

**TOWN OF OSCEOLA**  
**TOWN BOARD OF SUPERVISORS - REGULAR BOARD MEETING**  
**Tuesday, September 5, 2023 – 6:30 P.M.**  
**Town Hall - 516 East Avenue North, Dresser WI**  
**Virtual - Open Meeting via Microsoft Teams;**  
**To join via Teams: See Meetings, Notices/Agendas on [www.townofosceola.com](http://www.townofosceola.com)**  
**Agenda Can Change Up to 24 Hours Prior to Meeting**

**MEETING AGENDA**

1. Call Meeting to Order
2. Verification of Meeting Posting
3. Pledge of Allegiance
4. Roll Call
5. Presentation and Approval of Bills *1-5*
6. Acceptance of Proposed Agenda
7. Approval of Minutes of Previous Meetings: 8/7/2023 Regular Town Bd. Mtg. *6-12*
8. Public Comment
9. Public Works Report *13*
10. Treasurer's Report *14-21*
11. Clerk's Report *22*
12. Old Business *23-*
  - a) Consider Building Maintenance (Town Hall Gutter Guards and Signage) *23a*
  - b) Consider Simmon Drive Road Project *24-33*
  - c) Consider Resolution 23-09-05: Amendment of the Emergency Operations Plan *34-57*
  - d) Consider Employee Handbook Revisions *58-121*
  - e) Consider Records Retention Project *122-124*
  - f) Consider Clerk and Treasurer Job Duties/Descriptions *125-141*
13. New Business
  - a) Consider Chip Sealing Work Efforts with Nearby Towns *141a*
  - b) Consider MSA Professional Services, Inc. Assistance with Grants and/or Future Road Projects *141b-c*
  - c) Consider Blue Stone Sand and Gravel LLC License Bond Renewal
14. Chair's Report
15. Supervisors' Reports
  - a) Jon Cronick: Supervisor and Plan Commission Update (Plan Commission did not meet in August)
  - b) Tony Johnson
  - c) Debbie Thompson
  - d) Webley Weingarten
16. Committee Reports: Consideration/Review/Discussion
  - a) Finance
  - b) Media & Technology
  - c) Personnel
  - d) Public Works *142-143*
17. Request for Future Meeting Agenda Items
18. Next Plan Commission Meeting – Tues., Sept. 26, 2023 (6:00 p.m.)
19. Next Town Board Meeting – Mon., Oct. 2 (6:30 p.m.)
20. Community Meetings Board Members Attend:
  - a) Tues., Sept. 26, 6:00 p.m. Garfield Station #2 Fire Hall/Municipal Office: Allied Emergency Services Fire Board
21. Adjournment

Notice is hereby given that a quorum of the Town of Osceola Plan Commission may be present at this meeting of the Town Board of Supervisors scheduled as noted above to gather information about a subject over which they have recommendation-making responsibility. The Plan Commission will take no formal action at this meeting.

Please note that, upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request this service, contact the Clerk's office at (715)755-3060.

AFFIDAVIT OF POSTING: I hereby certify that this notice has been posted at the Dresser Post Office, the Town Hall, the First National Community Bank, the Town Web Site, and the Town Facebook site.  
 /s/ Denise Skjerven, Clerk

TOWN OF OSCEOLA  
Check Detail  
August 7 through September 5, 2023

Rev. 1

	Type	Date	Num	Name	Account	Original Amount
TOTAL	Check	08/07/2023	ACH	WI Dept of Justice	10004 · MidWest One Checking Account	-14.00
					Other/Background Checks	14.00
						14.00
TOTAL	Check	08/08/2023	ACH	We Energies	10004 · MidWest One Checking Account	-9.57
					51612 · Gas Utilities	9.57
						9.57
TOTAL	Check	08/14/2023	ACH	Quill Corporation	10004 · MidWest One Checking Account	-46.98
					51425 · Office Supplies	46.98
						46.98
TOTAL	Check	08/14/2023	ACH	Spectrum Enterprise	10004 · MidWest One Checking Account	-149.98
					51616 · Telephone/Internet	149.98
						149.98
TOTAL	Liability Check	08/15/2023	ACH	IRS	10004 · MidWest One Checking Account	-3,666.14
					21000 · Payroll Liabilities	1,351.00
					21000 · Payroll Liabilities	938.20
					21000 · Payroll Liabilities	938.20
					21000 · Payroll Liabilities	219.37
					21000 · Payroll Liabilities	219.37
						3,666.14
TOTAL	Liability Check	08/17/2023	ACH	AFLAC	10004 · MidWest One Checking Account	-257.32
					22110 · Short Term Disability	71.76
					22110 · Short Term Disability	59.80
					21000 · Payroll Liabilities	125.76
						257.32
TOTAL	Check	08/18/2023	ACH	Xcel Energy	10004 · MidWest One Checking Account	-153.04
					51611 · Electric Utilities	153.04
						153.04
TOTAL	Check	08/18/2023	ACH	Walmart	10004 · MidWest One Checking Account	-18.63
					51425 · Office Supplies	18.63
						18.63
TOTAL	Check	08/22/2023	ACH	Kwik Trip	10004 · MidWest One Checking Account	-129.19
					53241 · Fuel	132.47
					53241 · Fuel	-3.28
						129.19
TOTAL	Check	08/24/2023	ACH	MidWest One Bank	10004 · MidWest One Checking Account	-1,045.98
					53241 · Fuel	300.00
					53240 · Equipment Repairs & Maintenance	745.98
						1,045.98
	Check	08/28/2023	ACH	W T Assoc.	10004 · MidWest One Checking Account	-70.00

TOWN OF OSCEOLA  
Check Detail  
August 7 through September 5, 2023

*Rev. 2*

Type	Date	Num	Name	Account	Original Amount
				51460 · Dues & Training	70.00
TOTAL					70.00
Check	08/29/2023	ACH	E. O. Johnson Co.	10004 · MidWest One Checking Account	-138.00
				51425 · Office Supplies	138.00
TOTAL					138.00
Liability Check	08/31/2023	ACH	Wisconsin Retirement System	10004 · MidWest One Checking Account	-1,564.44
				21000 · Payroll Liabilities	782.22
				21000 · Payroll Liabilities	650.35
				21000 · Payroll Liabilities	131.87
TOTAL					1,564.44
Liability Check	08/31/2023	ACH	Wisconsin Dept of Revenue	10004 · MidWest One Checking Account	-483.70
				21000 · Payroll Liabilities	483.70
TOTAL					483.70
Check	09/01/2023	ACH	Verizon	10004 · MidWest One Checking Account	-89.36
				53243 · PW Cell Phone	89.36
TOTAL					89.36
Paycheck	08/18/2023	18940	Carlson, Janice	10004 · MidWest One Checking Account	-666.66
				51411 · Treasurer Wages	832.44
TOTAL					666.66
Paycheck	08/18/2023	18941	Gaffney, Joseph J	10004 · MidWest One Checking Account	-1,469.82
				53247 · Full-Time PW Wages	1,213.96
				53248 · Full Time PW OT Wages	27.81
				53247 · Full-Time PW Wages	434.04
				53247 · Full-Time PW Wages	384.62
TOTAL					1,469.82
Paycheck	08/18/2023	18942	Raddatz, Todd A	10004 · MidWest One Checking Account	-1,777.51
				53245 · Supervisor PW Wages	2,160.00
				53245 · Supervisor PW Wages	66.02
				53245 · Supervisor PW Wages	461.54
TOTAL					1,777.51
Paycheck	08/18/2023	18943	Skjerven, Denise K	10004 · MidWest One Checking Account	-607.98
				51410 · Clerk Wages	797.87
TOTAL					607.98
Paycheck	09/01/2023	18944	Carlson, Janice	10004 · MidWest One Checking Account	-600.37
				51411 · Treasurer Wages	746.04
TOTAL					600.37
Paycheck	09/01/2023	18945	Gaffney, Joseph J	10004 · MidWest One Checking Account	-1,450.73
				53247 · Full-Time PW Wages	942.45
				53247 · Full-Time PW Wages	705.55
				53247 · Full-Time PW Wages	384.62

TOWN OF OSCEOLA  
Check Detail  
August 7 through September 5, 2023

	Type	Date	Num	Name	Account	Original Amount
TOTAL						1,450.73
	Paycheck	09/01/2023	18946	Raddatz, Todd A	10004 · MidWest One Checking Account	-1,740.88
					53245 · Supervisor PW Wages	2,160.00
					53245 · Supervisor PW Wages	4.86
					53245 · Supervisor PW Wages	461.54
TOTAL						1,740.88
	Paycheck	09/01/2023	18947	Skjerven, Denise K	10004 · MidWest One Checking Account	-630.49
					51410 · Clerk Wages	829.07
TOTAL						630.49
	Paycheck	09/05/2023	18948	Cronick, Jon M	10004 · MidWest One Checking Account	-269.36
					Board Salaries	291.67
TOTAL						269.36
	Paycheck	09/05/2023	18949	Johnson, Tony A	10004 · MidWest One Checking Account	-269.36
					Board Salaries	291.67
TOTAL						269.36
	Paycheck	09/05/2023	18950	Lindh, Dale A	10004 · MidWest One Checking Account	-269.36
					Board Salaries	291.67
TOTAL						269.36
	Paycheck	09/05/2023	18951	Thompson, Debbie L	10004 · MidWest One Checking Account	-269.36
					Board Salaries	291.67
TOTAL						269.36
	Paycheck	09/05/2023	18952	Weingarten, Webley W	10004 · MidWest One Checking Account	-269.35
					Board Salaries	291.67
TOTAL						269.35
	Check	09/05/2023	18953	Allied Emergency Services, Inc.	10004 · MidWest One Checking Account	-74,875.29
					Fire Department Contract	74,875.29
TOTAL						74,875.29
	Check	09/05/2023	18954	Andrie Electric, LTD	10004 · MidWest One Checking Account	-5,922.50
					51620 · Bldg Repairs & Maint	3,845.00
					51620 · Bldg Repairs & Maint	2,077.50
TOTAL						5,922.50
	Check	09/05/2023	18955	Cabin Watch Security	10004 · MidWest One Checking Account	-101.85
					51620 · Bldg Repairs & Maint	101.85
TOTAL						101.85
	Check	09/05/2023	18956	Connecting Point	10004 · MidWest One Checking Account	-613.20
					51435 · Website & Computer Expenses	498.00
					Computer/Emails	50.40
					Computer/Email	64.80
TOTAL						613.20

