

Regular Board of Supervisors Meeting Minutes **Thursday February 2nd, 2023**

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, Keith Card, Arlene Schmit and Clerk Jenna Ruggles. Residents in attendance included Patrick Cox, Dave Johnson (PC Chair), and Bryan Drown (Road Engineer, Bolton Menk). The sign-in sheet is attached.

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

Clerk/Treasurers Report:

- **Meeting Minutes** – Supervisor Schmit **moved to approve the minutes from January 19th, 2023 as presented**, seconded by Supervisor Card and the motion carried.
- **Financials** – January financials were tabled until the next meeting.
- **Checks** – Supervisor Card **moved to void check number 025385 for \$75 and reissue tonight and void check number 025437 for \$150 and reissue at the next meeting**, seconded by Supervisor Schmit and the motion carried.
- **Audit updates** – Were provided by Clerk Ruggles and discussions included the following.
 - Supervisor Johnson **moved to have Faith Broberg removed from all accounts at MidMinnesota Federal Credit Union**, seconded by Supervisor Schmit and the motion carried.
 - Supervisor Card **moved to delegate Clerk Ruggles to process EFT Claims for 2023**, seconded by Supervisor Johnson and the motion carried.

Public Input: Included the following.

- Mr. Johnson discussed the Sylvan Park vision from the past meeting. He also discussed a new resident looking at the Commercial Park.
- Mr. Cox asked about Pit Road snow removal and had some concerns about Anderson Brothers plowing. He also discussed burning in the pit and the debris that was there. Another topic brought up was how Sylvan's Ordinance took away his land rights and he would like more information on that and when it happened. The final question was asking if the township could provide him with some addresses for the residents around him; Chair Booth let him know that he can get that information himself on the County's website. The supervisors will be looking into Mr. Cox's concerns/questions.

Old Business/Reports:

- **Bryan Drown, Road Project Engineer, Bolton & Menk** – Mr. Drown provided the two 2023 road project bids which would be in the Brainerd Dispatch Saturday, February 4th and 11th with the Bid opening on February 23rd at 10 am and 10:15 am.
- **Road Supervisors reported** –
 - **Supervisor Bennett** reported that the road supervisors agreed to send out Holmvgig to sand on Monday, February 6th and then go out and scrape on Thursday, February 9th.

- **Supervisor Schmit** reported the following.
 - A complaint on Bigwater Drive about needing sand and getting the trees cut back from the storm.
 - Re: Jim Anderson – Supervisor Schmit followed up with Baxter Snow Mobile Club regarding potentially helping Mr. Anderson with his trail issues and the club responded that they will not provide any signs or help that far off their trail on the Hwy 210 corridor.
- **Supervisor Johnson** reported the following.
 - He talked to the resident who was plowing snow onto Oakridge, and it should be better going forward.
 - The road maintenance packet review is tabled until the next meeting.
- **Emergency Shelter/Communication plan** was discussed, and Deputy Sheriff Emery let the Board know that Public Health at Cass County handles the sheltering and residents would need to contact them when in need. Clerk Ruggles will add a link to Cass County’s Emergency Plan on Sylvan’s website.

New Business:

- **Town Hall Water** was tested by the MN Department of Health, and they will be providing the Township with a letter to describe the findings but said the Manganese levels are high. Clerk Ruggles has reached out to some vendors for a drinking water system.

Other Township Business:

- **Correspondence** – was read.
- **Review Claims** – Supervisor Card **moved to approve claim numbers 025440 to 025450 and EFT claim numbers E23020201 and E23020211 in the amount of \$36,979.79 and the payroll numbers 025438 to 025439 and AP23020201 – AP23020214 in the amount of \$6,136.49 for a total of \$43,116.28** seconded by Supervisor Bennett and the motion carried.
- **Other Business** – included the following.
 - **Grants** – Discussion about finding a grant for a generator was had and that the team will look at Sourcewell for that. Also mentioned was having the emails go to the grant committee and not just to the Board.
 - **Survey123 Training** was provided by Deputy Sheriff Emery and the Board decided to split the Township into 5 areas with each Supervisor taking a section going forward with storm damage. There will be more training to come.
 - Supervisor Bennett **moved to add Lydia Marohn to the Life Insurance policy for 2023 as her hours have increased some and she now qualifies**, seconded by Supervisor Card and the motion carried.
 - Supervisor Schmit **moved to accept the Cass County Local Board of Appeal and Equalization meeting date of April, 14th, 2023 set by Cass County**, seconded by Supervisor Card and the motion carried.
 - The Employee Handbook and the Newsletter finalizations were tabled until the next meeting.

Adjournment: Supervisor Bennett **moved to adjourn**, seconded by Supervisor Johnson and the motion carried with the meeting adjourning at 8:52 pm.

Minutes submitted by,

Jenna Ruggles, Clerk

Greg Booth, Chair

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

Date: 02.16.2023