

## **Regular Board of Supervisors Meeting Minutes** **Thursday November 19, 2020**

*Note: All motions were carried by a roll-call vote through the video conference meeting, this meeting was recorded and will be kept in electronic records with the minutes.*

**Call to Order/Pledge of Allegiance/Roll Call:** Chair Booth called the Board of Supervisors Meeting to order at 6:30 pm and the Pledge of Allegiance was said. Those present at the meeting were Supervisors Greg Booth, Yvette Adelman-Dullinger, Greg Bennett, and Deputy Clerk Jenna Ruggles. Supervisor John Wulff joined through Zoom video conference and Supervisor Arlene Schmit had an excused absence. No residents were present and no sign-in sheet attached due to COVID-19.

**Agenda:** Supervisor Bennett **moved to approve the agenda as amended**, seconded by Supervisor Wulff and the motion carried.

### **Clerk/Treasurers Report:**

- **November 5<sup>th</sup>, 2020 Meeting Minutes** – Supervisor Adelman-Dullinger **moved to approve the minutes as corrected**, seconded by Supervisor Bennett and the motion carried.
- **November Financials** were reviewed and Supervisor Bennett **moved to approve them as presented**, seconded by Supervisor Adelman-Dullinger and the motion carried.

**Public Input:** There was none at this time.

### **Old Business/Reports:**

- **Roads (Bryan Drown, Road Project Engineer, Bolton & Menk)** – was not present.
- **Road Supervisors reported** –
  - **Supervisor Wulff** provided a written road report that is attached.
  - Discussions about plowing of cul-de-sacs, road right-of-ways, and dirt roads.
- **Zebroski Resolution/Order Establishing** – Review of the Order was had and discussions determined that we need to add ‘(Exhibit A)’ after the 2020-15 in the fifth whereas and attach the full Resolution to the Order. Supervisor Adelman-Dullinger **moved to accept and send the Order Establishing Zebroski Acres Lane SW to Cass County to be recorded with the amendments discussed**, seconded by Supervisor Bennett and the motion passed.
- **Fire Report** was discussed that they had a continuance of their last meeting to discuss how they would spend the donated CARES Act monies. Supervisor Adelman-Dullinger reported that about \$15,000 was going towards wages and \$5,000 towards more PPE items.
- **PC Report** was provided and discussed.  
**Short-Term Rental – Sylvan Point LLC** was discussed that their application was in for renewal and they are waiting for confirmation from Cass County on open items that needed to be completed as well as the Building Safety Code/Fire Inspection by Pillager Area Fire Department. The PC still provided a recommendation to approve them as a Short-Term Rental in Sylvan Township. Supervisor Wulff **moved to approve the Planning Commission’s recommendation for the renewal of Sylvan Point LLC’s Short-Term Rental Permit contingent on the Inspection by the Pillager Area Fire Department and that all open Cass County items are brought up to code by June 1<sup>st</sup>, 2021**, seconded by Supervisor Adelman-Dullinger and the motion passed with a 3 to 1 vote. Supervisors Adelman-Dullinger, Booth, and Wulff were ‘yes’ votes with Supervisor Bennett voting ‘no’. Supervisor Adelman-Dullinger reported that Dave Johnson was out doing more bud capping at

Sylvan Lake Park and that the PC is still looking at the ROW Permit Ordinance. Supervisor Bennett asked how the review of the Short-Term Rental Ordinance was coming along with the PC and Supervisor Adelman-Dullinger indicated that they hadn't been working on it and she would get ahold of Dave Johnson.

- **VRBO** – This is tabled for more time to do research, adding to the agenda for second meeting in Jan. 2021.
- **Frank Summons Update** – Supervisor Booth reported that he received a call from Barb Frank regarding her name being removed from the summons that was sent out and follow up from her being at the last meeting. Supervisor Bennett reported that he discussed this with our attorney, Brad Person, and he indicated that her name legally has to be on the summons because she is part owner of the property. However Supervisor Bennett also reported that Dave Johnson had said he dropped off a Permit Application to Mr. Frank and that we can withdraw the summons if he applies for a permit. The Board agreed that when we receive the application that we would have the summons withdrawn.

#### **New Business:**

- **Audit Engagement Letter** – We received the CliftonLarsonAllen LLP Audit Engagement Letter which was reviewed. Supervisor Bennett **moved to approve signing the audit engagement letter from CliftonLarsonAllen LLP**, seconded by Supervisor Adelman-Dullinger and the motion carried.
- **Board of Canvass** –
  - **Review of Election Abstract:** the abstract was reviewed noting the number of registered voters at 7am on Nov. 3, 2020 was 1905, the number of voters that registered on Election Day was 98, and the total number of person voting was 1690.
  - **Town Supervisor Seat 1:** Greg Booth 1262 votes with 30 write-ins
  - **Town Supervisor Seat 2:** Bob Johnson 754 votes; John Wulff 574 votes with 12 write-ins
  - **Town Supervisor Seat 4:** Greg Bennett 1286 votes with 16 write-ins
  - **Approving Election Results:** Supervisor Bennett **moved to approve the election results**, seconded by Supervisor Adelman-Dullinger and the motion carried.
  - **Signing of Canvass Board at this time:** The Board members certified the results of the General Election held on Tuesday, November 3<sup>rd</sup>, 2020 in the County of Cass, State of Minnesota.

#### **Other Township Business:**

- **Correspondence** – were provided and read from Region Five Development Corp. looking for Volunteer Drivers and Rural Developments Section 504 Home Repair Grant.
- **Review Claims** – Payroll numbers 34388 to 34390 in the amount of \$1,220.29 along with Claims numbers 24381 to 24387 & 24391 to 24393 and EFT/CC Claim numbers 201110-1 to 201110-3 that were pre-approved at the November 5<sup>th</sup>, 2020 Board of Supervisors meeting during the CARES Act discussion were signed. Then Supervisor Bennett **moved to approve claim numbers 24397 to 24404 and EFT claim numbers 201119-1 and 201119-3 in the amount of \$12,570.79 and the payroll numbers 24394 to 24396 in the amount of \$2,823.25 for a total of \$15,394.04 with check number 24324 being voided** seconded by Supervisor Adelman-Dullinger and the motion carried.
- **Other Business** – included the following.
  - Supervisor Bennett **moved to lock the Town Hall doors to non-employee traffic and hold all Zoom meetings until further notice**, seconded by Supervisor Adelman-Dullinger and the motion passed.
  - **iPads** were distributed to the Supervisors as well.

**Adjournment:** Supervisor Bennett **moved to adjourn**, seconded by Supervisor Adelman-Dullinger and the motion carried with the meeting adjourning at 8:10 pm.

Minutes submitted by,

\_\_\_\_\_  
Jenna Ruggles, Deputy Clerk

\_\_\_\_\_  
Greg Booth, Chair

These minutes were approved as amended on December 3, 2020 by Supervisor Schmit, seconded by Supervisor Adelman-Dullinger and the motion carried with Supervisors Bennett, Adelman-Dullinger, Wulff, Schmit and Booth.

Amendments: Page 1, 3<sup>rd</sup> sentence from the bottom change 3-4 to 3-1 and Under Road Supervisors Report 2<sup>nd</sup> bullet remove “was had” at end of the sentence.

Date: