



SYLVAN TOWNSHIP

REGULAR BOARD OF SUPERVISORS MEETING MINUTES

DECEMBER 5, 2019

(Recorded for Transcription Purposes Only)

Call to Order/Pledge of Allegiance/Roll Call – Chair Booth called the meeting to order at 7:05 PM. Chair Booth called for a moment of silence in remembrance of the three military soldiers that died in a helicopter crash near St. Cloud, MN. The Pledge of Allegiance was said at the AWAIR Meeting. Those Present: Supervisors Yvette Adelman-Dullinger, John Wulff, Arlene Schmit, Greg Booth, Greg Bennett and Faith Broberg, Clerk/Treasurer. 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 Revisions to Sylvan's Commercial Ordinance 2019-08 on 11/21/2019 Supervisor Schmit **moved to approve the minutes as amended**, seconded by Supervisor Adelman-Dullinger and the motion carried.

Minutes – Regular Board of Supervisors Meeting 11-21-2019 Supervisor Bennett **moved to approve the minutes as amended**, seconded by Supervisor Adelman-Dullinger and the motion carried.

November Financial Balances- Supervisor Adelman-Dullinger **moved to approve the November 2019 Financial Balances**, seconded by Supervisor Wulff and the motion carried.

Public Input – none at this time.

Old Business/Reports –

Roads –

Bryan Drown Road Report Projects –

At our last meeting Bryan has presented a drawing of 17th Avenue SW running from State Hwy 210 to the south boundary of the cemetery. The next step would be meeting with the property owners on that road.

Supervisor Bennett asked if when the Township goes out for bid on this road that somehow the property owners could get included on the bid (for a better price but not a part of the Township's bid costs.) The property owners are very interested in having that part of the road—the southern portion of 17th Avenue SW (that is not Township road) paved at the same time. Supervisor Bennett will check into how this might work.

According to Bryan Drown, Attorney Brad Persons would suggest having an agreement drawn up.

Also discussed was the edge of the road (east side of the road) where citizens would drive off the road into the parking area causing possible breakage to the tar.

Road Supervisor's Road Report –

With all the snow there has been a lot of activity around here. Snow started on Saturday – got one pass on Saturday. Two trucks went out on Sunday. Hardy Lake Road SW, 43rd Avenue SW, Wilderness Drive SW and 25th Avenue SW had problems with the warm-up and the melting snow causing a lot of slush.

There was discussion on:

- When the plows wing, especially on a right turn, that snow gets left in the road. The Road Maintenance Contractor has someone come behind and plow that off the road.
- Lake Placid Blvd – cul-du-sac needs cleaning so the bus can turn around.
- Vary the schedule for plowing – switching starting places in the Township.
- Plowing minimum maintenance roads not needed for a 1” snowfall.
- Use of the grader here. Supervisor Bennett talked with Road Maintenance Contractor.
- Discussion – Resident on Happy Go Lucky Road would like snow plowed so it doesn't melt into his driveway. Supervisor Bennett will check.
- Speed Sign – the Township has installed one on Hardy Lake Road SW and one on Searcyville Drive.

It was commented that the Township roads were better (in regard to plowing) than Baxter's or the County roads.

Snow Plowing Policy – the policy (with revisions) was reviewed. It was decided that on page one under *What Gets Plowed?* Change to read 60 miles of two-lane roads. Page 2 – add the entire MN Statute §160.21.

Planning Commission

Short-Term Rental Applications:

- 1) David Voges – 13920 Hardy Lake Road SW, Pillager MN 56473. Supervisor Bennett reported that all of the required paperwork; site plan, floor plan, contact information, water test, septic certificate, parking layout, and proof of insurance has been received. Inspection scheduled for March 30, 2020 (tentative). The shoreland inspection still needs to be completed but with all the snow this will take place a little later. Supervisor Bennett **moved to accept the application and permit for renewal**, seconded by Supervisor Adelman-Dullinger and the motion carried.
- 2) Sylvan Point, LLC – Scott Aberson, Ed Northway (Property Manager) 12332 26th Avenue SW, Pillager MN 56473. Supervisor Bennett reported that the required paperwork has been received. The Shoreland Setback inspection has not been completed due to the snow. Supervisor Bennett **moved to accept the application and permit for renewal**, seconded by Supervisor Wulff and the motion carried.

Fire Report – this report was given by Supervisor Adelman-Dullinger.

Calendars – ordered 2750 calendars. A letter will go out with the calendars for citizens to donate to the Fire Department. “File of Life” goes on residents’ refrigerator

with medical information/contact #'s - will be given (free) to those who donate to the Fire Department.

- Safety Vest have been back ordered.
- A practice burn was done on November 21, 2019 – it went well.
- Officers were voted on and remain the same as last year.
- Fire Chief Greg Ringler is still working on a time to meet with Rob Mason and Dave Kavanaugh to discuss East Gull Lake's contract.
- Sylvan Township has passed a Short-Term Rental Ordinance and would like the Fire Chief to perform the inspections. Discussion on Fire Chief being insured for this. Supervisor Bennett reported on what he had found out regarding the Township covering the liability insurance for the Fire Chief. The Township Insurance would only cover the Fire Chief if he is listed as a Township employee.
- Casey's Billing – difficulty with billing the Fire Department.
- Mission Fire Association – comparison information – Mission's retirement plan is \$2000/year vested at 5 years. Pillager Fire Association is vested at 10 years and fire fighters received \$5/run. Mission gives \$15/run, plus \$18.00/hour and if they attend a Township meeting, they receive \$20.00/meeting.

Pillager School Project – Part of the Pillager school building project is in Sylvan Township. Maximum height in the City of Pillager is 35' and the proposed theater is 51' in height. Checking to see if the school would need a Variance or Conditional Use Permit.

Runs – there were 24 runs. Year-to-date 246 runs. Last year-to-date 244 runs.

Sylvan Commercial Ordinance (SCO) Changes –

Supervisor Bennett explained that we have the list of changes to the SCO that were made at the November 21, 2019 Board Meeting. The ordinance is at Attorney Brad Person's office for his review/comments. So, changes have been made and should be ready for the vote on the January 16th, 2020 meeting. There was discussion on the "Home Occupation" the maximum size is 1200 Square Feet. Dave Johnson, Planning Commission Chair, feels that 1200 Square Feet is too small or restrictive and that we should increase it to either 1800 Square Feet or 2000 Square Feet.

Supervisor Bennett and Dave Johnson, PC Chair met with Audrey Schleper, new Ag teacher at the Pillager High School. She is planning on starting the FFA program here at the Pillager School. She is excited about being a part of the planning for the Sylvan Lake Park. One of the classes she might be doing next year is Landscaping.

NEW BUSINESS

Pre-Approve Payroll and Claims for December 19th, 2019 – Supervisor Bennett moved to pre-approve the payroll & claims for December 19th, 2019, seconded by Supervisor Adelman-Dullinger and the motion carried.

Resolution #2019-11 – Designating Polling Place for 2020 - Supervisor Adelman-Dullinger moved to approve Resolution #2019-11 approving Sylvan Townhall the polling place for residents in 2020, seconded by Supervisor Schmit and the motion carried.

Approving Clark Excavating for Plowing the Parking Lot and Shoveling the Sidewalks, Mailbox, and around the doghouse.

Supervisor Wulff moved to approve Clark Excavating for plowing the parking lot at \$80/per time and shoveling the sidewalks, around the mailbox, and the doghouse at \$40/time, seconded by Supervisor Adelman-Dullinger and the motion carried.

Other Township Business –

Correspondence –

Ehlers – letter regarding Township’s bond and if we would qualify for any refunding. As of December 5, 2019, there would not be sufficient savings to be considered.

Department of Transportation – Seasonal load limits will start on December 9, 2019 in the north and north-central frost zones.

Cass County Sheriff’s Incident Report –

Public Input –

Dave Johnson reported that the Township’s mailbox now meets the Postal Service requirements.

Dave Johnson also reported that he had met with Todd Holman and they had looked at Sylvan Lake Park. Todd mentioned that in May of 2020 there is a conference of officials (USDA and Federal folks) and they usually have a project to work on. Todd was thinking that a tree planting might be a good project for them.

So, Dave is looking for a tree expert to assist in picking the right kind of trees to plant.

CPR Classes – Supervisor Adelman-Dullinger will forward the necessary paperwork to the Clerk.

Review Claims –

Supervisor Bennett moved to approve the payroll check numbers 23767 to 23777 in the amount of \$4238.19 and the claims check numbers 23783 to 23812 (minus check #23807) in the amount of \$63,554.93 for a total of \$67,793.12, 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 8:45 PM.

Minutes submitted by,

Faith C. Broberg, Clerk/Treasurer

Chair, Greg Booth

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

Amendments: None

Date: January 2, 2020