



SYLVAN TOWNSHIP

REGULAR BOARD OF SUPERVISORS MEETING MINUTES

APRIL 04, 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 John Wulff, Arlene Schmit, Greg Booth, Yvette Adelman-Dullinger and Clerk/Treasurer Faith Broberg. Supervisor Greg Bennett arrived at 7:35 PM. Sign in Sheet attached.

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

Open Bids for Annual Road Maintenance Contract - Chair Booth opened the one bid that was presented to the Town Board. The bidder, Holmwig Excavating included a letter to the Town Board and then Chair Booth went through the proposal form, reading the different amounts for the different equipment used. A cost for crack sealing, hourly rate and cost of materials were included with the bid. A bid bond and all insurance documents were included.

The awarding of the Road Maintenance Contract is scheduled for Thursday, April 18, 2019 at 7:10 PM.

Clerk/Treasurer's Report –

Minutes – Regular Board of Supervisors Meeting 03-21-2019 – Supervisor Wulff **moved to approve the minutes as amended**, seconded by Supervisor Adelman-Dullinger and the motion carried.

March Financial Balances – Supervisor Wulff **moved to approve the March Financials 2019 with the Clerk checking on the (54¢ off) with the Bremer Bank Statement for March**, seconded by Supervisor Adelman-Dullinger and the motion carried.

Public Input –

Dave Johnson, Planning Commission Chair has several residents looking at some commercial opportunities in the Township and Dave would like the Board give their opinions on whether or not he is headed in the right direction on advising these residents how to proceed.

Item #2.2.1 was brought up on the agenda--(Planning Commission/PC) Chad Knudson – Commercial Plan/Dave Johnson (PC Chair) reported what Chad is hoping to add to his commercial site at the Corner Store. Chad is looking at adding some cars sales, running parallel to State Hwy 210. He is buying some crashed cars and *T.N.T*(also located at the Corner Store repairs them. Chad had gotten an amendment to his Conditional Use Permit when adding the *T.N.T.* (auto repair) and the addition onto

Beimerts Outdoor was an amendment. Things considered: looking at the ordinance regarding usage, lighting, number of signs, and maximum number of cars. Also, Chad is looking at storage, addition on body shop and display of vehicles for sale.

After discussion, Dave Johnson said that the Planning Commission will review his application and make a recommendation to the Town Board and doing it as an amendment to his Conditional Use Permit.

Chris Foy – interested in having a cabinet shop 72'X40' in a residential area on 13th Avenue SW. There will be no employees, no supplies kept outside. His plan is for everything being in the building. He would need a Conditional Use Permit. Finishing of the cabinets would require exhausting the fumes outside. He is far enough away from other residents for the fumes to be a problem. Dave is concerned about this resident going through the process for obtaining a permit and then the Town Board denying it because it is in a residential area. In pursuing the Conditional Use Permit, the State Requirements for hazardous materials would be addressed. Dave feels that at the joint meeting in July the PC and Town Board need to address the issue of residents applying for a commercial permit and having the business in a zone that is a residential area.

Ben Forland – lives up on the north end of Little Pine Road SW. He has 4-wheelers and Side-by-Side business and is interested in moving his business from Baxter, MN to Little Pine Road SW, on the east side of the road, which is in Sylvan township.

Discussion included,

- Approximately 50% of his sales are on-line.
- Nothing would be visible from the road.
- He has 5 employees.
- Traffic could be a problem.
- Could put his trailers across the road on the west side.
- He would put up a fence for screening in a couple of places.
- Located in shoreland area.
- Limited in areas to test drive the machines.
- Servicing the machines
- Location would be a tight squeeze to locate the business.

It would be easier to tell him that there are too many variables.

Dave concluded with he will have 1) Chad Knudson apply for an amendment to his Conditional Use Permit (CUP) and add more specifics to his application.

2) Chris Foy – Dave will have him apply for a Conditional Use Permit.

3) Ben Forland – can apply for a Conditional Use Permit also but there are a lot of issues at that location that would have to be addressed.

Histories Series –

Sessions are locked in with 6 sessions scheduled with 5 presenters. First one is scheduled for May 28, 2019, and the last one in October might need adjustment to the date.

Scott Knutson with Channel 22 (does Common Ground) is interested in filming the sessions. It would cost \$5,000.00. Supervisor Adelman-Dullinger has been in contact

with Sourcewell and they will be sending her grant forms and the Township could receive 50% of the \$5,000.

Mr. Eckstad – would do the filming for \$200.00 /session.

Sue Van Hal – with Community Education will put this in the school newsletter.

As for charging for the event --- will just do donations.

Old Business/Reports

Roads—

Bryan Drown Township's Road Projects Engineer – Bryan has been working with Supervisor Bennett regarding where the site for the salt/sand shed would be located on the Township's property. There was more discussion on property lines and setbacks, if neighbors would be interested in selling some land and applying for a variance. Supervisor Bennett will get some quotes for tree removal. Supervisor Bennett **moved for the Town Board to authorize Bryan Drown of Bolton/Menk to have a survey done on the east property line**, seconded by Supervisor Wulf and the motion carried.

