

TOWN OF OSCEOLA
BOARD OF SUPERVISORS MEETING
Monday, August 7, 2023 — 6:30 p.m.

Meeting Minutes

The Board of Supervisors of the Town of Osceola met for a regular monthly meeting Monday, August 7, 2023, at 6:30 p.m. at the Osceola Town Hall, Dresser, Wisconsin.

CALL TO ORDER: Chair Lindh called the regular meeting to order at 6:30 p.m.

VERIFICATION OF MEETING POSTING: Clerk Skjerven confirmed that the notice was posted at the Town Hall, Dresser Post Office, the First National Community Bank, the Town Web site and the Town Facebook site.

PLEDGE: Lindh led the Pledge of Allegiance to the United States Flag.

PRESENT: Chair Lindh, Supervisors Cronick, Thompson, and Weingarten

ABSENT: Supervisor Johnson

PUBLIC ATTENDEES: Clerk Skjerven, Treasurer Carlson, Public Works Supervisor Raddatz, Brad Landgren, and Mark Skjerven; virtual attendees: Matt Anderson (Osceola Sun), and Teri Wallis.

CHECK PRESENTATION AND APPROVAL OF BILLS

A packet of check detail was provided at the meeting by Treasurer Carlson for the period July 11, 2023 through August 7, 2023.

MOTION BY CRONICK/THOMPSON TO APPROVE THE TREASURER'S LIST OF CHECKS AND AUTOMATED PAYMENTS FOR THE PERIOD JULY 11, 2023 THROUGH AUGUST 7, 2023: CHECK NUMBERS 18905 THROUGH 18939 AND ACH PAYMENTS FROM JULY 11, 2023 THROUGH AUGUST 7, 2023 FOR A TOTAL OF \$51,737.52 AS PRESENTED. MOTION CARRIED.

ACCEPTANCE OF PROPOSED AGENDA

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

APPROVAL OF MINUTES OF PREVIOUS MEETINGS

MOTION BY THOMPSON/LINDH TO APPROVE THE 7/10/2023 REGULAR TOWN BOARD MEETING MINUTES, AND THE 7/25/2023 BOARD OF REVIEW MINUTES. MOTION CARRIED.

PUBLIC COMMENT

There was no public comment.

PUBLIC WORKS REPORT

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

- Graded roads;
- Fixed downed speed limit sign on 223rd St.;

- Contacted Fahrner Asphalt Sealers LLC about road striping. The Town has approximately 3-1/2 miles of roads to stripe, and the striping work is expected to occur late August or early September, at a cost of \$10,716.00, for the following roads: 200th St., from 110th Ave. to 120th Ave; 110th Ave. from 210th St. to County Road F; and, 195th St., from 110th Ave. to County Road F.
- Filled in cut out section at Dwight Lake landing with cold mix; work is now completed;
- Cut down trees on Clark Road, chipped brush, and hauled logs back to shop;
- Removed blacktop and regraded hump out of driving lane; put down gravel on 120th by winery and Oak Drive;
- Filled potholes;
- Put up fire numbers;
- Tractor is back after being out for approximately a month since the accident; started mowing again;
- Helped Garfield pour concrete at boat landing (2hrs);
- Worked on shouldering machine to complete work on shouldering Nye Lane and 70th Ave., and assisted Dresser on State Street and by Trollhaugen with shouldering;
- Was called in 7/28 at 6:30 a.m. to cut up seven downed trees from recent storm;
- Repaired downed road signs from recent storm;
- Put speed sign up on Simmon Drive; number of vehicles on road during one week was approximately 5,500, and the recent week there was approximately 6,300 vehicles on that road.

TREASURER'S REPORT

Treasurer Carlson informed the Board of the bank balances as of August 4, 2023: General Fund \$58,452.67; General Money Market Account \$372,696.90; Tax Receipt Account \$5,803.76; Dresser Traprock Assurance \$15,096.80; ARPA \$299,644.99; and Public Works Capital \$103,194.22, totaling \$854,889.34.

Carlson shared with the Board a report out of the year-to-date building permits that were applied and paid for and picked up (25 year to date). Carlson pointed out the number of new home building permits and the number of building permits issued, in general, is lower than last year.

Carlson also shared with the Board the latest 2023 Profit and Loss Budget vs. Actual report as of August 7, 2023, and Carlson reminded the Board one more transportation aid payment is forthcoming, and a portion of the shared revenue has been received and the balance will be forthcoming later in the year. Regarding expenses, Carlson indicated the Board will need to start thinking about how to handle the over-extended expenditure accounts.

Carlson informed the Board that on approximately August 15, the Town will be receiving approximately \$292,000.00 from the Polk County Treasurer for the second half property tax payments that were received. Also, on the approximate \$82,000.00 shared revenue payment the Town is to receive starting in 2024 from the State of Wisconsin, there are stipulations as to what type of expenses those dollars can be spent on: law enforcement, fire protection, emergency medical services, emergency response communications, public works, courts, and transportation. Fire dues and ambulance costs could be used from the shared revenue payment. Carlson indicated she believes this shared revenue payment will be given to the Town on an annual basis, and the monies need to be spent within the calendar/fiscal year.

The preliminary net new construction numbers came out, and the increase to the Town's levy is anticipated to be only approximately \$8,854.00.

MOTION BY CRONICK/THOMPSON TO APPROVE THE TREASURER'S REPORT AS PRESENTED. MOTION CARRIED.

CLERK'S REPORT

Clerk Skjerven gave a report out of work activities during the month of July, involving: Finalized one Town ordinance (Authorizing Alternative Claims Procedure and Notice) and drafted an update to the Town's Ordinance Chapter 2 Governing Body Ordinance which will be discussed later in the meeting; reviewed and drafted Potential Ordinance and Resolution regarding the Comprehensive Plan Amendment, and drafted Resolution 23-08-01 Amendment of the Emergency Operations Plan which will be discussed later in the meeting. There was one stand-alone driveway issued, and there were three meetings held during July.

Skjerven received two public records request, had one ad placed dealing with the approved Ordinance. Skjerven made updates to the Town's website: added new Town Board Supervisor's information, posted the updated ordinance and added meeting notices and minutes.

Skjerven has not received new permit requests for burning (there were 74 requests as of the end of the reporting month). Skjerven attended one online Webinar hosted by the Wisconsin Elections Commission regarding the WisVote voter records.

Regarding elections, Skjerven sent out letters to 18 'movers' (if no response or returned unable to send, Skjerven will inactivate voter record). Skjerven sent to Polk County Clerk responses from Town residents' regarding communications related to the 4-year maintenance voter roll cleanup. Overall for the state of Wisconsin, approximately 108,000 voter records were inactivated with this process; Polk County had 742 records deactivated and the Town of Osceola had 49 records inactivated.

Skjerven also prepared for Open Book and the Board of Review; regarding records retention, Skjerven sent letter with listing of applicable files (those greater than 75 years old) to Wisconsin Historical Society and continues to go through older files.

OLD BUSINESS

CONSIDER DWIGHT LAKE BOAT LANDING IMPROVEMENTS

The installation of the new boat landing and all work efforts by the Town's Public Works staff are fully completed. Treasurer Carlson will be submitting the final claim paperwork this month, and reiterated the final costs to the Town were less than anticipated.

CONSIDER LIST OF PUBLIC WORKS ON-CALL/AD HOC STAFF

Chair Lindh shared with the Board that Public Works Supervisor Raddatz does not feel it necessary to add any more on-call/ad hoc Public Works staff at this time.

CONSIDER ELECTION INTEGRITY/NON-USE OF ELECTRONIC VOTING EQUIPMENT

Thompson mentioned to the Board she is working to get a speaker to come to an upcoming Town Board meeting to present information regarding the topic of election integrity as it relates to electronic voting equipment. Also, submitted to the Board from three Town residents were communications

regarding the Town residents' views on this topic. This topic will be tabled until the presentation will be scheduled and given.

CONSIDER EMPLOYEE HANDBOOK REVISIONS

Skjerven covered with the Board the latest comments to the employee handbook provided by the Town's attorney. Skjerven will proceed with incorporating revisions into another red-line version and share the updated handbook with the Town Board at the September regular Town Board meeting.

CONSIDER RECORDS RETENTION PROJECT

Clerk Skjerven went through with the Board the following related to the Town's records retention project:

- The records destruction notification letter sent to the Wisconsin Historical Society, and the response received from the Wisconsin Historical Society;

Skjerven and Carlson will otherwise continue to go through boxes currently stored in the Town shop before proceeding to the files within the office storage area. Skjerven will continue to document findings and will regularly share with the Board a status on how the project is moving along.

NEW BUSINESS

CONSIDER BOARD ASSIGNMENTS TO:

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

Lindh reminded the Board members anytime two Board/Committee members meet is considered a quorum and, thus, a meeting notice (with an agenda) is needed, as the public is able to attend such meeting.

MOTION BY LINDH/THOMPSON TO APPOINT WEINGARTEN TO THE MEDIA & TECHNOLOGY COMMITTEE, REPLACING CRONICK. MOTION CARRIED.

No changes were made to Board appointments to community boards.

CONSIDER BUILDING MAINTENANCE (TOWN HALL GUTTERS AND SIGNAGE)

The outdoor Town Hall signage located at Town Hall on 516 East Ave. No. came down from a recent storm. Lindh contacted a local sign company in St. Croix Falls (Sign-Xpress.com) for a quote for a double-sided/faced sign, approximately 48" high and 72" wide, made of weather-resistant material. The quote received was \$1,436.80 for the double-sided signage, plus: \$200 for cedar posts/paint/hardware/tops, installation and art charge of \$365.00, and sales tax of \$110.10, totaling \$2,111.90.

MOTION BY THOMPSON/CRONICK TO ACCEPT THE QUOTE FROM SIGN-EXPRESS.COM FOR A 48" X 72" DOUBLE SIDED SIGNAGE FOR THE TOWN HALL AND PUBLIC WORKS LOCATION, INCLUDING CEDAR POSTS/PAINT/HARDWARE AND TOPS, INSTALLATION, SET UP/ART CHARGE, AND TAXES TOTALLING \$2,111.90. MOTION CARRIED.

Lindh will contact the Sign-Xpress representative on the quote acceptance.

Regarding the gutter guards on the Town Hall and shop, earlier this Spring with the heavy snowfall on the Town Hall roof the gutter guards were ripped off from the ice and snow damage. Lindh recommends the guards be replaced before the upcoming Winter season so the gutters do not get damaged by possible large amounts of ice and/or snow on the roof. Lindh reached out to three companies for quotes, and heard back from one company, but has not yet received a quote. There is approximately 250' of gutters on the Town Hall and shop, but it is unknown at this time the magnitude of the gutter guards needing replacement.

CONSIDER 2023-2024 NEW OPERATOR LICENSES

MOTION BY CRONICK/WEINGARTEN TO APPROVE THE FOLLOWING 2023-2024 OPERATORS' LICENSES EFFECTIVE AUGUST 8, 2023 THROUGH JUNE 30, 2024: 23-43 JAKOB LYONS, WOODHILL BAR & GRILL, 23-44 SABRINA STICKEL, BROTHERS COUNTRY MART, 23-45 MARIA HEIDVOGEL, BROTHERS COUNTRY MART AND PROVISIONAL LICENSE 23-70 JAKOB LYONS, WOODHILL BAR & GRILL. MOTION CARRIED.

Correction: The number for the provisional license for Jakob Lyons would not start with a 23 because it was issued on June 29, 2023, which is prior to the July 1, 2023-June 30, 2024 liquor license period. Accordingly, the provisional license issued to Jakob Lyons is number 22-70.

CONSIDER UPDATE TO CHAPTER 2 THE GOVERNING BODY ORDINANCE

The Town's appointed Clerk staff position is not automatically the Clerk for the Board of Review as the Chapter 2 Governing Body Ordinance states in section 2.13(a). To correctly clarify the Clerk for the Board of Review, the Clerk wording in section 2.13(a) of the Town's Chapter 2 Governing Body Ordinance is recommended to be revised to state as follows:

- (a) Membership. The Board of Review shall consist of the Town Board. The Clerk shall serve as Clerk of the Board as long as the Clerk is an elector of the Town of Osceola. In the event the Clerk is not an elector of the Town, the Town Board shall appoint an elector of the Town to act as the Clerk of the Board of Review.

Other amendments include the Amendment Date change on page 1 and the signatory area on page 11.

MOTION BY THOMPSON/WEINGARTEN TO APPROVE THE AMENDMENTS TO ORDINANCE #19-04-03 CHAPTER 2 THE GOVERNING BODY AS NOTED ON PAGES 1, 9, AND 11. AYES: CRONICK/LINDH/THOMPSON/WEINGARTEN; NAYS: NONE. ABSENT: JOHNSON. MOTION CARRIED.

CONSIDER CLERK AND TREASURER JOB DUTIES/DESCRIPTIONS

Lindh indicated before the full Board goes over this topic a discussion still needs to be held with Treasurer Carlson by the Personnel Committee to obtain her feedback on the proposed job description changes. Most of the suggested job duties/description changes are driven from Wisconsin statutes and guidance from the Wisconsin Towns Association counsel. This topic will be tabled until the September regular Town Board meeting.

CONSIDER RESOLUTION 23-08-01: AMENDMENT OF THE EMERGENCY OPERATIONS PLAN

Skjerven shared with the Board a draft amendment of the Town's Emergency Operations Plan. Cronick indicated the Utilities section should be updated to add Brightspeed, Lakeland, and Spectrum and to remove Century Link.

MOTION BY CRONICK/THOMPSON TO TABLE THE DISCUSSION UNTIL THE SEPTEMBER REGULAR TOWN BOARD MEETING OF RESOLUTION 23-08-01: AMENDMENT OF THE EMERGENCY OPERATIONS PLAN.
MOTION CARRIED.

CHAIR'S REPORT

Lindh was contacted by Town residents regarding addressing the speed limit on 200th Street by Horse Lake. Lindh mentioned this topic was already looked at awhile back by the Town's Public Works and the road and spacing between housing units did not meet the requirements needed for a more in-depth review by the State of Wisconsin Department of Transportation.

Lindh will be attending a Polk County Highway Department meeting on Wednesday, August 9th, which is an operational planning meeting to discuss proposed road work from View Lane to STH 65 on CTH F.

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

The property owner at 2166 90th Ave. had inquired about right of way regarding mowing, spraying and plowing.

Regarding the latest Plan Commission meeting held on July 25th:

- There was a proposed rezoning of a property, but the information provided was not complete and the property owner has since retracted the rezoning proposal.
- There were reviews and updates to the Comprehensive Plan document that were discussed. Stevens Engineers provided updates, and there are still a couple of tables that have not yet been updated due to the information not yet being released.

Cronick attended a Fire Board meeting on July 20th. The budget meeting will be held Tuesday, September 26th at the Garfield Station. There were discussions held regarding replacing a tender truck and how to pay for the purchase. A fundraiser will be held at the Alden Station on Saturday, September 23rd (pulled pork dinner, raffles, etc.)

SUPERVISOR'S REPORT/JOHNSON

Nothing to report.

SUPERVISOR'S REPORT/THOMPSON

Nothing to report.

SUPERVISOR'S REPORT/WEINGARTEN

Nothing to report.

COMMITTEE REPORTS: CONSIDERATION/REVIEW/DISCUSSION

Finance: Will start to look at the budget work effort in late September/early October.

Media & Technology: Thompson mentioned more work has been done on the handbook instructions for the Teams meetings set up/take down processes.

Personnel: Already covered topics earlier in this Town Board meeting.

Public Works: The Public Works Committee will be meeting with Todd to go over road topics and to consider chip sealing work efforts with other area Towns. Lindh will put together for the next meeting estimated cost expenditures and savings with this type of approach.

REQUEST FOR FUTURE MEETING AGENDA ITEMS

- Old Business:
 - Consider Building Maintenance (Town Hall Gutter Guards)
 - Consider Resolution to Amend the Emergency Operations Plan
 - Consider Employee Handbook
 - Consider Records Retention Project
 - Consider Election Integrity/Non-Use of Electronic Voting Equipment
 - Consider Clerk and Treasurer Job Duties/Descriptions

- New Business:
 - Consider Chip Sealing Work Efforts with Nearby Towns
 - Consider MSA Professional Services, Inc. Assistance with Grants and/or Future Road Projects

NEXT PLAN COMMISSION MEETING

Tues., August 22, 2023, 6:00 p.m.

NEXT TOWN BOARD MEETING

Tues., September 5, 2023, 6:30 p.m.

COMMUNITY MEETINGS BOARD MEMBERS ATTEND

- Wed., Aug. 9, 9:00 a.m. Polk County Highway Dept: Polk County/WIDOT Proposed Pavement Replacement; CTH F:View Lane-STH 65
- Fri., Aug. 11, 9:00 a.m. FB Contractors Office: Osc Area Ambulance Budget Workshop
- Wed., Aug. 16, 6:00 p.m. Osc Area Ambulance Hall: Osc Area Ambulance Board Meeting

ADJOURN

MOTION BY THOMPSON/WEINGARTEN TO ADJOURN THE TOWN BOARD MEETING MONDAY, AUGUST 7, 2023. MOTION CARRIED. The meeting adjourned at 8:13 p.m.

To be approved: September 5, 2023

Approved: _____

9/5/23


Denise Skjerven, Town Clerk