

Regular Board of Supervisors Meeting Minutes *Thursday February 3rd, 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 7:45 pm and the Pledge of Allegiance was said at the previous meeting. Those present at the meeting were Supervisors Greg Booth, Greg, Bennett, Arlene Schmit, Bob Johnson, and Clerk Jenna Ruggles. Supervisor Adelman-Dullinger had an excused absence. No sign-in sheet attached due to COVID-19 and no residents were in attendance.

Clerk/Treasurers Report:

- **January 6th, 2022 Meeting Minutes** – Supervisor Schmit **moved to approve the minutes as corrected**, seconded by Supervisor Johnson and the motion carried.

Public Input: There was none at this time.

Old Business/Reports:

- **Roads (Bryan Drown, Road Project Engineer, Bolton & Menk)** – was not present and didn't have any report.
- **Supervisors reported** –
 - **Supervisor Johnson** reported that he looked at a driveway on Alfalfa Lane up to 24' wide, he was in contact with Jeff Wohlert (Crow Wing Power) and they adjusted the lights on Hwy 210, and reported that he gave Crow Wing Power the go ahead for spring of 2022 for the next light on Hwy 210. Supervisor Johnson also reported that after reviewing the mailboxes documents he feels that it should be left alone for now and a checklist made for the clerks to use and to post on the website.
 - **Supervisor Schmit** reported that she sent Holmwig Excavating out to clear some roads with drifts (33rd & 37th) on Tuesday and Wednesday. She also reported that there was a resident call on 2 mailboxes on 20th Street that she went to look at but couldn't find. Supervisor Schmit talked with Anderson Brothers regarding the 10-ton section of road on Hardy Lake Road – they indicated that they would get a boring for the road and get back to us.
 - **Road Maintenance Contract** – The supervisors discussed the option of extending the current road maintenance contract for one more year to Holmwig Excavating or putting out for bid. No decision was made at this time – they would like to have their meeting with Holmwig Excavating prior to deciding.

New Business:

- **MN Power** provided an update and presented their Safety Construction Plan and Decommission Plan for the Board to review. The Board agreed that it looked good.
- **Policy Updates** – Clerk Ruggles provided an updated EFT Policy and a Credit/Debit Card Policy for the Board to review before the next meeting.

- **Newsletter –**
 - Supervisor Booth – article on Clerks and Yvette
 - Supervisor Johnson – article on boating
 - Supervisor Johnson and Schmit – article on roads
 - Dave Johnson – article on Sylvan Lake Park
 - Clerks – Levy information

Other Township Business:

- **Correspondence** – was read including the January Building Permits from Cass County, the tax statement from MidMinnesota FCU, the Cass County Sheriff's Report, and information on a MAT Training.
- **Review Claims** – Supervisor Bennett **moved to approve claim numbers 025006 to 025015 and EFT claim numbers 220203-1 and 220203-5 in the amount of \$21,983.45 and the payroll numbers 024994 to 025005 in the amount of \$3,718.56 for a total of \$25,702.01** seconded by Supervisor Schmit and the motion carried. Supervisor Bennett **moved to void check #024993 in the amount of \$177.54; this check was a duplicate**, seconded by Supervisor Schmit and the motion carried.
- **Other Business** – included the following.
 - Supervisor Johnson provided an update from the Emergency Management Meeting and let the Board know that he will continue to attend these meetings. They will be having a
 - Supervisor Schmit **moved to accept with regret Supervisor Adelman-Dullinger's letter of resignation from the Sylvan Town Board**, seconded by Supervisor Bennett and the motion carried. Chair Booth let the Board know the options they had to replace Supervisor Adelman-Dullinger. It was discussed and Supervisor Bennett **moved to appoint Keith Card to fill the Supervisor 3 Seat until the end of 2022**, seconded by Supervisor Schmit and the motion carried.
 - Clerk Ruggles discussed the MBA life insurance renewal information with the Board.
 - After discussion in a closed meeting for personnel, Supervisor Bennett **moved to extend an offer to Lydia Marohn to work 16 hours per week (8 hrs Scanning Project and 8 hrs Assistant Deputy Clerk) at the rate of \$16.00 per hour and allowing her to include her temporary employment time as time worked for vacation time purposes**, seconded by Supervisor Schmit and the motion carried.

Adjournment: Supervisor Bennett **moved to adjourn**, seconded by Supervisor Schmit and the motion carried with the meeting adjourning at 9:13 pm.

Minutes submitted by,

Jenna Ruggles, Clerk

Greg Booth, Chair

These minutes were approved as amended on February 17, 2022 by Supervisor Schmit, seconded by Supervisor Bennett and the motion carried with Supervisors Bennett, Johnson, Card, Schmit and Booth.

Amendments: None

Date: 2.17.2022