

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

Meeting Minutes

The Board of Supervisors of the Town of Osceola met for a regular monthly meeting Monday, November 6, 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, Johnson, Thompson, and Weingarten

**ABSENT:** None

**PUBLIC ATTENDEES:** Clerk Skjerven, Treasurer Carlson, Public Works Supervisor Raddatz, Mark Skjerven, Dani Pratt, Sandy Ball, Alec Mortel (Lakeland Communications), and Matt Anderson (Osceola Sun) [attended virtually].

**CHECK PRESENTATION AND APPROVAL OF BILLS**

A packet of check detail was provided at the meeting by Treasurer Carlson for the period October 3, 2023 through November 6, 2023.

MOTION BY CRONICK/THOMPSON TO APPROVE THE LIST OF CHECKS AND AUTOMATED PAYMENTS FOR THE PERIOD OCTOBER 3, 2023 THROUGH NOVEMBER 6, 2023: CHECK NUMBERS 19011 THROUGH 19048 AND 19053 THROUGH 19057 AND ACH PAYMENTS FROM OCTOBER 3, 2023 THROUGH NOVEMBER 6, 2023 FOR A TOTAL OF \$72,695.99, NOTING CHECK 19024 FOR BENCK MECHANICAL WILL BE PAID OUT OF ARPA FUNDS IN THE AMOUNT OF \$20,700.00, AND THE BALANCE OF \$51,995.99 WILL BE PAID OUT OF THE GENERAL FUND AS PRESENTED. MOTION CARRIED.

**ACCEPTANCE OF PROPOSED AGENDA**

MOTION BY CRONICK/THOMPSON TO APPROVE THE AGENDA AS NOTED, WITH THE EXCEPTION OF MOVING AGENDA ITEM 13(c) BEFORE OLD BUSINESS. MOTION CARRIED.

**APPROVAL OF MINUTES OF PREVIOUS MEETINGS**

MOTION BY CRONICK/THOMPSON TO APPROVE THE 10/2/2023 REGULAR TOWN BOARD MEETING MINUTES, THE 10/17/2023 SPECIAL TOWN BOARD MEETING MINUTES, AND THE 10/23/2023 BUDGET WORKSHOP MEETING MINUTES. MOTION CARRIED.

**PUBLIC COMMENT**

Mark Skjerven commented on and asked questions about the anti-quarry signage placed in various areas of the Town by the F.O.R.C.E. (Friends of Rural Communities and the Environment). His concern

related to the insertion wording of 'Town of Osceola' within the signage and asked the Board to look into this further.

### **PUBLIC WORKS REPORT**

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

- Removed concrete Sono tubes for sign in the front yard area of Town Hall;
- Got cold mix and filled holes;
- Cut up trees/branches due to the recent storm;
- Working on 5 yr. road plan;
- Working on cutting brush back from Town roads;
- Removed docks from lakes;
- Stockpiled sand and started mixing sand for winter;
- Cleaned spray patcher and winterized it;
- Brought trucks to shop and had the DOT inspections and repairs done as needed;
- Put sander and wings on trucks;
- Plow and sanded;
- Looked at prices on new docks for Sand Lake;
- 10/27/2023 came in at 6:30 a.m. for tree down;
- Worked on Paser ratings for Town roads.

### **TREASURER'S REPORT**

Carlson informed the Board of the bank balances as of November 3, 2023: General Fund \$46,158.11; General Money Market Account \$530,532.20; Tax Receipt Account \$5,872.81; Dresser Traprock Assurance \$15,108.22; ARPA \$303,209.44; and Public Works Capital \$104,421.78, totaling \$1,005,302.56. Bank balances are reconciled for the month of October.

Carlson also shared with the Board the latest 2023 Profit and Loss Budget vs. Actual report as of November 6, 2023. The transportation aid is still forthcoming and is expected to be received later in November, and tax payments will be occurring in December. Nearly all expenses are sitting at 100% of budget, with possibly only three adjustments yet to be made.

Carlson shared with the Board a report of the year-to-date building permits that were applied and paid for and picked up (44 year to date). October was a heavier month for building permits issued, including five for new home construction, which brings the year-to-date number of building permits for new home construction to 15, compared to 9 in 2022.

Carlson also shared with the Board a draft of the tax information insert to be sent to taxpayers when the tax bills are sent out. (The tax levy information on the insert is yet to be updated as information is finalized and received from Polk County and the schools). Also to be included with the tax statement mailing to taxpayers is the reminder about the Town's Ordinance regarding snow and debris removal from public roads and road right of ways, along with the insertion of the 2024 dog license application form.

Carlson mentioned the 'Focus on Energy' rebate has been filed and the expected check to be received by the Town will be \$270.00 (for the newly installed furnace system), and \$484.00 (for the newly installed LED lighting), for a total forthcoming rebate in mid-December of \$754.00.

Lindh clarified his understanding of the monies in the ARPA fund after taking out \$20,700.00 for the new HVAC system, and \$80,000.00 to eventually be paid to Lakeland Communications, LLC for the broadband work being done, the remaining available ARPA funds will be \$202,509.00. Carlson confirmed Lindh's understanding was correct.

MOTION BY CRONICK/WEINGARTEN 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 October, involving: Preparation and finalization of one Town Resolution: Resolution 23-10-01 Amending the 2023 Budget, and began drafting a resolution to appoint election inspectors for the 2024/25 election cycle. (That resolution will be brought forth to the Board at the December regular Town Board meeting.) There was one driveway (stand-alone) permit issued; there were seven meetings held during October.

Skjerven received three public records requests, had six ads placed for the Town Clerk position, and made updates to the Town's website: posted the snow and debris removal from public roads/right of ways ordinance to the Home page, the Town Clerk position and poll worker applications, and added meeting notices and minutes.

Skjerven continues to receive new permit requests for burning (there were 79 requests as of the end of the reporting month, and, for comparison, 83 requests in 2022).

Skjerven attended election-related training: webinars by the Wisconsin Elections Commission(WEC): the new Absentee Certificate Envelopes and Appointing Election Officials for the 2024/25 election cycle, and also attending in-person election training held by Polk County.

Skjerven separated voter registration files: actives vs. those that are cancels due to not voting over the last four years, movers, and deaths. The inactive files were marked for destruction in four years.

Skjerven sent out 30 poll worker applications and have received a good response thus far (63%), including three from new workers.

Skjerven prepared for one new operator license, and issued a provisional license, and continues going through files for records retention review and bringing to the Board the latest list of file content to be destroyed.

#### **CONSIDER LAKELAND COMMUNICATIONS REQUEST FOR FORMAL LETTER OF SUPPORT AND MATCHING CONTRIBUTION FOR GRANT APPLICATION**

Alec Mortel from Lakeland Communications attended and indicated Lakeland Communications is sending in a grant application on Tuesday, November 7<sup>th</sup> through the Wisconsin Public Service Commission(PSC) which covers approximately 13 fiber miles, passing approximately 124 locations, with a total project cost of just under \$900,000.00. Lakeland is proposing a 60% contribution toward the project and would be requesting 40% from the PSC. Lakeland Communications is looking for a letter of support from the Town, similar to the letter of support done in March 2022, along with consideration for a financial contribution from the Town.

Mortel provided preliminary maps for the proposed project areas and provided further details about the project, including that the grant notification is expected to occur in March 2024.

MOTION BY LINDH/THOMPSON TO GIVE LAKE LAND COMMUNICATIONS LLC A LETTER OF SUPPORT FOR THE LATEST PROJECT GRANT, WITH NO MONETARY FINANCIAL ASSISTANCE AT THIS TIME FROM THE TOWN. MOTION CARRIED.

## **OLD BUSINESS**

### **CONSIDER PURCHASE OF NEW PUBLIC WORKS SNOW PLOW/DUMP TRUCK**

Raddatz gave an update, indicating a down payment was made for chassis, which is expected to be ready by May 2024. Raddatz is expecting to meet next week with a Mack Truck representative to go through the truck box and accessories needed from Universal Truck Equipment get a better quote estimate.

Cronick asked about the anticipated life-cycle of the new truck, and Raddatz indicated 12-15 years, and Cronick also asked about when the rear tires of the Town's Mack truck will need to be replaced, and Raddatz indicated replacement will be needed in 2024, since the original tires will have five years on them.

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

Lindh connected with Village of Osceola Administrator, Devin Swanberg, on the anticipated next steps for this road project, after receiving in October the Town's new proposal toward assistance. Swanberg indicated there is a Village Board meeting to be held next week and the Town's latest offer will be brought up at that time.

### **CONSIDER BLUE STONE SAND AND GRAVEL LLC LICENSE BOND RENEWAL**

John Warner of Blue Stone Sand and Gravel provided the Town the License Bond for Blue Stone Sand and Gravel which is applicable beginning September 27, 2023 and ending September 27, 2024.

MOTION BY LINDH/THOMPSON TO EXTEND THE BLUE STONE SAND AND GRAVEL LLC OPERATIONAL PERMIT LICENSE APPROVAL THROUGH SEPTEMBER 27, 2024. MOTION CARRIED.

### **CONSIDER RECORDS RETENTION PROJECT**

Clerk Skjerven indicated she had gone through the voter registration forms and marked for destruction in four years those voter registration forms that are considered cancelled due to movers, deaths, or four-year maintenance (not voting in last four years).

### **CONSIDER CLERK AND TREASURER JOB DUTIES/DESCRIPTIONS**

Supervisor Thompson provided updates to the Board of the Clerk and Treasurer job descriptions based primarily on insertions from WI statutes, which provides for checks and balances between the two positions.

MOTION BY JOHNSON/WEINGARTEN TO ACCEPT THE REVISED CLERK AND TREASURER JOB DUTIES AND DESCRIPTIONS.

Lindh provided background indicating the previous Board separated out of the Clerk responsibilities the accounting aspects of the job duties.

Discussions were also held regarding the timing of the potential change.

AMENDED MOTION BY JOHNSON/WEINGARTEN TO ACCEPT THE REVISED CLERK AND TREASURER JOB DUTIES AND DESCRIPTIONS AS NOTED IN THE MEETING MATERIALS TO BE EFFECTIVE JANUARY 1, 2024. MOTION CARRIED.

## **NEW BUSINESS**

### **CONSIDER REVIEW OF FIVE-YEAR ROAD IMPROVEMENT PLAN**

Raddatz presented the Board with a five-year road improvement plan. The roads deemed needing the most work are prioritized higher on the list. Raddatz pointed out that a 'GSB88' road improvement is a substance that reintroduces oils and resins to rejuvenate road pliability that are 2-3 years old to reduce the brittleness. As many towns are moving away from chip sealing, a newer micro surfacing solution is used to fill cracks and this new approach would be used on Town roads by a paving company. Lindh pointed out a goal of doing 2 miles of asphalt in 2024, with a goal of doing 3 miles of asphalt a year.

### **CONSIDER RESOLUTION 23-11-03 AMENDING THE 2023 BUDGET**

The year-to-date 2023 budget reports indicate there are expense accounts currently over budget and revenue accounts that should be adjusted. Therefore, it is financially prudent to amend the 2023 budget accordingly. Therefore, the Town Board desires to amend the 2023 budget per the resolution included with the meeting packet as follows:

- The sum of \$5,500.00 was added to Building Permits & Fees Revenue and the Budgets of said Accounts be adjusted accordingly.
- The sum of \$5,500.00 was added to Building Inspection Expense and the Budgets of said Accounts be adjusted accordingly.
- The sum of \$450.00 is hereby transferred from Treasurer Wages/Tax Collection to Clerk Postage and the Budgets of said Accounts be adjusted accordingly.
- The sum of \$810.00 is hereby transferred from Election Wages to Election Annual Machine Fees (\$275.00), Election Supplies (\$525.00), and Election Employer Payroll Taxes (\$10.00) and the Budgets of said Accounts be adjusted accordingly.
- The sum of \$6,500.00 is hereby transferred from Public Works Highway Construction to Public Works Equipment Repairs & Maintenance and the Budgets of said Accounts be adjusted accordingly.
- The sum of \$15.00 is hereby transferred from Public Works Dues & Training to Public Works Part-Time PW Wages and the Budgets of said Accounts be adjusted accordingly.

MOTION BY LINDH/CRONICK TO APPROVE RESOLUTION 23-11-03 AMENDING THE 2023 BUDGET. MOTION PASSES.

**CONSIDER DATE TO CONDUCT PERFORMANCE REVIEWS OF TOWN STAFF POSITIONS**

The Board discussed setting a date and time to conduct the performance reviews and compensation changes of the Public Works Supervisor, the Clerk, and the Treasurer. (Raddatz is to conduct the performance review and discuss compensation change directly with Gaffney.) Tuesday, December 12<sup>th</sup>, starting at 5:30 p.m.

**CONSIDER NEW 2023-24 LIQUOR OPERATOR LICENSE**

MOTION BY THOMPSON/CRONICK TO APPROVE THE FOLLOWING 2023-2024 OPERATOR LICENSE EFFECTIVE NOVEMBER 7, 2023 THROUGH JUNE 30, 2024: 23-47 SAMANTHA JO BRACHT, WOODHILL BAR & GRILL. MOTION CARRIED.

**CHAIR'S REPORT**

Lindh mentioned he attended a Wisconsin Town Association(WTA) meeting held in late October where the topic of road grants was discussed. The WTA suggested Towns apply for the road grants to show funding is needed to Towns toward road improvements. Lindh received a timber cutting notice regarding a property owner that intended to widen their driveway. Lindh also contacted the Town attorney regarding the F.O.R.C.E. quarry signage and the feedback received was that the signs are acceptable as they are clearly marked that the F.O.R.C.E. is the sponsor of the signs, not the Town.

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

The Plan Commission met on October 24<sup>th</sup> and the focus of the discussions were reviewing and updating the sections of the comprehensive plan being updated at this time, with the expectation of presenting an updated comprehensive plan at the December Town Board meeting.

**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: Met on October 10<sup>th</sup> and reviewed and discussed the 2024 budget.

Media & Technology: Nothing to report.

Personnel: Nothing to report.

Public Works: The Public Works Committee met twice in October with Raddatz and the meeting minutes were included in the meeting packet. Going forward the meetings may be held only once per month during the winter season.

**REQUEST FOR FUTURE MEETING AGENDA ITEMS**

- Old Business:
  - Consider Purchase of New Public Works Snow Plow/Dump Truck
  - Consider Simmon Drive Road Project
  - Consider Records Retention Project
  
- New Business:
  - Consider Comprehensive Plan Update
  - Consider Resolution 23-12-04 to Appoint 2024-2025 Election Inspectors
  - Consider Reallocation of Monies Into Reserve Account/Fund

**OTHER NOVEMBER BOARD MEETINGS**

Wed., November 8, 2023, 6:00 p.m.: Special Town Board meeting

Mon., November 13, 6:30 p.m.: Budget Hearing, Special Town Meeting, and Special Town Board Meeting

**NEXT PLAN COMMISSION MEETING**

Tues., November 28, 2023, 6:00 p.m.

**NEXT TOWN BOARD MEETING**

Mon., December 4, 2023, 6:30 p.m.

**COMMUNITY MEETINGS BOARD MEMBERS ATTEND**

Wisconsin Towns Association(WTA): Thurs., January 25

**ADJOURN**

MOTION BY CRONICK/THOMPSON TO ADJOURN THE TOWN BOARD MEETING MONDAY, NOVEMBER 6, 2023. MOTION CARRIED. The meeting adjourned at 7:53 p.m.

**To be approved:** December 4, 2023

Approved: 12/4/23

  
Denise Skjerven, Town Clerk