



Sylvan Township

12956 24th Avenue SW, Pillager, MN 56473

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Regular Board of Supervisors Meeting Minutes Thursday September 7th, 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 Tom and Jacki Kientzle, Pat Cox, Justin Rodman, Susan Maki, Dave Johnson, Ryan Bodell (Road Contractor), and Bryan Drown (Road Engineer). The sign-in sheet is attached. Cass County's Commissioner Gaalswyk, Sheriff Welk, and Jeff Woodford (ESD Director) were also in attendance.

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

Public Input: Tom and Jacki Kientzle were here from Upper Sylvan Road; they are having issues with cars speeding around the curve and down the straight-away. They would like to possibly see a speed limit sign put up, but other signs could also help. Pat Cox was present to inquire about his easement documents, Supervisor Bennett said he would get in touch with Mr. Person and get back to Mr. Cox. Justin Rodman and Susan Maki inquired about paperwork for Acorn Drive.

Clerk/Treasurers Report:

- **Meeting Minutes** – Supervisor Card **moved to approve the meeting minutes from August 21, 2023 as presented**, seconded by Supervisor Schmit and the motion carried.
- **Financial Statements** – Supervisor Schmit **moved to approve the August Financial Statements as presented**, seconded by Supervisor Card and the motion carried.

Old Business/Reports:

- **Bryan Drown, Road Project Engineer, Bolton & Menk** – was present and provided an update for the Bigwater area road project that paving should start in 2 weeks.
- **Road Items & Road Supervisor reports** –
 - **Road Supervisor Johnson** reported the following.
 - There has been some dumping on MN Power's parcels back off of W Gull River Rd
 - There is some brushing needed on both ends of W Gull River Rd
 - 13th Avenue needs to be graded
 - **Road Supervisor Bennett** reported the following.
 - Acorn Drive residents are in the process of signing their easement agreements
 - 135th Street residents have finished signing their easement agreements and all assessment agreements; work is ready to begin
 - Supervisor Bennett **moved to approve an estimate from Bodell Landscape and Excavation in the amount of \$875 to make improvements on an area off of Shady Hollow Rd that has continued to have washouts since we previously moved the road**, seconded by Supervisor Johnson and the motion carried.



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- **Road Supervisor Schmit** reported the following.
 - She has reviewed and approved 2 driveways this last 2 weeks, one needing a culvert
 - 120th Street culvert project and road repair projects have both been approved by East Gull Lake City Council. Supervisor Schmit **moved to approve the bid from Anderson Brothers over the bid from Ideal Construction for the road improvement project on 120th St SW which is shared with East Gull Lake in the amount of \$37,326.25**, seconded by Supervisor Card and the motion carried.
 - There is some brushing throughout the Township that needs to be done – a work order will go out this next week
 - Supervisor Schmit **moved to approve the estimate and start work on Barnett Road's turnaround from Anderson Brothers in the amount of \$11,777.90**, seconded by Supervisor Bennett and the motion carried.
- **Chair Booth** provided a written road report of the Brushing needed in his road section, which will be attached to the brushing work order next week.
- **45th Ave** estimate was provided to the Board for review for a tire clean-up project, we will wait to hear back from May Township on it. After review and discussion on an invoice submitted to Sylvan from Cal's Bobcat Service, Supervisor Bennett **moved to approve paying the invoice directly for the 45th Avenue ditch work to Cal's Bobcat Service including the increase after the change order request totaling \$3,500**, seconded by Supervisor Card and the motion carried with Supervisors Booth, Bennett, Card, and Johnson in favor and Supervisor Schmit as a nay.
- **Fire Report** – Supervisor Johnson reported that East Gull Lake is still pushing for a new Fire Station in their city. The costs have increased to around \$100,000 for East Gull Lake and an average of 100 more runs per year. They would need at least 2 trucks, a boat, an ATV, and a building. He also reported that they are having a recruiting event starting September 15 through October 18. The number of runs that Sylvan had in August was 12 out of 28.

New Business:

- **Township and County issues** were discussed between the Board, Cass County, and PC Chair Dave Johnson. Discussion included that it is hard for the PC to follow-up on an issue when there are issues that have not been resolved because of follow through. The PC used to make annual visits to all permit holders a few years back, but they stopped that because they hadn't been finding issues that they had not previously heard about prior to the review. Supervisor Bennett would like to start the visits again to have a baseline of what they are doing and that way if it changes, we have some documentation of it, instead of them saying they have been doing it this way for years.
- **Jeff Woodford** discussed that his department has followed up on all issues that they receive and that they send letters and then if no action it is pushed to the County Attorney's office where it gets prioritized and junk, excess mobile homes, and such issues are further down the chain than the higher profile murders, rapes, thefts, and other cases. The Crow Dr issue was discussed, this has been pushed to the County Attorney's office and they have been working with them to get this property cleaned up, it just takes time.



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- **Commissioner Gaalswyk** provided details on how the County Board is proposing an increase of taxes to be able to increase some wages at the county level. They are aware of the staffing issues, and they are working on correcting them. Commissioner Gaalswyk also let the Board know that Cass County has a Public Hearing set to discuss passing an Ordinance to ban Cannabis Use on all Public Land and at all Public Places in Cass County. Sheriff Welk let the Board know that this would cover all Sylvan Township as well so there would not be a reason for Sylvan Township to make an additional ordinance.
- **Recycling center issues** were discussed, since there are issues of trash and other items being dumped – Waste Partners is proposing the County close the site.
- **Auditor search** was discussed again. Clerk Ruggles had reached out to CarlsonSV for more details regarding any outside costs, and they told her there doesn't look to be any outside costs. Supervisor Bennett **moved to approve moving forward to contract with CarlsonSV for the next 3 years for audit services**, seconded by Supervisor Card and the motion carried.
- **Election** updates were provided to the Board from Cass County and now the State of MN is asking for any feedback regarding the new laws. The Board will review and comment as they feel needed.

Other Township Business:

- **Correspondence** – was read including the Cass County building permit list, a capital credit from CTC, and the Short-Term Rental incident report.
- **Review Claims** – Supervisor Schmit **moved to approve claim numbers 025583 to 025598 with check number 025579 through 025582 being voided and EFT claim numbers E23090701 and E23090713 in the amount of \$25,745.49, the payroll numbers AP23090501 – AP23090514 in the amount of \$5,280.60 for a total of \$31,026.09** seconded by Supervisor Bennett 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 9:02 pm.

Minutes submitted by,

Jenna Ruggles, Clerk

Greg Booth, Chair

These minutes were approved as amended on September 21, 2023 by Supervisor Bennett, seconded by Supervisor Johnson and the motion carried with Supervisors Bennett, Johnson, and Booth.

Date: 9.21.2023