

## **Regular Board of Supervisors Meeting Minutes** **Thursday September 15<sup>th</sup>, 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, Bob Johnson, Greg Bennett, Arlene Schmit, Keith Card, and Clerk Jenna Ruggles. Resident, Linda Carlson was in attendance. The sign-in sheet is attached. Bryan Drown from Bolton & Menk and Brad Busbey from Anderson Brothers were also in attendance.

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

### **Clerk/Treasurers Report:**

- **Meeting Minutes** – Supervisor Bennett **moved to approve the minutes from September 1<sup>st</sup>, 2022 as amended**, seconded by Supervisor Johnson and the motion carried.
- **Financials** – Supervisor Schmit **moved to approve the August 2022 financial statements as presented**, seconded by Supervisor Bennett and the motion carried.
- **CD** – Supervisor Bennett **moved to approve renewing the 91-day CD at Pine River State Bank for another 91-days a higher interest rate**, seconded by Supervisor Card and the motion carried.
- **EFT approval** – Supervisor Bennett **moved to approve adding Bolton & Menk to the EFT list for the remainder of 2022**, seconded by Supervisor Card and the motion carried.

**Public Input:** Linda Carlson requesting help with getting her mailbox moved closer to her parcel; Supervisor Bennett and Johnson will work with her

### **Old Business/Reports:**

- **Bryan Drown, Road Project Engineer, Bolton & Menk** – Mr. Drown provided an update that Hardy Lake Road overlay has been completed and the Anderson Brothers crew would be out finishing up road right away items early next week. He also mentioned that it looks to be coming in under budget. After some discussion, it was mentioned that Mr. Drown should contact Anderson Brothers regarding curbing on 134<sup>th</sup>.
- **Road Supervisors reported** –
  - **Supervisor Card** reported the following.
    - A driveway he initially reviewed is ready for final inspection which he will do next week with Dave Johnson (who looked at it initially with him).
  - **Supervisor Schmit** reported the following.
    - She did a few first driveway reviews.
    - She received a complaint regarding Holmwig not continuing shouldering on Prairie Ridge, but she looked, and it didn't need it.
    - She discussed the brushing work currently being done.
    - She discussed the Legal Seminar that her and Supervisor Card attended.

- **Supervisor Johnson** reported the following.
  - He looked at the driveway on Nelson Lake Rd that was approved early this year, he thinks a letter should go out to them.
  - Water Street road rights-of-way have been cleaned up.
  - He received a complaint on Oakridge regarding grass cuttings being dumped in the road rights-of-way.
- **Supervisor Bennett** reported that he noticed a tree on Upper Sylvan that has a split in it that hangs over the road.
- **Supervisor Booth** reported that there is a traffic concern due to mowing needed on the NW corner of 120<sup>th</sup> and 13<sup>th</sup> on the East Gull Lake side of the border – Clerk Ruggles will reach out to them.
- **Pit Trail** was discussed with Mr. Busbey from Anderson Brothers. He reported same as last meeting with addition of the gate being locked at night regularly; this is still in the works trying to find a good solution. The keypad locks were not a good fit and so they are not going to use them. They do try to monitor the washouts on the road when they can and grade as they see needed. Mr. Busbey did mention that as they have extra material from jobs in the area – they will try to bring it over to Pit Trail and work to get it paved over time.
- An update was provided from Clerk Ruggles that the annual audit is confirmed as a yearly contract instead of 3 years at a time.
- **Fire Meeting** was discussed, and the meeting notes are attached to these minutes.
- **Planning Commission Meeting** was discussed, and the meeting notes are attached to these minutes.

#### **New Business:**

- **Newsletter** – Bios for the Supervisors up for election are due end of month and after discussion Chairman Booth will add an article for an update on the Broadband Project.
- **MATIT Insurance Endorsement** was reviewed.
- **Hardship Grant applications** were reviewed, and decisions were as follows with no personal information being disclosed. There were 4 applications received for the Hardship Grant.
  - **#1: Supervisor Bennett moved to deny the application due to past and on-going Cass County action and the funds wouldn't be sufficient to cover total project costs**, seconded by Supervisor Schmit and the motion carried.
  - **#2: Supervisor Bennett moved to approve the application and award \$2,000 to apply on future invoices as received for the project and then use the remaining funds to reimburse for part of the past fees paid by recipient prior**, seconded by Supervisor Card and the motion carried.
  - **#3: Supervisor Bennett moved to approve the application and award \$2,000 towards the future invoice for the project in conjunction with this project being passed by Cass County Board of Commissioners for related fees/funding; and in collaboration with the Pillager and Area Lions Club's support**, seconded by Supervisor Card and the motion carried.
  - **#4: Supervisor Bennett moved to approve the application and award \$1,500 towards the future invoice for the project on a portion of Rainwater Drive**, seconded by Supervisor Card and the motion carried.

- **Resolution 2022-17** – Supervisor Schmit **moved to approve Resolution 2022-17 Spending of ARPA Funds on Broadband**, seconded by Supervisor Bennett and the motion carried.
- **Resolution 2022-18** – Supervisor Bennett **moved to approve Resolution 2022-18 Spending of ARPA Funds on Grants to Households**, seconded by Supervisor Card and the motion carried.
- **Resolution 2022-19** – Supervisor Bennett **moved to approve Resolution 2022-19 Spending of ARPA Funds on Lost Revenue Replacement Category**, seconded by Supervisor Schmit and the motion carried.
- **Resolution 2022-20** – Supervisor Bennett **moved to approve Resolution 2022-20 Adopting the Revised Sylvan Commercial Ordinance 2022-01**, seconded by Supervisor Schmit and the motion carried.
- **Resolution 2022-21** – Supervisor Bennett **moved to approve Resolution 2022-21 Adopting the Revised Driveway and Road Standards Ordinance 2022-02**, seconded by Supervisor Card and the motion carried.
- **Summary of Changes** – Supervisor Bennett **moved to publish the Summary of Changes from the Public Hearing for the SCO and the Driveway and Road Standards Ordinance in the Brainerd Dispatch**, seconded by Supervisor Schmit and the motion carried.
- **ROW Permit/Application for CTC** was received and reviewed by the Board. Supervisor Card **moved to approve the Road Right-of-Way Permit application for CTC**, seconded by Supervisor Bennett and the motion carried.

#### **Other Township Business:**

- **Correspondence** was read including the Cass County Association of Township flyer regarding their annual meeting; Clerk Ruggles would like to attend this and so would Supervisors Card and Johnson.
- **Review Claims** – Supervisor Card **moved to approve claim numbers 025324 to 025329 and EFT claim numbers 220915-1 and 220915-10 in the amount of \$5,712.83 and the payroll numbers AP22091501 to AP22091503 in the amount of \$2,844.14 for a total of \$8,556.97** seconded by Supervisor Bennett and the motion carried.
- **Other Business** – included the following.
  - A risk assessment survey for Homeland Security was received and the Board filled it out together online during the meeting.

**Adjournment:** Supervisor Card **moved to adjourn**, seconded by Supervisor Bennett and the motion carried with the meeting adjourning at 9:43 pm.

Minutes submitted by,

---

Jenna Ruggles, Clerk

---

Greg Booth, Chair

These minutes were approved as amended on October 6<sup>th</sup>, 2022 by Supervisor, seconded by Supervisor and the motion carried with Supervisors Bennett, Card, Johnson, Schmit and Booth.  
Date: