



12956 24<sup>th</sup> Avenue SW, Pillager, MN 56473

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## **Regular Board of Supervisors Meeting** *Thursday February 15<sup>th</sup>, 2024*

**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, Arlene Schmit and Clerk Jenna Ruggles. Supervisor Keith Card had an excused absence. Residents in attendance included Eric & Audrey Nierenhausen, Road Engineer, Bryan Drown, and Road Contractor Ryan Bodell. The sign-in sheet attached.

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

**Public Input:** Eric and Audrey Nierenhausen were in attendance regarding a Short-Term Rental (STR) permit application. Supervisor Bennett briefly described the application to the Board and that the Planning Commission had no concerns. Supervisor Bennett **moved to approve the Short-Term Rental application for the Nierenhausens**, seconded by Supervisor Schmit and the motion carried.

### **Clerk/Treasurers Report:**

- **Meeting Minutes** – Supervisor Schmit **moved to approve the Board of Supervisors working Budget meeting minutes from February 1<sup>st</sup>, 2024 as amended**, seconded by Supervisor Bennett and the motion carried.
- **Meeting Minutes** – Supervisor Schmit **moved to approve the Board of Supervisors meeting minutes from February 1<sup>st</sup>, 2024 as presented**, seconded by Supervisor Johnson and the motion carried.
- **Financials** – Supervisor Schmit **moved to approve the 2024 February financial statements**, seconded by Supervisor Bennett and the motion carried.

### **Old Business/Reports:**

- **Bryan Drown, Road Project Engineer, Bolton & Menk** – was present and discussed the possible 2024 road projects with the Board, more to come at another meeting.
- **Road Supervisors reported** –
  - **Supervisor Schmit** reported the following.
    - The Cass Co. Bridge Report came in and she shared it with the City of Pillager and Bodell. There is a work order for the bridge work to be completed.
    - There is also a work order for some more brushing work on 37<sup>th</sup> Ave.
    - A post on Crow Wing River Dr that will need to be removed, she will add a work order.
  - **Chair Booth** reported the following.
    - Work order is needed for a bent sign on the north 13<sup>th</sup> Avenue.
- **Fire Report** was provided by Supervisor Johnson including that East Gull Lake is looking at some land on Co. Rd 70 for a possible location for a new Town Hall and Fire Station. The new Fire



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Truck should be here in July 2024, and they are looking at purchasing new garage door openers for the Pillager Fire Hall. Sylvan had 18 out of 38 runs in January.

- **PC Report** was provided by Supervisor Bennett that they had the Short-Term Rental application from above, they worked on the Comp Plan again, and discussed Sylvan Park.
- **Budget updates** were provided from Supervisor Johnson for the Fire Budget and Supervisor Schmit for the Pillager Lake Park Budget. Supervisor Johnson **moved to approve the proposed levy amount for the Fire Fund of \$110,000**, seconded by Supervisor Schmit and the motion carried. Supervisor Schmit also provided a breakdown budget for the Pillager Lake Park to Clerk Ruggles.

#### **New Business:**

- **Estimate for plumbing issue** was received from Horizon and discussed. It was decided to get a second estimate from Pine Country Plumbing for an On-demand Water Heater and to ask Horizon for a new estimate for this as well. Chair Booth is going to look into getting a grant through Sourcewell for this.

#### **Other Township Business:**

- **Correspondence** – was read including the Cass Co Sheriff's annual report, annual rewards check from Costco, road/gas tax deposit, and invitations to Emergency Mgmt training with Cass County and MAT Spring Short Courses.
- **Review Claims** – Supervisor Bennett **moved to approve claim numbers 025708 to 025710 and EFT claim numbers E24021501 to E24021506 in the amount of \$15,287.67 and the payroll numbers AP24021601 – AP24021603 in the amount of \$3,213.36 for a total of \$18,501.03 with check numbers 025705-025707 being voided** seconded by Supervisor Johnson and the motion carried.
- **Other Business** – included the following.
  - Supervisor Schmit and Clerk Ruggles asked about gathering up and making a list of items at the Town Hall that are no longer use to us and Chair Booth said he would look into how we can get rid of them. The new Sylvan Park sign was reviewed and discussed. Clerk Ruggles proposed that we switch out the Audit company from CLA (old one) to CarlsonSV (new one) on the EFT list and add Column (Brainerd Dispatch). Supervisor Bennett **moved to approve the changes listed above to the EFTs**, seconded by Supervisor Schmit and the motion carried.
  - Chair Booth announced that the Town Board would now go into a Closed Meeting to discuss personnel reviews and after that meeting, he opened this meeting back up. Supervisor Bennett **moved to increase Assistant Deputy Clerk Marohn's wage 4% to \$17.26 per hour**, seconded by Supervisor Schmit and the motion carried. Supervisor Bennett **moved to increase Deputy Clerk Putnam's wage 4% to \$21.97 per hour**, seconded by Supervisor Schmit and the motion carried. Supervisor Bennett **moved to increase Clerk Ruggles' wage 5% to \$22.18 per hour**, seconded by Supervisor Johnson and the motion carried.

**Adjournment:** Supervisor Bennett **moved to adjourn**, seconded by Supervisor Johnson and the motion carried with the meeting adjourning at 9:10 pm.



# Sylvan Township

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Minutes submitted by,

\_\_\_\_\_  
Jenna Ruggles, Clerk

\_\_\_\_\_  
Greg Booth, Chair

These minutes were approved as amended on March 7, 2024 by Supervisor Schmit, seconded by Supervisor Johnson and the motion carried with Supervisors Bennett, Card, Johnson, Schmit and Booth.

Date: 03.07.2024