

Regular Board of Supervisors Meeting Minutes **Thursday March 17th, 2022**

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, Greg Bennett, Bob Johnson, Arlene Schmit, Keith Card (on Zoom), and Clerk Jenna Ruggles. Road Engineer Bryan Drown was present from Bolton & Menk, Dave Johnson, Planning Commission Chair was present and the residents in attendance included Patrick Cox, Linda and Jon Andersen, Ron Olson, Fred and Connie Kotten, and Gary Guderian.

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

Public Input: Included the following.

- Patrick Cox: Pat wanted to let the Board know that he has some concerns with the number of large trucks coming and going at all hours on Pit Trail SW. He feels that with the Township land on both sides of the road there is a good potential for someone to get hurt. These big machines carry very heavy items and leave a lot of debris as they are traveling the road. He would like to see a time restraint put on the road if possible. During discussions from the Board, it was said that Sylvan would talk to Anderson Brothers and Crow Wing County to see can be done to help the situation.
- Crow Drive Residents: The rest of the residents that were present were from Crow Drive they would like Sylvan to take over their road. Discussion about the road take over included how the road will have to get up to Township standards prior, how all residents would have to be in consensus (or the ones that are pay for the entire cost); it was mentioned that there are 5 parcels on the road. Concerns included that the 5th parcel on the South side of the road may not want to participate – suggestions were given from the Board that they could possibly still move forward if the other 4 were in agreeance to cut the cost in fourths and not in fifths and they were willing to give more of an easement if needed. Supervisor Johnson **moved to have Sylvan’s Road Engineer, Bryan Drown, review the road, and present a cost analyst to the Board when the weather allows**, seconded by Supervisor Bennett and the motion carried.
- Jon Andersen also had a concern regarding a burnt down house on the property at the start of Crow Drive. He feels that there could be potential health concerns. Supervisor Bennett let him know that this would go through Cass County and not Sylvan Township – but he would reach out to Cass Co. and let them know of the concerns.

Clerk/Treasurers Report:

- **March 3th, 2022 Meeting Minutes** – Supervisor Schmit **moved to approve the minutes as presented**, seconded by Supervisor Card and the motion carried.
- **February Financials** – Supervisor Bennett **moved to approve the February Financials as presented**, seconded by Supervisor Johnson and the motion carried.
- **March 8th, 2022 Annual Meeting Minutes** – were provided for the Board to review.

- **Clerk Recommendation** – Clerk Ruggles suggested that Payroll be processed on the 4th of every month to stay in compliance with the 31-day Rule. She also provided a new state form that is to be filled out every year or anytime there is a change in employment status or pay. After discussion with the Board Clerk Ruggles will do some more research on the 31-day Rule and she will get the new Employee Notice forms filled out and ready by April 1st for review by the Personnel Committee.

Old Business/Reports:

- **Roads (Bryan Drown, Road Project Engineer, Bolton & Menk)** – presented the 2022 Road Project Manual with cost estimate of \$379,773.00 to the Board. He also proposed to have the bid go through an online bidding site along with the conventional method. Supervisor Schmit **moved to approve the Road Project to go to bid as recommended by Road Engineer, Bryan Drown with a Bid Opening date of April 8th, 2022 at 10 am**, seconded by Supervisor Bennett and the motion carried. Mr. Drown also let the Board know that the area by the retention pond on Shady Hollow Road has too much snow and he recommends that we have the road contractor remove some.
- **Road Supervisors reported** –
 - **Supervisor Schmit** reported that she would like to see the Township correct the turnaround on Barnett Road this year.
- **Salt Order** information from last year was provided and after discussion it was decided to order 63 tons with 50 tons as early distribution.
- **Legacy Grant update** was provided by Supervisor Booth. He let the Board know that the project is coming to an end soon. There will be no more data collected after March 30th. The team has been busy giving presentations, 10 to date. He also indicated that the videos are behind schedule, and they are pushing a due date of April 15th. This project produced four Alpha Sites for the State Archeological Office. The team would like to give the final presentation to the Sylvan Town Board and Sylvan residents; Supervisor Booth thought this would complement Sylvan's History Series. After discussion, it was decided that Supervisor Bennett would reach out to John Gordon to see if we can get the Pillager School Auditorium for the presentation. He will get back to Supervisor Booth and Supervisor Booth will get some dates from the grant team.
- Supervisor Booth and Supervisor Johnson attended the Pipeline training in Baxter and came out with lots of information to put out for Sylvan residents and to add to the Sylvan website.
- **Fire Report** was provided and is attached to these minutes. Highlights included that there are some trainings coming up and that the Fire Association is increasing the pay and retirement for the volunteer firefighters. Supervisor Johnson also reported that there is discussion on letting volunteer firefighters who are teachers leave during the school day for a call if needed.
- **Planning Commission report** was provided, and highlights included the list of trail names for Sylvan Lake Park. Supervisor Bennett **moved to accept the PC recommended trail names of Wetland Circle, Sylvan Ridge Trail, and Woodtick Hollow for Sylvan Lake Park**, seconded by Supervisor Schmit and the motion was amended after discussion. Supervisor Bennett **moved to amend the previous motion to include that the Ojibwe**

names be reviewed for accuracy and then added, seconded by Supervisor Schmit and the motion carried; then the first motion carried. Other items that Supervisor Bennett reported included that the PC discussed whether Sylvan's parks/land should allow for motorized vehicle use or not. There were no recommendations on this subject – but the discussion ended with Supervisor Bennett reaching out to the Township Attorney to find out more on the possible liabilities if motorized traffic is allowed on the parcels. Supervisor Bennett also reported that he is asking the Township Attorney on whether Sylvan Township should require a Home Occupation Permit or not from the residents; this was also a split decision at the PC meeting. PC Chair, Dave Johnson also reported that he was reviewing the Driveway and Road Ordinance and he wants to know if the Board would like the PC to review it and make the verbiage less vague and more restrictive. They Board agreed that the PC should review this Ordinance as they have time.

- Supervisor Card reported that he attended the Mississippi River Overlook Park Project and he thought there was roughly 25 entities that were represented. He thought it was a good meeting that there were more questions than answers, but there is a lot to be learned. Supervisor Johnson and Dave Johnson also attended. Supervisor Johnson thought that it was nice to hear some concerns that others had, like how long a trail is or how difficult it is before you start it; this is good information that Sylvan can apply to Sylvan's trails.

New Business:

- **Mailstation upgrade** – Clerk Ruggles provided an email explaining that the USPS changed its requirements for postage and the mailstation we currently have for the Town Hall needs to be upgraded. Pitney Bowes is no longer doing rentals; they have changed to lease only options. Supervisor Card **moved to have Sylvan start a Lease Agreement with Pitney Bowes for the SendPro Mailstation at 60 months for \$21.94 each month**, seconded by Supervisor Bennett and the motion carried.
- **MNDot Map approval** – is requested by April 15th for the GIS Data. Clerk Ruggles provided this map to the Supervisors to review, and it will be on the next agenda in April to approve.
- **Contracts for Services** – include the following.
 - **Faith in Action** – Supervisor Bennett **moved to accept a contract for services with Faith in Action in the amount of \$250**, seconded by Supervisor Johnson and the motion carried.
 - **Crisis Line** – Supervisor Card **moved to accept a contract for services with Crisis Line and Referral in the amount of \$250**, seconded by Supervisor Johnson and the motion was amended by Supervisor Bennett **to increase the amount to \$400**, seconded by Supervisor Card and the amended motion carried; then the original motion carried.
 - **First Call 2-1-1** – Supervisor Card **moved to accept a contract for services with First Call for Help 2-1-1 in the amount of \$150**, seconded by Supervisor Schmit and the motion carried.
 - **Family Safety Network** – Supervisor Bennett **moved to accept a contract for services with Family Safety Network in the amount of \$250**, seconded by Supervisor Schmit and the motion carried.

- **Support Within Reach** – Supervisor Bennett **moved to accept a contract for services with Support Within Reach in the amount of \$100**, seconded by Supervisor Schmit and the motion carried.
- **Cass County EDC** – Supervisor Bennett **moved to continue Sylvan’s membership with Cass County EDC in the amount of \$500**, seconded by Supervisor Card and the motion carried.

Totaling \$1,900.00 for 2022 Contracts for Services and Membership Fees.

Other Township Business:

- **Correspondence** – was read.
- **Review Claims** – Supervisor Bennett **moved to approve claim numbers 025050 to 025052 and EFT claim numbers 220317-1 and 220317-8 in the amount of \$10,994.17 and the payroll numbers 025047 to 025049 in the amount of \$3,286.45 for a total of \$14,280.62** seconded by Supervisor Johnson and the motion carried.
- **Other Business** – included the following.
 - **ClifftonLarsonAllen Audit** – Clerk Ruggles and Supervisor Bennett met with CLA and discussed the extra fees and were able to get a better understanding of what they were for and to lower the cost a little bit. There were several new accounts that were created and time that was spent for the ARPA funds and staff change over. Supervisor Card **moved to add ClifftonLarsonAllen to the EFT list for 2022**, seconded Supervisor Johnson and the motion carried. Supervisor Bennett **moved to have Chair Booth sign the Rep Letter for the 2021 Audit**, seconded by Supervisor Card and the motion carried.
 - Chair Booth closed the meeting and after it reopened Supervisor Bennett **moved to approve the annual reviews and compensation increases for both Clerk Ruggles and Deputy Clerk Putnam; Clerk Ruggles earning \$20.10 and Deputy Clerk Putnam earning \$20.30 hourly retroactive to January 1st, 2022**, seconded by Supervisor Card and the motion carried.

Adjournment: Supervisor Card **moved to adjourn**, seconded by Supervisor Johnson and the motion carried with the meeting adjourning at 9:12 pm.

Minutes submitted by,

Jenna Ruggles, Clerk

Greg Booth, Chair

Date: 4.7.2022

These minutes were approved as amended on April 7, 2022 by Supervisor Schmit, seconded by Supervisor Bennett and the motion carried with Supervisors Bennett, Card, Johnson, Schmit and Booth.