



# Sylvan Township

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

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## Regular Board of Supervisors Meeting Thursday August 1<sup>st</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, Bob Johnson, Arlene Schmit and Clerk Jenna Ruggles. Supervisor Greg Bennett and Keith Card had excused absences. Others in attendance included Evan Ingebrigtson; Jim & Lois Welling; and Road Contractor, Ryan Bodell. The sign-in sheet attached.

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

**Public Input:** Mr. Ingebrigtson discussed that he would like to start up the process of the Township taking over Dandelion Ln again. Discussions included that the costs are most likely higher than before, and he understood. He feels that it is time, and he will be getting a new petition for the Board. Then Mr. & Mrs. Welling were present to hear about the results from the research being done on Sylvan Cemetery. Chair Booth explained that we did a title search on the parcel where the cemetery is located, and it looked as if the Township would be the owners. Chair Booth was going to look deeper into the history and reach to the Ydes.

### Clerk/Treasurers Report:

- **Meeting Minutes** – Supervisor Schmit **moved to approve the minutes from July 18<sup>th</sup>, 2024 as presented**, seconded by Supervisor Johnson and the motion carried.
- **July Financials** – were tabled until next meeting

### Old Business/Reports:

- **Bryan Drown, Road Project Engineer, Bolton & Menk** –
- **Road Supervisors reported** –
  - **Supervisor Schmit** reported the following.
    - She reviewed the culvert process being done by Subsurface Inc. and thought it was very interesting and she would like to see the Board consider it on the next culvert project.
    - Pillager Dam Rd is still an issue, she had asked Pillager to go back to Ideal on the costs/repairs that were made.
    - West Lake Ridge had a was out and there was a work order to fix it, but there will need to be more work done to it sooner than later.
    - Lower Sylvan also had a washout from a contractor working in the area and now a new driveway coming there.
    - There was some graffiti on the 120<sup>th</sup> Street bridge that we had to paint over.
    - Wy Janet Dr also had some washout issues with all the rain. Chair Booth added that he has been in contact with a neighbor who had reported it to the County and MPCA. We are waiting to hear more.



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- **Supervisor Johnson** reported the following.
  - Driveway on Barnett is still not completed
  - There was a tree down on Gull River Drive.
- **Swing-away mailbox posts** need to be ordered and the Board asked for 20.
- **PC Businesses reviews** were discussed, and it was decided that the Board would wait for a list from the PC on which businesses need letters to go out and then they will follow up with them. It was also discussed that Clerk Ruggles should reach out to the MPCA contact to see if they would discuss some of the parcels in our Township with us.
- **Maintenance** at the Town Hall was discussed again, the Board made a few suggestions for Clerk Ruggles to try and said to call the Board Supervisors for more items that need to be completed when they come up.
- **Emergency Mgmt. Mtg.** update was provided by Clerk Ruggles for the Board to review.

#### **New Business:**

- **Public Hearing notice** was provided that was published in the Brainerd Dispatch.
- **Canvass Mtg.** after the November Election was discussed and Supervisor Schmit **moved to set and publish the meeting for November 12<sup>th</sup> at 7:00 pm**, seconded by Supervisor Johnson and the motion carried.
- **Garage Sale items** were reviewed and discussed for the upcoming sale at our Community Day.

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

- **Correspondence** – was read including the Cass Co Sheriff's reports for the year, Township Aid amount for 2025, a Thank you card, a complaint on Bigwater Investments STR, Legal Seminar reminder, and correspondence regarding the denied STR.
- **Review Claims** – Supervisor Johnson **moved to approve claim numbers 025856 to 025875 with numbers 025876 and 025881 being voided and EFT claim numbers E24080101 to E24080110 in the amount of \$37,174.72 and the payroll numbers 025877 to 025881 and AP24080201 – AP24080214 in the amount of \$6,141.43 for a total of \$43,316.15** seconded by Supervisor Schmit and the motion carried.
- **Other Business** – included the following.
  - **Grants:** It was discussed that Sourcewell has some grant options out there right now that have increases and Clerk Ruggles will look into what we could qualify for.
  - **HR Update:** Supervisor Johnson **moved to accept with regret Lydia Marohn's resignation**, seconded by Supervisor Schmit and the motion carried. Supervisor Schmit **moved to approve Lydia Marohn receiving a pro-rated Health Benefit for the month of August**, seconded by Supervisor Johnson and the motion carried. Supervisor Schmit **moved to approve a payout to Lydia Marohn for her remaining accumulated PTO**, seconded by Supervisor Johnson and the motion carried.

**Adjournment:** Supervisor Schmit **moved to adjourn**, seconded by Supervisor Johnson and the motion carried with the meeting adjourning at 9:05 pm.



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Minutes submitted by,

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

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

These minutes were approved as amended on August 15, 2024 by Supervisor Schmit, seconded by Supervisor Bennett and the motion carried with Supervisors Bennett, Card, Johnson, Schmit and Booth.

Date: 08.15.24