

## **Regular Board of Supervisors Meeting Minutes** **Thursday, June 18<sup>th</sup>, 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. Dave Johnson (PC Chair) and Todd Holman, Josh Pennington, Lowell Kruse, and Shane Haugen from Camp Ripley were present, no sign-in sheet due to COVID-19.

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

### **Clerk/Treasurers Report:**

- **June 4<sup>th</sup>, 2020 Meeting Minutes** – Supervisor Wulff **moved to approve the minutes as amended**, seconded by Supervisor Adelman-Dullinger and the motion carried.
- **Budgets** – were handed out for each fund for review. Supervisor Wulff mentioned that there should have been some sweeping in the Road and Bridge expenditures by now and Supervisor Bennett said that he would look into it.

### **Public Input:**

- **Camp Ripley** – Gave an update on the last year and what to expect for the rest of this year.
- **Todd Holman** – talked about the Sentinel Landscape projects and a little more about Camp Ripley and how Sentinel Landscape ties in. Todd asked the Township to be the fiscal agent of the MN Historical Society Legacy Grant which the Sentinel Landscape team is trying for. This grant would be \$130,000 and Sylvan would be a pass through for the funds. Todd reported that this comes with a potential of the Township having the responsibility to pay between \$20,000 and \$30,000 prior to getting that portion of the grant. Supervisor Booth is unsure that the Township can take this on as some of the funds would be going out to areas that are not in Sylvan Township. He will contact Steve Fenske from MAT and Supervisor Bennett will contact our township attorney Brad Person, Breen and Person LTD to find out more information. Supervisor Bennett **moved to accept the recommendation from the Planning Commission for Sylvan being the fiscal agent of the Grant; as long as the legal side comes back okay**, seconded by Supervisor Adelman-Dullinger and the motion carried.

### **Old Business/Reports:**

- **Roads (Bryan Drown, Road Project Engineer, Bolton & Menk)** – was present.
- **Road Supervisors Report** –
  - **Bryan Drown reported** -
    - 17<sup>th</sup> Avenue project manual (bid invitation) is going out to Anderson Brothers and Holmwig for a July 8<sup>th</sup> Public Bid opening. The Board would also like to send one to Hengel Ready Mix. Bryan also reported that the BNSF Easement Agreement is ready to be signed; and that there is a down payment required as well at that time of \$8,600 (\$6,600 for easement and \$2,000 for processing fee). Supervisor Bennett indicated that he would work with Bryan Drown to find out who is responsible for

getting the easement recorded. Supervisor Bennett **moved to have Sylvan sign and get a check ready for the easement agreement with BNSF**, seconded by Supervisor Wulff and the motion carried.

- Bryan Drown also reported that he has been out to the Camp Jim area and all the grass looks to be good and he will be sending out a final invoice. Bryan did say he had some concerns regarding the pine needles and sand going down into the catch basins from Camp Jim's parking area and yard; Supervisor Bennett indicated that he would reach out to Camp Jim about this.
- Bond meeting discussions were had regarding what is needed and what will be discussed. Bryan Drown brought in 2 maps for the Board to review at the meeting. Supervisor Wulff indicated that they have the tools to keep moving forward with the road plans, but that they need a refresher on what to do to utilize these tools. Supervisor Schmit would like to see another 5-year plan prepared. Supervisor Booth wants to look at what roads need to be re-built within the next 5 years as well as those roads that need to be patched or reclaimed. Dave Johnson recommends that we put together a Road Committee made up of 3 or so residents who understand roads and let them bring recommendations back to the Board. Supervisor Bennett **moved to not have a special bonding meeting on July 2<sup>nd</sup>, 2020 at 6pm and to discuss road projects during their regular meeting**, seconded by Supervisor Wulff and the motion carried. Supervisor Adelman-Dullinger would like to see a spreadsheet that includes unit costs in each area of the map and Bryan Drown stated he could put this together and email it.
- **Shared Road Agreement with Pillager** - Supervisor Schmit reported that she had met with Craig from Pillager and they decided that the shared road agreement needs to be amended. Supervisor Schmit will write up a proposed agreement to present to the Board at their next meeting.
- **Driveway permit report** was provided to the supervisors for their review.
- **Supervisor Wulff reported** that he ordered the no outlet signs and minimum road maintenance signs for the Township.
- **Supervisor Bennett reported**
  - **Zebroski Acres** - Supervisor Bennett is still waiting for the one resident to sign the agreement. However he would like to move forward with the letter giving the options of how the residents would like to pay being sent out. Supervisor Booth mentioned that we will need to look into getting a Certificate of Indebtedness for this project if the funds are not in the budget. Supervisor Bennett will look into this certificate with the bank.
  - We had Holmwig stop crack sealing as we hit the budgeted amount for this year yesterday. The area they did not get was around 43<sup>rd</sup> but only had about one day left. Supervisor Bennett will let Holmwig know that they can start mowing. The salt sand shed is on the calendar for next week. Radar signs have been moved to Lower Sylvan and Camp Jim Road.
  - He also reported that Mr. Aberson was able to comply with Cass County's requirements for his Short-term rental and that he now meets all Sylvan's requirements and is good to go for his permit.
- **Supervisor Schmit** also recommends that we send a letter out to Cass County regarding a property on 43<sup>rd</sup> Avenue in Sylvan Township, as they have a lot of junk and abandoned vehicles in their yard

and swamp area. Supervisor Schmit will write this letter up for the Town Board and send it to Cass County.

