



REGULAR PLANNING COMMISSION MEETING MINUTES

March 12, 2020 6:30 PM

(Recorded for Transcription Purposes Only)

CALL TO ORDER/PLEDGE OF ALLEGIANCE/ROLL CALL: Chair Dave Johnson called the meeting to order at 6:30 PM and the Pledge of Allegiance was said. Roll Call: Those present: Vickie Kettlewell, Terry Quick, Scott Hendrickson, Dave Johnson, Dave Skogen, Board Liaison Yvette Adelman-Dullinger, and Colleen Putnam, Deputy Clerk. Sign-In sheet attached.

Agenda: Scott Hendrickson moved to **approve the amended agenda**, seconded by Terry Quick and the motion carried.

Minutes:

February 13, 2020 PC Meeting amend/approve: Scott Hendrickson moved to **approve the minutes as presented**, seconded by Terry Quick and the motion carried.

Public Input:

Todd Holman, Camp Ripley Sentinel Landscape: Todd informed the Planning Commission members the City of Baxter approved the letter of intent with the Conservation Fund to own the Potlach land that was shown on the map Todd handed out at the last PC meeting. If the Conservation Fund can get an agreement with Potlach they will start working with the DNR Wildlife and Parks and Trail division.

Jack Pine Brewery will be holding Pines for Purpose on Saturday, June 6, 2020 from 10:00 am until noon. This is a fund-raising event and they will be planting trees that day.

Jenna Ruggles, Sylvan Deputy Clerk: Jenna was present to show the Planning Commission members the progress on the new website for the Township.

Correspondence Received:

Cass County Permit Log – February 2020: There were 4 building permits issued for the month of February 2020.

Letters of Interest: Scott Hendrickson and Dave Johnson: Scott Hendrickson and Dave Johnson presented their letters of interest to remain on the Planning Commission. Vickie Kettlewell moved to **recommend the Town Board approve Scott Hendrickson's letter of interest to serve another three year term on the Planning Commission**, seconded by Terry Quick. The question was called and the motion carried.

Scott Hendrickson moved to **recommend the Town Board approve Dave Johnson's letter of interest to serve another three year term on the Planning Commission**, seconded by Terry Quick. The question was called and the motion carried.

Email regarding COVID-19: We received an email from Marla Yoho, who is the Secretary Treasurer of the MN Assn. of Townships with an attachment regarding facts

concerning COVID-19. The Planning Commission members decided we would post it at the Town Hall, a copy given to the PC members and put it in the minutes that the fact sheet is available at the Town Hall.

Correspondence Sent:

None

Reports:

Yvette Adelman-Dullinger, Town Board Liaison: Yvette Adelman-Dullinger gave a report on their previous meeting:

1. A resident was present regarding the snowplow damaging his mailbox, the Board informed the resident the Township doesn't fix mailboxes if it isn't on a swing away and to contact the road maintenance contractor.
2. Discussion on driveway permits. There are some residents who have not called stating their driveway are completed. The Board will be making some changes to the driveway permit application adding verbiage regarding time frame for completion and if not completed correctly what action will be taken.
3. Fire report: East Gull Lake has signed their contract to continue fire and rescue service with the Pillager Fire Department. Greg Ringler, Fire Chief has been attending classes to become certified as Fire Inspector 1. The calendars have brought in approximately \$12,000.00.

Previous Board Minutes & Public Hearing Minutes: You received in your packets, please read them over for your information.

Old Business:

Sylvan Lake Park: Dave Skogen and Vickie Kettlewell have been researching grants that may be available. Dave Skogen stated Source Well has a \$2,500.00 matching grant we can apply for and can reapply each year. Dave stated he also contacted the Initiative Foundation in Little Falls and received an email back stating their discretionary funding has dropped over the last few years and they no longer list parks planning as a guideline. They did suggest checking with HomeServe Cares Foundation with a possibility of a grant for enhancing local parks to make it handicap accessible. Vickie and Dave looked at the Outdoor Recreational Grant. Vickie stated they will be looking at pursuing that grant. Another grant they looked at is The No Child Left Inside Grant Program which was a new program last year through the DNR. The problem is these grants come up very quickly and are mini grants and are gone within minutes. Vickie stated she spoke with someone who stated there is another phase of mini grants up to \$5,000.00 which will happen within the next 2 months. This person will send a form to Vickie who will have it prepared for the next phase. If awarded a mini grant we still are eligible for the larger grants. This grant could be used when we have students from Pillager High School help with planting, education classes held outside, etc. Dave Johnson stated he will contact Greg Bennett with the Town Board regarding meeting with the ag teacher at Pillager High School. Vickie and Dave will work on the Outdoor Grant and put the first two (2) years of the budget in the grant application which is due March 27,2020. Vickie and Dave Skogen will work on these grants. Dave Johnson will contact MN Power, Crow Wing Power and the DNR. Dave Johnson stated he would like for 2 Board members, Scott Hendrickson and Dave to walk the park again.

SCO: Dave stated we need to work on a different application for Home Business and Home Occupation. Colleen and Jenna will work on this.

New Business:

Crow Wing Soil and Water Conservation District: Vickie stated she was in contact with Sheila Bolt inquiring if Sylvan Township was interested in doing another free seminar regarding water quality. Yvette will take the information to the Board to see if they are interested in another seminar.

Lighting: Vickie stated she spoke with Heather at Hengel Construction regarding the new lighting they have installed. Vickie is working on the residential and business lighting recognition.

At this time the PC discussed the Corner Store/Beimert Outdoor having rental trucks on their property due to the fact it is not on their application. The Planning Commission decided they will check the Ordinance to see what is permitted. Yvette will take it back to the Board.

History Series: Dave informed the Planning Commission the committee has started planning for the next series. The date has been changed to the first Tuesday of the month with the first one being in May.

Annual Reviews: None

Announcements: Read

Adjournment: Vickie Kettlewell **moved to adjourn**, seconded by Terry Quick and the motion carried with the meeting being adjourned at 8:30 PM.

Minutes submitted by:

Colleen Putnam, Deputy Clerk

PC Member _____ moved to approve the minutes as presented/amended, seconded by _____ and the motion carried.

Amendments:

Date: