

TOWN OF DOVRE
TOWN BOARD MEETING

The Dovre Town Board met at 6:00 p.m. on Tuesday December 13, 2016 at the Dovre Town Hall located at 304 25 ½ Street for a Town Board Meeting. Town of Dovre Residents and Guests signed in and were present. Names of persons present at the meeting are on file with the Clerk/Treasurer.

Chairman Trowbridge called the meeting to order at 6:05 p.m.

Roll call: Supervisors – James Plummer – Mitch Hanson – Dan North and Chairman Dean Trowbridge are all present. Also Present - Clerk/Treasurer – Kelly Phillips and Patrolman Art Harelstad, Jr. Supervisor Nyhagen was absent

Pledge of Allegiance

1. Approval of Agenda: motion by North second by Trowbridge to approve the agenda with the change of moving item 14a before 13a. Motion carried, unanimous yes vote.
2. Public Input
 - a. Resident Cathy Albrecht – had missed the September and October meetings and was wondering why did the snowplow fee go up to \$150.00? Was there a study or something to come up with that rate? Supervisor North – no there was no study, it was getting too late in the year with all the discussion on whether to plow or not and didn't want to leave anyone without, and that is the rate they had been talking about so that was the rate they went with. Chairman Trowbridge says there is still a pending court case as to if towns can legally plow anyway. Supervisor North also commented there was discussion over the last year about increasing the rate and mentioned surrounding towns had a higher rate than Dovre.
 - b. Resident Cathy Albrecht also mentioned the paint job on the shop looks nice
3. Building Inspector Report
 - a. Kipp Malmanger – foundation, addition, garage, remodel
 - b. Chris North – dwelling
 - c. Rick Mikl – enclosed porch
4. Approve Minutes of November 15, 2016 Regular Meeting: motion by North second by Plummer to approve the minutes as presented. Motion carried, unanimous yes vote.
5. Approve Minutes of December 1, 2016 Budget Hearing and Special Meeting: motion by Trowbridge second by North to approve the minutes as presented. Motion carried, unanimous yes vote.
6. Financial Report: motion by North second by Plummer to approve the financial report as presented. Motion carried, unanimous yes vote.
7. Treasurer's Report: motion by North second by Trowbridge to approve the treasurer's report as presented. Motion carried unanimous yes vote.
8. Set Date for Next Meeting: January 10, 2016 6:00 p.m. for the regular meeting; the caucus is set for January 17, 2016 at 6:00 p.m.
9. Town Patrolman Report

- a. Fire inspector came to the shop and there was an emergency exit sign light out; called around and it was cheaper to replace the entire sign so Patrolman Harelstad spoke with Chairman Trowbridge and he directed the patrolman to replace all three of them
 - b. Jeff Larson is getting his driveway plowed – it's a business. The board will send his check back
 - c. Monday – 2005 Pete – oil temp gauge pegged over, checked it and oil was cold, ordered a new gauge; might need a new sending unit
10. Public unit deposit letter of credit through security bank
- a. Karen Smith from Security Bank is looking at our highest deposit balance and suggests a \$1.150 million public unit deposit from 12/15/16 through 02/20/17 which is no charge to the town. Motion by North second by Plummer that the Town of Dovre enter into the PUD LOC through the FHLBC in the amount of \$1,150,000 from 12/15/16-02/20/17 at no cost to the town. Motion carried, unanimous yes vote.
11. Old Business
- a. Update about memorial of old town hall site: Supervisor Plummer is looking at a memorial from Ben Dachel and the cost would be \$1,500; he talked to Karin Jorstad and the committee will look into getting donations but hopes the town can contribute; Supervisor Hanson mentioned there is money set aside in the budget for the memorial. Supervisor Plummer also reports there is a discrepancy with the date the town was established so the committee is looking into that
 - b. Update on an amendment to the junk ordinance
 - i. Discussion amongst the about a permit and/or fees; what would the provisions be? There are many state statutes to look at regarding permits; Supervisor suggest a no fee permit that is good for one year. The board also discussed the provisions laid out in the ordinance; they also want the town attorney to draft the permit and a citation; Supervisor North shares there was a complaint about a resident with a hazard on their property. Chairman Trowbridge will contact Attorney Dunst about sending a letter
 - c. Update on an amendment to the building ordinance
 - i. Have not received an update from Attorney Dunst
 - d. Update on 448 24 $\frac{3}{4}$ street
 - i. Supervisor Hanson reports there are conflicting reports from the town building inspector and the county; the trailer has been moved to its permanent location; there aren't any permits for septic
 - e. Discussion and possible action on flagpole lighting
 - i. Supervisor North will call someone and have a light installed
 - f. Update on the clerk/treasurer position job descriptions and contract
 - i. Supervisor North reports that there has not been much discussion with Supervisor Nyhagen due to some personal issues, but got a contract from Doyle and they are working on the same thing as Dovre, having recently passed a referendum changing the Clerk/Treasurer position to appointed rather than elected. After the first of the year there should be more progress and plan to have something for the January meeting
 - g. Update on new patrol truck

