



# Sylvan Township

12956 24<sup>th</sup> Avenue SW, Pillager, MN 56473

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## Board of Supervisors Meeting Minutes

*Thursday December 7<sup>th</sup>, 2023*

**Call to Order/Pledge of Allegiance/Roll Call:** Chair Booth called the Board of Supervisors Meeting to order at 7:00 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. Residents in attendance included David Winkelman and Road Contractor Ryan Bodell. The sign-in sheet is attached.

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

**Public Input:** Mr. Winkelman gave a presentation on Solar Power and how the Town Hall could benefit from it. He provided a cost estimate of \$83,000 which would be paid for with the technology in 6 years' time. Mr. Winkelman is the developer, and he will get 3 bids from local contractors for the Board to see.

### Clerk/Treasurers Report:

- **Meeting Minutes** – Supervisor Schmit **moved to approve the minutes from November 16, 2023 as amended**, seconded by Supervisor Card and the motion carried.
- **Monthly Financials** – Supervisor Bennett **moved to approve the November 2023 financial statements as presented**, seconded by Supervisor Card and the motion carried.

### Old Business/Reports:

- **Bryan Drown, Road Project Engineer, Bolton & Menk** – was not present but provided an update to Clerk Ruggles that the survey on Wyonet Drive was completed as of Monday.
- **Road Supervisors reported** –
  - **Supervisor Schmit** reported the following.
    - She spoke with Mr. Trout regarding his uncompleted driveway.
    - She talked to Mr. Wulff regarding holes on Wilderness and Little Red Sand.
    - She had the Bigwater culvert cleaned out.
  - **Supervisor Johnson** reported the following.
    - Mr. Pickles driveway will be inspected next week.
  - **Supervisor Bennett** reported the following.
    - Upper Sylvan Rd could use some clean up prior to the snowfall, Supervisor Schmit said she would go out with Bodell to decide which are ready to come down.
- **Pillager Fire Report** was provided by Supervisor Johnson, he reported that there is a recruit starting on January 1<sup>st</sup>. The DNR grant for \$5,000 match is a go and in the signing phase. The calendars have been completed and there is a slight profit after expenses. They received estimates to repair the building after the car hit it last month. East Gull Lake was not present, discussion included how the firefighters would prefer not to add more runs as they are already very busy. Sylvan had 5 runs in November.



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### **New Business:**

- Supervisor Bennett **moved to adopt Resolution 2023-17 Sick and Safe Time Policy**, seconded by Supervisor Johnson and the motion carried.
- Clerk Ruggles asked the Board about reimbursement of mileage costs for election judges, after discussion it was decided that they would be reimbursed if they had to travel up north for training only.
- Supervisor Bennett discussed a new proposed joint trail with the City of Baxter. Todd Holman has a Community Grant opportunity that we would look at for getting a trail connecting on 132<sup>nd</sup> St SW onto County Road 36 and then to develop a trailhead/parking lot in one of the Township's Potlatch parcels. They would like to see the trail continue to Fisherman's bridge if the funding allows. There will be more on this at the first Board meeting in January.

### **Other Township Business:**

- **Correspondence** – was read including a couple deposits, Christmas letters, Cass County's building permit list, and the Cass County's Sheriff report for the Short-Term Rentals.
- **Review Claims** – Supervisor Schmit **moved to approve claim numbers 025649 to 025665 and EFT claim numbers E23120701 and E23120712 in the amount of \$94,834.99 and the payroll numbers 025648 and AP23120401 – AP23120414 in the amount of \$5,631.12 for a total of \$100,466.11** seconded by Supervisor Bennett and the motion carried.
- **Other Business** – included the following.
  - The supervisors all reviewed the changes for the 2024 Employee Handbook and agreed that it looked good.

**Adjournment:** Supervisor Bennett **moved to adjourn**, seconded by Supervisor Schmit and the motion carried with the meeting adjourning at 8:30 pm.

Minutes submitted by,

\_\_\_\_\_  
Jenna Ruggles, Clerk

\_\_\_\_\_  
Greg Booth, Chair

These minutes were approved as amended on January 4, 2024 by Supervisor Bennett, seconded by Supervisor Card and the motion carried with Supervisors Bennett, Card, Johnson, Schmit and Booth.

Date: 01.04.2024