



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 August 3rd, 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, Greg Bennett, Bob Johnson, Keith Card, Arlene Schmit and Clerk Jenna Ruggles. Residents in attendance included Shawn & Tonia Makarrall (stopped in and chatted with Greg Bennett prior to meeting), Brian Smith, Bryan Drown (Road Engineer), and Ryan Bodell (Road Contractor), and Callie & Bob Karlen & Brian Knoll were on Zoom. The sign-in sheet is attached.

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

Public Input: Mr. Smith explained more on his view of government.

Clerk/Treasurers Report:

- **Meeting Minutes** – Supervisor Card **moved to approve the meeting minutes from July 20, 2023 as amended**, seconded by Supervisor Johnson and the motion carried.
- **Financials** – Supervisor Schmit **moved to approve the financial statements from July 2023 as presented**, seconded by Supervisor Card and the motion carried.

Old Business/Reports:

- **Bryan Drown, Road Project Engineer, Bolton & Menk** – was present and let the Board know that the contracts are all signed and finalized for the 2023 2nd road project in the Bigwater area, but Anderson Brothers does not have a start date for the project yet. Acorn Drive was discussed, Supervisor Bennett let everyone know that he has meetings set for next week with property owners that need easements on their property. Chair Booth asked Mr. Drown about the ruts on Little Pine Rd and if we should get them fixed. Mr. Drown said yes, they should get fixed soon, so they don't set that way permanently. The Board asked Clerk Ruggles to create a Work Order for this for Anderson Brothers.
- **Road Items & Road Supervisor reports** –
 - **Road Supervisor Johnson** reported the following.
 - He drove his section and there was no immediate brushing needed – but 13th Ave has several trees that could potentially be hazardous in the future that are in the State Park.
 - He responded to a complaint of desk with a free sign on it on 33rd Ave, after discussion Clerk Ruggles will send out letters to the 2 parcels the desk is near.
 - He also cleared some brushing away from the speed limit sign and stop signs on 33rd Ave.
 - He reviewed a couple of driveways that were not completed.
 - **Road Supervisor Bennett** did not have any other road info to report than 135th Ave and Acorn Dr updates.
 - **Road Supervisor Schmit** reported the following.



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- Little Pine residents would like a “Children at Play” sign installed.
- Crow Wing Cir had a tree down from the storm, it is cleared now.
- **Supervisor Card** said he drove his section and there were no immediate hazardous trees. He also asked about a driveway on the corner of Lincoln and 132nd St; Clerk Ruggles let him know they do have a permit.
- **120th Street culvert(s)** were discussed. The City of East Gull Lake would like to get estimates and fix the culverts prior to the road being repaired. More to come at the next Board meeting.
- **Pillager Dam Rd Grant Project** was discussed. It was decided that the Board would continue with the easement on MN Power’s parcel and move forward with submitting the grant. This means that Sylvan Township would be extending Pillager Dam Road and take ownership of that portion in the easement. Supervisors Bennett and Schmit are meeting with the City of Pillager on Friday to discuss this and the grant project.
- **45th Ave/May Township** estimate was received. After discussion, Supervisor Schmit **moved to accept the estimate from May Township for the 45th Ave road project with Sylvan’s cost being \$2,735.00 pending Supervisor Schmit verifying with May Township that the Class 5 they will be using is MNDot Spec Class 5**, seconded by Supervisor Johnson and the motion carried.
- **135th Street** update was provided by Supervisor Bennett. He let the Board know that the road is in good placement and after the resident meeting they would like to move forward with getting it up to Township gravel standards with a hammerhead at the end. Supervisor Bennett then **moved to have Mr. Person start the Assessment Agreements for the residents on 135th Street SW to Township gravel standards with a hammerhead**, seconded by Supervisor Card and the motion carried. Supervisor Bennett then **moved to have Bodell Landscape and excavating provide an estimate to get 135th Street SW up to Township standards**, seconded by Supervisor Card and the motion carried.
- **ROW Permit** was submitted from MN Power. After discussion Supervisor Bennett **moved to accept the application and give MN Power a Road Right-of-Way Permit pending, they submit the application fee and their Certificate of Insurance**, seconded by Supervisor Schmit and the motion carried.
- **Planning Commission Report** – Supervisor Bennett let the Board know that the PC mainly focused on the Comp Plan at the last meeting. He said that Chair Johnson provided a small Sylvan Park update that the gates were moved; and they also discussed the Short-Term Rental Ordinance a little with no more recommendations.

New Business:

- **Short-Term Rental Ordinance (STR)** was brought back into discussion from the public hearing on July 20th, 2023. The Board went through the revised ordinance one item at a time. Items discussed included the following:
 - Changed rental definition from 60 days to 30 days and added that a STR will be comprised of one rental structure and if there is more than one structure they will need to apply for a Variance as well.



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- Removed wording “or other family member” in section discussing requirements and how ownership is determined.
- Added under permit renewal section that each renewing STR will need to comply with the most current STR Ordinance.
- Replaced all rental restriction wording with new wording that Permitted STRs are restricted to a maximum of 180 nightly rental per year.
- Removed the restriction of not being able to bring wake boats to a STR.
- Added section on Noise and Noise Monitoring – decibels will not exceed 60 at the property lines and a noise monitoring system must be implemented at the STR.
- Added words in the garbage section to include that the containers can be out at the street for pick-up the evening prior to the service day.
- Lowered the violation fine amounts to comply with Minn. Stat. § 366.01, subd. 10 (1st time \$200, 2nd time \$400, & 3rd time \$700).
- Removed rental events sections as they converted to nights of rentals.
- Moved some wording from the repeal section to the effective date section and removed some as it is discussed in the renewal section.
- Other minor word changes/corrections for spelling or grammar, formatting changes, and date & title changes to comply with amended ordinance.
- **Resolution 2023-08** was read. After discussion Supervisor Card **moved to accept Resolution 2023-08 to erect regulatory speed signs for 35-mph in the rural residential district area on Little Pine Road SW**, seconded by Supervisor Schmit and the motion carried.
- **Resolution 2023-09** was read. After discussion Supervisor Schmit **moved to accept Resolution 2023-08 to erect regulatory speed signs for 35-mph in the rural residential district area on 25th Avenue SW**, seconded by Supervisor Johnson and the motion carried.

Other Township Business:

- **Correspondence** – was read including a FOIA (Freedom of Information Act) request on a parcel, a Sheriff’s report for a Short-Term Rental, MAT and CCAT Annual Meeting notices, and some deposits and thank you cards.
- **Review Claims** – Supervisor Card **moved to approve claim numbers 025553 to 025568 and EFT claim numbers E23080301 and E23080308 in the amount of \$21,253.52, the payroll numbers AP23080301 – AP23080314 in the amount of \$6,215.25 for a total of \$27,468.77** seconded by Supervisor Schmit and the motion carried.
- **Other Business** – included the following.
 - **Grant Opportunities**, there are no new grants – but Supervisor Bennett has a list of roads for Clerk Ruggles to send to Dave Skogen for the Road Grant. Chair Booth asked the Board if they would be okay with Sourcewell doing an article on the Township and the Generator/Water grant they did with us; the Board agreed it would be great for them to do that. Clerk Ruggles let the Board know that the generator is being hooked up on Friday.

Adjournment: Supervisor Schmit **moved to adjourn**, seconded by Supervisor Card and the motion carried with the meeting adjourning at 9:45 pm.



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Minutes submitted by,

Jenna Ruggles, Clerk

Greg Booth, Chair

These minutes were approved as amended on August 17, 2023 by Supervisor Bennett, seconded by Supervisor Schmit and the motion carried with Supervisors Bennett, Card, Johnson, Schmit and Booth.

Date: 8.17.2023