

TOWN OF OSCEOLA
BOARD OF SUPERVISORS MEETING
Monday, November 1, 2021 — 6:30 p.m.

Meeting Minutes

The Board of Supervisors of the Town of Osceola met for a regular monthly meeting Monday, November 1, 2021, at 6:30 p.m. at the Osceola Town Hall, Dresser, Wisconsin.

CALL TO ORDER: Chair Lindh called the regular meeting to order at 6:30 p.m.

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

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

PRESENT: Chair Lindh, Supervisors Cronick, Everson and Gustafson.

PUBLIC ATTENDEES: Clerk Skjerven, Treasurer Carlson, Dianne Aarthun, Ed Everson, Mark Skjerven, Cindy and Glyn Thorman, Jim Berg, and Tom Segl.

CHECK PRESENTATION AND APPROVAL OF BILLS

MOTION BY EVERSON/CRONICK TO APPROVE THE TREASURER'S LIST OF CHECKS AND AUTOMATED PAYMENTS AS PRESENTED TOTALLING \$61,773.28 AND NUMBERS 17757 THROUGH 17786 AND ACH PAYMENTS AS PRESENTED. MOTION CARRIED.

ACCEPTANCE OF PROPOSED AGENDA

MOTION BY GUSTAFSON/EVERSON ON ACCEPTANCE OF PROPOSED AGENDA. MOTION CARRIED.

MEETING MINUTES

MOTION BY EVERSON/GUSTAFSON TO APPROVE THE FOLLOWING MEETING MINUTES: 10/04/21 TOWN BOARD MEETING, AND THE 10/7/21, 10/12/21, 10/14/21, 10/19/21, AND 10/25/21 SPECIAL TOWN BOARD MEETINGS, WITH SOME MINOR CORRECTIONS TO BE MADE. MOTION CARRIED.

PUBLIC COMMENT

Dianne Aarthun requested to have the Town Board evaluate the current speed limit of 45 mph on 200th St. around Horse Lake, specifically from Country Road M to 90th. Dianne's request is to have the speed lowered to 35 mph to increase safety of both residents and resident's pets on that road.

PUBLIC WORKS REPORT

Public works report was given by Gustafson, indicating the Town Board has been conducting several interviews for the Public Works Supervisor and Part-Time employee open positions. Gustafson has also been assisting various Town residents with Public Works-related situations as they have come up while the Town's Public Works Supervisor position remains vacant.

TREASURER'S REPORT

Treasurer Carlson reviewed current bank balances: General Fund \$32,348.82; General Money Market Account \$365,452.63; Tax Receipt Account \$52,035.25; Dresser Traprock Assurance \$15,045.70; CD (from ARPA \$\$s) \$151,128.27; The year-to-date Profit & Loss report was presented to the Board.

Carlson elaborated on the broadband expansion grant (the Town partnered with Lakeland Communications on a grant application), the WI Public Service Commission had \$100 million to award. As of late July, the WI Public Service Commission received 240 applicants, requesting more than \$438 million. Lakeland Communications was informed in late October that the grant application was denied. Lakeland Communications will plan to attend the next Town Board meeting scheduled for December 6, 2021.

Carlson noted her main recent work efforts included preparing for the upcoming public budget hearing, sending out the RFPs for the 2021 Financial Audit, and working with Connecting Point on updates to the Town staff's computers, phones, and emails.

MOTION BY GUSTAFSON/LINDH TO APPROVE THE TREASURER'S REPORT AS PRESENTED. MOTION CARRIED.

CLERK'S REPORT

Clerk Skjerven has been arranging meetings, handling inquiries and requests from Town residents, and has taken the Clerk's training through the Wisconsin Election Commissions as required by state law.

OLD BUSINESS

CONSIDER APPOINTMENT OF TOWN SUPERVISOR

Chair Lindh indicated there has been no letters of interest submitted for the open Town Supervisor position which became vacant through the resignation of former Supervisor Wallis in early August 2021. Therefore, this position will be on the ballot for the April 5, 2022 election.

MOTION BY EVERSON/CRONICK THAT DUE TO THE RESIGNATION OF THE FOURTH SUPERVISOR POSITION AND THERE BEING NO APPLICANTS THAT HAVE COME FORWARD AT THIS TIME, THE BOARD DOES DETERMINE THAT NO SUPERVISOR SHALL BE APPOINTED UNTIL THE APRIL 2022 ELECTION, WHEREBY THREE POSITIONS WILL BE ON THE BALLOT, WITH THE POSITION TO BE VOTED UPON FOR A ONE-YEAR TERM. MOTION CARRIED.*

***At the January 3, 2022 Town Board meeting a MOTION was made by LINDH/GUSTAFSON TO RESCIND THE MOTION MADE AT THE NOVEMBER 1, 2021 TOWN BOARD MEETING TO WAIT UNTIL THE APRIL 2022 ELECTION AND HAVE THE VACANT TOWN BOARD SUPERVISOR POSITION ON THE BALLOT. AYES: LINDH, CRONICK, GUSTAFSAON; NAYS: EVERSON; ABSTAIN: NONE; MOTION PASSED.**

There then was a MOTION by LINDH/GUSTAFSON TO CONDUCT THE APRIL 2022 ELECTION WITH THE TWO, TWO-YEAR BOARD SUPERVISOR POSITIONS ON THE BALLOT. FOLLOWING THE APRIL 2022 ELECTION, THE BOARD WILL SEPARATELY APPOINT AN INDIVIDUAL TO THE TOWN BOARD SUPERVISOR POSITION VACATED BY MIKE WALLIS, THE TERM OF SUCH TOWN BOARD SUPERVISOR POSITION WILL END IN APRIL 2023. AYES: LINDH, CRONICK, GUSTAFSAON; NAYS: EVERSON; ABSTAIN: NONE; MOTION PASSED.

CONSIDER DWIGHT LAKE BOAT LANDING IMPROVEMENTS

A large concrete piece was removed by the landing; no further rebuilding has been done. Chair Lindh followed up with former Town Supervisor Wallis about the possibility of any available grant money through the DNR to fund the repairs. Former Town Supervisor Wallis mentioned to Chair Lindh his past communications in March 2021 with Julie Amakobe, Road Aids Coordinator for the DNR. Clerk Skjerven will locate the past communications and share the information with Supervisor Gustafson so he can look into this further, including checking with Polk County on the process.

NEW BUSINESS

CONSIDER RFP RESPONSES FOR 2021 FINANCIAL AUDIT

Treasurer Carlson reported Request For Proposals (RFPs) were sent out to three firms to provide professional auditing services for the fiscal year ending December 31, 2021. The only response received was from CliftonLarsonAllen LLP (CLA), the Town's current audit firm. CLA's proposed fees for providing these services is \$5,040.

MOTION BY EVERSON/CRONICK TO APPROVE THE PROPOSAL BY CLIFTONLARSONALLEN FOR PROVIDING PROFESSIONAL FINANCIAL AUDITING SERVICES FOR 2021 IN THE AMOUNT OF \$5,040; MOTION CARRIED.

CONSIDER LRIP GRANT

Cronick and Gustafson prepared a Local Roads Improvement Program (LRIP) grant application for the following roads: (1) Dwight Lane from County Road Y to Termination; (2) Dwight Court from Dwight Lane to Termini; and (3) 70th Ave. from Dwight Lane to Termini. MOTION BY GUSTAFSON/LINDH TO AUTHORIZE THE SUBMISSION FOR THE LOCAL ROADS IMPROVEMENT PROGRAM (LRIP) GRANT FOR THE FOLLOWING ROADS: (1) DWIGHT LANE FROM COUNTY ROAD Y TO TERMINATION; (2) DWIGHT COURT FROM DWIGHT LANE TO TERMINI; AND (3) 70th AVE. FROM DWIGHT LANE TO TERMINATION. MOTION CARRIED.

CONSIDER UPDATES TO PUBLIC WORKS' JOB DESCRIPTIONS

Discussion occurred by the Town Board for needed updates to the Public Works Supervisor and Public Works Employee position descriptions. One specific question area related to whether Mine Safety & Health Administration (MSHA) training is required for the Town's Public Works' positions.

MOTION BY GUSTAFSON/EVERSON TO APPROVE THE DISCUSSED CHANGES TO THE JOB DESCRIPTIONS FOR TOWN OF OSCEOLA PUBLIC WORKS EMPLOYEES CONDITIONAL UPON VERIFICATION OF WHETHER MSHA TRAINING IS REQUIRED. MOTION CARRIED.

CONSIDER LETTER TO POLK COUNTY FOR PROPERTIES IN VIOLATION OF THE TOWN'S PUBLIC NUISANCE ORDINANCE (NO. 18-01-01)

The Board reviewed a list of three properties in violation as defined in Chapter 10, Public Nuisances of the Town of Osceola Code of Ordinances. The list was the remaining properties believed to still be in

violation of the Town's Ordinance from those originally provided at the April 2021 Annual Meeting, along with properties that were added by complaints received since that time: 883 218th St./MM, 840 Horse Lake Lane, and 1954 110th Avenue. The Board reviewed photos of each of the properties.

Gustafson noted that the property at 883 218th St./MM has made efforts to bring their property into compliance. Therefore, no further action with that property will be taken at this time on this topic.

MOTION BY GUSTAFSON/CRONICK TO AMEND THE LETTER FROM THE TOWN CHAIR TO POLK COUNTY ZONING SEEKING ASSISTANCE FROM LOGAN HACKER FROM POLK COUNTY DIVISION OF ENVIRONMENTAL SERVICES WITH BRINGING THE PROPERTIES AT 840 HORSE LAKE LANE AND 1954 110th AVENUE INTO COMPLIANCE WITH THE TOWN'S PUBLIC NUISANCE ORDINANCE. MOTION CARRIED.

CONSIDER ORDINANCE 21-11-01 AND NEW OVERWEIGHT/OVERSIZE PERMIT

The Board considered a possible change to the Town's Ordinance No. 21-10-04 of Chapter 8 Public Works Town of Osceola Code of Ordinances due to the need for overweight/oversized vehicles to infrequently travel on a Town road which has a weight restriction on it as described in the Town's Ordinance. The discussions clarified that the Town already has a House Moving and Single Trip Permit Application form to be used in these types of instances. (See section 8.06(2) of the Town's Ordinance.)

MOTION GUSTAFSON/CRONICK DETERMINED TO MAKE NO CHANGES THE TOWN'S ORDINANCE NO. 21-10-04 AND TO APPROVE THE CONTINUED USE OF THE TOWN'S HOUSE MOVING & SINGLE / MULTIPLE TRIP APPLICATION / PERMIT WITH MINOR MODIFICATIONS. MOTION CARRIED.

CONSIDER RESOLUTION 21-11-01 TO ESTABLISH A SAVINGS ACCOUNT FOR PUBLIC WORKS CAPITAL EQUIPMENT

The 2021 budget included a line-item budget of \$50,000 for Capital Highway Equipment expenses for Town Public Works' equipment needs. Resolution 21-11-01 notes the benefits for tracking purposes to place these monies in a special savings account so that it is immediately available when needed for such equipment purchases. It recommends the Treasurer to open an account at Royal Credit Union and to transfer \$50,000 to the special savings account at Royal Credit Union.

MOTION EVERSON/GUSTAFSON TO APPROVE RESOLUTION 21-11-01 TO ESTABLISH A SAVINGS ACCOUNT FOR PUBLIC WORKS CAPITAL EQUIPMENT. MOTION CARRIED.

CONSIDER APPROVAL OF TOWN OF OSCEOLA DOG LICENSE FEES

Discussion was held by the Town Board whether to increase the Town's dog license fees. Evaluated were fees being charged by nearby cities and towns, as well as considering the fees being paid to Polk County. The Town Board discussed increasing the fees as follows: for Spayed/Neutered dogs: \$10.00; for Unspayed/Neutered dogs: \$15.00; for kennel license (5-12 dogs): \$42.00; for additional dog tags and/or over 12 dogs: \$6.00 each; late fee after March 31: \$5.00. **MOTION BY EVERSON/GUSTAFSON TO ADOPT THE AMENDED RESOLUTION 21-11-05 increasing the fees for Spayed/Neutered dogs: \$10.00; for Unspayed/Neutered dogs: \$15.00; for kennel license (5-12 dogs): \$42.00; for additional dog tags and/or over 12 dogs: \$6.00 each; late fee after March 31: \$5.00. FEE CHANGES TO BE EFFECTIVE JANUARY 1, 2022. MOTION CARRIED.**

CONSIDER CLARIFICATION ON APPROVALS REGARDING STANDARD VS. EXCEPTION DRIVEWAY APPROVALS

The Town Board discussed approaches on trying to make sure driveway that were approved via the application process indeed get installed as per the Town's Ordinance requirements. The discussion held related to assuring that the driveway install be approved before the sewer permit is signed off on by Polk County's zoning inspector, Jason Kjeseth. Thus, coordination between the Town's Public Works and Polk County is needed to make sure this second inspection of the driveway installation is completed by the Public Works Supervisor. Gustafson will connect with Polk County Inspector to discuss this desired coordination between the Polk County Inspection office (Western Wisconsin Inspection Agency, LLC) and the Town's Public Works Supervisor. There is no action to be taken by the Town Board on this item at this time.

CONSIDER CLERK SEEKING NOTARY APPLICATION

The Clerk requested authorization to proceed with making application to become a Notary Public to aid the Town in matters needing such a Notary within the Town Hall office. The process involves paying a \$20 application filing fee, having the Clerk take an exam, securing a \$500 notary bond, and purchasing a Notary stamp. MOTION BY LINDH/GUSTAFSON TO APPROVE THE CLERK BECOMING A NOTARY PUBLIC WITH THE TOWN PAYING FOR THE \$20 APPLICATION FEE, OBTAINING OF THE \$500 SECURITY BOND, AND THE PURCHASE OF THE NOTARY STAMP, WITH THE UNDERSTANDING TOWN RESIDENTS ARE NOT TO BE CHARGED FOR NOTARY SERVICES, AND THE NOTARY STAMP WILL ALWAYS REMAIN THE PROPERTY OF THE TOWN. MOTION CARRIED.

CONSIDER AMENDMENT TO PHYSICAL PHONES IN TOWN HALL OFFICE

At the October 4, 2021 Town Board meeting it was approved to utilize the services of Connecting Point for updates to the Town's technology, e.g. computers, phones, emails, internet. Included in the proposal which the Town Board approved was the purchase of three physical/hard phones. The Town staff currently purchased only two physical/hard phones and installed the capability on all three of the Town's 'soft phones' accessibility with the Town's phone system. MOTION BY GUSTAFSON/EVERSON TO AMEND LAST MONTH'S MOTION BY LINDH/GUSTAFSON TO SWITCH THE TOWN OF OSCEOLA'S TECHNOLOGY SERVICES TO CONNECTING POINT FOR UPGRADING THE TOWN'S ADMINISTRATIVE WORKSTATIONS, TO PROVIDE 20 TOWN EMAILS, TO REPLACE THE TOWN OFFICE'S PHONES, AND TO PROVIDE OTHER TECHNOLOGY NEEDS ASSOCIATED WITH THE PROPOSAL SENT BY CONNECTING POINT, AND TO PROVIDE SERVICES STARTING NOVEMBER 1ST TO HAVE IT NOW NOTED THE PURCHASE OF TWO PHONES INSTEAD OF THREE PHONES WHICH WILL SAVE THE TOWN \$99. MOTION CARRIED.

CONSIDER PUBLIC WORKS PART-TIME EMPLOYEES AND CONSIDER WAGES TO PART-TIME EMPLOYEES

The Town Board held interviews with several candidates during the month of October to fill additional part-time Public Works positions. MOTION BY LINDH/GUSTAFSON TO INCREASE THE RATE OF PAY FOR ALL CURRENT PART-TIME PUBLIC WORKS EMPLOYEES TO \$20/HOUR, WITH NO OTHER COMPENSATION OR BENEFITS AT THIS TIME. MOTION CARRIED.

MOTION BY GUSTAFSON/EVERSON TO HIRE JOSEPH GAFFNEY AS A PUBLIC WORKS EMPLOYEE ON A PART-TIME/ON-CALL BASIS/NO-DEFINED HOURS AT THE \$20.00/HOUR RATE OF PAY. AYES: LINDH, CRONICK, EVERSON, GUSTAFSON. MOTION CARRIED UNANIMOUSLY.

MOTION BY LINDH/GUSTAFSON TO HIRE DAVID CRONICK AS A PUBLIC WORKS EMPLOYEE ON A PART-TIME/ON-CALL BASIS/NO-DEFINED HOURS AT THE \$20.00/HOUR RATE OF PAY. AYES: LINDH, EVERSON, GUSTAFSON. ABSTAIN: CRONICK. MOTION CARRIED.

MOTION BY LINDH/GUSTAFSON TO HIRE ED EVERSON AS A PUBLIC WORKS EMPLOYEE ON A PART-TIME/ON-CALL BASIS/NO-DEFINED HOURS AT THE \$20.00/HOUR RATE OF PAY. AYES: LINDH, CRONICK, GUSTAFSON. ABSTAIN: EVERSON. MOTION CARRIED.

CONSIDER DRIVEWAY PERMIT EXCEPTION APPLICATION

Anthony Cabreana brought to the October 26, 2021 Plan Commission meeting a request for a driveway permit application variance for the property at 2242 83rd Ave. After some discussion and review, the Plan Commission denied the request as it did not meet the Town's Ordinance 8.05 due to the new driveway being a second driveway and because the new driveway would not have 150' between another driveway. This driveway permit application exception was brought forth to the Town Board. MOTION BY GUSTAFSON/EVERSON TO DENY THE DRIVEWAY PERMIT FOR DAVID SCHUTZ FOR THE PROPERTY AT 2242 83RD AVE. MOTION CARRIED.

CONSIDER TWO SUBDIVISION REQUESTS

Brandon King (Land Surveyor) brought two subdivision requests for consideration at the October 26, 2021 Plan Commission meeting. The subdivisions are being proposed by Arden Construction and the subdivisions would be located at xxx216th St. (for 4 lots) and at 602 218th St. (1 lot). The Plan Commission recommended to approve the subdivision requests as presented, and the motion included the condition that the subdivision checklist be completed before the Town Board approved the request. Brandon King provided a response with the answers to the questions on the checklist. However, further discussion took place with the Board and Everson requested a meeting be held prior to the next Plan Commission meeting on November 30, 2021 with the Chair of the Plan Commission, Everson, Cronick, and the Clerk to discuss standard operating procedures, including the use of a Developer's Agreement, for handling subdivision requests that come to the Plan Commission and the Town Board. MOTION BY EVERSON/CRONICK TO SEND THESE SUBDIVISION REQUESTS BACK TO THE PLAN COMMISSION FOR FURTHER REVIEW. THE TOWN BOARD MUST APPROVE, CONDITIONALLY APPROVE, OR REJECT A PLAN. IF THE PLAN IS REJECTED, THE PLAN, UNLESS TIME IS EXTENDED BY WRITTEN AGREEMENT BETWEEN THE SUBDIVIDER AND THE TOWN BOARD, FAILURE OF THE TOWN BOARD TO COMPLETE THE ACTION THEREIN REQUIRED WITHIN NINETY (90) DAYS CONSTITUTES AN APPROVAL OF THE PLAN. MOTION CARRIED.

CONSIDER DATES FOR PUBLIC BUDGET HEARING, SPECIAL TOWN MEETING, AND SPECIAL TOWN BOARD MEETING

The notice for these meetings will be posted in the Osceola Sun, at the Dresser Post Office, at the Town Hall, at the First Community National Bank, and on the Town Web Site. The purpose of the Public Budget Hearing is to give the public an opportunity to hear the Town Board cover each portion of the budget to give the public a better understanding of the budget items and provide an opportunity for the public to ask questions. The purpose of the Special Town Meeting is to have the electors approve the Board's proposed levy. If the electors are not in agreement with the levy, it is the elector's vote that determines the actual tax levy for the Town of Osceola and what the Town has to operate under for 2022. The purpose of the Special Town Board meeting is to adopt the 2022 Town budget. MOTION BY EVERSON/GUSTAFSON TO APPROVE THURSDAY, NOVEMBER 18TH AS THE DATE TO HOLD FOR THE PUBLIC BUDGET HEARING, THE SPECIAL TOWN MEETING, AND THE SPECIAL TOWN BOARD MEETING.

CHAIRMAN'S REPORT

Chair Lindh shared a media article produced by the Osceola Ambulance Service detailing the services they provide. Chair Lindh also mentioned that the Fire Board has an appointment opening and asked either Cronick or Everson to consider applying for the opening. And, regarding the proposed 2022 capital improvements to Simmon Drive, which is a shared boundary road between the Village of Osceola and the Town of Osceola at a projected total cost of \$581,373.69 with an LRIP Grant of up to 50% of the joint reconstructive effort's cost, the Town Chair has sent a letter to Benjamin Krumenauer, Village Administrator, indicating the Town of Osceola would be willing to commit to paying \$16,090.92, which was viewed by the Town Board to be the Town's fair share of the overall cost based on several factors.

SUPERVISOR'S REPORT

Cronick covered the highlights of the Plan Commission meeting held on October 26. The minutes will be on the Town's website in early December, but items discussed included getting updated emails for the Plan Commission members sometime during November. Also, the Town's Comprehensive Plan was briefly

discussed. The Plan Commission is still waiting to receive the final census figures to make updates to the Comprehensive Plan. Also discussed were requests for a driveway permit, two subdivisions and a secondary garage building permit application. The Plan Commission briefly discussed the topic of zoning compliance/violations process to continue discussions involving coordination with Polk County.

SUPERVISOR'S REPORT/EVERSON

Everson commented regarding making motions, indicating Board members should make sure that the motions stated are what is repeated at the meeting and typed, having a 'relaxed' Robert's Rules of Order approach. Gustafson is looking into ordering safety jackets and vests for all Public Works drivers.

SUPERVISOR'S REPORT/GUSTAFSON

Gustafson has been preparing to bring on the new Public Works employees. On Fri., October 29th Gustafson did a ride around with Todd Raddatz and one of our potential Public Works part-time employees. Gustafson will be the primary contact for Todd Raddatz on his first day doing orientation with Todd. Gustafson was making sure to get the Town's trucks ready for the snow season and making sure to get brought to Polk County one of our trucks to get the final needed repair work done on it.

FUTURE AGENDA ITEMS

- Consider Appointments of All Election Inspector Positions
- Consider Lakeland Broadband Grant Re-Application
- Consider Fee Changes
- Consider Cemetery Applications
- 2021 Budget Amendments
- 200th St. Speed Limit Review

NEXT TOWN BOARD MEETING

December 6, 2021, 6:30 p.m.

NEXT PLAN COMMISSION MEETING

November 30, 2021, 6:00 p.m.

COMMUNITY MEETINGS BOARD MEMBERS ATTEND

- Osceola Area Ambulance Service Board: Wed., Nov. 3, 6 p.m., OAAHS Hall
- Polk County Local Road Improvement Program Committee Meetings: Wed., Nov. 10, Polk County Highway, Balsam Lake (2:00 Municipalities); Mon., Nov. 15, 1:00 townships

ADJOURN

MOTION BY GUSTAFSON/CRONICK TO ADJOURN THE TOWN BOARD MEETING MONDAY, NOVEMBER 1, 2021. MOTION CARRIED. The meeting adjourned at 9:15 p.m.

To be approved: December 6, 2021

Approved:


Denise Skjerven, Town Clerk