



## Sylvan Township

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### Regular Board of Supervisors Meeting Minutes Thursday, April 2<sup>nd</sup>, 2020

*Note: All motions were carried by a roll-call vote through the video conference meeting, 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 video conference Board Meeting to order at 7:00 pm and the Pledge of Allegiance was said. Those present at the video conference meeting were Supervisors Greg Booth, John Wulff, Greg Bennett, Arlene Schmit, Yvette Adelman-Dullinger, Deputy Clerk Jenna Ruggles, Road Engineer Bryan Drown, and resident Greg Norton.

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

#### Clerk/Treasurers Report:

- **Minutes March 19<sup>th</sup>, 2020 Regular Board Meeting** – Supervisor Wulff moved to approve the minutes as amended, seconded by Supervisor Adelman-Dullinger and the motion carried.
- **March 2020 Financials** were tabled until next meeting.

**Public Input:** Greg Norton was online with us and had no input at this time.

#### Old Business/Reports:

- **Roads (Bryan Drown, Road Project Engineer, Bolton & Menk)**
  - **17<sup>th</sup> Avenue:** BNSF cost estimate was received and purposes that BNSF estimates the project will cost around \$80,000 to change from a 16' crossing to a 32' crossing. BNSF is willing to pay 25% of that, so we have an option to pay 75% of the actual costs or do a flat rate of \$60,000. Supervisor Booth questioned whether we would want to keep the road as a narrow 16' foot crossing instead to help bring the cost down; but Supervisor Wulff opposed that if we did the 32' foot crossing then we would not have to go back to this road at a later date if it is needed to be expanded. Supervisor Wulff indicated he would like to possibly hold off on this project until we see what the township is going to decide on Shady Hollow Road project. Supervisor Bennett indicated that we already committed to the 17<sup>th</sup> Avenue project as our number one project for this year and that he doesn't believe that Shady Hollow Road would be ready to complete for a while and would like to continue to move forward with this 17<sup>th</sup> Avenue project. Supervisor Wulff moved to have Bryan Drown (Bolten & Menk) get an agreement contract written up with BNSF to move forward with re-doing the crossing on 17<sup>th</sup> Avenue, seconded by Supervisor Adelman-Dullinger and the motion was amended; Supervisor Wulff moved to have Bryan Drown (Bolten & Menk) get an agreement contract written up for the flat rate of \$60,000 with BNSF to move forward with re-doing the crossing on 17<sup>th</sup> Avenue, seconded again by Supervisor Adelman-Dullinger and the motion carried.
- **Road Supervisors Report** –
  - **Supervisor Bennett reported** that letters went out to Zebroski Acres residents from our attorneys last week. Shady Hollow Road is still in the works and Supervisor Bennett will be sending out letters to them soon to meet for a walk through. He had a complaint from a



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resident on Sylvan Lane that there was water across the road; Holmwig was notified and went out to see if there was a way to thaw the rain garden pipe, but we might want to think of other options for this in the future. There was a big tree in the road of West Sylvan, so Holmwig came out and got that taken care of also today. Holmwig is going to start sweeping our township roads and we should discuss crack-sealing at our next meeting.

- **Supervisor Wulff reported** that he has concerns about West Sylvan and 43<sup>rd</sup> Avenue roads in the future. He believes that if something happens to those, we will need to act right away. Supervisor Wulff reminded us that Holmwig's contract is up for renewal at the next meeting.
- **Supervisor Schmit reported** that 43<sup>rd</sup> Avenue does not have a weight limit sign; she would also like to see the driveway sign reversed to be visible when you go in and not as you go out. Bigwater also needs a weight limit sign.
- **Driveway Permit Review:** Supervisor Wulff indicated that there is a filled in driveway which the township did not see a permit from B-Dirt or the residents for, parcel # 41-424-0260 on Lincoln Drive. Supervisor Bennett indicated that he would talk to B-Dirt and have them get a permit in for it asap.
- **Salt Order:** Supervisor Wulff **moved to approve the 2020/2021 Salt Order of 63 Tons**, seconded by Supervisor Adelman-Dullinger and the motion carried.
- **Road Review:** Discussions on setting the date – instead of going out as a group, it was decided to use the split-up sections map and they will all take a section. Deputy Clerk Ruggles will send out the map and information to the Board next week.
- **Family Safety Network** – There was a motion to sign a contract same as last year for Family Safety Network, but the Township did not have a contract with Family Safety Network since 2012. After more discussion it was decided that we would amend that motion. Supervisor Bennett **moved to approve an amendment of the original motion from the meeting on March 19<sup>th</sup>, 2020 to sign a contract with Family Safety Network in the amount of \$250 for the year 2020**, seconded by Supervisor Schmit and the motion carried.
- **Park Reports** –
  - **Sylvan Lake Park:** An updated budget was given for the Board to review. Supervisor Booth pointed out some lines that were not adding up correctly, this was passed onto Deputy Clerk Putman to review with Dave Johnson.
  - **Pillager Lake Park:** Supervisor Schmit reported that we have a new person, Matthew Michael, interested in being a park host for the 2020 season. He will be stopping into the Town Hall next week to fill out an application and background check.

### New Business:

- **Board of Review & Equalization Meeting** – after discussion on what the options are for this meeting, the Board has decided to keep the original date of April 20<sup>th</sup> and we will only allow one resident into the Town Hall at a time.

### Other Township Business:

- **Correspondence** –
  - Michael Frank's ongoing garage sales on Crow Wing River Drive complaints, they would like the Town Board to take some action on it. It is becoming a high traffic area and taking away privacy for the neighbors. Supervisor Booth will get a letter drafted to send to Mr. Frank regarding that he needs to apply for a home business permit or pay a fine.



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- Kramer Lake project property will be closed on in November of 2020 and Kim Berns-Melhus has 3 questions she needed answered. 1. We do not have any plans on recreational trails in this area. 2. We will have our attorney review the documents regarding the transfer of the land when they are ready. 3. No more meetings are required unless our attorney says otherwise.
- MN Native Landscapes – regarding prairie restoration and flood response. Gave this email to Dave Johnson for review for the park.
- Cass County Sheriffs incident report was received.
- Camp Ripley – New Date for our community briefing, the Board selected June 18<sup>th</sup>, 2020.
- **Public Input** – None
- **Review Claims** – Supervisor Schmit **moved to approve claim numbers 23989 to 23994 in the amount of \$5,747.41 and the payroll number 23975 to 23988 in the amount of \$5,812.54 for a total of \$11,559.95**, seconded by Supervisor Wulff and the motion carried.
- **Other Business** –
  - **COVID-19 Update:** Supervisor Booth presented the “Sylvan Township Procedures and Guidelines for the 2020 COVID-19 Public Health Emergency” and Resolution 2020-02 “Resolution Establishing the Ability to Conduct Open Meeting by Telephone or Video” to the Board. Supervisor Schmit **moved to accept the Sylvan Township Procedures and Guidelines for the 2020 COVID-19 Public Health Emergency**, seconded by Supervisor Bennett and the motion carried. Supervisor Adelman-Dullinger **moved to accept the Resolution 2020-02 Resolution Establishing the Ability to Conduct Open Meeting by Telephone or Video**, seconded by Supervisor Schmit and the motion carried.
  - Supervisor Booth reminded the Board that they will be discussing the Beimert’s outdoor sales of Penske trucks at their next meeting. Deputy Clerk Ruggles will pull the contract for their review next meeting. Supervisor Adelman-Dullinger noted that the yard and garden buildings that were at J&B Western are no longer there.

**Adjournment:** Supervisor Adelman-Dullinger **moved to adjourn**, seconded by Supervisor Bennett and the motion carried with the meeting adjourning at 8:20 pm.

Minutes submitted by,

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Jenna Ruggles, Deputy Clerk

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Greg Booth, Chair

Amendments: In the road review, driveway permits, claims numbers and totals, and in the other business section regarding J&B Western.

Date: 4.16.2020