

# TOWN OF OSCEOLA ANNUAL TOWN MEETING

Tuesday, April 19, 2022 – 6:30 P.M.

Town Hall

516 East Avenue North, Dresser WI

## GENERAL FORMAT OF THE MEETING

### OPEN MEETING

- Call Meeting to Order
- Verification of Meeting Posting
- Pledge of Allegiance
- Roll Call – Introduction of New Board Members

### REGULAR REPORTS AND BUSINESS

1. Approve Minutes April 20, 2021 Annual Meeting 1-4
2. Chairman’s Report 5-11
3. Annual Financial Report
4. Plan Commission Report 12-14
5. Animal Control Officer Report 15
6. Building Permit Report 16-26
7. Allied Emergency Services Report 27
8. Osceola Area Ambulance Report 28
9. St Croix Valley Emergency Medical Services Report

### UPDATE ON 2021 ANNUAL MEETING DIRECTIVES/MOTIONS

- Contracts for IT Services
- Accurate Account of Building Inspection Services
- Certification of April 2021 Election Results 29
- 2021 Financial Audit Prior to April 2022 Annual Meeting
- Virtual Meetings 30-31
- Decisions Regarding New Mining Proposals
- Consider Combining Clerk and Treasurer Position 32-39

### ANY OTHER TOWN BUSINESS AUTHORIZED BY STATE STATUTES

### AGENDA ITEMS FROM THE TOWN CONSTITUENTS

- Set Date for 2023 Meeting – The third Tuesday in 2023 is April 18<sup>th</sup>
- Adjournment

Notice is hereby given that a quorum of the Town of Osceola Plan Commission may be present at this Annual Town meeting 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

## ANNUAL TOWN MEETING

Tuesday, April 20, 2021

### DRAFT Meeting Minutes

The Annual Town Meeting of the Town of Osceola was held on Tuesday, April 20, 2021, at 6:30 p.m. in the public works garage at the Osceola Town Hall, Dresser, Wisconsin.

PRESENT: Chairman Mike Wallis, Chairman-Elect Brandon Whittaker, Supervisor Warren Johnson, Supervisor Jo Everson, Supervisor Dale Lindh, and Supervisor Neil Gustafson.

Staff Attending were Public Works Tony Johnson, Town Treasurer Jan Carlson, and Town Clerk Scott Hildebrand.

PUBLIC ATTENDEES: Ed Everson, Cindy & Glyn Thorman, Jim & Donna Berg, JeAnne Rochford, Diana Anderson, Denise and Mark Skjerven, Tom & Gae Magnifici, Jeremy & Teresa Utke, Bev & Lloyd Kobs, Tim Loescher, Steve & Deb Heichl, Rick Nelson, Jon Cronnick, Merle and Diane Aarthur, Alice Moris, Kirk Carlson, Ben Wasmund, Rebekah Gustafson, Al Bader, R. Clark, Liz Rochford, Mike and Jeanette Rochford, Stacy Wright, Bernie Desmerais, Mark Ferrell, Brad Hoverman, Lisa and Josh Marincel, Robert Thompson, Susan and Daniel Burch, Tim Ball, Jane and Tom Bean, J. Adler, Chris Wahlstrom, Teri Wallis, Ryan Lee, Wesley Whocjyk, Jamie Tinney, Trish Carlson, Kim Kaiser, William and Mariane Schultz, S. Baer, Shay Rysdam, Danielle Pratt, Jennifer Steele, Amanda and Nick Tuneski, Pete Fehlen, Ricky Jaeger, Mary Flood and Steve Edling, Mike and Beth Coluizy, Chris Shermach, Barbara Delaney, Conall Gallagher, Connie Clark, Laurie Johnson, Jim Judkins, Anne Miller, Jim Brundege, Melissa Ward, Tasha Havranek, Eric Hallen, Bill Blair, Marsha and William Beyer, Bob Wright, Lee Mork, Ron Race, Marcia Dressel, Mary Weinberg, Micah Bruns, Joe Wembly, Zachary Settors, Liam and Sara Gallagher, Therese Durkin, Katie Cronick, Jon and Cheryl Cermin, Jim and Ellanie Langen, Kevin and Susan McNutt, and Katie Brunz.

**CHAIRMAN WALLIS CALLED THE MEETING TO ORDER AT 6:32 P.M.**

**Chairman Wallis led the Pledge of Allegiance.**

**ROLL CALL: Chairman Wallis, Supervisor Johnson, Supervisor Everson, Supervisor Gustafson, Supervisor Lindh, Chairman-Elect Whittaker were all present.** Chairman Wallis introduced each member as well as the Staff in attendance.

#### **REGULAR REPORTS AND BUSINESS:**

1. Approve Minutes of the May 19, 2020 Annual Meeting. **Motion by Stacy Wright / Second by Bev Kobs to approve as written. Motion Carried.**
2. **Allied Emergency Services Report.** Mark Knutson, Chief of Allied Fire / Emergency Services was present to provide a yearly summary of runs. They had a total of 368 total runs, including 262 medical and 106 Fire/Rescue. Knutson provided a history of the 3 stations in operation and noted 61 personnel. The recent spaghetti supper in the Village of Dresser netted \$5,000, which will be used towards the purchase of ice-rescue suits. **Motion by Jim Judkins / Second by Stacy Wright to accept the Allied Emergency Services report. Motion Carried.**
3. **Animal Control Officer Report.** Darryl Hall was present to discuss the animal control report. He noted that due to increased education, calls have continued to drop. He currently covers 31 different jurisdictions. He hopes to offer a micro-chip clinic in Dresser in late May and noted that often animals promptly returned due to the chips. He may be contacted through the Polk County webpage, or on Facebook at "Dedicated Animal Control Services." **Motion by Bev Kobs / Second by Dan Burch to accept the Animal Control Officer report. Motion Carried.**

4. **St. Croix Valley Emergency Medical Services Report.** Ben Wasman was present to provide the report and indicated they received 2500 calls April – April, with 36 calls in the Town of Osceola. Last year, they entered into a new contract and reduced their per capita subsidy from \$10 to \$5. He did indicate that overall their costs are higher, as they have 82 employees, which are full-time staff. **Motion by Jane Bean / Second by Jim Berg to accept the St. Croix Valley Emergency Medical Services report. Motion Carried.**
5. **Chairman's Report.** Chairman Wallis provided a report, which indicated that the Mill Rate decreased 10% to 1.85 last year. The decrease was due to a decrease in the levy of \$41,864.00. Most of the levy does go to Public Works. Other items of specific interest listed were:
- a. In February 2020, Public Works Director Paul Baker resigned. He was replaced by Tony Johnson in March, 2020.
  - b. A John Deere Tractor was purchased.
  - c. Town Road Miles are 63.13.
  - d. The Town Population was estimated to be 2,941, with 2,119 estimated to be of voting age.
  - e. The Town hired several clerks and treasurers.
  - f. Amanda Nissen served as the Town's Tax Collector.
  - g. Several IT improvements were made in the form of email, phone system and security for computers.
  - h. The Town was involved in two lawsuits, one which was settled and one which is scheduled for 2022.
  - i. CoVid affected the Town, but the Board was able to continue operations by following CDC guidelines.
  - j. The adopt-a-road program was also discussed.

**Motion by Ryan Lee / Second by Pete Fehlen to accept the Chairman's report. Motion Carried.**

6. **Annual Financial Report.** Treasurer Jan Carlson presented the financial report and explained the final audit has not been received. There was much discussion about why the final numbers have not been received. **Motion by Stacy Wright / Second by Denise Skjerven not to accept the Annual Financial Report at this time.** After discussion, Denise Skjerven retracted her second.

It was clarified that the goal is to create stability in the future in the Clerk and Treasurer position. Regardless of the audit turnout, the 2021 budget will not change.

**Motion to Call by Jamie Tinney.**

**Hand count reflected 39 people in favor of not accepting the Annual Financial Report, 43 nays. Motion Failed.**

**Motion by Ryan Lee / Second by Mark Skjerven to approve the Annual Financial Report as written, but to request an audit be conducted next year prior to the annual meeting. Motion Carried. 3 opposed.**

7. **Building Permit Report.** Ben Campbell was not present but submitted a summary report. **Motion by Ed Everson / Second by Dan Burch to accept the Building Permit report. Motion Carried.**
8. **Osceola Area Ambulance Report.** Chairman-Elect Brandon Whittaker gave the ambulance report for Robin Foster. There were 84 runs in 2020, with an increase expected in 2021. They have no full-time staff but provide pagers and pay on-call status. **Motion by Denise Skjerven / Second by Bev Kobs to accept the Osceola Area Ambulance report. Motion Carried.**



9. **Plan Commission Update.** It was reported that Planning Commission did not meet monthly due to CoVid, and the Commission was dissolved in 2021. They took no action on the Comprehensive Plan updates in 2020.

Several members of the public were upset to learn the Commission had been dissolved. It was explained that the Town still has planning and zoning ordinances, but all decisions now go through the Board, as well as the County. The intent was always to reform the Planning Commission following the election, by allowing transparency where citizens could apply for positions on the commission, to be approved by the Board. It was further clarified that projects cannot “sneak through,” because the County will still refer any decision or recommendation back to the Town Board.

**Motion by Terry Wallis / Second by Mark Ferrel for a hand count showing who thought the Planning Commission should not have been dissolved.**

After more discussion, the hand count revealed that 43 residents felt the Planning Commission should not have been dissolved. 39 residents noted Nay.

10. **Set Gopher Bounty. Motion by Al Bader / Second by Bernie DesMarais to set the Gopher Bounty at \$4.00. Motion Carried.**

#### **UPDATE ON 2020 ANNUAL MEETING DIRECTIVES / MOTIONS:**

Chairman Wallis quickly covered updates from the 2020 Annual meeting.

1. **Planning Commission.** Was already discussed.
2. **Dwight Lake Property.** A Resolution is needed to proceed, but the Board has looked into this request.
3. **Variance / Ordinance Process Public Notifications.** No Board Action.
4. **Town Clerk Duties.** No action by the Board. Most duties are set by Statute.
5. **Stower Trail.** The Board submitted two letters of support.
6. **CAFO Ordinance.** No Board Action.
7. **Auditing Firm and Legal Firm Updates.** The Board used the same auditing firm, but did appoint a new legal firm / attorney, as the prior attorney retired.
8. **2020 Absentee Ballot Update.** No Action.
9. **Code of Ethics Policy.** Ethics Committee was dissolved by the Board.
10. **Review of Town Fees.** No Board Action.
11. **Historical Society Invitation to Categorize Town Historical Records.** No Board Action.

#### **ANY OTHER TOWN BUSINESS AUTHORIZED BY STATE STATUTES:**

Chairman Wallis opened the floor for public comment and / or motions / directives as may be authorized by State Statute.

1. Mark Skjerven opined the Ethics Committee had been formed by the prior Board Chairman without the other Supervisor’s knowledge and thought the application process should have been open for application.
2. Ed Everson provided a list of “Junk Properties,” and opined that Public Works should help in reporting these properties, so that the Supervisors can address the problem.



3. **Motion by Bob Wright / Second by Trish Carlson for all contracts for IT services be reviewed to breaches of confidential information and terminated immediately if they are found.** Passed unanimously by those in attendance.
4. **Motion by Denise Skjerven / Second by Ed Everson to require Inspector Ben Campbell to provide an accurate account of his inspections, which reflects that he actually went to the site and met with a contractor or resident and signed the inspection.** It was discussed that several people in the past have been charged for inspection services, but that Ben never actually went to the property. Passed unanimously by those in attendance.
5. **Motion by Melissa Ward / Second by Al Bader that the Town provide a full and detailed explanation of how and why the April 6, 2021 certified election results were off by almost 40% and what steps will be taken to ensure it doesn't happen again, posting this report on the Town's website.** Cindy Thorman was present to discuss how the error was noticed, and that the County, the Wisconsin Election Commission and their attorney were contacted to discuss how to proceed. They recommended a recount, but the end result was that the error was unintentional and the outcome did not change. Passed unanimously by those in attendance.
6. **Motion by Bob Wright / Second by Kim Kaiser that the Clerk and Treasurer positions be re-combined into a single full-time position with commensurate pay and benefits at the earliest convenience.** It was discussed the prior clerk was here for twelve (12) years, but that there has been a revolving door since the position was split.

Bernie Desmarais pointed out there were two separate conversations going on. One was whether there should be two people, and the other was whether there should be two positions. He recommended having a Senior Clerk, and a Deputy Clerk / Treasurer.

**Motion by John Cermin / Second by Alice Morrison to table the motion.** A hand count showed 48 in favor of tabling the motion / 29 Nay.

7. **Motion by Teri Wallis / Second by Bill Schultz to require a 2021 financial audit prior to the April 2022 Annual Meeting, regardless of whether the Town was required to have one.** Passed unanimously by those in attendance.
8. **Motion by Denise Sjkerven / Second by Bernie Desmarais for the Board to commit to having virtual meetings (Zoom or other source).** Passed unanimously by those in attendance.
9. **Motion by Trish Carlson. Second by Tasha Havranek that any binding decisions made by the Town of Osceola, regarding new mining proposals in the Town of Osceola, including the location of the previously proposed Kraemer Mine, must have a Special Town Meeting called with the electors making the binding decision.** It was discussed that these areas are already heavily regulated by the County, State and DNR. A hand count showed 46 in favor and 28 Nay.

**CLOSING REMARKS.** Brandon Whittaker thanked Jo Everson for the work on a grant, which helped fund the new voting machines.

**MOTION BY MARK SJKERVEN / SECOND BY JIM JUDKINS TO ADJOURN ANNUL TOWN BOARD MEETING. MOTION CARRIED UNANIMOUSLY.** Being no further business to come before the Board, the Meeting was adjourned at 9:10 p.m.

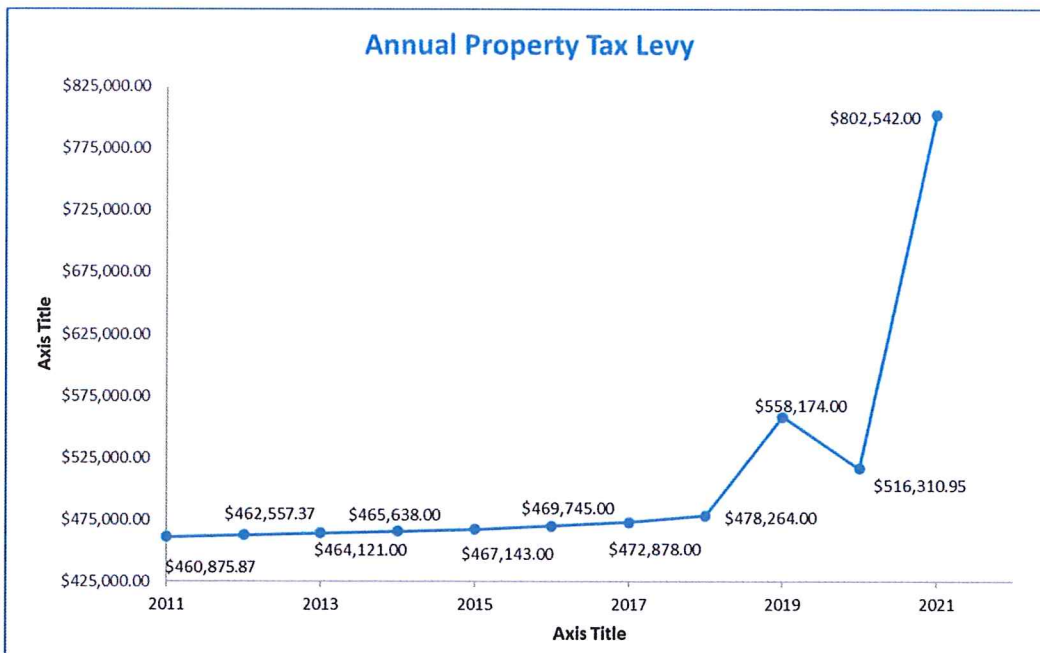
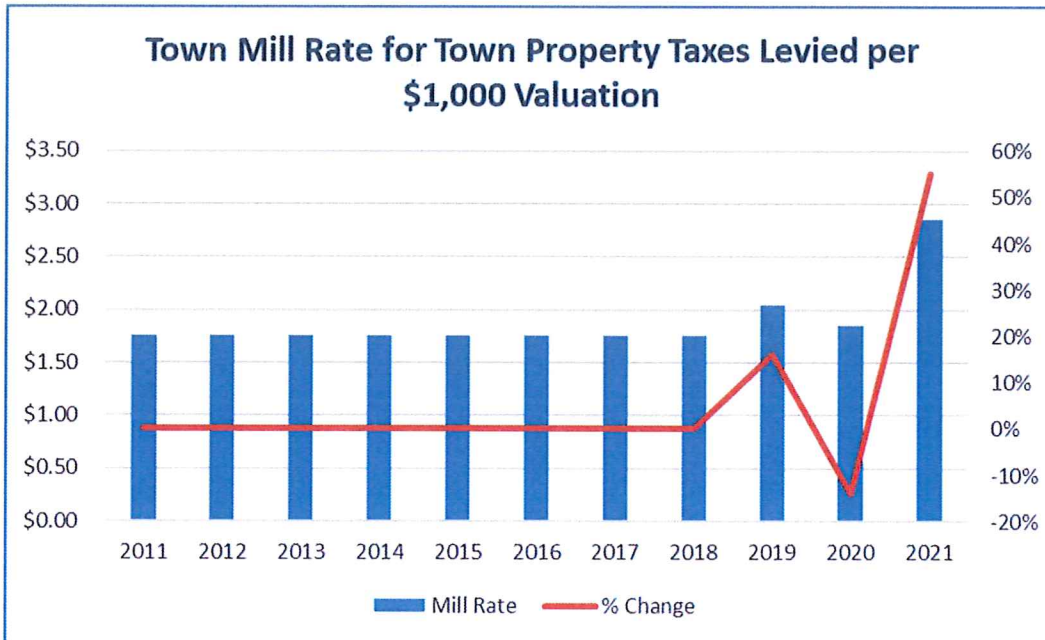
DRAFT MINUTES Respectfully Submitted: Scott Hildebrand, Town Clerk

Approved:

