



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 February 1st, 2024

Call to Order/Pledge of Allegiance/Roll Call: Chair Booth called the Board of Supervisors Meeting to order at 7:25 pm after the working budget meeting was recessed and the Pledge of Allegiance was said previously. Those present at the meeting were Supervisors Greg Booth, Greg Bennett, Bob Johnson, Keith Card, Arlene Schmit and Clerk Jenna Ruggles. Residents in attendance included Road Contractor, Ryan Bodell. The sign-in sheet is attached.

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

Public Input: None

Clerk/Treasurers Report:

- **Meeting Minutes** – Supervisor Bennett **moved to approve the ReOrg Mtg minutes from January 4th, 2024 as presented**, seconded by Supervisor Card and the motion carried.
- **Meeting Minutes** – Supervisor Card **moved to approve the Working Meeting minutes from January 18th, 2024 as presented**, seconded by Supervisor Schmit and the motion carried.
- **Meeting Minutes** – Supervisor Schmit **moved to approve the Board Meeting minutes from January 18th, 2024 as presented**, seconded by Supervisor Card and the motion carried.
- **Financials** – were tabled until next meeting

Old Business/Reports:

- **Bryan Drown, Road Project Engineer, Bolton & Menk** – was not present.
- **Road projects 2024** – were discussed. The Board asked to have Clerk Ruggles get clarification on the 13th Ave project. Supervisor Bennett **moved to have Mr. Drown (Bolton Menk) get a total cost analysis with grade raise and repair to rebuild West Sylvan, 33rd Ave (1/2 mile), and West Lake Ridge roads**, seconded by Supervisor Johnson and the motion carried. The Board was very thankful to the Sylvan Road Committee for their expert advice and road analysis for upcoming project areas.
- **Road Supervisors reported** –
 - **Supervisor Schmit** reported the following.
 - 37th Ave possibly needs grading work
 - Will have some brushing work orders to do next week
- Supervisor Bennett provided an update on the possible Joint Community Trail with the City of Baxter. Discussions at a meeting he attended with the DNR and Baxter representative made it sound like the City of Baxter may not want to move forward with the trail. If this is the case, Mr. Holman was going to look into seeing if he could change the grant to be for Sylvan Township only. More to come.
- Supervisor Schmit **moved to accept Resolution 2024-10 Support of the Camp Ripley Veterans State Trail (CRVST) project and a petition for it**, seconded by Supervisor Bennett and the motion carried.



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- Supervisor Johnson provided an update from the Emergency Management meeting, which included that the minimums for the local, state, and federal disaster costs have been increased. He also indicated that there will be a train derailment and bus exercise on September 20th in the Backus/Pine River area, and they are looking for some volunteers. Cass County election staff were there and provided the emergency plan for elections. There will be SkyWarn classes available in person in the Walker area again this year and they are looking at doing another Survey123 training this year as well.

New Business:

- Clerk Ruggles provided the Action Ladder/Plans to The Board for review.
- **Sylvan Park** – Prescribed Burn Plan Waiver was signed.

Other Township Business:

- **Correspondence** – including a deposit from the County for the final 2023 taxes, a STR Sheriff's report that was empty, a notice from MN Association of Township Insurance Trust (MATIT) regarding the Township's Insurance, a notice from CC Assessors office, and a letter stating Zoom costs were increasing. Supervisor Bennett **moved to approve Cass County Assessor to come down for the Local Board of Equalization and Appeal on Friday, April 12th 2024 at 10:00 am**, seconded by Supervisor Card and the motion carried. Supervisor Bennett **moved to discontinue using Zoom for meetings and to replace it with Microsoft Teams meetings**, seconded by Supervisor Schmit and the motion carried. The Board also asked Clerk Ruggles to reach out to MATIT and let them know about the changes at the Town Hall and set up a meeting for them to come in and review the insurance information with a supervisor.
- **Review Claims** – Supervisor Bennett **moved to approve claim numbers 025685 to 025699 and EFT claim numbers E24020101 to E24020106 in the amount of \$7,670.49 and the payroll numbers 025700 to 025704 and AP24020201 – AP24020214 in the amount of \$6,412.70 for a total of \$14,083.19** seconded by Supervisor Card and the motion carried.
- **Other Business** – included the following.
 - Supervisor Johnson asked if there was a way for the Township to work with or ask Hengels and Anderson Brothers to help maintain the corner of Hwy 36 & 210. After discussion it was determined that since the roads are the County's and MNDOT's we cannot, but we can reach out to Darrick Anderson in the Cass County Hwy Dept to ask him to.

Adjournment: Supervisor Card **moved to adjourn**, seconded by Supervisor Schmit 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 15, 2024 by Supervisor Schmit, seconded by Supervisor Johnson and the motion carried with Supervisors Bennett, Card, Johnson, Schmit and Booth.

Date: 02.15.2024