

TOWN OF DOVRE  
TOWN BOARD MEETING

The Dovre Town Board met at 6:00 p.m. on Tuesday December 11, 2018 at the Dovre Town Hall located at 304 25 ½ Street for a Town Board Meeting. 8 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 Dean Trowbridge called the meeting to order at 6:03 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 Patrolmen Art Harelstad, Jr. and David Craton.

Pledge of Allegiance

1. Approval of Agenda: Motion by Trowbridge second by North to approve the agenda as presented. Motion carried, unanimous yes vote.
2. Public Input
  - a. Jim Plummer has received some information from Arlene Hoveland about when the town was started and gave that to clerk/treasurer
3. Building Inspector Report
  - a. Chad Frami – slab poured, rough ins all in; insulation complete
  - b. Rodney Gunn – footings, foundation, floor, framing, electrical rough ins and insulation complete
4. Approve Minutes of November 13, 2018 Regular Meeting: Motion by Nyhagen second by Plummer to approve the minutes as presented. Motion carried, unanimous yes vote.
5. Approve Minutes of November 28, 2018 Budget Levy Meeting: Motion by North second by Nyhagen to approve the minutes as presented. Motion carried, unanimous yes vote.
6. Approve Minutes of November 28, 2018 Special Meeting: Motion by Plummer second by Trowbridge to approve the minutes as presented. Motion carried, unanimous yes vote.
7. Financial Report: Motion by Nyhagen second by Trowbridge to approve the financial report as presented. Motion carried, unanimous yes vote.
8. Treasurer’s Report: Motion by Trowbridge second by North to approve the treasurer’s report as presented. Motion carried, unanimous yes vote.
9. Set Date for Next Meeting: Tuesday January 8, 2019 at 6:00 p.m. for the regular monthly meeting. A special meeting is scheduled for Wednesday December 19, 2018 at 6:00 p.m.
10. Town Patrolman Report
  - a. Patrolman Craton reports he has been brush mowing, clearing ditches, making general repairs on the Peterbilt & town pickup and has also added strobe lights on the front of the dump trucks
11. Old Business
  - a. Update from Piranha Proppant on box culvert and conveyor project
    - i. Jason Hanson from Piranha is here to give the board an update on the box culvert and conveyor project. Right now Piranha is waiting for their project engineer to get a few survey things done before the design can be finished. That should be done soon and then they will meet with him. Chairman Trowbridge

reports the engineer will have a better update for the January meeting. Mr. Hanson also says they are working on a list of properties that may be affected by the expansion. Supervisor North asked if the town engineer, Zech Gotham from Morgan Parmley is designing the project for Piranha and the board discussed the possibility of hiring a different engineer to represent the town at least on this project

- b. Public Nuisance Mailing – update and landowner response
  - i. 2851 1<sup>st</sup> Ave – everything looks fine
- c. Discussion and possible action on a donation to Chetek fireworks
  - i. The board discussed donating to the Chetek fireworks and the clerk read a Q&A from the towns association which stated the town electors can grant authorization for the board to make donations for certain purposes under state statutes 60.10 (3)(b) and 60.23 (3). The board will present this to the electors at the annual meeting.
- d. Discussion and possible action on restating the driveway ordinance
  - i. The board has looked at a few examples of other town’s driveway ordinances and found a few they liked. The board directs the clerk to send one to Attorney Konopacki to look at and give his opinion
- e. Discussion and possible action on participation in the WRS and health insurance plan: the clerk reports the Department of Employee Trust Funds has found we are already a part of the Wisconsin 218 Social Security agreement so there is no problem with Dovre participating in the WRS. The clerk will get the paperwork sent in to start participation as of 1/1/19

## 12. New Business

- a. Presentation from Security Bank for PUD LOC for upcoming tax period: Ms. Inez North was going to present the information but she was not available for this meeting so gave the items to Supervisor North to share with the board. He reports that deposits are up and reserves have increased at the bank. The program is offered at no cost to the town and will run from December 17, 2018 through March 15, 2019 at which time the amount will be reviewed. Motion by North second by Plummer to enter into a secured public line of credit with Security Bank and Bank of Chicago from 12/17/18 to 3/15/19 for the amount of \$1.2 million. Roll call vote - Trowbridge - Yes; Nyhagen - Yes; North - Yes; Plummer - Yes; Hanson - Yes. Motion carried.
- b. Discussion and possible action on the clerk/treasurer’s employment contract
  - i. Supervisor North said as they were going through the budget work there was some discussion about the clerk’s contract following the increase of the county and if it should be set by the board. The board directs the clerk to email a copy of the contract to each board member for review and will discuss any changes at the next monthly meeting
- c. Discussion and possible action on a resolution creating designated fund accounts and transferring funds from the general account for new equipment, vehicle replacement and an emergency road fund: The board reviewed prior budgets and saw there were funds designated but not used. Motion by North second by Trowbridge to approve resolution 2018-09 to move the funds from the general account to designated fund

accounts Roll call vote - Trowbridge - Yes; Nyhagen - Yes; North - Yes; Plummer - Yes; Hanson - Yes. Motion carried.

- d. Discussion and possible action on increasing the hourly wage for part time public works employees: The current wage is \$14.00 per hour. Supervisor North says Attorney Konopacki affirms the board can deem a wage of a public employee as long as it's not for an elected official. The board discussed what the wage should be and agreed this wage would be for any part time person no matter the season. Motion by Trowbridge second by North to raise the part time wage to \$18.00 and put an ad in the Chetek & Bloomer papers that Dovre is looking for part time help. Roll call vote - Trowbridge - Yes; Nyhagen - Yes; North - Yes; Plummer - Yes; Hanson - Yes. Motion carried.
- e. Discussion and possible action on a balance due on an invoice from Monarch Paving: The board discussed the project in question and the bid that was approved by the board. They also compared that to the bill and noted one of the items was over the bid. The board asked that the bill be itemized and will be an agenda item at the special meeting next Wednesday
- f. Special presentation for Retiree Patrolman Harelstad; the board thanks Patrolman Harelstad for his service to the town of Dovre for the past 33 years
- g. Convene into closed session: Motion by Trowbridge second by Nyhagen to convene into closed session and invite Patrolman Harelstad and clerk/treasurer Kelly Phillips. Roll call vote - Trowbridge - Yes; Nyhagen - Yes; North - Yes; Plummer - Yes; Hanson - Yes. Motion carried.
  - i. The board will consider convening into closed session pursuant to Wisconsin Statute 19.85 (1)(c) for purposes of considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility regarding Patrolman Harelstad.
  - ii. And section 19.85 (1) (g) for purposes of conferring with legal counsel for the town regarding oral or written advice concerning an agreement with Piranha for construction of a box culvert and conveyor across a town road
- h. Reconvene into open session: Motion by North second by Nyhagen to reconvene into open session. Roll call vote - Trowbridge - Yes; Nyhagen - Yes; North - Yes; Plummer - Yes; Hanson - Yes. Motion carried.
  - i. Motion by North second by Trowbridge that the prevailing wage of Patrolman Harelstad at the time of retirement is what he will be paid if he is asked to come back to help out. Roll call vote - Trowbridge - Yes; Nyhagen - Yes; North - Yes; Plummer - Yes; Hanson - Yes. Motion carried.

### 13. Reports

#### a. Fire & Ambulance Report

- a. Chetek Ambulance – Supervisor Hanson reports the ambulance will be going to a straight wage starting in January
- b. Chetek Fire - nothing to report
- c. New Auburn Fire – nothing to report

#### b. Board Member Reports

- a. Supervisor Nyhagen received a call from resident Glen Perry saying he was going to start a petition to remove all members from the board because 5<sup>th</sup> Avenue has not been paved and is so rough

- b. Supervisor North has decided he will be available to serve in his current position for the Town of Dovre for the next two years
  - c. Supervisor Plummer - nothing
  - d. Supervisor Hanson - nothing
  - e. Chairman Trowbridge - nothing
14. Other Administrative Matters
- a. Next Meeting Agenda Items
    - a. Discussion and possible action on restating the driveway ordinance
    - b. Discussion and possible action on the clerk/treasurer's employment contract
    - c. Discussion and possible action on increasing the hourly wage for election workers
  - b. Authorize Payment of Bills: Motion by Trowbridge second by Hanson to pay bills. Motion carried, unanimous yes vote.
15. Adjournment: Motion by Trowbridge second by North to adjourn at 9:29 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