

TOWN OF DOVRE  
TOWN BOARD MEETING

The Dovre Town Board met at 6:00 p.m. on Tuesday September 13, 2016 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 6:00 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 North second by Nyhagen to approve the agenda as presented. Motion carried, unanimous yes vote
2. Public Input
  - a. No input from residents, land owners or guests
3. Building Inspector Report
  - a. Kevin Ranney – pole shed
  - b. Jeff Larson – Deck alteration
  - c. David Novak – pole shed
  - d. Zach Zielie – new roof
4. Approve Minutes of August 15, 2016 Regular Meeting: Motion by North second by Plummer to approve the minutes as presented. Motion carried. Supervisor Nyhagen abstained – he was absent from the August 15 meeting.
5. Financial Report: Motion by Nyhagen second by North 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: Tuesday October 11, 2016 at 6:00 p.m. for the regular monthly meeting.
8. Town Patrolman Report
  - a. Stockpile of gravel getting low – would like to order 15 loads to get through winter & spring; called a few places and got estimates that gravel delivered would be \$2,400; motion by Trowbridge second by North to purchase gravel from Olynick at \$10.50 per yard not to exceed \$2,400. Roll call vote – Trowbridge – Yes; Nyhagen – Yes; North – Yes; Plummer – Yes; Hanson – Yes. Motion carried
  - b. Driveway permits
    - i. Jason Wendt – Motion by North second by Trowbridge to approve the driveway permit conditionally and not to proceed with building until the town clerk can gain confirmation from WTA of what, if any, the statutory restrictions are on

placement of a driveway to an adjoining property. Motion carried, unanimous yes vote.

- ii. Jeff Larson – Motion by Trowbridge second by Plummer to approve driveway permit as drawn. Motion carried, unanimous yes vote.
- c. Update on natural gas, heating and shop painting
  - i. Painting – trying to match the paint to the new town hall
  - ii. Heating – there are a few more questions that need to be answered about tying the natural gas from the shop to the hall and the heaters; Motion by Hanson second by Plummer to complete conversion of town hall and town shop, and connection of heating system of town hall to town shop not to exceed \$2,800.00. Roll call vote – Trowbridge – Yes; Nyhagen – Yes; North – Yes; Plummer – Yes; Hanson – Yes. Motion carried.
- d. Update on road projects
  - i. 29<sup>th</sup> street is done except for the striping
  - ii. Discussion on other town roads that need striping; motion by North second by Nyhagen to stripe 29<sup>th</sup> street from 2<sup>nd</sup> to 3 ½ and SS to 26 ½ on 6-5 ¾. Roll call vote – Trowbridge – Yes; Nyhagen – Yes; North – Yes; Plummer – Yes; Hanson – Yes. Motion carried.
- e. Update on 2016 Western Star
  - i. Signed the purchase contract today and Chairman Trowbridge will talk to Security Bank about loan paperwork and rates
  - ii. When Western Star receives the payment for the new truck it will need to be added to the insurance policy

## 9. Old Business

- a. Right Of Way encroachment follow-up
  - i. Back in May 2016 the town sent a reminder to residents on town roads about right of way encroachment and now are prepared to send a reminder to those who are still encroaching on the right of way; the question now is what does the town do if the residents still encroach on the right of way? There is a fine that can be assessed and the board would need to work with the town's attorney; the follow-up letters will be sent out with pictures to the residents considered to be in violation; Motion by Trowbridge second by Nyhagen to continue with the letters and send out the pictures and follow up in the spring. Motion carried, unanimous yes vote.
- b. Review snowplow contract draft
  - i. Supervisor Hanson asked if there has been any update on the snowplow case – Consultant LaFond says no
  - ii. Consultant LaFond asked if Patrolman Harelstad has been plowing the mobile home court and also suggests adding not-for-profit to properties not eligible for the contract
  - iii. Motion by North second by Trowbridge to approve the snowplow contract for the 2016-2017 season for a fee of \$150.00 to be delivered and paid to the clerk no later than October 14, 2016 and the late sign up rate of \$200.00 will apply as

of October 15, 2016 and must be delivered and paid no later than October 31, 2016. Motion passed 4-1 with Supervisor Nyhagen voting no.

10. New Business

- a. Discussion and possible action to set up automatic payment of the Patrolman's health insurance; motion by Trowbridge second by Plummer to set up patrolman's health insurance to pay via ACH. Motion passed, unanimous yes vote.
- b. Discussion and possible action on advertising options for the grader tires
  - i. Town bought new tires for the grader in April of 2016 due to a large sale so there are six used tires that need to be sold; the tires should be expected to sell for \$500-\$800 each and the board requests that the buyer take all six and are responsible for paying tax and picking them up. Motion by North second by Nyhagen that Supervisor Hanson coordinates all activities for the posting of the tires on the auction site for \$600 each and the removal of the old tires and putting on the new tires on the grader. Motion carried, unanimous yes vote.
- c. Discussion and possible action on 2005 Peterbilt maintenance
  - i. Supervisor Nyhagen reports there is a hole in the wing that needs to be fixed, all of the hydraulic hoses should be looked at and the hitches changed. Motion by North second by Plummer for Valley View Service to repair the wing, replace all necessary hydraulic hoses and change the hitches not to exceed \$2,300.00 and for the work to be completed by September 23, 2016. Roll call vote – Trowbridge – Yes; Nyhagen – Yes; North – Yes; Plummer – Yes; Hanson – Abstain. Motion carried.
- d. Discussion and possible action on an ordinance and resolution related to poll workers
  - i. Resolution 2016-1 would allow the municipal governing body to reduce the required number of election officials at a polling place from 7 to no less than 3 as allowed in Section 7.32 of the Wisconsin Statutes and the requisite number of election officials may be increased, but always an odd number, at the discretion of the clerk. Motion by Trowbridge second by Nyhagen to approve Resolution 2016-1 as read. Roll call vote – Trowbridge – Yes; Nyhagen – Yes; North – Yes; Plummer – Yes; Hanson – Yes. Motion carried.
  - ii. Ordinance 2016-3 would allow split shifts and permit scheduling flexibility for election officials as allowed in Section 7.30 (1) of the Wisconsin Statutes. Motion by North second by Trowbridge to approve Ordinance 2016-3 as read. Roll call vote – Trowbridge – Yes; Nyhagen – Yes; North – Yes; Plummer – Yes; Hanson – Yes. Motion carried.
- e. Discussion and possible action regarding town appraiser agreement
  - i. Consultant LaFond states that this is a one year contract and the price has not increased significantly. Motion by Trowbridge second by Plummer to approve the one year contract for Bowmar Appraisal. Roll call vote – Trowbridge – Yes; Nyhagen – Yes; North – Yes; Plummer – Yes; Hanson – Yes. Motion carried.
- f. Discussion about memorial for old town hall site
  - i. Supervisor North reports the board has budgeted \$500 for the memorial
  - ii. Supervisor Plummer volunteers to look into a stone or memorial of some type to get the costs; table until next month until he can get some pricing

- g. Set date for fall clean-up days
  - i. October 22 & 23 2016. Patrolman Harelstad will coordinate dumpster and Chairman Trowbridge will coordinate a supervisor.
- h. Chetek Ambulance Commission discussion and possible action
  - i. The Town of Dovre recommends the ambulance commission purchase the new ambulance. The town asked for the commission to review some of the recommendations made by Dovre. Motion by Trowbridge second by Nyhagen to send a letter to the ambulance commission to pursue buying a new ambulance to replace the one at the end of its service life. Motion carried, unanimous yes vote.
- i. Discussion about Chieftain Sand
  - i. Consultant LaFond states that it may be beneficial to the town to revisit the sand company's operations agreements due to the concerns regarding Chieftain's operations which will include the PVG agreement. Consultant LaFond will draft a couple of amendments and send to the town board and the town attorney

## 11. Reports

- a. Fire & Ambulance Report
  - a. Fire – Al Albrecht reports the next meeting is in October
  - b. Ambulance – Supervisor Hanson reports the ambulance commission is still looking into 3<sup>rd</sup> party billing. They are also having trouble staffing. They are also looking at a couple sub-committees to look at the 3<sup>rd</sup> party billing and the new ambulance purchase
- b. Board Member Reports
  - a. Supervisor Nyhagen – nothing
  - b. Supervisor North – Attended the September 1 Highway Committee meeting and reported that with 2-3 weeks of good weather the county would have the rough work done on AA and plan to have it paved by the middle of September. The county was having problems with gravel and they have been switching suppliers. Supervisor North also reported that he and Supervisor Plummer are going to a WTA meeting
  - c. Supervisor Plummer – still trying to contact someone from CenturyLink to figure out who will take care of the canisters on 6<sup>th</sup> avenue. Chairman Trowbridge asked Supervisor Plummer to try contacting someone again to at least have them tag the pedestal for safety
  - d. Supervisor Hanson – nothing
  - e. Chairman Trowbridge - nothing

## 12. Other Administrative Matters

- a. Authorize Payment of Bills: Motion by North second by Nyhagen to pay bills. Motion carried, unanimous yes vote.
- b. Next Meeting Agenda Items
  - a. Update about memorial of old town hall site
  - b. Update on gas, heating
  - c. Update on grader tires
  - d. Update on 2005 Peterbilt maintenance

e. Set the date for the annual budget hearing

13. Adjournment: Motion by Hanson second by Trowbridge to adjourn at 7:56 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