



SYLVAN TOWNSHIP

REGULAR BOARD OF SUPERVISORS MEETING MINUTES

OCTOBER 03, 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. Roll Call: Supervisors Yvette Adelman-Dullinger, John Wulff, Arlene Schmit, Greg Bennett, Greg Booth and Clerk/Treasurer Faith Broberg. Sign-In Sheet Attached.

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

Clerk/Treasurer's Report –

Minutes: Public Hearing CUP Rasmussen 09-19-2019 – Supervisor Schmit **moved to approve the minutes as amended**, seconded by Supervisor Wulff and the motion carried.

Minutes: Regular Board of Supervisors Meeting 09-19-2019 – Supervisor Schmit **moved to approve the minutes as amended**, seconded by Supervisor Adelman-Dullinger and the motion carried.

September Financial Balances – Tabled to October 17, 2019.

Public Input –

Dave Johnson, Planning Commission Chair – Dave explained that when the Township does a Commercial Permit that includes constructing a building, we need to have the applicant fill out a *Cass County Environmental Services Commercial Building and Commercial Sewage Treatment System Permit Application*. The fee for this application is \$250.00. Chris Foy's Custom Cabinetry Conditional Use Permit – included putting up a new building and he needed a Commercial Sewage Treatment System Permit, which the Township was unaware of as the County is the entity that handles all sewage systems in the County. The Township thought this form was sent to the county by the contractor. As this was a "slip up" on the part of the Township, Dave recommends that the Township pay the fee in this instance. Supervisor Bennett **moved for the Township to pay the fee and send the document and fee up to Cass County**, seconded by Supervisor Wulff and the motion carried. There was discussion on building permit fees and posting a permit number as contractors like to work under a permit number.

Dave also brought up the fact that he would like to have the Township Road Engineer (Bryan Drown of Bolton & Menk) to have a full-size map of Sylvan Lake Park with the contours printed on it – at least the north part of the park. The large map (3'x 4') map would be easier to work on. Cost of a full-size map was discussed, and Dave would like to get 2 or 3 maps.

Supervisor Adelman-Dullinger – there is a new printer at her place of work and employees have been testing the printer so, she suggested that Dave bring in what he needs (size of map) and she will see what she can do.

There will be signs installed in the Sylvan Lake Park showing directions to the various spots of interest and the location of the trails.

Old Business/Reports –

Roads – Bryan Drown was not in attendance tonight. Supervisor Bennett gave some updates on the different road projects.

Camp Jim Road Paving – Supervisor Bennett reported that Anderson Brothers are hoping to pave the road tomorrow (Friday, October 4, 2019) – if there isn't any rain.

Zebroski Acres Lane SW – there were 6 residents present at the informational meeting on Monday, September 30, 2019 regarding the Township taking over the road and the residents bringing the road up to Township standards. There was discussion on getting swing away mailboxes and the possibility of constructing the road at a narrower width. There is a possibility of the road being constructed at a narrower width if there is not a possibility of the road being a through road. Another information meeting is being planned with information on the cost of a gravel road and constructed at a narrower width.

Set Fall Road Review - After discussion, it was decided that Supervisors Bennett and Booth will meet at 10:00 AM on Wednesday, October 16, 2019 to review the roads. Wednesday, October 16, 2019 is a good day for Brad Holmvg, Sylvan Township Road Maintenance Contract to attend.

Hardy Lake Road SW – this road is a narrow road and the traffic is fast. The Township has received various complaints about the speed on this road. There was discussion on setting up radar signs – solar operated – Supervisor Bennett will check on the cost of signs and also to see what is available with State Surplus and if Road Contractor Brad Holmvg has seen any at a salvage sale.

There was discussion on gutters (needed on certain roads). Cost could be around \$20/foot. W. Lake Ridge Road would need a gutter.

Discussion on patching some small holes in the roads; Oak Ridge Road, Pillsbury Forest Road and 33rd Avenue SW. Dave Johnson offered to patch them.

Happy Go Lucky Road SW – this road was supposed to have some tracks and gouges repaired by Anderson Brothers (originally paved that portion of Happy Go Lucky Road SW. Supervisor Bennett will call Scott Hendrickson (Anderson Brothers Employee) and remind him that this still needs to be taken care of.

Road Supervisors Road Report –

Gregory Drive SW – this is a shared road with Fairview Township. Chair Booth had talked with Tom Dechmann one of Fairview's Supervisors regarding the shared road and expenses for maintenance. Chair Booth mentioned that we should figure out the cost per foot and then Sylvan would pay the difference. This is something that the two Townships Boards will have to discuss and form a shared road agreement.

Culvert on Lower Sylvan – needs to have maintenance.

Gull River Bridge – east and west end needs brushing.

Intersection of Upper and Lower Sylvan needs to be brushed.

Bigwater Culvert Inserts – this needs to be done – capping both ends of the tube.

Planning Commission –

Supervisor Adelman-Dullinger gave this report.

Site Visit – Dave Johnson and Vicki Kettlewell will be attending a site visit for an application for Variance for Sandy Johnson on Shady Hollow Road SW.

Site Visit – Dave Johnson and David Skogen will be attending a site visit for an application for a Variance for Byers along E. Shore Lane applying for a setback to Kramer Lake.

Cal Snow – General Business Permit – applying for an addition (18' x 30') on one side of an existing building (30' x 48'). Permit fee has been paid. He had storm damage that his insurance has paid him. He just tore off the old part and would like to replace it.

Cass County Association of Township's Meeting – Supervisor Adelman-Dullinger attended this meeting and gave the report. There are 6 watersheds in Cass County. The County had sent out a map of culverts to be recorded and should be sent back to Kelly Conda.

Region 5 – representative stated that there is still funding for classes (i.e. CPR/First Aid classes).

There are grants available on a 50-50 match – we should check to see what is available. Supervisor Adelman-Dullinger will find the contact information on grants.

Mark Peterson, Cass County Assessor reported on Vacation Rental By Owners (VRBO). Some cabins are zoned seasonal/recreational cabins and Cass is looking at setting a limit of 3 – 4 weeks a year for renting out and if more than 4 weeks will be considered commercial and taxed accordingly.

The County is doing brine and straight salt on the County roads this year.

Sentence to Serve is still available work working on projects.

Veteran Programs – The Veteran Representative is in Pillager 1 day a week.

Sharon Anderson – talked about the upcoming election in February.

"I Voted" Stickers—will not be giving out this next year. Mail in Ballots are popular over going to vote at a precinct.

There was discussion on looking into what Sourcewell has money available for and to also look into having CPR classes here. We should contact a trainer for the CPR and offer it to the Board, PC Members and employees.

New Business

Resolution #2019 – 10 - Interested Officer – Dave Johnson Maintenance – Supervisor Schmit **moved to approve Resolution #2019-10** seconded by Supervisor Bennett and the motion carried.

Township Received a letter from Overland Survey Company for a program designed to accurately determine the value of the Township's structures to ensure proper insurance coverage and discuss risk management options. A representative (Michael Mattern) will be coming on Tuesday, October 8, 2019 at 10:30 AM to the Town Hall.

Other Township Business –

Correspondence:

Cass County Building Permits in Sylvan Township –

Strong Towns – Email – VRBO's –

Cass County Sheriff's Incident Report –

Region 5 Newsletter-

MPCA – Water quality Standards –

Opioids – Class Action -

Review Claims –

Supervisor Wulff **moved to approve the EFT Check #91019 for grass seed in the amount of \$450.98**, seconded by Supervisor Adelman-Dullinger and the motion carried.

– Supervisor Wulff **moved to approve Check Numbers 23665 – 23679 in the amount of \$5,929.25 and Claims Numbers 23680 – 23701 in the amount of \$82,015.04 for a grand total of \$87,944.29**, seconded by Supervisor Adelman-Dullinger and the motion carried.

Transfer of Monies and Sale of Investment – Supervisor Bennett **moved to approve the sale of investment from the High Yield Money Market Road and Bridge Fund in the amount of \$300,000.00 and transfer of \$4000.00 from the General Fund to the Planning Commission in the checking account**, seconded by Supervisor Wulff and the motion carried.

Other Business to Come Before the Board-

Dave Johnson: would like to request:

MPCA – Obtain reports from MPCA or from E. Gull Lake and City of Pillager – water testing discharge reports that are sent in to the MPCA periodically.

Driveway Permits – are required on all new driveways on Conditional Use Permits and Interim Use Permits.

Newsletter – items for the Newsletter –

- Veteran Service Officer and a link on our website for that office.
- Commercial permits required by the Township.
- Sylvan Park – the seeding did better than he expected (all of the seeds did not run off) put topsoil on first before the seeds. Involve Mr. Kaufman at the High School. Students could identify kinds of trees, maybe make signs for the park. Topsoil donated by Sunup Ranch – too wet to have hauled at this time. Chair Booth will take care of this when the weather improves.
- Interested Group in Sylvan Park – Invite to informational/planning meeting i.e. Sylvan Lake Association, Yvette Dullinger and Vickie Kettlewell. Discussion on when to have such a meeting; before a Regular Board Meeting or a Special Mtg.
- History Series – new subject material for next year. We have received many good comments on keeping the History Series at the Town Hall.

Drone Photos – Supervisor Schmit **moved for an additional \$250. 00 towards the drone photos**, seconded by Supervisor Wulff and the motion carried.

Crow Wing Circle SW – Supervisor Schmit mention the resident on this road who asks the Township to not mow his native grasses. We should let the resident know that next year the Township will be cutting the weeds on his road and that he should move his native grasses closer to his property. Supervisor Schmit will get the contact information to send him a note.

Old Car – discussion on an old car that license plate expired in 2016. Will need to find out the owner's name and address.

Adjournment – Supervisor Schmit **moved to adjourn**, seconded by Supervisor Wulff and the motion carried with the meeting adjourning at 9:15 PM.

Minutes submitted by,

Faith C. Broberg, Clerk/Treasurer

Chair Greg Booth

Supervisor Schmit moved to approve the minutes as presented/as amended, seconded by Supervisor Adelman-Dullinger the motion carried.

Amendments: Page 2, -- Zebroski Acres Lane Paragraph – change the word shorter to narrower. Towards the bottom of Page 2 on Bigwater change PC Tube to Culvert inserts. Page 3 – in the middle of the page where it says.... the County is doing a brine and remove the “a”. Page 4 – Middle of the page on Driveway Permits – finish sentence with driveways on Conditional Use Permits and Interim Use permits

Date: