

Regular Board of Supervisors Meeting Minutes **Thursday February 04, 2021**

Note: 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 6:45 pm after the Working Budget Meeting was completed. The Pledge of Allegiance was said prior. Those present at the meeting were Supervisors Greg Booth, Greg Bennett, Yvette Adelman-Dullinger, Bob Johnson, and Clerk Jenna Ruggles. Supervisor Arlene Schmit joined had an excused absence, but joined at 6:55. Residents that were present included Sue Opsahl and Kay Edgeton - no sign-in sheet attached due to COVID-19. PC Chair Dave Johnson was also present.

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

Clerk/Treasurers Report:

- **January 21st, 2021 Meeting Minutes** – Supervisor Bennett **moved to approve the minutes as corrected**, seconded by Supervisor Adelman-Dullinger and the motion carried.
- **January Financials** were tabled until next meeting.

Public Input: Sue Opsahl stated that she would like to know the next steps the Board would be taking on the Mr. Frank situation. She stated that after the last Board meeting where the Board denied his application for a permit; he had 2 trailer full deliveries and has continued to do business almost daily since. She would like to know what the process will be going forward and what type of outcome the Board sees this will have. Supervisor Bennett stated that he had been in touch with Brad Person, township attorney and that the legal proceedings are being taken off hold. Supervisor Bennett indicated that it sounds like it will end up with the County Attorney and we will have to hand it off to them. But he is still researching what the Board has to do now until it gets to the point when we can hand it off to the County. Supervisor Bennett is also checking in with our contacts at the County to see about fines and such.

Supervisor Bennett reported that Ms. Volner forwarded him a letter that she had sent to our Township Attorney, Brad Person, regarding our Short-Term Rental Ordinance and some questions and concerns she has regarding it. Brad Person, is reviewing it and will have some response for us at the Public Hearing.

Old Business/Reports:

- **Roads (Bryan Drown, Road Project Engineer, Bolton & Menk)** – was not present.
- **Road Supervisors reported** –
 - **Supervisor Schmit** reported that there is a resident on 43rd who has buckets and string across the road right-of-way area of his driveway/ditch area. She had a discussion with him and let him know that he would be liable if an accident happened due to it. Supervisor Schmit told him that she understands that he did it to keep this snowmobiler off of his pristine driveway, but it is our job to inform him that he is not allowed to put this in the road right-of-way.
 - **Supervisor Johnson** presented some different snow policies and calcium chloride policies that he had found for review. There was some discussion about how we should add to or amend our current snow policy and add it into our contract as well as a section on calcium chloride. The Road Supervisors would like to meet and discuss these as well as other road items.

- Supervisor Bennett **moved to post the Shady Hollow Road Resident Meeting, to allow for the Road Supervisors to all join**, seconded by Supervisor Adelman-Dullinger and the motion carried.
- Supervisor Schmit **moved to publish a Road Contractor bid**, seconded by Supervisor Bennett and the motion carried. Supervisor Schmit **moved to publish a Road Contractor Bid, to be opened on March 25th, 2021 at 10 am and awarded to the Contractor at the Board Meeting on April 1st, 2021**, seconded by Supervisor Bennett and the motion carried. This will be posted, advertised in the Dispatch, on a contractor bid site, as well as sent to contractors in the area.
- **Fire Report** was discussed letting us know that Sylvan had 13 out of 25 runs in January. Meeting notes are attached.
- **Emergency Management Report** was discussed letting us know that the SkyWarn will have a virtual class probably around April 2021.

New Business:

- Commercial Business meeting with Cass County was held with John Ringle, Jessica Manifold, and Levy Bergstrom. Supervisor Bennett indicated that there was some great feedback from Cass County.
- SCO ordinance changes that were suggested by Cass County and the Planning Commission. The County found that we were being less restrictive than the County as well as preferred we take off Home Business B and only have one. Cass County does not limit the number of employees and that was one of the changes. Changes and reorganization of the ordinance were made for Board approval at the Public Hearing.
- Planning Commission Chair, Dave Johnson, asked the Board if we want to have Cass County reach out to the two business that we have reached out to and not had a good response with. Supervisor Booth feels that we should allow Cass County to reach out to the two businesses, Dave will reach out to the County. The Board agreed that we should continue to handle other commercial businesses in Sylvan Township.
- Supervisor Booth will work to get a Memorandum for Sylvan Township to work on Commercial Business Permits in the Township, not to be restricted to commercially zoned areas.
- Supervisor Bennett and Supervisor Adelman-Dullinger will both review Cass County changes to their ordinances and Supervisor Bennett will send any input to Cass County.
- The newspaper articles were discussed and due date of was announced.
- Kramer Lake Property grant money was received last year and now we need to develop a restoration management plan. Supervisor Booth will work with Kim Berns-Melhus to get started.

Other Township Business:

- **Correspondence** – In addition to emails forwarded ... a thank you from the Skogen family was received, Bremer Bank letter of credit was received, the Building Permits Log was received, and the Cass County Sheriff's report was received.
- **Review Claims** – Supervisor Schmit **moved to approve claim numbers 24473 to 24486 and EFT claim numbers 020421-1 and 020421-10 in the amount of \$34,699.29 and the payroll numbers 24487 to 24501 (with check #24489 being voided) in the amount of \$4,992.60 and a vacation payout in the amount of \$4,026.78 for a total of \$43,718.67** seconded by Supervisor Bennett and the motion carried.

- **Other Business** – included the following.
 - **Board of Audit:** Supervisor Bennett **moved to set the Board of Audit Meeting on March 4th, 2021 at 6 pm**, seconded by Supervisor Schmit and the motion carried. Supervisor Schmit **moved to approve the signing of the draft audit letter with the correction to add Jenna Ruggles as a Deputy Clerk**, seconded by Supervisor Adelman-Dullinger and the motion carried.
 - Supervisor Bennett let the Board know that there was a correction to the vacation payout from what was listed during the last meeting.
 - **Accounting:** The clerks have been having a hard time getting through to Roggenkamp Accountants. We had left messages and emails with no response. Supervisor Bennett had also tried to reach out with no response. Supervisor Bennett asked the Board if he can start reaching out for some quotes on new accountants, and they said yes. Clerk Ruggles will look into the possibility of doing this in-house.

Adjournment: Supervisor Schmit **moved to adjourn**, seconded by Supervisor Adelman-Dullinger and the motion carried with the meeting adjourning at 9:08 pm.

Minutes submitted by,

Jenna Ruggles, Clerk

Greg Booth, Chair

These minutes were approved as presented on February 18, 2021 by Supervisor Schmit, seconded by Supervisor Adelman-Dullinger and the motion carried with Supervisors Bennett, Booth, Adelman-Dullinger, Johnson, and Schmit.

Amendments: None

Date: 2.18.21