



SYLVAN TOWNSHIP

REGULAR BOARD OF SUPERVISORS MEETING MINUTES

SEPTEMBER 19, 2019

(Recorded for Transcription Purposes Only)

Call to Order/Pledge of Allegiance/Roll Call: Chair Booth called the meeting to order at 6:35 PM and the Pledge of Allegiance was said at the Public Hearing. Those present: Supervisor Adelman-Dullinger, John Wulff, Arlene Schmit, Greg Booth, Greg Bennett and Clerk/Treasurer, Faith Broberg, Sign-In Sheet attached.

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

Clerk/Treasurer's Report:

Minutes: Regular Board of Supervisors Meeting 09-05-2019 – Supervisor Wulff **moved to approve the amended minutes of 09-05-2019**, seconded by Supervisor Adelman-Dullinger and the motion carried.

Public Input – None at this time.

Old Business/Reports

Roads-

Bryan Drown Road Projects Report –

Camp Jim Road Project – the gas line was hit during the improvement to Camp Jim Road – which the crew handled professionally. Anderson Brothers are looking at next week to gravel and maybe even pave

Shady Hollow Road SW - Bryan Drown, Bolton & Menk, presented a topographic survey of Shady Hollow Road, a completed preliminary design layout and a cost estimate to improve the road to Township Standards.

Existing Conditions – ½ mile long, 17' wide, gravel, built much like a rustic road.

Proposed Conditions – the Local Road Typical consists of 9-foot wide bituminous lanes 2" thick, 2-foot wide aggregate shoulders and 4" of aggregate base class 5. Because of the existing driveways, and trying to match them with the roadway, the Township could consider a Rustic Road designation and pave a narrower width.

Preliminary Cost Estimate – the estimate is based on constructing the road to the Local Road typical section - \$232,200.

There was discussion on whether to pave or not. Which would be better, to keep fixing the problems that occur with the gravel or to pave.

There was also discussion on the different widths and the possible need for Temporary Constructions Easements during construction.

Supervisor Bennett will set up an Informational Meeting for this winter with the residents on Shady Hollow Road SW.

17th Avenue SW –discussion on this road regarding improving the road. It is a short road. The railroad crossing will need to be made wider and it sounds like everyone living along the road would be in favor of having the road improved and paved. Supervisor Bennett will call Bryan Drown, Township Road Engineer and set up a time to walk 17th Avenue SW.

Supervisor Wulff gave his road report.

Gregory Road SW – Knife River has finished the overlay on Sylvan's portion of the road – around 1400 feet. The surface looks porous – like 125th Street SW did when it was finished. The thought is to have Holmwig Excavating put earth shoulders on this road instead of Class 5.

Discussion on the seam that runs down the new overlay – Board feels this needs to be addressed. Knife River bought Tri-City Paving and it is the same crew that did the road improvement on 125th Street SW and we have the same issues. We need to keep this in mind on any other projects we do.

W. Lake Ridge Road SW – needs repair – and is on the list to be done.

No Outlet Signs – are needed on E. Lake Ridge Road SW and 134th Street SW.

Scearcyville Signs – Supervisor Bennett is looking at getting signs “children at play” and “slow” and a “deaf sign.”

Fall Road Review – discussion on having a fall road review. Need to set a date.

Mowing has started on the roads and shouldering.

Letter to Zebroski Acres Lane – this is regarding having an informational meeting with the residents on this road regarding doing assessments to finance the improving of Zebroski Acres Lane. This meeting has been schedule for Monday, September 30th, 2019 at 6:00 PM.

Supervisor Bennett explained a situation between residents off W. Sylvan Drive SW., regarding the one resident paving his driveway and the next-door neighbor not wanting it paved. It isn't a Township issue.

122nd Street SW -

Chair Booth reported that the tree that had fallen in the ditch on this road had not been removed and so a portion of the ditch did not get mowed. The bridge to the east of there needs to be hand brushed to improve the visibility of the bridge approach. There is a sign there that is twisted and needs to be adjusted for visibility.

Barnett Road SW – Supervisor Schmit reported that the Bus Driver is okay with this road but this winter the road will be too small. We would need an easement from MPL to make the road wider for a turnaround.

Gregory Drive SW – this is a shared road with Fairview Township. Supervisor Wulff had gone to one of their Township's meeting to discuss how to divide up the maintenance of this road and W. Lake Ridge Drive SW. Fairview has done crack sealing on our portion of Gregory for the past 4 years.

Chair Booth thought that maybe we could take the difference of 1100 feet and have Holmwig maintain that much and we would pay for it.

It was decided that the Supervisors will think about what an average cost would be and bring it to the next meeting.

Signs Needed:

43rd Avenue SW – needs “Driveway Permit Required” and faced in the right direction.

Crow Wing River Drive SW – Needs a “Driveway Permit Required” sign on the east side of this road and brought closer to State Hwy 210.

Golf Course Circle Drive – Needs a new yield sign as the old one is faded.

Planning Commission (PC) – Supervisor Adelman-Dullinger (PC Liaison) gave this report.

Eric Rasmussen presented his CUP Application to the PC.

James Tertin – wants to split his existing 18 acres property so that the house and barn are separate from the Commercial. He will have to go to Cass County for the split of residential.

The PC discussed the Sylvan Lake Park, Sylvan’s Commercial Ordinance, and “Down” lighting at the Corner Store. The lighting at the Corner Store hasn’t been changed yet. Vickie Kettlewell will talk with the owner.

Dave Johnson (PC Chair) is having a meeting on Wednesday, September 18, 2019 at 11:00 AM to discuss the Bike Corridor following County Road 36.

Jesse Strege – is wanting to build a building 70’x90’ in which to restore classic cars.

This would be located at Happy Go Lucky Road and County Road 36. Supervisor Bennett mentioned that when the Board held the FOYS Custom Cabinetry Conditional Use Permit Public Hearing that the Board would not allow any more CUP’s in residential areas. Mr. Strege could apply for a variance. Dave Johnson is trying to encourage Mr. Strege to look at Sylvan’s Commercial Park as a location for his business.

They also discussed the PC payroll and that the Planning Commission members will be getting paid every month turning in their time sheets at the end of the month.

Good Lighting Review – Vickie Kettlewell asked about doing a “good lighting review.” There was discussion on putting something on this in the newsletter. Also, Supervisor Bennett mentioned his daughter and that she would like to help promote Good Lighting.

Commercial Property on Township’s Website – The PC was discussing the idea of putting a listing of Commercial properties on our website. One thing that could go on the website is a copy of our Commercial map that shows where the Commercial properties are located.

Sylvan Lake Park- Seeding – for the Park – Chair Booth will donate compost from his farm with hauling at a cost of \$60/\$70 price (per truck load) from Brad Clark of Clark Excavating. It is thought that it will take around 15 loads—so about \$1,000. Supervisor Schmit **moved to approve Clark Excavating hauling compost from Chair Booth’s farm to Sylvan Lake Park and not to exceed \$1,000**, seconded by Supervisor Adelman-Dullinger and the motion carried.

Bike Trail from Baxter to Sylvan Township – Meeting – Chair Booth gave a report regarding the Bike Trail Meeting. The group is looking for input from the area entities regarding their preference of where the bike trail would go. Two questions are 1) do we want to support a future trail, and if so, 2) what would be our preferred route. This would be a non-motorized trail and would be a State trail maintained by the State.

The Board of Supervisors agreed that the Planning Commission should go ahead and work on some possible routes for a Bike Trail.

Fire Report – Supervisor Adelman-Dullinger gave this report. The Pillager Fire Association is planning on going ahead to put together calendars as a fund raiser. They need to get mailing lists from Cass County and Morrison County. It will be a plain calendar with ads. The goal is to have them ready for January of next year. Walt will be going around selling ads.

The Association purchased 2 (two) laptops. The Certifications have been completed. September 26, 2019 – Cass County Emergency Management meeting.

Rob Mason of East Gull Lake would like a long-term agreement of 10 years (contracting with the Pillager Fire Association for fire and medical service) if possible. Their percentage of increase each year will match what the Association's percentage is.

September 27 is the Home Coming Parade and the Fire Department will be there.

Runs for August – there were 30 runs the same as last year. This year there have been 183 runs total and last year there were 191 runs total.

New Business

CliftonLarsonAllen (CLA)– Accounting firm has made a proposal for doing Sylvan Township's annual audit. After review, Supervisor Bennett **moved to accept the CLA's proposal**, seconded by Supervisor Wulff and the motion carried.

Cal Snow – if his property is not commercial, he doesn't need a commercial permit. Supervisor Schmit explained that he just wants to put his building back up without going through getting a commercial permit. He will be using it for his own personal use. He will just need to go to the County for a building permit.

OTHER TOWNSHIP BUSINESS

Correspondence –

Census Information-

Cass County Economic Development Corp. – Annual meeting on October 3, 2019 6:00 PM Dinner and Presentation at Leech Lake Event Center Walker.

Cass County Association of Township Fall Conference, October 3, 2019 8:00 AM/1:00 PM. Board Members can Carpool – Leave from the Town Hall at 6:45 AM.

Association of Cass County Lakes – Linda Blake – Newsletter
Building Permits –

Review Claims –

Supervisor Schmit **moved to approve the Payroll Check # 23640 - #23643 in the amount of \$2,417.91 and the claims #23643 - 2 through #23663 in the amount of \$15,830.96 and Claim List #2 check 23664 for a total of \$70.21 for a total of \$18,319.08**, seconded by Supervisor Wulff and the motion carried.

Fall Road Review – It was decided to set the date for the Fall Road Review at the Regular Board Meeting on October 3, 2019.

Adjournment – Supervisor Schmit **moved to adjourn**, seconded by Supervisor Wulff and the motion carried with the meeting adjourning at 8:47 PM.

Minutes submitted by,

Faith C. Broberg, Clerk/Treasurer

Chair Greg Booth

Supervisor Schmit moved to approve the minutes as presented/as amended, second by Adelman-Dullinger and the motion carried.

Amendments: Page 4, paragraph on Cal Snow – change if he is not – to – if his property is not

Date:
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