

TOWN OF OSCEOLA

TOWN BOARD OF SUPERVISORS - REGULAR BOARD MEETING

Monday, December 1, 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 2-9*
6. Acceptance of Proposed Agenda
7. Approval of Minutes of Previous Meetings: TBM 11/03/2025 and Town Meeting of Electors & STBM 11/17/2025 *pp 10-16*
8. Public Comment
9. Public Works Report *17*
10. Treasurer's Report *pp 18-28*
11. Clerk's Report *29*
12. Old Business
 - a) Update on Public Works Office Space
 - b) Update on Spray Patcher
 - c) Consider Drainage Issues - 1169 200th St.
 - d) Update on Utility Accommodation Ordinance *pp 30-64*
 - e) Consider Nuisance Properties – 2108 120th Ave, 797 200th St, 2390 84th Ave, 789 Horse Lake Lane, 742 195th St
 - f) Update on Fees and Penalties Schedule *pp 65-71*
 - g) Consider Automatic Entrance Doors *#2*
13. New Business
 - a) Consider Appointment of Town Supervisor Committee Members *73*
 - b) Consider Resolution 25-12-01 to Appoint 2026-2027 Election Inspectors *pp 74-75*
 - c) Consider Resolution 25-12-02 to Approve Budget Amendments *76*
 - d) Consider Dates for 2026 Board of Review and Open Book *pp 77-79*
14. Chair's Report
15. Supervisors' Reports
 - a) Jon Cronick: Supervisor and Plan Commission Update
 - b) Lanette Johnson
 - c) Lee Mortenson
 - d) 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., December 23, 2025, 6:00p.m.
19. Next Special Town Board Meeting- December 9, 2025 5:30 p.m. CLOSED MEETING: Employee Reviews
20. Next Town Board Meeting – Mon., January 5, 2026, 6:30 p.m.
21. Next Public Works Committee Meeting – Thurs, January 8, 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
November 3 through December 5, 2025

Type	Date	Num	Name	Account	Original Amount
Check	11/03/2025	ACH	Verizon	10004 · MidWest One Checking Account	-100.21
				53243 · PW Cell Phone	100.21
TOTAL					100.21
Check	11/04/2025	ACH	Waterman Sanitation	10004 · MidWest One Checking Account	-100.00
				51614 · Sanitation Expenses	100.00
TOTAL					100.00
Liability Check	11/06/2025	ACH	IRS	10004 · MidWest One Checking Account	-210.38
				21000 · Payroll Liabilities	85.25
				21000 · Payroll Liabilities	85.25
				21000 · Payroll Liabilities	19.94
				21000 · Payroll Liabilities	19.94
TOTAL					210.38
Check	11/07/2025	ACH	Spectrum Enterprise	10004 · MidWest One Checking Account	-149.99
				51616 · Telephone/Internet	149.99
TOTAL					149.99
Check	11/07/2025	ACH	We Energies	10004 · MidWest One Checking Account	-9.57
				51612 · Gas Utilities	9.57
TOTAL					9.57
Check	11/10/2025	ACH	E. O. Johnson Co.	10004 · MidWest One Checking Account	-304.00
				51425 · Office Supplies	304.00
TOTAL					304.00
Check	11/12/2025	ACH	Xcel Energy	10004 · MidWest One Checking Account	-106.42
				51611 · Electric Utilities	106.42
TOTAL					106.42
Liability Check	11/12/2025	ACH	IRS	10004 · MidWest One Checking Account	-1,887.60
				21000 · Payroll Liabilities	653.00
				21000 · Payroll Liabilities	500.29
				21000 · Payroll Liabilities	500.29
				21000 · Payroll Liabilities	117.01
				21000 · Payroll Liabilities	117.01
TOTAL					1,887.60
Liability Check	11/14/2025	ACH	AFLAC	10004 · MidWest One Checking Account	-327.00
				22110 · Short Term Disability	131.56
				22110 · Short Term Disability	195.44
TOTAL					327.00
Check	11/20/2025	ACH	Kwik Trip	10004 · MidWest One Checking Account	-1,059.72

TOWN OF OSCEOLA
Check Detail
November 3 through December 5, 2025

Type	Date	Num	Name	Account	Original Amount
				53241 - Fuel	314.00
				53241 - Fuel	386.94
				53241 - Fuel	127.00
				Public Works	235.00
				53241 - Fuel	-3.22
TOTAL					1,059.72
Liability Check	11/26/2025	ACH	IRS	10004 - MidWest One Checking Account	-1,936.96
				21000 - Payroll Liabilities	673.00
				21000 - Payroll Liabilities	512.20
				21000 - Payroll Liabilities	512.20
				21000 - Payroll Liabilities	119.78
				21000 - Payroll Liabilities	119.78
TOTAL					1,936.96
Liability Check	11/28/2025	ACH	Wisconsin Retirement System	10004 - MidWest One Checking Account	-1,890.76
				21000 - Payroll Liabilities	945.38
				21000 - Payroll Liabilities	768.10
				21000 - Payroll Liabilities	177.28
TOTAL					1,890.76
Check	11/28/2025	ACH	Elan Financial Services	10004 - MidWest One Checking Account	-3,364.67
				53242 - Garage Expenses	2.72
				Public Works	10.54
				53241 - Fuel	325.00
				51620 - Bldg Repairs & Maint	19.29
				51460 - Dues & Training	62.65
				51620 - Bldg Repairs & Maint	6.99
				51425 - Office Supplies	20.24
				51425 - Office Supplies	15.94
				Highway Cap Improve	348.00
				53239 - Capital Highway Equipment	121.80
				53240 - Equipment Repairs & Maintenance	717.98
				53240 - Equipment Repairs & Maintenance	1,485.37
				53240 - Equipment Repairs & Maintenance	95.48
				51425 - Office Supplies	-25.00
				53242 - Garage Expenses	134.08
				Highway Cap Improve	23.59
TOTAL					3,364.67
Liability Check	12/01/2025	ACH	Wisconsin Dept of Revenue	10004 - MidWest One Checking Account	-602.55
				21000 - Payroll Liabilities	602.55
TOTAL					602.55
Check	12/01/2025	ACH	Verizon	10004 - MidWest One Checking Account	-100.27
				53243 - PW Cell Phone	100.27
TOTAL					100.27

TOWN OF OSCEOLA
Check Detail
November 3 through December 5, 2025

Type	Date	Num	Name	Account	Original Amount
Check	12/02/2025	ACH	Waterman Sanitation	10004 · MidWest One Checking Account	-100.00
				51614 · Sanitation Expenses	100.00
TOTAL					100.00
Liability Check	12/05/2025	ACH	IRS	10004 · MidWest One Checking Account	-294.60
				21000 · Payroll Liabilities	119.38
				21000 · Payroll Liabilities	119.38
				21000 · Payroll Liabilities	27.92
				21000 · Payroll Liabilities	27.92
TOTAL					294.60
Paycheck	11/07/2025	20163	Carlson, Janice	10004 · MidWest One Checking Account	-774.50
				51411 · Treasurer Wages	902.27
TOTAL					774.50
Paycheck	11/07/2025	20164	Gaffney, Joseph J	10004 · MidWest One Checking Account	-1,743.95
				53247 · Full-Time PW Wages	2,080.00
				53248 · Full Time PW OT Wages	23.40
				53247 · Full-Time PW Wages	384.62
TOTAL					1,743.95
Paycheck	11/07/2025	20165	Pratt, Danielle RB	10004 · MidWest One Checking Account	-1,016.98
				51410 · Clerk Wages	869.40
				51410 · Clerk Wages	362.88
TOTAL					1,016.98
Paycheck	11/07/2025	20166	Raddatz, Todd A	10004 · MidWest One Checking Account	-1,937.32
				53245 · Supervisor PW Wages	1,259.37
				53245 · Supervisor PW Wages	1,260.00
				53245 · Supervisor PW Wages	461.54
TOTAL					1,937.32
Paycheck	11/21/2025	20167	Carlson, Janice	10004 · MidWest One Checking Account	-895.30
				51411 · Treasurer Wages	1,059.24
TOTAL					895.30
Paycheck	11/21/2025	20168	Gaffney, Joseph J	10004 · MidWest One Checking Account	-1,739.15
				53247 · Full-Time PW Wages	2,080.00
				53248 · Full Time PW OT Wages	14.82
				53247 · Full-Time PW Wages	384.62
TOTAL					1,739.15
Paycheck	11/21/2025	20169	Pratt, Danielle RB	10004 · MidWest One Checking Account	-1,032.24
				51410 · Clerk Wages	1,252.69
TOTAL					1,032.24

TOWN OF OSCEOLA
Check Detail
November 3 through December 5, 2025

Type	Date	Num	Name	Account	Original Amount
Paycheck	11/21/2025	20170	Raddatz, Todd A	10004 - MidWest One Checking Account	-1,948.94
				53245 - Supervisor PW Wages	2,373.21
				53246 - Supervisor PW OT Wages	20.32
				53245 - Supervisor PW Wages	146.79
				53245 - Supervisor PW Wages	461.54
TOTAL					1,948.94
Check	11/30/2025	20171	Affordable Doors, Inc.	10004 - MidWest One Checking Account	-565.00
				53240 - Equipment Repairs & Maintenance	565.00
TOTAL					565.00
Check	11/30/2025	20172	Arden Specialty LLC	10004 - MidWest One Checking Account	-202.52
				53240 - Equipment Repairs & Maintenance	106.68
				53242 - Garage Expenses	35.51
				53240 - Equipment Repairs & Maintenance	60.33
TOTAL					202.52
Check	11/30/2025	20173	Bakke Norman S.C	10004 - MidWest One Checking Account	-266.50
				Municipal Attorney Fees	266.50
TOTAL					266.50
Check	11/30/2025	20174	Bill's Ace Hardware	10004 - MidWest One Checking Account	-72.53
				53240 - Equipment Repairs & Maintenance	72.53
TOTAL					72.53
Check	11/30/2025	20175	Brothers Country Mart LLC	10004 - MidWest One Checking Account	-675.00
				53241 - Fuel	99.00
				53241 - Fuel	235.00
				53241 - Fuel	41.00
				53241 - Fuel	300.00
TOTAL					675.00
Check	11/30/2025	20176	CarQuest Osceola	10004 - MidWest One Checking Account	-28.15
				53242 - Garage Expenses	28.15
TOTAL					28.15
Check	11/30/2025	20177	CWS Security	10004 - MidWest One Checking Account	-101.85
				51620 - Bldg Repairs & Maint	101.85
TOTAL					101.85
Check	11/30/2025	20178	Dresser Water & Sewer Utilities	10004 - MidWest One Checking Account	-94.43
				51613 - Water & Sewer Utilities	94.43
TOTAL					94.43

TOWN OF OSCEOLA
Check Detail
November 3 through December 5, 2025

Type	Date	Num	Name	Account	Original Amount
Check	11/30/2025	20179	F B Contractors Inc.	10004 - MidWest One Checking Account	-11,615.21
				51620 - Bldg Repairs & Maint	11,615.21
TOTAL					11,615.21
Check	11/30/2025	20180	Kenneth Fehlen	10004 - MidWest One Checking Account	-184.50
				Gopher Bounly Expenses	184.50
TOTAL					184.50
Check	11/30/2025	20181	Hall, Darel	10004 - MidWest One Checking Account	-132.60
				Animal Warden Wages	35.00
				Mileage & Expenses	14.00
				Animal Warden Wages	25.00
				Mileage & Expenses	16.80
				Animal Warden Wages	25.00
				Mileage & Expenses	16.80
TOTAL					132.60
Check	11/30/2025	20182	Fahrner Asphalt Sealers	10004 - MidWest One Checking Account	-21,776.00
				53235 - Highway Construction	21,776.00
TOTAL					21,776.00
Check	11/30/2025	20183	Indianhead Glass	10004 - MidWest One Checking Account	-120.00
				53242 - Garage Expenses	120.00
TOTAL					120.00
Check	11/30/2025	20184	Menards - St. Croix Falls	10004 - MidWest One Checking Account	-450.50
				53240 - Equipment Repairs & Maintenance	32.44
				53242 - Garage Expenses	128.41
				53236 - Road Maintenance & Repair	27.99
				51620 - Bldg Repairs & Maint	223.96
				53240 - Equipment Repairs & Maintenance	63.42
				51620 - Bldg Repairs & Maint	-6.34
				51620 - Bldg Repairs & Maint	-19.38
TOTAL					450.50
Check	11/30/2025	20185	Redlich, Larry	10004 - MidWest One Checking Account	-148.50
				Gopher Bounty Expenses	148.50
TOTAL					148.50
Check	11/30/2025	20186	The Sun	10004 - MidWest One Checking Account	-405.08
				Publications	405.08
TOTAL					405.08
Check	11/30/2025	20187	Town of Alden	10004 - MidWest One Checking Account	-11,699.40
				53235 - Highway Construction	11,699.40

TOWN OF OSCEOLA
Check Detail
November 3 through December 5, 2025

	Type	Date	Num	Name	Account	Original Amount
TOTAL						11,699.40
	Check	11/30/2025	20188	The Wild Violette	10004 · MidWest One Checking Account	-66.74
					Office Supplies	66.74
TOTAL						66.74
	Check	11/30/2025	20189	West WI Inspection Agency	10004 · MidWest One Checking Account	-2,359.08
					52400 · Building Inspection Expense	2,359.08
TOTAL						2,359.08
	Check	11/30/2025	20190	Polk County Highway Dept.	10004 · MidWest One Checking Account	-415.12
					53236 · Road Maintenance & Repair	415.12
TOTAL						415.12
	Check	11/30/2025	20191	Polk County Clerk	10004 · MidWest One Checking Account	-72.25
					54904 · Dog License to County	72.25
TOTAL						72.25
	Paycheck	12/02/2025	20192	Cronick, Jon M	10004 · MidWest One Checking Account	-269.36
					Board Salaries	291.67
TOTAL						269.36
	Paycheck	12/02/2025	20193	Johnson, Lanette M	10004 · MidWest One Checking Account	-269.36
					Board Salaries	291.67
TOTAL						269.36
	Paycheck	12/02/2025	20194	Lindh, Dale A	10004 · MidWest One Checking Account	-461.75
					Board Salaries	500.00
TOTAL						461.75
	Paycheck	12/02/2025	20195	Mortenson, Lee A	10004 · MidWest One Checking Account	-508.45
					Board Salaries	291.67
					Board Salaries	258.90
TOTAL						508.45
	Paycheck	12/02/2025	20196	Weingarten, Webley W	10004 · MidWest One Checking Account	-269.36
					Board Salaries	291.67
TOTAL						269.36
	Check	11/30/2025	20197	Brothers Country Mart LLC	10004 · MidWest One Checking Account	-170.00
					53241 · Fuel	170.00
TOTAL						170.00
	Check	11/30/2025	20198	K-Tech Specialty Coatings	10004 · MidWest One Checking Account	-1,044.69

TOWN OF OSCEOLA
Check Detail
November 3 through December 5, 2025

Type	Date	Num	Name	Account	Original Amount
				53236 • Road Maintenance & Repair	1,044.69
TOTAL					1,044.69
Check	11/30/2025	20199	Menards - St. Croix Falls	10004 • MidWest One Checking Account	-37.14
				53242 • Garage Expenses	37.14
TOTAL					37.14
				*	
Paycheck	12/05/2025	20200	Carlson, Janice	10004 • MidWest One Checking Account	-786.58
				51411 • Treasurer Wages	829.92
				51411 • Treasurer Wages	87.36
TOTAL					786.58
Paycheck	12/05/2025	20201	Gaffney, Joseph J	10004 • MidWest One Checking Account	-1,849.78
				53247 • Full-Time PW Wages	2,044.90
				53248 • Full Time PW OT Wages	29.25
				53247 • Full-Time PW Wages	208.00
				53247 • Full-Time PW Wages	384.62
TOTAL					1,849.78
Paycheck	12/05/2025	20202	Pratt, Danielle RB	10004 • MidWest One Checking Account	-1,060.17
				51410 • Clerk Wages	929.88
				51410 • Clerk Wages	241.92
				51410 • Clerk Wages	120.96
TOTAL					1,060.17
Paycheck	12/05/2025	20203	Raddatz, Todd A	10004 • MidWest One Checking Account	-2,021.14
				53245 • Supervisor PW Wages	2,364.39
				53246 • Supervisor PW OT Wages	45.83
				53245 • Supervisor PW Wages	252.00
				53245 • Supervisor PW Wages	461.54
TOTAL					2,021.14
Check	12/01/2025	20204	Town of Farmington	10004 • MidWest One Checking Account	-13,016.25
				53235 • Highway Construction	13,016.25
TOTAL					13,016.25
Check	12/01/2025	20205	Brothers Country Mart LLC	10004 • MidWest One Checking Account	-425.00
				53241 • Fuel	285.00
				53241 • Fuel	140.00
TOTAL					425.00
Check	12/01/2025	20206	Connecting Point	10004 • MidWest One Checking Account	-625.40
				51435 • Website & Computer Expenses	503.00
				Computer/Emails	50.40
				Computer/Email	72.00

TOWN OF OSCEOLA
Check Detail
November 3 through December 5, 2025

	Type	Date	Num	Name	Account	Original Amount
TOTAL						625.40
	Check	12/01/2025	20207	Fabick Cat	10004 · MidWest One Checking Account	-125.58
					53240 · Equipment Repairs & Maintenance	125.58
TOTAL						125.58
	Check	12/01/2025	20208	Bakke Norman S.C	10004 · MidWest One Checking Account	-2,219.71
					Municipal Attorney Fees	2,219.71
TOTAL						2,219.71

Approval of ACH payments from 11/4/2025-12/05/2025 and checks 20163-20208 in the amount of \$99,943.76

Jon Cronick	_____
Lanette Johnson	_____
Dale Lindh	_____
Lee Mortenson	_____
Webley Weingarten	_____

TOWN OF OSCEOLA

BOARD OF SUPERVISORS MEETING

Monday, November 3, 2025 — 6:30 p.m.

Meeting Minutes

The Board of Supervisors of the Town of Osceola met for a regular monthly meeting Monday, November 3, 2025, at 6:30p.m. at the Osceola Town Hall, Dresser, Wisconsin.

CALL TO ORDER: Chair Lindh called the regular meeting to order at 6:32p.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: Chair Lindh led the Pledge of Allegiance to the United States Flag.

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

PUBLIC ATTENDEES: Clerk Pratt, Treasurer Carlson, Public Works Supervisor Raddatz, Merle Aartun, Dianne Aarthun, Warren Johnson, Heather Raddatz, Buce Schwartzman, Online Attendees: None

CHECK PRESENTATION AND APPROVAL OF BILLS

The check detail was provided by Treasurer Carlson.

MOTION BY CRONICK/WEINGARTEN TO APPROVE ACH PAYMENTS AND CHECKS 20128 -20162 FROM OCTOBER 6, - NOVEMBER 3 2025, FOR A TOTAL OF \$69,426.18. MOTION CARRIED.

ACCEPTANCE OF PROPOSED AGENDA

MOTION BY WEINGARTEN/CRONICK TO APPROVE THE AGENDA. MOTION CARRIED.

APPROVAL OF MINUTES OF PREVIOUS MEETINGS

MOTION BY L. JOHNSON/CRONICK TO APPROVE THE 10/06/2025 TOWN BOARD MEETING MINUTES. MOTION CARRIED

PUBLIC COMMENT

Bruce Schwartzman – Inquired on Town ordinances regarding nuisance ordinances and the neighbor threatening to shoot his dog.

PUBLIC WORKS REPORT

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

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 October.

OLD BUSINESS

CONSIDER TOWN SUPERVISOR APPLICATIONS

Two applications for Town Board Supervisors were received in October, Jim Berg and Lee Mortenson.

MOTION BY WEINGARTEN/LINDH TO APPOINT LEE MORTENSON TO TOWN BOARD SUPERVISOR POSITION FOR TERM OF APRIL 20, 2027. ROLL CALL VOTE: LINDH- YES, WEINGARTEN- YES, CRONICK-YES, JOHNSON-YES. MOTION CARRIED.

UPDATE ON SPRAY PATCHER

Supervisor Raddatz won the bid on the online auction site, but the truck owner has refused to release the vehicle, because they feel it was purchased at too low of a price. The Purple Wave auction site is a no reservation auction site. Money has been wired to the auction site. The Town is working with the attorney to determine what the next best steps are.

CONSIDER DRAINAGE ISSUES- 1169 200th St

There is no update on this issue, the Town is working with the WI DNR in regard to what can be done for re-routing drainage.

CONSIDER NUISANCE PROPERTIES

2108 120th Ave, new – An abandoned trailer – The owner was located through the Polk County Tax page, an initial letter requesting abatement will be sent to the owner.

2390 84th Ave - Cars that have not been moved, an initial letter will be sent to the property owners asking for abatement of the multiple cars in the driveway.

789 Horse Lake Lane – An initial letter will be sent to request vehicle and trash clean-up

742 195th St – The Town will look into if they have a permit for the trailer, an initial letter will be sent regarding the multiple vehicles and debris, requesting for clean-up.

The owner at 797 200th Street was sent in August; he had until October 27 to complete abatement; a follow-up letter is to be sent.

UPDATE ON FEES AND PENALTIES SCHEDULE

The Fee and Penalties Schedule work continues to progress. Chair Lindh, Supervisor Johnson and Clerk Pratt are continuing to go through the updates and fees. The Board should plan to finalize the schedule at the December meeting.

MOTION BY LINDH/JOHNSON TO RAISE DOG LICENSE FEES FOR NEUTERED OR SPAYED FROM \$10.00 TO \$12.00, UNEUTERED OR UNSPAYED FROM \$15.00 TO \$17.00, AND THE KENNEL LICENSE FEE FOR 5-12 DOGS FROM \$42.00 TO \$50.00 EFFECTIVE NOVEMBER 4, 2025. MOTION PASSES

UPDATE ON UTILITY ACCOMMODATION ORDINANCE

There are still updates and changes needed for the Utility Accommodation Ordinance, fees need to be determined. No motion was made.

UPDATE ON SCV EMS CONTRACT

The Town Received the updated 2026-2030 St. Croix Valley EMS Ambulance Service Contract. The SCV EMS resent the contract with updates, including an updated cover letter with correct Town address, updates to section three, showing that they charge the Town only for one third of the population; the amount they serve.

MOTION BY LINDH/CRONICK TO ACCEPT THE SCV EMS 2026-2030 CONTRACT FOR THE TOWN OF OSCEOLA.

ROLLCALL VOTE JOHNSON: YES, CRONICK: YES, LINDH: YES, WEINGARTEN: YES. MOTION CARRIED.

NEW BUSINESS

CONSIDER PUBLIC WORKS OFFICE SPACE

There is a need for an office for the Public Works Department. Fat Boy contracting has provided a bid.

MOTION BY LINDH/WEINGARTEN TO APPROVE FB CONTRACTORS FOR AN OFFICE SPACE BUILD OUT FOR \$9,915.21.

MOTION CARRIED.

CONSIDER RESOLUTION TO APPROVE BUDGET AMENDMENT 25-11-01

MOTION BY LINDH/WEINGARTEN TO ACCEPT THE RESOLUTION AMENDING THE 2025 BUDGET- RESOLUTION 25-011-01.

ROLL CALL VOTE. JOHNSON-YES, CRONICK- YES, LINDH- YES, WEINGARTEN-YES. MOTION CARRIED

CONSIDER DATE TO CONDUCT STAFF PERFORMANCE REVIEWS

The Town has annual performance reviews for full-time and part-time staff in closed session Special Town Meeting. December 9 was selected as the review date.

CONSIDER HANDICAP DOOR ACCESS

Discussion was made regarding updating our doors to have powered access. Discussion was tabled to allow time to learn more about possible grants and funding.

CHAIR'S REPORT: October 16, 2025 was the Fire Board Meeting, they approved their budget and the cost to the Town dropped. October 23, 2025 was a Wisconsin Town Association Unit Meeting, discussion included wake board boats, CTRIC committee nominations and Dale was voted to serve on the board. October 27, 2025 Osceola Ambulance held an emergency meeting; a new billing company was approved to start on January 1, 2026.

SUPERVISORS' REPORT

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

COMMITTEE REPORTS

Finance – Budget hearing was held Nov. 17
Media & Technology – Nothing to report
Personnel – December 9, Employee Reviews
Public Works – Continued regular meetings.

REQUEST FOR FUTURE MEETING AGENDA ITEMS

Nuisance Properties, Fee and Penalties Schedule, Budget Amendment, Utility Accommodation Ordinance, 1169 200th St Drainage, Public Works Office Project Update, Spray Patcher Update, Handicap Doors.

COMMUNITY MEETINGS BOARD MEMBERS ATTEND:

Next Plan Commission Meeting – Tuesday, November 25, 2025, 6:00 p.m.

Next Town Board Meeting – Monday, December 1, 2025, 6:30 p.m.

Special Town Board Meeting- Tuesday, December 9, 2025, 5:30 p.m.

Public Works Committee Meetings: Thurs. November 13, 2025 7:00 a.m.

Budget Hearing and Town Meeting: Monday, November 17, 2025, 6:30 p.m.

Community meeting board members attend: Nothing additional scheduled

ADJOURN

MOTION BY WEINGARTEN/JOHNSON TO ADJOURN THE TOWN BOARD MEETING, MONDAY, OCTOBER 6, 2025. MOTION CARRIED. Meeting Adjourned at 8:11p.m.

To be approved: December 1, 2025

Approved: _____

Town Clerk

TOWN OF OSCEOLA
PUBLIC BUDGET HEARING, SPECIAL TOWN MEETING, and
SPECIAL TOWN BOARD MEETING
Monday, November 17, 2025 — 6:30 p.m.

Meeting Minutes

The Board of Supervisors of the Town of Osceola met for a series of meetings on Monday, November 25, 2024, beginning at 6:30 p.m. at the Osceola Town Hall, Dresser, Wisconsin.

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

VERIFICATION OF MEETING POSTING: Clerk Pratt confirmed that the 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, L. Johnson, Mortenson, and Weingarten

PUBLIC ATTENDEES: Clerk Pratt, Treasurer Carlson, Warren Johnson, Madison Johnson.

VERIFICATION OF BUDGET HEARING POSTING AND VERIFICATION PUBLIC NOTICE REQUIREMENTS HAVE BEEN MET

Clerk Pratt confirmed that the Notice of Public Budget Hearing, the Notice of Special Town Meeting of the Electors, and the Notice of Special Town Board Meeting was posted at the Town Hall, Dresser Post Office, the First National Community Bank, the Town website, and the November 5th edition of the Osceola Sun.

EXPLAIN BUDGET HEARING AND VOTING PROCESS

Chair Lindh explained that Supervisor Cronick will cover the budget to give a better understanding of the budget items. Public comments and questions will be available during the presentation of the budget. Lindh further explained that at the end of the Budget Hearing the Town electors have an opportunity to provide comments on Resolution 25-11-02 on whether or not to adopt the 2025 total Town tax levy (to be collected in 2026). If not accepted, there would be another motion on the levy adjustment.

PUBLIC BUDGET HEARING

Cronick went over 2026 Revenues and Expenses.

Taxes: General Property Taxes were \$861,991.00 for the 2025 budget and the 2026 budget amount is \$871,340.00, which is arrived at by using the 2025 Municipal Levy Limit Worksheet based on the new net construction.

Intergovernmental Revenues: \$353,757.00

State Shared Revenue Increased by the State of Wisconsin, roughly \$15,776.00, a 13.07% increase, this can only be used for fire and rescue services or roads.

Local Transportation Aids also increased by the State, from \$172,597.00 to \$184,971.00, a 7.17% increase

Fire Insurance Dues increased \$182.72, from \$23,817.28 to \$24,000. This is an 'in/out' item for the Town, which means what amount is taken in goes to Allied Fire Services (reflected in the Expense section).

[On a Town resident's homeowner's insurance, two percent of the premium taken gets sent to the State of Wisconsin. The State of Wisconsin gives the amount back to the Town, and the Town sends the amount to the Fire Department as its owed dues.]

Intergovernmental Revenue (line 28) Remained the same at \$900.00

Licenses and Permits: \$37,700.00

Building Permits and Fees remain the same at \$30,000.00

Liquor & Malt Beverage increased by \$400.00

Intergovernmental Charges: The Fire Association Loan Repayment is fully paid off in 2025 and zeroed out for 2026.

Public Charges: The town is charging fees to pet owners for picking up animals to offset Animal Control fees.

Miscellaneous Revenue: Interest Income is budgeted for \$30,000.00 in interest income.

Total Revenue Budget for 2026 is estimated to be \$1,298,765.00, a -0.80% decrease from 2025 \$1,309,223.79

The Town's Assessed Valuation is \$554,071,600.00

The Mill Rate for 2026 is 1.57261

EXPENSES BUDGET

General Government: General Government for 2026 is \$29,580.00, a decrease of 0.13%.

Town Board: Minor changes and adjustments.

Legal Fees: Legal fees decreased 0.33%, Municode Codification hosting decreased, now charging a hosting fee.

Clerk/Treasurer: There is allotment for potential 5% wage increases in 2026 for both positions, therefore SS, WRS, and FICA increases.

Elections: Expenses increased for 2026 due to having four elections.

Audit Services: The fee amount is a set cost to the Town for annual audit services by CliftonLarsonAllen.

Assessment of Property: On the assessor's contract, rates are dropped for 2026, the Town is in compliance with the State and new reassessments are not needed.

Building Expenses: A minor increase for 2026.

Total General Government: \$197,030.00 down \$3,161.04, a decrease of 1.58%

Public Safety: \$209,694.00, is based on the 2026 population.

Public Works: \$819,454.00, an increase of 5.23%

Health and Human Service: \$7,800.00, up from \$6,400.00

Culture, Recreation, & Education: \$5,000.00, remains the same.

Development and Planning: \$34,787, a 5.67% decrease

Building Inspection Exp.: No change

Planning Commission: A \$2,000 decrease because of the completion of the Comprehensive Plan

Other Expenses Office Equipment: no change for 2026

Fire Department Debt Services: \$0.00 The debt services loan of \$50,308.00 was paid off in 2025

Reserve for Contingencies: This amount was kept at the same amount, \$15,000, for 2026 as it was for 2025. It is a reserve fund to assist with paying for unforeseen expenses.

Total Expenditures Budget for 2025 is estimated to be **\$1,283,765.00, 0.97% decrease from 2025**

Treasurer Carlson went over the 2025 Municipal Levy Limit Worksheet.

CONSIDER ADOPTION OF RESOLUTION 25-11-02 TO ADOPT THE 2025 TOTAL TOWN TAX LEVY TO BE PAID IN 2026 PURSUANT TO SECTION 60.10(1)(a)

MOTION MADE BY W. JOHNSON, SECONDED BY L. JOHNSON TO ADOPT RESOLUTION 25-11-02 TO ADOPT THE 2025 TOTAL TOWN TAX LEVY TO BE PAID IN 2026 PURSUANT TO SECTION 60.10(1)(a) IN THE AMOUNT OF \$871,341.00

MOTION CARRIED WITH 9 AYE VOTES, 0 NAY VOTES, AND 0 ABSTAIN VOTES.

ADJOURNMENT OF PUBLIC BUDGET HEARING AND SPECIAL TOWN MEETING

MOTION BY J. CRONICK, SECONDED BY W. WEINGARTEN TO ADJOURN THE PUBLIC BUDGET HEARING AND SPECIAL TOWN MEETING OF MONDAY, NOVEMBER 17, 2025. MOTION CARRIED. The meeting was adjourned at 6:52p.m.

SPECIAL TOWN BOARD MEETING

Chair Lindh immediately proceeded to call to order the November 17, 2025, Special Town Board Meeting at 6:53 p.m.

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

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

PUBLIC ATTENDEES: Clerk Pratt, Treasurer Carlson, Warren Johnson, and Madison Johnson There were no virtual attendees.

ACCEPTANCE OF PROPOSED AGENDA

MOTION BY WEINGARTEN/JOHNSON TO ACCEPT PROPOSED AGENDA. MOTION CARRIED.

PUBLIC COMMENT

None.

CONSIDER RESOLUTION 25-11-03 TO ADOPT THE 2026 BUDGET FOR THE TOWN OF OSCEOLA

MOTION BY LINDH/MORTENSON TO ADOPT RESOLUTION 25-11-03 TO ADOPT THE 2026 BUDGET FOR THE TOWN OF OSCEOLA IN THE AMOUNT OF \$1,298,765.00 AND THE 2025 TOWN TAX LEVY TO BE COLLECTED
MOTION CARRIED.

ADJOURNMENT OF SPECIAL TOWN BOARD MEETING

MOTION BY WEINGARTEN/MORTENSON TO ADJOURN THE SPECIAL TOWN BOARD MEETING MONDAY, NOVEMBER 17, 2025. MOTION CARRIED. The meeting adjourned at 6:56p.m.

To be approved: December 1, 2025

Approved: _____

Dani Pratt, Town Clerk

Town of Osceola

Nov 25

- 1.Finished spray patching
- 2.Pulled docks out of lakes
- 3.Hung sanders and wings on trucks
4. Replaced broken plywood in salt shed
- 5.Hauled sand and mix
- 6.Mowed brush and ditches
- 7.Worked on cleaning shop
- 8.Cleaned and winterized patcher, go over for parts list
- 9.Washed all equipment and put away for winter
- 10.Office has been built waiting for electricity and heat vents to be put in (asked for price on Handicap door buttons for front office)

All Accounts ▾



Sort By Account Number ▾

Checking

Available

Previous Day



GENERAL FUND



\$17,922.76

\$18,525.31 ▾



GENERAL MONEY
MARKET ACCOUNT



\$125,890.49

\$125,890.49 ▾



TAX RECEIPT
ACCOUNT *



\$11,453.07

\$11,453.07 ▾

Total

\$155,266.32

\$155,868.87



Add & Manage Outside Accounts

See your account balances and recent activity from other institutions

Manage Outside Accounts

Date: December 1, 2025

Town of Osceola,

This report outlines the Royal Credit Union and ModernFI account balances for the Town of Osceola as of **December 1, 2025**, all figures reflect end-of-day balances. Total balances are **\$708,185.94**.

Royal Credit Union Accounts

Deposit Accounts

\$115,936.84

Savings (1)

\$25.04 (TRO: 1)

Checking (6)

\$115,911.80 (TRO: 6)

General

\$61,279.63

TRO PUBLIC ENTITY MONEY MARKET

\$61,279.63

Tax Reciepts

\$5,215.90

TRO PUBLIC ENTITY MONEY MARKET

\$5,215.90

Dresser Traprock Assurance

\$15,806.74

TRO PUBLIC ENTITY MONEY MARKET

\$15,806.74

Public Works Capital

\$33,608.53

TRO PUBLIC ENTITY MONEY MARKET

\$33,608.53

Checking

\$0.00

TRO BUSINESS INSURED SWEEP ACCOUNT

\$0.00

Checking

\$1.00

TRO ROYAL ADVANTAGE CHECKING

\$1.00

ModernFI Account

Account title	Receiving...	Receiving Institution Name	Receiving State	Amount
Town of Osceola	N5913	Global CU	WA	\$250,000.00
Town of Osceola	N7316	Pima Federal Credit Union	AZ	\$250,000.00
Town of Osceola	N60269	GreenState Credit Union	IA	\$79,048.58
Town of Osceola	N68732	Innovations Financial Credit Union	FL	\$7,966.26
Town of Osceola	N68708	Dort Financial	MI	\$5,234.26
SUM				\$592,249.10

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

	Jan - Dec 25	Budget	\$ Over Budget	% of Budget
Income				
Fines, Forfeits & Penalties				
Dog Pick-up Fees	0.00	450.00	-450.00	0.0%
Fines & Violations	200.00			
Total Fines, Forfeits & Penalties	200.00	450.00	-250.00	44.44%
Licenses & Permits				
Driveway Permits	200.00	400.00	-200.00	50.0%
Liquor & Related Licenses	5,537.00	5,000.00	537.00	110.74%
Other Regulatory Permits	1,400.00			
Zoning & Subdivision Fees	679.80	0.00	679.80	100.0%
44145 · Dog Licenses	2,134.00	2,000.00	134.00	106.7%
44300 · Building Permits & Fees	30,322.79	30,000.00	322.79	101.08%
Total Licenses & Permits	40,273.59	37,400.00	2,873.59	107.68%
Miscellaneous Revenue				
48100 · Interest Income	37,816.19	30,000.00	7,816.19	126.05%
48111 · Miscellaneous Income				
Insurance Loss Reimbursement	0.00	0.00	0.00	0.0%
48111 · Miscellaneous Income - Other	200.00	550.00	-350.00	36.36%
Total 48111 · Miscellaneous Income	200.00	550.00	-350.00	36.36%
48112 · Swing Mail Box Post	220.00	0.00	220.00	100.0%
Total Miscellaneous Revenue	38,236.19	30,550.00	7,686.19	125.16%
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	5,165.08	3,000.00	2,165.08	172.17%
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	93.21%
Tax Collections - Other	0.00	0.00	0.00	0.0%
Total Tax Collections	857,610.56	864,992.00	-7,381.44	99.15%
Tax Collections - Other				

20

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

	Jan - Dec 25	Budget	\$ Over Budget	% of Budget
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 Bdriges)	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	95.33%
41009 · Municipal Services	539.94	110.00	429.94	490.86%
41010 · State Shared Revenue	133,829.04	120,726.61	13,102.43	110.85%
41020 · Intergovernmental Revenue - Other	800.00	900.00	-100.00	88.89%
Total 41020 · Intergovernmental Revenue	386,213.17	372,958.89	13,254.28	103.55%
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	1,333,248.68	1,309,224.64	24,024.04	101.84%
Cost of Goods Sold				
5000 · Cost of Goods Sold	130.50			
Total COGS	130.50			
Gross Profit	1,333,118.18	1,309,224.64	23,893.54	101.83%
Expense				
Adopt-A-Town Road	0.00	0.00	0.00	0.0%
Animal Warden				
Animal Warden Wages	1,225.00	1,000.00	225.00	122.5%
Mileage & Expenses	734.84	900.00	-165.16	81.65%

21

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

	Jan - Dec 25	Budget	\$ Over Budget	% of Budget
54904 · Dog License to County	703.50	700.00	3.50	100.5%
Total Animal Warden	2,663.34	2,600.00	63.34	102.44%
Assessment of Property				
Assessor's Contract	18,500.00	27,000.00	-8,500.00	68.52%
Publications	0.00	200.00	-200.00	0.0%
Total Assessment of Property	18,500.00	27,200.00	-8,700.00	68.02%
Audit Services	6,772.50	6,775.00	-2.50	99.96%
Bank Fees - NSF	8.00			
Building Expenses				
51611 · Electric Utilities	1,450.87	2,000.00	-549.13	72.54%
51612 · Gas Utilities	2,386.99	2,500.00	-113.01	95.48%
51613 · Water & Sewer Utilities	1,041.23	1,140.00	-98.77	91.34%
51614 · Sanitation Expenses	1,200.00	1,200.00	0.00	100.0%
51616 · Telephone/Internet	2,738.02	3,200.00	-461.98	85.56%
51620 · Bldg Repairs & Maint	17,022.73	5,000.00	12,022.73	340.46%
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	27,606.77	17,001.04	10,605.73	162.38%
Capital Equipment				
New Equipment	171,195.00	0.00	171,195.00	100.0%
Office Equipment	887.24	5,000.00	-4,112.76	17.75%
Total Capital Equipment	172,082.24	5,000.00	167,082.24	3,441.65%
Capital Improvement				
Highway Cap Improve	371.59	5,000.00	-4,628.41	7.43%
Total Capital Improvement	371.59	5,000.00	-4,628.41	7.43%
Clerk & Treasurer				
51410 · Clerk Wages	32,029.73	35,658.00	-3,628.27	89.83%
51411 · Treasurer Wages	22,186.76	24,024.00	-1,837.24	92.35%
51412 · Treasurer/Tax Collection	1,968.08	2,500.00	-531.92	78.72%
51413 · Retirement	2,226.06	2,478.23	-252.17	89.83%
51414 · Mileage & Expenses	203.00	450.00	-247.00	45.11%
51422 · Employer Payroll Taxes	0.00	4,756.92	-4,756.92	0.0%
51425 · Office Supplies	4,005.26	4,000.00	5.26	100.13%
51426 · Postage	666.59	3,000.00	-2,333.41	22.22%

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

	Jan - Dec 25	Budget	\$ Over Budget	% of Budget
51435 · Website & Computer Expenses	9,900.17	10,600.00	-699.83	93.4%
51444 · Insurance	2,471.30	3,597.00	-1,125.70	68.7%
51460 · Dues & Training	341.95	2,000.00	-1,658.05	17.1%
Total Clerk & Treasurer	75,998.90	93,064.15	-17,065.25	81.66%
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	74.62%
Publications	244.60	600.00	-355.40	40.77%
Supplies	1,582.83	1,582.83	0.00	100.0%
51442 · Wages	2,540.82	4,400.00	-1,859.18	57.75%
Total Elections	6,979.82	10,082.83	-3,103.01	69.23%
Gopher Bounty Expenses	2,358.00	1,800.00	558.00	131.0%
Legal Fees				
Legal Fees Municode	4,407.88	8,500.00	-4,092.12	51.86%
Municipal Attorney Fees	5,458.71	7,000.00	-1,541.29	77.98%
51300 · Other Background Checks	119.00	500.00	-381.00	23.8%
Total Legal Fees	9,985.59	16,000.00	-6,014.41	62.41%
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	87.26%
Total Park Expenses	4,362.91	5,000.00	-637.09	87.26%
Planning Commission				
Computer/Emails	626.40	750.00	-123.60	83.52%
Per Diems				
Planning Commission	175.00			
Per Diems - Other	0.00	1,800.00	-1,800.00	0.0%
Total Per Diems	175.00	1,800.00	-1,625.00	9.72%
Postage Office Supplies & Pub	0.00	2,000.00	-2,000.00	0.0%

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

	Jan - Dec 25	Budget	\$ Over Budget	% of Budget
Publications	0.00	150.00	-150.00	0.0%
51601 · Employer Payroll Taxes	0.00	137.70	-137.70	0.0%
Total Planning Commission	801.40	4,837.70	-4,036.30	16.57%
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	403,469.36	449,458.32	-45,988.96	89.77%
53236 · Road Maintenance & Repair	25,392.87	35,000.00	-9,607.13	72.55%
53238 · Adopt-A-Town Road	0.00	120.00	-120.00	0.0%
53239 · Capital Highway Equipment	24,850.09	50,000.00	-25,149.91	49.7%
53240 · Equipment Repairs & Maintenance	23,491.28	20,000.00	3,491.28	117.46%
53241 · Fuel	18,260.15	20,000.00	-1,739.85	91.3%
53242 · Garage Expenses	3,367.36	5,000.00	-1,632.64	67.35%
53243 · PW Cell Phone	1,175.87	1,200.00	-24.13	97.99%
53244 · Insurance	12,509.04	15,000.00	-2,490.96	83.39%
53245 · Supervisor PW Wages	73,822.33	78,560.00	-4,737.67	93.97%
53246 · Supervisor PW OT Wages	3,464.23	3,840.00	-375.77	90.21%
53247 · Full-Time PW Wages	61,491.76	66,080.00	-4,588.24	93.06%
53248 · Full Time PW OT Wages	2,376.80	2,535.00	-158.20	93.76%
53249 · Part-Time PW Wages	0.00	1,000.00	-1,000.00	0.0%
53250 · Retirement	9,810.25	10,565.04	-754.79	92.86%
53252 · Employer Payroll Taxes	0.00	11,629.15	-11,629.15	0.0%
53253 · Short Term Disability	1,644.50	2,400.00	-755.50	68.52%
53260 · Dues & Training	1,315.29	1,325.00	-9.71	99.27%
Public Works - Other	383.55			
Total Public Works	666,824.73	773,712.51	-106,887.78	86.19%
Tax/Lottery Cr Settlements				
57001 · Tax/Lottery Cr to County	0.00			
Total Tax/Lottery Cr Settlements	0.00			
Town Board				

