



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 and Board of Audit Meeting Thursday March 21st, 2024

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. Others in attendance included Robert Hoover, Ronald Duy, Todd Holman (CRSL), Bryan Drown (Road Engineer/Bolton Menk), and Ryan Bodell (Road Contractor/Bodell). The sign-in sheet is attached.

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

Public Input:

- **Mr. Hoover** read a statement he put together regarding his concerns with the Bigwater Investment Short-Term Rental. His concerns are regarding noise and the number of occupants at one time. Supervisor Bennett let Mr. Hoover know that the Planning Commission would be discussing this rental at their next meeting, and he would also be doing a site visit prior to that.
- Mr. Duy was here to discuss Little Pine Trail SW during the Road Business area below.
- Mr. Holman was present to discuss the Joint Community Trail with the City of Baxter and Sylvan Township. He provided the Board with more details on the next steps of reaching out to a Baxter resident to get an easement. The County is in the process of getting their easement passed by the County Board. He also recommended to the Township Board that they check on some costs for trail upkeep. He put in the 1 million dollars just based on the length of the trail section but would like the Board to get a cost estimate or feasibility study done. Supervisor Bennett **moved to have Bryan Drown, Bolton Menk, work on providing a potential trail cost estimate**, seconded by Supervisor Card and the motion carried.
- There was a written public input email from Mr. Young from the Sylvan Park Committee. Mr. Young is requesting permission to add Sylvan Park as a location on Google Maps and Apple Maps. The Board agreed that this should be done and suggested that we check our other public areas as well.

Clerk/Treasurers Report:

- **Meeting Minutes** – Supervisor Schmit **moved to approve the minutes from March 21st, 2024 as presented**, seconded by Supervisor Card and the motion carried.
- **Financial** – Supervisor Bennett **moved to approve that we moved both CDs (MidMN and Pine River) into our Money Market accounts at Pine River State Bank when they reach maturity in April 2024**, seconded by Supervisor Schmit and the motion carried.

Old Business/Reports:

- **Bryan Drown, Road Project Engineer, Bolton & Menk** – was present and participated in the discussion and provided some information on Little Pine Road. It was decided that the road needs to be re-recorded with the County and to do that we need to have a public hearing – which the Board will set at a later date.



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

- **Road Supervisors reported –**
 - **Supervisor Schmit** reported the following.
 - She had all the roads swept
 - She has 2 quotes for Calcium Chloride but is going to talk with the City of Pillager before making a motion for one
 - Grading has been completed for all dirt roads as best as possible for this weather
 - **Supervisor Johnson** reported the following.
 - He had a resident comment on Acorn Drive's turn around that it is too small
 - He had another resident ask about getting the road rights-of-way on 132nd Ave (East one) fixed where it connects to Hwy 36 – Clerk Ruggles will put in a Work Order
 - **Chair Booth** reported that there was an email in the Correspondence with a compliment on the sweeping work being done in the Township
 - **Road Review Date** Supervisor Bennett **moved to set the Annual Road Review Date for April 13th, 2024, at 8am**, seconded by Supervisor Johnson and the motion carried.
- **PC Report** was provided by Supervisor Bennett indicating the following.
 - They worked on the Comp Plan and there was a recommendation made that the Board review the current changes they have made to date and report back to the PC with their thoughts.
 - They had a Home Occupation permit come in; after review Supervisor Bennett **moved to approve the Home Occupation Permit for Mr. Winkelman – Winkelman Solar Developers LLC**, seconded by Supervisor Card and the motion carried.
- **Water heater estimates** were reviewed and Supervisor Bennett **moved to accept the bid from Horizon Heating & Service for a gas on-demand water heater in the amount of \$3,895.00 contingent that Clerk Ruggles check with him to see if there is a small option for less money in which case there is, we would take that bid and move forward**, seconded by Supervisor Schmit and the motion carried. Clerk Ruggles will let Chair Booth know when she has a final cost, so he can move forward with filling out a Community Match Grant application through Sourcewell.

New Business:

- Generator Power Systems provided a maintenance agreement request; Supervisor Bennett **moved to have Chair Booth sign the Generator Maintenance Agreement**, seconded by Supervisor Johnson and the motion carried.
- Clerk Ruggles provided a compensation guideline for Township Board members and employees to follow when they are part of a committee. The Board agreed that it looked good and to add to our documentation.
- The Board reviewed the Checklist for completed driveways that Supervisor Schmit asked for and it was decided that it was just a duplication of what they already are getting and to amend some of the conversations with the residents instead of having more paperwork.
- Contracts for Services and Memberships for 2024 were reviewed and are as follows...



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

- Cass County Economic Development Corporation (EDC): Supervisor Schmit **moved to approve a membership with Cass County EDC at \$500**, seconded by Supervisor Bennett and the motion carried.
- Crisis Line & Referral Service: Supervisor Bennett **moved to approve a Contract for Services with Crisis Line and Referral Service at \$300**, seconded by Supervisor Card and the motion carried.
- Faith In Action: Supervisor Card **moved to approve a Contract for Services with Faith in Action at \$250**, seconded by Supervisor Bennett and the motion carried.
- Family Safety Network: Supervisor Bennett **moved to approve a Contract for Services with Family Safety Network at \$250**, seconded by Supervisor Card and the motion carried.
- First Call 2-1-1: Supervisor Schmit **moved to approve a Contract for Services with First Call 2-1-1 at \$150**, seconded by Supervisor Bennett and the motion carried.
- Support Within Reach: Supervisor Bennett **moved to approve a Contract for Services with Support Within Reach at \$100**, seconded by Supervisor Johnson and the motion carried.

Other Township Business:

- **Correspondence** – was read including one compliment on road sweeping, one complaint on a STR, Anderson Brothers price list, and The Office Shop’s notice of ownership change.
- **Review Claims** – Supervisor Bennett **moved to approve claim numbers 025729 to 025735 and EFT claim numbers E24032101 to E24032108 in the amount of \$8,920.99 and the payroll numbers AP24032101 – AP24032103 in the amount of \$3,273.08 for a total of \$12,194.07** seconded by Supervisor Card and the motion carried.
- **Other Business** – included the following.
 - The reviewing the follow ups, Chair Booth said that we will use Cass County’s Resolution regarding Solar in the Township, Supervisor Bennett indicated that we will not be contacting immediate neighboring properties when a Short-Term Rental comes in for an application due to privacy concerns, and Clerk Ruggles crossed off the plumbing estimates from her list.

Adjournment: Supervisor Schmit **moved to adjourn**, seconded by Supervisor Card and the motion carried with the meeting adjourning at 9:28 pm.

Minutes submitted by,

Jenna Ruggles, Clerk

Greg Booth, Chair

These minutes were approved as amended on April 4, 2024 by Supervisor Bennett, seconded by Supervisor Card and the motion carried with Supervisors Bennett, Card, Johnson, Schmit and Booth.

Date: 04.04.2024