



SYLVAN TOWNSHIP

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Regular Board of Supervisors Meeting Minutes Thursday, September 03, 2020

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 Yvette Adelman-Dullinger, John Wulff, Arlene Schmit, Greg Booth, Greg Bennett and Faith Broberg, Clerk/Treasurer. No sign-in sheet due to COVID-19.

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

Clerk/Treasurer Report –

Minutes – Regular Board of Supervisors Meeting 08-20-2020 – Supervisor Wulff **moved to approve the minutes as corrected**, seconded by Supervisor Adelman-Dullinger and the motion carried.

August 2020 Financial Reports – Supervisor Wulff **moved to approve the August 2020 Financial Reports**, seconded by Supervisor Adelman-Dullinger and the motion carried.

Public Input –

Todd Holman – was present to give the Board some updates that have the potential for engaging Sylvan Township. Todd first wanted to congratulate the Township on the closing of the Kramer Lake project.

The Baxter Planning Commission (PC), and the Parks & Trails Division are discussing the possibility of City of Baxter acquiring some Potlatch Land. Both the Baxter Long Range PC and the Parks & Trails Division are requesting the City to budget for a Master Plan for South West Baxter all the way to the County Line. Todd believes that Sylvan Township should have one of their Planning Commission members attend meetings as Sylvan's Representative.

Crow Wing Soil and Water Conservation District has applied for a LCCMR \$731,000 grant. These funds are for 1) Forestry Plans, 2) Forestry Restoration and 3) Prescribed fires in our Township.

Camp Ripley's State Veterans Trail Corridor – Sylvan Township, Baxter and Camp Ripley have looked at the plan and agree with the route – so the DNR can go ahead and do an Environmental Review.

Michelle Underland – and Timothy Fitch regarding the Township's doing mail-in-ballots this election year and wanting to know if for the General Election the residents could come in and vote in person. The Town Board passed a resolution in May electing to go with mail-in-ballots because of the COVID-19. Chair Booth had called the Secretary of State and talked with Stella Haag (on election procedures). She had mentioned that the County could designate Sylvan as an "additional location) on approval from the County. There was discussion on the County having

an election mailbox at the Town Hall for residents to drop their ballots in. Supervisor Bennett **moved to have Cass County designate Sylvan Township be an “additional location”**, seconded by Supervisor Adelman-Dullinger and the motion carried.

Old Business/Reports

Bryan Drown, Township Road Engineer – Bryan sent an email as he is unable to attend tonight. 17th Avenue SW – BNSF Road Master – they can complete the crossing work in mid to late September. Bryan is trying to schedule a preconstruction meeting in the near future. Bryan has also contacted Century link as there is one phone pedestal that needs to be relocated. Jenna Ruggles, Deputy Clerk has asked for (2) updated maps from 2017 to include streets paved since then. Bryan will have shortly for the Road Committee.

Road Supervisors Report –

General Road Work -- General Work looks good as well as the shouldering. Mowing and ditching has taken place. The \$20,000 insurance listed in the Township’s insurance policy for contractor’s equipment – is customary.

37th Avenue SW – Attorney Brad Person –the first 600 feet at the junction of 37th Avenue SW and State Highway 210 was annexed by the City of Pillager and they own it and do the upkeep on that portion of 37th Ave.

W. Lake Ridge Road SW – at 12072 – washes in this area.

Crow Wing Circle – Northside of Intersection – sign down. (Stop sign).

Crow Wing River Drive SW – shouldering has been done.

Junction of Lower Sylvan and Upper Sylvan on the SW Corner washes continually and needs something that will hold better. (i.e. rubber matting).

Zebroski Acres – this road has been completed and the Township will be maintaining it.

Supervisor Bennett will be sending letters to the residents on this road with two options of either paying their portion of the cost of improving this road or they can have the amount added to their taxes. Residents will have until October 1st to pay their portion.

Utility Companies/Road Right of Way Permits – After discussion, **Supervisor Bennett moved to send to our Attorney, Brad Person a copy of the draft ROW Ordinance for his review**, seconded by Supervisor Wulff and the motion carried.

Supervisor Adelman-Dullinger reported she had contacted Cass County regarding the guest quarters that was installed on Arbor Lane SW. The discussion covered the fact on whether the building was either short-term rental or a long-term rental.

Planning Commission Recommendation Regarding Hunting on the Township’s Property –

Supervisor Bennett has checked with Minnesota Association of Townships (our insurance company) the Township has no liability in hunting on the Township’s Property. He had also talked with our Attorney, Brad Person and received the same answer. The Township does have to install (every so many feet) signs and keep them updated. Supervisor Bennett **moved to accept the Planning Commission’s recommendation to allow archery hunting, only on Sylvan Lake Park and to allow archery, muzzleloader, and shot gun on both the 80 acre parcels of Potlach land the Kramer Lake parcel with adequate signage displayed**, seconded by Supervisor Adelman-Dullinger and the motion carried.

CARES ACT – Supervisor Bennett informed the Board that we have detailed items for the Cares Act for March, April, May, June, July and part of August so far. The Township is interested in giving money for a Broadband around the Little Pine Road SW area and

for the Pillager Fire Department equipment. Chair Booth has talked with Josh Stevenson, Cass County Administrator, and he informed Chair Booth that a County or a Township cannot do the project, a business would have to request the money to assist them in a qualifying COVID project. The Pillager Fire Department and Consolidated Telephone (CTC) would have to send the Township a request. Supervisor Booth said that we were fortunate that CLC had the fore thought to purchase the equipment they would need to go ahead with putting in the Broadband. Other companies are having their orders put on backorder.

Supervisor Bennett brought up the need that we have for iPads that would give each Board member their own email address and would provide a way for us to do video conferencing if required. Supervisor Bennett **moved to purchase 9 iPads up to level 5 plus the Apple Care 1 and smart keyboards**, seconded by Supervisor Wulff and the motion carried.

District 11 Meeting – report given by Supervisor Adelman-Dullinger. Her notes from the meeting are attached to these minutes. Leslie Rosdahl is doing communications and doing a very good job. Items discussed:

- Governor can renew emergency powers every 30 days.
- Senator Rude disappointed on lack of communication from the Governor.
- Road & Bridge Bonding bill –zero communication.
- Still in a state of emergency & pandemic.
- National Conference will be on Zoom.
- Salt Training on the MAT Website in the near future.

New Business -

Donating Computers

There was discussion on donating the computers that aren't in use. Syvantis could clean up the computers. Supervisor Bennett will check to see what the MN statutes say regarding donations. Supervisor Schmit **moved (if possible, by MN Statutes) to donate the Computers to Verndale Area Christian Academy**, seconded by Supervisor Wulff and the motion carried.

Cass County Land Auction – List of parcels going up for auction.

Gopher Trapping - Clint Converse has been trapping gophers for the Township around the Township roads. The Board of Supervisors want him to continue trapping and to round up his minutes to one hour. Some Supervisors have noticed less gophers around the roads.

Newsletter – items for the Newsletter. Information on the General Election, and the Census. Chair Booth will find some information on the Census.

Other Township Business

Correspondence – List of building permits in Sylvan.

Incident Report from the County Sheriff.

Minnesota Association of Townships

Information on Employees opting to have the Social Security tax with held (having to repay it at a later date.) Board decided that it could cause problems.

Review Claims - Supervisor Schmit **moved to approve claims #24271 thru #24290 plus EFT 2009-3-1 – EFT 2009-03-8 in the amount of \$18,264.79 and payroll #'s 24254 to 24270 in the amount of \$4,606.24 (voiding #24260) for a total of \$22,871.03**, seconded by Supervisor Wulff and the motion carried.

Check # 24019 – 24039 - voided as printer error. Supervisor Bennett **moved to void the checks 24019 thru 24039**, seconded by Supervisor Wulff and the motion carried.

Adjournment – Supervisor Schmit **moved to adjourn**, seconded by Supervisor Adelman-Dullinger and the motion carried with the meeting adjourning at 9:05 PM.

Minutes submitted by,

Faith C. Broberg, Clerk/Treasurer

Chair Greg Booth

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

Amendments: Added a comma and correction on a Supervisor's name.

Date: 9.17.2020