

**TOWN OF OSCEOLA**  
**BOARD OF SUPERVISORS MEETING**  
Monday, December 4, 2023 — 6:30 p.m.

Meeting Minutes

The Board of Supervisors of the Town of Osceola met for a regular monthly meeting Monday, December 4, 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, Johnson, and Weingarten

**ABSENT:** Supervisor Thompson

**PUBLIC ATTENDEES:** Clerk Skjerven, Treasurer Carlson, Public Works Supervisor Raddatz, Dani Pratt, Mark Skjerven, Trish Carlson, Melissa Ward, and Joe Gaffney; Teri Wallis, "EE", 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 November 6, 2023 through December 4, 2023. Carlson also explained the additional checks issued to account for discrepancies from 2021 through mid-2023 in the pay for hours worked as reported on the timecards (which is done in hours/minutes) vs. the entries done within QuickBooks (which is done in decimals). Lindh and Cronick noted that Carlson's backpay amount is higher than others due to Carlson not fully being paid in the past for hours worked as Carlson previously chose only to get paid for the job's normal 32 hours a pay period, which predominately occurred in 2021 and 2022. The adjusted backpay reflects actual time worked by Carlson. Carlson's time being reported (starting earlier in 2023) is for actual time worked. Starting in 2024, the settings within QuickBooks will be changed to be in sync with the timecard equipment.

MOTION BY CRONICK/JOHNSON TO APPROVE THE LIST OF CHECKS AND AUTOMATED PAYMENTS FOR THE PERIOD NOVEMBER 6, 2023 THROUGH DECEMBER 4, 2023: CHECK NUMBERS 19049 THROUGH 19052 AND 19058 THROUGH 19123 AND ACH PAYMENTS FROM NOVEMBER 6, 2023 THROUGH DECEMBER 4, 2023 FOR A TOTAL OF \$38,327.59. MOTION CARRIED.

**ACCEPTANCE OF PROPOSED AGENDA**

MOTION BY CRONICK/JOHNSON TO APPROVE THE AGENDA AS NOTED, WITH THE EXCEPTION OF MOVING AGENDA ITEM 5 (PRESENTATION AND APPROVAL OF BILLS) TO BE AFTER AGENDA ITEM 9 (PUBLIC WORKS REPORT). MOTION CARRIED.

### **APPROVAL OF MINUTES OF PREVIOUS MEETINGS**

MOTION BY CRONICK/WEINGARTEN TO APPROVE THE 11/06/2023 REGULAR TOWN BOARD MEETING MINUTES, THE 11/08/2023 AND 11/14/2023 SPECIAL TOWN BOARD MEETINGS MINUTES, AND THE 11/13/2023 PUBLIC BUDGET HEARING, SPECIAL TOWN MEETING, AND SPECIAL TOWN BOARD MEETING MINUTES. MOTION CARRIED.

### **PUBLIC COMMENT**

Mark Skjerven commented on and asked questions about the Public Works budget regarding the purchase of a new Snow Plow/Dump Truck, at an estimated cost of \$345,000.00, when there is only currently approximately \$154,829.00 in the Public Works Capital account. And, regarding the potential purchase of a new ditch mower—at an estimated cost of \$22,000.00-\$29,000.00—Skjerven questioned where the dollars were coming from for the mower purchase. And, regarding the new mower purchase, Skjerven asked what percentage of Town ditches are compatible to a batwing-type of mower. Lastly, Skjerven asked the Board to add clarification to items noted in Resolution 23-12-01.

### **PUBLIC WORKS REPORT**

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

- Applied 16 loads of gravel to 215th (288 tons) and 43 loads of gravel to 195th and 90th (1,046 tons), and graded;
- Moved speed sign around;
- Was called in 11/8 at 7:28 pm for a tree down on 240<sup>th</sup>;
- Submitted Paser rating;
- Got updated pricing for batwing mowers;
- Seal coated post on sign in front of Town Hall;
- Mowed brush back;
- Filled potholes (borrowed Alden's and East Farmington's equipment);
- Cut trees and cleaned brush;
- Put up school bus stop signs on 240<sup>th</sup>;
- Looked into docks and got price quotes for Sand Lake;
- Met with Jordan from Universal truck equipment for updated quote;
- Fahrner painted lines on applicable roads;
- Sanded after snowfall;
- Used transit to measure road and ditch angle for flooding yard problem at 1169 200<sup>th</sup>;
- Flip cutting edge on backhoe bucket;
- Called in for a tree that wasn't there;
- Replaced hydraulic lines that blew on International snow plow;
- Ordered culverts for next year's road work projects (estimated cost \$3,000.00 for 10 culverts for 5 locations)

### **TREASURER'S REPORT**

Carlson informed the Board of the bank balances as of December 1, 2023: General Fund \$53,811.97; General Money Market Account \$515,939.14; Tax Receipt Account \$5,895.72; Dresser Traprock Assurance \$15,111.95; ARPA \$283,630.54; and Public Works Capital \$104,829.20, totaling \$979,218.52. Bank balances are reconciled.

Carlson also shared with the Board the latest 2023 Profit and Loss Budget vs. Actual report as of December 4, 2023. Revenues had minor updates primarily related to interest income. Expenditures over 100% are noted in Resolution 23-12-01 which will be discussed later in the meeting, and December expenditure estimations were planned for and are included in the latest report.

Carlson shared with the Board a report of the year-to-date building permits that were applied and paid for and picked up (49 year to date).

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 November, involving: Finalized three Town Resolutions: Resolution 23-11-03 Amending the 2023 Budget, 23-11-01 to Adopt the Total Town Tax Levy, and 23-11-02 to Adopt the 2024 Budget. Began drafting resolution to appoint election inspectors for the 2024/25 election cycle. There were no driveway (stand-alone) permits issued; there were four meetings held during November.

Skjerven received four public records requests, had one ad placed for the notice of Presidential Primary and Spring Election, and made updates to the Town's website: added 3 resolutions, the election primary notice, and added meeting notices and minutes.

Skjerven continues to receive new permit requests for burning (there were 82 requests as of the end of the reporting month, and, for comparison, 83 requests in 2022).

Regarding elections: Skjerven received election worker lists from two political parties, prepared for beginning of circulation of nomination papers for 2024 Spring Election for two Town Board Supervisor seats, collected poll worker applications, prepared for oaths, training, and new set up communications for poll workers.

Skjerven is preparing training materials for the new Clerk. Skjerven picked up 3 updated maps from Polk County Land Info, and is continuing to review records from a retention standpoint.

#### **OLD BUSINESS**

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

Raddatz reminded the Board that a down payment was made for the chassis, which is expected to be ready by May 2024. Raddatz recently met with a Mack Truck representative to go through the truck box and accessories needed from Universal Truck Equipment to get a better quote estimate on those areas. At this time, the representative indicated it could be possible the truck would be ready in December of 2025. The Town would likely not pick up the truck until early in 2026, and the warranty on the truck would not start until the Town took ownership of the truck. The quote estimate has increased approximately \$9,000.00-\$10,000.00 (approximately \$168,569). This topic will be further discussed at the January 2024 regular Town Board meeting.

**CONSIDER PURCHASE OF NEW DITCH MOWER**

Raddatz went over with the Board quotes received for a new ditch mower. One quote received was from Johnson Tractor (based out of Menomonie) for a Land Pride 15' batwing mower, at a price of \$22,000.00. A quote was also received from Midwest Machinery (based in the Town of Osceola) which contained three options: (1) a bush hog 20' rotary cutter, wing fold (at a price of \$25,500.00; with a three-year warranty); (2) a John Deere FC15R flex wing rotary cutter (at a price of \$29,090.00; it is in stock; with a five-year warranty); and (3) a John Deere FC15M flex wing rotary cutter (at a price of \$27,980.00; it would not be available until approximately June 2024; with a three-year warranty). With the John Deere model, an additional valve would need to be added (at an estimated price of \$1,000.00).

Lindh passed and discussed with the Board the estimated cost of ditch mowing 63 miles of Town roads. A single mowing is estimated to cost approximately \$3,250.00, and triple mowing is estimated to cost approximately \$9,750.00.

MOTION BY JOHNSON/WEINGARTEN TO APPROVE THE PURCHASE OF A JOHN DEERE FC15R FLEX WING ROTARY CUTTER FROM MIDWEST MACHINERY AT A PRICE OF \$29,090.00, PLUS A SEPARATE PURCHASE OF A NEEDED HYDRAULICS ATTACHMENT AT AN APPROXIMATE PRICE OF \$1,000.00. MOTION CARRIED.

Lindh noted that the monies to pay for the mower will come out of the Capital Highway Equipment account from monies moved from the Highway Construction account.

**CONSIDER PURCHASE OF NEW SAND LAKE DOCK**

Raddatz shared with the Board an estimate from Warner's Dock, Inc. (from New Richmond, WI), for a 4' Roll-A-Dock with white aluminum decking at a price of \$5,993.00. Ordering of the dock would need to occur now for availability for installing in Spring. Public Works would assemble the dock upon receipt.

MOTION BY LINDH/CRONICK TO APPROVE FOR SAND LAKE THE PURCHASE OF A 4' ROLL-A-DOCK WITH WHITE ALUMINUM DECKING WITH A 4' DOCK RAMP AT A PRICE OF \$5,993.00 FROM WARNER'S DOCK, INC. (NEW RICHMOND). MOTION CARRIED.

Lindh and Carlson noted that the monies to pay for the dock will come out of the Capital Improvements account from monies moved from the Highway Construction account.

**CONSIDER SIMMON DRIVE ROAD PROJECT**

There are no updates at this time.

**CONSIDER RECORDS RETENTION PROJECT**

Skjerven informed the Board that the attorney at CivicPlus has sent notification that the legal review of the Osceola Code of Ordinances will soon be completed. Following completion of the legal review, a required teleconference would be scheduled within 45 days.

**NEW BUSINESS****CONSIDER APPOINTMENT OF NEW TOWN CLERK**

A Special Town Board meeting was held on Tuesday, November 14, 2023 and the Board approved to offer the Town Clerk position to Dani Pratt. Pratt was contacted and she accepted the position.

MOTION BY CRONICK/JOHNSON TO APPOINT DANI PRATT AS THE NEW TOWN CLERK FOR A PERIOD OF UP TO THREE YEARS. MOTION CARRIED.

Pratt read the official oath of office, and signatures were received on the Memorandum of Understanding. Pratt's Town Clerk appointment is effective Monday, December 18, 2023.

**CONSIDER COMPREHENSIVE PLAN UPDATE**

The Plan Commission has completed most work associated with Comprehensive Plan updates. Stevens Engineers are still working on the Housing table 2.11, the Issues & Opportunities tables 1.1 and 1.2 (2020 census data is still to be received). Lindh will contact the Town's attorney to receive his opinion as to whether a public hearing would be required.

**CONSIDER RESOLUTION 23-12-04 TO APPOINT 2024-2025 ELECTION INSPECTORS AND INCREASE TO ELECTION INSPECTOR COMPENSATION**

As stated in the Resolution, appointment of election inspectors is to occur between December 1 and December 31 of each odd-numbered year for a two year term. The Town Chair is to submit a list of nominated individuals as election inspectors for approval by the Town Board. The Clerk gives the names of the election officials to the Town Board for appointment. The list included in the Town Board's meeting materials of election inspectors who submitted applications was: Dianne Aarthun, Kim Benson, Jim Brundage, Trishia Carlson, Connie Clark, Janet Conway, Sonja Degerstrom, Rhonda Dunham, Sara Gallagher, Cindy Heidelberger, Bob Heidelberger, Peggy Johnson, Cherie Kotilinek, Jane Lueck, Anne Miller, Julie Minell, Gerald Pieper, Jeanette Rochford, Michelle Schaefer, Stephanie Shobe, Anthony Sonnen, Christine(Chris) Wahlstrom, Douglas Wahlstrom, Terilyn Wallis, Bob Wright.

Seven of the individuals on the list were nominated by either the Democratic or the Republican Party Chair: Jim Brundage, Janet Conway, Cherie Kotilinek, Anne Miller, Jeanette Rochford, Michelle Shaefer, and Bob Wright. Named Chief Election Inspectors include: Jim Brundage, Trishia Carlson, and Terilyn Wallis. Named Chief Election Inspectors In Training include: Anthony Sonnen and Bob Wright. Skerjven indicated that all Chief Election Inspectors had completed the required training.\*

Proposed also was a change in election inspector compensation: for Chief Election Inspectors to \$13.00 an hour (currently \$12.50 an hour), and for election inspectors to \$12.00 (currently \$11.50 an hour). This would be a 4% increase.

MOTION BY CRONICK/WEINGARTEN TO ADOPT RESOLUTION 23-12-04 TO APPOINT 2024-2025 ELECTION INSPECTORS. MOTION CARRIED.

\*Skjerven misspoke at the meeting because after the meeting Skjerven confirmed with the Board that Carlson still must complete by Dec 31, 2023 the 2-hr Baseline Chief Inspector Training(CIT) through the Wisconsin Elections Commission to be certified to be a Chief Elections Inspector at an election for the 2024/25 election cycle. Carlson has committed to the Board and to Skjerven she will complete this training.

**CONSIDER REALLOCATION OF MONIES INTO RESERVE ACCOUNT/FUND**

The Town has had approximately \$50,000.00 set aside in its Capital Highway Equipment budget to be used toward the purchase of Town road equipment. The proposal is to move those monies out of the Town's checking account at MidwestOne and into a money market account at MidwestOne.

MOTION BY LINDH/CRONICK TO TRANSFER \$50,000.00 IN THE CAPITAL HIGHWAY EQUIPMENT BUDGET FROM THE TOWN'S CHECKING ACCOUNT AT MIDWESTONE AND INTO A MONEY MARKET ACCOUNT AT MIDWESTONE. MOTION PASSES.

**CONSIDER TRANSFER OF MONIES INTO THE PUBLIC WORKS CAPITAL BANK ACCOUNT**

MOTION BY LINDH/CRONICK THAT AT THE END OF THE YEAR, THE TOWN WILL REVIEW THE REVENUE AND EXPENDITURE TO DETERMINE THE EXCESS REVENUE. THIS EXCESS REVENUE WILL BE DESIGNATED TO GO TOWARD THE PURCHASE OF THE TOWN'S NEW PUBLIC WORKS TRUCK. THE ACTUAL AMOUNT OF MONIES THAT WILL BE MOVED INTO THE PUBLIC WORKS CAPITAL BANK ACCOUNT WILL BE DETERMINED IN FEBRUARY 2024. MOTION CARRIED.

**CONSIDER RESOLUTION 23-12-01 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 \$410.00 is hereby transferred from Expense Town Board Employer Payroll Taxes to Expense Town Board Publication (\$200.00) and Election Publication (\$210.00) and the Budgets of said Accounts be adjusted accordingly.
- The sum of \$79,705.00 is hereby transferred from Expense Public Works Highway Construction to Expense Public Works Short Term Disability (\$200.00), Public Works Part Time Wage (\$5.00), and Public Works Equipment Repairs & Maintenance (\$1,000.00), Public Works Capital Highway Equipment (\$75,000.00), Capital Improvement – Capital Improvement-Other (\$3,500.00) and the Budgets of said Accounts be adjusted accordingly.
- The sum of \$2,500.00 is hereby transferred to Clerk & Treasurer – Treasurer Wages (\$2,200.00), Clerk & Treasurer Postage (\$200.00), Clerk & Treasurer Office Supplies (\$100.00) and the Budgets of said Accounts be adjusted accordingly.
- The sum of \$2,500.00 was added to Miscellaneous Revenues-Interest Income and the Budgets of said Accounts be adjusted accordingly.

MOTION BY LINDH/JOHNSON TO APPROVE RESOLUTION 23-12-01 AMENDING THE 2023 BUDGET. MOTION PASSES.

**CHAIR'S REPORT**

Lindh mentioned Devin Swanberg, Village of Osceola Administrator, confirmed the annexation of the Town's property to the Village of Osceola (as petitioned by the School District of Osceola) was adopted on February 14, 2023 and published on March 29, 2023. There are no property taxes involved on the property.

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

The Plan Commission met on November 28<sup>th</sup> and the focus of the discussions were reviewing and updating the sections of the comprehensive plan being updated at this time. And, the latest listing of building permits were covered by the Plan Commission. Cronick also indicated there is also a possible

property annexation from the Village of Dresser to the Town of Osceola brought forth by a Village of Dresser property owner.

**SUPERVISOR'S REPORT/JOHNSON**

Nothing to report.

**SUPERVISOR'S REPORT/THOMPSON**

Absent.

**SUPERVISOR'S REPORT/WEINGARTEN**

Nothing to report.

**COMMITTEE REPORTS: CONSIDERATION/REVIEW/DISCUSSION**

Finance: Nothing to report.

Media & Technology: Nothing to report.

Personnel: Town employee reviews will be held on Tuesday, December 12<sup>th</sup>.

Public Works: The Public Works Committee met once in November with Raddatz and the meeting minutes were included in the meeting packet.

**REQUEST FOR FUTURE MEETING AGENDA ITEMS**

- Old Business:
  - Consider Purchase of New Public Works Snow Plow/Dump Truck
  - Consider Simmon Drive Road Project
  - Consider Comprehensive Plan Update
  - Consider Records Retention Project
  
- New Business:
  - Consider Purchase of Office Copier

**OTHER DECEMBER BOARD MEETINGS**

Tues., December 12, 2023, 5:30 p.m.: Special Town Board meeting

**NEXT PLAN COMMISSION MEETING**

Tues., December 19, 2023, 6:00 p.m.

**NEXT TOWN BOARD MEETING**

Tues., January 2, 2023, 6:30 p.m.

**COMMUNITY MEETINGS BOARD MEMBERS ATTEND**

None

**ADJOURN**

MOTION BY CRONICK/WEINGARTEN TO ADJOURN THE TOWN BOARD MEETING MONDAY, DECEMBER 4, 2023. MOTION CARRIED. The meeting adjourned at 8:11 p.m.

**To be approved:** January 2, 2024

Approved: Jan. 2, 2024

Danielle Praft  
Town Clerk