



Sylvan Township

12956 24th Avenue SW, Pillager, MN 56473

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Joint Board of Supervisors and Planning Commission Meeting

Thursday January 9th, 2025

Call to Order/Pledge of Allegiance/Roll Call: Chair Booth called the Joint Meeting to order at 6:00 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, Planning Commissioners Dave Johnson, Scott Hendrickson, Dave Skogen, and Clerk Jenna Ruggles and Deputy Clerk Colleen Putnam. Commissioners Vickie Kettlewell and Terry Quick had excused absences. Those in attendance included Road Engineer Bryan Drown. The sign-in sheet is attached.

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

Public Input: There was none.

Roads:

- **Road Engineer, Bryan Drown (Bolton & Menk)** – Mr. Drown let the Board know that the survey work on Dandelion is scheduled. The 2025 road projects were discussed, Mr. Drown will meet with Supervisor Schmit and residents off of West Sylvan Drive to help them with ideas to correct 26th Avenue road issues. Supervisor Bennett **moved to include paved ATV approaches off of 13th Avenue during the 2025 road project overlay work**, seconded by Supervisor Johnson and the motion carried. Mr. Drown also added that he should be ready to go out for bids on the project by the 2nd February meeting.
- **Supervisor Johnson** discussed his thoughts on adding salt/sand to the curves on County Hwy 36 for safety concerns. After discussion it was decided to table the conversation and Supervisor Bennett would reach out to the attorneys for advice.
- **Supervisor Bennett** let the Board know that Dandelion and Norway are officially being maintained by the Township and that we have signatures and amounts from the residents. He also discussed having Ryan Bodell use his discretion of judgement for snow plowing.

HR items were handed out to the Supervisors, Commissioners and staff.

The Joint Meeting was then Recessed at 6:35pm for the Re-Organizational Meeting to take place.

At 6:52pm the Joint Meeting was Reconvened and Planning Commission Chair Dave Johnson took control and lead the Planning Commission portion of the Joint Meeting with the Board Supervisors also joining in on discussions and making motions.

Minutes: December 12, 2024 PC Meeting amend/approve: Scott Hendrickson **moved to approve the minutes**, seconded by Dave Skogen and the motion carried.

Correspondence Received: Cass County Permit Log – December 2024: There were 4 Annual holding tanks renewals.



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Correspondence Sent: There were 3 letters sent to residents regarding the possibility of them operating a business out of their homes and asking them to attend the February PC meeting and if any questions they could call the Town Hall or Dave Johnson:

Luke Klisch: contacted Dave and stated he is not running a business, but his son has a roofing business but operates the business out of his home in Baxter. Once in a while he may have deliveries there.

Daniel Steiger: contacted Dave and stated he is not running a business it is for his own storage and his sons work on their vehicles at that location. There was discussion from previous Town Board meetings regarding the stumps in the ditch. Cass County has been contacted regarding this. After further discussion it was decided to let Cass County handle it.

Cory Thorstenson: Dave stated he has not heard from Cory regarding his business. Cory's business is removing weeds etc. from lakes and rivers. There was discussion regarding if he is doing business out of the location on Lower Sylvan which is only a storage building and entails him leaving his large weed eater equipment at that location. There was further discussion regarding if he would need a permit as he does not have anyone coming to that location or have any deliveries at that location. It was decided he would not need a permit unless he has an employee. Dave will talk to Cory regarding this.

Reports:

Greg Bennett, Town Board Liaison: There has not been a Board meeting since the last Planning Commission meeting.

Previous Board Minutes: You received in your packets, please read them over for your information.

Old Business:

Comp Plan: Need to work on the appendix section and get the numbers from the census and work on the charts after which the Board can set a Public Hearing date.

Sylvan Lake Park: Dave Johnson stated he would like to have a park meeting before our regular Planning Commission meeting on February 13, 2025, at 6:00 pm. Scott Hendrickson **moved to approve having the park meeting on February 13, 2025 at 6:00 pm.**, seconded by Dave Skogen. The question was called and motion carried. At this time Greg Bennett commended Dave Johnson for all the work he has done at Sylvan Park. Dave Johnson stated the burn is still going to happen but not sure on a date as of this time. Dave also stated the park committee will work on a budget.

Cass County STR Ordinance: Dave Johnson talked to Scott Wold, Cass County ESD, who stated the County STR has not been passed yet. Once it has passed, he will send it to Sylvan Township and the Planning Commission will go over the Ordinance and note any differences from Sylvan Township's STR Ordinance and Cass County.

Jon Wolf: – STR Bigwater Investments LLC: The Planning Commission and Township Board looked over the application and paperwork. There was discussion that 3 requirements will be expiring soon: water test, certificate of insurance and building/fire inspection. After further discussion Supervisor Bennett **moved to approve the Bigwater Investment Short-Term**



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Rentals renewal application for 2025 contingent on all the requirements being met prior to their due dates or the permit becomes invalid, seconded by Supervisor Johnson. After further discussion Supervisor Bennett **amended his motion to include that a letter will be sent that states how each requirement needs to meet at or before its deadline (expiration date) or the permit becomes invalid**, seconded by Supervisor Johnson and the amended motion carried. The original motion was then called and that motion also carried.

Randy Bourassa – Pillager Auto Repair: Dave informed the Town Board members that Randy is operating a business within the LJ Auto building but does not own the property. The PC members discussed at previous meetings that he does not need to complete everything on the checklist just complete the application, have a site plan and the fee. Dave would like to discuss with Randy to move the cars and do screening. Randy will be at the next Planning Commission meeting.

Mike Entgelmeier – truck repair business: Dave informed the Town Board members Mike purchased Swede's Repair business and property. Mike has been cleaning up the property. We do have a sewer septic inspection and site plan on file. He will need to add where the water will be going on the site plan. He does not need to complete everything on the checklist. He will need to fill out the application and pay the fee. He will be attending the next Planning Commission meeting.

Possible Business: There is a possibility of another business operating on 135th Ave. There are a lot of boat trailers and possibly a boat storage business. Scott Hendrickson **moved to send a letter to the owner regarding the possibility of a business operating there**, seconded by Dave Skogen. The question was called and the motion carried.

There was discussion regarding the business signs we have purchased. They should be placed on the main feeders off county roads and the highway to inform residents business permits are needed.

New Business:

Correlation Cass Co. and Sylvan Township: There was discussion regarding the large storage buildings being built in Sylvan Township. After further discussion Supervisor Schmit **moved for the following 4 items: 1) include in the newsletter big bold red lettering "business permits are required" 2) look at the residential permit log prior to any Planning Commission meeting or Board meeting if over 30'x40' structure a phone call is made to Dawn with Cass County inquiring more details 3) a letter be sent to Scott Wold, Cass County, regarding the large storage buildings drafted by Dave Johnson and Deputy Clerk Putnam 4) business permit signs be put up in the Township (Dave and Supervisor Johnson will decide where)**, seconded by Supervisor Bennett. The question was called and the motion carried.

Jason Lind – Lind Masonry and Concrete: Dave Johnson will meet with Jason Lind to go over the checklist, discuss down lighting, screening and work on site plan. This will be a general business permit. Jason will attend the February Planning Commission.

Baxter Sylvan Community Trail Grant: There was discussion on the extension from Sylvan to Baxter. Dave spoke with Craig and Shelly Kostka, owners of property on the corner, and Eric Anderson with Anderson Brothers who both declined having it come across their property.



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Dave mentioned he is still working on this.

Property on Big Bear Trail: A letter from the Town Board will be sent to the resident on Big Bear Trail regarding the cars and car parts that he may be running a business on his property. Another suggestion is to have the residents go online to Cass County and fill out a complaint form. Supervisor Bennett **moved to have Clerk Ruggles send a letter to the resident on Big Bear Trail regarding business activity and request he obtain a permit if it is a business**, seconded by Supervisor Card and the motion carried.

Other Business – Shared: It was discussed to have a joint meeting at least once a year possibly at the beginning of the year.

Adjournment (of the PC portion): Scott Hendrickson **moved to adjourn**, seconded by Dave Skogen and the motion carried with the PC portion of the meeting being adjourned at 8:05 PM.

Chair Booth resumed control of the Joint Meeting to finish up the Board Meeting items; the Planning Commissioners were free to stay or leave at this point.

Clerk/Treasurers Report:

- **Meeting Minutes** – Supervisor Bennett **moved to approve the minutes from December 5th, 2024, as presented**, seconded by Supervisor Card and the motion carried.
- **Financials** – Supervisor Schmit **moved to approve the December 2024 Financial Statements as presented**, seconded by Supervisor Card and the motion carried.
- **Budget** worksheets and reports were handed out to the Board for their review to help them plan for their Budget meeting in February.

Old Business/Reports:

- **Roads** were moved to the beginning of the meeting
- **Pillager Fire Report** was provided by Supervisor Johnson and is attached. Highlights included the following.
 - Testing is still in the works for the new firefighters
 - Calendar sales are booming
 - The computer is still out with the tech trying to recover old data
 - EGL has decided not to build a new fire hall
 - The old truck has been sold for \$75,000
 - The new engine is not in service as the valves are too large for the compartment and they are working with the company to get them replaced
 - Cass County has a new app they would like the Department to pay for and use but the team doesn't feel it is as good as their current app.
 - New uniforms and radios are needed
 - Pay for firefighters is going up to \$15 per run starting this year
 - Sylvan had 12/31 runs in December 2024, totaling 141/347 for 2024



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- **PC Report** for Dec. was provided by Supervisor Bennett; he let the Board know that they had discussed several of the items that were discussed again tonight in the Nov meeting and that they tabled the Comp Plan for now.
- **Broadband** was discussed, projects are all finalized and CTC is going to be sending over an invoice. Sylvan will work with them to make 2 payments, one now and the final payment after we receive the next settlement from the County.
- **Solar** project was briefly discussed. Clerk Ruggles let the Board know that the 2nd grant is completed and submitted. The first grant funding should be arriving any day from Sourcewell. Simon with Wolf Track Energy sent over a new updated proposal which the Supervisor all have a copy of to review prior to the next Board meeting. Clerk Ruggles will send over information on an EV Charging system when it is available to discuss as well at the next meeting. The Board is in agreement to not move forward with signing any commitments until both grants are accepted.

New Business: none at this time

Other Township Business:

- **Correspondence** – was read including the Cass Co Sheriff's reports, Christmas letters/cards, and deposits that have come in.
- **Review Claims** – Supervisor Schmit **moved to approve claim numbers 025972 to 025975 and EFT claim numbers E24121801 to E24121807 in the amount of \$64,681.19 and the payroll numbers AP24121601 – AP24121602 in the amount of \$2,751.59 for a total of \$67,432.78** seconded by Supervisor Bennett and the motion carried for Dec 18th, 2024, claims and payroll. Supervisor Schmit **moved to approve claim numbers 025976 to 025978 and EFT claim numbers E25010901 to E25010912 in the amount of \$43,721.79 and the payroll numbers AP25010301 – AP25010313 in the amount of \$7,266.27 for a total of \$50,988.06** seconded by Supervisor Bennett and the motion carried for Jan 9th, 2025, claims and payroll.
- **Other Business** – none at this time

Adjournment: Supervisor Bennett **moved to adjourn**, seconded by Supervisor Schmit and the motion carried with the meeting adjourning at 8:53 pm.

Minutes submitted by,

Jenna Ruggles, Clerk

Greg Booth, Chair

These minutes were approved as amended on January 16, 2025 by Supervisor Schmit, seconded by Supervisor Card and the motion carried with Supervisors Bennett, Card, Johnson, Schmit and Booth.

Date: 1.16.2025