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

	Jan - Dec 25	Budget	\$ Over Budget	% of Budget
Board Salaries	15,536.44	20,000.00	-4,463.56	77.68%
Computer/Email	842.40	1,000.00	-157.60	84.24%
Dues & Training	2,912.42	3,012.42	-100.00	96.68%
Insurance	1,804.62	2,101.00	-296.38	85.89%
Office Supplies	216.20	500.00	-283.80	43.24%
Publications	1,422.55	2,000.00	-577.45	71.13%
51117 · Employer Payroll Taxes	0.00	1,530.00	-1,530.00	0.0%
Total Town Board	22,734.63	30,143.42	-7,408.79	75.42%
51800 · Payroll Expenses	17,219.20	0.00	17,219.20	100.0%
52400 · Building Inspection Expense	29,807.34	30,000.00	-192.66	99.36%
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	1,411,104.98	1,309,224.64	101,880.34	107.78%
Net Income	-77,986.80	0.00	-77,986.80	100.0%

Building Permits - Planning Commission as of 12-1-2025

Application Date	Name & Mailing Address	Address / Location of Building Permit/ Permit issued for	Permit Number
1/15/25	Gary Brunclik 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 12-1-2025

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 12-1-2025

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
9/3/25	Merrill Nehring 882 East Lake Lane Contractor: Owner	882 East Lake Lane Addition	TOS25-32
9/10/25	Ryan Daszczyszak 808 Horse Lake Lane Contractor: Owner	1934 75th Avenue Accessory Building	TOS25-33
9/10/25	Jeffrey Mober 2052 85th Avenue Contractor: Owner	2052 85th Avenue Pole Barn	TOS25-34
9/11/25	Tyson Arden 23XX 94th Avenue Contractor: Owner	23XX 94th Avenue Twin Home	TOS25-35
9/19/25	Jon Cronick 2153 70th Avenue Contractor: Owner	2153 70th Avenue Accessory Building	TOS25-36
10/21/25	Timonthy Horning 1171 205th Street Contractor: Cabreana Siding	1171 205th Street Accessory Building	TOS25-37
10/21/25	Timonthy Horning 1171 205th Street Contractor: Cabreana Siding	1171 205th Street new single Housing	TOS25-38
10/31/25	James Krzystofiak 931 235th Street Contractor: Martin Zais	931 235th Street	TOS25-39
11/4/25	Hayes Golf LLC 2448 A 75th Avenue Cty Rd M Contractor: Sherco Construction	2448 A 75th Avenue Cty Rd M Footing/Foundation	TOS25-40
11/6/25	John Gerlach 2026 100th Ave Cty Rd F Contractor: Wittstock Builders	2026 100th Ave Cty Rd F New Single Family	TOS25-41
11/6/25	Julie Conlin 2529 86th Avenue Contractor: Owner	2529 86th Avenue Accessory Building	TOS25-42
11/24/25	Vicki Gilbert 2163 US Hwy 8 STE 100 Contractor: Owner	2139 90th Avenue New Single Family	TOS25-43

HIGHLIGHTS OF CLERK ACTIVITIES DONE THIS MONTH:

October:

TASKS			FURTHER COMMENTS
Meetings			Nov. 3 Town Board of Supervisors Nov. 17 Budget Hearing, Town Meeting of Electors and Special Town Board Meeting
Town's Web Page (and Town Facebook site)			Updates as needed
Public Walk-in/calls/emails			Various: dog tags, public records requests burn permits (we have 104YTD), building permit applications, voter registrations and absentee applications etc.
Training			
Elections			Election Official Applications, updates to the Town Website for 2026 Election Information
Other			

Utility Accommodations Ordinance - Other Municipalities Fees

Polk County:

Permit to work in highway right of way (per installation) - \$75.00

Open cut pavement (per open cut) – \$250.00

Town of St. Croix Falls:

Standard jack and bore or overhead crossing of right of way (each installation) - \$50.00

Lateral installations parallel to road right of way (per foot installed in right of way - \$00.20

Permanent above grade installation in right of way – such as poles, guy wires, transformers, power supplies, junction boxes, etc (each installation)

City of St. Croix Falls:

An opening or trench perpendicular to the roadway and less than 10' in width= \$100 plus deposit

An opening or trench parallel to the roadway and less than 10' in width= \$300 plus deposit

Deposit: a certified check of \$1,000.00 or a corporate surety bond of \$1,000 conditioned that applicant will save the City harmless and refill and repave opening and maintain for one year.

**TOWN OF OSCEOLA
POLK COUNTY
STATE OF WISCONSIN
ORDINANCE Chapter 34 – STREETS, SIDEWALKS AND OTHER PUBLIC PLACES
Article III. - UTILITY ACCOMODATION ORDINANCE
Sections 34-46 through 34-72 and Permit Form and Permit Provisions**

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

Section

34-46. DEFINITIONS	5
A. General Definitions.....	
B. Specific Definitions	
1. Applicant	
2. Clear Zone	
3. Emergency Utility Work	
4. Freeway	
5. Highway(s)	
6. Permit.....	
7. Pipeline	
8. Private Utility Facilities.....	
9. Responsible Person	
10. Right-of-Way	
11. Town.....	
12. Traveled Way	
13. Roadway.....	
14. Utility.....	
15. Utility Construction.....	
16. Utility Facilities.....	
17. Utility Maintenance.....	
18. Utility Operation	
34-47. INTRODUCTION.....	6
A. Overview of Utility Accommodation.....	
B. Purpose and Applicability of the Utility Accommodation Policy	
C. Utility Accommodation Statutes.....	
D. General Utility Accommodation Standards	
34-48. INDEMNIFICATION.....	7
34-49. GENERAL INFORMATION	7
A. Buried Utility Locating Notification	
B. Design Responsibility.....	
C. Utility Facility Condition Requirements.....	
D. Chemical Treatment and Cutting of Trees.....	
E. Dangerous Conditions Encountered	
34-50. EMERGENCY WORK	8
34-51. ABANDONED FACILITY	8
A. Aboveground Facilities.....	
B. Underground Facilities	
C. Structure Attachments	
34-52. COMPLIANCE.....	9
A. Authority and Appeals	
B. Failure to Comply.....	
1. Request for Corrective Action	
2. Immediate Town Action	
3. Suspension of Work Activities.....	
4. Removal of Installed Facilities.....	
5. Permit Revocation	
6. Public Service Commission (PSC) Notification	
7. Withholding Approval of Future Permits	
C. Inspection	
1. Inspection of Work in Progress.....	
2. Inspection of Completed Work	
34-53. ARCHAEOLOGICAL, HISTORICAL, AND ENVIRONMENTAL CONDITIONS	10
34-54. PERMIT REQUIREMENTS.....	10
A. Permit Required.....	
B. Permit Authorization to Use and/or Occupy Right-of-Way	
34-55. REQUIRED APPLICATION INFORMATION.....	11
A. General Policy	
B. Permit Application Form.....	
C. Permit Limits.....	
D. Permit Drawings.....	
E. Installation Information.....	
34-56. ANNUAL SERVICE CONNECTION PERMIT (ASCP)	12
A. General Policy	
B. Application Information.....	
C. Coverage.....	
D. Implementation.....	
E. Work Restrictions.....	
34-57. LOCATION REQUIREMENTS.....	13
A. General Location	
B. Crossing Location	
C. Underground Longitudinal	

Location	B. Equipment/Material Storage
D. Aboveground Longitudinal Location	C. Vehicle/Equipment Visibility
E. Relocation of Existing Utilities	D. Individual Conduct
F. Subsurface Utility Engineering	
34-58. APPURTENANCES14	34-67. CLEANUP AND RESTORATION.21
A. General Policy	A. Work Site Cleanup
B. Buildings.....	B. Highway Restoration.....
C. Cabinets	
D. Manholes	34-68. EROSION CONTROL AND STORM WATER MANAGEMENT22
	A. General Requirements
34-59. VERTICAL LOCATION.....14	B. Implementation.....
A. Underground.....	C. Major Projects
B. Overhead.....	D. Minor Projects
34-60. INSTALLATION ON STRUCTURES.....15	34-69. SPECIFIC COMMUNICATIONS UTILITY REQUIREMENTS23
A. General Requirements	A. Standards
B. Installation Location Requirements	Small Cell Providers
C. Installation Openings	B. Type of Construction.....
	1. Single Pole
34-61. MEDIAN INSTALLATIONS16	2. Joint Use
A. General Policy	C. Down Guy Locations
B. Median Work.....	D. Maintenance Activities.....
34-62. BREAKAWAY CONSTRUCTION 16	34-70. SPECIFIC ELECTRIC UTILITY REQUIREMENTS25
	A. Standards
34-63. SCENIC CONSIDERATIONS16	B. Additional Permit Information
A. General Policy	C. Type of Construction.....
B. Scenic Areas	1. Single Pole
	D. Down Guy Locations
34-64. ADDITIONAL CONSTRUCTION REQUIREMENTS.....17	E. Maintenance Activities.....
A. Use of Temporary Guard Poles	
B. Unexpected Field Conditions	34-71. SPECIFIC FLUIDS AND GASES UTILITY REQUIREMENTS.....27
C. Blasting	A. Standards
D. Survey Markers.....	B. Irrigation and Drainage Pipes, Ditches, and Canals
E. Vegetation.....	C. Requirements for Appurtenances
F. Highway Signs.....	D. Special Treatment of Pipelines.....
G. Trenched Construction	1. General Policy
H. Untrenched Construction	2. Special Treatment
I. Non-Metallic Lines.....	E. Attachments to Structures
J. Casing.....	F. Maintenance Activities.....
34-65. TRAFFIC CONTROL.....19	34-72. PRIVATE UTILITY FACILITIES 29
A. Authority.....	A. General
B. General Policy	B. Additional Requirements.....
C. Traffic Control Selection	
	UTILITY WORK PERMIT.....30-33
34-66. WORK SITE SAFETY21	
A. General	

APPENDICES

.....

SECTION 34-46 - 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 34-47 - 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 34-48 - 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 34-49 - 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 34-50 – 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 34-51 - 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 34-52 - 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 34-53 – 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 34-54 – 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 34-55 – 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 34-56 – 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 34-57 – 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 34-58 – 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 34-59 – 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 34-60 – 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 34-61 – 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 34-62 – 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 34-63 – 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 34-64 – 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 34-65 – 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 34-66– 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 34-67 – 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 34-68 – 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.
2. Pole installations
3. Plowing operations.
4. Minor trenching operations.
5. Hand digging.
6. Small boring operations (moles).
7. Small open pavement/shoulder cuts.

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 34-69 – 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 34-70 – 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 34-71 – 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 34-27 - 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.

Utility Accommodation PERMIT FORM

Town of Osceola, Polk County

APPLICATION/PERMIT to CONSTRUCT, OPERATE, and MAINTAIN UTILITIES WITHIN HIGHWAY RIGHT-OF-WAY(ROW)

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 Town of Osceola 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)

Title

Date

FEE RECEIVED: \$ _____
CHECK NUMBER: _____
DATE ISSUED: _____
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.

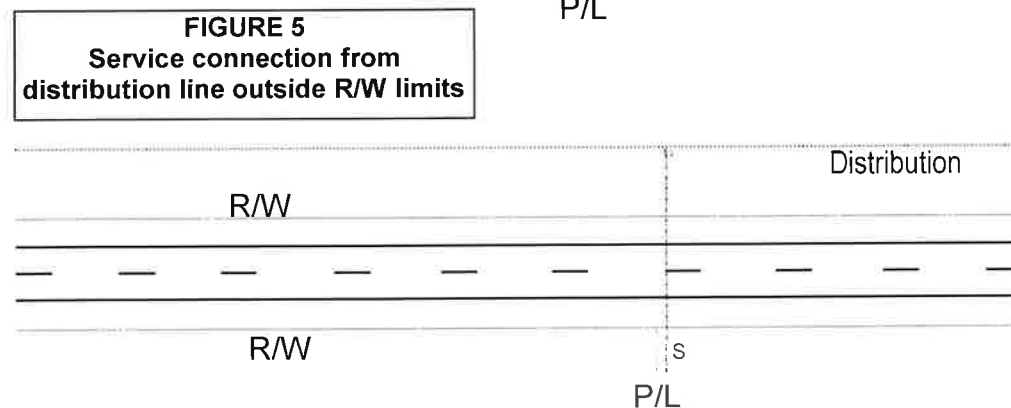
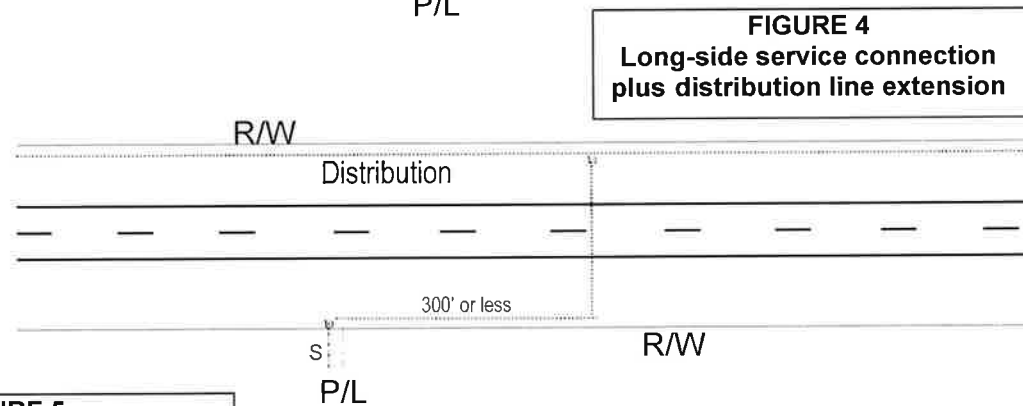
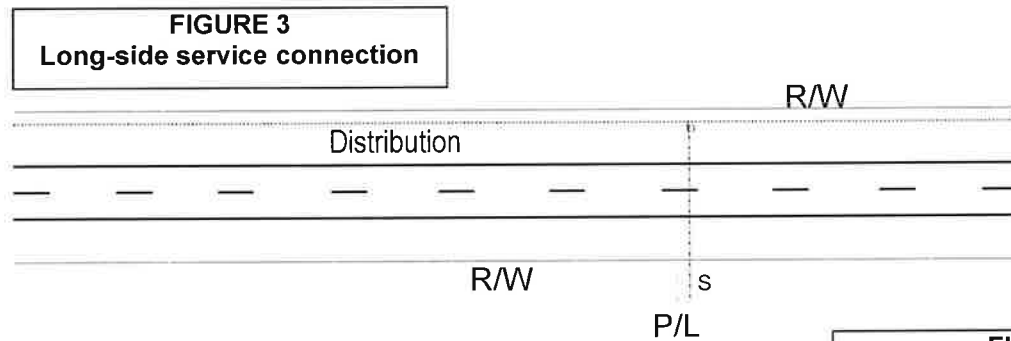
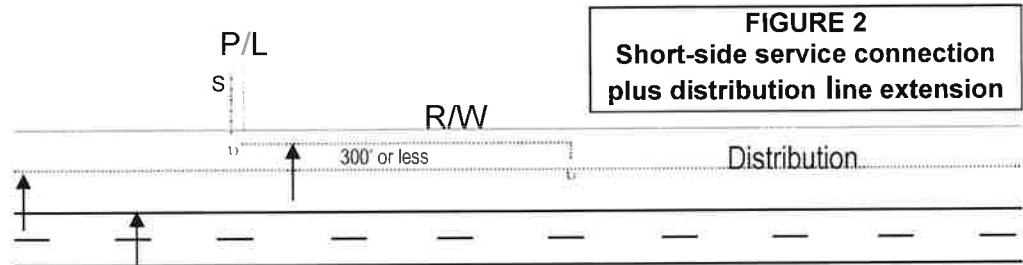
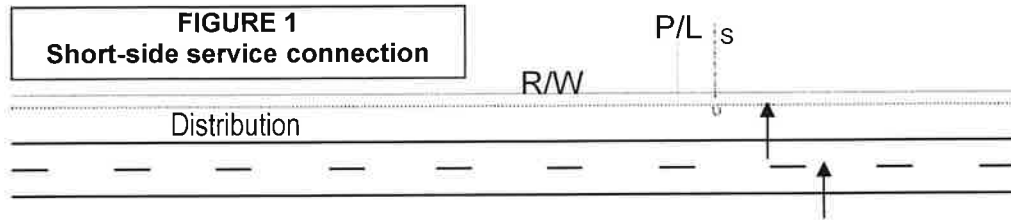
2. In order to protect itself and the TOWN, its officers, boards, commissions, agencies, employees, and representatives under the indemnity provisions of paragraph 1, above, APPLICANT will at all times during the term of the Permit keep in full force and effect comprehensive general liability and auto 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 1st Day of December, 2025

By the Town Board of the Town of Osceola

Dale Lindh, Chair

Jon Cronick, Supervisor

Lanette Johnson, Supervisor

Lee Mortenson, Supervisor

Webley Weingarten, Supervisor

ATTEST:

Dani Pratt, Clerk

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

516 East Avenue North
P. O. Box 216
Dresser, WI 54009-0216
Office: 715-755-3060

TOWN OF OSCEOLA

Polk County, Wisconsin
www.townofosceola.com

RESOLUTION 25-12-03 AMENDMENT OF FEE SCHEDULE FOR THE TOWN OF OSCEOLA

WHEREAS, the Town Board of Supervisors for the Town of Osceola has determined that it is prudent to create a Fee Schedule to provide efficiency, economy and uniformity in establishing and adjusting the fees charged by the Town of Osceola as enumerated throughout the Town of Osceola Code of Ordinances into one abbreviated schedule; and,

WHEREAS, the fees set forth in the Fee Schedule append the fees in the Town of Osceola Code of Ordinance; and,

WHEREAS, the fees set forth in the Fee Schedule may be added to or amended from time to time by adoption of a Resolution; and,

WHEREAS, the Town Board shall review the Fee Schedule on an annual basis for the purpose of adjusting and updating the fees charged by the Town, and any amendments or additions thereto may be made by Resolution; and,

WHEREAS, the fees set forth in the Fee Schedule shall supersede any fee established elsewhere in the Town's Code of Ordinance or Resolutions for the same charge, and if a fee is set forth elsewhere in the Town of Osceola's Code of Ordinance or via a Resolution, and there is no corresponding fee set forth in the attached Fee Schedule, the fee set forth elsewhere in the Code of Ordinance or the Resolution shall control until such time as a fee for the same charge is established in the Fee Schedule; and,

SO THEREFORE BE IT RESOLVED that the Town Board of Supervisors for the Town of Osceola approves the following Fee Schedule as defined in the attached schedule; and

BE IT FURTHER RESOLVED that this schedule shall become effective upon passage and posting thereof.

Adopted this 1st day of December 2025, at a Town Board of Supervisors Regular Board Meeting.
Effective 1st December, 2025.

Dale Lindh, Chair

Jon Cronick, Supervisor

Lanette Johnson, Supervisor

Lee Mortenson, Supervisor

Webley Weingarten, Supervisor

ATTEST: _____
Dani Pratt, Clerk

____ Voice Vote
____ Roll Call Vote
____ Yeas: ____ Nays: ____ Absent/Abstain

65

TOWN OF OSCEOLA SCHEDULE OF FEES AND PENALTIES

Effective January 1, 2026

AMENDED 12-1-2025

DESCRIPTION	ADDITIONAL INFORMATION	FEE	ORDINANCE # OR STATE STATUTE#
General Provisions			
First Offense	Plus court costs	\$100	Sec. 1-7 (c)(1)
Subsequent Offenses	Plus court costs	\$200	Sec. 1-7 (c)(2)
Special Assessment Search		\$25	Sec. 2-220 (b)
Copy Charge		\$0.25 per page	Sec. 2-220 (b)
Alcohol Beverage (Liquor) License			
Alcohol Beverage Penalties	1st Offense (See Sec. 1-7)	\$100	Sec. 4-1
	Subsequent Offense (See Sec. 1-7)	\$200	
Class "A" Fermented Malt Beverage Retailer's License		\$100	Sec. 4-36 (1)
Class "B" Fermented Malt Beverage Retailer's License		\$100	Sec. 4-36 (2)
Six months Class "B" License		\$50	Sec. 4-36 (2)a.
Special event (picnic)		\$10	Sec. 4-36 (2)b.
Retail Class "A" Intoxicating Liquor License		\$500	Sec. 4-36 (3)
Retail Class "B" Intoxicating Liquor License		\$500	Sec. 4-36 (4)
Reserve Retail Class "B" Intoxicating Liquor License		\$10,000	
Initial Issuance Fee			
Operator's (Bartender) License		\$20	Sec. 4-36 (6)e.5.
Background Check		Dept of Justice: \$ + Town Admin of \$10	Sec. 4-36 (6)e.6.
Provisional (Temporary Bartender) License	60-day license	\$15	Sec. 4-36 (6)e.7.
Retail Class "C" Wine License		\$100	Sec. 4-36 (7)
Transfer of Licenses		\$10	Sec. 4-40 (b)
Cigarette, Tobacco, or Electronic Vaping Device Retailer License		\$100	Wis. Stats. § 134.65 (2)
Animal			
Dogs running at large	1st Offense	\$50 plus Animal Warden costs	Sec. 6-8 (b)
	Subsequent Offenses	\$100 plus Animal Warden costs	
All other violations	1st Offense	\$50 plus Animal Warden costs	Sec. 6-8 (c)
	Subsequent Offenses	\$100 plus Animal Warden costs	
Dog License: neutered male or spayed female	Annual April 1-March 31	\$12	Sec. 6-38 (b)(1)
Dog License: un-neutered or un-spayed	Annual April 1-March 31	\$17	Sec. 6-38 (b)(1)
Kennel License: 5-12 dogs		\$50	Sec. 6-38 (b)(2)
Kennel License: additional dog tags over 12	Each	\$6	
Late Fee	If not purchased by April 1 or within 30 days of acquiring the ownership of the dog	\$5	Sec. 6-38 (c)
Impoundment	Per day	\$7	Sec. 6-41 (b)
Failure to obtain rabies vaccination.	1st Offense	\$75	Wis. Stats. § 95.21 (10)(a)
	Subsequent Offenses	\$150	
Refusal to comply with order or quarantine.		\$750	Wis. Stats. § 95.21 (10)(b)
Other Violations any provision of Stats. § 95.21 (10) not specified	1st Offense	\$50	Wis. Stats. § 95.21 (10)(c)
	Subsequent Offenses	\$100	
Operates without a license	Regulation of persons who sell or operate animal shelters of a least 25 dogs in a year	\$5,000	Wis. Stats. § 173.41 (15)(a)
Except those under Wis. Stats. § 173.41 (15)(a) a person who violates this section or a rule promulgated under this section	1st Offense	\$500	Wis. Stats. § 173.41 (15)(b)
	Subsequent Offenses	\$1,000	

