



## Sylvan Township

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

### Regular Board of Supervisors Meeting Minutes Thursday, April 16<sup>th</sup>, 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 video conference Board Meeting to order at 7:00 pm and the Pledge of Allegiance was said. Those present at the video conference meeting were Supervisors Greg Booth, John Wulff, Greg Bennett, Arlene Schmit, Yvette Adelman-Dullinger, Deputy Clerk Jenna Ruggles, Clerk/Treasurer Faith Broberg, Residents Dave Johnson (PC Chair), and Scott Forsythe.

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

#### Clerk/Treasurers Report:

- **Minutes April 2<sup>nd</sup>, 2020 Regular Board Meeting** – Supervisor Wulff moved to approve the minutes as amended, seconded by Supervisor Adelman-Dullinger and the motion carried.
- **March 2020 Financials** – Supervisor Schmit moved to approve the March 2020 Financials as presented, seconded by Supervisor Wulff and the motion carried.

**Public Input:** None

#### Old Business/Reports:

- **Roads (Bryan Drown, Road Project Engineer, Bolton & Menk)** not present and no updates.
- **Road Supervisors Report** –
  - **Supervisor Bennett reported** that Sylvan Lane is still holding water by the area of the new house being built. It is not draining the way we hoped, and he would like to take Holmwig Excavating over there to see what we can do to build up that area to prevent this from happening. He also reported that he put the radar signs back up on Scearcyville and Hardy Lake roads. Supervisor Bennett let us know that all the blading has been done by Holmwig Excavating for our roads. He also reported that him and Dave Johnson have been traveling the road and there are 15 signposts that need to be added or adjustments made on the south side.
  - **Supervisor Wulff reported** that we have a swing-away post that we need to replace on Scearcyville Road for Mr. Caird. Supervisor Wulff had a clarifying question on the 17<sup>th</sup> Ave crossing, on if BNSF was going to do 4 plank instead of 3 planks because it would be more cost effective to add 2 new ones rather than move the existing 2 over and add a 3<sup>rd</sup>, Supervisor Bennett confirmed that is what he thought BNSF had said.
  - **Supervisor Schmit reported** that we are supposed to be grading 45<sup>th</sup> all the way through, it is our year. Supervisor Schmit noticed that there were 2 driveways on Crow Wing Cir to the North from Bigwater Dr. that need to be checked out, near where the culvert froze. Supervisor Schmit drove the 31 miles of section 1 & 2 from the map and she doesn't feel that 37<sup>th</sup> needs to do Calcium Chloride this year. Supervisor Schmit questioned if we should do Calcium Chloride on 17<sup>th</sup> Ave as well, after discussion it was determined that we should



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still do it this year. Supervisor Schmit mentioned how 43<sup>rd</sup> is also not looking good and may need work sooner than later.

- **Holmvig Contract Renewal** Supervisor Bennett indicated that Holmvig Excavating would like to continue to service our township and that they would be willing to start crack sealing this spring as well. After discussion it was determined that we will need to get bids on crack sealing again this year, Supervisor Bennett will talk to Holmvig Excavating to get their bid for crack sealing south of 210. Supervisor Bennett **moved to extend our contract with Holmvig Excavating for the year of May 1<sup>st</sup>, 2020 through April 30<sup>th</sup>, 2021**, seconded by Supervisor Wulff and the motion carried.
- **Driveway Permit List** was provided for review. Supervisor Wulff asked Supervisor Bennett if he was able to talk to B-Dirt regarding the driveway in question from last meeting on Lincoln Dr; Supervisor Bennett indicated that he talked to B-Dirt and they are not at the point of doing the driveway yet and they will get a permit when they get to that point. Supervisor Adelman-Dullinger asked about a driveway on Upper Sylvan that she had not seen a permit for; Supervisor Bennett indicated that this was part of a Cass County permit and we were not going to pursue it on our side.
- **PC Report** – No meeting this month
  - **Building Permit Log** was provided for review.
  - **Conflicting Ordinance Issues with Cass County and SCO Application/Checklist:** Cass County reached out to the Township with questions on who handles what, Dave Johnson came up with a list that should help clarify this for them and us. Dave Johnson presented a Home Occupation A or B Application and Checklist for the board to review. Supervisor Adelman-Dullinger **moved to approve the use of these 2 documents as of now with the possibility of changes at a later date**, seconded by Supervisor Wulff and the motion carried. Supervisor Booth asked Dave Johnson about the letter going out to Mr. Frank after some discussion Dave Johnson indicated that there was some conflicting wording and that the application and checklist needed to be revised prior to the letter. The letter will be reviewed by Supervisor Booth again and go out next week now that the application and checklist have been approved.
- **Fire Report** – Supervisor Adelman-Dullinger reported that the calendar sales are up to \$15,000. East Gull Lake has signed their contract. All training for CLC is on hold except for online training. They are looking at getting new helmets with a 50/50 grant from the DNR. They bought 3 radios from Cass County (buy 1 get 2 free) but they need batteries. With the CDC restrictions for COVID-19 they are sending out only 2 staff for medical calls at the threshold and then entering after they assess the situation. They approved raises for Colleen and Greg Ringler, and the Fire Fighters per run. Sylvan had 9 out of 19 runs in March.
- **Salt/Sand Shed** – Supervisor Bennett reported that the shed should be completed by Memorial Day. He will have a full bid for the project at the next meeting.
- **Kramer Lake** – Supervisor Adelman-Dullinger **moved to have us respond to Kim Berns-Melhus that we have reviewed the title commitment and we do not need a survey done on the land**, seconded by Supervisor Bennett and the motion passed.

### New Business:

- **Beimert Outdoors CUP** – After discussion it was decided that Supervisor Bennett will reach out to Mr. Brent Beimert and ask him to fill out an application, then the Board will review it and decide whether he needs to do an amendment to his current CUP or what needs to be done.



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- **Personnel Committee Update** – Supervisor Bennett gave an update on how the training process is going for Deputy Clerk Ruggles, items that we would like to move forward with is getting Deputy Ruggles on the bank account as a signer for the Pine River account as well as look into getting her setup as a notary and continue to learn CTAS. Supervisor Bennett **moved to have Jenna Ruggles added to the Pine River State Bank accounts as a signer for Sylvan Township with the same permissions as Deputy Clerk, Colleen Putnam**, seconded by Supervisor Wulff and the motion passed. Supervisor Bennett also gave an update that Deputy Putnam will be taking some time off for a family matter in the near future.
- **Minnesota Association of Townships** – Supervisor Bennett reported that he sent an email out to MAT about if there are any relief for Townships during this COVID-19 pandemic related to extra costs incurred. He received a response that we should keep track of our expenses because there may be something in the future, but as of right now there is not anything.

### Other Township Business:

- **Correspondence** –
  - Minnesota Department of Agriculture sent an email reminding the Township that during the COVID-19 pandemic we are still responsible for checking for noxious weeds.
- **Public Input** – None
- **Review Claims** – Supervisor Wulff **moved to approve claim numbers 23998 to 24007 in the amount of \$1,446.58 and the payroll number 23995 to 23997 in the amount of \$2,536.66 for a total of \$3,983.24**, seconded by Supervisor Schmit and the motion carried.
- **Other Business** –
  - **Pillager Lake Park** – Supervisor Schmit would like the Board to give their opinion on whether to open the park to the public this season for swimming or not. She also said we will not be having a Park Host at this time.
  - **Supervisor Booth suggested** that we add some links for small businesses to help them find relief from the COVID-19 pandemic onto our website, he will send Deputy Clerk Ruggles a list.
  - **Board of Review** meeting was discuss on how we will handle the COVID-19 social distancing.

**Adjournment:** Supervisor Schmit **moved to adjourn**, seconded by Supervisor Adelman-Dullinger and the motion carried with the meeting adjourning at 8:35 pm.

Minutes submitted by,

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Jenna Ruggles, Deputy Clerk

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Greg Booth, Chair

Amendments: Added Dr. after Bigwater on page 1 and Corrected spelling of Mr. Caird's name on page 1.

Date: 5/7/2020