

TOWN OF OSCEOLA
BOARD OF SUPERVISORS MEETING
Monday, April 10, 2023 — 6:30 p.m.

Meeting Minutes

The Board of Supervisors of the Town of Osceola met for a regular monthly meeting Monday, April 10, 2023, 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 National Community Bank, the Town Web site and the Town Facebook site.

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

PRESENT: Chair Lindh, Supervisors Cronick, Johnson and Thompson

ABSENT: None

PUBLIC ATTENDEES: Clerk Skjerven, Treasurer Carlson, Shawn Libersky (Woodhill Bar & Grill), Kim Benson, Caleb LaFave (Monarch Paving), Scott Williamson (Williamson lawn care), Jim Berg, Mark Skjerven, Dianne and Merle Aarthun, and, May Breitbach. There was one virtual attendee: Brock Geyen (CliftonLarsonAllen).

CHECK PRESENTATION AND APPROVAL OF BILLS

A packet of check detail was provided at the meeting by Treasurer Carlson for the period March 7, 2023 through April 10, 2023. Carlson pointed out to the Board the higher payments: Dresser Trap Rock (\$8,104.44) for use in chip sealing work, and Polk County Highway Department (\$5,109.46) for salt and sand from late in December and part of January.

MOTION BY CRONICK/THOMPSON TO APPROVE THE TREASURER'S LIST OF CHECKS AND AUTOMATED PAYMENTS FOR THE PERIOD MARCH 7, 2023 THROUGH APRIL 10, 2023: CHECK NUMBERS 18692 THROUGH 18732 AND ACH PAYMENTS FROM MARCH 7, 2023 THROUGH APRIL 10, 2023 FOR A TOTAL OF \$44,265.74 AS PRESENTED. MOTION CARRIED.

ACCEPTANCE OF PROPOSED AGENDA

MOTION BY CRONICK/THOMPSON TO APPROVE THE AGENDA AS NOTED. MOTION CARRIED.

MEETING MINUTES

MOTION BY THOMPSON/CRONICK TO APPROVE THE 3/6/2023 REGULAR TOWN BOARD MEETING MINUTES. MOTION CARRIED.

PUBLIC COMMENT

Mark Skjerven asked a series of questions: What are plans for working toward a five-person Board, since the fifth person for the Board position was not filled at the April Spring Election? What are plans for repairing the Town's roads due to the extensive amount of work needed to the roads? How much

AARPA funds remain, what can it be spent on, and when does the Town have to spend it by? Lastly, please explain the Village annexation of Town land.

PUBLIC WORKS REPORT

Raddatz gave a detailed report of work efforts done throughout March, which included:

- Hauled sand and mix, and plowed snow
- Replaced cutting edges on front blade and wing on Mack truck and wing edges on International truck.
- Built new clevis for wing mount on grader (the old one kept cracking)
- Serviced shouldering machine for upcoming season
- Met with Fahrner and Scott Company about road work
- On 3/12 9:43pm to 1AM was called in for a structure fire on 120th and 210th needing to be sanded around fire trucks and from 110th to Town line and wing out snow drifts on detour route
- Repaired hydraulic oil leak on Mack and refilled oil
- Put out road posted signs
- Attend MSHA all-day class at Garfield shop
- Mounted new front lights on International
- Pulled fuel transfer tank out and got working for use with Town equipment
- Ordered filters and performed service on Mack truck
- On 3/17 at 5:13PM was called in to plow off drifts; at 5:50PM Polk County called wanting sand at accident on 240th, and plowed drifts until 9:03PM.
- On 3/18 (Sat.) came in at 8:50 AM to plow drifts; finished at 11:25AM
- Scraped along guardrails on 90th
- Plowed open spot for piling fa2 at Trap Rock extra lot to be used for chip sealing
- Worked on boom on patcher and serviced for upcoming season
- Hauling fa2 from traprock for chip seal stockpile
- Working on filling potholes (5 tons of cold patch material used thus far)
- Got quotes on a batwing mower for mowing ditches
- Met with Todd from the Village of Osceola about Simmon drive project
- Called International about problem with International and made appointment in Cameron to have the truck worked on.
- Repaired broken post on stop sign on 230th and 90th
- Ordered cutting edges for grader and snowplows to have back in inventory
- Answered calls complaining about burning garbage over the last month (plastic and rubber smell)

Raddatz also mentioned there is approximately 100 tons of material in the shed to be used for chip sealing, and approximately 220 tons of trap rock—need approximately 400 tons of trap rock. There is approximately 25 tons remaining of sand and salt mixture in the shed.

TREASURER'S REPORT

Treasurer Carlson informed the Board of the bank balances as of March 31, 2023: General Fund \$28,676.60; General Money Market Account \$334,375.06; Tax Receipt Account \$463,573.22; Dresser

Traprock Assurance \$15,081.67; ARPA \$295,268.77; and Public Works Capital \$101,687.10, totaling \$1,238,662.42.

Carlson shared with the Board a report out of the year-to-date building permits that were applied and paid for and picked up.

Carlson also shared with the Board the latest 2023 Profit and Loss Budget vs. Actual report as of April 10th, 2023, and Carlson pointed out on the expense portion those areas that are 41% or higher: Assessor's Contract (paid quarterly; expected to come in at budget); Gas/Utilities (nearly at budget); Website & Computer expenses (54%); Elections: Annual Machine Fees—no further fees are expected; Publications (80%--no further fees are expected; Wages (72%--no further fees are expected). Legal Fees (50%--one half of Municode has been paid); Public Safety (Ambulance contracts have been paid and no further payments are expected); Public Works: Dues & Training (budget has been used up for training done to date); garage expenses (221%--due to purchase of swing arm mailboxes); fuel is a bit high at 42.5%; Road Maintenance & Repair (sand and salt, chipseal materials)—high at 58.5%; Town Board Dues & Training (dues have been paid for Wisconsin Towns Association); Town Board Office Supplies (latest WI Towns Officers' Handbook for each Board member).

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

CLERK'S REPORT

Clerk Skjerven gave a report out of work activities during the month of March, involving: Finalization of the Mailbox Ordinance that will be discussed further on the agenda. There were two meetings held during March.

Skjerven received three public records requests, had six ads placed dealing with road bids, elections, weight restrictions and a liquor license. Skjerven made updates to the Town's website: the Home Page, expanded the 'Community' tab to include "Links and News" and "Recreation"; cleaned up look/formatting of links, colors, spacing, text size; removed expired special notices, and meeting notices and minutes.

Skjerven continues to receive permit requests for burning (there were 32 requests as of the end of March). Skjerven attended two online Webinars hosted by the Wisconsin Ethics Commission regarding Conducting a Recount, and What to know for the April Election. Skjerven prepared for the April Spring Election.

OLD BUSINESS

CONSIDER DWIGHT LAKE BOAT LANDING IMPROVEMENTS

Supervisor Cronick mentioned the Town is still waiting to hear back on the grant submission. State grants should be awarded in April. Materials for the project will be ordered after grant notification is received.

CONSIDER 2023/24 LAWCARE BIDS RECEIVED

A Certificate of Liability Insurance document was provided by Scott Williamson to accompany the lawncare/mowing services bid provided to the Town Board at the March regular Town Board meeting for services—including mowing, weed whipping, and blowing—at the following locations: 516 East Ave. North, Dwight Lake, Sand Lake, and Horse Lake. The bid received from Scott Williamson, proposed a rate of \$125.00 a mowing at the requested four locations.

MOTION BY CRONICK/THOMPSON TO ACCEPT SCOTT WILLIAMSON'S BID FOR LAWCARE SERVICES IN THE TOWN OF OSCEOLA FOR 2023 AND 2024 AT 516 EAST AVENUE NORTH, DWIGHT LAKE, SAND LAKE, AND HORSE LAKE FOR A BID OF \$125.00 A MOWING. MOTION CARRIED.

CONSIDER MAILBOXES ORDINANCE 23-01-01

The Board discussed the updated redlined comments on the draft Ordinance based on discussions held at the March regular Town Board meeting. All requested changes have been made to the ordinance.

MOTION BY CRONICK/THOMPSON TO ACCEPT MAILBOXES ORDINANCE 23-01-01. AYES: CRONICK/THOMPSON/JOHNSON/LINDH; NAYS: NONE. MOTION CARRIED.

CONSIDER HVAC IMPROVEMENTS

Lindh shared with the Board an HVAC Upgrade Plan for the Town Hall. The project includes replacement of the furnace/air handler, air conditioning coil, and air conditioning condensation unit. The HVAC Upgrade Plan included general notes, the scope of the work, and a legend on the diagram provided by Lindh.

MOTION BY CRONICK/JOHNSON TO APPROVE THE REQUEST FOR BIDS FOR THE HVAC UPGRADES FOR THE TOWN HALL. MOTION CARRIED.

CONSIDER RESULTS OF 2022 AUDIT

Brock Geyen from CliftonLarsonAllen LLP—the Town's auditing services firm—attended virtually and went through the provided Management Letter and Financial Statement. The Management Letter

MOTION CRONICK/THOMPSON TO ACCEPT THE 2022 AUDIT REPORT FROM CLIFTON/LARSON/ALLEN FOR THE YEAR ENDED DECEMBER 31, 2022. MOTION CARRIED.

CONSIDER APPLICATION FOR RETAIL FIREWORKS LICENSE

Shawn Libersky, Owner of Woodhill Bar & Grill and John Kelly presented to the Board their request for a retail fireworks license to be used at the Woodhill Bar & Grill location during the period May 25, 2023 to July 10, 2023. There was discussion between the Board, Shawn and John about items still needed from Shawn and John: a disclaimer statement, a product and premise liability insurance form, and a map showing where the fireworks container would be stored on the property. Shawn and John will prepare to provide these items to the Town Board for the Board's May regular meeting.

This topic will be tabled until the May Town Board meeting.

CONSIDER LRIP ROAD BIDS RECEIVED

For LRIP Road Project #18300, LRIP Project ID 39508802301 for 70th Avenue from Nye Lane to 210th St., .75 miles and Nye Lane from 70th Ave. to Cty Rd M, .08 miles: (1) full depth pulverization of existing pavement, water, grade and compact; and, (2) pave a 2.5-inch compact Hot Mix mat. Pricing to include paving into driveways and approaches. All road projects are to be completed by September 30, 2023. A fine of \$500.00 per day will be assessed until project is completed. Bidder must supply all road signs and traffic control according to MUTCD and WI law while performing work, and must include a Certificate of Insurance and proof of responsibility with bid, one bid was received and opened from Monarch Paving, and the bid included a Certificate of Liability Insurance.

For the full depth pulverization of existing pavement, water, grade and compact work:

Project 1: for 70th Avenue from Nye Lane to 210th St. (Monarch clarified the distance to state 2,658' x 22'), the bid quoted a proposal of \$6,443.60. For Project 2: Nye Lane, from 70th Avenue to Cty Rd M (Monarch clarified the distance to state 1,242' x 20'), the bid quoted a proposal of \$3,667.88. For a total proposal of \$10,111.48.

For paving a 2.5-inch compact Hot Mix mat (pricing to include paving into driveways and approaches):

Project 1: for 70th Avenue from Nye Lane to 210th St. (Monarch clarified the distance to state 2,658' x 22'), the bid quoted a proposal of \$80,128.88. For Project 2: Nye Lane, from 70th Avenue to Cty Rd M (Monarch clarified the distance to state 1,242' x 20'), the bid quoted a proposal of \$36,241.40. For both projects, the total proposal would be \$114,361.28 (a savings of approximately \$2,000.00).

Total cost proposal from Monarch for the entire LRIP road project: \$124,472.76. The estimate comes in under the Town's approximate budget of \$160,000.00 (Monarch's bid does not include shouldering).

MOTION BY CRONICK/JOHNSON TO ACCEPT THE MONARCH PAVING LRIP ROAD BID FOR FULL DEPTH PULVERIZATION OF EXISTING PAVEMENT, WATER, GRADE AND COMPACT, PROJECTS 1 AND 2, AT A PROPOSAL OF \$10,111.48, AND PAVING A 2.5-INCH COMPACT HOT MIX MAT (PRICING TO INCLUDE PAVING INTO DRIVEWAYS AND APPROACHES), PROJECTS 1 AND 2, AT A PROPOSAL OF \$114,361.28 FOR A COMBINED TOTAL OF \$124,472.76.00, NOT INCLUDING SHOULDERING, FOR 70TH AVENUE FROM NYE LANE TO 210TH ST. AND NYE LANE FROM 70TH AVE. TO CTY RD M. S. MOTION CARRIED.

CONSIDER INSTALL OF LED LIGHTING IN TOWN SHOP AND TOWN HALL CEILING FIXTURES

This topic was raised both by Raddatz and Skjerven for consideration to no longer have the outdated, more expensive and inefficient ballast-type lighting in the Town Hall.

Johnson will pursue getting a rough estimate draft of cost from Andrie Electric to ask about magnitude of undertaking this type of lighting changeover. And, finding out whether this changeover is something that can be done internally by the Public Works staff.

This topic will be tabled until the May Town Board meeting.

CONSIDER PLEASANT PRAIRIE CEMETERY ANNUAL MEETING IN TOWN HALL (WED., APR. 26, 6 PM)

Bill Robins contacted the Clerk requesting the use of the Osceola Town Hall for the Pleasant Prairie Cemetery Annual meeting to be scheduled for April 26th at 6:00 p.m.

MOTION BY LINDH/THOMPSON TO ALLOW PLEASANT PRARIE CEMETARY GROUP TO HOLD THE PLEASANT PRAIRIE CEMETERY ANNUAL MEETING AT THE TOWN OF OSCEOLA TOWN HALL ON WEDNESDAY, APRIL 26 AT 6PM. MOTION CARRIED.

CONSIDER OUTCOME OF APRIL SPRING ELECTION

Skjerven reported the outcome of the Spring Election for the Town Board positions that were on the ballot: one Chair seat/position, and two Supervisor seats/positions. Chair Lindh was on the ballot for the Chair seat and received the most votes; therefore, Chair Lindh was elected to the Chair position for the Town of Osceola for the two-year period beginning Tuesday, April 18th.

For the two Supervisor seats/positions, only Supervisor Johnson was on the ballot, which meant all write-ins counted for these two seats. Supervisor Johnson received the most votes and was elected to one of the Town Board Supervisor seats. Bob Wright received the most write-in votes, and was elected to fill the second Town Board Supervisor seat. Wright was contacted by the Skjerven of his election, and Wright respectfully declined the position in writing to the Clerk. There is, then, one Town Board Supervisor position vacant that would be appointed by the Town Board and the Clerk. Lindh suggested to the Board that the members seek out individuals who may be interested in being a member of the Town Board, also to have this topic talked about at the Annual Town meeting, and that interested individual names be brought forth to/by the Board at the Town Board's May regular Town Board meeting to be considered for appointment.

CONSIDER PLAN COMMISSION (PC) MEMBER 3-YEAR APPOINTMENTS (APRIL 2023 – APRIL 2026) AND CONSIDER BOARD APPOINTMENT TO/FOR PLAN COMMISSION(PC)

Lindh contacted the two previous Plan Commission members whose terms had expired (Jim Berg and Kim Kaiser) to learn whether each was interested in doing a second term on the Plan Commission. Both Berg and Kaiser indicated a willingness to serve on the Plan Commission for another term, and Lindh would, therefore, like to appoint Berg and Kaiser for another term on the Plan Commission.

MOTION BY CRONICK/JOHNSON TO ACCEPT JIM BERG AND KIM KAISER FOR A THREE-YEAR APPOINTMENT TO THE PLAN COMMISSION FOR THE TERM BEGINNING APRIL 2023 TO APRIL 2026. MOTION CARRIED.

Lindh also noted the need for consideration for the Board appointment to the Plan Commission, as Supervisor Cronick's current term expired.

MOTION BY LINDH/THOMPSON TO APPOINT JON CRONICK AS THE TOWN BOARD MEMBER REPRESENTATIVE TO THE PLAN COMMISSION. MOTION CARRIED.

CONSIDER OPERATIONS FOR ANNUAL TOWN MEETING

Lindh brought questions to the Board for consideration of whether to have virtual meeting capabilities for the Annual Town meeting. And, if so, how to handle public comments and voting by virtual attendees. Lindh received feedback from the Town's attorney and the Wisconsin Towns Association where they noted the Town is not required to use Teams/virtual meeting capabilities nor allow virtual attendees to speak or to vote.

MOTION BY THOMPSON/CRONICK TO ALLOW VIRTUAL MEETING CAPABILITY FOR THE ANNUAL TOWN MEETING. THE VIRTUAL MEETING OPTION WILL BE PROVIDED AS A COURTESY FOR THOSE THAT WANT

TO SEE/HEAR THE MEETING, BUT ONLY IN-PERSON ELECTORS WILL BE ABLE TO PARTICIPATE. MOTION CARRIED.

CONSIDER 2023 CEMETERY FUNDS REQUESTS

The Town Board has received 2023 cemetery fund requests from Bethesda Cemetery, Pleasant Prairie Cemetery, and Sand Lake Cemetery, and each provided financials. The Town budget amount is \$2,000. In 2022, the \$2,000 was divided equally amongst the three named cemetery groups. According to the financials provided, Cronick suggested a higher amount be given to the Sand Lake Cemetery (\$750.00), with \$625.00 be given to the other two cemeteries.

MOTION BY CRONICK/THOMPSON TO CONTRIBUTE FROM THE TOWN'S CEMETERY FUND CURRENT BUDGET AMOUNT OF \$2,000.00 TO THE THREE CEMETERY REQUESTORS: \$750.00 TO SAND LAKE CEMETERY, AND \$625.00 TO BETHESDA CEMETERY AND \$625.00 TO PLEASANT PRARIE CEMETERY. MOTION CARRIED.

CONSIDER 2022-2023 LIQUOR AND OPERATOR LICENSES

The below stated liquor licenses seek approval by the Town Board.

Combo "Class B" Liquor and Class "B" Beer License (22-08) and Reserve "Class B" Liquor License (22-09)
The Falls Weddings & Events, 2075 120TH Ave., St Croix Falls, WI 54024 / Adam Jarchow, Agent

Operators' Licenses

22-58 Andrea Gray, The Falls Weddings & Events

MOTION BY CRONICK/THOMPSON TO ACCEPT THE RESERVE "CLASS B" RETAIL LIQUOR LICENSE 22-09 AND A "CLASS B" LIQUOR AND CLASS "B" BEER LICENSE 22-08 FOR THE FALLS WEDDINGS & EVENTS AND AN OPERATOR'S LICENSE 22-58 FOR ANDREA GRAY, EFFECTIVE MAY 1, 2023 THROUGH JUNE 30, 2023. MOTION CARRIED.

CONSIDER REVIEW OF RURAL MUTUAL INSURANCE

Carlson went through with the Board the latest proposal from the Town's insurance carrier—Rural Mutual Insurance—for the Town's Businessowner's Policy. The Town's insurance agent indicated the Town Hall buildings are undervalued and suggested increasing the building limit to \$978,000 (from the current building limit of \$796,475), and the premium increase would be an estimated \$540.00. The new additions to Public Works equipment and tools, along with the elections equipment, have been added to the policy. Discussions took place on consideration to increase the deductible from \$1,000 to \$2,500. The new premium would potentially be \$10,044 for increasing the building limit and using the higher deductibles, which would be an increase of \$225.00 from the current \$9,819 premium using the current building limit and current deductible.

MOTION BY THOMPSON/LINDH TO APPROVE THE CURRENT COVERAGE ON THE TOWN'S BUSINESSOWNERS INSURANCE POLICY THROUGH RURAL MUTUAL INSURANCE AT A COST OF \$9,819 BUT INCREASE THE BUILDINGS LIMIT TO A VALUE OF \$978,000 AND LEAVE THE DEDUCTIBLE AMOUNTS AT \$1,000.00. MOTION CARRIED.

CONSIDER ARPA PROJECT AND EXPENDITURE REPORT (DUE 4/30/2023)

Carlson indicated there are no ARPA expenditures to claim since no ARPA dollars have been spent for the reporting period of April 1, 2022 to March 31, 2023. ARPA funds are anticipated to be spent toward internet updates (through Lakeland: \$80,000), HVAC updates to Town Hall, and the remainder to be allocated for roads.

CONSIDER TOWN WEBSITE UPDATES

Skjerven shared with the Board several recent updates made to the Town's website primarily to the home page, formatting, spacing, sizing and coloring of headings, tabs and links. Skjerven asked the Board at this time to consider having added a calendar to the 'Events' section of the home page (vs. the current text only information) to draw Town residents' attention to the events happening for the month, and for easily looking ahead of upcoming events. The Chair asked this topic to be tabled until the 2024 budget discussion timeframe.

Some other minor updates were requested be made to the website content by the Board, and Skjerven will proceed with making those changes.

CHAIR'S REPORT

Lindh will be attending a Wisconsin Towns Association meeting being held on Thursday, April 27th, and the Allied Emergency Services/Fire Board meeting on Thurs., April 13th. Lindh is also preparing for the Annual Town Meeting scheduled for the 18th of April.

SUPERVISOR'S REPORT/CRONICK (including Plan Commission update)

The Plan Commission members had very good discussions at the March meeting on the sections needing updates to the Town's Comprehensive Plan.

SUPERVISOR'S REPORT/JOHNSON

Nothing to report.

SUPERVISOR'S REPORT/THOMPSON

Nothing to report.

COMMITTEE REPORTS: CONSIDERATION/REVIEW/DISCUSSION

Finance: Waiting to hear back on the grant application for the Dwight Lake Boat Landing.

Media & Technology: Nothing to report.

Personnel Committee: The Town's attorney provided commentary on the draft of the Employee Handbook.

MOTION BY THOMPSON/CRONICK TO TABLE DISCUSSION OF THE EMPLOYEE HANDBOOK REVIEW UNTIL THE MAY REGULAR TOWN BOARD MEETING. MOTION CARRIED.

Public Works: Lindh and Johnson will get together to discuss future goals for Town road improvements with the funds remaining in the budget.

REQUEST FOR FUTURE MEETING AGENDA ITEMS

- Old Business:
 - Consider Dwight Lake Boat Landing Improvements
 - Consider Application for Retail Fireworks License
- New Business:
 - Consider HVAC Improvements Bids
 - Consider Install of LED Lighting in Town Shop and Town Hall Ceiling Fixtures
 - Consider Appointment of Town Board Supervisor
 - Consider Appointments of Designated Supervisor and Designated Alternate
 - Consider Board Assignments to:
 - Board Committees (Finance, Media & Technology, Personnel, Public Works)
 - Community Boards: Osceola Ambulance and Allied Emergency Fire
 - Consider Updated Emergency Operations Plan
 - Consider Employee Handbook Updates

NEXT PLAN COMMISSION MEETING

Tues., April 25, 2023, 6:00 p.m.

NEXT TOWN BOARD MEETING

Mon., May 1, 2023, 6:30 p.m.

NEXT ANNUAL TOWN MEETING

Tues., April 18, 2023, 6:30 p.m., at Town Hall

COMMUNITY MEETINGS BOARD MEMBERS ATTEND

- Allied Emergency Services/Fire Board: Thurs., April 13, 6PM (Alden Station)

ADJOURN

MOTION BY THOMPSON/CRONICK TO ADJOURN THE TOWN BOARD MEETING MONDAY, APRIL 10, 2023. MOTION CARRIED. The meeting adjourned at 8:50 p.m.

To be approved: May 1, 2023

Approved: 5/1/23


Denise Skjerven, Town Clerk