



SYLVAN TOWNSHIP

REGULAR BOARD OF SUPERVISORS MEETING MINUTES

JULY 18, 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. The Pledge of Allegiance was said at the Public Hearing. Those present: Supervisors Greg Bennett, John Wulff, Arlene Schmit, Greg Booth, Yvette Adelman-Dullinger and Faith Broberg, Clerk/Treasurer. Sign-In Sheet Attached.

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

Clerk/Treasurer's Report:

Minutes of Public Hearing Sylvan's Variance's Variance Application and Joint Board and Planning Commission Meeting July 18, 2019 – Supervisor Schmit **moved to approve the minutes of 07-18-2019 as presented**, seconded by Supervisor Bennett and the motion carried.

Public Input – None

Old Business/Reports

Bryan Drown, Road Projects Engineer, Bolton & Menk – Bryan presented the Town Board with a *Summary Cost of Recent Road Projects* for the Board's information. Costs for paving has increased in price for bituminous. We will see on July 30th when bids will be opened here at the Town Hall at 10:00 AM for the Camp Jim Road Project. Camp Jim – Crow Wing Power will probably go underground the whole way. Crow Wing Power is getting the numbers together. Supervisor Bennett has asked the residents on the Camp Jim Road to come into the Town Hall to sign the easement deeds as the signatures need to be notarized. If a spouse is named on the deed also, we will need to send the form back to Cygneture Title Solutions to get the form corrected before the residents sign it.

Pillager Dam Culvert – Bryan has been talking with the Soil and Water Department and they do have an application for grant money. The Town Board agreed with him that asking for about 50% of the costs is a good way to start. Bryan thinks that the culvert is probably ½ plugged with sediment.

Road Supervisors Road Report – Supervisor Bennett reported that the mowing has been started this week on Upper Sylvan Road SW. Hardy Lake Road SW will need to have a cut and patch, probably next year. (near Justin Boyers). Driveway permits issued on Happy Go Lucky Road, Nelson Lake Addition and on 13th Avenue a driveway was approved.

Paper Roads - Supervisor Bennett has a meeting scheduled for tomorrow morning and will look at what are known as Paper Roads. He will be talking with some of the residents that these roads are public roads and do not belong to any property owners.

Cutting and Patching – West Lake Ridge Road needs some cutting and patching as well as on Sylvan Lane. Last year, Supervisor Wulff asked Brad Holmwig (Township Road Contractor) for a cost estimate for Sylvan Lane SW.

Gregory Lane SW – Supervisor Schmit has heard from Fairview Township regarding this road that is half in Fairview Township and half in Sylvan Township. Fairview is going to overlay their share of the road and they want to know if we want to do our side at the same time. It's about 1300 feet in our Township. Bryan Drown informed the Board that Knife River got the bid for doing the overlay on this road and he will get the cost for us.

W. Gull River Road SW – there was a complaint regarding rocks on this road. Probably from 4-wheelers. Need to put some delineators in that area.

Sylvan Lane – there is a tree close to the road—We need to get rid of the tree.

Upper Sylvan Road – there are a few trees on this road in several places that are either dead or down. The Road Contractor will be cutting them down and doing clean up. Letters were sent to the (4) residents in those areas, stating that if they want the wood, they will need to get it before July 30, 2019 otherwise the Township will remove the wood.

Driveway on Upper Sylvan Road – The driveway has been installed but does not meet the Township's standards. It was decided that a letter should be sent informing the resident that he should come in and get a driveway permit and the Township's driveway standards and comply with them.

Planning Commission –

Draft Ordinance on Short-Term Rentals in Sylvan Township -

The Committee made up of Greg Bennett, Yvette Adelman-Dullinger, Dave Johnson and Vicki Kettlewell reviewed the draft ordinance and have made suggested changes. They used the City of Lakeshore's Short-Term Rental Property Ordinance as a guide. It was decided that the Board would go through the ordinance page by page and reviewed the changes.

Supervisor Bennett **moved to send the draft copy of the Short-Term Rental Property within Sylvan Township Ordinance to our Attorney**, seconded by Supervisor Schmit. There was discussion regarding the timing of the process to have the ordinance ready for the Attorney. The question was called, and the motion carried.

Supervisor Bennett **moved to publish and post the Notice of Public Hearing on the Short-Term Rental Property Ordinance 2019-02 for August 8, 2019 at 7:05 PM at the Sylvan Town Hall**, seconded by Supervisor Schmit and the motion carried.

Fire Report – Fire Liaison – Supervisor Adelman-Dullinger gave this report. The Fire Association has asked her to look into the possibility of having a fund raiser for the Fire Department. She is looking into Calendars as a possibility – Hackensack sends out calendars to property owners and ask for a donation, sells ads, and/or inserts coupons.

Pillager Lake Park Report –Park Liaison – Supervisor Schmit gave this report. They had a washout at the park from all the rain. They had sand brought in. An individual would like to donate a slide for in the water at the park. Supervisor Schmit will call MATIT Insurance to see if the Township's insurance will cover the slide in the water. On July 17, 2019 the second treatment was applied to the weeds in the water at the Park by Central Minnesota Aquatics, Inc.

42nd Avenue SW – Jacqueline Price on 4238 132nd Street – asked the Board what decisions were made at the Public Hearing for 42nd Avenue SW. Chair Booth explained

that the Board had authorized the Township Road Projects Engineer, Bryan Drown of Bolton & Menk to figure the costs for bringing 42nd Avenue up to Township Standards. When we get that cost the residents will receive notice and they the residents can petition the Board to establish a Subordinate Service District (SSD) to help the residents pay for the improvement. They can have the amount added to their property taxes for about 5 years. There are two ways of calculating the cost for each property owner: 1) each property owner pays the same amount or 2) the other way would be to assess each property owner according to their frontage on the road.

**Other Township Business –
Correspondence –**

Clifton, Larson, Allen have submitted an audit proposal for the next three years: \$9500 for 2019, \$9700 for 2020, and \$9900 for 2021. They are a professional auditing company and have been doing the Township's audit for the past three years.

MATIT Insurance – Dawn Zimmerman, Minnesota Association of Townships has informed the Township that MATIT will no longer cover bridges and piers. The liability part will remain the same. The Township will need to find coverage for the bridges and piers in our Township.

Winter Maintenance – There will be a Winter Roads Maintenance Workshop on Thursday, August 29, 2019 in Walker at the Walker Area community Center.

Surplus Truck – Cass County has a surplus vehicle for sale. A Ford extend- a- cab. There are 123,000 miles on it.

Board did not meet on July 4th and initialed each claim.

Supervisor Adelman-Dullinger **moved to approve the payroll check #23524 thru #23527 in the amount of \$2,559.76 and the Claims check # #23528 thru #23543 in the amount of \$22,811.80 for a total of \$25,371.56**, seconded by Supervisor Wulff and the motion carried.

Chair Booth thanked the committee who worked on the Short-Term Rental Ordinance to have ready for tonight's meeting.

Adjournment – Supervisor Schmit **moved to adjourn**, seconded by Supervisor Adelman-Dullinger and the motion carried with the meeting adjourning at 9:34 PM.

Minutes submitted by

Faith C. Broberg, Clerk/Treasurer

Chair, Greg Booth

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

Amendments: Page 2 – 2nd sentence add last year at beginning of this sentence.
Page 2 – Under Driveway on Upper Sylvan Road insert after he should come in and get a driveway permit.

Date: August 01-2019