



**SYLVAN TOWNSHIP**

**REGULAR PLANNING COMMISSION MEETING MINUTES**

**November 12, 2020 6:30 PM**

*(Recorded for Transcription Purposes Only)*

**CALL TO ORDER/PLEDGE OF ALLEGIANCE/ROLL CALL:** Vice Chair Scott Hendrickson 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 Skogen, Board Liaison Yvette Adelman-Dullinger, and Colleen Putnam, Deputy Clerk. Excused Absence: Dave Johnson. Sign-In sheet attached.

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

**Minutes:**

**October 8,2020 PC Meeting amend/approve:** Terry Quick **moved to approve the minutes**, seconded by Vickie Kettlewell and the motion carried.

**Public Input:**

**Ed Northway, Representative – Sylvan Point LLC (short term rental renewal)** Ed is the contact person for Sylvan Point and is here to answer any questions. Scott Aberson, owner, submitted his annual renewal application. The Planning Commission members looked over the application with everything being complete. Scott did inform Ed the septic compliance certificate expired on October 27, 2020. Scott informed Ed they will need to have a new septic compliance certificate in place before their next renewal. There was discussion if the issues regarding their variance from Cass County had been completed. Dave Johnson had gone out to look at it but there was too much snow to make a determination. Ed Northway stated he thought everything was completed. Ed's concern is regarding the fire inspection being completed. After further discussion Terry Quick **moved to recommend the Town Board approve Sylvan Point LLC's annual short term renewal application contingent on the fire inspection and Cass County's items that needed to be completed and if the items from Cass County are not completed Sylvan Point would have until June 1,2021 to complete them**, seconded by Vickie Kettlewell. The question was called and the motion carried.

**Correspondence Received:**

**Cass County Permit Log – October 2020:** There were 4 building permits issued for the month of October 2020.

**Correspondence Sent:**

**None**

**Reports:**

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

1. Barb Frank, a resident of Sylvan Township, was at the meeting regarding a letter they received concerning the business started at their residence. She wanted it to be known she should be removed from the letter as she has nothing to do with the supposed business.
2. 17<sup>th</sup> Avenue – has been completed and approved partial pay estimate.
3. Need to do some cutting and patching on 127<sup>th</sup>. Spring Road needs work.
4. Extra money from the Cares Act was given to non-profits: Fire Department received \$15,000; Pillager Food Shelf - \$8,000; Women's Shelter - \$5,000 and Family Safety received \$3,000.
5. Purchased I-pads for the Town Board, staff and PC chair.
6. Yvette attended the quarterly Emergency Management meeting by conference call. Not much going on due to COVID. They will continue their meetings by conference call.
7. Brad Clark – increased the amount for his plowing of the parking lot and shoveling the sidewalk.
8. Discussed Greg Ringler's fire inspector certification, waiting on that.

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

**Old Business:**

**Sylvan Lake Park:** Nothing new on this. However, Dave Johnson did go to the park and did more bud capping.

**Right of Way Permit Ordinance:** The Planning Commission members looked over notes Dave Johnson had presented. The PC members discussed the different permits listed in the Ordinance if there was a need for all of them. They also discussed the different plates which is part of the MN Public Utilities Commission rules. It was decided to print off the plates to have in the office to have available when someone applies for an application for right of way permit. This will be available for the PC members to look over at our next meeting. The Planning Commission decided to look over Dave's notes, the Ordinance again and discuss it at our next meeting. Yvette will check the city where she got the ordinance and bring back the fees that was part of the original Ordinance.

**New Business:** None

**Annual Reviews:** None

**Announcements:** The Christmas Party that was to be held at the December 5<sup>th</sup> Town Board meeting has been cancelled but the AWAIR meeting will still be held at 6:15 pm.

**Adjournment:** Vickie Kettlewell **moved to adjourn**, seconded by Dave Skogen and the motion carried with the meeting being adjourned at 7:25 PM.

Minutes submitted by:

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

PC Member Terry Quick approved the minutes as presented  
seconded by Vickie Kettlewell and the motion carried.

Date: 12-10-20