



SYLVAN TOWNSHIP

REGULAR BOARD OF SUPERVISORS MEETING MINUTES

MAY 02, 2019

(Recorded for Transcription Purposes Only)

Call to Order/Pledge of Allegiance/Roll Call: Chair Booth called the meeting to order at 7:00 PM and the Pledge of Allegiance was said. Those present: Supervisors John Wulff, Arlene Schmit, Greg Booth, Yvette Adelman-Dullinger and Clerk/Treasurer Faith Broberg, Jenna Ruggles, Part-time Deputy Clerk. Supervisor Greg Bennett has an excused absence. Sign-In Sheet Attached.

Agenda: Supervisor Wulff **moved to approve the agenda**, seconded by Supervisor Schmit and the motion carried.

Clerk/Treasurer's Report:

Regular Board of Supervisors Regular Meeting 04-18-2019 – Supervisor Schmit **moved to approve the minutes as amended**, seconded by Supervisor Adelman-Dullinger and the motion carried.

April 2019 Financial Balances – tabled to the next Board meeting on 05-16-2019.

Public Input

Jim Miller-12600 11th Avenue SW, Brainerd, Jim gave a report on his road and how well the calcium chloride works to keep the dust down. He also commented on how well the road was plowed this winter. The intersection off State Highway 210 and 127th Street needs some brushing. He will try to be out on the road when the Board does their annual road review this coming Saturday, May 4, 2019. Supervisor Bennett will contact the Road Maintenance Contractor and ask him to not grade the road after the chloride has been applied.

Tina Parkki - 2637 Zebroski Acres Lane SW, Pillager – she is preparing a petition for the Town Board to take Zebroski Acres Lane SW over as a Township road. She had a few questions in how to proceed:

- She will need a description of the road in the petition.
- She will also need a copy of the Zebroski Acres Plat identifying the residents on the road.
- Discussion on the difference between a rustic road and a regular tarred road.

Tina will work on getting the paperwork completed and will come back next week if she has more questions.

Old Business/Reports –

Bryan Drown Road Projects Report -

Pillager Dam Road SW – Culvert - Shared Road with the City of Pillager – Bryan Drown has viewed the road and determined that the culvert is undersized for the flow of water. He had questions regarding the City of Pillager and was able to connect with Craig Boyer, Pillager Maintenance, regarding any underground lines. There are lines located in the culvert area; some sanitation lines, water main, and overflow from the wastewater pond. It looks like the sewer and the water are lower than the culvert. The Township is looking for a cost estimate for replacing the culvert and applying to Cass County for a grant if we qualify.

Camp Jim Road SW – Bryan had met with Supervisor Bennett, Dave Johnson, Sylvan Planning Commission Chair, Tony Masurka, Camp Jim Director, and Randy Hoghaug and John Berg, both property owners on the Camp Jim Road. There was some consensus to move forward with road improvements. The road design has been completed. Lindahls at the end of the road are against any road improvements and there was discussion on building a hammerhead turnaround before their property. It would be better to have the road improvement go all the way past Lindahls property. Some road easements will need to be addressed. Tony Masurka asked that there not be any work on the road till after August as the summer is their busy season of the year with campers coming and going.

Supervisor Adelman-Dullinger **moved to have Bryan Drown, Bolton & Menk, go ahead with obtaining Permanent or Temporary Easements on the Camp Jim Road**, seconded by Supervisor Schmit. There was discussion on the overhead/underground power lines. Bryan reported that since we are moving forward, we would need to get back in touch with Crow Wing Power to finalize the actual layout of the power lines. The question was called, and the motion carried.

Shady Hollow Road SW – there was discussion on this road regarding getting some preliminary numbers for improving this road. The Township will need to get some easements from the property owners.

Supervisor Adelman-Dullinger **moved to have Bryan Drown, Bolton & Menk, perform a topographic survey and start preliminary designs and prepare a preliminary cost estimate on this road**, seconded by Supervisor Schmit and the motion carried.

Salt Shed – Bryan Drown has gone over the area (a little east of the garages) where the Township is going to build their salt shed and has staked the area. Chair Booth will call Cass County to see if we need a variance.

Log Sheets – a sample sheet was presented. Supervisor Wulff did not care for the half sheet of paper. He would like a full sheet that could be kept in a binder and would be easier to scan and copy. Also, there needs to be a column on the form for the work order number. It was also mentioned that maybe Holmwig Excavating could send us a copy of the time sheet that his workers turn in. There was discussion that the Board could ask Brad Holmwig on Saturday when they see him at the Annual Road Review. As of yet, we don't have a signed Road Maintenance Contract from Brad.

42nd Avenue SW – Road Easements - Tommy Etzler, 13082 42nd Avenue SW, Pillager MN has submitted the Easement Exhibit for 42nd Avenue. According to the letter sent to him dated November 8, 2018 his next step is to work with a Title Company to prepare

documents such that the road easements are dedicated to the public and are recorded on each parcel deed. The Clerk will let him know.

Road Supervisor's Road Report – Annual Road Review

The Annual Road Review is scheduled for Saturday, May 4th, 2019 at 8:00 AM. Supervisor Adelman-Dullinger **moved to approve renting a van from the Fornshell Bus Garage for the road review**, seconded by Supervisor Wulff and the motion carried.

The Road Maintenance crew have been out sweeping the roads. Discussion on the crack sealing process known as “Blow & Go” that was mentioned at the Anderson Brothers Forum. A high PSI is used to make sure the crack is cleaned out (deep) before being sealed.

Planning Commission (PC)

PC Board Liaison – Supervisor Adelman-Dullinger gave this report.

Variance Application – Jason & Laura Vogel – there is a public hearing by Cass County's Planning Commission on May 13, 2019 in Backus, MN. The variance requested is to remove an existing building. The site visit is scheduled for May 6, 2019 at 3:05 PM. Supervisor Adelman-Dullinger will contact Dave Johnson, Sylvan's PC Chairman.

4-Wheeler Meeting – Chair Booth gave an update on this meeting. The Township has received complaints regarding the 4-wheelers traveling on Hardy Lake Road and going into the Anderson Brothers Pit. Sheriff Tom Burch and Deputy Rittgers were here to discuss this with the residents in attendance.

Issues discussed:

- Causing damage to driveways.
- Running on the powerline clearing,
- On County land.
- Garbage in the Anderson Brothers Pit.
- Noise.

Some solutions to the problem:

- Installation of a gate at Anderson Brothers Pit. Scott Hendrickson (PC Member and Anderson Brothers Employee) will investigate this.
- More patrolling by the Sheriff's department.
- Education- there is a program on this subject that will be presented at the Pillager School on proper use of ATVs.
- Issuing citations to the parents.
- More Publicity – letting residents know that there will be more law enforcement.

RipRap on the driveway was suggested as a solution but this could be a liability issue.

Chair Booth also reported on an email that was received through the website email from Katrina Wood regarding a commercial business next door to them. The PC had addressed this issue last year. It was determined that the Peterson Service has been grandfathered in. A letter was sent to them in 2017. Chair Booth was not able to get ahold of them as their message machine was full. He will try calling again or emailing them.

New Business –

GovOffice Web Designs – Jenna Ruggles, Part-time Deputy Clerk – presented a PowerPoint on the different web designs available from GovOffice (who the Township had originally used for setting up the website for the Township). After review, the Board asked Jenna to do more research and maybe we could get a less expensive package.

Other Township Business

Correspondence –

MPL/Kramer Lake - Todd Holman would like to be on the Township’s May 16th, 2019 agenda to discuss the Minnesota Power & Light and Kramer Lake proposed land acquisition.

Joe – Upper Sylvan Road SW – interested in the wood along this road when the Township removes dead trees. The Clerk will call and let him know that he would have to check with each individual property owner.

Safe Children – the Township received a request to put an article in our newsletter on Safe Children. The Board would like to see a sample of the article before deciding.

Minnesota LTAP – Roadway Maintenance Training and Demo Day—these are scheduled for Rochester, Minnesota.

Review Claims -

Supervisor Wulff **moved to approve the payroll, check #23383 to #23391 in the amount of \$4,293.72 and the claims #23392 to #23407 in the amount of \$8,869.95 for a total of \$13,163.67**, seconded by Supervisor Adelman-Dullinger and the motion carried.

Other Business to Come Before the Board –

Memorial Day – Gull River Cemetery would like to use the Town Hall on Monday, May 27, 2019 in the event of rain. Chair Booth **moved to approve the use of the Town Hall by the Gull River Cemetery on May 27, 2019**, seconded by Supervisor Adelman-Dullinger and the motion carried.

Adjournment – Supervisor Schmit **moved to adjourn**, seconded by Supervisor Adelman-Dullinger and the motion carried with the meeting adjourning at 9:15 PM.

Minutes submitted by,

Faith Broberg, Clerk/Treasurer

Chair, Greg Booth

Supervisor _____ moved to approve the minutes as presented/as amended, seconded by Supervisor _____ and the motion carried.

Amendments:

Date: