

# 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
6. Acceptance of Proposed Agenda
7. Approval of Minutes of Previous Meetings: 4/08/2024 Regular Town Bd. Mtg. *pp 1-5*
8. Public Comment
9. Public Works Report *p 6*
10. Treasurer's Report *pp 7a-7*
11. Clerk's Report *p 8*
12. Old Business
  - a) Consider Nuisance Properties *pp 9-17*
  - b) Consider Road Refinancing Options *p 18*
  - 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
13. New Business
  - a) Consider Appointment of Treasurer to 3 year term
  - b) Consider Subdivision Request of Lincoln Duncanson Property *pp 19-21*
  - c) Consider Appointments of Designated Supervisor and Designated Alternate *p 22*
  - 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 *p 23*
  - f) Consider Resolution to Approve Budget Amendments *p 24*
  - g) Consider Updated Emergency Operations Plan *pp 25-47*
  - h) Consider AEC/Haas Quarry Subdivision Re-Zoning Request *pp 48-67*
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**  
**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

**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:** I know that I was overwhelmed by the amount of communication I was receiving from the WEC, and unfortunately did NOT pay enough attention to what you sent out, so then some items I printed out were generic and not for Polk county, or I printed out too much and item got misplaced in the shuffle of the day.

I know that I was overwhelmed by the amount of communication I was receiving from the WEC, and unfortunately did NOT pay enough attention to what you sent out, so then some items I printed out were generic and not for Polk county, or I printed out too much and item got misplaced in the shuffle of the day.

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
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

## HIGHLIGHTS OF CLERK ACTIVITIES DONE THIS MONTH:

**April:**

<b>TASKS</b>		<b>#</b>	<b>FURTHER COMMENTS</b>
<b>Ordinances/</b>		0	
<b>Resolutions</b>		1	
<b>Meetings</b>		3	4/08/2024 Regular Town Bd. Mtg. 4/16/2024 Annual Meeting 4/24/2024 PC Meeting
<b>Public Records Requests</b>		2	
<b>Ads</b>			
<b>Town's Web Page (and Town Facebook site)</b>			Updates as needed.
<b>Public Walk-in/calls</b>			Various dog tags, dog complaints, voter registrations, burn permits( we have 92 YTD) , building permits(17) , etc.
<b>Training</b>			WI DOR Training for updated Alcohol and tobacco applications for the 24/25 year
<b>Elections</b>			
<b>Other</b>			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.



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





# POLK COUNTY SUBDIVISION ORDINANCE TOWN BOARD CHECKLIST

(Checklist to be filled out by Town Board)

TO: The Town Board of the Town of Osceola, 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 \_\_\_\_\_, I attest that my signature represents the official position of the Town Board on these (Town Clerk) checklist questions.

