

TOWN OF DOVRE
TOWN BOARD MEETING

The Dovre Town Board met at 6:00 p.m. on Tuesday January 9, 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 6:00 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. none
3. Building Inspector Report
 - a. Piranha Proppant – shed
 - b. Supervisor North questioned if a permit had been issued to KCB Farms LLC as it appears a shed is being built. The clerk/treasurer reports there has been no permit received by the town at this time.
4. Approve Minutes of December 12, 2017 Regular Meeting: Motion by Nyhagen second by North to approve the minutes as presented. Motion carried, unanimous yes vote.
5. Financial Report: Motion by Trowbridge second by Plummer to approve the financial report as presented. Motion carries, 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 February 13, 2018 at 6:00 p.m. for the regular monthly meeting
8. Town Patrolman Report
 - a. All equipment has been running fine; been doing a lot of sanding and scraping a little snow
 - b. On December 21st he was using a cutting torch and got some slag in his ear and Supervisor Nyhagen advised him to go to urgent care
 - c. Patrolman Harelstad had to replace hi-vis jacket and asked if the board consider reimbursing him. The board approved reimbursement.
 - d. Driveway permit - We Energy is applying for driveway permit on 23 ¾ at the junction of 2 ¾ Avenue. They are putting up another station. Patrolman Harelstad asked We Energies to put end walls on the culvert. Motion by Trowbridge second by Plummer to approve the driveway permit with the addition of the walls on the culvert. Motion carried, unanimous yes vote.
9. Old Business
 - a. Generator discussion
 - i. Supervisor Nyhagen got a bid from Jesse Jones Construction and they can get the cutoff switch in. They have a generator right now with very few hours and the cost is \$750.00 and the town can see how it works. Barron Electric has a checklist to go through and Jesse Jones Construction will take care of that. They can get a new switch for \$1,000.00

or a used one for \$500.00 that he took off a farm because they went to an automatic system. Parts and labor will be \$850.00. The town could also get a brand new tractor-operated generator which would cost \$2,500.00. The board would like to make sure there is a backfeed/surge protector for electronics (voting machines)

- b. Discussion and possible action on mobile home ordinance(s)
 - i. Camper ordinance – there is nothing in there about existing campers. The board directs the clerk/treasurer to contact Attorney Dunst.
 - ii. Supervisory Nyhagen reported that Attorney Dunst was looking at the WTA example and the ordinance is starting to look like it's for a mobile home park but the board doesn't want to encourage more mobile home parks in the town. He thinks the mobile homes should be on two acres just like a regular home.
- c. Discussion and possible action on junk ordinance application/approval
 - i. Supervisor North contacted the applicant about meeting but nothing was set up. Supervisor North was looking at Ordinance 2017-04 and it says the approval of the junk permit will include conditions at the board's discretion. The board asked for a proposal from the applicant to enclose or screen in the vehicles. The board suggests there could be a fence along Highway M starting at the mailbox of the business and going east. The applicant will have to watch out for the ATV trail. The board also asked for a copy of the business' fire inspection report and the board wants to make sure all owned vehicles have the fluids removed
- d. Public Nuisance mailing – update and landowner responses
 - i. 448: Nothing really new – the board will revisit in the spring due to weather
 - ii. 4 Highway SS: Two board members served the citation on December 14, 2017 with a court date scheduled for January 3, 2018. The landowner threatened to sue the town when he was served and then ordered the supervisors to exit the property. The landowner did not show for the court hearing on January 3, 2018. The board directs the clerk/treasurer to follow up with Attorney Dunst for the next steps.
 - iii. 220 30th Street: Nothing has changed – will revisit in the spring due to the weather
- e. Plan commission discussion and possible action
 - i. Commission Representative Tim Nelson reported they met on December 18, 2017 and the meeting included discussion about what should be done with the town plan. The commission doesn't see spending more than a few months on this and they hope to have something for the board to review in April or May. The commission will go through the current plan individually and will meet again on January 22, 2018 to review suggestions and changes. Supervisor Nyhagen has located the plan as a word document that the commission/board can update on their own. Supervisor Nyhagen called the West Central Regional Planning Commission and they said it would cost the town \$8,000 - \$10,000 to update it. Chairman Trowbridge asked if the commission members would get a per diem – board is not sure
- f. Road project discussion for 2018
 - i. Supervisor Nyhagen is looking ahead to road projects for 2018 to see what can get done while Patrolman Harelstad is still here. The Barron/Dunn project is estimated at \$150,000 and the 5th Avenue project is estimated at \$146,000 but the board will have to see what the road looks like in the spring. The 29th Street project is estimated at \$219,000 so the board is looking at over \$500,000 in road projects for 2018. The board should start looking to start bidding out the Barron/Dunn and 29th Street projects in March. Supervisor Nyhagen suggests the board may have to borrow some money at the end of

the year if they are going to complete all of the projects. If 5th Avenue looks bad in the spring they won't be blacktopping and might need to get the engineer involved

10. New Business

- a. Board of Review Discussion
 - i. Consultant LaFond reports there are a few significant changes to the assessment process. The assessor is unable to go on property if the owner doesn't want them to and there has to be a minimum of 7 days between open book and board of review
 - ii. Supervisor North reports all board members will attend board of review training in March of this year
- b. Property Value Guarantee Discussion
 - i. Consultant LaFond looked at Property Value Guarantee balances and anticipated income in 2018 and suggests paying off the town hall, setting \$40,000 aside for new equipment and take a \$200,000 loan against the PVG accounts for road projects. Consultant LaFond also gave some recommendations if the board wanted to provide a "PVG Payment" to residents to consider such as type of parcel, improvements, ownership, etc. and strongly suggests seeking sound legal counsel before proceeding. Another option would be to do more road projects or use the funds for other public construction purposes
- c. Property Value Guarantee Audits
 - i. Supervisor North says about a year ago the board was going to audit the records of the sand companies for royalty payments and were not able to do it. Consultant LaFond suggests choosing a specific timeframe for each sand company to audit
- d. Discussion on employee performance
 - i. Supervisor North says per the clerk/treasurer job description there is supposed to be an annual review by chairman. Supervisor North also suggests if a board member has a question for clerk/treasurer to contact chairman and consider putting employee review in the revised job description for the patrolman
- e. Discussion on employee replacement
 - i. Supervisor North says there had been discussion a few meetings ago about hiring someone to work alongside Patrolman Harelstad for a period of time to learn the job. Patrolman Harelstad thought a month should be enough. The board discussed when the job should be posted and directed the clerk/treasurer to put together a job description and job posting for them to review
- f. Discussion on resolution to amend 2017 budget
 - i. Supervisor North reports the state statutes require the budget be balanced at the end of the year. The board looked through the budget and directed the clerk/treasurer and Supervisor North to review any adjustments that should be made to the budget and draft an amendment for the board to review

11. Reports

- a. Fire & Ambulance Report
 - a. New Auburn Fire – Al Albrecht – meeting next week
 - b. Chetek Fire – Supervisor Hanson – meeting Thursday
 - c. Chetek Ambulance – Supervisor Hanson – there was a special meeting a couple weeks ago and they voted to combine the ambulance/fire and director Ryan Olson is the interim director until everything gets combined. The new ambulance is still coming and there is a meeting Thursday

- b. Board Member Reports
 - a. Supervisor Nyhagen: after the experience of delivering the citation to the landowner at 4 Highway SS the board needs to make sure going forward that the sheriff will serve citations
 - b. Supervisor North: There is an election February 20th
 - c. Supervisor Plummer: Asked when the caucus is
 - d. Supervisor Hanson: Wisconsin Industrial Sand Association Seminar in Eau Claire
 - e. Chairman Trowbridge: Would like the board to think about some of the things they would like the sand plants to deal with before the annual meeting
- 12. Other Administrative Matters
 - a. Next Meeting Agenda Items
 - a. Generator discussion and possible action
 - b. Discussion and possible action on mobile home ordinances
 - c. Discussion and possible action on junk ordinance application/approval
 - d. Public nuisance mailing – update and landowner responses
 - e. Plan commission discussion and possible action
 - f. Plan commission compensation discussion and possible action
 - g. Road project discussion for 2018
 - h. PVG audit discussion and possible action
 - i. Job description and timeline for patrolman replacement
 - j. Discussion and possible action on resolution to amend 2017 budget
 - k. Discussion about town attorney
 - b. Authorize Payment of Bills: Motion by Trowbridge second by North to pay bills. Motion carried, unanimous yes vote.
- 13. Adjournment: Motion by Trowbridge second by North to adjourn at 8:30 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