

Regular Board of Supervisors Meeting Minutes *Thursday, June 4th, 2020*

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, John Wulff, Greg Bennett, Arlene Schmit, Yvette Adelman-Dullinger, and Deputy Clerk Jenna Ruggles. Residents Dave Johnson (PC Chair) and Suzanne Opsahl.

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

Clerk/Treasurers Report:

- **May 21st, 2020 Meeting Minutes** – Supervisor Wulff **moved to approve the minutes as amended**, seconded by Supervisor Adelman-Dullinger and the motion carried.
- **May 2020 Financials** – Supervisor Schmit **moved to approve the May 2020 Financials as presented**, seconded by Supervisor Adelman-Dullinger and the motion carried.

Public Input:

- **Sue Opsahl** – Sue indicated that nothing has changed at Mike Frank’s residents and that he continues to do sales and bring items in on a daily basis. She would like to know what the Board plans to do to rectify the situation. Discussion around the many pieces that are in his yard and that there has been a changeover of items. Supervisor Bennett **moved to approve the Board to move forward to have Brad Person, Breen & Person Ltd, start legal action against Mike Frank**, seconded by Supervisor Schmit and the motion carried. During later discussions it was mentioned that Mr. Frank has a rummage sale scheduled for the next weekend. The Board agreed to see how the situation plays out prior to filing the above legal documents; but will still get in contact with Brad Person.

Old Business/Reports:

- **Roads (Bryan Drown, Road Project Engineer, Bolton & Menk)** – was not present.
- **Road Supervisors Report** –
 - **17th Avenue** - Supervisor Bennett indicated that they just received the contracts from BNSF Railroad today. Supervisor Bennett and Bryan Drown met with Dan Steffens earlier this week and discussed the plan, Dan Steffens loved it and is in favor. Dan Steffens is willing to take the material that is being torn-up, so the Township will not have to move it out and dispose of it elsewhere. Supervisor Wulff asked about the easements and Supervisor Bennett indicated that Bryan Drown had received and completed paperwork for the 3 parcels to provide the road a 66-foot width. Supervisor Bennett **moved to have the agreement with BNSF signed upon notice from Brad Person, Breen & Person Ltd, and sent back to BNSF**, seconded by Supervisor Schmit and the motion passed.

- **42nd Avenue** – Supervisor Schmit reported that she talked to Tim Etzler and he indicated that they are not ready to move forward with having the township take over the road. They still have a few residents to get on board and they are just doing some improvements on their end right now.
- **Supervisor Schmit also reported** that she talked with Derrick Anderson and we were able to get 37th Avenue back on the list for Chloride next week. He also let her know that the contract with Knife River ends this year and we are not sure who will be doing the Chloride next year. Supervisor Schmit let the Board know that there is a loose stop sign on the corner of Bigwater leaning against a tree and that there is also a fire hydrant in a driveway on 125th Avenue.
- **Discussions on 43rd and West Sylvan** road projects, Supervisor Schmit would like to see us get West Sylvan Drive patching work done this year still if possible and Supervisor Bennett would be in favor of it if we did it in the fall. Otherwise he would like to see us work on the patching of 43rd first if during summer traffic times. Supervisor Bennett will look into the budget and see which we can work on yet this year.
- **Supervisor Bennett reported** that we are waiting on one resident, Terry Vansickle, to sign for Zebroski Acres Lane. Supervisor Bennett will be dropping off a letter to them this week. A letter went out to the Happy Go Lucky resident today regarding the parking areas being created in the road right away. Supervisor Bennett reported that he had a meeting with Supervisor Schmit and Brad Holmwig; they are looking at doing patching and sealing in sections and they took a look at the different posts and signs that we have that need to get put up.
- **Supervisor Booth reported** about a road project on 120th in East Gull Lake, he stopped out and talked to SCI and let them know that they need to get permission from the townships prior to work being started. Supervisor Adelman-Dullinger suggested that we have a form for these utility companies to fill out going forward, Supervisor Booth would like this as well but to include a map.
- **Fire Report** – Supervisor Adelman-Dullinger reported that training is starting up shortly for the Inspector One course at Camp Ripley. Also, when they hear back about the 50/50 grant they will be ordering 25 new helmets. There is water in the fuel tank of the boat and it is in really bad shape. They are debating on whether they should get a new boat or not. Current boat is property of Little River and will need to go back to them. They are going to start demoing some new turn out gear. Agility tests have started. They are having trouble with the compressor and looking at getting a new more upgraded one. Sylvan had 13 out of 24 runs.
- **Park Report** – Supervisor Schmit that the park has been opened. They need to re-do the fishing pier, the boards now need to be closer together and the wood has been supplied. They now have social distancing signs put up and it was a busy place that day. Supervisor Schmit will be keeping the bathrooms cleaned and stocked through the summer and each park board member will check the park as they go by since we do not have a park host this year. There is a new employee for the park to do some part time work, it is Supervisor Schmit's nephew.
- **Dave Johnson reported** – that there has been some seeding done on the hillside at Sylvan Lake Park and that there are a few people who have used the park this year. The rest of the work to be done at the park will wait for the grant money aside from some minor volunteer work.
- **Short-Term Rentals** – Supervisor Bennett received a letter back from Scott Aberson regarding his property, Sylvan Point LLC, he disagrees with our findings on his lakeside setback. He indicated that

he is on a General Development Lake not a Recreational Lake and the setback for that lake is 75 feet. So, 75% of that 75 feet is 56 feet and that is exactly what he is at. Supervisor Bennett will be following up with him regarding some other items that we thought were still open from Cass County. Mr. Aberson did let us know in the letter that he has decided to do less rentals going forward and is going to utilize the property more for personal use.

New Business:

- **Easement Agreement with Pillager** – Supervisor Wulff **moved to have the easement agreement with Pillager for utility work being performed on our land signed**, seconded by Supervisor Schmit and the motion carried.
- **Newsletter** – Discussions about getting a newsletter out asap, we would like articles such as – a letter from the Chair, a Road article, a Park update (both) as well as an article regarding the elections.
- **Mowing services** – Supervisor Bennett **moved to have Chris Camacho do the mowing at Sylvan Town Hall, Yde’s Cemetery, and Frontier Cemetery**, seconded by Supervisor Wulff and the motion carried.
- **Cass County Housing Study** was presented by Dave Johnson per Region Five. They are looking for a donation from each community in the study to donate some money towards the study. Supervisor Adelman-Dullinger **moved to approve Sylvan Township to give \$500 to Cass County HRA RFP Housing Study**, seconded by Supervisor Bennett and the motion passed.
- **Township Insurance/Employees** - There was discussion regarding how we have employees that are being covered by our insurance and that they now have staff under them; and they are using their own equipment. Supervisor Booth would like us to check on what is covered.

Other Township Business:

- **Correspondence** –
 - Conservation Fund provided a draft news release; Supervisor Booth will provide a release from Sylvan to them this week.
 - Cass County Association of Township provided a weekly call in information.
 - Received a Thank You from Colleen and family.
 - Cass County’s Building Permits were provided.
 - MN State Demographic provided us with a population estimate of 2,942 and a household estimate is 1,153.
- **Review Claims** – Supervisor Wulff **moved to approve claim numbers 24100 to 24116 in the amount of \$58,717.22 and the payroll numbers 24084 to 24099 in the amount of \$4,947.21 for a total of \$63,664.43**, seconded by Supervisor Adelman-Dullinger and the motion carried.
- **Other Business** –
 - **Personnel Committee Update** – Supervisor Booth met with Clerk Broberg, Deputy Clerk Putnam and Deputy Clerk Ruggles earlier today and discussed their hours. Discussion about the Succession Plan and how Supervisor Booth feels we should continue to keep moving forward with this plan, even with elections going to mail-in ballots. There was discussion on chain of command and possibilities of offering insurance to the deputy clerks as well as the clerk.

Adjournment: Supervisor Schmit **moved to adjourn**, seconded by Supervisor Adelman-Dullinger and the motion carried with the meeting adjourning at 9:50 pm.

Minutes submitted by,

Jenna Ruggles, Deputy Clerk

Greg Booth, Chair

Amendments:

Date: