

Regular Board of Supervisors Meeting Minutes **Thursday April 15, 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, and Clerk Jenna Ruggles. Supervisor Greg Bennett had an excused late arrival at 8:30pm. Residents John Wulff and Dave Johnson (PC Chair) were present along with Kristin Tritz, Camp Ripley and Josh Pennington, Camp Ripley Environmental Supervisor, and 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.

Clerk/Treasurers Report:

- **April 1st, 2021 Meeting Minutes** – Supervisor Schmit **moved to approve the minutes as presented**, seconded by Supervisor Adelman-Dullinger and the motion carried.
- **March Financials** were reviewed, and Supervisor Adelman-Dullinger **moved to approve them as presented**, seconded by Supervisor Johnson and the motion carried.

Public Input:

- Camp Ripley presented their annual community briefing. Camp Ripley has plans for construction projects on base and off base in 2021 including moving the museum outside of the main gates between Veterans Cemetery and Hwy 371 expected to open in 2023. Camp Ripley is also getting back to some community events in 2021 that had been put on hold in 2020 due to COVID, such as Trolling for Troops, Turkey Hunts, some Youth Camps, and their Open House (scheduled for September 19th). Camp Ripley's Environmental Department will continue to conduct prescribed burns during April through June 2021. Camp Ripley also informed us that they are scheduled to have lot of training this summer and we can expect to hear more booms and see more helicopters than usual.
- John Wulff voiced his concerns on the lack of good communication between the Board and the Road Maintenance provider, Holmwig Excavating. He wanted to make sure the Board is looking at the C Oils that he mentioned in a prior meeting when moving forward with the 43rd Avenue and Spring Road project. He also suggested using Poly Patches instead of crack sealing on roads with larger repair areas.

Old Business/Reports:

- **Roads (Bryan Drown, Road Project Engineer, Bolton & Menk)** – was not present.
- **Road Supervisors reported** –
 - **Supervisor Johnson** reported that Mr. Larson (resident) asked the Board to stop at his location during the road review. Supervisor Johnson reported that meetings with some of the Shady Hollow residents regarding their road and there are more meetings in the next 2 days, he will be attending the meetings on Friday, but cannot make Saturday.
 - **Supervisor Adelman-Dullinger** reported that she will be able to attend the Shady Hollow resident meetings with Supervisor Bennett on Saturday.

- **Supervisor Schmit** reported that we received a notice from Cass County for Calcium Chloride application again this year. She will reach out to Cass County for an approximate time frame to determine if we should go with them again this year or go out on our own with another company who is a little more expensive but be able to have the chloride applied earlier in the season. Supervisor Schmit also discussed the Road Contract and Exhibits, amendments were made, and the final contract will be ready for Holmwig Excavating and Chair Booth to sign at the Road Review on April 24th, 2021. There was also an email from Mrs. Lee who documented some areas of her road that are of concern and would like to have them reviewed at the Annual Road Review.
- **Supervisor Bennett** arrived while discussing roads and added that Road Project Engineer, Bryan Drown, has been busy with the Shady Hollow meetings with him and Supervisor Johnson. He also reported that the Road Project on 43rd Avenue and Spring Road is moving along; they are currently waiting for quotes and that Mr. Drown has not started on Dandelion Lane yet.
- **Fire Report** was presented and discussed with 7 runs in Sylvan out of the 25 total runs performed. Meeting notes are attached to these minutes. There were discussions of COVID and policies for the Fire Association, it was recommended that we suggest to them to create a Preparedness Plan.
- **PC Report** – Supervisor Bennett reported that PC Chair, Dave Johnson, has ordered trees for Sylvan Lake Park and that Cass County would like to see more parcels along Hwy 210 zoned commercial. PC Chair, Dave Johnson, also reported that Cass County came down and toured Sylvan with him. Cass County will be sending letters to a couple residential residents who have junk piles in their yards that is a danger to the environment. Cass County will also be contacting a couple commercial businesses in Sylvan Township; after which Sylvan will consider those 2 businesses as grandfathered in. Mr. Johnson also reported that Jana Keefe is hoping to get started on their Auto Repair Shop in the Industrial Park, but she is wondering if she can place her RV there to live in while they build the shop. The Board agreed this would not be a problem within a reasonable amount of time. The Planning Commission also had a recommendation to the Board to approve the Memorandum of Understanding with Cass County regarding permitting commercial businesses in residential areas of Sylvan Township. The Board all approved of the Memorandum so far, it is now with Cass County for review and will be discussed at the next Town Board meeting on May 6th, 2021.
- There was a brief update on the Mike Frank situation letting the Board know the court date is set for April 23rd, 2021.
- **Kramer Lake Conservation Plan** update was discussed. Josh Pennington from Camp Ripley will be helping us with this and going to have his team go in and identifying different species of plants, set up a plan for a forest buffer on the shoreline, and develop an access path. More to come in future meetings on this.
- **Records Retention** Scanning project was discussed. There was a rough estimate of work and cost provided to the Board of 500-600 hours. Supervisor Bennett **moved to approve posting a part-time Administrative/Scanning position for the Township**, seconded by Supervisor Adelman-Dullinger and the motion carried.

New Business:

- None at this time.

Other Township Business:

- **Correspondence** – There was a possible Grant opportunity that was discussed for the Sylvan Lake Park and Kramer Lake Park areas; Supervisor Bennett said he would look into it with PC Chair, Dave Johnson. We also received a Thank you from First Call 2-1-1.
- **Review Claims** – Supervisor Schmit **moved to approve claim numbers 024590 to 024597 and EFT claim numbers 041521-1 and 041521-8 in the amount of \$11,340.99 and the payroll numbers 024587, 024589, and 024598 in the amount of \$2,775.29 for a total of \$14,116.28** seconded by Supervisor Adelman-Dullinger and the motion carried.
- **Other Business** – included the following.
 - An HR update was given that Clerk Broberg is looking at reducing her hours in the near future with possibilities of being retired by the end of this year.
 - PC Chair, Dave Johnson, and Supervisor Johnson asked for the Board’s approval to do some cleaning in the shops. They will be getting the signs inventoried, making a junk/scrap pile for the Board to review and then dispose of, as well as organizing the walls and getting the signs and posts off the ground.
 - Cass County Environmental Services Director, John Ringle, sent a request for Levy Bergstrom, Cass County Resource Specialist in the Sylvan Area to spend one day a week this spring/summer at the Town Hall. Supervisor Bennett **moved to approve office space for Levy Bergstrom, Cass County Resource Specialist, in Sylvan’s Town Hall**, seconded by Supervisor Adelman-Dullinger and the motion carried.
 - It was discussed that the Board of Equalization and Review is on Monday, Supervisors Booth, Bennett, Schmit, and Johnson will be in attendance.

Adjournment: Supervisor Schmit **moved to adjourn**, seconded by Supervisor Adelman-Dullinger and the motion carried with the meeting adjourning at 10:17 pm.

Minutes submitted by,

Jenna Ruggles, Clerk

Greg Booth, Chair

These minutes were approved as amended on May 6, 2021 by Supervisor Adelman-Dullinger, seconded by Supervisor Johnson and the motion carried with Supervisors Adelman-Dullinger, Johnson, Schmit and Booth.

Amendments: None

Date: 05/06/2021