



**MINUTES**  
**BOARD OF SUPERVISORS MEETING**  
July 21, 2020 7:00 PM

Location: Zoom

Call 1 312 626 6799 US (Chicago) Meeting ID: 899 3675 2765 Password: 325922

**CALL MEETING TO ORDER**

R. Keller called the meeting to order at 7:01 pm

Members Present: Chairperson R. Keller, Vice Chair B. Seekon, Supervisor T. Nelson, Supervisor L. Sinna, Supervisor C. Cagle

Members Absent: None

Others Present: Treasurer S. Aker, Town Clerk K. Wood, Deputy Clerk B. Schule, Maintenance Staff B. Novack, Planner E. Maass, Financial Advisor K. Dahl, Chisago County HRA/EDA N. Hoffman, Planning Commission Member B. Schule, 2 members of the public (attended virtually)

**REVIEW & APPROVE THE AGENDA**

**T. Nelson made a motion to approve the agenda. Second by L. Sinna. Votes via roll call Ayes 5, Nays 0. Motion carried.**

**APPROVE BOARD MEETING MINUTES FROM JUNE 16, 2020**

**C. Cagle made a motion to approve the minutes from the June 16, 2020 Board meeting. Second by L. Sinna. Votes via roll call Ayes 5, Nays 0. Motion carried.**

**REVIEW & APPROVE CONSENT AGENDA**

**B. Seekon made a motion to approve the consent agenda. Second by T. Nelson. S. Aker said the \$16k check for Prefer Paving will be mailed Wednesday. Votes via roll call Ayes 5, Nays 0. Motion carried.**

**TREASURER COMMENTS**

S. Aker said the credit card limits were increased to \$5k. The tax money was received and it was over \$500k. She said she was supposed to have her review prior to this meeting and gave her availability. HR decided Wednesday would work for them.

**OLD BUSINESS**

**32050 Elk Lane and 32301 Elk Lane Citation balances**

B. Seekon said there are two properties on Elk Lane and they both have come a long way in their cleanup. They have received letters of completion. C. Cagle said in the memo from E. Maass, his recommendation is that they rescind the fees for the current year for 32050 Elk Lane.



E. Maass reviewed the cases and they asked him to look into the time he spent. \$1600 was levied to the taxes and staff recommends that the current fines be waived.

C. Cagle made a motion to rescind the 2020 fees for 32050 Elk Lane so that we are in good standing with the property owner. Second by T. Nelson. T. Nelson said he is not in favor of rescinding it because we have fought so long with trying to get them to clean up the property. E. Maass said starting in 2020 is when he took a more active role with going out and doing site visits. His fees are \$1100.00 this year and there were only a couple hours of his time spent on this in 2019. It would be a wash with the taxes levied. B. Seekon said if we come out even on this, he is okay with that. T. Nelson confirmed that we are not taking a hit on E. Maass' expenses. R. Keller said the Board and Planning Commission have also spent time on this issue and does not feel the \$1500 should be waived. L. Sinna said she agrees with R. Keller and T. Nelson. E. Maass said the homeowner would need to do some sort of a payment plan if he has to pay. B. Seekon said he ignored us month after month. L. Sinna said there was a home for sale across the street and if there had been some sort of effort earlier on, she may consider it, but this went on so long. **Votes via roll call Ayes 0, Nays 5. Motion failed.**

E. Maass asked if there is any discussion regarding the \$1500. R. Keller said to go with the \$1500. B. Seekon asked if they should give him a \$500 cut. There was discussion regarding lowering the 2020 fee.

**T. Nelson made a motion to keep the 2020 levy at \$1500 for 32050 Elk Lane. R. Keller seconds. C. Cagle** said E. Maass' fees are \$1130.50. The Township is not out to make money off of something other than what the fees are. T. Nelson said if he keeps cleaning, we will rescind the difference at the end of the year.

**T. Nelson made a friendly amendment to his motion. Keep the levy at \$1500 and if the Township does not have to send anyone out there, the homeowner will receive the difference at the end of the year. C. Cagle seconds.** L. Sinna asked about the payment plan and stated that she is okay with one. The Board is not okay with a payment plan. E. Maass said the 2020 citations are paid directly to the Township and they have not gone to the County yet. **Votes via roll call Ayes 4, Nays 1 R. Keller. Motion carried.**

E. Maass will send a letter to the property owner and let him know when the payment deadline is.

***32301 Elk Lane:***

E. Maass said this one did not extend into 2019 and this property owner has only received the first \$200 citation before he started cleanup. Staff recommends that the full \$200 citation remain. No motion needed and E. Maass will send him a notice.



## NEW BUSINESS

### **Tax Abatement/TIF Policy draft**

K. Dahl presented the business subsidy that covers the public assistance for businesses and some housing. He said this is being done to provide direction to staff. The policy was drafted based on the feedback from the Planning Commission and the Town Board. The Planning Commission wanted to incorporate workforce housing and senior care facilities that would bring jobs to the area. K. Dahl explained all of the sections in the policy.

C. Cagle asked about the part in Section 3 requesting a bond. K. Dahl said you would provide a note, the developer would take that to a bank and they would get reimbursed over time. Fees are covered by the developer.

After adoption it would have to be filed with the state.

**C. Cagle made a motion to move forward with the public hearing. L. Sinna seconds. Votes via roll call Ayes 5, Nays 0. Motion carried.**

### **Public Hearing**

R. Keller opened the public hearing at 7:38 pm

J. Selvog said he is the *Guinea pig* and feels all of this should have been adopted prior to him coming forward with his request. He is disappointed that this has been *kicked around for a year*.

C. Cagle said this is something we have been considering and it has been discussed. Now we have a reputable business coming forward with this. She told J. Selvog that he should be glad that he came forward with this to push them forward and thanked him. J. Selvog said he has a hardship with the asphalt parking lot. He said that it was not in the guidelines and thought that it should have been adopted when the commercial area was first set up.

N. Hoffman said she commends the Township for putting this together. It helps give her direction and is helpful when she is asked. C. Cagle said she would like to meet with N. Hoffman to learn more.

**C. Cagle made a motion to close the public hearing at 7:45 pm. R. Keller seconds. Votes via roll call Ayes 5, Nays 0. Motion carried.**

**C. Cagle made a motion to adopt the business subsidy policy. Second by L. Sinna. Votes via roll call Ayes 4, Nays 1 B. Seekon. Motion carried.**

E. Maass told the Town Board that they will be receiving a request from A1 Tire. N. Hoffman will take the lead of the Township.



**An Ordinance Amending Section 5.10 allowing Commercial wireless telecommunication services, including towers and antennae, provided that towers and antennae do not exceed one hundred and ninety-nine (199) feet as a conditional use (Ordinance 2020-03)**

E. Maass said the Planning Commission had a public hearing and this ordinance would bring the Township in line with the County. The Tesoro is having trouble with their credit card reader.

**R. Keller made a motion to approve Ordinance 2020-03. Second by C. Cagle. Votes via roll call Ayes 5, Nays 0. Motion carried.**

**Fire Department Insurance**

T. Nelson said there was an incident that he believes was in June. Wyoming Fire was training and four guys were burned up in the training simulator because the room flashed. 2 guys had to go to the hospital. The Joint Powers told the Chiefs that when there is an incident, the Joint Powers is to be notified immediately. Wyoming is being nice, but what happens if a department is not in the future. He reached out to Peter Tiede and he was upset that we did not have anything in writing when other departments are training. He also called Jon Mocol. If some other department is training, their work comp will cover them. But there is a chance they could still sue. P. Tiede should have something drafted by the end of the week. Each person will have to sign a document letting them know about the hazards of the training. R. Keller said yes, we need to be free and clear. T. Nelson said we have a lot of departments using the training simulator now.

T. Nelson met with the Chiefs and there is a class where the Chief takes his Chief hat and does not charge for it. The departments are sending their people there and work comp will cover it. He wants to make sure the Chief will be covered. J. Mocol is working on that right now.

