

Regular Board of Supervisors Meeting Minutes **Thursday January 06, 2022**

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. Those present at the meeting were Supervisors Greg Booth, Bob Johnson on Zoom, Arlene Schmit, Greg Bennett, and Yvette Adelman-Dullinger had an excused absence. Clerk Jenna Ruggles was also present. Road Committee members Scott Hendrickson and Tony Hughes, Road Project Engineer Bryan Drown and PC Chair Dave Johnson were all present as well.

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

Public Input:

- Road Committee members explained the recommendation that was submitted to the Board included numbers that were not accurate. They discussed with the Board the top roads that they felt needed work and Supervisor Schmit added that she thought West Lake Ridge should have been included. Supervisor Bennett explained that there are trucks going through that road currently and for the next year or so for a new property that is being built. He reminded the Board that last meeting it was decided to leave West Lake Ridge Road alone for the next year and do a full reclaim versus a overlay this year and then it gets bad again right after. Supervisor Bennett **moved to approve Engineer Bryan Drown to start getting bids for tarring Zebroski Acres Lane & 134th Street, and an overlay on Hardy Lake Road projects**, seconded by Supervisor Schmit and the motion carried.
- Dave Johnson, PC Chair, discussed the upcoming public hearing at Cass County for a resident needing a variance to add a pool onto their property. Mr. Johnson said the Planning Commission recommendation is that there are not issues with the plan as long as there is a plan in place to mitigate storm-water run-off from draining into the lake. The Board agreed and did not want to change the recommendation from the Planning Commission.

Re-Organization Meeting started

At this time Supervisor Booth called the **Reorganization meeting for 2022** to order. Clerk Ruggles took nominations for Chairperson of the Board.

- **Chairperson** -- Supervisor Bennett nominated Greg Booth, seconded by Supervisor Johnson, there weren't any other nominations and the nomination carried with all in favor and Supervisor Booth abstaining.

At this time Greg Booth took over as Chair.

- **Vice Chairperson** – Supervisor Schmit nominated Greg Bennett, seconded by Supervisor Johnson, there weren't any other nominations and the nomination carried with all in favor and Supervisor Bennett abstaining.
- **Road Supervisors** – Supervisor Bennett nominated Arlene Schmit and Bob Johnson, seconded by Supervisor Schmit and the nominations carried with all in favor.
- **Planning Commission Liaison** – Supervisor Schmit nominated Greg Bennet, seconded by Supervisor Johnson and the nomination carried with all in favor and Supervisor Bennett abstaining.

- **Pillager Lake Park Supervisor** – Supervisor Bennett nominated Arlene Schmit, seconded by Supervisor Johnson and the nomination carried with all in favor and Supervisor Schmit abstaining.
- **Fire Liaison** – Supervisor Bennett nominated Bob Johnson, seconded by Supervisor Schmit and the nomination carried with all in favor and Supervisor Johnson abstaining.
- **Weed Supervisor** – Supervisor Bennett nominated Greg Booth, seconded by Supervisor Johnson and the nomination carried with all in favor and Supervisor Booth abstaining.

Committees:

- **Personnel Committee**- Supervisors Bennett nominated Greg Booth and Greg Bennet with alternate Yvette Adelman-Dullinger, seconded by Supervisor Johnson and the nomination carried with all in favor.
- **MN Historical Society Legacy Grant Project Committee** - Supervisor Bennett nominated Greg Booth and Yvette Adelman-Dullinger, seconded by Supervisor Johnson and the nomination carried with all in favor.
- **Grant Writing Committee**- Supervisor Bennett nominated Yvette Adelman-Dullinger and PC member Dave Skogen, seconded by Supervisor Schmit and the nomination carried with all in favor.

Other:

- **Clerks Appointment** – Supervisor Bennett **moved to appoint Jenna Ruggles as Clerk**, seconded by Supervisor Johnson and the motion carried. Clerk Ruggles appointed Colleen Putnam as Deputy Clerk. Appointment is made by the Clerk; however, the Board decides on their rate of pay.
- **Authorize Clerk to Throw Away Junk Mail** – Supervisor Bennett **moved to authorize the Clerk to throw away the junk mail**, seconded by Supervisor Schmit and the motion carried.
- **Official Posting Places** – Supervisor Bennett **moved to utilize Casey’s General Store, Pillager Post Office, Corner Store Express, Township Website, Township Entryway and Outside Display Case at the Town Hall as Posting Places for 2022**, seconded by Supervisor Schmit and the motion carried.
- **Official Depositories** – Pine River State Bank and MidMinnesota Federal Credit Union – Supervisor Bennett **moved to keep the depositories that we now have**, seconded by Supervisor Schmit and the motion carried.
- **Official Legal Paper** – Supervisor Bennett **moved to use the Brainerd Dispatch as our legal paper (non E-Delivery edition)**, seconded by Supervisor Schmit and the motion carried.
- **Set Board Meetings Schedule for 2022** – The Board meetings are on the 1st and 3rd Thursday of the month with the Planning Commission meeting held on the 2nd Thursday of the month. All meetings between November 1st and March 31st will start at 6:30 PM and all meetings between April 1st and October 31st will start at 7:00 PM. Supervisor Schmit **moved to keep the same Board Meeting schedule as 2021 and publish the Notice as corrected**, seconded by Supervisor Bennett and the motion carried.
- **Compensation for Board Supervisors and Planning Committee, Meetings and Hours:**
 - **Town Board of Supervisors** – Supervisor Bennett **moved to keep the compensation for the Board of Supervisors at \$85/Meeting and \$19/Hour**, seconded by Supervisor Johnson and the motion carried.

- **Planning Commission** – Supervisor Bennett **moved to keep the compensation for the Planning Commission at \$70/Chair \$60/Member per Meeting**, seconded by Supervisor Schmit and the motion was amended by Supervisor Bennett **to raise the Planning Commission pay to \$80/Chair \$75/Member per Meeting**, seconded by Supervisor Johnson and the amended motion carried and then the original carried ending with the Planning Commission Chair getting \$80/meeting and Members getting \$75/meeting.
- Supervisor Bennett **moved to keep the Board and PC Education, Site Visits & Mileage the same as last year**, seconded by Supervisor Schmit and the motion carried.
- **Life Insurance** – Supervisor Schmit **made a motion to keep the coverage for township staff at \$10,000**, seconded by Supervisor Bennett and the motion carried.
- **Mileage Reimbursement** – Supervisor Bennett **moved that the mileage reimbursement follow the Internal Revenue Rate for mileage reimbursement (.585 cents a mile)**, seconded by Supervisor Schmit and the motion carried.
- **Gopher Bounty** – Supervisor Bennett **moved to raise the Gopher Bounty rate to \$5 per pair of front feet of a gopher caught in the Township**, seconded by Supervisor Johnson and the motion carried.
- **Beaver Bounty** - Supervisor Bennett **moved to keep the Beaver Bounty rate at \$30 per beaver tail from a beaver caught in the Township per the Town Board’s request**, seconded by Supervisor Schmit and the motion carried.

The Regular Board Meeting Resumed at this Time

Clerk/Treasurers Report:

- **December 2nd, 2021 Meeting Minutes** – Supervisor Schmit **moved to approve the minutes as presented**, seconded by Supervisor Bennett and the motion carried.
- **December 2nd, 2021 AWAIR Meeting Minutes** - Supervisor Schmit **moved to approve the minutes as presented**, seconded by Supervisor Bennett and the motion carried.
- **November 2021 Financials** were reviewed, and Supervisor Bennett **moved to approve them as presented**, seconded by Supervisor Schmit and the motion carried.
- **December 2021 Financials** were reviewed, and Supervisor Schmit **moved to approve them as presented**, seconded by Supervisor Bennett and the motion carried.
- **Outstanding Checks** – were discussed and it was decided to write off the check #024510 for Roggenkamp Tax and Accounting LLC of \$120 as we have not had any luck getting a response from them through email or phone.
- Year end budgets were given to the Board for review before their Budget meeting. Supervisor Bennett **moved to have the annual budget meeting on February 3rd, 2022 at 5:30 with the Regular Board meeting to follow**, seconded by Supervisor Schmit and the motion carried.

Old Business/Reports:

- **Roads (Bryan Drown, Road Project Engineer, Bolton & Menk)** – was present but did not have anything for discussion.
- **Road Supervisors reported** –
 - **Supervisor Schmit** reported that some of the roads were missed after the last snow – but Willie did go out today and got some done.

- **Supervisor Johnson** reported that he is still trying to get a face-to-face meeting with Brad Holmwig. After discussion on this and how the production sheets have not been helping or getting done and work orders are still open from a month or more, it was decided to hold his check from the claims tonight until we can have a meeting with him and the team.
- **Supervisor Booth** mentioned that Clark Drive wasn't plowed after the last snow as well. He also discussed a resident complaint that he received on Hardy Lake Road where a resident was plowing snow across the road and into the neighbor's driveway. He went out and did not see signs of this; the Board agreed to not go any further unless there is another complaint.
- **PC Report** – Planning Commission Chair, Dave Johnson, reported that they will be sending over a Deer Carcasses Policy after their next meeting and that they are also compiling a list of definitions and some clean-up on our ordinances.
- **Fire Reports** – was provided and is attached to these minutes.
- **MNHS Grant Project** – was provided and is attached to these minutes.
- **New Business:**
 - **Resolution 2022-01** – Supervisor Bennett moved to pass **Resolution 2022-01 Reestablishing Precinct and Polling Place for Sylvan Township**, seconded by Supervisor Schmit and the motion carried.
 - **Broadband Grant** – Supervisor Schmit moved to accept and sign the amended recommendation approving David Skogen, Broadband Committee member to act on the Township's behalf and apply for a USDA Grant, seconded by Supervisor Bennett and the motion was approved. Supervisor Booth provided an update that Kristi Westbrook (CTC) was in contact with Josh Stevenson at Cass County and CTC is now requesting 50% from Cass County for the project and that if they cannot do the full amount that CTC would be covering the difference if they cannot find the funds through another grant. Supervisor Schmit mentioned that Pillager Schools also has some funds and wondering if they could provide some funds to help with the project. Supervisor Bennett will reach out to the Pillager School Board and find out more information.
 - **Resolution 2022-08** – Supervisor Bennett moved to approve **Resolution 2022-08 Resolution of Lodge for Pine River State Bank to remove Faith Broberg as a bank signer on the Township's accounts held there**, seconded by Supervisor Johnson and the motion carried.

Other Township Business:

- **Correspondence** – has been being forwarded to emails.
 - Cass County Auditor – let us know that the Assessments have been applied to the residents for the Zebroski Acres Lane Assessment
 - Cass County Association of Townships financial statement and invoice
 - Cass County Sheriff's report & Multi-Hazard Mitigation Plan
 - MN Historical Society Legacy Grant funds for 75% completion were received
 - Cass County Environmental Services Notice of Hearing for Tabled Variance (Gronholz – pool, discussed earlier in the meeting)
 - Township Aid & MV Credit Agricultural credit was received from the State of MN
 - MN Board of Appeal and Equalization Training is available
 - November Building Permit log was provided from Cass County
 - Resident compliment to the Board
 - A couple training opportunities and a few Holiday cards were received

- **Public Input** – None at this time.
- **Review Claims** – Supervisor Bennett **moved to approve claim numbers 024970 to 024986 and EFT claim numbers 220106-1 to 220106-12 in the amount of \$52,329.13 and the payroll numbers 024956 to 024969 in the amount of \$5,871.30 for a total of \$58,200.43** seconded by Supervisor Schmit and the motion carried. Supervisor Schmit **moved to hold check number 024950 for Holmvig Excavating until after the road supervisors are able to have a meeting with them to get some clarification on work provided and open work statuses**, seconded by Supervisor Bennett and the motion carried. Supervisor Schmit **moved to accept the pre-approved claims from 12/16/2021 with claim numbers 024947 to 024955 and EFT claim numbers 121621-1 to 121621-9 in the amount of \$89,909.34 and the payroll numbers 024943 to 024946 in the amount of \$3,898.44 for a total of \$93,807.78**, seconded by Supervisor Bennett and the motion carried.
- **Other Business** –
 - The Personnel Committee discussed the offer of an extension to our Scanning Assistant after the project is completed, she asked if she could get at least 20 hours per week. It was decided that 20 hours would be too much at this point.
 - CPR training was postponed and a new date of February 9th at 5:30pm was agreed upon.

Adjournment: Supervisor Bennett **moved to adjourn**, seconded by Supervisor Schmit and the motion carried with the meeting adjourning at 9:27 pm.

Minutes submitted by,

Jenna Ruggles, Clerk/Treasurer

Greg Booth, Chair

These minutes were approved as presented on January 21, 2021 by Supervisor Schmit, seconded by Supervisor Johnson and the motion carried with Supervisors Johnson, Schmit and Booth.

Amendments: None

Date: 1.20.2022