

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

Meeting Minutes

The Board of Supervisors of the Town of Osceola met for a regular monthly meeting Monday, July 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 6:31 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, Jim Brundage, Steve Kennedy, Merle & Dianne Aarthun, Webley Weingarten, Ed Everson, Brad Landgren, Matt Anderson (Osceola Sun), and Trish Carlson (virtual attendee).

CHECK PRESENTATION AND APPROVAL OF BILLS

A packet of check detail was provided at the meeting by Treasurer Carlson for the period June 8, 2023 through July 10, 2023.

MOTION BY CRONICK/THOMPSON TO APPROVE THE TREASURER'S LIST OF CHECKS AND AUTOMATED PAYMENTS FOR THE PERIOD JUNE 8, 2023 THROUGH JULY 10, 2023: CHECK NUMBERS 18848 THROUGH 18904 AND ACH PAYMENTS FROM JUNE 8, 2023 THROUGH JULY 10, 2023 FOR A TOTAL OF \$282,109.91 AS PRESENTED. MOTION CARRIED.

ACCEPTANCE OF PROPOSED AGENDA

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

MEETING MINUTES

MOTION BY CRONICK/LINDH TO APPROVE THE 6/5/2023 BOARD OF REVIEW AND THE 6/5/2023 REGULAR TOWN BOARD MEETING MINUTES, WITH A MINOR REVISION TO PAGE 7 TO ACCURATELY NOTE WHICH AD HOC/ON CALL PUBLIC WORKS PERSONS HAVE/DO NOT HAVE A CDL. MOTION CARRIED.

PUBLIC COMMENT

Jim Brundage shared with (and read to) the Board a write up exposing corruption in the voter rolls within the State of Wisconsin, which led to thousands of ballots being mailed out to addresses that did not request an absentee ballot. He shared his views regarding Megan Wolfe of the Wisconsin Elections Commission (WEC), and asked that the Town eliminate the use of electronic voting machines (do paper

ballot and hand count), and write to County officials to decentralize voter roll control from the WEC and back to the County.

PUBLIC WORKS REPORT

Johnson gave a detailed report of work efforts done throughout June (since Raddatz was on vacation and Gaffney was out ill), which included:

- Shouldered Education Drive with help from Alden, East Farmington, and Lincoln townships;
- Finished first round of spray patching – approximately 4-5 miles;
- Cold patched areas on 218th that were breaking along the shoulder and soft spots;
- Continuing to mow ditches;
- Continuing to fill in potholes throughout the township;
- Met with the Osceola Village to discuss work on Simmons Dr.; Town is still of the opinion the planned road work is 'overdesigned' for the Town;
- Cleaned out spray patcher and checked over to be ready for second round of spray patching;
- Moved speed sign to 70th;
- Completed Dwight Lake boat landing updates. Removed and replaced concrete panels and cut trees and brush back to make landing wider; NOTE: Raddatz saved the Town approximately \$860 by being fully ready for the County's work effort to get completed.
- Helped Alden shoulder;
- 6/22/23 Tractor accident: Mowing tractor was hit by a car. Took Joey to get checked out and drug tested and completed paperwork. Tractor is at Midwest to be checked and repaired;
- Was called in on 6/23/23 at 3:11 p.m. for low hanging tree;
- Was called in on 6/25/23 at 6:37 a.m. for downed tree;
- Cut blacktop and fixed sink hole under blacktop on Oak drive;
- TMS put new rear tires on backhoe;
- Cut asphalt on 120th for bad spot in roadway;
- Checked docks and picked up garbage twice a week

TREASURER'S REPORT

Treasurer Carlson informed the Board of the bank balances as of July 6, 2023: General Fund \$49,076.63; General Money Market Account \$366,584.04; Tax Receipt Account \$264,423.27; Dresser Traprock Assurance \$15,092.95; ARPA \$298,478.12; and Public Works Capital \$102,792.36, totaling \$1,096,447.37. Carlson reminded the Board she is bringing down the Tax Receipt Account and will start to more utilize the General Fund as the Tax Receipt Account must be depleted by year end.

Carlson noted the second half of tax payments are due in to the County by July 31st.

