



Sylvan Township

12956 24th Avenue SW, Pillager, MN 56473 Phone: (218) 746-3652 Fax: (218) 746-3612
E-mail: clerk@sjlvantwp.com Web-site: www.sjlvantwp.com

Regular Board of Supervisors Meeting Minutes

Thursday, March 19th, 2020

(Recorded for Transcription Purposes Only)

Call to Order/Pledge of Allegiance/Roll Call: Chair Booth called the meeting to order at 6:30 pm and the Pledge of Allegiance was said. Those present were Supervisors Greg Booth, John Wulff, Greg Bennett, Arlene Schmit, Yvette Adelman-Dullinger, and Deputy Clerk Jenna Ruggles. Sign in sheet attached

Agenda: Supervisor Wulff **moved to approve the amended agenda**, seconded by Supervisor Adelman-Dullinger and the motion carried.

Clerk/Treasurers Report:

- **Minutes March 5th, 2020 Regular Board Meeting** – Supervisor Schmit **moved to approve the minutes as amended**, seconded by Supervisor Adelman-Dullinger and the motion carried.
- **Minutes March 16th, 2020 Emergency Township Meeting** – Supervisor Schmit **moved to approve the minutes as presented**, seconded by Supervisor Adelman-Dullinger and the motion carried.

Public Input: Family Safety Networks was asked to not come due to the COVID-19 but sent us an email which included that they would like us to consider doing a contract for services with them for this year. They indicated that 68 of the 695 victims in Cass County were from Sylvan Township last year. They work with domestic abuse victims and help to get them referrals for other community entities that can continue to help them. Supervisor Schmit **moved to approve us to sign a contract with Family Safety Network for the same amount as last year (\$250)**, seconded by Supervisor Wulff and the motion carried.

Old Business/Reports:

- **Roads (Bryan Drown, Road Project Engineer, Bolton & Menk)** – not present. Supervisor Bennett gave a report from Bryan.
 - **Zebroski Acres Lane:** Bolton & Menk provided the quotes from Holmwig Excavating \$35,121.40 and Anderson Brothers Construction \$50,309.50. Supervisor Bennett **moved to accept the bid from Holmwig Excavating**, seconded by Supervisor Wulff and the motion carried. With a 5% construction contingency and 8% for engineering cost incurred by the Township the total cost would be \$39,827.67. Supervisor Bennett **moved to have Brad Person (Breen and Person Ltd.) send out Service Agreement letters to the Zebroski Acres Lane residents to move forward with getting the gravel surface project completed by Holmwig Excavating in the total cost of \$2,655.18 per resident**, seconded by Supervisor Wulff and the motion carried.
 - **17th Avenue:** Dan Peltier is putting together a new agreement for us and the railroad with the contractors. They asked if the Township would help with the traffic control during the construction process, we said yes.
- **Road Supervisors Report** –
 - **Supervisor Bennett / Shady Hollow Road meeting:** Residents discussed a possible solution to have a new road put in back further from the lakeside. Supervisor Bennett asked to allow Bryan Drown (Bolton & Menk), himself, and the residents of Shady Hollow Road do a walk-through after the snow melts to determine the best route for the new road, the Board agreed.



