

Regular Board of Supervisors Meeting Minutes **Thursday August 4th, 2022**

Call to Order/Pledge of Allegiance/Roll Call: Chair Booth called the Board of Supervisors Meeting to order at 7:00 pm and the Pledge of Allegiance was said. Those present at the meeting were Supervisors Greg Booth, Keith Card, Bob Johnson, Greg Bennett, Arlene Schmit and Clerk Jenna Ruggles. Residents in attendance included PC Chair, Dave Johnson, Alan Petrusson, Josh Wiskus, and Patrick Cox. The sign-in sheet attached; Patrick Cox declined signing in.

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

Clerk/Treasurers Report:

- **Meeting Minutes** – Supervisor Schmit **moved to approve the minutes from July 21st, 2022 as presented**, seconded by Supervisor Johnson and the motion carried.
- **Financials** – Supervisor Card **moved to approve the July 2022 Financial Statements as presented**, seconded by Supervisor Schmit and the motion carried.
- **CD** – The CD at MidMinnesota FCU was discussed and it was decided to bring to the next meeting for further decisions.

Public Input:

- **Josh Wiskus** presented to the Board his application for a General Business Permit. After discussion Supervisor Bennett **moved to approve a General Business Permit for Pro Detailing Inc. contingent on having the sewer inspection within 6 months**, seconded by Supervisor Card and the motion carried.
- **Dave Johnson, PC Chair** was present and discussed that Sylvan currently does not have a Certificate of Occupancy, but we have a Commercial Business requesting one. Clerk Ruggles did some research and found out the Cass County sends out a letter stating that they do not issue Certificates of Occupancy and after discussion The Board agreed that they should do the same for this request. It was also discussed that going forward we would look more into this and adopt a procedure for these requests. Mr. Johnson also discussed the 2 recommendations from the Planning Commission for variances through Cass County that were on the agenda. After discussion, Supervisor Bennett **moved to accept the 2 recommendations from the Planning Commission for Tertin Variance and Tatge Variance and send them to Cass County ESD**, seconded by Supervisor Card and the motion carried.

Old Business/Reports:

- **Roads (Bryan Drown, Road Project Engineer, Bolton & Menk)** – provided a report for Hardy Lake Road that said Anderson Brothers has completed the patchwork needed prior to the overlay which they plan on starting within the next 2 weeks.
- **Road Supervisors reported** –
 - **Supervisor Schmit** reported that we have an Estimate from Holmwig Excavating for the Pinto Pass culvert project in the amount of \$18,200. After discussion, the estimate will be sent to Mr. Drown for review and it will be discussed again at a later meeting. She also reported that she would like Keith Card to review the shouldering on Deer Ridge Ln when he

goes out with Dave Johnson next week. Another item brought that was discussed is a beaver issue down on Red River Trail; Clerk Ruggles will let the Township's beaver man know we need him to trap for us. Supervisor Schmit also reported that she has been in conversation with the City of Pillager regarding a tree on their property that is hanging over Pine Tree Lane (Sylvan's road).

- **Supervisor Bennett** reported we need to get the Radar Signs back out on the roadways. He is looking to have the other Supervisors learn the machines and Clerk Ruggles will add the app onto the iPads and look into how to do road counts with them.
- **Pillager Dam Road** was discussed about how the grant looks to be back on, Clerk Ruggles will work with Clerk Blumke from The City of Pillager to find out more information.
- **Fire Report** was discussed and is attached to these minutes.
- **Pillager Lake Park Minutes** were discussed and are attached to these minutes. Chair Booth reported back that he hasn't heard back from MAT Attorney yet and that he would pass that information along to Supervisor Schmit when he does.
- **Pit Trail** – After discussion regarding Pit Trail and surrounding parcels, Supervisor Bennett **moved to have a title search done on the neighboring parcels by Attorney Brad Person**, seconded by Supervisor Johnson and the motion carried.
- **Scanning Project/Records Retention** – The company who is completing the maps portion of the Township's scanning project has increased the cost of the project. After discussion, Supervisor Bennett **moved to allow for a price increase on the maps scanning up to \$600 if a reasonable amount has been completed thus far**, seconded by Supervisor Card and the motion carried.
- **Hardship Grant Project** – The amended hardship grant applications were reviewed and approved. Discussions included that applications will be accepted starting on August 15th through September 15th.
- **Broadband initiative** was discussed, CTC's grant has been submitted; they are going for \$5 million which a portion will be for Sylvan Township. We will know more in September on the approval.

New Business:

- **Annexation/Pillager** – Supervisor Bennett **moved to deny an annexation of parcel id 41-217-4203 to The City of Pillager**, seconded by Supervisor Johnson and the motion carried. Next step in the process is to have the 2 Boards meet to discuss with their attorneys. Supervisor Schmit **moved to have Supervisor Bennett find an attorney to represent Sylvan Township**, seconded by Supervisor Card and the motion carried.

Other Township Business:

- **Correspondence** was read.
- **Review Claims** – Supervisor Schmit **moved to approve claim numbers 025254 to 025274 and EFT claim numbers 220804-1 and 220804-9 and transfer number TR220804 in the amount of \$37,331.31 and the payroll numbers 025233 to 025253 in the amount of \$5,344.64 for a total of \$42,675.95** seconded by Supervisor Johnson and the motion carried. Supervisor Bennett **moved to deny the invoice #19957 claim from Mr. Smith/Lightning Motorsports Inc.**, seconded by Supervisor Schmit and the motion carried.
- **Other Business** – included the following.
 - Supervisor Bennett provided an update on HR and Supervisor Card **moved to raise Clerk Ruggles' wages up \$0.20 per hour based on her mid-year review and effective starting July 1st, 2022**, seconded by Supervisor Johnson and the motion carried. Supervisor Bennett

also discussed Assistant Clerk Marohn and **moved to offer Assistant Clerk Marohn the \$350 per month Health Benefit effective starting July 2022**, seconded by Supervisor Card and the motion carried.

Adjournment: Supervisor Schmit **moved to adjourn**, seconded by Supervisor Johnson and the motion carried with the meeting adjourning at 9:00 pm.

Minutes submitted by,

Jenna Ruggles, Clerk

Greg Booth, Chair

These minutes were approved as amended on August 18, 2022 by Supervisor Schmit, seconded by Supervisor Bennett and the motion carried with Supervisors Bennett, Card, Johnson, Schmit and Booth.

Date: 8.18.2022