

TOWN OF DOVRE  
TOWN BOARD MEETING

The Dovre Town Board met at 6:00 p.m. on Tuesday December 10, 2019 at the Dovre Town Hall located at 304 25 ½ Street for a Town Board Meeting. Four (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 – Cody Nyhagen – Dan North – James Plummer – Mitch Hanson and Chairman Dean Trowbridge are all present. Also Present - Clerk/Treasurer – Kelly Phillips and Patrolman Dan Hetke.

Pledge of Allegiance

1. Approval of Agenda: Motion by Trowbridge second by North to approve the agenda with the correction of the date from the 12<sup>th</sup> to the 10<sup>th</sup>. Motion carried, unanimous yes vote.
2. Public Input
  - a. Resident Albrecht shares the house across from Dovre Church is doing work on his house. Chairman Trowbridge will contact Inspector Dostal.
3. Building Inspector Report
  - a. Joe Linn: addition footings and foundation in, framing completed
  - b. Josh Christianson: dwelling; underground plumbing and slab poured
  - c. Chairman Trowbridge asked if the residence on SS or resident Dahl was on the report from the inspector. The clerk reports it was not, Chairman Trowbridge will contact Inspector Dostal.
4. Approve Minutes of November 12, 2019 Regular Meeting: Motion by North second by Plummer to approve the minutes as presented. Motion carried, unanimous yes vote.
5. Approve Minutes of November 13, 2019 Budget Levy and Special Meeting of the Electors: Motion by North second by Trowbridge to approve the minutes as presented. Motion carried, unanimous yes vote.
6. Approve Minutes of December 4, 2019 Special Meeting: Motion by Trowbridge second by Plummer to approve the minutes as presented. Motion carried, unanimous yes vote.
7. Financial Report: Motion by Trowbridge second by Nyhagen to approve the financial report as presented. Motion carried, unanimous yes vote.
8. Treasurer's Report: Motion by Trowbridge second by Nyhagen to approve the Treasurer's report as presented. Motion carried, unanimous yes vote.
9. Set Date for Next Meeting: Tuesday January 14, 2020 at 6:00 p.m. for the regular monthly meeting.
10. Town Patrolman Report
  - a. Patrolman Hetke reports he has been plowing snow and hauling salt/sand mix. He also reports Taylor is doing a good job. Patrolman Hetke also took the road closed signs off and opened up 24 ¾ Street. The concrete barriers were also put up today on 24 ¾ Street. The fire inspector also stopped in and everything looked good.
11. Discussion and possible action on driveway permits: None
12. Reports
  - a. Fire and Ambulance Report

- i. New Auburn Fire – Al Albrecht reports there is a meeting next year
  - ii. Chetek Fire and Ambulance – Supervisor Hanson reports there is not much that’s new. Chetek is having problems with some of the ambulances and need repairs. Supervisor Hanson called Director Ryan Olson and let him know 24 ¾ was now open. Patrolman Hetke will call New Auburn and let them know the road is open as well.
- b. Board member reports
  - i. Supervisor Nyhagen – nothing
  - ii. Supervisor North – received handouts at county meeting so made copies for the rest of the board members. One thing discussed was the ATV trails. The board should have a representative come to a board meeting to reassure the board the signage is up to date. There is a board of review meeting all board members should attend. Supervisor North also discussed residents leaving snow on the road after they plow their driveways and suggested a letter be sent. The board directed the clerk/treasurer to send out letters to the 70 offenders.
  - iii. Supervisor Plummer – attended the WTA meeting. Michael Judy, the safety director was there and talked about if the town has a big storm and a lot of damage, how would the board handle that. The board has an emergency operations plan on file and the county has a copy also. It will be reviewed again soon and any changes needed can be made then.
  - iv. Supervisor Hanson - nothing
  - v. Chairman Trowbridge – nothing

### 13. Old Business

- a. Discussion on meeting for haul routes with Northern White Sand and Northern Industrial Sand: Chairman Trowbridge is still working on making contact with the plants and setting a date to meet.
- b. Discussion and possible action on election day emergency response plan: The clerk/treasurer discussed the plan with the Chief Election Inspector and had a few questions for the board. The clerk will update the draft and present a copy for review at the next regular meeting.

### 14. New Business

- a. Set Date for Caucus: Wednesday January 15, 2020 at 6:00 p.m.
- b. Discussion and possible action on approving 2020-2021 poll workers: The clerk presented the board with a list of residents willing to be election inspectors and the chief inspector. Motion by Trowbridge second by Plummer to approve the poll workers presented. Motion carried, unanimous yes vote.
- c. ATV Ordinance discussion/review: Chairman Trowbridge says we should contact the Chetek ATV Cruzers and have a representative here for the January meeting. Supervisor North will contact them.
- d. Deputy Clerk discussion: Supervisor North asked if this is something the town wants to entertain. It’s not something the board approves, the clerk/treasurer appoints someone. He asked the question, what if current clerk/treasurer can’t be here, who is the backup? Supervisor Nyhagen asked if it can be a board member. Supervisor North says yes, but they have to be careful of the dollar amount earned. The board would also have to

budget funds for the deputy clerk/treasurer. The clerk suggested reaching out to surrounding towns to see what they do. The board agreed and directed the clerk to ask.

- e. Discussion and possible action on transferring remaining budgeted royalty monies: Supervisor North says the board budgeted \$200,000 for 2019 and only \$100,000 has been transferred and asked should we transfer the balance? The board directed the clerk to draft a resolution to present at the next board meeting.

15. Other Administrative Matters

a. Next Meeting Agenda Items

- i. ATV representative here to discuss signage
- ii. Deputy Clerk discussion
- iii. Discussion and possible action on transferring remaining budgeted royalty monies
- iv. Discussion on meeting for haul routes with Northern White Sand and Northern Industrial Sand
- v. Election day emergency response plan
- vi. Update on snow road hazard offenders
- vii. Resolution to adopt amended 2019 budget

- b. Authorize Payment of Bills: Motion by Trowbridge second by Hanson to pay bills. Motion carried, unanimous yes vote.

16. Adjournment: Motion by Trowbridge second by Hanson to adjourn at 7:05 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