# TOWN OF OSCEOLA CHAIRMAN'S REPORT FOR 2021

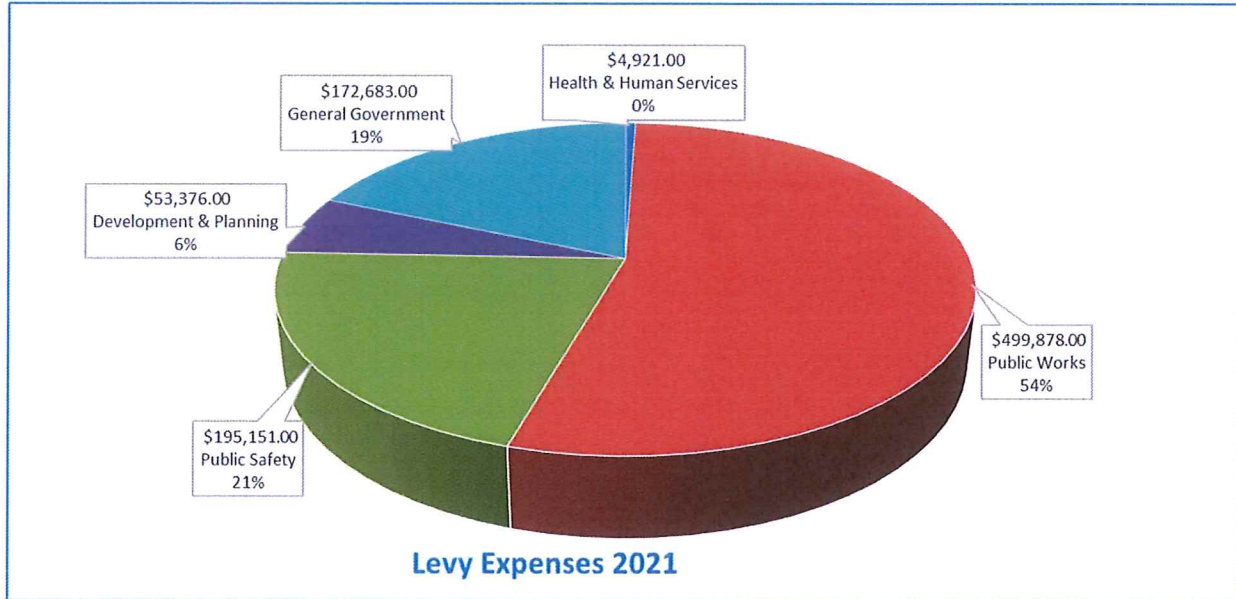
## Financial:

The history of the Town of Osceola levied property taxes is shown in the first two charts. The levy for many years was only increased annually at the rate of new construction and assessed valuation. The budget for 2019 was increased \$75,000.00 for the purpose of road improvements. The Taxpayers approved a levy decrease of \$41,864.00 for 2020. For the 2021 budget the mill rate was increased 54.20% when raised to \$2.86. This increase of \$282,087 was to support road improvements.

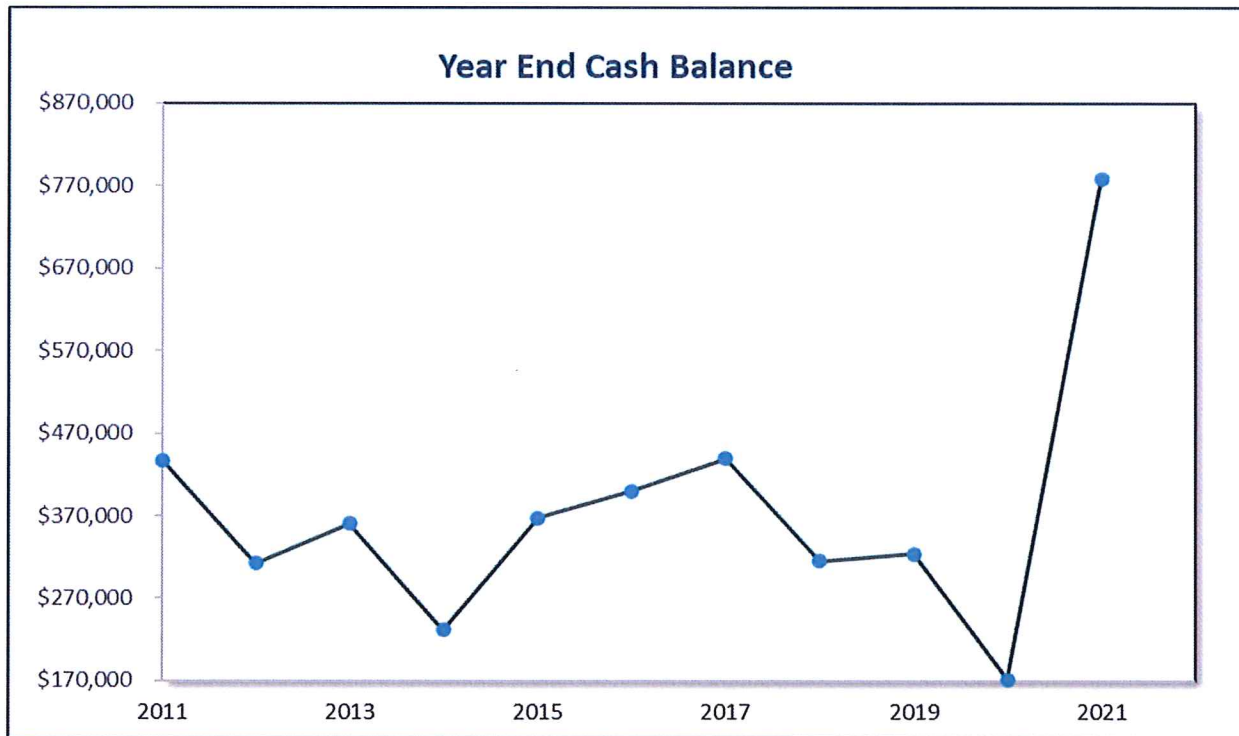


# TOWN OF OSCEOLA CHAIRMAN'S REPORT FOR 2021

Below is a chart to show how the levy expenses for 2021 were divided.



The Town had a larger year-end cash balance due to \$114,000 Highway Capital Outlay, \$151,141 ARPA Funds, and \$50,000 for Public Works equipment.





# TOWN OF OSCEOLA CHAIRMAN’S REPORT FOR 2021

## Public Works:

Tony Johnson resigned his position as Public Work Supervisor on October 15, 2021, and on November 15, 2021 Todd Raddatz was hired as his replacement. The Town had multiple part-time employees: Paul Baker, Justin Bulman, David Cronick, Ed Everson, Joseph Gaffney, and Brad Landgren.

The Town miles are 63.13.

The following work was done on the roads:

• Crack sealing:	4.1 miles	\$24,116.00
• Poly Flex Patch:	5.4 miles	\$24,054.00
• Chipseal/fog:	4.0 miles	\$28,545.51
• Scrub seal/fog:	3.5 miles	\$98,288.16
• Pulverized/repave:	.8 miles	\$112,267.65
• Spray Patching:		\$23,000.00
• Line striping:	3.4miles	\$3,580.00
• New guard rails		\$40,243.63

## Parks and Recreational:

White Pine Property Management was contracted to mow the lawns at Town Hall, Dwight Lake, and Sand Lake.

Raska provided two port-a-potty units: one at Dwight Lake and one at Sand Lake.

Beaches, docks, and parking areas are maintained by the Public Works Department.

## Health and Human Services:

Darel Hall continues to serve as a certified Humane Officer for animals for the Town of Osceola and neighboring Municipalities.

## General Government:

The Town Population was estimated to be 2,988, with 2,065 estimated to be of voting age.

January:

Supervisor Mike Wallis was sworn in as new Chairman until the Spring April 6<sup>th</sup> elections after Doug Schmidt stepped down from the Town Board. Brandon Whittaker was the other Supervisor. Warren Johnson was appointed to fill the vacancy Supervisor position. Bernie Desmarais was appointed as the

# TOWN OF OSCEOLA CHAIRMAN'S REPORT FOR 2021

Deputy Town Clerk. Tony Johnson is the Public Works Supervisor. The Treasurer was Chris Stevens until her departure in late December 2020, and Teri Wallis was sworn in as the new Town's Treasurer. Warren Johnson was appointed and rescinded to the Plan Commission. A security system was installed in the Town Hall. The Ethics Committee established by the former Chairman was put on hold until the new Board was elected.

## February:

Roxanne Bierrenbach was going to be sworn in as new Town Clerk but did not accept the position. Interim Clerk Bernie Desmarais resigned his position. A new Town Hall audio system was approved to be installed. The Plan Commission was dissolved with new members be re-elected after new Town Board members are elected in April.

## March:

Jo Everson was appointed as new Interim Clerk. Jo Everson appointed Cindy Thorman as Deputy Clerk to oversee the April elections. Teri Wallis resigned her position as Town Treasurer. CliftonLarsonAllen was approved to conduct the 2020 Town Financial Audit. Jan Carlson was appointed as new Interim Treasure. The Town hired Bakke Norman, of New Richmond, Wisconsin, with Paul Mahler as primary attorney to represent the Town of Osceola for general counsel work and potential litigation matters. The Ethics Committee was dissolved until further notice.

## April:

Scott Hildebrand was sworn in as a new Town Clerk. The results of the April elections: Mike Wallis was reelected as Supervisor, Jo Everson, Neil Gustafson, and Dale Lindh were elected as Supervisors. Brandon Whittaker was elected as Chairman Whittaker read a letter which addressed the errors that happened during the 2021 Spring Election. The Annual meeting was held in the Town's Public Works garage.

