

## **Regular Board of Supervisors Meeting Minutes** *Thursday, August 20<sup>th</sup>, 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. Bryan Drown (Bolton & Menk, Road Engineer) was also present, no sign-in sheet due to COVID-19.

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

### **Clerk/Treasurers Report:**

- **August 6<sup>th</sup>, 2020 Meeting Minutes** – Supervisor Schmidt **moved to approve the minutes as amended**, seconded by Supervisor Adelman-Dullinger and the motion carried.
- **MPL Money** – Supervisor Bennett **moved to place the \$13,050 that MPL gifted to Sylvan Township into the money market account at Pine River State Bank under a new fund for the Kramer Lake Land Management**, seconded by Supervisor Schmit and the motion carried. The Board signed a thank you card for MN Power and Light and decided to get another card for The Conservation Fund to sign at the next board meeting.

**Public Input:** None

### **Old Business/Reports:**

- **Roads (Bryan Drown, Road Project Engineer, Bolton & Menk)** – was present.
  - **Bryan Drown reported** – That BNSF had an account issue on the 17<sup>th</sup> Avenue project with a money transfer. They are waiting to hear back from the Road Master and will keep Bryan updated. Anderson Brothers is set to start the road around September 15<sup>th</sup> and also indicated that we could take the movement of the fence out of the contract. Bryan is going to talk to BNSF and see if Anderson Brothers can start on the road prior to BNSF.
- **Road Supervisors Report** –  
**Supervisor Bennett reported** the following.
  - Delineators and signs have been going up.
  - There are work orders for: Crow Wing River Drive, 37<sup>th</sup> Avenue, No Grading, Patching work, Culvert, Ditching on Red Sand
  - Zebroski Lane is completed. Supervisor Bennett will be drafting a letter to go out to the residents giving them an option to pay balance in full by October 1<sup>st</sup>, 2020 or it will go onto their property tax roll.
  - Supervisor Schmit asked that we add Crow Wing Cir stop sign to the work orders.
  - Supervisor Wulff indicated that he has not been out much.
- **Shared Road with Pillager 37<sup>th</sup>** – Supervisor Schmit indicated that she is coming up short and cannot find any information about what was being annexed in. Supervisor Bennett indicated that he would talk to Brad Person regarding it and see if he can give us some insight.

- **Driveway permit report** was provided to the supervisors for their review. Supervisor Bennett marked off all old ones on the list from 2012 and beyond, they were completed. He will continue to review the other older ones as well.
- **ROW Permit** – Supervisor Adelman-Dullinger asked that this be tabled as she is still working on the samples.
- **Road Committee Update** – was provided to The Board from Dave Johnson. Supervisor Booth indicated that the committee would be reporting back to The Board at the November meeting. It was decided that the road committee would be paid same as a Planning Commission member, but under the Road and Bridge Fund.
- **PC Report** – Supervisor Adelman-Dullinger provided meeting notes from the Planning Commission meeting. There was a recommendation from the PC regarding hunting on the 3 open land spaces in Sylvan Township. Supervisor Bennett indicated that he would like to look into the insurance aspect and the Township’s Liability regarding hunting prior to voting on the recommendation. The recommendation was tabled.
- **Fire Report** – Supervisor Adelman-Dullinger provided meeting notes from the Fire meeting.
- **CCAT Report** – Supervisor Adelman-Dullinger provided meeting notes from the CCAT meeting. The Board indicated that they would like to see the Broadband test link be placed on Sylvan’s website. October 1<sup>st</sup> 8-12 will be the Cass County Association of Township’s Annual Meeting, this will be time sensitive so you can attend for just one part if you wish.
- **Park Report** – Supervisor Schmit reported that the water slide is being used and moved around, they are going to attach a short cable to the slide to keep it in place. There are a few maintenance items they are looking at doing – higher boards around the rock in the play area, some brushing along the lakeside, and getting the keys back from Bob Anderson. They are hoping to close the park after Labor Day, but it will depend on the weather.

**New Business:**

- **Gull Lake Glass/Automatic Door** – Discussions on which option to take for replacing the broken automatic switch on the front door of the Town Hall was had; as well as if we should add this cost into the CARES Act Fund. Supervisor Bennett **moved to go with Option C from Gull Lake Glass to replace the broken automatic door unit with a new complete unit and 2 year warranty at \$1,900 and add this cost into the CARES Act Fund**, seconded by Supervisor Wulff and the motion carried.

**Other Township Business:**

- **Correspondence** –
  - **Sylvan Township Map** – review and make amends as needed for Cass County. One is Zebroski Acres Lane. Supervisors will mark on the map on the wall what changes are needed.
  - **Cares Act donations** for the Fire Department
  - **Insurance** – document needs to be reviewed. Supervisor Schmit and Supervisor Bennett indicated they would look it over next week.
  - **Hageman’s** mailed us an article regarding mail in election issues.
- **Review Claims** – Supervisor Bennett **moved to approve claim numbers 24238 to 24253, with number 24250 being voided, and EFT claim numbers 200820-1 and 200820-2 in the amount of \$40,077.76 and the payroll numbers 24234 to 24237 in the amount of \$2,764.89 for a total of \$42,842.65** seconded by Supervisor Wulff and the motion carried. It was also noted that check

number 24233 was voided prior to the meeting after being used to setup automatic payment for Waste Partners.

- **Other Business –**

- **Broadband Access** – Supervisor Booth indicated that he is going to reach out to Josh Stevenson at Cass County regarding the Broadband project in Sylvan Township as Supervisor Adelman-Dullinger heard that it may not be happening any longer.
- **CARES Act Fund** – Supervisor Bennett indicated that we are ready to apply for the grant and an updated spreadsheet will be provided to The Board at the next meeting. He would like to see if there are other ways we can use the money and asked for a cost for iPads be brought to the next meeting.
- Supervisor Adelman-Dullinger mentioned that there is a trailer home going in on Arbor Lane, this was a permit through Cass County for this to be a guest house. However there has been rumor going around that they plan to use this as a rental not a guest house. Supervisor Adelman-Dullinger will reach out to Cass County.
- The Board discussed the recycling drop-off in Sylvan Township and how it has also been used as a dump site for trash. It was decided to put something on our website as a reminder that we can only put recyclables there.
- Supervisor Bennett mentioned that Mike Frank had been selling items from his residents again the last week. He has since moved them, but wanted to record it in our minutes; he has been advertising in Lakes Area Guys Exchange on Facebook. All garage sale days are used up. When he brings his items back from the Fairgrounds The Board will talk to Brad Person about starting paperwork or sending out a letter.

**Adjournment:** Supervisor Adelman-Dullinger **moved to adjourn**, seconded by Supervisor Bennett and the motion carried with the meeting adjourning at 9:00 pm.

Minutes submitted by,

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Jenna Ruggles, Deputy Clerk

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Greg Booth, Chair

These minutes were approved as amended on September 3, 2020 by Supervisor Wulff, seconded by Supervisor Adelman-Dullinger and the motion carried.

Amendments: Add more ownership (BNSF), road name (37<sup>th</sup>), as well as clarifying a sentence (recycling).