

TOWN OF DOVRE
TOWN BOARD MEETING

The Dovre Town Board met at 6:00 p.m. on Tuesday November 15, 2016 at the Dovre Town Hall located at 304 25 ½ Street for a Town Board Meeting. 5 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., Consultant Greg LaFond and Attorney Terry Dunst.

Pledge of Allegiance

1. Approval of Agenda: Motion by Nyhagen second by North to approve the agenda as presented. Motion carried, unanimous yes vote.
2. Public Input
 - a. Dan North – Resident – had his first experience as an election inspector and liked the flow and thinks everything went well and there were 388 voters and would be willing to do it again
3. Building Inspector Report
 - a. SBA Towers – tower and facility upgrade
 - b. Thaler Oil – Propane facility
 - c. Jason Wendt – dwelling
 - d. Mike McGinnis - garage
4. Approve Minutes of September 10, 2016 Special Meeting: Motion by North second by Nyhagen to approve the minutes as presented. Motion carried, unanimous yes vote.
5. Approve Minutes of October 11, 2016 Regular Meeting: Motion by Nyhagen second by Trowbridge to approve the minutes as presented. Motion carried, unanimous yes vote.
6. Approve Minutes of November 1, 2016 Special Meeting: Motion by Plummer second by North to approve the minutes as presented. Motion carried, unanimous yes vote.
7. Approve Minutes of November 7, 2016 Special Meeting: Motion by North second by Nyhagen to approve the minutes as presented. Motion carried, unanimous yes vote.
8. Financial Report: Motion by North second by Nyhagen to approve the financial report as presented. Motion carried, unanimous yes vote.
9. Treasurer’s Report: Motion by Nyhagen second by Trowbridge to approve the treasurer’s report as presented. Motion carried, unanimous yes vote.
10. Set Date for Next Meeting: Tuesday December 13, 2016 at 6:00 p.m. for the regular monthly meeting.
11. Town Patrolman Report
 - a. The trucks and the grader are ready for winter – wings, sander, salt/brine tank
 - b. Supervisor Hanson and Patrolman Harelstad had a prebuild meeting last week at Monroe Truck Equipment and they have the belly scraper and hitch are on and think it will be ready for delivery by the middle of December

- c. Supervisor Plummer and Patrolman Harelstad went around to check the driveways that were signed up for this season of snowplowing
- d. The WISLR package came and the form has been filled out for road work and just needs to be mailed back
- e. Question about winter road maintenance with NIS – Chairman Trowbridge is scheduled to meet with Larry McGlumphy to see what their work schedule is and has met with GNS and they plan on working Monday – Thursday but if something changes they will be calling Supervisor Plummer at least a day in advance
- f. The town road projects are done for the year but NIS does not have the striping done on 6th Avenue

12. Old Business

- a. Update about memorial of old town hall site
 - i. Supervisor Plummer has been talking with Ms. Karin Jorstad and has come up with a new idea but doesn't have the cost yet; Supervisor North asked if the town was looking towards spring to add the memorial and at this time Supervisor Plummer says yes
- b. Update on driveway placement and ordinances
 - i. Supervisor Nyhagen called around and there's a range of setbacks in other counties and cities, but it doesn't seem like a concern to others and he didn't find a lot regulation
- c. Update on an amendment to the junk ordinance
 - i. Chairman Trowbridge passed the current junk ordinance to Attorney Dunst but there is not a new draft ready yet
 - ii. Attorney Dunst says that the ordinance is pretty broad and there are a few things that should be changed. He asked the board what is the purpose of this ordinance and Chairman Trowbridge stated at this point there have been complaints about a couple of properties and others in the town that have not had complaints. Attorney Dunst said there should be a separation between a company in the business of recycling or car repairs and a resident accumulating junk. Supervisor Nyhagen asked Attorney Dunst what the enforcement would be and Attorney Dunst said that it is a gray area and it is difficult to enforce, the process would start with a citation and the enforcement officer would have to be written into the ordinance. Attorney Dunst thinks having to get a permit would be a good idea, which is what is in the ordinance now but has not been enforced. Supervisor North asked if Attorney Dunst is still working on it. Chairman Trowbridge suggests Attorney Dunst write it up how he thinks it should be written and base it on some of the other ordinances he has been working on
- d. Update on an amendment to the building ordinance
 - i. Chairman Trowbridge asked Attorney Dunst to look at this one as well; there were three ordinances we were working off of and asked Attorney Dunst to review and consolidate them. Consultant LaFond suggests section 1.8 be rewritten. Attorney Dunst said it looks like it had been missed and he will change it. Supervisor Nyhagen asked if there can be an addition of a road to be

blacktopped before the town takes it over and Attorney Dunst said that section regarding subdivisions can be updated and expanded on. Supervisor Plummer asked about section 1.11 and lot sizes. Chairman Trowbridge suggests possibly having a separate subdivision ordinance. Attorney Dunst will continue to work on updating the ordinance. He did not include the mobile home ordinance but if the board wants to include it, it should be separate from the building ordinance

13. New Business

- a. Presentation of paperwork from Security Bank for the new town plow truck
 - i. The bank computer system crashed today so the paperwork is not available to sign tonight although it is ready
- b. Discussion and possible action on flagpole lighting
 - i. Supervisor North asked if he should contact someone; Supervisor Hanson asked if we should wait to contact someone if the memorial is going to be lit and just do it all at the same time. This item will be on next month's agenda
- c. Discussion and possible action on purchase of a chainsaw
 - i. Supervisor Nyhagen reports the town has a 22 year old chainsaw and has 2 estimates for a new one – Wally's Saw at \$449.95 with a trade in of \$75.00; Bills Outboard \$487.89; motion by North second by Trowbridge to purchase the chainsaw from Wally's Saw for \$449.95 with a trade in of \$75.00. Roll call vote – Trowbridge – Yes; Nyhagen – Yes; North – Yes; Plummer – Yes; Hanson – Yes. Motion carried.
- d. Discussion on the approved referendum regarding the clerk/treasurer position
 - i. Supervisor North reports the referendum has been passed at the November 8, 2016 election so the board should start discussing this before April and asked if a committee should be formed to work on a contract or job description for the clerk/treasurer position. Consultant LaFond said that would be the way to go and might want to contact other towns to get their job descriptions for the position. Attorney Dunst says the board doesn't have to have a contract if they don't want to but the town clerk has more protections than a "normal" at-will employee and there has to be a term limit of not more than three years. Consultant LaFond says the board should realize it may take more time than they think to research and make a recommendation. Supervisor North volunteers Supervisor Nyhagen and himself to be on the committee to review the job descriptions. Supervisor Hanson has recused himself from this process.
- e. Convene into closed session
 - i. The board will consider convening into closed session pursuant to Wisconsin Statute 19.85 (1) (g) to discuss possible legal action with respect to Quinlan Thomas
 - ii. Motion by Trowbridge second by North to convene into closed session and invite clerk/treasurer Kelly Phillips, Consultant LaFond and Attorney Dunst. Roll call vote – Trowbridge – Yes; Nyhagen – Yes; North – Yes; Plummer – Yes; Hanson – Yes. Motion carried.
- f. Reconvene into open session

- i. Motion by Plummer second by Nyhagen to reconvene into open session. Roll call vote – Trowbridge – Yes; Nyhagen – Yes; North – Yes; Plummer – Yes; Hanson – Yes. Motion carried.
- ii. No action taken in closed session.

14. Reports

a. Fire & Ambulance Report

- a. Fire – Supervisor Plummer reports a few conflicts at the meeting but they were taken care of; getting rid of the 4-wheeler for rescues and will use the air boat instead.
- b. Ambulance – Supervisor Hanson reports there have been 6 applicants for the full time director and they are starting interviews this week; the entire ambulance committee is involved in the interview process.

b. Board Member Reports

- a. Supervisor Plummer – stopped at Pless’ house and the drainage tile has been taken out except the portion by the culvert and the pipe by the creek because it was too wet; Yoder’s greenhouse driveway will not get plowed this year based on the contract as written this year and will leave it up to the board even though he thinks he is only a business a few months out of the year. The board agrees the driveway will not get plowed this year based on the contract and Supervisor Plummer will let Yoder know
- b. Supervisor Hanson – looked at the new plow truck with Patrolman Harelstad and the only surprise is the box they put on the truck wasn’t what he and Patrolman Harelstad thought it was going to be. There is an open house at the County this Thursday. The striping on NIS’ 6th Avenue is not done and probably won’t be done now until the spring and feels there should have been something in the engineering plan from the beginning about getting the striping done.
- c. Chairman Trowbridge – nothing
- d. Supervisor Nyhagen – him and Patrolman Harelstad have gone through the whole town straightening signs;
- e. Supervisor North – there wasn’t a highway committee meeting this month

15. Other Administrative Matters

- a. Authorize Payment of Bills; Motion by North second by Hanson 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 an amendment to the junk ordinance
 - c. Update on an amendment to the building ordinance
 - d. Update on 448 24 ¾ street
 - e. Discussion and possible action on flagpole lighting
 - f. Update on the clerk/treasurer position job descriptions and contract
 - g. Update on new patrol truck

16. Adjournment: Motion by Trowbridge second by North to adjourn at 7:50 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