

## **Regular Board of Supervisors Meeting Minutes** **Thursday April 01, 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 7:00 pm and the Pledge of Allegiance was said. Those present at the meeting were Supervisors Greg Booth, Yvette Adelman-Dullinger, Arlene Schmit, Bob Johnson, Greg Bennett, and Clerk Jenna Ruggles and Faith Broberg (on Zoom). In attendance were residents including Sue Opsahl, Kay Edgeton, Taylor and Miranda Halverson, Craig Ward, Todd Corner, Mitchel and Kaylee Hess, Trisha Engholm, Damian Fink, Jake Niggler, Jerrad and Sarah Vangeast, Pat and Dotty Renner and Jason Wynn, Holmwig Excavating those on Zoom included Andie Hastings, resident and Bryan Drown, Bolton & Menk - there was no sign-in sheet 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:**

- **March 18<sup>th</sup>, 2021 Meeting Minutes** – Supervisor Schmit moved to approve the minutes as corrected, seconded by Supervisor Adelman-Dullinger and the motion carried.
- **March Financials** were tabled until next meeting, on April 15, 2021.

### **Public Input:**

- Taylor Halverson spoke on behalf of the residents of Dandelion Lane. They would like to get a plan in place to get their road up to standards so the Township can take it over. Supervisor Bennett explained the process and what the Board would need to see before they could vote on taking the road over. He let them know that they all had to agree and that back in 2014 when they originally petitioned for this, it was only about half that agreed. Supervisor Booth explained that we would need a new petition from the residents and that Sylvan would then hold a Public Hearing prior to a decision on whether the Township will take over this road. Supervisor Bennett **moved to authorize Bryan Drown, Bolton & Menk, get an estimate together with options to bring Dandelion Lane up to Township standards**, seconded by Supervisor Adelman-Dullinger and the motion carried.
- Sue Opsahl spoke letting the Board know how disappointed she was in the last 13 months dealing with the Mike Frank business issue in her neighborhood and that she is now moving because of it. She stated that her and other residents did everything right and everything the Board asked of them including taking pictures, sending emails, calling in, attending meetings, getting a petition, and waiting. She expressed that she feels it was for nothing because the whole time he continued and continues to do what he wants and runs this business disturbing the neighborhood. Supervisor Bennett explained that the Board has done all the steps they could do as well and that it is currently in the hands of Cass County's Judicial Branch. Supervisor Bennett stated that he continued to bring concerns and complaints to our Township Attorney after the summons went out and that the attorney was able to get the court date moved up to this month. Supervisor Bennett explained that he is very sorry that they are going through this situation and that the Board has tried to correct the situation the whole time and unfortunately it did not work, and the legal process is moving slow because of COVID. Supervisor Schmit let the Board know that another resident on the road is considering moving because of the situation as well and that she feels Mike Frank is being unjust to his neighbors.

### Old Business/Reports:

- **Roads (Bryan Drown, Road Project Engineer, Bolton & Menk)**
  - Discussed that the road project for 43<sup>rd</sup> Avenue and Spring Road will be under the amount for sealed bids so he would like to send out requests to get some quotes from local companies for this project. Supervisor Adelman-Dullinger **motioned to authorize Bryan Drown to request quotes from Anderson Brothers Construction and Knife River**, seconded by Supervisor Johnson and the **motion was amended** by Supervisor Adelman-Dullinger **to also include requesting a bid from Ideal Construction**, seconded by Supervisor Johnson and the amendment carried. The original motion was then voted on and carried as well.
  - Bryan Drown also let the Board know that Shady Hollow road improvement project was moving along well and that he and Supervisor Bennett had a couple more residents to meet with and then he would be presenting to the Board the proposed plan for the road.
- **Road Supervisors reported –**
  - **Supervisor Johnson** reported that he and Supervisor Schmit did a tour of the Township and looked at a driveway, some properties that have junk issues in their yards and reviewed some roads such as Dandelion Lane. He also reported that we received an email from a resident, Troy Gratke, who was complaining about the plowing over the winter and the clean up so far this spring on his road, Prairie Star Cir – Supervisor Johnson said he would put in a work order with Holmwig Excavating and respond back to the resident. Supervisor Johnson indicated that he will be taking inventory of the signs that we have in the pole buildings in the up-coming weeks when he will also be doing a safety audit at the Town Hall. There was discussion on whether we need to have a resolution or policy in place for animal carcasses and animal bounties; it was determined that we do not, we do set a per pair of feet bounty price on gopher feet in the road right-of-way at the annual Re-Org Meeting. As far as carcasses, the sheriff and DNR have told us that there is no policy for this. Jason Wynn, Holmwig Excavating mentioned that we should get a trapper out to the Big Water culvert area because there is a beaver hard at work.
  - **Supervisor Schmit** reported that there was some other clean up areas that she would like to see Holmwig take care of and that she will be sending out a work order for those as well (tree on 33rd and limbs along Upper Sylvan that Supervisor Bennett mentioned). Supervisor Schmit also discussed different roads that will need and not need grading, she will put a list together for Holmwig and be in touch with Brad Holmwig, Holmwig Excavating soon. Supervisor Schmit indicated that she would like to see letters go out to the residents that have junk cars in their yards, as she reached out to them and did not have any luck.
  - **Supervisor Adelman-Dullinger** presented an email back from MPCA regarding the junk cars in the yards and it stated that it is not high priority at the moment for them and that it falls under a nuisance condition and they look to us to help with that.
  - The Township received one bid for the **Road Maintenance Bids**, it was from Holmwig Excavating. The Board discussed the changes from last years fees and the new rates provided in the bid. Supervisor Schmit **moved to accept the Bid and sign a contract with Holmwig Excavating for the year of May 2021 through April 2022**, seconded by Supervisor Adelman-Dullinger and the motion carried.

- Supervisor Bennett **moved to set the Annual Spring Road Review to be on Saturday, April 24<sup>th</sup>, 2021 at 8am**, seconded by Supervisor Johnson and the motion carried. Supervisor Adelman-Dullinger **moved to have Supervisor Schmit rent a van for the Annual Spring Road Review from Fornshell Bus Company**, seconded by Supervisor Johnson and the motion carried.
- **Legacy Grant** – Supervisor Booth let the Board know that we have received correspondence back from our attorney and the final contract with Nienow Cultural Consultants is ready to sign and that we received all the Certificates of Insurance from the consultants involved in the project. Supervisor Schmit **moved to sign the contract with Nienow Cultural Consultants for the MN Historical Society Legacy Grant Project**, seconded by Supervisor Bennett and the motion carried.

#### **New Business:**

- **Minnesota Association of Township Trainings** were discussed and what the Supervisors liked and did not like about the sessions. Hot topics were pointed out and it was announced that they are available for them to watch anytime online.

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

- **Correspondence** – was received and read. Highlights are that in October 2021 CTC will start mandatory 10 digit dialing for all local calls; Cass County’s building permits listing was reviewed; and the sheriff’s report was passed around.
- **Review Claims** – Supervisor Schmit **moved to approve claim numbers 024575 to 024586 and EFT claim numbers 040121-1 and 040121-10 in the amount of \$4,115.41 and the payroll numbers 024561 to 024574 in the amount of \$5,273.85 for a total of \$9,389.26** seconded by Supervisor Bennett and the motion carried.
- **Other Business** – included the following.
  - **Zoom billing** – Supervisor Bennett **moved to change from monthly to annual billing with Zoom for a savings of \$30 per month**, seconded by Supervisor Adelman-Dullinger and the motion carried.
  - **Direct Deposit** – was presented from Pine River State Bank, this was reviewed and turned down due to a cost of \$15 per month.
  - **Records Retention project** – was discussed about having it be a part-time summer job, having an intern from the CLC, or putting an ad in the paper to hire a part-time staff person. Clerk Ruggles will get more information and a timeline to discuss again at the next meeting.
  - **Cass County joint meeting** – was discussed that we seem to all be on the same page with Sylvan continuing to do all permitting for the commercial businesses in Sylvan Township – not only in Commercially Zoned areas. PC Chair Johnson is putting together a Memorandum of Understanding for the PC to review at their next meeting and then it will come to the Board for approval.

**Adjournment:** Supervisor Bennett **moved to adjourn**, seconded by Supervisor Schmit and the motion carried with the meeting adjourning at 9:22 pm.

Minutes submitted by,

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Jenna Ruggles, Clerk

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Greg Booth, Chair

These minutes were approved as presented on April 15, 2021 by Supervisor Schmit, seconded by Supervisor Adelman-Dullinger and the motion carried with Supervisors Bennett, Adelman-Dullinger, Johnson, Schmit and Booth.

Amendments: None

Date: 4.15.2021