



SYLVAN TOWNSHIP

REGULAR BOARD OF SUPERVISORS MEETING MINUTES

FEBRUARY 7, 2019

(Recorded for Transcription Purposes Only)

Call to Order/Pledge of Allegiance/Roll Call: Chair Booth called the meeting to order at 7:00 PM and the Pledge of Allegiance was said. Those present, Supervisors Greg Bennett, Greg Booth and John Wulff. Excused absences: Supervisors Arlene Schmit, Yvette Adelman-Dullinger and Clerk/Treasurer, Faith Broberg.

Chair Booth then asked for a motion to recess the meeting, because of the inclement weather, to another night. Supervisor Wulff **moved to recess the meeting to Tuesday, February 12, with the Working Budget Meeting to start at 6:00 PM and the Regular Board Meeting to start at 7:00 PM**, seconded by Supervisor Bennett and the motion carried.

February 12, 2019 – Chair Booth reconvened the Regular Board of Supervisors meeting at 8:00 PM. The Pledge of Allegiance was said at the previous meeting. Roll Call: Supervisors Greg Bennett, John Wulff, Arlene Schmit, Greg Booth, Yvette Adelman-Dullinger and Clerk/Treasurer, Faith Broberg. Sign In Sheet Attached.

Agenda: Supervisor Wulff **moved to approve the amended agenda**, seconded by Supervisor Adelman-Dullinger and the motion carried.

Clerk/Treasurer's Report

Minutes: Regular Board Meeting January 17, 2019 Supervisor Wulff **moved to approve the minutes as amended**, seconded by Supervisor Schmit and the motion carried.

January 2019 Financial Reports – Supervisor Wulff **moved to approve the January 2019 Financials**, seconded by Supervisor Adelman-Dullinger and the motion carried.

Public Input – None at this time.

Old Business/Reports

Bryan Drown Road Projects Report – this was tabled.

Road Supervisors Report – There has been lots of snow and plowing. The plow Crew has been timely in opening up the roads. They have been getting out early to plow. Chair Booth mentioned that the minimum maintenance road by his place has a 6' pile of snow and asked if it could be moved off the road so he can get past it. Chair Booth also mentioned that he had gotten a phone call from Jim Miller on 11th Avenue SW and he said that the last two times of plowing have been just great on this road.

Chair Booth also mentioned that has been awhile since we have had a representative from Holmwig Excavating at one of our meetings.

Supervisor Schmit asked about whether or not we are doing work orders at this time. Supervisor Bennett said he wasn't doing work orders for the snow plowing.

It was also brought up that we need to watch the culvert on Crow Wing Circle for flooding this spring.

Planning Commission (PC) – Supervisor Adelman-Dullinger had nothing to report as there hasn't been a PC meeting.

Dave Johnson History Series Report – Dave had submitted a report on the History Meeting and a schedule has been developed. The Board reviewed the schedule and were pleased with the schedule and the diverse subjects.

Supervisor Wulff – In regard to the outside light that isn't working. He would like to look at the operator's manual.

Cass County Forfeited Land Sale – Supervisor Wulff moved to notified Pat Bundy that the Township has no interest in the parcels, seconded by Supervisor Bennett and the motion carried.

Fire Report – Supervisor Adelman-Dullinger gave this report. Methods of assessments were discussed. The Fire Association now uses Market Value to determine assessments. East Gull Lake is not interested in joining the Association. The hose tester has arrived. The Fireman's Run Pay for 2018 was \$11,582.00. Bob Jackson has just retired and so they owed him \$280.00. Scandia Valley received a grant for turnout gear in 2011. The Fire Department is going to advertise for more firefighters. Engine #2 is out for bids again. There were 18 runs in January 2019.

NEW BUSINESS -

Cyclists Using Town Hall as a Stopping Place – Supervisor Bennett moved to approve the Cyclists using the Town Hall as a Stopping Place on Saturday, June 1, 2019, seconded by Supervisor Adelman-Dullinger and the motion carried.

Board of Equalization – Supervisor Wulff moved to approve the Board of Equalization meeting on Monday, April 15, 2019 at 10:00 AM – Noon, seconded by Supervisor Adelman-Dullinger and the motion carried.

Board of Audit – Supervisor Wulff moved to set the Board of Audit for March 7th, 2019 at 6:45 PM, seconded by Supervisor Adelman-Dullinger and the motion carried.

CliftonLarsonAllen – Representation Letter dated Feb. 12, 2019 – Supervisor Adelman-Dullinger moved to approve the Chair and Clerk to sign the Representation Letter from our auditor CliftonLarsonAllen, seconded by Supervisor Bennett and the motion carried.

SkyWarn Class – Supervisor Wulff moved to approve the Skywarn Class to be held here at the Town Hall on Friday, April 5, 2019, seconded by Supervisor Bennett and the motion carried.

Computer Upgrade – Syvantis Technologies has given the Township a quote of the purchase of Office 365 plus Ongoing support for 2 computers at \$12.50/month for

each computer and the set up and migration labor for a total of \$525.00 one-time fee. Supervisor Bennett moved to accept the quote of \$12.50/month each computer plus the install at \$525.00, seconded by Supervisor Adelman-Dullinger. The Board did not want to go with Tier 1 or 2 at this time. The motion carried.

Debit Card – Chair Booth has written up a policy for the debit card. It was decided to table it at this time.

Cass County Emergency Meeting – This Emergency Training meeting had originally been postponed due to the weather. Supervisor Adelman-Dullinger received a flyer regarding a scheduled meeting on April 10th, 2019 at 10:00 AM to 3:00 PM in Walker. Topics under discussion will be; Preliminary Damage Assessments, the Level of Damage and help with filling out the paperwork that would need to be completed. . Supervisor Wulff **moved to approve any Board member attending this meeting**, seconded by Supervisor Bennett and the motion carried.

Other Township Business

Correspondence –

Cass County Incident Log –

CTC Newsletter –

Land Stewardship Project –

2019 Safety & Loss Control Workshops-

Cass County Informational Meeting – February 13, 2019 3-5PM in Backus

Under Maintenance Projects – Deadline for Township Orders

Calcium Chloride will be discussed.

Minnesota Benefit Life Insurance- Supervisor Wulff **moved to stay at the Silver level, which is \$160.00/Employees and Board Members, PC Members** seconded by Supervisor Adelman-Dullinger and the motion carried.

Crises Line Service Contract – Supervisor Wulff **moved to approve doing a contract with the Crises Line and Referrals Service in the amount of \$250.00**, seconded by Supervisor Adelman-Dullinger and the motion carried.

First Call – they cover the same services as Crises Line and Referral Services.

Faith in Action – Supervisor Wulff **moved to match last year's amount of \$250.00**, seconded by Supervisor Adelman-Dullinger and the motion carried.

Review Claims- Supervisor Schmit **moved to approve the payroll check numbers 23261 thru 23268 in the amount of \$3,076.88 and the claims check numbers 23269 thru 23283 (includes claim list #2) in the amount of \$29,462.84, for a total of \$32,539.72**, seconded by Supervisor Bennett and the motion carried.

Supervisor Bennett will not be at the Board's next meeting on February 21, 2019.

Adjournment – Supervisor Schmit **moved to adjourn**, seconded by Supervisor Bennett and the motion carried with the meeting adjourning at 9:00 PM.

Minutes submitted by,

Faith C. Broberg, Clerk/Treasurer

Chair, Greg Booth

Supervisor _____ moved to approve the minutes as presented/as amended, seconded by Supervisor _____ and the motion carried.
Amendments –

Date: