOWN CLERK- ~~AND TOWN~~ 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, internet, website, and computer) Bills
2. Insurance Bills
3. Tax Settlements
- ~~4.~~ Fire Hall Loan Payments
5. Fuel Bills
6. Payroll (including WI Department of Revenue, WI retirement, IRS, and short-term disability insurance)
- ~~4.7.~~ Office Supplies

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 ~~\$500750~~.

## **SECTION 3 -- PROCEDURE**

- A. Bills listed in Section 2, including bills and vouchers not in excess of ~~Five~~ Seven Hundred Fifty dollars (\$~~750~~0.00) 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> 10<sup>th</sup> day of March July, 2011 2023

Steven M. Stroshane 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

**ORDINANCE NUMBER 23-07-10**

Adopted 10/8/01 and Amended 03/14/11, 07/10/23

**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, internet, website, and computer) Bills
2. Insurance Bills
3. Tax Settlements
4. Fire Hall Loan Payments
5. Fuel Bills
6. Payroll (including WI Department of Revenue, WI retirement, IRS, and short-term disability insurance)
7. Office Supplies

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 10<sup>th</sup> day of July, 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)

35

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.

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.

36

## *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)

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**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, (inclgd 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: 37

- 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.

39

#### 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. Strohane  
Steven M. Strohane Chairman

Robert G. Wright  
Robert G. Wright, Supervisor

Eugene Lindholm  
Eugene Lindholm, Supervisor

ATTEST:

Lorraine Rugroden  
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

3 Yeas; 0 Nays;    Absent/Abstain  
☐ Voice Vote  
☒ Roll Call Vote



# LEGAL OPINIONS



By Atty. Joe Ruth  
Government Affairs  
Director

40

## 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.).]

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#### 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]

## PURPOSE OF HANDBOOK

This Employee Handbook sets forth the personnel policies of the Town of Osceola. Its purpose is to familiarize employees with the personnel policies of the Town of Osceola.

*All employees are considered "at-will" employees.* Therefore, nothing contained in this document is to be construed by any employee as establishing, creating or constituting a written, oral or implied contract of employment. Furthermore, nothing herein shall be construed as a guarantee of continued employment nor as a guarantee of any benefits or conditions of employment.

The provisions set forth in this Handbook supersede all prior personnel policies and procedures, whether written or established by past practice. Because this Employee Handbook is based on the Town's operational policies and procedures, federal and state mandated policies and procedures, and present employee fringe benefit programs which are all to some degree subject to change, this manual is also subject to change. The Town of Osceola reserves the right to revise, add, subtract, correct, delete or update any part or all of the materials in this Handbook.

Any changes made in this Handbook will be brought to the attention of all employees by employee meetings, posting of the change on the employee bulletin board, and/or corrections in the Employee Handbook itself.

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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, gift, discount, entertainment or anything of value in the course of performing Town work. No employee shall accept or solicit any direct or indirect payment, other than wages and benefits paid in the normal course of employment by the Town, as compensation for performing any Town job or providing any Town service.
- (g) Private and Public Property. Property of any value found by or coming into the hands of employees from any person during the performance of the employee's duties shall not be

- A. Absences of one or more full days for personal reasons other than sickness or disability (partial days must be paid) if PTO is not used.
- B. Absences of one or more full days due to sickness or disability.
- C. Fees received by the employee for jury or witness duty or military leave may be applied to offset the pay otherwise due to the employee for the week. No deductions can be made for failure to work for these reasons, however.
- D. Penalties imposed by infractions of safety rules of major significance.
- E. Unpaid disciplinary suspensions of one or more full days in accordance with the Town's ~~disciplinary employee handbook policy~~.
- F. Deductions for the first and last week of employment, when only part of the week is worked by the employee, as long as this practice is consistently applied to all exempt employees in the same circumstances.
- G. Deductions for unpaid leave taken in accordance with a legitimate absence under the Family and Medical Leave Act.

**Commented [C2]:** Town Attorney: I am of the opinion that a separate policy is not needed, though we could create one if you wanted to. Suggested amendments are noted. This would then include Section 8 and any other references in the handbook to disciplinary actions.

#### Grievance Procedure

1. Employees who believe the employee's pay has been improperly reduced should contact the Personnel Committee immediately to request an investigation.
2. The employee will be asked to specify in writing, using the guidance above, the circumstances of the pay deduction and whether it has occurred on other occasions.
3. The Town will review pay records and interview the supervisor, as well as the Treasurer handling the employees' pay, to determine if the allegation is correct.
4. If the deduction was in fact improper, the Town will reimburse the employee as promptly as possible (but in no case longer than two pay periods from the identification of the problem).
5. The individual(s) responsible for the error will be investigated further to determine if this was an isolated incident or a pattern of conduct that requires further action on the part of the Town. If warranted, the responsible person(s) will be held accountable for the error(s) made consistent with Town disciplinary policy.
6. The resolution of the situation will be documented (including confirmation on the part of the employee that the situation has been resolved) and placed with the employee's pay records.
7. Following the identification of such a problem, the Town will establish a practice to regularly audit employee pay records to ensure no further issues arise.



TOWN OF OSCEOLA

EmploymentEmployee  
Policy and Procedures  
Handbook

APPENDIX

- A. Appendix A: Alcohol and Other Drug Assessment and Testing Procedure
- B. Appendix B: Receipt of Gifts and Gratuities Prohibited, and Disclosure of Interest in Legislation
- C. Appendix C: Employee Grievance Form
- D. Appendix D: Employee's Report of Injury Form

## 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. Town employees holding a commercial driver's license and who perform safety-sensitive functions are subject to the Town's Zero Tolerance [OR Second Chance] Policy as found within this Appendix A.

Commented [C3]: Clerk inserted DRAFT added text.

#### 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.

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.

INSERT EITHER 'ZERO TOLERANCE' OR 'SECOND CHANCE'  
TEMPLATE FROM THE FEDERAL TRANSIT ADMINISTRATION

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APPENDIX DEMPLOYEE'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 Person \_\_\_\_\_

Date of Birth \_\_\_\_\_ Telephone Number \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

(Circle one) Male Female

What 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 Event \_\_\_\_\_

Exact 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 Name \_\_\_\_\_

Hospital Name \_\_\_\_\_

Recommended preventive action to take in the future to prevent reoccurrence. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

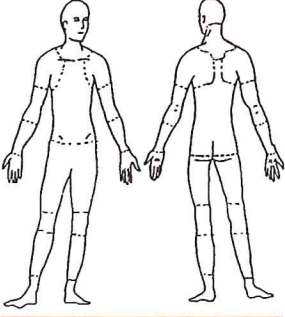
Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_

## 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) <input type="checkbox"/> Abrasion, scrapes <input type="checkbox"/> Amputation <input type="checkbox"/> Broken bone <input type="checkbox"/> Bruise <input type="checkbox"/> Burn (heat) <input type="checkbox"/> Burn (chemical) <input type="checkbox"/> Concussion (to the head) <input type="checkbox"/> Crushing Injury <input type="checkbox"/> Cut, laceration, puncture <input type="checkbox"/> Hemia <input type="checkbox"/> Illness <input type="checkbox"/> Sprain, strain <input type="checkbox"/> Damage to a body system: <input type="checkbox"/> Other _____	This employee works: <input type="checkbox"/> Regular full time <input type="checkbox"/> Regular part time <input type="checkbox"/> Seasonal <input type="checkbox"/> Temporary  Months with this employer:  Months doing this job:

### 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):	

<b>Number of attachments:</b>	<b>Written witness statements:</b>	<b>Photographs:</b>	<b>Maps / drawings:</b>
What personal protective equipment was being used (if any)?			
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.			
Description continued on attached sheets: <input type="checkbox"/>			

<b>Step 5: Why did the incident happen?</b>	
<b>Unsafe workplace conditions: (Check all that apply)</b> <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: _____	<b>Unsafe acts by people: (Check all that apply)</b> <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: _____
Why did the unsafe conditions exist?	
Why did the unsafe acts occur?	
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? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, describe: _____	
Were the unsafe acts or conditions reported prior to the incident? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Have there been similar incidents or near misses prior to this one? <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:

## Drug and Alcohol Testing Compliance

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### 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	<b>Review the FTA drug and alcohol policy requirements.</b>  ✓ 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>  ✓ 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>					
2	<b>Determine the appropriate model policy.</b> <table><tr><th>Zero Tolerance Policy</th><th>Second Chance Policy</th></tr><tr><td><p>The <b>Zero Tolerance Policy</b> requires the <b><i>termination or exclusion from hire</i></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></table>		Zero Tolerance Policy	Second Chance Policy	<p>The <b>Zero Tolerance Policy</b> requires the <b><i>termination or exclusion from hire</i></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><i>termination or exclusion from hire</i></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	<b>Customize the policy.</b>  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).  B. Insert the applicable contact information on the cover page and within the document.  C. Use “find and replace” to change the word ‘ <b>Transit Provider</b> ’ to the specific name of your agency.					

<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	Obtain written approval and adoption from the highest-ranking official in your agency (e.g. owner, partner, board of trustees, etc.).
5	Provide a copy of the approved policy to the subrecipient <u>and</u> WisDOT.
6	Obtain written acceptance and/or acknowledgement of the policy by the Subrecipient. <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	Provide the following to new and existing employees in safety sensitive positions: <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	Retain a signed copy of the employee <i>Acknowledgement of Policy</i> form in the employee's training file.
9	Update policy as needed, per federal regulation changes. <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



Town of Osceola  
Records Retention Project Next Steps DRAFT

BEFORE DESTRUCTION: Check on Whether Document(s) Qualify(ies) for Transfer and/or Approval by Another Area, e.g. Historical Society, WI DOR, etc.  
**ANY RECORD OLDER THAN 75 YEARS MUST BE INCLUDED ON DOCUMENT LIST PROVIDED TO WI HISTORICAL SOCIETY**  
Notification letter to be sent 60 days *before planned destruction date* to organization; include: Titles of documents, years covered by records, contact person and phone #.  
Mail to: Wisconsin Historical Society, Attn. Andrew Baraniak, State Archivist, 4th Floor Archives, 816 State Street, Madison, WI 53706-1482

Pick a box and go through it to confirm contents: Does it contain one type of category/topic? OR, does it contain several types of categories/topics? • If the latter, separate out contents into categories per WI Genl Records Schedule(GRS).
At quick glance, it appears the 'Income & Expenses' boxes contain a myriad of category items; so, I would like to suggest Jan go through one of the boxes, separate the content and assign a 'label category' to each content stack, and leave it for me to review as well. Then, we can determine whether that is a helpful approach or not to follow;
If something doesn't fit a WIGRS category: Write down/describe the contents on a list and set the contents aside; once this list contains several items, I will contact the WI Archivist to get their determination as to which category the content fits.
Confirm and write down the Retention Timeframe per WIGRS.
Bring consolidated list monthly to Board of categories and retention/destruction timeframes to obtain Board approval for destruction of materials.

**QUESTIONS:**

- What method of destruction is preferred? (hand shred, external company shred, incinerate, other ideas?) [Included are shred options from external service providers.]
- Can we get Town residents to help? (Two people thus far have offered to help: Bob Wright and Sandy Ball.)

## SHRED COMPANY OPTIONS

7/6/2023

COMPANY	CONTACT	CONTAINER SIZE	PROPOSED PICK UP SCHEDULE	BASE COSTS (A)	FUEL SURCHARGE (B)	ADMIN FEES (C)	EST. COST (A+B+C)
Confidential Records, Inc.	Rachel Nelson Direct (715) 308-9497 Menomonie (715) 235-4728 La Crosse (608) 498-4063 Appleton (920) 399-2240 www.ConfidentialRecordsInc.com	95-gal lockable  (holds about 300 lbs--approx 10 copier/banker-sized boxes)  Also avail:  64-Gal lockable (holds 200lbs--approx. 6 copier/banker boxes))  37" Executive lockable Cabinet (holds 100 lbs--approx. 3 copier/banker boxes)	Every month  (4-, 8- or 12-week service schedule avail.)	\$50/service	Starts when diesel is over \$3/gal.: • 5% of total invoice amount when \$3-\$3.25 • 10% of total invoice amount when \$3.26-\$3.50 • 15% of total invoice amount when \$3.51-\$4	\$2.00 plus 3% credit card finance fee	\$61.29/monthly, or \$735.48/yr.  \$50.00 + \$7.50(15%x\$50) + \$2.00 + \$1.79(\$59.50x3%)
Shred It	Christina 952-221-4721	64-Gal lockable (holds 200lbs--approx. 6 copier/banker boxes))	Every month  (other service schedules avail.)	\$96/tote	TBD	TBD	\$96/monthly, or \$1,152/yr.



**PROPOSED RECORDS DESTRUCTION LIST  
FOR BOARD REVIEW\***

7/6/2023

MAJOR CATEGORY	RECORD SERIES TITLE	SERIES DESCRIPTION	RETENTION AND DISPOSITION	CONFIDENTIAL	WHS NOTIFICATION
<b>Tax Roll/Assessment:</b>	Final Assessment Rolls	Both real and personal property rolls.	Creation+15 years (Provided no Forest Crop Acreage is recorded) <sup>25</sup>	No	Notify
1999-2008 (box 1)	<sup>25</sup> Wis. Stat. § 59.52(4)(c)3 states that <b>no assessment roll that contains forest crop acreage may be destroyed without the prior approval of the secretary of revenue.</b> Notification to the Wisconsin Historical Society is still required before approved assessment rolls can be destroyed.				
2009-2013 (box 2)	Notice of Increased Assessment	Notices sent to property owners informing them of increases on assessment.	Creation+7 years	No	Waive
<b>**CAN ONLY DESTROY 2007 AND PRIOR**</b>			??		Notify
1858, 1861, 1864, 1867-1870, 1872, 1875, 1879, 1882; 1885-1961 1931-1933; 1965-2001		Real Estate Field Books			
<b>Highway Record/Tax Rolls</b>	Project Records	All documents pertaining to a project including, design and construction contracts, proposed and approved amendments to all contracts, bidding plans and specifications, details on materials used on each project, and all other related project materials. Use for buildings, streets, sewers, sidewalks, etc.	Event+10 years; Event=Date project is completed	No	Waived; <b>EXCEPT: THESE RECORDS ARE ≥75 YRS OLD</b>
1861-1865; 1867-1875					

\*Plus Items Listed in Letter to Polk County Hist.Society

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# PROPOSED RECORDS DESTRUCTION LIST

7/6/2023

## FOR BOARD REVIEW\*

MAJOR CATEGORY	RECORD SERIES TITLE	SERIES DESCRIPTION	RETENTION AND DISPOSITION	CONFIDENTIAL	WHS NOTIFICATION
Dec. 3, 1877 to Mar. 21, 1889 (1 large book)					
<b>Administrative (General)</b> 1893-1900s (misc content)	varies			No	THESE RECORDS ARE ≥75 YRS OLD
<ul style="list-style-type: none"> <li>WI Town Officers' Handbook: one from 1994 and two 2017 editions; We have the latest edition (2023)</li> <li>WI Town Law Forms: 2015-2018 editions;</li> <li>We have the latest edition (2021-2022)</li> <li>WI Statutes: 2017-18 editions (1-6); All latest statute information is available online</li> </ul>	N/A	N/A	N/A	N/A	N/A
Laws of WI Concerning of Towns Powers & ?? Duties of Town Officers and Boards of Supervisors: 1879	??	??	??	??	WI HS may be interested since >75 yrs old
<b>Timesheets</b>	Administrative - Payroll	Monthly and Quarterly Payroll Reports	Includes, but is not limited to, quarterly report of federal income tax withheld; quarterly report, payroll summary; state's quarterly report of wages paid, and monthly memorandum report.	Event+5 years; Event=Report Issued (provided record has been audited)	No
1980-1992; 1994-1997	Payrolls and Payroll Registers	Payroll listings showing gross and net pay, as well as deductions for state employees. Referred to on questions of back pay and income taxes.	Creation+4 years	No	Waived

\*Plus Items Listed in Letter to Polk County Hist.Society

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# PROPOSED RECORDS DESTRUCTION LIST

7/6/2023

## FOR BOARD REVIEW\*

	MAJOR CATEGORY	RECORD SERIES TITLE	SERIES DESCRIPTION	RETENTION AND DISPOSITION	CONFIDENTIAL	WHS NOTIFICATION
<i>Town Orders</i>						
1858-1875	Administrative	??	??	??		THESE RECORDS ARE ≥75 YRS OLD
<i>Charitable Fund</i>						
1968-2011		N/A	N/A	N/A	N/A	N/A
<i>Election Records</i>	Election Records	Ballots (Federal Elections)	Federal election ballots. Authority provided by Wis. Stat. § 7.23(1)(f).	Event+22 months; Event=Election	No	Waived
ballot samples, final results, tally sheets, poll worker lists:		Ballots (State, County, Local Elections)	State, county, local offices. Authority provided by Wis. Stat. § 7.23(1)(h).	Event+30 days; Event=Election	No	Waived
1992-Spring 2011		Ballots (Unused and related Materials)	Only applies to unused ballots and materials. Authority provided by Wis. Stat. § 7.23(1)(a).	Event+3 business days; Event=Completion of all election canvasses <sup>11</sup>	No	Waived
Poll Lists and Canvass Results:						
'Sept 1966-April '91				<sup>11</sup> Materials must be retained in event a petition for recount has been filed.		

\*Plus Items Listed in Letter to Polk County Hist.Society



# PROPOSED RECORDS DESTRUCTION LIST

## FOR BOARD REVIEW\*

7/6/2023

MAJOR CATEGORY	RECORD SERIES TITLE	SERIES DESCRIPTION	RETENTION AND DISPOSITION	CONFIDENTIAL	WHS NOTIFICATION
Nov. 1900; Apr. 1901; Nov 1902; Apr. 1903; Apr and Nov 1904; Apr and Nov 1922; Apr, Sept, and Nov 1924; April and Sept 1925; Apr and Sept 1926; Apr 1927; Apr and Sept 1928; Apr 1929; Sept 1930; Apr 1931; Sept 1932; Apr and Aug 1935; Apr 1937; Nov 1938; Sept 1938; Apr 1941; Apr 1942; Aug and Nov 1944; Apr 1947 <b>(will notify CtyHisSoc)</b>	Campaign Finance Reports	Financial disclosure reports filed by candidates during election campaigns. Authority provided by Wis. Stat. § 7.23(1)(d).	Event+6 years; Event=date of receipt	No	Waived
June 2019 and prior	Inactivated Voter Registration Applications Campaign Registration Statements	Per WEC (pg. 229 of Election Admin. Manual)  Statements filed by candidates for public office. Includes Notification of Non-candidacy for reelection forms. Authority provided by Wis. Stat. § 7.23(1)(d).	4 years after the cancellation	No	Waived
	Official Canvassers Statements	Prepared statement showing the results of each election. Authority provided by Wis. Stat. § 7.23(1)(i).	Event+6 years; Event=termination issued by the registrant	No	Waived
	Election Notices	Includes proofs of publication and correspondence filed in connection with such notices. Authority provided by Wis. Stat. § 7.23(1)(j).	Event+10 years; Event=election	No	Waived
			Event+1 year; Event=Election	No	Waived

\*Plus Items Listed in Letter to Polk County Hist.Society

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# PROPOSED RECORDS DESTRUCTION LIST

7/6/2023

## FOR BOARD REVIEW\*

MAJOR CATEGORY	RECORD SERIES TITLE	SERIES DESCRIPTION	RETENTION AND DISPOSITION	CONFIDENTIAL	WHS NOTIFICATION
		Includes proofs of publication and correspondence filed in connection with such notices. Authority provided by Wis. Stat. § 7.23(1)(j). Reports filed by municipal clerks on registration, voting, and absentee voting. Authority provided by Wis. Stat. §§ 6.275-6.276.	Event=22 months; Event=Election	No	Waived
		Election Notices (Federal Elections)  Election Voting and Registration Statistics Reports	Event+22 months; Event=Election	No	Waived
Operator & Liquor Licenses:  1965-1993 2006-2017 (in storage room)	Liquor and Beer Licenses	Includes license applications (approved and unapproved) and license stubs. Authority provided by Wis. Stat. § 125.04(3)(i).	Creation+4 years	No	Waived
Retail Class A and Class B Liquor License Petitions:  1957-1975	Petitions	Petitions submitted to municipalities for improvements or changes to existing municipal services/structures.	Event+7 years; Event=Petition approved or denied	No	Waived
East Lake School - Payment Receipts	Payments and Receipts - Cashbook	Overall record accounting for receipts and disbursements, usually for fiscal or calendar year.	Event+7 years; Event=Audit	No	Waived

\*Plus Items Listed in Letter to Polk County Hist.Society

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# PROPOSED RECORDS DESTRUCTION LIST

## FOR BOARD REVIEW\*

7/6/2023

	MAJOR CATEGORY	RECORD SERIES TITLE	SERIES DESCRIPTION	RETENTION AND DISPOSITION	CONFIDENTIAL	WHS NOTIFICATION
Apr 1951-Sept 17, 1953 July 1944-Sept '53 Feb 1874-Jun 1943  <b>Feb 1874-Jun 1943; '44-'47: to check with WI HS</b>	WI Public School District GRS: Disbursement and Receipt Journal  Canceled General Voucher Checks Bank Deposit Receipts	WI School District GRS:Fiscal & Acctg Records GRS	Disbursement and Receipt Journal	7 years or Fiscal year + 6 years (event is end of fiscal year)  Event + 7 years (event=month paid)  End of Fiscal year + 6 years	n/a	n/a
<b>Election Records</b>	Ballots and Equipment				No	Waived
Apr 2014-Apr 2019 Feb-Nov 2020 Feb 16 and Apr 6 2021		Applications for Absentee Ballots (Federal Elections)	Includes copies of proof of identification when submitted with application. Authority provided by Wis. Stat. § 7.23(1)(f).	Event+22 months; Event=Election	No	Waived
		Applications for Absentee Ballots (State, County, Local Elections)	Includes copies of proof of identification when submitted with application. Authority provided by Wis. Stat. § 7.23(1)(k).	Event+90 days; Event=Election	No	Waived
		Per WEC	Absentee Ballot Log and Provisional Ballot Reporting Form	22 months after an election	No	Waived
		Ballots (Federal Elections)	Federal election ballots. Authority provided by Wis. Stat. § 7.23(1)(f).	Event+22 months; Event=Election	No	Waived
		Ballots (State, County, Local Elections)	State, county, local offices. Authority provided by Wis. Stat. § 7.23(1)(h).	Event+30 days; Event=Election	No	Waived

\*Plus Items Listed in Letter to Polk County Hist.Society

**PROPOSED RECORDS DESTRUCTION LIST  
FOR BOARD REVIEW\***

7/6/2023

MAJOR CATEGORY	RECORD SERIES TITLE	SERIES DESCRIPTION	RETENTION AND DISPOSITION	CONFIDENTIAL	WHS NOTIFICATION
	Ballots (Unused and related Materials)	Only applies to unused ballots and materials. Authority provided by Wis. Stat. § 7.23(1)(a).	Event+3 business days; Event=Completion of all election canvasses	No	Waived
	Detachable Recording Units	Data storage devices used in electronic voting equipment. Authority provided by Wis. Stat. § 7.23(1)(g).	Event+21 days; Event=Election	No	Waived
	Detachable Recording Units (Primary Elections)	Data storage devices used in electronic voting equipment. Authority provided by Wis. Stat. § 7.23(1)(g).	Event+14 days; Event=Election	No	Waived
	Per WEC	Voting Equip Results Tapes	90 days after an election 22 months after a Fed election	No	Waived
	Official Canvassers Statements	Prepared statement showing the results of each election. Authority provided by Wis. Stat. § 7.23(1)(i).	Event+10 years; Event=election	No	Waived
	Election Notices	Includes proofs of publication and correspondence filed in connection with such notices. Authority provided by Wis. Stat. § 7.23(1)(j).	Event+1 year; Event=Election	No	Waived
	Election Notices (Federal Elections)	Includes proofs of publication and correspondence filed in connection with such notices. Authority provided by Wis. Stat. § 7.23(1)(j).	Event=22 months; Event=Election	No	Waived
	Election Voting and Registration Statistics Reports	Reports filed by municipal clerks on registration, voting, and absentee voting. Authority provided by Wis. Stat. §§ 6.275-6.276.	Event+22 months; Event=Election	No	Waived

\*Plus Items Listed in Letter to Polk County Hist.Society

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# PROPOSED RECORDS DESTRUCTION LIST

7/6/2023

## FOR BOARD REVIEW\*

MAJOR CATEGORY	RECORD SERIES TITLE	SERIES DESCRIPTION	RETENTION AND DISPOSITION	CONFIDENTIAL	WHS NOTIFICATION
	Ineligible Elector Registrations	Electoral registrations deemed ineligible for voting. Status and reasons for ineligibility should be noted. Authority provided by Wis. Stat. § 7.23(1)(c).	Event+4 years; Event=When deemed ineligible	No	Waived
	Per WEC	Clerk Materials (e.g. late absentee ballots)	90 days after an election 22 months after a Fed election	No	Waived
	Poll (Voter) Lists	List compiled by election officials on election day showing the names and addresses of electors who actually cast votes in an election defined in Wis. Stat. § 5.02(14). Authority provided by Wis. Stat. § 7.23(1)(e).	Event+22 months; Event=Election	No	Waived





WISCONSIN  
HISTORICAL  
SOCIETY

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October 20, 2017

Lorraine Rugroden  
Clerk/Treasurer, Town of Osceola  
PO Box 216  
Dresser, WI 54009

Dear Ms. Rugroden,

Thank you for your letter of September 11, 2017, notifying us of your intention to destroy select obsolete city records (see attached copy).

The Wisconsin Historical Society declines your offer of these records and waives the sixty-day notification period specified in Wisconsin Statute 19.21. Please consider this letter as authorization to dispose of these categories of records in the future without further notification to us. You still are obligated to maintain the records listed above for the minimum time specified in the statutes.

Sincerely,

Matt Blessing  
State Archivist and Administrator for the  
Library-Archives  
Wisconsin Historical Society  
816 State Street  
Madison, WI 53706  
(608) 264-6480  
[matt.blessing@wisconsinhistory.org](mailto:matt.blessing@wisconsinhistory.org)

MB/ajb  
Enclosure

Collecting, Preserving and Sharing Stories Since 1846

816 State Street Madison, Wisconsin 53706

[wisconsinhistory.org](http://wisconsinhistory.org)

6 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

[www.townofosceola.com](http://www.townofosceola.com)  
[townofosceola@yahoo.com](mailto:townofosceola@yahoo.com)

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September 11, 2017

Wisconsin Historical Society  
Andrew Baraniak  
816 State St  
Madison, WI 53706

Dear Andrew,

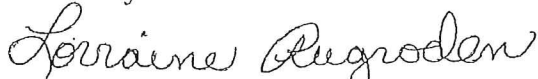
We at the Town of Osceola in Polk County are trying to clean out old records and I was told to write a letter letting you know what records we want to get rid of. I was at Minoqua and Wisconsin Dells when you spoke to the group and have a fairly good understanding as to what needs to be done.

The records that we want to purge are the following:

Driveway Permit Requests	Insurance Papers
Burning Permit Requests	Capital Project Bids
Dog License Applications	Town Board Meeting File Backup
Tax Payment Receipts	Town Road Project Files
Tax Collection Records	Town Road Improvement Project Files
A/P Invoices & Check Stubs	Liquor License Files
Payroll Check Stubs and back-up	Background Checks
Payroll Reports	Charitable Fund Donation Records
Board of Review Paperwork	Old Employee Files
Audit Reports 1960 - Current	Mobile Home Tax Files
Bank Statement Monthly Files	Second-hand Dealer License Files
Year End Files	Working Budget Files
W2's	Assessment Records (Not Final)
Election Files	
Insurance Certif. from Contractors	

There are some files that go back as far as 1960 (Audit Files). Some year-end files go back to 1984. Everything else that I listed is newer. Please let me know what I can purge. If you have questions, you may call me at 715-755-3060.

Sincerely



Lorraine Rugroden WCMC  
Town of Osceola  
Clerk-Treasurer

516 East Avenue North  
P. O. Box 216  
Dresser, WI 54009-0216  
Office: 715-755-3060  
clerk@townofosceola.com

# TOWN OF OSCEOLA

Polk County, Wisconsin  
www.townofosceola.com

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[DATE]

Wisconsin Historical Society  
Attn: Andrew Baraniak, 4<sup>th</sup> Floor Archives  
816 State Street  
Madison, WI 53706-1482

Re: Records Destruction Notification

Dear Andrew:

The Town of Osceola is in the process of going through its files, trying to clean out old records. Below is a list of the records at this time we are considering for either purge/destruction or retention by the Wisconsin Historical Society. Please let me know your response on these respective files/records.

**Highway Record/Tax Rolls:** 1861-1865; 1867-1875; Dec. 3, 1877 to Mar. 21, 1889 (one large book)

**Misc. Content Box:** 1893-early 1900s

**Cigarette License log:** 1950-1967; 1982-1987

**Municipal Court Records:** 2008-2010; Predominately Citations, some Distribution of Funds, and a couple of Auditor Reports

**Payment Receipts and Income Surtax documentation:** 1918-1925

**School District Tax Levy Payments, High School Attendance ('Tuition Statements') documentation, and School Money Apportioned:** 1864-1875; 1916; 1919-1926

**Income Tax Settlement Documentation including Tax Apportionment:** 1917-1918

**Aetna Insurance Company Policy for Town Board of Supervisors:** 1923; 1926; 1930-1936; 1951-1956

**Hartford Accident & Indemnity Co. Policy:** 1933

**Soo Line Industrial & Real Estate Commissioner Letter to Town for removal of gravel:** 1947

**Audit Report:** Yr ending March 28, 1917

**Election Poll Lists and Canvass Results:** Nov. 1900; Apr. 1901; Nov 1902; Apr. 1903; Apr and Nov 1904; Apr and Nov 1922; Apr, Sept, and Nov 1924; April and Sept 1925; Apr and Sept 1926; Apr 1927; Apr and Sept 1928; Apr 1929; Sept 1930; Apr 1931; Sept 1932; Apr and Aug 1935; Apr 1937; Nov 1938; Sept 1938; Apr 1941; Apr 1942; Aug and Nov 1944; Apr 1947

**East Lake School District Disbursement and Receipt Journal and Misc Bank Statements and Receipts:** Feb 1874-Jun 1943; July 1944-Sept. 1953

**Real Estate Field Books:** 1931-1933;

**Book of Town Orders:** 1858-1875; 1880

**Laws of WI Concerning of Towns Powers & Duties of Town Officers and Boards of Supervisors:**  
1879, Nov 1923,  
**Election Law Manuals:** Sept. 1886, 1898, 1900, January 1, 1906, 1912  
**Laws of WI Related to Common Schools:** 1934

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If you have any questions, please contact me at the number shown above. I look forward to hearing back from you. Thank you.

Sincerely,

Denise Skjerven  
Clerk

DRAFT



Yellow Highlight= W1 Historical Society Review Needed;  
AND include any old files not specifically noted  
**BOXES IN SHOP:**

## RECORDS RETENTION INVENTORY OVERVIEW

CATEGORY	CATEGORY	CATEGORY	CATEGORY	CATEGORY
<b>Administrative</b> <b>Minutes:</b> <b>PERMANENT</b>	<b>Administrative</b> <b>Plan Commission Meetings/Minutes:</b>	<b>Finance</b> <b>Income &amp; Expenses:</b> <a href="#">JAN TO REVIEW</a>	<b>Payroll=Administrative</b> <b>Financial=Finance</b> <b>Tax Collection=Revenue</b>	<b>Finance</b> <b>Year End files:</b>
1993-10/9/2000  11/13/2000-2/10/2003  3/10/2003-3/29/2006 2006-2014 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 2011 2012 2013 2014 2015 2017	Payroll: > EE file: EE term=7 yrs; > Mo./Qtrly Rpts: Rpt date=5 yrs; > Registers: Creation=4 yrs > Tax Rolls: Creation=15 yrs	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:**

100+ Year old papers	FILES IN OFFICE STORAGE ROOM:	CATEGORY	CATEGORY	CATEGORY	CATEGORY	CATEGORY
Did NOT capture:	<p><b>Town Board Meetings/Minutes:</b></p> <p>1975-1986</p> <p><b>Administrative</b></p> <p><b>Minutes:</b></p> <p><b>PERMANENT</b></p>	<p><b>WI Statutes Books:</b></p> <p>2017-2018</p> <p><b>Administrative</b></p> <p><b>Plans/Drawings:</b></p> <p>approx. 50</p> <p><b>Public Works</b></p> <p>Bldg Plans:</p> <p>Construction+ 4 yrs</p> <p><b>Develop Plans:</b></p> <p><b>PERMANENT</b></p>	<p><b>Town Clerk's Record:</b></p> <p>6</p> <p><b>Administrative</b></p>	<p><b>Treasurer's Account Book:</b></p> <p>5</p> <p><b>Finance??</b></p>	<p>ALL MAY NOT BE 75+ yrs old</p> <p>ALL MAY NOT BE 75+ yrs old</p>	<p>review content and accordingly handle</p> <p>review content and accordingly handle</p>
<p>&gt; much of anything "newer" ...2017/18 and forward</p> <p>&gt; anything from Treasurer's files located in desk area or office file cabinet</p> <p>&gt; electronic records on either the Clerk's and/or Treasurer's computers, EXCEPT where noted</p> <p>&gt; personnel files (<b>End of Service?</b> yrs)</p> <p>&gt; anything in the Shop in the Public Works file cabinets or electronic records</p>	<p>1987-1993</p> <p>1994-1997</p> <p>1998-2001</p> <p>2002-2006</p>	<p>latest statute info is online</p> <p>and a file box and an entire drawer</p> <p>only destroy non-development plans</p>				
<p>&gt; CWI Surveillance Footage: <b>PW: Date of Recording+120 days</b></p>	<p>2007-2009</p> <p>2010-2012</p> <p>2013-2015</p> <p>2015-2020</p>					
	<p>NOTE: On Clerk's PC, Migs go back to 1994; Plan Comm. 2008 and forward</p>					

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

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

RECORDS RETENTION INVENTORY OVERVIEW

7/3/2023

CATEGORY		CATEGORY		CATEGORY		CATEGORY	
Tax Roll/Assessment:	Revenue	Final Tax Roll: Creation+15 years	Tax Receipt Batches:	Tax Info:	Insurance:	Administrative	Kramer Mining:
	Accts for receipts/ disburs: Audit+7 yrs						
1999-2008			Dec '2002-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)
			2007-2008				Event(Response)+ 3 years
			2009-2010				
			2010-2011				
			2013-2014				
DENISE REVIEWED							
CATEGORY		CATEGORY		CATEGORY		CATEGORY	
Assessment Roll:	Revenue	Receipt books:	WI Blue Book:	WI Town Officers' Handbook:	Administrative	WI Town Law Forms:	Administrative
	Creation+15 yrs; NOTE: No Forest Crop Acreage destroyed; Notify WI HistSoc. before ANY destroy						
1882; 1885-1961		2008-present	2019-2020	2017		2015-2016	
1965-2001		2008-2015				2017-2018	

RECORDS RETENTION INVENTORY OVERVIEW

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

CATEGORY		CATEGORY		CATEGORY		CATEGORY	
Administrative		DENISE REVIEWED		Administrative		Finance	
Election Records		Dog Licenses:		Operator & Liquor Licenses:		Audit Materials:	
Creation+3yrs		Creation+3yrs		Creation+4yrs		Final Rpt+3yrs	
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*					
Sept 2004		2005-2011 info		Operator & Liquor Licenses:		Audit Materials:	
		4/1/2014-2019		VARIES		Liquor Lic: creation+4yrs LicApps: Creation+4 yrs	
		2 boxes (full)		A-Z files:		Liquor Lic: creation+4yrs LicApps: Creation+4 yrs	
		Go through by alpha and merge and destroy as applc.		2006-2019		destroy prior to 2018	
		NOTE: Need to look at 2018 to current records to see what should be destroyed; likely if older than 22 mos (Aug '21)		2012-2021		destroy prior to 2018	
		Poll Lists and Canvass Results: Sept 1966-April '91 Apr '42/Aug '44/Nov '44					
		*ALSO SEE WEC'S ADMIN MANUAL TIMEFRAMES*					
DENISE REVIEWED							
ORDINANCES/ RESOLUTIONS:		Elections:		CATEGORY		CATEGORY	
1995 and forward		2005-2011 info		Administrative		Finance	
		4/1/2014-2019		PERMANENT		Final Audit+3 yrs	

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

RECORDS RETENTION INVENTORY OVERVIEW

7/3/2023

CATEGORY		CATEGORY		CATEGORY		CATEGORY		CATEGORY	
DENISE REVIEWED		Osceola Municipal Court (boxes);	Administrative Close of Case+7Yrs	Sand Lake Boat Launch Renovation:	Public Works Project Records: Complete+10 Yrs	Time sheets:	Administrative Payroll: EE term+7Yrs	Unknown Box/File/Binder Contents:	TBD
3	Charitable Fund Supplies (boxes):	Finance?							
1	(dependent on material yrs)			2001-2002		1990s		2	
4-drawer file cabinet:		VARIES	Board of Review:	Minutes/ Proceedings: Creation+7 Yrs	Road Work:	Public Works Project Records: Complete+10 Yrs	Comp Plan:	Public Works New Plan+14 Yrs	Public Works Project Records: Complete+10 Yrs
2002-2018	Building Permits:	Administrative	2004	Assessor Final Rpts: DOR final rpt+5 yrs	2001-2018	destroy 2012 and prior	drawer full	keep only 5 copies?	1878-1881
A-Z various files/content		Go through by alpha and merge and destroy as applic.	2010-2018	destroy 2015 and prior	2001-2018	destroy 2012 and prior	drawer full	keep only 5 copies?	1878-1881
2002-2018	Life of bldg+1 yr								
Unknown Box/File/Binder Contents:		TBD							
53									
destroy 2012 and prior?									
1 clasped storage container									
1893-1900s: unknown cont									
DENISE REVIEWED									

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

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## REMOVING ELECTRONIC VOTING SYSTEMS

Meagan Wolfe, the chief election official of Wisconsin, has been accused of breaking election laws and eroding public trust.

There are currently 17 open lawsuits involving Meagan Wolfe and/or the Wisconsin Election Commission.

In three separate cases, Wisconsin courts have declared Wolfe's absentee voting guidance invalid and contrary to law.

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Mail-in paper ballots cast by voters are being fed into ES&S and Dominion tabulators on election days. For an example, we'll use 100 ballots. Of the 100 recorded by those tabulators, a certain percentage is categorized as "Blank Ballots". This can range from 0.5% up to over 10%. We'll use 5% here. The electronic images of the ballots, generated by the tabulators, are then sent to the county Clerk. There is the "brains" of the ES&S or Dominion system. It is commonly called the "EMS" which stands for Election Management System. We have found patented software then takes those 5% Blank Ballots out of the original 100 in our example, thus five, and votes the five ballots for any candidate or race the corrupt person wishes. Our information is from the reports of the computerized voting systems at the county level. We have found this in multiple states already. The manuals of each company also show that software is part of this scheme. Such software has no business whatsoever, being in computerized voting systems. It makes them all uncertifiable. A ballot fed into a tabulator should either be fully accepted or entirely rejected; not placed into a secret file awaiting "adjustment" by some unknown person. Just one person with access could vote thousands of "Blank Ballots"

They spent almost 2 full decades building a corrupt US election system preparing for the day most citizens would become 'remote voters' and send their ballots in by mail or digitally using machines and electronic devices. That was always their goal - to get away from Election Day in-person voting with paper ballots.

They spent hundreds of billions of their dollars - and ours - setting this system up in hundred and hundreds of US counties.

And we're gonna prove early on in the development of these Election Management Systems, Platforms and Apps that our own political class in DC and in many states knew the CCP was all up inside this massive project, writing the code, creating the apps and platforms, setting up the digital highway for the election data to travel on.

They spend all that time and all that money setting up their EMCCS. [That's 'Election Management Cheat & Control Systems, for those of you in Rio Linda].

- A second means of changing the result included **"by inserting unauthorized and so far undetected operating instructions into the software" used in connection with voting machines,"** and,
- "[S]ome or all of the unauthorized operating instructions were pre-set to delete themselves a given amount of time after the election." [1](#) *Id.* at 31.

How long has computerized voting and vote counting to defraud Americans of their sacred votes and install whomever the puppet masters prefer as President of the greatest power on earth? Who are the oligarchs making these decisions?

Our elections simply cannot be about who cheats the best. What if the Democrats were right about Ohio in 2004?

Was Bush elected in Ohio by tactics that have now been perfected and used in multiple states? Who else was?

How long has it been since the American people really elected their president—or other officials? How deeply and widely has the machine fraud infected elections at every level of our Republic and the states?

Until we get paper ballots, hand-counted, and citizen voter identification, we delude ourselves by thinking we have a Republic or that “we the people” are electing our leaders.

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We can fix this if we unite immediately to demand this simple and far less expensive means of electing our government. No one should be opposed to an honest and transparent election process. Americans are entitled to it, and our elected officials who live in glass houses should not be throwing rocks.

U.S. CISA WARNING — Dominion voting machines used in 16 states have ‘substantial vulnerabilities’

Dr. Frank - People have been asking me how my analyses align with what is shown in the 2000 Miles documentary.

Actually, the stuffing shown is precisely the sort of thing I’ve been describing since December of 2020, but people have difficulty understanding it at first. Dennis Prager’s confusion in the piece illustrates this point.

What you first need to understand is that every ballot received needs to be assigned to a person who is listed the voter rolls.

The voter rolls are online, often in real time, and they are available to multiple entities, including the cheaters.

If there aren’t enough voters listed in the rolls to obtain a desired outcome, then cheaters can add more. That’s why the voter rolls are so inflated in *every* state. It gives cheaters a larger credit line to work with.

The electronic pollbooks tell you who has voted, who has ordered mail-in ballots, and who has not returned one. Often in real time.

If insufficient mail-in ballots have been ordered, then the cheaters can order more.

If the cheaters can’t harvest enough mail-in ballots, then the cheaters can print more.

The machines tell you what the current tallies are, often in real time. Also, they sometimes manipulate the tallies and decide which voter a ballot is assigned to.

The key to all this is access to information. Electronic, real-time information. That’s why the cheaters like centrally-controlled, electronic election systems.

Then you just need a relatively few people to do the legwork, because computer algorithms can handle all of the accounting.

Recounts do not expose ballot stuffing fraud, because ballots are anonymous. What matters is if the voter a particular ballot is assigned to actually completed that particular ballot.

“It’s not how many times you count the cash in the register, it’s how many of the bills are counterfeit.”



The solution is simple: Vote Amish. All paper, no machines. A single day, photo ID, hand-counting. Transparency.

I like to say, "You could pay someone to raise your children, but things turn out far better if you do it yourself."

It's the same with our elections... we've been paying other people to run them for far too long. The systems have become so complicated that the people running them don't understand them, and have no chance of securing them.

If we want our elections to have integrity, we need to run them with our own two hands.

Kari Lake Seeking Relief from Voting Machines in Arizona

"We are asking for relief for all the voters — Democrat, Independent, and Republican — from these electronic voting machines that tally and tabulate all of our votes. This is truly a bipartisan issue. We look back after the 2016 election and the Democrats were upset — they said the machines were terrible.

I even heard a soundbite from Kamala Harris saying she watched as one of these electronic voting machines was hacked before her very eyes and I got several minutes of Democrats saying the same type of thing. We know these machines are vulnerable, we know they are not secure, and they are certainly not transparent.

We don't want black box voting anymore where we don't know what is going on inside that computer."

110 Articles Affirm America's Computerized Voting System Is Online, Compromised, and Vulnerable To Hackers: Documented, Linked, and Quoted

American citizens deserve to know every single line of code and every single piece of hardware that counts their votes.

Voters must demand state legislatures and county election officials ban remote access software, wireless modems, direct-recording electronic, and ballot-marking device voting machines.

*If we are going to use machines* American elections must shift from a proprietary, privately-owned computerized system to one that is open-source, available for public inspection, and completely owned by the American people.

Voters should demand hand-marked paper ballots at the polling place and mandatory rigorous post-election audits.

Voters should also demand, for a start, to ban remote access software, wireless modems, direct-recording electronic, and ballot-marking device voting systems.

Americans deserve to know every single line of code and every single piece of hardware that counts their votes.

Voting Machines: What Could Possibly Go Wrong? (Nov. 5, 2018)

Elections Systems & Software, LLC, and Dominion Voting, account for about 80 percent of US election equipment. A third company, Hart Intercivic, whose e-slate machines have recently been reported to be flipping early votes in the current Senate race in Texas between Beto O'Rourke and Ted Cruz, accounts for another 11 percent.

The enormous reach of these three vendors creates an obvious vulnerability and potential target for a corrupt insider or outside hacker intent on wreaking havoc.

These vendors supply three main types of equipment that voters use at the polls: optical or digital scanners for counting hand-marked paper ballots, direct record electronic (usually touchscreen) voting machines, and ballot-marking devices that generate computer-marked paper ballots or "summary cards" to be counted on scanners. Contrary to popular belief, all such equipment can be hacked via the Internet because all such equipment must receive programming before each election from memory cards or USB sticks prepared on the county's election management system, which connects to the Internet.

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Thus, if an election management system is infected with malware, the malware can spread from that system to the memory cards and USB sticks, which then would transfer it to all voting machines, scanners, and ballot-marking devices in the county. Malicious actors could also attack election management systems via the remote access software that some vendors have installed in these systems. ES&S admitted earlier this year that it has installed remote access software in election management systems in 300 jurisdictions, which it refuses to identify.

The memory cards or USB sticks used to transfer the pre-election programming from the election management system to the voting machines, scanners, and ballot-marking devices constitute another potential attack vector. In theory, the person who distributes those cards or USB sticks to the precincts could swap them out for cards containing a vote-flipping program.

Memory cards are also used in the reverse direction—to transfer precinct tallies from the voting machines and scanners to the election management system's central tabulator, which aggregates those tallies. Problems can occur during this process, too.

The most worrisome aspect of all these various vulnerabilities is that—should they be exploited—we will be unable to prove whether and to what extent they have affected the outcome of an election.

I didn't see you going after Sen. Kamala Harris for saying that we are "dealing with antiquated machines which are vulnerable to being hacked."

Or going after Sen. Ted Lieu for saying, "Workers were able to easily hack into electronic voting machines" and "it was possible to switch votes".

I don't remember you going after Rep. Jennifer Wexton for reading "In 2018, electronic voting machines in Georgia and Texas deleted votes for certain candidates or switched votes from one candidate to another," into the congressional record.

Paper ballots are an important safeguard against such threats, because they create a tangible record of each voter's selections that the voter can use to ensure their choices have been accurately recorded and that election officials can use to verify electronic results.

WE NEED TO GET RID OF:  
-THE VOTING MACHINES  
-EARLY VOTING



-MAIL IN BALLOTS  
-AND ELECTRONIC REPORTING!

We need to go back to locally reported, hand-counted ballots on a SINGLE IN-PERSON ONLY ELECTION DAY.

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Colonel Conrad Reynolds (USA Ret.) CEO, Arkansas Voter Integrity Initiative

In the era of artificial intelligence and omnipresent technology, we've been subtly maneuvered into a tech-dependent mindset. One area where this is particularly true is our voting process. Drawing inspiration from the European model that endorses paper ballots, I argue that America needs to embrace paper ballots for the sake of transparency, security, and simplicity.

Trust in the electoral process is the bedrock of our democratic process, and nurturing this trust is the responsibility of the Arkansas Secretary of State. Ensuring transparent, fair elections is a solemn duty that should never be outsourced to external, for-profit corporations.

Alarmingly, we have been duped into accepting voting machines (actually they are voting computers) as secure, transparent, and foolproof. But are they truly infallible? Evidence and experience suggest not. Despite this, my non-profit organization, the Arkansas Voter Integrity Initiative, Inc, faces resistance from proponents who maintain the flawlessness of Arkansas' elections, primarily because of the convenience factor associated with voting machines.

Understanding this complex issue requires exploring some crucial facts about the voting process: the concealed ownership of Election Systems and Software (ES&S), their refusal to disclose the computer programming code, and the indefensible use of unreadable barcodes, which appear to be in violation of both federal and state laws.

ES&S, an external private company, has taken over Arkansas' election process. This Nebraska-based company, controlled by the McCarthy Group, refuses to reveal its financials and investor list. This lack of transparency from the people who control our elections raises serious accountability questions.

Additionally, the voting machines rely on secret proprietary source codes for programming, inaccessible even to the Secretary of State. Why should we place our trust in an unseen, unknown process with our votes?

Voting machines further undermine trust by reading barcodes instead of the actual text on ballot summary cards, contradicting the Help America Vote Act of 2002's voter verification requirement.

Arkansas officials assure us that election audits validate the machine counts. However, no comprehensive audits of past elections have been conducted, rendering these assurances dubious. The limited scope and statistical insignificance of these so-called 'audits' call their validity into question.

I propose a solution: secure, watermarked, hand-marked, and hand-counted paper ballots. With a straightforward process, any County Quorum Court in Arkansas can pass a binding resolution to transition to paper ballots - yes, it is that simple.

While adopting paper ballots may seem laborious, isn't it worth the effort to preserve our republic and ensure faith in our democratic process? Despite opposition suggesting otherwise, cybersecurity experts highlight unseen risks in computerized voting, such as potential undetectable vote manipulation. This makes the additional work not just necessary, but crucial. Machine-tabulated, hand-marked paper ballots can give a quick election

night count, while hand-counting prior to certification offers comprehensive auditing for every race, bolstering our democratic process's integrity and transparency.

We must continue to provide handicap-accessible voting machines at every location, as mandated by the Help America Vote Act, balancing the needs of both machine proponents and skeptics, potentially fostering greater voter participation. 79

Arkansans increasingly voice their frustration with officials who disregard their demands for transparent elections. It's high time our elected leaders acknowledged this call and transitioned to paper ballots.

I urge you to express your support for paper ballots to your local Justice of the Peace. Transparency in our election process can only be fully achieved through paper ballots.

a widely respected and highly credentialed cyber security election expert domiciled in Wisconsin, [Dave Schroeder](#), finally [disclosed, after many years](#) of direct and indirect denials by Wisconsin election administrators, that Wisconsin voting machines can be hacked and that this could be considered an "act of war".

Schroeder's background involves Wisconsin Army National Guard Cyber Warfare and an Information Warfare Officer with the Navy for Cryptologic Warfare and Space Cadre.

Schroeder went on to compare these hacks as a threat to the national critical infrastructure of America similar to attacks on the power grid, ports and dams.

Schroeder concluded that America's "constitutional federal republic" is under threat from foreign forces.

After careful analysis, any objective person will come to the conclusion that the ONLY reason a country would insist on promoting mail-in voting and using machines during an election, is to rig the election results.

What's spelled out in the Trumps draft EO, all leads back to Foreign Election Interference. It states: "Dominion Voting Systems is owned and heavily controlled by foreign agents, countries, and interests". Those systems are "intentionally and purposely designed with inherent errors to create systemic fraud and influence election results."

the historic July 8, 2022, Wisconsin Supreme Court decision that labeled the results of the 2020 Wisconsin Presidential Election as "illegitimate" because WEC did not administer the election according to law.

All you need is for someone to stop the vote counting in some swing states. Or for a waterpipe to burst. Or for machines to fail for a bit, while white vans pull up with more ballots. We have an affidavit of an eye witness



who saw Claire Woodall-Vogg in the city of Milwaukee bring in more ballots around 11pm on Nov.3rd, 2020. This was shortly after she sent Republican observers home, because she got the call to stop counting ballots due to the wuhan chinese virus.

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Part 1 of 2: See who all met together in Portugal in Ms Robinson's tweet here. The ODNI is the CIA (officially the Director of National Intelligence). The corrupt Bilderberg Group you can simply Google as to how bad they are. And CISA? They are the Dept. of Homeland Security - who setup a private nonprofit named CIS. CIS has contracts with many Wisconsin counties (we have many of those contracts in our possession). The contracts permit the federal government to see all internet traffic into, out of, our counties. All texts, emails, attachments, court filings....oh yeah, election results transmitted on election nights.

Part 2 of 2: If you're thinking our elections are safe, you're wrong. We twice contacted the Wis. County Association, Mark D. O'Connell President and CEO in particular, to warn them. Heard nothing back. Crowdstrike is in many of those Wis. county contracts. Crowdstrike is the outfit who setup and maintained Hillary Clinton's closet servers. They are the ones who told the FBI to pound sand when the FBI wanted the servers. Wisconsin citizens - you might want to get this info to anyone you know in county government. Along with our findings proving 27 counties' ES&S/Dominion voting machines are connected to the internet. Using unauthorized private companies such as WiscNet, TDS Telecom and others. Using wireless modems never approved by the federal EAC (who is corrupt also proven now by documents others have obtained and by people who used to work there - but that is another story).

~ Peter Bernegger (<https://t.me/PeterBernegger>)

According to the IRS whistleblower the election was stolen from Donald Trump by his own DOJ!

Gary Shapley says they were given stand down orders immediately after Joe Biden won the nomination for the democrat candidate. He says the DOJ standard rule of not investigating 60-90 days before an election started long before that deadline.

In his testimony he stated "It was apparent that DOJ was purposely slow-walking investigative actions in this matter."

We all knew the 2020 election was rigged. The problem now is the GOP House isn't doing anything to stop it from happening in '24.

Part 1 of 2: Meagan Wolfe lies again to us the public and to all 1,922 election clerks across Wisconsin. She used government letterhead last week to lobby for her job as the Administrator of the Wis. Election Commission. She blamed all on the 6 commissioners, including her claiming she had nothing to do with the 1 million illegal voter registration applications sent out in 2020 to Wis. citizens. Really Meagan? Look at your own manual published on Sept.22nd, 2020 - page 66 - showing YOU put the "approval" of the illegal form in the election clerks' manual. The manual you had sent to all 1,922 clerks. You lied again, the commission never voted to approve that form. Those 250,000 you schemed to register illegally are still Active in the WisVote system casting ballots.

Part 2 of 2: You even caused another lawsuit on this very issue: Waukesha County Case Number 2022CV001336 Richard Braun vs. Wisconsin Elections Commission Why don't you explain to the media today why 10 (ten) attorneys came to your defense in this case. The case is still open and pending as of today.

Meagan Wolfe: your tricks include hiding such information from the public, from the 6 commissioners. One commissioner was asked recently about a lawsuit filed against the Wisconsin Election Commission. The commissioner was not even aware of the lawsuit. The lawsuit had been filed against the commission for over five months, Meagan never told the commissioners about it. See previous posts for another of Meagan's lies. 81

~ Peter Bernegger (<https://t.me/PeterBernegger>)

### Spalding County, GA:

**Commissioners push to defund electronic voting systems, removing \$85,000 from the Election Boards' budget.**

**Tonight the board, in a 5-0 vote, gave its consent for the Spalding County Board of Elections to take whatever action they deem reasonably prudent to carry out open, fair and transparent elections, to include using paper ballots instead of the flawed machines.**

**The next Elections Board meeting will be held on this measure, July 11.**

Auditor, CPA, MBA – and election integrity advocate. Shocked by statistical anomalies he saw in the 2020 election, Joseph Fried (<https://cpi.us16.list-manage.com/track/click?u=6c6e861609083c7128a2fe2f6&id=a601db5b96&e=b5dc098839>) used his well-honed mathematical and analytical skills to investigate these concerns.

His book on 2020 election results, *Debunked?* (<https://cpi.us16.list-manage.com/track/click?u=6c6e861609083c7128a2fe2f6&id=39027d18fe&e=b5dc098839>), (<https://cpi.us16.list-manage.com/track/click?u=6c6e861609083c7128a2fe2f6&id=39027d18fe&e=b5dc098839>) documents deviations from procedure and suspicious statistical inconsistencies in six swing states that he believes changed the outcome of the election. Mr. Fried explains to Cleta that his data shows that the certification of election results in key areas was – at the least – premature.

Fried carefully reviewed the numbers of vote-by-mail ballots that were arguably not verified in Fulton County, Georgia and Maricopa County, Arizona. In Wisconsin, despite a massive increase of “Covid” absentee ballots, the rejection rate resulting from signature abnormalities or other defects were at a historic low. These numbers, according to Fried’s research, were greater than the margin of victory in the Presidential election of 2020.

### The Ten Points to True Election Integrity: An Epilogue

Topic: Elections

[CAPT. SETH KESHEL](#)

MAR 28, 2022

Complaints are only useful if they are paired with solutions. We already know enough about 2020 to make a national case for decertification. In all truthfulness, we are only able to “stay in our lanes,” which is, interestingly enough, Lesson 2 in my forthcoming book, *Ten Veteran*



*Lessons for Every Day.* Staying in our lanes means to not get distracted with the final outcomes when there is still plenty of work to be done by teams, whether they are exposing fraud through analysis or canvassing, arguing in court, or contributing content through the new media. Keep on the pathway to fixing every problem you encounter.

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Here are the Ten Points to True Election Integrity:

- I. [Clean Out the Voter Rolls](#)
- II. [Ban All Electronic Elections Equipment](#)
- III. [Voter ID with Paper Ballots Only](#)
- IV. [Ban Mail-In Voting\\*](#)
- V. [Ban Early Voting\\*](#)
- VI. [Drastically Smaller Precincts\\*](#)
- VII. [Ban Ballot Harvesting](#)
- VIII. [Election Day is a Holiday](#)
- IX. [New Reporting Requirements for Transparency](#)
- X. [Heavy Prison Sentences for All Who Commit Fraud](#)

Review these points. Scrutinize them. If you have things to contribute to any that will bring about improvement, they can be sent to me at [skeshel@protonmail.com](mailto:skeshel@protonmail.com). Many brilliant minds helped craft these points.

What can you do? You can network with your local officials at county, district, and state levels to integrate the entire platform of Ten Points into their agenda. All these steps, individually, serve as a deterrent to systemic fraud. Imagine if all of them were put in place. We would have excellent elections, limited to very few cases of fraud. There are several legislators I have been working with who are going to be unleashing these in sessions across the country.

Your task is to know and present these items and be able to defend them. Nye County, Nevada, has moved to remove electronic voting equipment in favor of secure paper ballots. There is a lot of work to be done there, and everywhere, still. There is no time left for not being involved and

pressing for change. We will not forget 2020 and will hold out hope that the light of truth will shine in that dark corner and will pursue the two-front war to making our elections work in the future.

SK

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## **Point Two to True Election Integrity: Ban All Electronic Elections Equipment**

Topic: Elections

[CAPT. SETH KESHEL](#)

MAR 18, 2022

In intelligence lingo, an “intel gap” is something that is not fully known, or perhaps not known at all. Analysts may know from which village a convoy is most likely to be attacked, or with which weapons, but may draw a blank when it comes to knowing who pays for or transports said weapons. That key piece of intelligence holds the hidden key for eliminating that threat altogether.

I consider the entire cyber picture an “intel gap” in need of more information. Not one that is completely unknown, mind you, but lacking in quantifiable information as to where and how much. My numbers that have been widely published don’t account for “how.” They simply show disparate data and trends for further investigation.

As with nearly all of the election fraud claims, the approach to putting claims of electronic fraud to rest is simple: put the cards on the table. If there is nothing to be found with ballot marking devices, electronic poll books, tabulators, centralized databases, and all associated equipment, a full review and dissection of all equipment provided by all election vendors should not only put these claims to rest, but utterly humiliate those making them.

Enter Maricopa County.

The Arizona Senate subpoenaed a variety of electronic voting equipment, but the Maricopa County Board of Supervisors withheld logs and routers from the examiners in the course of the first ever full forensic audit in 2021, and continues to withhold them at the time of this writing. Again, if Bill Gates, Jack Sellers, and the rest of the crooked board would like to put the entire question of cyber issues to bed, they would most certainly provide all required materials to do so. To me, this is the single biggest confirmation of the potential for cyber fraud in our elections.

We have also seen several displays from Michigan, New Mexico, Wisconsin, Georgia, and other states that show precisely how outcomes can be controlled at a central location by a single adjudicator. The [primaries](#) in Texas were a gigantic disaster. Modernized poll pads with dirty voter rolls connected to them makes it potentially very easy to check repeat, or even imaginary, voters in to cast a ballot under a false registration. 84

The solution here is simple. Ban all electronic elections equipment. They managed to conduct elections without computers and software for well over a century, so why can't it be done today? The answers are convenience, corruption, and money.

For convenience - media, and by default, viewers, want results instantly. To some extent, that is a good thing, so long as brevity delays malfeasance that pollutes clean elections. The ability for bad actors to switch votes or manipulate vote tallies electronically are obvious indicators of corruption. Finally, there is big money in government bids for everything the government procures, generally wastefully, including electronic elections equipment. To return to simple ways of tallying election results would devastate an entire industry.

In Nye County, Nevada, the county commission [voted](#) unanimously to begin the process of banning all electronic elections equipment, and move to secure paper ballots with anti-counterfeit measures, to be counted by hand. Rio Blanco County, Colorado, is in the process of making similar changes. With little cracks in the dam now present, progress is picking up across counties. Last night, in Clackamas County, Oregon, two county commission candidates [pledged](#) similar action, if elected.

The sacrifice will be felt in slower election returns. If we have to wait for an extra day to get accurate results from fair elections, I am fine with that. We already wait for days anyway for states to come up with enough votes in key counties to flip key races as needed, so why should anyone care about delayed results?

What is old must become new again. Return to the old-fashioned way of voting, on paper, and of counting them by hand. Clean elections depend on it.

SK



“Forty-three percent of American voters use voting machines that researchers have found have serious security flaws including backdoors. These companies are accountable to no one. They won’t answer basic questions about their cyber security practices and the biggest companies won’t answer any questions at all. Five states have no paper trail and that means there is no way to prove the numbers the voting machines put out are legitimate. So much for cyber-security 101... The biggest seller of voting machines is doing something that violates cyber-security 101, directing that you install remote-access software which would make a machine like that a magnet for fraudsters and hackers.”

This statement was said by Senator Ron Wyden, D-Ore., during a March 21, 2018, U.S. Senate Intelligence Committee hearing, one of the numerous hearings that Congress convened to discuss election security following the 2016 election.

Wyden, his congressional colleagues, and the corporate media would spend much of the next four years discussing their many concerns about the security of the U.S. election system.

Computerized voting in the United States is largely a secretive and privately-run affair conducted out of the public eye with very little oversight.

The corporations that run every aspect of America’s elections, from voter registration to casting and counting votes, are subject to limited regulation and public scrutiny.

The companies are privately-owned, making information about ownership, finances, and technology difficult to obtain.

The software source code and hardware design are kept as trade secrets and therefore difficult to study or investigate.

With both major parties doubting the integrity of the last two elections, the voting machine vendors have lost the trust of the American people. And, deservedly so.



Considering J.P. Morgan, Facebook, and the Pentagon have all been hacked in recent years, it is illogical to believe that voting machine manufacturers working on limited budgets are somehow immune to cyber intrusions.

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Senator Amy Klobuchar, D-Minn., discussed her concerns with the three main voting machine manufacturers in the 2020 HBO Documentary, Kill Chain: The Cyber War on America's Elections:

“We’re very concerned because there are only three companies. You could easily hack into them. It makes it seem like all these states are doing different things, but in fact, three companies are controlling them.”

Elections Systems & Software, Dominion Voting, and Hart Intercivic account for about ninety percent of U.S. election equipment. These vendors supply the equipment at the epicenter of America’s elections:

- **Electronic Poll Books:** An electronic poll book (also called “e-poll book”) is a computer-based system that allows poll workers to look up voters and either check them in to vote or identify the person as not in the list of voters permitted to vote at the polling location.
- **Optical Scanners:** Optical scanners include both marksense and digital image scanners in which voters mark paper ballots that are subsequently tabulated by scanning devices. Optical scan voting systems can scan and tabulate ballots marked by hand or those marked by a ballot marking device. High-capacity batch-fed optical scan tabulators are used in some jurisdictions to handle larger volumes of central count ballots.
- **Direct Recording Electronic (DRE):** A direct recording electronic voting system (often touchscreen) is a vote-capture device that allows the electronic presentation of a ballot, electronic selection of valid contest options, and the electronic storage of contest selections as individual records. The voter’s choices are stored in DREs via a memory cartridge or smart card and added to the choices of all other voters.

- **Ballot Marking Devices (BMD):** A ballot marking device allows the electronic presentation of a ballot, electronic selection of valid contest options and produces a machine-marked paper ballot, but does not make any other lasting record of the voter's selections.
- **Hybrid Voting Systems:** Hybrid voting systems combine elements of optical scanners, DREs, or ballot marking devices.
- **Election Management System (EMS):** A set of applications that handle pre- and post-voting activities, including ballot layout, programming media for voting equipment, importing results data, and accumulating and reporting results.

Contrary to popular belief, all electronic voting equipment can be hacked because all such equipment must receive programming before each election from memory cards or USB drives prepared on election management systems which are often computers not only connected to the internet but also running out-of-date versions of Windows.

If a county election management system is infected with malware, the malware can spread from that system to the USB drives, which then would transfer it to all the voting machines, scanners, and ballot-marking devices in the county.

In 2008, the most serious breach in Pentagon history came from a single USB drive infected with a virus that spread swiftly through the Defense Department's Secret Internet Protocol Router Network — the classified SIPRNet — as well as the Joint Worldwide Intelligence Communication System used by the U.S. government's top intel agencies.

After that hack, the Department of Defense severely restricted the use of USB drives, established programs to control and track personnel authorized to use them, and largely barred users by setting up computers without USB ports or restricting certain computer users to not recognize flash drives.

In contrast, the majority of the U.S. election system is programmed by local county election officials or third-party vendors, who are plugging previously-used USB drives into computers connected to the internet, before plugging those



same USB drives into the optical scanners, tabulators, and voting machines that collect, count, and determine election results.

In 2019, the Associated Press reported that the vast majority of 10,000 election jurisdictions nationwide, including numerous swing states, were still using Windows 7 or older operating systems to create ballots, program voting machines, tally votes, and report counts.

Windows 7 reached its “end of life” on Jan. 14, 2020, meaning Microsoft stopped providing technical support and producing “patches” to fix software vulnerabilities.

Furthermore, not only are U.S. elections being programmed on computers running out-of-date software, but voting machine manufacturers have also installed remote-access software and wireless modems connecting voting machines directly to the internet.

NBC News reported ten months before the 2020 election that ES&S, the largest U.S. election machine vendor, had installed at least 14,000 modems to connect their voting machines to the internet even though many election security experts had previously warned that voting machines with modems were vulnerable to hackers:

Dominion Voting Systems, the second-largest U.S. election machine vendor, which has given public presentations acknowledging their use of modems in their voting machines, was also discovered to be running remote-access software during the 2020 election:

In Georgia, 20-year election worker, Susan Voyles, testified that Dominion Voting Systems employees “operated remotely” on her ballot-marking devices and poll pads after the team experienced some technical problems with their machines.

In Wisconsin, the Office of Special Counsel (OSC), headed by retired state Supreme Court Justice Michael Gableman, also found that Dominion and ES&S voting machines were online and connected to the internet.

In Michigan, attorney and Secretary of State candidate, Matt Deperno, discovered a Telit LE910-SV1 modem chip embedded in the motherboard of an ES&S DS200 voting machine.

Through these modems, hackers could theoretically intercept results as they're transmitted on election night — or, worse, use the modem connections to reach back into voting machines or the election management systems to install malware, change software, or alter official results.

Therefore, not only are hackers able to penetrate elections through vulnerable USB cards and election management systems, but also through the very voting machines themselves.

This isn't a problem exclusive to elections — all computers are hackable — and that is why election security experts have always recommended hand-marked paper ballots and rigorous post-election audits.

This also isn't a partisan issue, both Democrats and Republicans are well aware of the secrecy, privatization, and hackable hardware and software that runs America's elections.

After the 2016 election, Clinton supporters and the corporate media would spend the next four years talking about how compromised America's computerized voting system was.

Sen. Ron Wyden, Sen. Amy Klobuchar, and Sen. Kamala Harris held numerous congressional hearings where they explained that it was too easy to hack voting machines, too easy to find unattended voting machines and too many voting machines were connected to the internet:

After the 2020 election, Trump supporters were censored and de-platformed (I was banned from Twitter) for pointing out the very same vulnerabilities that Democrats and the corporate media had spent the last four years discussing.



Regardless of politics, these vulnerabilities are very real, they still exist today, and they are best explained by the computer scientists who have spent the last two decades researching them.

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Professor Matt Blaze, Georgetown University, Computer Science:

"I come here today as a computer scientist who spent the better part of the last quarter century studying election system security... To be blunt, it's a widely recognized really indisputable fact that every piece of computerized voting equipment in use at polling places today can be easily compromised in ways that have the potential to disrupt election operations, compromise firmware and software, and potentially alter vote tallies in the absence of other safeguards. This is partly a consequence of historically poor design and implementation by equipment vendors but it's ultimately a reflection of the nature of complex software. It's simply beyond the state of the art to build software systems that can reliably withstand targeted attacks by a determined adversary in this kind of an environment... Just as we don't expect the local sheriff to singlehandedly defend against military ground invasions, we shouldn't expect county election IT managers to defend against cyber attacks by foreign intelligence services."

Professor J. Alex Halderman, University of Michigan, Computer Science:

"I'm a professor of computer science and have spent the last ten years studying the electronic voting systems that our nation relies on. My conclusion from that work is that our highly computerized election infrastructure is vulnerable to sabotage and even to cyber attacks that could change votes... I know America's voting machines are vulnerable because my colleagues and I have hacked them repeatedly as part of a decade of research studying the technology that operates elections and learning how to make it stronger. We've created attacks that can spread from machine to machine like a computer virus and silently change election outcomes. We've studied touch screen and optical scan systems and in every single case we've found ways for attackers to sabotage machine and to steal votes... In close elections, an attacker can probe the most important swing states or swing counties, find

areas with the weakest protection, and strike there. In a close election year, changing a few votes in key localities could be enough to tip national results.”

Professor Andrew Appel, Princeton University, Computer Science:

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“Installing new software is how you hack a voting machine to cheat. In 2009, in a courtroom of the superior court of New Jersey, I demonstrated how to hack a voting machine. I wrote a vote-stealing computer program that shifted votes from one candidate to another. Installing that vote stealing program in a voting machine takes seven minutes per machine with a screwdriver. But really the software I built was not rocket science. Any computer programmer could write the same code. Once it’s installed, it could steal elections without detection for years to come... Other computer scientists have demonstrated similar hacks on many models of machine. This is not just one glitch from one manufacturer of machine, it’s the very nature of computers. So how can we trust our elections when it is so easy to make the computers cheat?”

Americans deserve to know every single line of code and every single piece of hardware that counts their votes.

Voters should demand election security legislation prioritize hand-marked paper ballots and rigorous post-election audits.

Every voter should have the option to use a hand-marked paper ballot at the polling place.

Voters should also demand, for a start, to ban remote access software, wireless modems, direct-recording electronic, and ballot-marking device voting systems.

America’s elections must shift from a proprietary, privately-owned system to one that is open-source, available for public inspection, and completely owned by the American people.