

**BOARD OF SUPERVISORS
REGULAR MONTHLY MEETING
BAY LAKE TOWN HALL
December 14, 2021 - 7:00pm**

Present: Don Hales, Carol Pundt, Mindy Tix, Justin Smith, John Enright

Absent: None

Community members present: Becky Miller, David Pudt, Debra Flam, Kurt Dame, Ken?

Don Hales called the meeting to order at 7:00 p.m. The Pledge of Allegiance was led by Don Hales.

A motion was made by John Enright and seconded by Don Hales to approve the amended agenda to move Public Comment discussion after the Board minutes for November are approved. All voted in favor of the motion. Motion passed unanimously.

A motion was made by John Enright and seconded by Don Hales to approve the minutes of the regular monthly meeting of the Board of Supervisors held on November 9, 2021. All voted in favor of the motion. Motion passed unanimously.

A motion was made by John Enright and seconded by Don Hales to approve the Treasurers Report subject to audit. All voted in favor of the motion. Motion passed unanimously. The ending balance as of November 30, 2021 was \$310,122.93

A motion was made by Justin Smith and seconded by John Enright to approve the claims as submitted (ck#10765 - 10783) EFT-M1-12-2021, EFT-M2-12-2021, EFT-S-12-21, EFT-S1-12-21, and EFT-P-12-2021) in the amount of \$18,405.15 All voted in favor of the motion. Motion passed unanimously.

Road Report: Don Hales passed out an updated road report. Don has not been able to reach the residents on Plott Rod regarding the fence. He will continue his efforts to talk with them since this issue is a matter of public safety. The issue regarding tree debris in the road right of way on Esden Road was an issue of private tree trimming. That portion of the road is in Garrison Township. There was a request for permission regarding a driveway access needing a culvert. Don Hales spoke to the land owner and suggested that the culvert be metal and at least 18 or 20 inches in diameter.

2022 Road Improvements: A motion was made by Don Hales and seconded by Justin Smith open bids on April 12, 2022 at 7pm during the April Board meeting. All voted in favor of the motion. Motion passed unanimously.

Variance Requests: A motion was made by Justin Smith and seconded by John Enright to recommend approval of the variance request for Keith W. and Kirsten R. Olson. All voted in favor of the motion. Motion passed unanimously.

Cemetery Report: Justin Smith reported to the Board there was 1 burial during the month of November. The cemetery has been staked for the winter. The cemetery by-laws were passed out to the Board for review at the January, 2022 Board meeting.

Federal Stimulus Monies Update: Residents from Warren Drive and Warren Court attended the meeting, along with an email distributed to the Board, voiced their concerns regarding the need for Broadband in their area. ARPA monies for Broad band in the Township will be discussed at a future Board meeting with the possibility of having Doug Houge, County Commissioner for our area, in attendance. There was discussion regarding whether or not monies from the ARPA funding should be spent on Town Hall building as an infrastructure need. Thoughts included the possibility of a new Town Hall building as a future project instead. Don Hales will look into the process of building a new Town Hall.

Town Hall: So far the Town Hall has gotten 2 estimates on installing an HVAC system to conform to the Federal requirements to be eligible for ARPA funding. John was asked to get one more proposal.

A motion was made by Don Hales and seconded by Justin Smith to authorize John Enright to purchase accessories for video conferencing Board meeting to include an OWL system with tripod, a portable cart and monitor/screen in the

amount of \$2,000.00. All voted in favor of the motion. Motion passed unanimously. This update to the Town Hall infrastructure is needed due to the COVID response of meeting in public remotely for the health safely options. A motion was made by Don Hales and seconded by Justin Smith to approve \$6,000.00 for lap top computers to be purchased for three Supervisors, the Treasurer and the video system infrastructure. All voted in favor of the motion. Motion passed unanimously. Remote infrastructure communication is needed for public meetings when residents or Board members cannot attend a meeting due to COVID pandemic restrictions for the health and safety of the public.

A motion was made by Don Hales and seconded by Justin Smith to approve the purchase of a new copier for the Town Hall from The Office Shop in the amount of \$1,195.00 which includes the trade in on the copier being replaced. All voted in favor of the motion. Motion passed unanimously.

Zoom Meeting Procedure: Carol Pundt passed out a draft procedure for remote meetings held by the Board for review and discussion at the January Board meeting.

John Enright submitted a report to the Board that included activities he completed at the Town Hall since the last Board meeting.

A motion was made by Don Hales and seconded y John Enright to designate the Bay lake Town Hall as the voting and annual meeting location for 2022. All voted in favor of the motion. A motion was made by Justin Smith and seconded by John Enright to have Crow Wing County administer the Township Annual election. All voted in favor of the motion. Motion passed unanimously.

A motion was made by Don Hales and seconded by John Enright to set the date for the reorganization meeting for April 5, 2022 at 7pm with the alternate date for inclimate weather for April 7, 2022 at 7pm. All voted in favor of the meeting. Motion passed unanimously.

A motion was made by Don Hales and seconded by John Enright to set the date for the Audit/Budget meeting for February 10, 2022 at 6pm with the alternate date for inclimate weather for February 16, 2022 at 6pm. All voted in favor of the meeting. Motion passed unanimously.

A motion was made by Justin Smith and seconded by John Enright to approve the Absentee Ballot Board for the Bay Lake Township Annual election as presented by the clerk. All voted in favor of the motion.

Other Business to Come Before The Board/Public Comment: The Board will continue with holding the Township annual election and meeting in person at the Town Hall.

All correspondence and e-mails received by the clerk were read.

A motion was made by Justin Smith adjourned the meeting at 8:48pm. All voted in favor of the motion.

Supervisor _____

Supervisor _____

Supervisor _____

Clerk _____