

## **Regular Board of Supervisors Meeting Minutes** **Thursday May 06, 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 7:00 pm and the Pledge of Allegiance was said. Those present at the meeting were Supervisors Greg Booth, Yvette Adelman-Dullinger, Arlene Schmit, Bob Johnson, Clerk Faith Broberg, and Clerk Jenna Ruggles with Supervisor Greg Bennett arriving late at 7:10. Sally Volner (on Zoom), Jason Wynn (Holmvig Excavating), Bryan Drown (Bolton & Menk), and Dave Johnson (PC Chair) 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:**

- **April 15<sup>th</sup>, 2021 Meeting Minutes** – Supervisor Adelman-Dullinger **moved to approve the minutes as presented**, seconded by Supervisor Johnson and the motion carried.
- **April 19<sup>th</sup>, 2021 Board of Review/Equalization Meeting Minutes** – Supervisor Schmit **moved to approve the minutes as presented**, seconded by Supervisor Johnson and the motion carried with Supervisor Adelman-Dullinger abstaining from the vote.
- **April 24<sup>th</sup>, 2021 Annual Road Review Minutes** – Supervisor Schmit **moved to approve the minutes as presented**, seconded by Supervisor Adelman-Dullinger and the motion carried.
- **April Financials** were reviewed, and Supervisor Schmit **moved to approve them as presented**, seconded by Supervisor Adelman-Dullinger and the motion carried.

### **Public Input:**

- People's Security, Jason Cave was on Zoom to discuss the option of moving from a land line to a cellular network for the security system at the Town Hall. Discussion regarding dropped signals was discussed and how there is always a chance for that, however the chance is less with cellular than a landline. With Cellular we would have a 24-hour battery backup vs. a 2-4 hour back up with a landline. A cellular connection also provides monitoring every 14-seconds vs. a phone line which is monitored once per month. This will be an extra \$12/month for the cellular service. With the cellular connection there is an optional app for an extra \$3/month which gives you remote access to the alarm and text message alerts. Supervisor Johnson **moves to upgrade the security system through People's Security from a landline to a cellular network**, seconded by Supervisor Adelman-Dullinger and the motion carried.
- Dave Johnson, PC Chair, updated the Board that the Commercial Park in the Township only has a shared Community Drain Field and not a Community Septic System. He also let the Board know that there will be a community planting day at Sylvan Lake Park this Saturday at 10am. Mr. Dave Johnson also talked to the Board about the cleanup project that he and Supervisor Johnson were going to do in the pole sheds. Supervisor Bennett **moved to approve getting the scrap hauled away at the discretion of Supervisor Johnson and Mr. Dave Johnson**, seconded by Supervisor Adelman-Dullinger and the motion carried.

**Old Business/Reports:**

- **Roads (Bryan Drown, Road Project Engineer, Bolton & Menk)** – was present and reported that he put together a few estimates for Dandelion Lane and Supervisor Bennett will pass that along to the residents. He also reported that the Bids for the 43<sup>rd</sup> Avenue and Spring Road were received; Bryan Drown recommends that we accept Knife River’s bid as it came in the lowest of the three bids and under budget by \$24,000. After discussion Supervisor Bennett **moved to accept Knife River’s Bid for the Spring Road and 43<sup>rd</sup> Avenue at \$144,894.50 for a full reclaim and repave**, seconded by Supervisor Adelman-Dullinger and the motion carried. Supervisor Booth asked if this quote included C-Oils or if it was the standard spec that we usually use (B oils). Bryan Drown let us know that C-Oils are not included in this quote and that the upgraded grade of oil would normally be used on a higher traffic road than what we have in the Township. Bryan Drown recommends that we ask Knife River post acceptance of the bid what the cost difference would be to upgrade to C-Oils. Bryan Drown also updated the Board on Shady Hollow project and where the road would be moved over about 5-8 feet onto Mr. Esler’s land; the residents are in agreement to do what it takes to make this road better. Supervisor Bennett **moved to have Bryan Drown, Bolton & Menk, get quotes to move forward with the Shady Hollow Road project**, seconded by Supervisor Adelman-Dullinger and the motion carried. Supervisor Bennett will be reaching out to Scott Hendrickson/Anderson Brothers to discuss an easement for where the drainage will flow down through the ditch. Finally, Bryan Drown reported that we are still waiting for the final approval for the retainage on 17<sup>th</sup> Avenue road project. He is hoping to see some grass start growing there soon and will keep us posted.
- **Road Supervisors reported**
  - **Supervisor Schmit** reported that there is another beaver by the Bigwater Culvert. She reported that the East half of West Gull River Road was missed during the annual road review and she would go out and check on it. Supervisor Schmit is going to put in a work order to do crack sealing next week. She also reported that there is a soft spot on Zebroski Acres that we need to get corrected as well. Supervisor Schmit is also going to put in a work order for the end of Clark Drive to get a turn-around created.
  - **Supervisor Booth** gave an update on the street lighting project on Hwy 210. Mr. Winkelman has passed on another contractor’s name and number for us to work with as he did not have the equipment to do this project himself. This other contractor had a lot of questions on specs and other pieces that we were unsure of the answers to. There was discussion regarding how the cost seems to be adding up with the expenses of all new poles and time needed to go through the project with a different contractor vs. going with the estimate that we received from Crow Wing Power for the conventional project. Supervisor Bennett **moved to go forward working with Crow Wing Power for the Hwy 210 street light project, asking if they have a solar option available or continuing with the LED option**, seconded by Supervisor Johnson and the motion carried.
  - **Road Maintenance Contract and Attachments** were discussed and amended for final approval. Supervisor Bennett **moved to sign the finalized Road Maintenance Contract and attachments and to send to Holmvgig Excavating for their signatures**, seconded by Supervisor Adelman-Dullinger and the motion carried.
  - **Shared Road Agreements** – tabled until next meeting.
  - **Road Maintenance Production Worksheets** were discussed on the best delivery method. It was decided that Supervisor Schmit will reach out to Brad Holmvgig to have

his team leave the production worksheets in the drop box when they are out doing work in the Township.

- **Fire Report** was provided and discussed. Sylvan had a record low of 1 run out of 14 runs in April.
- **Pillager Lake Park Report** was provided and discussed.
- Supervisor Bennett **moved to discuss the court update in a Closed Meeting at the end of this meeting**, seconded by Supervisor Adelman-Dullinger and the motion carried.
- **Short-Term Rentals** were discussed, how we have another one in the Township that has not applied for a permit. It was decided to send a certified letter out to Providence Lake Cabins LLC along with an application letting them know they will need to obtain a permit to continue to operate.
- **Memorandum of Understanding with Cass County** was discussed. Supervisor Adelman-Dullinger **moved to approve the changes made by John Ringle and his team to the Memorandum of Understanding and have it signed by Sylvan Town Board and submitted back to the Environmental Services Department at Cass County**, seconded by Supervisor Johnson and the motion carried.
- **Legacy Grant Project** update was provided by Nienow Cultural Consultants and is attached to these minutes.
- **Records Retention** project update was given that we have a quote for the oversized objects to be scanned by Metro Sales Inc. at an hourly rate of \$50/hour and with a maximum cap at \$200 for the project. We would send them our documents and they would then scan and provide us back the images on a jump drive. Supervisor Schmit **moved to proceed with the quote for the oversized images to be scanned by Metro Sales Inc. for a max cost of \$200**, seconded by Supervisor Bennett and the motion carried.

