

Regular Board of Supervisors Meeting Minutes Thursday March 3rd, 2022

Note: This meeting was recorded and will be kept in electronic records with the minutes.

Call to Order/Pledge of Allegiance/Roll Call: Chair Booth called the Board of Supervisors Meeting to order at 6:30 pm and the Pledge of Allegiance was said. Those present at the meeting were Supervisors Greg Booth, Bob Johnson, Arlene Schmit, Greg Bennett, and Clerk Jenna Ruggles. Supervisor Keith Card had an excused absence. Road maintenance contractor, Brad Holmvig was present through Zoom, Planning Commission (PC) Chair, Dave Johnson was present and residents Jim and Sandy Anderson were present.

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

Public Input:

- PC Chair, Dave Johnson discussed Baxter's Mississippi River project plan. Mr. Johnson attended a meeting from this group, and they are looking at possible plans for the parcels to the East of Sylvan, to be developed – some ideas mentioned included a wildlife refuge, bike trails, and hiking trails. The Veteran's Bike Trail is planned to go through part of their area. Mr. Johnson also asked the Board if there was a supervisor or two who would like to attend these meetings in the future. The Board thought it would be good for Supervisor Card if he is available and Supervisor Johnson to attend the next meeting. Mr. Johnson also had a couple PC questions for the Board - 1) Should the PC look at doing facts, findings, and conditions for the Cut Right Lawncare business permit when it comes in? Yes, the Board would like to have these with the permit. 2) Should we treat the Schlegel business permit the same as Cut Right's permit process? No, that is not determined yet, the Board would like Mr. Johnson to get more information regarding the processes that Mr. Schlegel took when he built on his property.
- Mr. and Mrs. Anderson discussed the concerns they are having with the snowmobilers coming onto their property from the land that Sylvan acquired from Potlatch. Mr. Anderson explained that he owns 40 acres just to the West of the Sylvan (Potlatch) land. Snowmobilers normally use the powerline corridor but would turn around when they came to Mr. Anderson's private property signs, this has ended and now there is a path going through his parcel. Mr. Anderson would like to see Sylvan make our parcels walk-in only land. After discussion the Board agreed that they would like to see some "No motorized vehicles allowed" signs go up this spring. Supervisor Bennett asked the Board if they thought the PC should develop a plan for the Sylvan (Potlatch) parcels, the Board agreed to have him bring this to the next PC meeting.

Clerk/Treasurers Report:

- **February 17th, 2022 BOS Meeting Minutes** – Supervisor Schmit **moved to approve the minutes as presented**, seconded by Supervisor Johnson and the motion carried.

- **March 1st, 2022 Board of Audit Meeting Minutes** – Supervisor Schmit **moved to approve the minutes as presented**, seconded by Supervisor Bennett and the motion carried.
- **February Financials** – were tabled until next meeting.
- **Local Board of Appeal/Equalization** – Supervisor Bennett **moved to approve the Local Board of Appeal and Equalization meeting for Friday, April 15th, 2022 at 10 am**, seconded by Supervisor Schmit and the motion carried.

Old Business/Reports:

- **Roads (Bryan Drown, Road Project Engineer, Bolton & Menk)** – was not present, but did meet with Supervisor Bennett earlier in the day. Supervisor Bennett reported that they met with a couple residents on 134th Street to discuss the hammerhead turn around. The resident on the end is still in favor of giving Sylvan what is needed to get this road paved and the other resident next to the end let them know that they are moving, and Sylvan would need to talk to the new owners in 2 weeks. Mr. Drown let Supervisor Bennett know that he should be ready to get started with the bids next meeting.
- **Road Supervisors reported** –
 - **Supervisor Johnson** reported that we had a resident (Ms. Anderson) from Crow Drive call in to inquire about the Township taking over her road. There are 4 parcels on this road, Supervisor Johnson drove the road, he thought it was very narrow, and he left a message for Ms. Anderson but hasn't heard back. Clerk Ruggles reported that when she talked to Ms. Anderson, she let her know the process for a road take by the Township and advised her to review the "Driveway and Road Standards Ordinance" on the website.
- **Broadband update** was given by Chair Booth and Supervisor Bennett. They had a meeting earlier in the day with CTC – discussions included how CTC would like to see Sylvan start with Gull River South for phase 1. Paying \$365,000 (from Sylvan), CTC paying \$91,000; then next year Sylvan would start Phase 2. Here Sylvan would pay \$0, Cass County \$316,000 and CTC \$246,000 and then apply for the MN State Broadband Grant of \$562,000. Supervisor Bennett reviewed the Township's finances and upcoming projects projected for 2022 to determine if Sylvan could come up with the higher amount in 2022. After his review, he thought that the Township should consider starting with West Gull River as a Phase 1 in the plan with Sylvan paying \$230,000 and CTC paying \$56,000 (20%); this way Sylvan still has funds for 2023 when we ask the County for funds, and Sylvan can still get a matching grant from the State for finishing the project in 2023. Supervisor Bennett will report back to the Board after he hears back from CTC. Supervisor Booth would like to look at the project as a whole and not in phases but understands that funds aren't available to do so. The State Grant funds must be a 1:1 match.
- **Legacy Grant update** was provided and is attached to the minutes.

New Business:

- **Resolution 2022-12** – Supervisor Schmit **moved to approve Resolution 2022-12 Authorizing Contract with Interested Office for Keith Card**, seconded by Supervisor Johnson and the motion carried.
- **Resolution 2022-13** – Supervisor Schmit **moved to approve Resolution 2022-13 Re-establishing Precinct & Polling Place in Sylvan Township**, seconded by Supervisor Johnson and the motion carried. Clerk Ruggles let the Board know that this is the same resolution as Resolution 2022-01 – however it needed to be passed after March 2st, 2022 because of the Re-districting in Cass County this year.
- Supervisor Bennett **moved to have Sylvan Township as an Absentee Ballot location for the 2022 elections**, seconded by Supervisor Johnson and the motion carried.
- **Resolution 2022-14 Workplace Accident/Injury** - Supervisor Schmit **moved to approve Resolution 2022-14 Workplace Accident and Injury Reduction Program as amended**, seconded by Supervisor Johnson and the motion carried.
- Supervisor Bennett **moved to name Supervisor Johnson the AWAIR Supervisor for Sylvan Township**, seconded by Supervisor Schmit and the motion carried.
- **ARPA Forms** – Supervisor Bennett **moved to accept Chair Booth signing the Assurances of Compliance form for the ARPA Funds Grant that was received for Sylvan Township**, seconded by Supervisor Schmit and the motion carried. Supervisor Schmit **moved to accept Chair Booth signing the Compliance with Treasury Department associated with our ARPA Funds Grant**, seconded by Supervisor Johnson and the motion carried.

Other Township Business:

- **Correspondence** – was read including the Cass County building permit list, Cass County Sheriff's Department report, and notification from MNDot about winter load limits.
- **Review Claims** – Supervisor Schmit **moved to approve claim numbers 025036 to 025046 and EFT claim numbers 220303-1 and 220303-9 in the amount of \$49,476.03 and the payroll numbers 025022 to 025035 in the amount of \$4,983.49 for a total of \$54,459.52** seconded by Supervisor Johnson and the motion carried.
- **Other Business** – included the following.
 - **Camp Ripley presentation** – dates available in April, May, and June. After discussion the Board agreed to have Clerk Ruggles reach out to Camp Ripley and invite them to the May 19th, 2022 Board Meeting.
 - **Audit breakdown** numbers were received from CliftonLarsonAllen (CLA). Discussion included that we received an invoice which puts us over the engagement letter amount of \$9,900 and the Board would like to see more of a breakdown of the additional fees. Supervisor Bennett asked Clerk Ruggles to setup a call with CLA for Monday or Tuesday.

Adjournment: Supervisor Schmit **moved to adjourn**, seconded by Supervisor Bennett and the motion carried with the meeting adjourning at 8:15 pm.

Minutes submitted by,

Jenna Ruggles, Clerk

Greg Booth, Chair

These minutes were approved as presented on March 17, 2022 by Supervisor Card, seconded by Supervisor Johnson and the motion carried with Supervisors Bennett, Card, Johnson, Schmit and Booth.

Amendments: None

Date: 3.17.2022