

TOWN OF DOVRE
TOWN BOARD MEETING

The Dovre Town Board met at 6:00 p.m. on Tuesday March 14, 2017 at the Dovre Town Hall located at 304 25 ½ Street for a Town Board Meeting. 6 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 6:03 p.m.

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

Pledge of Allegiance

1. Approval of Agenda: Motion by Nyhagen second by Plummer to approve the agenda as presented. Motion carried, unanimous yes vote.
2. Public Input
 - a. Resident Tim Nelson saw that last month a nuisance ordinance was approved and has a concern with a property on the 2600 block of 1st Avenue and wants to know what the procedure is, and that's why he's at the meeting. Supervisor North says there is a process – first sending a letter, then issuing a citation giving the land owner a chance to pay it and if they don't the town can take the land owner to court.
 - b. Resident Al Albrecht said since the board is discussing the nuisance ordinance, he would like to make a complaint about the house across from Dovre Lutheran Church.
3. Building Inspector Report
 - a. Building Inspector Update – Act 211
 - i. Daryl Dostal is here to update the board for Act 211. They have 3 options – all online, download a form then upload a form, and some integrated software. The problem is with people in the community that don't use the internet or have a computer. There are questions at the state about access in rural communities so there are still some problems. Hopefully there will be an answer by the end of the week but a lot of towns Daryl has spoken with are waiting until there is a clearer process. Supervisor North says there is an article in the February edition of the WTA magazine but it doesn't address how the assessor will access the records. Daryl recommends holding off until there is more clarification.
 - ii. Inspector Dostal also reports that Insurance Services Organization does an audit every four years and goes through all of the information which gives them a baseline for assessing risk – affects industrial, business, residential, etc. The town chair should receive a copy of the assessment but just wanted to make the board aware.
 - iii. Inspector Dostal also stopped into 448 24 ¾ Street and reported that the resident can't get a holding tank because they don't have a permit. They are using a port-a-potty for now, and there is nothing we can do about them using a port-a-potty. They have moved some of the cars back into the woods, but have more vehicles in the yard. The electrical is laying on the ground – everything is temporary now. Supervisor Hanson said they had originally asked to have until November or December of 2016 to get things cleaned up.
 - iv. Chairman Trowbridge asked if Inspector Dostal has had contact with Karshbaum's about their trailer home. Inspector Dostal reported yes, he had.

- v. Inspector Dostal also reported that In the next couple of years, the state might require all commercial electrical to be inspected
 - vi. Supervisor Plummer asked if they have changed the rules on ground faults, and Inspector Dostal says the builder's association has fought that, saying the cost would increase by \$300 per home. It will stay the way it is for now.
- 4. Approve Minutes of February 14, 2017 Regular Meeting: Motion by Trowbridge second by Nyhagen to approve the minutes as presented. Motion carried, unanimous yes vote.
- 5. Financial Report: Motion by North second by Nyhagen to approve the financial report as presented. Motion carried, unanimous yes vote.
- 6. Treasurer's Report: Motion by Nyhagen second by North to approve the treasurer's report as presented. Motion carried, unanimous yes vote.
- 7. Set Date for Next Meeting:; Monday April 10, 2017 at 6:00 p.m. for the regular meeting and a special meeting Thursday April 13, 2017 at 6:00 p.m. to open bids for 2017 road projects
- 8. Town Patrolman Report
 - a. The town shop heat motor has been getting noisier and took it in to get repaired and they suggested replacing it. It is on order
 - b. WE energies needs to replace the natural gas meter and they are coming out this Thursday
 - c. The check engine light came on in the 2017 Western Star; Supervisor Hanson called Western Star and they will come and pick it up to fix it. He also reports it shifts early.
 - d. Talked with the Town of Chetek about weight limit signs and they are thinking about 5 ton per axle and 20 ton max and thinks it's a good idea for Dovre. The board discussed this option but no decision was made.
 - e. Patrolman Harelstad is starting Medicare in June of this year but is not drawing Social Security until June 2018 and would ask that the board reimburse him for his Medicare costs. Patrolman Harelstad would ask the board to consider covering his wife's Medicare costs until June 2018 since Medicare will be less than his current health plan. Supervisor Plummer suggests the board talk to the town attorney before making a decision. Supervisor Nyhagen volunteered to speak with the town attorney.
- 9. Old Business
 - a. Discussion and possible action on payment to new truck loan at Security bank from contingency fund
 - i. Supervisor North reports the board budgeted \$35,000.00 to purchase new equipment and there was nothing set aside this year and suggests making the additional payment as it was set aside for. The board discussed if the payment should be made or not. Motion by North second by Nyhagen to transfer the \$35,000.00 from last year's budget to this year and make the extra payment for the truck. Supervisor Plummer asked if we are putting the cart before the horse and should the money go to roads. Supervisor North says he understands that, but the money was budgeted to make the extra payment and it will go towards principal. Roll call vote – Trowbridge – Yes; Nyhagen – Yes; North – Yes; Plummer – Yes; Hanson – Yes. Motion carried.
 - b. Discussion and possible action on cul-de-sac work on 27 7/8
 - i. Supervisor Nyhagen asks if we didn't blacktop 5th Avenue this year, would there be some funds available to blacktop the cul-de-sac? Chairman Trowbridge asked if the cul-de-sac is ready for blacktop. Patrolman Harelstad suggested waiting to make a decision until the board gets the bids to see what is left for the budget. Supervisor North asked if there should be some engineering done on Barron/Dunn from 27th to 27 7/8. The board discussed this but no decision was made.

- c. 2017 Road Project discussion
 - i. Town Engineer Gotham – passed out two drawings of the town hall parking lot with two paving options. The second option will be 50 ton more of asphalt. There is also discussion of removing the concrete in front of the shop and replace it with asphalt. If this project was bid with Lane Back, there wouldn't be an option to pulverize the existing blacktop first. The material can be used in the parking lot for shaping. Supervisor Plummer asked what Engineer Gotham recommends and he recommends option two – doing more of the parking lot. The board discussed both options at length. Motion by Plummer second by Nyhagen to approve option B and add the town hall parking lot to the 26 ½ - 27th Street project. Roll call vote – Trowbridge – Yes; Nyhagen – Yes; North – Yes; Plummer – Yes; Hanson – Yes. Motion carried. It will make sense to add the town hall parking lot to the 26 ½ - 27th Street project for pulverizing. The bids notice will be published and the bids opened at the special meeting on Thursday April 13 2017.
 - ii. The Clerk/Treasurer sent Engineer Gotham a bid packet to review and he updated it with some other standard information. After this, the quantity page and provisions page should be the only pages that need changes, except for a few minor specific changes for each job.
 - iii. Engineer Gotham stated if the town wants him to do the pavement design on 26 ½ - 27th Street or 5th Avenue – County Highway SS to 27th Street he will need soil samples and the current width. Chairman Trowbridge asked if that is something Patrolman Harelstad can do, and Engineer Gotham said it's just auger holes that need to be drilled about 1,000 feet apart and to log what is found at different levels. Mr. Gotham suggests 5 samples on 26 ½ -27th Street if the town wants him to do a pavement design. The board discussed the options with the engineer. Supervisor Nyhagen would like to skip the pavement design on 26 ½ - 27th Street but do the survey on 5th Avenue – County Highway SS – 27th Street. Patrolman Harelstad asked if 2 ½ inches compacted blacktop would be okay on 27th street and Mr. Gotham said they go three inches on most town roads now.
- d. Discussion and possible action on mobile home ordinance
 - i. Nothing from Attorney Dunst for mobile home ordinance
- e. Update on Plan Commission status
 - i. The board discussed an action plan for the plan commission. Motion by North second by Trowbridge to nominate Supervisor Nyhagen to ask residents to volunteer for the plan commission and would be looking for about 10 people. The commission would have post their meetings and take minutes but there is no pay. Supervisor Nyhagen will update the board at the next regular monthly meeting.
- f. Invitation to the sand companies to attend the annual meeting; The board directs the Clerk/Treasurer to send invitations to Northern Industrial Sand, Sioux Creek Silica, Great Northern Sand (Northern White Sand) and Chieftain Sand.
- g. Per diem discussion
 - i. Supervisor North says per diem paid to a board member should be for something of substance; anything less than an hour, no. Supervisor Hanson reports he was talking with other town officials and they are paid per diem for training, special meetings, etc., but not regular board meetings. The Clerk/Treasurer suggested the board agree on the expenses every quarter and the next available regular board meeting. The board agreed with that suggestion.
- h. Chetek fire discussion

- i. Supervisor Hanson and Consultant LaFond attended the fire commission meeting last week. Supervisor Hanson reports Dovre is named on the ambulance commission but not the fire commission, so the fire commission is wondering how much say Dovre has. When Consultant LaFond and Supervisor Hanson requested an invoice from the fire commission and a breakdown by municipality for the fire protection services. The commission treasurer said she would not do that, and they are not going to change the way they have been doing it for years. Supervisor Hanson recommends paying 2016 and 2017 fire protection services the way they have been paid in the past until the fire board will look at the allocation by municipality. He also said the fire board will need to change their articles of agreement to include Dovre. Supervisor North asks how the board is supposed to figure out what we owe, and Supervisor Hanson also reminded the board the equalized values do not include commercial values. More discussion occurred by the board regarding the Chetek fire department. Motion by North Second by Trowbridge to pay two times the amount of \$9,848.14 as stated in the letter dated 03/12/15 to cover the 2016 and 2017 fire protection services for a total of \$19,696.28. Roll call vote – Trowbridge – Yes; Nyhagen – Yes; North – Yes; Plummer – Yes; Hanson – Yes. Motion carried.
- i. Update on clerk/treasurer job description/contract
 - i. Supervisor Hanson recuses himself from the discussion.
 - ii. Supervisor North goes through the job description/contract that Greg LaFond prepared and the board discussed any changes, additions or omissions.
 - iii. Supervisor Nyhagen has a problem with the residency and would like to take that out of there to open the pool of candidates.
 - iv. Supervisor North would like to discuss the hours; currently the board has agreed that the current Clerk/Treasurer has office hours every Wednesday evening and the first Saturday of the month, which gives the residents a known time to talk to the clerk. At tax time there is more activity going on, so there should be extended hours. Supervisor Plummer would like to know if the clerk would be salaried or hourly, and states she should know how many hours it will take to get the job done.
 - v. Supervisor North reports the clerk/treasurer is currently paid a salary and that will continue. Currently the salary is \$18,500 with per diem of \$1,500 and suggests doing away with the per diem and setting the salary at \$20,000.

10. New Business

- a. Set date for spring clean up; May 20-21, 2017
- b. Discussion and possible action on Patrolman's weekend overtime and compensation for meeting attendance
 - i. Supervisor Nyagen reports the issue came up when Patrolman Harelstad plowed snow a couple weekends ago. Supervisor Hanson states the county highway workers get paid time-and-a-half for any hours worked from 6:00 p.m. Friday to midnight Monday morning. The board agrees to follow this procedure.
 - ii. Supervisor Nyhagen thought it might be simpler for the town board meetings for Patrolman Harelstad to receive per diem instead of being paid hourly. If the Clerk/treasurer gets per diem, then maybe Patrolman Harelstad should get paid per diem. Sometimes the total hours in the week will go over 40 so he will get overtime. The board agrees to continue to pay Patrolman Harelstad hourly to attend the board meetings he is required to attend.
- c. Discussion and possible action to move a dumpster on a restricted road (Road Ban)

- i. Chairman Trowbridge has had two requests to move on the roads since they were froze back up again and wondering if they should pull the road ban signs to get their 6 weeks back. There is discussion about what can be moved. The board agrees to let the dumpster move.
 - d. Discussion and possible action on Right-of-Way letter to be mailed prior to spring planting
 - i. The board agrees to send the right of way letters prior to spring planting. The Clerk/Treasurer will work to get the letter and statutes printed, along with the approved list of landowners.

11. Reports

a. Fire & Ambulance Report

- a. New Auburn Fire – Al Albrecht reports the fire department took out ¼ million loan to pay of the village for the building.
- b. Chetek Ambulance – Supervisor Hanson reports the list of candidates for the bookkeeping position has been narrowed down and there were interviews. They offered the job to one candidate but he hasn't heard if she accepted. They are also looking into getting a loaner ambulance until the new one is delivered. They are doing well with filling their roster
- c. Chetek Fire – Supervisor Hanson reports Chetek is unhappy with their truck and the manufacturer says it was a custom build and there's nothing they can do about it

b. Board Member Reports

- a. Supervisor Nyhagen – nothing
- b. Supervisor North – attending the Town's Association meeting in Cumberland on the 31st and reported the Barron County meeting was cancelled and rescheduled to before Memorial Day
- c. Supervisor Plummer reports the fire departments will be changing status; there have been some cars in the ditches in Dovre and asks if the town should put out delineators? There was discussion but no decision made.
- d. Supervisor Hanson reports he has noticed the chip sealing on County Line that Auburn did is cracking a bit and will keep watching it to see what it does this year because the board was considering doing that to some of the town roads
- e. Chairman Trowbridge - nothing

12. Other Administrative Matters

a. Next Meeting Agenda Items

- a. Update on 5th avenue road project
- b. Update on mobile home ordinance
- c. Update on plan commission status
- d. Set dates for board of review and open book

- b. Authorize Payment of Bills: Motion by Trowbridge second by North to authorize payment of bills. Motion carried, unanimous yes vote.

- 13. Adjournment Motion by Trowbridge second by Hanson to adjourn at 9:44 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