



Sylvan Township

12956 24th Avenue SW, Pillager, MN 56473

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

REORGANIZATIONAL MEETING

Agenda - January 04, 2024 6:30 PM

*Recorded for Transcription Purposes Only

1. Call To Order Pledge of Allegiance

1.1. Roll Call: (AS KC Bennett BJ Booth - JR)

1.2. Move to amend/approve agenda

2. Nominations: *Clerk takes nominations for Chairperson - after election, Chair takes over mtg*

- **Chairperson** - _____
- **Vice-Chair** - _____
- **Co-Road Supervisors** - _____
- **Planning Commission Liaison** - _____
- **Pillager Lake Park Supervisor** - _____
- **PAFRA (Fire) Liaison** - _____
- **Weed Supervisor** - _____
- **AWAIR Supervisor** - _____
- **Cass County Emergency Mgmt** - _____
- **CCAT District 1 Director ** Cont. w/Org:** Yes or No \$4,471.5 = 2024 (past \$1274.24)
Now: (voted in at Ann. Mtg. Oct every other year) - Keith Card

Committees:

Personnel - _____

Broadband - _____

Grant Writing - _____

Special Projects - _____

- **Appointment of Clerk** - _____
 - **Clerk Appoints Deputy Clerk** - _____
 - **Clerk Appoints Asst. Deputy Clerk** - _____

3. Identify:

- **Official Posting Places** - (Casey's, Pillager PO, Corner Store, Town Hall entryway/outboard, & Website)
- **Official Legal Paper** - (Brainerd Dispatch: not E-delivery edition)
- **Official Depositories** - (Pine River State Bank & MidMinnesota Credit Union)
- **Credit/Debit Card holders** - (Jenna Ruggles & Colleen Putnam)



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4. Set/Authorize Misc.:

- **Set Mtgs for 2024:** *(to publish)*
 - **Board:** Now - 7pm start 1st & 3rd Thurs (only 1st in Dec) | _____
 - **July 4th 2024 BOS Mtg:** New Date or Skip | _____
 - **Planning Commission:** Now - 7pm start 2nd Thurs | _____
 - **AWAIR Mtg:** Now (Mon prior to Dec Board mtg) _____
 - **Set Community Outreach Day:** Last year July 29th | _____
- **Authorize Clerk to toss Junk Mail:** Now - approved | Yes | No
- **Continue with One Earth Recycling:** Yes | No (\$300/year)
- **Set Compensations for:**
 - **Board Mtgs & Re-Convened Mtgs:** Now - \$90 | _____
 - **Board Hourly pay:** Now - \$20 | _____
 - **Tina Hourly Pay & Frequency:** Now - Weekly at \$25/hr (\$90 mtg) | _____
 - **Planning Commission Mtgs:** Now - Chair \$85 | _____ & Commissioners \$80 | _____
 - **PC Hourly pay:** Now - \$20 | _____
 - **Road Committee Hourly pay:** Now - \$20 (only AWAIR mtg \$80) | _____
 - **Mileage Reimbursement Rate:** Now \$0.655 - (\$0.67 IRS Rate '24) | _____
 - **Life Insurance Benefit** (Board, PC, Clerks): Now - \$10K | _____
 - **Board/PC Education, Site Visits, & Mileage:** Now - approved | _____
 - **Gopher Bounty:** Now - \$5 | _____ *(per pair of front feet caught in Township)*
 - **Beaver Bounty:** Now - \$60 | _____ *(per tail caught in Twp when authorized by Board)*
 - **Beaver Bounty Contracted:** \$ Per Contractor *(current: Mark Mortensen)* YES | NO

5. Review/Delegate:

- **Review – Financial Policies:** make/approve amends as needed &/or re-sign every 5 years
- **Delegate – Authorize:** Clerk/Treasurer or Deputy Clerk/Treasurer the authority to make electronic funds transfers to vendors on Exhibit A

Adjournment @ _____