

Regular Board of Supervisors & Re-Org Meeting Minutes **Thursday January 05, 2023**

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 5:55 pm after the previous Public Hearing and the Pledge of Allegiance was said at the previous meeting. Those present at the meeting were Supervisors Greg Booth, Bob Johnson, Arlene Schmit, Greg Bennett, Keith Card, and Clerk Jenna Ruggles. Road Engineer Bryan Drown and residents Brian Knoll & Brian Smith arrived during the meeting as well.

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

Public Input: None at this time.

Clerk/Treasurers Report:

- **Oaths of Office** – were completed prior to the Public Hearing for re-elected Supervisor Schmit and newly elected Supervisor Card
- **December 1st, 2022 Meeting Minutes** – Supervisor Bennett **moved to approve the minutes as presented**, seconded by Supervisor Schmit and the motion carried.
- **November 2022 Financials** were reviewed, and Supervisor Schmit **moved to approve them as presented**, seconded by Supervisor Bennett and the motion carried.
- **December 2022 Financials** were tabled until the next meeting.
- **Pine River CD** – rate update was provided (1.35%)
- **Transfers** – completed end of December 2022 and 1st part of January 2023 were reviewed.
- **Outstanding Checks** – were discussed and it was decided to write off check number 025015 \$214.75 and check number 025025 \$18.47

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

At this time Chairman Booth took over the meeting and asked for the following nominations.

- **Vice Chairperson** – Supervisor Johnson nominated Greg Bennett, seconded by Supervisor Card, there weren't any other nominations and the nomination carried with all in favor and Supervisor Bennett abstaining.
- **Road Supervisors** – Supervisor Card nominated Greg Bennett, seconded by Supervisor Johnson and Supervisor Bennett nominated Bob Johnson, seconded by Supervisor Card and Supervisor Bennett nominated Arlene Schmit, seconded by Supervisor Card 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 Schmit nominated Bob Johnson, seconded by Supervisor Bennett and the nomination carried with all in favor and Supervisor Johnson abstaining.
- **Weed Supervisor** – Supervisor Schmit nominated Greg Booth, seconded by Supervisor Bennett and the nomination carried with all in favor and Supervisor Booth abstaining.
- **AWAIR Supervisor** – Supervisor Bennett nominated Bob Johnson, seconded by Supervisor Schmit and the nomination carried with all in favor and Supervisor Johnson abstaining.
- **CCAT Director (District 1)** – Supervisor Keith Card was voted in at the Cass County Association of Township’s Annual Meeting in October.
- **Cass County Emergency Management Representatives** – Supervisor Bennett nominated Bob Johnson and Keith Card, seconded by Supervisor Schmit and the nomination carried with all in favor.

Committees: The Board of Supervisors were all in consensus for the following Committees.

- **Personnel Committee** - Greg Booth, Greg Bennett with Arlene Schmit as a backup
- **Broadband Committee** – Greg Booth, Greg Bennett, and Jenna Ruggles
- **Grant Writing Committee**- Dave Skogen, Greg Booth, and Vickie Kettlewell

Clerks Appointments – Supervisor Bennett **moved to appoint Jenna Ruggles as Township Clerk/Treasurer**, seconded by Supervisor Card and the motion carried. Clerk Ruggles appointed Colleen Putnam as Deputy Clerk/Treasurer and Lydia Marohn as Assistant Deputy Clerk. The appointment is made by the Clerk; however, the Board will decide on the rate of pay for all Clerks at hiring or at each of their annual reviews.

Approve/Identify: Supervisor Johnson **moved to approve/identify the following items below**, seconded by Supervisor Bennett and the motion had carried.

- **Clerk to Throw Away Junk Mail** – approved
- **Official Posting Places** – approved Casey’s General Store bulletin board, Pillager Post Office bulletin board, Corner Store Express bulletin board, Township Website, Township Entryway bulletin board, and the Outside Display Case at the Town Hall
- **Official Legal Paper** – approved Brainerd Dispatch non-E-delivery edition
- **Official Depositories** – Pine River State Bank and MidMinnesota Federal Credit Union
- **Electronic Fund Transfers** – Exhibit A listing all vendors who accept EFTs

Set/Authorize Misc: Supervisor Bennett **moved to set/authorize the following items below**, seconded by Supervisor Schmit and the motion had carried.

