



Sylvan Township

12956 24th Avenue SW, Pillager, MN 56473

phone: (218) 746-3652 / fax: (218) 746-3612 / e-mail: info@sylvantwp.com / Web-site: www.sylvantwp.com

Regular Board of Supervisors Meeting Minutes

Thursday April 20th, 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 Shawn & Tonia Makarrall, Pat Cox, Jacob Persson, & Ryan Bodell (Bodell Landscape & Excavation). The sign-in sheet is attached.

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

Public Input: Included the following.

- Shawn & Tonia Makarrall were present to discuss options for the Township to take over their road “Acorn Drive”. The Board let them know the process and suggested that they get a petition started and present it at the next board meeting.
- Pat Cox was present for multiple items. First – Easement onto Pit Trail; Supervisor Bennett let Mr. Cox know the process to getting an easement onto Pit Trail, which is as follows. Talk with the Township Attorney to get a cost and if interested after that bring to the Board to vote, then after Board passed vote, have the Easement drawn up by the Township’s Attorney. Supervisor Bennett will set up a meeting for Mr. Cox and Mr. Person. Second – Mr. Cox let the Board know that there was a lot of cracking happening on Hardy Lake Road. He was concerned as it was newly overlaid last summer. Third – Mr. Cox wanted to be added to the agenda for the Board’s next meeting on May 4th to discuss his results from the resident meeting he will be having at the Town Hall next week.
- Jacob Persson was present as well for Acorn Drive with no further questions or comments.

Clerk/Treasurers Report:

- **Meeting Minutes** – Supervisor Card **moved to approve the meeting minutes for the Board of Supervisors meeting minutes from April 4th, 2023 as amended**, seconded by Supervisor Schmit and the motion carried.
- **Meeting Minutes** – Supervisor Johnson **moved to approve the meeting minutes for the Local Board of Appeals and Equalization meeting minutes from April 15th, 2023 as presented**, seconded by Supervisor Schmit and the motion carried.

Old Business/Reports:

- **Bryan Drown, Road Project Engineer, Bolton & Menk** – was not present and did not provide a report.
- **Road Supervisors reported** –
 - **Supervisor Schmit** reported the following.
 - She had a request to grade Red River Trail – which the dirt section is not ours; it’s May Township’s portion
 - **Supervisor Johnson** reported the following.



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- Resident request to install a Blind Approach sign near intersection of Little Pine Rd and Alliance Way
- Approved a driveway on Alfalfa Trail
- Did inventory on which signs we had in the shops, will place an order after the Road Review
- **Supervisor Bennett** reported the following.
 - A mailbox was hit at 1683 W Gull River Rd.
 - Salt/Sand proposal was provided from Hengel for a signature
- **Quarterly Driveway report** was provided, and it was suggested to get some fire numbers and check on which are ready for review
- **Annual Road Review** – Supervisor Schmit **moved to reschedule the Annual Road Review from April 22nd to May 13th at 8:00 am**, seconded by Supervisor Johnson and the motion carried.
- **Planning Commission Report** – Supervisor Bennett let us know that the Short-Term Rental Ordinance was discussed and that the Commissioners are starting to review other Township's that have an ordinance for comparison. He also let the Board know that they are still working on the Comp Plan and that they discussed what needed to be done at Sylvan Lake Park for the clean-up on May 6th.
- **CRVST** – Supervisor Schmit reported that the Veterans State Trail committee is working on getting some grants. She also reported that the beginning part of the trail that they started last year did not hold up and they have to start over.

New Business:

- **Crow Wing River One Watershed One Plan** sent a letter for the Board to review as they are looking for some help/volunteers with their project. The Board will look it over and address it at their next meeting.
- **Snows Plat 2023** – a proposal for a minor subdivision between Trellis Trail and Janick Trail was reviewed, and Supervisor Bennett **moved to send a recommendation to Cass County Planning/Environmental Services that Sylvan Township would like to see both roads be brought up to Township Standards during the development of the minor subdivision**, seconded by Supervisor Schmit and the motion carried.
- Association of Cass County Lakes sent over a survey from the DNR and after review the Board decided that Clerk Ruggles will reply to the email and let them know to send it to some of the Lake Associations in Sylvan Township.

Other Township Business:

- **Correspondence** – was read and included an email from Cass County Association of Townships requesting Sylvan provide their pay rates for a comparison study, the Board agreed to do so.
- **Review Claims** – Supervisor Bennett **moved to approve claim numbers 025486 to 025490 and EFT claim numbers E23042001 and E23042003 in the amount of \$30,951.52 and the payroll numbers AP23042001 – AP23042003 in the amount of \$2,863.94 for a total of \$33,815.46** seconded by Supervisor Schmit and the motion carried.



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- **Other Business** – Grant items were discussed, and Chair Booth said he saw a USDA Grant for residents that he will forward Clerk Ruggles to add to the website. Also Chair Booth provided an update that he asked the Generator Pro contact to check into a getting the generator discounted through Sourcewell. Generator Pro said that it is a lot of paperwork to go through Sourcewell and that if the amount of discount is not significant, he would just give us the discount and not go through Sourcewell.

Adjournment: Supervisor Schmit **moved to adjourn**, seconded by Supervisor Card 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 amended on May 04, 2023 by Supervisor Schmit, seconded by Supervisor Card and the motion carried with Supervisors Bennett, Card, Johnson, Schmit and Booth.

Date: 05.04.2023