Carlson also shared with the Board the latest 2023 Profit and Loss Budget vs. Actual report as of July 10, 2023, and Carlson drew the Board's attention to the Highway Aid—which is now at \$129,448.05—liquor license payments have been applied, building permits are down compared to one year ago at this time, highway construction at \$237,568.34 for road work improvements, and capital improvement of \$9,252.61 was for Dwight Lake boat landing improvements.

Carlson informed the Board that with the passage of the Wisconsin State Budget there is an increase in shared costs forthcoming to municipalities—a total of \$275 million across the entire state of Wisconsin. The Town of Osceola's forthcoming revenue for these shared costs is estimated to be \$68,000.00.

Carlson shared with the Board a report out of the year-to-date building permits that were applied and paid for and picked up (17 year to date).

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 June, involving:
One draft update to the Town's Ordinance dealing with authorizing alternative claims procedure and notice. There was one driveway permit issued (stand alone). There were two meetings held during June.

Skjerven received four public records request, had two ads placed dealing with Open Book & Board of Review(BOR) and the open Town Board Supervisor position. Skjerven made updates to the Town's website: holiday closing notice, open Board Supervisor position, added community links regarding the DNR Wisburn site, the two school districts, surrounding communities, and, added meeting notices and minutes.

Skjerven continues to receive permit requests for burning (there were 74 requests as of the end of the reporting month). Skjerven attended one online Webinar hosted by the Wisconsin Elections Commission regarding the WisVote system.

Skjerven brought to the Board renewal liquor, tobacco, and operator licenses for the July 1, 2023-June 30, 2024 period, and drafted records retention procedures and started going through files.

OLD BUSINESS

CONSIDER DWIGHT LAKE BOAT LANDING IMPROVEMENTS

The installation of the new boat landing panels at Dwight Lake has been completed. Final work efforts by the Town's Public Works staff are underway to fully complete this project.

CONSIDER APPOINTMENT OF TOWN BOARD SUPERVISOR

Webley Weingarten came forth to express his desire to be appointed to the vacant position of Town Board Supervisor. Webley also submitted in writing his interest in the Board Supervisor appointment. Weingarten verbally shared with the Board his past and current community involvement and expressed his willingness to further serve the community by being on the Town's Board. Thompson and Cronick shared knowledge and views of Weingarten. Weingarten would fill the remaining term of the position through April 14, 2025.

MOTION BY THOMPSON/CRONICK TO APPOINT WEBLEY WEINGARTEN TO THE POSITION OF TOWN BOARD SUPERVISOR. AYES: CRONICK/JOHNSON/LINDH/SKJERVEN/THOMPSON; NAYS: NONE. MOTION CARRIED.

CONSIDER ALTERNATIVE CLAIMS PROCEDURE

Discussions were held regarding suggested updates to the Town's current Ordinance 11-03-01 (last amended 03/14/2011): Authorizing Alternative Claims Procedure, which allows bill payments to be made without prior approval of the Town Board for the purposes of increasing efficiency and timeliness of bill paying, clarification of the process, to align the ordinance with Wisconsin state statutes, and to

bring the Ordinance content more in line with the template provided by legal counsel. The Board requested slight modifications to the suggested changes, and highlights of the entire ordinance change are as follows:

Claims against the town may be made from the Town Treasury that are of a routine nature: Utility (including phone, internet, website, and computer) Bills, Insurance Bills, Tax Settlements, Loan Payments, Fuel Bills, Payroll (including WI Department of Revenue, WI retirement, IRS, and short-term disability insurance), and Office Supplies.

Payments of claims against the town may be paid by the Clerk for bills or vouchers not in excess of \$750.00.

The Town Clerk may require submission of proof to determine compliance prior to approval.

After determining that the conditions have been met, the Clerk shall indicate approval of the claim by placing his or her signature on the bill or voucher. Upon approval of a bill or voucher under this procedure, the Clerk shall prepare and sign a check and have it countersigned by the Town Treasurer and the Town Chairperson, pursuant to s. 66.0607, Wis. stats. The Treasurer shall then mail or deliver the completed checks to the appropriate parties.

