

Regular Board of Supervisors Meeting Minutes Thursday February 18, 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 6:30 pm and the Pledge of Allegiance was said. Those present at the meeting were Supervisors Greg Booth, Yvette Adelman-Dullinger, Greg Bennett, Arlene Schmit, Bob Johnson, and Clerk Jenna Ruggles. Residents present were PC Chair Dave Johnson and John Wulff; Road Project Engineer, Bryan Drown was also present. No sign-in sheet attached due to COVID-19.

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

Clerk/Treasurers Report:

- **February 4th, 2021 Meeting Minutes** – Supervisor Schmit **moved to approve the minutes as presented**, seconded by Supervisor Adelman-Dullinger and the motion carried.
- **February 4th, 2021 Working Budget Meeting Minutes** – Supervisor Schmit **moved to approve the minutes as presented**, seconded by Supervisor Adelman-Dullinger and the motion was removed and a new motion made. Supervisor Bennett **moved to approve the minutes as presented**, seconded by Supervisor Johnson and the motion carried with Supervisor Schmit abstaining from the vote.
- **February 16th, 2021 Public Hearing Minutes** – Supervisor Bennett **moved to approve the minutes as presented**, seconded by Supervisor Johnson and the motion carried.
- **January Financials** were reviewed, and Supervisor Schmit **moved to approve the financials as presented**, seconded by Supervisor Bennett and the motion carried. Supervisor Bennett **moved to transfer \$100,000 into the Pine River Money Market account**, seconded by Supervisor Adelman-Dullinger and the motion carried.

Public Input: Planning Commission Chair, Dave Johnson, brought up that there is some County Land next our 80 acres off of Hwy 36 that Todd Holman said he could possibly secure for us. Supervisor Booth said that we would add this to our next agenda. Mr. Johnson also brought up commercial zones in Sylvan Township, he indicated that we have 2 properties that would like to convert to commercial from residential. These properties are the ones off of Hwy 36 that MN Power owns and the properties off of Hwy 210 at Snow's and Rasmussen's properties. Supervisor Bennett **moved to have a Resolution of Support drawn up for parcel numbers 41-215-2308, 41-215-2301, 41-215-2310, 41-119-2200, and 41-119-2100 to be rezoned commercial**, seconded by Supervisor Schmit and the motion carried. Supervisor Bennett **moved to have PC Chair, Dave Johnson contact Cass County regarding parcel numbers 41-215-2308, 41-215-2301, 41-215-2310, 41-119-2200, and 41-119-2100 being rezoned as well as discussing fees associated with this process**, seconded by Supervisor Adelman-Dullinger and the motion carried.

Old Business/Reports:

- **Roads (Bryan Drown, Road Project Engineer, Bolton & Menk)** – discussed the following.
 - **Shady Hollow Road** meeting is next Tuesday, Bryan wanted to make sure the Board is still on track to propose a tarred rustic road with some sections narrowed and possible easements to help with the drainage issues they currently have.
 - **Road Committee Recommendations** - Spring Road and 43rd Avenue were presented for 2021. Supervisor Bennett **moved to have Road Engineer, Bryan Drown, look at the costs**

for the road improvements for Spring Road and 43rd Avenue and discuss with the Road Committee if needed, seconded by Supervisor Adelman-Dullinger and the motion carried.

- **Road Supervisors reported –**
 - **Supervisor Schmit** reported that it is snowing again, and that she will be discussing options for this weekend and next week with Brad Holmwig, Holmwig Excavating tomorrow.
 - Supervisor Booth announced that the Township was receiving more than expected from Cass County for the gas tax distribution.
 - Supervisor Bennett **moved to accept Zebroski Acres Lane as a Township road under Resolution #2021-09**, seconded by Supervisor Adelman-Dullinger and the motion was amended. Supervisor Bennett **moved to accept Zebroski Acres Lane as a Township road with Resolution #2021-09 including new verbiage that this Resolution will supersede Resolution #2020-15**, seconded by Supervisor Adelman-Dullinger and the motion carried.
 - Supervisor Schmit **moved to approve the Order Established Zebroski Acres Lane SW as a Township road**, seconded by Supervisor Adelman-Dullinger and the motion carried.
- **PC Report** was provided and discussed, most of the meeting was about Sylvan Lake Park and how the 2021 plan will be to add another trail and the MN Power Solar Farm project.

New Business:

- **Cass Co. Land Sale** – Supervisor Bennett **moved to have Clerk Ruggles let Cass County know that Sylvan Township is not interested in parcel 41-392-0130**, seconded by Supervisor Adelman-Dullinger and the motion carried.
- **SCO Fee Schedule** – Supervisor Schmit **moved to remove the Home Occupation B and Fee of \$50 and the ‘A’ behind the first Home Occupation with No Fee**, seconded by Supervisor Adelman-Dullinger and the motion carried.
- **Road ROW Fee Schedule** – Supervisor Bennett **moved to have a Road Right-Of-Way Annual Permit Fee of \$250**, seconded by Supervisor Adelman-Dullinger and the motion carried.
- Supervisor Bennett **moved to accept and sign Resolution #2021-08 Adopting the Minnesota Townships General Records Retention Schedule**, seconded by Supervisor Adelman-Dullinger and the motion carried.
- Supervisor Schmit **moved to sign the Notification of Adoption of Township General Retention Schedule**, seconded by Supervisor Bennett and the motion carried.
- Supervisor Schmit **moved to accept Resolution 2021-07 Authorizing Contract with Interested Officer** (Dave Johnson), seconded by Supervisor Adelman-Dullinger and the motion carried.
- The newsletter was discussed, and a few changes were made.

Other Township Business:

- **Correspondence** – that was received in the mail includes the following.
 - A packet from Road Groom Manufacturing was received, Supervisor Booth asked Clerk Ruggles to pass this onto Holmwig Excavating.
 - Supervisor Adelman-Dullinger **moved to approve and sign a contract with First Call (2-1-1) for \$150 this year**, seconded by Supervisor Bennett and the motion carried.
 - Supervisor Bennett **moved to sign a contract with Crisis Line and Referral Service for \$250 this year**, seconded by Supervisor Johnson and the motion carried.
 - Supervisor Bennett **moved to sign a contract with Support Within Reach for \$100 this year**, seconded by Supervisor Johnson and the motion carried.

- Supervisor Bennett **moved to sign a contract with Faith In Action for \$250 this year**, seconded by Supervisor Adelman-Dullinger and the motion carried.
- **Review Claims** – Supervisor Schmit **moved to approve claim numbers 24507 to 24511 and voiding check #24512 and EFT claim numbers 021821-1 and 021821-4 in the amount of \$3,595.80 and the payroll numbers 24504 to 24506 in the amount of \$2,815.24 for a total of \$6,411.04** seconded by Supervisor Adelman-Dullinger and the motion carried.
- **Other Public Input** from John Wulff included the following.
 - Mr. Wulff feels that scraping of the roads is not recommended at this time but instead more salt/sand be put into the areas where there are grooves and areas that have been missed prior.
 - Mr. Wulff would like to see the Board consider adding C-oils into the mix for the roads to help slow the costs of crack sealing.
 - Mr. Wulff wanted to pass onto the Board that he has continued to hear good things from residents that the contractor is doing a good job on the roads this year.
- **Rugs/Carpet Care** – Supervisor Bennett **moved to approve a rug service from Lakes Area Mat Service for every other week service**, seconded by Supervisor Adelman-Dullinger and the motion carried.
- **Accountants** – Supervisor Bennett **moved to change to Jason Anakkala LTD accounting for the Township’s payroll taxes, sales and use taxes, and printing of 1099s and W2s starting April 1st, 2021**, seconded by Supervisor Adelman-Dullinger and the motion carried.
- **Supervisor Adelman-Dullinger** reported that the Board of Adjustment training is not open for registration until July 2021 and that there is an online Weeds class that is open for all interested.
- **Supervisor Johnson** discussed the Town Hall and security, he feels there is room for improvement and after discussion with the Board it was decided that Supervisor Johnson will create a plan and propose it to the Board at a future meeting.

Adjournment: Supervisor Bennett **moved to adjourn**, seconded by Supervisor Adelman-Dullinger and the motion carried with the meeting adjourning at 8:40 pm.

Minutes submitted by,

Jenna Ruggles, Clerk

Greg Booth, Chair

These minutes were approved as amended on March 4, 2021 by Supervisor Bennett, seconded by Supervisor Adelman-Dullinger and the motion carried with Supervisors Booth, Bennett, Adelman-Dullinger, Schmit and Johnson.

Amendments: Spelling correction on ‘scraping’; changed ‘he’ to Mr. Johnson; changed ‘appointment’ to distribution and adding ‘not open for registration until July 2021’ under Supervisor Adelman-Dullinger’s comments regarding Board of Adjustment Training.

Date: 03.04.2021