TOWN OF OSCEOLA SCHEDULE OF FEES AND PENALTIES

Effective January 1, 2026

AMENDED 12-1-2025

DESCRIPTION	ADDITIONAL INFORMATION	FEE	ORDINANCE # OR STATE STATUTE#
Owner's penalty for damage caused by a dog without notice		Not less than \$50 nor more than \$2500	Wis. Stats. § 174.02 (2)(a)
Owner's penalty for damage caused by a dog with notice		Not less than \$200 nor more than \$5000	Wis. Stats. § 174.02 (2)(b)
Crimes against animals	Charged according to Class of Forfeiture as defined in 951.18	Wis. Stats. § 951.18	Wis. Stats. § 951.18
Building Permits			
Building and Building Regulation Penalties	1st Offense (See Sec. 1-7)	\$100	Sec. 8-1
	Subsequent Offense (See Sec. 1-7)	\$200	
Town Administrative Fee	New Construction.	\$100	Sec. 8-2 (e)(1)
	All others	\$50	
Building Permit Fee		WWIA	Sec. 8-2 (e)(2)
Penalty for any work started without a building permit		Equal to permit Fee	Sec. 8-2 (f)
Commercial Building Permit Fee		WWIA	Sec. 8-3 (f)
Commercial Penalties	For each day of noncompliance	not less than \$25 nor more than \$1,000	Sec. 8-3 (g)
Nonmetallic Mineral Extraction Permit			
Penalties	1st Offense	not less than \$100 nor more than \$1,000	Sec. 14-20 (d)
	Subsequent Offenses	not less than \$200 nor more than \$2,000	
Extraction Permit Fee- New	Five-year license	\$700	Sec.- 14-25 (k)
Extraction Permit Fee- Renewal	Five-year license	\$700	Sec.- 14-25 (k)
Extraction Permit Fee - Conditional		No Fee	
Fire Prevention and Protection			
Fire Protection Fire call made for a structure fire		\$500	Sec. 18-2 (b)
Fire Inspection after second fail		\$100	Sec. 18-3 (d)
No Burning Permit Violations	1st Offense	\$25	Sec. 18-32 (a)
	Subsequent Offenses	\$25	
Burning Permit Violations	1st Offense	\$100	Sec. 18-32 (a)
	Subsequent Offenses	\$200	
All other Burning Violations	1st Offense	\$100	Sec. 18-32 (a)
	Subsequent Offenses	\$200	
Burning Permit - Annual		No Fee	Sec. 18-32 (d)
Licenses, Permits and Miscellaneous Business Regulations			
Business Regulation Penalty	1st Offense (See Sec. 1-7)	\$100	Sec. 20-19
	Subsequent Offense (See Sec. 1-7)	\$200	
Bonds shall be executed by two sureties or a surety company approved by the town board			Sec. 20-23
Secondhand Article Dealer License		\$40	Wis. Stats. § 134.71
Secondhand Jewelry Dealer License		\$45	Wis. Stats. § 134.71

67

TOWN OF OSCEOLA SCHEDULE OF FEES AND PENALTIES

Effective January 1, 2026

AMENDED 12-1-2025

Effective January 1, 2022

DESCRIPTION	ADDITIONAL INFORMATION	FEE	ORDINANCE # OR STATE STATUTE#
Manufactured Homes and Trailer Penalty			
Manufactured Homes and Trailer Penalty	1st Offense (See Sec. 1-7)	\$100	Sec. 22-1
	Subsequent Offense (See Sec. 1-7)	\$200	
Mobile home parking fee, Wis. Stats. § 66.0435	Paid biannually	\$25	Sec. 22-3 (b)
Mobile home parking fee, nonexempt mobile home Late fee	For each 30 day period	\$10	Sec. 22-3 (b)
Mobile home park license fee, Wis. Stats. § 66.0435(3)	For each 50 spaces annually Paid	\$150	Sec. 22-3 (c)(1)
Mobile homes outside parks fee	Per year	\$40	Sec. 22-3 (d)(1)
Mobile homes outside parks parking fee, farmstead nonexempt mobile home	Per year	\$10	Sec. 22-3 (d)(2)a.1.
Mobile homes outside parks parking fee, permanent dwelling mobile home	Nonrenewable	\$100	Sec. 22-3 (d)(2)b.1.
Nuisances			
Public Nuisances	1st Offense	\$100	Sec. 26-2
	Subsequent Offenses	\$200	
Offenses and miscellaneous Provisions			
Firework Sales License Fee		\$200	Sec. 28-1 (c)(1)g.
Firework Use Permit Fee (Proof of Liability insurance of \$1,000,000.00 with town as the insured)		\$50	Sec. 28-1 (c)(2)e.
Beaches and Parks Violation	1st Offense (See Sec. 1-7)	\$100	Sec. 28-2 (f)
	Subsequent Offense (See Sec. 1-7)	\$200	
Planning Development Agreements			
Planning Development Agreements Violations	Per day	\$200	Sec. 30-24 (a)
Dumping and Disposal			
Dumping and Disposal Penalty	1st Offense (See Sec. 1-7)	\$100	Sec. 32-21 (3)
	Subsequent Offense (See Sec. 1-7)	\$200	
Waste Management Permit		\$100	Sec. 32-24 (c)(2)

68

TOWN OF OSCEOLA SCHEDULE OF FEES AND PENALTIES

Effective January 1, 2026

AMENDED 12-1-2025

Effective January 1, 2020

DESCRIPTION	ADDITIONAL INFORMATION	FEE	ORDINANCE # OR STATE STATUTE#
Streets, Sidewalks and other Public Places			
Acceptance of Roads in Subdivision Permit (Before work begins on the project, a bond or letter of credit, in favor of the town)	Per lineal foot	\$100	Sec. 34-3 (d)(6)
Road Construction Inspection Fee		\$300	Sec. 34-3 (g)(2)
Additional Road Construction Inspection Fee	Per inspection	\$150	Sec. 34-3 (g)(2)
Driveway Inspection Permit Fee		\$75	Sec. 34-5 (b)
Streets, Sidewalks and other Public Places Penalty	1st Offense (See Sec. 1-7)	\$100	Sec. 34-6
	Subsequent Offense (See Sec. 1-7)	\$200	
Snow and Debris Removal from Public Roads and Road Rights-of-way Penalty	1st Offense	Written Notice	Sec. 34-8(4)a.
	Subsequent Offense	\$100	
Snow and Debris Removal from Public Roads and Road Rights-of-way by Town (Truck and one person)	1st Offense	Written Notice	Sec. 34-8(4)b.
	Subsequent Offense	\$100 per hour	
Snow and Debris Removal from Public Roads and Road Rights-of-way by Town (Grader and one person)	1st Offense	Written Notice	Sec. 34-8(4)b.
	Subsequent Offense	\$150 per hour	
Charge for police, fire, or other required services	Written Notice	Invoiced amount	Sec. 34-8(4)c.
Mailbox Permit		No Fee	Sec. 34-41
Swing-arm Mailbox	Purchase and install	\$110	Sec. 34-42
Mailbox Penalties	1st Offense	Written Notice	Sec. 34-45
	Subsequent Offense	\$100	
Subdivisions			
Subdivisions Fees- Certified Survey Map Review by Town Board	Residential	\$100	Sec. 36-16 (a)
	Nonresidential	\$150	
	Lots less than 19 acres	\$20/acre	
Subdivision Penalties Fee (Wis. Stats. § 236.31, 236.32, 236.335)	1st Offense (See Sec. 1-7)	\$100	Sec. 36-20
	Subsequent Offense (See Sec. 1-7)	\$200	
Traffic and Vehicles			
Traffic and Vehicles Penalties	Wis. Stats. § 757.05		Sec. 40-1
House Moving Permit		\$100	Sec. 40-6 (2)
Weight Limitations Penalties	Wis. Stats. § 348.21 & town fee		Sec. 40-6 (3)
Weight Limitations Penalties	Wis. Stats. § 348.21 & town fee		Sec. 40-7 (b)
Weight Limitations Penalties	1st Offense (See Sec. 1-7)	\$100	Sec. 40-7 (c)
	Subsequent Offense (See Sec. 1-7)	\$200	
Compression Brake Penalties	1st Offense (See Sec. 1-7)	\$100	Sec. 40-10 (b)
	Subsequent Offense (See Sec. 1-7)	\$200	

LINKED
ON SPREAD SHEET (Pg 2) Pg. 68
* BUILDING PERMIT FEE
and COMMERCIAL BUILDING PERMIT FEE

Town of Osceola – West Wisconsin Inspection Agency Fee Schedule

One and Two Family Dwellings

New: \$600 + \$.20 per square foot of all finished space, unfinished space, attached garages, decks, porches, crawl spaces.

Addition: \$250 + \$.20 per square foot for all areas listed above.

Alterations/Repairs*: \$150 + \$6.00 per \$1,000.00, or fraction thereof, of cost (Building cost per RS Means).

Manufactured/Modular Homes: \$500 + \$.10 per square foot for all areas listed above. HUD - \$300 if no new slab, \$400 if new slab.

Plan review: 10% added to above fees.

State Seal: \$35 or current cost

Commercial Buildings

New: \$600 + \$.25 per square foot of project area

Addition: \$400 + \$.25 per square foot of project area

Apartments, Hospitals, Schools: Add \$200 for each room/unit.

Warehouses and Storage Buildings: Subtract 20%

Alteration: \$250 + \$6.00 per \$1,000.00, or fraction thereof, of cost (Building cost per RS Means) for first \$500,000 and \$3 per \$1,000 over \$500,000.

Plan Review: Fees listed on State of WI form SBD-118

Electrical: 45% added to above fees

Accessory Buildings/ Detached Garages

Over 144 Square Feet: \$125 + \$.10 per square foot. Add \$50 if the building will have electrical, plumbing, or heating.

Plan review: 10% added to above fees.

Decks & Porch Additions

Decks: \$160 Porches/Covered Decks: \$300

Signs, Driveway, Siding, & Fences

\$75 (Replace or Repair Sign: \$40)

Services (not part of another permit)

Residential Electrical Service or Gas Meter: \$150

Commercial Service: Up to 200 Amp Service \$150.00, \$35 per 100 amps over 200 amps (Minimum \$175)

Individual Commercial Electrical

Commercial Electrical: \$175 + 1%, or fraction thereof, of cost (Electrical cost per RS Means) for first \$500,000 and .5% over \$500,000

Solar

\$30 per KW Min Fee of \$200 and a Max Fee of \$600

Plan Review: \$50

Outdoor Heating Appliance/Fireplace	\$125
Pools	In-Ground: \$180 Above Ground Over 5,000 Gallons: \$100
Miscellaneous	Move or Raze/Footing & Foundation: \$125
Non-Building Structures (Towers, etc)	\$150 + \$6.00 per \$1,000.00, or fraction thereof, of cost
Starting Project Without Permit	Permit fee is doubled
Renewal Fee	Half the original permit fee, maximum \$350.00
Other Inspections Not Listed	\$75 per Inspection

* Minor repairs and alterations costing less than \$2,000 in value which do not change occupancy area, structural strength, fire protection, exits, natural light or ventilation do not require a permit.

Exempted from permits are re-roofing and finishing of interior surfaces, installation of cabinetry, and minor repair as deemed by the Building Inspector. No more than two (2) layers of roofing shall be installed on a roof.

From: Benjamin Campbell <ben.wwia@gmail.com>

Sent: Friday, November 28, 2025 8:24 AM

To: ChairLindh <chairlindh@townofosceola.com>

Subject: Re: Handicap Door Access

No to both questions. The code does require that the door not exceed 15 pounds of force to open though, which sounds like your situation. The closers should have adjustments. It also could be negative air pressure in the vestibule causing the more force.

Thank you,

Ben Campbell

West Wisconsin Inspection Agency, LLC

715-556-3136

ben.wwia@gmail.com

On Fri, Nov 28, 2025 at 8:00 AM ChairLindh <chairlindh@townofosceola.com> wrote:
Ben,

I was hoping that you could help me with a question about when a handicap powered door is required on a building. The building being the Osceola Town Hall. The recently has a couple of requests to install a powered door to allow better access into the town hall. One of the doors pulls hard when opening.

- Is the handicap powered door required to be installed on our existing building?
- If the Town Hall was being built today would it the handicap powered door be required?

Thanks for your assistance.

Dale Lindh

Town of Osceola Chairman

72

Consider Town Committee Appointments

Current:

Finance: Chair Lindh and Supervisor Cronick

Personnel: OPEN

Media & Technology: Supervisor Weingarten

Public Works: Chair Lindh, Supervisor Johnson, and Public Works Supervisor Raddatz

TOWN OF OSCEOLA

Polk County, Wisconsin

www.townofosceola.com

A RESOLUTION TO APPOINT 2026 - 2027 ELECTION INSPECTORS

RESOLUTION 25-12-01

WHEREAS, Wisconsin Statutes require each municipality in the State to appoint Election Inspectors and special voting deputies in its jurisdiction between December 1 and December 31, of each odd-numbered year for a two-year term; and

WHEREAS, terms of the current election inspectors expire on December 31, 2025; and

WHEREAS, Wisconsin Statute 7.30(4) allows the two dominant parties to submit a list of names from which appointees shall be made; and

WHEREAS, a list of four of the names for appointment for election inspectors were forwarded from the Democratic Party of Polk County and two of the names for appointment for election inspectors were forwarded from the Republican Party of Polk County; and

WHEREAS, the Town Chair is to submit a list of nominated individuals as election inspectors for approval by the Town Board; and

SO THEREFORE BE IT RESOLVED that the attached list of individuals shall be named 2026 - 2027 Election Inspectors for the Town of Osceola for the 2024 and 2025 election years; and

BE IT FURTHER RESOLVED, that Brooks Berg, Trishia Carlson, Anthony Sonnen, Teri Wallis, and Bob Wright be designated as Chief Election Inspectors (Brooks initially ' Chief Election Inspector in Training'); and

BE IT FURTHER RESOLVED, that pursuant to Wisconsin Statutes 7.32, the minimum number of election inspectors required to work at the polling place during a town election is three (3); however, the Town Clerk has the right to choose the necessary number of inspectors from the approved list; and

BE IT FURTHER RESOLVED, that the compensation for an Election Inspector is \$12.00 per hour, and for the Chief Election Inspector is \$13.00 when performing duties at elections or in training as required by Wisconsin Statutes.

Adopted this 1st day of December 2025, at a Town Board of Supervisors Regular Board Meeting.

Dale Lindh, Chair

Jon Cronick, Supervisor

Lanette Johnson, Supervisor

Lee Mortenson, Supervisor

Webley Weingarten, Supervisor

ATTEST:

Dani Pratt, Clerk

Town of Osceola

Election Inspectors

January 1, 2026 - December 31, 2027

Last Name	First Name	City/State	Zip Code
Aarthun	Dianne	Dresser, WI	54009
Arriola	Jennifer	Dresser, WI	54009
Basham	Connie	Osceola, WI	54020
Benson	Kim	Dresser, WI	54009
Berg	Brooks	St. Croix Falls, WI	54024
Carlson	Janice	Osceola, WI	54020
Carlson	Trishia	Dresser, WI	54009
Clark	Connie	Dresser, WI	54009
Conlin	Julie	Osceola, WI	54020
Conway	Janet	Dresser, WI	54009
Dunham	Rhonda	Osceola, WI	54020
Gallagher	Sara	Dresser, WI	54009
Heidelberger	Cindy	Dresser, WI	54009
Heidelberger	Bob	Dresser, WI	54009
Kotilinek	Cherie	Dresser, WI	54009
Lueck	Jane	Osceola, WI	54020
Miller	Anne	Osceola, WI	54020
Minell	Julie	Osceola, WI	54020
Pieper	Gerald	Dresser, WI	54009
Pratt	Elise	Osceola, WI	54020
Pratt	Adelle	Osceola, WI	54020
Rochford	Jeanette	Dresser, WI	54009
Schaefer	Michelle	Osceola, WI	54020
Shobe	Stephanie	Dresser, WI	54009
Sonnen	Anthony	St. Croix Falls, WI	54024
Wahlstrom	Christine (Chris)	Dresser, WI	54009
Wahlstrom	Douglas	Dresser, WI	54009
Wallis	Terilyn	Dresser, WI	54009
Wright	Bob	Dresser, WI	54009

Blue: nominated by Democratic or Republican party chair

Yellow: past Chief Election Inspector(CEI) or CEI in training; still interested in being a CEI

interested in Chief Election Inspector/Chief Election Inspector-in-Training

TOWN OF OSCEOLA

Polk County, Wisconsin
www.townofosceola.com

Resolution Amending the 2025 Budget Resolution 25-12-02

WHEREAS, The Osceola Town Board adopted the 2025 budget on November 25, 2024; and

WHEREAS, the year-to-date- budget reports indicate that there are expense accounts that are currently over-budget, and revenue accounts that should be adjusted to reflect this financial report; and

WHEREAS, it is financially prudent to amend the 2025 budget accordingly.

SO THEREFORE, BE IT RESOLVED BY THE TOWN BOARD OF THE TOWN OF OSCEOLA TO AMEND THE FOLLOWING ACCOUNTS OF THE 2025 BUDGET:

- The Sums of (\$12,356.49) is hereby transferred from Reserve for Contingencies to Animal Warden Wages in the amount of \$225.00, to Dog Licenses to the County \$3.50, to Building Expenses: Building Repair and Maintenance \$12,022.73, to the Clerk: Office Supplies \$105.26.
- The Sum of (\$558.00) is hereby transferred from Park Expense: Miscellaneous and Other to Gopher Bounty Expense \$558.00.
- The Sum of (\$3,491.28) is hereby transferred from Road Maintenance and Repairs to Equipment Repairs and Maintenance \$3,491.28

Adopted this 1st day of December 2025, at the Town Board of Supervisors Regular Board Meeting.

Dale Lindh, Chair

Jon Cronick, Supervisor

Lanette Johnson, Supervisor

Lee Mortenson, Supervisor

Webley Weingarten, Supervisor

ATTEST:

Dani Pratt, Clerk

____ Voice Vote
____ Roll Call Vote
____ Yeas: ____ Nays: ____ Absent/Abstain

From: [Prochnow Assessing, LLC](#)
To: [Clerk](#)
Subject: Re: Town of Osceola BOR 2026
Date: Monday, November 3, 2025 10:56:49 AM

That will be fine Dani.

Thanks,

Prochnow Assessing, LLC

***Please note our new email address effective immediately:
office@prochnowassessing.com**

On Monday, November 3, 2025 at 10:29:11 AM CST, Clerk <clerk@townofosceola.com> wrote:

Hi Randy and Kelly -

We received your request for dates for Open Book and BOR. In the request you asked for the dates to be chosen and returned by November 30th. I am writing to request an extension through December 2. We have a board meeting scheduled for Dec. 1, 2025 and can determine dates at that meeting. I'll send out an email on December 2 with dates that work for us.

As far as I know, we have no preference for the Open Book, with the exception that it should be after the week of April 6 – any day of the week starting April 13.

For the Board of Review, I will need to have board consideration for dates and times. I understand that your availability may be tighter, but we will choose a few dates that work for BOR. I appreciate the foresight in planning these dates.

Thank you,

Dani

Dani Pratt

Clerk - Town of Osceola, Polk County

Pop.: approx. 3,124

715-755-3060, ext. 1

516 East Avenue North

77

Town of Osceola
Dani Pratt
PO Box 216
Dresser WI 54009

Dear Dani Pratt

We hope things are going smoothly in your municipality. As we begin planning for the upcoming assessment season, we're reaching out to coordinate your municipality's **Open Book** and **Board of Review** meetings.

We plan to begin holding **Open Book meetings in April**. Please note that **only the assessor needs to be present** for the Open Book - neither the clerk nor the board members are required to attend.

We are hoping to hold **Board of Review meetings between the last week of April and the first week of June**, and we intend to keep the schedule similar to last year's if possible. Please let us know if your municipality has any **requirements, or restrictions** regarding when your Board of Review must be held (for example, certain days or times that work best, or dates to avoid).

We typically schedule meetings **starting from 8:00 a.m. and running through 10:00 p.m.** Our evenings are busy during this time period as we try to accommodate all schedules. We greatly appreciate flexibility where possible. Some municipalities have been surprised to know they can hold their meetings earlier in the day and have found that this works well for taxpayers and board members.

Depending on the final schedule, either **Randy Prochnow** or **Tony Draaijer** will attend your municipality's **Open Book and Board of Review** meetings as the state certified assessor.

Once we receive responses from all municipalities, we'll coordinate the full schedule and reach out with your tentative dates.

Please fill out and return the included form by the end of November so we can finalize everything in a timely manner. If possible, please scan and email the responses as well just in case any letters are lost in the mail.

Thank you for your time and cooperation. If you have any questions about scheduling, or any other assessing questions, please give us a call or email.

Sincerely,

Randy Prochnow
Prochnow Assessing, LLC
prochnowassessing@yahoo.com
715-309-2863

Please fill out and return in prepaid envelope by November 30th 2025. Thank you.

Municipality: Town of Osceola
Clerk: Dani Pratt

Does the Open Book need to be on a specific day or time of day? Y / N

Does the Board of Review need to be on a specific day or time of day? Y / N

What is the **earliest** time of day we can schedule your Board of Review? (8am earliest start)

What is the **latest** time of day we can schedule your Board of Review? (8pm latest start)

Does your municipality have Wi-Fi? If so, what is the network name and password?

Any other comments/concerns?
