

TOWN OF DOVRE
TOWN BOARD MEETING

The Dovre Town Board met at 6:00 p.m. on Monday April 10, 2017 at the Dovre Town Hall located at 304 25 ½ Street for a Town Board Meeting. 4 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 and Patrolman Art Harelstad, Jr.

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. Cathy Albrecht – at the election, it came up that the town needs a backup plan if the power goes out during an election, has the board considered a generator? Chairman Trowbridge – discussion about a generator and emergency plan is on the agenda for tonight.
3. Building Inspector Report
 - a. No permits for March
4. Approve Minutes of March 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 Nyhagen second by North to approve the financial report as presented. Motion carried, unanimous yes vote.
6. Treasurer’s Report: Motion by North second by Nyhagen to approve the treasurer’s report as presented. Motion carried, unanimous yes vote.
7. Set Date for Next Meeting: May 9, 2017 at 6:00 p.m. for the regular monthly meeting with road inspections at 5:00 p.m.
8. Town Patrolman Report
 - a. WE Energies replaced the gas meter; Western Star truck has been returned and is running fine; electric motor for heat in shop has been replaced and that has been fine; took the sander and wing off a plow; took off the road ban sign but kept the one up on the dead end by Hovelands because it is very soft; Patrolman Harelstad and Supervisor Nyhagen have been cutting some trees along the roads; took bore samples on 5th Avenue; Wisconsin Surplus site and there’s a speed limit sign on there; the board discussed options of speed sign on some of the town roads
9. Old Business
 - a. Update on 5th Avenue road project
 - i. Patrolman Harelstad said he and Supervisor Nyhagen did bore samples and there was a lot of gravel and found the section where the grid material is; Town Engineer Gotham will take a look at the bore sections and look at developing a pavement design; the main concern is the wetland area; he will update the board at the next meeting
 - b. Update on mobile home ordinance
 - i. Nothing from attorney yet
 - c. Update on Plan Commission status
 - i. Supervisor Nyhagen – working on talking to some residents and some seemed interested and has a few more to talk to; will report at the next meeting

- d. Discussion and possible action on town board and clerk/treasurer per diem
 - i. Still some discrepancies on what is considered per diem or not; discussion of options by the board; motion by Supervisor North second by Supervisor Hanson to say the chairman and supervisor salary is pay for 12 regular meetings per year, caucus meeting and the annual meeting and all other town business will be subject to per diem. Roll Call Vote – Trowbridge – Yes; Nyhagen – No; North – Yes; Plummer – No; Hanson – Yes. Motion carried.
- e. Discussion and update on road weight signage
 - i. Chairman Trowbridge reports the board hasn't gotten anywhere on signage; kept the ban on 29th; the board discussed options for signage for the town roads; will keep talking about it; the signage will be kept on 29th street all summer and Chairman Trowbridge has let the DOT know; patrolman will put signs on 2nd avenue and 1st avenue for the summer – the swamp area is getting pretty broken up; Chairman Trowbridge would like to keep the road ban signs up on the roads they're on now
- f. Update on Patrolman's health insurance
 - i. Supervisor Nyhagen called Attorney Dunst and the attorney has no problem with the Patrolman's request but wants to make sure the town writes a check to the patrolman to withhold the proper taxes; Patrolman Harelstad said the budget for health insurance for 2017 is \$14,200. So far the cost for January - May + HSA total \$6,863.00; Medicare Plan A&D is going to be \$2,194.00 which starts in June, so the total will be \$9,058.00 and will be \$5,000.00 under budget so is asking for the board to pay his wife's insurance. Supervisor North recuses himself from further discussion. Motion by Plummer second by Nyhagen to approve Patrolman Harelstad's request. Supervisor Hanson wants to know if this agreement "smells right." Roll Call Vote – Trowbridge – Yes; Nyhagen – Yes; North – recuses himself; Plummer – Yes; Hanson – Yes. Motion carried.

10. New Business

- a. Discussion and possible action on town emergency plan including discussion about a generator
 - i. Supervisor Plummer talked to resident Cathy Albrecht about a solution to when the power goes out during an election; there are batteries on the voting machines and emergency lights; Chairman Trowbridge was thinking more about a catastrophic event in the town or somewhere else where the town hall could be a safe place for residents that may need oxygen or something; Supervisor North asked if the town could look into the cost for a generator.
- b. Discussion and possible action on accounting software upgrade
 - i. The clerk/treasurer reports the town's version of Quick Books will no longer support the payroll module as of 05/31/17 and the upgrade is about \$300.00; Motion by Trowbridge second by North to upgrade Quick Books. Roll call vote – Trowbridge – Yes; Nyhagen – Yes; North – Yes; Plummer – Yes; Hanson – Yes. Motion carried.
- c. Discussion and possible action on a pole saw purchase
 - i. Chairman Trowbridge has two quotes for a pole saw - 525 Husqvarna is \$599.00 from Wally's Saw & Gun; Shaddocks Steele HT 131 pole saw for \$619.00; Patrolman Harelstad and Supervisor Nyhagen borrowed one from Sioux Creek and it worked very well; motion by Plummer second by Hanson to purchase a pole saw from Wally's Saw & Gun for \$599.00; Roll call vote – Trowbridge – Yes; Nyhagen – Yes; North – Yes; Plummer – Yes; Hanson – Yes. Motion carried.
- d. Discussion and possible action on garbage service to the town hall and shop

- i. Patrolman Harelstad used to pick things up from the ditches as part of the town maintenance and asked if the town should have a garbage can for this; motion by Trowbridge second by Nyhagen to set up garbage service with Independent Sanitation for every other week pickup; Roll call vote – Trowbridge – Yes; Nyhagen – Yes; North – Yes; Plummer – Yes; Hanson – Yes. Motion carried.
 - e. Discussion and possible action on ATV trail request; there is a request by the Chetek ATV Cruzers to add a short route to the ATV trails on 26 ½ street at 6th Avenue to the town line at 15 mph; motion by Trowbridge second by Nyhagen to approve the new section of ATV trail on 26 ½ street from 6th avenue to the town line. Motion carried, unanimous yes vote.
 - f. Public nuisance ordinance letters
 - i. Supervisor North said Attorney Dunst gave the board a generic letter to send but we need names of properties where there are complaints; there are five properties that the town has complaints and the letters will be sent to these owners; clerk will keep a file of each complaint of property; Supervisor North and Supervisor Nyhagen will assist the clerk to get the first batch of letters out – this first go-around the town will send it out; was suggested to have the owner send a letter back with corrective action and a time frame to complete the clean-up
 - g. Ordinance for Board of Review
 - i. Supervisor North presented a motion to the board by Consultant LaFond to appoint the clerk/treasurer to the board of review since the position is no longer elected but appointed, as long as the clerk/treasurer is an elector of the town. Motion by North second by Trowbridge to adopt Ordinance 2017-3. Motion carried, unanimous yes vote.
 - h. Set Board of Review dates; May 13, 2017 scheduled open book from 10:00 a.m. to 12:00 p.m. and Board of Review from 12:00 p.m. to 2:00 p.m.
 - i. Discussion and possible action to appoint the town clerk to Board of Review
 - i. Previously a motion to approve Ordinance 2017-3 was approved to allow the board to appoint an appointed clerk/treasurer to the board of review. Motion by North second by Trowbridge to appoint the current clerk/treasurer, Kelly Phillips to the BOR. Motion carried, Supervisor Hanson abstained from voting.
 - j. Clerk/Treasurer appointment/contract
 - i. Supervisor Hanson recuses himself from any discussion. Supervisor North reviews the most recent contract draft including salary, fringe benefits, and retirement benefits, also stating the board can waive the probationary period and has the right and authority to require drug testing. Motion by North second by Trowbridge to extend this contract to the current clerk/treasurer Kelly Phillips. Chairman Trowbridge and Supervisors North and Plummer vote yes, Supervisor Hanson abstained and Supervisor Nyhagen voted no.
 - k. Discussion and possible action on a resolution for the period of April 15-30, 2017 as an interim basis for the current clerk/treasurer until May 1, 2017
 - i. The clerk/treasurer contract starts May 1, 2017 so there will need to be an interim period of employment for a clerk/treasurer. Motion by North second by Trowbridge to approve Resolution 2017-2. Motion carried, Supervisor Hanson abstained from voting.

11. Reports

a. Fire & Ambulance Report

- a. New Auburn Fire – Al Albrecht – meeting next week

- b. Chetek Fire – Supervisor Hanson reports one ambulance that had electrical issues has been figured out and will be on auction this weekend north of town; the new ambulance has not come in yet
- c. Ambulance – Supervisor Hanson reports the commission is still working through the transition for payables and hired a new bookkeeper
- b. Board Member Reports
 - a. Supervisor Nyhagen – asked if we should put tires on the list for recycling day to clean up some of the tires around the town; the board discussed this option
 - b. Supervisor North – Tom Bischel of the New Auburn Fire Department came in last weekend to get something signed and mentioned next year they are looking to get defibrillators for town halls and asked if Dovre had one; we don't so they will add us to the list; Supervisor North was asked to check with the Knights of Columbus but it was the Masons and the electronic recycling is tentatively is scheduled for June 10th, 2017 at the Chetek City Shop. They will take donations while they are there and will Supervisor North will get more information; did not go to Barron County Highway meeting; Chieftain Sand and Proppant Barron, LLC has been sold to Mammoth Energy in Oklahoma and the road agreement will transfer to Mammoth;
 - c. Supervisor Plummer – would like to attend the Town Official Workshop in Rice Lake May 10th; he and Supervisor North attended a meeting in Cumberland – very hard to hear; received correspondence from Karin Jorstad stating they would like to have a big rock with a plaque as the memorial instead of a sculpture and a resident will donate the rock it; Patrolman Harelstad will look at it to see if the town equipment would be able to move it and all the town would need to do is add the plaque; wanted to mention Prorok has changed hands – purchased by Antzack
 - d. Supervisor Hanson – Town Days are next week at the County Highway Department
 - e. Chairman Trowbridge – followed a few trucks around town that were overweight and called the owners; stopped a couple manure trucks and spoke with Jerome's about truck weights
- 12. Other Administrative Matters
 - a. Next Meeting Agenda Items
 - a. Update on 5th avenue project
 - b. Update on generator discussion
 - c. Electronics recycling update
 - b. Authorize Payment of Bills: Motion by North second by Trowbridge to authorize payment of bills. Motion carried, unanimous yes vote.
- 13. Adjournment: Motion by Trowbridge second by Nyhagen to adjourn at 8:21 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