

Regular Board of Supervisors Meeting Minutes *Thursday March 18, 2021*

Note: This meeting was recorded and will be kept in electronic records with the minutes.

Call to Order/Pledge of Allegiance/Roll Call: Chair Booth called the Board of Supervisors Meeting to order at 6:30 pm and the Pledge of Allegiance was said. Those present at the meeting were Supervisors Greg Booth, Yvette Adelman-Dullinger, Arlene Schmit, Bob Johnson, Greg Bennett, and Clerk Jenna Ruggles. Jason Wynn from Holmwig Excavating was present. No residents were present, and no sign-in sheet is attached due to COVID-19.

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

Clerk/Treasurers Report:

- **March 4th, 2021 Meeting Minutes** – Supervisor Schmit **moved to approve the minutes as corrected**, seconded by Supervisor Adelman-Dullinger and the motion carried.

Public Input: There was none at this time.

Old Business/Reports:

- **Roads (Bryan Drown, Road Project Engineer, Bolton & Menk)** – was not present, but let Supervisor Bennett know that he is working on specs for 43rd Avenue and Spring Road.
- **Road Supervisors reported** –
 - **Supervisor Johnson** reported that there was a resident call on the culvert on Beaver Dam Road. He worked with Holmwig to get it cleaned up and provided some pictures of the road. Holmwig Excavating staff suggested that we add some Class-5 to that area of the road.
 - **Supervisor Schmit** provided a written road report which was discussed. She also passed around a Production Worksheet and a Work Order which were discussed. Supervisor Schmit found a snow and ice policy that she will change some wording on to be reviewed at the next meeting. It was discussed that Sylvan Township is on their own for getting the Calcium Chloride this year and that the Road Supervisors will split up the 9 gravel roads to make sure we are monitoring them regularly.
 - **Business Permit Required signs** were discussed as to when and where to put them up. It was decided that we would have Holmwig Excavating put them up on the top of the post if there is enough space or when they take down the weight limit sign, they can place them in that area of the posts. These will be places on Township roads that are coming off of Hwy 210 and a select few others off of those County Roads that come off of Hwy 210.
- **PC Report** was provided and discussed. Topics included that Ms. Jana Keefe is looking at opening an Auto Shop in the Commercial Park with living quarters above. Supervisor Bennett will double check with Cass County on permitting. There was some discussion on the 40-acres of County land that Sylvan Township is looking into, the Right-Of-Way Management Application was reviewed, and the Corner Store Storage proposal for 2 new buildings was discussed. Mr. Dave Johnson, PC Chair provided a written report on these topics as well. Nominations for PC Chair and Vice Chair were given and are staying the same as last year with Dave Johnson as Chair and Scott Hendrickson as Vice-Chair.

- There was discussion on Commercial vs Residential lots in Sylvan. Discussions included how Sylvan has a few lots in the residential areas that are storing several broken-down vehicles which can be hazardous to the environment around them. Supervisor Adelman-Dullinger will reach out to a contact at MPCA to see what Sylvan can do to help correct this in the Township.
- **Rezoning of Rasmussen and Snow** parcels from Residential to Commercial was discussed. Mr. Dave Johnson, PC Chair, recommends that the Board pay for this rezoning costs. Supervisor Bennett **moved to have Sylvan Township pay for the rezoning fee associated with Rasmussen and Snow parcels**, seconded by Supervisor Adelman-Dullinger and the motion carried.
- **Cass County Association of Townships** meeting report was provided and discussed.
- **Legacy Grant** meeting minutes were provided and discussed. Discussions included that the grant committee team is developing a contract between Sylvan Township and Nienow Cultural Consultants, LLC for the Legacy Grant project. Sylvan Township's attorney will review the contract and it should be available for the Board to approve at the April 1st, 2021 meeting with work starting by Nienow on April 2nd, 2021.
- The **Roadway Lights project on Hwy 210** was discussed regarding if Sylvan wants to have the solar lights and not the regular lights with Crow Wing Power that we will need a contractor to do the work. Supervisor Booth suggested that we reach out to Mr. David Winkelman to see if he is interested in taking this project on as a project manager and developing a proposal for Sylvan Township Board to review; it was agreed upon and Supervisor Booth will reach out.
- **Kramer Lake Stewardship plan** will be discussed at a meeting on April 8th, 2021 between Chair, Greg Booth; PC Chair, Dave Johnson and Camp Ripley, Environmental Supervisor, Josh Pennington at 6pm.

New Business:

- **ROW Management Application** was provided from the Planning Commission and Supervisor Schmit **moved to approve the Right-Of-Way Management Application**, seconded by Supervisor Adelman-Dullinger and the motion carried.
- Supervisor Bennett **moved to approve Resolution 2021-14 In Support of Rezoning Certain Residential Parcels in Sylvan Township to Commercial Zoning**, seconded by Supervisor Schmit and the motion carried.
- **Camp Ripley** sent correspondence inquiring when a good day would be to attend a Board meeting to provide Sylvan Township with a yearly update. It was decided that April 15th, 2021 would be best.

Other Township Business:

- **Correspondence** – was provided through email and mail.
 - **Office of State Procurement** sent out a letter indicating that pre-ordering of the Road Salt for 2021/2022 season was due. Supervisor Adelman-Dullinger **moved to order the same amount of salt as last year**, seconded by Supervisor Bennett and the motion carried.
 - **Prices from Anderson Brothers Construction** were provided and discussed. It was mentioned that we will want to reach out to Hengel Ready Mix and Anderson Brothers to see what their Crushed Asphalt is priced at for 2021.
- **Review Claims** – Supervisor Schmit **moved to approve claim numbers 24550 to 24560 and EFT claim numbers 031821-1 and 031821-8 with claim number 24550 being voided in the amount of \$550.00 and claim number 24560 being pre-approved in place of it for \$1600.00; totaling the amount of \$23,758.64 for all claims and the payroll numbers 24547 to 24549 in the amount of \$2,777.48 for a grand total of \$26,536.12** seconded by Supervisor Bennett and the motion carried.

- **Other Business** – included the following.
 - Supervisor Bennett **moved to approve purchasing the Acrobat Adobe DC program for Deputy Clerk Putnam**, seconded by Supervisor Adelman-Dullinger and the motion carried.
 - Supervisor Bennett **moved to authorize Anakkala Accounting to setup an online account for both Minnesota State and Federal taxes for Sylvan Township**, seconded by Supervisor Adelman-Dullinger and the motion carried.
 - It was discussed that Supervisor Booth and Supervisor Schmit will attend the Road Maintenance Bid Opening on March 25th, 2021 at 10 am.

Adjournment: Supervisor Bennett **moved to adjourn**, seconded by Supervisor Johnson and the motion carried with the meeting adjourning at 8:30 pm.

Minutes submitted by,

Jenna Ruggles, Clerk

Greg Booth, Chair

These minutes were approved as amended on April 1st, 2021 by Supervisor Schmit, seconded by Supervisor Adelman-Dullinger and the motion carried with Supervisors Bennett, Adelman-Dullinger, Johnson, Schmit and Booth.

Amendments: Corrected an acronym and added Camp Ripley to a title

Date: 4.1.2021