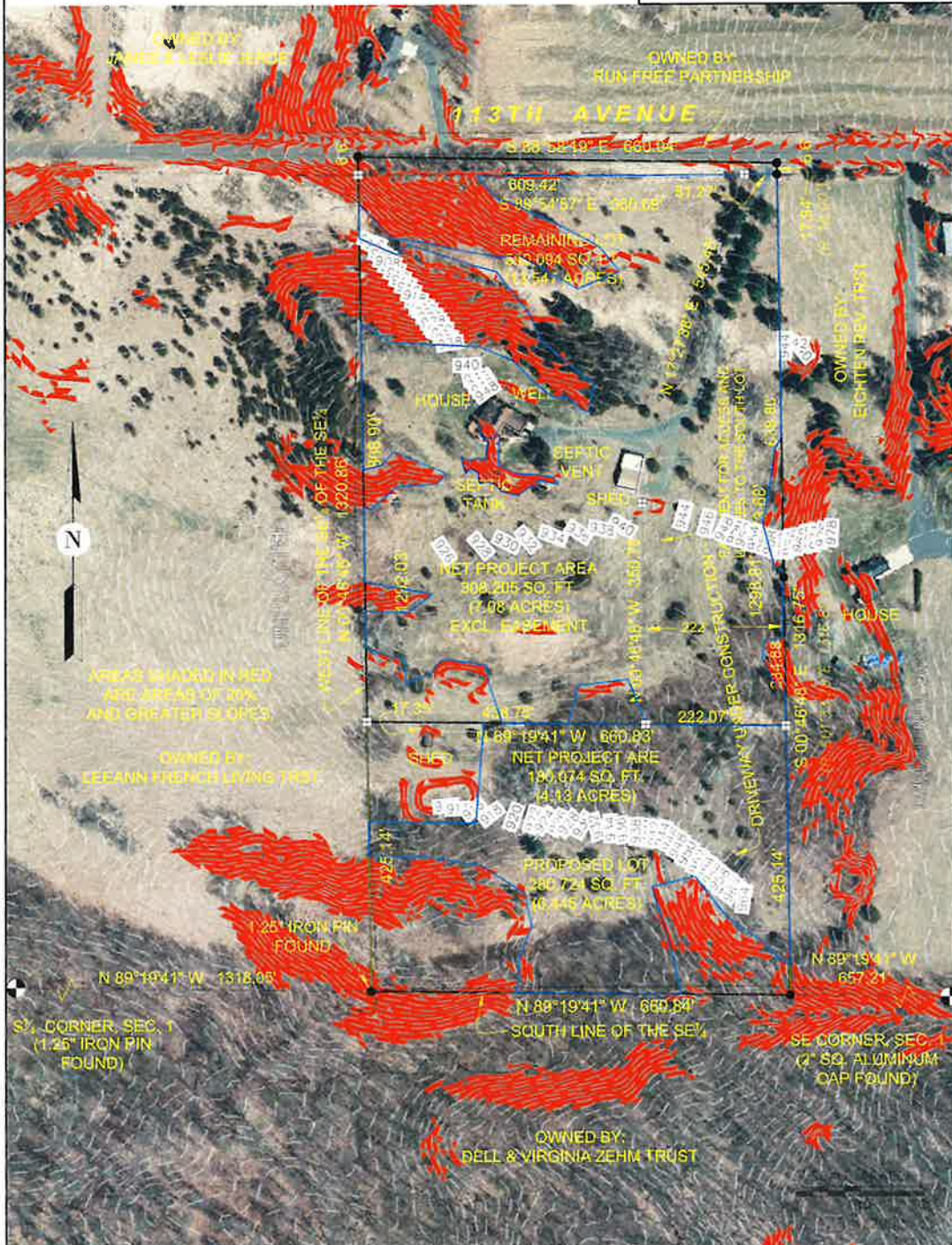


# Line Duncanson Subdivision

## 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: JWC  
JOB NO. 100-938  
DATE: 04/08/2024

SHEET  
1 OF 2

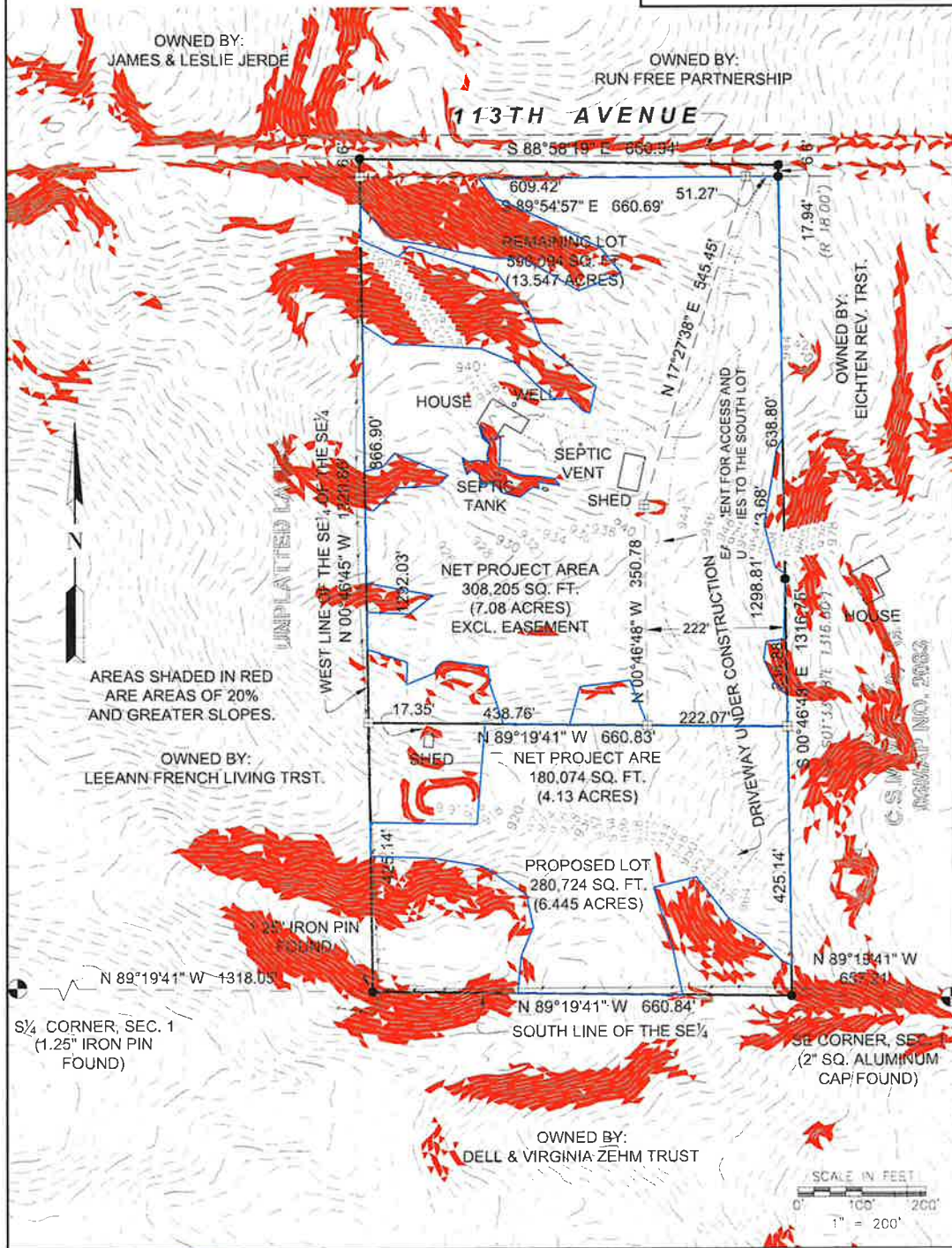


Lincoln Duncanson

# 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  
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N89°19'41"W, POLK COUNTY COORDINATE SYSTEM.



**SURVEYOR:**

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**PREPARED FOR:**

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

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

- 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**  
**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>	<b>Ed Everson</b>	<b>763-354-6831</b>
<b>Town of Osceola Assessor</b>	<b>Gene Johnson Appraisal Services</b>	<b>715-834-1361</b>
<b>Town of Osceola Building Inspector</b>	<b>Ben Campbell West WI Inspection Agency LLC</b>	<b>715-556-3136</b>
<b>Town of Osceola Animal Control Officer</b>	<b>Darel Hall</b>	<b>715-377-5141</b>

**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

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Tom Magafici  
Town of Osceola Supervisor

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Webley Weingarten  
Town of Osceola Supervisor

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Dani Pratt  
Town of Osceola Clerk

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Jan Carlson  
Town of Osceola Treasurer

---

Todd Raddatz  
Town of Osceola Public Works Supervisor

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

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

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

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

- 1) Ensure that the Municipal Emergency Management Coordinator or designated person has activated / is activating the Emergency Operations Center (EOC) as required.
- 2) Report to the EOC / CP.
- 3) Ensure that the Municipal Emergency Management Coordinator or designated person provides an initial damage assessment and casualty report.
- 4) Ensure that the Municipal Emergency Management Coordinator and Incident Commander brief the EOC staff as to the status of the disaster.
- 5) Declare 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



Advanced Engineering Concepts  
1360 International Drive  
Eau Claire, WI 54701  
Office 715.552.0330  
www.aec.engineering

## Project Memo

**To:** Jeremy Utke – Plan Commission Chair; Dale Lindh – Town Board Chair

**From:** Sean P. Bohan, P.E.

**CC:** Dani Pratt – Town Clerk; Jordan Crusing - AEC

**Date:** 4/5/2024

**Re:** Haas Sons Property Rezone – 90<sup>th</sup> Ave., Town of Osceola, WI

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Haas Sons is proposing to rezone their current non-metallic mine site located west of the intersection of 90<sup>th</sup> Ave. and 210<sup>th</sup> St in the Town of Osceola. Currently the site is shown on the County mapping as RA-5; the owners would like to rezone to R-1 for the future construction of a residential subdivision. The site is 25.1-acres and is bordered by 90<sup>th</sup> Avenue and residential property in the south, residential and forest lands in the west, forest/mine site in the north, and to forest/residential in the east. Lands that surround the site are zoned RA-5 and Natural Resource (south of 90<sup>th</sup> Ave.).

The proposed rezone would allow the owners to create a subdivision allowing for a density of 1-acre lots as opposed to the current zoning which would allow for 5-acre density. It should be known that approximately 2/3rds of the lands around Lotus Lake have been subdivided with parcels ranging from 1-2-acres. This proposed rezone/future subdivision would fit within the surrounding area/neighborhood.

We have included supplemental information with this rezone request, of which a conceptual subdivision layout is included. This layout should be viewed only conceptually as there is additional information that will need to be gathered prior to a submittal for a Preliminary Plat. This information includes, but is not limited to, boundary and topographic survey, soil logs for drainfield/septic design, environmental surveys, i.e. wetlands/steep slopes, well data of surrounding neighbors, and soil borings/groundwater depths.

The process for the rezone request/approval involves a recommendation from the Town Planning Commission to the Town Board. If the Town Board approves this rezone request, then the application would go to Polk County where a "Public Hearing" would be conducted by the Environmental Services Committee. This Committee would then make a recommendation to the County Board who would then vote on the zoning change. Should the zoning be granted, this project would then start the platting process following both the Town's Chapter 18 Subdivision and Platting Ordinance in addition to the County's Subdivision Ordinance.



East Lake Cou

LOTUS LAKE

90TH AVENUE



**PROJECT DEVELOPER/LAND OWNER:**  
 HAAS SONS PROPERTIES, LLC  
 1111 DORRIS STREET  
 THORP, WI 54771  
 EMAIL: dorris@haas4.com

**PROJECT ENGINEER:**  
 ADVANCED ENGINEERING CONCEPTS  
 ATTN: SEAN BOHAK, P.E.  
 1360 INTERNATIONAL DRIVE  
 EAU CLAIRE, WI 54701  
 PHONE: 715.552.0330  
 EMAIL: sbohak@aec.engineering

NO.	DATE	REVISIONS	DRAFTED BY	DESIGN BY	CHECKED	PROJ. NO. 24097	 ADVANCED ENGINEERING CONCEPTS 1360 INTERNATIONAL DR EAU CLAIRE, WI 54701 PH: 715-552-0330 www.aec-engineering.com COPYRIGHT 2024 AEC LLC	TOWN OF OSCEOLA SUBDIVISION HAAS SONS PROPERTIES, LLC 90TH AVENUE TOWN OF OSCEOLA, WI	DWG NAME 24097-01 SHEET 1 OF 1 DATE 02/2024
								CONCEPTUAL SUBDIVISION PLAT	

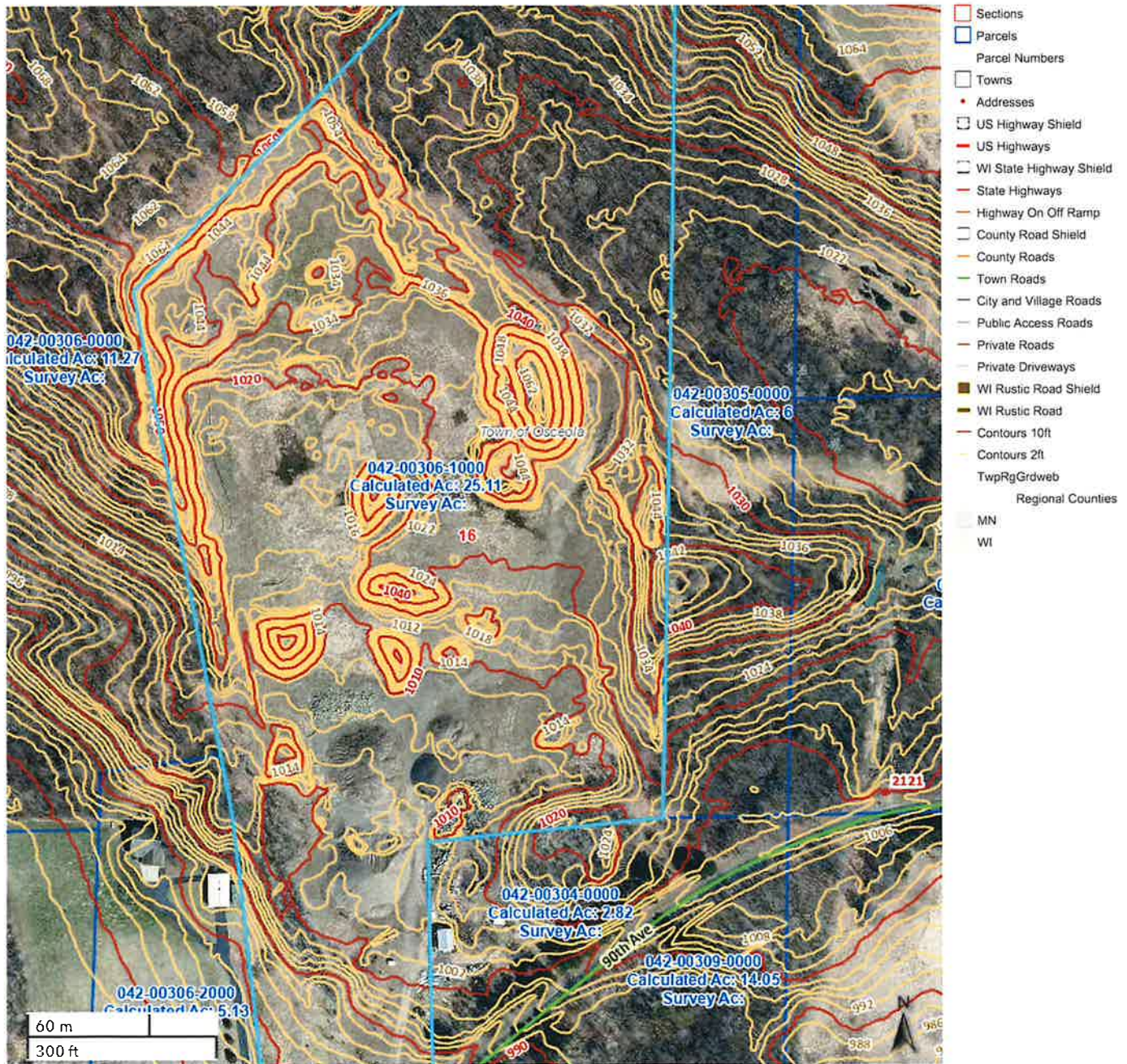








# Polk County, WI



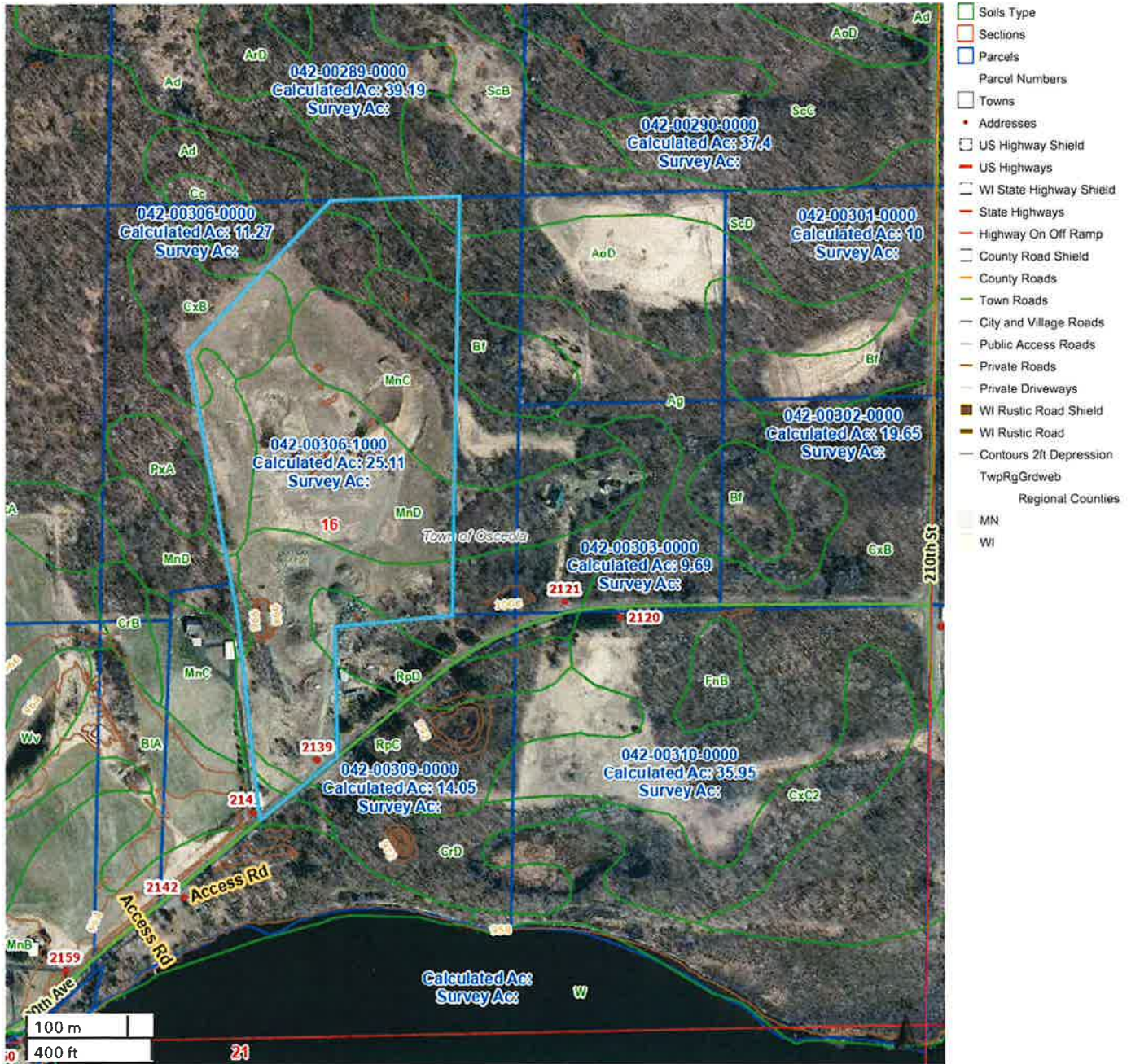
The Polk County, WI Geographic Information Web Server provides online access to geographic and assessment record info currently maintained by Polk County, WI for individual parcels of property. The maps and data are for illustration purposes and may not be suitable for site-specific decision-making. Information found within should not be used for making financial or other commitments. Polk County, WI provides this information with the understanding that it is not guaranteed to be accurate.

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Polk County, WI



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RECLAMATION PLAN

NAME: Haros Jones Inc  
ADDRESS: 203 E Birch St  
PHONE NUMBER: (715) 669 5469  
SITE LOCATION: 90<sup>th</sup> at Osceola Township  
TOTAL AREA OF MINE: approx 10 acres

PLAN REQUIREMENTS Section 13.00 Polk County Non-Metallic Mining Reclamation Ordinance (NMMRO).

1. Maps of the non-metallic mining site including the general location, property boundaries, the area, extent, geologic composition and depth of the non-metallic mineral deposit, the distribution, thickness and type of topsoil, the approximate elevation of ground water, the location of surface waters and the existing drainage patterns. (NMMRO Section 13.10(2(a))).

Map of site: See attached sheet labeled A.

Map of geologic composition and depth: See attached sheet labeled A1.

Distribution of topsoil: there will be dirt around all boundaries of pit (site)

Thickness and type of topsoil: approx 2" ? this is a wooded area

Approximate elevation of groundwater: approx 990

Location of surface waters and existing drainage patterns: See attached sheet labeled A.

2. Information available to the mine operator on biological resources, plant communities, and wildlife use at and adjacent to the proposed or operating mine site. (NMMRO section 13(2(b))).

Do a site analysis of plant communities and wildlife in and around mine site. Make sure to determine whether or not threatened or endangered species inhabit the site.

completely wooded very little pasture or grass field. Seen deer and little animals

there is very little top soil on this site

3. Existing topography as shown on contour maps of the site at five feet, unless the Polk County Land and Water Resources Department requests greater detail or requirements of a Conditional Use Permit. (NMMRO section 13(2(c))).

Map of site: See attached sheet labeled B.

4. Location of manmade features on or near the site. (NMMRO section 13(2(d))).  
Show the location of buildings, towers, manmade berms, etc. on a plan view drawing.

Map of site: See attached sheet labeled A. Sediment Basin out Fall



5. For existing mines, a plan view drawing showing the location and extent of land previously affected by non-metallic mining, including the location of stockpiles, wash ponds and sediment basins. (NMMRO section 13(2(e))).

Show all erosion control practices on site map.

Map of site: See attached sheet labeled C also see A for dirt piles

6. The reclamation plan shall specify a proposed post-mining land use for the non-metallic mine site. The proposed post-mining land use shall be consistent with local land use plans and local zoning at the time the plan is submitted, unless a change to the land use plan or zoning is proposed. The proposed post-mining land use shall also be consistent with all applicable local, state, or federal laws in effect at the time the plan is submitted. (NMMRO section 13(3(a))).

Proposed post-mining land use for the non-metallic mine site must take into account current land use and land use needs at the time mining is completed.

Survey the surrounding area to determine what is the foreseeable land use for the area.

The land will be used for a building site or sites.

7. Land used for non-metallic mineral extraction in areas zoned under an exclusive agricultural use ordinance pursuant to s. 91.75, Stats., shall be restored to agricultural use. (NMMRO section 13(3(b))).

Check the deed and with the governing township to determine if the property is zoned under exclusive agriculture or in the Farmland Preservation Program.

Zoned Exclusive Agriculture (circle one):

YES

NO

Farmland Preservation Program (circle one):

YES

NO

8. A description of the proposed earthwork and reclamation, including final slope angles, high wall reduction, benching, terracing and other structural slope stabilization measures. (NMMRO section 13(4(a))).

Final reclaimed slopes covered by topsoil or topsoil substitute material may not be steeper than a 3:1 horizontal to vertical incline unless alternative requirements are approved under s. 18 (NMMRO), and stable slopes can be demonstrated based on site-specific engineering analysis. (NMMRO 11(5(b))).

The side slopes will be 3:1 or greater and seeded, the pit floor will have a road approx in the middle of the finished site for future building sites.

9. The methods of topsoil or topsoil substitute material removal, storage, stabilization and conservation that will be used during reclamation. (NMMRO section 13 (4(b))).

Describe where topsoil and subsoil will be stripped, placed, and stabilized.

Describe erosion control practices that will be used while soils are not stable.

The Wisconsin Construction Site Handbook is recommended for determining adequate erosion control practices for the site.

topsoil will be piled on the outer  
perimeters of the pit site. they are already  
stable with grass. the piles that aren't  
stable will have silt fence around them

10. A plan or map which shows anticipated topography of the reclaimed site and any water impoundments or artificial lakes needed to support the anticipated future land use of the site. (NMMRO section 13(4(c))).

Map of site: See attached sheet labeled D.

11. A plan or map which shows surface structures, roads and related facilities after the cessation of mining. (NMMRO section 13(4(d))).

Map of site: See attached sheet labeled D.

12. The estimated cost of reclamation for each stage of the project or the entire site if reclamation staging is not planned. (NMMRO section 13(4(e))).

YEAR	Number of Acres	Per Acre Cost of Reclamation	Total Cost per year
2015	10	\$6000.00	

Total: \$6,000.00

13. A revegetation plan shall include timing and methods of seed bed preparation, rates and kinds of soil amendments, seed application timing, methods and rates, mulching, netting and any other techniques needed to accomplish soil and slope stabilization. (NMMRO section 13(4(f))).

Revegetation using a variety of plants indigenous (native) to the area is favored. (NMMRO 11(8(e))).  
The NRCS, Critical Area Planting Standard (Std. 342) is recommended for depth of topsoil, seedbed preparation, methods and rates.  
The NRCS, Mulching Standard (Std. 484) is recommended for mulching.

seed will be put on and mulched with  
 Hay or straw, this will be done on the  
 slopes the floor will be restored in the areas  
 not used for stockpiles.

see attachment #1

14. Quantifiable standards for revegetation adequate to show that a sustainable stand of vegetation has been established which will support the approved post-mining land use. Standards for revegetation may be based on the percent vegetative cover, productivity, plant density, diversity, or other applicable measures. (NMMRO section 13(4(g))).

Percent vegetative cover, productivity, plant density, diversity, or other applicable measures should be based on preventing erosion.

seeding will be done at 100 lbs per Acre  
this was taken out of the Bluebook DOT standards

15. A plan and a narrative showing erosion control measures to be employed during reclamation activities. These shall address how reclamation activities will be conducted to minimize erosion and pollution of surface and groundwater. (NMMRO section 13(4(h))).

The Wisconsin Construction Site Handbook is recommended for determining adequate erosion control practices for the site.

Map of site: See attached sheet labeled \_\_\_\_\_.

in areas where the banks erode as stable  
we will use silt fence or straw bails  
to prevent washing. Slopes will be covered  
and mulched heathes also in those areas.



16. A description of any areas which will be reclaimed on an interim basis sufficient to qualify for the waiver of fees, Wisconsin Administrative Code, and release of financial assurance and which will be subsequently disturbed prior to final reclamation. Descriptions shall include an identification of the proposed areas involved, methods of reclamation to comply with the standards in Part II and timing of interim and final reclamation, as authorized by s. NR 135.41(12), Wisc. (NMMRO section 13(4(i))).  
A map can be used to show location.

The north area will be finished first its not a very big area once we need most of the pit floor for piling and setting the crushing plant

17. A plan, and if necessary, a narrative showing Best Management Practices to be employed before and during non-metallic mine operation. These shall address how to minimize erosion and pollution of the surface and groundwater resources. (NMMRO section 13(4(j))).  
Recommend using the Wisconsin Construction Site Handbook for determining adequate erosion control practices for the site.  
A map can be used to show location.

there is a sediment basin where everything will drain to to prevent any washing or eroding material to leave the site during operation of the pit, the slopes and banks will be leveled off as gentle as possible during operation to prevent erosion





A



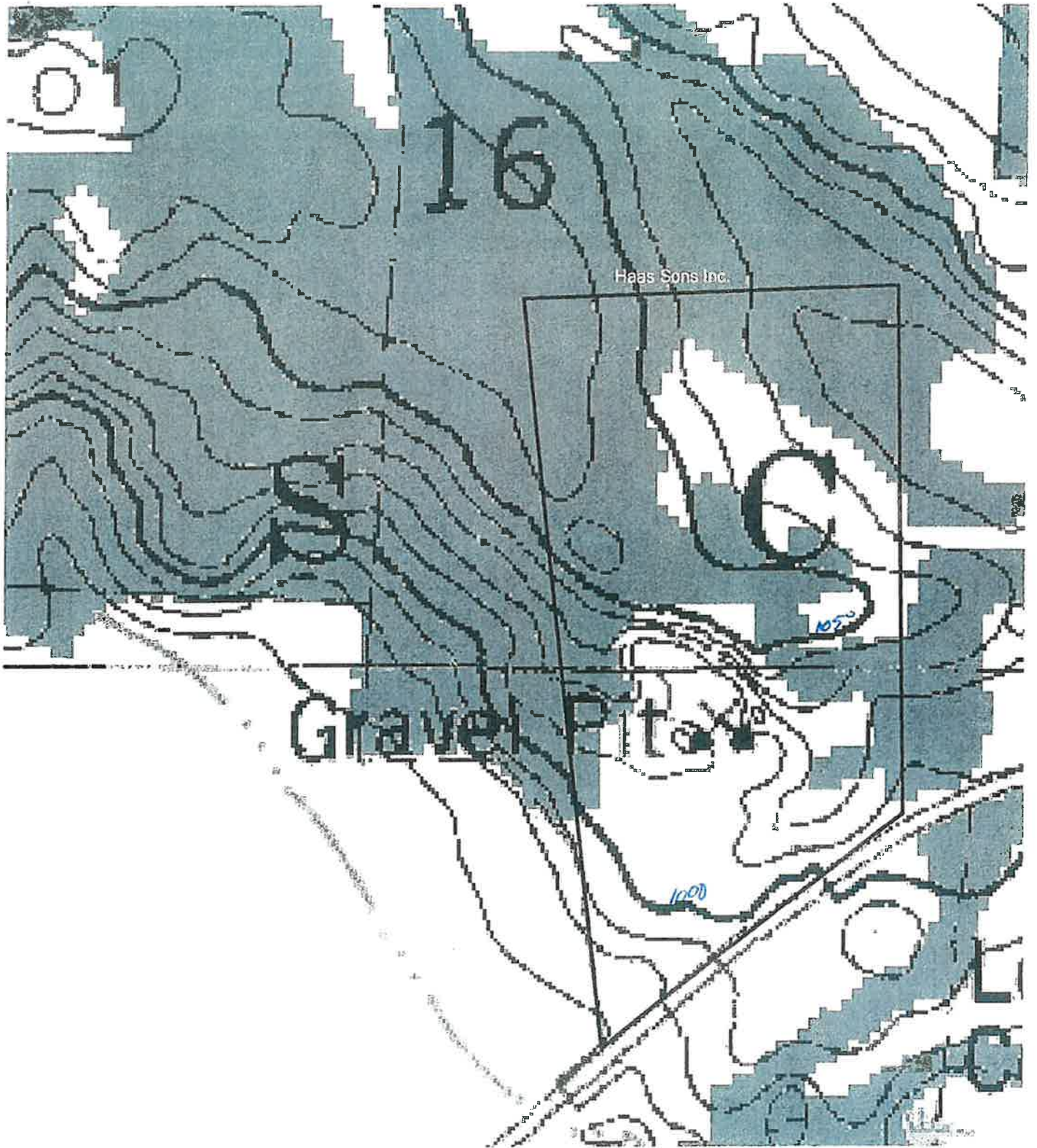
Haas Sons Inc.



Scale = 1 inch = 200 feet







B



C



Haas Sons Inc.



Scale = 1 inch = 200 feet





D



Haas Sons Inc.



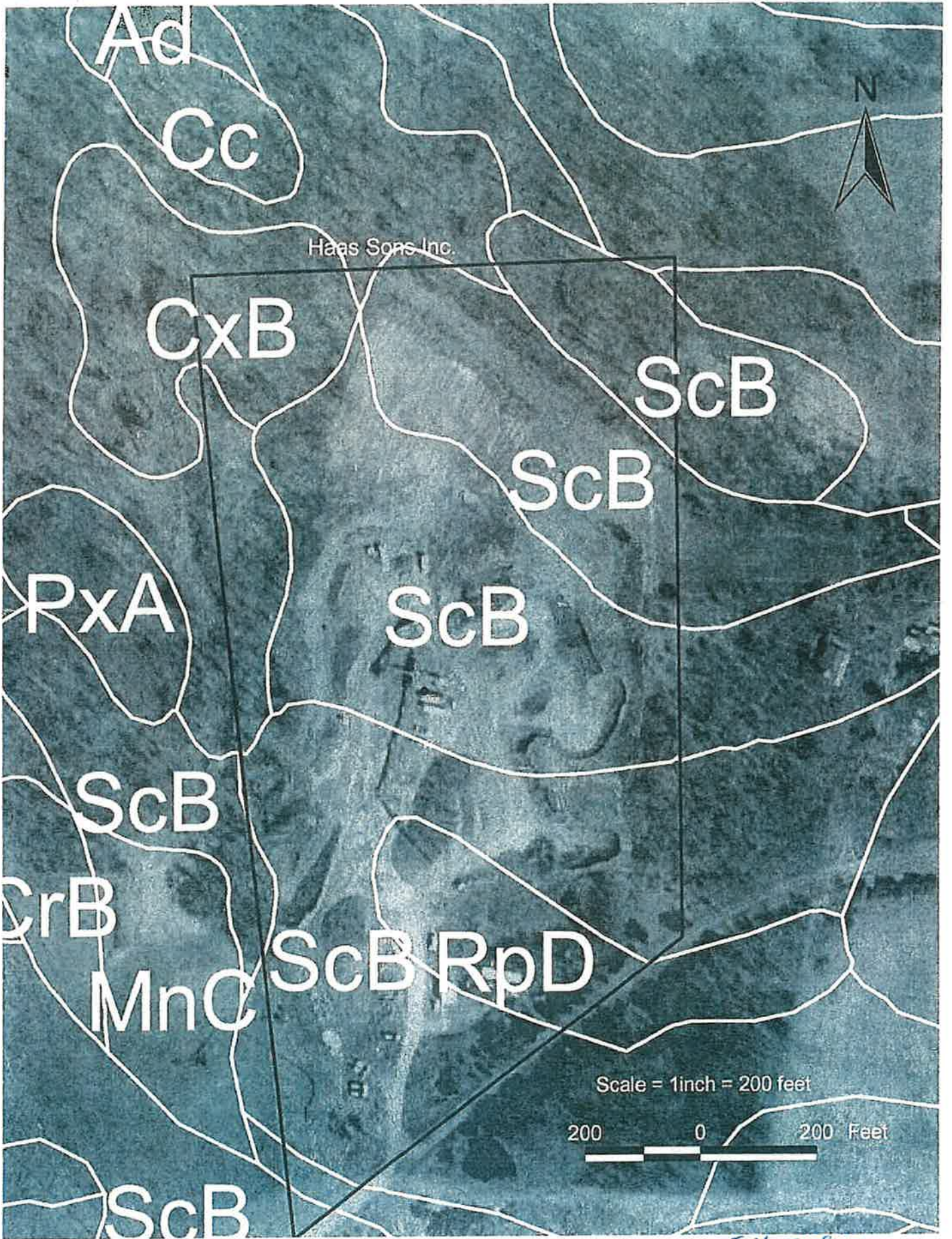
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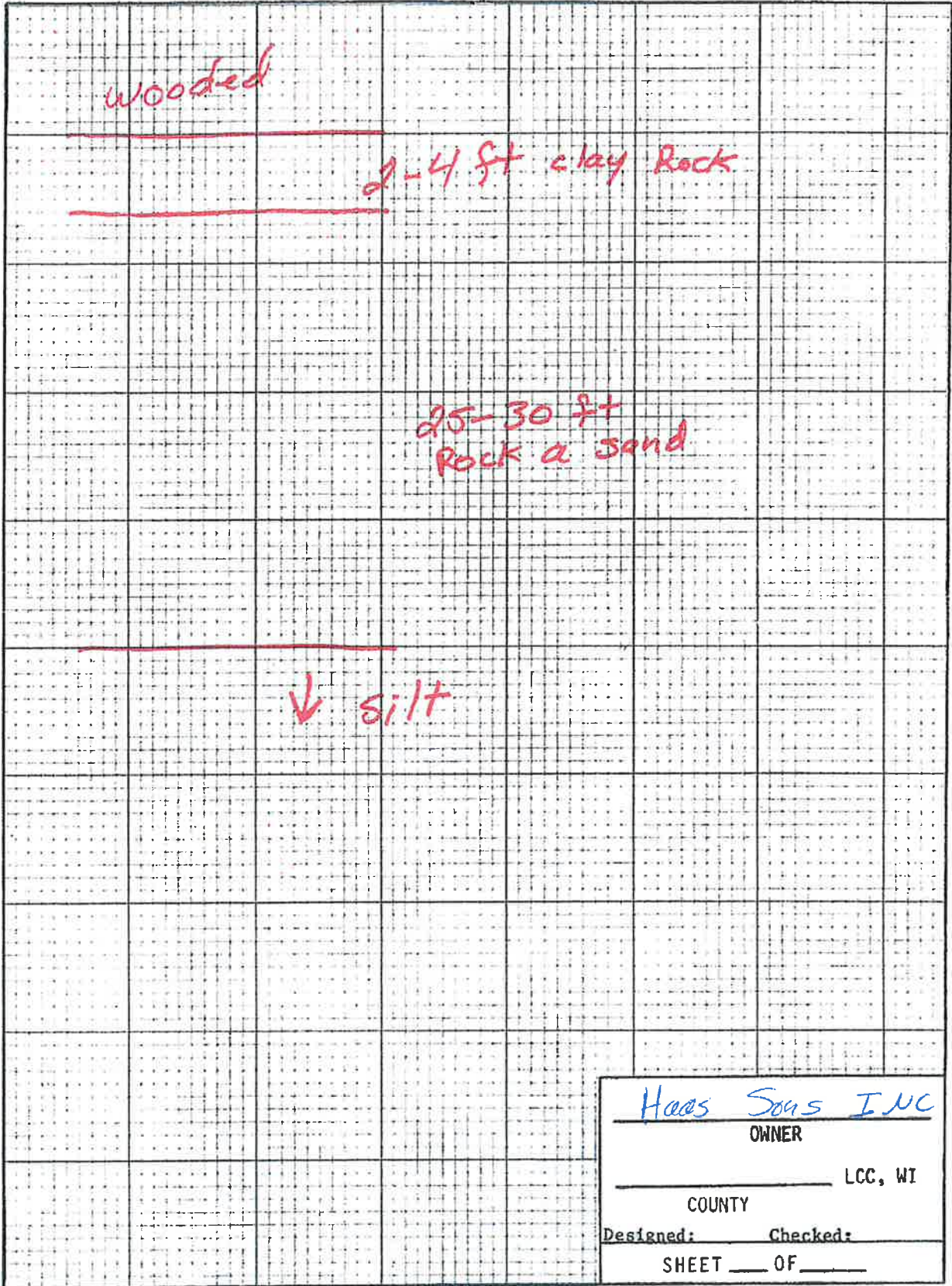
## Maps – Provided

- ◆ Plan View with Soils Types Shown (Use for #1) Add: property boundaries and location of surface water and existing drainage
- ◆ Plan View with Contour Lines (Use for #3)
- ◆ Plan View (Use for #5, #10, #11, #15, #16, #17, with added information necessary to fulfill requirement)
  - Make sure to label maps (example: bottom center A-1, A-2, etc.)









#1

Species	Purity Min. %	Germination min. %	Mixture Proportions, Percent						
			No. 10	No. 20	No. 30	No. 40	No. 50	No. 60	No. 70
Kentucky Bluegrass	85	80	40	6	10	35			
Red Fescue	97	85	25		30	20			
Hard Fescue	97	85		24	25	20			10
Tall Fescue	98	85		40					25
Salt Grass	98	85			10				
Redtop	92	85	5						
Timothy	98	90						12	
Little Bluestem		PLS*							15
Sideoats Grama		PLS*							15
Canada Wild Rye		PLS*						12	5
Perennial Ryegrass	97	90	20	30					30
Improved Fine Perennial Ryegrass	96	85			15	25			
Annual Ryegrass	97	90						35	
Alsike Clover	97	90						4	
Red Clover	98	90						4	
White Clover	95	90	10						
Birdsfoot Trefoil	95	80			10		100		
Japanese Millet	97	85						8	
Annual Oats*	98	90						25	

\* Substitute winter wheat for annual oats in fall plantings started after September 1.

**630.2.1.5.1.1.2 Mixture to be Used.** The selection of the seed mixture or mixtures for use on the project shall meet with the approval of the engineer, and unless otherwise provided in the contract, shall be in accordance with the following:

Seed Mixture No. 10 is intended for use on projects where average loam, heavy clay or moist soils predominate.

Seed Mixture No. 20 is intended for use on projects where light, dry, well-drained, sandy or gravelly soils predominate and shall be used for all high cut and fill slopes (generally exceeding 1.8 to 2.4 m), except where No. 70 is used.