- i. Patrolman Harelstad reports V&H called and Monroe should be delivering the truck Thursday or Friday this week; the peeling paint on the frame has been taken care of; Monroe will pick up the old truck in a week or two; the clerk will contact the insurance agent to make sure the truck is on the policy

12. New Business

- a. Public Unit Deposit Letter of Credit through Security Bank – moved before 13a
- b. Discussion and possible action of snowplow contract cancellations
 - i. Resident Brenda Carlson asked for a refund on her snowplow contract since the property has been sold; the board discussed refunding the resident. Motion by Plummer second by Trowbridge to approve the refund. Supervisor North opposed. Supervisor Nyhagen not present. Motion carried.
- c. Discussion of road ban signs
 - i. Chairman Trowbridge thinks the road ban signs may be confusing to some people; he met with the state patrol and DOT inspector said they have met with Sioux Creek to change the road ban signs to something simpler and would like to invite them to the January meeting
- d. Discussion of hourly rate for the town's equipment
 - i. Supervisor Hanson provided a list of rates for equipment from Barron County; the charges do not include the operator; motion by Trowbridge second by North to use the county's hourly rate if the town does work outside of town boundaries; Motion carried, unanimous yes vote. Supervisor Nyhagen is absent

13. Reports

- a. Fire & Ambulance Report
 - a. Fire – meeting next month
 - b. Ambulance – Supervisor Hanson reports a motion was passed to purchase the new ambulance; an ambulance director was hired; the payroll and billing employees resigned as of January and committee will be looking to outsource that or hire someone to replace them
- b. Board Member Reports
 - a. Supervisor Nyhagen – absent
 - b. Supervisor North – attended the highway committee meeting in Barron County; due to the recent weather, the project on County A has been postponed; they are starting work on permitting next year's projects including SS; they have been in discussion with Chieftain Sand on a temporary haul route on County S; on 11/28/16 Supervisor North attended the WTA meeting in Barron; there is a county wide hazard plan being looked at – the town doesn't have to do anything but a survey will be sent out; the WTA meeting also talked about permits for manure in right-of-ways for piping
 - c. Supervisor Plummer – went to the WTA meeting on 11/28/16; has received a few phone calls about slippery roads
 - d. Supervisor Hanson – nothing
 - e. Chairman Trowbridge – nothing

14. Other Administrative Matters

- a. Authorize Payment of Bills: motion by Trowbridge second by North to authorize payment of bills. Motion carried, unanimous yes vote.
 - b. Next Meeting Agenda Items
 - a. Update on an amendment to the building ordinance
 - b. Update on an amendment to the junk ordinance
 - c. Follow up on mobile home park ordinance
 - d. Update on building subdivision and setbacks
 - e. Update on public nuisance plan
 - f. Update on Comprehensive Town plan
 - g. Update on the clerk/treasurer position job descriptions and contract
 - h. Road ban sign presentation and discussion
15. Adjournment: motion by North second by Hanson to adjourn at 7:35 p.m. Motion carried, unanimous yes vote.

Minutes are not official until approved by the board at the next meeting

Kelly Phillips
Clerk/Treasurer
Town of Dovre Barron County