



# Sylvan Township

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

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## Regular Board of Supervisors Meeting

*Thursday September 5<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 Road Engineer, Bryan Drown; Road Contractor, Ryan Bodell; Evan Ingebrigtsen; and PC Chair, Dave Johnson. The sign-in sheet is attached.

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

**Public Input:** Mr. Ingebrigtsen was present for an update on Dandelion Drive. After discussion it was approved that Supervisor Bennett and Johnson would meet with the residents to discuss the improvements needed to bring the road up to Township standards and the costs associated with that. Clerk Ruggles will send out letters to all residents on Dandelion and Norway next week.

Mr. Johnson (PC Chair) discussed that there will be a new application for a solar array at the Corner Store and that it would be an addendum to their current permit. The PC would hear from him and the builders and decide on conditions and then send the recommendation to the Board. Mr. Johnson also provided a Sylvan Park update for 2024 work completed which included a new bench placed, the kiosk coming this fall to be placed in the pit area and asked about using the pavers from the shop to create a picnic area with some wood chips for a table to be placed. He also mentioned that the signs are in and ready to be placed on the roads to help residents get to the park and he got permission from Cass County to place 2 on Co. Rd. 18. He also let the Board know that the last History Series was completed and went well. He also provided his thoughts on the draft Cass Co. STR Ordinance.

### Clerk/Treasurers Report:

- **Meeting Minutes** – Supervisor Schmit **moved to approve the minutes from August 15<sup>th</sup>, 2024 as amended**, seconded by Supervisor Card and the motion carried.
- **Public Hearing Meeting Minutes** – Supervisor Schmit **moved to approve the public hearing minutes from August 22<sup>nd</sup>, 2024 for the Sunup Solar Farm as presented**, seconded by Supervisor Card and the motion carried with Chair Booth abstaining from the vote.
- **Financials** – Supervisor Bennett **moved to approve the financial statements from August 2024 as presented**, seconded by Supervisor Schmit and the motion carried.

### Old Business/Reports:

- **Bryan Drown, Road Project Engineer, Bolton & Menk** – was present and provided the 2025 Road Improvement Proposal to the Board. Supervisor Bennett **moved to approve the Proposal of Engineering Services from Bolton & Menk for the upcoming 2025 road projects**, seconded by Supervisor Card and the motion carried. This proposal included starting to do some of the surveying needed for 13<sup>th</sup> Ave and West Sylvan Drive at the end of this year or early 2025 to help get some more precise cost information for the proposed road project bond.



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- **Road Supervisors reported –**
  - **Supervisor Schmit** reported the following.
    - A new driveway on Crow Wing River Drive
    - Questioning whether there is an active business next to Ramstad on Hwy 210 or if it is just a sign. Carlson's)
  - **Supervisor Johnson** reported the following.
    - A new driveway on Harrison Drive
    - Brushing work done on corner of Nelson Lake Rd and Upper Sylvan
  - Mr. Bodell indicated that he thought 13<sup>th</sup> Ave in the Park area could use some gravel added and after discussions it was decided that Supervisor Johnson would reach out to the park contact and see if we could do some possible ditch work as well as get some gravel onto the road.
  - Pillager Dam Road work invoices were discussed; Chair Booth and Supervisor Schmit had attended the Pillager City Council meeting, and it was agreed that Pillager would pay some additional costs of \$1,250 associated with the miscommunications and issues that were had during the road project. Going forward the City and Township will have construction meetings ahead of the project with the contractor so both sides and the contractor are on the same page and written descriptions will be completed.
- **Fire report** was provided by Supervisor Johnson who let the Board know that the new engine will have a final inspection on the 16<sup>th</sup> and then should be delivered to the department mid-October. He also indicated that the events at Hunts Point and the PGA tournament both went well. The fire department plans to be at all Pillager HS home football games again this year. Other topics included that the office remodel is on schedule for next month, the yearly banquet is now going to be routinely scheduled for the 1st Saturday of March, and the SPCA's are currently in use. Sylvan had 11 out of 34 runs in August.
- Clerk Ruggles provided the 3 letters for review that went out to the local businesses that were in question regarding permitting or activity. She also provided an update that she spoke with someone at MPCA and there would be more to come on that. The Board discussed Swede's Repair and decided that a letter is needed for him to obtain a permit if he is moving his sales to a new location in Sylvan Township.

#### **New Business:**

- **Cass Co.** provided the first draft of their Short-Term Rental Ordinance for the Board to review and after discussion it was decided that Sylvan would keep their ordinance and amend as needed after Cass Co. was finished with their ordinance.
- **Cass Co.** HHS sent an email asking if the Town Hall could be opened for National Medication Take Back Day on October 26<sup>th</sup> 2024, after discussion Supervisor Bennett **moved to allow the Town Hall to be open on October 26<sup>th</sup> 2024 from 10am to 12pm for the Cass County Sheriff's to be here for Medication Take Back Day**, seconded by Supervisor Schmit and the motion carried.
- **2025 Community Day** was discussed and decided to have it on Aug 9<sup>th</sup> – going forward we will attempt to continue the same weekend each year. Clerk Ruggles will see if we can get this date added to the Fire Calendars.



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- Supervisor Bennett moved to allow Sylvan Township to be a Temporary 2024 Absentee Ballot Voting location for Cass County and the General Election – with extra hours on November 2<sup>nd</sup> from 9am – 3pm and with extended hours on November 4<sup>th</sup> until 5pm, seconded by Supervisor Card and the motion carried.

### Other Township Business:

- **Correspondence** – was read including the Cass Co Sheriff’s report for STRs, a Capital Credit notice from CTC, the State in Lieu settlement, a notice of reclassification from Cass Co. and a letter of resignation from Mr. Holman.
- **Review Claims** – Supervisor Bennett moved to approve claim numbers 025901 to 025916 and EFT claim numbers E24090501 to E24090510 in the amount of \$24,486.13 and the payroll numbers 025890 to 025899 and AP24090301 – AP24090314 in the amount of \$7,609.48 for a total of \$32,095.61 with check #025900 being voided, seconded by Supervisor Johnson and the motion carried.
- **Other Business** – none.

**Adjournment:** Supervisor Schmit moved to adjourn, seconded by Supervisor Bennett and the motion carried with the meeting adjourning at 8:46 pm.

Minutes submitted by,

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

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

These minutes were approved as amended on September 19, 2024 by Supervisor Schmit, seconded by Supervisor Card and the motion carried with Supervisors Bennett, Card, Johnson, Schmit and Booth.

Date: 09.19.2024