



# Sylvan Township

12956 24<sup>th</sup> Avenue SW, Pillager, MN 56473

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## Regular Board of Supervisors Meeting Minutes

*Thursday February 16<sup>th</sup>, 2023*

**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 included Supervisors Greg Booth, Greg Bennett, Keith Card, Arlene Schmit, Clerk Jenna Ruggles, and Supervisor Bob Johnson attended through Zoom. Residents in attendance included Patrick Cox, Lucas Pickle, and Dave Johnson (PC Chair); & Brian Knoll attended through Zoom. The sign-in sheet attached.

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

**Public Input:** Included the following and continued into the Planning Commission (PC) report.

- Mr. Cox asked the Board if he could hold a meeting with Sylvan residents to discuss Pit Trail. The Board agreed that since this is a meeting for Sylvan residents, they did not feel there should be a fee associated with the rental but there will need to be a representative present from the Township. Supervisor Bennett **moved to approve Mr. Cox holding a meeting at the Town Hall in April of 2023 without a rental fee for the residents of Sylvan to discuss Pit Trail**, seconded by Supervisor Card and the motion carried.
- PC Chair Johnson had a few questions and updates for The Board, including providing them with an update on the TRCA meeting that he attended. Mr. Johnson thought that the archeological study items were the most interesting and would like to try and have some for the Veterans State Trail areas in Sylvan to post at trailheads. He would also like to see us start Sylvan's portion of the Veterans State Trail ahead of the trail reaching us from the South. Another topic that Mr. Johnson would like to see is a data collection from MN Power for the Solar Farm to add to a newsletter this year. Mr. Johnson also knows a contact that could help with the native names for Sylvan Park with The Board's approval. The Board agreed with all the above items and told Mr. Johnson to move forward with them.
  - Mr. Pickle was present to discuss the Planning Commission's recommendation for his General Business Permit. After discussion Supervisor Bennett **moved to approve a General Business Permit for Mr. Pickle based on the recommendation from the Planning Commission; and to include that hours of operation be from 6am-10pm and that all other businesses that rent space from him, will obtain a permit for their business through Sylvan Township**, seconded by Supervisor Card and the motion carried.
  - After discussion on Short-Term Rentals vs. Resorts, Supervisor Bennett **moved to approve the recommendation from the PC for a Short-Term Rental permit for Bigwater Investments pending the septic system being updated and the understanding that each rental to different parties will be a separate event even if renting during the same week/weekend**, seconded by Supervisor Schmit and the motion carried.



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- Supervisor Bennett **moved to approve the recommendation from the PC to accept the letters of interest to serve another 3-year term on the PC from Dave Johnson and Scott Hendrickson**, seconded by Supervisor Card and the motion carried.
- Supervisor Bennett also let The Board know that they worked on the Comp Plan again at the last meeting. Mr. Johnson would like The Board to review the changes that they have made to the transportation section and make sure they agree with the condensing and streamlining that is being done before they dig further into more sections.

### Clerk/Treasurers Report:

- **Meeting Minutes** – Supervisor Bennett **moved to approve the minutes from February 2<sup>nd</sup>, 2023 for the Working Budget Meeting as presented & to include the spreadsheets**, seconded by Supervisor Schmit and the motion carried. Supervisor Schmit **moved to approve the Board Meeting minutes from February 2<sup>nd</sup>, 2023 as presented**, seconded by Supervisor Card and the motion carried.
- **Financials** – Supervisor Schmit **moved to approve the January 2023 Financial Statements as presented**, seconded by Supervisor Card and the motion carried.
- **Life Insurance** – was approved at the Re-organization meeting for the Silver Level which is again at \$160 per person.
- **Financial Policy updates** – were provided and Supervisor Schmit **moved to approve the changes to the Claims/Disbursement Policy and the EFT Policy**, seconded by Supervisor Card and the motion carried.

### Old Business/Reports:

- **Bryan Drown, Road Project Engineer, Bolton & Menk** – was not present but let Clerk Ruggles know that there are 4 bids already for the 2 road projects.
- **Road Supervisors reported** –
  - **Supervisor Bennett** reported the following.
    - A few compliments on the scraping that was done on the roads the week prior, a lot of the curves look better in the Township
  - **Supervisor Schmit** reported the following.
    - A few complaints on roads – 13<sup>th</sup> Ave, Oakridge, Shady Hollow, and Hardy Lake
    - Calcium Chloride order form is here, and she will work with Cass County on it
    - West Gull River Rd has ruts, and she feels they should have waited to scrape until later in the afternoon (*mental note for next time*)
    - Mr. Busbey from Anderson Brothers will be at the March 2<sup>nd</sup> meeting to discuss Pit Trail
  - **Supervisor Johnson** reported the following.
    - A complaint on Big Pine Rd, the residents feel they do not need salt/sand as there are only 2 of them
    - Plowing complaint from resident on 132<sup>nd</sup> about the plow going too far into the ditch and is tearing up the road edges, Supervisor Johnson went to look and did not see any issues



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- **Pit Trail** was briefly discussed, and The Board would like Clerk Ruggles to reach out to Mr. Person to get a legal easement description for Pit Trail for the next Board meeting.
- **Road Maintenance Packet** was discussed and worked on as a group. After all changes were made, Supervisor Schmit **moved to have Clerk Ruggles get the 2023 Road Maintenance Packet out for Bid by advertising it in the Brainerd Dispatch and with the Contactor Publications Portal we used 2 years ago with the Bid Opening set for Thursday, April 6<sup>th</sup>, 2023 at 10am**, seconded by Supervisor Bennett and the motion carried.
- **Planning Commission Report & Recommendations** were discussed during the Public Input discussions.
- **Pillager Fire Association Report** was provided and is attached.
- **Pillager Lake Park Report** was provided and is attached.
- **Budget Continuation** was discussed. Supervisor Schmit provided a copy of the Pillager Lake Park Fund Budget for review and Clerk Ruggles provided the budget amends to the General and Road & Bridge Funds for 2023 and 2024 for review. Supervisor Schmit **moved to approve the Park budget and 2023/2024 budget amends**, seconded by Supervisor Card and the motion carried.

#### New Business:

- There was none.

#### Other Township Business:

- **Correspondence** – was read including an email from Mr. Smith, which The Board discussed and asked Clerk Ruggles to send to Mr. Person for a formal response to Mr. Smith.
- **Review Claims** – Supervisor Card **moved to approve claim numbers 025451 to 025456 and EFT claim numbers E23021601 and E23021607 in the amount of \$12,867.02 and the payroll numbers AP23021601 – AP22021603 in the amount of \$3,221.09 for a total of \$16,088.11**, seconded by Supervisor Schmit and the motion carried.
- **Other Business** – included the following.
  - **Grant Opportunities** were discussed including that Sourcewell has a grant for Community Funds Match up to \$10,000 which could be used for a Generator for the Town Hall or possibly used for a Drinking Water System. Supervisor Schmit **moved to have Chair Booth fill out an application for that Grant through Sourcewell**, seconded by Supervisor Bennett and the motion carried. Clerk Ruggles let The Board know that Dave Skogen has a new email for grant information.
  - **Drinking Water System** options were discussed and tabled until another meeting.
  - **The newsletter** was approved to mail out. Supervisor Bennett **moved to approve the Newsletter for mailing next week with Lakes Area Printing**, seconded by Supervisor Schmit and the motion carried.
  - **HR Items** The Board went into a Closed Meeting at 10:10 pm to discuss Employee HR items and ended the Closed Meeting at 10:12 pm when Supervisor Card **moved to approve pay raises for Clerk Ruggles and Deputy Clerk Putnam in the amount of \$0.82/hour as well as a \$0.60/hour raise for Assistant Deputy Clerk Marohn all retroactive to January 1<sup>st</sup>, 2023**, seconded by Supervisor Schmit and the motion carried.



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Also discussed was the Employee Handbook and how to handle non-used PTO at the end of the year. After discussion Supervisor Bennett **moved to approve the Employee Handbook with amendments as discussed**, seconded by Supervisor Card and the motion carried. The last HR topic that was discussed was a vacation payout for Deputy Clerk Putnam, this would bring her current to the new Employee Handbook rules.

Supervisor Bennett **moved to approve the payout amount of \$2,755.73 for 135.75 hours of back vacation time**, seconded by Supervisor Schmit and the motion carried.

- Supervisor Johnson suggested that we have Leaf River check the Propane Tank this spring before we purchase a back-up Generator for the Town Hall.

**Adjournment:** Supervisor Card **moved to adjourn**, seconded by Supervisor Schmit and the motion carried with the meeting adjourning at 10:30 pm.

Minutes submitted by,

\_\_\_\_\_  
Jenna Ruggles, Clerk

\_\_\_\_\_  
Greg Booth, Chair

These minutes were approved as amended on March 2, 2023 by Supervisor Schmit, seconded by Supervisor Card and the motion carried with Supervisors Bennett, Card, Johnson, Schmit and Booth.

Date: 03.02.2023