

Regular Board of Supervisors Meeting Minutes **Thursday February 17th, 2022**

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, Greg, Bennett, Arlene Schmit, Bob Johnson, Keith Card, and Clerk Jenna Ruggles. Brad Holmwig with Holmwig Excavating & Bryan Drown from Bolton & Menk were present. No sign-in sheet attached due to COVID-19 and no residents were in attendance.

Agenda: Supervisor Schmit **moved to approve the agenda as presented**, seconded by Supervisor Johnson and the motion carried.

Supervisor Keith Card did his Oath of Office and Clerk Ruggles notarized it.

Public Input: Brad Holmwig was present to discuss the Road Maintenance work and communications with The Township. During this discussion, both parties were able to get a feel for what is needed between the 2 groups to be productive. Take aways included having a representative at one meeting each month, having Bonnie (Holmwig accounting) meet with Clerk Ruggles & Supervisor Schmit to discuss invoices and production sheets, a new maintenance log sheet was reviewed, & Mr. Holmwig will get the Sylvan staff a contact (phone) list to have on hand.

Clerk/Treasurers Report:

- **February 3rd, 2022 Budget Meeting Minutes** – Supervisor Schmit **moved to approve the minutes as presented**, seconded by Supervisor Bennett and the motion carried.
- **February 3rd, 2022 Board of Supervisors (BOS) Meeting Minutes** – Supervisor Schmit **moved to approve the minutes as presented**, seconded by Supervisor Bennett and the motion carried.
- **February 3rd, 2022 BOS Closed Meeting Minutes** – Supervisor Bennett **moved to approve the minutes as presented**, seconded by Supervisor Johnson and the motion carried.
- **January Financials 2022** – Supervisor Schmit **moved to approve the January Financial Statements as presented**, seconded by Supervisor Bennett and the motion carried.
- **Board of Audit Meeting** dates were discussed. Supervisor Bennett **moved to hold the Board of Audit meeting on either February 22, 2022 as ‘Option 1’ or on March 1, 2022 as ‘Option 2’ both dates starting at 10:00 am at the Town Hall**, seconded by Supervisor Johnson and the motion carried.
- **Local Board of Appeal & Equalization Meeting** date was provided by Cass County Assessors Office. Supervisor Bennett **moved to accept the Local Board of Appeal/Equalization Meeting on April 18, 2022 at 10:00 am**, seconded by Supervisor Johnson and the motion carried.

Old Business/Reports:

- **Roads (Bryan Drown, Road Project Engineer, Bolton & Menk)** – was present and had pictures and questions on the hammerhead for 134th Avenue SW. After discussion Supervisor Bennett will be reaching out to the residents at the end of the road to discuss the hammerhead.
- **Holmvg Road Maintenance Contract (renewal)** – was discussed and Supervisor Bennett **moved to extend the Road Maintenance Contract with Holmvg Excavating**, seconded by Supervisor Card and the motion carried. Supervisor Bennett then reached out to Mr. Holmvg and asked if he accepts us extending the contract for the 2022-2023 road maintenance season and Mr. Holmvg agreed to do so.
- Supervisor Bennett **moved to approve the signing of the Order Establishing Water Street**, seconded by Supervisor Card and the motion carried.
- **Planning Commission** – Supervisor Bennett provided written meeting notes and reported that the PC talked about the trail names again and will be narrowing the list down to a few for The Board to decide on. He also reported that Ted Sullivan was at the meeting regarding possibly rezoning his lots off Hwy 210 to develop a sub-division plat with residential lots. The access would come off Wilderness Drive SW and not off Hwy 210. The PC related to Mr. Sullivan that they didn't think he would have to rezone to residential; but thought he should check with the county. Supervisor Bennett also reported that Shane Rauen (Cut Right Lawncare) was present to discuss his business at his location in Sylvan where he built a 'shouse'. Supervisor Bennett explained that Mr. Rauen went through the proper steps and processes when he built, however Cass County and Sylvan Township were not on the same page. He should have been told he needed a Business Permit through Sylvan; but was not. Supervisor Bennett **moved to approve Cut Right Lawncare to get a Home Business Application but waive the public hearing after the application is submitted to the Township**, seconded by Supervisor Card and the motion carried.
 - **PC Recommendation:** Supervisor Bennett **moved to include that the new definitions from the Planning Commission's recommendation be used at a Public Hearing in the future for changes to Sylvan's Ordinances**, seconded by Supervisor Schmit and the motion carried.
- **Fire Report** – Supervisor Johnson provided meeting notes from the Fire Meeting. He also indicated that he would ask Chief Ringler to attend our Annual Meeting.
- **Legacy Grant update** was provided and is attached to these minutes. Supervisor Schmit **moved to accept Resolution 2022-11 CRSL Comprehensive Literature Assessment**, seconded by Supervisor Bennett and the motion carried.

New Business:

- Clerk Ruggles discussed some financial items that were brought up during the audit. She provided 3 policies for the Board to review. After review Supervisor Bennett **moved to approve an updated Credit/Debit Card Policy, an updated EFT Policy, and the older Fund Balance Policy as is**, seconded by Supervisor Schmit and the motion carried. Supervisor Card **moved to allow EFT transactions for the list of vendors supplied to The Board for 2022**, seconded by Supervisor Bennett and the motion carried. This list will be provided each year at the Re-organizational meeting going forward. The auditors also

recommended that we use Credit Cards in place of Debit Cards at the Township. Supervisor Bennett **moved to have Clerk Ruggles and Deputy Clerk Putnam apply for Credit Cards to replace their current Debit Cards with Pine River State Bank**, seconded by Supervisor Card and the motion carried.

- Mr. Person, Township Attorney, sent an email to the Township asking if we received the questions about our Short-Term Rental Ordinance from Zappia & Levahn LTD regarding The Birchwood Project on Sylvan Lake. This letter questions if Sylvan Township can restrict 2 Short-Term Rentals from being owned by the same person – with one under an LLC (limited liability companies) and the other under their personal name. After discussion from the Board on how our Ordinance reads and what was being asked, it was determined that Supervisor Bennett will reach out to Mr. Person and ask him if we can stick to our Ordinance as written or if we need to change our Ordinance according to any laws around non-profits and limited liability companies.

Other Township Business:

- **Correspondence** – was read including a Pipeline Training session that Supervisors Booth and Johnson are going to attend. It also included some Contract for Services which will be added to the next meeting's agenda.
- **Review Claims** – Supervisor Bennett **moved to approve claim numbers 025019 to 025021 and EFT claim numbers 220217-1 and 220217-6 in the amount of \$8,883.44 and the payroll numbers 025016 to 025018 in the amount of \$2,595.41 for a total of \$11,478.85** seconded by Supervisor Johnson and the motion carried.
- **Other Business** – included the following.
 - Supervisor Johnson brought the Fire Levy items to the meeting and after discussion Supervisor Johnson **moved to set the Fire Budget/Levy amount at \$92,000**, seconded by Supervisor Bennett and the motion carried.
 - Clerk Ruggles presented 2 different stand-up desk options to The Board and a proposal for 4 new computer monitors. After discussion Supervisor Bennett **moved to purchase the 4 monitors through Central Lakes Computers and 3 stand-up desks from Amazon**, seconded by Supervisor Card and the motion carried.
 - Supervisor Johnson discussed AED prices and after discussion Supervisor Bennett **moved to purchase a Zoll AED Plus Package from AED USA for \$1,795.00 with a \$200 off coupon through the ARPA funds**, seconded by Supervisor Booth and the motion carried.

Adjournment: Supervisor Schmit **moved to adjourn**, seconded by Supervisor Bennett and the motion carried with the meeting adjourning at 9:18 pm.

Minutes submitted by,

Jenna Ruggles, Clerk

Greg Booth, Chair

These minutes were approved as amended on March 3rd, 2022 by Supervisor Schmit, seconded by Supervisor Johnson and the motion carried with Supervisors Bennett, Johnson, Schmit and Booth.

Amendments: None

Date: 3.3.2022