



**SYLVAN TOWNSHIP**

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**REGULAR BOARD OF SUPERVISORS AND REORGANIZATION  
MEETING MINUTES**

***JANUARY 02, 2020***

*(Recorded for Transcription Purposes Only)*

**Call to Order/Pledge of Allegiance/Roll Call:** Chair Booth called the meeting to order and the Pledge of Allegiance was said. Those present: Supervisors John Wulff, Arlene Schmit, Yvette Adelman-Dullinger, Greg Booth, and Clerk/Treasurer, Faith Broberg. Supervisor Greg Bennett has an excused absence. Sign-In Sheet Attached.

**Agenda** – Supervisor Wulff **moved to approve the agenda**, seconded by Supervisor Schmit and the motion carried.

**Public Input** – none.

At this time Clerk Broberg called the **Reorganization meeting for 2020** to order. Nominations were taken for Chairperson of the Board.

**Chair -- Greg Booth was nominated as Chair** by Supervisor Schmit, seconded by Supervisor Adelman-Dullinger, there weren't any other nominations and the motion **carried**.

**At this time Greg Booth took over as Chair.**

**Vice Chair** – Supervisor Schmit nominated John Wulff, seconded by Supervisor Adelman-Dullinger, Supervisor Wulff nominated Greg Bennett, seconded by Supervisor Adelman-Dullinger. Chair Booth called for a vote on **John Wulff as Vice Chair** and all were in favor of John Wulff.

**Co-Road Authority** – Supervisor Wulff nominated Greg Bennett, seconded by Supervisor Adelman-Dullinger. Supervisor Wulff nominated Arlene Schmit, seconded by Supervisor Adelman-Dullinger. Supervisor Schmit nominated John Wulff, seconded by Supervisor Adelman-Dullinger. Nominations for **Greg Bennett, Arlene Schmit and John Wulff all three were voted in.**

**Planning Commission Liaison** – Supervisor Wulff nominated Supervisor Adelman-Dullinger, seconded by Supervisor Schmit. Supervisor Schmit nominated Supervisor Bennett as an alternate, seconded by Supervisor Wulff. Chair Booth called for a **vote on Supervisor Adelman-Dullinger as the Liaison to the Planning Commission**, with everyone in agreement. Chair Booth called for a **vote on Supervisor Bennett as an alternate with everyone in agreement.**

**Park Supervisor** – Supervisor Wulff moved to nominate Supervisor Schmit as the **Pillager Park Supervisor**, seconded by Supervisor Adelman-Dullinger and the motion carried.

**Fire Supervisor** – Supervisor Wulff moved to nominate Supervisor Adelman-Dullinger as the **Fire Supervisor**, seconded by Supervisor Schmit and the motion was carried.

**Weed Supervisor** – Supervisor Wulff moved to nominate Chair Booth as the **Weed Supervisor**, seconded by Supervisor Adelman-Dullinger, and the motion carried.

**Deputy Clerks Appointment** – Clerk Broberg appointed Colleen Putnam and Jenna Ruggles as Deputy Clerks. Appointment is made by the Clerk; however, the Board decides on their rate of pay.

**Authorize Clerk to Throw Away Junk Mail** – Supervisor Adelman-Dullinger moved to **authorize the Clerk to throw away the junk mail**, seconded by Supervisor Wulff and the motion carried.

**Official Posting Places** – (Pillsbury Junction, Casey's General Store, Pillager Post Office, Corner Store Express, Township Website and Outside Display Case at the Town Hall.) After discussion, Supervisor Schmit **moved to keep the Posting Places the same**, seconded by Supervisor Wulff and the motion carried.

**Official Depositories** – Pine River State Bank and Bremer Bank – Supervisor Wulff **moved to keep the depositories that we now have**, seconded by Supervisor Adelman-Dullinger and the motion carried.

**Official Legal Paper** – Supervisor Wulff **moved to use the Brainerd Dispatch as our legal paper**, seconded by Supervisor Adelman-Dullinger and the motion carried.

#### **Set Board Meetings Schedule for 2020 –**

The Board meetings are on the 1<sup>st</sup> and 3<sup>rd</sup> Thursday of the month with the Planning Commission meeting held on the 2<sup>nd</sup> Thursday meeting at 7 :00 PM. After discussion, it was decided to have our meetings for the winter months to start a half-hour earlier.

Supervisor Schmit **moved to have winter hours running from November 1st, through March 31, starting at 6:30 PM and resuming the regular hours after March 31, seconded** by Supervisor Adelman-Dullinger and the motion carried.

In December the Board of Supervisors meet once (on the first Thursday of the month at 6:30 PM.) The AWAIR meeting will be held on this first Thursday of the month of December starting at 6:15 PM. The Christmas potluck will start at 5:00 PM on this same evening.

#### **Compensation for Board Supervisors and Planning Committee, Meetings and Hours:**

**Town Board of Supervisors** – Supervisor Schmit **moved to keep the compensation for the Board of Supervisors (\$85/Meetings)**, seconded by Supervisor Adelman-Dullinger and the motion carried.

**Hourly:** Supervisor Adelman-Dullinger **moved to keep the Board of Supervisors hourly rate the same at (\$19)**, seconded by Supervisor Wulff and the motion carried.

**Life Insurance** – There was discussion on raising the current coverage from \$10,000/person to \$15,000/person. Supervisor Adelman-Dullinger **made a motion to raise the coverage from \$10,000 to \$15,000, seconded** by Supervisor Wulff. The question was called, and the motion failed unanimously. Supervisor Adelman-Dullinger

**moved to keep the insurance at \$10,000 per person**, seconded by Supervisor Schmit and the motion carried.

**Mileage Reimbursement** – Supervisor Wulff **moved that the mileage reimbursement follow the Internal Revenue Rate for mileage reimbursement (.58 cents a mile currently)**, seconded by Supervisor Adelman-Dullinger and the motion carried.

**Planning Commission Compensation** – Currently the Planning Commission is receiving; Chair (\$70/meeting), Planning Commission members (\$60.00/meeting) and \$19.00/hour for any site visits or educational seminars. Supervisor Wulff **moved to keep the Planning Commission compensation as it is right now**, seconded by Supervisor Adelman-Dullinger and the motion carried.

**Planning Commission** – Education, Site Visits and Mileage – Supervisor Wulff **moved to leave the amount the same as last year**, seconded by Supervisor Adelman-Dullinger and the motion carried.

#### **Committees:**

**Personnel Committee-** Supervisor Wulff **moved to appoint Greg Booth and Greg Bennett to the Personnel Committee**, seconded by Supervisor Schmit and the motion carried.

**Planning Commission Site Committee** - Chair Booth **moved to have Dave Johnson, Yvette Adelman-Dullinger and Greg Bennett for the Site Committee with the other Planning Committee Members as alternates**, seconded by Supervisor Schmit and the motion carried.

**Legal Committee** – Supervisor Wulff **moved to have Greg Booth, Greg Bennett on the legal Committee with Yvette Adelman-Dullinger as an alternate**, seconded by Supervisor Adelman-Dullinger and the motion carried.

#### **Special Projects –**

**Newsletters** – Supervisor Wulff **moved to appoint, Colleen Putnam, Jenna Ruggles and Faith Broberg to the Newsletter with Chair Booth proofing**, seconded by Supervisor Adelman-Dullinger and the motion carried.

**Emergency Management Quarterly Meetings** – Supervisor Adelman-Dullinger believes we need to keep these meetings on our agenda. Supervisor Adelman-Dullinger highlighted the different topics that are covered in these meeting. Chair Booth **moved to send a representative to the quarterly Emergency Management Meetings**, up to two individuals, seconded by Supervisor Wulff and the motion carried.

The Regular Board Meeting Resumed at this Time

#### **Clerk/Treasurer’s Report –**

**Minutes December 5, 2019 Regular Board Meeting** – Supervisor Wulff **moved to approve the minutes as presented**, seconded by Supervisor Adelman-Dullinger and the motion carried.

**December Financial Balances** – these were tabled to the Board’s next meeting on January 16, 2020

**Public Input** – None at this time.

#### **Old Business/Reports –**

**Roads** – Bryan Drown Road Projects Engineer was not present.

**Road Supervisors Report** –

It was reported that:

- Little Pine Road has a big bump in the road.
- There should be a representative here from Holmwig Excavating.
- The excess snow from Vista Oaks Road is being piled up on front of the mailboxes on CR 36.
- Curve sign on east end of Gull River Bridge (122<sup>nd</sup> St. SW) is still turned at 90 degrees. Needs to be straightened.
- Minimum Maintenance sign at north end of Clark Dr. SW is missing. Was supposed to be bolted on to post per Fall Road review. Dead End or No Outlet sign still needed per Fall Road Review.
- Discussed plowing when out sanding, work orders – copies to Clerk.

**Final Version of the Snow Plowing Policy – few items:**

- Add the word *approximately* to the 60 miles.
- Under “Plowing Procedures” #2 remove the salt mixture sentence.
- Under “Property Damage” 1<sup>st</sup> sentence remove the words “Mailbox Damage”.
- Remove the entire second sentence regarding flying snow.
- The third sentence change to read “The Township will repair, remove (*at its expense.*) Only those mailboxes that are properly located and installed on swing away supports. Then add “Anything damaged by flying snow is not covered by the Township or the Contractor.”

**Planning Commission – No Meeting**

**New Business -**

**Set Budget Meeting – Supervisor Wulff moved to set the Budget Meeting for Thursday, January 23, 2020 at 6:30 PM** and the motion carried. Clerk will post notice.

**State Veteran Trail Meeting – Frank Gosiak would like to hold the meetings here at the Town Hall for the months of Jan, Feb, and March 2020 on the second Thursday of the month. This is the Planning Commission’s (PC) meeting night. Discussion – Mr. Gosiak believes that they would start at 5:00 PM and be done by 6:00 PM. The PC meeting would start at 6:30 PM. Also, the Deputy Clerk would have her table for the PC already set up. Supervisor Adelman-Dullinger moved to approve the State Veteran Trail Meeting to be held here on the second Thursday from 5:00 – 6:00 PM with the PC meeting starting at 6:30 PM for the months of Jan., Feb., and March 2020,** seconded by Supervisor Wulff and the motion carried.

**Other Township Business –**

**Correspondence –**

**Sylvan Building Permits – Reviewed**

**Cass County Sheriff’s Incident Report –**

**Lakes Area Dive Team – Summary Letter of the team’s activities. Requesting donation and will put on the Town’s Annual Meeting Agenda in March 2020.**

**Review Claims –**

**Supervisor Wulff moved to approve the payroll check #'s 23826 thru 23838A in the amount of \$4,092.67 and claims check #'s 23839 thru #23852 in the amount of**

**\$160,526.10 for a total of \$164,618.77**, seconded by Supervisor Schmit and the motion carried.

**Adjournment** – Supervisor Schmit **moved to adjourn**, seconded by Supervisor Adelman-Dullinger and the motion carried with the meeting adjourning at 8:45 PM.

Minutes submitted by,

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Faith C. Broberg, Clerk/Treasurer

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Chair, Greg Booth

Amendments: Page 1, under Park Supervisor replace appoint with nominate. Page 2 under Set Board Meetings correct spelling of AWARE to AWAIR. Page 4, there was a question under the Claims regarding a check number 23838A. The CTAS program reported that check #23838 was previously used (after research it wasn't found and the Clerk had previously received instructions from the CTAS department in St. Paul to just add an alphabet letter to use the check.

Date: January 16, 2020