



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

Sylvan Township Board of Supervisors Meeting

Thursday November 2nd, 2023

Call to Order/Pledge of Allegiance/Roll Call: Chair Booth called the Board of Supervisors Meeting to order at 7:20 pm, the Pledge of Allegiance was said at the previous Public Meeting. 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 Blaine & Gail Brecht, Pat Cox; and Ryan Bodell, Road Contractor. The sign-in sheet is attached.

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

Public Input:

- The Brechts were here to discuss getting 13th Avenue paved all the way to the State Park. They live on the dirt road area and would like to see the Township pave it as far as possible. Supervisor Bennett let the couple know that the Board has been discussing this possibility the last couple of meetings. There is an estimate from our road engineer outlining the costs associated with the project as well. Currently it is not in the budget, but the Board will be considering it when they discuss the 2024 road projects and are looking at possible grant options for this road as well.
- Mr. Cox was in attendance for the requested easement from the Township to Pit Trail from his parcel. After review and discussion Supervisor Bennett **moved to approve the easement for Mr. Cox to Pit Trail from the northwest corner of his parcel 41-128-1202 through Sylvan Township's parcel 41-121-4300**, seconded by Supervisor Card and the motion carried.

Clerk/Treasurers Report:

- **Meeting Minutes** – Supervisor Schmit **moved to approve the minutes from October 19th 2023 as presented**, seconded by Supervisor Johnson and the motion carried.
- **Financials** – for October 2023 were tabled until next meeting.
- **Brainerd Dispatch renewal** – was discussed and approved to continue as is.

Old Business/Reports:

- **Bryan Drown, Road Project Engineer, Bolton & Menk** – was not present.
- **Road Supervisors reported** –
 - **Supervisor Schmit** reported the following.
 - Reported a missing RR crossing sign on Crow Wing River Drive SW.
 - A complaint of Beaver Dam Road being rough and needing to be graded, Bodell will work on it as the temps increase this week into next.
 - A large pothole on 37th Avenue – she will discuss with the City of Pillager.
 - Great job on 33rd and Crow Wing River Drive shouldering.
 - **Supervisor Johnson** reported the following.
 - 13th Avenue was graded and looks great.
 - Crow Drive and 13th Avenue parcel has a dumpster and a little bit of clean up has been done but nothing major.



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

- 135th Street looks good.
- 134th Street, hammerhead question – doesn't seem like the hammerhead is complete or in the correct location or they are not using it properly. Supervisor Bennett explained that this hammerhead has an easement into a resident's driveway there and that it must not be being used properly.
- 2 driveways reviewed, one completed and one in the works still.
- Acorn Drive looks good so far, wondering about the mountain of brush. Bodell will burn later when there is snow and will notify proper channels prior.
- 13th Avenue – would like to have a contact for the State Park, as the road has so many trees hanging and that there is potential for damage – Clerk Ruggles will get him a name and number.
- 13th Avenue just off 36 there are 2 potholes that need to be filled.
- **Supervisor Bennett** reported the following.
 - Acorn is done until Spring, the shape and turnaround are completed and Bodell will finish up the shouldering and seeding in the Spring.
 - Salt order has been placed, but there is some confusion with who to communicate with, Supervisor Schmit will reach out to Heather.
 - Acting as a resident, Mr. Bennett would like the Board to send Bodell out to check on the non-vacated road (Wyanet Drive) that connects to his currently land-locked parcel and see if there is an option to make that road an access. He doesn't want to have the Township have to go through other options such as court. After discussion, Supervisor Schmit **moved to have Bodell go out and investigate creating legal access to a parcel using non-vacated Wyanet Drive**, seconded by Supervisor Card and the motion carried with Supervisor Bennett abstaining from the vote.
- **Chair Booth** had a road complaint of a resident who plows snow onto 33rd Avenue; Clerk Ruggles should send a letter out to the resident. He also had questions about 120th Street potholes. Wondering if we should do a temporary fix with cold mix or leave until Spring. Clerk Ruggles let Bodell know that Matt from East Gull Lake was also looking at doing a temporary fix, so Bodell should reach out to them to make sure it isn't the same holes.

New Business:

- **Resolution 2023-14** was discussed, Supervisor Card **moved to adopt Resolution 2023-14 Accepting Acorn Drive as a township road for maintenance purposes**, seconded by Supervisor Bennett and the motion carried.
- **Resolution 2023-16** was discussed, Supervisor Johnson **moved to approve Resolution 2023-16 Adopting Assessments for the Acorn Drive 2023 road improvements**, seconded by Supervisor Bennett and the motion carried.
- **Resolution 2023-15** was discussed, Supervisor Bennett **moved to approve Resolution 2023-15 Adopting Assessments for the 135th Street 2023 road improvements**, seconded by Supervisor Card and the motion carried.



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

- **Order Establishing Acorn Dr** was discussed, Supervisor Bennett **moved to approve the Order Establishing Acorn Drive as a township road**, seconded by Supervisor Bennett and the motion carried.
- **Sylvan Park burn plan** was provided and Mr. Johnson would like the Board to review it and he will discuss this with the Planning Commission so the Board can discuss it at their next meeting.

Other Township Business:

- **Correspondence** – was read including Sheriff's report for short-term rentals and Cass County building permit.
- **Review Claims** – Supervisor Schmit **moved to approve claim numbers 025627 to 025641 with check number 025638 being voided and EFT claim numbers E23110201 to E23110210 in the amount of \$8,363.39 and the payroll numbers AP23110301 – AP23110314 in the amount of \$5,415.46 for a total of \$13,778.85** seconded by Supervisor Card and the motion carried.
- **Other Business** – included the following.
 - A recap on the grant committee meeting was provided by Chair Booth. He let the Board know that we are currently looking at the State Park Road Grant for 13th Avenue, BRIC – a FEMA grant option for an emergency siren, a state nursery (DNR) grant for Sylvan Park, and possibly looking at the LRIP grant for West Sylvan or Servo Trail. Clerk Ruggles is going to check with Sourcewell on other funding options. Also talked about looking at getting solar for the Town Hall.
 - Discussion about businesses and planning commission follow ups was had. The Board feels this could be a major discussion and they would like to have a working meeting next year to discuss it more and come up with an action plan to put into place going forward.

Adjournment: Supervisor Schmit **moved to adjourn**, seconded by Supervisor Card and the motion carried, with the meeting adjourning at 8:40 pm.

Minutes submitted by,

Jenna Ruggles, Clerk

Greg Booth, Chair

These minutes were approved as presented on November 16th 2023 by Supervisor Schmit, seconded by Supervisor Card and the motion carried with Supervisors Bennett, Card, Johnson, Schmit and Booth.

Date: 11.16.2023