C. Cagle asked if this should come to the Joint Powers. T. Nelson said because we own the property and the simulator, we should work on it. C. Cagle asked if the City should get the same paperwork. T. Nelson said P. Tiede said it would fall on us because we own the land. T. Nelson said in good faith it might be good to discuss it at Joint Powers.

The third issue he would like to address is when they make money on the simulator it goes into a separate fund. S. Aker said materials for the training and checks coming in from cities who have used the simulator go into this fund. Will Pennings is paid out of this fund. T. Nelson said because these are wages there should be 1099s. If we are paying instructors a wage, there should be a 1099. S. Aker said the Fire Department tells her what fund they want it to come out of. She will look into it to see if it needs to have a 1099. T. Nelson said T. Potrament has been bringing in bills and no one else was approving them, but this is changing. S. Aker said she does not pay anything without a signature. C. Cagle asked why they are not approving the invoices at their monthly meetings so that there are checks and balances.



T. Nelson said S. Aker needs to know if they are wages and more than one person needs to be approving them.

T. Nelson directed S. Aker to get with N. Peltier or T. Potrament.

### **COVID-19 Policy**

L. Sinna said K. Wood wrote a COVID plan for the Township. She feels we are being hard on the employees if we are expecting them to use vacation time due to COVID. She wants to figure out a safe way to do it. MAT has put out a lot of information as well. If employees have exposure, they should be not working or they should be isolated. It would be challenging in the Maintenance department. She wants to make sure we are clear on what our policy is and would like to be more generous as far as PTO. R. Keller said right now we have no legal dues to pay the employees and asked if we should pay to cover their time off. He said they can go on unemployment, but while they are waiting for COVID test results he said the Township should pay them.

L. Sinna said if there is a positive case, we should follow the department of health guidelines. We need to protect our Township and our employees. T. Nelson said we need to pay our employees during the 14-day quarantine. C. Cagle said we do not pay for sick time. R. Keller said he would not pay for 14 days of work when they could go on unemployment. They could do jobs where they are isolated. T. Nelson said they would touch door knobs, trucks, etc. and we have to be very careful. If we require someone to take off, we should pay them.

L. Sinna said this is why the CARES Act funding is here for the Township. If it is not possible to isolate if they are a-symptomatic, that person has to stay home. L. Sinna said if there is someone in your home who has it that is a primary exposure. L. Sinna asked if we are able to completely able to isolate. R. Keller said he thinks they can. There was extensive discussion regarding the Maintenance department punching in. It was decided that they will write their hours on their timecard and text or email it to S. Aker. This eliminates cross contamination and reduces contact.

The discussion went back to the time the employees would be paid for COVID related time off. T. Nelson said it should be two weeks. R. Keller said it should be three or four days and let them go on unemployment. He said he is afraid that there will be an abuse of payment. L. Sinna said that is why we follow the guidelines.

S. Aker asked if an employee had to use any hours prior to this policy, would they get paid. T. Nelson said yes, if it is COVID related.

**L. Sinna made a motion to approve that if there is a case of COVID or someone is quarantined due to COVID they will be paid and the Township will use the CARES money. Second by T. Nelson. Votes via roll call Ayes 5, Nays 0. Motion carried.**



**L. Sinna made a motion to accept the Lent Township COVID-19 policy as amended. C. Cagle seconds. Votes via roll call Ayes 5, Nays 0. Motion carried.**

C. Cagle said for COVID we can have a handicap wave opener for the office door and kitchen door. She has a quote. The public would not actually touch the door.

\$2990 and the cost of the Electrician.

**R. Keller made a motion to purchase the no-touch door openers for the two front doors due to COVID-19. L. Sinna seconds.** There was discussion regarding the operation of the door opening systems and C. Cagle is going to get more information. She is also getting quotes on touchless faucets and flushers which are needed because of COVID. All agreed. **Votes via roll call Ayes 5, Nays 0. Motion carried.**

#### **Gov. Walz orders CARES Act funding to townships**

K. Wood explained that \$77k will be coming and she has been keeping a spreadsheet of items that have been purchased due to COVID-19.

#### **Lions LG555 \$500 Reiger Field**

**C. Cagle made a motion to approve resolution 2020-19 accepting the LG555 from the Stacy Lions for \$500 for the Reiger Field Lighting Fund. Second by B. Seekon. Votes via roll call Ayes 5, Nays 0. Motion carried.**

### **COMMITTEE REPORTS**

#### **Planning & Zoning**

B. Seekon said most was covered at this meeting. Tom Griffith has compliance issues with two pole barns that were built. They sent a letter to Countryview Marine regarding their CUP.

#### **Roads**

##### **Road Maintenance (Report)**

R. Keller said the patching was finished Monday and the seal coating will be done soon. The guys have been doing a good job. The blue signs are up and they have been mowing ball fields. C. Cagle said the patch on 320<sup>th</sup> is nice.

R. Keller said they did not use any tack seal on the edges. T. Nelson said Knife River never did it on the edges. They said it was not needed. T. Nelson said M. Fehrman initially did not include the bigger driveway approaches. R. Keller said they got overlooked.



### **Children at Play Sign on Frontier Avenue**

R. Keller got a call from a resident on Frontier Avenue and they want the Township to put a *Children at Play* sign. The Board decided to order a sign for the resident.

### **Parks**

A ball field was missed but it has now been remedied.

### **Building**

The building is currently being painted and they have to have it finished by Saturday for a wedding rental.

### **Broadband Report**

None

### **PUBLIC COMMENTS (ITEMS NOT ON THE AGENDA)**

None

### **CLERK COMMENTS**

None

### **SUPERVISOR COMMENTS**

B. Seekon said that he purchased Office 2019 for the office computers and they are working. He got a call from B. Ruettimann because they are digging too much of the land at the Olson property. He said he told him that he would ask the Board if they had more information. R. Keller said the Township does not have enforcement on this. B. Seekon said that B. Ruettimann talked to Steve Putman and he told him it was the Township who now had authority over the CUP. B. Seekon asked if we should get the DNR involved. T. Nelson said that we did. They are talking about pumping water from Gene's property to the ditch. There is nothing on the CUP with how much they can take out.

L. Sinna said that her property has sold and closes in August and she has not found a place in Lent Township, but she is actively looking. R. Keller asked L. Sinna to check with P. Tiede to see if there is a grace period for her to remain on the Board.

B. Seekon said the painters have their Ram parked and it looked like it may be leaking.

T. Nelson none

R. Keller appreciates the guidance on the COVID policy. He said that everything is falling on him and he is trying to be safe. Some people on the crew are a little frazzled and some are not.



No parks meeting in July.

R. Keller asked how CCATO went last month at the Town Hall. B. Seekon said it was okay. Sharon will not be able to attend the July meeting so it has been canceled. MAT recommends not meeting anyhow. C. Cagle said they talked about the price of gravel and COVID.

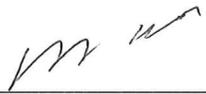
C. Cagle said she wants to talk to R. Keller about fixing the doors on the Birdie Woods Room prior to Saturday. They are not closing. He will let Maintenance know.

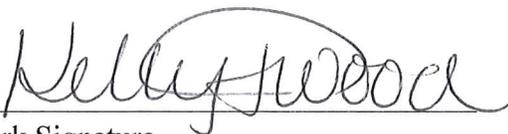
### UPCOMING MEETINGS

- ❖ Parks Meeting – July 28, 2020 – 6:00 pm or TBD
- ❖ CCATO Meeting – July 29, 2020 – 7:00 pm or TBD
- ❖ Primary Election – August 11, 2020
- ❖ Planning Commission – August 12, 2020- 7:00 pm - Zoom
- ❖ Board Meeting – August 18, 2020- 7:00 pm - Zoom
- ❖ Broadband Meeting – TBD

### ADJOURN

**C. Cagle made a motion to adjourn the meeting at 9:16 pm. L. Sinna seconds. Votes via roll call Ayes 5, Nays 0. Motion carried.**

  
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Board Chair Signature

  
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Clerk Signature