DNR - State Park Road Account – Bryan reported that he hadn't heard from the DNR regarding the application he sent in. The announcement should be made this month.

Pillager Dam Road – Cass County has some funds available for undersize culverts that might cause flowage problems – the Board of Supervisors notice the culvert at every Annual Road Review and something needs to be changed. If applying for some of those funds the Township would need some documentation from Bryan that the culvert is undersize. Bryan can contact Darrick at Cass County regarding the requirements for having an upgrade on the culvert. Bryan will check on the culvert and give Cass County the information.

Road Supervisors Road Report -

Alfa Road – discussion on the road and the weight limit on it. The 5 Ton sign was taken down as it is thought the road was constructed at a higher tonnage weight.

Sweeping – thinking about sweeping the roads could begin soon.

Blading - Supervisor Wulff still thinks that we need more of a crown on the road. Supervisor Schmit mentioned that the gravel needs to be brought back up onto the road before the Calcium Chloride is added.

Delineators – we have more that could be installed.

New Yield Sign – needs to be installed at Golf Course Circle and one put back up at Crow Wing Circle SW.

Frozen Culvert – on Bigwater and another one on W. Sylvan Drive SW.

Clark Drive SW – Chair Booth found the Minimum Maintenance Sign. Did not find the Dead-end Sign.

Cracksealing – discussion on the Cracksealing and whether this should be added to the bid proposal. Holmvig Excavating attached a letter with the prices for Cracksealing. The Cracksealing is not a part of the bid but could be acted on later that night when awarding the Road Maintenance Bid.

Park Report -- Supervisor Schmit gave this report. They have a meeting on April 8th at the Pillager City Hall.

The Park Board discussed opening up the toilets that are at the park instead of using porta potties. Could have the host clean as part of his responsibilities.

Liability Coverage – An email from Dawn Zimmerman – MN Association of Township reported if the Township owns the land liability would be provided. If the Township owns the camper the Township can have it added to their insurance policy. If Township does not own the camper there would be no insurance interest and coverage would not be provided.

Sign at Park – rules listed. Need to find the sign.

Resident had asked Supervisor Adelman-Dullinger about a cabin falling down on Oak Ridge Road SW which may be lease property under MPL.

Fire Report

Assessments – Marla Yoho had sent out inquiries, but has not received enough responses back. Currently the Fire Association is going by Market Value.

East Gull Lake - Meeting with Rob, Dave, and Greg to discuss E. Gull's contract.

E. Gull Lake has contracted for their fire protection at \$46,000 for this year and next year. The Fire Association is talking about raising E.Gull's cost for fire protection up by 10% for 2021.

Engine #2 – might be sold.

Recruitment – There was one applicant.

Air Show – May 17, 2019

Social Activities – Uniforms would be nice. Uniforms - 2 shirts/pants would cost about \$300/each. The Fire Association approved purchasing, so looking at receiving \$3000.00 from Pull Tabs, \$1000. 00 Fire Fighters, and \$2000.00 from the Fire Association.

The June meeting will be on June 5th. Total runs for March 19 and Year-to-Date 67 runs.

NEW BUSINESS

Annual Road Review – Supervisor Wulff **moved to set the Annual Road Review for May 4th at 8:00 AM meeting at the Town Hall or May 18th which ever would be a good date for Brad Holmwig, Road Contractor**, seconded by Supervisor Adelman-Dullinger. Discussion on using one of the school's vans. The question was called, and the motion carried.

Gull River Cemetery – Supervisor Wulff **moved to approve the Gull River Cemetery Association to hold their annual meeting at the Town Hall on May 3rd, 2019 from 6:00 PM to 8:00 PM**, seconded by Supervisor Adelman-Dullinger and the motion carried. Chair Booth will open the Town Hall for them.

Correspondence –

Northland Fire – did an inspection of the fire extinguishers.

Cass County Sheriff's Incident report-and Annual Report for 2018.

List of Building Permits

Supervisor Schmit **moved to have several heating and cooling quotes for maintenance on the Town Hall's in-floor heating system**, seconded by Supervisor Bennett and the motion carried.

Review Claims - Check number 23334 was preapproved at the 3-21-2019 Regular Board meeting for \$15.00 for Background check on an employee.

Supervisor Wulff **moved to approve payroll checks #23335A – #23346 in the amount of \$4,828.65 and the claims #23347 - #23368 in the amount of \$12,542.08 for a total of \$17,370.73**, seconded by Supervisor Adelman-Dullinger and the motion carried.

Chair Booth reported on the sand bagging that took place here by some high school students, Board Supervisors and some officers from Cass County Sheriff's department. Everything went smoothly. Carol Browne, resident who received the sand bags, along with her daughter were pleased with the work.

Adjournment – Supervisor Wulff **moved to adjourn**, seconded by Supervisor Adelman-Dullinger and the motion carried with the meeting adjourning at 9:28 PM,

Minutes submitted by:

Faith C. Broberg, Clerk/Treasurer

Chair, Greg Booth

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

Amendments:

Date: