



SYLVAN TOWNSHIP

REGULAR BOARD OF SUPERVISORS MEETING MINUTES

NOVEMBER 21, 2019

(Recorded for Transcription Purposes Only)

Call to Order/Pledge of Allegiance/Roll Call: Chair Booth called the meeting to order at 6:40 PM and the Pledge of Allegiance was said prior at the Public Hearing. Those present: Supervisors Yvette Adelman-Dullinger, John Wulff, Arlene Schmit, Greg Booth, Greg Bennett and Deputy Clerk Jenna Ruggles. Sign in sheet attached. Deputy (Travis) Collette, Cass County Sheriff's Office and Todd Holman in attendance.

Agenda – Supervisor Bennett **moved to approve the amended agenda**, seconded by Supervisor Adelman-Dullinger and the motion carried.

Clerk Treasurer's Report

Minutes Regular Board of Supervisors Mtg 11-07-2019 – Supervisor Bennett **moved to approve the minutes of 11-07-2019 as presented**, seconded by Supervisor Adelman-Dullinger and the motion carried.

Public Input – **Greg Bennett** would like the Board to consider allowing him to put Wyonet Driver SW (vacated road - where his easement is for his 80 acres) under his name. Supervisor Schmit **moved to explore on the process to turn the vacated road over to a property owner's name with an attorney**, seconded by Supervisor Adelman-Dullinger and the motion carried, and Supervisor Bennett abstained from the motion.

Deputy Collette came to the meeting to see if we as a Township had any questions for the Sheriff's department. There were discussions regarding moving deer carcasses from the road and if we are or are not obligated to do so. He let us know that we are not obligated but we can move them if we want to.

Todd Holman came to hear and discuss during the PC portion of the meeting.

Old Business/Reports -

Road Projects Report – Greg Bennett, gave a report about his meeting with Bryan Drown and the Railroad. **17th Avenue SW** – The railroad has no problem with updating the intersection and that they would keep it as a stop sign and not change it to include arms. We would be splitting the costs with the railroad as a joint venture. Next steps include:

- Township finalizing parking at the cemetery (looking at angled parking)
- Meet with the property owners to present layout and receive feedback
- Continue to work with BNSF on easement and crossing construction

Road Supervisor's Road Report -

Supervisor Wulff reported that he attended a Fairview Township Board Meeting and discussions regarding **Gregory Drive SW and West Lake Ridge Road agreements** – shared roads. Fairview Township mows twice a year and would ask for \$50.00 each mowing. They also proposed \$17.50 per event for plowing. There had been discussion previously that it might be easier coming up with a definite cost that Fairview would charge Sylvan for their work on roads that are in our Township then trying to divide up the footage done by each Township. Fairview does have the benefit of using our turnaround for their equipment and Sylvan plows a portion of their road. Supervisor Wulff **motioned that Sylvan sign the agreements with Fairview Township**, seconded by Supervisor Bennett.

Radar Signs – the Township has received one trailer sign and 2 post signs. The trailer sign will wait until spring to setup, but the post signs will go out yet this fall/winter. The first on Hardy Lake Road where there have been multiple complaints about speeding. Supervisor Bennett would like to get an iPad for the signs to collect data on.

Beaver Dam Road SW – road supervisors will check on this one to see if the washouts have been filled in and the culvert has been unplugged.

Snowplowing Policy – Supervisor Wulff had some changes to the policy which will be amended and sent back out to the Board for review this week. There was also discussion around the routes that the plows take, Supervisor Bennett will talk to Brad Holmwig regarding changing it up sometimes so that certain areas are not always last. Supervisor Wulff would like to look into the Township getting a couple of the blinking lighted sawhorses for road closures, he will research this.

Planning Commission –

Short-Term Rental Inspections – Annual site inspections need to be done on the following Short-Term Rentals, Supervisor Bennett said he would be willing to do them. Supervisor Bennett indicated that he will work with the PC to see if one of them would go along to make sure all conditions are also met. Voges & Aberson – see PC recommendations below.

Later there were discussions on who will be doing the Short-Term Rental inspections and to change the application to include the property owner's contact information.

History Series – There were 65-70 attendees at the last presentation.

Sylvan Lake Park Committee meeting – Discussions about the boat landing and how the DNR is putting that in the budget for next year, want to make it a handicap accessible path/landing. Trails cost about \$1.25/foot; trail 1 is 2,000 feet and is seeded, trail 2 is 2,700 feet, trail 3 is 800 feet will be handicap accessible and will go to the high point of 1,328 feet with a possible picnic area (concerns about trash) and low point of 1,210 feet, trail 4 is 1,400 feet leading to the kayak landing with possible steps. Hydro seed about half an acre at \$3,000. Talks about a possible trail clean-up and planting projects for scholarships, community service, or fundraising for organizations at the park. Estimating about planting 300 trees per acre inside the park with a few shrubs as well as flowers next to the trails. Possibly talking to CLC for a park planting plan. Open to snowshoeing and cross country skiing – but then we would need a groomer. Archeological Survey costed \$2,300 and they found 2 points of interest; one being the landing and the one other. Talked about getting port-a-potty with camera, possible future events could be trail runs and a ribbon cutting ceremony.

Potlach Land – The PC would like to see if Sylvan Township could possibly get grants for the other 40 acres off of Pit Trail SW in hopes that Cass County would open up the back 40 as public use; for use with the bike corridor and other public use. Todd Holman who was in attendance announced that Potlach is looking to sell 2 40-acre parcels. One is the parcel that the PC had been interested in prior and the other is the 40 acres across the road from that one. The Conservation Fund and Sentinel Landscape Fund have enough money to purchase these acres from Potlach but they are looking for an end owner. They would like Sylvan Township to be that end owner of the donation of land from the Conservation Fund and Sentinel Landscape Fund purchase of the Potlach land. If they continued to do the forestry of the land, Sylvan Township would then get the revenues from that in the future. Discussions to continue on this topic at a later meeting. Supervisor Wulff **moved to draft a letter to the Conservation Fund in regards to acquiring the parcels of land from them**, seconded by Supervisor Adelman-Dullinger and the motion carried.

Insurance on the Fire Inspector/STR Ordinance – Discussions on adding Greg Ringler or the Fire Inspector as an additional insured in our insurance policy to cover him in cases of something being missed during an inspection. The PC also would like to get a list of what we are wanting the Fire Inspector to be looking for. Supervisor Bennett **motioned to add Greg Ringler to our insurance if MATIT agrees**, seconded by Supervisor Wulff. Supervisor Bennett will reach out to MATIT. There was also discussions regarding the Short-Term Rental Ordinance on correcting the wording regarding who is allowed to inspect the rentals, this will be discussed at a later meeting.

PC Recommendations –

Scott Aberson (Sylvan Point LLC) will be attending the December 5th board meeting to answer any questions and the PC would like the Board approve the annual permit for his Short-Term Rental at this time.

The PC would like the Board to approve the annual permit for the **Voges** Short-Term Rental contingent upon the fire inspection (by June 1, 2020) at their December 5th board meeting.

The PC would like to get the Board's approval to contact the property owners who have property on Little Pine Trail SW to see what their intent is with their land to see if we can change their land to **Commercial Zoning**. The PC would like to keep the 210 commercial corridor going. Board agreed that reaching out to the residents is a good idea, but changes to the Commercial Zoning would need to wait until the next round of SCO public hearing changes so that they would have an opportunity to voice any concerns/opinions.

Discussions about the 3 news articles in the Brainerd Dispatch regarding Short-Term Rentals in Crow Wing County and in Cass County as well as an article about a variance in Baxter for an 11' garage door. *Articles are attach*

New Business –

Website options – After discussions on the 4 different website design companies it was decided that the Board would go with the one that Jenna felt best suited the Township. Supervisor Wulff **motioned to move forward with a new web design and hosting under GoDaddy**, seconded by Supervisor Adelman-Dullinger and the motion carried.

Newsletter – was reviewed and comments were made that they would like to take it home and read through it. Any changes will be emailed to Colleen prior to Monday November 25th, 2019.

Other Township Business

Correspondence – Minnesota LTAP – Extending Pavement Life course in Baxter on Tuesday April 14th; some of the Board should go. \$60 for Townships at Arrowwood Lodge from 8:30-3:30. Supervisor Bennett **moved to approve the township to pay for any Board members to attend**, seconded by Supervisor Adelman-Dullinger and the motion carried.

Carlyon’s Family Trust mailed us a letter regarding selling some of their land up on Sylvan Lake which was read.

Region 5 Development Commission – Mailed us a ‘R5DC participates in the Aspen Institute’s Rural Development Hubs Report’ which was read.

Public Input – None

Review Claims -

Supervisor Wulff **moved to approve the payroll check #23758 to #23760 in the amount of \$2,261.62 and the claims check #23761 to 23766 in the amount of \$1,484.05 with a grand total of \$3,745.67**, seconded by Supervisor Adelman-Dullinger and the motion carried.

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

Minutes submitted by,

Jenna Ruggles, Deputy Clerk

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 4, Under Other Township Business 2nd Paragraph – Correct spelling of Carlyon’s and Under Review Claims correct spelling of Yvette’s name to Adelman-Dullinger.

Date: December 5, 2019