



## Sylvan Township

12956 24<sup>th</sup> Avenue SW, Pillager, MN 56473 Phone: (218) 746-3652 Fax: (218) 746-3612  
E-mail: clerk@sylvantwp.com Web-site: www.sylvantwp.com

### Regular Board of Supervisors Meeting Minutes

*Thursday, March 5th, 2020*

*(Recorded for Transcription Purposes Only)*

**Call to Order/Pledge of Allegiance/Roll Call:** Chair Booth called the meeting to order at 6:30 pm and the Pledge of Allegiance was said. Those present were Supervisors Greg Booth, John Wulff, Greg Bennett, Arlene Schmit, Yvette Adelman-Dullinger, and Deputy Clerk Jenna Ruggles. Sign in sheet attached, Patrick Cox in attendance.

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

#### **Clerk/Treasurers Report:**

- **Minutes February 20<sup>th</sup>, 2020 Regular Board Meeting** – Supervisor Schmit **moved to approve the minutes as amended**, seconded by Supervisor Wulff and the motion carried.
- **Minutes March 02<sup>nd</sup>, 2020 Board of Audit Meeting** – Supervisor Schmit **moved to approve the minutes as presented**, seconded by Supervisor Adelman-Dullinger and the motion carried.
- **February Financials** – Supervisor Adelman-Dullinger **moved to approve the February Financials as presented**, seconded by Supervisor Wulff and the motion carried.

**Public Input:** Patrick Cox was in attendance to discuss his mailbox being hit by the snowplow at 13696 Hardy Lake Road on February 21<sup>st</sup>, 2020. He indicated that he has a police report and incident number for the hit and run; he would like to be reimbursed for his costs to repair or he will be taking Sylvan Township to small claims court. Discussions were had by the Supervisors about Sylvan's Snow Policy and the contract that Sylvan Township has with Holmwig Excavating as well as Mr. Cox not having a swing away post for his mailbox. Conclusion was that Supervisor Bennett would talk with Holmwig Excavating regarding the incident and have them reimburse Mr. Cox. The Supervisors will also take another look at the Snow Policy and the contract with Holmwig Excavating at their next meeting.

#### **Old Business/Reports:**

- **Roads (Bryan Drown, Road Project Engineer, Bolton & Menk)** – not present. Supervisor Bennett gave a report from Bryan letting the Board know that he has mailed the letter out to the Railroad regarding 17<sup>th</sup> Avenue and that he will have new numbers and map for the Shady Hollow residents at their next meeting on Monday March 16<sup>th</sup>.
- **Road Supervisors Report** –
  - **Supervisor Bennett reported** that he checked on the driveway permits for 33<sup>rd</sup> Avenue and the 2 on Prairie Court, they will not need culverts and the plans look good.
  - **Supervisor Wulff reported** that he did some research on mailboxes and the post office after speaking with Mr. Cox and he could not find anything that indicated that they are considered Federal property as Mr. Cox is indicating. He also reported that there was another mailbox on Scarcyville Drive that was hit which had a swing away support post which the town hall will be covering costs of. There is another mailbox on Wilderness that Supervisor Wulff indicated Supervisor Bennett should bring to Holmwig's attention. There was one more mailbox post on Little Pine Road that was said to have a bent pipe from the snowplow; but Supervisor Wulff



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indicated he wasn't sure if it was the plow or not, and this would not be covered by the snow policy.

- **Snow clean up:** Supervisor Booth discussed about Holmwig Excavating coming over to clean up some snow between the two sheds here at the town hall. Supervisor Bennett will let Holmwig Excavating know to come in and keep the blade a bit higher to remove some of the snow.
- **Driveway Permits – Escrow:** Discussions on how to handle the old unclaimed permit applications was had and conclusion is to handle each on a case by case basis. Deputy Clerk Ruggles will also get a list of the unclaimed permits over to the Road Supervisors so they can go look at them. Going forward there will be a reminder to the Road Supervisors around the 5-month mark for each permit. Also, the driveway permit application will have some verbiage from the back page moved onto the front, so the residents have ease of access to view it regarding the 6-month policy for each permit.
- **More Road discussions:** Supervisor Wulff discussed the culverts and thawing; Beaver Dam Road and Crow Wing Cir. Supervisor Schmit indicated how she would like to see the extensions put on the posts so the driveway permit required signs and road restriction signs can both be displayed. Weight restrictions are back as of March 9<sup>th</sup>, Supervisor Bennett will let Holmwig Excavating know to put signs back up and to add driveway signs to certain spots.
- **Fire Report –** Supervisor Adelman-Dullinger reported that East Gull Lake was supposed to sign on 2/4/20 but didn't, now supposed to have signed on 3/2/20 and Supervisor Adelman-Dullinger hasn't heard if they did or not. Chief Ringler is in the process of his Level 1 inspector classes. Calendars have brought in around \$12,000 so far which is being used for some equipment and tools, looking at new gear next. Increased the retirement amount for them. Looking at new gear which will cost about \$3,000 per member. Sylvan Township had 9 out of the 17 runs in February.
- **Emergency Management Meeting:** Supervisor Adelman-Dullinger attended an Emergency Management meeting and it was discussed that there are 2 upcoming meetings. One is on 4/30/20 at 1 pm in Backus for a SkyWarn Class. Another is on June 17<sup>th</sup> there will be an Emergency Operations Exercise for a county wide full day event with surrounding communities. Cass County asked that all Supervisors double check their information on Cass County's website as the Nixle program is going to be using it in the future.
- **Windows 10 Upgrade –** Supervisor Schmit **motioned to approve the Windows 10 Software Upgrade with Syvantis and new monitors for the 2 PCs**, seconded by Supervisor Wulff and the motion carried.

### New Business:

- **Camp Ripley Representation –** Supervisor Bennett **motioned to invite a representative from Camp Ripley to come to our April 16<sup>th</sup>, 2020 Board of Supervisor's meeting**, seconded by Supervisor Wulff and the motion carried.

### Other Township Business:

- **Correspondence –**
  - **Family Safety Network:** They asked to have time on our agenda for the Annual meeting, the board has decided to invite them to a regular board meeting. Deputy Clerk Ruggles will let them know we would have to have a contract for services.



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- **Anderson Brothers Forum:** The Board added 3 topics/questions to the invitation and there will be 3 or 4 Supervisors attending the Forum on April 21<sup>st</sup>, Deputy Clerk Ruggles will send in the rsvp tomorrow.
- **Cass County Sherriff's Office report:** was provided for review.
- **Census outline 2020:** was provided for review.
- **Anderson Brothers 2020 price list:** was provided for review.
- **Pipeline meeting in Wadena:** Supervisor Adelman-Dullinger reported that she received an email about the meeting on 3/11/20 if anyone else is interested.
- **Simply Servicing LLC:** Letter of interest for bids in the township.
- **Public Input** – None
- **Review Claims** – Supervisor Schmit **moved to approve claim numbers 23936 to 23954 in the amount of \$10,768.59 and the payroll numbers 23924 to 23935 in the amount of \$3,712.66 for a total of \$14,486.32**, seconded by Supervisor Adelman-Dullinger and the motion was withdrawn by Supervisor Schmit. A new motion with corrected amounts was presented. Supervisor Schmit **moved to approve claim numbers 23936 to 23954 in the amount of \$10,768.59 and the payroll numbers 23924 to 23935 in the amount of \$3,717.66 for a total of \$14,486.25**, seconded by Supervisor Adelman-Dullinger and the motion carried.
- **Personnel Committee Report** –
- **Clerk Vacation Plan Proposal** – Supervisor Bennett **moved to approve the changes to the Employee Handbook and Vacation Proposal for the Township staff as presented**, seconded by Supervisor Wulff and the motion carried. Supervisor Bennett discussed the possibility of Deputy Clerk Ruggles covering the future Board Meetings, Supervisor Bennett will reach out to Clerk Broberg.
- **Other Business** – Supervisor Booth took a minute to thank everyone on the Board for all they do for the Township and discussions were had regarding how great the Board, Planning Commission and Clerks are doing for the Township.

**Adjournment:** Supervisor Schmit **moved to adjourn**, seconded by Supervisor Bennett and the motion carried with the meeting adjourning at 8:12 pm.

Minutes submitted by,

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Jenna Ruggles, Deputy Clerk

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Greg Booth, Chair

Amendments: Clarifying words added to more road discussion and fire report sections.

Date: 3/19/2020