## May:

Supervisor Gustafson and Chairman Whittaker were appointed to the Media Committee. Supervisor Everson and Chairman Whittaker were appointed to the Personnel Committee. Supervisor Wallis, Supervisor Gustafson and Warren Johnson were appointed to the Public Works Committee. Chairman Whittaker resigned and Supervisor Dale Lindh was appointed as Chairman to finish out Whittaker's 2-year term. Town Clerk Scott Hildebrand resigned, and Jan Carlson was appointed as Interim Town Clerk / Treasurer. Later in the month Jan Carlson was appointed Clerk / Treasurer until June 30, 2021.

## June:

The 2020 Audit report by CliftonLarsonAllen was approved by the Board. The Plan Commission was reestablished, and applications were sent out for new members. Jon Cronick was sworn in as Town Board Supervisor to fill Dale Lindh's Supervisor role which was vacated when he was appointed Chairman, for a term to expire April 2022. The Media Committee was changed to

# TOWN OF OSCEOLA CHAIRMAN'S REPORT FOR 2021

Media/Communication/Technology Committee. Supervisor Everson and Supervisor Cronick were appointed to the Town Board Finance Committee.

July:

Melissa Johnson was appointed and sworn in as Town Clerk. A lawsuit filed against the Town in a previous year was closed. The Town supported Lakeland Communications' grant to expand broadband fiber network with \$80,000 contingent upon Lakeland Communications receiving the public service grant. The Town received ARPA Local Recovery Funds. The Board of Review was held with Dale Lindh being selected as Chairman and Jon Cronick as vice Chairman.

August:

The Town was issued a subpoena for information from Social Security Administration, Office of the Inspector General, Office of Investigations in Milwaukee. The Town posted a letter on the Town's web page addressing the errors that happened during the 2021 Spring Election. The Village of Osceola presented a proposal for a capital improvement to Simmon Drive. New members were appointed to the Plan Commission: Supervisor Cronick as Town Board representative, Bernie Desmarais as Chairman, Marianna Schultz, James Berg, Kim Kaiser, Dan Tronrud, and Jeremy Utke. Melissa Johnson resigned as Town Clerk and Denise Skjerven was appointed as Interim Clerk. Mike Wallis resigned as Town Supervisor. This position is still currently unfilled due to no applicants for the position within a posted time frame.

September:

Three ICX touch-screen election tabulators were purchased with grant monies. Updated gopher bounty claim form to make sure that the gophers are caught at a property within the Town of Osceola. Tony Johnson resigns as Public Works Supervisor.

October:

Denise Skjerven is sworn in as Town Clerk after previously holding the position as Interim Clerk. Revised 2020 W2s for the Plan Commission and election workers were sent out. Technology services were switched to Connecting Point and 20 town emails were part of the new services to be received. The Town approves a full annual maintenance assessment of all real and personal property to be completed in 2024 to bring the assessment values to within State guidelines. The Town offers the Village of Osceola \$16,090.92 towards their proposed Simmon Drive reconstruction project.

November:

CliftonLarsonAllen was chosen to provide professional financial auditing services for the 2021 year. A Local Road Improvement Program (LRIP) grant was applied for the following roads: Dwight Lane, Dwight Court and 70<sup>th</sup> Ave. Dog Licenses and associated fee were increased. Todd Raddatz was hired as Public Works Supervisor. Joseph Gaffney, David Cronick and Ed Everson were approved to be part-time Public Works employees. Justin Bulman resigned from being a part-time Public Works employee.

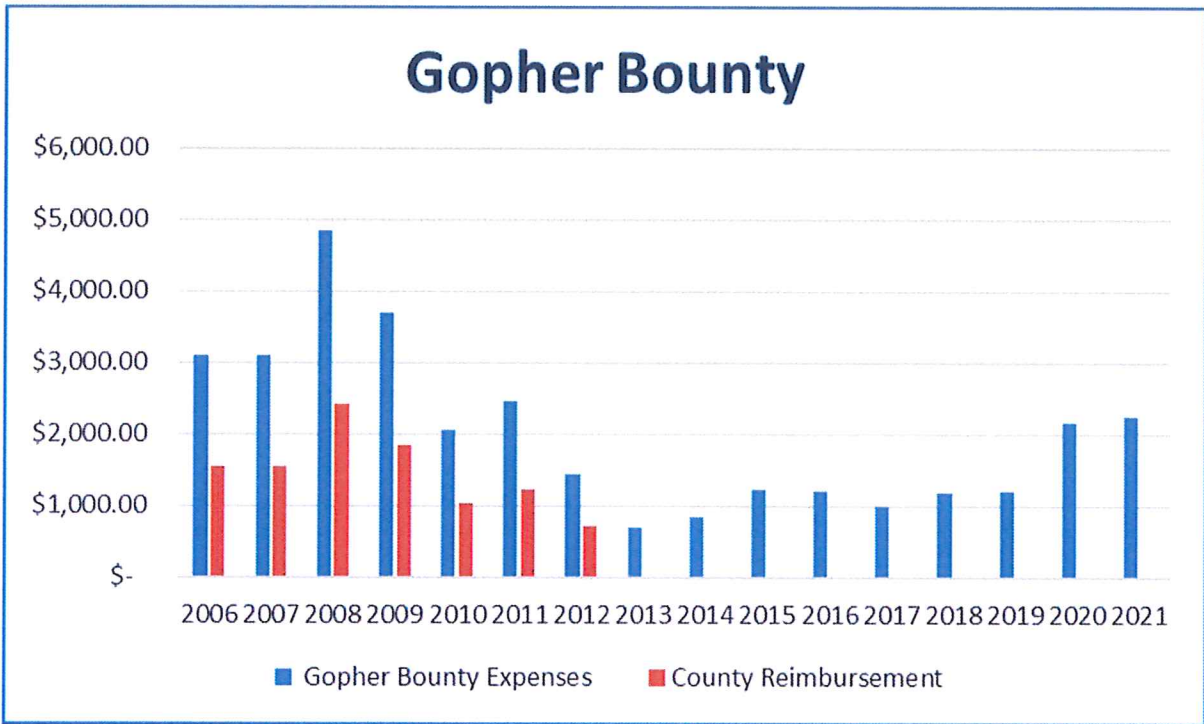


# TOWN OF OSCEOLA CHAIRMAN'S REPORT FOR 2021

December:

The Town was notified that the Lakeland Communications' grant to expand broadband fiber network was denied. Cindy Thorman was appointed as Chief Election Inspector for 2022 -2023 elections. The following Town permit fees were increased: Driveway, Heavy Load, Building, Fireworks, Operator (Bartender) license, Provisional license, Cigarette license, Background Checks, Mobile Home Park fees, Non-metallic Extraction fees, Sub-division and Platting, Certified Survey Map review and Dealer licenses. Delmore Consulting, of Wisconsin Dells, WI, was hired to perform a PASER rating of the Town roads to determine a baseline of road conditions for the 2022 Town road work preparations. Jan Carlson served as the Town's Tax Collector.

**Gopher Bounty:**



The Town of Osceola paid \$2,252 for gopher tails as compared to \$2,164 for gopher tails in 2020. In 2021, the Town of Osceola did not make any adjustment to the gopher bounty. The County does not reimburse the Town for the payment of tails as it has done in the past. The electors may vote to set the gopher tail bounty for 2022.



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# TOWN OF OSCEOLA CHAIRMAN'S REPORT FOR 2021

## **Adopt-A-Road:**

The Town of Osceola values our Volunteers! In 2007, the Adopt-A-Road program was started in the Town of Osceola. The Lotus Lake Association was the first group to claim an area on 90<sup>th</sup> Avenue along the Lotus Lake County Park. Now several groups and families participate in making our community a better place. Volunteers of ages eleven years or older choose an area of road at least one mile in length and provide clean-up two times annually, usually in the Spring and Fall. All supplies are provided by the Town.

**TOWN OF OSCEOLA**  
**POLK COUNTY, WISCONSIN**  
**STATEMENT OF ASSETS, LIABILITIES AND FUND BALANCE**  
**GOVERNMENTAL FUND – MODIFIED CASH BASIS**  
**DECEMBER 31, 2021**

	<u>General Fund</u>
<b>ASSETS</b>	
Cash and Investments	<u>\$ 777,950</u>
<b>LIABILITIES AND FUND BALANCE</b>	
Liabilities:	
Payroll Withholding Liabilities	\$ 3,726
Property Taxes and Special Charges Collected for Subsequent Year	<u>191,571</u>
Total Liabilities	195,297
Fund Balance:	
Assigned	276,978
Unassigned	<u>305,675</u>
Total Fund Balance	<u>582,653</u>
Total Liabilities and Fund Balance	<u>\$ 777,950</u>

See accompanying Notes to Basic Financial Statements.



**TOWN OF OSCEOLA**  
**POLK COUNTY, WISCONSIN**  
**STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE**  
**GOVERNMENTAL FUND – MODIFIED CASH BASIS**  
**YEAR ENDED DECEMBER 31, 2021**

	General Fund
<b>REVENUES</b>	
Local Taxes	\$ 806,090
Intergovernmental	421,514
Licenses and Permits	45,348
Fines and Forfeitures	239
Intergovernmental Charges for Services	1,082
Miscellaneous:	
Interest	1,371
Other	334
Refund of Advance to Fire Association	50,308
Total Revenues	1,326,286
<b>EXPENDITURES</b>	
General Government	172,683
Public Safety	195,151
Public Works	499,878
Health and Human Services	4,921
Culture, Recreation and Education	2,610
Conservation and Development	458
Debt Service	50,308
Total Expenditures	926,009
<b>NET CHANGE IN FUND BALANCE</b>	400,277
Fund Balance, Beginning of Year	182,376
<b>FUND BALANCE, END OF YEAR</b>	\$ 582,653

See accompanying Notes to Basic Financial Statements.

**General Fund Balance**

The Town's fund balance in the general fund at December 31, 2021 as shown in the financial statements is as follows:

## Assigned:

Parks and Recreation	\$ 11,837
Highway Capital Outlay	114,000
ARPA Funds	151,141
Unassigned	<u>305,675</u>
Total	<u>\$ 582,653</u>

(Page 14 of audit report)

**Bank Balances as of 12-31-2021**

Dresser Trap Rock Assurance	\$ 15,047
MidWest One Checking Account	8,812
MidWest One Money Market Act	357,397
Royal Credit Union (Savings ARPA Money)	141
Royal Credit Union - CD (Town ARPA Money)	151,255
Royal Credit Union - MM PW Equ (Public Works Equipment)	<u>50,030</u>
	<u>\$ 582,682</u>

# Town of Osceola Annual Animal Control Report

	2015	2016	2017	2018	2019	2020	2021
Complaint Calls	24	37	27	18	8	5	12
Dog at Large (Trespassing)	10	11	9	6	0	1	3
Barking Complaints	4	8	2	3	0	0	1
Kill Damage (Domestic Animal)	0	2	1	0	0	0	0
Chasing Livestock	0	0	0	0	0	0	0
Chasing Deer	0	0	0	0	0	0	0
Taken to Arnell (Placed at Pound)	3 dog/2 cat	8	6	5	4	1	4dog/1cat
Claimed by Owner	0	0	1	1 (Dead)	2	5 dogs	1
Destroying Property	0	0	0	0	0	0	0
Euthanasia	1 squirrel	0	3 Raccoon	1 Raccoon 1 Fox	0	0	1 (attacked owner/surrender)
Chasing Children	0	0	0	0	0	0	0
Dog Bite (Biting Complaint)	0	1	0	0	0	0	0
Citation	0	0	0	0	0	0	0
Cat	1	2	2	0	0	1	1
Other	3	3 (Dog Welfare Checks)	2 (Livestock on Road)	1 Neglect	2 (Horse Fencing/Rabbit at large)	1 (cows out)	1 (unpaid vet bill/surrender)





West Wisconsin Inspection Agency, LLC

321 E Rosenlund St.

Woodville, WI 54028

(715) 556-3136

[office.wwia@gmail.com](mailto:office.wwia@gmail.com)

[westwisconsininspectionagency.com](http://westwisconsininspectionagency.com)

### Town of Osceola Summary Report

Permits issued in 2021 (numbers in red are permits issued in 2020)

24 New House 13

8 Accessory Buildings 20

5 Additions 7

4 Decks 4

0 New Commercial 1

14 Others 7

Total Valuation: \$8,450,663.92 (\$6,970,140.00)

Permits are required for new homes, additions to homes or accessory buildings, decks, accessory buildings, and alterations to buildings. Re-roofing, residing, refinishing of interior surfaces, and cabinetry are exempt from permit requirements.

Land use permits are required from the county for any project that changes the size of an existing structure.

The website to contact the building inspector or apply for a permit can be found on the Town's website under the Government button, then Town Board and Staff Contacts.

# Municipality Permits Report

01/01/2021 to 12/31/2021

## TOWN OF OSCEOLA

		Total Value	Total Fees	Total Fines
TOS21-01	042-01212-0000	\$170,000.00	\$344.24	
BRAD KEIL				
1126 200TH STREET	ADDITION			
TOS21-02	042-01210-0000	\$8,000.00	\$260.00	
GREGORY CONTRACTING   977556 LYNN BERKEN				
1124 200TH STREET	DECK/PORCH			
TOS21-03	042-01315-0700	\$480,000.00	\$1,706.80	
Scott  984485 McCormack				
877 207TH ST	NEW SINGLE FAMILY DWELLING			
TOS21-04	042-01210-0000	\$2,000.00	\$120.00	
CLIFF PAETZNICK				
1124 200TH STREET	ELECTRICAL			
TOS21-05	042-01326-1100	\$315,000.00	\$1,161.02	
J & A CUSTOM HOMES INC   931476 JESSIE SMITH				
935 235TH ST	NEW SINGLE FAMILY DWELLING			

# Municipality Permits Report

01/01/2021 to 12/31/2021

TOS21-06 STEVEN DEHN	042-00448-0700		\$10,000.00	\$130.00
856 218TH STREET		DECK		
TOS21-07 Thomas Williams	042-00047-0000		\$25,000.00	\$231.40
2077 120TH AVENUE		ACCESSORY BUILDING		
TOS21-08 Steve Engelhart	042-00965-0000		\$2,595.00	\$92.30
1051 RIVER ROAD		ALTERATION		
TOS21-09 MARK STICKEL	042-00580-0000		\$25,000.00	\$369.44
1994 75TH AVENUE		ADDITION		
TOS21-10 John Walsh	042-01331-1500		\$325,000.00	\$1,424.80
813 223rd St		NEW SINGLE FAMILY DWELLING		
TOS21-11 ANTHONY CABREANA	042-01331-1200		\$225,000.00	\$1,181.92
827 223RD ST		NEW SINGLE FAMILY DWELLING		

# Municipality Permits Report

01/01/2021 to 12/31/2021

TOS21-12	042-01331-2100		\$225,000.00	\$1,181.92
ANTHONY CABREANA				
832 223RD ST		NEW SINGLE FAMILY DWELLING		
TOS21-13	042-01331-1000		\$225,000.00	\$1,181.92
ANTHONY CABREANA				
2242 83RD AVE		NEW SINGLE FAMILY DWELLING		
TOS21-14	042-01310-0200		\$30,000.00	\$202.80
John Walsh				
850 250TH STREET		ADDITION		
TOS21-15	042-00226-2400		\$5,100.00	\$120.00
JEDIDIAH JOHNSON				
1069 195TH ST		ELECTRICAL		
TOS21-16	042-01331-2400		\$15,000.00	\$229.84
NATHAN WARNER				
822 223RD STREET		ACCESSORY BUILDING		
TOS21-17	042-01330-1500		\$273,500.00	\$1,115.48
GARY FRANK. BRUNCLIK   14569				
2377 84TH AVE		NEW SINGLE FAMILY DWELLING		



# Municipality Permits Report

01/01/2021 to 12/31/2021

TOS21-18	042-01330-1700		\$60,000.00	\$264.00
DOUGLAS WOJCIK				
2376 84TH AVE		ACCESSORY BUILDING		
TOS21-19	042-01323-1500		\$249,000.00	\$1,140.78
GARY FRANK. BRUNCLIK   14569				
2397 81ST AVE		NEW SINGLE FAMILY DWELLING		
TOS21-20	042-00076-0600		\$16,864.00	\$247.00
JAMES HASKIN				
208X 216th St		ACCESSORY BUILDING		
TOS21-21	042-01326-1300		\$265,000.00	\$1,355.72
LISA COEN				
939 235TH ST		NEW SINGLE FAMILY DWELLING		
TOS21-22	042-01337-0200		\$105,000.00	\$425.20
DARELL ANDERSON				
931 233RD ST		ACCESSORY BUILDING		
TOS21-23	042-00399-0200		\$6,013.00	\$60.00
JESSICA KONKLER				
2396 82ND AVE		SHED		

# Municipality Permits Report

01/01/2021 to 12/31/2021

TOS21-24	042-00398-7000		\$205,000.00	\$1,294.12
GARY FRANK. BRUNCLIK   14569				
2396 84TH AVE NEW SINGLE FAMILY DWELLING				
TOS21-25	042-00457-3700		\$18,000.00	\$228.80
John Walsh				
2156 84TH AVE ALTERATIONS				
TOS21-26	042-00398-1000		\$270,000.00	\$1,210.96
GARY FRANK. BRUNCLIK   GARY FRANK. BRUNCLIK   14569				
2399 84TH AVE NEW SINGLE FAMILY DWELLING				
TOS21-27	042-01331-1400		\$225,000.00	\$1,477.16
JORDAN JAMES - J.L. JAMES HOMES   092001046				
821? 223RD ST NEW SINGLE FAMILY DWELLING				
TOS21-28	042-01331-2200		\$225,000.00	\$1,477.16
JORDAN JAMES - J.L. JAMES HOMES   092001046				
828 223RD ST NEW SINGLE FAMILY DWELLING				
TOS21-29	042-00829-0600		\$280,000.00	\$1,429.20
TYSON ARDEN   ARDEN CONSTRUCTION   061900553				
602 218TH ST NEW SINGLE FAMILY DWELLING				

# Municipality Permits Report

01/01/2021 to 12/31/2021

TOS21-30	042-01071-0000		\$6,500.00	\$120.00
BRADLEY ZEULI				
918 RIVER RD COUNTY RD S		SHED/ELECTRICAL SERVICE		
TOS21-31	042-00063-0130		\$361,036.00	\$1,646.56
Paul Smith   Due North Homes   11901077 Smith				
2128 120TH AVE		NEW SINGLE FAMILY DWELLING		
TOS21-32	042-01312-0330		\$35,000.00	\$374.50
GARY FRANK. BRUNCLIK   GARY FRANK. BRUNCLIK   14569				
889 249TH ST		ALTERATION		
TOS21-33	042-01334-1500		\$578,171.00	\$1,959.62
WITTSTOCK BUILDERS LLC   WITTSTOCK BUILDERS LLC   1014679				
2040 99TH AVE		NEW SINGLE FAMILY DWELLING		
TOS21-34	042-01337-0200		\$703,000.00	\$2,110.76
David Lunde				
931 233RD ST		NEW SINGLE FAMILY DWELLING		
TOS21-36	042-00452-3000		\$25,000.00	\$130.00
Dan Foust				
2196 84TH AVE		DECK		

# Municipality Permits Report

01/01/2021 to 12/31/2021

TOS21-37	042-00634-0600		\$2,000.00	\$120.00
NATHAN L. GUSTAFSON   GUSTAFSON, NATHAN L, ANDRIE ELECTRIC   250465				
7XX 200TH ST				
ELECTRICAL				
TOS21-38	042-01312-0210		\$3,400.00	\$130.00
RAYMOND PLISCOTT				
2483 88TH AVE				
DECK				
TOS21-39	042-01331-1000		\$70,000.00	\$316.68
ANTHONY CABREANA				
2242 83RD AVE				
ACCESSORY BUILDING				
TOS21-40	042-01330-1900		\$265,000.00	\$1,124.72
GARY FRANK. BRUNCLIK   GARY FRANK. BRUNCLIK   14569				
2380 84TH AVE				
NEW SINGLE FAMILY DWELLING				
TOS21-41	042-01330-2000		\$269,000.00	\$1,295.00
GARY FRANK. BRUNCLIK   GARY FRANK. BRUNCLIK   14569				
2382 84TH AVE				
NEW SINGLE FAMILY DWELLING				
TOS21-42	042-01227-0000		\$230,000.00	\$1,251.88
Megan Conner				
2090 POPLAR LN				
Soderberg Cabin				



# Municipality Permits Report

01/01/2021 to 12/31/2021

TOS21-43	042-01106-0000		\$10,000.00	\$243.36
DARRIN B & CATHLEEN M ELLEFSON				
902 RIVER RD COUNTY RD S		GARAGE ADDITION		
TOS21-44	042-00978-0000		\$5,700.00	\$60.00
RANDY FORD				
2548 100TH AVE		SHED		
TOS21-45	042-00133-0500		\$365,000.00	\$1,307.32
J & A CUSTOM HOMES INC   J & A CUSTOM HOMES INC   931476				
11XX SKYLINE VIEW DR		NEW SINGLE FAMILY DWELLING		
TOS21-46	042-00065-0000		\$1,067.92	\$120.00
NICHOL HANSON				
2135 120TH AVE		INSTALL 22KW GENERAC GENERATOR200A SER TRANSFER SWITCH		
TOS21-47	042-00504-0000		\$27,000.00	\$306.00
MARK RUDEK				
81X HORSE LAKE LANE		ACCESSORY BUILDING		
TOS21-48	042-01312-0340		\$536,000.00	\$1,647.22
GARY FRANK. BRUNCLIK   GARY FRANK. BRUNCLIK   14569				
887 249TH ST		NEW SINGLE FAMILY DWELLING		

# Municipality Permits Report

01/01/2021 to 12/31/2021

TOS21-49	042-00604-0000		\$1,079.00	\$120.00
Nichol Hanson				
783 200TH ST		generator installation		
TOS21-50	042-00252-0000		\$40,000.00	\$224.64
SUZANNE INGEBRIGTSON				
997 195TH ST		Garage		
TOS21-51	042-01323-1000		\$290,000.00	\$1,289.50
ANTHONY CABREANA				
2379 81ST AVE		NEW SINGLE FAMILY DWELLING		
TOS21-52	042-00229-0000		\$82,000.00	\$470.00
DENNIS HOYT				
1070 200TH ST		ACCESSORY BUILDING		
TOS21-53	042-01013-0100		\$250,000.00	\$1,303.36
ANTHONY CABREANA				
947 248TH ST		NEW SINGLE FAMILY DWELLING		
TOS21-54	042-00019-0000		\$8,638.00	\$120.00
FIRESIDE HEARTH & HOME				
1981 110TH AVE		FIREPLACE		

# Municipality Permits Report

01/01/2021 to 12/31/2021

## Permit Distribution

Addition=5  
 Deck=4  
 Porch=1  
 New Home=24  
 Electrical=5  
 Acc. Building=8  
 Alteration=4  
 Shed=3  
 Fireplace=1

## Totals

**Total Permits** 53 **Total Value** \$8,450,663.92

<b>Admin</b>	\$2,117.24	<b>Impact</b>	<b>Plan Review</b>	\$3,218.06
<b>Inspection</b>	\$33,279.80	<b>State Permit Seal</b>	<b>House Number</b>	
<b>Fines</b>		<b>Other</b>	<b>Total Fees</b>	\$39,455.10

# Allied Emergency Services 2021 Annual Report

Allied Emergency Services serves a 135 Square mile area which includes the Towns of Osceola & Garfield and the Village of Dresser and most of the Town of Alden. Our switch from Dresser, Osceola, Garfield Fire Association to Allied Emergency Services was completed in 2018. Allied has 3 Stations. Station 1 is in Dresser, Station 2 is in Wanderoos & Station 3 is in Alden. Each station has a full line of equipment to handle whatever comes along. We Have 61 responding members for fire/rescue and medical emergencies and continue to look for volunteers to become part of the team.

April 9<sup>th</sup> was our 15<sup>th</sup> annual Spaghetti Dinner Fundraiser where we served between 900-1,000 people. May 8<sup>th</sup> is our 27<sup>th</sup> annual Mother's Day Pancake Breakfast Fundraiser which everyone is welcome to attend.

2020 total run reports for Allied Emergency Services are as follows:

Fire/Rescue runs = 111

Medical runs = 292

Total runs for 2021 = 403

Previous years

- 2008 = 232
- 2009 = 226
- 2010 = 217
- 2011 = 229
- 2012 = 244
- 2013 = 255
- 2014 = 260
- 2015 = 253
- 2016 = 298
- 2017 = 256
- 2018 = 340
- 2019 = 347
- 2020 = 368
- 2021 = 403





OSCEOLA AREA AMBULANCE SERVICE  
P.O. BOX 411  
OSCEOLA WI 54020  
715-294-3911 - office

970

April 8<sup>th</sup> 2022

The Osceola Area Ambulance Service began its rich history in 1974 when new state and federal regulations imposed requirements to have licensed Emergency Medical Technicians and drivers, who were specially trained, take over the role previously provided by private services. They purchased their first ambulance at a cost of \$20,000.00. With this large cost looming, the communities they served went into action raising money through donations for the ambulance and their equipment. Today, the Osceola Ambulance Service continues to provide exemplary emergency care to the residents of the Village of Osceola (100%), Town of Farmington (100%), Town of Osceola (67%), Village of Dresser (50%), Town of Alden (30%) and a small portion of the Town of Garfield.

Osceola Area Ambulance Service employs roughly a dozen emergency medical technicians who provide round-the-clock ambulance coverage for our community. For many of these individuals, "AEMT" or "EMT" is only one of their titles. The current roster includes those with backgrounds and full-time jobs in nursing, sales, construction, manufacturing, and IT, to name a few. Many members work in a variety of different healthcare roles when they are not working for the ambulance service. Despite coming from all different walks of life, this diverse group of AEMTs/EMTs share several commonalities – successful completion of the education required to become an AEMT/EMT, and a passion for personal, community focused emergency care. We are still an on call paid volunteer service with no full-time staff.

The Osceola Ambulance service is owned and operated by the taxpayers of the communities that we serve. The service charges a \$14.00 per person assessment and each community pays an annual amount based on the population it serves. The rest of the income comes from insurance and private payments for each emergency medical care transport thru 911 dispatch.

The Osceola Area Ambulance Service, over the last 50 years have purchased and maintained several ambulance rigs, built their current site and are able to pay for staff to ensure responses to any emergency that may arise. Staff is compensated for all the initial training, monthly training, and on-call time at \$3.50 per hour. While on-call, the individual needs to be within 5 minutes of the ambulance during their shift and is compensated \$20.00 per run. The total annual budget for 2021 was \$305,658. Compare that to the budget from 1979 at \$11,000! Many of these items have been provided through donations, volunteer work, and money that is budgeted. Several years ago, the ambulance established a Non-Profit branch called, "The Friends of the Osceola Area Ambulance Service". Having this branch now allows us to accept donations and give a tax deductible receipt for those donations.

The Osceola Area Ambulance Services does all of this because each member cares about our community and it's a way they give back and care for our people.

There were 93 runs in the Town of Osceola with a total of 437 runs for the year of 2021.