Rev. 3

TOWN OF OSCEOLA  
Check Detail  
August 7 through September 5, 2023

*Rev. 4*

Type	Date	Num	Name	Account	Original Amount
Check	09/05/2023	18957	Dresser Water & Sewer Utilities	10004 · MidWest One Checking Account	-86.20
				51613 · Water & Sewer Utilities	86.20
TOTAL					86.20
Check	09/05/2023	18958	Hall, Darel	10004 · MidWest One Checking Account	-117.41
				Animal Warden Wages	20.00
				Mileage & Expenses	11.14
				Animal Warden Wages	45.00
				Mileage & Expenses	41.27
TOTAL					117.41
Check	09/05/2023	18959	Menards - St. Croix Falls	10004 · MidWest One Checking Account	-63.63
				51620 · Bldg Repairs & Maint	37.99
				53240 · Equipment Repairs & Maintenance	25.64
TOTAL					63.63
Check	09/05/2023	18960	Meyer Tree Service LLC	10004 · MidWest One Checking Account	-1,400.00
				53236 · Road Maintenance & Repair	1,400.00
TOTAL					1,400.00
Check	09/05/2023	18961	Southern Source Industries, Inc	10004 · MidWest One Checking Account	-1,439.82
				53242 · Garage Expenses	1,439.82
TOTAL					1,439.82
Check	09/05/2023	18962	Sun, The	10004 · MidWest One Checking Account	-78.00
				Publications	78.00
TOTAL					78.00
Check	09/05/2023	18963	Dresser Trap Rock, Co.	10004 · MidWest One Checking Account	-83.08
				53236 · Road Maintenance & Repair	83.08
TOTAL					83.08
Paycheck	08/31/2023	18964	Skjerven, Denise K	10004 · MidWest One Checking Account	-36.07
				51410 · Clerk Wages	42.44
TOTAL					36.07
Check	08/31/2023	18965	West WI Inspection Agency	10004 · MidWest One Checking Account	-4,517.10
				52400 · Building Inspection Expense	4,517.10
TOTAL					4,517.10
Check	09/05/2023	18966	Williamson, Scott	10004 · MidWest One Checking Account	-460.00
				Park Expenses - Misc & Other	420.00
				51620 · Bldg Repairs & Maint	40.00
TOTAL					460.00
Check	09/05/2023	18967	Bill's Ace Hardware	10004 · MidWest One Checking Account	-25.82
				53242 · Garage Expenses	18.35
				51425 · Office Supplies	7.47

TOWN OF OSCEOLA  
Check Detail  
August 7 through September 5, 2023

*Rev. 5*

	Type	Date	Num	Name	Account	Original Amount
TOTAL						25.82
	Check	09/05/2023	18968	Bakke Norman S.C	10004 - MidWest One Checking Account	-1,054.50
					Municipal Attorney Fees	1,054.50
TOTAL						1,054.50
	Check	09/05/2023	18969	Monarch Paving Co.	10004 - MidWest One Checking Account	-2,573.12
					53236 - Road Maintenance & Repair	2,573.12
TOTAL						2,573.12
	Check	09/05/2023	18970	Sign-Xpress	10004 - MidWest One Checking Account	-1,000.90
					51620 - Bldg Repairs & Maint	1,000.90
TOTAL						1,000.90
	Check	09/05/2023	18971	Appraisal Services & Data Processing	10004 - MidWest One Checking Account	-8,144.00
					Assessor's Contract	8,144.00
TOTAL						8,144.00
	Check	09/05/2023	18972	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	09/05/2023	18973	Waterman's Sanitation	10004 - MidWest One Checking Account	-100.00
					51614 - Sanitation Expenses	100.00
TOTAL						100.00
	Check	09/05/2023	18974	Polk County Treasurer	10004 - MidWest One Checking Account	-52.75
					41005 - Forest Crop/MFL Aid	52.75
TOTAL						52.75

Approval of August ACH Payments and checks number 18940 to 18974 in the amount of \$121,237.80

Jon Cronick	_____
Tony Johnson	_____
Dale Lindh	_____
Debbie Thompson	_____
Webley Weingarten	_____

**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.;

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- 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: 200<sup>th</sup> St., from 110<sup>th</sup> Ave. to 120<sup>th</sup> Ave; 110<sup>th</sup> Ave. from 210<sup>th</sup> St. to County Road F; and, 195<sup>th</sup> St., from 110<sup>th</sup> 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.

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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 200<sup>th</sup> 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 9<sup>th</sup>, 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 90<sup>th</sup> Ave. had inquired about right of way regarding mowing, spraying and plowing.

Regarding the latest Plan Commission meeting held on July 25<sup>th</sup>:

- 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 20<sup>th</sup>. The budget meeting will be held Tuesday, September 26<sup>th</sup> 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 23<sup>rd</sup> (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.

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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: \_\_\_\_\_

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

# Town of Osceola

**Aug 23**

- 1. Help east Farmington shoulder 10<sup>th</sup> Ave.**
- 2. Start trimming back trees and brushing.**
- 3. Continue mowing.**
- 4. Grading when it rains.**
- 5. Check over spray patcher.**
- 6. Pick up garbage from ditches tire mattresses etc.**
- 7. Fix Popular Lake boat landing reset panels and riprap around edges and haul load of class 5 in for driveway.**
- 8. Wedge patch on 120<sup>th</sup> and on Oak drive with help from other townships.**
- 9. Blade patch on 207<sup>th</sup> 90<sup>th</sup> and in Buck ridge with help from other townships.**
- 10. Move sign to ravine dr**

# 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>\$58,488.59</b>	<a href="#">Recent</a> ▼
<u>GENERAL MONEY MARKET ACCOUNT</u>	Available balance <b>\$595,692.84</b>	<a href="#">Recent</a> ▼
<u>TAX RECEIPT ACCOUNT</u>	Available balance <b>\$5,826.73</b>	<a href="#">Recent</a> ▼
<u>DRESSER TRAPROCK ASSURANCE</u>	Available balance <b>\$15,100.65</b>	<a href="#">Recent</a> ▼
<u>ARPA</u>	Available balance <b>\$300,830.67</b>	<a href="#">Recent</a> ▼
<u>PUBLIC WORKS CAPITAL</u>	Available balance <b>\$103,602.56</b>	<a href="#">Recent</a> ▼

# Pay or transfer

## From account \*

GENERAL FUND

Available balance: \$58,488.59

## To account \*

GENERAL MONEY MARKET ACCOUNT XXX7408

Available balance: \$595,692.84

## Date \*

9/1/2023

 SELECT

Last available date is Feb 28, 2024

☐ Repeat...

TOWN OF OSCEOLA  
Profit & Loss Budget vs. Actual  
January through December 2023

	Jan - Dec 23	Budget	\$ Over Budget	% of Budget
Income				
Fines, Forfeits & Penalties				
Fines & Violations	32.00			
Fines, Forfeits & Penalties - Other	6.21			
Total Fines, Forfeits & Penalties	38.21			
Licenses & Permits				
Driveway Permits	200.00	400.00	-200.00	50.0%
Liquor & Related Licenses	15,599.09	4,000.00	11,599.09	389.98%
Swing Mail Box Post	440.00			
44145 · Dog Licenses	3,433.98	1,500.00	1,933.98	228.93%
44300 · Building Permits & Fees	16,858.58	19,000.00	-2,141.42	88.73%
Total Licenses & Permits	36,531.65	24,900.00	11,631.65	146.71%
Miscellaneous Revenue				
48100 · Interest Income	35,808.44	5,000.00	30,808.44	716.17%
48111 · Miscellaneous Income				
Insurance Loss Reimbursement	1,184.89			
Total 48111 · Miscellaneous Income	1,184.89			
Total Miscellaneous Revenue	36,993.33	5,000.00	31,993.33	739.87%
Mobile Home Fees				
41141 · MH Lottery Credit	95.28			
Mobile Home Fees - Other	129.29	148.00	-18.71	87.36%
Total Mobile Home Fees	224.57	148.00	76.57	151.74%
Tax Collections				
Forest Crop/MFL Taxes	4,828.28	250.00	4,578.28	1,931.31%
Personal Property Taxes	7,463.83			
Special Charges	1,027.14			
41224 · Property Taxes	3,688,771.14	835,324.00	2,853,447.14	441.6%
Total Tax Collections	3,702,090.39	835,574.00	2,866,516.39	443.06%
Tax Collections - Other				
41225 · Lottery Credit	26,653.25			
41226 · Property Tax Settlement-Schools	-1,870,264.70			
41227 · Property Tax Settlement-VoTech	-72,758.82			

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# TOWN OF OSCEOLA

## Profit & Loss Budget vs. Actual

January through December 2023

	Jan - Dec 23	Budget	\$ Over Budget	% of Budget
41228 • Property Tax Settlement-County	-945,482.98			
41229 • Tax Collection Overpayments	-1,095.90			
Total Tax Collections - Other	-2,862,949.15			
41012 • Personal Property Aid	1,049.07			
41020 • Intergovernmental Revenue				
41003 • County-Rural Fire Numbers	900.00			
41004 • Fire Insurance Dues	16,547.19	14,000.00	2,547.19	118.19%
41005 • Forest Crop/MFL Aid	210.98	400.00	-189.02	52.75%
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	97.64%
41009 • Municipal Services	17,879.01	110.00	17,769.01	16,253.65%
41010 • State Shared Revenue	5,513.46	37,211.00	-31,697.54	14.82%
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%
Total 41020 • Intergovernmental Revenue	174,208.99	246,461.00	-72,252.01	70.68%
43430 • Exempt Computer Aid	62.35			
450102 • Intergovernmental Charges				
Fire Assoc. Loan Repayment	50,308.15	50,308.00	0.15	100.0%
Total 450102 • Intergovernmental Charges	50,308.15	50,308.00	0.15	100.0%
Total Income	1,138,557.56	1,162,391.00	-23,833.44	97.95%
Gross Profit	1,138,557.56	1,162,391.00	-23,833.44	97.95%
Expense				
Animal Warden				
Animal Warden Wages	310.00	500.00	-190.00	62.0%
Mileage & Expenses	245.26	400.00	-154.74	61.32%
54904 • Dog License to County	611.50	700.00	-88.50	87.36%
Total Animal Warden	1,166.76	1,600.00	-433.24	72.92%
Assessment of Property				
Assessor's Contract	40,720.00	39,720.00	1,000.00	102.52%
Publications	0.00	200.00	-200.00	0.0%
Total Assessment of Property	40,720.00	39,920.00	800.00	102.0%
Audit Services	5,938.08	5,775.00	163.08	102.82%

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# TOWN OF OSCEOLA

## Profit & Loss Budget vs. Actual

January through December 2023

	Jan - Dec 23	Budget	\$ Over Budget	% of Budget
<b>Building Expenses</b>				
51611 • Electric Utilities	1,168.76	2,200.00	-1,031.24	53.13%
51612 • Gas Utilities	2,721.21	2,600.00	121.21	104.66%
51613 • Water & Sewer Utilities	426.85	1,000.00	-573.15	42.69%
51614 • Sanitation Expenses	853.60	1,000.00	-146.40	85.36%
51616 • Telephone/Internet	1,179.84	3,000.00	-1,820.16	39.33%
51620 • Bldg Repairs & Maint	9,320.49	2,500.00	6,820.49	372.82%
51621 • Insurance	1,406.32	1,200.00	206.32	117.19%
51625 • Operating Supplies	24.44	200.00	-175.56	12.22%
<b>Total Building Expenses</b>	<b>17,101.51</b>	<b>13,700.00</b>	<b>3,401.51</b>	<b>124.83%</b>
<b>Capital Improvement</b>				
Highway Cap Improve	0.00	5,000.00	-5,000.00	0.0%
Capital Improvement - Other	9,380.65	15,000.00	-5,619.35	62.54%
<b>Total Capital Improvement</b>	<b>9,380.65</b>	<b>20,000.00</b>	<b>-10,619.35</b>	<b>46.9%</b>
<b>Clerk &amp; Treasurer</b>				
51410 • Clerk Wages	19,068.12	28,008.00	-8,939.88	68.08%
51411 • Treasurer Wages	14,782.86	20,276.00	-5,493.14	72.91%
51412 • Treasurer/Tax Collection	2,026.25	2,500.00	-473.75	81.05%
51413 • Retirement	1,296.64	1,905.00	-608.36	68.07%
51414 • Mileage & Expenses	0.00	1,000.00	-1,000.00	0.0%
51422 • Employer Payroll Taxes	0.00	3,885.00	-3,885.00	0.0%
51425 • Office Supplies	2,628.55	3,500.00	-871.45	75.1%
51426 • Postage	363.26	1,200.00	-836.74	30.27%
51435 • Website & Computer Expenses	8,144.87	8,000.00	144.87	101.81%
51444 • Insurance	1,784.40	2,500.00	-715.60	71.38%
51460 • Dues & Training	714.00	2,000.00	-1,286.00	35.7%
<b>Total Clerk &amp; Treasurer</b>	<b>50,808.95</b>	<b>74,774.00</b>	<b>-23,965.05</b>	<b>67.95%</b>
Consulting Fees	0.00	425.00	-425.00	0.0%
D-C/T Employee Health Insurance	0.00			
<b>Debt Service</b>				
58100 • Fire Station Principal Payment	43,458.70	50,308.00	-6,849.30	86.39%
58101 • Fire Station Interest Payment	6,849.45			

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# TOWN OF OSCEOLA

## Profit & Loss Budget vs. Actual

### January through December 2023

	Jan - Dec 23	Budget	\$ Over Budget	% of Budget
Total Debt Service	50,308.15	50,308.00	0.15	100.0%
Deputy Clerk/Treasurer Monthly	0.00			
Elections				
Annual Machine Fees	2,009.84	1,595.00	414.84	126.01%
Publications	339.40	425.00	-85.60	79.86%
Supplies	268.91	1,000.00	-731.09	26.89%
51442 - Wages	3,237.87	4,500.00	-1,262.13	71.95%
Total Elections	5,856.02	7,520.00	-1,663.98	77.87%
Gopher Bounty Expenses	108.00	1,800.00	-1,692.00	6.0%
Legal Fees				
Legal Fees Municode	2,237.25	4,475.00	-2,237.75	49.99%
Municipal Attorney Fees	4,144.57	7,000.00	-2,855.43	59.21%
Other/Background Checks	119.00	100.00	19.00	119.0%
Total Legal Fees	6,500.82	11,575.00	-5,074.18	56.16%
Local Cemetary Funding	2,000.00	2,000.00	0.00	100.0%
Park Expenses				
Park Expenses - Misc & Other	3,296.55	4,000.00	-703.45	82.41%
Total Park Expenses	3,296.55	4,000.00	-703.45	82.41%
Planning Commission				
Computer/Emails	456.00	1,440.00	-984.00	31.67%
Dues & Fees	1,790.50			
Per Diems				
Planning Commission	475.00			
Per Diems - Other	0.00	1,800.00	-1,800.00	0.0%
Total Per Diems	475.00	1,800.00	-1,325.00	26.39%
Postage Office Supplies & Pub	0.00	500.00	-500.00	0.0%
Publications	0.00	100.00	-100.00	0.0%
51601 - Employer Payroll Taxes	0.00	138.00	-138.00	0.0%
Total Planning Commission	2,721.50	3,978.00	-1,256.50	68.41%
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	81.23%

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TOWN OF OSCEOLA  
Profit & Loss Budget vs. Actual  
January through December 2023

	Jan - Dec 23	Budget	\$ Over Budget	% of Budget
Fire Department Contract	149,750.59	149,751.00	-0.41	100.0%
Fire Dues to Department	16,547.19	14,000.00	2,547.19	118.19%
Total Public Safety	200,532.78	198,958.00	1,574.78	100.79%
Public Works				
53235 · Highway Construction	240,761.92	404,436.00	-163,674.08	59.53%
53236 · Road Maintenance & Repair	40,624.98	25,000.00	15,624.98	162.5%
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	20,116.39	8,000.00	12,116.39	251.46%
53241 · Fuel	14,513.06	20,000.00	-5,486.94	72.57%
53242 · Garage Expenses	15,757.26	3,500.00	12,257.26	450.21%
53243 · PW Cell Phone	866.37	1,200.00	-333.63	72.2%
53244 · Insurance	9,994.32	10,500.00	-505.68	95.18%
53245 · Supervisor PW Wages	47,565.37	66,200.00	-18,634.63	71.85%
53246 · Supervisor PW OT Wages	1,825.18			
53247 · Full-Time PW Wages	36,217.03	56,400.00	-20,182.97	64.22%
53248 · Full Time PW OT Wages	1,574.73			
53249 · Part-Time PW Wages	0.00	1,000.00	-1,000.00	0.0%
53250 · Retirement	5,928.41	8,404.00	-2,475.59	70.54%
53252 · Employer Payroll Taxes	0.00	9,455.00	-9,455.00	0.0%
53253 · Short Term Disability	1,213.94	1,584.00	-370.06	76.64%
53260 · Dues & Training	310.00	300.00	10.00	103.33%
Public Works - Other	696.05			
Total Public Works	437,965.01	666,099.00	-228,133.99	65.75%
Town Board				
Board Salaries	11,294.44	17,500.00	-6,205.56	64.54%
Computer/Email	432.60	1,200.00	-767.40	36.05%
Dues & Training	2,136.25	1,420.00	716.25	150.44%
Insurance	1,568.96	2,000.00	-431.04	78.45%
Office Supplies	362.49	500.00	-137.51	72.5%
Publications	1,915.35	2,000.00	-84.65	95.77%
51117 · Employer Payroll Taxes	0.00	1,339.00	-1,339.00	0.0%

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TOWN OF OSCEOLA  
Profit & Loss Budget vs. Actual  
January through December 2023

	Jan - Dec 23	Budget	\$ Over Budget	% of Budget
Total Town Board	17,710.09	25,959.00	-8,248.91	68.22%
51800 · Payroll Expenses	10,867.11	0.00	10,867.11	100.0%
52400 · Building Inspection Expense	17,610.68	19,000.00	-1,389.32	92.69%
57000 · Bank Fees -	32.00			
59998 · Reserve for Contingencies	0.00	15,000.00	-15,000.00	0.0%
Total Expense	880,624.66	1,162,391.00	-281,766.34	75.76%
Net Income	257,932.90	0.00	257,932.90	100.0%

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# 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 Porch	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
7/13/23	Nobert Graham 2366 Clark Road	2366 Clark Road Alterations	TOS23-17
7/14/23	Mark Vanderwerf 410 Thye Trail Dresser wi	812 214th Street New Single Family Dwelling	TOS23-18
7/14/23	Chris Thomas Hove Circle Pines, MN	1976 80th Ave New Single Family Dwelling	TOS23-19
7/21/23	Scott Pelzl 621 220th Street	621 220th St Accessory Building	TOS23-20
7/26/23	Michael Portner 724 240th St	724 240th St Accessory Building	TOS23-21
7/26/23	Brain Miller Buffalo, MN	22XX 83rd Avenue Accessory Building	TOS23-22
7/26/23	Mark Forder 765 Horse Lake LN	765 Horse Lake LN Deck	TOS23-23
7/26/23	FB Contractos 720 Nye Lane	720 Nye Lane Accessory Building	TOS23-24
7/26/23	Kasie Cullinan 1037 210th Street	1037 210th Street Electrical	TOS23-25
8/1/2023	Meghan Bittersweet 5607 Bimini Dr, Minnetonka, MN	2072 A 110th Avenue Accessory Building	TOS23-26
8/3/2023	Allen Wittstock/Michael Hurd 2348 75th Avenue Osceola	2326 75th Avenue Cty Road M New single Family Dwelling	TOS23-27
8/7/2023	Kolten Heimbach 603 Chieftain St Osceola	2081 120th Avenue New single Family Dwelling	TOS23-28
8/25/2023	Eric Graf 605 240th Street	605 240th Street Deck	TOS23-29
8/30/2023	Tera Wells 102 Liberty Road, River Falls	2197 60th Avenue Move Cabin & 2 Accessory Buildings	TOS23-30
8/31/2023	James Jerde 2427 113th Avenue Dresser	2427 113th Avenue Accessory Building	TOS23-31

## HIGHLIGHTS OF CLERK ACTIVITIES DONE THIS MONTH:

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AUG:

TASKS	#	FURTHER COMMENTS
Ordinances/	1	Ordinance 19-04-03 Chapter 2 The Governing Body
Resolutions	1	Drafted Amendment of the Emergency Operations Plan
Driveway Permits	0 0	With new construction Stand Alone
Meetings and Minutes	3	8/7 Regular Town Board 8/10 and 8/24 Public Works Committee (mtg agenda packet and posting)]
Public Records Requests	4	Speed Sign Traffic Reports Town Staff Communications re: Blue Rock Quarry Genl questions re Clerk comments re Chptr 14 Ord and permit docs Early voting hours: Nov '22 Genl Election and Apr '23 Spring Election
Ads	1	Ordinance Amendment
Town's Web Page (and Town Facebook site)		Posted Updated Ordinance Meeting Notices and Minutes
Form Updates	0	
Public Walk-in/calls		burning permits (76 thus far)
Training	0	
Elections		Inactivated 'movers': no response or undeliverable postcard Gathering and filing new voter registrations as they come in
Other		Disseminated 3 new operator licenses Prepared latest redline of Employee Handbook Records Retention: Went through some files (bringing to Board latest list of file content to be destroyed)

# Phil's Seamless Gutters

FREE ESTIMATE ON CUSTOM MADE SEAMLESS ALUMINUM RAIN GUTTERS MADE AT YOUR HOME.  
OVER 23 COLORS AVAILABLE, INSTALLED BY PHIL WILLIAMSON, GUARANTEED WORKMANSHIP.

0.032 THICK K - STYLE

HOME OFFICE

(715) 825-4932

CELL PHONE

(715) 553-1339

Name Dale Lindh - Town Hall Phone 651-248-3681

Address 516 East. Ave. North, Dresser WI

Gutter Color Evergreen FT.         

Downspout Color          FT.         

         2" x 3" downspout

         3" x 4" downspout

☒ 1st. Story

☒ 2nd story

         3rd story

         rain inverter

         inside miter

         outside miter

         splash sheild

         A elbows

         B elbows

         ledge jumpers

         cut hole in deck

         flashing

         wedges

         outlets

         drain tile

         clean

         repair

         tear off & dispose

         rain barrel

         aluminum gutter screen

         Leafree Helmet

244' Other Custom Helmet 6"

ESTIMATE DATE 8-31-23

Gutter & Downspout

Installed Price \$         

Other         

         Helmets only

Total Job Price \$ 2,950.00

NO MONEY DOWN, PAYMENTS AVAILABLE.

WHEN JOB IS COMPLETE SEND CHECK TO

PHIL'S SEAMLESS GUTTERS

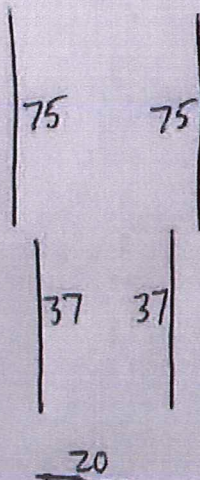
1895 STATE ROAD 35

CENTURIA, WI. 54824

THANK YOU FOR YOUR BUSINESS

DATE          CHECK #         

## HOUSE LAYOUT



From: Clerk <[clerk@townofosceola.com](mailto:clerk@townofosceola.com)>

Sent: Tuesday, August 29, 2023 8:28 AM

To: ChairLindh <[chairlindh@townofosceola.com](mailto:chairlindh@townofosceola.com)>

Cc: Supervisor Johnson <[supervisorjohnson@townofosceola.com](mailto:supervisorjohnson@townofosceola.com)>; Supervisor Cronick <[supervisorcronick@townofosceola.com](mailto:supervisorcronick@townofosceola.com)>; Debbie Thompson <[supervisorthompson@townofosceola.com](mailto:supervisorthompson@townofosceola.com)>; Webley Weingarten <[supervisorweingarten@townofosceola.com](mailto:supervisorweingarten@townofosceola.com)>; Treasurer <[treasurer@townofosceola.com](mailto:treasurer@townofosceola.com)>  
Subject: Latest Responses Re: LATEST Proof for Town of Osceola Sign

23a

Hi Dale ~ I've heard back from a couple of Supervisors:

One indicating agreement with the latest draft.

Another indicating preference to keep the word 'office' on the sign: either in place of Hall or in addition so it reads something like, "Hall, Office, & Public Works"; and, to make bolder these words similar to the old sign (see below the old sign).



## *Denise Skjerven*

Clerk - Town of Osceola

715-755-3060, ext. 1

516 East Avenue North

P.O. Box 216

Dresser, WI 54009-0216

[Clerk@townofosceola.com](mailto:Clerk@townofosceola.com)

From: Clerk

Sent: Friday, August 25, 2023 9:22 AM

To: Webley Weingarten <[supervisorweingarten@townofosceola.com](mailto:supervisorweingarten@townofosceola.com)>; Debbie Thompson <[supervisorthompson@townofosceola.com](mailto:supervisorthompson@townofosceola.com)>; Supervisor Johnson <[supervisorjohnson@townofosceola.com](mailto:supervisorjohnson@townofosceola.com)>; Supervisor Cronick <[supervisorcronick@townofosceola.com](mailto:supervisorcronick@townofosceola.com)>

Cc: ChairLindh <[chairlindh@townofosceola.com](mailto:chairlindh@townofosceola.com)>; Treasurer <[treasurer@townofosceola.com](mailto:treasurer@townofosceola.com)>

Subject: Response Requested Re: LATEST Proof for Town of Osceola Sign

Hi all ~ Please see the UPDATED proof for the Town of Osceola signage and let me know your thoughts on this latest version.

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)

Clerk

24

**From:** ChairLindh  
**Sent:** Monday, August 28, 2023 12:50 PM  
**To:** Devin Swanberg  
**Cc:** Publicworks; Supervisor Johnson; Treasurer; Clerk; Supervisor Cronick; Debbie Thompson; Webley Weingarten  
**Subject:** Re: DT 1479 - Village of Osceola

Devin-

I can bring this topic up at our next board meeting on September 5th. Do you have any newer projected costs on the Simmons road project that I can share at that time with my board. What interest rate would the loan be at?

Thanks-

**Dale Lindh**

Town of Osceola Chairman

---

**From:** Publicworks <publicworks@townofosceola.com>  
**Sent:** Monday, August 28, 2023 7:09 AM  
**To:** Treasurer <treasurer@townofosceola.com>; Supervisor Johnson <supervisorjohnson@townofosceola.com>; ChairLindh <chairlindh@townofosceola.com>  
**Subject:** FW: DT 1479 - Village of Osceola

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**From:** Devin Swanberg <administrator@vil.osceola.wi.us>  
**Sent:** Thursday, August 24, 2023 12:51 PM  
**To:** Publicworks <publicworks@townofosceola.com>  
**Subject:** Re: DT 1479 - Village of Osceola

Todd

Regarding Simmons. Would the Town of Osceola be interested in a loan from Osceola to pay the 37% portion of the road. paid over three years? Or sometime of agreement like that?

Thanks

Devin

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with ongoing ordinance updates) (renewable, \$1,300). Services would also include 3 (three) printed copies of the latest Town Ordinances (including semi-annual supplementation printing) and semi-annual electronic supplementation services, CodeBank subscription, which is online, searchable history of previous code (renewable \$150), Online Code Hosting (renewable \$450), and OrdBank subscription, which is online, searchable repository for ordinances adopted, but not codified (renewable \$325). There were discussions amongst Board members as to whether the Town needed the full premium bundle, or whether purchasing just one or two of the available options would suffice. Skjerven informed the Board that this firm is already scheduled with other clients through at least mid-2023, and that work would not even commence until the Town's project gets into Civic Plus/Municode's 'work queue'. Skjerven reminded the Board payment for these services would occur over four installments: (1) 25% at signing of the Statement of Work Agreement; (2) 25% at submission of the Legal Memorandum from CivicPlus/Municode; (3) 25% at submission of Proofs; and (4) final balance upon delivery of final product. The anticipated timeframe for the work effort is 12-15 months. Everson and Cronick will contact the CivicPlus/Municode Account Representative on timing constraints for entering into a contract with CivicPlus and be ready to share findings with the Board at the upcoming 2023 budget workshop session(s).

