

TOWN OF OSCEOLA
BOARD OF SUPERVISORS MEETING
Monday, February 7, 2022 — 6:30 p.m.

Meeting Minutes

The Board of Supervisors of the Town of Osceola met for a regular monthly meeting Monday, February 7, 2022, 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 and Gustafson.

ABSENT: Supervisor Everson.

PUBLIC ATTENDEES: Clerk Skjerven, Treasurer Carlson, Public Works Supervisor Raddatz, Ed Everson, Cindy and Glyn Thorman, Donna and Jim Berg, Mark Skjerven, Dianne and Merle Aarthur, Jim Brundage, Jeremy Utke, Tony Johnson, Warren Johnson, Alec Mortel and Bob Zuzek from Lakeland, and Nealy Corcoran.

CHECK PRESENTATION AND APPROVAL OF BILLS

MOTION BY LINDH/CRONICK TO APPROVE THE TREASURER'S LIST OF CHECKS AND AUTOMATED PAYMENTS AS PRESENTED TOTALLING \$1,163,367.59 AND NUMBERS 17888 THROUGH 17979 (MINUS CHECK 17962) AND ACH PAYMENTS AS PRESENTED. MOTION CARRIED.

ACCEPTANCE OF PROPOSED AGENDA

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

MEETING MINUTES

MOTION BY CRONICK/GUSTAFSON TO APPROVE THE 1/3/2022 TOWN BOARD MEETING MINUTES, WITH ONE SMALL CORRECTION TO THE NAME OF ONE OF THE PUBLIC ATTENDEES. MOTION CARRIED.

PUBLIC COMMENT

Jim Brundage presented his concerns with using Dominion voting machines for the Town's elections in light of retired Supreme Court Justice Michael Gableman's issuance of subpoenas to investigate 70 voting equipment machines within the State of Wisconsin from the 2020 election. His view is that it is unethical to use Dominion voting machines until the findings of Justice Gableman's investigation are made public. He would like to see the Town use a hand count of election results, and have poll workers leave after the polls close and to have a separate crew come in to count the ballots. He would also like to know why the Town no longer is in possession of the voting equipment used in the November 2020 election.

Warren Johnson expressed thanks to the great work being done by the Town's Public Works team. He also is pleased with how the Planning Commission meetings are being run and expressed importance for the Commission to stick to topics on the agenda. Warren pointed out as a reminder that at a Town's prior meeting it was agreed to that a school board member cannot come to speak at a Town Board meeting. Rather, only administration or finance committee members can come to a Town Board meeting.

Cindy Thorman gave an update on election inspector training in preparation for the 2022/23 election cycle. There are a few election inspectors that still need to complete training. Cindy also expressed agreement with the Town's attorney to not have election inspector training sessions videotaped or audio recorded.

PUBLIC WORKS REPORT

Raddatz gave a summary report of work efforts during the month of January: Hauling of sand has been occurring, and the stockpile is at 50 percent. The crew has been starting to wing out ditches and intersections with the grader. Raddatz picked up the pressure washer and assembled it and Raddatz is in receipt of the weed whip, new computer and printer—Raddatz expressed a big thank you for all.

Raddatz drove to Hudson, WI to look at a spray patcher for sale and has researched comparable equipment. The desired price for the used spray patcher is \$10,000. There could potentially be a lot of hours on the spray patcher. Tony Johnson and the Town of Farmington have been very helpful throughout the research process.

Raddatz noticed a 'check engine light' message in one of the trucks and he drove down to Eau Claire, WI to get the issue fixed as the truck was still under warranty.

TREASURER'S REPORT

Treasurer Carlson reviewed current bank balances as of February 7, 2022: General Fund \$57,894.64; General Money Market Account \$396,369.36; Tax Receipt Account \$2,176,364.64; Dresser Traprock Assurance \$15,047.64; Royal Credit Union CD (from ARPA \$\$s) \$151,383.07; Royal Credit Union general account of \$141.48; Royal Credit Union Money Market Public Works account \$50,188.07. The MidWest One checking account balance (\$29,602.55) does not tie out to the balance sheet MidWest One Checking Account amount because of outstanding checks, and the Tax Deposit Account doesn't tie because of the tax activities going on right now. Tax overpayments have been sent out. The year-to-date Profit & Loss report was presented to the Board. Dog licenses have been sent out, and 1099s and W2s have also gone out. Work efforts are underway for the upcoming 2021 audit.

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

CLERK'S REPORT

Clerk Skjerven gave a report out of work activities during the month of January, predominately working on public records requests, meetings, and elections. Election work efforts included: election inspector training covering general election topic areas in addition to hands-on training of the Town's voting equipment, setting the schedule for poll workers, posting of notices, and handling absentee ballot

processing. Preparations were completed for doing in-person voting in February, and getting ready for the February primary.

