



Sylvan Township

12956 24th Avenue SW, Pillager, MN 56473

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Regular Board of Supervisors Meeting

Thursday August 15th, 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. Those in attendance included Evan Ingebrigtsen, Todd Holman with Sentinel Landscape, Road Engineer, Bryan Drown, and Road Contractor, Ryan Bodell. The sign-in sheet is attached.

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

Public Input: Mr. Ingebrigtsen discussed how he would like to see the Board review the past estimate for Dandelion and split it into smaller sections. He would like to start a petition and see if the first group of residents from County Rd 18 to Norway Drive would be interested, then move further down with another section if there is interest in the future.

Clerk/Treasurers Report:

- **Meeting Minutes** – Supervisor Schmit **moved to approve the minutes from August 1st, 2024 as presented**, seconded by Supervisor Bennett and the motion carried.
- **Financials** – Supervisor Schmit **moved to approve the July Financial Statements**, seconded by Supervisor Bennett and the motion carried.
- Clerk Ruggles presented a transfer from the Road & Bridge Money Market Account into the Checking Account for \$50,000.
- Clerk Ruggles presented an outstanding checks list and asked The Board to allow her to Void check #024810 as it is outdated, and the bank will not accept it, the resident claimed to have lost it but doesn't want it re-issued as he wanted to apply to a new permit. If the resident comes back in, we will let him know we need a new permit filled out. Also, we need to Void check #025851 as this was for Bodell Excavation & Landscape and was destroyed on the jobsite on accident. Clerk Ruggles has reissued Check #025851. Supervisor Bennett **moved to approve the Voiding of Check #'s 024810 and 025851 and to reissue check #025851**, seconded by Supervisor Schmit and the motion carried.

Old Business/Reports:

- **Bryan Drown, Road Project Engineer, Bolton & Menk** – was present and discussed the 2025 Road Bond Project. He suggested that we start getting our survey work done this year for the roads that we want to send out for bid for the project. More will be discussed at our next meeting.
- **Road Supervisors reported** –
 - **Supervisor Schmit** reported the following.
 - New driveway on 132nd
 - Little Red Sand got some new gravel



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- Pillager Dam Rd invoices are here, and the City of Pillager members were not able to meet with us tonight, so they asked if some Supervisors would attend their meeting next Tues. Clerk Ruggles will post it so more than 2 supervisors can attend if desired. It was discussed that Ideal Construction should be asked to join the meeting as well.
- **Supervisor Johnson** reported the following.
 - 11th Ave was graded
 - Tree across W. Gull River Road cleared
- **Supervisor Card** was asked to go investigate a resident complaint about people dumping rubbish and such items on a parcel of MN Power's off of West Gull Dam Rd. He took some pictures and obtained a 911 number for Clerk Ruggles to contact MN Power.
- **Joint Community Trail** with The City of Baxter was discussed. Mr. Holman explained that one grant was approved, and the other grant will most likely also get approved. He gave the Board a tentative timeline – 2025 would be SHPO/NEPA reviews and 2026 would be looking at construction. With that the City and Township will need to have a 90% design plan ready prior to the SHPO/NEPA reviews. So, the Township will need to determine where the trail will run and where it will connect with the City's trail section.
- **Fire report** was provided by Supervisor Johnson that the office remodel bids were all in and they were going with the bid of \$2,000 for the cabinets from Bob Jackson at Lonesome Pine. The SCBA that arrived last month were not in service yet due to a missing piece, this should be arriving on Thursday. Current Engine 1 pictures have been taken and it will be going up for sale soon. The new truck is still expected end of September or early October. The fire department issued 2 new debit cards out. Still on schedule to have representatives at the Hunt's Point event Aug. 23-25 and the PGA event Aug 26-Sept 4. Alliant Engineering who will be building Norway Ridge's 137 units spoke with Chief Ringler about the 3 wells that will service the units and Chief Ringler asked to have fire hose hookups on at least one well. Sylvan had 10 out of 33 runs in July.
- **PC report** was provided by Supervisor Bennett. They had discussed and met with residents who have an application for a Short-Term Rental called Lower Sylvan Oasis. The PC provided a recommendation for their permit to be approved with conditions; but that was prior to Supervisor Bennett reviewing the setback from the lake. Supervisor Bennett **moved to approve a Short-Term Rental Permit for Lower Sylvan Oasis**, seconded by Supervisor Johnson and the motion carried with the recommendations to keep the condition of keeping the current no mow zone and still looking into getting a rain garden. Supervisor Bennett also said they discussed the different Sylvan Businesses in question and after some discussion the Board had decided that they would have Clerk Ruggles send out a few letters and talk with MPCA regarding a couple others. Supervisor Bennett also provided updates on Sylvan Park and said that they will be waiting until next year to do a grand opening type gathering. But also said that the park is flourishing this year with all the rain and time for the flowers and trees to take and that if you haven't been there, you should go and recommend it to others.

New Business:

- **MN Power letters** regarding an archaeological study they are doing in some parcels on or near the dams was received. Supervisor Schmit **moved to have Clerk Ruggles sign the Right of**



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Entry form for the Potlatch Land parcel indicated in the letter and return it to MN Power, seconded by Supervisor Johnson and the motion carried.

Other Township Business:

- **Correspondence** – was read including the Cass Co permit report, Cass County Forfeited Tax Settlement, letter from MPCA, MAT District 11 mtg notice, & Cass County EDC Save the Date.
- **Review Claims** – Supervisor Bennett **moved to approve claim numbers 025883 to 025889 and EFT claim numbers E24081501 to E24081506 in the amount of \$19,247.96 and the payroll numbers AP24081601 – AP24081603 in the amount of \$4,507.19 for a total of \$23,755.15** seconded by Supervisor Card and the motion carried.
- **Other Business** – included the following.
 - **HR update** was provided with Supervisor Bennett **moving to increase Deputy Putnam’s hourly wage from \$21.97 to \$24 and Clerk Ruggles’ hourly wage from \$22.18 to \$25 both effective starting July 1, 2024,** seconded by Supervisor Card and the motion carried.

Adjournment: Supervisor Bennett **moved to adjourn,** seconded by Supervisor Schmit and the motion carried with the meeting adjourning at 9:08 pm.

Minutes submitted by,

Jenna Ruggles, Clerk

Greg Booth, Chair

These minutes were approved as amended on September 5, 2024 by Supervisor Schmit, seconded by Supervisor Card and the motion carried with Supervisors Bennett, Card, Johnson, Schmit and Booth.

Date: 09.05.2024