A full copy of the ordinance will be posted.

CONSIDER EMPLOYEE HANDBOOK UPDATES: (1) ALCOHOL & DRUG TESTING POLICY FOR SAFETY-SENSITIVE FUNCTIONS; AND (2) APPENDIX D: EMPLOYEE'S REPORT OF INJURY FORM

The Board held discussions again primarily related to the topic of the Town's alcohol and substance abuse testing policy specifically for safety sensitive functions, such as those individuals within Public Works who drive the Town's vehicles. Provided to the Board previously were two templates from the Wisconsin Department of Transportation (WI DOT)—a 'zero tolerance' policy template, and a 'second chance' policy template. Also discussed was the proposed inclusion of a new Appendix D related to an Employee's Report of Injury Form, provided by OSHA.

The Town's insurance carrier confirmed there is currently no language included in the Town's insurance policy related to alcohol and substance abuse tolerance level for safety sensitive functions, nor is it typically included in an insurance policy in detail.

The Board discussed and requested minor modifications to Appendix A of the Employee Handbook, along with using a 'Zero Tolerance' alcohol and drug policy approach for all Town employees, and adding Appendix D: "Employee's Report of Injury Form" to the Employee Handbook.

MOTION BY LINDH/THOMPSON TO PROCEED WITH MAKING AMENDMENTS TO THE EMPLOYEE HANDBOOK TO INCLUDE USING A ZERO TOLERANCE ALCOHOL AND DRUG POLICY FOR ALL TOWN EMPLOYEES AND ADDING APPENDIX D EMPLOYEE'S REPORT OF INJURY FORM TO THE EMPLOYEE HANDBOOK. MOTION CARRIED.

Skjerven will make the modifications to the Employee Handbook, share it with the Town's attorney for a final review, and share the final draft with the Town Board after hearing back from the Town's attorney.

CONSIDER RECORDS RETENTION PROJECT

Clerk Skjerven went through with the Board the following related to the Town's records retention project:

- proposed process for going through contents of each box;
- asked Board about preferred shred approach and assistance;
- highlighted records documented for destruction; and,
- shared communications to/from the Wisconsin Historical Society(WHS) from late 2017, along with draft of current communications to WHS regarding documents for review/consideration.

Skjerven will: (1) contact the shredding companies previously contacted to find out if it would be acceptable to do a one-time pick up of items to be shredded; (2) contact the Wisconsin Historical Society on files 75+ years old; and, (3) have put back into the shop boxes marked for destruction.

Skjerven and Carlson will otherwise continue to go through boxes currently stored in the Town shop before proceeding to the files within the office storage area. Skjerven will document findings, and will regularly share with the Board a status on how the project is moving along.

NEW BUSINESS

CONSIDER LIST OF PUBLIC WORKS ON-CALL/AD HOC STAFF

Discussed was the Town's Public Works list of available persons to assist the Public Works staff on an ad hoc/on call basis. The list today includes: Ed Everson and Tony Johnson (both have a CDL), and David Cronick (does not have a CDL). The Board briefly discussed having a more expansive list of available persons with CDL licensing to assist the Public Works staff (Todd and Joe) when needed. Lindh and Johnson will discuss this topic further with Raddatz.

CONSIDER JURISDICTIONAL TRANSFERS OF COUNTY ROAD S AND 240TH ST.

Lindh covered with the Board his high-level opinion on this topic: there is approximately one more mile of road on County Road S as compared to 240th St (which would bring more funding); however, there are a lot more road maintenance issues associated with County Road S as compared to 240th St., and only a minimal amount of road improvements can be made to County Road S as it is considered a rustic road.

MOTION BY LINDH/CRONICK TO NOT CONSIDER THE JURISDICTIONAL TRANSFERS OF COUNTY ROAD S AND 240TH ST. MOTION CARRIED.

CONSIDER ELECTION INTEGRITY/NON-USE OF ELECTRONIC VOTING EQUIPMENT

Thompson shared news information with the Board around this topic, along with her opinion that computers can be programmed to do whatever they are programmed to do. Accordingly, Thompson's preference is for the Town to not utilize the voting equipment machines and, instead, do a hand count of paper ballots. Thompson further noted there should be cost savings for not having to maintain the voting equipment. To also be taken into consideration is the number of extra poll workers needed to do the hand count, the proposed process and time to do the hand count, as well as ADA requirements. The topic was tabled. Thompson indicated she will bring this topic again to the Board at a later time when she has further information to share.

CHAIR'S REPORT

Lindh was contacted by a Town resident regarding the upcoming National Night Out scheduled for August 1 this year. (National Night out is a national community-building campaign that promotes police-community partnerships, typically held on the first Tuesday in August.) Lindh communicated to the

Town resident that within the Town there are no permits or regulations around general gatherings of this type.

Lindh was previously contacted regarding—and responded to—citizen complaints about the property at 1967 Dwight Lane to have the yard area cleaned up. Lindh will again contact the property owners.

Lindh and Raddatz met with the Village Administrator for the Village of Osceola regarding the Simmon Drive road improvement project and reiterated there is no change in the Town's stance about assistance toward the desired road improvements.

Lindh received on an informational basis a notice of timber cutting that would be occurring on the property located at 2336 B 90th Ave.

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

There was not a Plan Commission meeting held in late June. Nothing else to report

SUPERVISOR'S REPORT/JOHNSON

Nothing to report.

SUPERVISOR'S REPORT/THOMPSON

Nothing to report.

COMMITTEE REPORTS: CONSIDERATION/REVIEW/DISCUSSION

Finance: Nothing to report.

Media & Technology: Thompson mentioned she and Carlson have drafted instructions for the Teams meetings set up/take down processes, and Thompson did the set up for tonight's Town Board meeting.

Personnel: Thompson briefly covered with the Board the topic of job tasks being done by both the Clerk and Treasurer and how they don't fully align with state statutes. She requested the topic be further discussed at the next Board meeting.

Public Works: The Public Works Committee will be meeting with Todd to go over the shouldering map and will discuss the possibility of replacing the single-axel dump truck.

REQUEST FOR FUTURE MEETING AGENDA ITEMS

- Old Business:
 - Consider Dwight Lake Boat Landing Improvements
 - Consider List of Public Works On-Call/Ad Hoc Staff
 - Consider Employee Handbook: Final Draft
 - Consider Records Retention Project
 - Consider Election Integrity/Non-Use of Electronic Voting Equipment

- New Business:
 - Consider Building Maintenance (Town Hall Gutters)
 - Consider Clerk and Treasurer Job Duties/Descriptions
 - Consider Board Assignments to:
 - Board Committees (Finance, Media & Technology, Personnel, Public Works)
 - Community Boards: Osceola Ambulance and Allied Emergency Fire

NEXT PLAN COMMISSION MEETING

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

NEXT TOWN BOARD MEETING

Mon., Aug. 7, 2023, 6:30 p.m.

OTHER TOWN MEETINGS

Tues., July 11, 2023, 1-3 p.m.: Open Book

Tues., July 25, 2023, 3-5 p.m.: Board of Review

COMMUNITY MEETINGS BOARD MEMBERS ATTEND

- Fundamentals of Zoning & Land Use Decision-making workshop: July 13, 6-8 p.m. Brow Tine Restaurant & Event Center
- Allied Emergency Services Fire Board: Thurs., July 20, 6:00 p.m. Garfield Station #2 Fire Hall/Municipal Office
- Wisc Towns Association – Polk County Unit Mtg: Thurs., July 27, 6-8 p.m. Polk County Justice Center Community Room

ADJOURN

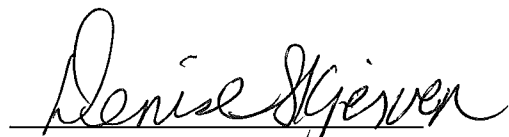
MOTION BY CRONICK/THOMPSON TO ADJOURN THE TOWN BOARD MEETING MONDAY, JULY 11, 2023.

MOTION CARRIED. The meeting adjourned at 8:57 p.m.

To be approved: Aug 7, 2023

Approved: _____

8/7/23



Denise Skjerven, Town Clerk