



Sylvan Township

12956 24th Avenue SW, Pillager, MN 56473

phone: (218) 746-3652 / fax: (218) 746-3612 / e-mail: info@sylvantwp.com / Web-site: www.sylvantwp.com

Board of Supervisors Meeting

Thursday October 5th, 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, Greg, Bennett, Bob Johnson, Keith Card, Arlene Schmit and Clerk Jenna Ruggles. There were no residents in attendance. Road Engineer, Bryan Drown, and Road Contractor Ryan Bodell were both present. The sign-in sheet attached.

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

Public Input: There was no public input.

Clerk/Treasurers Report:

- **Meeting Minutes** – Supervisor Bennett **moved to approve the minutes from September 21st, 2023 as presented**, seconded by Supervisor Johnson and the motion carried with Supervisor Schmit abstaining.
- **Financial Statements** – September financial statements were tabled until next meeting.
- **Transfer of Funds** – Clerk Ruggles proposed a transfer of funds from the Money Market to the Checking account. Supervisor Bennett **moved to approve a transfer of \$150,000 from the R&B fund in MM account to the checking account and a transfer of \$100,000 from the General fund in MM account to the checking account**, seconded by Supervisor Card and the motion carried.

Old Business/Reports:

- **Bryan Drown, Road Project Engineer, Bolton & Menk** – provided the final pay estimate for Little Pine Rd project to the Board. Supervisor Schmit **moved to approve paying the final pay estimate for Anderson Brother on the Little Pine Road project in the amount of \$10,581.70**, seconded by Supervisor Johnson and the motion carried. Mr. Drown also asked the Board if they knew which roads they would like to consider for next year projects. After some discussion it was asked that Clerk Ruggles send an email out to the Road Committee asking them to go out and review and provide a report for them by November meeting. Supervisor Schmit **moved to have Mr. Drown/Bolton & Menk do a cost estimate on extending the pavement area of 13th Ave up to the State Park**, seconded by Supervisor Card and the motion carried. Mr. Drown also let the Board know that the Bigwater Area road project is completed.
- **Road Supervisors reported** –
 - **Supervisor Schmit** reported the following.
 - West Sylvan delineators need to be moved back off the road a little bit
 - Upper Sylvan has some brushing that needs to be done
 - There is a missing street sign on the corner of 210 & upper Sylvan
 - She gave final sign off on driveway
 - Would like to see a driveway checklist – after discussion her and Supervisor Johnson will work on creating one



12956 24th Avenue SW, Pillager, MN 56473

phone: (218) 746-3652 / fax: (218) 746-3612 / e-mail: info@sylvantwp.com / Web-site: www.sylvantwp.com

- **Supervisor Johnson** reported the following.
 - Lower Sylvan resident asked if we had some ideas to help with washouts next to their driveway, Supervisor Bennett said he would take a look also
 - 132nd Street driveway is completed
- **Supervisor Bennett** reported the following.
 - 135th Street work is near completion and meeting with residents on Mon
 - Acorn Dr assessment agreements are ready and meeting on Mon with residents
- **Pillager Dam Rd project** – resolution, letter of acceptance/support, and joint powers agreement were provided, this is all that is left to do before the submittal of the application grant at the end of this month. Supervisor Schmit **moved to approve Resolution 2023-12 Authorizing SPRA Grant**, seconded by Supervisor Card and the motion carried. Supervisor Bennett **moved to approve signing the Letter of Support/Acceptance for the grant application on Pillager Dam Rd**, seconded by Supervisor Schmit and the motion carried. Supervisor Card **moved to sign the Joint Powers Agreement for the SPRA grant application on Pillager Dam Rd**, seconded by Supervisor Bennett and the motion carried.
- **Fire Report** was provided by Supervisor Johnson, he discussed how East Gull Lake was not able to be in attendance and they are still in the talking stage of moving forward with a fire station there. Insurance is still a problem in that area as some companies are dropping clients because of the lack of a fire station. 2 new recruits will be interviewed soon, the MN state Fire Dept had an association conference and 3 of Pillagers team attended. Calendars are in the works for next year with ads being sold right now. Sylvan had 9 out of 20 runs in September.

New Business: None at this time.

Other Township Business:

- **Correspondence** – was read including the Cass Co Sheriff's report for Short-Term Rentals, Cass County Permit Log, Elections letter, and Cass County site visits for variances.
- **Review Claims** – Supervisor Bennett **moved to approve claim numbers 025604 to 025620 and EFT claim numbers E23100501 and E23100514 in the amount of \$41,871.03 and the payroll numbers AP23100501 – AP23100514 in the amount of \$5,077.98 for a total of \$46,949.01** seconded by Supervisor Card and the motion carried.
- **Other Business** – included the following.
 - The end of the year party was discussed and the Board would like to have feedback from the clerks, so tabled a decision until next meeting.
 - The visit from Central Lakes Adventure School went well.
 - The LRIP grant is being worked on by Commissioner Skogen.

Adjournment: Supervisor Bennett **moved to adjourn**, seconded by Supervisor Card and the motion carried with the meeting adjourning at 8:45 pm.



Sylvan Township

12956 24th Avenue SW, Pillager, MN 56473

phone: (218) 746-3652 / fax: (218) 746-3612 / e-mail: info@sylvantwp.com / Web-site: www.sylvantwp.com

Minutes submitted by,

Jenna Ruggles, Clerk

Greg Booth, Chair

These minutes were approved as presented on October 19, 2023 by Supervisor Card, seconded by Supervisor Johnson and the motion carried with Supervisors Bennett, Card, Johnson, Schmit and Booth.

Date: 10.19.2023