

**Regular Board of Supervisors Meeting Minutes**  
**Thursday February 6th, 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. Supervisor Greg Bennett has an excused early exit, leaving around 6:55 pm. Sign in sheet attached Gabe Smith, Holmwig Excavating, was present.

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

**Clerk/Treasurers Report:**

- **Minutes January 16<sup>th</sup>, 2020 Regular Board Meeting** – Supervisor Wulff **moved to approve the minutes as amended**, seconded by Supervisor Schmit and the motion carried.
- **Minutes January 23<sup>rd</sup>, 2020 Budget Meeting** – Supervisor Schmit **moved to approve the minutes as presented**, seconded by Supervisor Adelman-Dullinger and the motion carried.
- **January 2020 Financial Balances** – Supervisor Adelman-Dullinger **moved to approve the January 2020 Financials as presented**, seconded by Supervisor Wulff and the motion carried.

**Public Input:** None; Tabled the Website Design Presentation to February 20<sup>th</sup> meeting.

**Old Business/Reports:**

- **Roads (Bryan Drown, Road Project Engineer)** - was not present.
- **Road Supervisors Report** –
  - Supervisor Bennett reported that Zebrowski Acres residents are all in favor of a gravel surfaced road.
  - Shady Hollow Road meeting will be next Monday, and Supervisor Bennett reported that he has already been in conversations with residents. Arlene will also be attending this meeting with him.
  - Salt/Sand: We need to order more salt and Holmwig Excavating is offering to split a load with us if possible. We need to investigate if it is possible to do that with our purchasing rules for what we pay vs. what he would pay. Supervisor Bennett will reach out to Holmwig Excavating to see where their portion would be dumped.
  - 17<sup>th</sup> Avenue meeting notes were presented to the board; 2/4 residents were in attendance and Supervisor Bennett talked to one other resident. They all are in favor of the road getting paved, also discussed the possibility of the Township taking over another portion of the road that is not currently township road if the resident gets it up to standards. (see attached) Supervisor Bennett **motioned to**



## Sylvan Township

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**send a letter to the railroad to inform them of our intention to upgrade 17<sup>th</sup> Avenue project**, seconded by Adelman-Dullinger and the motion carried.

- Gabe Smith from Holmwig Excavating was in attendance and reported that Holmwig Excavating had 4 trucks out today laying down some sand/salt and they plan on going out again tomorrow. There was discussion about scraping more ice off when our temps get over 40 degrees and that when they do scrape to make sure that the piles are cleaned up and not left on the road. Had a resident comment that the plows were not getting out soon enough after the snow starts and that it was getting packed down too much.
- **Planning Commissions Report –**
  - **Proposed Budget for Sylvan Lake Park** – was presented for review.
  - **Veteran’s State Trail Meetings** – Looking for volunteer to attend one meeting a month from the board because they are on PC nights. Supervisor Bennett said he would look at his schedule for future meetings and Supervisor Adelman-Dullinger will do February & March meetings that are here at Sylvan Town Hall.
- **Fire Associations Report –**
  - Annual report and proposed budget (7% increase) was presented to the board.
  - Discussions about possibly getting new gear for the crew, will cost about \$3,000/person and looking at possible grants to go towards this. Also looking to increase the retirement and up the pay for each run from \$5 to \$7.50.
  - New fan and tools being purchased for Engine 2 from Pull Tab proceeds.
  - A copy of the tank locations was provided to the board. Board would like them flagged for winter.
  - East Gull Lake signed a contract for 2021 for \$57,500.
  - Greg Ringler will have his “Inspector 1 Certification” after his last class on March 22<sup>nd</sup> and will be ready to start doing inspections for Sylvan’s Short-Term Rentals.
  - Sylvan had 10/22 runs in January.

### New Business:

- **Sylvan Commercial Ordinance Resolution #2020-01** – Supervisor Schmit **moved to approve the Resolution as amended**, seconded by Supervisor Adelman-Dullinger and the motion carried.
- **Sylvan Commercial Ordinance Publishing** - Supervisor Schmit **moved to approve the Publication as presented**, seconded by Supervisor Adelman-Dullinger and the motion carried.
- **Newsletter** – was provided for the board to review and changes were noted.
- **Election Judges** - Supervisor Schmit **moved to approve the Election Judges for 2020 PNP**, seconded by Supervisor Adelman-Dullinger and the motion carried.
- **Board of Appeal & Equalization, 04/20/2020** - Supervisor Wulff **moved to approve the Board of Appeal & Equalization Meeting**, seconded by Supervisor Adelman-Dullinger and the motion carried.

### Other Township Business:

- **Personnel Committee Meeting – 02/05/2020**



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- Election Hours: Supervisor Bennett **moved to approve an average of 5 more hours per week for Colleen during our election months**, seconded by Supervisor Schmit and the motion carried. Other staff election hours discussed in clerk succession plan.
- Clerk Succession Plan Proposal: Supervisor Wulff **moved to approve the succession plan with an increase for election hours as well as presented**, seconded by Supervisor Adelman-Schmit and the motion carried.
- Faith's Review: Supervisor Schmit **moved to approve a wage increase of \$0.60/hour for Faith, retroactive to anniversary date**, seconded by Supervisor Adelman-Dullinger and the motion carried.
- **Correspondence –**
  - **Kramer Lake** – Update that Kim will be talking to MN Power in regards to the Conservation Fund buying the land from them.
  - **Cass Co Hwy Dept. meeting** – In Walker on February 25<sup>th</sup> at 3pm for their Annual Meeting (no one said they would be attending from Sylvan Board). Quarterly Emergency Management Meeting will be same day at 1pm in Backus, Yvette will be attending that one.
  - **Cass County Sherriff's office report** – was provided for review.
  - **Faith in Action** – tabled to the meeting after the Annual Town Hall meeting.
  - **Cass County EDC** – Supervisor Wulff **moved to renew our membership of \$500 with the Cass County Economic Development Corporation**, seconded by Supervisor Schmit and the motion carried.
  - **Windows 10 Upgrade for Elections** – Jenna will look into getting more details from Syvantis on the upgrade costs.
- **Public Input** – None
- **Audit Review** – Table to next meeting as the board needs to have copies of them prior to signing.
- **Review Claims** – Supervisor Wulff **moved to approve claim numbers 23885 to 23905 in the amount of \$23,152.60 and the payroll numbers 23890 to 23884 (with 23880 being a void) in the amount of \$4,532.24 for a total of \$27,684.84**, seconded by Supervisor Adelman-Dullinger and the motion carried.
- **Other Business** – None to report

**Adjournment:** Supervisor Schmit **moved to adjourn**, seconded by Supervisor Adelman-Dullinger and the motion carried with the meeting adjourning at 8:20 pm.

Minutes submitted by,

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Jenna Ruggles, Deputy Clerk

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Greg Booth, Chair

Amendments: Spelling corrections and clarification added to Road Supervisors Report.

Date: February 20<sup>th</sup>, 2020