

Regular Board of Supervisors Meeting Minutes

Thursday, February 20th, 2020

(Recorded for Transcription Purposes Only)

Call to Order/Pledge of Allegiance/Roll Call: Chair Booth called the meeting to order at 6:30 pm and the Pledge of Allegiance was said. Those present were Supervisors Greg Booth, John Wulff, Greg Bennett, Arlene Schmit, Yvette Adelman-Dullinger, and Deputy Clerk Jenna Ruggles. Sign in sheet attached.

Agenda: Supervisor Wulff **moved to approve the agenda as presented**, seconded by Supervisor Adelman-Dullinger and the motion carried.

Clerk/Treasurers Report:

- **Minutes February 6th, 2020 Regular Board Meeting** – Supervisor Schmit **moved to approve the minutes as amended**, seconded by Supervisor Adelman-Dullinger and the motion carried.
- **Transfer of Funds** – Supervisor Schmit **moved to approve the transfer of funds from the Debt Services Fund to the Road and Bridge Fund in the amount of \$2,259.61**, seconded by Supervisor Adelman-Dullinger and the motion carried.

Public Input: None

Old Business/Reports:

- **Roads (Bryan Drown, Road Project Engineer, Bolton & Menk)** – present, included in Road Supervisors Report below.
- **Road Supervisors Report** –
 - **Shady Hollow Road:** Bryan Drown reported that at the meeting last week for Shady Hollow Road the residents discussed the possibility of relocating the road back further from the lake side. Bryan Drown brought a rough layout and the Board discussed this option and it sounds like it could be a possibility. Bryan Drown will get more details and bring it to the next Shady Hollow residents meeting that is set for March 16th, 2020. Bryan Drown will also get two options quoted out for the residents at the next meeting: one for paved road and one for a gravel road. There were discussions on Supervisor Bennett possibly doing a walk through with residents in the Spring for where the road would be relocated. Discussions will start with Anderson Brothers as well because some of the road will be going on their land.
 - **17th Avenue:** Bryan Drown indicated he is in the process of getting a letter sent out to the railroad to continue the project moving forward.
 - **Zebroski Acres Lane:** Supervisor Bennett reported that all but one resident has been in contact with him and that all are in favor of a gravel surface road. Supervisor Bennett **moved to have Brad Person (Breen and Person Ltd.) send the letters out for the Service Agreement of Zebroski Acres Lane for moving forward with the gravel surface**, seconded by Supervisor Wulff and the motion was amended by Supervisor Bennett. Supervisor Bennett **moved to get quotes for the gravel surface prior to sending the Service Agreement letters out**, seconded by Supervisor Schmit and the original and amended motions were **withdrawn** by Supervisor Bennett. Discussions continued and

Bryan Drown indicated that we would not need an engineering plan or a public bid for this project. He recommends that we send out a letter to two contractors for quotes and then move forward with the Service Agreements. Supervisor Bennett **moved to approve Bryan Drown to get quotes from both Holmwig Excavating and Anderson Brothers for gravel surface on Zebroski Acres Lane**, seconded by Supervisor Schmit and the motion carried. Supervisor Bennett **moved to have Brad Person (Breen and Person Ltd.) send the letters out for the Service Agreement of Zebroski Acres Lane for moving forward with the gravel surface after the quotes were obtained from the two vendors**, seconded by Supervisor Adelman-Dullinger and the motion carried. The Service Agreement will include the costs and 2 options for payment; one to pay all up front or the second to place the fee on their taxes over 29 years.

- **Salt/Sand:** Supervisor Wulff indicated that if the temperatures get into the 40s over the weekend, we could send out the trucks to do some scraping on the roads; but we are not sure we will get that high of temps. Supervisor Bennett let the Board know that we have not ordered the 2nd portion of salt yet. We will be ordering in the future and we will be splitting it with Holmwig Excavating who will be providing us with the washed sand in place of the cost for the salt they will take.
- **Planning Commissions Report –**
 - **Veteran’s State Trail Meetings:** had its best attendance ever. They discussed what land they had secured and what they were still in the works on. They mentioned how they would like to see the trail meet up with County Road 36 in Sylvan Township.
 - **Sylvan Lake Park:** The PC discussed what grants they are looking into for the park and what trees they would like ordered. Discussion on getting the grants for \$9,500 to get the road and parking lot in. Two main grants that were discussed was one from General Mills and the one from Sourcewell. Supervisor Bennett mentioned to try to get the trails in first and then letting the community come in to help plan out and continue moving forward with the project on the park.
 - **PC Recommendation:** Supervisor Wulff **moved to approve the recommendation from the PC to move forward with ordering 75 Red Pine, 50 White Pine, and 50 Jack Pine trees before February 28th, 2020**, seconded by Supervisor Adelman-Dullinger and the motion carried.
- **Pillager Lake Park Report –** Supervisor Schmit reported that there was nothing new to report.

New Business:

- **Board of Audit –** Supervisor Adelman-Dullinger **motioned to set the Board of Audit meeting for Monday, March 2nd at 6:00 pm**, seconded by Supervisor Wulff and the motion carried. Supervisor Wulff **motioned to allow the Audit letters to be signed and mailed out**, seconded by Supervisor Adelman-Dullinger.
- **Windows 10 Upgrade –** Supervisor Adelman-Dullinger **motioned to approve the Windows 10 Software Upgrade with Syvantis during the summer of 2020**, seconded by Supervisor Schmit and the motion carried. The Board will review whether to get new monitors with the upgrade at the next meeting in March.
- **Website Design –** Deputy Clerk Ruggles presented a rough view of the new website to show the progress to the Board.

Other Township Business:

- **Calcium Chloride Order** – Supervisor Schmit would like to get the order form and remove 17th Avenue and possibly Shady Hollow Road from the list (more to come after Shady Hollow meeting on March 16th).
- **Correspondence** –
 - **Cass Co. Hwy Dept Bridge Report 2019:** Received for Pillager Creek Bridge.
 - **Crisis Line:** \$250 contract tabled to the meeting after the Annual Town Hall meeting.
 - **Pipeline meeting in Wadena:** Supervisor Adelman-Dullinger reported that she received a registration notice for a meeting on the Pipeline to be held on March 11th at 6pm; she plans on attending again this year.
- **Public Input** – None
- **Review Claims** – Supervisor Wulff **moved to approve claim numbers 23909 to 23923 in the amount of \$21,630.50 and the payroll numbers 23906 to 23908 in the amount of \$2,434.16 for a total of \$24,064.66**, seconded by Supervisor Adelman-Dullinger and the motion carried.
- **Other Business** –
 - **Personnel Committee Report:**
 - **Clerk Vacation Plan Proposal** – The Board agreed on Supervisor Bennett’s proposal to have all vacation years start in January.
 - **Reviews** – Supervisor Bennett indicating that after reading the handbook that all reviews are to be completed by the Personnel Committee and that they will need to take over the Deputy Clerk’s reviews.
 - **Election Hours** – Discussions on how the election hours have already started for Colleen because of the Presidential Nominating Primary.
 - **CPR Class:** Date has been set for March 28th from 9am to 1pm.
 - **Maintenance:** Supervisor Wulff mentioned moving the shed doors to the North side of the buildings to help avoid the possibility of snow/ice falling on people.

Adjournment: Supervisor Wulff **moved to adjourn**, seconded by Supervisor Bennett and the motion carried with the meeting adjourning at 8:25 pm.

Minutes submitted by,

Jenna Ruggles, Deputy Clerk

Greg Booth, Chair

Amendments: Clarification on the amended and withdrawn motion under Zebrowski Acres Lane.

Date: 03-05-2020