Robyn Foster

August 2, 2021

Re: 2021 Spring Election

As many of you are aware, there were some errors in the initial vote tally during the 2021 Spring Election. These issues related primarily to the counting of write-in ballots. I want to thank those individuals that brought this issue to the attention of Town officials. Maintaining the accuracy of our elections is very important to myself and all Town officials and is the backbone of our democracy. Once the issue was raised, Town election officials promptly contacted the County Clerk's office and worked closely with the County and the Wisconsin Elections Commission to perform a detailed recount. Vote totals were corrected and although the results of the election did not change, that is no reason to excuse any errors. The Town will continue to cooperate with the Wisconsin Elections Commission and the County. The current election officials have taken all recommended training and moving forward it will be mandatory for all future election officials to undertake all recommended training as well to help ensure future errors do not occur. It is now time to move on. I am excited about the future of the Town and look forward to working with the new Town Board to move the Town forward in a positive direction and with a spirit of cooperation.

Thank you,

Dale Lindh

Town of Osceola Chairman

TOWN OF OSCEOLA  
POLK COUNTY WISCONSIN

ORDINANCE # 22-04-11

USE OF VIRTUAL MEETING EQUIPMENT

The Town Board of Supervisors of the Town of Osceola, Polk County, Wisconsin, hereby ordains as follows:

SECTION I: PURPOSE.

The Town of Osceola finds that it is in the public interest to update a portion of Chapter 2, The Governing Body, Section 2.02 Meetings, so as to better clarify the use of remote meeting equipment and how it pertains to meeting attendance.

SECTION II: ORDINANCE AMENDMENTS.

Chapter 2, Section 2.02, Paragraph 5, of the Town of Osceola Code of Ordinances is hereby amended to read as follows:

5. Remote Attendance

- (a) **Remote attendance permitted.** When a meeting is held in person, the Town Chair or designee may allow one or more members of the Town Board, or any Town employee, consultant, contractor, or any other person to appear at the meeting, as defined in Wis. Stats. § 19.82, by telephonic, video conference, or other remote method of participation. Upon direction of the Town Chair or designee, the body may on a case-by-case basis conduct an entirely virtual meeting, in which no member of the body is present at the Town Hall, subject to the requirements of this section. This includes a state of emergency or public health emergency being proclaimed by a federal, state, or local authority; a lack of quorum being able to be physically present in a Town owned building; or other unique circumstances.
- (b) **Notice required.** Any member who is unable to be physically present at an in-person meeting of the Town Board may notify the Town Clerk no later than four (4) p.m. on the day prior to the meeting that he or she intends to participate in a meeting by telephonic or electronic means unless advance notice is impractical due to an emergency. If the Town Clerk receives the member's request in a timely manner, he or she shall attempt to facilitate the request by contacting the member in a manner during the Town Board meeting that allows the member to participate in the proceedings. If the member attends the meeting remotely, the member shall be entitled to participate and vote and shall count toward a quorum.
- (c) **Limits on utilization.** No member shall utilize the remote participation methods referenced in this section for two or more meetings consecutively unless the member demonstrates, in writing, good cause, as determined in the Town Chair's or designee's sole discretion; or, if the Town Chair is the member requesting, the Clerk's sole discretion; or if a state of emergency that applies to or involves the Town has been proclaimed by a federal, state, or local authority.
- (d) **Virtual meeting.** The public shall be given access to the system implementing the virtual meeting platform. Information about access to the meeting shall be provided to citizens in a timely manner as part of the meeting agenda notice in a specific and conspicuous manner. Best efforts shall be used to ensure that members of the public lacking access to the virtual meeting platform are provided alternative reasonable methods to attend.



- i. **Technical requirements and malfunctions.** Each person attending remotely is responsible for his or her audio and Internet connections; no action shall be invalidated on the grounds that the loss of, or poor quality of, a member’s individual connection prevented participation in the meeting.
  - ii. **Forced disconnections.** The Town Chair may cause or direct the disconnection or muting of a member's connection if it is causing undue interference with the meeting. The Town Chair’s decision to do so, which is subject to debatable appeal that can be made by any member, shall be announced during the meeting and recorded in the minutes.
  - iii. **Proper equipment.** Appropriate equipment shall be used so that the attending public can readily observe or hear each person's participation in the meeting.
- (e) **References.** This ordinance shall also apply to other Town Committees and Commissions as defined and outlined in Chapter 2 “Boards and Commissions”.
  - (f) **Severability.** The several sections of this ordinance are declared to be severable. If any section or portion thereof shall be declared by a court of competent jurisdiction to be invalid, unlawful, or unenforceable, such decision shall apply only to the specific section or portion thereof directly specified in the decision and shall not affect the validity of any other provisions, sections or portions thereof of the ordinance. The remainder of the ordinance shall remain in full force and effect. Any other ordinances whose terms conflict with the provisions of this ordinance are hereby repealed as to those terms that conflict.
  - (g) **Effective Date.** This Ordinance shall be effective upon adoption and publication or posting as provided by law.

Passed this 11<sup>th</sup> Day of April, 2022

By the Town Board of the Town of Osceola

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

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

\_\_\_\_\_  
Bernie Desmarais, Supervisor

\_\_\_\_\_  
Jo Everson, Supervisor

\_\_\_\_\_  
Neil Gustafson, Supervisor

**ATTEST:**

\_\_\_\_\_  
Denise Skjerven, Clerk



## **2022 TOWN OF OSCEOLA ANNUAL MEETING: CONSIDER POSSIBLY COMBINING CLERK & TREASURER POSITIONS**

At the 2021 Annual Meeting, a motion was made & seconded to combine the offices of Clerk and Treasurer in the Town of Osceola. It was then tabled until the 2022 meeting to allow the Town Board to address the question. This action is allowable under Wisconsin § 60.305(a).

### **HISTORY**

In 1994 the elected Treasurer at the time announced his retirement effective at the next election. However, he passed away in December prior to the election. The Board at that time appointed me (Jo Everson) to fill both positions since I was Clerk at the time. This is how the position(s) initially became combined. In 2003 the Board voted to change the position from an elected Clerk/Treasurer to an appointed Clerk/Treasurer. This continued until late 2019, when the Board at that time enacted an Ordinance to separate the positions once again when the Clerk/Treasurer resigned. It was their belief that the amount of knowledge needed for each position warranted specific experience and expertise. With the number of Clerks that the Town has had in the past two years, this has proven to be the case thus far. Attached you will find the job descriptions of each position that details the knowledge that is needed to fulfill the position requirements. This extensive experience is difficult to find.

There are 24 Towns in Polk County, of which only one has a combined Clerk and Treasurer position; the Town of Farmington.

Below are bullets that support separate positions and those that support combining the positions.

### **In Support of SEPARATE POSITIONS**

- The most important consideration supporting separate positions is the “Segregation of Duties”, which is a critical requisite, explained by the Auditors at CliftonLarson-Allen in their annual financial Internal Control Letter. This is described simply as “one person should not handle any one transaction from beginning to end”. To do this would increase the possibility that errors or irregularities may occur and not be detected on a timely basis. The Town minimizes that risk with separate positions, in addition to each reviewing bills with the Finance Committee, the Town Board reviewing financial statements each month, and three persons signing each check to

name just a few. The Town has an Accounting Policy/Procedure that defines the process as well.

- Recent past and present Board Members support the separation of positions.
- There is no question as to what each role does or does not do.
- It will be extremely difficult to hire someone with enough experience to handle positions, let alone one or the other. This is evident by the interview(s) conducted for the Clerk position.
- Each position has a good pulse on everything administratively needed for the functioning of the Town.
- Each position can work independently and coordinate with each other when needed.
- Each of the positions have basic information on the other position's responsibilities in order to fill in if the other is on vacation or is gone from the office for whatever reason.
- Having separate positions eliminate the need for an annual financial audit, however, this Board has committed to continuing annual audits regardless that statutes do not require one with separate positions.
- Having separate positions leave financial accountability easy to track.
- Having separate positions equal in standing and pay grade, eliminates competition and possible staff turnover.

### **In Support of COMBINING POSITIONS**

- Having a full-time combined position would be available to the public during normal hours on a daily basis, thus removing any delays in obtaining information when needed.
- Combining the position could provide one full-time leader for any part-time office employees, who would be responsible for the quality and quantity of part-time help.
- Having a combined position that is full-time may be easier to fill than two part-time positions.
- Each position requires computers, which is an added expense to the Town. However, a 2<sup>nd</sup> computer would still be necessary for other employees in the office.

Submitted by Supervisor Jo Everson



516 East Avenue North  
P. O. Box 216  
Dresser, WI 54009-0216  
Office: 715-755-3060  
Fax: 715-755-2271

# TOWN OF OSCEOLA

## Polk County, Wisconsin

### Position Description

Position Title: Treasurer

Objective: Under the general direction of the town board of the Town of Osceola and Wisconsin State Statutes, this position plans and administers the administrative functions of the Town of Osceola by performing the following duties personally or through subordinates.

Reports to: Town Board

Supervises: None

Job Classification: None Exempt

Working Hours: Position is a .3 (part-time) and the town office should be open with regular, posted, office hours. The actual office hours are at the discretion of the Town Board and the Treasurer. It will be necessary to attend frequent meetings in the evenings.

#### Position Duties:

In compliance with Wisconsin State Statutes 60.33 and 60.34, performs the following statutory duties which are common to all treasurers in the State of Wisconsin.

1. Performs all of the duties relating to taxation required of the town treasurer under Wisconsin State Statutes chapters 70 to 79.
2. Complies with subchapter II of chapter 19 of the Wisconsin State Statutes, concerning records of which the treasurer is legal custodian
3. Files all accounts approved by the town board or allowed at town meetings and enters a statement of the accounts in the town's record books.
4. Maintains and processes payroll for Town employees, processes payroll deductions, payroll reports and records.
5. Files with the town board claims approved by the clerk, as required under Wisconsin State Statute 60.41 (2)(c)
6. Maintains a finance book, which contains a complete record of the finances of the town, showing the receipts, with the date, amount and source of each receipt; the disbursements, with the date, amount and object of each disbursement; and any other information relating to town finances prescribed by the town board
7. Apportions, as provided by law, tax revenues collected by the town for schools.
8. Notifies the treasurer of the county in which the town is located, by February Receives and takes charge of all money belonging to the town, or which is required by law to be paid into the town treasury, and disburses the money under Wisconsin State Statute 66.0607
9. Keeps an itemized account of all moneys received and disbursed, specifying the source from which it was received, the person to whom it was paid and the object for which it was paid. Issues numbered receipts for all

funds received. At the request of the town board, presents the account books, and any supporting documents requested, to the board

10. Deposits as soon as practicable the funds of the town in the name of the town in the public depository designated by the town board.
11. When money is deposited under the above paragraph, the treasurer and the treasurer's sureties are not liable for any loss as defined in Wisconsin State Statutes 34.01(2). The interest arising from the money deposited shall be paid into the town treasury
12. Notifies the treasurer of the county in which the town is located, by February 20, of the proportion of property tax revenue and of the credits under Wisconsin State Statute 79.10 that is to be disbursed by the taxation district treasurer to each taxing jurisdiction located in the town
13. Participates in committees, municipal organizations and associations to keep abreast of current municipal developments.
14. Provides public relations services and represents the Town of Osceola at regional and state functions.
15. Reviews and approves purchases of materials within budgetary guidelines and in accordance with Town purchasing policies.
16. Prepares annual informational enclosures and coordinates mailing of property tax statements with the Town Clerk.
17. Collects initial tax payments through the end of January and prepares settlement calculations and documentation for the County.
18. Establishes public office hours in light of community needs and convenience.
19. Plans, organizes, and administers programs and procedures pertaining to municipal services.
20. In accordance with Wisconsin Statute 60.37(3)(b), the town Treasurer shall perform all lawful duties assigned by the town board which do not conflict with duties and powers conferred by law on other town officers.
21. Performs all other duties as requested to fulfill the objectives of the Town.

The above statements are essential functions of this position and are intended to describe the general nature and level of the work performed by employee assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities of personnel so classified.

#### Knowledge & Skills

1. Working knowledge of computers and modern office practices and procedures. Extensive knowledge of accounting principles and practices.
2. Knowledge of state laws, municipal government, administration, budgeting and governmental accounting.
3. Ability to draft correspondence, board minutes, etc.
4. Ability to follow instructions, both oral and written.
5. Skill in operation of listed tools and equipment.
6. Ability to effectively meet and deal with the public; ability to handle stressful situations, present self in a professional manner and appearance.
7. Ability to perform mathematical computations accurately and quickly.
8. Ability to accurately record and maintain records; ability to establish and maintain effective working relationships with employees, other departments, officials and the public, ability to communicate effectively



verbally and in writing; ability to plan, organize supervise clerical workers, perform work responsibly with independence and discretion and meet deadlines.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must be self motivated to complete assigned and routine tasks independently and on time.

- Education:** High school degree or GED in minimum requirement. Additional degree or certification such as Business Administration, Office Management or Accounting preferred.
- Experience:** Minimum of 3 years of progressively responsible experience. In addition, experience in using Word Processing, Excel and QuickBooks software systems
- Driver's License:** Possesses and maintains a valid drivers license.
- Language:** Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, and government regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information, respond to questions of officials, clients, customers, and the general public in English.
- Reasoning Ability:** Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical and legal instructions in both mathematical and verbal form and deal with several abstract and concrete variables.
- Computer Skills:** Must have basic knowledge of the computers including Microsoft Word, Microsoft Excel, Quickbooks, Internet and e-mail use.
- Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel, reach with hands and arms, and talk or hear. The employee is occasionally required to climb or balance and stoop, kneel, crouch or crawl. The employee may occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception, and ability to adjust focus.

### Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate. The schedule for this position is flexible, recognizing that there are posted regular office hours, and may require frequent evening or weekend hours.

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

## Polk County, Wisconsin

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### Position Description

Position Title: Clerk

Objective: Under the general direction of the town board of the Town of Osceola and Wisconsin State Statutes, this position plans and administers the administrative functions of the Town of Osceola by performing the following duties personally or through subordinates.

Reports to: Town Board

Supervises: None

Job Classification: Non-exempt

Working Hours: Position is a .6 position (part-time) and the town office should be open with regular, posted, office hours. The actual office hours are at the discretion of the Town Board and the Clerk. It will be necessary to attend frequent meetings in the evenings.

#### Position Duties:

In compliance with Wisconsin State Statutes 60.33 and 60.34, performs the following statutory duties which are common to all Clerks in the State of Wisconsin.

1. Serves as clerk of the town meetings under Wisconsin State Statute 60.13
2. Serves as clerk of the town board, attends meetings of the board and keeps a full record of its proceedings
3. Performs the duties required by Wisconsin State Statutes chapters 5 through 12 relating to election administration.
4. Transmits to the county clerk, within 10 days after election or appointment and qualification of any town supervisor, treasurer, assessor or clerk, a written notice stating the name and post office address of the elected or appointed officer and promptly notifies the county clerk of any subsequent changes in such offices
5. Executes the conveyance of real property of the Town of Osceola
6. Publishes and/or posts ordinances and resolutions as required under Wisconsin State Statutes 60.80
7. Gives notice of annual and special town meetings as required under Wisconsin State Statutes 60.11(5) and 60.12(3)
8. Complies with subchapter II of chapter 19 of Wisconsin State Statutes concerning any record of which the clerk is legal custodian
9. Issues any license or permit granted by the town board when the required fee has been paid
10. Performs the clerk's duties under Wisconsin State Statutes chapters. 115 to 121 relating to public instruction
11. Within 10 days after the clerk's election or appointment, reports his or her name and post office address to the administrator of each cooperative educational service agency which contains any portion of the town. Also



Position Description: Clerk  
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reports to the administrator the name and post office address of each school district clerk within 10 days after the name and address is filed in the clerk's office

12. Makes and keeps in the clerk's office a map of the town, showing the exact boundaries of school districts within the town
13. Performs the duties specified in Wisconsin State Statutes chapters 80 to 82, relating to highways, bridges and drains
14. Performs all other duties required by law, ordinance or lawful direction of the town meeting or town board.
15. Acts as Clerk of the Town of Osceola; reports to the Town Board, submits recommendations on Town policies and services, implements policy decisions, and advises the Town Board of municipal matters.
16. Administers the following licensing and permit programs:
  - Building permits
  - Fire/burning permits
  - Second hand dealers license
  - Dog license
  - Server/Operators licenses
17. Participates in committees, municipal organizations and associations to keep abreast of current municipal developments.
18. Provides public relations services and represents the Town of Osceola at regional and state functions.
19. Reviews and approves purchases of materials within budgetary guidelines and in accordance with Town purchasing policies.
20. Prepares annual informational enclosures and coordinates mailing of property tax statements with the Town Treasurer.
21. Establishes public office hours in light of community needs and convenience.
22. Plans, organizes, and administers programs and procedures pertaining to municipal services.
23. In accordance with Wisconsin Statute 60.37(3)(b), the town Clerk shall perform all lawful duties assigned by the town board which do not conflict with duties and powers conferred by law on other town officers.
24. Performs all other duties as requested to fulfill the objectives of the Town.
25. Keeps Office and Town Hall (including bathrooms) clean.

The above statements are essential functions of this position and are intended to describe the general nature and level of the work performed by employee assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities of personnel so classified.

#### Knowledge & Skills

1. Working knowledge of computers and modern office practices and procedures. Some knowledge of accounting principles and practices.
2. Knowledge of state laws, municipal government, administration, budgeting and governmental accounting.
3. Ability to draft correspondence, board minutes, etc.
4. Ability to follow instructions, both oral and written.
5. Skill in operation of listed tools and equipment.
6. Ability to effectively meet and deal with the public; ability to handle stressful situations, present self in a professional manner and appearance.
7. Ability to perform mathematical computations accurately and quickly.

8. Ability to accurately record and maintain records; ability to establish and maintain effective working relationships with employees, other departments, officials and the public, ability to communicate effectively verbally and in writing; ability to plan, organize supervise election workers, perform work responsibly with independence and discretion and meet deadlines.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must be self motivated to complete assigned and routine tasks independently and on time.

- Education:** High school degree or GED in minimum requirement. Additional degree or certification such as Business Administration, Office Management preferred.
- Experience:** Minimum of 3 years of progressively responsible experience. In addition, experience in using Word Processing, Excel software systems.
- Driver's License:** Possesses and maintains a valid drivers license.
- Language:** Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, and government regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information, respond to questions of officials, clients, customers, and the general public in English.
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