#### **New Business:**

- **Lake Avenue (Paper Road)** off Sylvan Lane is in rough shape and it not being maintained by residents or the Township because it is a public road and not a Township road. This road is being utilized by residents to access Sylvan Lake especially in the winter months. Supervisor Bennett would like to see us take this road over and he will reach out to Brad Person, Township Attorney, to find out more about the legal logistics of taking over a public road (possibly as a minimum maintenance road).
- **Resolution 2021-15 – Amendment to the 2020 Preparedness Plan** was provided and discussed. Changes were made and Supervisor Johnson **moved to accept Resolution 2021-15**, seconded by Supervisor Adelman-Dullinger and the motion carried.
- **Resolution 2021-16 – Corner Store Off-Sale Liquor License** was provided and discussed. Supervisor Schmit **moved to accept Resolution 2021-16**, seconded by Supervisor Adelman-Dullinger and the motion carried.
- **26<sup>th</sup> Avenue** was discussed regarding the parcels and the road; how the road is an unsafe road and hard for emergency vehicles to access residence. There are also concerns regarding water run-off into the lake. Supervisor Bennett would like to have a resident meeting to discuss their concerns and possible solutions – such as getting the road up to Township standards for a takeover – and he would like to invite some of the staff at Cass County as well. Discussion about how Cass County continues to give permits and allowed that many houses in such a small area. Ms. Volner joined in on the discussion and let the Board know that they (the residents) are overlapping on lots lines and that she feels that there may be an opportunity for the residents to get the road up to Township standards; but it may also not be an option depending on costs. She believes that there are about 6 out of 14 property owners that have been back and forth even through out the winter and only one that lives on

the property full time. Supervisor Bennett and Supervisor Adelman-Dullinger will work to get a date set and a letter out to the residents for a meeting and invite Cass County staff.

### **Other Township Business:**

- **Correspondence** – was read and discussed. There was a letter regarding increased ATV traffic on the Potlatch Land since we have put the Hunting Allowed signs up. Supervisor Bennett will reach out the Cass County Sheriff's office to see if they can increase their patrols and issue citations when needed. There was also a call regarding a residence on Crow Wing River Drive that had a bear tear up their trash. It was discussed and decided that the Township would send out a letter to the resident to clean up their debris from the bear. Supervisor Schmit was also approached several times regarding a Township Clean Up Day, so she thought we should add this to the next Annual Meeting Agenda.
- **Review Claims** – Supervisor Bennett **moved to approve claim numbers 24612 to 24625 and EFT claim numbers 050621-1 and 050621-6 in the amount of \$29,116.04 and the payroll numbers 24599 to 24611 in the amount of \$5,328.69 for a total of \$34,444.73** seconded by Supervisor Adelman-Dullinger and the motion carried.
- **Other Business** – included the following.
  - **IT Proposals:** Proposals for several IT companies were discussed as the Town Hall staff is having trouble with Syvantis communicating back to them and finishing projects. After reviewing all 4, it was decided to go back to CTC with some follow-up questions and bring answers to the next meeting along with the quote that was received from Central Lakes Computers.
  - **Copier Proposals:** Looking at upgrading the copier we currently have for a faster scanning process. Quotes from Metro Sales, Inc. and Office Shop were reviewed. It was decided that Clerk Ruggles would clarify from the Office Shop if we would still have to pay off the old machine and find out what we do with the old machine if we decide to upgrade through them. We can discuss this at another meeting.
  - **Job Opening:** Clerk Ruggles asked about narrowing down the number of applicants for interviews. It was decided by the Board that Clerk Ruggles will do a quick phone chat and review resumes/applications to narrow the list down to 5; she can utilize the other clerks as well for this process.
  - **Board of Equalization/Review:** Cass County asked us to hold another Meeting as they had not sent out the Valuation and Classification Notices to all residents within the 10-day notice window for the first meeting on April 19<sup>th</sup>, 2021. Supervisor Bennett **moved to approved having a second Board of Equalization/Review on May 19<sup>th</sup>, 2021 at 10am**, seconded by Supervisor Johnson and the motion carried.

**CLOSED MEETING: Started at 10:08 regarding an update on a court hearing. Meeting opened back up at 10:15pm**

**Adjournment:** Supervisor Bennett **moved to adjourn**, seconded by Supervisor Adelman-Dullinger and the motion carried with the meeting adjourning at 10:15 pm.

Minutes submitted by,

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Jenna Ruggles, Clerk

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Greg Booth, Chair

These minutes were approved as amended on May 20, 2021 by Supervisor Schmit, seconded by Supervisor Adelman-Dullinger and the motion carried with Supervisors Bennett, Adelman-Dullinger, Johnson, Schmit and Booth.

Amendments: Spelling correction on Copier and changed properties to property owners.

Date: 5.21.2021