



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

Regular Board of Supervisors Meeting

Thursday January 4th, 2024

Call to Order/Pledge of Allegiance/Roll Call: Chair Booth called the Board of Supervisors Meeting to order at 6:55 pm after the previous Re-Org Meeting where the Pledge of Allegiance was said. Those present at the meeting were Supervisors Greg Booth, Bob Johnson, Keith Card, Arlene Schmit, Greg Bennett, and Clerk Jenna Ruggles. Road Engineer, Bryan Drown, Road Contractor Ryan Bodell, and CRSL representative Todd Holman were present. The sign-in sheet attached.

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

Public Input: Todd Holman was present to discuss a Joint Community Trail between the City of Baxter and Sylvan Township. The Trail would likely run east from Baxter through Cass County's 40-acre parcel, then into Sylvan's 40-acre parcel ending with a trailhead there. Camp Ripley Sentinel Landscape has a grant that they are looking into for this trail. Supervisor Bennett **moved to approve Resolution 2024-01 in Support of a Joint Community Trail with the City of Baxter**, seconded by Supervisor Johnson and the motion carried.

Clerk/Treasurers Report:

- **Oaths of Office** – were completed for all officers.
- **Meeting Minutes** – Supervisor Bennett **moved to approve the minutes from December 7th, 2023, as presented**, seconded by Supervisor Card and the motion carried.
- **December 2023 Financials** were tabled until the next meeting.
- **2023 Final Budget Reports** were also tabled until next meeting.

Old Business/Reports:

- **Bryan Drown, Road Project Engineer, Bolton & Menk** – was present but nothing to report. Wyanet Rd survey has been completed. The Board will look at getting some recommendations for the 2024 road project list.
- **Road Supervisors reported** –
 - **Supervisor Schmit** reported the following.
 - A few work orders from salt/sanding
 - Some ditch work
 - Upper Sylvan tree trimming completed
 - Had concerns with May Townships shared road contract not having a month and day for start/finish; it was decided that it was full year Jan-Dec and we would make the correction next time we adjust something else
 - **Supervisor Johnson** reported the following.
 - Missing signs work orders
 - Pothole fix work order completed
- **Planning Commission Report** was provided and they had a working meeting as well and both meetings concentrated on the Comp Plan. Clerk Ruggles was asked by Chair Johnson of the PC to



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ask the Board if they could start sending out notices to neighboring properties within 500 feet. The Board asked Clerk Ruggles to ask the Township Attorney prior to them making that decision.

- **Fire Report** was provided, and East Gull Lake's Mayor attended to discuss the option of the new station there in 2025; they are also looking into interested potential fire fighters for the new station. December closed out the year with a total of 325 runs and Sylvan had 13/35 in December. There are currently 20 firefighters, and they would like to get up to 24 firefighters.

New Business:

- **MATIT Work Comp plan** was provided to review.
- **CCAT (Cass Co. Association of Townships)** fee renewal was discussed. The association revamped the way they are charging fees and Sylvan's membership fee amount went from \$1,274.24 in 2023 to \$4,471.50 in 2024. After discussion the Town Board did not feel that this increase was in their budget and that the association did not bring enough value for that amount. Supervisor Bennett **moved to leave the Cass County Association of Townships as a member**, seconded by Supervisor Schmit and the motion carried with Supervisor Card opposing.

Other Township Business:

- **Correspondence** – was read including the Cass Co Permit log.
- **Review Claims** – Supervisor Bennett **moved to approve claim numbers 025674 to 025681 and EFT claim numbers E24010401 to E24010411 in the amount of \$25,928.30 and the payroll numbers AP24010401 – AP24010414 in the amount of \$5,787.48 for a total of \$31,715.78 and the previous months claim numbers 025669 to 025673 and EFT claim numbers E23121801 to E23121805 in the amount of \$16,782.92 and the payroll numbers AP23121801 – AP23121803 in the amount of \$3,637.29 for a total of \$20,420.21 and a combined total for the two days of \$52,135.99** seconded by Supervisor Schmit and the motion carried.
- **Other Business** – included the following.
 - There were no grants opportunities to discuss at this time.
 - The Town Board scheduled a Working Meeting for 6:30 pm on January 18th, 2024, prior to their regular meeting.
 - The Town Board also scheduled their Working Budget Meeting for 6 pm on February 1st, 2024, prior to their regular meeting.
 - **HR items:** Supervisor Bennett asked the Board to approve a one-time vacation adjustment for Deputy Clerk Putnam because of unforeseen circumstances and they agreed. He also had a request from Clerk Ruggles to change her hours to 4 10-hour days which the Board again agreed. Supervisor Bennett **moved to approve the Employee Handbook as presented for 2024**, seconded by Supervisor Card and the motion carried.

Adjournment: Supervisor Johnson **moved to adjourn**, seconded by Supervisor Schmit and the motion carried with the meeting adjourning at 8:35 pm.



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Minutes submitted by,

Jenna Ruggles, Clerk

Greg Booth, Chair

These minutes were approved as amended on January 18, 2024 by Supervisor Schmit, seconded by Supervisor Card and the motion carried with Supervisors Bennett, Card, Johnson, Schmit and Booth.

Date: 01.18.2024