

**TOWN OF OSCEOLA**  
**BOARD OF SUPERVISORS MEETING**  
Monday, October 4, 2021 — 6:30 p.m.

Meeting Minutes

The Board of Supervisors of the Town of Osceola met for a regular monthly meeting Monday, October 4, 2021, at 6:30 p.m. at the Osceola Town Hall, Dresser, Wisconsin.

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

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

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

**PRESENT:** Chair Lindh, Supervisors Everson and Gustafson; Supervisor Cronick via phone in listening mode only.

**PUBLIC ATTENDEES:** Clerk Skjerven, Treasurer Carlson, Public Works Supervisor Johnson, Benjamin Krumenhauer, Mark Skjerven, Cindy and Glyn Thorman, Ed Everson, Kirk Carlson, Jim and Donna Berg, Brad Landgren, Jim Brundage, Diana Anderson, James Rochford, and Jeremy Utke.

**PRESENTATION AND APPROVAL OF BILLS**

MOTION BY EVERSON/GUSTAFSON TO APPROVE THE TREASURER'S LIST OF CHECKS AND AUTOMATED PAYMENTS AS PRESENTED TOTALLING \$63,496.95 AND CHECK NUMBERS 17721 THROUGH 17756 AND ACH PAYMENTS AS PRESENTED. MOTION CARRIED.

**ACCEPTANCE OF PROPOSED AGENDA**

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

**MEETING MINUTES**

MOTION BY EVERSON/GUSTAFSON TO APPROVE THE FOLLOWING MEETING MINUTES: 09/07/21 TOWN BOARD MEETING, AND THE 9/14/21 AND 9/16/21 SPECIAL TOWN BOARD MEETINGS; MOTION CARRIED.

**SWEARING IN OF TOWN CLERK**

Chairman Lindh read the oath to swear in the new Town Clerk Skjerven. Clerk Skjerven was hired on as the permanent Town Clerk after previously holding the position of Interim Town Clerk.

**PUBLIC COMMENT**

Supervisor Everson gave a closure message on the appreciation gestures shared with her because of efforts in which she assisted in for the Town.

### **PUBLIC WORKS REPORT**

Public works report by Johnson was given, outlining activities completed for the month of September and what is to come for October. Public Works Supervisor Johnson mentioned his resignation effective October 15<sup>th</sup>, and Chair Lindh thanked Public Works Supervisor Johnson for his services to the Town.

### **TREASURER'S REPORT**

Treasurer Carlson reviewed current bank balances: General Fund \$33,676.33; General Money Market Account \$363,709.47; Tax Receipt Account \$112,028.89; Dresser Traprock Assurance \$15,045.10; CD (from ARPA \$\$s) \$151,066.19; The year-to-date Profit & Loss report was presented to the Board.

On the broadband expansion grant (the Town partnered with Lakeland Communications on a grant application), the WI Public Service Commission had \$100 million to award. As of late July, the WI Public Service Commission received 240 applicants, requesting more than \$438 million. So, criteria will be determined for awarding the grant monies by late October/November.

2020 W2s for Plan Commission and election workers were completed and sent out.

Preparations are underway to set up budget workshop sessions.

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

### **CLERK'S REPORT**

Clerk Skjerven has been coordinating meetings, handling inquiries and request from Town residents, and is continuing to learn the Clerk position.

### **OLD BUSINESS**

BEN KRUMENAUER, VILLAGE OF OSCEOLA, ADMINISTRATOR SIMMON DRIVE

Ben Krumenauer, Village Administrator, gave an update on the proposed 2022 capital improvements to Simmon Drive, which is a shared boundary road between the Village of Osceola and the Town of Osceola. The new proposal has a projected total cost of \$581,373.69 with LRIP Grant up to 50% of the joint reconstructive effort's cost.

### **FINALIZATION OF NONMETALLIC MINERAL EXTRACTION PERMIT FOR BLUESTONE SAND & GRAVEL PERMIT**

The Board originally approved effective September 1, 2020 the transfer of the nonmetallic mineral extraction permit for Bluestone Sand & Gravel from Riteway Gravel Company pending receipt of the letter of credit. Since the letter of credit has now been received, the Board officially signed off on the permit transfer.

### **BOAT LANDING AT DWIGHT LAKE**

A large concrete piece was removed by the landing; no rebuilding has been done.

Chair Lindh is going to follow up with former Town Supervisor Wallis about possibility of any available grant money through the DNR to fund the repairs.

**UPDATE ON AMENDMENTS TO CHAPTERS 1 & 2 OF TOWN'S CODE OF ORDINANCES**

Supervisor Everson is working with the attorney to obtain his feedback and direction.

**UPDATE ON NUISANCE PROPERTIES**

Chair Lindh visited five properties. Three of the properties need further action.

MOTION BY LINDH/EVERSON TO TAKE FURTHER ACTION WITH PROPERTIES AT 883 218<sup>TH</sup> STREET, COUNTY ROAD MM, 840 HORSE LAKE LANE, AND 1954 110<sup>TH</sup> AVENUE BY SENDING A LETTER TO LOGAN HACKER, POLK COUNTY ZONING ASKING FOR POLK COUNTY'S ASSISTANCE WITH ABATEMENT NEXT STEPS. MOTION CARRIED

**NEW BUSINESS**

**CONSIDER APPOINTMENT OF TOWN SUPERVISOR**

Chair Lindh stated he is not aware of anyone yet applying for the Town Supervisor vacant position.

MOTION BY GUSTAFSON/EVERSON TO APPROVE AN ADVERTISEMENT PLACEMENT THROUGH OCTOBER 29<sup>TH</sup> FOR THE OPEN POSITION OF TOWN SUPERVISOR; MOTION CARRIED.

**CONSIDER TECHNOLOGY RFPs**

Seven IT companies were sent a Request for Proposal (RFP). Only two responses were received: From Easy IT Guys of St. Croix Falls and from Connecting Point of Amery. Treasurer Carlson provided the responses received from each company and provided further background on each proposal. Treasurer Carlson and Supervisor Gustafson recommend going with Connecting Point. Cost per month is anticipated to increase by approximately \$650/month for additional town emails, phone updates/changes, and software updates. A new router would also be also purchased, and a cyber assessment would be done by Connecting Point. Transition timing would be November 1<sup>st</sup>.

MOTION BY LINDH/GUSTAFSON TO SWITCH THE TOWN OF OSCEOLA'S TECHNOLOGY SERVICES TO CONNECTING POINT FOR UPGRADING THE TOWN'S ADMINISTRATIVE WORKSTATIONS, TO PROVIDE 20 TOWN EMAILS, TO REPLACE THE TOWN OFFICE'S PHONES, AND TO PROVIDE OTHER TECHNOLOGY NEEDS ASSOCIATED WITH THE PROPOSAL SENT BY CONNECTING POINT, AND TO PROVIDE SERVICES STARTING NOVEMBER 1<sup>ST</sup>. MOTION CARRIED.

**CONSIDER AUTHORIZING RFPs FOR 2021 FINANCIAL AUDIT**

A motion was made at the Town's April 2021 Annual Town Meeting to have the Town's auditing firm selected by a majority of the Town Board for a term of three years, not serving two consecutive terms, but may be considered for a new term following a three-year absence. The Town of Osceola's current auditor is Clifton Larson Allen, and they have been the Town's auditing firm since 2007. Treasurer Carlson indicated she could put together a Request for Proposal (RFP) and have it sent out in October for return before the November Town Board meeting in anticipation for the Board being able to decide at the November Town Board meeting. MOTION BY EVERSON/GUSTAFSON TO AUTHORIZE RFPs FOR THE 2021 FINANCIAL AUDIT TO BE REVIEWED BY THE BOARD AT THE NOVEMBER 1<sup>ST</sup> TOWN BOARD MEETING. MOTION CARRIED

**CONSIDER APPRAISAL SERVICES CONTRACT FOR FY 2022-2024**

The Town's Appraisal Services company Appraisal Services and Data Processing Systems, Inc. (A.S.D.P.S.) indicated during the Town's Board of Review that the Town needed to have done full annual maintenance assessments of all real and personal property so in 2024 assessed values will be updated to A.S.D.P.S., Inc. best estimate of market value. Procedures used to conduct the 2022, 2023, and 2024 assessments will consist of sales and permit analysis, visual inspection of real properties, valuation of all real and personal properties, preparation of changes for assessment rolls and change notices, mailings of change notices, attendance at Open Book and Board of Review proceedings, and preparation and submission of all assessment reports. The appraisal firm has sent a proposal indicating a cost increase to the Town of an additional \$59,160 for these additional appraisal services over the next three years. The annual increase to the Town will be split over three years. MOTION LINDH/EVERSON TO ACCEPT AND APPROVE THE APPRAISAL QUOTE FROM APPRAISAL SERVICES AND DATA PROCESSING SYSTEMS, INC. FOR A COST OF \$39,720 FOR 2022, \$40,720 FOR 2023, AND \$41,720 FOR 2024. MOTION CARRIED.

**CONSIDER RESOLUTION 21-10-01: NEW SIGNATURE ON DEPOSITORY ACCOUNTS**

This resolution adds the Town Clerk Skjerven, as a new signature to all bank accounts. MOTION GUSTAFSON/EVERSON TO APPROVE RESOLUTION 21-10-01 TO APPROVE SIGNATURES ON TOWN DEPOSITORY ACCOUNTS AT MIDWEST ONE FINANCIAL INSTITUTION AND ROYAL CREDIT UNION. MOTION CARRIED.

**CONSIDER RESOLUTION 21-10-02: ESTABLISH TOWN ELECTION WARD BOUNDARIES**

Wisconsin Statutes Section 5.15, requires all cities, villages and towns with a population of 1,000 or more to establish municipal wards based on the results of the 2010 census. An increase in the population of Polk County since 2010 was enough of a change to prompt the redistricting of Polk County. Polk County indicated it was trying to keep districts as close as possible to what they were currently. The five wards currently in place are combined for voting purposes so as to share the common polling place indicated below and such combined wards shall use common ballot boxes and ballots or voting machines and separate returns shall not be maintained for the combined wards except where separate ballots are required under section 5.58 to 5.64 of the Statutes. The common polling place is hereby designated as the Town of Osceola Town Hall, 516 East Ave. North, Dresser, WI. For the Town, there are no changes being made to the Town's ward boundaries after going through the redistricting work efforts from the state of Wisconsin and Polk County. MOTION LINDH/GUSTAFSON TO APPROVE RESOLUTION 21-10-02 TO APPROVE AND ESTABLISH WARD BOUNDARIES FOR THE TOWN OF OSCEOLA FOLLOWING 2020 CENSUS. MOTION CARRIED.

**CONSIDER ORDINANCE 21-10-04: CHAPTER 8 CORRECTIONS**

This ordinance was originally adopted unanimously by the Town Board on a roll call vote on June 2, 2020, and approved at the July 7, 2020 Town Board of Supervisors meeting, but it previously referenced an incorrect section of this ordinance. Chair Lindh recommended at this time to get this ordinance re-approved for publication. MOTION LINDH/GUSTAFSON TO APPROVE ORDINANCE 21-10-04 CHAPTER 8 CORRECTIONS. MOTION CARRIED.

**CONSIDER DATES FOR UPCOMING SPECIAL MEETINGS:**

- Review applicants for Public Works Positions: The Board will meet at a closed session at 6:30 AM on Thursday, October 7<sup>th</sup>. A meeting notice will be posted.
- Interviews for Public Works Positions: Date(s) to be determined following the Thursday, October 7<sup>th</sup> discussion.

- Budget Workshop Sessions: The Board has proposed meetings for October 12<sup>th</sup> and October 19<sup>th</sup>. Meeting notices will be posted.

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

Chair Lindh attended an Allied Services Fire Budget/Finance Committee meeting. The Town is expecting a \$2,700 reduction in what is billed by Allied. Also, WIDOT informed the Town that the 2022 General Transportation Aid is anticipated to be almost \$170,000.

#### **SUPERVISOR'S REPORT**

In Supervisor Cronick's absence, Chair Lindh covered highlights from the September 28 Plan Commission meeting minutes. Chair Lindh also briefly discussed the payment timing of the per diem for the Plan Commission members, noting that currently it is set up to be paid monthly. It may be more cost efficient for the Town to make those payments quarterly on a go-forward basis. Chair Lindh will discuss further with Bernie Desmarais.

#### **SUPERVISOR'S REPORT/EVERSON**

Reminder of the Wisconsin Town's Association meeting scheduled for October 13<sup>th</sup> at Brow Tine Restaurant in Amery where a representative will be present to discuss how the AARPA grant will be disbursed.

#### **SUPERVISOR'S REPORT/GUSTAFSON**

He has received complaints on extra Waste Management traffic on residential roads nearby Oak Drive that are not following weight restriction limits. Supervisor Gustafson will contact Waste Management.

#### **FUTURE AGENDA ITEMS**

- Consider dates for Public Budget Hearing, Special Town Board Meeting to adopt Town tax levy, and Special Town Board Meeting to consider new year's Town budget
- Consider Simmon Drive Partnership with Village of Osceola
- Consider RFP Responses for 2021 Financial Audit
- Consider Appointment of Town Supervisor
- Consider Dwight Lake boat landing improvements

#### **NEXT TOWN BOARD MEETING**

November 1, 2021, 6:30 p.m.

#### **NEXT PLAN COMMISSION MEETING**

October 26, 2021, 6:00 p.m.

#### **COMMUNITY MEETINGS BOARD MEMBERS ATTEND**

Allied Fire has two upcoming meetings:

- A Special Board meeting to adopt Allied Fire's budget on October 6 2021 at 6:00 p.m. And,
- A Regular Quarterly Board Meeting scheduled for October 21 2021 at 6:00 p.m.

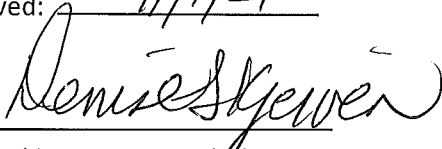
#### **ADJOURN**

MOTION BY EVERSON/GUSTAFSON TO ADJOURN THE TOWN BOARD MEETING MONDAY, OCTOBER 4, 2021. MOTION CARRIED. The meeting adjourned at 8:04 p.m.

**To be approved:** November 1, 2021

Approved: \_\_\_\_\_

11/1/21

A handwritten signature in cursive script, appearing to read "Denise Skjerven", written over a horizontal line.

Denise Skjerven, Town Clerk