

## **Regular Board of Supervisors Meeting Minutes** **Thursday January 21, 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, Bob Johnson, Arlene Schmit and Clerks Faith Broberg and Jenna Ruggles. Also present was PC Chair Dave Johnson and Road Committee members, Tony Hughes, Scott Hendrickson, and Larry Beimert. Todd Holman, Holly Larson, Road Project Engineer - Bryan Drown joined on Zoom and Road Contractor Brad Holmwig joined on the phone for a short time. Residents present through Zoom included Sally Volner and no sign-in sheet is attached due to COVID-19.

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

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

- **January 7<sup>th</sup>, 2021 Meeting Minutes** – Supervisor Schmit **moved to approve the minutes as corrected**, seconded by Supervisor Adelman-Dullinger and the motion carried.
- **Amended August 6<sup>th</sup>, 2020 Meeting Minutes** – Supervisor Bennett **moved to approve the minutes as corrected for the Claim Numbers**, seconded by Supervisor Johnson and the motion carried.
- **Financials:** Supervisor Bennett **moved to close the Debt Services Fund for all accounts as of December 31<sup>st</sup> 2020 and transfer any funds remaining back to the Road and Bridge Fund**, seconded by Supervisor Adelman-Dullinger and the motion carried.

### **Public Input:**

- **MNHS Grant Project** – Clerk Broberg and Todd Holman presented the RFP, Fact Sheet, and Notice to the Board for approval. There was discussion on the Press Release and where it should be published. Supervisor Bennett **moved to approve the RFP, Fact Sheet, and Notice to be published and posted**, seconded by Supervisor Adelman-Dullinger and the motion carried. Supervisor Bennett **moved to allow the MNHSGP committee to approve the Press Release when completed and send it out to be published**, seconded by Supervisor Johnson and the motion carried.

### **Old Business/Reports:**

- **Roads (Bryan Drown, Road Project Engineer, Bolton & Menk)** – discussed the option for Shady Hollow Road to be paved with 14' width and 2' shoulders. If the Township is able to obtain a couple easements from the property owners the pavement plan should be able to allow for the road to keep its same path and the Township to work with the Construction Company to help with the drainage issues alongside the non-lakeside of the road. Supervisor Bennett added that last year they had considered moving the path of the road at a cost around \$230,000; this new consideration is due to resident requests for not moving the road and this would help drop the cost of the project as well. Residents expressed that moving the path of the road could be too costly for them to connect their driveways to the new road. Supervisor Bennett will be sending out a letter to setup a meeting for the residents to meet with the Township and Bryan Drown.
- **Road Committee Report** – is attached. Discussions related to plowing, shouldering, and grating were had. Brad Holmwig joined on the phone. The Road Committee said they would like to see the Township use a better product for the shoulders like the Agg Shoulder Special (ground Asphalt).

They would also like Holmwig Excavating to control the blade a little more and raise the wing when needed. Brad Holmwig said that it is tricky because coming around a corner they want to make sure they get close enough to the pavement and they don't want to lift it up too high. He also indicated that you are always going to lose a little bit into the shoulders because of the weight of the blades. The Road Committee felt that overall Holmwig was a doing a good job on the roads and that they were in better shape than they had thought before going out to review them. The Road Committee felt that the shoulders were a bit high. Brad Holmwig indicated that the shoulders don't seem to be too high, they try to stay flush with the asphalt. The Road Committee asked about when shouldering was being done – flush with asphalt or after a couple inches deep; Brad Holmwig said they wait for them to be a couple inches deep before they start shouldering. They also feel that the Township should go back to having work orders for Holmwig, this way they can compare the invoices to the work orders and get a better idea of costs for a year, to help with budgets in the future. Supervisor Schmit indicated that she would like to see the Road Committee join the Annual Road Review for 2021. After discussion it was determined that the Road Committee would do a review on their own prior to the Supervisor's Annual review and have notes for the Supervisors to look at when they go. Supervisor Bennett **moved to adopt the Road Committee's '2020 Road Repair Recommendation List' as the new Sylvan Township Road Plan**, seconded by Supervisor Schmit and the motion carried.

- **Road Supervisors reported –**
  - **Supervisor Schmit** presented articles from companies that use Calcium Chloride on roads that stated not to or to grade less after applying Calcium Chloride. The supervisors discussed how in the past we had still graded after applying Calcium Chloride and how some roads are more frequently used and need to continue to be graded after applying the Calcium Chloride. Supervisor Schmit indicated that Brad Holmwig said that he had not been asked to not grade the roads. It was decided that the Township will not continue to review the past Holmwig Excavating invoices and that we will move forward getting better details and doing work orders again. Supervisor Booth suggested that we add verbiage to our Road Maintenance Contract about grading and use work orders.
- **PC Report/Recommendation –** was provided and discussed. Supervisor Bennett **moved to hold a Public Hearing regarding the changes in the SCO, STR, and ROW Ordinances on February 16<sup>th</sup>, 2021 at 6:30pm**, seconded by Supervisor Adelman-Dullinger and the motion carried. Supervisor Bennett also reported that there will be a Sylvan Lake Park citizens meeting on February 10<sup>th</sup>, 2021 at 6:30pm at the Town Hall, this will be posted so all Board members are invited to attend. Supervisor Bennett then **moved to accept the recommendation of changes to be incorporating into the SCO**, seconded by Supervisor Adelman-Dullinger and the motion was amended to – Supervisor Bennett **moved to take all the Planning Commission's recommendations for changes to the SCO, STR, and ROW Ordinances to the Public Hearing on February 16<sup>th</sup>, 2021**, seconded by Supervisor Adelman-Dullinger and the motion carried.

#### **New Business:**

- **Board of Equalization & Review Meeting –** The Township Supervisors that are still certified for the Board of Equalization and Review meeting are Supervisor Bennett and Supervisor Schmit. Supervisors Johnson and Adelman-Dullinger plan on taking the certification course this year. Supervisor Bennett **moved to approve the Board of Equalization and Review meeting to be held on Monday, April 19<sup>th</sup>, 2021 at 10am**, seconded by Supervisor Adelman-Dullinger and the motion carried.

- **Resolutions** – ‘Authorizing Contract with Interested Officer’
  - **2021-01** Supervisor Schmit **moved to accept Resolution #2021-01 for Greg Booth as an Interested Officer in Sylvan Township**, seconded by Supervisor Adelman-Dullinger and the motion carried with Supervisor Booth abstaining from the vote.
  - **2021-02** Supervisor Bennett **moved to accept Resolution #2021-02 for Arlene Schmit as an Interested Officer in Sylvan Township**, seconded by Supervisor Adelman-Dullinger and the motion carried with Supervisor Schmit abstaining from the vote.
  - **2021-03** Supervisor Adelman-Dullinger **moved to accept Resolution #2021-03 for Greg Bennett as an Interested Officer in Sylvan Township**, seconded by Supervisor Schmit and the motion carried with Supervisor Bennett abstaining from the vote.
  - **2021-04** Supervisor Bennett **moved to accept Resolution #2021-04 for Yvette Adelman-Dullinger as an Interested Officer for Sylvan Township**, seconded by Supervisor Schmit and the motion carried with Supervisor Adelman-Dullinger abstaining from the vote.
  - **2021-05** Supervisor Bennett **moved to accept Resolution #2021-05 for Bob Johnson as an Interested Officer for Sylvan Township**, seconded by Supervisor Adelman-Dullinger and the motion carried with Supervisor Johnson abstaining from the vote.
- **Office Update** – We will be getting quotes for a new desktop computer and monitor as well as a new email address to use for inquiries from the website. Clerk Broberg will start to monitor this email when she is here and Colleen and Jenna will monitor when she is not here. This will allow all 3 clerks to have their own emails.
- **Carpet/Rug Care** – Clerk Ruggles provided some quotes on rug and carpet services for the Township. After review and discussion it was determined that Clerk Ruggles will get an additional quote from Lakes Area Mat Service and a quote from ChemDry and bring to the second February meeting.

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

- **Correspondence** – A thank you from John Wulff was read, the Building Permits from Cass County were read, and there was a request form the Cass County Economic Development Corporation for Annual Membership was received. Supervisor Schmit **moved to renew the Annual Membership with Cass County Economic Development Corporation in the amount of \$500 as an Executive Business Partner**, seconded by Supervisor Adelman-Dullinger and the motion carried.
- **Review Claims** – Supervisor Bennett **moved to approve claim numbers 24470 to 24472 and EFT claim numbers 012121-1 and 012121-2 in the amount of \$1,071.11 and the payroll numbers 24467 to 24469 in the amount of \$3,106.93 for a total of \$4,178.04** seconded by Supervisor Adelman-Dullinger and the motion carried.
- **Other Business** –
  - **Resolution 2021-06 Pine River State Bank** to update the signers on the account. Supervisor Schmit **moved to accept Resolution 2021-06 for Pine River State Bank signers**, seconded by Supervisor Adelman-Dullinger and the motion carried.
  - Supervisor Adelman-Dullinger **moved to approve adding Clerk Ruggles to the Bremer Bank account as a township signer**, seconded by Supervisor Bennett and the motion carried.
  - Supervisor Johnson reported that he did go and clear out the snow from in front of and around the water tanks located in Sylvan Township. We will look at adding the wording for this to be completed by our Road Contractors in the future and a work order to have Holmvig Excavating continue this for the remaining of this year will be given.

**Close Meeting Entered:** **Personnel Committee** did reviews on all of the clerks. Supervisor Bennett discussed each review with pay updates. Supervisor Bennett **moved to approve the review and pay increase to \$19.50 retroactive to 1/1/2021 for Deputy Clerk Putnam**, seconded by Supervisor Schmit and the motion carried. Supervisor Bennett **moved to approve the review and pay increase to \$19.50 retroactive to 1/1/2021 for Clerk Ruggles**, seconded by Supervisor Adelman-Dullinger and the motion carried. Supervisor Bennett **moved to approve the review and pay increase to \$20.80 retro-active to 1/1/2021 for Clerk Broberg**, seconded by Supervisor Johnson and the motion carried. Supervisor Bennett **moved to approve a vacation payout for Clerk Broberg**, seconded by Supervisor Adelman-Dullinger and the motion carried.

**Closed Meeting Ended:** Meeting opened back up for the public.

**Adjournment:** Supervisor Schmit **moved to adjourn**, seconded by Supervisor Adelman-Dullinger and the motion carried with the meeting adjourning at 8:47 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 February 4, 2021 by Supervisor Bennett, seconded by Supervisor Adelman-Dullinger and the motion carried with Supervisors Bennett, Adelman-Dullinger, Johnson, and Booth approving.

Amendments: *Spelling correction on 'signers' instead of singers, under other business Resolution 2021-06 and added that the closed meeting ended and we opened back up to the public.*

Date: 02.04.2021