



# Sylvan Township

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

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## Regular Board of Supervisors Meeting Minutes

*Thursday March 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 were Supervisors Greg Booth, Bob Johnson, Greg Bennett, Keith Card, Arlene Schmit and Clerk Jenna Ruggles. Residents in attendance included Patrick Cox, Heather Schmit, & Bob & Callie Karlen. The sign-in sheet is attached.

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

**Public Input:** Included the following.

- Pat Cox discussed Pit Trail easements and what classifies a public road versus a township road with The Board, as well as what he would need to do to request an easement onto Pit Trl from his parcel. After some discussion Supervisor Bennett said he will check with the Township attorney, Mr. Person, regarding the easement request and how Mr. Cox and the Town Board should proceed.
- Callie and Bob Karlen were present and provided a power point on suggestions they feel would make the Short-Term Rental Ordinance better. Supervisor Bennett had asked Mrs. Karlen to bring her ideas to The Board so they could have an idea of what a Short-Term Rental owner would consider to be good changes to our Short-Term Rental Ordinance, as this Ordinance is currently under review by the Planning Commission. The Karlens were also here for the results of their Short-Term Rental application for a permit, which was on the agenda for later.
- Heather Schmit was present for Hengel Ready Mix and Construction. This is a follow-up from the Township's Annual Meeting regarding the extinguishment of some roads on their newly purchased parcels. The residents motioned to approve that the Town Board has it in the Township's best interest to extinguish the said roads and to have the Town Board move forward with the process. Supervisor Bennett **moved to set a Public Hearing for Thursday, May 4<sup>th</sup>, 2023 at 6:30pm for the extinguishment of the abandoned roads listed in the petition presented to the residents at the Annual Township Meeting and the Town Board tonight**, seconded by Supervisor Card and the motion carried.

**Clerk/Treasurers Report:**

- **Meeting Minutes** – Supervisor Schmit **moved to approve the meeting minutes and reconvened meeting minutes for the Board of Audit from dates March 2<sup>nd</sup> and March 14<sup>th</sup>, 2023 as presented**, seconded by Supervisor Card and the motion carried. Supervisor Schmit also **moved to approve the Board of Supervisors meeting minutes from March 2<sup>nd</sup>, 2023 as presented**, seconded by Supervisor Card and the motion carried.
- **Financials** – February Financial statements were provided for The Board to review.
- **CD** – Supervisor Bennett discussed how the FDIC has been watching the max amounts, so he recommends we take our interest out of the CD when it exceeds \$250, 000. Supervisor Bennett **moved to renew our current 91-day CD at Pine River State Bank less the interest if the**



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- interest rate increases, otherwise, Clerk Ruggles and Supervisor Bennett will work together to determine a new CD option, seconded by Supervisor Card and the motion carried.
- **Cass County Board of Commissioners Meeting** – Cass Co. Commissioners have requested to hold their June 20th meeting at Sylvan Town Hall. Supervisor Bennett **moved to approve the Cass County Commissioners to hold their Board Meeting at Sylvan Town Hall on June 20<sup>th</sup>, 2023 starting at 6pm**, seconded by Supervisor Card and them motion carried.

### Old Business/Reports:

- **Bryan Drown, Road Project Engineer, Bolton & Menk** –
- **Road Supervisors reported** –
  - **Supervisor Schmit** reported the following.
    - W. Gull River, 134th Street, Oakridge, 132<sup>nd</sup> Street, River Ln, and 130th Street all have bad ruts and are slippery – possibly do a work order for the grader to go out
    - Calcium Chloride totals are being sent to Cass County this week
    - Hengels has salt/sand mix that we can purchase as needed for \$48/yard for the remainder of this season. Supervisor Schmit would like to see us have our salt delivered to Hengels for next season and have them mix it there so our contractor can pick it up as needed and only store part in the shed for emergencies and weekend snow events. Clerk Ruggles will work on getting some numbers from Hengels and bring to the next Board meeting.
  - **Supervisor Johnson** reported the following.
    - Reports from 2 different residents where snow is being plowed across a township road, Clerk Ruggles is sending letters to each of them
  - **Chair Booth**
    - Reminded the Board that there was a resident complaint about roads getting narrow at the Annual Meeting
- **Planning Commission Report** – Supervisor Bennett provided a report on the PC meeting which included 3 recommendations. First was for the Karlen’s Short-Term Rental Permit; Supervisor Bennett **moved to approve a Short-Term Rental Permit for Bigwater Cove LLC**, seconded by Supervisor Card and the motion carried. Second was for a SCO Home Occupation Permit for Terah Young; Supervisor Bennett **moved to approve the SCO Home Occupation Permit for Terah Young Administrative Extraordinaire**, seconded by Supervisor Card the motion carried. Third was a recommendation for a letter to go out to local businesses regarding the Dark Skies Initiative; Supervisor Bennett **moved to approve having the Planning Commission send letters out to the local business that have permits with Sylvan Township about the Dark Skies Initiative in Sylvan Township**, seconded by Supervisor Schmit and the motion carried.
- **Fire Report** – Supervisor Johnson provided the Pillager Area Fire Association meeting report which is attached to these minutes. Discussion included how the new fire truck will take 2 years to build and that the team is getting burnt out, as they are being dispatched out to several events where they are not needed, and they are working with Cass County to hopefully get this corrected.



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- **Pillager Lake Park** – Report will be tabled until the next meeting as they are not meeting until March 21<sup>st</sup>. However, Supervisor Bennett mentioned that he is setting up a community event for the Pillager Softball (and possibly Baseball) team to do some clean up at Pillager Lake Park as well as at Sylvan Lake Park on May 6<sup>th</sup>.

#### **New Business:**

- **Speaker/Microphone options** were discussed by Supervisor Bennett, there was an Owl which has a camera, microphone, and speaker in one and a bar which has a microphone and speaker. The Board had more questions regarding these, such as can we use 2 owls at one time and another question of if we can still utilize our current mics and speaker system with one of these options. Supervisor Bennett will work with Clerk Ruggles and our IT Specialist to get more details and the best option for the Town Hall.

#### **Other Township Business:**

- **Correspondence** – was read.
- **Review Claims** – Supervisor Schmit **moved to approve claim numbers 025469 to 025470 and EFT claim numbers E23031601 and E23031607 in the amount of \$10,286.91 and the payroll numbers AP23031601 – AP23031603 in the amount of \$3,395.16 for a total of \$13,682.07** seconded by Supervisor Bennett and the motion carried.
- **Other Business** – included the discussion on the Grant through Sourcewell and estimates for the generator and drinking water system. After some discussion it was decided that Chair Booth would apply for the Sourcewell grant for half the cost of the ECO 385 Reverse Osmosis Water System and the Estimate from Generator Power Systems.

**Adjournment:** Supervisor Schmit **moved to adjourn**, seconded by Supervisor Johnson and the motion carried with the meeting adjourning at 9:05 pm.

Minutes submitted by,

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

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

These minutes were approved as amended on April 6, 2023 by Supervisor Schmit, seconded by Supervisor Bennett and the motion carried with Supervisors Bennett, Card, Johnson, Schmit and Booth.

Date: 04.06.2023