- Supervisor Bennett reported that he did not send out the legal paperwork for Mike Frank yet, as he had been driving by and watching and he feels he has been doing what we asked of him so far. Supervisor Bennett feels that he jumped the gun on his motion last meeting to send the legal proceedings and we are holding them until needed. Dave Johnson will send out another letter to Mr. Frank indicating that if he wants to sell outside of his garage sales that he will need a permit.
- **PC Report** – Supervisor Adelman-Dullinger reported that they discussed the Legacy Grant for the Park, the possibilities of a junk ordinance in Sylvan Township and the expenses of enforcing that and the recommendation for Once Junk. Supervisor Bennett **moved to approve the recommendation from the PC to allow for Once Junk to be approved as a Type B Home Occupation in Sylvan Township**, seconded by Supervisor Wulff and the motion carried.
- **Navy Estate Plat** is 11 parcels on Little Pine Road with 42.8 acres looking to be developed. Dave Johnson reported that at the PC meeting they discussed the Navy Estates Plat and they had 3 suggestions that the Board should talk about. 1 – Road that is there is a dead-end and if they want it to be taken over eventually, we would want that corrected with an easement for a through road. 2 - Encouraging them to follow the conservation design plans when developing the land. 3 – Keeping in mind that there needs to be a storm shelter or safe area of some sort. Supervisor Wulff **moved to send up the suggestions above to Cass County for the Navy Estate Plat**, seconded by Supervisor Adelman-Dullinger and the motion carried.
- **Dave Johnson reported** that the Planning Commission also discussed the 2 different Bike Trails that are looking to go through Sylvan Township. Supervisor Wulff **moved to send the north route trail option from the Planning Commission onto Todd Holman for consideration**, seconded by Supervisor Adelman-Dullinger and the motion passed. Supervisor Wulff **moved to send the south route trail option from the Planning Commission onto Todd Holman for consideration**, seconded by Supervisor Adelman-Dullinger and the motion passed. (*Maps attached for review*)
- **Personnel Committee** – Insurance updates regarding our employees versus contractors; both Robert Anderson and Chris Camacho have supplied us with their contractor's insurance and have moved off of our employee list with the Township.
- Supervisor Bennett put together a word template for the Town Board to utilize when they are attending a meeting. This form is optional, but discussions were in favor of the form.
- Supervisor Booth discussed opening the town hall to the public because of elections starting and we are getting more and more questions about them. We will open on June 29<sup>th</sup>, 2020 and we will limit the number of people and the area they will be in. We are required to fill out a Preparedness Plan for the Town Hall that can be posted and available to be shown if asked.
- **Potlatch Land** agreements are going through, with the closing scheduled on June 30<sup>th</sup>.

**New Business:**

- **Newsletter** – Discussions regarding a couple changes to the Town Hall newsletter were had.
- **CARES Act** – This is a disbursement of \$71,785 for Sylvan Township for their COVID expenses from March 2020 to December 2020 if it passes. An email indicating that it has not fully passed and they would like help advocating for it was sent. The Board discussed what qualifies for reimbursement that we have for the Township.
- **Cass County Sheriff's Office** – sent an email asking us to share the news release with the public.

**Other Township Business:**

- **Correspondence –**
  - Received a few emails regarding mail in voting and were not happy.
  - **Land Use Seminar** was discussed and Supervisor Wulff **moved to allow any of the Planning Commission members to attend if they wish**, seconded by Supervisor Adelman-Dullinger and the motion passed.
- **Review Claims –** Supervisor Wulff **moved to approve claim numbers 24120 to 24139 in the amount of \$15,724.30 and the payroll numbers 24117 to 24119 in the amount of \$2,519.62 for a total of \$18,243.92** seconded by Supervisor Adelman-Dullinger and the motion carried.
- **Other Business –**
  - Supervisor Bennett **moved to exempt Yde’s Cemetery from the Township mowing by Chris Camacho**, seconded by Supervisor Wulff and the motion carried.
  - Supervisor Wulff **moved to allow payment through EFT for the PERA each month to avoid late fees due to mailing**, seconded by Supervisor Bennett and the motion carried.
  - Supervisor Wulff **moved to allow payment through EFT for the Cannon Financial each month**, seconded by Supervisor Bennett and the motion carried.
  - **Personnel committee** discussed hours and insurance options in a closed session. Supervisor Bennett **moved to have Deputy Clerk Putnam and Deputy Clerk Ruggles to submit the extra hours they worked during the COVID on their next payroll**, seconded by Supervisor Adelman-Dullinger and the motion carried. Supervisor Bennett **moved to allow for 3 new office chairs to be purchased**, seconded by Supervisor Wulff and the motion carried. Supervisor Bennett also mentioned that he would like Deputy Clerk Ruggles to get prices for a standup desk to present at the next meeting. Supervisor Bennett **moved to give \$350 a month to each deputy clerk and the clerk for health insurance reimbursement starting July 1<sup>st</sup>, 2020**, seconded by Supervisor Wulff and the motion carried.
  - Supervisor Wulff **moved to allow for 2 freestanding hand sanitizer stations and solution**, seconded by Supervisor Bennett and the motion carried.

**Adjournment:** Supervisor Schmit **moved to adjourn**, seconded by Supervisor Bennett and the motion carried with the meeting adjourning at 10:45 pm.

Minutes submitted by,

\_\_\_\_\_  
Jenna Ruggles, Deputy Clerk

\_\_\_\_\_  
Greg Booth, Chair

Amendments: Word changes and adding more description.

Date: 7/3/2020