#### **NEW BUSINESS**

##### **CONSIDER SIMMON DRIVE ROAD PROJECT**

Chair Lindh was contacted on September 27, 2022 by Frank Pascarella, Interim Administrator for the Village of Osceola, regarding the Simmon Drive Reconstruction Project to establish whether an opportunity still exists to move this project forward.

Lindh asked Board members for comments on this topic area, given three Board Members (Cronick, Everson, and Lindh) were part of the original decision and communications given to the Village Administrator in late October 2021, and two Board members are new to this topic. Everson acknowledged Neil Gustafson for being instrumental in drafting the original correspondence sent to the Village by the Town Board in October 2021, and she indicated she is still in agreement with what was laid out in that correspondence. Desmarais indicated he agrees with the Board's decision in October 2021 and that the Board should stick with its original decision.

MOTION BY LINDH/CRONICK TO REAPPROVE WHAT WAS LAID OUT IN THE OCTOBER 28, 2021 CORRESPONDENCE GIVEN BY THE TOWN BOARD TO THE VILLAGE OF OSCEOLA VILLAGE ADMINISTRATOR ON THE ASSISTANCE TO THE VILLAGE OF OSCEOLA FROM THE TOWN OF OSCEOLA FOR THE RECONSTRUCTION OF SIMMON DRIVE: \$16,090.92. MOTION CARRIED.

Chair Lindh will send written correspondence to Frank Pascarella informing him of the Board's decision.

##### **CONSIDER MEETING DATES: 10/17-18 BUDGET WORKSHOPS; 11/1 NOVEMBER TOWN BOARD MEETING; 11/14 TOWN BUDET PUBLIC HEARING**

Carlson indicated October 17<sup>th</sup> for holding a budget workshop no longer works with her schedule. Carlson asked the Board for consideration of holding a budget workshop on the 18<sup>th</sup>, and using the 19<sup>th</sup> only if needed, with a 6:00 p.m. start time.

Clerk

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**From:** ChairLindh  
**Sent:** Thursday, September 29, 2022 3:00 PM  
**To:** Clerk  
**Subject:** Re: Agenda Topic? Re: Simmon Drive

Yes, we should add it if possible, so that I am not making the decision on my own.

**Dale Lindh**

Town of Osceola Chairman

---

**From:** Clerk <clerk@townofosceola.com>  
**Sent:** Thursday, September 29, 2022 10:11 AM  
**To:** ChairLindh <chairlindh@townofosceola.com>  
**Subject:** Agenda Topic? Re: Simmon Drive

Hi Dale ~ Did you want this to be on the October TBM agenda?

***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

**From:** Clerk  
**Sent:** Wednesday, September 28, 2022 9:44 AM  
**To:** Supervisor Everson <supervisoreverson@townofosceola.com>; Supervisor Cronick <supervisorcronick@townofosceola.com>; Debbie Thompson <supervisorthompson@townofosceola.com>; Supervisor Desmarais <supervisordesmarais@townofosceola.com>; ChairLindh <chairlindh@townofosceola.com>  
**Cc:** Treasurer <treasurer@townofosceola.com>  
**Subject:** FW: Simmon Drive

Hi All ~ FYI on the latest around this topic area.

DALE: Did you want this item on the October Town Board Meeting Agenda?

***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

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**From:** ChairLindh <[chairlinhd@townofosceola.com](mailto:chairlinhd@townofosceola.com)>  
**Sent:** Wednesday, September 28, 2022 9:28 AM  
**To:** Clerk <[clerk@townofosceola.com](mailto:clerk@townofosceola.com)>  
**Cc:** Publicworks <[publicworks@townofosceola.com](mailto:publicworks@townofosceola.com)>  
**Subject:** Fw: Simmon Drive

Please share this information with the other board members.

Thanks

**Dale Lindh**

Town of Osceola Chairman

---

**From:** Frank Pascarella <[fpascarella@vil.osceola.wi.us](mailto:fpascarella@vil.osceola.wi.us)>  
**Sent:** Tuesday, September 27, 2022 12:58 PM  
**To:** ChairLindh <[chairlinhd@townofosceola.com](mailto:chairlinhd@townofosceola.com)>  
**Cc:** Jeromy Buberl <[jeromybuberl@myosceola.com](mailto:jeromybuberl@myosceola.com)>  
**Subject:** FW: Simmon Drive

Dale,

Since budget season is upon us, I thought that it would be a good idea to resurrect the Simmon Drive Reconstruction Project. I understand that there were discussions in the past that took place, and the project (due to the funding formula) has not moved forward. However, because we still have the grant in the amount of \$296,587.50, I think there is a need to establish whether an opportunity still exists to move this project forward.

I believe this is an important subject to discuss. With having the grant funds still accessible, and the cost and access to materials not going to come down any time soon, it will become increasingly difficult for either community to fund these necessary improvements. I've attached a letter from the former village administrator and an overview of the project for you to review.

Please review this matter and if you would like to meet and discuss this item in detail, please let me know.

Sincerely,

Frank R. Pascarella  
Interim Adm.  
C: 715-417-1645

**From:** Angela Popenhagen <[apopenhagen@stevensengineers.com](mailto:apopenhagen@stevensengineers.com)>  
**Sent:** Friday, September 23, 2022 2:12 PM  
**To:** Frank Pascarella <[fpascarella@vil.osceola.wi.us](mailto:fpascarella@vil.osceola.wi.us)>  
**Cc:** Todd Waters <[toddwaters@myosceola.com](mailto:toddwaters@myosceola.com)>  
**Subject:** Simmon Drive

See attached documents from our most recent conversation with the Town of Osceola. Summary:

Their share should be \$101,846.75 and they want to pay \$16,090.92.

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](http://www.townofosceola.com)

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October 28, 2021

Benjamin Krumenauer  
Village Administrator  
Village of Osceola, WI  
310 Chieftain St.  
Osceola, WI 54020

Dear Mr. Krumenauer,

We are writing you regarding your recent presentation on behalf of the Village of Osceola for the proposed reconstruction of Simmon Drive and also the request for financial participation from the Town of Osceola. As mutually beneficial as it could have been to work together on this project right from the start, that did not take place and unfortunately there is now a large divide between how the Village of Osceola desires to reconstruct the road and how the Town of Osceola would reconstruct the same road.

As previously discussed, most roads in the Town of Osceola are pulverized and repaved with an asphalt thickness of 2 ½ inches, at a width of 22 feet and shouldered with gravel at a width of 2 feet on each side. Not all roads receive yellow centerline striping and very few receive white fog line striping. The Town of Osceola does not have any reason or requirement to reconstruct Simmon Drive to any higher standard than other roads in the town. In a show of good faith and in an effort to continue fostering a positive working relationship between our municipalities, we have proceeded with estimating what the expense of road reconstruction would be if it were built to our standard and in the spirit of compromise, increased the asphalt thickness to 3 inches and added full striping.

The current cost of pulverizing and paving at a thickness of 3 inches and a width of 22 feet is approx. \$32.20 per foot, the cost of gravel shoulder material, 2 feet wide on both sides of the road is approx. \$0.58 per foot and the cost of yellow centerline striping and white fog line striping is approx. \$0.43 per foot. Those figures applied to the proposed 2900 feet of road to be reconstructed equate to a total project cost of \$96,309.00, which is not much more than the amount being requested from the Town of Osceola for what is ultimately only a 16% share of the total road reconstruction project proposed by the Village of Osceola. The Village of Osceola's proposal estimates grant funding covering 49% of the total project cost, which would reduce the cost of our proposed project to \$49,117.59. The Village of Osceola's proposal also indicates that the Town of Osceola is responsible for 32.76% of the project, which would reduce our share of the total project cost to \$16,090.92.

At a Special Meeting of the Town Board of Supervisors of the Town of Osceola, held on October 25, 2021, a motion was made, seconded and carried that the Town of Osceola offers the Village of Osceola \$16,090.92 towards their proposed Simmon Drive reconstruction project, paid upon completion and contingent upon it being reconstructed to at least minimum Town of Osceola specifications.

The Village of Osceola is welcome to proceed with the reconstruction of Simmon Drive as proposed to suit their desires, but this is the maximum level of participation that the Town of Osceola can justify at this time.


Sincerely,

Town of Osceola Board of Supervisors

  
Dale Lindh, Chair

  
Jon Cronick, Supervisor

  
Jo Everson, Supervisor

  
Neil Gustafson, Supervisor

## SIMMON DRIVE RECONSTRUCTION

**PAVEMENT RATING:** 4 (10 scale)

**FOCUS AREA:** Traffic Flow & Maintenance

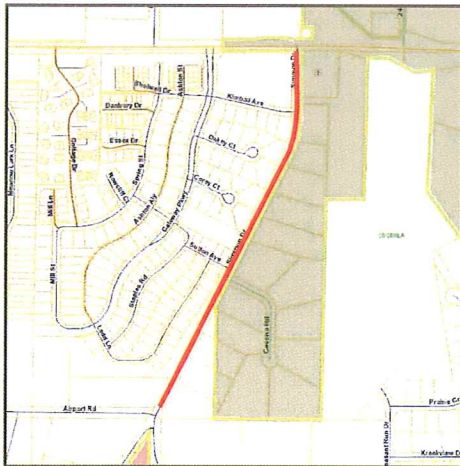
**LOCATION:** Town & Village line

**CHARACTERISTICS:** Length-2,900 feet, width-24 feet, average daily traffic-886 vehicles, 6 foot gravel shoulders, limited driveways.

**EST. COMPLETION DATE:** Summer 2022

**LOCAL RESIDENT PRIORITY:** High

**SOURCE OF FUNDS:** State Grant & Local Match



**Description & Scope:** Proposed work includes removal of existing pavement, leveling of gravel base and re-pavement of new asphalt drive surface. Final site repair and lane striping will complete the project.

**Proposed Improvements:**

**Width:** 24 feet with 6 foot paved shoulders

**Depth:** 6-12 inch gravel base with 4 inch asphalt

**Length:** replace complete 2,900 feet

**Life:** 20 years with regular maintenance

**Operating Impact:** Reduced pothole repair, reduced patching and limited crack filling. Reduced gravel shoulder repairs. More efficient snow removal.

**Estimated annual savings:** \$2,500 materials & \$1,500 in labor (30 hours).

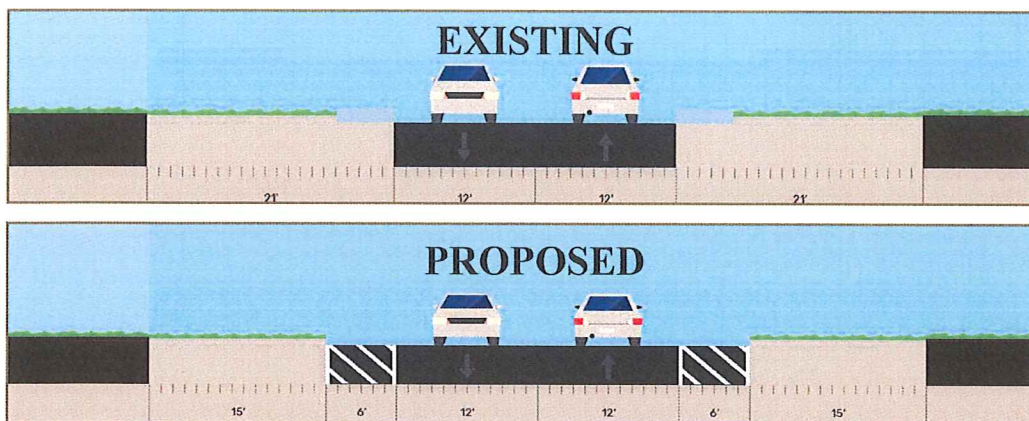
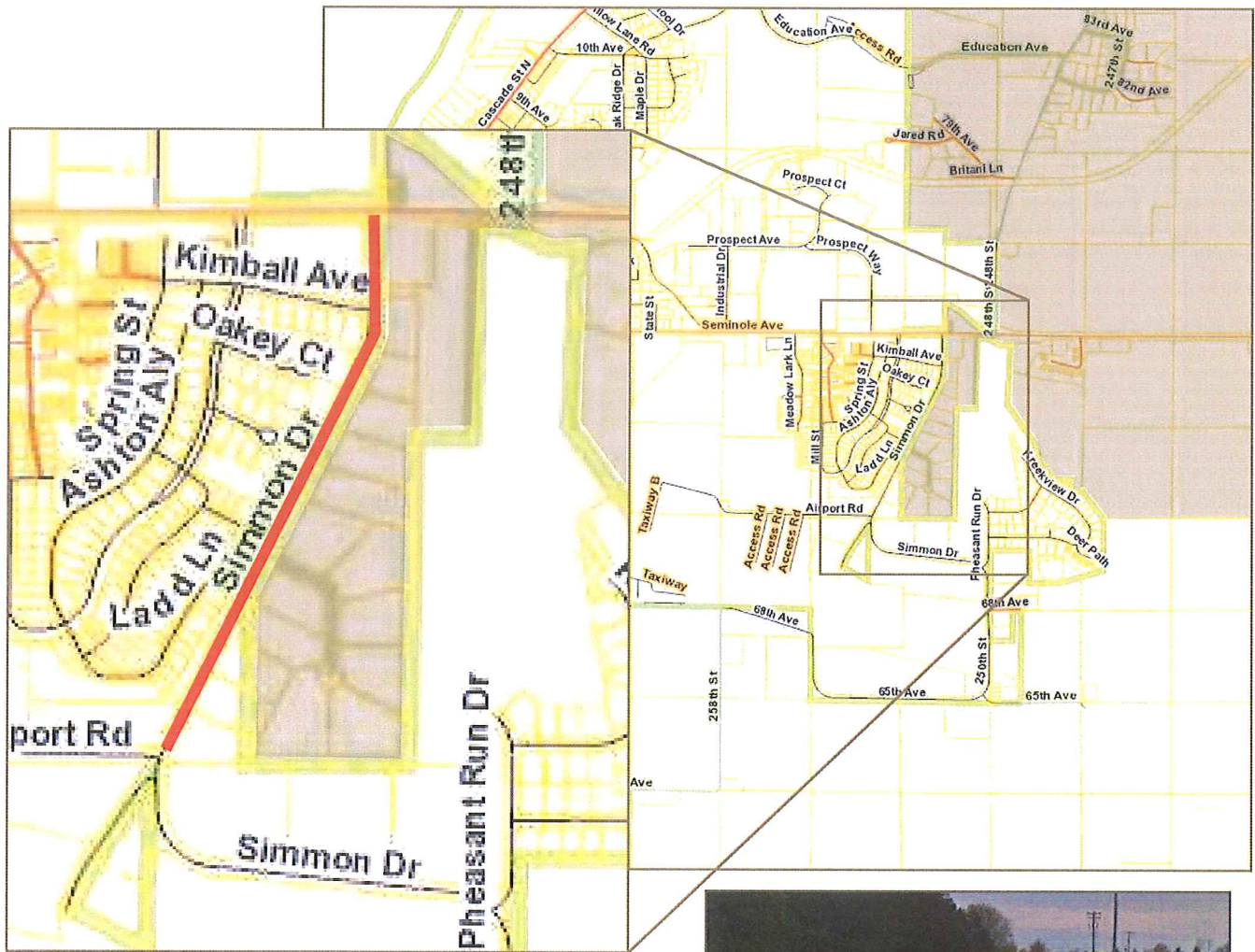
## ESTIMATED PROJECT EXPENSES

- To help support this project the Village applied for and was awarded a Local Roads Improvement Program (LRIP) grant. This Simon Drive project is one of only twenty projects awarded during the 2020-21 funding cycle.
- Grant award: \$296,587.50 will cover up to 50% of project including design.
- Grant administration and documentation will be provided by the Village.
- Village has provisionally contracted with Steven's Engineering for design and inspection.

	% of Responsibility	Project Cost	LRIP Grant	Local Share
<b>PROJECT TOTAL</b>		<b>\$607,475.00</b>	<b>\$296,587.50</b>	
<b>VILLAGE FOCUSED</b>	67.24%	\$408,466.19	\$199,425.44	\$209,040.76
<b>TOWN FOCUSED</b>	32.76%	\$199,008.81	\$97,162.07	\$101,846.75
<b>STATE (LRIP)</b>		Up to 50%	\$296,587.50	

## Grant Allocation

2020-21 MSID Awards				
County	Municipality	On Route	LRIP funds	Estimated Cost of Project
Rock	City of Janesville	Black Bridge Rd	\$450,000.00	\$1,000,000.00
Rock	Village of Clinton	Scot Dr	\$212,000.00	\$424,000.00
Jefferson	Village of Palmyra	Main St	\$380,000.00	\$760,000.00
La Crosse	Village of Bangor	10th Ave S	\$450,000.00	\$1,200,000.00
Douglas	City of Superior	Hammond Ave	\$450,000.00	\$4,168,400.00
Clark	City of Abbotsford	Spruce St	\$442,150.00	\$910,500.00
Columbia	City of Columbus	Hibbard St	\$450,000.00	\$1,915,624.25
Kenosha	City of Kenosha	22nd Ave	\$450,000.00	\$6,870,000.00
St. Croix	City of New Richmond	N 4th St	\$313,228.00	\$626,456.00
Iowa	City of Mineral Point	Pine St	\$127,425.00	\$444,000.00
Sauk	City of Baraboo	Draper St	\$425,000.00	\$850,000.00
Brown	Village of Bellevue	Guns St	\$450,000.00	\$2,567,868.00
St. Croix	Village of Hammond	Vine St	\$450,000.00	\$1,818,600.00
Oneida	City of Rhinelander	Timber Dr	\$450,000.00	\$1,273,000.00
Polk	Village of Osceola	Simmon Dr	\$296,587.50	\$607,475.00
Washington	Village of Slinger	Hilldale Dr	\$450,000.00	\$2,051,000.00
Racine	City of Burlington	Maryland Ave	\$450,000.00	\$1,843,372.00
Vernon	City of Viroqua	Rusk Ave	\$450,000.00	\$2,500,000.00
Adams	City of Adams	E Ann St	\$377,500.00	\$755,000.00
Marathon	Village of Athens	Mueller St	\$177,146.54	\$379,000.00
		TOTALS	\$7,701,037.04	\$32,964,295.25



### PROPOSED IMPROVEMENTS

**Width:** 24 feet with 6 foot paved shoulders

**Depth:** 6-12 inch gravel base with 4 inch asphalt

**Length:** replace complete 2,900 feet

**Life:** 20 years with regular maintenance

## COOPERATIVE ROAD MAINTENANCE AGREEMENT

July 12 *R.G.*  
The Agreement between the Town of Osceola (Town) and the Village of Osceola (Village) dated ~~June~~, 2004 is for the purpose of improving efficiencies and safety in the maintenance and repair of certain roads which lie on the boundary between the municipalities.

This Agreement recognizes that most of the traffic volume on Simmon Drive is generated by and for the benefit of the Village. Additionally, the Agreement recognizes the current residential character of the road and the need to minimize the impact of the current traffic and future anticipated increases in traffic volume.