OLD BUSINESS

CONSIDER DWIGHT LAKE BOAT LANDING IMPROVEMENTS

Gustafson noted there is nothing new to report, as Eric Wojchik, Conservation Planner II/ County Conservationist at Polk County Land and Water Resources will be doing the design phase of reconstructing the Dwight Lake boat landing in 2022, and then planning for the reconstruction to occur in 2023.

CONSIDER 120th Ave. AND 200th ST. SPEED LIMIT REVIEW

Gustafson reported that WisDOT does not do speed analyses. The MSA firm out of Rice Lake, WI could do a speed limit rating for an estimated cost of \$2,500-\$7,500. MSA did mention that signage the Town already placed can give monitoring information of the speeds occurring. After discussion, no further action will be taken on this topic beyond the placement of speed monitoring signage.

NEW BUSINESS

CONSIDER PURCHASE OF 2004 CRAFCO SPRAY PATCHER FROM CITY OF HUDSON

As stated earlier in Raddatz's Public Works report, Raddatz drove to Hudson, WI to look at a spray patcher for sale and has researched comparable equipment. Raddatz indicated that more road repairs could be done with the CRAFCO spray patcher. Raddatz indicated East Farmington uses a similar type of equipment and they offered the opportunity for the Town to buy oil directly from them. Lindh completed a high-level cost analysis, estimating a potential savings of approximately \$7,000 to the Town if this spray patcher was purchased. The asking sale price for the used spray patcher is \$10,000. Because of the machine's likely extensive usage to date (the hours meter is broken), and because the Town may need to make a slight modification to it's truck's tailgate, the Town proposes to go in offering an amount less than the asking sale price.

MOTION BY GUSTAFSON/LINDH TO AUTHORIZE SPENDING UP TO \$10,000 FOR PURCHASE OF THE 2004 CRAFCO SPRAY PATCHER FROM THE CITY OF HUDSON, BUT TO MAKE AN INITIAL OFFER OF \$7,000 PLUS ONE DAY OF ASSISTANCE AND TRAINING ON THE EQUIPMENT. MOTION CARRIED.

Chair Lindh will draft a purchase letter to the City of Hudson.

CONSIDER PUBLIC WORKS ON-CALL APPLICANT

Public Works Supervisor Raddatz asked the Board to consider employing an 'on-call' public works applicant by the name of Craig Thomas to assist the Town's Public Works department. Raddatz recommends Thomas' employment.

MOTION BY LINDH/GUSTAFSON TO APPROVE EMPLOYING CRAIG THOMAS AS A PUBLIC WORKS ON-CALL EMPLOYEE ON THE RECOMMENDATION OF PUBLIC WORKS SUPERVISOR RADDATZ. MOTION CARRIED.

CONSIDER ROAD SERVICE AGREEMENT(S)

Chair Lindh met with MSA Professional Services, Inc. of Rice Lake, WI to discuss how they could assist the Town with collecting road ratings using a PASER inventory method. (MSA is a 100% employee-owned team of engineers, architects, planners, funding experts, surveyors, landscape architects, GIS experts and environmental scientists specializing in the sustainable development of communities.) MSA provided a cost estimate of \$6,500. The Delmore Consulting proposal provided in December to the Board had a cost of \$7,800 (for a road surface mapping and condition report minus a \$2,500 discount for PASER services), totaling \$5,300. (Delmore Consulting is based out of Wisconsin Dells, WI.) Delmore also offered to assist the Town with its road bid process, and offered other services if the Town was interested for doing a sign and/or a culvert inventory at additional costs of \$7,500 and \$8,200, respectively.

MOTION BY LINDH/GUSTAFSON TO STAY WITH USING DELMORE CONSULTING FOR DELMORE'S ROAD SERVICE MAPPING AND CONDITION REPORT (INCLUDING PASER SERVICES) AT A COST OF \$7,800 MINUS A \$2,500 AGREED UPON DISCOUNT, FOR A TOTAL COST OF \$5,300, AND NOT TO USE DELMORE'S SIGN OR CULVERT INVENTORY SERVICES. MOTION CARRIED.

Chair Lindh will contact Delmore Consulting to get a new proposal for only the two desired services: Delmore's road service mapping and condition report and PASER services.

CONSIDER LAKELAND BROADBAND GRANT RE-APPLICATION

Bob Zuzek and Alec Mortel from Lakeland Communications Group, LLC attended the meeting to give an update regarding the broadband expansion grant to be submitted by March 17, 2022. Bob mentioned a meeting was held in January with Supervisor Cronick, Treasurer Carlson, Theresa Utke, he and Alec to assist in preparations for the broadband grant Lakeland plans to submit by the March 17th deadline. At the July 6, 2021 Town Board meeting, a motion was passed to contribute 10% of the total cost for the Town of Osceola expansion of broadband fiber network, up to \$80,000, contingent on Lakeland Communications Group, LLC receiving the Public Service Commission grant and fulfilling the installation within the Town by December 2024. Alec pointed out that Lakeland has now expanded the Town of Osceola area the project would include—approximately 50 more homes—and the additional cost would range from \$20,000-\$40,000, bringing the desired contribution by the Town of Osceola from \$100,000-\$120,000, which Lakeland indicates is the Town's portion of the entire \$3 million project. The Lakeland representatives will plan to bring more robust information and a more firm estimation of costs to the March 7th meeting of the Town Board.

No action taken at this time on this topic.

CONSIDER BUILDING INSPECTOR SERVICES PROVIDED BY WEST WISCONSIN INSPECTION AGENCY, LLC: BEN CAMPBELL

From the April 2021 Annual Town Meeting the Board was asked to check on services provided by Ben Campbell of the West Wisconsin Inspection Agency, LLC. Chair Lindh reached out to Ben Campbell and asked that he provide documentation of the inspections he has recently done. Ben provided a list of inspections performed in the Town during 2021. The total was 255. Ben pointed out that he contracts out inspector services to another agency when he is not available. He could not give an accurate number of the sites he physically visited and inspected; however, he indicated electronic reports are completed for each inspection and he does not sign off on the reports until photos or videos are provided or a physical inspection is completed.

CONSIDER REIMBURSEMENT OF COST TO STAFF TO AMEND THEIR 2020 TAX RETURNS

Two Town staff members submitted documentation showing additional costs incurred for tax services provided to amend 2021 tax returns due to the Town providing late 2021 W2s. These two individuals had the largest impact to additional income by being involved with elections. The amounts submitted for reimbursement were \$40.00 and \$150, for a total requested reimbursement of \$190.00. Treasurer Carlson responded to a question and indicated she was not aware of any penalties being imposed from the IRS at this point for the late 2021 W2s issued.

MOTION BY LINDH/GUSTAFSON TO APPROVE PAYMENT REIMBURSEMENTS OF \$40.00 AND \$150.00 RESPECTIVELY TO THE APPLICABLE TOWN STAFF. MOTION CARRIED.

CONSIDER AUDITING SERVICES CONTRACT

The Town Board at the November 1, 2021 Town Board meeting approved the services of CliftonLarsonAllen LLP for professional auditing services for the fiscal year ending December 31, 2021 at a charge of \$5,040, with an expectation the completion of such auditing services to be no later than the end of February 2022.

MOTION BY LINDH/GUSTAFSON TO APPROVE THE MANAGEMENT LETTER PROVIDED BY CLIFTON LARSON ALLEN LLP FOR ENGAGEMENT OF THE AUDIT AND NONAUDIT SERVICES FOR THE YEAR ENDED DECEMBER 31, 2021 AT THE EARLIER AGREED TO COST OF \$5,040.00. MOTION CARRIED.

CONSIDER ZOOM FOR TOWN AND TOWN BOARD MEETINGS

Treasurer Carlson has been looking into various platforms to utilize, and she connected with nearby communities on use of technology. In Carlson's view, Microsoft Teams is her recommendation. There is not a cost for the Town to utilize this approach; an unknown, though, is the camera capabilities available with using Microsoft Teams virtual meeting technology. More information will be forthcoming from Treasurer Carlson at the March 7th Town Board meeting. No further action taken.

CONSIDER PURCHASE AND SET UPS OF GOOSENECK MICROPHONES

The Treasurer presented a proposal from Central Acoustics (based out of Minneapolis, MN) for the purchase of an additional gooseneck microphone, a mini gooseneck podium microphone, along with a mixer add, wiring and installation, plus being credited for the return of a wireless handheld microphone at a cost of \$596.54.

MOTION BY GUSTAFSON/LINDH TO PURCHASE THE TWO ADDITIONAL GOOSENECK MICROPHONES, EQUIPMENT NEEDED FOR INSTALL, AND GETTING A RETURN FOR THE TOWN'S WIRELESS HANDHELD MICROPHONE ALL AT A COST OF \$596.54. MOTION CARRIED.

CONSIDER VIDEO AND AUDIO RECORDING AT ELECTION INSPECTOR TRAINING SESSIONS

Chair Lindh contacted the Town's attorney about whether to allow video and audio recordings of election inspector training sessions. It was the attorney's opinion the election inspector training sessions are not public meetings and as such are not subject to open meeting laws and that he would be hesitant about videotaping those sessions. The Wisconsin Elections Commission(WEC) was also contacted and indicated it is up to the Town Board to decide on whether or not to allow video and/or audio recording of election inspector training sessions. Chair Lindh indicated that ample time is offered

and made available for election inspectors to attend in-house training, and that election inspectors should be able to make themselves available for in-house training.

MOTION BY GUSTAFSON/CRONICK TO FOLLOW THE GUIDANCE OF THE TOWN'S ATTORNEY TO NOT DO VIDEO OR AUDIO RECORDING AT ELECTION INSPECTOR TRAINING SESSIONS. MOTION CARRIED.

CONSIDER LETTER TO POLK COUNTY ZONING REGARDING TOWN OF OSCEOLA ORDINANCES OVERRIDING COUNTY ZONING

A letter was originally drafted in early January 2022 to be sent to Jason Kjeseth, Polk County Zoning Administrator. The purpose of the letter was to raise awareness with the Polk County Zoning Administrator that there are Town Ordinances which conflict and technically override established policies and practices of zoning within Polk County's Land Information Department. Chair Lindh spoke with Jason Kjeseth. Jason indicated he was not aware of the issues Chair Lindh brought up of Town ordinances that conflict and technically override the established policies and practices of Polk County Zoning. Jason's view is that it is the Town's responsibility to let residents know they must follow the Town's ordinances, but that he would also help to relay the Town's permits and ordinances.

It has become apparent through discussions held by the Plan Commission that the Town's driveway permit ordinance and application form will need to be updated to have it include that a preliminary permit may be authorized, but the permit is conditional based on the final driveway install receiving approval. Adding a preliminary permit approval stage will allow Polk County-related permit matters to proceed. Chair Lindh asked Supervisor Cronick take this topic back to the Plan Commission to draft proposed needed changes to the Town's Ordinance.

CONSIDER INTERIOR PAINTING OF TOWN OF OSCEOLA TOWN HALL

One bid was received by the Clerk from a painter who does work associated with home builder Gary Brunclik (Gary Brunclik Construction). The Board would like to receive more bids before deciding on the painter for the Town Hall interior painting services. The Clerk will seek obtaining more painting bids and come back to the Board with the bids.

CHAIRMAN'S REPORT

Chair Lindh attended an Osceola Area Ambulance Board meeting on February 2nd, and Chair Lindh also attended the Quarterly Fire Association Meeting held on January 20th. Agenda items included the new firehall being planned for Garfield, a spaghetti dinner that is being planned, and they are looking for officers. Chair Lindh also mentioned he will be having a discussion with Ben Krumenauer, Village Administrator for the Village of Osceola, regarding Simmon Drive.

SUPERVISOR'S REPORT

Supervisor Cronick went through highlights of the Plan Commission meeting that was held January 25th. He reported that Plan Commission member Schultz requested clarification from Chair Desmarais regarding how communications can occur outside of a Plan Commission meeting. Chair Desmarais was still waiting to receive census data so there have not been updates yet to the Town's Comprehensive Plan. Chair Desmarais shared information at the Plan Commission meeting that the Village of Osceola has regarding Airbnb ordinances, and that Airbnb ordinances may be a topic for further discussion at an upcoming Plan Commission meeting.

SUPERVISOR'S REPORT/EVERSON

No report out as Supervisor Everson was absent.

SUPERVISOR'S REPORT/GUSTAFSON

Nothing further to report.

FUTURE AGENDA ITEMS

- Old Business:
 - Consider Dwight Lake Boat Landing Improvements
- New Business:
 - Consider Lakeland Broadband Grant Re-Application
 - Consider Microsoft Teams for Town and Town Board Meetings
 - Consider Having Town Attorney Present at Annual Meeting
 - Consider Letter to Polk County Zoning Regarding Town of Osceola Ordinances Overriding County Zoning
 - Consider Town of Osceola Employee Reviews
 - Consider Simmon Drive Road Project
 - Consider Annual Meeting Location and Technology Needs

NEXT TOWN BOARD MEETING

March 7, 2022, 6:30 p.m.

NEXT PLAN COMMISSION MEETING

February 22, 2022, 6:00 p.m.

COMMUNITY MEETINGS BOARD MEMBERS ATTEND

None planned.

ADJOURN

MOTION BY GUSTAFSON/CRONICK TO ADJOURN THE TOWN BOARD MEETING MONDAY, FEBRUARY 7, 2022. MOTION CARRIED. The meeting adjourned at 8:14 p.m.

To be approved: March 7, 2022

Approved:

3/7/22

Denise Skjerven

Denise Skjerven, Town Clerk