



Sylvan Township

12956 24th Avenue SW, Pillager, MN 56473

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Board of Audit and Regular Board of Supervisors Meeting Thursday March 6th, 2025

Call to Order/Pledge of Allegiance/Roll Call: Chair Booth called the Board of Supervisors Meeting to order at 6:00 pm and the Pledge of Allegiance was said. Those present at the meeting were Supervisors Greg Booth, Greg Bennett, Bob Johnson, Keith Card, Arlene Schmit and Clerk Jenna Ruggles. Others in attendance included 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.

Board of Audit: The Board reviewed the Receipts and Disbursements Registers along with the Cass County statements of funds received by the Township, Schedule 1 and 8, and the Draft Audit Report from the auditors. Supervisor Bennett **moved to approve the draft Audit Report from CarlsonSV with the changes discussed**, seconded by Supervisor Card and the motion carried. Each Supervisor pulled a claim or deposit from the files, and each transaction was recorded in the Board of Audit Report after being reviewed by the full Board. There were no issues or other concerns to discuss for the Board of Audit.

Public Input: There was none.

Clerk/Treasurers Report:

- **Meeting Minutes** – Supervisor Schmit **moved to approve the minutes from February 20th, 2025 as presented**, seconded by Supervisor Bennett and the motion carried.
- **Financials** – Supervisor Card **moved to approve the financial statements from February 2025**, seconded by Supervisor Schmit and the motion carried.

Old Business/Reports:

- **Bryan Drown, Road Project Engineer, Bolton & Menk** – provided an update for the 2025 Road Project with a new estimated cost of \$855,000 and that he will be sending it out for bid soon. Supervisor Card **moved to accept the proposed plans and advertise the bid with bid opening on April 8th, 2025 at 10 am**, seconded by Supervisor Bennett and the motion carried. Supervisor Bennett did discuss the Certificated of Indebtedness with the attorney and there is not a need for a public hearing.
- **Ryan Bodell, Road Contractor, Bodell Landscape & Excavation** – provided an update that he had about 10 or so trees that were cleaned up last week with the wind and that road restrictions start tomorrow for both sides of Hwy 210. He will place some new signs and some old ones depending on the space on current posts available.
- **Road Supervisors reported** –
 - **Supervisor Schmit** reported the following.
 - That she discussed the snowmobile trail on 33rd Ave with the Baxter Club and they would talk to the groomer about trying to keep the trail in the ditch more.



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- There are also 2 trees on Little Pine and 1 tree on Crow Wing River Dr that need to be removed.
- **Supervisor Johnson** reported the following.
 - That he and Dave Johnson went out and discussed options for the new signs and which roads to place them on.
- **Supervisor Bennett** reported the following.
 - There was a mailbox that was hit on Norway, he asked Ryan to go take a look at it.
- **Annual Road Review** date was discussed and Supervisor Johnson **moved to have the Annual Road Review on April 12th, 2025 at 8am with a backup date of April 26th, 2025**, seconded by Supervisor Bennett and the motion carried.
- **Pillager Fire Report** was provided by Supervisor Johnson and is attached. YTD Fire Runs are 57 and Sylvan had 5 out of 19 for the month of February.

New Business:

- None at this time.

Other Township Business:

- **Correspondence** – was read including an email from a resident regarding dogs in the neighborhood. After discussion Supervisor Bennett will bring the discussion to the Planning Commission regarding animal control as well as animal related businesses. The Gas Tax deposit, Sheriff Report on STR, and the Cass Co. permit logs were also included in Correspondence.
- **Review Claims** – Supervisor Schmit **moved to approve claim number 025991 and EFT claim numbers E25030601 to E25030615 in the amount of \$23,119.17 and the payroll numbers AP25030401 – AP25030413 in the amount of \$5,688.95 for a total of \$28,808.12** seconded by Supervisor Card and the motion carried.
- **Other Business** – none at this time.

Adjournment: Supervisor Bennett **moved to adjourn**, seconded by Supervisor Card and the motion carried with the meeting adjourning at 7:20 pm.

Minutes submitted by,

Jenna Ruggles, Clerk

Greg Booth, Chair

These minutes were approved as amended on March 20, 2025 by Supervisor Schmit, seconded by Supervisor Card and the motion carried with Supervisors Bennett, Card, Johnson, Schmit and Booth.

Date: 03.20.2025