



**SYLVAN TOWNSHIP**

## **REGULAR BOARD OF SUPERVISORS MEETING MINUTES**

***October 17, 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 Adelman-Dullinger, Arlene Schmit, Greg Booth, Greg Bennett, and Faith Broberg, Clerk/Treasurer. Sign-In Sheet attached. Supervisor John Wulff has an excused absence.

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

### **Clerk/Treasurer's Report –**

**Minutes – Regular Board of Supervisor's Mtg – 10-03-2019 –** Supervisor Schmit **moved to approve the minutes as amended**, seconded by Supervisor Adelman-Dullinger and the motion carried.

**September 2019 Financial Balances –** Supervisor Schmit **moved to approve the September 2019 Financial Balances**, seconded by Supervisor Adelman-Dullinger and the motion carried.

### **Public Input-**

**Dave Johnson –** Dave asked Supervisor Bennett about the Salt/Sand shed that was going to be constructed this fall. With all the wet weather we have had the Contractor who was planning on putting down the foundation has been getting behind in his work and it doesn't look like we are going to get it built this year. Dave agrees and suggested getting on the schedule now for early spring. Supervisor Bennett will contact the contractor and get on the list for next year.

### **Old Business/Reports –**

**Roads –** Bryan Drown, Bolton & Menk, was present and gave an update on the Camp Jim Road Project. There are a few more small items that need to be completed and the road will be finished. The contractors will paint the crosswalks tomorrow (Friday) if we don't get any rain. The project has come in under the bid price by \$30,000. They had plenty of "fill" without having to haul in any.

**17<sup>th</sup> Avenue SW –** there was discussion on what would need to be done to improve this road with bituminous. The railroad crossing is about 16' wide. Bryan presented a map that shows that the Township's road does not go completely to the Gull River Cemetery. A survey has not been started. After discussion it was decided that Bryan will have the road surveyed to the end of the cemetery and to also contact Burlington Northern Santa Fe regarding the railroad crossing on this road. Chair Booth would like to get the cost of paving to the end of the cemetery. There was also

discussion on how interested the railroad would be in closing that crossing. Also, how would the residents on that road and those who belong to the Gull River Cemetery Association feel about going around to a different access road.

**Zebroski Acres Lane SW** – there was an information meeting on Monday, October 14, 2019 with the residents on this road to discuss this road being improved bringing it up to Township’s standards (paved) or improving the road and have it be a gravel road.

Supervisor Bennett is planning on speaking personally with some of the residents on this road.

**Speed Signs** – Supervisor Bennett has been looking into speed signs for the Township. The Township has received complaints from residents regarding the speed that vehicles travel on certain roads. Supervisor Bennett found several different types of speed signs. He found some that come with 2 battery packs. The one can be used while the other one is being recharged. These can be moved around the Township to different roads. He also found one that is on a mini trailer at a cost of \$2600.00. Some signs come with the brackets and costs approximately \$2800.00. There was discussion on vandalism and if the signs come with a lock. The Town Board could purchase an instrument (\$275) that would collect data (i.e. traffic count, time when most cars are speeding, etc.).

Supervisor Adelman-Dullinger **moved to have Supervisor Bennett use his best judgment on purchasing signs (one mini trailer and 2 solar units with brackets)**, seconded by Supervisor Schmit and the motion carried.

**Fall Road Review** – Chair Booth, Supervisor Bennett and the Township Road Maintenance Contractor, Brad Holmwig did a Fall Road Review on Wednesday, October 16, 2019. This took about 2 ½ hours. They did not check all the roads and they found areas that need maintenance which can still be done yet this fall.

**Dustin Polkow** – *4154 Crow Wing Circle SW* – the Township had sent Dustin a letter stating that this year the Township would not mow the ditch area in front of his property (as he requested). However, next year the Board is asking him not to place stakes in the ditch area or plant native grasses in the road right-of-way so the ditch can be mowed. Dustin came into the Town Hall and has asked the Town Board to reconsider their decision. Dustin explained his process with the native grasses and plants. After planting the seeds, he maintains the area by pulling the weeds out, and after collecting the seeds he then mows the ditch area himself. Every fourth year he burns that area which 2020 will be the next burn year.

The Supervisors discussed that if there aren’t any noxious weeds and he takes care of the plants and they don’t obstruct the view for traffic that they could come to an agreement with him. Chair Booth has offered to go out there and view the area.

### **Planning Commission (PC) –**

**Sylvan Lake Park Planning Meeting** – Dave Johnson, Chair for the Planning Commission is in the process of putting together a meeting of various individuals for discussion on planning the development of the Park. He would like to get several representative from the High School (noting that the school has a new instructor, Audrey Schleper, Agricultural Education) who is very interested in helping develop the Park and getting students involved. He would also like a couple of representatives from the Sylvan Board Supervisors, Sylvan Planning Commission members, Sylvan Lake

Association and a couple from the original visioning session. He would like to get a representative from the Initiative Foundation, Todd Holman, with Sentinel Landscapes and maybe Sourcewell to discuss funding ideas.

Dave would like to get some prices (before scheduling the meeting) for putting in one trail to the top of the hill as first priority, and prices for hydro seeding in the spring on the backslope.

#### **Variations for Beyer and Johnson –**

**David & Sandra Beyer Variance Application** – owners are requesting a 1-foot back yard setback and 1-foot side yard setback to accommodate the construction of the sanitary sewer and an 80-foot setback from the lake.

The Beyers have asked for their application be tabled for 30 days so they can review their plan for the septic system.

**Sandra M. Johnson Variance Application** – the owner had applied for a permit to remodel the existing home and to place an addition on the back side of the home. However, as construction started it was determined that the condition of the home did not warrant rebuilding and had to be torn down. With the tear down the home lost its grandfathered status and now needs a variance.

The owner is building the home 96-feet from the lake but has also requested a deck extending 10-feet closer to the lake than the original plan. The applicant also requested a 14-foot wide deck extending the length of the original home on the east side going 4-feet into the setback.

The applicant received the variance for the home to be built on the original footprint including the 14-foot deck on the side. However, the 4' x 6' deck was not allowed.

**Sylvan Commercial Ordinance (SCO) Public Hearing** – the Planning Commission has been working on the SCO #2017-08 and revising it. Supervisor Bennett **moved to set the public hearing for the proposed revisions to the ordinance for Thursday, November 21, 2019 at 6:00 PM with the Regular Board meeting starting immediately after the public hearing**, seconded by Supervisor Adelman-Dullinger and the motion carried.

The reason for setting the public hearing so far out is to give the Planning Commission members time to review the changes, and we need to have Colleen Putnam, Deputy Clerk look to see if we have other changes that we had her put on a “tickler” list. If we remove the B1 and B2 from the SCO Ordinance we need to look at our Adult Use Ordinance as we might have to clean up that language as the Adult Use Permits were to be in the B2 area and we will need to have this language addressed at our public hearing. We want to clean up the Interim Use Permitting in residential areas. The PC is developing a flow chart that will help with deciding what fits and what doesn't fit the SCO and the Township's Comprehensive Plan.

**Archeology Study** – of Sylvan Lake Park – this study will be done around October 21, 2019.

#### **Fire Report –**

Supervisor Adelman-Dullinger, Fire Association Liaison gave this report.

Supervisor Walt Richmond, Fairview Township is selling ads for the calendar that the Fire Association is going to use as a fund raiser. They have enough ads for the calendar to be printed. Donations letters will go out with the calendars.

The New Safety Vests are still on backorder. There will be a practice burn around the end of October.

They have one person doing EMT Training and Firefighter #1 training. There are 3 open positions; Chief – Captain- and Lieutenant. Those who have applied are; Greg Ringler for Fire Chief, -- Trent Hockenson Bret Mattheisen, Tom Kramer for Captain and for Lieutenant--Bret Mattheisen and Tom Kramer. These are 2-year terms with voting in November.

Runs: 24 runs in Sept. Year-to-date: 207 runs, last year-to-date: 206 runs.

**Cass County Emergency Management Meeting** – Scheduled for Tuesday, October 29<sup>th</sup>, 2019. Supervisor Adelman-Dullinger is planning on attending this meeting.

**Park Report** – Supervisor Schmit, Liaison to the Pillager Lake Park, reported that the Park is now closed for the season. Water tank will need to be drained before winter and Bob Anderson will be asked to do that. When the lake freezes the piers will be removed. There was also discussion on the cost that the Park paid for having two trees removed and the stumps removed.

### **New Business-**

**Region 5 Planning Meeting** – The Township is hosting this meeting with various government entities in attendance; East Gull, Baxter and Pillager to name a few. This meeting is scheduled for Monday, November 4<sup>th</sup> from 1:00 to 3:00 PM. Cheryal Hills, Region 5 Executive Director will be facilitating this meeting. This meeting is to explore and identify common areas of concerns/interests (i.e. roads, trails etc.) It was decided to post this meeting and to also add that Planning Commission members and Board Supervisors will be in attendance.

**Kramer Lake Acquisition** - The Township has received an email from Kim M. Berns-Melhus, MN, MN State Director of the Conservation Fund, who is assisting the Township in acquiring Kramer Lake. She has some questions that she would like the Board to answer so she can move forward in the acquisition process.

1. She wants to know if the Township would require an additional survey of the Kramer Lake Property. Answer: The Township does not need an additional survey as Minnesota Power has already conducted a survey.
2. Title Insurance- Kim informed the Township that they will plan to provide a Title Commitment and Policy. Answer: The Township appreciates that.
3. Ordinance: what is the Township 's ordinance for allowing fishing/hunting on this property. Answer: Currently the Township does not restrict hunting/fishing on Township property. However, a question came up if the Township could restrict hunting/fishing later.

### **Other Township Business - Correspondence –**

Thank you card from Colleen – Deputy Clerk.  
Email regarding the Township's order of salt.  
Letter from Mr. Dustin Polkow – regarding native grasses previously discussed.

### **Public Input -**

Dave Johnson – showed the Board the condition of two (2) delineators that he found in the shouldering material along the road.

**Review Claims** – Chair Booth passed around the claim sheet from our last meeting (10-03-2019) that got missed and needs the Supervisors signatures.

Supervisor Bennett **moved to approve the payroll check #'s 23703 through #23705 in the amount of \$2,347.22 and the claims #'s 23706 through #23718 in the amount of \$60,807.36 for a total amount of \$63,154.58**, seconded by Supervisor Adelman-Dullinger and the motion carried.

**Township Shredding Policy** – there was discussion on whether the Township should have a shredding policy

**Adjournment** – Supervisor Schmit **moved to adjourn**, seconded by Supervisor Adelman-Dullinger and the motion carried with the meeting adjourning at 8:30 PM.

Minutes submitted by,

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Faith C. Broberg, Clerk/Treasurer

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Chair, Greg Booth

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

Amendments: Page 2 – Dustin Polkow paragraph 2<sup>nd</sup> sentence remove the first the  
And change to not to, to read-- not to.

Date: November 7, 2019