



12956 24th Avenue SW, Pillager, MN 56473

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Regular Board of Supervisors Meeting and Board of Audit Meeting **Thursday March 7th, 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, Bob Johnson, Keith Card, Arlene Schmit and Clerk Jenna Ruggles. Supervisor Greg Bennett attended via phone from 7:15 to 8:40. Those in attendance included Ronald Duy, Road Engineer, Bryan Drown, and Road Contractor, Ryan Bodell. The sign-in sheet attached.

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

Public Input: Mr. Duy was here to discuss Little Pine Trail SW. He is concerned that the Township's road recording is out of date and that the Township has not been maintaining a portion of the road which is recorded as Township. His statement is that his family has been there for over 40 years and has been maintaining this section of the roadway. They utilize it as a driveway, and he has some concerns with a new lot being created across the unmaintained roadway section from his parcel. If this new lot is created, his family is concerned with how much more traffic (wear & tear) will be on the roadway that they maintain. After discussion the Board decided that Road Engineer, Bryan Drown, should work with Mr. Duy to really look at the road to determine survey points. Supervisor Johnson **moved to have Mr. Drown obtain a locate survey of Little Pine Trail**, seconded by Supervisor Schmit and the motion carried.

Clerk/Treasurers Report:

- **Meeting Minutes** – Supervisor Schmit **moved to approve the minutes from February 15th, 2024 as presented**, seconded by Supervisor Johnson and the motion carried.
- **Financials** – Supervisor Bennett **moved to approve the financial statements from February 2024**, seconded by Supervisor Card and the motion carried. Supervisor Bennett asked Clerk Ruggles to split out the interest on the spreadsheet for the CD's going forward.
- **EFT payment** – Clerk Ruggles requested an addition to the EFT List for Bodell Landscape and Excavation. Supervisor Schmit **moved to include Bodell on the EFT list**, seconded by Supervisor Card and the motion carried.

Old Business/Reports:

- **Bryan Drown, Road Project Engineer, Bolton & Menk** – was present and he provided a listing of the roads that the Board asked for with cost estimate information and descriptions of the projects and amount of feet needed for all. He also provided some pictures of areas of concern. After discussion regarding that and the budget, Supervisor Bennett **moved to have Mr. Drown move forward with getting bids for the Searcyville Drive and Searcyville Trail overlays as well as 135th Street improvement**, seconded by Supervisor Schmit and the motion carried. It was also discussed that the other roads of concern would be proposed road projects for a 2025 road bond that the Board is looking into. Roads include but are not limited to 33rd Avenue, Acorn Drive, 13th Avenue, 132nd Street, West Sylvan Drive, and West Lake Ridge.



Sylvan Township

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- **Road Supervisors reported –**
 - **Supervisor Schmit** reported the following.
 - She had spent some time discussing Little Pine Trail with Mr. Duy.
 - She talked with Bodell regarding weight limit signs and those are now up.
 - She received one quote for Calcium Chloride and is waiting to hear from Cass Co.
 - She'll have Bodell get started grading roads next week.
 - **Supervisor Johnson** reported the following.
 - He had a call about a couch that was left on West Sylvan that we had to dispose of.
 - **Chair Booth** reported that he noticed there was no stop sign on Prairie Ridge Court and would like a work order to add one.
 - **Road Review Date** was discussed and will be finalized at the next meeting. The first option is April 13th and second is April 20th.
 - **Road Salt** was discussed for next winter and it was decided to order 60 tons, taking the first 40 tons right away with 20 tons as a back-up. It was also discussed that the remaining 138 yards of Salt/Sand mix be brought over to the Town Hall for storage.
- **Fire Report** was provided by Supervisor Johnson indicating the following.
 - East Gull Lake will be starting on a new Town Hall/Fire Station combo in 2025.
 - All repairs have been completed after the accident when the car hit the fire station in Pillager.
 - The final budget has been approved and Sylvan's levy amount was still within range.
 - The EMS training meeting that was postponed is still postponed.
 - The new truck is still on schedule for June/July.
 - The new garage door openers were also installed.
 - The 50/50 DNR grant went through and so far, blowers and some other equipment has been purchased.
 - Sylvan had 11 out of 26 runs in February 2024.
- **CRVST (Camp Ripley Veteran's State Trail)** meeting minutes were provided to the Board and are attached to these minutes.
- **Water heater estimates** were reviewed and tabled to get more information.
- **Community Trail** was discussed, and Clerk Ruggles was asked to invite Mr. Holman to the next meeting.

New Business: None at this time.

Other Township Business:

- **Correspondence** – was read including the Cass Co Sheriff's report for Short-Term Rentals and a letter from a resident regarding a trail from Baxter to Fairview through Sylvan.
- **Review Claims** – Supervisor Card **moved to approve claim numbers 025715 to 025728 and EFT claim numbers E24030701 to E24030709 in the amount of \$17,775.68 and the payroll numbers 025711 to 025714 and AP24030401 – AP24030414 in the amount of \$5,794.32 for a total of \$23,570.00** seconded by Supervisor Johnson and the motion carried.



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- **Other Business** – included the following.
 - There will be training for Survey123 & the Spring Short Courses – the supervisors were asked who will attend.
 - Chair Booth let the Board know that he will be looking into the Sourcewell Grant when we have our final numbers for the water heater.
 - Supervisor Schmit **moved to approve the request from the Gull River Cemetery Association to hold their Annual Meeting at the Town Hall on May 3rd at 7pm free of charge**, seconded by Supervisor Johnson and the motion carried.
 - **The Election Board of Canvass** meeting was held in Cass County and Chair Booth reported that he attended as part of the Board, they noticed an overall decrease in attendance with only 21% of the registered voters voting.

Board of Audit Meeting:

The Board of Audit meeting was included in this meeting because the Audit has not been completed and there will need to be an additional meeting to approve the final audit once it is done. During this time the Board all reviewed the draft financial statements from the Auditors as well as the Financials from the Clerk. Supervisor Schmit **moved to approve the Draft Audit Financial Report**, seconded by Supervisor Card and the motion carried. Each Board member present grabbed a random claim or receipt from last year's box to verify and record it on the Board of Audit Report for the Township's Annual Meeting next week. There were no additional audit concerns to discuss.

Adjournment: Supervisor Card **moved to adjourn**, seconded by Supervisor Schmit and the motion carried with the meeting adjourning at 9:31 pm.

Minutes submitted by,

Jenna Ruggles, Clerk

Greg Booth, Chair

These minutes were approved as presented on March 21, 2024 by Supervisor Schmit, seconded by Supervisor Card and the motion carried with Supervisors Bennett, Card, Johnson, Schmit and Booth.

Date: 3.21.2024