To accomplish the stated purpose the parties agree to the following:

- Responsibility for the maintenance and repair of the road sections will be as follows:
  - The Village of Osceola will maintain and repair the eastern half of Simmon Drive from the southern town limits to CTH M, a distance of approximately .37 miles.
  - The Village of Osceola will perform snow plowing and sanding on Cessna Road.
  - The Town of Osceola will maintain and repair the western half of 248<sup>th</sup> St. from the northern Village limits to CTH M, a distance of approximately .25 miles.
- In lieu of the Village assuming responsibility for the repair of Simmon Drive, the Town agrees not to impose temporary weight restrictions on Simmon Drive.
- The Village will maintain a 25 m.p.h. speed limit on Simmon Drive.
- The Town and Village will work cooperatively on additional measures, including vegetative screening, to control the speed of traffic and so minimize the impacts of additional traffic on the residences.

Unless otherwise provided, maintenance and repair shall include mowing ditches, snow plowing, sanding, pothole repair, line painting, ditch maintenance, paving, overlay, crackfilling, and other surface treatments.

Each municipality is responsible for their own equipment and insurance while performing the work under this agreement.

This agreement is subject to cancellation upon providing a one year written notice. At the time of the notice, the parties shall conduct good faith negotiations to pro-rate the cost of any major road improvements, such as overlaying, paving, and total reconstruction, performed under the terms of this agreement.

This agreement is to go into effect upon signature by both parties.

FOR THE VILLAGE OF OSCEOLA

BY: *Karl E. Eymann*

Title: *President*

FOR THE TOWN OF OSCEOLA

BY: *Paul D. Eymann*

Title: *Chairman*

7-12-04 *R.G.*

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

**TOWN OF OSCEOLA**  
**Polk County, Wisconsin**  
[www.townofosceola.com](http://www.townofosceola.com)

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**RESOLUTION 23-09-05 AMENDMENT OF THE EMERGENCY OPERATIONS PLAN  
FOR THE TOWN OF OSCEOLA**

**WHEREAS**, the Town of Osceola adopted an Emergency Operations Plan on December 13, 1999; and,

**WHEREAS**, the Town of Osceola desires to keep its plan current with changing contact information, personnel and responsibilities of the various emergency response agencies; and,

**SO THEREFORE BE IT RESOLVED** that the Town of Osceola Town Board of Supervisors does hereby adopt an amended emergency operations plan as defined in the attached document; and

Adopted this 5<sup>th</sup> day of September 2023, at a Town Board of Supervisors Regular Board Meeting.

Effective 5<sup>th</sup> day of September, 2023.

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

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

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

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

\_\_\_\_\_  
Webley Weingarten, Supervisor

ATTEST:

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

TOWN OF OSCEOLA  
EMERGENCY OPERATIONS PLAN

~~AUGUST-SEPTEMBER~~ 2023



## TABLE OF CONTENTS

[illegible]

## EMERGENCY TELEPHONE LISTINGS

	Primary	Secondary
<b>Town of Osceola</b>		
Police	911	
Fire	911	
Area Ambulance	911	
Chair Dale Lindh	651-248-3681	
Supervisor Jon Cronick	715-417-0144	
Supervisor Tony Johnson	715-607-1183	
Supervisor Debbie Thompson	715-706-1065	
Supervisor Webley Weingarten	715-558-5115	
Clerk Denise Skjerven	715-755-3060 Ext. 1	
Treasurer Jan Carlson	715-755-3060 Ext. 2	
Public Works Supervisor Todd Raddatz	715-755-3060 Ext. 3	715-417-4681
Polk County Sheriff's Department	911	715-485-8300
Polk County Emergency Management	911	715-485-9280
Polk County Highway Department	911	715-485-8700
Polk County Human Services Department	911	715-485-8400
Polk County Health Department	911	715-485-8500
Polk County Medical Examiner	911	715-485-9218
Non-Emergency Dispatch	715-483-8301	
<b>State of Wisconsin</b>		
Wisconsin Emergency Management (WEM) Duty Officer	800-943-0003	<a href="mailto:wempio@wisconsin.gov">wempio@wisconsin.gov</a>
WEM Regional Disaster & Field Services Rhonda Reynolds	715-635-8704	
DNR – North Warden - Jesse Ashton	715-645-0048	<a href="mailto:Jesse.Ashton@wisconsin.gov">Jesse.Ashton@wisconsin.gov</a>
DNR – South Warden - Peter Carlson	715-3273004	<a href="mailto:Peter.Carlson@wisconsin.gov">Peter.Carlson@wisconsin.gov</a>
DNR – Warden - Peter Wetzel	715-245-3272	<a href="mailto:Peter.Wetzel@wisconsin.gov">Peter.Wetzel@wisconsin.gov</a>
Dept. Natural Resources – Cumberland Office	715-822-3590	
Dept. Natural Resources – Dams Michael Rogne	715-210-2609	715-635-7725
State Patrol- Northwest Region	715-635-2141	715-635-7725
DOT Eau Claire Office-Jerry Mentzel, Director	715-386-2891	800-991-5285 <a href="mailto:nwr.dtsd@dot.wi.gov">nwr.dtsd@dot.wi.gov</a>
DOT Superior Office-Jessica Felix Deputy Dir.	715-392-7863	<a href="mailto:nwr.dtsd@dot.wi.gov">nwr.dtsd@dot.wi.gov</a>
<b>National Response Center (chemical info)</b>	800-424-8802	
<b>Hospitals</b>		
Amery Regional Medical Center	715-268-8000	
Osceola Medical Center	715-294-2111	
St. Croix Regional Medical Center	715-483-3261	

<b>UTILITIES</b>		
<b>Telephone/Internet</b>		
Century Link Brightspeed	800-201-4099 1-833-692-7773	800-788-3600
Lakeland Communications	715-825-0852	815-825-2171
Northwest Communications (formerly Amery TelCom)	715-268-7101	
Spectrum	866-926-6497	
<b>Gas &amp; Electric</b>		
Polk Burnett Electric Cooperative	800-421-0283	715-646-2191
Xcel Energy	800-895-1999	
WE Energies	800-261-5325	715-790-5456 C 715-268-2571 H
<b>Contractors</b>		
Chemtrec – Hazardous waste hotline	800-424-9300	
Bay West - Hazardous waste disposal	651-291-0456	800-279-0456
<b>Towing</b>		
Border Towing	715-483-5753	
L & C Autoworks	715-483-9947	
Osceola Towing	715-755-3281	
Tom's Auto Body	715-294-2990	
<b>Public Schools</b>		
Osceola School Superintendent — Mark Luebker Dr. Becky Styles	715-294-4140	
Transportation – Steven Leslie	715-294-3456	
St. Croix Falls School Superintendent – Mark Burandt	715-483-2507	Xten: 1401
Transportation – Arick Madrigal	715-483-2450	Xten: 1500
<b>Volunteer Organizations</b>		
American Red Cross – 24 Hour Emergency Number (Altoona, WI)	877-618-6628	
Salvation Army- (Grace Place, New Richmond)	715-247-2944	
<b>Funeral Homes</b>		
Grandstrand Funeral Home – St. Croix Falls	715-483-3141	
Grandstrand Funeral Home - Osceola	715-294-3111	

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### EMERGENCY ALERTING LIST

	<b>Name</b>	<b>Telephone #</b>
<b>Municipal Emergency Management Coordinator</b>	Dale Lindh	651-248-3681
<b>Town of Osceola Chair</b>	Dale Lindh	651-248-3681
<b>Town of Osceola Supervisor</b>	Jon Cronick	715-417-0144
<b>Town of Osceola Supervisor</b>	Tony Johnson	715-607-1183
<b>Town of Osceola Supervisor</b>	Debbie Thompson	715-706-1065
<b>Town of Osceola Supervisor</b>	Webley Weingarten	715-558-5115
<b>Town of Osceola Clerk</b>	Denise Skjerven	715-755-3060 Ext.1
<b>Town of Osceola Treasurer</b>	Jan Carlson	715-755-3060 Ext.2
<b>LAW ENFORCEMENT</b>	Polk County Sheriff's Department	<b>911</b> or 715-485-8300
<b>Fire Department Fire Chief</b>	Allied Emergency Services Kevin Christenson	<b>911</b> or 715-268-2360
<b>Ambulance Service Director</b>	Osceola Area Service Robyn Foster	<b>911</b> or 715-294-3911

<b>Ambulance Service Manager</b>	St. Croix Valley EMS Ben Wasmund	<b>911</b> or 715-483-1500
<b>Town of Osceola Public Works(PW)</b>	Supervisor Todd Raddatz	715-755-3060 Ext. 3 Cell 715-417-4681
<b>PW – Full Time</b>	Joe Gaffney	715-494-0266
<b>PW - Part -Time</b>	David Cronick	715-410-6220
<b>PW – Part Time</b>	Ed Everson	763-354-6831
<b>Town of Osceola Assessor</b>	Gene Johnson Appraisal Services	715-834-1361
<b>Town of Osceola Building Inspector</b>	Ben Campbell West WI Inspection Agency LLC	715-556-3136
<b>Town of Osceola Animal Control Officer</b>	Darel Hall	715-377-5141

**EMERGENCY OPERATIONS CENTER  
SPECIAL NOTIFICATION LIST**

<b>DAY CARE CENTERS</b>		
<b>NURSING / ELDERLY HOUSING</b>		
<b>MEDIA</b>		
Inter-County Leader	715-327-4236	F: 715-327-4870
Osceola Sun	715-294-2314	<a href="mailto:office@osceolasun.com">office@osceolasun.com</a>
<b>Television</b>		
KARE 11	763-546-1111	<a href="http://www.kare11.com">www.kare11.com</a>
KSTP – Channel 5	651-588-6397	<a href="http://www.kstp.com">www.kstp.com</a>
WCCO – Channel 4	612-339-4444	<a href="http://www.wcco.com">www.wcco.com</a>
KMSP – Channel 9	952-944-9999	<a href="http://www.kmsp.com">www.kmsp.com</a>
<b>Radio</b>		
WXCE – AM 1260	877-836-9595	<a href="mailto:wxcenews@yahoo.com">wxcenews@yahoo.com</a>
WZEZ – FM 104.9	877-836-9595	
WCCO – AM 1590	612-370-0675	
WIXK – AM 1590	715-246-2254	
WIXK – FM 107.1		

## LEGAL BASIS

The Legal Basis for the development of this municipal plan is stated in the following documents:

### PUBLIC LAW 103-337

### WISCONSIN STATUTES

21.11	CALL TO ACTIVE SERVICE
26.97	LAW ENFORCEMENT AND POLICE POWER (TOWN CHAIRS)
59.025	ADMINISTRATIVE HOME RULE
59.026	CONSTRUCTION OF POWERS
59.031	COUNTY EXECUTIVE (2) DUTIES AND POWERS
59.033	COUNTY ADMINISTRATOR (2) DUTIES AND POWERS
59.05	CHAIRPERSON; VICE CHAIRPERSON; POWERS AND DUTIES
59.07	GENERAL POWERS OF COUNTY BOARD. (146) LOCAL EMERGENCY PLANNING COMMITTEES
59.08	PUBLIC WORK, HOW DONE; PUBLIC EMERGENCIES
59.083	CONSOLIDATION OF MUNICIPAL SERVICES, HOME RULE, METROPOLITAN DISTRICT
59.24	PEACE MAINTENANCE
61.34	POWERS OF TOWN BOARD
66.325	EMERGENCY POWERS
83.09	EMERGENCY REPAIRS OF COUNTY TRUNK HIGHWAYS
323.12	POWERS AND DUTIES OF THE GOVERNOR
323.14	POWERS AND DUTIES OF COUNTIES AND MUNICIPALITIES
323.15	POWERS AND DUTIES OF HEADS OF EMERGENCY GOVERNMENT SERVICES
213.095	POLICE POWER OF FIRE CHIEF, RESCUE SQUADS
895.483(2)	CIVIL LIABILITY EXEMPTION; COUNTY EMERGENCY RESPONSE TEAM

### COUNTY ORDINANCES

MUTUAL AID AGREEMENTS – listing provided below, see appendix for agreements

List any agreements you have in force at this time.	

**ACRONYMS**

CP	COMMAND POST
DNR	DEPARTMENT OF NATURAL RESOURCES
EMS	EMERGENCY MEDICAL SERVICES
EOC	EMERGENCY OPERATIONS CENTER
EOP	EMERGENCY OPERATIONS PLAN
PIO	PUBLIC INFORMATION OFFICER
UDSR	UNIFORM DISASTER SITUATION REPORT
WEM	WISCONSIN EMERGENCY MANAGEMENT

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## MUNICIPAL EMERGENCY OPERATIONS PLAN

### A. PURPOSE:

This municipal plan has been developed to provide procedures for the Town of Osceola government agencies to respond to various types of emergencies or disasters that affect the community. It provides a link to procedures that will be used by county government since the Town of Osceola is part of the county emergency management program. This municipal plan is to be used in conjunction with the Polk County Emergency Operations Plan (EOP). The municipal plan will be maintained in accordance with current standards of the Polk County EOP and in accordance with the Town of Osceola.

### B. SITUATION AND ASSUMPTIONS:

Several types of hazards pose a threat to the lives, property or environment in Polk County. These hazards are outlined in the Polk County Hazard Mitigation Plan. A copy of this Plan is located in the Town of Osceola office and in the Polk County Emergency Management Office.

### C. CONCEPT OF OPERATIONS:

Municipal officials have primary responsibility for disasters, which take place in the municipality. They will activate the appropriate municipal agencies to deal with the disaster. The Municipal Emergency Coordinator is responsible for coordinating the response of municipal agencies and coordinating the response with county officials if county assistance is necessary.

Actions that the municipality and county should consider if this municipal plan is activated:

- 1) The Local Incident Commander (Town of Osceola Chair, Supervisors, Fire Chief or designee) assesses the nature and scope of the emergency or disaster.
- 2) If the situation can be handled locally, do so using the procedures in this plan as appropriate. If the Incident Commander determines that additional resources are necessary the Incident Commander notifies the Municipal Emergency Management Coordinator.
  - a) The Municipal Emergency Management Coordinator advises the Town of Osceola Chair or designee and coordinates all emergency response actions when requested.
  - b) The Town of Osceola Chair or designee declares a local state of emergency. The Municipal Emergency Management Coordinator notifies the Polk County Municipal Emergency Management Coordinator of this action.
  - c) The Municipal Emergency Management Coordinator faxes the local state of emergency declaration to the Polk County Municipal Emergency Management Coordinator office.
  - d) The Municipal Emergency Management Coordinator activates the municipal EOC located in the Town of Osceola Hall.
  - e) The Town of Osceola Chair or designee directs any additional departments/agencies to respond to the situation as necessary.
  - f) Municipal emergency response officials/agencies respond according to the checklists outlined in the Attachments A-J.
  - g) The Town of Osceola Chair or designee issues directives as to travel restrictions on local roads and recommends protective actions if necessary.
  - h) The Town of Osceola Chair or designee notifies the public of the situation and appropriate actions to take.

- i) The Polk County Emergency Management Coordinator keeps county officials informed of the situation and actions taken.
- 3) If municipal resources become exhausted or if special resources are required, request county assistance through the Polk County Municipal Emergency Management Coordinator.
- 4) If assistance is requested, the Polk County Emergency Management Coordinator assesses the situation and makes recommendations.
- 5) The county will do the following (to the extent appropriate):
  - a) Activate the County EOC.
  - b) Implement the County EOP.
  - c) Respond with county resources as requested.
  - d) Activate mutual aid agreements.
  - e) Coordinate county resources with municipal resources.
  - f) Notify Wisconsin Emergency Management (WEM) Regional Director.
  - g) Forward Uniform Damage Situation Report (UDSR) form.
  - h) Assist municipality with prioritizing and allocating resources.
- 6) If municipal and county resources are exhausted, the Polk County Emergency Management Coordinator can request state assistance through Wisconsin Emergency Management (WEM).
- 7) If state assistance is requested, the WEM Administrator in conjunction with the Regional Director, Polk County Municipal Emergency Management Coordinator and Municipal Emergency Management Coordinator assess the disaster or emergency situation and recommend that personnel, services and equipment be made available for response, mitigation or recovery.
- 8) After completing the assessment, the WEM Regional Director immediately notifies the State WEM Administrator.
- 9) The State Administrator of Emergency Management notifies the Governor and makes recommendations.
- 10) If state assistance is granted, procedures will be followed as stated in the Wisconsin EOP and the County EOP.

D. ORGANIZATION:

Insert the organizational chart for your municipality

E. RESPONSIBILITIES AND TASKS:

See **Attachments A-J** for emergency responsibilities of key officials in your jurisdiction.

F. RESOURCE MANAGEMENT:

Polk County: Additional support from Polk County Departments may include all available departments as pertains to the situation.

Mutual Aid Reciprocal Agreements: **See the attached listing**

Support from Private Agencies/Volunteer Groups: **See the attached listing.**

Support from State and Federal Agencies: Information and assistance in securing state or federal support may be obtained by contacting the Polk County Emergency Management Coordinator. Requests for National Guard assistance should be channeled through the Polk County Emergency Management Coordinator to the WEM Regional Director to the WEM Administrator.

G. PLAN DEVELOPMENT AND MAINTENANCE:

The Town of Osceola's EOP Development Team is composed of representatives from the Town Board, Fire Departments and the County Emergency Management Coordinator. These individuals are responsible for developing and maintaining this plan.

This Team meet on an as needed basis or as determined by the Town Board. The Team reviews incidents, changes and new information and makes revisions in this plan.

This Team also conducts after-action reviews of all exercises and major incidents.

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Dale Lindh  
Town of Osceola Chair

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Dale Lindh  
Municipal Emergency Management Coordinator

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Jon Cronick  
Town of Osceola Supervisor

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Tony Johnson  
Town of Osceola Supervisor

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Debbie Thompson  
Town of Osceola Supervisor

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Webley Weingarten  
Town of Osceola Supervisor

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Denise Skjerven  
Town of Osceola Clerk

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Jan Carlson  
Town of Osceola Treasurer

---

Todd Raddatz  
Town of Osceola Public Works Supervisor

**ATTACHMENT A  
TOWN OF OSCEOLA CHAIR  
KEY ACTION CHECKLISTS**

The Town of Osceola Chair is responsible for the overall management of the Town of Osceola. The following tasks represent a checklist of actions that should be considered in an emergency or disaster situation.

**TOWN OF OSCEOLA CHAIR OR DESIGNEE SHOULD:**

Assess information from Municipal Emergency Management Coordinator and be ready to declare emergency.

- 1) Ensure that the Municipal Emergency Management Coordinator or designated person has activated / is activating the Emergency Operations Center (EOC) as required.
- 2) Report to the EOC / CP.
- 3) Ensure that the Municipal Emergency Management Coordinator or designated person provides an initial damage assessment and casualty report.
- 4) Ensure that the Municipal Emergency Management Coordinator and Incident Commander brief the EOC staff as to the status of the disaster.
- 5) Declare local state of emergency
- 6) Ensure the Municipal Public Information Officer (PIO) and/or designated person is notified and reports to the EOC if requested or to the Osceola Town Hall.
- 7) In consultation with the Municipal Emergency Management Coordinator, determine whether or not county, state or federal assistance should be requested. Municipal/County resources must be fully committed before state or federal assistance will be available. If assistance is requested, specify the type and amount of assistance needed.)