

Regular Board of Supervisors Meeting Minutes **Thursday, September 17th, 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 & Heather Schmit 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:

- **September 3rd, 2020 Meeting Minutes** – Supervisor Schmit **moved to approve the minutes as amended**, seconded by Supervisor Wulff and the motion carried.

Public Input: Schmit recommendation from the Planning Commission for Hengel Ready Mix and Construction Inc. - After discussion Supervisor Booth changed the wording on the facts page from ‘Barnstormer’ to ‘Stormwater’ and Supervisor Schmit **moved to approve the business permit for Hengel Construction with facts, findings, and conditions as presented**, seconded by Supervisor Wulff and the motion carried.

Old Business/Reports:

- **Roads (Bryan Drown, Road Project Engineer, Bolton & Menk)** – provided a report to Supervisor Bennett.
 - BNSF is planning to complete their crossing replacement on September 28th and 29th. Anderson Brothers estimates they will begin their work on October 5th. This is contingent on them finishing a project in Baxter and another in Lakeshore before heading to Sylvan Township.
 - Anderson Brothers has verbally mentioned he has revised pricing to switch the striping from Epoxy paint to regular marking paint. Bryan will present those to the board when he receive actual numbers.
 - Bryan has been in contact with Century Link as there is one pedestal on the east side of 17th Avenue just north of the cemetery that needs to be moved.
 - It is understood that the Board has other plans for the fence relocation.
 - Only other item is for the residents to be informed of the construction timeline as access will be affected at times. Supervisor Bennett will let the residents know about the time line.
- **Road Supervisors Report** –
Supervisor Bennett reported the following.
 - The Board discussed asking Dan Steffens to relocate his fence on his own. Supervisor Bennett **moved to approve a payment of \$1,000 to Dan Steffens to move his fence back further on his property on 17th Avenue for the road completion project**, seconded by Supervisor Wulff and the motion carried.
 - Supervisor Bennett **moved to officially take over Zebroski Acres as a gravel Township road as constructed up to Township standards in 2020**, seconded by Supervisor

Adelman-Dullinger and the motion carried. A resolution will be created for the next meeting.

- Salt/sand has not been moved into new shed – since it is so close to us getting our early salt/sand order.
- Holmwig Construction is still working on the list of items that the Township provided to them last month.
- Discussions regarding a resident call on Planation Pass were had, Supervisor Bennett will reach out to the resident.
- Discussions regarding a RV parked on a resident’s property on Upper Sylvan Road, in the power line right-of-way that looks as if there is someone living in it.
- Supervisor Bennett said that he is looking into getting signs for regulating hunting in Sylvan Lake Park.

Supervisor Wulff reported the following.

- Supervisor Wulff would like to see Holmwig go in a little further on the turnaround for Little Red Sand, and that we may have to talk to the resident there; Supervisor Wulff will reach out.
- Supervisor Wulff would like to see if Holmwig can clean up the long grass/weeds around some of the street signs and posts, Supervisor Bennett will talk with Holmwig about this.

Supervisor Schmit reported the following.

- There is a black power line or something sticking out of the ditch on Zebroski Acres.
- She left a driveway permit for a resident on Golf Course Circle.
- Supervisor Schmit commented that Dave Johnson has asked if we can advance some of the 2021 Budget for the Sylvan Lake Park into its 2020 Budget year. Supervisor Booth indicated that we can move money from the General Fund and let them go over budget, but we do not advance from one year to the next. Supervisor Bennett **moved to transfer \$6,000 from the General fund to the Sylvan Lake Park fund to finish up some work on the park this year**, seconded by Supervisor Wulff and the motion carried.
- **Shared Road with Pillager 37th** – Supervisor Schmit reported that there is still discussions regarding the road agreement and Pillager would like to leave it as signed last year until it expires then re-discuss the splitting of roads.
- **Driveway permit report** was provided to the supervisors for their review.
- **ROW Permit** – Discussions led to Supervisor Bennett suggesting that this be given to the Planning Commission to review and shorten up to better fit Sylvan Township.
- **PC Report** – Supervisor Adelman-Dullinger provided meeting notes from the Planning Commission meeting; these included the following four items as well as discussion on a Cass Co Variance for Carlson and an update on the Sylvan Lake Park. There were 4 recommendations from the PC this meeting.
 - Sylvan Lake Park Fall Event to be held on October 4th, 2020 – Supervisor Bennett **moved to host the fall event at Sylvan Lake Park as recommended by the Planning Commission on Sunday October 4th from 1 to 3 pm for the public to come walk through the park and hear about future plans for the park**, seconded by Supervisor Adelman-Dullinger and the motion carried. The event will be posted on our website as well as at our posting places in the township.
 - Changing Snow’s property to Commercial Zoning – the Township Board decided to table this recommendation from the Planning Commission until we hear back from MN Power

regarding their land which we also would like to change over to Commercial Zoning at the same time.

- SCO Fee Schedule Changes – Supervisor Adelman-Dullinger **moved to pass the recommendation from the Planning Commission on the SCO Fee Schedule for the Interim Use Permit, Home Occupation A, and Home Occupation B fee amounts**, seconded by Supervisor Wulff and the motion carried.
- Hengel recommendation discussed under Public Input.
- **Fire Report** – Supervisor Adelman-Dullinger provided meeting notes from the Fire meeting which reports that Sylvan Township had 11 out of 30 runs in August; Chief Ringler finished his training classes and will take his Inspector 1 test in October; and that they received a couple grants and are going to look to see if they will need more funds donated or not.
- **Cass County Multi Hazard Meeting Report** – Supervisor Adelman-Dullinger provided meeting notes from the CC MHMP meeting. Supervisor Adelman-Dullinger reported that they are in the process of updating their 5 year plan and they will be having more meetings as this goes through.

New Business:

- **Brainerd Dispatch** – Supervisor Bennett **moved to renew the daily subscription of the Brainerd Dispatch for \$191.88 for the year starting Oct. 2020**, seconded by Supervisor Wulff and the motion carried.

Other Township Business:

- **Correspondence** –
 - **Cass County Association of Townships** sent out an email regarding Noxious Weeds, Supervisor Booth started to review it and suggested that other Supervisors review it as well.
 - **GTS Educational Events** – Land Use training and education 2-day virtual conference. Supervisor Adelman-Dullinger **moved to allow up to 3 PC members to attend the Land Use Conference if fee is less than \$60 each**, seconded by Supervisor Bennett and the motion was amended. Supervisor Adelman-Dullinger **moved to approve any PC members to attend the Land Use Conference through GTS Educational Events**, seconded by Supervisor Bennett and the motion carried.
- **Review Claims** – Supervisor Bennett **moved to approve claim numbers 24294 to 24300 and EFT claim numbers 200917-1 and 200917-3 in the amount of \$7,464.89 and the payroll numbers 24291 to 24293 in the amount of \$2,748.87 for a total of \$10,213.76** seconded by Supervisor Schmit and the motion carried. It was also noted that check number 24233 was voided prior to the meeting after being used to setup automatic payment for Waste Partners.
- **Other Business** –
 - Supervisor Schmit asked to have Holmwig start coming to the Board meetings once a month again. Supervisor Bennett will mention it to Holmwig.
 - Budgets – We will start using colored paper for budgets.

Adjournment: Supervisor Wulff **moved to adjourn**, seconded by Supervisor Bennett and the motion carried with the meeting adjourning at 8:40 pm.

Minutes submitted by,

Jenna Ruggles, Deputy Clerk

Greg Booth, Chair

These minutes were approved as amended on October 1, 2020 by Supervisor Schmit, seconded by Supervisor Wulff and the motion carried.

Amendments: Added Anderson Brothers in place of Brent's name & added description for hunting signs for Sylvan Lake Park.