

## **Regular Board of Supervisors Meeting Minutes** *Thursday March 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 6:00 pm and the Pledge of Allegiance was said. Those present at the meeting were Supervisors Greg Booth, Yvette Adelman-Dullinger, Greg Bennett, Bob Johnson, Arlene Schmit and Clerk Jenna Ruggles. Residents who were present included Todd Holman and PC Chair Dave Johnson. 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.

**Board of Audit:** Chair Booth reviewed the Audit Results for the audit from CliftonLarsonAllen ending December 31, 2020. Supervisor Adelman-Dullinger **moved to approve the audit report year ending December 31, 2020**, seconded by Supervisor Bennett and the motion carried.

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

- **February 18<sup>th</sup>, 2021 Meeting Minutes** – Supervisor Bennett **moved to approve the minutes as corrected**, seconded by Supervisor Adelman-Dullinger and the motion carried.
- **February Financials** were reviewed, and Supervisor Bennett **moved to approve the financials as presented**, seconded by Supervisor Johnson and the motion carried.

### **Public Input:**

- Mr. Todd Holman, Camp Ripley Sentinel Landscape Coordinator, was present with a recommendation to the Board regarding the MN Historical Society Legacy Grant Request For Proposal (RFP) bids. Mr. Holman explained that there were 13 RFP bids received and that it was a hard decision to make. The Legacy Grant review team used the RFP requirements listed the proposal as well as a review summary spreadsheet (a rating scale) to evaluate and compare the different RFP bids. The team felt that this was a hard task as there were so many great bids and some were very similar to each other. In the end it came down to 3 RFP bids that the team really liked. Supervisor Bennett **moved to accept the recommendation from the Legacy Grant review team approving to move forward with Neinow Cultural Consultants for the MN Historical Society Legacy Grant Project**, seconded by Supervisor Adelman-Dullinger and the motion was amended to the following motion brought forward by Supervisor Bennett **to accept the recommendation from the Legacy Grant review team approving to move forward with Nienow Cultural Consultants for the MN Historical Society Legacy Grant Project based on the RFP criteria and best value elements**, seconded by Supervisor Adelman-Dullinger and the motion was carried. Supervisor Bennett also **moved to have the Legacy Grant review committee work on developing a contract for the project which will also be reviewed by the Township Attorney, Brad Person**, seconded by Supervisor Adelman-Dullinger and the motion carried.
- PC Chair, Dave Johnson, reported that he met with John Ringle, Cass County Environmental Services Director, to discuss the Commercial permitting in Sylvan residential areas. Mr. Ringle mentioned that Josh Stevenson, Cass County Administrator, said that maybe Sylvan should consider a take it all or none approach. Mr. Johnson feels that Sylvan is not interested in taking on the residential

permitting and the next step seems to be to have another meeting regarding this situation, with a Sylvan Township Board member, and Cass County officials including but not limited to, Josh Stevenson; John Ringle and Cass County Commissioner, Neal Gaalswyck to discuss a proposal that Sylvan Township develops based on what we would like to see happen. Then a memorandum of understanding can be created out of the meeting if/when decisions/compromises are made. After discussion it was decided that our PC Liaison, Supervisor Bennett, and PC Chair, Dave Johnson, would be best to represent Sylvan Township in the meeting with Cass County. Sylvan staff will reach out in the next two weeks to set this up with Cass County.

### Old Business/Reports:

- **Roads (Bryan Drown, Road Project Engineer, Bolton & Menk)** – was not present but reported through an email to Supervisor Bennett that he worked with Scott Hendrickson regarding 43<sup>rd</sup> and Spring Road projects. He also received a contact to reach out to when Sylvan starts requesting quotes. Mr. Drown also reported that these projects should be below the amount requirement for a sealed bid, he will just be requesting quotes from different contractors.
- **Road Supervisors reports** –
  - Supervisor Bennett talked about the Shady Hollow Road residents meeting and that everyone seemed happy with the options discussed. Supervisor Bennett **moved to continue with the Shady Hollow Road Project with the next steps being meeting with some residents to discuss preliminary plans and easements as well as having Mr. Drown draw up a preliminary cost estimate plan**, seconded by Supervisor Adelman-Dullinger and the motion carried.
  - **Supervisor Johnson** reported that we had a resident on 43<sup>rd</sup> call regarding the heaves in the road. He did go out and look at the road and replied to the resident that this road is in the plan to be fixed this year.
  - **Supervisor Schmit** reported that the resident who had the stakes and string across the ditch by his driveway in the road right-of-way has attempted to remove the stakes, but they are frozen in. He will get them out as the ground thaws, but he did remove the string connecting them. She also asked the Board if this resident is allowed to put up a snow fence or a speed limit sign in his area to help with speeding snowmobiles and traffic as well as snow issues on his driveway. Supervisor Booth said he would check into a snow fence option and let her know.
  - **Supervisor Adelman-Dullinger** discussed a new work order that she created for the Board to use for projects with the road maintenance contractor; this is to help improve communications and get a better understanding of costs associated with each road. There were some suggestions for revisions that she will make. Supervisor Bennett raised his concerns that we do not want to seem like we are trying to micromanage our contractor; yet we want to work together with them to achieve success.
  - **Supervisor Booth** announced that the weight limit signs will need to go back up as the road restrictions have started.
  - **Road Maintenance Contractor Bid** – It was decided that we would send out a bid packet directly to Rardin Excavating, Anderson Brothers, Mike’s Tree Service and Hengel Ready Mix.
- **Road Right-of-Way application** needs to be created. It was decided that Clerk Ruggles would send the example application that Supervisor Adelman-Dullinger provided over to the Planning Commission for review and amending.

- **Resolution 2021-14** Supporting the re-zoning of a few parcels to Commercial has been tabled until next meeting.
- **Fire Report** was provided and discussed, Sylvan Township had 13 out of 26 runs in February.
- **Kramer Lake Property** – Supervisor Booth has not had a chance to reach out to Josh Pennington yet, Mr. Holman let us know that we just need to send an email asking for him to help with the restoration management plan.

#### **New Business:**

- **40-Acres of County Land** next to our 40/80 Acres of Potlatch land is possibly available to be donated to us. After discussion, the Board decided that it would be nice to acquire this land as it fits into our Comprehensive Plan to keep green space in Sylvan Township. Mr. Todd Holman was available to give insight on how the County is looking into possibly gifting this 40-acres to Sylvan Township. He also let the Board know that the City of Baxter has an abundance of acres behind this parcel that they are developing an emergency plan for and one concern they have is getting emergency services into that area next to this County land. Mr. Holman stated that if Sylvan had this 40-acres, that the City of Baxter could then possibly get through this acreage faster off Highway 36, than going through their side. Supervisor Bennett **moved to write a letter to Derrick Anderson, Cass County Engineer, Josh Stevenson and Sentinel Landscape letting them know that we are interested in the 40-acres of County land**, seconded by Supervisor Adelman-Dullinger and the motion carried.
- **Resolution 2021-10** – Supervisor Schmit **moved to pass Resolution #2021-10 adopting the Right-of-Way Management Ordinance**, seconded by Supervisor Adelman-Dullinger and the motion carried.
- **Resolution 2021-11** – Supervisor Adelman-Dullinger **moved to pass Resolution #2021-11 adopting the revised Sylvan Commercial Ordinance**, seconded by Supervisor Bennett and the motion carried.
- **Resolution 2021-12** – Supervisor Schmit **moved to pass Resolution #2021-12 adopting the revised Short-Term Rental Ordinance**, seconded by Supervisor Johnson and the motion carried.
- **Security Proposal from People’s Security** was provided from Supervisor Johnson and discussed. The proposal included labor for installation, 1 Dahua Camera Kit, 3 Waterproof Junction Boxes, and 1 UPS Backup totaling \$3,141. Supervisor Johnson **moved to accept the proposal and move forward with installation of the cameras for the Town Hall**, seconded by Supervisor Adelman-Dullinger and the motion carried. Supervisor Bennett **moved to pre-approve and cut a check for the 50% deposit for the People’s Security proposal in the amount of \$1570.50**, seconded by Supervisor Johnson and the motion carried. This claim will be included in the claims for the next meeting on March 18<sup>th</sup>, 2021. Supervisor Johnson also talked about the process that the security company goes through if the alarm goes off in different situations at the Town Hall. The emergency call list was discussed, and Supervisor Johnson was added to the list.
- We received an email from **Roggenkamp Certified Public Accountants** letting us know that they are changing the way they are handling payroll services. They are willing to take over the full payroll and pay our payroll taxes for us if we would like to continue our services with them for \$150 per month. After discussion it was decided that we would not move forward with Roggenkamp; that we will reach out to Jason Anakkala LTD accounting to start sooner than planned.

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

- **Correspondence** – was received through email and the mailed items were provided and read.

- **Review Claims** – Supervisor Schmit **moved to approve claim numbers 24527 to 24546 with no claim for 24533 and EFT claim numbers 030421-1 through 030421-7 in the amount of \$5,679.43 and the payroll numbers 24513 to 24526 in the amount of \$4,956.86 for a total of \$10,636.29** seconded by Supervisor Bennett and the motion carried.
- **Other Business** – included the following.
  - Chair Booth brought up the Open Meeting Law for Minnesota Townships. He went through and reminded everyone that with the new iPad technology we need to be careful not to discuss and make decisions without it being at a public meeting.
  - Supervisor Adelman-Dullinger announced that the Cass County Association of Townships meeting will be tomorrow, topics include Weeds and the new Bills being passed.

**Adjournment:** Supervisor Schmit **moved to adjourn**, seconded by Supervisor Adelman-Dullinger and the motion carried with the meeting adjourning at 8:52 pm.

Minutes submitted by,

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Jenna Ruggles, Clerk

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Greg Booth, Chair

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

Amendments: Added titles to the first reference of each person, changed a then to than, reworded why the work order was created, better clarified Supervisor Schmit's road report comments, took out a that and replaced with explanation, and changed first RFP to Request For Proposal (RFP).

Date: 03.18.2021