



## ***REGULAR PLANNING COMMISSION MEETING MINUTES***

***January 9, 2020 6:30 PM***

*(Recorded for Transcription Purposes Only)*

**CALL TO ORDER/PLEDGE OF ALLEGIANCE/ROLL CALL:** Chair Dave Johnson called the meeting to order at 6:30 PM and the Pledge of Allegiance was said. Roll Call: Those present: Vickie Kettlewell, Terry Quick, Scott Hendrickson, Dave Johnson, Dave Skogen, Board Liaison Yvette Adelman-Dullinger, and Colleen Putnam, Deputy Clerk. Sign-In sheet attached.

**Agenda:** Dave Skogen moved **to approve the agenda**, seconded by Terry Quick and the motion carried.

### **Minutes:**

**December 12, 2019 PC Meeting amend/approve:** Scott Hendrickson **moved to approve the minutes as presented**, seconded by Terry Quick and the motion carried.

### **Public Input:**

**Zachery Ruggles:** Is present to observe the meeting for his American Government class. He is a student at Brainerd High School.

**Bob Johnson:** Bob was present at last month's meeting and has returned as he has more questions regarding the lots he is looking at purchasing in the commercial park. Bob has questions concerning setbacks; impervious surfaces (which is 35% permeable); how many trees need to be planted; the colors for the building. He has not decided which type of storage units he will be building; they could be cold storage units; insulated storage unit with office space or storage condos. Bob stated he would build one unit first and then build additional units later. The PC members stated to list on the application the possibility of building more units.

### **Correspondence Received:**

**Cass County Permit Log – December 2019:** There was 1 annual holding tank permit for the month of December 2019.

### **Correspondence Sent:**

None

### **Reports:**

**Yvette Adelman-Dullinger, Town Board Liaison:** Yvette Adelman-Dullinger gave a report on their previous meeting:

1. The Town Board had their reorganization meeting with everyone's positions staying the same (see January 2, 2020 Town Board minutes).
2. The Town Board decided to change the meeting start times to 6:30pm from November 1<sup>st</sup> to March 31<sup>st</sup>; from April 1<sup>st</sup> to October 31<sup>st</sup> it will go back to 7:00pm.
3. The Town Board will have their budget meeting on January 23, 2020 at 6:30pm.

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

**Old Business:**

**Sylvan Lake Park:** We had received the archaeological survey done on Sylvan Lake Park. Two archaeological sites were identified as a result of this survey. One site consisted of two lithic flakes recovered from two shovel tests within the proposed walk-in landing area. Thor Olmanson with Heritage Sites emailed stating the cost to complete a proper Phase II Evaluation for the kayak landing area site would be \$10,000.00. The Planning Commission members discussed the cost and decided to omit the landing area and do more trails in that area. After more discussion regarding the landing area the PC members thought doing an educational piece in the wetland area may be better. After further discussion the PC members decided maybe one of the MN Universities would be interested in doing further investigation and exploring the area to see what is exactly there. After further discussion **Dave Johnson moved to recommend to the Town Board to abandon the idea of the landing/kayak area in Sylvan Lake Park and do further investigation by requesting to see if there would be any interest by MN Universities to do an exploration of that area to see what is exactly there,** seconded by Scott Hendrickson. The question was called and the motion carried. At this time Dave Johnson stated the Planning Commission needed to work on a budget for Sylvan Lake Park. Dave has some rough estimates. Some items Dave had listed are: do a prescribed burn or burn the hillside; grading; hydroseed the hillside; different seeds; trees; handicap area and seed for that area; porta potties with slab and a fence; picnic tables. This could be a three (3) year process. Dave stated the year 2020 cost would be around \$10,000.00; 2021 cost \$15,000.00; 2022 cost \$6,000. The PC members discussed people donating items to the park such as benches and possibly put some type of sign at the beginning of the park listing the names of people who donated to Sylvan Lake Park.

The subcommittee of Dave Johnson, Dave Skogen and Vickie Kettlewell will work on this. Dave Skogen and Vickie Kettlewell will work on finding grant money and look over the previous grant application for the park. The subcommittee will meet at the Town Hall on Monday, March 9, 2020 at 1:00 PM. Scott Hendrickson will work on a bid for the entrance road, parking lot and hydroseeding.

**New Business:**

**None**

**Other Business:**

**Veteran's State Trail Meeting:** The next 2 meetings will be here at the Town Hall on the 2<sup>nd</sup> Thursday of the month, which is the Planning Commission meeting night. The PC stated they could attend the meetings held here but possibly someone from the Town Board could attend the other meetings so Sylvan Township has some representation. Yvette will take this back to the Board. Scott Hendrickson will try to attend the February and March meetings from the Planning Commission.

**Noise in Residential Area:** Vickie voiced concern regarding racing snowmobiles that are running through an open field and is continuous noise. The Planning Commission stated it would be a good idea to talk to the neighbors to see if they have any concerns regarding the noise and possibly talk to the owner of the property.

**Recommendations on Lighting from Businesses and Residents:** There was discussion on recognizing Hengel's and the Corner Store. Vickie would also like to recognize the residents in the Township.

**Annual Reviews:** None

**Announcements:** Read

**Adjournment:** Scott Hendrickson **moved to adjourn**, seconded by Terry Quick and the motion carried with the meeting being adjourned at 8:45 PM.

Minutes submitted by:  
Colleen Putnam

\_\_\_\_\_  
Colleen Putnam, Deputy Clerk

PC Member Terry Quick moved to approve the minutes as presented, seconded by Vickie Kettlewell and the motion carried.

Amendments:

Date: 2-13-2020