**Regular Board of Supervisors Meeting Minutes**

***Thursday December 2nd,* *2021***

***Note: This meeting was recorded and will be kept in electronic records with the minutes.***

**Call to Order/Pledge of Allegiance/Roll Call:** Chair Booth called the Board of Supervisors Meeting to order at 6:30 pm and the Pledge of Allegiance was said previously at the AWAIR meeting. Those present at the meeting were Supervisors Greg Booth, Arlene Schmit, Bob Johnson, Greg Bennett, and Clerks Jenna Ruggles and Faith Broberg. Supervisor Yvette Adelman-Dullinger had an excused absence. Road Engineer Bryan Drown was present from Bolton & Menk.

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

**Clerk/Treasurers Report:**

* **November 18th, 2021 Meeting Minutes –** Supervisor Schmit **moved to approve the minutes as corrected**, seconded by Supervisor Johnson and the motion carried.
* **November 2021 Financials –** were tabled until next meeting.
* **November Budgets** were distributed.

**Public Input:** There was none at this time.

**Old Business/Reports:**

* **Roads (Bryan Drown, Road Project Engineer, Bolton & Menk) –** waspresent but did not have any updates at this time.
* **Road Committee recommendation** was discussed and it was decided that we table it until the 1st meeting in January when a road committee member can join to answer questions.
* **Road Supervisors reported** –
  + **Supervisor Johnson** reported that he approved a driveway on 135th, he inspected one in question on 125th and it looks to be a business – he asked Dave Johnson to look into that, and he is still working with Brad Holmvig to find a date to meet and chat through some road items.
  + **Supervisor Schmit** reported that she had a mailbox issue on 33rd, that there was a deer in the ditch on 43rd, that there is a basketball hoop at 4405 Golf Course Cir. (which she would like the Clerk to mail a letter to), and that she checked on the culvert at Beaver Dam Road and the temporary fix seems to be holding up well. Supervisor Schmit mentioned that she would like to see a procedure written up regarding the process for animal carcasses in the Township. Supervisor Bennett asked if he could bring that to the Planning Commission to work on; the Board agreed.
  + **Supervisor Bennett reported** that he and Mr. Drown are working with 2 residents on the hammerhead at the end of 134th Street for the 2022 road project.
  + **Driveway Permit** list was provided, and discussions included that Clerk Ruggles send a reminder letter to the 4 residents who are getting close to the 6-month mark on their permits.
* **Broadband Update** – Supervisor Bennett provided an update from the Broadband meeting letting them know that more funding looks to be available and that there is a Grant that we are looking into through USDA. Therefore, Supervisor Bennett **moved to approve starting the Broadband project with section 1 - Gull River South corridor for approximately $457,000 with our portion being approximately $274,278 – (the original $180,000 + an additional $94,278 from surplus budget)**, seconded by Supervisor Johnson and the motion carried. There was discussion on whether the Township should consider a Bond for this project and possibly another Bond for some road projects in 2022. Discussions concluded with Supervisor Bennett looking into Bond options and bringing information back to the next meeting.

**New Business:**

* **CLA Audit Engagement Letter** was discussed, and Supervisor Bennett **moved to sign the 2021 Audit Engagement Letter with CLA, this being the last year in the contract, for approximately $9,900**, seconded by Supervisor Johnson and the motion carried.

**Other Township Business:**

* **Correspondence –** was read including Cass County Sheriff’s report, a communication from GoDaddy regarding resetting our passwords, a Zoom class action letter (which Clerk Ruggles will proceed with), the MAT Newsletter, and 2 deposits.
* **Review Claims –** Supervisor Bennett **moved to pre-approve the claims and payroll for December 16th, 2021**, seconded by Supervisor Schmit and the motion carried. Supervisor Bennett **moved to approve claim numbers 024934 to 024942 and EFT claim numbers 120221-1 and 120221-6 in the amount of $4,859.44 and the payroll numbers 024918 to 024933 in the amount of $4,989.81 for a total of $9,849.25**,seconded by Supervisor Johnson and the motion carried.
* **Other Business –** included the following.
  + **HR update –** Supervisor Bennett asked the Board if they thought it would be a good idea for him to approach Lydia Mahorn about staying on part-time as an Assistant after the Scanning Project is completed to help with coverage on vacations and leaves. After discussion the Board agreed.

**Adjournment:** Supervisor Bennett **moved to adjourn**, seconded by Supervisor Adelman-Dullinger and the motion carried with the meeting adjourning at 8:10 pm.

Minutes submitted by,

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Jenna Ruggles, Clerk Greg Booth, Chair

These minutes were approved as amended on January 06, 2022 by Supervisor Schmit, seconded by Supervisor Bennett and the motion carried with Supervisors Bennett, Johnson, Schmit and Booth.

Amendments: None

Date: 1.6.2022