



# Sylvan Township

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

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## Regular Board of Supervisors Meeting

*Thursday July 18<sup>th</sup>, 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 Lois and Jim Welling; Brittany & Justin Rogge; David Winkelman; Road Engineer, Bryan Drown; Road Contractor, Ryan Bodell; Township Attorney, Brad Person with Breen & Person, Ltd.; and Tony Revering, Subsurface Inc. The sign-in sheet is attached.

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

**Public Input:** Lois and Jim Welling were present to discuss Sylvan Lake Cemetery and how they had proof that it was given to Sylvan Township back in 1894. They would like the Board to investigate how it became a private cemetery. Supervisor Bennett and Chair Booth said that the Board could do a title search to obtain more information regarding the parcel.

Tony Revering presented to The Board the process that Subsurface Inc. uses for culvert repair and explained a little about the materials. He let them know that Cass County is working on projects this next week on Co. Rd. 77 & Co. Rd. 18 if a supervisor wanted to stop out and see the process or materials in person. Supervisor Schmit said she would go out.

**STR Appeal:** The Cabin on Kramer Lake owners Brittany & Justin Rogge were present to appeal the denial of their Short-Term Rental application based on the use that is was being rented while their application was under review. Discussion included that their permit application was completed in full minus the picture of the Noise Monitoring System in place. However, after further review from the Town Board it was determined that their residential structure was not in compliance with the Cass County Land Use Ordinance setbacks that are set by the State of MN DNR. These setbacks are also part of the STR Ordinance therefore the property did not qualify for a permit. Supervisor Schmit **moved to deny the appeal for the Cabin on Kramer Lake based on the setback not being in compliance with the option for the owners to bring a variance application for setback to the Township Board**, seconded by Supervisor Card and the motion carried with Supervisors Booth, Schmit, and Card in favor and Supervisors Bennett and Johnson opposed. It was mentioned that since the appeal was denied that the owner will need to cease and desist all rentals at this time.

### Clerk/Treasurers Report:

- **Meeting Minutes** – Supervisor Schmit **moved to approve the minutes from July 2<sup>nd</sup>, 2024 as presented**, seconded by Supervisor Johnson and the motion carried.

### Old Business/Reports:

- **Bryan Drown, Road Project Engineer, Bolton & Menk** – was present but did not have anything for the Board at this time. Supervisor Bennett provided an update on Deerview Drive's Resident meeting and let Mr. Drown, and the Board know that he will bring it back if they decide



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to move forward. Mr. Drown suggested that The Township have a chart of how much a road would cost per foot based on the most recent roads completed and their conditions to provide estimates for these types of situations instead of using Township funds to have Bolton & Menk get the first estimates every time.

- **Road Supervisors reported –**
  - **Supervisor Schmit** reported the following.
    - Servo was completed in error by Pillager’s contractor (Ideal Construction) after the estimates came in and Bodell was given the job. Sylvan will be paying for half of the lower estimate only which was Bodell’s. The road looks to still need shouldering work completed at this time.
    - Pillager Dam Road has been completed by Ideal Construction per the estimates given and looks to be completed but is missing aprons on the end of the culvert.
    - New driveway going in on 11<sup>th</sup> Avenue.
    - Had a few complaints on Lower Sylvan and Sylvan Lane water issues still.
    - Work Order needed to get the beaver levelers installed on Beaver Dam Road.
  - **Supervisor Johnson** reported the following.
    - Driveway on Barnett – thought was done is not, call into the resident.
  - **210 Round-About** – MnDOT wants to know if we would like to share invoices with the City of Pillager and split them accordingly on our end or if we would like them to have it split prior to us receiving them. After discussion The Board felt it was best to move forward with having our own invoices.
- **Planning Commission report** was provided by Supervisor Bennett and included the recommendation to set up a Public Hearing for Sunup Solar Farm. Mr. Winkelman was present to explain a little more about the project and the business going forward. After some discussion it was mentioned that the owners should not have to re-zone or dually zone the land to Commercial since it is currently zoned Agricultural. Supervisor Bennett **moved to have a Public Hearing on August 22<sup>nd</sup>, 2024 at 6pm**, seconded by Supervisor Card and the motion carried with Supervisor Booth abstaining from the discussion and motion.
- **The Sylvan Solar project** was mentioned that it is currently on hold until we can add it into our Township Budget. We will continue to watch for grants for it during the meantime.

#### **New Business:**

- Supervisor Bennett **moved to approve the 2024 Candidate Filing Notice for publishing**, seconded by Supervisor Card and the motion carried.
- Supervisor Bennett **moved to approve the July 2024 Newsletter to go to print and be mailed**, seconded by Supervisor Johnson and the motion carried.
- Supervisor Bennett **moved to approve the estimate for a kiosk out at Sylvan Park with built in benches in the amount of \$1,665.78**, seconded by Supervisor Card and the motion carried.

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

- **Correspondence** – was read including a resident complaint, property tax deposit, and a letter from Sourcewell.
- **Review Claims** – Supervisor Bennett **moved to approve claim numbers 025850 to 025855 and EFT claim numbers E24071801 to E24071805 in the amount of \$18,531.92 and the payroll**



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numbers AP24071601 – AP24071603 in the amount of \$3,275.84 for a total of \$21,807.76 seconded by Supervisor Johnson and the motion carried.

- **Other Business** – none at this time.

**Adjournment:** Supervisor Bennett **moved to adjourn**, seconded by Supervisor Card and the motion carried with the meeting adjourning at 9:26 pm.

Minutes submitted by,

\_\_\_\_\_  
Jenna Ruggles, Clerk

\_\_\_\_\_  
Greg Booth, Chair

These minutes were approved as presented on August 1, 2024 by Supervisor Schmit, seconded by Supervisor Johnson and the motion carried with Supervisors Johnson, Schmit and Booth.

Date: 8.1.2024