



# Sylvan Township

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

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## Regular Board of Supervisors Meeting Minutes Thursday September 21<sup>st</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, Bob Johnson, and Clerk Jenna Ruggles. Supervisors Keith Card and Arlene Schmit had excused absences. Those in attendance included residents Linda Andersen, Don & Gwen Olson, Ben & Kirstin Nelson, Andrew Anderson, Fred & Connie Kotten, Gail Brecht, Gary & Krista Guderian, Tom Loisel, Ryan Bodell (Road Contractor), Bryan Drown (Road Engineer), and Chad Converse (May Township Supervisor). The sign-in sheet is attached. Cass County's Sheriff Welk, and Ben Lindstrom (County Attorney) were also in attendance.

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

**Public Input:** Attorney Lindstrom explained the process that his office takes after a complaint is sent to them from Cass County Environmental Services Department. He also gave an overview of where the Crow Drive complaint stands in his office as well as the next steps and answered some resident questions. Sheriff Welk also provided some answers to resident questions.

### Clerk/Treasurers Report:

- **Meeting Minutes** – Supervisor Bennett **moved to approve the meeting minutes from September 07, 2023 as amended**, seconded by Supervisor Johnson and the motion carried.
- **MidMinnesota CD** – was reverted into a 7-month special with an interest rate of 4.504%.

### Old Business/Reports:

- **Bryan Drown, Road Project Engineer, Bolton & Menk** – was present and reported that Bigwater area roads will begin to be paved tomorrow. He also provided a layout for Acorn Drive.
- **Road Items & Road Supervisor reports** –
  - **Road Supervisor Johnson** reported the following.
    - He has been in contact with MN Power regarding the trash off of W Gull River Rd
    - 13<sup>th</sup> Ave grading looks good, but it needs some Class-5 added, a work order will be done tomorrow
    - 3 driveways signed off as they are completed
    - Reviewed 2 other driveways for culverts
  - **Road Supervisor Bennett** reported the following.
    - Acorn Drive waiting on one resident to sign, an estimate from Bodell will be completed next week, and then a resident meeting the week following
    - 135<sup>th</sup> Street work is scheduled to begin next week
    - More steel posts are needed for street signs – an order 20 more 8' posts next week
  - **Chair Booth** said that 120<sup>th</sup> Street culvert project looked really good.
  - Supervisor Bennett **moved to approve sending a letter to Cass County Commissioners jointly with May Township asking for support of tipping fees for**



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**getting rid of the tires that have accumulated from 45<sup>th</sup> Avenue**, seconded by Supervisor Johnson and the motion carried. Supervisor Bennett **moved to approve the bid from Bodell Landscape and Excavation LLC to haul the tires from 45<sup>th</sup> Avenue to Cass County transfer station which the cost will be shared with May Township**, seconded by Supervisor Johnson and the motion carried.

- Supervisor Bennett **moved to adopt Resolution 2023-11 to erect a 35-mph speed limit on Upper Sylvan Rd**, seconded by Supervisor Johnson and the motion carried.
- **Planning Commission (PC) Report** – Supervisor Bennett reported that the PC met with a Short-Term Rental applicant, discussed Sylvan Park and volunteer ideas, and parts of the Comp Plan at their last meeting. Supervisor Johnson **moved to approve the Short-Term Rental application for Joshua Jeziorski pending he gets the taxes paid, provides the fire inspection report, and the has noise monitoring system setup at the on-site inspection from a supervisor**, seconded by Supervisor Bennett and the motion carried.

#### **New Business:**

- Supervisor Bennett **moved to have Chair Booth sign the Release of Voter Funds Agreement to Cass County**, seconded by Supervisor Johnson and the motion carried. Supervisor Bennett **moved to approve Sylvan Township handling Absentee Ballots for the 2024 elections**, seconded by Supervisor Johnson and the motion carried.
- Supervisor Bennett **moved to sign the Engagement Letter with CarlsonSV for the audits over the next 3 years**, seconded by Supervisor Johnson and the motion carried.

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

- **Correspondence** – was read and it included the Cass County Sheriff's report.
- **Review Claims** – Supervisor Bennett **moved to approve claim numbers 025599 to 025603 and EFT claim numbers E23092101 and E23092104 in the amount of \$5,349.53, and the payroll numbers AP23091801 – AP23091803 in the amount of \$3,241.07 for a total of \$8,590.60** seconded by Supervisor Johnson and the motion carried.
- **Other Business** – included the following.
  - **Grant Opportunities**, there were no new grants to discuss.

**Adjournment:** Supervisor Bennett **moved to adjourn**, seconded by Supervisor Johnson and the motion carried with the meeting adjourning at 8:55 pm.

Minutes submitted by,

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Jenna Ruggles, Clerk

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Greg Booth, Chair

These minutes were approved as presented on October 05, 2023 by Supervisor Bennett, seconded by Supervisor Johnson and the motion carried with Supervisors Bennett, Johnson, Card, and Booth in approval and Supervisor Schmit abstained.

Date: 10.5.2023