

Regular Board of Supervisors Meeting Minutes **Thursday, July 16th, 2020**

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, John Wulff, Greg Bennett, Arlene Schmit, Yvette Adelman-Dullinger, and Deputy Clerk Jenna Ruggles. Dave Johnson (PC Chair), Bryan Drown (Bolton & Menk, Road Engineer), and Todd Holman (Sentinel Landscape) were also present, no sign-in sheet due to COVID-19.

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

Clerk/Treasurers Report:

- **July 2nd, 2020 Meeting Minutes** – Supervisor Schmidt **moved to approve the minutes as amended**, seconded by Supervisor Wulff and the motion carried.
- **June Financial Report** – Supervisor Bennett **moved to transfer \$22,000 from the General Fund into the Planning Commission Fund**, seconded by Supervisor Wulff and the motion carried. The Board discussed the General Debt fund and that the money should be moved out of it and back into the Road and Bridge fund where it came from as was previously discussed at another meeting. Supervisor Bennett **moved to pay our annual dues for Pillager Lake Park in the amount of \$2,000**, seconded by Supervisor Wulff and the motion carried. Supervisor Bennett **moved to transfer \$250,000 from the Road and Bridge fund in the checking account at Pine River State Bank into the Money Market account at Pine River State Bank**, seconded by Supervisor Adelman-Dullinger and the motion carried. Supervisor Adelman-Dullinger **moved to approve the June Financials**, seconded by Supervisor Bennett and the motion carried.
- **Budgets** – were handed out for each fund for review. The decision was made to allow budgets to be prepared on or around the 25th of each month to allow for the full month view. Supervisor Wulff added that he would like to see a few notes when there is an extreme difference in the budget.

Public Input:

- **Todd Holman** – talked about the MNHS Legacy Grant. He asked the Board for a decision on if the Township would be moving forward with being the Fiscal Agent for the Grant. If that is the case the Township would need to list 3 individuals for positions related to the grant. The board agreed to be a fiscal agent with Supervisor Booth as the Project Director, Supervisor Adelman-Dullinger as the Authorized Officer, and Clerk Broberg as the Project Staff (point of contact) for the project. Supervisor Booth indicated that we will have a resolution adopted at the next board meeting with wording of the partnership that Sylvan Township has with the Sentinel Landscape Conservation Program on this project.

Old Business/Reports:

- **Roads (Bryan Drown, Road Project Engineer, Bolton & Menk)** – was present.
 - **Bryan Drown reported** - 17th Avenue project bids came in and there was only one from Anderson Brothers. Bryan recommends that we negotiate with Anderson Brothers on one possibly two items. One item being the cost to move the gate for Mr. Steffen and the other for the cost of the paint they are planning on using for the stripes at the cemetery for the parking spots. Supervisor Bennett **moves to accept the bid from Anderson Brothers for**

17th Avenue SW in the amount of \$108,449 with the understanding that Bryan Drown will talk to Anderson Brothers regarding the costs in question for installing the gate and the possibility of looking at the price of the pavement markings, seconded by Supervisor Adelman-Dullinger and the motion carried.

- **Road Supervisors Report –**
 - **Supervisor Wulff provided a written road report** which included the following.
 - The patching looks well done. However, the intersection of Wilderness Drive and Little Red Sand has 2 areas that were missed getting patched.
 - The mowing looks great
 - The digital speed signs are appreciated
 - The monthly budget updates are very helpful
 - Supervisor Wulff would like to see a per square foot or square yard indication from our road contractor for pricing, to help with budget planning
 - Large patching on West Lake Ridge and Sylvan Lane
 - Get a list of the items in the budget for roads from past years – 2 or 3 of them that are way over or under budget
 - PVC drain in culvert
- **Supervisor Bennett reported** the following.
 - Salt/Sand shed is coming along. Supervisor Booth asked if we were planning on doing some sort of sealing on the inside to protect the walls from the salt. Supervisor Bennett will check.
 - Work has started on Zebroski Acres.
 - Signs have been ordered (children at play and minimum maintenance) and more posts. The posts are needed for new signs and delineators. Holmvig has been out getting signs up and putting up the longer posts in the Township.
 - Clark Drive and 37th Avenue discussions were had
- **Supervisor Schmit reported** the following.
 - **Shared Road Agreement with Pillager** - Supervisor Schmit reported that Pillager made changes to the road agreement that Sylvan had typed up and indicated that they have never done brushing and will not start. They provided us with a new agreement which the Board can read over and discuss at the next meeting.
 - **Bigwater Drive & 131st** – Someone hit a sign.
 - **Spillman’s** – It was mentioned that Spillman’s has been renting out campsites on the river for \$30 a night. Supervisor Booth said that he would look into this.
- **Driveway permit report** was provided to the supervisors for their review. Supervisor Bennett reviewed some of the old ones already to make sure they have been completed, he will bring in a list of the ones that can be taken off the list.
- **Dave Johnson reported** the following.
 - That there are some branches and trees that could use some attention on Upper Sylvan Road.
 - **Sylvan Lake Park budget** - The Planning Commission recommended that the Town Board allow the work to continue in the pit area of the park. They would like to utilize budgeted funds left over from 2019 to do this work as they are out of funds for 2020. Supervisor Bennett **moved to approve the recommendation from the Planning Commission for the completion and maintenance of the Sylvan Lake Park with the remaining budgeted funds from 2019 and any incoming grant money in 2020**, seconded by Supervisor Adelman-Dullinger and the motion carried.

- Commercial Zoning – Dave reached out to a few residents in Sylvan to see how they would feel about changing their zoning to commercial. They were receptive to the idea, so Dave would like the Board to consider paying Cass County’s fee of \$196 to change these parcels to commercial zoning as it is a benefit to the township. There was discussion of the township charging each parcel \$20.
- History Series interview was recorded with Ray Gildow interviewing Ruth Boldan about Country Schools. Dave would like to have this edited by Dan Hegstad, Easy Street Productions, with the Board’s permission. Supervisor Bennett **moved to approve the request to have Dan Hegstad, Easy Street Productions, edit the interview up to \$150 for the History Series in 2021**, seconded by Supervisor Adelman-Dullinger and the motion carried.
- **Road Review Committee** – Dave asked for some clarification on the committee. Discussions about how the committee will do a road review 1 or 2 times each year and identify fixes that the Township needs to add to their 5-year road plans. Each committee member would be compensated for their time and the first year would be more time than future years. There are 3 individuals interested right now, Tony Hughes, Scott Hendrickson, and Larry Beimert; Dave will bring them to a Board meeting to get them started.
- **Sylvan Lake Park** would like to host a park event for the public. Supervisor Bennett **moved to approve the recommendation from the Planning Commission to host an evening event for the public in mid-fall at Sylvan Lake Park**, seconded by Supervisor Wulff and the motion carried.
- **PC Report** – Supervisor Adelman-Dullinger reported the following.
 - They discussed the Sylvan Lake Park trail routes and utilizing the 2019 budgeted funds in 2020 as well as going for a couple smaller grants in 2020. As well as an evening out for the public.
 - Discussions about the road committee and what they saw could help the Town Board.
 - Short-Term Rental Ordinance and Cass County’s new taxing of Short-Term Rentals being considered Commercial vs. Residential. They also discussed the lake setbacks and how we should keep our Ordinance consistent with Cass County. Discussion about the current Ordinance and how they Board would like the PC to look it over as well as other Ordinances, so we can have one Public Hearing to make changes to all Ordinances in question at the same time.
 - Supervisor Adelman-Dullinger also reported that she emailed out some documents for the Board to review regarding Utilities working in the Township, their agreements and some legal sheets.
- **Fire Report** – Supervisor Adelman-Dullinger reported that the helmets will be ordered in late July early August as they just tested out a new version. The boat is going back to the state and they are unsure if they will get another one at this time. Maddens may purchase the floating dock. New Kevlar gloves will be ordered for \$105/pair by February 2021 along with other new gear. Engine 1 had an oil test done and needs new brakes, now they are looking at having a spectral analysis done as well. Looking at air lines and an air eject system, possibly will need a valve rebuild kit. Greg Ringle is still on track to take his Inspector 1 course at CLC coming up this fall. Sylvan had 17 out of 34 runs in June 2020.
- **Pillager Lake Park Report** – Supervisor Schmit reported the following even though she wasn’t able to attend the meeting. Things are going well, Supervisor Schmit feels that it may even be kept up better not having a park host. Jason Barg and Tyler Wilcox were able to get the spindles up on the

dock. They need a few more spindles so they called the DNR for those. Tyler Wilcox has been busy keeping the beach up and helping keep the bathrooms clean. Supervisor Schmit will be reaching out to Derek Anderson, from Cass County regarding some poles that need to be replaced in the area. The Town Board would like the Park Board to look into the possibility of getting LED lights to replace the current ones and possibly a down lighting lamp.

New Business:

- **Broadband Access** – Supervisor Booth has received a call from Lisa Paxton who has been working with CTC to see if they can get internet access in the area of Little Pine Road. Lisa Paxton found out that CTC would want \$40,000 to install this, and Supervisor Booth was hoping that we could look at utilizing some of the CARES Act grant money to help with this cost. Cass County may even be able to do a match to help with this cost as well with their CARES Act grant money. CTC is willing to possibly donate some of the expense as well. Looking at getting a map from CTC for Sylvan Township to see where else we do not have internet.
- **Garages** – Supervisor Wulff would like to add a steel door to the north side of both garages. Supervisor Bennett will get a quote from Shingledecker Concrete & Construction, Inc.

Other Township Business:

- **Correspondence** –
 - **Faith in Action** – Contract for services. Supervisor Wulff **moved to approve a contract with Faith in Action for services provided in the amount of \$250 for 2020**, seconded by Supervisor Adelman-Dullinger and the motion carried.
 - **Cass County’s Permit list** - was provided for the Board to review.
 - **MN Association of Township’s Newsletter** – was provided for the Board to review.
- **Review Claims** – Supervisor Wulff **moved to approve claim numbers 24179 to 24196 in the amount of \$23,378.98 and the payroll numbers 24176 to 24178 in the amount of \$2,611.42 for a total of \$25,990.40** seconded by Supervisor Schmit and the motion carried.
- **Other Business** –
 - Discussion on Mike Frank and that we have not had any complaints and how all of his stuff has been moved to the Pillager Fair Grounds. There are a few miscellaneous items left at his house, but for the most part he cleaned it out.
 - Supervisor Bennett mentioned moving the trailer speed sign to Lower Sylvan Road.

Adjournment: Supervisor Schmit **moved to adjourn**, seconded by Supervisor Adelman-Dullinger and the motion carried with the meeting adjourning at 9:20 pm.

Minutes submitted by,

Jenna Ruggles, Deputy Clerk

Greg Booth, Chair

These minutes were approved as amended on August 6th, 2020 by Supervisor Schmit, seconded by Supervisor Wulff and the motion carried.

Amendments: spelling error and correction on road name