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- **Supervisor Wulff reported** that we had to thaw the culvert on Crow Wing Cir. and that we may need to look at the culvert on Beaver Dam Road to see if we can dig it down.
- **Mailbox update**, Holmwig Excavating did go out and look at replacing the mailbox for Mr. Cox.
- **Snow Policy/Holmwig Excavating Contract** were reviewed, and it was determined that we will need to work on rewording the Snow Policy before next year.
- **Road Signs:** Supervisor Schmit discussed the weight limit signs and where we need to place them. Discussion was had on how we know which roads have portions that are 9-ton road and where it is recorded for the Township staff. Supervisor Schmit will investigate getting the documentation so that the Township staff can have it readily available. Upper Sylvan Road, 24th Avenue, and Hardy Lake Road are the 3 roads in the Township that have a portion that is a 9-ton weight limit.
- **Driveway Permit** escrow list was given to the Board for review.
- **Salt Order:** The Board has decided that we will not order anymore salt this year.
- **PC Report –**
 - **Veteran’s State Trail meeting**, Baxter did sign the letter of intent to maintain the land for now and then talked of possibly giving it to the DNR later down the road after the trail is in and established.
 - **Sylvan Lake Park**, grants are being written currently and a couple they are looking at are “No Child Left Inside” and “The Outdoor Recreation Grant”. Todd Holman, from the Sentinel Landscape Conservation Fund said that he added us to a project that the Rajla Foundation is putting on where they will plant trees for us at the park on June 6th, 2020.
 - **Sylvan Lake Park sub-committee**, Dave would like 2 members of the Board and 2 members of the PC to get together and form a sub-committee to put a plan together for phases for the park. Supervisors Bennett and Adelman-Dullinger would like to represent the Board.
 - **Beimert Outdoors & J&B Western Store**, the PC noticed that there are Penske trucks outside Beimerts for rental. They are wondering if we need to look at their CUP to add an amendment or not. Also, if we do that then we need to talk to J&B about the Hickory Shacks that they have outside of their store. Supervisor Bennett will talk to Brent Beimert about the trucks and the Board will review the SCO to decide what the next steps will be for the Board moving forward with these two businesses and discuss at the next meeting.
 - **Beautiful yard Seminar**, Board agreed to go forward with this again this year as long as we are taking any precautions at the time for COVID-19 if it is still in effect.
 - **History Series update**, we will not be putting out a schedule until after the COVID-19 and we will hold the series at the town hall this year and then move to Pillager School next year.
 - **Supervisor Adelman-Dullinger** had a thought to combine driveway permits with the purchase of swing-away mailbox posts to help residents understand the importance of the swing-away post. Discussion on just adding the verbiage to the driveway permit and driveway ordinance.
 - **PC Recommendation for Letters of Interest**, Supervisor Wulff **moved to accept the accept the letters of interest from both Dave Johnson and Scott Hendrickson to stay on the Planning Commission**, seconded by Supervisor Bennett and the motion carried.
 - **PC Recommendation**, Supervisor Wulff **moved to approve the new verbiage be added to the Driveway Permit Application**, seconded by Supervisor Bennett and the motion carried.



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New Business:

- **MN Benefit Association Life Insurance** renewal - Supervisor Wulff **moved to approve the renewal of contracts for the township’s life insurance policies**, seconded by Supervisor Adelman-Dullinger and the motion was not passed but amended to - Supervisor Wulff **moved to approve the renewal of the township’s life insurance contracts with an increase of 1 additional person to be covered with the MN Benefit Association Life Insurance Company**, seconded by Supervisor Adelman-Dullinger and the motion carried. This is removing Tane Barclay’s contract and adding contracts for David Skogen and Jenna Ruggles.
- **CTC Free Internet**, setting up a hub at the Town Hall to be accessible for the community members to come to the parking lot to use the free Wi-Fi. They will be using a very small amount of electricity to run this from the town hall. Supervisor Wulff **moved to approve CTC to install the new Internet Hub at the Town Hall**, seconded by Supervisor Adelman-Dullinger and the motion carried.

Other Township Business:

- **Correspondence** –
 - Bolton & Menk letter regarding the COVID-19 and what precautions they are taking.
 - Cass Co. Association of Township Board of Directors Meeting Minutes from March 6th, 2020 was presented for review.
- **Public Input** – None
- **Review Claims** – Supervisor Wulff **moved to approve claim numbers 23958 to 23974 in the amount of \$5,864.36 and the payroll number 23955 to 23957 in the amount of \$2,656.34 for a total of \$8,852.70**, seconded by Supervisor Schmit and the motion carried.
- **Other Business** –
 - Supervisor Adelman-Dullinger discussed the option of having the Skywarn Class again this year, the Board agreed it would be good.
 - Supervisor Wulff mentioned that he brought the old mailbox in for us to set out for a drop box while we have our doors locked at the Town Hall.

Adjournment: Supervisor Schmit **moved to adjourn**, seconded by Supervisor Wulff and the motion carried with the meeting adjourning at 8:05 pm.

Minutes submitted by,

Jenna Ruggles, Deputy Clerk

Greg Booth, Chair

Amendments: Correct Road Supervisor Wulff’s road report on culverts that we thawed one; under Road Signs, that there are sections of roads that are 9 Ton; and to amend the motion for Life Insurance to state 1 additional person added to coverage.

Date: 04.02.2020