



**SYLVAN TOWNSHIP**

## **REGULAR BOARD OF SUPERVISORS MEETING MINUTES**

**JANUARY 03, 2019**

*(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 Greg Bennett, John Wulff, Arlene Schmit, Greg Booth, Yvette Adelman-Dullinger and Clerk/Treasurer Faith Broberg.

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

### **Public Input –**

**Ione & Tom Soyett** – presented a signed petition (31 signatures) from their neighbors requesting a street light be installed at the corner of Highway 210 and West Gull River Road. Not only for the residents to see the road, but for people to see the bypass lane.

The residents expressed their concerns regarding how unsafe this area is without a street light.

Supervisor Bennett **moved to send the petition to MNDOT requesting a light be installed at the intersection of State Highway 210 and West Gull River Road SW**, seconded by Supervisor Wulff and the motion carried. The Town Board also told the residents that they can also call the MNDOT office in Baxter.

**Brenda Larson** – asked if the Town Board would be discussing trails tonight. She can give input tonight during this portion of the meeting regarding trails, but trails is not on the agenda. She wants to keep informed of the progress regarding the proposed Camp Ripley State Veterans Trail.

### **Roads -**

**Bryan Drown Roads Projects Report** – Bryan presented a map/plan for the Sylvan Lake Park Permit and will be applying for a permit with MPCA.

Supervisor Bennett asked the Town Board if he could work with Bryan to come up with a site plan for the salt/sand shed. Supervisor Bennett **moved to authorize Bryan Drown to work with Supervisor Bennett for a site plan for the salt/sand shed**, seconded by Supervisor Adelman-Dullinger and the motion carried.

Bryan Drown also asked about the Township's 5 Year Road Plan. There was discussion that there are only a few roads that need to be paved; 13<sup>th</sup> Avenue SW and 17<sup>th</sup> Avenue SW. Supervisor Bennett has been in discussion with John Berg regarding the Camp Jim Road. The residents on that road would like to see something done.

**Supervisor Schmit** mentioned that if we aren't going to pave any more roads we should start looking at maintaining those paved roads that need to be done.

#### **Road Supervisors Road Report -**

**Snow Plowing** – Chair Booth thought it wasn't too bad. At some of the intersections, the plows aren't getting them cleaned out when they come into an intersection but seems okay when they come out onto the main road. The plows need to be sure the intersections are cleaned. Previously, when the plows cleaned up the roads the ice was thrown into residents driveways plugging up the driveways. A pickup with a plow was needed to follow behind and clean out the driveway. (From previous experience).

There was discussion regarding Upper Sylvan Road SW and that it was plowed late. Lake Placid Blvd SW - cul du sac – needs to be plowed better for the school bus to turn around.

#### **Reorganization Meeting**

Chair Booth turned the gavel over to the Clerk to take nominations for the Chair Person Position. Supervisor Wulff **moved to nominate Greg Booth as Chair**, seconded by Supervisor Adelman-Dullinger. Supervisor Wulff **moved to close the nominations**. The question was called and the motion carried with Greg Booth being voted in unanimously. Newly elected Chair Booth continued on with the meeting.

Vice Chair – Supervisor Bennett **moved to nominate John Wulff as Vice Chair** seconded by Supervisor Adelman-Dullinger and the motion carried unanimously.

There was discussion that with having the same Board as last year we could just have a motion to continue with the same positions unless someone wanted to change to a different position. Supervisor Bennett **moved to continue with the Board members having the same roles as last year**, seconded by Supervisor Wulff and the motion carried.

Deputy Clerk – Clerk Broberg appointed Colleen Putnam as the Deputy Clerk.

Authorize the Clerk to Dispose of Junk Mail. – Supervisor Wulff **moved to authorize the Clerk to dispose of Junk Mail**, seconded by Supervisor Adelman-Dullinger and the motion carried.

Authorize the Clerk to Transfer Interest from the Savings Account at Pine River State Bank into CTAS each month. Supervisor Wulff **moved to authorize the Clerk to move the Interest from the Savings Account at Pine River State Bank into CTAS each month**, seconded by Supervisor Adelman-Dullinger and the motion carried.

Official Posting Places – Supervisor Wulff **moved to maintain the posting places that we have: Pillsbury Junction, Casey's General Store, Pillager Post Office, and the Corner Store Express, the Township's Website and the outside display case**, seconded by Supervisor Adelman-Dullinger and the motion carried.

Official Depositories – Pine River State Bank, Bremer Bank – Supervisor Wulff moved to maintain the same depositories as last year.

Official Legal Paper - The Brainerd Dispatch – Supervisor Bennett **moved to name the Brainerd Dispatch as the Township’s legal paper**, seconded by Supervisor Wulff and the motion carried.

Set Board Meetings for 2019 – The Town Board meetings will be held on the 1<sup>st</sup> and 3<sup>rd</sup> Thursday of the month. The Planning Commission meets on the 2<sup>nd</sup> Thursday of the Month and the Pillager Park Board meets as needed. Exceptions are:  
The 1<sup>st</sup> meeting in July (July 4<sup>th</sup>) will be held on the 11<sup>th</sup> of July with the Town Board meeting at 6:00 PM and the Planning Commission joining the Board of Supervisors at 7:00 PM for a joint meeting. Supervisor Wulff **moved to approve the Schedule of Meetings as discussed here**, seconded by Supervisor Adelman-Dullinger and the motion carried.

Set Compensations for the Town Board of Supervisors and Planning Commission Members.

Supervisor Wulff **moved to keep the compensations for the Town Board and Planning Commission the same as 2018, mileage will follow the IRS rate**, seconded by Supervisor Adelman-Dullinger and the motion carried.

Committees –

Personnel Committee – Supervisors Bennett, Booth and Alternate Supervisor Adelman-Dullinger.

PC Site Committee – Supervisors Bennett and Adelman-Dullinger.

Legal Committee – Supervisors Booth and Adelman-Dullinger.

Special Projects –

Newsletter – Supervisor Booth and Deputy Clerk Putnam.

Emergency Management – Supervisors Adelman-Dullinger and Bennett and Brett Mattheisen from the City of Pillager.

Supervisor Wulff **moved to approve the committees as discussed**, seconded by Supervisor Schmit and the motion carried.

Return to Regular Meeting –

**Clerk/Treasurer’s Report** –

Minutes Regular Board Meeting 12-06-2018 – Supervisor Wulff **moved to approve the minutes as amended**, seconded by Supervisor Adelman-Dullinger and the motion carried.

December 2018 Financials – tabled to the 2<sup>nd</sup> meeting in January.

Debt Service Fund – the principal and interest for the Paving Bond are due on February 1, 2019. There was discussion on the CD’s that the Township has at the Bremer Bank. It was decided the Debt Service Fund CD for \$35,000 would be cashed in and put towards the Paving Bond that is due. CD#2 - Debt Service Fund was for \$250,000, will be cashed in and \$11,000 will be used towards the payment that is due on Feb. 1, 2019 and the remaining \$239,000 will be used to purchase another CD for the Debt Service Fund for 6 months. Supervisor Bennett **moved to authorize the payment due on Feb. 1, 2019 from the Debt Service fund from the Debt Service CD and then repurchase another CD with the amount not used and for no longer than 6 months**, seconded by Supervisor Adelman-Dullinger and the motion carried.

### **Planning Commission – (PC)**

Supervisor Adelman-Dullinger (PC Liaison) gave this report:

- Sylvan Lake Park -- Clayton Lenk, Crow Wing County Soil and Water – looking for funding for the Restoration Area, nothing concrete yet.
- Dave Johnson talked with Dick Jordan at SCORE on a pre-disaster meeting. Maybe having an official meeting with a discussion panel.
- Worked on the Comprehensive Plan a little.
- History Night – possible topics; Pillager Gap, Native Americans, Agency Site and Settlers. Putting together a committee and would like to have Mike North, Ron Miles and Sue Van Hal on it.
- Dave Johnson has also been in contract with John Ringle, Cass County Environmental Services Director regarding the Township being involved with Permit Follow-Up. They will discuss more in January 2019. Have received complaints regarding 4-wheelers on the Pit Road.

**Fire Report** - given by Supervisor Adelman-Dullinger-- Elections held and for Captain -- Sandy Youngbloom elected for 2 years and Trent for 1 year.

Lieutenant – Jason for 2 years and Thomas for 1 year.

### **New Business**

**Set Working Budget Meeting** – after discussion, Supervisor Wulff **moved to set the Working Budget Meeting for Thursday, February 7, 2019 at 6:00 PM with the Regular Board meeting at 7:00 PM**, seconded by Supervisor Schmit and the motion carried.

### **Other Township Business**

**Cass County Building Permits for Sylvan Township** – reviewed.

**Set Clerk's Job Review** – the Personnel Committee with meet with the Clerk on Wednesday, January 9, 2019 at 9:00 AM.

### **Review Claims** –

Supervisor Bennett **moved to approve the payroll check #'s 23225 to 23236 in the amount of \$4,003.99 and the claims #23237 thru 23250 in the amount of \$23,145.00 for a total amount of \$27,148.99**, seconded by Supervisor Wulff and the motion carried.

**Adjournment** – Supervisor Schmit **moved to adjourn**, seconded by Supervisor Bennett and the motion carried with the meeting adjourning at 8:38 PM.

Minutes submitted by,

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Faith C. Broberg, Clerk/Treasurer

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Chair, Greg Booth

Supervisor Wulff moved to approve the minutes as presented/as amended, seconded by Supervisor Adelman-Dullinger and the motion carried. Amendments:

Date: January 17, 2019