

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

Meeting Minutes

The Board of Supervisors of the Town of Osceola met for a regular monthly meeting Tuesday, September 5, 2023, at 6:30 p.m. at the Osceola Town Hall, Dresser, Wisconsin.

CALL TO ORDER: Chair Lindh called the regular meeting to order at 6:31 p.m.

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

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

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

ABSENT: Supervisor Johnson

PUBLIC ATTENDEES: Clerk Skjerven, Treasurer Carlson, Public Works Supervisor Raddatz, Mike Wallis, Trish Carlson, Mark Skjerven, John Warner (Bluestone Sand & Gravel), and Matt Anderson (Osceola Sun).

CHECK PRESENTATION AND APPROVAL OF BILLS

A packet of check detail was provided at the meeting by Treasurer Carlson for the period August 7, 2023 through September 5, 2023.

MOTION BY CRONICK/THOMPSON TO APPROVE THE TREASURER'S LIST OF CHECKS AND AUTOMATED PAYMENTS FOR THE PERIOD AUGUST 7, 2023 THROUGH SEPTEMBER 5, 2023: CHECK NUMBERS 18940 THROUGH 18974 AND ACH PAYMENTS FROM AUGUST 7, 2023 THROUGH SEPTEMBER 5, 2023 FOR A TOTAL OF \$121,237.80 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/CRONICK TO APPROVE THE 8/7/2023 REGULAR TOWN BOARD MEETING MINUTES. MOTION CARRIED.

PUBLIC COMMENT

Mark Skjerven commented on and asked questions about several Public Works topics e.g., Paser ratings done by Delmore, potential road broom/sweeper purchase, collaboration with other towns on various road projects, potential purchase of a double axel dump truck, and potential upgrade to mower.

PUBLIC WORKS REPORT

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

- Helped East Farmington shoulder 10th Ave.;
- Started trimming back trees and did brushing with mower arm;
- Continued mowing;
- Grading when it rains;
- Checked over spray patcher and started spray patching again today;
- Picked up garbage from ditches: tire, mattresses, etc.;
- Fixed Popular Lake boat landing: reset panels and put riprap around edges, and hauled in load of Class 5 for driveway;
- Wedge patched on 120th and on Oak Drive with help from other townships (Town of Alden and Town of Lincoln);
- Blade patched on 207th, 90th, and in Buck Ridge with help from other townships (Town of Alden and Town of Lincoln);
- Moved speed sign to Ravine Dr.

Todd also mentioned he does keep track of equipment and time spent when partnerships occur with other townships.

TREASURER'S REPORT

Treasurer Carlson informed the Board of the bank balances as of September 1, 2023: General Fund \$58,488.59; General Money Market Account \$595,692.84; Tax Receipt Account \$5,826.73; Dresser Traprock Assurance \$15,100.65; ARPA \$300,830.67; and Public Works Capital \$103,602.56, totaling \$1,079,542.04. All accounts are balanced.

Carlson shared with the Board a report out of the year-to-date building permits that were applied and paid for and picked up (31 year to date).

Carlson also shared with the Board the latest 2023 Profit and Loss Budget vs. Actual report as of September 5, 2023. Carlson informed the Board that the Town did receive from the Polk County Treasurer the second half property tax payment. On the expense side, a \$74,000.00 payment was made to Allied Fire for the second half of the fire payment.

Lindh mentioned the Public Works Committee has been working on budget estimations, and the Committee is estimating an amount of \$50,000.00 to remain at year end for the Town's 2023 road improvement and maintenance budget (barring any unforeseen expenditures).

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 August, involving: Finalized one Town Ordinance: Chapter 2 Governing Body Ordinance, and drafted Resolution 23-09-05 Amendment of the Emergency Operations Plan. There were three meetings held during August.

Skjerven received four public records requests, had one ad placed dealing with the approved Ordinance. Skjerven made updates to the Town's website: posted the updated ordinance and added meeting notices and minutes.

Skjerven received a couple of new permit requests for burning (there were 76 requests as of the end of the reporting month).

Regarding elections, Skjerven inactivated 'movers' that were sent letters and either no response was received or the sent letter was returned due to it being undeliverable. Skjerven is filing new voter registrations that are starting to be received.

Skjerven disseminated three new operator licenses, prepared the latest Employee Handbook redline version, and continues going through files for records retention review and bringing to the Board the latest list of file content to be destroyed.

OLD BUSINESS

CONSIDER BUILDING MAINTENANCE (TOWN HALL GUTTER GUARDS AND SIGNAGE)

Lindh contacted a couple of organizations regarding replacement of the Town Hall and Public Works building's gutter guards due to damage to the guards that occurred in the Spring due to the heavy snow on the roof areas. Phil's Seamless Gutters (based out of Centuria, WI) provided a quote of \$2,950.00 for 244' of custom helmet 6" gutter guard. The Board discussed whether to proceed with the quote or to consider having the Town's Public Works staff do the work.

MOTION BY THOMPSON/CRONICK TO ACCEPT PHIL'S SEAMLESS GUTTER QUOTE OF \$2,950.00 FOR 244' OF CUSTOM HELMET 6" GUTTER GUARDS TO REPLACE WHAT IS CURRENTLY ON BOTH THE TOWN HALL AND PUBLIC WORKS BUILDINGS. MOTION CARRIED.

Carlson asked if the expense would come out of the Town's Contingency Fund. Lindh confirmed that is the proper expense account to be used. Lindh will contact Phil's Seamless Gutters company to set an install date.

Earlier in August the Town's signage from the front lawn area of the Town Hall and Public Works building came down after a storm. Discussion occurred about the preferred wording to be used on the sign.

MOTION BY THOMPSON/LINDH TO HAVE THE NEW SIGNAGE READ AS FOLLOWS: TOWN OF OSCEOLA TOWN HALL & PUBLIC WORKS. AYES: LINDH AND THOMPSON; NAYS: NONE; ABSTAIN: CRONICK AND WEINGARTEN. MOTION FAILED.

MOTION BY CRONICK/WEINGARTEN TO HAVE THE NEW SIGNAGE READ AS FOLLOWS: TOWN OF OSCEOLA OFFICE AND PUBLIC WORKS (THE CURRENT WORDING). MOTION CARRIED.

A payment for 50% of the sign cost will be sent to the company, Sign-Xpress out of St. Croix Falls, WI to get the work project underway.

CONSIDER SIMMON DRIVE ROAD PROJECT

The Administrator for the Village of Osceola, Devin Swanberg, contacted Public Works asking whether the Town would be interested in a loan from the Village of Osceola to pay for its portion of the Simmon Drive road project. Lindh asked Swanberg for any newer projected costs on the Simmon Drive road project and what would the interest rate be. As of the September regular Town Board meeting, Lindh had not yet heard back from Swanberg. Background was provided to the Board members on past Board

decisions made on the Simmon Drive road project. Discussions occurred to receive current Board member views on the topic, and it was made clear the Board members' views on this topic remain unchanged from what was communicated to the Village Administrator in October of 2021. Lindh will report this communications back to Swanberg.

CONSIDER RESOLUTION 23-09-05: AMENDMENT OF THE EMERGENCY OPERATIONS PLAN

Skjerven shared with the Board an updated Resolution and amendment of the Town's Emergency Operations Plan where primary changes to the Plan were made to page 3 of the plan document within the Utilities and Public Schools sections. Lindh also pointed out a needed change to page 9 to change the word faxes to notifies in section C(2)(c).

MOTION BY CRONICK/THOMPSON TO ADOPT RESOLUTION 23-09-05: AMENDMENT OF THE EMERGENCY OPERATIONS PLAN FOR THE TOWN OF OSCEOLA. AYES: CRONICK/ LINDH/ THOMPSON/WEINGARTEN; NAYS: NONE; ABSENT: JOHNSON. MOTION CARRIED.

Skjerven will Amend the Town of Osceola Emergency Operations Plan as agreed upon by the Board.

CONSIDER EMPLOYEE HANDBOOK REVISIONS

Skjerven covered with the Board the latest updates made to the Employee Handbook since the draft redlined document shared at the August regular Town Board meeting, which was to Appendix B, Section M. Education and Training regarding training that will be received.

MOTION BY THOMPSON/WEINGARTEN TO APPROVE THE EMPLOYEE HANDBOOK BASED PRESENTED REVISIONS DATED AS OF SEPTEMBER 5, 2023. MOTION CARRIED.

MOTION BY LINDH/CRONICK TO MAKE THE SEPTEMBER 5, 2023 EMPLOYEE HANDBOOK VERSION TO BE EFFECTIVE JANUARY 1, 2024. MOTION CARRIED.

CONSIDER RECORDS RETENTION PROJECT

Clerk Skjerven went through with the Board the latest summarized listing of materials marked for destruction per the Wisconsin Municipal Records Schedule. There are currently 32 boxes.

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

CONSIDER CLERK AND TREASURER JOB DUTIES/DESCRIPTIONS

The Personnel Committee has not been able yet to schedule a meeting date with Treasurer Carlson to obtain her feedback on the proposed job description changes. The Personnel Committee will try to meet with Carlson next week. Therefore, this topic is tabled until the October regular Town Board meeting.

NEW BUSINESS

CONSIDER CHIP SEALING WORK EFFORTS WITH NEARBY TOWNS

Lindh shared with the Board the Town of Farmington expressed a desire to possibly partner with the Town of Osceola, Town of Alden, Town of Garfield, and the Town of Lincoln on chip sealing road work. An estimation of people, roads of miles, and materials was covered with the Board by Lindh as provided by the Town of Farmington. Each Town would be estimated to take on six miles of roads. The cost for

the large purchase of the oil is a key factor in this proposed approach. It is anticipated with this type of shared approach there would be a cost savings for the five Towns involved for this type of road work. This partnership would be tried for 2024.

MOTION BY THOMSON/CRONICK FOR THE TOWN OF OSCEOLA PUBLIC WORKS TO WORK WITH THE TOWN OF FARMINGTON, THE TOWN OF ALDEN, THE TOWN OF GARFIELD, AND THE TOWN OF LINCOLN DURING 2024 ON CHIP SEALED ROADS AS A COMBINED EFFORT CONSIDERING AN OIL COST OF APPROXIMATELY \$2.70. MOTION CARRIED.

Raddatz will connect with the Town of Farmington on getting oil purchase cost quotes.

CONSIDER MSA PROFESSIONAL SERVICES, INC. ASSISTANCE WITH GRANTS AND/OR FUTURE ROAD PROJECTS

Lindh mentioned MSA is an engineering firm, and the team who contacted Lindh are based out of Rice Lake, WI. MSA could assist the Town in the areas of planning, funding (for road projects), asset management, design services, environmental services, permitting, and construction. MSA would be willing to have a representative attend the regular Town Board meeting in October to give a presentation of service offerings.

CONSIDER BLUE STONE SAND AND GRAVEL LLC LICENSE BOND RENEWAL

John Warner of Blue Stone Sand and Gravel attended and spoke at the meeting. Warner indicated the current License Bond for Blue Stone Sand and Gravel expires on September 27, 2023 and he had hoped by tonight's Town Board meeting he would have received the updated License Bond. Warner has not yet received the updated License Bond, so Warner is asking the Town Board for an extension on the current License Bond.

MOTION LINDH/THOMPSON TO TEMPORARILY EXTEND THE BLUE STONE SAND AND GRAVEL LLC LICENSE BOND THROUGH OCTOBER 2, 2023 WITH THE FINAL APPROVAL REQUEST TO BE BROUGHT FORTH TO THE BOARD AT ITS OCTOBER 2, 2023 REGULAR TOWN BOARD MEETING BASED UPON THE LICENSE BOND RENEWAL BEING RECEIVED BY SEPTEMBER 27, 2023. MOTION CARRIED.

CHAIR'S REPORT

Lindh mentioned the HVAC system upgrade install to the Town Hall and Shop is expected to occur later this week.

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

Nothing to report.

SUPERVISOR'S REPORT/JOHNSON

Absent.

SUPERVISOR'S REPORT/THOMPSON

Nothing to report.

SUPERVISOR'S REPORT/WEINGARTEN

Nothing to report.

COMMITTEE REPORTS: CONSIDERATION/REVIEW/DISCUSSION

Finance: Working on getting budget meeting dates firmed up.

Media & Technology: Teams meetings set ups are now working better.

Personnel: Nothing to report.

Public Works: The Public Works Committee met twice with Raddatz during this past month and the meeting minutes were included in the meeting packet. Helping Raddatz with future Public Works' cost estimations. Looking at potentially an upgrade to the mower to gain time efficiencies for the Public Works staff for doing mowing. Considering costs of purchasing a new double axel dump truck (to possibly replace the single axel dump truck). Discussions of a potential purchase of a road broom related to the joint-Town chip seal work efforts in comparison to renting the road broom equipment.

REQUEST FOR FUTURE MEETING AGENDA ITEMS

- Old Business:
 - Consider Blue Stone Sand and Gravel LLC License Bond Renewal
 - Consider MSA Professional Services, Inc. Assistance with Grants and/or Future Road Project Cost Savings Proposals
 - Consider Building Maintenance (Town Hall Gutter Guards)
 - Consider Simmon Drive Road Project
 - Consider Records Retention Project
 - Consider Clerk and Treasurer Job Duties/Descriptions
- New Business:
 - Consider Meeting Dates for Budget Workshops and Town Budget Public Hearing

NEXT PLAN COMMISSION MEETING

Tues., September 26, 2023, 6:00 p.m.

NEXT TOWN BOARD MEETING

Mon., October 2, 2023, 6:30 p.m.

COMMUNITY MEETINGS BOARD MEMBERS ATTEND

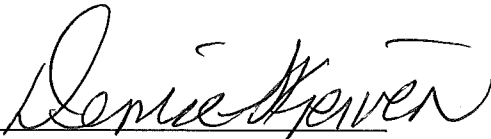
- Tues., Sept. 26, 6:00 p.m. Garfield Station #2 Fire Hall/Municipal Office: Allied Emergency Services Fire Board

ADJOURN

MOTION BY THOMPSON/WEINGARTEN TO ADJOURN THE TOWN BOARD MEETING TUESDAY, SEPTEMBER 5, 2023. MOTION CARRIED. The meeting adjourned at 7:47 p.m.

To be approved: October 2, 2023

Approved: 10/2/2023


Denise Skjerven, Town Clerk