

**TOWN OF OSCEOLA
TOWN BOARD OF SUPERVISORS
REGULAR BOARD MEETING
Monday, December 6, 2021 – 6:30 P.M.
Town Hall - 516 East Avenue North, Dresser WI
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: 11/1/2021, 11/18/2021 *1-15*
8. Public Comment
9. Public Works Report *16*
10. Treasurer's Report
11. Clerk's Report *17*
12. Old Business
 - a) Consider Dwight Lake Boat Landing Improvements *18*
13. New Business
 - a) Consider Lakeland Broadband Grant Re-Application
 - b) Consider Resolution 21-12-01 to Appoint 2022-2023 Election Inspectors *19-21*
 - c) Consider Resolution 21-12-02 Amending the 2021 Budget *22-30*
 - d) Consider Resolution 21-12-03 Amendment of Fee Schedule *31-37*
 - e) Consider Cemetery Aid Applications and Process *38-39*
 - f) Consider 200th St. Speed Limit Review *40-42*
 - g) Consider Public Works Supervisor Technology/Computer Needs *43*
 - h) Consider Road Rating Bids Through Delmore Consulting LLC Rating Company *44-45*
14. Chairman's Report
15. Supervisor's Report
 - a) Jon Cronick: Supervisor and Plan Commission Update, including 11/30/21 minutes *46-47*
 - b) Jo Everson
 - c) Neil Gustafson
16. Request for Future Meeting Agenda Items
17. Next Town Board Meeting – January 3, 2022
18. Next Plan Commission Meeting – December 21, 2021
19. Community Meetings Board Members Attend – None coming up
20. 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 Community National Bank, and the Town Web Site.

/s/ Denise Skjerven, Clerk

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 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 CAME FORWARD THUS FAR FOR APPOINTMENT THE BOARD DOES NOT APPOINT ANY SUPERVISOR NOW BUT HOLD THE POSITION OPEN UNTIL THE NEXT ELECTION IN APRIL 2022 FOR A ONE-YEAR TERM. MOTION CARRIED.

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). CLA's proposed fees for providing these services is \$5,040.

MOTION BY EVERSON/CRONICK TO APPROVE THE RFP RESPONSE RECEIVED FROM CLA FOR PROVIDING PROFESSIONAL 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 Termini; (2) Dwight Court from Dwight Lane to Termini; and (3) 70th Ave. from Dwight Lane to Termini. **MOTION BY GUSTAFSON/LINDH TO SUBMIT FOR THE LRIP GRANT FOR THE FOLLOWING ROADS: (1) DWIGHT LANE FROM COUNTY ROAD Y TO TERMINI; (2) DWIGHT COURT FROM DWIGHT LANE TO TERMINI; AND (3) 70th AVE. FROM DWIGHT LANE TO TERMINI. 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 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 at 883 218th St./MM 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 CHAIR TO THE COUNTY 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.]

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MOTION GUSTAFSON/CRONICK TO NOT CHANGE 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

Beginning with the 2021 Town budget approved by the Town of Osceola Board of Supervisors to include a budget amount 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. So, it is recommendation of the Town Board to have the Town Treasurer open an account at Royal Credit Union, and to transfer \$50,000 to such 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 for 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 WITH THESE NOTED FEES 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 building inspector, Ben Campbell. 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 (Ben Campbell) 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 HAVE THE CLERK SEEK BECOMING A NOTARY AND HAVING THE TOWN PAY 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 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 AND TO GET MORE QUESTIONS ANSWERED. MOTION CARRIED.

CONSIDER DATES FOR PUBLIC 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.

MOTION BY EVERSON/GUSTAFSON TO APPROVE THURSDAY, NOVEMBER 18TH AS THE DATE TO HOLD THESE THREE MEETINGS.

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 that motions should be discussed amongst Board members to make sure what is read is what is typed, having a 'relaxed' Robert's Rules of Order approach. Everson 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

**TOWN OF OSCEOLA
SPECIAL TOWN BOARD MEETING
THURSDAY, NOVEMBER 18, 2021 – 4:30 P.M.**

MINUTES

The Board of Supervisors of the Town of Osceola met for a Special Board Meeting on Thursday, November 18, beginning at 4:30 p.m. at the Town Hall, Dresser, Wisconsin.

CALLED THE MEETING TO ORDER: Chair Dale Lindh called the meeting to order at 4:30 p.m.

VERIFICATION OF MEETING POSTING: The Chair verified the meeting was posted November 15, 2021 at the Town Hall, the Dresser Post Office, First National Community Bank and the Town website and FaceBook page.

ROLL CALL

PRESENT: Dale Lindh, Neil Gustafson, Jo Everson, Jon Cronick (arrived at 4:45 p.m.)

ABSENT: None

AGENDA

MOTION BY GUSTAFSON/EVERSON TO APPROVE THE AGENDA AS PRESENTED. MOTION CARRIED.

ANNOUNCEMENT OF CLOSED SESSION

Chair Lindh announced that the Board would be moving into closed session as posted.

MOTION BY GUSTAFSON/EVERSON TO MOVE INTO CLOSED SESSION PURSUANT TO STATE STATUTE §19.85(1)(C), TO CONDUCT PERFORMANCE EVALUATIONS OF CERTAIN PUBLIC WORKS EMPLOYEES. AYES: GUSTAFSON, LINDH, EVERSON. MOTION CARRIED UNANIMOUSLY. The Board entered closed session at 4:31 p.m.

PRESENT: Gustafson, Lindh, Everson, Cronick (arrived at 4:45 p.m.)

The Board briefly recessed at 4:56 p.m. between employees, and resumed at 5:30 p.m.

OPEN SESSION

MOTION BY EVERSON/LINDH TO MOVE INTO OPEN SESSION. AYES: LINDH, CRONICK, EVERSON. MOTION CARRIED UNANIMOUSLY. The Board entered open session at 5:57 p.m. Gustafson briefly left the meeting to tend to an issue in the Town garage.

PRESENT: Gustafson, Lindh, Cronick, and Everson.

Chair Lindh announced that the Board conducted performance evaluations of Part-time Public Works employees Brad Landgren and Justin Bulman.

MOTION BY LINDH/CRONICK TO ACCEPT THE IMMEDIATE RESIGNATION OF JUSTIN BULMAN AS PART-TIME TOWN PUBLIC WORKS EMPLOYEE. MOTION CARRIED. Gustafson returned to the meeting at 6:00 p.m.

ADJOURNMENT

MOTION BY EVERSON/CRONICK TO ADJOURN THE SPECIAL MEETING OF THE TOWN OF OSCEOLA HELD THIS NOVEMBER 18, 2021. MOTION CARRIED.

Being no further business to come before the Board, the Meeting was adjourned at 6:07 p.m.

APPROVED _____

Jo Everson, Board Supervisor

TOWN OF OSCEOLA

Public Budget Hearing, Special Town
Meeting and Special Town Board Meeting
Thursday, November 18, 2021 — 6:30 p.m.

Meeting Minutes

The Board of Supervisors of the Town of Osceola met for a series of meetings on Thursday, November 18, 2021, beginning at 6:30 p.m. at the Osceola Town Hall, Dresser, Wisconsin.

CALL TO ORDER: Chair Lindh called the 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, Merle and Dianne Aarthun, Ed Everson, Tom and Gae Magnafici, Mark Skjerven, Rebekah Gustafson, Jeremy and Theresa Utke.

EXPLAIN BUDGET HEARING AND VOTING PROCESS

Chair Lindh explained that each of the Board members will cover a portion of the budget to give a better understanding of the budget items. Public comment and asking of questions will be available during these section report outs. And, there will also be a time for general public comment. Everson also indicated the goal of the joint meetings are 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.

GENERAL PUBLIC COMMENT

Tom Magnafici spoke about the importance of zoning for our township. He would like the Board to consider taking back from Polk County the responsibilities of zoning. It is the opinion of Tom Magnafici that Polk County's zoning is not as proactive as they could be with matters taking place right now within the township. Tom brought up examples such as a very small living unit on 68th Ave. It is his understanding they have also made recommendations to put on properties several RV units and less than desirable mobile home units that have received permitting approvals from Polk County.

Theresa Utke spoke about the Osceola School Board meeting held the previous night. She expressed a desire for the Board to become more familiar with the severe financial situation of the Osceola school district. There is significant anticipated debt, just under \$6 million by 2024-2025. This could greatly affect the tax base available for our township.

BUDGET HEARING & SPECIAL TOWN MEETING

EXPENSES BUDGET

General Government and Legal Fees: Only increase area was in publications to consider expense for needed ad postings for such things as meetings, notices, position fills. As a reminder, the Computer/Email expense line will help to put in place Town emails for each Board member vs. using gmail.com, allowing the Town to back up such emails for historical tracking purposes, and for the Town to have ready access to past Board member emails vs. having to retrieve the information from Board member's personal devices.

Clerk/Treasurer: The Clerk position will remain at 24 hours per week, and the Treasurer position will remain at 16 hours per week. There is more expense built into the Treasurer position for the tax collection work effort. Website and computer expenses have an increase due to our change over from the Easy IT firm to Connecting Point of Amery. As a reminder, Request for Proposals (RFPs) were done to decide on the go-forward firm to provide technology support to the Town. It may appear that Connecting Point is a more expensive firm to provide our services; however, the Easy IT firm anticipated to significantly raising their pricing above what Connecting Point would charge.

Elections: Increased to account for annual maintenance machine fees, since the Town will now have three touch machines for elections and one machine that accepts the paper ballots. Wages increased based on past year's expense when four elections have taken place during the year.

Audit Services: A Request for Proposal (RFP) was done for audit services and the Town only had one firm respond, which was our existing audit firm—CliftonLarsonAllen(CLA). The Treasurer conducted a phone survey with surrounding communities on their expense for similar audit services and the findings were that CLA charges were in line with what is seen by other surrounding communities for such audit services. So, the Town will again be using CliftonLarsonAllen for our auditing services.

Assessment of Property: The assessor's contract expense has increased due to state law requirement that the Town reassess if the Town is not able to stay within +/-10% of property values. Currently, the Town has fallen out of that percentage. The Town's Appraisal Services company Appraisal Services and Data Processing Systems, Inc. (A.S.D.P.S.) indicated during the Town's Board of Review that the Town needed to have done full annual maintenance assessments of all real and personal property so in 2024 assessed values will be updated to A.S.D.P.S., Inc. best estimate of market value. Procedures used to conduct the 2022, 2023, and 2024 assessments will consist of sales and permit analysis, visual inspection of real properties, valuation of all real and personal properties, preparation of changes for assessment rolls and change notices, mailings of change notices, attendance at Open Book and Board of Review proceedings, and preparation and submission of all assessment reports. The appraisal firm has sent a proposal indicating a cost increase to the Town of an additional \$59,160 for these additional appraisal services over the next three years. The annual increase to the Town will be split over three years, which is in addition to the normal annual expense for assessment services.

Mark Skjerven asked a question related to the timeframe for doing the reassessment, whether it was a set timeframe after so many years or whether it was based solely on the market. Lindh and Cronick confirmed the timing of this re-evaluation of property values is based solely on the market conditions.

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Everson commented it has been many years since this type of reassessment was last performed. And, on January 1, 2024 the assessor will set the property values. Just because the re-evaluation is happening does not necessarily mean that property taxes will increase. One factor is how much all property values within the Town change, upward or downward, as compared to one's own property value.

Building Expenses: The increase in gas utilities is due to anticipated gas rate increases. Building repairs and maintenance anticipate needed painting and repair to the Town Hall interior since the interior walls have neither been repaired or painted since the Town Hall was built. Telephone and Internet expense considers the Town's system updates for better reliability, stability and consistency.

Ambulance and Fire Department Contracts: Osceola Ambulance has a flat fee charge of \$14 per person. The Town's contract with St. Croix Valley Emergency Medical Services is based on their flat service cost they have submitted to the Town. The Fire Department contract has actually decreased for the Town's portion, and the dues are basically an amount the Town receives from the state and the Town pays out that amount to the Fire Department.

Public Works: Public Works wages have increased due to an increase in the stipend from \$10,000 to \$12,000 provided to the Town's full-time Public Works Supervisor. The stipend is meant to assist in health care expenses for the Public Works Supervisor as the Town does not provide medical coverage due to the small full-time staff size. Part-time Public Works wages have increased to have one of the Town's part-time employees working 20 hours per week to assist the Public Works Supervisor for back up and safety purposes, especially on larger projects. No benefits are provided to the Town's part-time employees. Equipment repairs, maintenance, and fuel increased due to general cost increases for such need areas.

Highway construction expenses are at \$114,232.98 remaining from what was anticipated for the 2021 budget. The Board's proposal is to roll the \$114,000.00 directly into 2022, to use for funding roads in 2022 that did not get completed in 2021, leaving a remaining 2021 budget at \$232.98. Chair Lindh had available an exhibit of the 'Proposed Town of Osceola 2022 Road Budget' to show where the anticipated expenses for 2022 road work of \$522,280.47 would be allocated. Reasons cited for noncompletion of a few of the road works in 2021 is newness of the Board and not knowing what went into the 2021 highway construction road budget per the previous board and by the time the current Board became more aware there was going to be remaining monies in this budget area there was not time to have any larger road projects completed yet in 2021 with the Town's contractors.

Public comment from Ed Everson asked whether the Board anticipates getting bids done earlier in 2022. Chair Lindh indicated the Board does anticipate going out for bids earlier in 2022. Also, the Board is anticipating holding discussions at the December Board meeting to discuss getting assistance from a road rating company that would rate the Town's roads at a cost of approximately \$2,500 to give us a baseline. This would allow the Board to more quickly re-evaluate the Town's greatest need areas from a roads perspective to help with development of the Town's roads bids.

The board anticipates sending RFPs to more companies for the bids, and assures they will more fully evaluate the quality of the contractor's work and to not just focus on the cheapest bids that comes in. Supervisor Everson pointed out that it is a desire of the Board, through the Public Works Committee to strengthen the partnership/relationship with Polk County.

Public comment came from Mark Skjerven questioning whether the cell phone used by the Public Works Supervisor was 'trackable' with the QuickBooks system. The "T-sheet" capability within QuickBooks would require us to move to the cloud version, which means the Town would lose reporting capabilities the Town has currently. So, no changes are anticipated being done at this time.

Animal Control, Gopher Bounty Expenses, and Cemetery Funding: The dog licenses that the Town collects go out to what the Town pays Polk County. The Board did increase the dog license fees effective January 1, 2022 to account for internal administrative costs which are undertaken to provide the licenses, collect and track the fees, and pay and report back such licenses to Polk County.

Gopher bounty expenses have increased due to an increase in the amount of gopher tails that are turned in from Town properties for reimbursement.

Local cemetery funding is anticipated to be the same expense for the Town in 2022. It is in the Town's best interest to help to maintain cemeteries located within the Town as Wis. Stat. 157.115(1)(b)2 specifies that when a cemetery authority abandons or fails to manage or care for the cemetery for a period of 5 or more years, the municipality in which the cemetery is located shall take control of the cemetery, manage and care for the cemetery and collect and manage all trust funds connected with the cemetery other than trust funds received by a will. A few years back, the Town changed the process whereby it was no longer an automatic payment to the cemetery organizations paid in prior years; rather, such organizations had to formally request the funding from the Town, and to also provide the financials supporting their need request for the funding. Outward communication on the process to the past cemetery organizations (and future potential organizations) is anticipated to occur soon as the Board takes up this topic further at their December 2021 regular Town Board meeting.

Public comment was made by Theresa Utke to ask the Board to be aware of efforts being undertaken by an out-of-state company with a cemetery in Amery whereby the out-of-state company was taking over an old cemetery by selling proposed plots at very high fees and proposing natural burials with no vaults, no body preparation; and, if the company digs up a body from an unmarked gravesite, they will just bury and re-cover the site. The firm is basically taking over not-maintained cemeteries in the area and claiming the property to be theirs under the guise the firm is maintaining the cemetery.

Development and Planning: Building inspections is an 'in and out' item whereby the Town takes in building permit fees and then the Town has to pay out the same fee amount to the inspection agency used by the Town, West Wisconsin Inspection Agency, less a small fee. The amount in the budget for 2022 is an estimation of anticipated building permit fees for 2022.

Plan Commission has a new expense related to computer emails. The emails for Plan Commission members will be set up to utilize Town emails specific to them so the Town will be able to maintain such Town emails for each Plan Commission member vs. using gmail.com, allowing the Town to back up such emails for historical tracking purposes, and for the Town to have ready access to past Plan Commission member emails vs. having to retrieve the information from Plan Commission member's personal devices.

Office Equipment: Lower expenses are anticipated for 2022 due to more expenses being incurred during 2021, such as that used for the Town Hall's sound equipment, which will not be similarly incurred during 2022.

Fire Department Debt Services: This is an 'in and out' item as the Fire Department cannot borrow money. So, the mortgage loan on the Dresser fire station for Allied Fire services was through the Town of Osceola. This item comes in via the payment the Allied Fire Department gives to the Town and the Town makes the loan payment. There is three years remaining on the loan.

Reserve for Contingencies: This amount was kept at the same amount (\$15,000) for 2022 as it was for 2021. It is a reserve fund to assist with paying for unforeseen expenses. There were unanticipated expenses that occurred during 2021, of which the Board will discuss at the December regular Town Board meeting and have a resolution explaining each item that came from the contingency reserve.

Total expenses budget for 2022 is \$1,123,123.43.

REVENUES

Taxes: The Town does not have a large control over revenues it receives. Chair Lindh referenced the 2021 Municipal Levy Limit Worksheet which showed the 2020 levy of \$803,591. The assessor provides the state with the market value of new construction in 2021. The levy is only allowed to be increased 1.845% of that value, which is \$14,826.25. Therefore, the levy amount allowed to be increased by the state is \$818,417, which is then adjusted downward by personal property aid of \$1,049.07, bringing the allowable levy to \$817,368.

Intergovernmental Revenues: These revenues are state generated. The Grants and Scholarships Donations line item is the amount the Town received from the American Rescue Plan Act of 2021 (ARPA), \$151,141.39. The Town received one half of the expected amount, with the remaining amount anticipated to come in 2022. The federal government still needs to clearly communicate how the Town can spend this amount. At this point, it is anticipated the expense for the three new voting machines and updates to the Town Hall and shop areas' HVAC systems should be covered by amounts received due to the ARPA funds received by the Town. The Town may also be able to utilize these funds to upgrade the road ditch area by Behning Creek as a possible DNR project to reduce the road runoff going into that trout stream.

Local Roads Improvement (LRIP) grant is a grant the Town receives from the State of Wisconsin. The Town did receive an LRIP grant in 2021, and the Town has applied to receive another grant in 2022, but it will not be known with certainty until early in 2022 whether another grant will be awarded to the Town.

Public comment was received by Mark Skjerven asking a question for further explanation about what the line item was called Forest Crop/MFL County Aid. The treasurer explained it was money that when individuals take their land out of these types of programs and the individuals have to pay the property taxes. The anticipated amount of revenue is unknown to the Town.

Licenses and Permits: Building permits and fees in the revenue section is the similar figure to that shown in the expense area for building inspection expenses. For liquor and malt beverage revenue, this amount includes not only license and permit fees for liquor sales, but also for servers serving the alcohol. There has been an increase in the number of servers, which has increased the anticipated revenue. Dog license and refunds is what the Town receives in through our fees charged, and the

expense side accounts for what the Town has to pay out to Polk County. Driveway permit revenue was increased slightly to account for continued building that is occurring within the Town. The Town received a small amount of \$238.81 due to road damage which occurred by a firm that parked a piece of equipment on a road the Town had just redone recently and the vehicle's wheels while turning caused damage to the road. So, reimbursement to the Town was given.

Total revenue budget for 2022 is \$1,123,123.40.

CONSIDER ADOPTION OF RESOLUTION 21-11-03 TO ADOPT THE 2021 TOTAL TAX LEVY TO BE PAID IN 2022 PURSUANT TO SECTION 60.10(1)(a)

The levy authorized by the electors in 2021 was \$802,524. The 1.845% increase in the town's 2021 levy is due to the net new construction percentage increase (\$14,826) and is allowed pursuant to Section 66.0602(2) of Wisconsin Statutes, thus increasing the 2022 total levy to \$817,368.

MOTION MADE BY MARK SKJERVEN, SECONDED BY TOM MAGNAFICI TO ADOPT RESOLUTION 21-11-03 TO ADOPT THE 2021 TOTAL TAX LEVY TO BE PAID IN 2022 PURSUANT TO SECTION 60.10(1)(a)
MOTION CARRIED WITH 14 AYE VOTES, 0 NAY VOTES, AND 0 ABSTAIN VOTES.

ADJOURNMENT OF PUBLIC BUDGET HEARING AND SPECIAL TOWN MEETING

MOTION BY EVERSON/CRONICK TO ADJOURN THE PUBLIC BUDGET HEARING AND SPECIAL TOWN MEETING OF THURSDAY, NOVEMBER 18, 2021. MOTION CARRIED WITH 14 AYE VOTES, 0 NAY VOTES, AND 0 ABSTAIN VOTES. The meeting adjourned at 7:36 p.m.

SPECIAL TOWN BOARD MEETING

Chair Lindh immediately proceeded to call to order the Special Town Board Meeting at 7:36 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.

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

PUBLIC ATTENDEES: Clerk Skjerven, Treasurer Carlson, Merle and Dianne Aarthun, Ed Everson, Tom and Gae Magnafici, Mark Skjerven, Rebekah Gustafson, Jeremy and Theresa Utke.

ACCEPTANCE OF PROPOSED AGENDA

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

PUBLIC COMMENT

Ed Everson gave his views that there should be no dissenting views on the outcome of the meetings held tonight as otherwise their attendance at the meeting should have occurred. The process gone through by this Board to explain the details of the budget, the manner in which the meeting was conducted, and in the amount of time for the meeting was one of the best I have ever attended.

CONSIDER RESOLUTION 21-11-04 TO Adopt 2022 Town Budget

The Clerk duly noticed that a public hearing was held on the proposed budget on Thursday, November 18, 2021, and a Summary of the Budget had been made available at the Town Hall as required by Wisconsin Statutes Section 65.90. The 2021 Town Tax Levy to be collected in 2022 pursuant to Wisconsin Statutes Section 60.10(1)(a) was approved in the amount of \$817,368 by the majority of the Town of Osceola Electors at a Special Town Meeting on November 18, 2021.

MOTION BY EVERSON/GUSTAFSON TO ADOPT RESOLUTION 21-11-04 TO ADOPT THE 2022 TOWN BUDGET. MOTION CARRIED.

ADJOURN

MOTION BY GUSTAFSON/EVERSON TO ADJOURN THE SPECIAL TOWN BOARD MEETING THURSDAY, NOVEMBER 18, 2021. MOTION CARRIED. The meeting adjourned at 7:41 p.m.

To be approved: December 6, 2021

Approved:

Denise Skjerven, Town Clerk

Town Of Osceola

Public Works Report

Nov 21

- 1 .Sand has been hauled.
2. Trucks have been serviced and plow wings and sanders are mounted and greased.
3. Graded the roughest gravel roads till ground froze.
4. Working on cutting all leaning and down trees.
- 5 Joe and I watched safety videos on plowing and mower safety
6. Working on putting up fire numbers

HIGHLIGHTS OF CLERK WORK DONE THIS WEEK/MONTH:

NOVEMBER:

TASKS	#	FURTHER COMMENTS
Resolutions	2	Created an 'index' for 2020 and YTD 2021
Ordinances		
Meetings and Minutes	5	11/1 TB, 11/18 Closed Session, Budget Hearing, Special Town Mtg, and STBM
Public Records Requests	7	
Employee Changes	5	Onboarded: Todd, Joe, Dave, Ed Resignation: Justin
Ads	3	Election Inspectors, Dog License Fees Chg, Type A Notice for Spring Election
Elections		Sought out poll workers, Prep'd and posted Type A Notice re: Spring election, prep'd candidacy and noncandidacy packets, prep'g for training of poll workers and possible Feb. primary, entering into WISVote received voter registrations and will contact those missing info.
Town's Web Page		updated Town web page info: PW contact info, meetings, minutes, elections info (key dates, poll worker application, candidacy/non-candidacy packet info and dates
Form Updates	2	Driveway permit application House moving_single_multiple use application
Building Security Changes		FOBs assignments, keys/access
Cleaning		Normal, plus had to buy a new vacuum, cleaned bugs from ceiling lights
Computer/Phone Updates		Had 'merged' C and D drives on Clerk computer for efficiency and more space; Moved 'misc' folder info from my desktop on to the C:\ drive Set up new messaging
Public Walk-in/calls		Trees down, sofa in ditch, gopher tails, election registrations, election inspector applications, driveway and building permits
Misc		Tax insert prep
Training		Completed and fully set up for Notary Public

Clerk

From: Neil Gustafson <townofosceolaneilgustafson@gmail.com>
Sent: Wednesday, December 1, 2021 3:16 PM
To: Clerk
Cc: Dale Lindh
Subject: F

Follow Up Flag: Follow up
Flag Status: Flagged

*Dwight Lake
Boat
Landing*

Hi Denise,

I am actively working with Polk County Land and Water Resources to assist us with the process of reconstructing the Dwight Lake boat landing. It does sound like it will likely be a couple year process from start to finish. I told them that it would be ideal to have firm figures in place by the 2023 budget process. They are going to start by getting us some rough estimates of what the entire project may look like so that we can assess whether it is feasible or not and if we should continue with planning and/or engineering. They have a few things to finish up before year end and then we should be able to have more information after the beginning of the new year.

Thanks,

Neil Gustafson

Supervisor - Town of Osceola, WI
(715) 417-0270

**A RESOLUTION TO APPOINT 2022 - 2023 ELECTION INSPECTORS
RESOLUTION 21-12-01**

WHEREAS, Wisconsin Statutes require each municipality in the State to appoint Election Inspectors and special voting deputies in its jurisdiction between December 1 and December 31, of each odd-numbered year for a two-year term; and

WHEREAS, terms of the current election inspectors expire on December 31, 2021; and

WHEREAS, Wisconsin Statute 7.30 (4) allows the two dominant parties to submit a list of names from which appointees shall be made; and

WHEREAS, a list of five names for appointment for election inspectors and special voting deputies was forwarded from the Polk County Republican Party (no list of names were forwarded from the Polk County Democrat party) for appointment; and

WHEREAS, the Town Chairman is to submit a list of nominated individuals as election inspectors for approval by the Town Board; and

SO THEREFORE BE IT RESOLVED that the attached list of individuals shall be named 2022 - 2023 Election Inspectors for the Town of Osceola for the 2022 and 2023 election years; and

BE IT FURTHER RESOLVED, that _____ be designated as Chief Election Inspectors and Chief Election Inspectors-In-Training; and

BE IT FURTHER RESOLVED, that pursuant to Wisconsin Statutes 7.32, the minimum number of election inspectors required to work at the polling place during a town election is three (3); however, the town clerk has the right to choose the necessary number of inspectors from the approved list; and

BE IT FURTHER RESOLVED, that the compensation for an Election Inspector is \$11.50 per hour, and for the Chief Election Inspector is \$12.50 when performing duties at elections or in training as required by Wisconsin Statutes.

Adopted this 6th day of December 2021, at a Town Board of Supervisors Regular Board Meeting.

Dale Lindh, Chair

Jon Cronick, Supervisor

Jo Everson, Supervisor

Neil Gustafson, Supervisor

ATTEST:

Denise Skjerven, Clerk

Town of Osceola

Election Inspectors January 1, 2022 - December 31, 2023

Last Name	First Name	City/State	Zip Code
Aarthun	Dianne	Dresser, WI	54009
Bottolfson	Charlotte	Osceola, WI	54020
Brundage	Jim	Dresser, WI	54009
Carlson	Trishia	Dresser, WI	54009
Clark	Connie	Dresser, WI	54009
Conway	Janet	Dresser, WI	54009
Dunham	Rhonda	Osceola, WI	54020
Everson	Ed	Dresser, WI	54009
Everson	Jo	Dresser, WI	54009
Gallagher	Sara	Dresser, WI	54009
Hartman	Don	Osceola, WI	54020
Kotilinek	Cherie	Dresser, WI	54009
Lueck	Jane	Osceola, WI	54020
Minell	Julie	Osceola, WI	54020
Pieper	Emmy	Dresser, WI	54009
Pieper	Gerald	Dresser, WI	54009
Rochford	Jeanette	Dresser, WI	54009
Shobe	Bryan	Dresser, WI	54009
Shobe	Stephanie	Dresser, WI	54009
Thorman	Cynthia	Osceola, WI	54020
Utke	Teresa	Osceola, WI	54020
Wahlstrom	Christine(Chris)	Dresser, WI	54009
Wahlstrom	Douglas	Dresser, WI	54009
Wallis	Terilyn	Dresser, WI	54009
Yost	Carolyn	Osceola, WI	54020

past Chief Election Inspectors

interested in Chief Election Inspector/Chief Election Inspector-in-Training

Clerk

From: Hoag, Erin C - ELECTIONS <erin.hoag@wisconsin.gov>
Sent: Wednesday, December 1, 2021 7:50 AM
To: Clerk
Subject: RE: Town Board Supervisor Able to Be an Election Inspector, and even the Chief Election Inspector?

Good morning Denise,
Thank you for reaching out to Wisconsin Elections Commission. Yes, your municipal board members may serve as election inspectors or as a chief inspector as long as they are not on the ballot for any of the elections worked.

I hope this is helpful! Please let me know if you have further questions.

Best,
Erin Hoag
Elections Specialist
Wisconsin Elections Commission
212 East Washington Avenue, Third Floor
Madison, WI 53703
608-261-2004
elections.wi.gov

From: ELECTIONS HelpDesk <elections@wisconsin.gov>
Sent: Tuesday, November 30, 2021 2:49 PM
To: Hoag, Erin C - ELECTIONS <erin.hoag@wisconsin.gov>
Subject: FW: Town Board Supervisor Able to Be an Election Inspector, and even the Chief Election Inspector?

From: Clerk <clerk@townofosceola.com>
Sent: Tuesday, November 30, 2021 2:47 PM
To: ELECTIONS HelpDesk <elections@wisconsin.gov>
Subject: Town Board Supervisor Able to Be an Election Inspector, and even the Chief Election Inspector?

**CAUTION: This email originated from outside the organization.
Do not click links or open attachments unless you recognize the sender and know the content is safe.**

Hello ~ Can our Town Board Supervisors (and/or even our Town Chair) be election inspectors, and even our Chief Election Inspector (assuming the individual is not on the ballot)?
I thought I read somewhere that the individuals could be.
Thank you for confirming.

Denise Skjerven
Clerk - Town of Osceola

**RESOLUTION AMENDING THE 2021 BUDGET
RESOLUTION 21-12-02**

WHEREAS, the Osceola Town Board adopted the 2021 budget on December 8, 2020; 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 2021 budget accordingly.

SO THEREFORE BE IT RESOLVED BY THE TOWN BOARD OF THE TOWN OF OSCEOLA TO AMEND THE FOLLOWING ACCOUNTS OF THE 2021 BUDGET:

- The sum of \$1,400.00 is hereby transferred from the Contingency Reserve Account to the Building Expenses, Building Repairs and Maintenance Expense Account and the Budgets of said Accounts be adjusted accordingly.
- The sum of \$506.00 is hereby transferred from the Contingency Reserve Account to the Building Expenses, Sanitation Expense Account and the Budgets of said Accounts be adjusted accordingly.
- The Sum of \$1,506.00 from the Contingency Reserve Account is hereby transferred to the Building Expenses, Telephone/Internet Expense Account and the Budgets of said Accounts be adjusted accordingly.
- The sum of \$532.00 is hereby transferred from the Contingency Reserve Account to the Capital Equipment, New Equipment Expense Account and the Budgets of said Accounts be adjusted accordingly.
- The sum of \$598.00 is hereby transferred from the Contingency Reserve Account to the Gopher Bounty Expense Account and the Budgets of said Accounts be adjusted accordingly.
- The sum of \$2,714.00 is hereby transferred from the Contingency Reserve Account to the Capital Equipment, Office Equipment Expense Account, and the Budgets of said Accounts be adjusted accordingly.
- The sum of \$2,500.00 is hereby transferred from the Contingency Reserve Account to the Town Board, Publications Expense Account, and the Budgets of said Accounts be adjusted accordingly.
- The sum of \$291.00 is hereby transferred from the Contingency Reserve Account to the Elections, Supplies Expense Account, and the Budgets of said Accounts be adjusted accordingly.
- The sum of \$7,046.00 is hereby transferred from the Clerk & Treasurer, Clerk Wages Expense Account to the Clerk & Treasurer, Treasurer Wages Expense Account and the

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Budgets of said Accounts be adjusted accordingly.

- The sum of \$1,870.00 is hereby transferred from the Clerk & Treasurer, Clerk Wages Expense Account to the Clerk & Treasurer, Office Supplies Expense Account, and the Budgets of said Accounts be adjusted accordingly.
- The sum of \$981 is hereby transferred from the Clerk & Treasurer, Clerk Wages Expense Account to the Elections, Wages Expense Account, and the Budgets of said Accounts be adjusted accordingly.
- The sum of \$12,000.00 is hereby transferred from the Capital Improvement Expense Account to the Capital Equipment, New Equipment Expense Account, and the Budgets of said Accounts be adjusted accordingly.
- The Budget for the Intergovernmental Revenue, Fire Insurance Dues shall hereby be amended to be \$13,636.00, the actual amount received and expended.
- The Budget for the Animal Warden, Dog License to County Expense Account shall hereby be amended to be \$579.00, the actual amount expended to Polk County for 2021.

Adopted this 6th day of December 2021, at a Town Board of Supervisors Regular Board Meeting.

Dale Lindh, Chair

Jon Cronick, Supervisor

Jo Everson, Supervisor

Neil Gustafson, Supervisor

ATTEST:

Denise Skjerven, Clerk

2021 BUDGET ADJUSTMENT DETAILS	AMEND	ADJUSTED BUDGET
RESERVE FOR CONTINGENCIES ACCOUNT	\$15,000	\$4,953.00
to Building Expenses, Building Repairs and Maintenance Expense Account	\$1,400	\$3,700.00 <i>*landscaping paid from this account</i>
to Building Expenses, Sanitation Expense Account	\$506	\$906.00 <i>*was not budgeted correctly for the year</i>
to Building Expenses, Telephone/Internet Expense Account	\$1,506	\$3,006.00
to Capital Equipment, New Equipment Expense Account	\$532	\$12,532.00 <i>*audio system & security system</i>
to Gopher Bounty Expense Account	\$598	\$1,898.00
to Capital Equipment, Office Equipment Expense Account	\$2,714	\$2,714.00 <i>*new office computer/router/switch</i>
to Town Board, Publications Expense Account	\$2,500	\$3,500.00 <i>*due to high # of help wanted ads</i>
to Elections, Supplies Expense Account	\$291	\$3,091.00
Balance	\$4,953	
CLERK & TREASURER, CLERK WAGES EXPENSE ACCOUNT	\$11,401	\$15,811.00 <i>*high budget remaining due to no clerk for several months</i>
to Clerk & Treasurer, Treasurer Wages Expense Account	\$7,046	\$20,758.00 <i>*includes tax collections for 2021+ additional \$688 for Dec</i>
to Clerk & Treasurer, Office Supplies Expense Account	\$1,870	\$6,870.00
to Elections, Wages Expense Account	\$981	\$3,381.00 <i>*high wages due to recount</i>
Balance	\$1,504	<i>Leftover Clerk's Wages</i>
CAPITAL IMPROVEMENT EXPENSE ACCOUNT	\$12,000	<i>*was intended for the fuel tank installation</i>
to Capital Equipment, New Equipment Expense Account	\$12,000	\$12,532.00 <i>*audio system & security system</i>
Balance	\$0	

TOWN OF OSCEOLA

Profit & Loss Budget vs. Actual

January through December 2021

	Jan - Dec 21	Budget	\$ Over Budget	% of Budget
Income				
Fines, Forfeits & Penalties				
Fines & Violations	238.81			
Total Fines, Forfeits & Penalties	238.81			
Intergovernmental Charges				
Fire Assoc. Loan Repayment	50,308.15	50,308.15	0.00	100.0%
Total Intergovernmental Charges	50,308.15	50,308.15	0.00	100.0%
Intergovernmental Revenue				
FC/MFL Withdrawal	0.00	0.00	0.00	0.0%
Fire Insurance Dues	13,635.79	12,700.00	935.79	107.37%
Forest Crop/MFL Aid	36,942.60	400.00	36,542.60	9,235.65%
Grants Scholarships Donations	151,141.39			
Highway Aids	165,905.64	165,905.64	0.00	100.0%
In Lieu of Tax - DNR Land	4,150.33	3,750.00	400.33	110.68%
Municipal Services	109.32	120.00	-10.68	91.1%
State Shared Revenue	5,414.43	37,145.00	-31,730.57	14.58%
Total Intergovernmental Revenue	377,299.50	220,020.64	157,278.86	171.48%
Licenses & Permits				
Building Permits & Fees	23,608.14	28,000.00	-4,391.86	84.32%
Dog Licenses	1,092.00	1,200.00	-108.00	91.0%
Driveway Permits	575.00	100.00	475.00	575.0%
Liquor & Related Licenses	3,768.00	3,000.00	768.00	125.6%
Other Regulatory Permits	0.00	60.00	-60.00	0.0%
Total Licenses & Permits	29,043.14	32,360.00	-3,316.86	89.75%
Miscellaneous Revenue				
Interest Income	1,280.52	1,300.00	-19.48	98.5%
Miscellaneous Income	1,462.76			
Total Miscellaneous Revenue	2,743.28	1,300.00	1,443.28	211.02%
Mobile Home Fees				
Mobile Home Fees Collected	0.00	300.00	-300.00	0.0%
Total Mobile Home Fees	0.00	300.00	-300.00	0.0%
Public Charges for Services				

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TOWN OF OSCEOLA
Profit & Loss Budget vs. Actual
January through December 2021

	Jan - Dec 21	Budget	\$ Over Budget	% of Budget
General Government Fees	475.00	650.00	-175.00	73.08%
Total Public Charges for Services	475.00	650.00	-175.00	73.08%
Tax Collections				
Forest Crop/MFL Taxes	2,747.11	1,000.00	1,747.11	274.71%
Personal Property Taxes	6,554.47	1,049.00	5,505.47	624.83%
Property Taxes	2,578,822.14	802,542.00	1,776,280.14	321.33%
Total Tax Collections	2,588,123.72	804,591.00	1,783,532.72	321.67%
Tax Collections - Other				
Lottery Credit	19,334.60			
Property Tax Settlement-County	-696,715.15			
Property Tax Settlement-Schools	-1,852,131.40			
Property Tax Settlement-VoTech	-81,213.52			
Tax Collection Overpayments	16,487.54			
Total Tax Collections - Other	-2,594,237.93			
Total Income	453,993.67	1,109,529.79	-655,536.12	40.92%
Gross Profit	453,993.67	1,109,529.79	-655,536.12	40.92%
Expense				
Animal Warden				
Animal Warden Wages	310.00	500.00	-190.00	62.0%
Dog License to County	578.50			
Mileage & Expenses	211.06	300.00	-88.94	70.35%
Total Animal Warden	1,099.56	800.00	299.56	137.45%
Assessment of Property				
Assessor's Contract	21,000.00	21,000.00	0.00	100.0%
Publications	0.00	200.00	-200.00	0.0%
Total Assessment of Property	21,000.00	21,200.00	-200.00	99.06%
Audit Services	5,013.75	4,950.00	63.75	101.29%
Building Expenses				
Bldg Repairs & Maint	3,646.21	2,300.00	1,346.21	158.53%
Electric Utilities	1,664.40	2,200.00	-535.60	75.66%
Gas Utilities	1,473.55	1,800.00	-326.45	81.86%
Insurance	1,127.52	1,200.00	-72.48	93.96%

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TOWN OF OSCEOLA

Profit & Loss Budget vs. Actual

January through December 2021

	Jan - Dec 21	Budget	\$ Over Budget	% of Budget
Operating Supplies	26.20	200.00	-173.80	13.1%
Sanitation Expenses	750.00	400.00	350.00	187.5%
Telephone/Internet	2,735.85	1,500.00	1,235.85	182.39%
Water & Sewer Utilities	757.95	1,200.00	-442.05	63.16%
Total Building Expenses	12,181.68	10,800.00	1,381.68	112.79%
Building Inspection Expense	27,609.96	25,000.00	2,609.96	110.44%
Capital Equipment				
New Equipment	12,531.40			
Office Equipment	2,713.28			
Total Capital Equipment	15,244.68			
Capital Improvement	0.00	12,000.00	-12,000.00	0.0%
Clerk & Treasurer				
Clerk Wages	11,427.20	25,708.00	-14,280.80	44.45%
Clerk/Treasurer Salary	0.00			
D-C/T Employee Health Insurance	0.00			
Deputy Clerk/Treasurer Monthly	0.00			
Dues & Training	219.00	2,000.00	-1,781.00	10.95%
Insurance	1,945.31	3,000.00	-1,054.69	64.84%
Mileage & Expenses	110.32	1,800.00	-1,689.68	6.13%
Office Supplies	5,869.20	5,000.00	869.20	117.38%
Postage	1,340.00	2,000.00	-660.00	67.0%
Retirement	719.58	1,735.34	-1,015.76	41.47%
Treasurer Wages	17,461.04	13,711.36	3,749.68	127.35%
Treasurer/Tax Collection	687.50			
Website & Computer Expenses	4,414.80	5,000.00	-585.20	88.3%
Total Clerk & Treasurer	44,193.95	59,954.70	-15,760.75	73.71%
Committee Per Diems	0.00	175.00	-175.00	0.0%
Consulting Fees	0.00	250.00	-250.00	0.0%
Debt Service				
Fire Station Principal Payment	50,308.15			
Debt Service - Other	0.00	50,308.15	-50,308.15	0.0%
Total Debt Service	50,308.15	50,308.15	0.00	100.0%

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TOWN OF OSCEOLA
Profit & Loss Budget vs. Actual
January through December 2021

	Jan - Dec 21	Budget	\$ Over Budget	% of Budget
Elections				
Publications	207.50	400.00	-192.50	51.88%
Supplies	3,090.70	2,800.00	290.70	110.38%
Wages	3,380.76	2,400.00	980.76	140.87%
Elections - Other	37.15			
Total Elections	6,716.11	5,600.00	1,116.11	119.93%
FC/MFC Aid to County	7,388.52			
Gopher Bounty Expenses	1,648.00	1,300.00	348.00	126.77%
Legal Fees				
Municipal	5,378.50	9,000.00	-3,621.50	59.76%
Other/Background Checks	-7.00	100.00	-107.00	-7.0%
Total Legal Fees	5,371.50	9,100.00	-3,728.50	59.03%
Local Cemetary Funding	0.00	2,000.00	-2,000.00	0.0%
Mobile Home Settlements				
MH Fees to Schools	133.65			
Total Mobile Home Settlements	133.65			
Park Expenses				
Park Expenses - Misc & Other	2,610.00	4,400.00	-1,790.00	59.32%
Total Park Expenses	2,610.00	4,400.00	-1,790.00	59.32%
Payroll Expenses	16,519.08	10,510.21	6,008.87	157.17%
Planning Commission				
Per Diems				
Planning Commission	225.00			
Per Diems - Other	0.00	1,200.00	-1,200.00	0.0%
Total Per Diems	225.00	1,200.00	-975.00	18.75%
Postage Office Supplies & Pub	0.00	100.00	-100.00	0.0%
Publications	0.00	200.00	-200.00	0.0%
Total Planning Commission	225.00	1,500.00	-1,275.00	15.0%
Public Safety				
Ambulance Contract (Osceola)	27,384.00	27,384.00	0.00	100.0%
Ambulance Contract (St. Croix)	4,852.65	4,896.77	-44.12	99.1%
Fire Department Contract	149,278.36	149,278.36	0.00	100.0%

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TOWN OF OSCEOLA

Profit & Loss Budget vs. Actual

January through December 2021

	Jan - Dec 21	Budget	\$ Over Budget	% of Budget
Fire Dues to Department	13,635.79	12,700.00	935.79	107.37%
Total Public Safety	195,150.80	194,259.13	891.67	100.46%
Public Works				
Adopt-A-Town Road	114.70	100.00	14.70	114.7%
Capital Highway Equipment	0.00	50,000.00	-50,000.00	0.0%
Dues & Training	110.00	300.00	-190.00	36.67%
Engineering/Project Mgmt	0.00	500.00	-500.00	0.0%
Equipment Repairs & Maintenance	4,451.14	6,049.00	-1,597.86	73.59%
Fuel	8,095.46	14,000.00	-5,904.54	57.83%
Garage Expenses	1,724.18	3,750.00	-2,025.82	45.98%
Highway Construction	358,913.14	473,460.00	-114,546.86	75.81%
Insurance	9,400.67	10,000.00	-599.33	94.01%
Part-Time PW Wages	7,167.45	9,000.00	-1,832.55	79.64%
PW Cell Phone	1,075.58	900.00	175.58	119.51%
Retirement	3,511.24	4,047.55	-536.31	86.75%
Road Maintenance & Repair	21,829.16	25,000.00	-3,170.84	87.32%
Short Term Disability	44.85	550.00	-505.15	8.16%
Supervisor PW Wages	49,428.66	59,964.80	-10,536.14	82.43%
Total Public Works	465,866.23	657,621.35	-191,755.12	70.84%
Reserve for Contingencies	287.68	15,000.00	-14,712.32	1.92%
Tax Refunds & Reimbursements				
Returned Tax Deposit	0.00			
Tax Refunds & Reimbursements - Other	17,190.06			
Total Tax Refunds & Reimbursements	17,190.06			
Tax/Lottery Cr Settlements				
PIL.T payment	2,792.23			
Total Tax/Lottery Cr Settlements	2,792.23			
Town Board				
Board Salaries	13,903.17	17,500.00	-3,596.83	79.45%
Dues & Training	1,155.00	1,000.00	155.00	115.5%
Insurance	1,517.06	2,300.00	-782.94	65.96%
Office Supplies	200.99	1,000.00	-799.01	20.1%

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TOWN OF OSCEOLA
Profit & Loss Budget vs. Actual
 January through December 2021

	Jan - Dec 21	Budget	\$ Over Budget	% of Budget
Publications	3,167.22	1,000.00	2,167.22	316.72%
Total Town Board	19,943.44	22,800.00	-2,856.56	87.47%
66900 - Reconciliation Discrepancies (Discr	-263.46			
Total Expense	918,230.57	1,109,528.54	-191,297.97	82.76%
Net Income	-464,236.90	1.25	-464,238.15	-37,138,952.0%

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**RESOLUTION 21-12-03 AMENDMENT OF FEE SCHEDULE
FOR THE TOWN OF OSCEOLA**

WHEREAS, the Town Board of Supervisors for the Town of Osceola has determined that it is prudent to create a Fee Schedule to provide efficiency, economy and uniformity in establishing and adjusting the fees charged by the Town of Osceola as enumerated throughout the Town of Osceola Code of Ordinances into one abbreviated schedule; and,

WHEREAS, the fees set forth in the Fee Schedule append the fees in the Town of Osceola Code of Ordinance; and,

WHEREAS, the fees set forth in the Fee Schedule may be added to or amended from time to time by adoption of a Resolution; and,

WHEREAS, the Town Board shall review the Fee Schedule on an annual basis for the purpose of adjusting and updating the fees charged by the Town, and any amendments or additions thereto may be made by Resolution; and,

WHEREAS, the fees set forth in the Fee Schedule shall supersede any fee established elsewhere in the Town's Code of Ordinance or Resolutions for the same charge, and if a fee is set forth elsewhere in the Town of Osceola's Code of Ordinance or via a Resolution, and there is no corresponding fee set forth in the attached Fee Schedule, the fee set forth elsewhere in the Code of Ordinance or the Resolution shall control until such time as a fee for the same charge is established in the Fee Schedule; and,

SO THEREFORE BE IT RESOLVED that the Town Board of Supervisors for the Town of Osceola approves the following Fee Schedule as defined in the attached schedule; and

BE IT FURTHER RESOLVED that this schedule shall become effective upon passage and posting thereof.

Adopted this 6th day of December 2021, at a Town Board of Supervisors Regular Board Meeting.
Effective 1st January, 2022.

Dale Lindh, Chair

Jon Cronick, Supervisor

Jo Everson, Supervisor

Neil Gustafson, Supervisor

ATTEST:

Denise Skjerven, Clerk

516 East Avenue North
P. O. Box 216
Dresser, WI 54009-0216
Office: 715-755-3060

TOWN OF OSCEOLA

Polk County, Wisconsin
www.townofosceola.com

FEE SCHEDULE
Effective January 1, 2022

Ordinance Title or Category	Permit Application or Procedure	Fee
Chapter 8 Public Works	Driveway Permit	\$50.00
	House Moving Permit	\$100.00
Chapter 9 Animals	<u>Dog License</u> (adopted 11/1/21, Res. 21-11-05)	
	Spayed or Neutered	\$10.00
	Unspayed/Neutered	\$15.00
	Kennel License (5 - 12 dogs)	\$42.00
	Additional Dog tags over 12	\$6.00 Ea.
	Late Fee after March 31	\$5.00
Chapter 11 Public Health	Building Permits	WWIA Town Admin: \$100 (new construction) \$50 (all others)
	Fireworks Permit	\$50.00
Chapter 12 Licenses & Permits	<u>Beverage (Liquor) License</u>	
	Class "A" Intoxicating Liquor License	\$500.00
	Class "A" Fermented Malt Beverage License	\$100.00
	Class "B" Intoxicating Liquor License	\$500.00
	Class "B" Fermented Malt Beverage License	\$100.00
	Operator (Bartender) License	\$20.00
	Provisional License	\$15 for 60 days
	Cigarette License	\$100.00
	Background Check	Dept of Justice fee; Town Admin: \$10.00
	Mobile Home parking fee	\$10.00
Mobile Homes outside of parks	\$40.00	
Mobile Homes inside of parks	\$150.00	

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TOWN OF OSCEOLA

Polk County, Wisconsin
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FEE SCHEDULE
Effective January 1, 2022

Ordinance Title or Category	Permit Application or Procedure	Fee
Chapter 14 Non-metallic Mineral Extraction & Permit Regulation	Non-Metallic Mineral Extraction Permit	No Fee
	Conditional Permit	\$700/5 yrs
	Renewal Permit	\$700/5 yrs
Chapter 18 Subdivision & Platting	Certified Survey Map Review by Town Board	\$100 (residential)
		\$150 (nonresidential) \$20/acre (lots less than 19 acres)
Other License	Secondhand Article Dealer License	\$40.00
	Secondhand Jewelry Dealer License	\$45.00
Miscellaneous Fees	Copy Charge	\$0.25 per page

**FEE REVIEW
OCTOBER 2021**

Ordinance Title or Category	Permit Application or Procedure	TOWN OF OSCEOLA CURRENT	TOWN OF OSCEOLA *PROPOSED*
Chapter 8: Public Works	Driveway Permit	\$25	\$50
	House Moving Permit	\$50	\$100 (double since it's been 15+ yrs since fee was looked at)
Chapter 11 Public Health	Building Permits	Majority determined by West Wisconsin Inspection Agency; Admin fees: \$50 - New Construction; \$20 avg. - Others	Majority determined by West Wisconsin Inspection Agency; Admin fees: \$100 - New Construction; \$50 - Others
	Fireworks Permit	\$25	\$50 (double since it's been 15+ yrs since fee was looked at)
Chapter 12: Licenses & Permits	Beverage (Liquor) License:		
	Class "A" Intoxicating Liquor License	\$500	no change
	Class "A" Fermented Malt Beverage License	\$100	no change
	Class "B" Intoxicating Liquor License	\$500	no change
	Class "B" Fermented Malt Beverage License	\$100	no change
	Operator (Bartender) License	\$10	\$20
	Provisional License	\$5/for 60 days	\$15 for 60 days
	Cigarette License	\$10	\$100
	Background Check	Dept of Justice: \$7 Admin. Fee: \$0	Dept of Justice: no change Admin. Fee: \$10
	Mobile Homes and Mobile Home Parks:		
	Mobile Home parking fee	\$5 for ea. 30-day period	\$10 (dbl since it's been 15+ yrs since fee was looked at)
	Mobile Homes outside of parks	\$25	\$40 (+50% since it's been 15+ yrs since fee was looked at)
	Mobile Homes inside of parks	\$100	\$150 (+50% since it's been 15+ yrs since fee was looked at)

**FEE REVIEW
OCTOBER 2021**

Ordinance Title or Category	Permit Application or Procedure	TOWN OF OSCEOLA CURRENT	TOWN OF OSCEOLA *PROPOSED*
Chapter 14: Non-metallic Mineral Extraction & Permit Regulation	Non-Metallic Mineral Extraction Permit :		
	Conditional Permit	no fee	no change
Permit Regulation	Renewal Permit	\$500/5 yrs	(\$700/5 yrs (+40% since it's been 10+ yrs since fee was looked at)
	New Permit	\$500/5 yrs	(\$700/5 yrs (+40% since it's been 10+ yrs since fee was looked at)
Chapter 18: Subdivision & Platting	Certified Survey Map Review by Town Board	\$50: residential lot plats \$75: non-residential lot plats + \$10/acre (lots less than 19 acres)	\$100 (residential) \$150 (non-residential) + \$20/acre (lots less than 19 acres) (double since it's been 20+ yrs since fee was looked at)
Other Licenses	Secondhand Article Dealer License	\$27.50	\$40 (+50% since it's been 15+ yrs since fee was looked at)
	Secondhand Jewelry Dealer License	\$30	\$45 (+50% since it's been 15+ yrs since fee was looked at)
Miscellaneous Fees	Copy Charge	\$0.25 per page	no change

Cigarette License Requests

2015 - 2016 Cigarette License Applicants

- Brother's Country Mart, 2061 75th Avenue, Osceola, WI 54020
- Dollar General, 928 240th Street, Osceola, WI 54020

MOVED AND SECONDED BY BURCH/WALLIS TO APPROVE ISSUANCE OF CIGARETTE LICENSES FOR BROTHER'S COUNTRY MART AND DOLLAR GENERAL FOR THE PERIOD OF AUGUST 4, 2015 TO JUNE 30, 2016. MOTION CARRIED UNANIMOUSLY.

Operator License Requests

Brenda Gruel has applied for an operator license to work at Brother's Country Mart. She has a beverage server certificate and successful background check was completed.

MOVED AND SECONDED BY SCHMIDT/WALLIS TO APPROVE ISSUANCE OF AN OPERATOR LICENSE TO BRENDA GRUEL FOR THE PERIOD OF AUGUST 4, 2015 TO JUNE 30, 2016. MOTION CARRIED UNANIMOUSLY.

120th Avenue Intergovernmental Road Maintenance Agreements With Town of St Croix Falls

Chairman Schmidt will be meeting with Jim Beistle, Town of St Croix Falls Chairman, August 5, 2015. They will be discussing a new border road maintenance agreement.

GAB Accessibility Compliance Review

The Town of Osceola was notified by the Government Accountability Board of the results of an accessibility compliance review that was done recently. The following recommendations were made:

- Cracks and breaks in the accessible pathway to the voting area must be filled in.
- Accessible entrance must be clearly marked with appropriate signage at the door.
- Adjust tension on the entry door to 8 pounds or less.
- Add proper ground markings and van-accessible parking sign to the parking space.
- Provide a voting booth or table that meets Americans with Disabilities Act (ADA) requirements.

MOVED AND SECONDED BY BURCH/WALLIS TO APPROVE BRINGING GOVERNMENT ACCOUNTABILITY BOARD RECOMMENDATIONS INTO LINE AND MAKE THE APPROPRIATE CHANGES. MOTION CARRIED UNANIMOUSLY.

Resolution 15-09 Update Town Fee Schedule

The board amended the Town's fee schedule that lists all the fees that have been set forth by the Town as noted in the Town's code of ordinances and resolutions. The Fee sched-

ule was updated to reflect the recent change the Board made to reduce the non-metallic mineral extraction permit fee from \$2,500/5 Yrs to \$500/5 Years.

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MOVED AND SECONDED BY WALLIS/BURCH MOTION TO ADOPT RESOLUTION # 15-09 AMENDING THE FEE SCHEDULE. MOTION CARRIED UNANIMOUSLY.

PLAN COMMISSION REPORT:

- The Plan Commission recommended moving the Dresser Trap Rock request for a nonmetallic mineral extraction permit forward to the Town Board contingent upon additional information being provided.
- Letters were signed by the Plan Commission and sent to State Senator Sheila Harsdorf and Representative Adam Jarchow, asking that they work to repeal recent changes to the shoreland zoning law.

PUBLIC WORKS REPORT:

- Chip sealing will begin August 5, 2015.
- Shouldering is being done on the part of Ravine Drive that was repaved.
- Town of St Croix Falls repaired a section of Summit Street that had washed out from heavy rains. Deep gullies formed because the work was not able to be done right away. The Town of Osceola has a maintenance agreement with the Town of St Croix Falls for that section of road.
- The new one ton pick-up will be ready to be picked up from Monroe on August 14th.
- The Peterbilt truck is overheating and will be taken to the Polk County highway department for repair.
- With \$16,000 remaining in the highway budget, Paul Baker will look into doing additional road work.

CHAIRMAN'S REPORT:

- Darel Hall, Animal Warden will be registering for Humane Officer training in Madison.
- A town resident is concerned with the high speed of vehicles on Horse Lake Lane. The Town's traffic counters recorded the volume and speed and found the average speed of south bound traffic to be 44 mph and the average speed of north bound traffic to be 34 mph.

SUPERVISOR'S REPORT:

Supervisor Mike Wallis

- Boundary Agreement meeting was July 27th at the Village of Dresser
- Compared both comprehensive plans and looked at future land use maps
- Looked at getting a facilitator from the Department of Administration or West Central Wisconsin Regional Plan Commission
- Reviewed Dresser's history of annexation
- Analyzed land use classifications
- The next Boundary Agreement meeting is August 31, 2015

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clerk@townofosceola.com

TOWN OF OSCEOLA
Polk County, Wisconsin
www.townofosceola.com

December 6, 2021

[CEMETERY ASSOCIATION NAME]
[CEMETERY ASSOCIATION ADDRESS]

Re: Requesting Cemetery Funding

To Whom It May Concern:

According to the Wisconsin Statutes, in order for an Association to receive funds from the Town you must provide us with a written request and your financial reports.

Please return a completed Cemetery Fund Request Application form and a copy of your most current financial statement to me. These documents are necessary so our Town Board can consider your request for funding yet in 2021. We otherwise will go through another funding request process around March/April of each year. You may mail or email this request to the address indicated at the top of this page.

Please do not hesitate to contact me with questions.

Sincerely,

Denise Skjerven
Clerk

516 East Avenue North
P. O. Box 216
Dresser, WI 54009-0216
Office: 715-755-3060

TOWN OF OSCEOLA

Polk County, Wisconsin

Cemetery Fund Request Application

At the November 18, 2021 Special Town Board Meeting, the 2022 budget was approved which provided for \$2,000 toward Cemetery Aid for calendar year 2022.

To receive funds from the Town, this form must be completed and signed to receive consideration for the 2022 Town of Osceola Cemetery Aid assistance. Return the completed and signed application and all other required documentation* by February 28, 2022 to the Town as noted below. You will be notified in early March on the decision reached regarding your application.

Town of Osceola
516 East Avenue North
P.O. Box 216
Dresser, WI 54009-0216
Email: clerk@townofosceola.com

Name of Cemetery: _____

Cemetery Street Address: _____

Cemetery City/State/Zip: _____

State main reasons desired aid assistance is needed (such as general seasonal maintenance, special monetary upgrades needed, lack of other available assistance/resources, etc.):

*Provide documentation to support aid request (such as the past two years of cemetery maintenance expenditures/receipts, high-level financials of cemetery organization, etc.).

Cemetery Contact Name/Organization: _____

Cemetery Contact Phone # and Email: _____

Aid will be determined at the March Regular Town Board meeting

Last year there was a request to evaluate the current speed limit of 45 MPH on 200 street around Horse Lake and a machine to tract the vehicles traveled was placed.

I am not aware of any results of that evaluation and as a resident on 200th Street I am requesting that something be done to lower the current speed limit

There are times when it seems like a race track in front of our home in both directions.

I was told that at some point a young boy was hit by a car on 200th St.

A few weeks ago our neighbor, Nancy Schweim (803 200th St) was riding her bike and took a nasty fall that required a trip to the emergency room for stitches. Her husband Richard stated she was forced to swerve because of the speed of the passing car and that's when she fell. I am sure you can get additional information from them.

Our dog was hit by a car this summer when crossing the road to the lake. They may walk next to us or in front but they don't always back up or speed up when a car comes speeding down the road or even going 45 MPH which is too fast in my opinion. Zoe had bumps and bruises but is ok.

Speed limits around Poplar and Big Lake are 35 MPH on roads that have homes on one side and the lake on the other and if there are curves in the road. Why isn't our speed limit 35MPH?

I know it is not a practical solution for law enforcement to monitor the the speed however lowering the speed limit to 35MPH at the very least may assist in lowering the speed of the vehicles traveling on 200 St. and increase the safety of the residents and yes maybe even our four legged companions.

Dianne Aarthun
787 200th St
Dresser, WI 54009

Clerk

From: Neil Gustafson <townofosceolaneilgustafson@gmail.com>
Sent: Tuesday, November 30, 2021 4:18 PM
To: Publicworks
Cc: Dale Lindh; Clerk
Subject: Re: 200th St. Speed Limit Review
Attachments: Traffic Engineering Operations and Safety Manual.pdf

Hello,

Please find the attached document with info on changing speed limits. This document is current as of August 2021 and new/updated since the most recent speed reduction that we approved. It would appear that if we are not performing a standard speed reduction within our local jurisdiction, then we are embarking upon quite an undertaking. The only thing I question regarding 200th st is highlighted below. A regular Town road is 55 mph and we can reduce it by 10 mph, which we have already done with 200th st. But, a Town road that is a minimum 1000' feet in length with 150' driveway spacing should be 35 mph already and could be reduced by another 10 mph. 200th st is in excess of 1000' and there are multiple areas where driveway spacing is 150' or less. Does that mean that we can reduce the speed on the entire road to 35 mph or only in the areas where driveway spacing is less than 150'? Does the area of 150' driveway spacing have to be more than 1000' long? All kind of unknown answers. Read through the attached document though. It is very interesting regarding the process and the whole theory behind the process.

55 mph – State Trunk Highway	WISDOT ONLY
55 mph – County Trunk Highway, Town Roads	Lower the statuto
45 mph – Rustic Roads	Lower the statuto
35 mph – Town Road (1,000' min) with 150' driveway spacing	Lower the statuto
25 mph – Inside corporate limits of a city or village (other than outlying districts)	Raise the speed Lower the statuto
35 mph – Outlying district ^(c) within city or village limits	Raise the speed Lower the statuto
35 mph – Semiurban district ^(d) outside corporate limits of a city or village	Raise the speed Lower the statuto

Thanks,

Neil Gustafson

Supervisor - Town of Osceola, WI
 (715) 417-0270

On Tue, Nov 30, 2021 at 2:58 PM Publicworks <publicworks@townofosceola.com> wrote:

Did some checking and could not find any info on 200th except a counter on the 90th and 200th. I did go look and the speed limit sign down by horse lake lane is missing.

Thanks, Todd

TOWN OF OSCEOLA

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Polk County, Wisconsin

Lower Speed Limit on 200th Street from 55 MPH to 45 MPH Ordinance # 13-01-01

- A. The Town Board of Supervisors have inspected and investigated the existing driving conditions and existing speed limit on 200th Street from 90th Avenue to CTH M. Information on the speed of vehicles traveling on this road was gathered, traffic counts were recorded and it was determined that there is a high usage of this road by pedestrians.
- B. The Town of Osceola, upon the basis of this inspection and investigation, has determined that the existing 55 mph speed limit on this portion of Town road is greater than is reasonable or safe under the current conditions found to exist and the speed of vehicles driving on this portion of Town road is greater than is reasonable and prudent.
- C. Accordingly, the Town of Osceola wishes to exercise its authority under Wisconsin Statutes and declare that the official speed limit be changed.

NOW THEREFORE, pursuant to Wis. Stat. 349.11 and 60.22, The Town Board of Supervisors of the Town of Osceola, Polk County, Wisconsin, do ordain as follows:

Section 1. Reduction in Speed Limit. The official speed limit on 200th Street from 90th Avenue to CTH M shall be lowered to 45 mph. This speed limit is determined and declared to be reasonable and to further the public health, safety and welfare.

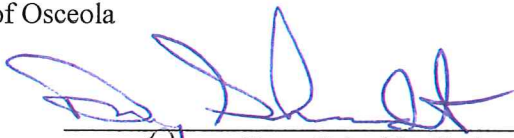
Section 2. Erection of Signs and Remedies. The Town's Public Works Superintendent shall erect appropriate signs giving notice of the reduced speed limit specified in Section 1 above. When such signs have been erected and are in place, the new speed limit shall be effective. Any person who violates the new 45 mph speed limit on 200th Street from 90th Avenue to CTH M shall be subject to the applicable remedies and forfeitures provided in state law and/or Chapter 15 Vehicles and Traffic in the Town's Code of Ordinances.

Section 3. Effective Date of Ordinance. This ordinance shall take effect the day after passage and posting or publication pursuant to law.

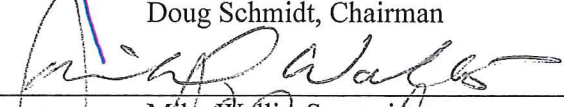
Adopted this 8th Day of January, 2013

By the Town Board of the Town of Osceola






Doug Schmidt, Chairman



Mike Wallis, Supervisor



Daniel Burch, Supervisor

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Company Town of Osceola
Contact Jan Carlson
Address 516 East Ave North
City Dresser **State** **Zip**

Phone 715-755-3060
Fax
Date Quoted 11/16/2021
Sales Rep Dan Young

<u>Qty.</u>	<u>Part #</u>	<u>Description</u>	<u>Price</u>	<u>Ext. Price</u>
1	8LZ802	HP ProDesk 400 G7, Intel Core i3 8 GB RAM DDR4 SDRAM - 256 GB Windows 10 Pro	\$849.00	\$849.00
1	1KR57A	HP Officejet Pro 8025 Printer (InkJet) Print, Copy, Scan, Duplex	\$229.00	\$229.00
1	5KA489	Brother Color Printer (Laser) Print, Copy, Scan, Duplex	\$499.00	\$499.00
1	6TG974	Aruba AP11 Access Point	\$119.00	\$119.00
1	GS305P	NetGear 5 Port POE Switch	\$69.00	\$69.00

The HP Officejet is the inkjet and the Brother is the Color Laserjet.

Also, for the access point install we would need the 5 Port POE switch to power the Access Point and also connect the Publicworks desktop system to back to the network.

Thank you for considering Connecting Point Computers for your technology needs. If you have any questions or need additional pricing, please feel free to contact us at 715-268-8159.



email: sales@4thepoint.com

Online: www.4thepoint.com

Quote: #1025432

All prices subject to change. Supply is subject to availability.

From: Darren Nyrose <info@delmoreconsulting.com>
Sent: Tuesday, November 30, 2021 10:30 AM
To: Clerk
Subject: Re: UPDATED CONTRACT NEEDED RE: Paser system info services
Attachments: Osceola PASER agreement 2021.pdf

Thanks Denise, I apologize for my error. I should have caught that.

Please find corrected contract attached. PAsER ratings are due Dec 15th. We are just finishing up our last 2 Towns this week so we can schedule to have the Town of Osceola done in time for the deadline.

Let me know if you have any questions or need any additional information

Thanks

Darren Nyrose
Delmore Consulting, LLC
Recommended Service Provider WTA
 608-844-9820
www.delmoreconsulting.com
info@delmoreconsulting.com



On Tue, Nov 30, 2021 at 7:55 AM Clerk <clerk@townofosceola.com> wrote:

Hello Darren ~ Thank you for sending us the 2021 PASER Agreement for review with our Town Board.

We noticed a correction needs to be made to the contract, as it currently states "Town of Barnes" under item A.

If you could please promptly correct this contact and re-send it to my attention I will assure this information gets over to our Board for their review.

Thank you.

DELMORE CONSULTING 2021 PASER RATING SERVICE AGREEMENT

Town: Osceola

County: Polk

PASER Rating

- A. Ensure the Town of Osceola meets WisDOT PASER reporting compliance.
- B. Physically drive every mile of road.
- C. Assign each section of road a PASER rating based on the surface condition.
- D. Log into the WisDOT website, WISLR, to input the road section ratings.
- E. Results spreadsheet and PASER rating submittal confirmation will be provided to the Town Chair and Clerk

COST OF SERVICES FOR 2021

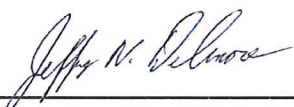
1 – PASER Rating Service = \$2,500.00

***Payment Terms:**

Due upon acceptance of proposal

Acceptance of Proposal

Town of Osceola- Authorized Signature



Delmore Consulting, LLC - Authorized Signature

Date

Nov 2, 2021

Date

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**TOWN OF OSCEOLA
PLAN COMMISSION
REGULAR MONTHLY MEETING
TUESDAY, NOVEMBER 30, 2021 - 6 P.M.**

MINUTES

The Plan Commission of the Town of Osceola met for a meeting on Tuesday, November 30, 2021, at the Osceola Town Hall, Dresser, Wisconsin.

CALL TO ORDER

Chair Desmarais called the meeting to order at 6:00 p.m.

VERIFICATION OF MEETING POSTING

Notice of the Plan Commission Meeting was posted at the Town Hall, the Dresser Post Office, First National Community Bank and the Town Website.

PLEDGE OF ALLEGIANCE

Chair Desmarais led the group in the Pledge of Allegiance.

ROLL CALL

PRESENT: Chair Bernie Desmarais, Jim Berg, Kim Kaiser, Marianna Schultz, Jon Cronick and Jeremy Utke.

ARRIVED: 6:28 PM Kim Kaiser

ABSENT: Dan Tronrud

APPROVAL OF PROPOSED AGENDA

MOTION BY UTKE / 2ND BY BERG TO APPROVE THE AGENDA. MOTION CARRIED.

APPROVAL OF MINUTES OF PREVIOUS MEETINGS

MOTION BY BERG / 2ND BY CRONICK TO APPROVE THE TUESDAY, OCTOBER 26, 2021 MEETING MINUTES. MOTION CARRIED.

PUBLIC COMMENT

- A) Neil thanked everyone and also gave an update on the driveway permit process.
- B) A town resident asked to be on the future agenda regarding some property that she purchased and has questions about our ordinances.
- C) Teresa handed out some information regarding cemeteries.

NEW BUSINESS

A) SUBDIVISION PROCESS AND CHECKLIST

DISCUSSION AND REVIEWED OUR TOWN ORDINANCES.

B) DRIVEWAY PERMIT APPLICATION

DISCUSSION AND REVIEWED OUR TOWN DRIVEWAY PERMIT APPLICATION PROCESS

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CHAIRMAN'S REPORT

CHAIR DESMARAIS WILL DRAFT A LETTER FOR THE MEMBERS TO REVIEW AND PRESENT TO THE TOWN BOARD. RECOMMENDED THAT A LETTER TO SENT TO POLK COUNTY REMINDING THEM OF OUR PERMITTING PROCESS AND TO NOT ISSUE ANY PERMITS UNTIL THE TOWN HAS APPROVED THE DRIVEWAY PERMIT.

COMMISSION MEMBER COMMENTS

NONE

FUTURE MEETING AGENDA ITEMS

- 1) Review six addresses that have applied for driveway permits. Chair Desmarais will contact the applicants and ask them to attend the meeting to answer any questions.
- 2) Review the two Arden Construction lot division requests.

NEXT PLAN COMMISSION MEETING

Meeting set for December 21, 2021 6 PM

ADJOURNMENT

MOTION BY CHAIR DESMARAIS/2ND BY UTKE TO ADJOURN THE PLAN COMMISSION MEETING HELD THIS TUESDAY THE 30TH DAY OF NOVEMBER 2021. MOTION CARRIED.

Being no further business to come before the Plan Commission, the Meeting was adjourned at 7:37 p.m.

Bernie Desmarais, Plan Commission Chair

TO BE APPROVED: December 21, 2021