



SYLVAN TOWNSHIP

REGULAR BOARD OF SUPERVISORS MEETING MINUTES

JANUARY 17, 2019

(Recorded for Transcription Purposes Only)

Call to Order/Pledge of Allegiance/Roll Call: Chair Booth called the meeting to order at 7:00 PM and the Pledge of Allegiance was said. Those present: Supervisors Greg Bennett, John Wulff, Arlene Schmit, Yvette Adelman-Dullinger Greg Booth and Clerk/Treasurer Faith Broberg. Sign-In Sheet Attached.

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

Clerk/Treasurer's Report:

Minutes: Regular & Reorganization Mtg Jan. 6, 2019 – Supervisor Wulff **moved to approve the minutes as presented**, seconded by Supervisor Adelman-Dullinger and the motion carried.

December 2018 Financial Report – Supervisor Adelman-Dullinger **moved to approve the December 2018 Financial Balances**, seconded by Supervisor Bennett and the motion carried.

No Public Input at this time.

Old Business/Reports

Roads – Bryan Drown was not present so this Report was tabled.

Road Supervisors Report – Supervisor Bennett informed the Board that we have been doing a lot of salting and sanding. The plows were sent out again on W. Gull River Road to be sanded. We need to remind people to use caution when driving on icy roads. Supervisor Bennett also asked about homeowners/residents pushing snow on the road and across the road, do we as a Township send out a letter. Pushing snow onto a public road is against the law. There was discussion on what the Township's policy is on this issue. It was felt that obtaining an address and sending a letter would be the first step and then if necessary, we would have to call the sheriff.

Supervisor Schmit commented that a letter usually works. She had hoped after the Board's last meeting on the 3rd of January that our plow guys when they went out to salt/sand would have pushed the snow off the Township's roads a little more and clean up the intersections which didn't happen and now it is frozen down.

Chair Greg was glad to see that the shoulders had been cleared off.

Supervisor Schmit said that her road, Crow Wing River Drive SW was missed for sanding and on Thursday the plows didn't hit 43rd Avenue SW, Spring Road and the intersection at Beaver Dam Road for sanding.

Road Maintenance Contract – Supervisor Bennett has been working on the road contract with Dave Johnson, Sylvan's Planning Commission Chairman.

A couple of items:

- 1) Putting specific examples of damage in the contract – Conforming mailbox damaged, the Contractor will pay for. Damage to tar—tar pulled up by the plows the Contractor will pay for.
- 2) Having a minimum amount Contractor would get for the winter season (example, \$50,000.). If there is not much snow and only used about \$30,000 then they could work on brushing, or cleaning the intersections. There was discussion on how this would work. The minimum could be for both winter and summer season. The idea being that potential contractors may have more interest in bidding when they know they will get at least the minimum amount in the winter time.

Road Corners -

Still having a problem of drivers cutting the road corners and throwing rocks out into the road from their tires. Discussion on using delineators and various styles of delineators.

Stallion Road

Residents on Stallion Road are working with Cass County and have gotten permits for developing a road. We should probably give them the Township's Road Standards if they are planning on asking the Township to take over the road as a Township road.

Supervisor Wulff asked about getting some of the salt/sand on the roads to the outside edge of the road.

Planning Commission

Supervisor Adelman-Dullinger gave this report. Residents at the last Planning Commission meeting asked that when there is discussion on Vacation Rentals by Owners (short term rentals) that they be notified.

Stormwater Management – Community Education Event – looking at Saturday April 27th, 2019. About 2 hours maximum. Put on by Crow Wing Soil and Water, Sheila Bolt, presenter. Discussion items, rain gardens, mitigate run off, seedlings to give away. The Town Board is okay with this.

Township's Website – the Planning Commission is looking for the Town Board's approval to ask Emmitt Young if he would be interested in re-working the website for a stipend. The Board would like some references from him and examples of his work. Dave Johnson will talk with him.

4-Wheelers Meeting – the PC would also like to see if there would be any interest from the community and from the Sheriff's Office in having a discussion on 4-wheeler issues and problems. The biggest problem area is down County Road 36 and the Anderson Brothers pit. It was mentioned at the Trail Meeting – 4-wheelers are a concern so the Board thinks it would be a good idea to have a meeting.

The Pre-disaster Meeting is scheduled for Tuesday, January 29, 2019 from 10:00 AM till 12:00 Noon, here at the Town Hall. Dick Jordan from SCORE is the speaker.

PC Recommendation—the Planning Commission members have recommended to the Town Board Members the approval of Tane Barclay, Terry Quick, and Vickie Kettlewell, letters of interest have been received expressing their desire to continue on the Planning Commission for another three years. Supervisor Schmit **moved to approve the re-appointment of Tane Barclay, Terry Quick and Vickie Kettlewell to the Planning**

Commission for another three years, seconded by Supervisor Wulff and the motion carried.

PC Recommendation for Vacation Rental by Owner (VBRO) – the PC has made a recommendation to the Town Board that short term rentals require a Conditional Use Permit (CUP) as it falls under the Sylvan Commercial Ordinance, unless the Town Board changes the Ordinance and removes the hospitality section.

Supervisor Adelman-Dullinger explained that Hospitality is in the Township's Commercial Ordinance. The PC is looking for approval to invite the owners of short term rentals in and start the CUP process and not ignore them.

Laura Van Landschoot (resident present tonight) mentioned that she thought that there were three options that were mentioned at the PC meeting:

1. Do nothing and change the hospitality section in the ordinance.
2. Do Licensing only.
3. Require a Conditional Use Permit.

Supervisor Adelman-Dullinger said that we would still have to change the Commercial Ordinance.

Supervisor Bennett brought up the fact that at the beginning of the PC report tonight, it was reported that the residents wanted to be notified if the VRBO was going to be discussed, so should we be discussing this tonight? Clerk Broberg informed everyone that Deputy Clerk Putnam had contacted those who were on the PC Sign-In Sheet that VRBO was on the Board's agenda for tonight.

Chair Booth thinks we should look at definitions as there would be a distinction between someone operating a VBRO full time versus someone operating a VBRO part-time – renting for a time to improve their home/cabin. Supervisor Adelman-Dullinger felt that the PC would need a couple of months to research definitions and the requirements that the owners of VBROs have to adhere to.

Fire Report

Supervisor Adelman-Dullinger gave this report. The total amount paid for firefighter runs is around \$11,552.00. Some research is being done on how allocations are decided in the Townships of Cass County. The Fire Associations budget will be going up 15% to 20% for 2020.

Having a fund raiser was discussed, possibly selling calendars. There were 260 runs in 2018 which is 28 runs lower than last year 2017 which had 288 runs.

New Business

MN Department of Transportation – the Township has received a response from Kenneth Hansen, P.E. Assistant District Traffic Engineer – regarding a petition that the residents presented to the Board regarding a street light installation on State Highway 210 at W. Gull River Road SW. After the review of this intersection by Mr. Hansen the area is operating in the expected manner. MN Dot is open to the Township installing and operating a light through their permit process. Supervisor Wulff will research this before the Annual Town Meeting in March and will check into the cost.

Sylvan Procedures for Financial Oversight of the Township Debit Card - Chair Booth brought this up after having a discussion with the Township Auditor that we should have

some procedures in place for the use of the Debit Card. There was discussion regarding a credit card versus a debit card. Chair Booth will look into this.

Upgrade Township Computers – Mike Daniels, Syvantis Technologies has recommended that the computers be updated from hard drives to Solid State drives. Supervisor Adelman-Dullinger **moved to approve the upgrade for the computers**, seconded by Supervisor Schmit and the motion carried.

Cass County Land Sales – The Township has received information from Pat Bundy, Cass County Land Department regarding forfeited parcels in the Township that will be sold at an auction on June 22, 2019 at the Land Department in Backus. There are 6 parcels that will be sold and have been appraised at \$7,500 each. These are located in the Bigwater Area. The Township has an opportunity to review the parcels and purchase if they are interested. After the Board of supervisors make their decisions they will send a copy of the Board minutes to Pat Bundy to inform him of their decision.

Other Township Business

Correspondence –

Cass County Economic Development Corporation – Membership Dues for 2019.

Cass County Clippings – Newsletter from Cass County Historical Society.

LTAP – training seminars that are available.

MPCA – Notice receipt of Township's application for Construction Stormwater permit for Sylvan Lake Park. Permit ID number C00052740.

MN University Extension Office - Information on Ted Sullivan applying various chemicals (ash and lime) to his property in Sylvan Township.

Review Claims –

Supervisor Wulff **moved to approve the payroll check #'s 23251 to 23252 in the amount of \$2,026.08 and the claims # 23253 to 23260 in the amount of \$135,925.47, for a total of \$137,951.55**, seconded by Supervisor Adelman-Dullinger and the motion carried.

Supervisor Greg Bennett will not be at the Board's 2nd meeting in February.

Personnel Committee Report – Chair Booth and Supervisor Bennett conducted Clerk Broberg's annual job review.

Supervisor Bennett gave this report. They found her Job performance as excellent. Discussion on retirement down the road. Compensation for 2019 3.15% increase of 60 cents – new rate of \$19.60. Same paid holidays and sick days. Will continue paying for supplemental health and prescription coverage. Supervisor Bennett **moved to approve the compensation as listed above for the Clerk/Treasurer, retro to the first of the year**, seconded by Supervisor Adelman-Dullinger and the motion carried.

Advertising for Temporary Part-time Deputy Clerk – Supervisor Schmit **moved to advertise in the Brainerd Dispatch, Sourcewell, and the Township website, for a temporary part-time Deputy Clerk**, seconded by Supervisor Adelman-Dullinger and the motion carried.

VBRO Article – Supervisor Wulff mentioned the VBRO article that was in the Brainerd Daily Dispatch. There was discussion on this subject: Safety, monitoring, and health issues,

Adjournment – Supervisor Schmit **moved to adjourn**, seconded by Supervisor Wulff and the motion carried with the meeting adjourning at 8:40 PM.

Minutes submitted by,

Faith C. Broberg, Clerk/Treasurer

Chair Greg Booth

Supervisor Wulff moved to approve the minutes as presented, as amended, seconded by Supervisor Schmit and the motion carried.

Amendments: Page 1 under Road Supervisors Report change the word highway to public road. Also, further down in same paragraph remove cleaning the shoulders and inserting sanding. And same sentence change for pushing back the snow and insert didn't get sanded. Page 2 – right before the Planning Commission Report – comment by Supervisor Wulff – add the word salt right before the word sand. Page 4 – under Upgrade Township Computers change the word drivers (used twice in sentence) to drives.

Date: