

**TOWN OF OSCEOLA  
TOWN BOARD MEETING  
TUESDAY, FEBRUARY 4, 2020 AT 6:30 P.M.**

**MINUTES**

The Board of Supervisors of the Town of Osceola met for a regular monthly on Tuesday, February 4, 2020, beginning at 6:30 p.m. at the Osceola Town Hall, 516 East Avenue North, Dresser, Wisconsin.

**CALLED THE MEETING TO ORDER:** Chair Schmidt called the meeting to order at 6:34 p.m.

**VERIFICATION OF MEETING POSTING:** Chair Schmidt verified that the meeting was posted at the Town Hall, the Dresser Post Office, First National Community Bank and the Town website.

**PLEDGE:** Chair Schmidt led those present to the Pledge of Allegiance to the United States of America.

**ROLL CALL:**

**PRESENT:** Mike Wallis, Doug Schmidt and Brandon Whittaker by phone.

**ABSENT:** None

MOTION BY WALLIS/SCHMIDT TO ALLOW BRANDON WHITTAKER TO VOTE BY PHONE AND TAKE ACTION ON ANY BUSINESS BEFORE THE BOARD. MOTION CARRIED UNANIMOUSLY.

**ALSO PRESENT:** Neil Gustafson - Interim Clerk/Treasurer, Public Works Supervisor Paul Baker, Linda Chabot, Chris Stevens, Rebekah Gustafson, Jim & Donna Berg, Jon Cronick, Mark & Denise Skjerven, Lisa Melin, Sandy Ball, Tom Magnafici, Jo Everson, Matt Anderson of Osceola Sun Newspaper.

**PRESENTATION OF BILLS:** Check Numbers 16792 through 16829 were approved by the Board. Chair Schmidt noted that Whittaker will review these at a later date.

**AGENDA:**

MOTION BY WALLIS/WHITTAKER TO ACCEPT THE AGENDA. MOTION CARRIED.

**PUBLIC COMMENT:** None.

**APPROVAL OF MINUTES OF PREVIOUS MEETINGS**

MOTION BY WHITTAKER/WALLIS TO APPROVE THE MINUTES OF THE JANUARY 7, 2020 REGULAR TOWN BOARD MEETING, THE JANUARY 14, 2020 SPECIAL TOWN BOARD MEETING AND THE JANUARY 15, 2020 SPECIAL TOWN BOARD MEETING. WALLIS ASKED THAT APPROVAL OF THE MINUTES FROM THE JANUARY 15, 2020 SPECIAL TOWN BOARD MEETING BE AMMENDED WITH A CORRECTION TO THE SPELLING OF HIS NAME. MOTION CARRIED AS AMMENDED, UNANIMOUSLY.

**NEW BUSINESS:**

**SWEARING IN OF NEW TOWN CLERK & NEW TOWN TREASURER**

Schmidt introduced Linda Chabot as the new Town Clerk and Chris Stevens as the new Town Treasurer. Both were sworn into their new roles.

**RESOLUTION 20-01 TO CHANGE SIGNATURES ON DEPOSITORY ACCOUNTS**

*WHEREAS, the provisions of Wisconsin Statutes Section §66.607(3) require the signatures of the clerk and treasurer, or the Deputy Clerk/Treasurer, as well as an additional signature of one of the Town Board officials for the disbursing of funds; and*

*WHEREAS, Linda Chabot and Chris Stevens were appointed as Clerk and Treasurer respectively by the Town Board at a duly noticed and held board meeting on February 4, 2020; and*

*WHEREAS, Jo Everson was appointed as Deputy Clerk/Treasurer by the Town Board at a duly noticed and held board meeting at the same meeting;*

*SO THEREFORE BE IT RESOLVED by the Town Board for the Town of Osceola that it hereby approves and authorizes the following signatures on the depository accounts located at The MidWestOne financial institutions.*

*Doug Schmidt, Mike Wallis, Brandon Whittaker, Linda Chabot, Chris Stevens, Jo Everson  
Chairman, Supervisor, Supervisor, Clerk, Treasurer, Deputy Clerk/Treasurer.*

MOTION BY WALLIS/WHITTAKER TO ADOPT RESOLUTION 20-01 TO CHANGE SIGNATURES ON DEPOSITORY ACCOUNTS. MOTION CARRIED UNANIMOUSLY.

**RESOLUTION 20-02 TO APPOINT DEPUTY CLERK/TREASURER**

WHEREAS, the provisions of Wisconsin Statutes §60.331 states that the Town Clerk may appoint a Deputy Town Clerk; and

WHEREAS, the provisions of Wisconsin Statute §60.341 states that the Town Treasurer may appoint a Deputy Town Treasurer; and

WHEREAS, Linda Chabot and Christine Stevens have been officially appointed as the Osceola Town Clerk and Osceola Town Treasurer respectively on February 4, 2020; and

WHEREAS, the Town Clerk and Town Treasurer believe that it would be in the Town's best interests to appoint former Interim Clerk/Treasurer Jo Everson as the Town of Osceola's Deputy Clerk/Treasurer, and therefore recommend that the Town Board approve this appointment;

SO THEREFORE BE IT RESOLVED by the Town Board of the Town of Osceola that it hereby accepts the recommendation of the Town Clerk and the Town Treasurer and further appoints Jo Everson as the Town of Osceola Deputy Clerk/Treasurer.

Wallis inquired whether this was a paid or unpaid position. Everson verified that it was unpaid. Wallis then inquired as to what length of time this position would be for. Everson stated that it would need to be long enough to get through training the new staff and also elections.

Schmidt suggested that Everson stay on until Chabot and Stevens are comfortable and that she also assists with elections. Schmidt noted that Chabot and Stevens would need to be in communication with the Board regarding how their training is coming along and what their comfort level is.

Chabot noted that there will be five elections in 2020 and she will definitely look to Everson for assistance. Everson is also a chief election official.

Wallis noted that the law states that the Clerk and Treasurer can appoint a Deputy regardless of the Board's approval.

Schmidt expressed his gratitude on behalf of the Town for all that Everson has done and also for willingly taking on the role of Deputy Clerk/Treasurer.

MOTION BY WALLIS/WHITTAKER TO ADOPT RESOLUTION 20-02 TO APPOINT DEPUTY CLERK/TREASURER. MOTION CARRIED UNANIMOUSLY.

**TRAINING FOR CLERK & TREASURER AT INSTITUTE 2020 IN GREEN BAY JULY 12<sup>TH</sup> - 17<sup>TH</sup>**

Schmidt noted that this was an annual training that was attended regularly by the previous Clerk/Treasurer.

MOTION BY WHITTAKER/WALLIS TO APPROVE SENDING LINDA CHABOT AND CHRIS STEVENS TO THE CLERKS AND TREASURERS INSTITUTE 2020 TRAINING IN GREEN BAY, WI JULY 12<sup>TH</sup> – 17<sup>TH</sup>. MOTION CARRIED UNANIMOUSLY.

Wallis inquired whether there were any scholarships available for this training. Chabot verified that the Town would be applying. Wallis inquired as to how much the Town should apply for. Everson verified that the Town would apply for the full amount available but will most likely only receive a portion of it.

Denise Skjerven inquired as to what the cost of hotel and travel would be. Whittaker responded that from his experience, a decent hotel would be \$170.00 per night and up. Could be more with the training taking place at that time.

Chabot noted the importance of this training as it helps her, and Stevens achieve their respective certification over the course of four years.

Mark Skjerven inquired whether the budget would cover this training or not. Everson verified that it would likely exceed the \$1000.00 budget for 2020. It was noted that this figure had been budgeted in previous years for one staff member.

Wallis noted that there may be extra funds in the Clerk and Treasurer salaries budget as the Town had not paid any salaries for these positions to start the year. He suggested that additional training expenses could possibly be taken from there.

#### **OLD BUSINESS:**

#### **EZ IT GUYS PROPOSALS**

#### **TIME CLOCK (T-SHEETS), WEBSITE, EMAIL DOMAIN, IT SERVICES & LAPTOP**

Schmidt stated that the laptop purchase had been completed and Whittaker noted that it had been picked up that day.

Schmidt requested Whittaker take this topic as he had been working on it.

Whittaker inquired whether Schmidt and Wallis had watched the videos from the EZ IT Guys and also if they had reviewed the price. Wallis responded that he had, but the proposal was quite clunky to follow. Schmidt confirmed that he had also.

Whittaker began explaining the T-Sheets program for time tracking, noting the accountability it would add and the labor savings that would be seen in the long run as employees were no longer taking the time to fill out paper time sheets. He also noted that this program would be intended for three users, the Clerk, Treasurer and Public Works Supervisor. Any part-time public works staff would not be filling out enough time sheets to justify the additional subscriptions to T-Sheets.

Schmidt inquired as to which package or plan they were considering. Whittaker responded that they had been quoted the Premium plan, which is a step below the Elite plan. He also noted that another nice feature of this plan was the ability to track time off and, in a manner, that it is easily visible to the Supervisors.

Wallis inquired if Whittaker personally uses this program. Whittaker responded that he does not, but they use something very similar. He also noted that the EZ IT Guys use this program themselves. Wallis questioned whether this was all overkill and felt that it was more intended for a business that is billing out time to customers. Wallis asked Public Works Supervisor, Paul Baker, how much time he spends filling out his timecard. Baker responded that he spends very little time. Wallis questioned how streamlined this program really is and stated he is a little skeptical.

Whittaker stated that technology is used every day and, in every field, to help make processes more efficient. This program would provide the ability for better documentation of jobs performed as they are completed and right from a phone app. It has the ability to upload photos as needed and track time off, as stated previously. He noted that the Town is not trying to track employees' every movement, just improve efficiency and get a better break down of project times. The Town is ultimately a company and it needs to be run that way in order to save money.

Schmidt stated that the Board has only seen a proposal from the EZ IT Guys and inquired where the funds would come from for this program. He also inquired what the proposed computer expenses were for. Whittaker clarified that the proposed computer expense was for the laptop that had just been purchased.

Whittaker stated that the Town will either be paying for the additional labor cost of filling out hand-written timecards or they will be paying a monthly fee for the program, but also be gaining all the benefits of the program. He also noted that with a part-time Clerk and part-time Treasurer, the Town needs to make processes as efficient as possible for them as well.

Wallis inquired if T-Sheets will work with the current desktop version of QuickBooks. Whittaker responded that the EZ IT Guys recommend transitioning to QuickBooks online so that all of their info is saved in the cloud versus on the computer in the office.

Schmidt expressed his concern regarding the security of putting everything out there on the cloud. He also inquired if the current quote can be refined to pick and choose certain items.

Whittaker noted one of the plan options called Support IT, which he found to be very valuable and would address several of the Town's needs. The cost would be \$240.00 per year, per device.

Wallis inquired if the Town needed to use QuickBooks online in order to back up their data. Everson responded that currently everything is only saved on the desktop computer in the office. Wallis inquired if QuickBooks online was included with the EZ IT Guys Support IT plan. Whittaker responded that it was a separate subscription. Wallis inquired if the Town would need two separate subscriptions for the Clerk and Treasurer. Whittaker responded that doing so would give them the capability of working at the same time and also with the online version, they could log in from anywhere.

Whittaker summed up that he felt the most important offerings from the EZ IT Guys would be T-Sheets, a new website, QuickBooks online, email domains and the Support IT plan. This would all come at an annual cost of \$2302.43. He stated that a price cannot be placed on security and efficiency.

A question arose regarding the terminology of per unit and per device. Is this the same thing?

Lisa Melin stated that she personally knew Charlie from the EZ IT Guys, and she offered to reach out to him via text message for clarification during the meeting.

Gustafson suggested that the Town subscribe to separate email accounts for the Clerk and Treasurer versus the single account that was quoted. Whittaker agreed and stated that it was an easy addition as well as an easy transition when there is a turnover of employees or Board members.

Lisa Melin stated that Charlie from the EZ IT Guys had responded via text and confirmed that the terminology of per device or per unit was indeed the same language and it all refers to per computer.

Schmidt stated that he did not want to kill this proposal but would like a better itemized quote in order to make a better educated decision. Whittaker responded that could be done and that he would even like to have the EZ IT Guys present at the March Board meeting. Wallis inquired if they could simplify the proposal for their presentation in March. Whittaker responded that they could.

Schmidt inquired if professional emails had already been created such as [brandon@townofosceola.com](mailto:brandon@townofosceola.com) and [admin@townofosceola.com](mailto:admin@townofosceola.com) and if the Town had incurred a cost for this. Whittaker clarified that those addresses had not been created and were only used as an example for the proposal.

Whittaker suggested tabling the topic until March. He would request a revised quote from the EZ IT Guys for T-Sheets, a new website, QuickBooks online, email domains and the Support IT plan. He would also see if someone from the EZ IT Guys could be present at that meeting to answer questions regarding their services. He noted that Bernie Desmarais had an opportunity to review the proposed services and he did approve.

Jo Everson noted that password management and Support IT were a no brainer. Her research found that QuickBooks suggests use of the online version versus storing everything on a desktop computer or even a local server, but she found that the product can be purchased directly from Intuit at a more competitive price than through the EZ IT Guys. She had also found other alternatives for website services from companies that specialize in municipal websites, but she emphasized that the most urgent concern should be to move forward with the domain based professional emails A.S.A.P.

Schmidt inquired what route the fire department had taken when they recently moved their bookkeeping from the town hall to the fire hall. Everson responded that they had gone with QuickBooks online.

Gustafson stated that his experience with QuickBooks online revealed that it had a completely different appearance than the desktop version, but it was very simple to navigate and there were full online tutorials available for training. Chabot and Stevens noted that neither of them had experience with QuickBooks online.

Whittaker stated that he would move forward with plans for presenting more information at the March meeting.

#### **UPDATE ON TOWN FACEBOOK PAGE**

Schmidt requested an update regarding activity on the Town Facebook page.

Gustafson reported that there had been no activity on the page. Meeting date events had been posted, tax collection date events had come and gone and there had been no public comments left on the page or any posts. He noted that Bernie Desmarais had forwarded information that he had found regarding the use of a Facebook closed group for a municipality versus just a page. This information was also forwarded to Bekah Gustafson and Donna Berg. Gustafson explained that a closed group would allow for more administrative powers to limit public comments, but it would also limit page visibility and could potentially be counterproductive to the effort of trying to get more information out there to the community. To his knowledge, Gustafson did not believe that Desmarais had an opportunity yet to visit with Bekah Gustafson or Donna Berg regarding Facebook.

Wallis noted the importance of getting a policy in place for social media if the Town was going to continue to use Facebook. He referenced the examples that he had found previously, which could be used to help the Town create theirs and asked Gustafson if he had made the statement on the Facebook page that all official government business should be directed to the Town website. Gustafson stated that he had not but would be sure to add that right away.

Gustafson stated that the true future of the Town Facebook page would depend upon the new Town Clerk and their experience or comfort level with social media. Gustafson inquired if Chabot had a personal Facebook account. She responded that she did. Gustafson inquired if Chabot would be comfortable as an admin for the Town Facebook page and she indicated that she would.

Jo Everson noted that some of the alternative website providers that she had found also provided notifications very similar to Facebook. With this feature, a Facebook page may not even be needed.

It was decided to continue on with the Town Facebook page for now, keeping very close tabs on it and any comments made until a decision has been made on a new website.

#### **SET DATE FOR PUBLIC WORKS SUPERVISOR PERFORMANCE EVALUATION**

Whittaker suggested meeting the week of February 10<sup>th</sup>. Wallis stated that Monday and Tuesday were out. All three agreed upon Wednesday February 12, 2020.

Schmidt inquired if they would be using the review form referenced in their meeting packet. Whittaker responded that they would be, and each Board member needed to fill out that review form prior to the meeting and then they would compare notes and produce the final evaluation together. Schmidt noted that Chabot would need to have another blank copy available for them at that meeting.

Wallis suggested that filling out the evaluation and presenting it all take place during the same meeting. Whittaker suggested meeting at 5 p.m. to fill out the evaluation and then meeting with Paul Baker at 6 p.m.

Schmidt noted that Chabot would need to post for a closed session meeting on February 12, 2020. He also indicated that Chabot would not need to be present for that meeting.

#### **PUBLIC WORKS REPORT - PAUL BAKER, PUBLIC WORKS SUPERVISOR UPDATE ON CELL PHONE PURCHASE**

Baker reported that the cell phone purchase was in progress. He would be meeting with Verizon again on Friday February 7. He did not have the Town's Federal Tax ID with him the last time that he was there.

#### **PLAN COMMISSION REPORT**

Schmidt reported that there had been no January Plan Commission meeting and there quite possibly would not be a February meeting either, citing the fact that Chabot currently had enough to do training for her new position.

Whittaker inquired why the Clerk would need to attend the Plan Commission meeting. Schmidt responded that the Plan Commission was at a point of nearly being finished with the review of and changes to the Comprehensive Plan. The next step would be to compile all of that information into one document and that the new staff does not currently have the time to do that. Whittaker questioned why the Plan Commission does not do that. Schmidt responded that they would need help from the Clerk to put it all together.

Wallis noted that the Clerk is also involved with any variances, sub-divisions or etc. that are brought before the Plan Commission. Whittaker noted that those same items also come before the Town Board at a meeting where the Clerk is present.

Whittaker questioned whether 3 to 4 hours out of an available 24 hours is a good use of the Clerk's time spent with the Plan Commission. He suggested appointing someone on the committee to serve as secretary and perform the administrative duties such as taking the minutes,

Wallis agreed that the Clerk could possibly attend the next Plan Commission meeting for the purpose of introductions, but then someone on the committee could be appointed.

Whittaker inquired again if Schmidt would be willing to change his position as Chairman of the Plan Commission.

Mark Skjerven noted that he had suggested before that it seemed to be a conflict of interest for the Town Chairman to also be the Chairman of the Plan Commission.

Whittaker inquired what Wallis' thoughts were. Wallis responded that he was not sure what the conflict was. Whittaker stated that Schmidt should not Chair both. Wallis looked for clarification that Schmidt would still serve on the Plan Commission but would just not serve as Chair. Whittaker confirmed that was the suggestion. Wallis looked for clarification again that Schmidt would still be the Board member that acted as a liaison between the Town Board and the Plan Commission. Whittaker confirmed that as well. Wallis stated that if he were the Chairman of the Plan Commission, he would gladly give that up to someone else.

Schmidt inquired as to what the difference was between being Chair of the Town Board and also Chair of the Fire or Ambulance Boards versus also being Chair of the Plan Commission. Whittaker stated that the difference is that there are other municipalities that also serve on the Fire and Ambulance Boards.

Mark Skjerven noted that there was no intent of wrongdoing implied, it just looks like an undue influence to serve as Chair of both. Everson added that it gives the wrong perception when the same individual leads both meetings.

Stevens suggested referring to the Towns Association handbook for more information on the topic.

Schmidt stated that he would think about it.

#### **CHAIRMAN'S REPORT**

Schmidt stated that he had attended a Hog CAFO meeting at Polk County. He noted that it was interesting and similar to other CAFO meetings that he had attended. He also noted that he had been fielding a high volume of phone calls, many regarding taxes.

#### **SUPERVISOR REPORTS**

**Mike Wallis** has been investigating the Lotus Ridge/Eagle Bluff subdivision. He stated that the road had been signed and listed as being a Town road, but it had never been built to specification. He found a checklist stating that the road would be built to Town specification, but the property had been foreclosed on the initial developer before completion. The new developer has no interest in finishing the road. Wallis will try to meet with the developer or propose that the Town force the process.

Lisa Melin stated that she has an email trail for Wallis to reference and that the lot owners will be meeting as well.

Wallis stated that the developer needs to be pushed and that hopefully there will be more information for the March meeting.

Allied Fire has an employee of the MSP Airport who lives within their district and provided them with a connection to purchase a used rescue truck from the airport. The truck only has 63,000 miles on it and was able to be purchased at a price of \$1,000.00. The airport also had a 2001 extended cab, long box pickup to get rid of and due to the means by which they originally acquired that truck, it could not be sold so they also just gave that truck to Allied Fire. The MSP Airport has donated a large amount of equipment to D.O.G. / Allied Fire in recent years. Wallis accredits this to the very professional manner in which Allied Fire is operated. Polaris also recently sold a Ranger UTV to Allied Fire at a price of \$5,000.00. This would have normally cost considerably more.

**Brandon Whittaker** had been charged with the task of locating and purchasing a used rolling warehouse stairway. He noted that this type of stairway takes up a considerable amount of space and suggested possibly purchasing a 22' Little Giant ladder. He also noted that the rolling stairway would not be handy in the salt shed where there is no cement or pavement.

Baker noted that he would be OK with a Little Giant ladder.

Schmidt noted that initially, he did not want boxes of files carried up a ladder and placed on top of the mezzanine, as that would be unsafe. Baker had since cleared some shelving for these boxes to be placed on. Schmidt would be OK with a Little Giant now as well.

Mark Skjerven noted that he has multiple Little Giant ladders. He hoped that a newer version of the 22' ladder is a little bit lighter because folded out, his is quite heavy. He also offered a demonstration at his residence prior to the Town purchasing one if they so choose.

The Ambulance had 358 runs in 2019. They recently installed a new boiler and a backup generator was given to them by an anonymous donor. Overall, the number of runs is up.

#### **CLERK/TREASURER'S REPORT**

Bank Accounts were: MidWestOne Bank Checking at \$31,444.79, MidWestOne Bank Money Market Account \$323,236.72, and MidWestOne Tax Deposit Account at \$1,559,154.99.

Everson stated that she would be looking for guidance on paying for the new tractor. She also offered kudos to Ed Everson, Paul Baker and Brandon Whittaker for all of their hard work organizing the office.

Schmidt stated that Ed Everson could request compensation for his time and it would be taken to the board. Jo Everson indicated that Schmidt could take it to the Board.

Schmidt invited those in attendance to check out the new office configuration and thanked Jo Everson for her design ideas.

#### **REQUEST FOR FUTURE MEETING AGENDA ITEMS**

Schmidt stated that the next meeting is scheduled for March 3, 2020 and at this time, there is no reason to change it.

Denise Skjerven requested an agenda topic regarding the budget and a quarterly report showing actual versus budget. Everson stated that typically the Board receives that information each month. This month they did not have it due to the transition in staffing, but it would return in March. Historically that information had not been shared beyond the Board, but it definitely can be.

Wallis requested that Lotus Ridge/Eagle Bluff remain on the agenda for March.

Whittaker requested that the EZ IT Guys proposal remain on the agenda for March and also requested adding the topic of the Town of Osceola becoming a 2<sup>nd</sup> Amendment Sanctuary and protecting the Town's 2<sup>nd</sup> Amendment rights.

A resolution will need to be adopted regarding Clerk/Treasurer procedures. Wallis inquired whether having a Deputy Clerk/Treasurer would create the need for an audit. Everson verified that it would not because the separate Clerk and Treasurer are responsible for the Deputy Clerk/Treasurer.

#### **ADJOURNMENT**

MOTION BY WHITTAKER/WALLIS TO ADJOURN THE MEETING OF THE TOWN OF OSCEOLA HELD THIS FEBRUARY 4, 2020. MOTION CARRIED UNANIMOUSLY.

Being no further business to come before the Board, the Meeting was adjourned at 8:36 p.m.

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Neil Gustafson, Interim Clerk/Treasurer

**TO BE APPROVED: 03/03/2020**