



SYLVAN TOWNSHIP

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Regular Board of Supervisors Meeting Minutes Thursday, December 03, 2020

Note: All motions were carried by a roll-call vote through the video conference meeting. 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 meeting to order at 6:26 PM. Those present: Supervisors Greg Bennett, Yvette Adelman-Dullinger, John Wulff, Arlene Schmit, Greg Booth and Faith Broberg, Clerk/Treasurer, and Jenna Ruggles, Deputy Clerk.

Agenda: Supervisor Bennett **moved to approve the agenda as presented**, seconded by Supervisor Adelman-Dullinger and the motion carried with Supervisors Schmit, Bennett, Booth, Wulff and Adelman moving for the motion.

Clerk/Treasurer Report –

Minutes – November 19, 2020 - Supervisor Schmit **moved to approve the minutes as amended**, seconded by Supervisor Adelman-Dullinger .and the motion carried with Supervisors Bennett, Adelman-Dullinger, Wulff, Schmit and Booth voting for the motion.

November Financials – Tabled to the first meeting (1-07-2021) in January 2021.

Budgets – Copies of the budgets are in your packet for your review.

Public Input –

Sally Volner attending tonight's meeting by Zoom – Sally has sent an email to the Township regarding her concerns about the setbacks that were in the STR Ordinance. (Short Term Rentals). She has attended many of the Board meetings and feels like there has been nothing done to correct the error (of 75% setback). She would also like to have the meeting minutes posted sooner but the Township does not post the minutes until the Board of Supervisors have approved them (which is at their next meeting). Sally will be attending the Planning Commission meeting on December 10, 2020 by way of Zoom. She was present to find out what is going to be done on the STR Ordinance/

Old Business/Reports

Bryan Drown, - 17th Avenue SW – and Zebroski Acres Lane SW – both roads have been completed with final wrap up in the spring. Otherwise not anything new to report. Supervisor Bennett reported that the loose ends have been tied up until spring for both 17th Avenue SW and Zebroski Acres Lane SW.

Road Supervisor Reports –

Supervisor Bennett – reported that some of the neighbors on 26th Avenue would like to discuss some possible changes for this road.

Supervisor Wulff had sent a road report:

- **Business Permit Required Signs** – are in the east building.
- **Jeff Smude** – had asked that the snow from Wilderness Drive SW be plowed across W. Sylvan Drive be deposited about 20 or more feet south of his driveway and not to be pushed to the edges of his driveway.
- **Sylvan Snow Plowing Policy** – should include that the contractor does not plow/deposit snow at the sides of driveways. There are other locations in the Township where snow could be deposited.
- **Zebroski Acres SW** – Supervisor Wulff mentioned that he had contracted one of the owners on Zebroski Acres Lane and that there is a sprinkler on the Road Right-of-Way. The homeowner was in Florida and thanked the Supervisor for letting him know.
- **Icy Gravel Roads** – Supervisor Schmit reported some icy gravel roads: 134th, 127th. The Board agree if there are icy gravel roads or a hazard on the road that “yes” the Township needs to sand gravel roads.

City of Pillager Shared Road Agreement – Supervisor Schmit explained that she has been digging into this shared Road Agreement and will present her findings at the Board’s next meeting which will be January 7, 2021.

Supervisor Bennett is checking into this with our Attorney.

Planning Commission – Chair Johnson would like the Board to approve the Planning Commission meeting for December 10, 2020 be held at the Town Hall at 6:30 PM with those present wearing their masks (per Covid-19). The meeting could be on Zoom for those not wanting to attend but also have in person for those who do not use Zoom. After discussion it was decided that the meeting would be held both ways; by zoom and some in person.

The Planning Commission will be discussing the STR (Short Term Rental Ordinance) at their meeting on December 10, 2020 at 6:30 PM and making a recommendation to the Town Board.

New Business:

MNHS Heritage Grant Agreement – the Board members have each received a copy of this agreement and Chair Booth has read through the document and everything looks good. We have to submit progress reports and spending reports at both 50% projection completion and at 75% completion. Supervisor Bennett **moved to have Chair Booth sign the agreement**, seconded by

Supervisor Adelman-Dullinger. Supervisors Bennett, Adelman-Dullinger, Wulff, Schmit and Chair Booth voted yes and the motion carried.

Other Township Business-

Correspondence—

Cass County Sheriff's Report –

Letter Request for Proposal for Portage Lake Trail – Phase 1

Cass County Highway Department-Letter of Support – City of Pillager requesting support for the Pillager Dam Road Improvement project.

Email from Sally Volner – STR Short Term Rental Public Input

Review Claims: Supervisor Wulff moved to approve the:

Payroll – check numbers 24405 – 24418 in the amount of \$4,246.31 and Claims # 24419 – 24437 and including EFT's 201203 through 201203 for a total of \$32,036.69 plus payroll \$4,246.31 for a total of \$36,283.00 seconded by Supervisor Adelman-Dullinger.

Supervisors voting to approve the claims and payroll – Adelman-Dullinger, Wulff, Schmit, Bennett and Booth and the motion carried.

Pre-Approve Payroll and Claims for December 17, 2020 Supervisor Wulff moved to pre-approve the Payroll and Claims for December 17, 2020, seconded by Supervisor Adelman-Dullinger with the motion passing, Supervisors Adelman-Dullinger, Wulff, Schmit, Bennett and Booth voted yes.

Personnel Committee Phased Retirement Option (PRO)

Clerk Broberg – presented to the Board the PRO Agreement – which allows the Clerk to retire and receive her retirement monthly. Also, allows the Clerk to continue working at reduced hours to continue training in the new Clerk.

Supervisor Bennett **moved to approve the Clerk reducing her hours in 2021 and also continue at less hours and training of the new Clerk**, seconded by Supervisor Adelman-Dullinger. The motion carried with Supervisors Adelman-Dullinger, Wulff, Schmit, Bennett and Booth voting yes.

Adjournment –Supervisor Wulff **moved to adjourn**, seconded by Supervisor Adelman-Dullinger with Supervisors Adelman – Dullinger, Wulff, Schmit, Bennett and Booth voting to adjourn at 7:43 PM.

Minutes submitted by,

Faith C. Broberg, Clerk/Treasurer

Chair Greg Booth

Supervisor Schmit moved to approve the minutes as presented/amended, seconded by Supervisor Adelma-Dullinger and the motion carried.

Amendments- None

Date: 01.07.2021