

TOWN OF DOVRE
TOWN BOARD MEETING

The Dovre Town Board met at 6:00 p.m. on Tuesday February 13, 2018 at the Dovre Town Hall located at 304 25 ½ Street for a Town Board Meeting. 3 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 – Al Nyhagen – James Plummer – Mitch Hanson – Dan North and Chairman Dean Trowbridge are all present. Also Present - Clerk/Treasurer – Kelly Phillips, Patrolman Art Harelstad, Jr. and Consultant Greg LaFond.

Pledge of Allegiance

1. Approval of Agenda: Motion by Plummer second by Nyhagen to approve the agenda as presented. Motion carried, unanimous yes vote.
2. Public Input - none
3. Building Inspector Report
 - a. WE energies – 2 ¾ ave regulation building & heater building
4. Approve Minutes of January 9, 2018 Regular Meeting: Motion by Nyhagen second by Trowbridge to approve the minutes as presented. Motion carried, unanimous yes vote.
5. Approve Minutes of January 16, 2018 Caucus: Motion by Plummer second by Nyhagen to approve the minutes as presented. Motion carried, unanimous yes vote. Supervisor North abstained as he was not at the meeting.
6. Financial Report: Motion by Trowbridge second by Nyhagen to approve the financial report as presented. Motion carried, unanimous yes vote.
7. Treasurer’s Report: Motion by Nyhagen second by Trowbridge to approve the treasurer’s report as presented. Motion carried, unanimous yes vote.
8. Set Date for Next Meeting: Tuesday March 13, 2018 at 6:00 p.m. for the regular monthly meeting.
9. Town Patrolman Report
 - a. About a month ago the fire inspector came out and the town passed but the inspector said the town still need to take care of the outside fuel tank
 - b. The fire extinguishers were also tested. They also put fire extinguisher on outside fuel tank. The patrolman also reports that he and Supervisor Nyhagen had to steam out a culvert on 1st Avenue. They have been using 300 a gallon metal fuel barrel but it is getting rusty. They were able to find a plastic one to use instead
 - c. The patrolman has also signed up for MSHA refresher coming up and the WAPA next week.
10. Old Business
 - a. Generator discussion and possible action: At the last meeting there was some concern about the power hookups so Supervisor Nyhagen spoke with Mr. Bitney at Jesse Jones Construction and he said they take care of all of that. Mr. Bitney also said surge protection should already be in place but if it isn’t the town should do that. Chairman Trowbridge asked what the cost is and Supervisor Nyhagen said it would be \$1,050.00 for a new switch or \$495.00 for a used switch and \$850.00 for labor. The board discussed the switches and surge protection. Motion by North second by Hanson to purchase the used switch and the labor to install for a total of \$1,345.00 from Jesse Jones Construction. Roll call vote – Trowbridge – Yes; Nyhagen – Yes; North – Yes; Plummer – Yes; Hanson – Yes. Motion carried.

- b. Discussion and possible action on mobile home ordinance(s): The board discussed the mobile home ordinance as proposed and considered Attorney Dunst's comments. The board then reviewed the current building ordinance and decided to abandon the mobile home ordinance and look to amending the building ordinance. The board directed Consultant Lafond to review the building ordinance and recommend additions.
- c. Discussion and possible action on junk ordinance application/approval: The applicant Dean Trowbridge was asked to put together a plan to create a barrier and has proposed 4'x4' posts with galvanized steel panels on both County Highways SS M. Mr. Trowbridge and the board discussed how long the fence would be and took into consideration the ATV trail and the need to stay out of the ditch and wet areas. Mr. Trowbridge said he forgot to bring the fire inspection report but says they passed. He also states they can have this completed by June 1, 2018. Motion by North second by Nyhagen to approve the Junk Permit requested by Dean Trowbridge of Hometown Machine and Repair (DTC Rentals) at 19 County Highway SS, including items 1, 2, 3, 8, 9, 12 (100 vehicles) and 14 (12-18" clearance at the bottom of the fence with a completion date of approximately June 1, 2018) from Ordinance 2017-04. Motion carried, unanimous yes vote. Chairman Trowbridge abstained.
- d. Public Nuisance mailing – update and landowner responses
 - i. 4 County Highway SS: The town attorney sent Mr. Maidment a certified letter to clean up property by end of January. The attorney received call at the beginning of February from Mr. Maidment saying he had been sick and couldn't get the letter from the post office. He also requested a copy of the Ordinance.
- e. Plan commission discussion and possible action on proposal to update the town plan
 - i. Tim Nelson reports that the commission met on January 29, 2018 and discussed an addendum to the Town Plan as opposed to rewriting it. The commission created a list of changes/improvements that had taken place and proposed Consultant LaFond create the addendum. Mr. LaFond sent over a proposal with an estimated cost of \$3,600.00 plus mileage and paperwork reproduction. Mr. Nelson feels this is a good proposal and money well spent. It is not a lot of money in the long run and this is the choice of the commission. Mr. LaFond feels he could complete this within 60 days. The board discussed the cost and adding an addendum versus rewriting the town plan. Motion by North second by Trowbridge that the town enter into an agreement with Consultant LaFond to write the addendum to the Town Plan, with the cost not to exceed \$4,000.00 which will be taken out of the contingency fund. Roll call vote – Trowbridge – Yes; Nyhagen – Yes; North – Yes; Plummer – Yes; Hanson – Yes. Motion carried.
- f. Plan commission compensation discussion and possible action: Supervisor North thinks the commission should be paid for their time. Currently the town pays casual workers \$14.00/hour. The board discussed paying the commission per diem or hourly. Right now the per diem rate is \$50.00/day. Motion by North second by Nyhagen that the planning commission members working on the town plan be paid \$14.00/hour to be paid at the completion of the plan. Motion carried, unanimous yes vote.
- g. Road project discussion for 2018: Chairman Trowbridge says the board had talked about taking out a note and doing more projects this year at a prior meeting. The town is looking to spend \$515,750.00 this year which would include Barron/Dunn, 5th Avenue and 29th Street – 2nd Avenue to 3 ½ Avenue. The 5th Avenue blacktopping will be part of the LRIP funds this summer. Supervisor Nyhagen comments that the town budgeted \$350,000.00 for road projects in 2018 and will be short \$165,000.00. The board would have to take out a loan for a few months. Supervisor North asked why do we have to take out a loan? Consultant LaFond says the town

should borrow funds from the PVG and pay it back over a number of years with interest since the funds are available. Motion by Trowbridge second by Nyhagen to put out bids on Barron/Dunn and 29th Street at the March meeting to open at 5:00 p.m. prior to the regular April meeting. Motion carried, unanimous yes vote.

- h. PVG audit discussion and possible action
 - i. Consultant LaFond reports that he and Supervisors Nyhagen and North visited with Northern Industrial Sand to audit a sample of their shipments from 2017 and review their process. They appear to have a good system in place and they control the sand from the beginning to the end of the process

11. New Business

- a. Discussion on Job description and timeline for patrolman replacement: The board discussed the timeline for advertising for a patrolman and discussed the job description. The board directed the clerk/treasurer to update the job description and create a job posting to get that to the Chetek Alert, Bloomer Advance, Rice Lake Chronotype and the Early Bird before the March meeting.
- b. Discussion and possible action on resolution to amend 2017 budget: The board reviewed a resolution to amend the 2017 budget. The board discussed the changes and differences between actual and budget. Motion by Trowbridge second by North to adopt resolution 2018-01.
- c. Discussion about town attorney: Supervisor Nyhagen has looked into an attorney in Chippewa and will call around to a few of the towns he represents and get some opinions
- d. Discussion and possible action on PUD LOC from Security Bank for non-tax year period: The board discussed increasing the line of credit based on deposits and balances for the year outside of the tax season. Motion by North second by Trowbridge to approve an increase in the line of credit to \$710,000.00 for the timeframe of 02/15/18 to 12/15/18. Motion carried, unanimous yes vote.
- e. Class "B" Highway discussion/weight limit: Since the spring thaw is approaching, the board is discussing road bans and weight limits and wondering if they should be Class B signs or straight weight limit signs. The straight weight limit signs would be simple and the easiest to enforce. Motion by Trowbridge second by North to put up 15 ton signs on 29th Street and signs warning of a weight limit ahead year round and 15 ton signs for thaw for road bans. Motion carried, unanimous yes vote.
- f. Appointee performance update: The clerk/treasurer sent the review template to Chairman Trowbridge. He asked the board to send their thoughts, comments and questions to him in the next few days. Supervisor Hanson recuses himself.
- g. Special funds discussion: Supervisor North reports that there have been funds designated for vehicle replacement, new equipment, small tools/equipment and emergency road fund that are sitting in the general fund. The board discussed creating four new accounts at the bank for these funds to take them out of the general fund and ensure they are designated for new equipment, tools and replacements. Supervisor North will talk with Security Bank.
- h. Discussion and possible action on contact with sand companies about the annual meeting: Chairman Trowbridge asked the board to review the operations agreements for each sand company and things they want to address. The board directs the clerk/treasurer to send out the invitations to the annual meeting and include discussion topics for their presentations

12. Reports

- a. Fire & Ambulance Report
 - a. New Auburn Fire – Supervisor Plummer - nothing
 - b. Chetek Fire & Ambulance – Supervisor Hanson - meeting Thursday
- b. Board Member Reports
 - a. Supervisor Nyhagen - nothing

- b. Supervisor North – Supervisors Nyhagen and North and Patrolman Harelstad are going to a roads seminar on February 21, 2018.
 - c. Supervisor Plummer - nothing
 - d. Supervisor Hanson - nothing
 - e. Chairman Trowbridge – the Blaha’s need a permit and asked to talk with the town’s building inspector Darryl Dostal. Chairman Trowbridge was asked to snow blow a driveway for someone in hospice for the remainder of this year and wanted the board to think about the town offering this service in the future
13. Other Administrative Matters
- a. Next Meeting Agenda Items
 - a. Public nuisance mailing update and landowner responses
 - b. 2018 Road Projects
 - b. Authorize Payment of Bills: Motion by Trowbridge second by Hanson to pay bills. Motion carried, unanimous yes vote.
14. Adjournment: Motion by Trowbridge second by Hanson to adjourn at 9:15 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