**Minutes**

**Dovre Township Meeting**

**September 3, 2019**

**7:00 Call to order:** Chair, Beth Johnston called the meeting to order at 7:00 PM. The Pledge of Allegiance was recited.

**Present:** Supervisors Beth Johnston, Glenn Arfstrom, Sherry Larson, Marie Ostby and Keith Quale, Clerk, Pat Jacobs, Treasurer, Teren Novotny

**Guests:** Howard Werner, John Wenke, Mike Kopelien, Doug Bernhagen, Loydene Bernhagen, Lisa Merino, Myrna Miller. Aaron Sandvig, Richard Heidecker, Jay Magnuson

**7:03 Approval of Minutes:** 8/6/19 minutes. Supervisor Ostby moved to approve, Supervisor Larson seconded and motion carried.

**7: 05-8.:15** pm- Drainage issues 22nd St. NE: Residents (listed above) appeared at the meeting. In addition, a letter was received from Mac Gilland regarding the issue of water drainage. Kevin Westbur, Doug Bernhagen, Jay Magnuson and Lisa Merino addressed the board. Residents have significant water in their yards. They stated that when the road was paved and crowned for water drainage, a perforated drain tile was installed by the county and the township in the township right of way. There are combined issues of the tile not functioning and water coming into the area from the west. They feel that cleaning the tile and installing a rodent grate will not solve the problem long term. They are asking that the township replace the tile with a 10” solid tile. Supervisor Ostby stated that our policy for culverts is to cover half the cost to install the first tile on a property and that maintenance is the homeowners responsibility. The tile serves the same function as a culvert. Supervisor Johnston stated that the board needs to consider the impact on all the property owners in the township. If we replace the tile, would other property owners ask the same? Secondly, would this solve the problem. Supervisor Ostby moved that the Board hire an engineer to determine where the water is coming from and to come up with solutions to relieve the issue. Supervisor Quale seconded the motion. Supervisor Johnston clarified that hiring an engineer does not commit the Township to paying for it. The motion passed. Supervisor Ostby will notify residents by e-mail of the progress on this issue. Supervisor Larson will locate an engineer.

**8:15 pm** Aaron Sandvig (Attorney) and Richard Heidecker appeared regarding Heideckers request to re-plat. Because Dan’s Diesel did not build as planned. Kandiyohi County voted today to approve an amendment to relieve the Heideckers of their obligation to develop a service road. Dovre Township’s east/west easement is not affected by this decision. Dovre Township’s attorney does not have any opposition to this. Vacating the road will void the current access permit. Supervisor Johnston recommended that Dovre Board not object to Heideckers motion to vacate the plat and moved to approve abandonment of the road. Supervisor Ostby seconded and the motion carried.

**8:35 pm**

Mr. Mike Komplien appeared to ask for a lot line change. Supervisor Ostby talked about the need to clarify results of the lot line change including septic, utility and drainage easements. She requested that he provide the needed information to the planner. He was also notified that the Town is discussing an application fee for lot line changes. Mr. Komplien stated that the association pays for culvert maintenance on property he developed.

**8:39 pm** John Wenke appeared regarding the property he is developing. He requested another month to get a plan in place and then he would come back to the board. Supervisor Johnston stated that an earlier easement agreement was never recorded or completed. She stated that Mr. Wenke went to the county and did not comply with the Township Subdivision Requirements. Supervisor Johnston is concerned that the property may be sold before the issue is resolved. Supervisor Ostby suggested a legal document stating that property will not be sold. Mr. Wenke stated verbally that he will not sell property until this is settled. What is on the existing plat is not accurate. The plat also references that property is the Township responsibility when the Township did not accept it. Supervisor Ostby feels that the plat will have to be redone and Dovre’s subdivision process must be followed.

Supervisor Johnston moved that Dovre proceed to file suit on Friday, Sept. 6th to compel the Wenkes to file a subdivision application unless they file a motion to vacate by noon. Supervisor Larson seconded. Motion carried.

**9:00** Road classification by use report: Supervisor Arfstrom retracted his offer after the August meeting and did not present a report. Supervisors Johnston and Ostby stated that this is something that should be done and the Board is in agreement to address road classification at a later date.

**9:03** Supervisor Arfstrom asked to be relieved of any road committee duties.

**9:06** **New Business**:

Discussion of duties of supervisors’ roles:

* + Subdivision Supervisor- the one member of the Board who handles applicant inquiries, subdivision issues, and interacts as the liaison with subdivision planning consultant(s). 2 years experience on the board. Understands history of town, Ordinance of County and Township; access and familiarity with plats and GIS. Supervisor Larson moved to appoint Supervisor Ostby as Subdivision Supervisor. Supervisor Quale seconded and motion carried.
	+ Zoning Administrator: Our ordinance currently allows the zoning administrator to approve lot line changes and minor subdivisions without board approval. The ordinance will need to be amended to require all decisions to approved by the Board. Supervisor Larson moved to appoint Cindy Nash as zoning administrator, Supervisor Ostby seconded and motion carried.
	+ Fire Board Representatives: Sherry Larson and Keith Quale
	+ Website: Sherry Larson
	+ Weed Supervisor: fields calls, inspects and verifies weeds: educates public: sends notice, follow up and monitor. Supervisor Ostby nominated Supervisor Arfstrom, Supervisor Quale seconded and motion carried.
	+ Chair: runs meeting, reviews agenda Beth Johnston
	+ Road Supervisor: familiar with ordinances, township procedures, history of township and roads. Complaints and information regarding roads are directed to this supervisor. 2 years experience. Obtains estimates, interface with engineers, lawyer, consultants, as needed. Inspect areas. Schedules striping, signs, Prepares monthly report and brings info to meeting each month for direction of the board. Prepares a report for the annual meeting. Supervisor Beth Johnston.
	+ Assistant Road Supervisor- Familiar with ordinances, township procedures, and history of township and roads. Answer calls. Gather information and facts regarding concerns. Provide facts to Road Supervisor for including in report. 2 years experience. Assist the Road Supervisor as needed. Supervisor Larson moved to appoint Supervisor Quale, Supervisor Ostby seconded and motion carried.
	+ Access Permit Supervisor- read and understand (1) Access Policy and (2) Access Ordinance. Interact with public and notify of requirement to apply for permit for all who seek to install or replace a culvert. Provide applications and review application for completion and payment. Do site visit. Note concerns and proposed conditions. Make recommendation to board. Supervisor Ostby nominated Supervisor Arfstrom, Supervisor Larson seconded and motion carried.

**9:22 Fire Report:** None

**9:22 Treasurers Report:** Treasurer presented August, 2019 financials. Supervisor Ostby moved to approve the treasurers report, Supervisor Larson seconded and motion carried.

**9:30 Approval of Orders:** Supervisor Ostbymoved to approve payment of orders, Supervisor Larson seconded and motion carried.

9/3/2019 5801 KPC 213.98 electrity

9/3/2019 5802 Jet Black 5760 roads

9/3/2019 5803 Bladeworks 4680.37 roads

9/3/2019 5804 Kraemer Trucking 9108.39 gravel

9/3/2019 5805 Locators and Supplies 228.01 cones

9/3/2019 5806 MAT 40 registration fee

9/3/2019 5807 Kandiyohi Public Work 3339.2 roads

9/3/2019 5808 Howard Werner 183.08 net p/r

9/3/2019 5809 Pat Jacobs 191.66 net p/r

9/3/2019 5810 Teren Novotny 92.35 net p/r

9/3/2019 5811 Sherry Larson 184.7 net p/r

9/3/2019 5812 Beth Johnston 247.9 net p/r

9/3/2019 5813 Marie Ostby 187.1 net p/r

9/3/2019 5814 Glenn Arfstrom 241.45 net p/r

9/3/2019 5815 Keith Quale 241.45 net p/r

**9:30 New Business:**

* 2019 MN Fall Expo Oct. 2-3

Oct. 2 includes sessions on Winter Gravel Road Maintenance and Culvert Installation and Maintenance and Inspection. The sessions are concurrent 8:30-9:15. Cost to attend one day is $30 per person.

Cost to Dovre to send 2 Supervisors is $60 for registration, $120 for 3 hours each wages, and mileage of about $60 = $300 Supervisor Quale will attend.

* **8:40 pm** Discussion/Policy on Supervisors attending outside meetings/sessions and reimbursement clarification: Supervisors with responsibility for an area, will attend that applicable training.
* **8:45 pm** Determine Lot Line changes costs/application fee. Average cost incurred $250-$500. Supervisor Quale moved to establish a fee of $250, Supervisor Arfstrom seconded. Supervisor Larson suggested having a higher cost with excess payments refunded. Supervisor Ostby stated that things will be reviewed by the zoning supervisor prior to the application. Supervisor Larson does not want to charge applicants any more than our costs but also wants to have enough to cover the costs. The motion carried.
* **9:45 pm** Possible amendment to Ordinances: p.9 Lot Line Adjustment(3)(a) Processing “Zoning Administrator shall have authority to **preliminarily** approve...and is approved at next full board meeting.” Supervisor Johnston moved to approve Resolution 2019-2 amending the Ordinance. Supervisor Ostby seconded and the resolution passed. Possible amendment to Ordinances and p. 10 “Minor Subdivision” Processing “Zoning Administrator shall have authority to **preliminarily** approve...and is approved at next full board meeting.” Supervisor Johnston moved to approve Resolution 2019-3 amending the Ordinance, Supervisor Ostby seconded and the resolution passed.
* **9:54** Determine whether to hire Cindy Nash to compare county ordinances with township to identify areas of incompatibility, more restrictive areas, road standards, drainage, recommend removal of town ordinances that the county adequately addresses, recommendation to define Zoning Administrator and other unclear information, language to require plats include **right of way**, not “easements”, require **letter of credit** and not a” bond”. Supervisor Ostby moved to hire Cindy Nash to compare county ordinances to township ordinances. Supervisor Larson seconded. Supervisor Quale suggested that the Board authorize Supervisor Ostby to approve at a cost not to exceed $2500. The motion was amended and approved.
* **9:56** Policy discussion – should township pay for one hour of planning advice with Zoning Administrator after initial sketch and recommendation of Subdivision Supervisor? Thereafter, at the discretion of the Subdivision Supervisor, should one hour of engineering time be paid for by the township? Supervisor Ostby recommends that this is for minor and major subdivisions only.
* **10:17** Appoint/rescind motion to appoint Engineer for Subdivision Evaluation. Supervisor Larson moved to hire a separate engineer for Rose Glen Addition, Supervisor Ostby seconded and motion carried.
* **10:20** Letter to Chadwick Estates requesting information on who is responsible for maintaining storm ponds. Supervisor Johnston will send a letter to the Homeowners Association to follow up.
* **10:23** Discuss policy re: public comment at start of meeting with 2 minute max. Comments will be received for information and then resident may leave. Residents wishing to speak to a specific item on the agenda shall submit their name to the clerk one week before the meeting in order to address the board. 10 minute max. This is stated on the website.
* **10:24** Report on District 5 Township meeting- Supervisor Arfstrom provided written information to Supervisors not attending. Supervisors Arfstrom, Quale and Johnston attended the meeting.
* **10:25** Written road report reviewed.

**Information:**

* Notice received of Legal Service Rate Increase to $210 per hour for general legal work and $230 per hour for development work completed by Couri & Ruppe effective Jan. 1, 2020.
* 2020 Newsletter: Plan to publish in February, 2020

Topics: 2020 elections, Annual Meeting, Website, Subdivision Ordinance, Access Ordinance

* Swenson & Sons have indicated that they will submit a bid for snow plowing for 2019-2020

Kandiyohi County will also continue to snowplow for another year.

**Permission to Dispose:** 19 misc. envelopes, 2020 Town Aid Notice, Fire Services rendered report from 7/10/19, District 5 meeting notice, Couri and Ruppe rate increase notice. Supervisor Quale moved to approve disposal, Supervisor Arfstrom seconded and motion carried.

**Next Meeting:** October 1, 2019, Supervisor Johnston will not be able to attend. Supervisor Larson will chair the meeting.

**Adjournment** The meeting adjourned at 10:34 PM

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**Beth Johnston, Chair Pat Jacobs, Clerk**