

Regular Board of Supervisors Meeting Minutes **Thursday April 21st, 2022**

Call to Order/Pledge of Allegiance/Roll Call: Chair Booth called the Board of Supervisors Meeting to order at 7:00 pm and the Pledge of Allegiance was said. Those present at the meeting were Supervisors Keith Card, Bob Johnson, Arlene Schmit and Clerk Jenna Ruggles. Supervisor Greg Booth was on Zoom and Supervisor Greg Bennett had an excused absence to arrive late, arriving at 7:15pm. Road Engineer Bryan Drown was present from Bolton & Menk on Zoom and Jason Wynn was here representing Holmwig Excavating. Residents present included Jay Dimatteo and Shane Rauen and Todd Holman was present for the Legacy Grant Committee. The sign-in sheet is attached.

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

Clerk/Treasurers Report:

- **Meeting Minutes** – Supervisor Schmit **moved to approve the minutes from April 7th, 2022 as corrected**, seconded by Supervisor Card and the motion carried.

Public Input: Included the following.

- Jay Dimatteo was here to inquire on a parcel of land off of Wicopee Drive. Currently the parcel looks to be land-locked as Wicopee Drive has not been used in many years. He asked for some recorded documentation to share with Cass County on the road and to make sure it is a public road. Supervisor Booth and Clerk Ruggles prepared a letter for him ahead of time which the Board approved at the meeting. The Board also provided him with a driveway permit packet – as they feel that we need to inspect if a culvert is needed off of Lower Sylvan Road and/or Wicopee Drive.

Chair Booth turned over control to Vice-Chair Bennett for the remainder of the meeting.

- Shane Rauen was present to discuss his Home Business Permit for Cutright Lawncare. Supervisor Booth **moved to approve a Home Business Permit for Cutright Lawncare with the amended facts, findings, and conditions set in the recommendation from the Planning Commission**, seconded by Supervisor Card and the motion carried. Discussion included that Supervisor Booth felt the Board may need to have an after the fact public hearing for this Home Business to not set a precedent. Supervisor Bennett reminded the Board that they already voted to not have a public hearing based on the errors in previous discussions that Mr. Rauen had with both Cass County and Sylvan Township Board members when he applied for his original building permit.
- Todd Holman was present to Thank the Town Board and staff for all the work on the MN Historical Society Legacy Grant Project (MNSHLGP). He shared the great success that it was and how it opened several doors as well as documented a ton of locations and knowledge. The Board also thanked Mr. Holman for all his help and time. The final presentation was mentioned about being scheduled for June 28th, 2022, at 6pm in the CTC Center and how everyone is looking forward to attending it. It was also mentioned that the project came in under budget and that there are hopes of other projects stemming from this one.

Old Business/Reports:

- **Roads (Bryan Drown, Road Project Engineer, Bolton & Menk)** – presented the results from the Bid opening for the 2022 Road Improvement Project. Supervisor Schmit **moved to accept the recommendation from Mr. Drown and move forward with Anderson Brothers winning the bid at \$332,670.10**, seconded by Supervisor Card and the motion carried. It was discussed that Anderson Brothers is hoping to start the project between the end of May and middle of June 2022. Mr. Drown also discussed that he had not been in contact with the 5th property owner on Crow Drive yet. He asked the Board if they would want to reach out to the other 4 owners first to see if they still wanted to move forward or not and then we could reach out to the 5th owner. Supervisor Johnson said he would like to see a letter go out to those residents with the findings that Mr. Drown provided at the last meeting and what options the residents have now. Clerk Ruggles will get that letter out next week.
- **Road Supervisors reported** –
 - **Supervisor Schmit** reported that she is going to do a work order for sweeping and grading for next week. She also mentioned that we will want to start crack sealing in May. Supervisor Schmit also reported that she was approached by Mr. Pietz regarding 43rd Avenue and how he would like the end of it vacated. Supervisor Booth explained the process and Supervisor Schmit will let Mr. Pietz know.
 - **Supervisor Johnson** reported that he had a permit for a driveway on 134th Street SW and he is still in discussion with the homeowner – they are going to talk with Brad Clark (who is contracted to put the driveway in) to see what he thinks about the need for a culvert and/or the location of the driveway. Supervisor Johnson also reported that he talked to MNDot about the corner of Hwy 210 and Co Rd 36, and they came in a placed some fill – but with the weather and large trucks it just keeps turning into large potholes. He is going to reach out to MNDot again and suggest that they hire someone to do an overlay, not just short-term fix. He also followed up regarding the Fire Association’s pull tab sales and that they give 50% of the sales back to the community (including the Pillager School) and the other 50% goes towards large purchase needs for the Fire Department.
 - **Annual Road Review** date was set for April 30th, 2022 at 8am. The Board will meet at the Town Hall and head out in 2 groups. Supervisor Johnson **moved to have Supervisor Schmit get a van from Fornshell Bus Company for the morning of April 30th, 2022**, seconded by Supervisor Card and the motion carried. Clerk Ruggles will send out an invite to the Road Committee and Mr. Holmvig to attend the Annual Road Review.
- **PC Report** was provided and discussed. Discussions included that Carr’s Tree Service is looking at finding property in Sylvan (possibly the Commercial land for sale currently on Hwy 210) to put in a satellite office. This location has possibilities of having a transfer station, wood debris burning site, and an employee division location. He also reported that Planning Commission is still working on some Ordinance changes and that Mr. Johnson got more trees for Sylvan Lake Park.
- **Cass County Environmental Services Department** update was provided by Clerk Ruggles. They have a new form that they would like filled out when we have a parcel for them to look at. Otherwise, we should reach out to John Ringle or Jeff Woodford with questions. It was also mentioned that Cass is hoping to have a representative back in our office for at least one day a month starting soon. Clerk Ruggles also mentioned that a few truckloads of tires had left the neighboring property earlier that day.
- **Legacy Grant** final report was provided and is attached.

New Business:

- **Trainings** for the clerks are available in Deerwood on May 12th, with a cost of \$65 each through MAT. Supervisor Card **moved to allow the clerks to attend the MAT Clerks training on May 12th in Deerwood**, seconded by Supervisor Schmit and the motion carried. Supervisor Johnson planned on attending a free training for Emergency Management group for Damage Assessments; Supervisor Card and Clerk Ruggles would also like to attend it. Supervisor Booth **moved to allow for 2 supervisors and the clerk to attend the full day damage assessment training in Hackensack on May 11, 2022**, seconded by Supervisor Schmit and the motion carried.
- **Community/Safety Day** was discussed, and Clerk Ruggles provided a list of possible groups to invite. After discussion it was decided to try for August 13th, 2022, around lunch time; maybe 10-2. Clerk Ruggles will reach out the Sheriff's Office and others to get started on the planning.

Other Township Business:

- **Correspondence** – was read including a pipeline survey which Supervisor Johnson will take and turn in, a letter from the IRS letting us know that our refund is being processed, and a statement letting us know the credit card application was approved.
- **Review Claims** – Supervisor Johnson **moved to approve claim numbers 025088 to 025090 and EFT claim numbers 220421-1 and 220421-3 in the amount of \$21,928.84 and the payroll numbers 025085 to 025087 in the amount of \$3,238.08 for a total of \$25,166.92** seconded by Supervisor Card and the motion carried.
- **Other Business** – none at this time.

Adjournment: Supervisor Card **moved to adjourn**, seconded by Supervisor Johnson and the motion carried with the meeting adjourning at 8:50 pm.

Minutes submitted by,

Jenna Ruggles, Clerk

Greg Booth, Chair

These minutes were approved as amended on May 05, 2022 by Supervisor Card, seconded by Supervisor Johnson and the motion carried with Supervisors Bennett, Card, Johnson, Schmit and Booth.

Date: 5/30/2022