

**TOWN OF OSCEOLA**  
**TOWN BOARD OF SUPERVISORS - REGULAR BOARD MEETING**  
**Monday, May 6, 2024 – 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 *a-h*
6. Acceptance of Proposed Agenda
7. Approval of Minutes of Previous Meetings: 4/08/2024 Regular Town Bd. Mtg. *pp1-5*
8. Public Comment
9. Public Works Report *p6*
10. Treasurer's Report *pp 7a-7n*
11. Clerk's Report *PB*
12. Old Business
  - a) Consider Nuisance Properties *pp9-17*
  - b) Consider Road Refinancing Options *p18*
  - c) Consider updates on LRIP 70<sup>th</sup> Ave, and ARIP 60<sup>th</sup> Ave & 218<sup>th</sup> Street Grants
  - d) County Emergency Road Bridge Grant for 200<sup>th</sup> Street
  - e) Consider Comprehensive Plan Update *\* notice to Sun*
13. New Business
  - a) Consider Appointment of Treasurer to 3 year term
  - b) Consider Subdivision Request of Lincoln Duncanson Property *pp19-21 ✓*
  - c) Consider Appointments of Designated Supervisor and Designated Alternate *p22*
  - d) Consider Board Appointments to:
    - Board Committees (Finance, Media & Technology, Personnel, Public Works)
    - Community Boards: Osceola Ambulance and Allied Emergency Fire
  - e) Consider Scheduling of June Adjournment Meeting for Open Book and Board of Review *p23*
  - f) Consider Resolution to Approve Budget Amendments *p24*
  - g) Consider Updated Emergency Operations Plan *pp25-47*
  - h) Consider AEC/Haas Quarry Subdivision Re-Zoning Request *pp48-67*
14. Chair's Report
15. Supervisors' Reports
  - a) Jon Cronick: Supervisor and Plan Commission Update
  - b) Tony Johnson
  - c) Webley Weingarten
16. Committee Reports: Consideration/Review/Discussion
  - a) Finance
  - b) Media & Technology
  - c) Personnel
  - d) Public Works
17. Request for Future Meeting Agenda Items
18. Next Plan Commission Meeting – Tues., May 28, 2024
19. Next Town Board Meeting – Mon., June 3, 2024 .
20. Community Meetings Board Members Attend: Osceola Area Ambulance Service Board Meeting: Thurs., May 9, 2024, 6 p.m.
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.  
/s/ Dani Pratt, Clerk

**TOWN OF OSCEOLA**  
**Check Detail**  
**April 8 through May 6, 2024**

Type	Date	Num	Name	Account	Original Amount
Liability Check	04/15/2024	ACH	IRS	10004 · MidWest One Checking Account	-6,022.22
				21000 · Payroll Liabilities	2,100.00
				21000 · Payroll Liabilities	1,589.36
				21000 · Payroll Liabilities	1,589.36
				21000 · Payroll Liabilities	371.75
				21000 · Payroll Liabilities	371.75
TOTAL					6,022.22
Check	04/16/2024	ACH	Xcel Energy	10004 · MidWest One Checking Account	-105.07
				51611 · Electric Utilities	105.07
TOTAL					105.07
Liability Check	04/17/2024	ACH	AFLAC	10004 · MidWest One Checking Account	-257.32
				22110 · Short Term Disability	197.34
				22110 · Short Term Disability	59.98
TOTAL					257.32
Check	04/19/2024	ACH	Kwik Trip	10004 · MidWest One Checking Account	-283.00
				53241 · Fuel	182.00
				53241 · Fuel	101.00
TOTAL					283.00
Check	04/26/2024	ACH	MidWest One	10004 · MidWest One Checking Account	-437.81
				53260 · Dues & Training	172.00
				53240 · Equipment Repairs & Maintenance	265.81
TOTAL					437.81
Liability Check	04/30/2024	ACH	Wisconsin Retirement System	10004 · MidWest One Checking Account	-2,747.26
				21000 · Payroll Liabilities	1,373.63
				21000 · Payroll Liabilities	1,099.85
				21000 · Payroll Liabilities	273.78
TOTAL					2,747.26
Liability Check	04/30/2024	ACH	Wisconsin Dept of Revenue	10004 · MidWest One Checking Account	-878.75
				21000 · Payroll Liabilities	878.75
TOTAL					878.75
Check	04/30/2024	ACH	USPS	10004 · MidWest One Checking Account	-15.92
				51426 · Postage	15.92
TOTAL					15.92
Check	05/01/2024	ACH	Waterman Sanitation	10004 · MidWest One Checking Account	-100.00
				51614 · Sanitation Expenses	100.00
TOTAL					100.00
Check	05/02/2024	ACH	Verizon	10004 · MidWest One Checking Account	-89.49
				53243 · PW Cell Phone	89.49

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**April 8 through May 6, 2024**

	<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Account</u>	<u>Original Amount</u>
TOTAL						89.49
	Paycheck	04/12/2024	19319	Carlson, Janice	10004 · MidWest One Checking Account	-782.29
					51411 · Treasurer Wages	978.90
TOTAL						782.29
	Paycheck	04/12/2024	19320	Gaffney, Joseph J	10004 · MidWest One Checking Account	-1,581.92
					53247 · Full-Time PW Wages	1,840.00
					53248 · Full Time PW OT Wages	1.04
					53247 · Full-Time PW Wages	384.62
TOTAL						1,581.92
	Paycheck	04/12/2024	19321	Pratt, Danielle RB	10004 · MidWest One Checking Account	-1,969.64
					51410 · Clerk Wages	1,864.32
					51410 · Clerk Wages	747.00
TOTAL						1,969.64
	Paycheck	04/12/2024	19322	Raddatz, Todd A	10004 · MidWest One Checking Account	-1,868.75
					53245 · Supervisor PW Wages	2,320.00
					53246 · Supervisor PW OT Wages	36.98
					53245 · Supervisor PW Wages	461.54
TOTAL						1,868.75
	Paycheck	04/12/2024	19323	Basham, Connie J	10004 · MidWest One Checking Account	-107.40
					51442 · Wages	107.40
TOTAL						107.40
	Paycheck	04/12/2024	19332	Miller, Anne J	10004 · MidWest One Checking Account	-108.96
					51442 · Wages	108.96
TOTAL						108.96
	Paycheck	04/12/2024	19339	Wright, Robert G	10004 · MidWest One Checking Account	-282.36
					51442 · Wages	282.36
TOTAL						282.36
	Paycheck	04/12/2024	19340	Brundage, James G	10004 · MidWest One Checking Account	-25.20
					51442 · Wages	25.20
TOTAL						25.20
	Paycheck	04/12/2024	19341	Carlson, Trishia K	10004 · MidWest One Checking Account	-36.80
					51442 · Wages	46.80
TOTAL						36.80
	Paycheck	04/12/2024	19342	Conway, Janet I	10004 · MidWest One Checking Account	-213.96
					51442 · Wages	213.96

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	<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Account</u>	<u>Original Amount</u>
TOTAL						213.96
	Paycheck	04/12/2024	19343	Dunham., Rhonda	10004 · MidWest One Checking Account	-16.44
					51442 · Wages	16.44
TOTAL						16.44
	Paycheck	04/12/2024	19344	Gallagher, Sara L	10004 · MidWest One Checking Account	-155.28
					51442 · Wages	155.28
TOTAL						155.28
	Paycheck	04/12/2024	19345	Heidelberger, Cynthia S	10004 · MidWest One Checking Account	-103.08
					51442 · Wages	103.08
TOTAL						103.08
	Paycheck	04/12/2024	19347	Lueck, Jane A	10004 · MidWest One Checking Account	-159.00
					51442 · Wages	159.00
TOTAL						159.00
	Paycheck	04/12/2024	19348	Minell., Julie	10004 · MidWest One Checking Account	-167.04
					51442 · Wages	167.04
TOTAL						167.04
	Paycheck	04/12/2024	19350	Rochford, Jeanette M	10004 · MidWest One Checking Account	-194.04
					51442 · Wages	194.04
TOTAL						194.04
	Paycheck	04/12/2024	19351	Schaefer, Michelle J	10004 · MidWest One Checking Account	-101.52
					51442 · Wages	101.52
TOTAL						101.52
	Paycheck	04/12/2024	19352	Shobe, Stephanie A	10004 · MidWest One Checking Account	-132.60
					51442 · Wages	132.60
TOTAL						132.60
	Paycheck	04/12/2024	19353	Sonnen, Anthony R	10004 · MidWest One Checking Account	-111.84
					51442 · Wages	111.84
TOTAL						111.84
	Paycheck	04/12/2024	19355	Wahlstrom, Douglas	10004 · MidWest One Checking Account	-177.60
					51442 · Wages	177.60
TOTAL						177.60
	Paycheck	04/12/2024	19358	Heidelberger, Robert I	10004 · MidWest One Checking Account	-102.60
					51442 · Wages	102.60
TOTAL						102.60
	Paycheck	04/12/2024	19360	Kotilinek, Cherie A.	10004 · MidWest One Checking Account	-141.72

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Type	Date	Num	Name	Account	Original Amount
				51442 - Wages	141.72
TOTAL					141.72
Paycheck	04/12/2024	19361	Pieper, Gerald I	10004 - MidWest One Checking Account	-134.04
				51442 - Wages	134.04
TOTAL					134.04
Paycheck	04/12/2024	19362	Wahlstrom, Christine	10004 - MidWest One Checking Account	-84.72
				51442 - Wages	84.72
TOTAL					84.72
Paycheck	04/12/2024	19363	Wallis, Terilyn K	10004 - MidWest One Checking Account	-429.78
				51442 - Wages	429.78
TOTAL					429.78
Paycheck	04/26/2024	19364	Carlson, Janice	10004 - MidWest One Checking Account	-677.33
				51411 - Treasurer Wages	842.40
TOTAL					677.33
Paycheck	04/26/2024	19365	Gaffney, Joseph J	10004 - MidWest One Checking Account	-1,601.67
				53247 - Full-Time PW Wages	1,840.00
				53248 - Full Time PW OT Wages	33.47
				53247 - Full-Time PW Wages	384.62
TOTAL					1,601.67
Paycheck	04/26/2024	19366	Pratt, Danielle RB	10004 - MidWest One Checking Account	-771.89
				51410 - Clerk Wages	1,261.68
				51410 - Clerk Wages	-23.04
				51410 - Clerk Wages	-312.12
TOTAL					771.89
Paycheck	04/26/2024	19367	Raddatz, Todd A	10004 - MidWest One Checking Account	-1,931.36
				53245 - Supervisor PW Wages	2,320.00
				53246 - Supervisor PW OT Wages	143.55
				53245 - Supervisor PW Wages	461.54
TOTAL					1,931.36
Check	05/02/2024	19368	Sand Lake Cemetery Association	10004 - MidWest One Checking Account	-750.00
				Local Cemetary Funding	750.00
TOTAL					750.00
Check	05/02/2024	19369	Bethesda Cemetery Association	10004 - MidWest One Checking Account	-625.00
				Local Cemetary Funding	625.00
TOTAL					625.00
Check	05/02/2024	19370	Pleasant Prairie Cemetery Assoc.	10004 - MidWest One Checking Account	-625.00
				Local Cemetary Funding	625.00

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Type	Date	Num	Name	Account	Original Amount
TOTAL					625.00
Check	05/02/2024	19371	Allied Emergency Services, Inc.	10004 · MidWest One Checking Account	-77,580.74
				Fire Department Contract	77,580.74
TOTAL					77,580.74
Check	05/02/2024	19372	Arden Specialty LLC	10004 · MidWest One Checking Account	-153.31
				53236 · Road Maintenance & Repair	153.31
TOTAL					153.31
Check	05/02/2024	19373	Bakke Norman S.C	10004 · MidWest One Checking Account	-37.00
				Municipal Attorney Fees	37.00
TOTAL					37.00
Check	05/02/2024	19374	Bellin Health	10004 · MidWest One Checking Account	-42.00
				53242 · Garage Expenses	42.00
TOTAL					42.00
Check	05/02/2024	19375	Brothers Country Mart LLC	10004 · MidWest One Checking Account	-263.10
				53241 · Fuel	100.00
				53241 · Fuel	140.10
				53241 · Fuel	23.00
TOTAL					263.10
Check	05/02/2024	19376	CNA Surety	10004 · MidWest One Checking Account	-935.00
				51444 · Insurance	935.00
TOTAL					935.00
Check	05/02/2024	19377	Catalis Tax & CAMA	10004 · MidWest One Checking Account	-389.55
				51435 · Website & Computer Expenses	389.55
TOTAL					389.55
Check	05/02/2024	19378	CliftonLarsonAllan LLP	10004 · MidWest One Checking Account	-1,764.00
				Audit Services	1,764.00
TOTAL					1,764.00
Check	05/02/2024	19379	Complete Automotive	10004 · MidWest One Checking Account	-40.95
				53240 · Equipment Repairs & Maintenance	40.95
TOTAL					40.95
Check	05/02/2024	19380	Connecting Point	10004 · MidWest One Checking Account	-625.40
				51435 · Website & Computer Expenses	503.00
				Computer/Emails	50.40
				Computer/Email	72.00
TOTAL					625.40
Check	05/02/2024	19381	DJ Fedderly Management Consultant LLC	10004 · MidWest One Checking Account	-1,575.00

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Type	Date	Num	Name	Account	Original Amount
				Consulting Fees	1,575.00
TOTAL					<u>1,575.00</u>
Check	05/02/2024	19382	Hall, Darel	10004 · MidWest One Checking Account	-41.08
				Animal Warden Wages	25.00
				Mileage & Expenses	16.08
TOTAL					<u>41.08</u>
Check	05/02/2024	19383	Dresser Water & Sewer Utilities	10004 · MidWest One Checking Account	-91.26
				51613 · Water & Sewer Utilities	91.26
TOTAL					<u>91.26</u>
Check	05/02/2024	19384	Industrial Safety, Inc.	10004 · MidWest One Checking Account	-655.93
				53236 · Road Maintenance & Repair	53.93
				53242 · Garage Expenses	602.00
TOTAL					<u>655.93</u>
Check	05/02/2024	19385	Meyer Sales Company, INC.	10004 · MidWest One Checking Account	-10,819.53
				53240 · Equipment Repairs & Maintenance	10,819.53
TOTAL					<u>10,819.53</u>
Check	05/02/2024	19386	Midwest Machinery Co	10004 · MidWest One Checking Account	-37.88
				53240 · Equipment Repairs & Maintenance	37.88
TOTAL					<u>37.88</u>
Check	05/02/2024	19387	Monarch Paving Co.	10004 · MidWest One Checking Account	-247.92
				53236 · Road Maintenance & Repair	247.92
TOTAL					<u>247.92</u>
Check	05/02/2024	19388	Raska Sewer Service	10004 · MidWest One Checking Account	-365.00
				Park Expenses - Misc & Other	182.50
				Park Expenses - Misc & Other	182.50
TOTAL					<u>365.00</u>
Check	05/02/2024	19389	Rural Mutual Insurance	10004 · MidWest One Checking Account	-16,087.00
				Insurance	65.00
				51621 · Insurance	1,460.28
				51444 · Insurance	1,825.35
				Insurance	1,338.59
				53244 · Insurance	7,544.78
				51444 · Insurance	385.30
				Insurance	385.30
				53244 · Insurance	3,082.40
TOTAL					<u>16,087.00</u>
Check	05/02/2024	19390	Sun, The	10004 · MidWest One Checking Account	-112.75
				Publications	61.50
				Publications	51.25
TOTAL					<u>112.75</u>

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Type	Date	Num	Name	Account	Original Amount
Check	05/02/2024	19391	TMS Enterprises	10004 · MidWest One Checking Account	-25.00
				53240 · Equipment Repairs & Maintenance	25.00
TOTAL					25.00
Check	05/02/2024	19392	Twisted Solutions	10004 · MidWest One Checking Account	-281.21
				53241 · Fuel	281.21
TOTAL					281.21
Check	05/02/2024	19393	West WI Inspection Agency	10004 · MidWest One Checking Account	-1,652.68
				52400 · Building Inspection Expense	1,652.68
TOTAL					1,652.68
Check	05/02/2024	19394	Brenda Yohannes	10004 · MidWest One Checking Account	-2,305.18
				Tax Overpayments	2,305.18
TOTAL					2,305.18
Check	05/05/2024	19395	Appraisal Services & Data Processing	10004 · MidWest One Checking Account	-8,344.00
				Assessor's Contract	8,344.00
TOTAL					8,344.00
Check	05/05/2024	19396	WTA	10004 · MidWest One Checking Account	-1,340.00
				Dues & Training	1,340.00
TOTAL					1,340.00
Check	05/05/2024	19397	Menards - St. Croix Falls	10004 · MidWest One Checking Account	-42.29
				53242 · Garage Expenses	15.97
				Adopt-A-Town Road	26.32
TOTAL					42.29
Paycheck	05/07/2024	19398	Cronick, Jon M	10004 · MidWest One Checking Account	-269.35
				Board Salaries	291.67
TOTAL					269.35
Paycheck	05/07/2024	19399	Johnson, Tony A	10004 · MidWest One Checking Account	-269.35
				Board Salaries	291.67
TOTAL					269.35
Paycheck	05/07/2024	19400	Lindh, Dale A	10004 · MidWest One Checking Account	-269.35
				Board Salaries	291.67
TOTAL					269.35
Paycheck	05/07/2024	19401	Weingarten, Webley W	10004 · MidWest One Checking Account	-269.35
				Board Salaries	291.67
TOTAL					269.35
Check	05/06/2024	19402	WMCA	10004 · MidWest One Checking Account	-80.00



**TOWN OF OSCEOLA**  
**Check Detail**  
 April 8 through May 6, 2024

Type	Date	Num	Name	Account	Original Amount
				51460 - Dues & Training	80.00
TOTAL					80.00
Check	05/06/2024	19403	Bill's Ace Hardware	10004 - MidWest One Checking Account	-16.93
				53242 - Garage Expenses	16.93
TOTAL					16.93
Check	05/06/2024	19404	Brothers Country Mart LLC	10004 - MidWest One Checking Account	-325.62
				53241 - Fuel	179.00
				53241 - Fuel	146.62
TOTAL					325.62

Approval of checks number 19318-19404 & ACH payments from April 9th-May 6th in the amount of 154,462.38  
 Voded checks 19324-19331,19333-19338,19346,19349,19354,19356

Jon Cronick \_\_\_\_\_  
 Tony Jonshon \_\_\_\_\_  
 Tom Magnafici \_\_\_\_\_  
 Dale Lindh \_\_\_\_\_  
 Webley Weingarten \_\_\_\_\_

**TOWN OF OSCEOLA**  
**BOARD OF SUPERVISORS MEETING**  
**Monday, April 8, 2024 — 6:30 p.m.**

Meeting Minutes

The Board of Supervisors of the Town of Osceola met for a regular monthly meeting Monday, April 8, 2024, 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 Pratt confirmed that the notice was posted at the Town Hall, Dresser Post Office, the First National Community Bank, the Town Web site.

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

**PRESENT:** Chair Lindh, Supervisors Cronick, Johnson, and Weingarten. Supervisor Thompson Arrived at 7:15pm.

**ABSENT:** None

**PUBLIC ATTENDEES:** Clerk Pratt, Treasurer Carlson, Public Works Supervisor Raddatz, Jeremy Utke, Teresa Utke, Patrick Nickel(Hiawatha Bank), Warren Johnson, Ed Everson, Shabana Lundeen, Kim Benson, Sandy Ball, Gae Magnafici, Tom Magnafici, Jim Brundage, Bob Wright, Merle Aarthun, Dianne Aarthun, Teams meeting attendees: Jody, J e, MW, Lisa Ross Trish, J, WW and Brock Geyen

**CHECK PRESENTATION AND APPROVAL OF BILLS**

A packet of check detail was provided by Treasurer Carlson.

**MOTION BY CRONICK/JOHNSON TO APPROVE THE LIST OF FROM MARCH 7- APRIL 8, 2024 CHECKS AND ACH PAYMENTS 19276 to 19318 FOR A TOTAL OF \$70,470.93. MOTION CARRIED.**

**ACCEPTANCE OF PROPOSED AGENDA**

**MOTION BY LINDH/JOHNSON TO AMEND ITEMS 13A and 13B TO BETWEEN ITEMS 6 AND 7. MOTION CARRIED.**

**13a Consider Results of Audit:** Presentation by Brock Geyen, a representative from the Town's Auditing Firm presented a high-level overview of the 2023 External Audit. Audit opinion is that the disclosures presented by the town were correct. The Finances of the town are broken into two parts, cash collection from taxes, settlement is complete by August, portions of other taxing agencies (Schools, County). Good to amend the budget throughout the year, which the town does do. Budgeted for a balanced budget and finished with a higher revenue than expenses.

**13b Consider Future Road Financing Costs:** Considering possible future road costs with year-to-year costs. The town has 60 miles of roads, with 25 Miles of striping, with a road lifespan of 30 years. Patrick Nickel, municipal lender, presentation included an overview of how a town can save money on interest and inflation, by borrowing a larger sum to complete higher amounts of road construction updates ahead of schedule. Most projects require an engineering firm to provide an overview of the road

system, what roads have the highest traffic and what roads are the priority for repairs. There are costs and fees to consider. Benefits include completion of work in a timely manner, interest rates are competitive.

**APPROVAL OF MINUTES OF PREVIOUS MEETINGS**

MOTION BY CRONICK/JOHNSON TO APPROVE THE 03/04/2024 REGULAR TOWN BOARD MEETING MINUTES, MOTION CARRIED.

**PUBLIC COMMENT**

*Warren Johnson*, operates a family Farm on 68<sup>th</sup> Ave, comments on importance of road improvement, improves safety to the community.

*Shabanna Lundeen*, Polk County Clerk, commenting on item M Consider use of Voting Machines. Machines provides fast and accurate counting, hand counting of ballots can require a significant amount of time, multiple contests need to be counted, many municipalities are facing a poll worker shortage. Human error is a significant contributor to miscount errors, there are overvotes, undervotes, crossvotes.

*Jim Brundage*, regarding item M, from the "Telegram" and website "Election Watch" the Election Management System source code, includes 2.5 million lines of code to count votes, leaving open the possibility to cheat in counting. Jim encourages citizens to send letters to municipal clerks, county clerks and state election officials. Jim states that the machines disenfranchise electors.

**PUBLIC WORKS REPORT**

Raddatz gave a detailed report of work efforts done throughout March.

**TREASURER'S REPORT**

Bank balances as presented.

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

**CLERK'S REPORT**

Clerk Pratt gave a report on work activities during the month of March, including information on the April 2 election.

**OLD BUSINESS**

**CONSIDER COMPREHENSIVE PLAN UPDATE**

Cronick reported that a current version is being compiled and edited, there is information still to come from Stevens.

**CONSIDER ARIP**

Agricultural Grant Application. Contacted the towns of Alden and Garfield to coordinate efforts for road repairs for 60<sup>th</sup> to 218<sup>th</sup>. The AGRIP Grant was applied for on April 5, there are two rounds to apply for this grant and if not approved, the Town will re-apply in August.

**CONSIDER NUISANCE PROPERTIES:** Webley Weingarten indicated that the list of properties still needs to be photographed and letters sent to property owners. Photos will need to be taken.

**NEW BUSINESS**

**Consider Using Delmore Consulting for WISDOT 6–20-foot Culvert Inventory Inspection.**

MOTION BY LINDH/THOMPSON TO USE DELMORE CONSULTING FOR THE WISDOT CULVERT INVENTORY INSPECTIONS. MOTION CARRIED.

**CONSIDER PETIONING THE COUNTY FOR EMERGENCY ROAD BRIDGE GRANT**

With road closure on 200<sup>th</sup> Street, due to culvert failure, Polk County needs an official petition for aid. MOTION MADE BY LINDH/CRONICK FOR PETITIONING THE COUNTY FOR AID FOR EMERGENCY ROAD BRIDGE AID.

**CONSIDER PLEASANT PRAIRIE CEMETARY ASSOCIATION USE OF TOWN HALL FOR APRIL 9, 2024**

MOTION BY CRONICK/THOMPSON TO ALLOW PLEASANT PRAIRIE CEMETARY ASSOCIATION TO USE THE TOWN HALL ON APRIL 9, 2024.

**CONSIDER 2024 CEMETARY FUNDING REQUESTS**

MOTION BY CRONICK/THOMPSON TO FUND SAND LAKE CEMETARY \$750 , BETHESDA CEMETARY \$625, AND PLEASANT PRAIRIE CEMETARY \$625. MOTION CARRIED

**CONSIDER OPERATOR LICENSES FOR K. JOHNSON, P. BEAVER, AND B. EVENSON.**

MOTION BY THOMPSON/CRONICK TO APPROVE OPERATORS' LICENSES FOR K. JOHNSON, P. BEAVER, AND B. EVENSON FOR REMAINDER OF 23/24 YEAR. MOTION CARRIED.

**CONSIDER LAKELAND COMMUNICATIONS GRANT UPDATE**

Lakeland Communications communicated that they were denied an award for grant for fiber optics to expand in the Town of Osceola.

**CONSIDER RESOLUTION TO APPROVE BUDGET AMENDMENTS**

MOTION TO ACCEPT RESOLUTION TO APPROVE BUDGET RESOLUTION 24-04-01. ROLL CALL VOTE: LINDH: YES, CRONICK: YES, WIENGARTEN: YES, JOHNSON: YES THOMPSON: NO

**CONSIDER OUTCOME OF SPRING ELECTION**

Jon Cronick was re-elected to Supervisor position, Tom Magnafici was elected by write-in with 20 votes, and has accepted the position of Supervisor.

**CONSIDER PLAN COMMISSION MEMBER 3 YEAR APPOINTMENT (APRIL 2024- APRIL 2027)**

Jeremy Utke and Dan Tronrud have agreed to be appointed to Plan Commission for another three term to serve the Plan Commission. MOTION BY LINDH/CRONICK TO APPOINT JEREMY UTKE AND DAN TRONRUD TO THE PLAN COMMISSION TO SERVE A THREE YEAR TERM (APRIL 2024- APRIL 2027). MOTION CARRIED.

MOTION BY LINDH/CRONICK TO APPOINT JEREMY UTKE TO CHAIR THE PLAN COMMISSION. MOTION CARRIED.

**CONSIDER BOARD MEMBER APPOINTMENT TO PLAN COMMISSION**

MOTION BY LINDH/WEINGARTEN TO APPOINT JON CRONICK TO PLAN COMMISSION AS BOARD REPRESENTATIVE. MOTION CARRIED.

**CONSIDER OPERATIONS FOR ANNUAL TOWN MEETING**

2024 April 16 Annual Town Meeting to be held in the Town Hall.

**CONSIDER USE OF VOTING MACHINES**

Supervisor Thompson voiced concerns about the possibility of fraud involved by the use of machines. After some discussion on the benefits of machine counting and benefits of hand counting, Supervisor Thompson requested to have no action taken on the agenda item.

**CHAIR'S REPORT**

Allied Emergency Services Spaghetti Dinner on April 13, April 18 Emergency Response training for communities

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

Haas Quarry is moving forward in rezoning request for a subdivision housing development.

**SUPERVISOR'S REPORT/JOHNSON**

Attended Polk County Board of Adjustments Meeting on March 21, 2024 regarding the Blue Stone Quarry, the Board of Review will review conditional use permit and the Board of adjustments will complete a summary review.

**SUPERVISOR'S REPORT/THOMPSON**

Nothing to Report

**SUPERVISOR'S REPORT/WEINGARTEN**

Nothing to report.

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

Finance: Nothing to Report

Media & Technology: Nothing to report.

Personnel: Nothing to Report

Public Works: Nothing to Report

**REQUEST FOR FUTURE MEETING AGENDA ITEMS**

- New Business:
  - Election of Supervisors new to committee seats
- Old Business:
  - Consider Comprehensive Plan Update
  - Consider Nuisance Properties
  - Future Road Financing
  - County Emergency Road Bridge Grant

**OTHER APRIL BOARD MEETINGS:**

None

**COMMUNITY MEETINGS BOARD MEMBERS ATTEND**

Polk County Board of Supervisors Meeting, April 16

Fire Board Meeting, April 17

Towns Association Meeting, April 25

**NEXT PLAN COMMISSION MEETING**

Plan Commission Meeting – Rescheduled to Wednesday April 24, 6pm

**NEXT PUBLIC WORKS COMMITTEE MEETINGS**

April 25, 2024

**NEXT TOWN BOARD MEETING**

May 6, 2024 6:30 p.m.

**ANNUAL MEETING**

Tues., April 16, 6:30 p.m

**ADJOURN**

MOTION BY THOMPSON/WIENGARTEN TO ADJOURN THE TOWN BOARD MEETING MONDAY, APRIL 8, 2024. MOTION CARRIED. Meeting adjourned at 8:10 p.m.

**To be approved:** MAY 6, 2024

Approved: \_\_\_\_\_

\_\_\_\_\_  
*Town Clerk*

# Town Of Osceola

April 24

1. Take international to shop for repair = *egr code, intake*
2. Work on culvert inventory
3. Put new signs together and take rented signs back
4. Put up swing arm mailboxes
5. Pickup new dock and assemble for sand land.
6. Put the docks in
7. Work on fixing shoulders fix corners from plows
8. Fill potholes
9. Called in at 530pm for tree down 93<sup>rd</sup> and S
10. Called in 730pm for tree down and at 800pm for tree down 120<sup>th</sup> and poplar lake and 200<sup>th</sup> 2<sup>nd</sup> tree
11. Called in at 5am for tree down Oak drive
12. Called in for tree down on big lake drive at 930
13. Grade roads
14. Remove wings plows and sanders from trucks and wash and store for summer
15. Check over spray patcher

## Alerts

You have no unread alerts.

## Accounts

<b><u>GENERAL FUND</u></b>	Available balance <b>\$73,742.86</b>	<b><u>Recent</u></b> ▼
<b><u>GENERAL MONEY MARKET ACCOUNT</u></b>	Available balance <b>\$306,714.50</b>	<b><u>Recent</u></b> ▼
<b><u>TAX RECEIPT ACCOUNT</u></b>	Available balance <b>\$519,812.52</b>	<b><u>Recent</u></b> ▼
<b><u>DRESSER TRAPROCK ASSURANCE</u></b>	Available balance <b>\$15,130.83</b>	<b><u>Recent</u></b> ▼
<b><u>ARPA</u></b>	Available balance <b>\$289,173.38</b>	<b><u>Recent</u></b> ▼
<b><u>PUBLIC WORKS CAPITAL</u></b>	Available balance <b>\$157,815.72</b>	<b><u>Recent</u></b> ▼

## Pay or transfer

From account \*

To account \*

Date \*

5/3/2024

 SELECT

Repeat...

Amount \*



**TOWN OF OSCEOLA**  
**Profit & Loss Budget vs. Actual**  
January 1 through May 7, 2024

	Jan 1 - May 7, 24	Budget	\$ Over Budget	% of Budget
<b>Income</b>				
<b>Advance Tax Collections</b>				
Advance Dog Licenses	0.00	0.00	0.00	0.0%
Advance FC/MFL Taxes	0.00	0.00	0.00	0.0%
Advance PP Taxes	0.00	0.00	0.00	0.0%
Advance Property Tax	0.00	0.00	0.00	0.0%
Advance Tax Overpayment	0.00	0.00	0.00	0.0%
Advance WLT Tax	0.00	0.00	0.00	0.0%
Advance Tax Collections - Other	0.00	0.00	0.00	0.0%
<b>Total Advance Tax Collections</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>Fines, Forfeits &amp; Penalties</b>				
Dog Pick-up Fees	0.00	0.00	0.00	0.0%
Fines & Violations	0.00	0.00	0.00	0.0%
Fines, Forfeits & Penalties - Other	0.00	0.00	0.00	0.0%
<b>Total Fines, Forfeits &amp; Penalties</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>Licenses &amp; Permits</b>				
Dog License Refund	0.00	0.00	0.00	0.0%
Driveway Permits	50.00	400.00	-350.00	12.5%
Liquor & Related Licenses	80.00	5,000.00	-4,920.00	1.6%
Other Regulatory Permits	0.00	440.00	-440.00	0.0%
Wastemanagment Permits	0.00	0.00	0.00	0.0%
Zoning & Subdivision Fees	0.00	0.00	0.00	0.0%
<b>44145 · Dog Licenses</b>	<b>1,914.00</b>	<b>2,500.00</b>	<b>-586.00</b>	<b>76.56%</b>
<b>44300 · Building Permits &amp; Fees</b>	<b>1,667.50</b>	<b>20,000.00</b>	<b>-18,332.50</b>	<b>8.34%</b>
Licenses & Permits - Other	0.00	0.00	0.00	0.0%
<b>Total Licenses &amp; Permits</b>	<b>3,711.50</b>	<b>28,340.00</b>	<b>-24,628.50</b>	<b>13.1%</b>
<b>Miscellaneous Revenue</b>				
Engineering Services Reimburseem	0.00	0.00	0.00	0.0%
PP Tax Interest	0.00	0.00	0.00	0.0%
<b>48100 · Interest Income</b>	<b>30,202.67</b>	<b>30,000.00</b>	<b>202.67</b>	<b>100.68%</b>

## TOWN OF OSCEOLA

### Profit & Loss Budget vs. Actual

January 1 through May 7, 2024

	Jan 1 - May 7, 24	Budget	\$ Over Budget	% of Budget
48111 · Miscellaneous Income				
Insurance Loss Reimbursement	0.00	0.00	0.00	0.0%
48111 · Miscellaneous Income - Other	32.00	0.00	32.00	100.0%
Total 48111 · Miscellaneous Income	32.00	0.00	32.00	100.0%
48112 · Swing Mail Box Post	220.00	0.00	220.00	100.0%
48130 · Interest on PP Taxes	0.00	0.00	0.00	0.0%
Miscellaneous Revenue - Other	0.00	0.00	0.00	0.0%
<b>Total Miscellaneous Revenue</b>	<b>30,454.67</b>	<b>30,000.00</b>	<b>454.67</b>	<b>101.52%</b>
Mobile Home Fees				
Mobile Home Late Fees	0.00	0.00	0.00	0.0%
41140 · Mobile Home Fees Collected	0.00	100.00	-100.00	0.0%
41141 · MH Lottery Credit	86.76	0.00	86.76	100.0%
Mobile Home Fees - Other	109.92	0.00	109.92	100.0%
Total Mobile Home Fees	196.68	100.00	96.68	196.68%
Nh Watch Sales	0.00	0.00	0.00	0.0%
Public Charges for Services				
46130 · General Government Fees	0.00	0.00	0.00	0.0%
Public Charges for Services - Other	0.00	0.00	0.00	0.0%
Total Public Charges for Services	0.00	0.00	0.00	0.0%
Tax Collections				
Ag Use Conversion Fee	0.00	0.00	0.00	0.0%
Cash Reserves Applied	0.00	0.00	0.00	0.0%
Forest Crop/MFL Taxes	5,557.03	3,000.00	2,557.03	185.23%
Omitted Tax	0.00	0.00	0.00	0.0%
Park Funds Applied	0.00	0.00	0.00	0.0%
Personal Property Taxes	11,767.04	0.00	11,767.04	100.0%
Special Charges	0.00	0.00	0.00	0.0%
Tax Overpayments	12,781.15	0.00	12,781.15	100.0%
Woodland Taxes	0.00	0.00	0.00	0.0%
41211 · Delinquent PP Taxes	0.00	0.00	0.00	0.0%

## TOWN OF OSCEOLA

### Profit & Loss Budget vs. Actual

January 1 through May 7, 2024

	Jan 1 - May 7, 24	Budget	\$ Over Budget	% of Budget
41224 · Property Taxes	3,877,602.10	852,277.00	3,025,325.10	454.97%
Tax Collections - Other	0.00	0.00	0.00	0.0%
<b>Total Tax Collections</b>	<b>3,907,707.32</b>	<b>855,277.00</b>	<b>3,052,430.32</b>	<b>456.89%</b>
Tax Collections - Other				
First Dollar Credit	0.00	0.00	0.00	0.0%
State Tax Credit	0.00	0.00	0.00	0.0%
Town Share Property Taxes	0.00	0.00	0.00	0.0%
41225 · Lottery Credit	-936.76	0.00	-936.76	100.0%
41226 · Property Tax Settlement-Schools	-2,250,775.54	0.00	-2,250,775.54	100.0%
41227 · Property Tax Settlement-VoTech	-81,294.59	0.00	-81,294.59	100.0%
41228 · Property Tax Settlement-County	-1,012,245.08	0.00	-1,012,245.08	100.0%
41229 · Tax Collection Overpayments	-12,545.17	0.00	-12,545.17	100.0%
Tax Collections - Other - Other	0.00	0.00	0.00	0.0%
<b>Total Tax Collections - Other</b>	<b>-3,357,797.14</b>	<b>0.00</b>	<b>-3,357,797.14</b>	<b>100.0%</b>
41011 · Other State Aids	0.00	0.00	0.00	0.0%
41012 · Personal Property Aid	0.00	0.00	0.00	0.0%
41020 · Intergovernmental Revenue				
Ambulance Grant Monies	0.00	0.00	0.00	0.0%
Capital Bridge Aid	0.00	0.00	0.00	0.0%
City Reimbursement-Voting Mach.	0.00	0.00	0.00	0.0%
Gopher Bounty	0.00	0.00	0.00	0.0%
Grants Donations	0.00	0.00	0.00	0.0%
Joint Municipal Court Revenue	0.00	0.00	0.00	0.0%
Lake Renovation Projects	0.00	0.00	0.00	0.0%
Sand Lake Project Inc	0.00	0.00	0.00	0.0%
Severance/Withdrawal Payments	0.00	0.00	0.00	0.0%
State Loan Revenue	0.00	0.00	0.00	0.0%
Subdivision Park Fees	0.00	0.00	0.00	0.0%
41002 · Allied Fire Assoc Reimb	0.00	0.00	0.00	0.0%
41003 · County-Rural Fire Numbers	525.00	500.00	25.00	105.0%

## TOWN OF OSCEOLA

### Profit & Loss Budget vs. Actual

January 1 through May 7, 2024

	Jan 1 - May 7, 24	Budget	\$ Over Budget	% of Budget
41004 · Fire Insurance Dues	0.00	16,600.00	-16,600.00	0.0%
41005 · Forest Crop/MFL Aid	0.00	200.00	-200.00	0.0%
41006 · FC/MFL Withdrawal	0.00	0.00	0.00	0.0%
41007 · Highway Aids	86,298.70	172,597.00	-86,298.30	50.0%
41008 · In Lieu of Tax - DNR Land	3,628.20	3,800.00	-171.80	95.48%
41009 · Municipal Services	113.19	110.00	3.19	102.9%
41010 · State Shared Revenue	28,944.32	118,821.67	-89,877.35	24.36%
41015 · T.R.I.P./T.R.I Payments	0.00	0.00	0.00	0.0%
41020 · Intergovernmental Revenue - Other	0.00	0.00	0.00	0.0%
<b>Total 41020 · Intergovernmental Revenue</b>	<b>119,509.41</b>	<b>312,628.67</b>	<b>-193,119.26</b>	<b>38.23%</b>
41222 · Delayed Tax Collections	0.00	0.00	0.00	0.0%
41230 · Intergovernmental Other Federal	0.00	900.00	-900.00	0.0%
43430 · Exempt Computer Aid	0.00	62.35	-62.35	0.0%
<b>450102 · Intergovernmental Charges</b>				
Fire Assoc. Loan Repayment	50,308.15	50,308.00	0.15	100.0%
Sand Lake Beach Association	0.00	0.00	0.00	0.0%
<b>450102 · Intergovernmental Charges - Other</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>Total 450102 · Intergovernmental Charges</b>	<b>50,308.15</b>	<b>50,308.00</b>	<b>0.15</b>	<b>100.0%</b>
<b>Total Income</b>	<b>754,090.59</b>	<b>1,277,616.02</b>	<b>-523,525.43</b>	<b>59.02%</b>
<b>Cost of Goods Sold</b>				
5000 · Cost of Goods Sold	0.00	0.00	0.00	0.0%
<b>Total COGS</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>Gross Profit</b>	<b>754,090.59</b>	<b>1,277,616.02</b>	<b>-523,525.43</b>	<b>59.02%</b>
<b>Expense</b>				
Adopt-A-Town Road	26.32	0.00	26.32	100.0%
Animal Warden				
Animal Warden Wages	130.00	500.00	-370.00	26.0%
Dog Kennel Expense	0.00	0.00	0.00	0.0%
Mileage & Expenses	71.17	400.00	-328.83	17.79%
54904 · Dog License to County	632.00	700.00	-68.00	90.29%

## TOWN OF OSCEOLA

### Profit & Loss Budget vs. Actual

January 1 through May 7, 2024

	Jan 1 - May 7, 24	Budget	\$ Over Budget	% of Budget
Animal Warden - Other	0.00	0.00	0.00	0.0%
<b>Total Animal Warden</b>	<b>833.17</b>	<b>1,600.00</b>	<b>-766.83</b>	<b>52.07%</b>
Assessment of Property				
Assessment Audit	0.00	0.00	0.00	0.0%
Assessor's Contract	25,032.00	41,720.00	-16,688.00	60.0%
Publications	0.00	200.00	-200.00	0.0%
Supplies	0.00	0.00	0.00	0.0%
Assessment of Property - Other	0.00	0.00	0.00	0.0%
<b>Total Assessment of Property</b>	<b>25,032.00</b>	<b>41,920.00</b>	<b>-16,888.00</b>	<b>59.71%</b>
<b>Audit Services</b>	<b>6,489.00</b>	<b>6,100.00</b>	<b>389.00</b>	<b>106.38%</b>
Bank Fees - NSF	0.00	0.00	0.00	0.0%
Building Expenses				
Office Equipment	0.00	0.00	0.00	0.0%
51611 · Electric Utilities	456.60	2,200.00	-1,743.40	20.76%
51612 · Gas Utilities	1,141.37	3,000.00	-1,858.63	38.05%
51613 · Water & Sewer Utilities	362.54	1,100.00	-737.46	32.96%
51614 · Sanitation Expenses	500.00	1,200.00	-700.00	41.67%
51616 · Telephone/Internet	599.92	3,000.00	-2,400.08	20.0%
51620 · Bldg Repairs & Maint	577.85	5,000.00	-4,422.15	11.56%
51621 · Insurance	1,460.28	1,500.00	-39.72	97.35%
51625 · Operating Supplies	96.12	200.00	-103.88	48.06%
Building Expenses - Other	0.00	0.00	0.00	0.0%
<b>Total Building Expenses</b>	<b>5,194.68</b>	<b>17,200.00</b>	<b>-12,005.32</b>	<b>30.2%</b>
Capital Equipment				
New Equipment	0.00	0.00	0.00	0.0%
Office Equipment	4,918.77	4,918.77	0.00	100.0%
Capital Equipment - Other	0.00	0.00	0.00	0.0%
<b>Total Capital Equipment</b>	<b>4,918.77</b>	<b>4,918.77</b>	<b>0.00</b>	<b>100.0%</b>
Capital Improvement				
Highway Cap Improve	0.00	5,000.00	-5,000.00	0.0%

## TOWN OF OSCEOLA

### Profit & Loss Budget vs. Actual

January 1 through May 7, 2024

	Jan 1 - May 7, 24	Budget	\$ Over Budget	% of Budget
Capital Improvement - Other	0.00	0.00	0.00	0.0%
Total Capital Improvement	0.00	5,000.00	-5,000.00	0.0%
Clerk & Treasurer				
C/T Unemployment Ins. Claims	0.00	0.00	0.00	0.0%
Clerk/Treasurer Salary	0.00	0.00	0.00	0.0%
Employee Health Insurance	0.00	0.00	0.00	0.0%
Part-Time Office Assist. Hourly	0.00	0.00	0.00	0.0%
Petty Cash	0.00	0.00	0.00	0.0%
Short Term Disability	0.00	0.00	0.00	0.0%
51410 · Clerk Wages	12,114.96	31,528.00	-19,413.04	38.43%
51411 · Treasurer Wages	7,146.65	21,289.00	-14,142.35	33.57%
51412 · Treasurer/Tax Collection	2,321.31	2,500.00	-178.69	92.85%
51413 · Retirement	835.93	2,144.00	-1,308.07	38.99%
51414 · Mileage & Expenses	120.60	300.00	-179.40	40.2%
51422 · Employer Payroll Taxes	0.00	0.00	0.00	0.0%
51425 · Office Supplies	574.12	4,000.00	-3,425.88	14.35%
51426 · Postage	269.12	2,000.00	-1,730.88	13.46%
51435 · Website & Computer Expenses	4,404.50	10,500.00	-6,095.50	41.95%
51444 · Insurance	3,266.35	2,000.00	1,266.35	163.32%
51460 · Dues & Training	145.00	2,000.00	-1,855.00	7.25%
Clerk & Treasurer - Other	0.00	0.00	0.00	0.0%
Total Clerk & Treasurer	31,198.54	78,261.00	-47,062.46	39.87%
Committee Per Diems	0.00	0.00	0.00	0.0%
Comprehensive Planning & Zoning	0.00	0.00	0.00	0.0%
Constable				
Constable Wages	0.00	0.00	0.00	0.0%
Insurance	0.00	0.00	0.00	0.0%
Mileage & Expenses	0.00	0.00	0.00	0.0%
Supplies	0.00	0.00	0.00	0.0%
Constable - Other	0.00	0.00	0.00	0.0%

## TOWN OF OSCEOLA

### Profit & Loss Budget vs. Actual

January 1 through May 7, 2024

	Jan 1 - May 7, 24	Budget	\$ Over Budget	% of Budget
Total Constable	0.00	0.00	0.00	0.0%
Consulting Fees	1,575.00	2,000.00	-425.00	78.75%
D-C/T Employee Health Insurance	0.00	0.00	0.00	0.0%
Debt Service				
Building Loan	0.00	0.00	0.00	0.0%
Grader Lease Purchase	0.00	0.00	0.00	0.0%
Interest Expense	0.00	0.00	0.00	0.0%
58100 · Fire Station Principal Payment	45,618.83	45,618.68	0.15	100.0%
58101 · Fire Station Interest Payment	4,689.32	4,689.32	0.00	100.0%
Debt Service - Other	0.00	0.00	0.00	0.0%
Total Debt Service	50,308.15	50,308.00	0.15	100.0%
Deputy Clerk/Treasurer Monthly	0.00	0.00	0.00	0.0%
Dog Licenses to County	0.00	0.00	0.00	0.0%
Elections				
Annual Machine Fees	2,030.39	3,500.00	-1,469.61	58.01%
Employer Payroll Taxes	0.00	0.00	0.00	0.0%
Publications	186.55	1,110.00	-923.45	16.81%
Supplies	567.29	781.23	-213.94	72.62%
51442 · Wages	2,995.98	10,000.00	-7,004.02	29.96%
Elections - Other	0.00	0.00	0.00	0.0%
Total Elections	5,780.21	15,391.23	-9,611.02	37.56%
Gopher Bounty Expenses	0.00	1,800.00	-1,800.00	0.0%
Legal Fees				
Court Prosecutor	0.00	0.00	0.00	0.0%
Joint Municipal Court Expense	0.00	0.00	0.00	0.0%
Legal Fees Municode	0.00	8,500.00	-8,500.00	0.0%
Municipal Attorney Fees	832.50	7,000.00	-6,167.50	11.89%
MunicodeLegal Fees	2,237.25	0.00	2,237.25	100.0%
Other/Background Checks	28.00	154.00	-126.00	18.18%
51300 · Other Background Checks	0.00	0.00	0.00	0.0%

# TOWN OF OSCEOLA

## Profit & Loss Budget vs. Actual

### January 1 through May 7, 2024

	Jan 1 - May 7, 24	Budget	\$ Over Budget	% of Budget
Legal Fees - Other	0.00	0.00	0.00	0.0%
<b>Total Legal Fees</b>	<b>3,097.75</b>	<b>15,654.00</b>	<b>-12,556.25</b>	<b>19.79%</b>
Local Cemetary Funding	2,000.00	2,000.00	0.00	100.0%
Mobile Home Settlements				
MH Lottery Credit to Schools	0.00	0.00	0.00	0.0%
54920 - MH Fees to Schools	0.00	0.00	0.00	0.0%
Mobile Home Settlements - Other	0.00	0.00	0.00	0.0%
<b>Total Mobile Home Settlements</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
Municode	0.00	0.00	0.00	0.0%
Park Expenses				
Horse Lake Project Expenses	0.00	0.00	0.00	0.0%
Lake Renovation Expenses	0.00	0.00	0.00	0.0%
Park Expense/Capital	0.00	0.00	0.00	0.0%
Park Expenses - Misc & Other	365.00	4,500.00	-4,135.00	8.11%
Sand Lake Project Exp	0.00	0.00	0.00	0.0%
Park Expenses - Other	0.00	0.00	0.00	0.0%
<b>Total Park Expenses</b>	<b>365.00</b>	<b>4,500.00</b>	<b>-4,135.00</b>	<b>8.11%</b>
Planning Commission				
Computer/Emails	252.00	675.00	-423.00	37.33%
Dues & Fees	0.00	0.00	0.00	0.0%
Per Diems				
Planning Commission	225.00	0.00	225.00	100.0%
Per Diems - Other	0.00	1,800.00	-1,800.00	0.0%
<b>Total Per Diems</b>	<b>225.00</b>	<b>1,800.00</b>	<b>-1,575.00</b>	<b>12.5%</b>
Postage Office Supplies & Pub	0.00	2,000.00	-2,000.00	0.0%
Publications	0.00	150.00	-150.00	0.0%
51601 - Employer Payroll Taxes	0.00	0.00	0.00	0.0%
Planning Commission - Other	0.00	0.00	0.00	0.0%
<b>Total Planning Commission</b>	<b>477.00</b>	<b>4,625.00</b>	<b>-4,148.00</b>	<b>10.31%</b>
Public Safety				



# TOWN OF OSCEOLA

## Profit & Loss Budget vs. Actual

### January 1 through May 7, 2024

	Jan 1 - May 7, 24	Budget	\$ Over Budget	% of Budget
Ambulance Contract (Osceola)	31,005.00	31,005.00	0.00	100.0%
Ambulance Contract (St. Croix)	4,635.00	5,000.00	-365.00	92.7%
Ambulance Contracts	0.00	0.00	0.00	0.0%
Ambulance Grant Monies Expense	0.00	0.00	0.00	0.0%
Contracted Police	0.00	0.00	0.00	0.0%
Fire Department Contract	77,580.74	155,161.00	-77,580.26	50.0%
Fire Dues to Department	0.00	16,600.00	-16,600.00	0.0%
Joint Municipal Court Expense	0.00	0.00	0.00	0.0%
Law Enforcement Contract	0.00	0.00	0.00	0.0%
Neighborhood Watch Program	0.00	0.00	0.00	0.0%
Public Safety - Other	0.00	0.00	0.00	0.0%
<b>Total Public Safety</b>	<b>113,220.74</b>	<b>207,766.00</b>	<b>-94,545.26</b>	<b>54.49%</b>
<b>Public Works</b>				
Capital Highway Outlay	0.00	0.00	0.00	0.0%
Unemployment	0.00	0.00	0.00	0.0%
53235 - Highway Construction	32,676.96	461,344.00	-428,667.04	7.08%
53236 - Road Maintenance & Repair	14,723.26	30,000.00	-15,276.74	49.08%
53237 - Engineering/Project Mgmt	0.00	0.00	0.00	0.0%
53238 - Adopt-A-Town Road	0.00	120.00	-120.00	0.0%
53239 - Capital Highway Equipment	4,000.00	50,000.00	-46,000.00	8.0%
53240 - Equipment Repairs & Maintenance	14,940.67	20,000.00	-5,059.33	74.7%
53241 - Fuel	4,406.31	22,000.00	-17,593.69	20.03%
53242 - Garage Expenses	3,566.35	4,000.00	-433.65	89.16%
53243 - PW Cell Phone	447.52	1,200.00	-752.48	37.29%
53244 - Insurance	11,592.78	10,500.00	1,092.78	110.41%
53245 - Supervisor PW Wages				
Employee Health Insurance	0.00	0.00	0.00	0.0%
53245 - Supervisor PW Wages - Other	25,183.93	70,968.00	-45,784.07	35.49%
<b>Total 53245 - Supervisor PW Wages</b>	<b>25,183.93</b>	<b>70,968.00</b>	<b>-45,784.07</b>	<b>35.49%</b>
53246 - Supervisor PW OT Wages	894.46	3,402.00	-2,507.54	26.29%

## TOWN OF OSCEOLA

### Profit & Loss Budget vs. Actual

January 1 through May 7, 2024

	Jan 1 - May 7, 24	Budget	\$ Over Budget	% of Budget
53247 · Full-Time PW Wages	19,839.24	56,990.07	-37,150.83	34.81%
53248 · Full Time PW OT Wages	858.77	2,608.93	-1,750.16	32.92%
53249 · Part-Time PW Wages	0.00	1,000.00	-1,000.00	0.0%
53250 · Retirement	3,227.57	9,144.00	-5,916.43	35.3%
53252 · Employer Payroll Taxes	0.00	0.00	0.00	0.0%
53253 · Short Term Disability	592.02	2,100.00	-1,507.98	28.19%
53260 · Dues & Training	502.00	400.00	102.00	125.5%
Public Works - Other	0.00	0.00	0.00	0.0%
<b>Total Public Works</b>	<b>137,451.84</b>	<b>745,777.00</b>	<b>-608,325.16</b>	<b>18.43%</b>
State Loan Pmt. to D.O.G.	0.00	0.00	0.00	0.0%
Tax/Lottery Cr Settlements				
Tax Credit to County	0.00	0.00	0.00	0.0%
57001 · Tax/Lottery Cr to County	0.00	0.00	0.00	0.0%
57003 · Tax/Lottery Cr to Schools	0.00	0.00	0.00	0.0%
57004 · Tax/Lottery Cr to VoTech	0.00	0.00	0.00	0.0%
57010 · PILT payment	0.00	0.00	0.00	0.0%
Tax/Lottery Cr Settlements - Other	0.00	0.00	0.00	0.0%
<b>Total Tax/Lottery Cr Settlements</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
Town Board				
Board Salaries	6,861.83	17,500.00	-10,638.17	39.21%
Computer/Email	331.20	800.00	-468.80	41.4%
Dues & Training	2,250.07	2,300.00	-49.93	97.83%
Insurance	1,909.59	1,700.00	209.59	112.33%
Mileage & Expenses	0.00	0.00	0.00	0.0%
Office Supplies	55.89	500.00	-444.11	11.18%
Publications	809.75	2,000.00	-1,190.25	40.49%
51117 · Employer Payroll Taxes	0.00	0.00	0.00	0.0%
Town Board - Other	0.00	0.00	0.00	0.0%
<b>Total Town Board</b>	<b>12,218.33</b>	<b>24,800.00</b>	<b>-12,581.67</b>	<b>49.27%</b>
Withdrawal Pymnts to County	0.00	0.00	0.00	0.0%

**TOWN OF OSCEOLA**  
**Profit & Loss Budget vs. Actual**  
January 1 through May 7, 2024

	Jan 1 - May 7, 24	Budget	\$ Over Budget	% of Budget
51800 · Payroll Expenses	6,082.53	15,995.00	-9,912.47	38.03%
51900 · Illegal Taxes Refunded	0.00	0.00	0.00	0.0%
51920 · Judgements and Losses	0.00	0.00	0.00	0.0%
52400 · Building Inspection Expense	3,180.18	18,000.00	-14,819.82	17.67%
57000 · Bank Fees -	16.00	0.00	16.00	100.0%
57011 · FC/MFC Aid to County	0.00	0.00	0.00	0.0%
59998 · Reserve for Contingencies	0.00	14,000.00	-14,000.00	0.0%
59999 · Uncategorized Expenses	0.00	0.00	0.00	0.0%
66900 · Reconciliation Discrepancies (Discrepancies between bank s	0.00	0.00	0.00	0.0%
Total Expense	409,465.21	1,277,616.00	-868,150.79	32.05%
Net Income	344,625.38	0.02	344,625.36	1,723,126,900.0%

## Building Permits - Planning Commission as of 5-2024

Application Date	Name & Mailing Address	Address / Location of Building Permit/ Permit issued for	Permit Number
1/3/24	Joshua Tempesta 2058 100th Ave Contractor: Herbst Contracting LLC	Bonus Room Above Garage 2058 100th Ave	TOS24-01
1/3/24	Logan Lange 1170 220th St Owner	1170 220th Street Finish Basement	TOS24-2
1/18/24	Robert Hugo 2487 89th Avenue Contractor HPMD Enterprises DBA	2487 89th Avenue Furnace Installation	TOS24-3
1/18/24	Erick Carufel 613 230th Street Contractor Buffie Electric	613 2320th Street Generator	TOS24-4
1/24/24	Andrew Baert 2482 88th Avenue Contractor: HPMD Enterprises DBA	2482 88th Avenue Furnace Installation	TOS24-5
2/23/24	Douglas Wojcik 2376 84th Avenue Contractor: Old Things New INC	2376 84th Avenue Finishing Basement	TOS24-6
2/28/24	Andrew Ohrt 2507 Britani Ln Osceola Contractor: Old Things New INC	2473 82nd Avenue Window Installation	TOS24-7
3/5/24	Chantelle McRoberts 1977 Dwight Ct Contractor:	1977 Dwight Ct Window Installation	TOS24-8
3/25/24	Bryon Proulx 612 218th Street Contractor: Wolf River Electric	833 223rd Street Solar Installation	TOS24-9
4/8/24	Charles Thiel 2373 60th Avenue Contractor:	2373 60th Avenue Addition	TOS24-10
4/10/24	Nicole Rensink 1956 70th Avenue Contractor:	1956 70th Ave Addition	TOS24-11
4/12/24	Ron Sieckert 2464 82nd Avenue Contractor: Gregory Contracting	2464 82nd Avenue Accessory Building	TOS24-12
4/16/24	Andrew Kiehr	2053 A 85th Avenue	TOS24-13

	2053 85th Avenue	Alteration	
4/23/24	Robert Bowen 1163 A 240th Street Contractor: Midwest Electirc & Generator	1163 A 240th Street Electrical Service	<b>TOS24-14</b>
4/26/24	Seth Montgomery 2330 60th Avenue	2330 60th Avenue Accessory Building	<b>TOS24-15</b>
4/30/24	Glenn Kobx 861 200 th Streeret Contractor: Wolf River Electric	861 200th Street Solar	<b>TOS24-16</b>
5/1/24	Kent Paulson 1928 75th Ave Contractor: FB Contractors	1928 75th Avenue Garagae	<b>TOS24-17</b>
5/1/24	Samantha Kramer 941 235th Street	941 235th Street Windows	<b>TOS24-18</b>

# HIGHLIGHTS OF CLERK ACTIVITIES DONE THIS MONTH:

April:

TASKS		#	FURTHER COMMENTS
Ordinances/		0	
Resolutions		1	
Meetings		3	4/08/2024 Regular Town Bd. Mtg. 4/16/2024 Annual Meeting 4/24/2024 PC Meeting
Public Records Requests		2	
Ads			
Town's Web Page (and Town Facebook site)			Updates as needed.
Public Walk-in/calls			Various dog tags, dog complaints, voter registrations, burn permits( we have 92 YTD) , building permits(17) , etc.
Training			WI DOR Training for updated Alcohol and tobacco applications for the 24/25 year
Elections			
Other			Joey gave me a quick overview of how the Swing arm posts work Animal Control invoices and sending out accompanying fee invoices to dog owners Gaining a better understanding of the subdivision process with experiencing a few applications.

Attending a WCA Meeting on May 10  
 Sent out Alcohol and Tobacco  
 Renewal notices  
 Some DOR training  
 for Alcohol and  
 Tobacco

210<sup>th</sup> S of Cty M





210<sup>th</sup> S of Cty M





680 CTY M



813 200<sup>th</sup> St





813 200<sup>th</sup> St



1954 110<sup>th</sup> Ave





1967 Dwight Lake Lane



2242 83<sup>rd</sup> Ave





St. Croix Performance - tax address 721 100<sup>th</sup> St. Amery, WI



**TOWN OF OSCEOLA PROPOSED FUTURE ROAD BUDGET**

Total Miles of Paved Roads 60  
 Total Miles of Stripped Roads 25

Road Stripping	Life Span of Product in Years	Number of Applications / 30 YRS	Required Miles per Year	2024		2025		2026 Budget		2027 Budget		2028 Budget		2029 Budget		5 Year Cost		1 Year Cost X 5 Based on 2025	
				Approx Cost / Mile	Budget	% Markup	Budget	% Markup	Budget	% Markup	Budget	% Markup	Budget	% Markup	Budget	% Markup	Budget	% Markup	
Crack Sealing	3	3	6	\$ 2,300	\$ 11,500	7 %	\$ 12,305	7 %	\$ 13,166	7 %	\$ 14,088	7 %	\$ 15,074	7 %	\$ 16,129	7 %	\$ 70,763	\$ 323,763	\$ 71,558
Spray Patching	3	3	6	\$ 9,811	\$ 58,866	10 %	\$ 64,753	10 %	\$ 71,228	10 %	\$ 78,351	10 %	\$ 86,186	10 %	\$ 94,804	10 %	\$ 395,321	\$ 1,872,021	\$ 319,833
Chip Sealing	10	1	2	\$ 3,396	\$ 40,752	7 %	\$ 43,605	7 %	\$ 46,657	7 %	\$ 49,923	7 %	\$ 53,418	7 %	\$ 57,157	7 %	\$ 250,759	\$ 1,574,530	\$ 11,557
GSS-R8	10	1	2	\$ 22,758	\$ 45,516	10 %	\$ 50,068	10 %	\$ 55,074	10 %	\$ 60,582	10 %	\$ 66,640	10 %	\$ 73,304	10 %	\$ 305,688	\$ 1,872,021	\$ 319,833
Pulverize/Repave	10	1	2	\$ 16,754	\$ 33,508	10 %	\$ 36,859	10 %	\$ 40,545	10 %	\$ 44,599	10 %	\$ 49,059	10 %	\$ 53,965	10 %	\$ 225,027	\$ 1,872,021	\$ 319,833
Shouldering	30	1	2	\$ 15,000	\$ 30,000	5 %	\$ 31,500	5 %	\$ 33,075	5 %	\$ 34,729	5 %	\$ 36,465	5 %	\$ 38,288	5 %	\$ 174,057	\$ 1,872,021	\$ 319,833
Shouldering Gravel/Lift	30	1	2	\$ 19,695	\$ 39,390	5 %	\$ 41,360	5 %	\$ 43,427	5 %	\$ 45,599	5 %	\$ 47,879	5 %	\$ 50,273	5 %	\$ 228,537	\$ 2,037,736	\$ 237,735
Shouldering	10	2	4	\$ 9,847	\$ 39,388	5 %	\$ 41,357	5 %	\$ 43,425	5 %	\$ 45,597	5 %	\$ 47,876	5 %	\$ 50,270	5 %	\$ 228,526	\$ 1,872,021	\$ 319,833
(4) Culvert Replacement				\$ 16,000	\$ 16,000	10 %	\$ 17,600	10 %	\$ 19,360	10 %	\$ 21,296	10 %	\$ 23,426	10 %	\$ 25,768	10 %	\$ 107,450	\$ 1,872,021	\$ 319,833
(2) Wedge Patching				\$ 10,000	\$ 10,000	10 %	\$ 11,000	10 %	\$ 12,100	10 %	\$ 13,310	10 %	\$ 14,641	10 %	\$ 16,105	10 %	\$ 67,156	\$ 1,872,021	\$ 319,833
<b>Total</b>				\$ 656,742	\$ 656,742	0.3 %	\$ 715,410	0.3 %	\$ 779,563	0.3 %	\$ 849,728	0.3 %	\$ 916,735	0.3 %	\$ 986,743	0.3 %	\$ 3,481,335	\$ 2,697,376	\$ 470,481
<b>shortfall</b>				\$ 461,344	\$ 461,344	0.3 %	\$ 462,728	0.3 %	\$ 464,116	0.3 %	\$ 465,509	0.3 %	\$ 466,905	0.3 %	\$ 468,306	0.3 %	\$ 1,872,021	\$ 1,872,021	\$ 319,833

Overage	Saving	Difference
2 years overage (25-26)	\$ 50,305	(\$517,824)
3 years overage (25-27)	\$ 155,762	(\$796,585)
4 years overage (25-28)	\$ 281,947	(\$1,090,230)
5 years overage (25-29)	\$ 470,481	(\$1,400,133)

• Filling Cracks or Spray patching on a 3 year cycle

• 3 options - 1) do nothing, use \$100,000 ARPA funding 2024

2) referendum to increase town levy, to increase road option. August or Nov. resolution approved in June

3) borrow \$ through bank on municipal road  
 • pulverization and sealant, spray patching 12 mi annual  
 • chip sealing 4 mi annual



# POLK COUNTY SUBDIVISION ORDINANCE TOWN BOARD CHECKLIST

(Checklist to be filled out by Town Board)

TO: The Town Board of the Town of Oxelo/a. The Polk County Land Information Department expects to review a subdivision proposed by Lincoln Duncanson assisted by Joseph W. Granberg, consisting of 2 lots (Land Owner) Surveyor (if one has been retained)

or parcels located at the following address: 2416 113th Ave in Section 01 of your Town.

Parcel # 042-00937-0001 If other parcel #(s) affected, please list: \_\_\_\_\_

## Prior to County review, we require the Town Board to answer the following questions:

1. **ROADS.** The Town **WILL ACCEPT** \_\_\_\_\_ **WILL NOT ACCEPT**  ownership of the streets and roads within the proposed subdivision. NOTE: (If some roads are to become town roads and others are to stay private, please indicate this here or on a map.) The following roads will be Town Roads: \_\_\_\_\_ The following roads will be private: \_\_\_\_\_

2. **ROAD STANDARDS.** The standards for right-of-way, design and construction of roads within the subdivision will be minimum town road specifications as called for in the County Subdivision Ordinance. Please check the appropriate statement:

The Town accepts the County minimum road standards, OR  The Town accepts the road with the following requirements (If the Town has other requirements regarding the Town standards for right-of-way width, maximum and minimum grades, width, depth, and type of base material, paving requirements, specifications on shoulders, ditches, culverts, cul-de-sac radius, erosion control, fencing and plating of vegetative cover, etc. **please indicate that here or attach a separate sheet.**):

3. **LAND AND WATER RESOURCES DEPARTMENT REVIEW.** We **DO** \_\_\_\_\_ **DO NOT** \_\_\_\_\_ want the County to send this subdivision to the Polk County Land and Water Resources Department for calculation of watershed-drainage area, sizing of culverts, specification of drainage ways, water detention areas and erosion control features in accord with those calculations and other appropriate technical standards.

## 4. SUITABILITY OF LOTS FOR SEPTIC SYSTEMS:

The County policy is to require all unsewered lots that are intended to have building development to be fully tested for suitability for on-site waste disposal in order to be approved for subdividing. The County will waive this requirement on request of the Town Board. If the Town Board requests a waiver, the County will place a statement on the survey map or plat document warning lot purchasers that the lots have not been tested.

Not all lot purchasers will see this statement and occasionally a lot will turn out not to be suitable. The usual remedy for this situation is a holding tank, which places the Town in a position of responsibility for maintenance of the tank if the owner fails to do so. Town Boards should weigh this possibility in deciding whether to waive soil testing for each lot.

THE TOWN BOARD requests \_\_\_\_\_ does NOT request \_\_\_\_\_ soil testing of the lots in this subdivision.

5. **PARKLAND DEDICATION.** Does the Town want any of the land within the subdivision to be dedicated to the Town for park purposes? YES \_\_\_\_\_ NO \_\_\_\_\_

## 6. FURTHER REVIEW

The completion of this checklist by this Town Board is the only review we require of this subdivision.

We consider this only a preliminary review. The subdivider is obligated to return with the plat or map to this Town Board at a future date for a formal review and decision to approve or disapprove.

DATED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_\_, by The Town Board of the Town of \_\_\_\_\_, Polk County.

\_\_\_\_\_  
(Town Chair)

\_\_\_\_\_  
(Member)

\_\_\_\_\_  
(Member)

OR \_\_\_\_\_  
(Town Clerk)

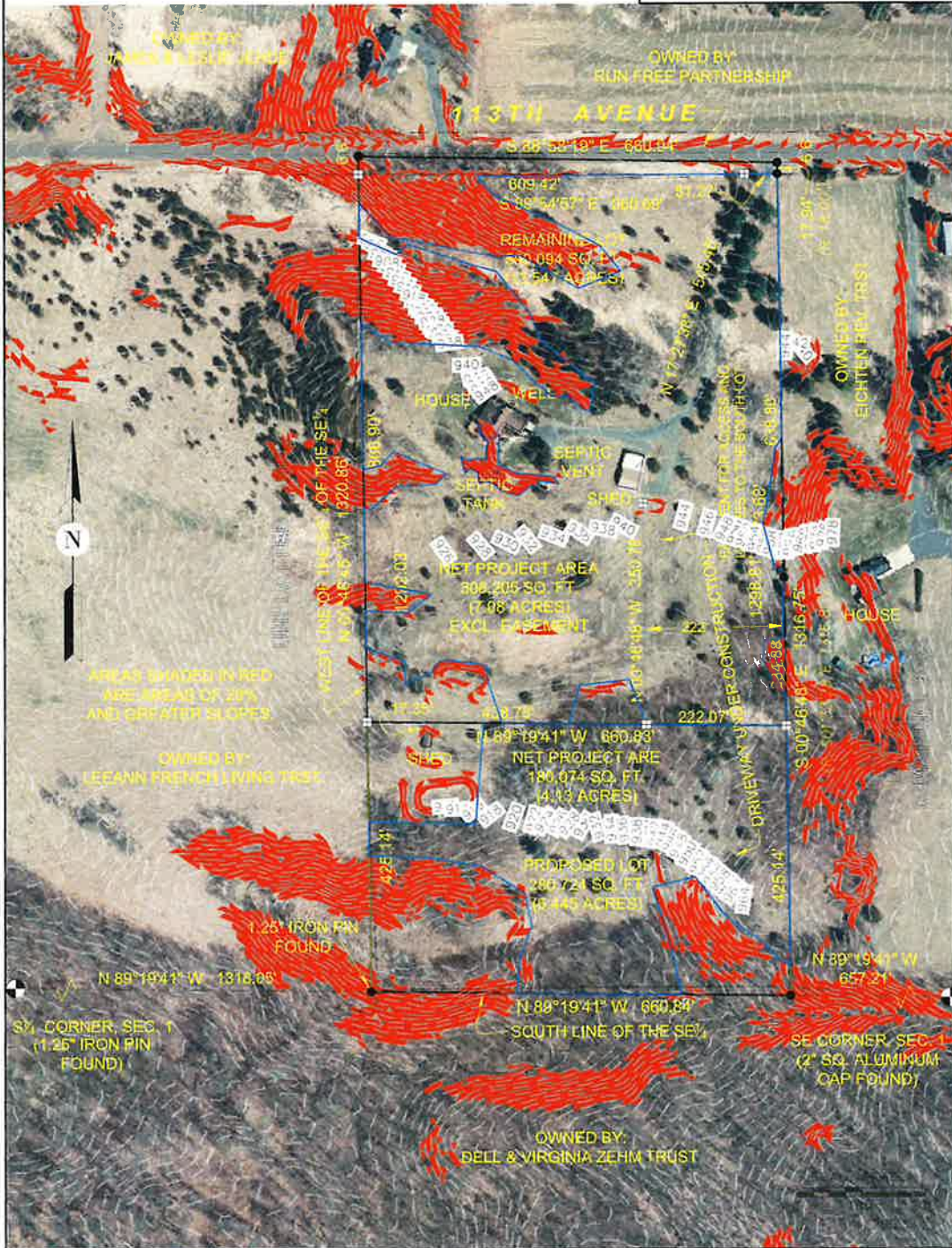
I attest that my signature represents the official position of the Town Board on these checklist questions.

# Line Duncanson Subdivision

## CERTIFIED SURVEY MAP

LOCATED IN PART OF THE SE1/4 OF THE SE1/4 OF SECTION 1  
T33N, R19W, TOWN OF OSCEOLA, POLK COUNTY, WISCONSIN.

BEARINGS REFERENCED TO THE SOUTH LINE OF  
THE SE1/4 OF SECTION 1. LINE BEARS  
N89°19'41"W, POLK COUNTY COORDINATE SYSTEM.



**SURVEYOR:**

JOSEPH GRANBERG  
1428 134TH AVENUE  
NEW RICHMOND, WI 54017

**PREPARED FOR:**

LINCOLN & ELLEN DUNCANSON  
2416 113TH AVENUE  
DRESSER, WI 54009

DRAFTED BY: JWG  
JOB NO. 100-938  
DATE: 04/08/2024  
SHEET 1 OF 2

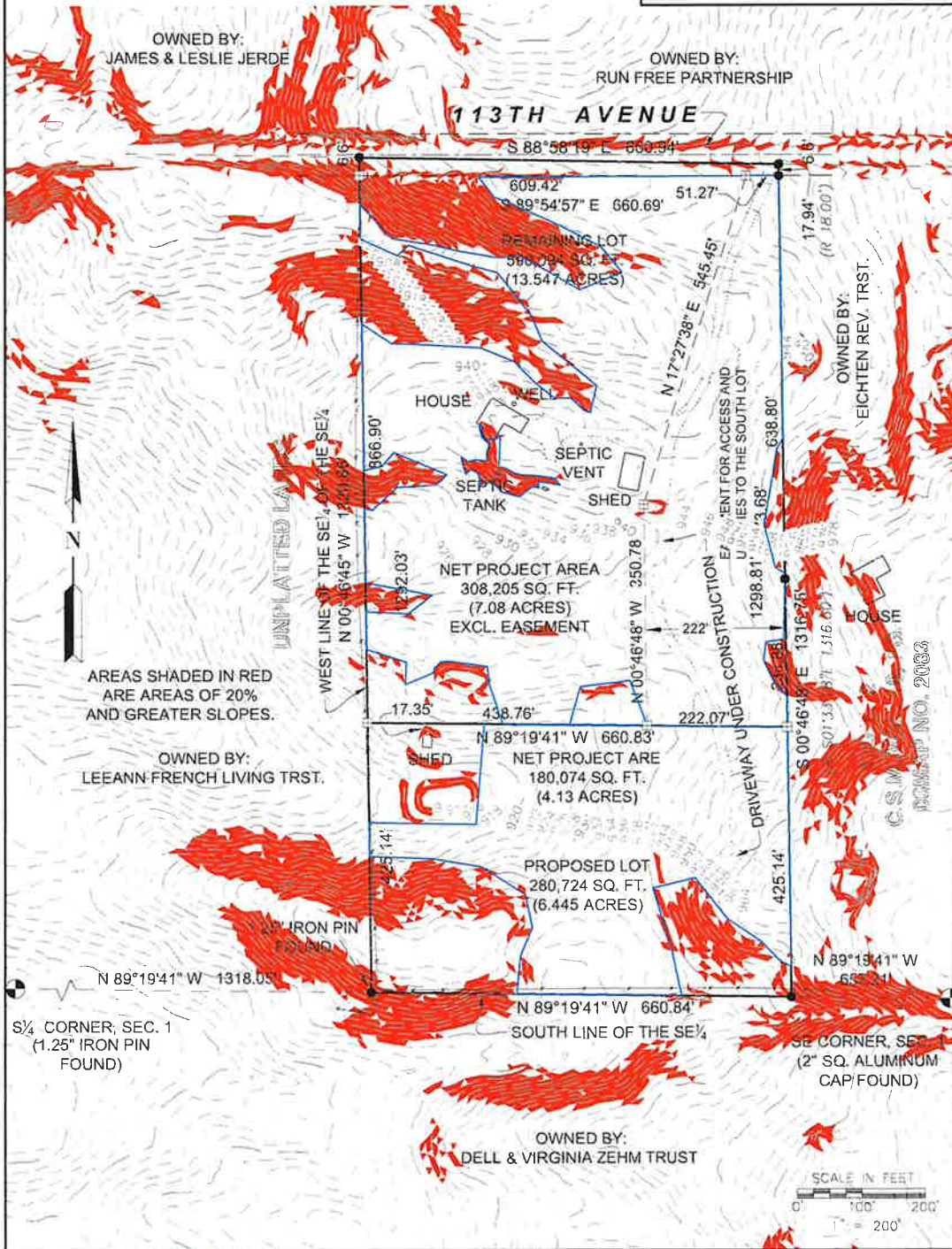


Lincoln Duncanson

# CERTIFIED SURVEY MAP

LOCATED IN PART OF THE SE1/4 OF THE SE1/4 OF SECTION 1 T33N, R19W, TOWN OF OSCEOLA, POLK COUNTY, WISCONSIN.

BEARINGS REFERENCED TO THE SOUTH LINE OF THE SE1/4 OF SECTION 1. LINE BEARS N89°19'41"W, POLK COUNTY COORDINATE SYSTEM.



**SURVEYOR:**

JOSEPH GRANBERG  
1428 134TH AVENUE  
NEW RICHMOND, WI 54007

**PREPARED FOR:**

LINCOLN & ELLEN DUNCANSON  
2416 113TH AVENUE  
DRESSER, WI 54009

DRAFTED BY: JWJ  
JOB NO. 100-938  
DATE: 04/08/2024 SHEET 1 OF 2

21

- Appointment of Designated Supervisor
- Appointment of Designated Alternate
- Community Boards
  - Osceola Ambulance
    - One board member
    - Town residence
  - Allied Emergency Fire
    - Three board members
- Board Committee
  - Finance
    - Two board members
  - Media & Technology
    - Two board members
  - Personnel
    - Two board members
  - Public Works
    - Two board members

**Board of Review  
Notice of Meeting to Adjourn**

**Town of Osceola**

Please take notice that the Town of Osceola Board of Review (BOR) will meet-to-adjourn on June 3, 2024, at 6:20 p.m., Town of Osceola Town Hall, 516 East Ave No, Dresser, WI 54009. The purpose of this meeting is to call the BOR into session during the 45-day period beginning on the 4th Monday of April, pursuant to Wis. Stat. § 70.47(1) and due to the revaluation, the assessment roll will not be completed at this time. The BOR will convene and then promptly adjourn until October, 2024 (date and time to be determined).

Notice is hereby given this 24<sup>th</sup> day of April, 2024 by Dani Pratt, Clerk

# TOWN OF OSCEOLA

**Polk County, Wisconsin**  
www.townofosceola.com

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## Resolution Amending the 2024 Budget Resolution 24-05-01

**WHEREAS**, The Osceola Town Board adopted the 2024 budget on November 13, 2023; and

**WHEREAS**, the year-to-date- budget reports indicate that there are expense accounts that are currently over-budget, and revenue accounts that should be adjusted to reflect this financial report; and

**WHEREAS**, it is financially prudent to amend the 2024 budget accordingly.

### **SO THEREFORE, BE IT RESOLVED BY THE TOWN BOARD OF THE TOWN OF OSCEOLA TO AMEND THE FOLLOWING ACCOUNTS OF THE 2024 BUDGET:**

- The sum of \$3,095.00 is hereby transferred from Reserve for Contingencies to the Town Board Insurance (\$210.00), the Public Works Insurance (\$1,095.00), the Clerk and Treasurer Insurance (\$1,270.00), Public Works Dues and Training (\$130.00), the Audit Services (\$390.00) and the budget of said account be adjusted accordingly.

Adopted this 6<sup>th</sup> day of May 2024, at the Town Board of Supervisors Regular Board Meeting.

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

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

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

\_\_\_\_\_  
Tom Magnafici, Supervisor

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

ATTEST:

\_\_\_\_\_  
Dani Pratt, Clerk

\_\_\_ Voice Vote  
\_\_\_ Roll Call Vote  
\_\_\_ Yeas; \_\_\_ Nays; \_\_\_ Absent/Abstain

**TOWN OF OSCEOLA**  
**EMERGENCY OPERATIONS PLAN**  
**MAY 2024**



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## EMERGENCY TELEPHONE LISTINGS

	Primary	Secondary
<b>Town of Osceola</b>		
Police	<b>911</b>	
Fire	<b>911</b>	
Area Ambulance	<b>911</b>	
Chair Dale Lindh	651-248-3681	
Supervisor Jon Cronick	715-417-0144	
Supervisor Tony Johnson	715-607-1183	
Supervisor Tom Magafici	651-775-9222	
Supervisor Webley Weingarten	715-558-5115	
Clerk Dani Pratt	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	<b>911</b>	715-485-8300
Polk County Emergency Management	<b>911</b>	715-485-9280
Polk County Highway Department	<b>911</b>	715-485-8700
Polk County Human Services Department	<b>911</b>	715-485-8400
Polk County Health Department	<b>911</b>	715-485-8500
Polk County Medical Examiner	<b>911</b>	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 – Aaron Koshatka	715-416-8945	<a href="mailto:Aaron.Koshatka@wisconsin.gov">Aaron.Koshatka@wisconsin.gov</a>
DNR – Warden Captain – Bran Harrenstein	715-216-2304	<a href="mailto:Bryan.Harrenstein@wisconsin.gov">Bryan.Harrenstein@wisconsin.gov</a>
Dept. Natural Resources – Cumberland Office	715-822-3590	
Dept. Natural Resources – Dam Failure Jacob Druffner	715-461-0159	<a href="mailto:Jacob.Druffner@wisconsin.gov">Jacob.Druffner@wisconsin.gov</a>
State Patrol- Northwest Region-Spooner	715-635-2141	715-635-7725 emergency
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-Brent Pickard, Deputy Dir.	715-392-7925	<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>		
Brightspeed	1-833-692-7773	
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 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 – Stephanie Kemen	715-483-2507	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	

## EMERGENCY OPERATIONS CENTER 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>	Tom Magafici	651-775-9222
<b>Town of Osceola Supervisor</b>	Webley Weingarten	715-558-5115
<b>Town of Osceola Clerk</b>	Dani Pratt	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.**

<b>List any agreements you have in force at this time.</b>	

## 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

## 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 notifies 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 meets on an as needed basis or as determined by the Town Board. The Team reviews incidents, changes and new information and makes revisions to 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

---

Tom Magafici  
Town of Osceola Supervisor

---

Webley Weingarten  
Town of Osceola Supervisor

---

Dani Pratt  
Town of Osceola Clerk

---

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 a 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.)

**ATTACHMENT B**  
**MUNICIPAL EMERGENCY MANAGEMENT COORDINATOR**  
**KEY ACTION CHECKLISTS**

The Municipal Emergency Management Coordinator coordinates all components of the emergency management program in Town of Osceola. This includes hazard analysis, preparedness, and mitigation, response and recovery activities for all natural and technological disaster/emergencies. The following tasks represent a checklist of actions this department should consider.

**MUNICIPAL EMERGENCY MANAGEMENT COORDINATOR SHOULD:**

1. Report to the Municipal CP.
2. Ensure that Town of Osceola officials and Polk County Emergency Management Coordinator have been notified, key facilities warned, sirens activated, etc.
3. Activate the Municipal EOC when requested/required. Make sure that it is fully operational and that EOC staff have reported/are reporting to it.
4. Obtain initial Uniform Disaster Situation Report (UDSR) and other relevant information. Relay this information to the Town of Osceola Chair and to the Polk County Emergency Management Coordinator.
5. Conduct regular briefings of EOC staff as to the status of the situation.
6. Evaluate available resources, including personnel, by checking with EOC Staff. If deficiencies exist, take action to obtain the needed resources.
7. Ensure that Town Officials and emergency response agencies have begun to keep separate and accurate records of disaster-related expenditures.
8. Establish communications with the county EOC if activated or the county emergency management office. The communications equipment available is telephones, texts, emails, radios, etc.

**ATTACHMENT C  
TOWN OF OSCEOLA CLERK/ASSESSOR/TREASURER  
KEY ACTION CHECKLISTS**

The Town of Osceola Clerk/Assessor/Treasurer is responsible for assisting the Town of Osceola Chair with assigned activities in the Town of Osceola. The following tasks represent a checklist of actions this department should consider in an emergency or disaster situation.

**TOWN OF OSCEOLA CLERK/ASSESSOR/TREASURER SHOULD:**

1. Report to the Town of Osceola EOC or CP.
2. Issues directives as to travel restrictions on local roads and recommends protective actions if necessary.
3. Prepare a local state of emergency declaration for the Town Chair to sign.
4. Maintain records indicating Town expenses incurred due to the disaster.
5. Assist in the damage assessment process by:
  - a. Providing information regarding the dollar value of property damaged as a result of the disaster.
  - b. Providing information (name, telephone number, etc.) regarding the owners of property that has been damaged or destroyed as a result of the disaster.
6. Delegate authority to department directors to permit acquisition of equipment and supplies needed following a disaster.
7. Assign department directors account numbers to which emergency expenditures may be charged.
8. As Public Information Officer (PIO) function as the sole point of contact for the news media and public officials.
9. Maintain liaison with the EOC and CP in order to stay abreast of situation.
10. Establish news media briefing room and brief the media at periodic intervals.
11. If the situation escalates and the county EOC is activated, coordinate with the County PIO to prepare news releases.
12. Conduct press tours of disaster areas within the municipality as the situation stabilizes.
13. Assist the county in establishing a Joint Public Information Center.
14. Assist the county with establishing a Rumor Control Center.
15. Issue protective action recommendations or public service advisories as directed by the Town Chair.

**ATTACHMENT D  
WARNING/COMMUNICATIONS  
KEY ACTION CHECKLISTS**

The Warning and Communications function is responsible for warning and communications in the Town of Osceola. The following tasks represent a checklist of actions this function should consider in an emergency or disaster situation.

The Polk County Sheriff's Department Dispatch and Polk County Sheriff's Department are responsible for warning and communications activities in the Town of Osceola. The following tasks represent a checklist of actions this department should consider in an emergency or disaster situation.

1. Warn the following:
  - a. Town of Osceola Chair
  - b. Polk County Emergency Management Coordinator
  - c. Town of Osceola Municipal Emergency Management Coordinator (if applicable)
  - d. Special Facilities (see listing of special facilities)
  - e. Hospital
  - f. Schools
  - g. Nursing Homes
  - h. Senior Housing
  - i. Day Care Centers
2. Ensure all agencies represented in the municipal EOC have communications both to their staff at their department offices and their staff at the incident site. This equipment consists of telephones, cell phones, R.A.C.E.S., pagers.
3. Activate public warning system. This may consist of sirens, door-to-door, telephone fan out. Develop assignment on how alert, watch and warning would be handled prior to a disaster or emergency situation.
4. Establish communications with Command Post if established.

## **ATTACHMENT E LAW ENFORCEMENT KEY ACTION CHECKLISTS**

The Polk County Sheriff's Department is responsible for law enforcement activities in the Town of Osceola. The following tasks represent a checklist of actions this department should consider in an emergency or disaster situation.

1. Establish a staging area in the municipality; designate a CP; and establish initial command until relieved.
2. Ensure that an adequate number of law enforcement staff has been notified and that they report as situation directs.
3. Direct the designated law enforcement representative to report to the Municipal CP or EOC.
4. Secure the affected area and perform traffic and crowd control.
5. Participate in warning the public in the immediate vicinity as situation warrants.
6. Coordinate evacuation efforts.
7. Determine scope of incident as to immediate casualties/destruction and whether the incident has the potential to expand and escalate.
8. Direct officer(s) to close off the damage site area and to stop all in-bound traffic. Set up an emergency pass system.
9. Report above information to appropriate law enforcement agencies.
10. Keep records of all overtime hours, extra manpower hours used, plus all equipment and mileage. Also, all additional supplies and costs to your department.

Other responsibilities may include:

- Enforce curfew restrictions in the affected area.
- Coordinate the removal of vehicles blocking evacuation or other response activities.
- As necessary, shelter in-place or evacuate prisoners as may be appropriate from the affected area.
- Assist the medical examiner with mortuary services.
- Assist with search and rescue activities.
- If the County EOC is activated, establish and maintain contact with the person representing law enforcement.
- Try to anticipate your department's needs for manpower and equipment 24-hours in advance. If additional assistance is needed, utilize mutual aid agreements with other law enforcement agencies.

**ATTACHMENT F  
HUMAN SERVICES  
KEY ACTION CHECKLIST**

Polk County Department of Human Services personnel will serve as the Human Services Coordinator in the Town of Osceola and is responsible for human services activities in the Town of Osceola. The following tasks represent a checklist of actions this person must consider in an emergency or disaster situation.

1. Coordinate activities of agencies/departments, which provide human services type services as Identified in County EOP.
2. Report to the emergency operations center.
3. Coordinate with Red Cross in opening and managing shelters in the municipality.
4. Ensure canteen is set up to feed emergency workers in the municipality.
5. Work with Red Cross/Salvation Army in providing food and clothing to disaster victims. Provide emergency assistance to persons with special needs.
6. Provide necessary outreach services to citizens affected by emergency or disaster.
7. Distribute emergency literature to disaster victims giving instructions and assistance pertaining to their immediate needs.
8. Provide psychological counseling and crisis intervention to disaster victims.
9. If County EOC is activated, establish and maintain contact with the person representing Human Services.
10. Maintain records of all personnel overtime, mileage and all other expenditures.



**ATTACHMENT G  
DEPARTMENT OF PUBLIC WORKS  
KEY ACTION CHECKLISTS**

The Department of Public Works personnel are responsible for maintenance activities in the Town of Osceola. The following tasks represent a checklist of actions this department should consider in an emergency or disaster situation.

1. Ensure that maintenance personnel have been alerted and that they report as the situation directs.
2. Report to the Municipal Command Post.
3. Review the disaster situation with field personnel and report situation to the Municipal Emergency Management Coordinator.
4. Maintain transportation routes.
5. If necessary, coordinate flood fighting activities, including sandbagging, emergency diking, and pumping operations.
6. Coordinate with Law Enforcement travel restrictions/road closures within the municipality.
7. Provide emergency generators.
8. Assist with traffic control and access to the affected area.
9. Assist with urban search and rescue activities as may be requested.
10. Assist private utilities with the shutdown of gas and electric services.
11. As necessary, establish a staging area for public works.
12. Report public facility damage information to the Town of Osceola.
13. If the County EOC is activated, establish and maintain contact with the County Highway Commissioner.
14. Keep records of overtime hours, extra manpower hours, all supplies used including mileage and fuel, plus any mutual aid equipment and manpower needed in the response and recovery process.

**ATTACHMENT H  
PUBLIC HEALTH SERVICES/EMERGENCY MEDICAL SERVICES  
KEY ACTION CHECKLISTS**

Osceola Area Ambulance Service will serve as the Emergency Medical Services Liaison in the Town of Osceola and is responsible for emergency medical services activities in the Town of Osceola. The Polk County Health Department is responsible for public health activities in the Town of Osceola. They will coordinate health services activities with a representative from Town. The following tasks represent a checklist of actions this person should consider in an emergency or disaster situation.

**Emergency Medical Services**

1. Assist in evacuating nursing homes, hospitals, and other medical facilities as needed.
2. Coordinate emergency medical care to victims (hospitals and ambulances).
3. Establish a triage area for victims.
4. Coordinate medical transportation for victims.
5. Establish a staging area in the municipality.
6. Maintain close accounting of all expenditures utilized over and above normal operating costs, paying particular attention to overtime salaries.

Other responsibilities may include:

- If additional assistance is necessary, utilize mutual aid agreements and/or contracts with other Ambulance Services.

**Public Health**

1. Assure public health needs of disaster victims are met.
2. Assume primary operational control for health-related emergencies such as pollution, contaminations, diseases and epidemics.
3. Maintain close accounting of all expenditures utilized over and above normal operating costs, paying particular attention to overtime salaries.

## **ATTACHMENT I FIRE SERVICES KEY ACTION CHECKLISTS**

The Allied Emergency Services is responsible for fire services activities in the Town of Osceola. The following tasks represent a checklist of actions this department should consider in an emergency or disaster situation.

1. Respond to Fire Hall, CP or as directed by on-scene personnel.
2. Assist Law Enforcement in warning the affected population.
3. Rescue injured/trapped persons.
4. Protect critical facilities and resources.
5. Designate a person to record the arrival and deployment of emergency personnel and equipment.
6. Assist Law Enforcement with evacuation, if needed.
7. Assist the municipal public works department and utilities with shutting down gas and electric services, if necessary.
8. Overtime salaries and equipment costs including mileage and supplies used through both your department and any mutual aid assistance should be closely monitored and recorded for possible grant assistance.

Other responsibilities may include:

- Assist with traffic control.
- Assist with debris clearance.
- If necessary, coordinate flood fighting activities, including sandbagging, emergency diking, and pumping operations.
- Coordinate with Law Enforcement travel restrictions/road closures within the municipality.
- Provide emergency generators.
- If the County EOC is activated, establish and maintain contact with the person representing fire services.
- If the Regional Hazardous Materials Team is needed for a Level A response, contact Polk County Emergency Management to request assistance through the WEM Duty Officer. If additional assistance is necessary, utilize mutual aid agreements and/or contracts with other fire departments.

## **ATTACHMENT J DAMAGE ASSESSMENT KEY ACTION CHECKLISTS**

The Municipal Emergency Management Coordinator in cooperation with the Polk County Emergency Management Coordinator will be responsible for damage assessment activities in the Town of Osceola. The following tasks represent a checklist of actions this department should consider in an emergency or disaster situation.

1. Report to the Municipal EOC or Command Post.
2. Record initial information from first responders such as law enforcement, public works, ambulance service, or fire services.
3. Coordinate with incident commander and head of activated agencies to assess extent of public damage and individual damage.
  - a. Within first 2-3 hours: Complete preliminary UDSR:
    - i. Number of fatalities.
    - ii. Number of critical/minor injuries.
    - iii. Number of home/businesses damaged/destroyed.
    - iv. Number of power/telephone lines, poles damaged.
    - v. Number of public facilities such as highways, roads, bridges, etc. damaged.
    - vi. Number of people who are homeless or in shelters.
  - b. Within 8 hours:
    - i. Recount items 1-6 above.
    - ii. Complete another UDSR, estimating public and private damage.
    - iii. Videotape and/or take photos of major damage.
  - c. Within 24 hours:
    - i. Update items 1-6 above.
    - ii. Complete updated UDSR.
4. Provide damage assessment information to the appropriate Town officials and county emergency management director to assist in the preparation of the UDSR.
5. If the situation warrants, assist the Town Chair with the preparation of a local state of emergency declaration and forward it to the Polk County Municipal Emergency Management Coordinator.
6. Plot damage assessment information on status boards in the municipal EOC and locate damaged sites on a map.
7. Record all expenditures for municipal personnel, equipment, supplies, services, etc., and track resources being used.
8. Prepare reports for the municipal Public Information Officer.

OTHER POSSIBLE ATTACHMENTS YOU MIGHT WANT TO  
CONSIDER INCLUDING IN YOUR MUNICIPAL PLAN

X	LIST OF FREQUENCIES (local, state and federal agencies)
X	SHELTER LIST AND/OR MAPS
X	LIST OF SARA FACILITIES AND CHEMICALS PRESENT
	EQUIPMENT/PERSONNEL RESOURCE LIST
X	COMMUNITY MAP
	DEBRIS DISPOSAL SITE LOCATIONS
	DAMAGE ASSESSMENT TEAM CALL LIST
X	SAMPLE DISASTER DECLARATION
X	SOP ON REQUESTING GUARD ASSISTANCE
	PERSONNEL ROSTER (INCLUDING HOME TELEPHONE NUMBERS)
	MUTUAL AID AGREEMENTS
	LIST CLEAN-UP CONTRACTORS
X	COPY OF COUNTY'S BASIC PLAN AND ANNEX A
	ESTABLISH A PASS SYSTEM
	FISCAL AND ADMINISTRATIVE PROCEDURES & RECORDS
	OTHER SITUATIONS THAT MAY BE UNIQUE TO YOUR JURISDICTION

X = A copy of these documents will be provided by Polk County Emergency Management upon request