- **Set Board Meetings Schedule** – Meetings will continue to be held on the 1st and 3rd Thursdays each month (with the exception in December with only a meeting on the 1st Thursday) all starting at 7pm. Clerk Ruggles will publish and post this including the first January meeting for 2024 and the ReOrg meeting for January 2024.
- **Authorize Tossing of Junk Mail** – approved
- **Authorize Cleaning Personnel Key/Alarm access** - approved

Set Compensation for the following:

- Board of Supervisors & Clerks Meeting Rate and Re-Convened Meetings for them - \$90
- Board of Supervisors Hourly Pay - \$20

- Planning Commissioners Meeting Rate - Chairman \$85 Other Commissioners \$80
- Planning Commissioners Hourly Pay - \$20
- Road Committee Hourly Pay - \$20
- Mileage Reimbursement Rate for all - \$0.655 or the IRS current Standard if changed throughout the year
- Life Insurance Benefit for the Township Board of Supervisors, Planning Commissioners, and Clerks - \$10K
- Board of Supervisors, Planning Commissioners, and Clerks are approved to attend Trainings and Site Visits throughout the year and to claim hours and mileage for those
- Gopher Bounty - \$5 per pair of front feet of a gopher caught in the Township
- Beaver Bounty - \$60 per tail of a beaver caught in the Township when authorized by the Township Board

The Regular Board Meeting Resumed at this Time

Old Business/Reports:

- **Roads (Bryan Drown, Road Project Engineer, Bolton & Menk)** – was present and provided the Board with estimates that they will review for 2023 upcoming road projects and discuss at the next meeting on January 16th, 2023.
 - **Road Supervisors reported –**
 - **Supervisor Schmit** reported she talked with Holmvgig regarding Sylvan Lane plowing as the contractors who are working on a house on that road have been in the road and the plows have had issues getting through. There had been a resident complaint as well regarding the end of the road being too slippery. She will reach out to Holmvgig and see if they can use a pick-up truck to plow the road going forward.
 - **Supervisor Johnson** reported that he was out taking storm damages assessments and reviewed several plowing complaints, which he did not see issues with the plow job that was completed. **Min. Maintenance Rds** - Supervisor Johnson provided a copy of the MAT handbook section which discussed expectations and rules with minimum maintenance roads.
 - There were a couple of compliments on the plowing as well.
 - **Pillager Dam Road easement** was provided from Allete and Supervisor Bennett **moved to approve the agreement and have Allete sign and file**, seconded by Supervisor Card and the motion carried.
 - **Barnett Road easement** with Allete was discussed and the email which was sent from Allete asking if they could use the same format as they did with the Pillager Dam Road easement was approved, Clerk Ruggles will follow up with Allete.
- **PC Report** was provided by Supervisor Bennett – the meeting focused on working on the Comprehensive Plan.
- **Sylvan Park Committee** asked if they could hold a meeting at the Town Hall on January 17th at 6pm, the Board approved.
- **Fire Report** was provided by Supervisor Johnson for the December 2022 and January 2023 meetings, the notes for those are attached.
- **Broadband update** was provided by the Broadband Committee that CTC did secure the Grant for Phase 2 & Phase 3 in Sylvan Township, and they are in the process of ordering materials prior to the work being started.

New Business:

- None at this time

Other Township Business:

- **Correspondence** – was read and included some discussion with Mr. Smith who had sent an email previously.
- **Claims** – were reviewed and Supervisor Card **moved to accept the pre-approve claim numbers 025418 to 025424 and EFT claim numbers 221215-01 to 221215-09 in the amount of \$80,720.95 and the payroll numbers AP22121501 to AP22121503 in the amount of \$3,175.77 for a total of \$83,896.72 for December 15th, 2022**, seconded by Supervisor Bennett and the motion carried. Supervisor Bennett **moved to approved claim numbers 025426 to 025433 and E23010501 to E23010514 in the amount of \$32,422.93 and payroll numbers 025425 and AP23010401 to AP23010414 in the amount of \$4,784.66 for a total of \$37,207.59 for January 5th, 2023**, seconded by Supervisor Card and the motion carried.
- **Other Business** – consisted of the following
 - There was some audit paperwork that needed to be signed and filled out by each Board member. Supervisor Card **moved to have Chair Booth and Clerk Ruggles sign the agreements for CLA**, seconded by Supervisor Bennett and the motion carried.
 - After review, Supervisor Bennett **moved to have Chair Booth sign the Maintenance Agreement with Central Lakes Computers**, seconded by Supervisor Card and the motion carried.
 - Road Maintenance Contract information was provided from the last years bid process and agreement for the Board Supervisors to take home and review and amend as they wish to bring back to the next meeting.
 - Supervisor Johnson provided a brief overview of discussions he had been having regarding Emergency Management plans for residents in Sylvan Township if there were another storm or disaster that left some without power. There will be more to come on this topic at another meeting.

Adjournment: Supervisor Card **moved to adjourn**, seconded by Supervisor Schmit and the motion carried with the meeting adjourning at 8:30 pm.

Minutes submitted by,

Jenna Ruggles, Clerk/Treasurer

Greg Booth, Chair

These minutes were approved as amended on January 16, 2023 by Supervisor Schmit, seconded by Supervisor Card and the motion carried with Supervisors Johnson, Schmit, Bennett, Card, and Booth.

Date: 01.19.2023