**Dovre Township Meeting Minutes**

**January 7, 2020**

**Call to order:** Chair Sherry Jean Larson called the meeting to order at 7:15 PM. The Pledge of Allegiance was recited.

**Present:** Beth Johnston, Sherry Jean Larson, Marie Ostby, Glenn Arfstrom, Keith Quale, Pat Jacobs

Teren Novotny

**Guests:** Howard Werner

**Approval of Minutes:** December, 2019 Board Meeting. Supervisor Arfstrom clarified that the culvert which was jetted out was 24th St. NE. Supervisor Quale moved to approve the minutes, Supervisor Ostby seconded and motion carried.

**Treasurers Report:** Approval of Dec.,2019 report (Addition of training category)

 Approval of Jan. 2020 report

Supervisor Ostby moved to approve both reports, Supervisor Quale seconded and motion carried.

**Fire Report:**

 Willmar Fire Contract for 2020: $20838 Supervisor Ostby moved to approve the contract, Supervisor Quale seconded and the motion carried.

 Pennock Fire Board Meeting: Jan. 18, 2020, 9:00 AM Pennock Fire Hall: Supervisors Larson and Quale will attend the meeting.

**Road Report:**

* Reconstruction of 40th Ave. NE updates: Supervisors Ostby and Larson were directed at the last meeting to research the assessment process. Supervisor Ostby provided information on Special Assessments procedures and financing from the MAT website. An assessment must be initiated by the township, two hearings must be held, estimates and plans must be in place for a project, followed by additional hearings. Supervisor Ostby stated that it has been our policy not to assess for overlays. We have paid for this through the levy. Supervisor Ostby also reviewed the use of levy vs. special assessments. Levies are based on the value of property, not based on the footage. Special assessments are used to base costs on the footage of the property. Deferrals can be given for active military and for over 65 years old. Assessment hearings are required for road projects. It is possible to hold hearings to cover a long range road repair plan. Hearings are not required for assessments for tree work and other projects.

Supervisor Larson stated that we must do something as roads repairs are needed and we won’t be able to afford those repairs.

Supervisor Ostby reiterated that the protocol is that the Board makes decisions and authorizes supervisors for further action regarding bids. Supervisors should not be talking to vendors and other providers to solicit bids without prior board direction.

Supervisor Arfstrom presented a plan for 40th Ave. which he obtained from Bolton and Menk. The Board did not direct pursuit of the plan. Supervisor Larson stated that if a board member is unhappy with a decision, they must come to the board for discussion and direction. Supervisors should not pursue contact with other contractors without authorization.

The status of the 40th St. project is discovery for special assessments and levies to finance the project. Supervisors Ostby and Larson will meet with Attorney Mike Couri.

Supervisor Johnston will contact Haakenson and Associates and tell them that we are not ready to move forward with the project until the funding is in place.

**Old Business:**

* Supervisor Arfstrom report on MAT annual conference: He asked the State Auditor’s office how large the fund balance for a Township should be and was told that a good amount for a fund balance is 6 months of expenses or half the yearly expense.
* Supervisor Johnston received a broadband report late this afternoon. In Dovre there are 20 unserved and 23 underserved. The cost is at least $800,000 for Dovre. Connie Schmoll will be contacted and asked to attend the meeting in February. Supervisor Ostby will be the contact from Dovre.

**New Business**

* The heater in the well house went out and the water froze up in the town hall. Marcus well suggests that the well house be removed and everything be moved into the town hall. They will present an estimate of cost to make that change
* Road Classification for Dovre Township-Supervisors will review a document prepared by Supervisor Arfstrom for discussion at the February meeting.
* Donn Winkler retirement from the Mid-Minnesota Development Commission

Party Thursday, January 30 from 2:30 – 5:30 at the Willmar Community Center.

* Supervisor Johnston submitted her resignation from the board effective January, 2020. The Board accepted her resignation. On behalf of the Board, Supervisor Ostby expressed appreciation for Beth’s service of 11+ years.

**Approval of Orders:** Supervisor Ostby moved to approve payment of orders, Supervisor Johnston seconded and motion carried.

12/12/2019 5878 Baker Electric Service 65 electrician

11/25/2019 5879 Bladeworks 3169.82 roads

12/31/2019 5880 Duininck 23965 roads

12/31/2019 5881 Hakanson Anderson 1134 engineering

12/31/2019 5882 IRS 858.92 withholding

12/12/2019 5883 KPC 267.57 electricity

12/31/2019 5884 PERA 200 withholding

12/31/2019 5885 Schulte Line Clearing 15007.5 tree trimming

12/31/2019 5886 Swenson & Sons 2310 roads

1/7/2020 5887 Howard Werner 217.95 Net P/R

1/7/2020 5888 Pat Jacobs 172.28 Net P/R

1/7/2020 5889 Teren Novotny 92.35 Net P/R

1/7/2020 5890 Sherry Jean Larson 147.83 Net P/R

1/7/2020 5891 Marie Sand Ostby 130.33 Net P/R

1/7/2020 5892 Glenn Arfstrom 147.83 Net P/R

1/7/2020 5893 Keith Quale 147.83 Net P/R

1/7/2020 5894 Beth Johnston 140.33 Net P/R

Next Meeting Date: February 4, 2020

3/3/20 Presidential Primary

3/5/20 Board of Audit and March Township Meetings

3/10/20 Dovre Township Annual Meeting

4/16/20 Board of Appeal and Equalization Meeting 5-5:30 PM

Supervisor Quale moved to adjourn, Supervisor Johnston seconded and the meeting adjourned at 8:36 PM.

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Sherry Jean Larson, Chairperson Pat Jacobs, Clerk