

TOWN OF OSCEOLA TOWN BOARD OF SUPERVISORS - REGULAR BOARD MEETING

Monday, October 6, 2025 – 6:30 P.M.

Town Hall - 516 East Avenue North, Dresser WI

Virtual - Open Meeting via Microsoft Teams;

To join via Teams: See Meetings, Notices/Agendas on <https://townofosceola.com/meeting/meeting-notices-agendas/>
Agenda Can Change Up to 24 Hours Prior to Meeting

1. Call Meeting to Order
2. Verification of Meeting Posting
3. Pledge of Allegiance
4. Roll Call
5. Presentation and Approval of Bills *pp 2-8*
6. Acceptance of Proposed Agenda
7. Approval of Minutes of Previous Meetings: TBM 09/02/2025 *9-12*
8. Public Comment
9. Public Works Report *13*
10. Treasurer's Report *14-21*
11. Clerk's Report *22*
12. Old Business
 - a) Consider Nuisance Properties – 2108 120th Ave, 797 200th St., 2390 84th Ave
 - b) Update on Fees and Penalties Schedule
 - c) Update on COM2 Electronics Recycling Event *23-24*
 - d) Update on Black top at the Town Hall
 - e) Consider Town Supervisor Applications
 - f) Consider New Agent for Rod and Gun Club Class "B" License *25-29*
13. New Business
 - a) Consider Purchasing a Spray Patcher *30-34*
 - b) Consider SCV EMS Contract *35-38*
 - c) Consider Utility Accommodation Ordinance *39-74*
 - d) Consider Resolution to Approve Budget Amendments
14. Chair's Report
15. Supervisors' Reports
 - a) Jon Cronick: Supervisor and Plan Commission Update
 - b) Lanette Johnson
 - c) Webley Weingarten
16. Committee Reports: Consideration/Review/Discussion
 - a) Finance
 - b) Media & Technology
 - c) Personnel
 - d) Public Works
17. Request for Future Meeting Agenda Items
18. Next Plan Commission Meeting – Tues., Oct. 28, 2025, 6:00p.m.
19. Next Town Board Meeting – Mon, Nov. 3, 2025, 6:30 p.m.
20. Budget Hearing, Metting of Electors and STBM- Monday, Nov. 17
21. Next Public Works Committee Meetings – Thurs, Oct. 8 and 23, 7:00 a.m.
22. Community Meetings Board Members Attend:
23. Adjournment

Notice is hereby given that a quorum of the Town of Osceola Plan Commission may be present at this meeting of the Town Board of Supervisors 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 individuals with disabilities to have an equal opportunity to enjoy all Town programs and services. Anyone who requires auxiliary aid or service for effective communication should contact the Clerk's office at (715)755-3060 no later than one (1) day before the event.

AFFIDAVIT OF POSTING: I hereby certify that this notice has been posted at the Dresser Post Office, the Town Hall, and the Town Web Site.
/s/ Dani Pratt, Clerk

TOWN OF OSCEOLA
Check Detail
September 2 through October 6, 2025

Type	Date	Num	Name	Account	Original Amount
Liability Check	09/03/2025	ACH	IRS	10004 - MidWest One Checking Account	-1,871.96
				21000 - Payroll Liabilities	646.00
				21000 - Payroll Liabilities	496.80
				21000 - Payroll Liabilities	496.80
				21000 - Payroll Liabilities	116.18
				21000 - Payroll Liabilities	116.18
TOTAL					1,871.96
Check	09/03/2025	ACH	Waterman Sanitation	10004 - MidWest One Checking Account	-100.00
				51614 - Sanitation Expenses	100.00
TOTAL					100.00
Liability Check	09/05/2025	ACH	IRS	10004 - MidWest One Checking Account	-210.34
				21000 - Payroll Liabilities	85.24
				21000 - Payroll Liabilities	85.24
				21000 - Payroll Liabilities	19.93
				21000 - Payroll Liabilities	19.93
TOTAL					210.34
Check	09/08/2025	ACH	Spectrum Enterprise	10004 - MidWest One Checking Account	-149.99
				51616 - Telephone/Internet	149.99
TOTAL					149.99
Check	09/09/2025	ACH	We Energies	10004 - MidWest One Checking Account	-9.57
				51612 - Gas Utilities	9.57
TOTAL					9.57
Check	09/10/2025	ACH	Verizon	10004 - MidWest One Checking Account	-98.31
				53243 - PW Cell Phone	98.31
TOTAL					98.31
Check	09/12/2025	ACH	Xcel Energy	10004 - MidWest One Checking Account	-134.31
				51611 - Electric Utilities	134.31
TOTAL					134.31
Liability Check	09/15/2025	ACH	AFLAC	10004 - MidWest One Checking Account	-327.00
				22110 - Short Term Disability	131.56
				22110 - Short Term Disability	195.44
TOTAL					327.00
Liability Check	09/17/2025	ACH	IRS	10004 - MidWest One Checking Account	-1,909.38
				21000 - Payroll Liabilities	659.00
				21000 - Payroll Liabilities	506.70
				21000 - Payroll Liabilities	506.70

TOWN OF OSCEOLA
Check Detail
September 2 through October 6, 2025

Type	Date	Num	Name	Account	Original Amount
				21000 - Payroll Liabilities	118.49
				21000 - Payroll Liabilities	118.49
TOTAL					1,909.38
Check	09/22/2025	ACH	Deluxe Business Forms	10004 - MidWest One Checking Account	-887.24
				Office Equipment	887.24
TOTAL					887.24
Check	09/24/2025	ACH	Amazon	10004 - MidWest One Checking Account	-49.99
				51425 - Office Supplies	25.00
				53242 - Garage Expenses	24.99
TOTAL					49.99
Check	09/24/2025	ACH	Amazon	10004 - MidWest One Checking Account	-502.80
				51620 - Bldg Repairs & Maint	502.80
TOTAL					502.80
Check	09/26/2025	ACH	MidWest One Bank	10004 - MidWest One Checking Account	-648.84
				53241 - Fuel	305.00
				53241 - Fuel	302.00
				53240 - Equipment Repairs & Maintenance	41.84
TOTAL					648.84
Check	09/26/2025	ACH	Amazon	10004 - MidWest One Checking Account	-89.16
				53242 - Garage Expenses	89.16
TOTAL					89.16
Check	09/29/2025	ACH	Amazon	10004 - MidWest One Checking Account	-28.09
				51625 - Operating Supplies	28.09
TOTAL					28.09
Check	09/29/2025	ACH	Amazon	10004 - MidWest One Checking Account	-143.91
				51425 - Office Supplies	78.78
				51425 - Office Supplies	65.13
TOTAL					143.91
Liability Check	09/30/2025	ACH	Wisconsin Dept of Revenue	10004 - MidWest One Checking Account	-919.98
				21000 - Payroll Liabilities	919.98
TOTAL					919.98
Liability Check	09/30/2025	ACH	Wisconsin Retirement System	10004 - MidWest One Checking Account	-2,858.52
				21000 - Payroll Liabilities	1,429.26
				21000 - Payroll Liabilities	1,170.82
				21000 - Payroll Liabilities	258.44
TOTAL					2,858.52

TOWN OF OSCEOLA
Check Detail
September 2 through October 6, 2025

Type	Date	Num	Name	Account	Original Amount
Liability Check	10/01/2025	ACH	IRS	10004 - MidWest One Checking Account	-1,920.86
				21000 - Payroll Liabilities	677.00
				21000 - Payroll Liabilities	504.04
				21000 - Payroll Liabilities	504.04
				21000 - Payroll Liabilities	117.89
				21000 - Payroll Liabilities	117.89
TOTAL					1,920.86
Check	10/01/2025	ACH	Waterman Sanitation	10004 - MidWest One Checking Account	-100.00
				51614 - Sanitation Expenses	100.00
TOTAL					100.00
Liability Check	10/05/2025	ACH	IRS	10004 - MidWest One Checking Account	-210.40
				21000 - Payroll Liabilities	85.26
				21000 - Payroll Liabilities	85.26
				21000 - Payroll Liabilities	19.94
				21000 - Payroll Liabilities	19.94
TOTAL					210.40
Paycheck	09/12/2025	20095	Carlson, Janice	10004 - MidWest One Checking Account	-772.65
				51411 - Treasurer Wages	811.63
				51411 - Treasurer Wages	87.36
TOTAL					772.65
Paycheck	09/12/2025	20096	Gaffney, Joseph J	10004 - MidWest One Checking Account	-1,731.93
				53247 - Full-Time PW Wages	1,840.02
				53248 - Full Time PW OT Wages	1.95
				53247 - Full-Time PW Wages	208.00
				53247 - Full-Time PW Wages	31.98
				53247 - Full-Time PW Wages	384.62
TOTAL					1,731.93
Paycheck	09/12/2025	20097	Pratt, Danielle RB	10004 - MidWest One Checking Account	-1,093.30
				51410 - Clerk Wages	1,218.42
				51410 - Clerk Wages	120.96
TOTAL					1,093.30
Paycheck	09/12/2025	20098	Raddatz, Todd A	10004 - MidWest One Checking Account	-1,945.18
				53245 - Supervisor PW Wages	2,277.77
				53246 - Supervisor PW OT Wages	3.31
				53245 - Supervisor PW Wages	252.00
				53245 - Supervisor PW Wages	461.54
				21000 - Payroll Liabilities	-135.57
TOTAL					1,945.18
Paycheck	09/26/2025	20100	Gaffney, Joseph J	10004 - MidWest One Checking Account	-1,781.39

TOWN OF OSCEOLA
Check Detail
September 2 through October 6, 2025

Type	Date	Num	Name	Account	Original Amount
				53247 - Full-Time PW Wages	2,080.00
				53248 - Full Time PW OT Wages	86.97
				53247 - Full-Time PW Wages	384.62
TOTAL					1,781.39
Paycheck	09/26/2025	20101	Pratt, Danielle RB	10004 - MidWest One Checking Account	-956.14
				51410 - Clerk Wages	1,155.92
TOTAL					956.14
Paycheck	09/26/2025	20102	Raddatz, Todd A	10004 - MidWest One Checking Account	-1,963.31
				53245 - Supervisor PW Wages	2,520.00
				53246 - Supervisor PW OT Wages	43.47
				53245 - Supervisor PW Wages	461.54
TOTAL					1,963.31
Paycheck	09/26/2025	20103	Carlson, Janice	10004 - MidWest One Checking Account	-796.30
				51411 - Treasurer Wages	929.57
TOTAL					796.30
Check	10/05/2025	20104	Allied Emergency Services, Inc.	10004 - MidWest One Checking Account	-77,046.84
				Fire Department Contract	77,046.84
TOTAL					77,046.84
Check	10/05/2025	20105	ABT Mailcom	10004 - MidWest One Checking Account	-1,400.00
				51425 - Office Supplies	1,400.00
TOTAL					1,400.00
Check	10/05/2025	20106	Arden Specialty LLC	10004 - MidWest One Checking Account	-134.02
				53240 - Equipment Repairs & Maintenance	6.44
				53240 - Equipment Repairs & Maintenance	120.53
				53242 - Garage Expenses	7.05
TOTAL					134.02
Check	10/05/2025	20107	Al Bader	10004 - MidWest One Checking Account	-616.50
				Gopher Bounty Expenses	616.50
TOTAL					616.50
Check	10/05/2025	20108	Bill's Ace Hardware	10004 - MidWest One Checking Account	-43.17
				51620 - Bldg Repairs & Maint	43.17
TOTAL					43.17
Check	10/05/2025	20109	Brothers Country Mart LLC	10004 - MidWest One Checking Account	-1,436.00
				53241 - Fuel	137.00
				53241 - Fuel	134.00

TOWN OF OSCEOLA
Check Detail
September 2 through October 6, 2025

Type	Date	Num	Name	Account	Original Amount
				53241 - Fuel	125.00
				53241 - Fuel	320.00
				53241 - Fuel	230.00
				53241 - Fuel	31.00
				53241 - Fuel	125.00
				53241 - Fuel	94.00
				53241 - Fuel	240.00
TOTAL					1,436.00
Check	10/05/2025	20110	CarQuest Osceola	10004 - MidWest One Checking Account	-183.13
				53236 - Road Maintenance & Repair	16.32
				53242 - Garage Expenses	87.62
				53239 - Capital Highway Equipment	79.19
TOTAL					183.13
Check	10/05/2025	20111	Connecting Point	10004 - MidWest One Checking Account	-625.40
				51435 - Website & Computer Expenses	503.00
				Computer/Emails	50.40
				Computer/Email	72.00
TOTAL					625.40
Check	10/05/2025	20112	Dresser Water & Sewer Utilities	10004 - MidWest One Checking Account	-94.43
				51613 - Water & Sewer Utilities	94.43
TOTAL					94.43
Check	10/05/2025	20113	Fahrner Asphalt Sealers	10004 - MidWest One Checking Account	-33,291.00
				53235 - Highway Construction	33,291.00
TOTAL					33,291.00
Check	10/05/2025	20114	Haas, Inc	10004 - MidWest One Checking Account	-468.91
				53235 - Highway Construction	468.91
TOTAL					468.91
Check	10/05/2025	20115	Industrial Safety, Inc.	10004 - MidWest One Checking Account	-508.00
				53236 - Road Maintenance & Repair	508.00
TOTAL					508.00
Check	10/05/2025	20116	Midwest Machinery Co	10004 - MidWest One Checking Account	-175.60
				53240 - Equipment Repairs & Maintenance	179.85
				53240 - Equipment Repairs & Maintenance	-4.25
TOTAL					175.60
Check	10/05/2025	20117	Polk County Highway Dept.	10004 - MidWest One Checking Account	-296.52
				53235 - Highway Construction	296.52
TOTAL					296.52

TOWN OF OSCEOLA
Check Detail
September 2 through October 6, 2025

Type	Date	Num	Name	Account	Original Amount
Check	10/05/2025	20118	Seal King	10004 - MidWest One Checking Account	-2,950.00
				51620 - Bldg Repairs & Maint	2,950.00
TOTAL					2,950.00
Check	10/05/2025	20119	TMS Enterprises	10004 - MidWest One Checking Account	-730.00
				53240 - Equipment Repairs & Maintenance	730.00
TOTAL					730.00
Check	10/05/2025	20120	Town of Alden	10004 - MidWest One Checking Account	-4,655.91
				53235 - Highway Construction	4,655.91
TOTAL					4,655.91
Check	10/05/2025	20121	Town of Farmington	10004 - MidWest One Checking Account	-81,502.12
				53235 - Highway Construction	81,502.12
TOTAL					81,502.12
Check	10/05/2025	20122	Scott Williamson	10004 - MidWest One Checking Account	-300.00
				Park Expenses - Misc & Other	200.00
				51620 - Bldg Repairs & Maint	100.00
TOTAL					300.00
Check	10/05/2025	20123	West WI Inspection Agency	10004 - MidWest One Checking Account	-3,465.02
				52400 - Building Inspection Expense	3,465.02
TOTAL					3,465.02
Paycheck	10/06/2025	20124	Cronick, Jon M	10004 - MidWest One Checking Account	-269.35
				Board Salaries	291.67
TOTAL					269.35
Paycheck	10/06/2025	20125	Johnson, Lanette M	10004 - MidWest One Checking Account	-269.36
				Board Salaries	291.67
TOTAL					269.36
Paycheck	10/06/2025	20126	Lindh, Dale A	10004 - MidWest One Checking Account	-461.75
				Board Salaries	500.00
TOTAL					461.75
Paycheck	10/06/2025	20127	Weingarten, Webley W	10004 - MidWest One Checking Account	-269.35
				Board Salaries	291.67
TOTAL					269.35

TOWN OF OSCEOLA

Check Detail

September 2 through October 6, 2025

Type	Date	Num	Name	Account	Original Amount
Approval of ACH payments from 9/3/2025-10/6/2025 and checks 20095-20127 in the amount of \$235,403.23					
Void check 20099					
Jon Cronick					
Lanette Johnson					
Dale Lindh					
Webley Weingarten					

TOWN OF OSCEOLA

BOARD OF SUPERVISORS MEETING

Tuesday, September 2, 2025 — 6:30 p.m.

Meeting Minutes

The Board of Supervisors of the Town of Osceola met for a regular monthly meeting Tuesday, September 2, 2025, at 6:30p.m. at the Osceola Town Hall, Dresser, Wisconsin.

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

VERIFICATION OF MEETING POSTING: Clerk Pratt confirmed that the meeting notice was posted at the Town Hall, Dresser Post Office, and the Town website.

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

PRESENT: Chair Lindh, Supervisors Cronick, Johnson and Weingarten.

PUBLIC ATTENDEES: Clerk Pratt, Treasurer Carlson, Public Works Supervisor Raddatz, Peter Linsmayer
Online Attendees: DS

CHECK PRESENTATION AND APPROVAL OF BILLS

The check detail was provided by Treasurer Carlson.

MOTION BY CRONICK/WEINGARTEN TO APPROVE ACH PAYMENTS AND CHECKS 20064 -20094 FROM AUGUST 8, 2025 – SEPTEMBER 2, 2025 FOR A TOTAL OF \$34,136.95, voiding check number 20080. MOTION CARRIED.

ACCEPTANCE OF PROPOSED AGENDA

MOTION BY CRONICK/L. JOHNSON TO ACCEPT THE PROPOSED AGENDA. MOTION CARRIED.

APPROVAL OF MINUTES OF PREVIOUS MEETINGS

MOTION BY WEINGARTEN/CRONICK TO APPROVE THE 08/04/2025 TOWN BOARD MEETING MINUTES, 08/05/2025 SPECIAL TOWN BOARD MEETING, 08/28/2025 PUBLIC HEARING AND 08/28/2025 SPECIAL TOWN BOARD MEETING. MOTION CARRIED

L. Johnson abstained from voting on the minutes for the Public Hearing and Special Town Meeting minutes for 8/28/2025.

PUBLIC COMMENT

Peter Linsmayer – Peter thanked Chair Lindh for sharing with the board the flooding video and stated he was back regarding the drainage on his property. He requested another look at the possibility of additional drainage, stating that in the 20 years he has resided in his home there were no issues with drainage until the winery went in.

PUBLIC WORKS REPORT

Public Works Supervisor Raddatz presented a detailed report of work efforts made throughout August.

TREASURER'S REPORT

Bank balances as presented. MOTION BY CRONICK/WEINGARTEN TO APPROVE THE TREASURER'S REPORT AS PRESENTED. MOTION CARRIED.

CLERK'S REPORT

Clerk Pratt gave a report on work activities during the month of August.

OLD BUSINESS

CONSIDER NUISANCE PROPERTIES

The home at 797 200th St., had a housefire in December 2024. A nuisance abatement letter was sent via certified mail to the homeowner, requesting clean up and letting them know debris is accumulating in Horse Lake. *The homeowner has through October 27, 2025, to meet the conditions of abatement.*

Clerk Pratt included photos from a home, but there was an error in the address, the correct address is 2390 84th Ave. Supervisor Weingarten will take a look at the property.

A home with the address of 2108 120th was reported with images of unkept lawn and appears to be abandoned. A letter to the owner will be mailed requesting abatement.

UPDATE ON BUILDING INSPECTOR FINAL INSPECTION PROCESS

WWIA is sending regular updates of inspections with photos and is sending the final inspection photo along with the completed inspection report.

UPDATE ON FEES AND PENALTIES SCHEDULE

The Fee and Penalties Schedule continue as work in progress. Ideally it will be ready by the October 6 Town Board of Supervisors meeting. Chair Lindh, Supervisor Johnson and Clerk Pratt are continuing to go through the updates and fees.

NEW BUSINESS

CONSIDER DRAINAGE at 1169 200th STREET

Property owner Peter Linsmayer shared a video of the flooding that is happening in his yard. The Town is going to seek guidance from the DNR regarding diverting the water flowage. Discussion on this item will be tabled until the Town learns more from the DNR about placing a culvert.

CONSIDER BLACKTOP SEALING AT TOWN HALL

The parking lot of the Town Hall is deteriorating. It has been patched a number of times. Public Works Supervisor Raddatz contacted 3 providers for quotes, and Seal King is the only company who responded. The seal coat should hold up to scraping, large trucks, and can be completed in fall of 2025.

MOTION BY LINDH/WEINGARTEN TO ACCEPT THE BID FROM SEAL KING TO RESAEL THE DRIVEWAY AND PARKING LOT IN THE AMOUNT OF \$2,950.00. MOTION CARRIED

CONSIDER TOWN SUPERVISOR APPLICATIONS

No applicants for the open position were received.

REVIEW PUBLIC HEARING: NON-METALLIC MINERAL EXTRACTION PERMIT RENEWALS

A public hearing was held on August 28, 2025, and the renewal permits were approved.

CONSIDER BLUE STONE SAND AND GRAVEL, LLC LICENSE BOND RENEWAL

Blue Stone Sand and Gravel, LLC provides an insurance bond to operate in the Town of Osceola and have provided the bond and proof of payment.

CONSIDER NEW AGENT FOR OSCEOLA ROD AND GUN CLUB CLASS "B" BEER LICENSE

The Rod & Gun Club is switching Agent for the Class "B" Beer License. They can switch without Town Board, but we should note the change at the October meeting. The DOR Change of agent papers have not been received by the Town.

CONSIDER APPROVAL OF OPERATOR'S LICENSES

MOTION WAS MADE BY CRONICK/WEINGARTEN TO APPROVE OPERATORS LICENSES #25-26-47 FOR SOPHIA HEYER AND #25-26-46 FOR JOSH DEMULLING FROM SEPTEMBER 3, 2025-JUNE 30, 2026. MOTION CARRIED

NOTE: Clerk Pratt determined after the 9-2-2025 meeting that the numbers were already issued and reassigned Josh Demulling #25-26-49 and Sophia Heyer #25-26-50

CONSIDER DATES FOR BUDGET WORKSHOP, BUDGET HEARING, AND SPECIAL TOWN MEETING

September 29 at 6p.m. was selected for the Town's Budget Workshop, and November 17 at 6:30p.m. for the Budget Hearing, Special Town Meeting of Electors, and Special Town Board Meeting.

CONSIDER CINTAS RUGS SERVICE

Clerk Pratt met with a CINTAS sales representative regarding the rugs at the Town Hall. CINTAS provided a quote of \$81.76 for a monthly service, replacing the rugs and shop towels for Publics Works department. No options for quarterly or semi-annually were available. Clerk Pratt provided costs of rugs and shop towels through Amazon, of approximately \$530.00.

MOTION BY LINDH/JOHNSON TO PURCHASE FOUR RUGS AND SHOP TOWELS FOR APPROXIMATELY \$600.00.

MOTION CARRIED.

CONSIDER RIGHT OF WAY UTILITY PERMIT

Clerk Pratt provided the Board of Supervisors with information on best practices from the Wisconsin Towns Association regarding permits for utility work performed in Town Right of Way.

CONSIDER PURCHASE OF RCU CHECKS SCANNER

In an effort to increase security and process checks faster; Treasurer Carlson is looking to purchase a checks scanner. There are no additional bank fees with the use, and it can be used with multiple banks.

MOTION BY LINDH/JOHNSON TO PURCHASE CHECK SCANNER PANINI VISION XF OR SIMILAR MODEL FOR APPROXIMATELY \$850.00. MOTION CARRIED.

CONSIDER RESOLUTION TO APPROVE BUDGET AMENDMENTS 25-09-01

MOTION BY LINDH/WEINGARTEN TO ACCEPT THE RESOLUTION AMENDING THE 2025 BUDGET- RESOLUTION 25-09-01. ROLL CALL VOTE. LINDH- YES, CRONICK- YES, JOHNSON-YES, WEINGARTEN-YES. MOTION CARRIED

CHAIR'S REPORT: Chair Lindh noted he is working on Eagle Bluff private road and who has the legal responsibility. Received complaints of trash burning at 2129 Ravine Drive, if it happens again, a citation will be issued.

SUPERVISORS' REPORTS

- a) Cronick – Nothing to report for Plan Commission, did not meet in August.
- c) Johnson - Nothing to report
- d) Weingarten – Nothing to report

COMMITTEE REPORTS

Finance – Nothing to report, will be having Budget Workshop on September 29.
Media & Technology – Nothing to report
Personnel – Nothing additional to add.
Public Works – Nothing to Report

REQUEST FOR FUTURE MEETING AGENDA ITEMS

Nuisance Properties, Fee and Penalties Schedule, New Agent for Rod & Gun Club, Budget Amendment, ROW Utility Permit, 1169 200th St Drainage

COMMUNITY MEETINGS BOARD MEMBERS ATTEND:

Next Plan Commission Meeting – Tuesday, September 23, 2025, 6:00 p.m.

Next Town Board Meeting – Monday, October 6, 2025, 6:30 p.m.

Public Works Committee Meetings: Thurs. September 11 & 25, 2025 7:00a.m.

Budget Workshop: Monday, September 29, 2025 6:30 p.m.

Community meeting board members attend: Ambulance Board Meeting Sept. 10, 2025

Free Community Electronics Recycling: Saturday, September 27, 2025 9a.m. -1.p.m

ADJOURN

MOTION BY WEINGARTEN/CRONICK TO ADJOURN THE TOWN BOARD MEETING, TUESDAY, SEPTEMBER 2, 2025.

MOTION CARRIED. Meeting Adjourned at 7:56p.m

To be approved: October 6, 2025

Approved: _____

Town Clerk

Town of Osceola

1. Chipsealed 7 miles with other towns
2. Shouldering at Garfield and other towns
3. Trimmed back brush at intersections and mowed
4. Graded roads at 200th and 90th intersections
5. Cleaned out culverts off M from Horse Lake and Dwight Lake
6. Spray patching
7. Removed parking curbs and paint along with door post, cleaned weed out of cracks had Seal King come and seal and paint parking lot
8. Spoke with DNR about culverts on 200th (flooding issue) and beaver dam flooding on private land.
9. Hauled gravel with help from other towns on 70th (road is now ground)

1:40 PM
10/06/25
Cash Basis

TOWN OF OSCEOLA
Balance Sheet
As of September 30, 2025

Sep 30, 25

ASSETS

Current Assets

Checking/Savings

100012 · RCU Business Savings	25.02
10004 · MidWest One Checking Account	39,358.59
10005 · MidWest One Money Market Act	10,078.20
10006 · RCU Public Entity MM	55,537.89
10007 · MidWest One Tax Deposit Act	11,194.27
10008 · RCU Tax Receipts (Tax Receipts)	115,091.21
10009 · RCU Dresser TrapRock Assurance (Dresser TrapRock)	15,707.24
10010 · RCU - Public Works Capital (Public Works Equipment)	43,508.24
10013 · RCU Sweep Account	709,428.15
10014 · RCU Checking	1.00

Total Checking/Savings

999,929.81

Total Current Assets

999,929.81

TOTAL ASSETS

999,929.81

9:29 AM

10/06/25

Cash Basis

TOWN OF OSCEOLA
Profit & Loss Budget vs. Actual
January through December 2025

	Jan - Dec 25	Budget	\$ Over Budget	% of Budget
Income				
Fines, Forfeits & Penalties	0 00	450 00	-450 00	0 0%
Dog Pick-up Fees	200 00			
Fines & Violations				
Total Fines, Forfeits & Penalties	200 00	450 00	-250 00	44 4%
Licenses & Permits				
Driveway Permits	200 00	400 00	-200 00	50 0%
Liquor & Related Licenses	5,457 00	5,000 00	457 00	109 1%
Other Regulatory Permits	1,400 00			
Zoning & Subdivision Fees	228 60	0 00	228 60	100 0%
44145 - Dog Licenses	2,109 00	2,000 00	109 00	105 5%
44300 - Building Permits & Fees	27,764 42	30,000 00	-2,235 58	92 5%
Total Licenses & Permits	37,159 02	37,400 00	-240 98	99 4%
Miscellaneous Revenue				
48100 - Interest Income	34,767 28	30,000 00	4,767 28	115 9%
48111 - Miscellaneous Income				
Insurance Loss Reimbursement	0 00	0 00	0 00	0 0%
48111 - Miscellaneous Income - Other	200 00	550 00	-350 00	36 4%
Total 48111 - Miscellaneous Income	200 00	550 00	-350 00	36 4%
48112 - Swing Mail Box Post	220 00	0 00	220 00	100 0%
Total Miscellaneous Revenue	35,187 28	30,550 00	4,637 28	115 2%
Mobile Home Fees				
41141 - MH Lottery Credit	0 00	0 00	0 00	0 0%
Mobile Home Fees - Other	0 00	0 00	0 00	0 0%
Total Mobile Home Fees	0 00	0 00	0 00	0 0%
Tax Collections				
Forest Crop/MFL Taxes	5,217 60	3,000 00	2,217 60	173 9%
Personal Property Taxes	0 00	0 00	0 00	0 0%
Special Charges	40,390 00			
Tax Overpayments	8,624 89	0 00	8,624 89	100 0%
41224 - Property Taxes	803,430 59	861,992 00	-58,561 41	93 2%
Tax Collections - Other	0 00	0 00	0 00	0 0%
Total Tax Collections	857,663 08	864,992 00	-7,328 92	99 2%
Tax Collections - Other				
41225 - Lottery Credit	22,822 89	0 00	22,822 89	100 0%
41226 - Property Tax Settlement-Schools	0 00	0 00	0 00	0 0%
41227 - Property Tax Settlement-VoTech	0 00	0 00	0 00	0 0%
41228 - Property Tax Settlement-County	0 00	0 00	0 00	0 0%
41229 - Tax Collection Overpayments	-14,981 47	0 00	-14,981 47	100 0%
Total Tax Collections - Other	7,841 42	0 00	7,841 42	100 0%
41012 - Personal Property Aid	2,811 40	2,811 40	0 00	100 0%
41020 - Intergovernmental Revenue				
County Aids for Highway and Brd (County Aids for Highway and Bldges)	0 00	0 00	0 00	0 0%
41002 - Allied Fire Assoc Reimb	50,307 05	50,308 00	-0 95	100 0%
41003 - County-Rural Fire Numbers	700 00	500 00	200 00	140 0%
41004 - Fire Insurance Dues	23,817 28	23,817 28	0 00	100 0%
41005 - Forest Crop/MFL Aid	0 00	200 00	-200 00	0 0%
41007 - Highway Aids	172,597 42	172,597 00	0 42	100 0%
41008 - In Lieu of Tax - DNR Land	3,622 44	3,800 00	-177 56	95 3%
41009 - Municipal Services	539 94	110 00	429 94	490 9%
41010 - State Shared Revenue	18,109 00	120,726 61	-102,617 61	15 0%
41020 - Intergovernmental Revenue - Other	800 00	900 00	-100 00	88 9%

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10/06/25

Cash Basis

TOWN OF OSCEOLA
Profit & Loss Budget vs. Actual
January through December 2025

	Jan - Dec 25	Budget	\$ Over Budget	% of Budget
Total 41020 · Intergovernmental Revenue	270,493 13	372,958 89	-102,465 76	72 5%
43430 · Exempt Computer Aid	62 35	62 35	0 00	100 0%
450102 · Intergovernmental Charges				
Fire Assoc. Loan Repayment	0 00	0 00	0 00	0 0%
450102 · Intergovernmental Charges - Other	0 00	0 00	0 00	0 0%
Total 450102 · Intergovernmental Charges	0 00	0 00	0 00	0 0%
Total Income	1,211,417 68	1,309,224 64	-97,806 96	92 5%
Cost of Goods Sold				
5000 · Cost of Goods Sold	130 50			
Total COGS	130 50			
Gross Profit	1,211,287 18	1,309,224 64	-97,937 46	92 5%
Expense				
Adopt-A-Town Road	0 00	0 00	0 00	0 0%
Animal Warden				
Animal Warden Wages	955 00	1,000 00	-45 00	95 5%
Dog Kennel Expense	19 60			
Mileage & Expenses	546 54	900 00	-353 46	60 7%
54904 · Dog License to County	631 25	700 00	-68 75	90 2%
Total Animal Warden	2,152 39	2,600 00	-447 61	82 8%
Assessment of Property				
Assessor's Contract	18,500 00	27,000 00	-8,500 00	68 5%
Publications	0 00	200 00	-200 00	0 0%
Total Assessment of Property	18,500 00	27,200 00	-8,700 00	68 0%
Audit Services	6,772 50	6,775 00	-2 50	100 0%
Bank Fees - NSF	8 00			
Building Expenses				
51611 · Electric Utilities	1,227 10	2,000 00	-772 90	61 4%
51612 · Gas Utilities	2,231 28	2,500 00	-268 72	89 3%
51613 · Water & Sewer Utilities	852 37	1,140 00	-287 63	74 8%
51614 · Sanitation Expenses	1,000 00	1,200 00	-200 00	83 3%
51616 · Telephone/Internet	1,499 87	3,200 00	-1,700 13	46 9%
51620 · Bldg Repairs & Maint	4,949 20	5,000 00	-50 80	99 0%
51621 · Insurance	1,661 04	1,661 04	0 00	100 0%
51625 · Operating Supplies	105 89	300 00	-194 11	35 3%
Total Building Expenses	13,526 75	17,001 04	-3,474 29	79 6%
Capital Equipment				
New Equipment	171,195 00	0 00	171,195 00	100 0%
Office Equipment	887 24	5,000 00	-4,112 76	17 7%
Total Capital Equipment	172,082 24	5,000 00	167,082 24	3,441 6%
Capital Improvement				
Highway Cap Improve	0 00	5,000 00	-5,000 00	0 0%
Total Capital Improvement	0 00	5,000 00	-5,000 00	0 0%
Clerk & Treasurer				
51410 · Clerk Wages	26,966 80	35,658 00	-8,691 20	75 6%
51411 · Treasurer Wages	18,435 19	24,024 00	-5,588 81	76 7%
51412 · Treasurer/Tax Collection	1,968 08	2,500 00	-531 92	78 7%
51413 · Retirement	1,874 19	2,478 23	-604 04	75 6%
51414 · Mileage & Expenses	203 00	450 00	-247 00	45 1%
51422 · Employer Payroll Taxes	0 00	4,756 92	-4,756 92	0 0%
51425 · Office Supplies	3,703 85	4,000 00	-296 15	92 6%

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10/06/25

Cash Basis

TOWN OF OSCEOLA
Profit & Loss Budget vs. Actual
January through December 2025

	Jan - Dec 25	Budget	\$ Over Budget	% of Budget
51426 · Postage	666 59	3,000 00	-2,333 41	22 2%
51435 · Website & Computer Expenses	8,641 10	10,600 00	-1,958 90	81 5%
51444 · Insurance	2,471 30	3,597 00	-1,125 70	68 7%
51460 · Dues & Training	279 30	2,000 00	-1,720 70	14 0%
Total Clerk & Treasurer	65,209 40	93,064 15	-27,854 75	70 1%
Consulting Fees	0 00	2,000 00	-2,000 00	0 0%
D-C/T Employee Health Insurance	0 00			
Debt Service				
58100 · Fire Station Principal Payment	47,911 47	47,912 42	-0 95	100 0%
58101 · Fire Station Interest Payment	2,395 58	2,395 58	0 00	100 0%
Total Debt Service	50,307 05	50,308 00	-0 95	100 0%
Deputy Clerk/Treasurer Monthly	0 00			
Elections				
Annual Machine Fees	2,611 57	3,500 00	-888 43	74 6%
Publications	244 60	600 00	-355 40	40 8%
Supplies	1,582 83	1,582 83	0 00	100 0%
51442 · Wages	2,540 82	4,400 00	-1,859 18	57 7%
Total Elections	6,979 82	10,082 83	-3,103 01	69 2%
Gopher Bounty Expenses	1,314 00	1,800 00	-486 00	73 0%
Legal Fees				
Legal Fees Municode	4,407 88	8,500 00	-4,092 12	51 9%
Municipal Attorney Fees	1,619 50	7,000 00	-5,380 50	23 1%
51300 · Other Background Checks	112 00	500 00	-388 00	22 4%
Total Legal Fees	6,139 38	16,000 00	-9,860 62	38 4%
Local Cemetary Funding	2,000 00	2,000 00	0 00	100 0%
Park Expenses				
Park Expenses - Misc & Other	4,362 91	5,000 00	-637 09	87 3%
Total Park Expenses	4,362 91	5,000 00	-637 09	87 3%
Planning Commission				
Computer/Emails	525 60	750 00	-224 40	70 1%
Per Diems				
Planning Commission	175 00	1,800 00	-1,625 00	9 7%
Per Diems - Other	0 00			
Total Per Diems	175 00	1,800 00	-1,625 00	9 7%
Postage Office Supplies & Pub	0 00	2,000 00	-2,000 00	0 0%
Publications	0 00	150 00	-150 00	0 0%
51601 · Employer Payroll Taxes	0 00	137 70	-137 70	0 0%
Total Planning Commission	700 60	4,837 70	-4,137 10	14 5%
Public Safety				
Ambulance Contract (Osceola)	31,020 00	31,020 00	0 00	100 0%
Ambulance Contract (St. Croix)	4,790 00	5,000 00	-210 00	95 8%
Fire Department Contract	154,093 69	154,094 00	-0 31	100 0%
Fire Dues to Department	23,817 28	23,817 28	0 00	100 0%
Total Public Safety	213,720 97	213,931 28	-210 31	99 9%
Public Works				
53235 · Highway Construction	325,849 65	449,458 32	-123,608 67	72 5%
53236 · Road Maintenance & Repair	23,905 07	35,000 00	-11,094 93	68 3%
53238 · Adopt-A-Town Road	0 00	120 00	-120 00	0 0%
53239 · Capital Highway Equipment	14,239 81	50,000 00	-35,760 19	28 5%
53240 · Equipment Repairs & Maintenance	19,313 95	20,000 00	-686 05	96 6%
53241 · Fuel	15,296 43	20,000 00	-4,703 57	76 5%

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10/06/25

Cash Basis

TOWN OF OSCEOLA
Profit & Loss Budget vs. Actual
January through December 2025

	Jan - Dec 25	Budget	\$ Over Budget	% of Budget
53242 • Garage Expenses	2,686 23	5,000 00	-2,313 77	53 7%
53243 • PW Cell Phone	975 39	1,200 00	-224 61	81 3%
53244 • Insurance	12,509 04	15,000 00	-2,490 96	83 4%
53245 • Supervisor PW Wages	61,830 33	78,560 00	-16,729 67	78 7%
53246 • Supervisor PW OT Wages	3,397 13	3,840 00	-442 87	88 5%
53247 • Full-Time PW Wages	51,460 38	66,080 00	-14,619 62	77 9%
53248 • Full Time PW OT Wages	2,280 08	2,535 00	-254 92	89 9%
53249 • Part-Time PW Wages	0 00	1,000 00	-1,000 00	0 0%
53250 • Retirement	8,268 25	10,565 04	-2,296 79	78 3%
53252 • Employer Payroll Taxes	0 00	11,629 15	-11,629 15	0 0%
53253 • Short Term Disability	1,381 38	2,400 00	-1,018 62	57 6%
53260 • Dues & Training	1,315 29	1,325 00	-9 71	99 3%
Public Works - Other	138 01			
Total Public Works	544,846 42	773,712 51	-228,866 09	70 4%
Tax/Lottery Cr Settlements				
57001 • Tax/Lottery Cr to County	0 00			
Total Tax/Lottery Cr Settlements	0 00			
Town Board				
Board Salaries	12,235 85	20,000 00	-7,764 15	61 2%
Computer/Email	698 40	1,000 00	-301 60	69 8%
Dues & Training	2,912 42	3,012 42	-100 00	96 7%
Insurance	1,804 62	2,101 00	-296 38	85 9%
Office Supplies	149 46	500 00	-350 54	29 9%
Publications	1,017 47	2,000 00	-982 53	50 9%
51117 • Employer Payroll Taxes	0 00	1,530 00	-1,530 00	0 0%
Total Town Board	18,818 22	30,143 42	-11,325 20	62 4%
51800 • Payroll Expenses	14,450 19	0 00	14,450 19	100 0%
52400 • Building Inspection Expense	25,624 39	30,000 00	-4,375 61	85 4%
57000 • Bank Fees -	0 00	0 00	0 00	0 0%
57730 • Other Conservation Development (Other Conservation Development Outlay)	80,000 00	0 00	80,000 00	100 0%
59998 • Reserve for Contingencies	0 00	12,768 71	-12,768 71	0 0%
Total Expense	1,247,515 23	1,309,224 64	-61,709 41	95 3%
Net Income	-36,228 05	0 00	-36,228 05	100 0%

Building Permits - Planning Commission as of 9-2025

Application Date	Name & Mailing Address	Address / Location of Building Permit/ Permit issued for	Permit Number
1/15/25	Gary Brundlik 2383 84th Avenue Contractor: B&W Homes	2383 84th Avenue New Single Home	TOS25-01
1/30/25	Cullen Donahue 2139 84th Avenue Contractor: Renova Homes	2139 84th Avenue New Single Home	TOS25-2
1/30/25	Jonathon Harlander 2171 86th Avenue Contractor Jonathon Harlander	2171 86th Avenue New Single Home	TOS25-3
1/30/25	Mark Biller 2195 84th Avenue Contractor G&S Construction	2195 84th Avenue Alteration	TOS25-4
2/24/25	Rich Henning 928 240th St Contractor: Osceola DG LLC	928 240th St Alteration	TOS25-5
2/18/25	James Eichten 24XX 113th Avenue Contractor: Owner	24XX 113th Avenue Accessory Building	TOS25-6
3/3/25	Christopher Sjoblom 837 223rd Street Contractor: Owner	837 223rd street Garage	TOS25-7
3/6/25	Abby Novinska 2378 84th Avenue Contractor: Owner	2378 84th Avenue Accessory Building	TOS25-8
3/6/25	Dan Ricci 1051 195th St Contractor: Owner	1051 195th St Pole Shed	TOS25-9
3/24/25	Susan Myers 781 Horse Lake Ln Contractor: Owner	781 Horse Lake Ln Deck	TOS25-10
4/10/25	Bruce Schwartzman 744 195th Street Contractor: Owner	744 195th St Boathouse with Deck	TOS25-11
4/10/25	Philip Minell 742 220th Street Contractor: Owner	742 220th Street Accessory Building	TOS25-12
4/22/25	Bradley Byker 2196 84th Avenue Contractor: Kristopher Schmid	2196 84th Avenue Roof Mounted Solar	TOS25-13
4/23/24	Robert Bowen 1163 A 240th Street Contractor: Midwest Electric & Generator	1163 A 240th Street Electrical Service	TOS25-14
5/?/2025	Debra Letendre 806 Horse Lake Ln Contractor: Owner	806 Horse Lake Ln Electrical	TOS25-15

Building Permits - Planning Commission as of 9-2025

Application Date	Name & Mailing Address	Address / Location of Building Permit/ Permit issued for	Permit Number
5/28/25	Jeffrey Marquis 756 200th Street Contractor: Gateway Homes WI	756 200th Street New Single Family Dwelling	TOS25-16
6/18/24	Jedidiah Johnson 898 Maple Dr, Osceola Contractor: Rick Demulling	1928 75th Avenue New Single Family	TOS25-17
6/18/24	Nancy Papenfuss 12597 Fox hill Ave, Hugo Contractor: Lake Country Builder	2132 Poplar Lane New Single Family	TOS25-18
6/25/25	Mark Nelson 2531 100th Avenue Contractor: Gary Brunclik Construction	2117 120th Avenue Accessory Building	TOS25-19
6/25/25	Charles Greydanus 951 240th Street Contractor: Andrie Electric	951 240th Street New Electrical Service	TOS25-20
6/25/25	Sara Olson 2337 90th Avenue Contractor: Owner	2337 90th Avenue Accessory Building	TOS25-21
6/25/25	Permit Canceled Contractor:	Meter Replacement	TOS25-22
7/11/25	Elizabeth O'Neill 877 207th Street Contractor: Chad Kinzer	877 207th St Deck	TOS25-23
7/11/25	Timothy Skiba 2301 Oak Drive Contractor: Owner	2301 Oak Drive Addition & Deck	TOS25-24
7/18/25	Andrew Lathe 2362 84th Avenue Contractor: Owner	2362 84th Avenue Accessory Building	TOS25-25
7/21/25	Joshua Mattson 854 240th Street Contractor: Derrick Homes	854 240th Street New Single Family	TOS25-26
8/4/25	Benjamin Lucas 2466 82nd Avenue Contractor: Owner	2466 82nd Avenue Finish Basement	TOS25-27
8/4/25	Kolten Heimbach 2081 120th Avenue Contractor: Owner	2081 120th Avenue Accessory Building	TOS25-28
8/8/25	John Gerlach 190 NorthStar Lane Contractor: Jeff Parks Construction	2026 00th Avenue CTY RD F Accessory Building	TOS25-29
8/25/25	Gary Brunclik 8XX 233rd Street Contractor: Gary Brunclik	8XX 233rd Street New Single Family	TOS25-30

Building Permits - Planning Commission as of 9-2025

Application Date	Name & Mailing Address	Address / Location of Building Permit/ Permit issued for	Permit Number
8/25/25	Bernard Desmarais 738 218th Street	738 218th St Emergency Service Repair	TOS25-31

HIGHLIGHTS OF CLERK ACTIVITIES DONE THIS MONTH:

September :

TASKS			FURTHER COMMENTS
Ordinances/Resolutions			Budget Resolution
Meetings			September 2 Town Board of Supervisors Sept. 29 Budget Workshop
Town's Web Page (and Town Facebook site)			Updates as needed – Promoted the Electronic recycling event on FB
Public Walk-in/calls/emails			Various: dog tags, animal complaints, public records requests burn permits (we have 109YTD), building permits (31YTD), voter registrations.
Training			
Elections			
Other			Working on Fee Schedule and Utility Ordinance

September 27, 2025

Town of Osceola Com2 Electronics Recycling

2024: ~ 50 cars, 6,217 lbs of electronics

2025: ~ 100's! Steady traffic from before the start to after
1pm. 18,395 lbs of electronics





C. Change of Agent

If a change of agent is required before the license expires, licensees and municipalities must follow the procedure described below.

Application Forms: The municipality receives a written notice of an agent change using all the following forms:

- AB-101, Appointment of Agent, filled out and signed by the licensee and the successor agent
- AB-100, Individual Questionnaire, filled out by the successor agent

Interim Authority: Upon receipt of a complete change of agent package, the successor agent may act as the agent for the premises until the next regular or special meeting of the governing body.

Municipal Approval: If a peace officer or the governing body of the issuing municipality finds the successor agent unsatisfactory in character, record, or reputation, the retail license is not in effect until a suitable agent is identified and approved.

Successor agent approvals follow the general approval process outlined in Part 7.A, except that agent changes cost \$10, and there is no waiting period nor publication requirement.

[Back to Table of Contents](#)

Alcohol Beverage Individual Questionnaire






Date
09/29/2025

All individuals involved in the alcohol beverage business must complete this form, including:

- sole proprietor
- all officers, directors, and agent of a corporation or nonprofit organization
- all partners of a partnership
- members and agent of a limited liability company

Your alcohol beverage application or renewal is not complete until all required Individual Questionnaires are submitted.

Part A: Business Information			
1. Legal Business Name (individual name if sole proprietor) Osceola Rod and Gun Club			
2. Business Trade Name or DBA Osceola Rod and Gun Club			
3. Entity Type (check one) <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Partnership <input type="checkbox"/> Limited Liability Company <input type="checkbox"/> Corporation <input checked="" type="checkbox"/> Nonprofit Organization			

Part B: Individual Information				
1. Last Name Stoltz		2. First Name Michelle		3. M.I. A
4. Relationship to Business (Title) Club Secretary		5. Email osceolarodandgun@gmail.com		6. Phone (715) 553-3833
7. Home Address 				
8. City 		9. State WI	10. Zip Code 	11. Date of Birth 
12. Drivers License/State ID Number 			13. Drivers License/State ID State of Issuance WI	

Part C: Address History							
1. Do you currently live in Wisconsin? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No							(MM/YYYY) 08/2012
If yes, provide the month and year when you permanently moved to Wisconsin							
2. List in chronological order all of your addresses within the last 5 years. Attach additional sheets if necessary.							
Previous Address 1		City		State	Zip Code		
Previous Address 2		City		State	Zip Code		
Previous Address 3		City		State	Zip Code		
Previous Address 4		City		State	Zip Code		
Previous Address 5		City		State	Zip Code		
3. List all states and counties you have lived in as an adult. Attach additional sheets if necessary.							
State	County	State	County	State	County	State	County
WI	Polk	MN	Pine				
State	County	State	County	State	County	State	County

Continued →

Part D: Criminal History

1. Have you ever been convicted of any offenses (excluding traffic offenses unless related to alcohol beverages) for violation of any federal, Wisconsin, or another state's laws or of any county or municipal ordinances? ☐ Yes ☒ No

If yes to question 1, please list details of each conviction below. Attach additional sheets as needed.

Law/Ordinance Violated	Location	Conviction Date
Penalty Imposed		Was sentence completed? <input type="checkbox"/> Yes <input type="checkbox"/> No
Law/Ordinance Violated	Location	Conviction Date
Penalty Imposed		Was sentence completed? <input type="checkbox"/> Yes <input type="checkbox"/> No
Law/Ordinance Violated	Location	Conviction Date
Penalty Imposed		Was sentence completed? <input type="checkbox"/> Yes <input type="checkbox"/> No

2. Are charges for any offenses currently pending against you (excluding traffic offenses unless related to alcohol beverages) for violation of any federal, Wisconsin, or another state's laws or any county or municipal ordinances? ☐ Yes ☒ No

If yes to question 2, describe nature and status of pending charges using the space below. Attach additional sheets as needed.

Part E: Attestation

READ CAREFULLY BEFORE SIGNING: Under penalty of law, I have answered each of the above questions completely and truthfully. I certify that I am not prohibited from participating in this business due to any involvement in another tier of the alcohol beverage industry as a restricted investor. I understand that any license issued contrary to Wis. Stat. Chapter 125 shall be void under penalty of state law. I further understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.

Signature



Date

10/03/2025

Part C: Agent Questions	
1. Have you satisfied the responsible beverage server training requirement? Submit proof of completion.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
2. Have you completed Form AB-100, <i>Alcohol Beverage Individual Questionnaire</i> (licensee) or Form AB-300, <i>Alcohol Beverage Personal Questionnaire</i> (permittee)?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
3. Have you been a Wisconsin resident for at least 90 continuous days? See instructions for exceptions.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Part D: Criminal History

1. Have you ever been convicted of any offenses (excluding traffic offenses unless related to alcohol beverages) for violation of any federal, Wisconsin, or another state's laws or of any county or municipal ordinances? ☐ Yes ☒ No

If yes to question 1, please list details of each conviction below. Attach additional sheets as needed.

Law/Ordinance Violated	Location	Conviction Date
Penalty Imposed		Was sentence completed? <input type="checkbox"/> Yes <input type="checkbox"/> No
Law/Ordinance Violated	Location	Conviction Date
Penalty Imposed		Was sentence completed? <input type="checkbox"/> Yes <input type="checkbox"/> No
Law/Ordinance Violated	Location	Conviction Date
Penalty Imposed		Was sentence completed? <input type="checkbox"/> Yes <input type="checkbox"/> No

2. Are charges for any offenses currently pending against you (excluding traffic offenses unless related to alcohol beverages) for violation of any federal, Wisconsin, or another state's laws or any county or municipal ordinances? ☐ Yes ☒ No

If yes to question 2, describe nature and status of pending charges using the space below. Attach additional sheets as needed.

Part E: Attestation

READ CAREFULLY BEFORE SIGNING: Under penalty of law, I have answered each of the above questions completely and truthfully. I certify that I am not prohibited from participating in this business due to any involvement in another tier of the alcohol beverage industry as a restricted investor. I understand that any license issued contrary to Wis. Stat. Chapter 125 shall be void under penalty of state law. I further understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.

Signature 	Date 10/03/2025
--	--------------------

Home > Tuesday October 14 Government Auction

> **Expand All Images** > 2017 Kenworth K370 pothole patcher truck



Feedback





Expand All Images +



Expand All Images +



EU3687

2017 Kenworth K370 pothole patcher truck

City of Choctaw Shop (All seller items)

Choctaw, OK

10/14/25

Winning

Current Next Bid Set Max

\$500

525

Bid

Bids (8)

Winning

EU3687 Video



EU3687 Item Details

2017 Kenworth K370 pothole patcher truck

- Miles: 57,926 on odometer
- VIN: 3BKJHM7X8HF581404

Engine

- Paccar PX-7
- Displacement: 6.7L
- Cylinders: 6
- Fuel type: Diesel

Transmission

- Automatic

Chassis

- Axles: Single
- Suspension: Spring
- Brakes: Air
- GVWR: 33,000 lbs

Interior

- Heated mirrors
- Power windows
- Cruise control
- Auxiliary controls

Features

- Bed

Expand All Images +

Schwarze Roadpatcher
Length: 14' 4"

- Width: 7' 6"
- Burner: Diesel
- In-cab controls
- Spray boom

Tires

- Size: 11R22.5

Notes

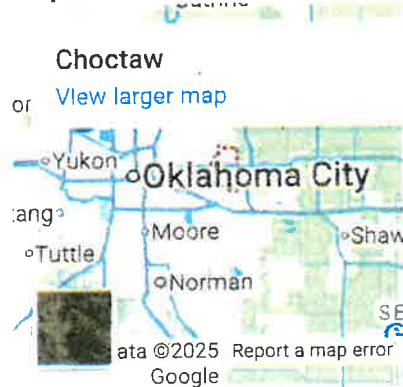
- Dash warning indicator: Check engine

Oklahoma title

Title distribution may be delayed up to 30 days from verification of funds.

Location Info

Map Information:



Location

City of Choctaw Shop
Choctaw, OK 73020

Seller / Removal Information

Bidders are encouraged to ask questions before placing a bid. You can also schedule an appointment with the seller to inspect the item in person.

CLICK HERE TO VIEW SELLER INFORMATION ➔

Payment Information

Payments must be made within two business days after the auction.

Payment Details

St. Croix Valley



Town of Osceola
2395 210th Avenue
St Croix Falls, WI 54024

Hello,

Please find enclosed a new Ambulance Service Contract for 2026-2030. If you would please take a moment to review and have a chairman and clerk sign the signature page by 11/30/25, that would be appreciated. You can return the signed copy via the pre-addressed envelope or directly to my email at epinkston@lrems.com.

Should you have any questions, feel free to reach out.

Emily Pinkston,
Controller

LOCATION

40245 Fletcher Avenue
North Branch, MN
55056

PHONE

Office:
651.277.4911

FAX
651.674.4628

WEB
lrems.com

STATE OF THE ART PATIENT CARE • OUTSTANDING CUSTOMER SERVICE
FINANCIAL RESPONSIBILITY • DEDICATION TO THE COMMUNITIES WE SERVE

AMBULANCE SERVICE CONTRACT
2026 - 2030

This Ambulance Service Contract (the "Contract"), effective as of January 1, 2026 ("Effective Date"), is between the TOWN OF OSCEOLA, a Wisconsin Municipal Corporation, acting by and through its duly authorized officers (the "Town"), and St. Croix Valley Emergency Medical Services, Inc., a Wisconsin nonprofit corporation ("SCVEMS").

WHEREAS, SCVEMS owns and operates an ambulance service that provides emergency and nonemergency ambulance services in western Wisconsin (the "Ambulance Services");

WHEREAS, the Town is authorized to provide Ambulance Services to the Town and desires to engage SCVEMS to provide such services to the Town; and

WHEREAS, SCVEMS desires to provide Ambulance Services to the Town pursuant to the terms and conditions of this Contract.

NOW, THEREFORE, in consideration of the foregoing recitals which are expressly incorporated herein by reference; the following terms, covenants, and conditions; and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties hereto agree as follows:

SECTION ONE

SCVEMS will furnish and supply to the Town and all persons who reside within the municipal boundaries of the Town, twenty-four (24) hour Ambulance Services. In providing the Ambulance Services, SCVEMS will provide an Advance Life Support ambulance ("Ambulance") and sufficient drivers and Emergency Medical Technician personnel (Paramedic and an "EMT" and collectively the "EMT's") to operate the Ambulance and furnish the Ambulance Services.

SECTION TWO

In furnishing the Ambulance Services, SCVEMS will abide by all applicable statutes, ordinances, rules and regulations relating to the conduct of Ambulance Services, including the training of qualified personnel to operate the Ambulance.

In rendering the Ambulance Services under this Contract, SCVEMS shall conduct itself in a professional and workmanlike manner consistent with other ambulance services in Northwestern Wisconsin.

SECTION THREE

The Town will pay to SCVEMS a subsidy in the total amount equal to \$5.00 per person residing within the municipal boundaries of the Town based on the annual Wisconsin Department of Revenue, State Shared Tax System Statistics. The Annual Total is payable each year as follows:

1. One-half (1/2) is payable on or before January 30; and
2. One-half (1/2) is payable on or before June 30

SECTION FOUR

SCVEMS will furnish the Town such data and reports as the Town may request, including, but not limited to, a list of drivers; EMT's; insurance carriers and liability limits; and other reasonable non-patient/staff specific reports that may be requested by the Town in compliance with Federal and State confidentiality requirements.

SECTION FIVE

This Contract will be in effect for a term of five years and commencing on January 1st, 2026 and ending on midnight on December 31, 2030 (the "Expiration Date"); provided, however, the Town may terminate this Contract effective as of December 31 of each calendar year during the term if it provides written notice of such termination to SCVEMS by November 30th of that year.

SECTION SIX

During the term of this Contract, SCVEMS shall carry policies of insurance consistent with industry standards issued by a reputable insurer (each of which shall be acceptable to the Town its discretion), including without limitation, a general liability policy in the minimum amount of \$2,500,000, automobile liability policies covering all automobiles owned or operated by SCVEMS, and worker's compensation insurance covering all of SCVEMS's employees. Upon request, SCVEMS shall provide the Town with copies of all certificates of insurance evidencing such policies.

SECTION SEVEN

SCVEMS shall be in default under this Contract, upon the occurrence of one or more of the following ("Event of Default"):

- i. Nonperformance. SCVEMS fails to perform any of its obligations under this Contract, or rectify any breach of any covenant or other undertaking by SCVEMS in this Contract;
- ii. Inability to Perform. SCVEMS ceases to exist, becomes insolvent or the subject of bankruptcy or insolvency proceedings; or
- iii. Misrepresentation. Any representation made to include the Town to enter into this Contract, is false in any material respect when made.

SECTION EIGHT

Upon the occurrence of an Event of Default, the Town shall immediately notify SCVEMS. At that point SCVEMS shall have thirty days to cure the breach. If after thirty days SCVEMS has not cured the breach, the Town may immediately terminate this Agreement by providing written notification of such termination to SCVEMS.

SECTION NINE

SCVEMS will indemnify, defend and hold harmless the Town and its officers, board members, employees, agents, consultants, advisors, accountants, financial advisors, legal counsel or other representatives ("Representatives" and collectively, with the Town, the "Indemnified Persons"), and will reimburse the Indemnified Persons for any loss, liability, claim, damage, expense (including costs of

investigation and defense and reasonable attorneys' fees and expenses) or diminution of value, whether or not involving a third-party claim (collectively, "Damages"), arising from or in connection with:

- i. Any event of Default by SCVEMS pursuant to this Contract;
- ii. Any breach of any covenant or obligation of SCVEMS in this Contract or in any other certificate, document, writing or instrument delivered by the Town pursuant to this Contract;
- iii. Any of the Ambulance Services provided by SCVEMS; or
- iv. Any willful misconduct or negligence of SCVEMS or any of its officers, directors, managers, agents, representatives, contractors or employees.

SECTION TEN

Miscellaneous

Governing Law. This contract will be governed by and construed under the laws of the State of Wisconsin without regard to conflicts-of-laws principles that would require the application of any other law.

Venue. Any suit, action or proceeding with respect to this Contract shall be brought exclusively in the Wisconsin state courts of competent jurisdiction in Polk County, Wisconsin or in the United States District Court located in the City of Madison.

Counterparts. This Contract may be executed in one or more counterparts, each of which will be deemed to be an original copy of this Contract and all of which, when taken together, will be deemed to constitute one and the same agreement.

Entire Agreement. This Contract contains the entire agreement between the parties hereto and no statement, promise or inducement made by either party, or an agent or either party, that is not contained in this written Contract will be valid or binding on the parties hereto. This Contract may not be renewed, enlarged, modified, or extended except by the written approval of both parties. Unless renewed or extended, this Contract will automatically expire on the Expiration Date. Once effective, this Agreement terminates and supersedes any prior agreements between the parties.

IN WITNESS WHEREOF, the parties have executed this Contract at St. Croix Falls, Wisconsin, effective as of the date first set forth above.

TOWN OF OSCEOLA

ST. CROIX VALLEY EMERGENCY
MEDICAL SERVICE

By: _____
Its: Chairman

By:  _____
Its: Executive Director

By: _____
Its: Clerk

**TOWN OF OSCEOLA
POLK COUNTY
STATE OF WISCONSIN
ORDINANCE 25-10-01**

UTILITY ACCOMODATION ORDINANCE

The Town Board of the Town of Osceola, Wisconsin do ordain as follows:

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SECTION 1 - DEFINITIONS

A. General Definitions

Unless otherwise provided herein, the definitions accepted by the American Association of State Highway and Transportation Officials (AASHTO) can be used as a guide.

B. Specific Definitions

1. Applicant

The individual or entity which will own the utility facility which is proposed to be placed in the Town Highway Right-of-Way.

2. Clear Zone

That portion of the right-of-way that is to be maintained free of non-traversable hazards and fixed objects. These areas provide drivers a reasonable opportunity to stop safely or otherwise regain control of their vehicle when it leaves the traveled way. The clear zone generally varies with the type of highway, terrain traversed, road geometrics, and operating conditions. Chapter 11 of the Wisconsin Department of Transportation Facilities Development Manual should be used as the guide for establishing clear zones.

3. Emergency Utility Work

Unforeseen action by a utility deemed necessary to restore an existing utility facility to service and/or protect the general public.

4. (Intentionally omitted)

5. Highway or Town Highway

The town highways as authorized under Wis. Stat. § 82.03(1). This includes the entire area within the highway right-of-way.

6. Permit

The document by which the Town grants the Applicant permission to work within, use, occupy, or cross a Town highway, including an annual service connection permit under Section 11. A permit granting the Applicant permission to work within a Town highway shall be valid for one year from the date of the permit application.

7. Pipeline

A utility facility installed to carry or convey a fluid, gas, or other material, including the casing, any related structures or facilities, and the product being conveyed.

8. Private Utility Facilities

Facilities which are used for the purposes of any of the utility functions described in the definition of a "utility" (see #14) but are not owned by a utility.

9. Responsible Person

A person having control over a utility project that is not administered by the Town.

10. Right-of-Way

A general term denoting acquired interests or rights in land (either all or partial) that are necessary to build, maintain, and operate a highway facility. A right-of-way is not limited only to a fee

interest or a permanent highway interest but includes all rights of both a permanent and temporary nature.

- 11. Town** means the Town of Osceola in Polk County, and where applicable, the Town Board or its designee (i.e. Town Chair, Public Works Supervisor, etc.)

12. Traveled Way

The portion of the roadway for the movement of vehicles which includes auxiliary lanes and ramps but excludes the shoulders.

13. Roadway

The traveled way plus shoulders.

14. Utility

- a. Any corporation, company, individual, or association, including their lessees, trustees, or receivers, or any sanitary district, cooperative association, town, village, or city that owns, operates, manages, or controls any plant or fixed equipment within this state for the conveyance of communications, electric power, light, heat, fuel, gas, oil, petroleum products, water, steam, fluids, sewerage, drainage, irrigation, or similar facilities, either directly or indirectly to or for the public.
- b. The owners or operators of cable television systems, cellular phone, and paging (wireless) systems, publicly owned fire or police signal systems, traffic and street lighting facilities, or similar facilities.

15. Utility Construction

Work by a utility within a highway to install, replace, relocate, modify, or remove a utility facility, including installing facilities on an existing pole line or in an existing duct system (e.g. CATV attaching to another utility's existing poles), and installation of facilities to house utility facilities (such as underground ducting or conduit for telecommunications lines).

16. Utility Facility

A facility used for a utility's purposes as described in the definition of "Utility" above.

17. Utility Maintenance

Work by a utility within a highway to maintain or repair an existing utility facility. Utility maintenance does not include the activities defined as 'utility construction' (See #15.)

18. Utility Operation

Use of utility facilities by a utility for the intended purposes of the utility facilities.

SECTION 2 - INTRODUCTION

A. Overview of Utility Accommodation

The Town operates the highway system under its jurisdiction to provide a safe and convenient means for the vehicular transportation of people and goods, and utilities provide essential services to the public. Both the Town and utilities typically provide facilities which consider present as well as future needs. Cooperation between these two entities is essential if the public is to be served at the lowest

possible cost consistent with their respective public service needs, obligations, and interests. The permitted use and occupancy of highway right-of-way for non-highway purposes is subordinate to the primary interests and safety of the traveling public.

B. Purpose and Applicability of the Utility Accommodation Policy

This Utility Accommodation Policy (“UAP”) includes the requirements applicable to any existing or proposed utility construction, maintenance, and operation of facilities in a Town highway.

This UAP does not apply to facilities placed or maintained in a Town highway by the Town.

C. Statutory Authority

The Town regulates utility accommodations within the Town highway system under Wisconsin statutes, including under Wis. Stat. §§ 66.0425, 66.0831, 82.03(1), 86.07(2), and 86.16.

D. General Utility Accommodation Standards

The Town shall not authorize a utility accommodation unless the accommodation will not adversely affect the primary functions of the highways or materially impair their safety, operational, or visual qualities, there will be no conflict with the provisions of Federal, State, or local laws or regulations or this UAP, and the accommodation will not significantly increase the difficulty or future cost of highway construction or maintenance.

The then-current version of this UAP shall apply to all utility activities in a Town right-of-way. When the Town determines that it is necessary to do so, the Town may modify requirements applicable to an existing permit upon notice and explanation to the utility of the reasoning for the change.

When the Town is notified that an unidentified utility facility is exposed or damaged, the Town will attempt to contact the utility to have a representative visit the site and identify its facility. The utility shall physically respond to the site if required by the Town, or contact the Town representative within two hours, and in all cases, shall physically respond to the site within six hours after notification, if required by the Town.

SECTION 3 - INDEMNIFICATION

As specified in the Town’s permit form, and regardless of whether a utility has obtained a permit for utility work, a utility shall save, defend, and hold the Town, its officers, employees, and agents harmless from all liability associated with the utility’s projects, except to the extent liability is caused by the negligence or wanton or intentional acts or omissions of the Town or its officers, employees, or agents.

The Town shall not be liable to a utility for any claims by the utility relating to the issuance of a permit by the Town.

SECTION 4 - GENERAL INFORMATION

A. Buried Utility Locating Notification

Each Applicant for a permit shall include in the permit application information regarding the utility location service(s) that may be used to locate the utility’s facilities in the Town. A utility with facilities in a Town right-of-way shall immediately provide notice to the Town in writing of any change to the utility location service used by the utility and any change to the contact information for the service used.

If a buried utility locating notification service cannot be used to locate the Applicant's facilities, the Applicant shall provide the town with operational area maps which accurately specify the area(s) in which the Applicant's facilities will be located, and the Applicant shall update such maps immediately upon installation if the actual location of the facilities vary at all from the proposed location. The Applicant shall immediately advise the Town of any future changes in the location of its facilities and supply updated maps showing the then-current facility locations.

If requested by the Town, a utility shall provide a project data file indicating the location of a utility facility in the Town, in a mutually agreeable format.

B. Design Responsibility

The utility shall be responsible for the engineering design for all utility facilities and for the determination of the location and the legal validity of the Town right-of-way. Town approval of a permit does not warrant that the utility's determination of the location of the Town right-of-way is correct. Nothing in this UAP or an approved permit is a warranty by the Town that the Town holds rights in the right-of-way necessary to issue a permit. The Town shall not be required to defend the utility in the utility's peaceful use and occupancy of the right-of-way location approved for utility work in a permit.

C. Utility Facility Condition Requirements

All utility facilities shall be maintained in a good state of repair and appearance.

D. Chemical Treatment and Cutting of Trees

A utility is prohibited from chemical treatment or cutting of trees or vegetation on Town highways without a permit from the Town, except as otherwise provided in this UAP. A utility that is authorized to chemically treat trees or vegetation shall provide the Town with applicable MSDS sheets for any chemicals used in Town highways and shall provide an application plan for Town review and approval.

E. Dangerous Conditions Encountered

If a utility discovers a possible health risk when conducting any utility work, the local police and fire departments shall be notified immediately, and the utility shall take the necessary steps to provide for the safety of people and property in the area.

SECTION 5 – EMERGENCY WORK

Emergency situations may arise when immediate action to protect the safety of the general public requires a utility to take actions within a Town highway that are not in full compliance with the provisions of this UAP. Nothing herein shall be construed as requiring a utility to delay such emergency actions.

Emergency repairs may be performed within the right-of-way when physical conditions or time considerations prevent application for a required permit. However, as soon as feasible, the utility shall advise the Town of the emergency, its plans or actions for alleviating the emergency situation(s) and make arrangement(s) for the control and protection of traffic or pedestrians affected by its proposed actions. When the UAP requires a permit for such work, a permit shall be obtained as soon as possible, and any alterations deemed necessary through the permit approval process shall be made.

SECTION 6 - ABANDONED FACILITIES

A. Aboveground Facilities

If a utility discontinues use of an aboveground facility, the facility shall be entirely removed from the right-of-way within one year after its use is discontinued unless written approval for a time extension

is granted by the Town or unless a permit is requested by a purchaser of the facility and approved by the Town.

B. Underground Facilities (This section does not affect a utility's rights or obligations under Wis. Stat. §182.0175.)

A record of all of a utility's underground utility facilities abandoned in the right-of-way shall be maintained in a utility's permanent files until the facility is completely removed. The record should be of similar quality and detail as any other map or plan submitted to the Town for permit approval. The recorded location of such facilities shall be within a ten (10) foot wide corridor measured five feet on either side as measured perpendicular to a facility. If a utility facility is to be abandoned as a part of a permit for a new facility, it shall be field located, and its location shall be shown on the permit request for the new facility.

Upon request by the Town, each utility and the Town requesting the information, shall agree on the method of transferring the abandoned facility information to the Town in accordance with the mapping capabilities of the utility. A utility shall update the map annually if requested by the Town. The utility may place a disclaimer on the abandonment map such as:

"The locations on this map cannot be relied upon for any purpose except general information and planning to indicate that an abandoned utility facility is in the right-of-way. The user remains obligated to call Digger's Hotline at least three working days prior to any excavation. All utility facilities uncovered in the right-of-way shall be handled as active or energized until confirmed by a utility representative that it is an abandoned or temporarily de-energized facility."

When the Town intends to perform work in an area potentially occupied by the utility, it may call the utility to request information about any abandoned facilities in that area. The utility shall respond to the request within 10 calendar days and shall provide the Town with detailed information about and the location of any abandoned facilities in that area, if available.

The Town shall not require a utility to physically remove any abandoned underground facility if a permanent record of the location of the abandoned facility is maintained by the utility and the presence of the abandoned facility does not prevent or significantly increase the difficulty or future cost of highway construction or maintenance. However, abandoned appurtenant facilities such as manholes and pull boxes shall be filled in or removed in accordance with the Wisconsin Department of Transportation's Standard Specifications for Road and Bridge Construction, then-current edition.

C. Structure Attachments

Utility facilities abandoned on a structure shall be removed within 60 days of abandonment unless otherwise approved by the Town. All removal costs shall be the responsibility of the utility.

SECTION 7 - COMPLIANCE

A. Authority and Appeals

The Town may designate officials to enforce this UAP and individual utility permit requirements.

All utilities, including all consultants, contractors, and subcontractors working for utilities, are required to abide by the UAP and individual utility permit requirements.

To appeal a permit decision, a utility must initially appeal to the permit reviewer within 30 days of permit issuance or denial. A utility may appeal the decision of the permit reviewer to the Town Board

within 30 days of the decision of the permit reviewer on the initial appeal. The appeal process under Wis Stat. § 86.16(5) may be applicable to certain Town actions or inactions.

B. Failure to Comply

At the Town's option, the following measures may be taken if a utility fails to comply with this UAP or a permit:

1. Request for Corrective Action

The request shall include all of the following:

- a. The reason(s) why a utility activity is or was not in compliance.
- b. Corrective measures to be taken and the time period in which the utility shall take such action.

2. Immediate Town Action

If unpermitted actions of a utility adversely affect public safety, health, or welfare the Town may take any necessary immediate action to correct the adverse impact.

3. Suspension of Work Activities

If determined necessary by the Town due to noncompliance or, an emergency situation, the Town may order the suspension of activities at a project site. As soon as practicable, the Town shall notify the designated utility contact of the reasons for the suspension and what action needs to be taken before work may resume.

4. Removal of Installed Facilities

If an installed facility is placed in a location that is inconsistent with a permit, and in a location that is unacceptable to the Town, or in a manner inconsistent with a permit, the utility shall be notified by the Town and shall remove the facility within a time period specified by the Town..

5. Permit Revocation

The Town may revoke a permit if the Town determines revocation is necessary due to continued noncompliance.

6. Public Service Commission (PSC) Notification

The Town may notify the Public Service Commission of Wisconsin of continued noncompliance by a utility and may request PSC assistance in achieving compliance.

7. Withholding Approval of Future Permits

The Town may withhold approval of permit applications submitted by a utility if the utility has existing violations of this UAP or the utility's permits.

C. Inspection

1. Inspection of Work in Progress

The Town may inspect utility activities in progress to verify compliance with this UAP and the utility's permit.

2. Inspection of Completed Work

After permitted work has been completed, the utility shall notify the Town within 14 days that the work is complete. The Town may inspect the completed work to verify compliance with this UAP and the utility's permit.

SECTION 8 – ARCHAEOLOGICAL, HISTORICAL, AND ENVIRONMENTAL CONDITIONS

A utility shall be responsible for performing all archaeological, historical, and environmental assessments and for complying with any archaeological, historical, and environmental requirements under Federal, state, and local law related to or applicable to any utility work, and for the costs of such activities.

A utility conducting a utility project in a location that is required to be, is, or has been subject to contaminant remediation requirements shall provide in its application information sufficient to show that the utility has appropriate approval to conduct such activities in the area and using the construction methods proposed.

SECTION 9 – PERMIT REQUIREMENTS

A. Permit Required

Unless an annual service connection permit (ASCP) has been issued for the utility under Section 11 or unless an exception applies under this UAP, a utility shall obtain a permit from the Town for any utility facility construction or maintenance.

B. General Permit Requirements

Issuance of a permit by the Town does not transfer or convey any land or right in land, including an easement, to a utility. A utility shall comply with all applicable federal, state, and local laws which relate to the utility's work, including those related to the design, construction, materials, or performance of the utility's work. A utility shall retain a copy of each permit in its files during the entire time the facility is located in, over, or under the Town right-of-way and shall have a copy available for review at a construction or maintenance site during the term of such projects.

C. Permit Modifications

The Town reserves the right to modify a permit if the Town determines that it is necessary to do so to protect the public interest in the Town highways. Modifications to a permit could include, but are not limited to, changing the traffic control plan, changing utility location due to conflicts, or changing utility locations due to field conditions.

SECTION 10 – REQUIRED APPLICATION INFORMATION

A. General Policy

A permit application shall include the appropriate permit application form provided by the Town, signed by an authorized officer or representative of the Applicant, and shall contain the telephone number of the Applicant's local contact person and person in charge of construction. Alteration of the permit application form by the Applicant is prohibited. The application shall also include drawings and installation information that are adequate to allow for full evaluation of the project as described below.

B. Permit Limits

- The permit application shall include the limits (project endpoints) of all proposed work. If the utility facility extends into more than one Town, a separate permit application form shall be submitted for each Town. A separate permit application must be submitted for each project on a different highway and/or for non-contiguous projects. The permit authorizes only the described work of and for the Applicant indicated on the face of the permit. The permit does not grant authority for the present or future installation of any other facility.

C. Permit Drawings

Each permit application shall include two copies of adequate drawings of the work to be completed, using the Standard Units of Measurement, showing the proposed location of the utility facility within the right-of-way with respect to the existing highway or any proposed highway improvement and any other existing utility facilities. The drawings shall include measurements from the proposed utility installation to the right-of-way line and to the edge of the traveled way.

For highway crossings, drawings shall include cross-section detail showing depth of bury or overhead clearance, the location of any bore pits (if needed), and a distance reference from the crossing to the nearest public roadway intersection.

D. Installation Information

The utility shall provide the installation information as required by the Town with each permit application, including all of the following:

1. A general description of the location, size, type, nature, and extent of the utility facilities.
2. A description of proposed construction procedures, special traffic control and protection measures, proposed access points, coordination of activities with the highway contractor, and any trees to be removed.
2. For permits that would allow attachment of facilities to a structure, the structure to which facilities will be attached (including bridge number if applicable), the weight of facilities, hanger spacing, hanger details, and expansion/contraction information. See Section 15 for additional requirements regarding structure attachments.

SECTION 11 – ANNUAL SERVICE CONNECTION PERMIT (ASCP)

A. General Policy

A utility may apply for an annual service connection permit (ASCP) from the Town which allows the utility to make routine customer service connections without a separate permit for each connection under Section 9. All utility work conducted under this Section shall comply with this UAP.

B. Application Information

A utility shall use the form provided by the Town to apply for an ASCP and each application shall be reviewed, and if appropriate, approved by the Town. An ASCP is only effective during the calendar year for which it is issued and only for purposes of Town permitting requirements.

The Town may deny approval of an ASCP application if the utility has ongoing or a pattern of noncompliance with this UAP regardless of whether enforcement action has been taken by the Town. In addition, the Town may suspend or permanently revoke an ASCP due to noncompliance with this UAP.

C. Coverage

An approved ASCP only authorizes service connections and extension of the existing distribution line up to a maximum of 300 feet to facilitate a service connection.

D. Implementation

At least three business days prior to the proposed start of the work under an ASCP, a utility shall submit to the Town, by a method approved by the Town, information regarding each proposed customer service connection. The information provided shall include all of the following:

1. Utility's ASCP number.
2. Town range and section numbers, address of property, county, and town in which property is located.
3. Distance from the nearest intersection to the service line.
4. Name of the utility and the contact information for the representative whom the Town should notify following review as provided below.
5. A map or sketch of the project location that depicts the placement of the service line relative to right-of-way and the traveled way.

The Town will use best efforts to review the customer service connection information and notify the utility whether the utility is approved to proceed with the proposed work within three working days.

E. Work Restrictions

Work pursuant to an ASCP shall meet all of the following requirements. Utility work that does not meet these requirements shall be permitted under Section 9.

1. Work shall be conducted without any interference or disruption to traffic.
2. Work shall not involve opening or cutting the pavement, paved shoulders, or medians.
3. Overhead and underground short-side (same side of highway and the distribution line) service connections are allowed.
4. For underground long-side connections (opposite side of highway from the distribution line), work shall be conducted using untrenched construction techniques. Any boring machine that is used shall not be guided from the highway surface. The use of a median area under an ASCP is prohibited, including to check or guide the boring machine. Boring shall be conducted as required by this UAP.
5. Overhead long-side service connections may be allowed, subject to approval by the Town of traffic control and road closure plans.

SECTION 12 – LOCATION REQUIREMENTS

A. General Location

Utility facility locations shall be determined in consideration of all of the following:

1. Accommodation of potential future highway improvements and widening.
2. Servicing or expanding the facilities while minimizing obstruction or interference to the free flow of highway traffic.
3. Adequate vertical and horizontal clearance between a utility facility and any other infrastructure on or in the highway, to allow maintenance of all facilities.
4. Facilities shall be outside of the 45-degree cone of support for the footings of all highway structures.

B. Crossing Location

Utility facilities that cross a highway shall do so as near to perpendicular to the highway alignment as possible. Conditions that are unsuitable or undesirable for underground crossings should be avoided, including crossings that are:

1. Deep cuts.
2. Near footings of bridges or retaining walls.
3. Across highway intersections at grade or ramp terminals.
4. At cross drains where the flow of water may be obstructed.
5. Within basins of an underpass drained by a pump.
6. In wet or rocky terrain where it will be difficult to attain minimum bury.

C. Underground Longitudinal Location

The longitudinal location of underground utility facilities within the right-of-way shall provide as much clearance from the traveled way as conditions will allow. Such lines shall be of uniform alignment and be located at or as near as practical to the right-of-way line.

D. Aboveground Longitudinal Location

The longitudinal location of aboveground utility facilities shall be outside of the clear zone where possible. Facilities shall be of uniform alignment and be located at or as near as practical to the right-of-way line. If any aboveground utility facility is within the clear zone or is determined to be in a location that has a higher-than-average accident potential, the Town may require:

1. The utility facility to be of approved yielding or breakaway construction, or
2. The utility facility to be protected by a Town-approved barrier such as beam guard, crash cushion, etc.

E. Relocation of Existing Utilities

Upon order by the Town, a utility shall relocate or alter a utility facility to facilitate alteration, improvement, safety control, or maintenance of the Town highway or the accommodation of another right-of-way user. All costs of complying with such an order shall be the obligation of the ordered utility, unless a specific utility agreement to which the Town is a party provides otherwise or unless another right-of-way user is responsible for all or a portion of the costs.

F. Subsurface Utility Engineering

The use of subsurface utility engineering (SUE) to locate buried facilities is approved by the Town. A utility using SUE shall include this information in the permit application.

SECTION 13 – APPURTENANCES

A. General Policy

Appurtenant facilities such as pedestals, manholes, vents, drains, rigid markers, valve and regulator pits, etc. should be located outside of the clear zone and near or at the right-of-way line. Manholes, valve pits, etc. should be installed so that their uppermost surfaces are flush with the adjacent undisturbed surface.

All utility pedestals, cabinets, transformers, and other aboveground (i.e., not flush with the ground) structures located within the highway right-of-way shall be adequately marked. Markers shall be installed and maintained by the utility owner. The Town will not be liable for damage done to aboveground utility structures, including when conducting mowing and snow plowing activities, that are not adequately marked.

B. Buildings

Buildings shall not be located in the highway right-of-way.

C. Cabinets

Cabinets shall not be located in the highway right-of-way unless approved by the Town. When cabinets are allowed to be located in the right-of-way they shall be placed at a location not vulnerable to an errant vehicle and at or as near as practical to the right-of-way line. Foundations beneath cabinets shall be flush with the existing ground or proposed ground slope if associated with a roadway construction project.

D. Manholes

Manholes shall not be located in the pavement and should not be located in the roadway shoulders unless approved by the Town.

SECTION 14 – VERTICAL LOCATION

A. Underground

The depth of bury for underground facilities within the right-of-way shall be a minimum of 24 inches as measured from the finished ground surface to the top of the facility except under ditch bottoms where it shall be a minimum of 30 inches at the time of installation.

The depth of bury for underground facilities crossing the highway shall be a minimum of 30 inches as measured from a straight line connecting the lowest points of the finished ground or pavement surface on each side of the right-of-way to the top of the facility at the time of installation.

When a permit is requested by a utility and a future road project is anticipated, the utility may be required to bury deeper in accordance with the Town plans.

Where minimum bury is not feasible, the facility shall be rerouted or protected with a casing, concrete slab, or other suitable measures. In solid rock, the depth of bury may be reduced if adequate protection

is provided. All utilities shall obtain prior approval from the Town before burying any facility less than the minimum depth required.

B. Overhead

Vertical clearances for overhead utility facilities shall comply with all state and national electrical codes and other requirements. Utility facilities crossing over the highway shall be no less than 17 feet above the high point of the traveled way.

Pre-existing utility facilities with less overhead clearance may be maintained if they were constructed and are maintained pursuant to applicable state and national electric codes and other requirements.

SECTION 15 – INSTALLATION ON STRUCTURES

A. General Requirements

Attachment of utility facilities to highway structures is only allowed if specifically approved by the Town. The Town will consider approval of attachment of utility facilities to a highway structure if the following will not be materially adversely affected:

1. Structure design and appearance.
2. Safe operation of traffic.
3. Efficiency of maintenance.

The utility shall be responsible for all Town costs associated with such attachments. This includes, but is not limited to, additional design time, increased bridge deck thickness, and future bridge maintenance (painting and inspection).

B. Installation Location Requirements

When a utility facility is attached to a bridge, the installation shall be located:

1. Beneath the structure floor.
2. Inside the outer girders or beams or within a cell.
3. At an elevation above low superstructure steel or masonry which would not inhibit bridge inspections or repairs.

A utility facility may be located within the highway structure's deck for new construction or deck reconstruction projects if the utility notifies the Town in advance of or while the structure is being designed and if the Town approves such installation.

C. Installation Openings

1. The openings created in the bridge abutments to allow passage of the attached utility facility shall be of the minimum size necessary.
2. The opening in the abutment around the permitted facility shall be filled completely to seal the opening and effectively preclude the leakage of any moisture or backfill material through the abutment.

3. If the utility sleeves the facility through the abutment, the sleeve shall be tight sealed into the abutment. Any space between the sleeve and facility it encloses shall be sealed.

SECTION 16 – MEDIAN INSTALLATIONS

A. General Policy

No poles, guys, or other related facilities may be located in a highway median, including with respect to both longitudinal and crossing installations.

B. Median Work

No work shall be performed in the median of any highway without prior approval from the Town. When median work is authorized, it shall conform to the following provisions unless otherwise approved by the Town:

1. The permittee or its contractor shall notify the Town at least 3 working days prior to the expected beginning of work in the median and shall provide an approximate completion date for the work.
2. All equipment, operations, and spoil material shall be located within the center area of the median.
3. No openings, vehicles, equipment, or materials of any type shall be located within the median overnight.
4. The utility shall provide a Temporary Traffic Control (TTC) plan to the Town that includes the proper advance, warning, and work area signage in accordance with standards and recommendations of the U.S. DOT FHWA Manual on Uniform Traffic Control Devices (MUTCD) and the Wisconsin Supplement to the MUTCD; or comply with the standards and requirements of the most recent version of the Wisconsin Department of Transportation (WisDOT) Work Zone Field Manual for construction site control measures.

SECTION 17 – BREAKAWAY CONSTRUCTION

Breakaway or yielding facilities along the highway should be set as far back as feasible to prevent a pole or other device from falling onto the traveled way when struck by an errant vehicle.

Foundations beneath breakaway poles shall be flush with the ground.

SECTION 18 – SCENIC CONSIDERATIONS

A. General Policy

The type and size of a utility's facilities and the manner and extent of utility facility installations shall not materially impair the scenic quality, appearance, or view of highway roadsides and adjacent areas. When feasible, the Town strives to enhance visual qualities of the highway system by:

1. The retention and/or planting of trees, shrubs, and other vegetation.
2. The selection of special alignments and corridors.
3. The acquisition of scenic easements.

B. Scenic Areas

Utilities shall not install utility facilities in areas which have been acquired or designated for their scenic quality, such as scenic strips, overlooks, rest areas, recreation areas, public parks, historic sites, etc., and the right-of-way which traverses these areas, except as provided in this section.

1. New underground utility installations may be permitted within scenic areas when the installation does not require extensive removal or alteration of trees or other natural features visible to the highway user and does not impair the visual quality of the lands being traversed, as determined by the Town.
2. New overhead installations shall be prohibited at such locations where there is a feasible and prudent alternative to the use of the scenic areas by the overhead facility. When this is not the case, installations will be considered by the Town only where:
 - a. Other locations are unusually difficult, unreasonably costly, or are undesirable from the standpoint of visual quality.
 - b. An underground installation is not technically feasible, or it is unreasonably costly.
 - c. The proposed installation can be made at a location (and will employ suitable designs and materials) which gives adequate protection to the visual qualities of the area being traversed.
2. These controls shall also be followed in the location and design of utility installations that are needed for a highway purpose, such as for continuous highway lighting, or to serve a weigh station or rest or recreational area.

SECTION 19 – ADDITIONAL CONSTRUCTION REQUIREMENTS

A. Use of Temporary Guard Poles

No guard pole shall be set within the right-of-way unless specifically authorized by a permit. By definition, a guard pole is used to prevent aerial lines from falling onto the traveled way. Any guard poles permitted in the clear zone shall comply with Section 12(D).

B. Unexpected Field Conditions

Any modification of the terms of the approved permit to meet changed or unexpected field conditions shall require prior approval from the Town.

C. Blasting

Blasting on the right-of-way is prohibited unless specifically authorized by a permit.

D. Survey Markers

No survey marker (e.g. right-of-way marker, benchmark, etc.) shall be disturbed unless prior approval has been obtained from the Town. In addition, other survey markers [e.g. United States Geological Survey (USGS), Town, etc.] located in the Town right-of-way shall not be disturbed unless prior approval is obtained from their owner(s).

Any survey marker that is disturbed, removed, or destroyed shall be restored by the utility at its expense under the supervision of a registered professional land surveyor.

E. Vegetation

No tree or shrub shall be sprayed, cut, trimmed, or damaged to facilitate the installation of a utility facility unless specifically authorized by a permit. A utility may be required to replace vegetation which is proposed to be damaged or destroyed at the discretion of the Town. When the removal of a tree is permitted, the stump shall be removed and the hole properly backfilled or cut flush with the ground as directed and approved by the Town. At no time shall trees or other vegetation be cut on Town right-of-way without approval of the Town.

Utilities should be aware of rare or endangered plant species or animal and insect species that feed off of native vegetation in the right-of-way that must be protected or avoided by law. Utilities may receive assistance in identifying these areas by contacting the local Department of Natural Resources office at the local DNR Service Center. The chipping or grinding of trees may be allowed by the Town on a permit-by-permit basis. This includes spreading the resulting mulch evenly over the right-of-way such as not to leave mounds or humps or interfere with drainage or road maintenance activities.

F. Highway Signs

A utility shall not remove any highway sign unless approved in its permit.

G. Trenched Construction

The following are required for all construction involving trenching or backfill:

1. Restoration of the structural integrity of the highway facility.
2. Security of the facility against deformation likely to cause leakage.
3. Prevention of the trench entrapping excessive moisture or becoming a drainage channel.
4. Prevention of blockage of highway drainage by backfill.

When determined to be necessary by the Town, trenches for underground utility facilities shall be backfilled with material excavated from the trench and necessary outlets shall be provided to prevent entrapment of water. Underdrains shall also be provided where determined to be necessary by the Town.

Utility installation shall conform to the Wisconsin Department of Transportation's applicable Standard Specifications for Highway and Structure Construction, current edition, for earthwork, culverts, or other utility work within the right-of-way.

Backfill, compaction, and restoration shall be completed to the satisfaction of the Town. Alternatively, the Town may require that backfill and repaving be performed by the Town at the expense of the utility.

H. Untrenched Construction

Untrenched construction shall be required for all underground utility crossings of all highways that have a paved surface and are open to traffic unless specifically authorized in the permit.

Untrenched installation of utility facilities may be accomplished by tunneling, driving, coring, and/or dry boring. Wet boring under the highway shall be prohibited unless specifically authorized in the permit.

Boring shall result in a close fit to the facility being installed. Untrenched construction shall, as a minimum, extend beneath the entire highway prism (from toe of inslope to toe of inslope or from back

of curb to back of curb). Ground openings or pits for such work should be located outside of the clear zone and shall not interfere with highway drainage.

When specifically authorized by the Town, the extent of the untrenched crossing may be reduced or eliminated where such construction methods are impractical or physically restricted by the terrain.

I. Non-Metallic Lines

Any non-metallic pipe, cable, or other kind of utility line which lacks a continuous and integral metallic component capable of detection by locating instruments shall be accompanied in its location by a continuous detectable metallic tracer wire or metallic tape. The Town may allow an alternative method of utility detection provided that the method requested by the utility meets basic requirements for utility location and is easily locatable at all times without adverse impact.

J. Casing

Where crossings by underground lines are encased in protective conduit or duct, the encasement shall extend at least two feet beyond the toe of slope or three feet beyond the ditch line. On curbed sections it shall extend at least one foot outside the outermost back of curbs.

SECTION 20 – TRAFFIC CONTROL

A. Authority

All traffic control for utility work performed on Town highways shall abide by:

1. The current FHWA Manual on Uniform Traffic Control Devices (MUTCD) any supplements thereto, and the Wisconsin Supplement to the MUTCD.
2. Section 643 in the current edition of the Wisconsin Department of Transportation's Standard Specifications for Highway and Structure Construction.
3. Alternatively, and at the Town's determination, traffic control may be in accordance with appropriate diagrams found in the Wisconsin Department of Transportation's "Work Zone Field Manual, Current Edition".
4. All Flaggers shall be certified in accordance with the Wisconsin Department of Transportation standards or guidelines.
5. The specific provisions in the project permit.

The standards set forth in the Wisconsin MUTCD and any supplements thereto are minimum guidelines, and additional traffic control shall be used when necessary or if required by Town.

B. General Policy

All utility work shall be planned and prosecuted with full regard for safety and to keep interference with highway traffic to a minimum. On heavily traveled highways, utility work interfering with traffic may not be allowed during periods of peak traffic flow. Any such work allowed shall be planned so that closure of intersecting streets, road approaches, or other access points is minimized. No utility work shall begin until all required warning signs, devices, and methods adequate to protect the public are in place and fully functional. These shall be maintained until all utility work is completed.

All operations shall be performed without closing all or obstructing part of any highway traffic lane unless it is approved by the Town and proper traffic control is specified.

All warning signs shall have reflectorized sheeting which **shall comply with 643.2.12.2 of the Wisconsin Department of Transportation's Standard Specifications for Highway and Structure Construction, current edition.** Warning signs shall be removed, covered, turned, or laid flat when workers or workers' vehicles are not at the job site or when the signs' messages are not relevant. All barricades and barrels shall be reflectorized with Type H reflective sheeting as a minimum. Cones used during nighttime operations shall be at least 28" in height and reflectorized.

C. Traffic Control Selection

1. Factors

When selecting the appropriate traffic control plan, the Applicant shall implement the minimum standards for traffic control by utilizing an appropriate temporary lane closure layout as shown in the MUTCD or WisDOT Work Zone Field Manual, based on the conditions and considerations at the project location, including but not limited to;

Physical characteristics of the road.	Posted speed limit.
Available sight distance.	Weather.
Traffic volume.	Light conditions.
Time of day.	Lane closure may require flagging.

2. Long Term Duration

All stationary daytime utility work which takes longer than one hour to perform should utilize traffic control plans designed in accordance with MUTCD standards and utilizing the MUTCD or WisDOT Work Zone Field Manual guidance for traffic control as it may apply. The Town may require a more extensive traffic control plan if any of the following situations occur:

- a. Utility work is performed during nighttime hours.
- b. Traffic control is required overnight to protect the work zone(s) during non-work times.
- c. Utility work is performed in a continuously moving work zone. This excludes moving from one stationary work zone to another.
- d. Utility work cannot be adequately protected by using standard traffic control diagrams.

3. Short Term Duration

Daytime utility work that will be completed in one hour or less may not require the use of a formal traffic control plan, at the Town's discretion. The utility is still responsible for providing traffic control adequate to protect public safety and meeting minimum criteria in accordance with either the MUTCD or WisDOT Work Zone Field Manual. Additional traffic control such as guard (shadow) vehicles and impact attenuators may also be required.

SECTION 21 – WORK SITE SAFETY

A. General

The utility is responsible to assure that the work site is always secure against any hazard to the public until all of the work is completed. Vehicles, equipment, and materials which are in active use at the work site shall be regulated by the utility as to assure consistently safe conditions.

Sheeting, shoring, bulkheads, or temporary/permanent concrete barriers, etc. may be ordered by the Town if considered necessary to protect the highway and the traveling public and shall be provided by and at the cost of the utility.

B. Equipment/Material Storage

Utility hardware or equipment which is located at the work site but not in immediate (same day) use should be stored in a safe location out of the right-of-way. If this is not practical, the equipment or material may be stored beyond the clear zone and as close to the fence or right-of-way line as possible if approved by the Town.

C. Vehicle/Equipment Visibility

Vehicles and equipment shall have their high intensity flashing (strobe or revolving) and hazard warning lights operating during work operations.

D. Individual Conduct

All utility and contractor personnel who are out of their vehicles and within the right-of-way shall at all times wear their retro-reflective safety vests or garments meeting ANSI/ISEA 107-2015 for type “R” in Performance Class 2 or 3 in accordance with the standards for minimum criteria of PPE as found in either the MUTCD or WisDOT Work Zone Field Manual.

SECTION 22 – CLEANUP AND RESTORATION

A. Work Site Cleanup

All debris, refuse, and waste resulting from the utility’s activities shall be removed from the site and the motorists’ view within two weeks of completion of work, unless otherwise authorized by the permit. Burning of cuttings, brush, or other debris shall not be permitted within the limits of the right-of-way. Also see Section 19(E) regarding chip spreading.

All replaced poles shall be completely removed from the highway. The pole’s hole shall be properly backfilled and compacted. All anchor rods shall be removed or cut off a minimum of one foot below ground level.

B. Highway Restoration

The utility shall be responsible for restoring the highway and the adjacent right-of-way to its original condition (or as close to its original condition as possible) **within two weeks** after completion of the facility installation. Exceptions may be allowed (e.g. in the case of bad weather or winter work) with prior approval from the Town. Failure of the utility to make prompt and satisfactory restorations of the highway or adjacent right-of-way may cause the Town to arrange for restoration by others at the utility’s expense.

Any curb, gutter, pavement, sidewalk, driveway, gravel base, ballast, shouldering material, or other highway element disturbed by the utility shall be restored to the qualities, grades, compactions,

conditions, etc., they were in prior to utility work in accordance with the Wisconsin Department of Transportation's Standard Specifications for Highway and Structure Construction, current edition. Any subsequent subsidence, heaving, settling, or other faulting or movements attributable to the utility work shall be repaired in a manner satisfactory to the Town, within the time period specified by the Town, at the utility's expense. Backfilling details in the Appendices to this UAP shall be used as a guide for backfilling excavation operations.

Any turfed area of the highway disturbed by the utility shall be restored with topsoil to the depth that existed prior to construction or the depth necessary to support revegetation, whichever is deeper, and reseeded to perennial grass or sodded to the satisfaction of the Town. Trees or vegetation which are damaged or destroyed shall be replaced in-kind unless specified in the utility's permit. Once replaced, the utility shall also maintain turfed areas, trees, and vegetation until they achieve sustained growth.

If, in the opinion of the Town, the permitted work or facilities are found to obstruct highway drainage, unduly increase the difficulty of highway maintenance, or in any other manner adversely affect a highway interest, the utility shall, upon notice, cure the fault as directed and restore the highway facility to the satisfaction of the Town.

SECTION 23 – EROSION CONTROL AND STORM WATER MANAGEMENT

A. General Requirements

A utility shall utilize proper erosion control and storm water management measures that comply with all applicable state and federal laws and ensure that these measures are implemented at all times during utility work. The utility shall also be responsible for providing erosion control and storm water management measures to protect all restored areas upon completion of the project until the replacement vegetation achieves sustained growth.

B. Implementation

Requirements for erosion and stormwater controls for utility work are provided below for major and minor projects.

If certain thresholds of land disturbance are required or for certain types of projects, a utility may also be required to apply for separate erosion or stormwater control permits from the Town, the County, and/or the Wisconsin Department of Natural Resources. The Utility is responsible for determining which are required for each of its projects and acquiring those permit(s) in advance of starting work.

C. Major Projects

1. Definition

Major projects include excavations which will not be restored in the same day or immediately the next day. Examples of major utility projects may include the following:

1. Grading on the right-of-way.
2. Large, open pavement/shoulder cuts.
3. Large boring operations and boring pits.
4. Trenching operations.

2. Specific Requirements for Major Projects

A utility shall include an erosion control plan with its permit application for major projects. A utility may use Chapter 10 of the Wisconsin Department of Transportation's Facilities Development Manual (FDM) or Standard Erosion Control Plan guidance documents and Best

Management Practice references from the Wisconsin Department of Natural Resources as a guide in the proper selection, installation, and maintenance of erosion control and storm water management measures. As part of its review of a erosion control plan, the Town may require an on-site meeting with the utility.

Any required temporary erosion control and storm water management measures shall be installed at the job site prior to the commencement of work. After work is completed at a site and temporary erosion control measures are no longer required for their intended purpose, as determined by the Town, the utility shall remove any temporary erosion control measures.

D. Minor Projects

1. Definition

Minor projects include excavations which will be restored in the same day or immediately the next day. Examples of minor utility projects may include the following:

- | | |
|--------------------------------|---------------------------------------|
| 1. Overhead crossings. | 5. Hand digging. |
| 2. Pole installations | 6. Small boring operations (moles). |
| 3. Plowing operations. | 7. Small open pavement/shoulder cuts. |
| 4. Minor trenching operations. | |

2. Specific Requirements for Minor Projects

The utility shall respond to any soil disturbance by promptly replacing the soil and topsoil and/or temporary seeding and mulching the soil. This includes repairing equipment and vehicle tracks. Erosion control devices such as hay or straw bales and silt fence shall be present at the job site or be immediately accessible in case weather conditions require action to prevent erosion of bare or loose soil. Soil piles left overnight shall be covered or protected with silt fence to prevent possible runoff.

SECTION 24 – SPECIFIC COMMUNICATIONS UTILITY REQUIREMENTS

A. Standards

The minimum standards for the design, construction, operation, and maintenance of communications utility facilities shall be those contained in the Wisconsin Statutes and Wisconsin Administrative Code. When applicable codes, ordinances, or laws of local governmental entities having jurisdiction are more restrictive, they shall govern. When neither the Wisconsin Administrative Codes nor the local governmental regulations apply, the electrical power facility shall at a minimum conform with the then-applicable National Electrical Safety Code.

Small cellular carriers are governed by Wis. Stat. § 66.0414 and shall adhere to the requirements of this UAP.

B. Type of Construction

1. Single Pole

Any longitudinal installations of overhead lines within the right-of-way should utilize single pole construction.

2. Joint Use

Joint use pole construction should be used:

- a. At locations where more than one utility or type of facility is involved.
- b. When the right-of-way widths approach the minimum needed for safe operations or maintenance requirements.
- c. When separate installations require extensive removal or alterations of trees.

C. Down Guy Locations

Guy wires to ground anchors and other supporting or bracing devices shall not be placed between a pole and traveled way where they would encroach upon the clear zone unless specifically authorized by the Town and unless the installation utilizes breakaway technology.

D. Maintenance Activities

The following minor maintenance is allowed without an additional permit subject to the requirements herein and provided that such activities do not impact the free flow of traffic on any highway:

1. Repair or replacement of overhead service wire.
2. Repair or replacement of overhead cable and terminal hardware two spans or less.
3. Replacement of a pole in the same location, maximum of 10 poles per 5-mile section.

Note: Once a new pole is installed, all attached facilities (electric, telephone, CATV, etc.) shall be transferred to the new pole in a timely manner. The old pole shall then be completely removed as required in this UAP.

4. Locate buried facilities.
5. Stake route for proposed buried cable.
6. Connect and test wiring at buried cable pedestal locations.
7. Crossarm, bracket, and hardware repair/replacement.
8. Add anchor, guy, or brace between pole and right-of-way line or no closer to traveled way than pole.
9. Trench a pole to maintain or increase roadside clearance.
10. Repair or replace overhead conductor 2 spans or less.
11. Line patrolling.
12. Inspection of manholes (includes water removal, cable tagging, and minor modifications, etc.).
13. Electrolysis surveys.
14. Test for location of underground lines.
15. Paint poles, towers, or crossarms.

16. Straighten pole, crossarm, or brace.
17. Test or treat existing pole.
18. Remove debris from overhead line.
19. Repair or add grounds.
20. Resag, reattach, or rearrange conductor.
21. Repair cable bonding.
22. Survey lines.
23. Replace pole tags and signs.
24. Reinforce existing pole.
25. Mark location of proposed pole; proposed cable.
26. Grass cutting or snow plowing.
27. Trim trees or remove brush for existing line.
28. Minor repair of lines (installation of buried splices, etc.)
29. Sign and marker installation/replacement.
30. Replace/remove line in existing duct.
31. Surveying and resetting reclosures.

SECTION 25 – SPECIFIC ELECTRIC UTILITY REQUIREMENTS

A. Standards

The minimum standards for the design, construction, operation, and maintenance of electric utility facilities shall be those contained in the Wisconsin Statutes and Wisconsin Administrative Code. When applicable codes, ordinances, or laws of local governmental entities having jurisdiction are more restrictive, they shall govern. When neither the Wisconsin Administrative Codes nor the local governmental regulations apply, the electrical power facility shall at a minimum conform with the then-applicable National Electrical Safety Code.

B. Additional Permit Information

For transmission facility installations, the Applicant shall specify the proposed operating voltage or voltages.

C. Type of Construction

1. Single Pole

Joint use single pole construction should be used:

- a. At locations where more than one utility or type of facility is involved.
- b. When the right-of-way widths approach the minimum needed for safe operations or maintenance requirements.
- c. When separate installations require extensive removal or alteration of trees.

D. Down Guy Locations

Guy wires to ground anchors and other supporting or bracing devices shall not be placed between a pole and the traveled way where they would encroach upon the clear zone unless specifically authorized by the Town and unless the installation utilizes breakaway technology.

E. Maintenance Activities

The following minor maintenance is allowed without an additional permit subject to the requirements herein and provided that such activities do not impact the free flow of traffic on any highway:

- 1. Switching.
- 2. Fuse replacement.
- 3. Transformer replacement.
- 4. Crossarm, bracket, and hardware repair/replacement.
- 5. Add anchor, guy, or brace between pole and right-of-way line or no closer to traveled way than pole.
- 6. Trench a pole to maintain or increase roadside clearance.
- 7. Replacement of a pole in the same location, maximum of 10 poles per 5-mile section.

Note: Once a new pole is installed, all attached facilities (electric, telephone, CATV, etc.) shall be transferred to the new pole and the old pole removed within 60 days.

- 8. Repair or replacement of overhead conductor 2 spans or less.
- 9. Line patrolling.
- 10. Manhole inspection (includes water removal, cable tagging, minor modifications, etc.).
- 11. Electrolysis surveys.
- 12. Test for location of underground lines.
- 13. Paint poles, towers, or crossarms.
- 14. Straighten pole, crossarm, or brace.
- 15. Test or treat existing pole.
- 16. Clean insulators.
- 17. Remove debris from overhead line.

18. Repair or add grounds.
10. Resag, reattach, or rearrange conductor.
20. Sample or test insulating oil.
21. Repair cable bonding.
22. Install or remove transformer or regulator.
23. Survey lines.
24. Replace outdoor lighting bulbs and cleaning glass.
25. Repair or replace outdoor lighting control.
26. Reset time clock or control switch.
27. Replace pole tags or signs.
28. Reinforce existing pole.
29. Mark location of proposed pole/proposed cable.
30. Grass cutting or snow plowing
31. Trim trees or remove brush for existing line.
32. Sign and marker installation/replacement.
33. Minor repair of lines (splice, etc.).
34. Replace/remove line in existing duct.
35. Repair or replace overhead service.
36. Reading service meters (access from expressway or free shoulders is allowed during non-peak rush hours only).
37. Locate buried facilities.
38. Surveying and resetting reclosures.

SECTION 26 – SPECIFIC FLUIDS AND GASES UTILITY REQUIREMENTS

A. Standards

The minimum standards for the design, construction, operation, and maintenance of fluid and gas-type facilities shall be those contained in the Wisconsin Statutes and Wisconsin Administrative Code. When applicable codes, ordinances, or laws of local governmental entities having jurisdiction are more restrictive, they shall govern.

In addition, utility installations shall meet the following requirements:

1. Water lines shall conform with the currently-applicable specifications of the American Water Works Association and the Wisconsin Underground Contractors Association's Standard Specifications for Water and Sewer Construction in Wisconsin; most recent version and addendums.
2. Pressure pipelines shall conform with the currently applicable requirements of Title 49, Code of Federal Regulations of the Office of Pipeline Safety.
3. Liquid petroleum pipelines shall conform with the currently applicable recommended practice of the American Petroleum Institute for pipeline crossings under railroads and highways.
4. Sanitary and storm sewers shall conform with the currently applicable specifications of the Wisconsin Underground Contractors Association's Standard Specifications for Water and Sewer Construction; most recent version and addendums.

B. Irrigation and Drainage Pipes, Ditches, and Canals

Irrigation and drainage facilities installed across the right-of-way generally shall be designed and constructed in accordance with the Wisconsin Department of Transportation's specifications as shown in Chapter 16, Standard Detail Drawings, of the Facilities Development Manual. Appurtenances which would constitute a hazard to traffic are not permitted within the clear zone and should be located outside of the right-of-way. Where ditch rider roads are adjacent to ditches or canals that cross the highway, consideration shall be given to safety, traffic, operations, and economic factors when providing for the continuity of such roads.

C. Requirements for Appurtenances

Vent standpipes are not required for casings but when used, the vent shall be located and constructed to not interfere with maintenance of the highway nor be concealed by vegetation. These pipes should stand near a fence or the right-of-way line. If drains are provided for casings, tunnels, or galleries enclosing carriers of liquids, liquefied gases, or heavy gases, they shall not outfall into highway ditches or natural water courses.

D. Special Treatment of Pipelines

1. General Policy

Special treatment of pipelines beneath highways, including interstates and other freeways and including any median, is not required provided the pipe would be installed by jacking and/or dry boring the carrier pipe to an essentially snug fit.

2. Special Treatment

Special treatment such as casing, cathodic protection, thickened wall carrier pipe, coating and wrapping, concrete sleeves, or caps of particular pipe crossings are required if, in the determination of the Town, such installation shall be more protective of the highway or of the safety and convenience of the traveling public. Some examples of locations where special treatment may be required include, but are not limited to, the following:

- a. Locations where a pipeline (whether crossing or a portion of pipe paralleling the highway) would pass in close proximity to a substructural part of a highway structure. This refers to pipes underground and not to pipes suspended on a highway structure.
- b. Locations where a pipeline would pass beneath the slope wall below a highway structure.

- c. Locations where restraints inhibit a pipe from being placed or remaining at the depth required by code.
- d. Locations where the ground conditions are known to be particularly unstable.
- e. Locations where restraints inhibit a water pipe from being placed or remaining below the frost line.

E. Attachments to Structures

Pipelines that will be attached to a highway structure shall not exceed a maximum internal pressure of 150 PSIG. Pipelines carrying pressures in excess of 150 PSIG may be considered for approval by the Town only if no other alternative location off the structure is feasible.

F. Maintenance Activities

The following minor maintenance is allowed without an additional permit subject to the requirements herein and provided that such activities do not impact the free flow of traffic on any highway:

1. Leak surveys (vehicle or walk patrol), line patrolling.
2. Pressure surveys (gauge check or setting of charts).
3. Odorant checks.
4. Regulator maintenance (change out, lockup check, spring change, etc.).
5. Valve maintenance (activation check, grease, replacement, etc.).
6. Line purging.
7. Exposed line survey and maintenance (on bridges, exposed valve assembly, etc.).
8. Line locates and facility marking.
9. Up rating pressure of main (monitoring).
10. Pit (vault) maintenance (water removal, painting, minor modifications).
11. Minor cutouts and repair of lines (installation of clamps, welds, etc.).
12. Cathodic protection checks and related repair.
13. Sign and marker installation/replacement.
14. Relief vent line inspections.
15. Maintenance and repair of telemetering equipment.
16. Land surveying.
17. Painting above-ground facilities.
18. Grass cutting or snow plowing.
19. Trim trees or remove brush for existing line.

SECTION 27 - PRIVATE UTILITY FACILITIES

A. General

All private utility facilities shall meet the requirements of this UAP in the same manner as applies to a utility and shall be designed, constructed, operated, and maintained as described in the specific policies for communications, electric, and fluid or gas lines, whichever more closely resembles the purpose of the facility.

B. Additional Requirements

Based upon the proposed private utility installation's potential for damage to the Town highway or the environment, the Town may require the following to be submitted with a permit application form:

1. Evidence of commercial general liability, workers compensation and employer's liability, and commercial motor vehicle liability insurance.
2. A certificate of insurance which names the Town as an additional insured.

Town of Osceola Utility Accommodation PERMIT FORM

Town of Osceola, Polk County APPLICATION/PERMIT to CONSTRUCT, OPERATE, and MAINTAIN UTILITIES WITHIN HIGHWAY RIGHT-OF-WAY

Applicant/Company: _____
 Address: _____
 Office Phone: _____
 Cell Phone: _____
 Plans Prepared By: _____
 Company: _____
 Phone: _____
 Email: _____

LOCATION INFORMATION	
Highway(s): _____	
_____ ¼ of the _____ ¼ Sec _____ T _____ N _____ R _____ E	
ADDITIONAL INFORMATION	
Annual Service Connection Permit? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Utility Work Order # _____	
Fee Required? <input type="checkbox"/> Yes <input type="checkbox"/> No Amount \$ _____	

DESCRIPTION OF PROPOSED WORK (Check and fill out all that apply)

UTILITY TYPE: ☐ Electric ☐ Gas/petroleum ☐ Communications ☐ Water ☐ Sanitary sewer ☐ Private line
☐ Transmission ☐ Distribution ☐ Service Facility Size/Capacity: _____
 (diameter, # fibers, psi, Kv, etc.)

ORIENTATION: ☐ Overhead ☐ Underground ☐ Parallel to hwy centerline ☐ Hwy crossing ☐ Bridge attachment ☐ Tunnel

WORK TYPE: ☐ New construction ☐ Improve/repair existing ☐ Maintenance ☐ Removal ☐ Abandon in place

CONSTRUCTION METHOD(S): ☐ Plow ☐ Trench ☐ Bore ☐ Suspend on poles/towers ☐ Open cut hwy ☐ Cased

☐ Tree cutting/removal ☐ Chemical treatment of trees/brush Erosion Control Designation: ☐ Major ☐ Minor

Provide additional narrative if needed: _____

NAME AND PHONE NUMBER OF UTILITY REPRESENTATIVE
 RESPONSIBLE FOR CONSTRUCTION: _____

Estimated Starting Date: _____ Estimated Completion/Restoration Date: _____

The Applicant understands and agrees that the permitted work shall comply with all permit provisions and conditions of the Utility Accommodation Policy of the above-named Town in effect at the time of this application and with any special provisions listed below or attached hereto, and any and all plans, details, or notes attached hereto and made a part thereof.

The Applicant acknowledges receipt of and agrees to the indemnification requirements enclosed with this permit form: _____ (Initial)

By: _____
 (Signature of Applicant/Company Authorized Representative) (Title) (Date)

(Typed/Printed Name of Person Signing Above or Electronic Signature Code) (Authorized Applicant/Company Representative Telephone Number)

DO NOT WRITE BELOW THIS LINE

PERMIT APPROVAL BY PERMITTING AUTHORITY

The foregoing application is hereby approved, and permit issued by the Town subject to full compliance by the Applicant with all provisions and conditions stated in the Utility Accommodation Policy of the above-named Town including the Indemnification as included in Section 3 of the Utility Accommodation Policy in effect on the date of this application and as appended to this permit.

Supplemental Provisions Attached: ☐ Yes ☐ No

By: _____
 (Authorized Representative for Town)

FEE RECEIVED: \$ _____

CHECK NUMBER: _____

DATE ISSUED: _____

(Title)

(Date)

HWY PROJECT #: _____

Date Revised: ____/____/20____

PERMIT NUMBER: _____

PERMIT PROVISIONS AND CONDITIONS OF ISSUANCE:

Pursuant to Wisconsin Statutes, the WisDOT Highway Maintenance Manual, other Town regulations, this permit is granted to allow performance of the specific work described or referenced herein. The following standard provisions and any included special provisions shall govern:

1. Comply with the conditions and requirements of the Town's Utility Accommodation Policy (UAP).
2. Permitted facilities shall, if necessary, be altered at the expense of the Applicant/Owner to permit alteration, improvement, or maintenance of the highway as may hereafter be ordered. The entire cost of constructing and maintaining the permitted facilities shall be the obligation of the Applicant/Owner; unless a contract for such costs has been executed by the Town.
3. Permitted Utility location shall be installed at the furthestmost horizontal location from the centerline, shall maintain a consistent centerline offset, shall meet the minimal offset and cover requirements of the UAP, and shall not deviate in position from the approved Permit submittal documents without written Town consent and approval.
4. No open cutting for a crossing will be allowed where the pavement is too narrow to maintain one-way traffic at all times, unless the Town has granted permission for a detour. Wherever the pavement is opened, spoil shall be hauled away and the trench shall be backfilled with sand, gravel, or structural fill (compacted in layers) as required by the Town.
5. Pavement removed shall be replaced in accordance with Town specifications.
6. Applicant shall provide ALL NECESSARY SIGNS, FLAGMEN, AND LIGHTS required per conformance with the "Manual on Uniform Traffic Control Devices" and the UAP. When a detour is authorized, local newspapers shall be notified, by the Applicant, in advance of the work being started.
7. All disturbed areas shall be returned to their previous condition or better, subject to the satisfaction of the Town representative. Access to all private drives and public street intersections shall be maintained, and all areas completely restored.
8. Trenching, tunneling, and excavating shall be performed in accordance with the requirements of OSHA, state law, the UAP, and any applicable local regulations.
9. Copy of the permit approval, along with any plans and special provisions, shall be made available on the job site.
10. Upon completion of the work, Applicant/Owner shall file a written notice of completion with the Town within 14 days.
11. Other jurisdictions that may have permit authority are to be contacted; for example, WI DNR, County, County Land & Water Conservation, etc.
12. Issuance of a Permit does not exempt Applicant/Owner from any other Federal, State, County, Town, or Local Agency Permits or approval processes.

INDEMNIFICATION AND INSURANCE REQUIREMENTS:

1. **APPLICANT shall indemnify, hold harmless and defend TOWN, its boards, commissions, agencies, officers, employees, and representatives against any and all liability, loss (including, but not limited to, property damage, bodily injury, and loss of life), damages, costs, or expenses which TOWN, its officers, employees, agencies, boards, commissions, and representatives may**

sustain, incur or be required to pay by reason of APPLICANT engaging in the activities authorized by the Permit or which arise out of or are connected with, or are claimed to arise out of or be connected with any of the work done by the APPLICANT, or the construction or maintenance of facilities by APPLICANT, on, under, or over highway right-of-way, provided, however, that the provisions of this paragraph shall not apply to liabilities, losses, costs, or expenses caused or resulting from the negligence or wanton or intentional acts or omissions of the Town or its agents, boards, commissions, officers, employees, or representatives. Without limiting the generality of the foregoing, the liability, damage, loss, expense, claims, demands, and actions indemnified against shall include all liability, damage, loss, expense, claims, demands, and actions for damage to any property, lines, or facilities placed by or on behalf of the APPLICANT pursuant to the permit, for any loss of data, information, or material; for trademark, copyright, or patent infringement; for unfair competition or infringement of any other so-called "intangible" property right; for defamation, false arrest, malicious prosecution or any other infringement of personal or property rights of any kind whatever. APPLICANT shall at its own expense investigate all such claims and demands, attend to their settlement or other disposition, defend all actions based thereon and pay all charges of attorneys and all other costs and expenses of any kind arising from any such liability, damage, loss, claims, demands, and actions. The obligation of APPLICANT under this paragraph shall survive the expiration or termination of the Permit.

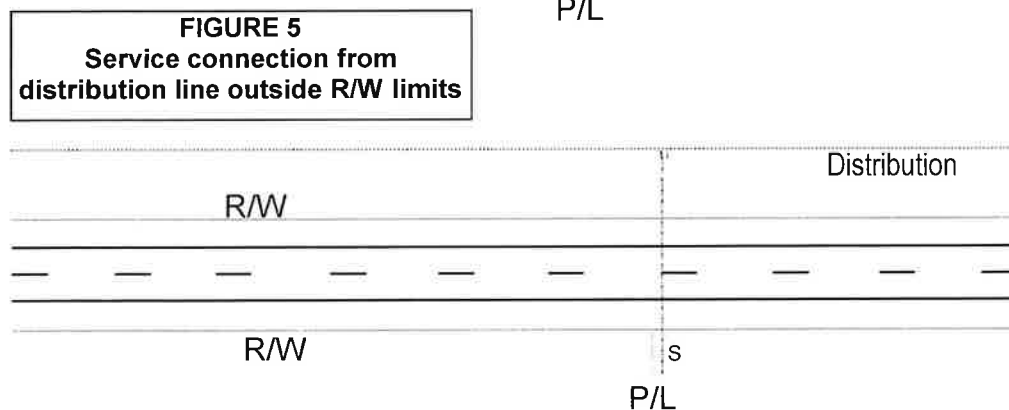
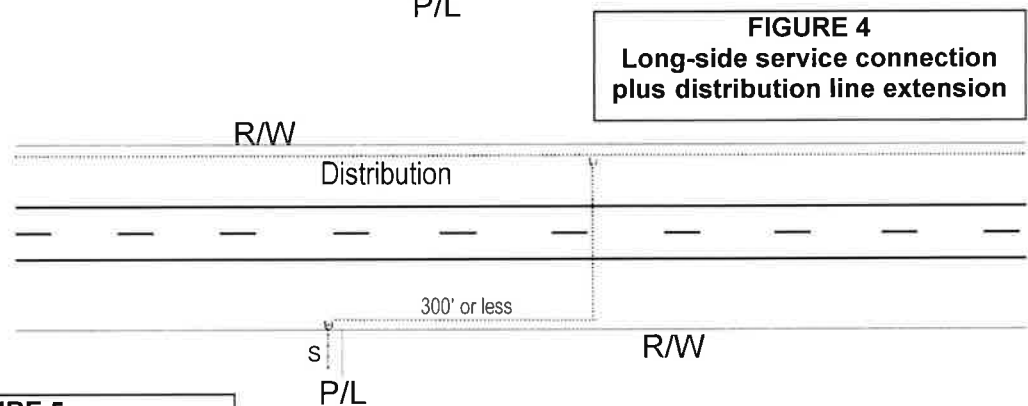
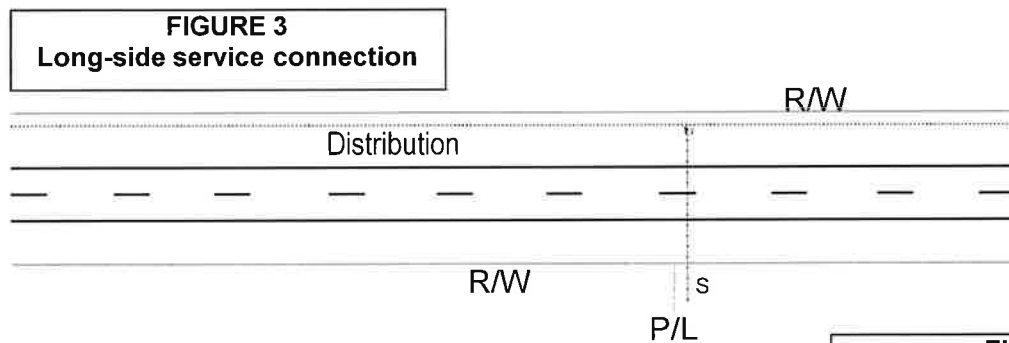
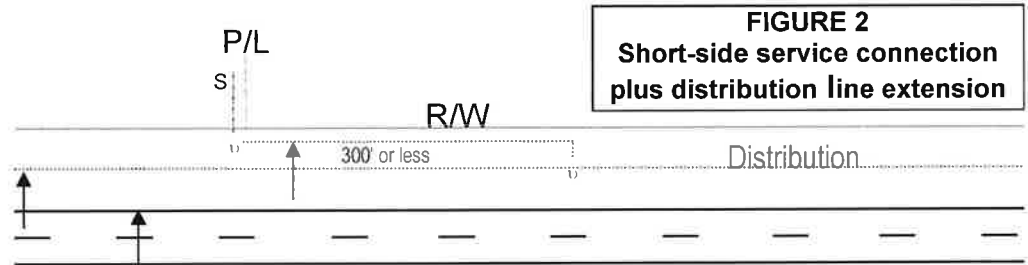
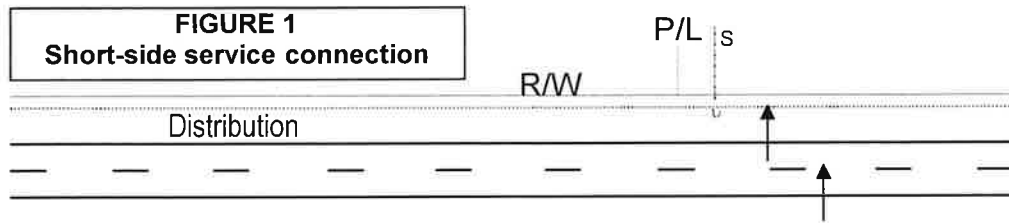
2. In order to protect itself and the TOWN, its officers, boards, commissions, agencies, employees, and representatives under the indemnity provisions of paragraph 1, above, APPLICANT will at all times during the term of the Permit keep in full force and effect comprehensive general liability and auto liability insurance policies issued by a company or companies authorized to do business in the State of Wisconsin and licensed by the Office of the Commissioner of Insurance, with liability coverage provided for therein in the amounts of at least \$1,000,000 Combined Single Limit (CSL). Coverage afforded shall apply as primary. TOWN shall be given ten (10) days advance notice of cancellation or non-renewal. Upon issuance of the Permit, APPLICANT shall furnish TOWN with a certificate of insurance listing TOWN as an additional insured and, upon request, certified copies of the required insurance policies. If APPLICANT insurance is underwritten on a Claims-Made basis, the Retroactive Date shall be prior to or coincide with the date of issuance of the Permit, and the Certificate of Insurance shall state that coverage is Claims-Made and indicate the Retroactive date. APPLICANT shall maintain coverage for the duration of the Permit and two years thereafter. APPLICANT shall furnish TOWN, annually on the Policy renewal date, a Certificate of Insurance as evidence of coverage. It is further agreed that APPLICANT shall furnish TOWN with a 30-day notice of aggregate erosion, in advance of the Retroactive Date, cancellation, or renewal. It is also agreed that on Claims-Made policies, either APPLICANT or TOWN may invoke the tail option on behalf of the other party and that the Extended Reporting Period premium shall be paid by the APPLICANT. In the event any action, suit, or other proceeding is brought against TOWN upon any matter herein indemnified against, TOWN shall give reasonable notice thereof to APPLICANT and shall cooperate with APPLICANT attorneys in the defense of the action, suit, or other proceeding. APPLICANT shall furnish evidence of adequate Worker's Compensation Insurance.
3. In case of any sublet work under the Permit, APPLICANT shall furnish evidence that every subcontractor has in force and effect insurance policies providing coverage identical to that required of APPLICANT.
4. The parties do hereby expressly agree that TOWN, acting at its sole option and through its Risk Manager, may waive the requirements contained in paragraphs 2-3, above, such waiver to be in writing only.

KEY: R/W = right-of-way

P/L = property line

S = service

v = pedestal, pole or valve



Passed this 6th Day of October, 2025

By the Town Board of the Town of Osceola

Dale Lindh, Chair

Jon Cronick, Supervisor

Lanette Johnson, Supervisor

Webley Weingarten, Supervisor

ATTEST: _____
Dani Pratt, Clerk

____ Voice Vote
____ Roll Call Vote
____ Ayes; ____ Nays; ____ Absent/Abstain