



## SYLVAN TOWNSHIP

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**JULY 02, 2020**

*(Recorded for Transcription Purposes Only)*

**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: Supervisors John Wulff, Arlene Schmit, Greg Booth, Greg Bennett, Yvette Adelman Dullinger and Faith Broberg, Clerk/Treasurer and no sign-in sheet due to COVID-19.

**Agenda –** Supervisor Schmit **moved to approve the amended agenda**, seconded by Supervisor Adelman-Dullinger.

### **Clerk/Treasurer's Report**

**Minutes June 18, 2020, Regular Board Meeting –** Supervisor Schmit **moved to approve the minute as corrected**, seconded by Supervisor Wulff and the motion carried.

**June 2020 Financials –** tabled to the next meeting.

### **Public Input -**

**Sue Opsahl –** Crow Wing River Drive SW – reported that Mike Frank has still been selling merchandise at his residence. Supervisor Schmit verified that Mike Frank was selling merchandise on June 25, 2020 and June 29<sup>th</sup> 2020. The Township's Commercial Ordinance #2020-01 states that a garage sale *lasts ....no more than seventy-two (72) consecutive hours and no more than three (3) times per calendar year.* The Board of Supervisors have given Mr. Frank notification that he is allowed three (3) garage sales a year and when he has the fourth one than he will be in violation of the Township's ordinance. He could come in and apply for a commercial permit. The Township is prepared to take legal action when Mr. Frank continues to sell from his residence.

### **Old Business/Reports**

#### **Bryan Drown Road Projects Report –**

**Camp Jim Road Project, - Final Payment Invoice –** Bryan presented the invoice in the amount of \$11,609.12 and the IC 134 form that is required before final payment. Supervisor Wulff **moved to make the final payment to Anderson Brothers for the Camp Jim Road work**, seconded by Supervisor Schmit and the motion carried.

**17<sup>th</sup> Avenue SW -** Bryan reported that on Wednesday, July 8<sup>th</sup>, 2020 the bid opening will take place at 10:00 AM. Bid documents were sent to Anderson Brothers, Hengels and Holmwig Excavating.

**Pavement Management Plan –** Discussed the upgrades/maintenance of Township roads. One idea was to appoint a committee of knowledgeable residents to

be on a committee. Supervisor Bennett ran through some ideas for a committee with having a meeting twice a year reviewing what needs to be done and what was done which would give the Board important information to work with for proposing a budget for the following year. Supervisor Bennett **moved to establish a road committee made up of two (2) Road Supervisors, the Township Road Engineer plus some residents to develop and maintain a five (5) year road plan**, seconded by Supervisor Wulff and the motion carried.

#### **Road Supervisors Report –**

The trailer with sign is up on Hardy Lake Road. Cut and Patch is in progress. The Salt/sand shed will be going up next week on either the 13<sup>th</sup> or 14<sup>th</sup>.

Report from our Road Maintenance Contractor – All the locates are done for signs and they will be installing them next week. The first pass of roadside mowing is complete, and the asphalt, cut and patch is in progress.

**Shared Road Agreement with City of Pillager-** Supervisor Schmit has been working with the City of Pillager to come up with a new Shared Road Agreement.

#### **CARES ACT -**

Money that the Federal Government is making available for various entities that had extra expenses because of the COVID-19. There will be a zoom presentation on Wednesday, July 8<sup>th</sup>, 2020 at 10:00 AM. This meeting will be going over the process of applying for the extra expenses. Chair Booth suggested that we find out if some of this money would be available for businesses in the Township.

**MNHS Legacy Grant – there was discussion on the MNHS Legacy Grant -- Sylvan** Township has been asked if they would be the fiscal agent for this grant. The Board has been checking with the Minnesota Association of Township's attorney and with the Township's Attorney to see if the Township could act as a fiscal agent. Chair Booth will talk to Todd Holman about this.

**Cass County Association of Townships Meeting – a lot of meetings in Cass are being postponed.** The annual meeting is set for October 1, 2020, 8:00 AM to Noon and will be a zoom or virtual meeting.

#### **New Business -**

**Preparedness Plan – Resolution 2020-12 Adopting the COVID – 19 Preparedness Plan.**

Supervisor Wulff **moved to adopt Resolution #2020-12 adopting the COVID – 19 Preparedness Plan**, seconded by Supervisor Adelman-Dullinger and the motion carried.

#### **Other Township Business –**

Melissa Kinney – 1939 125<sup>th</sup> Street, Pillager MN – asking if she can move her driveway to the north. Supervisor Bennett will prepare some stipulations for her. Must meet legal setback – get rid of the driveway approach on the old one and establish grass in the ditch.

Cass County Sheriff's June incident report.

Crises Line & Referral Service – Supervisor Wulff **moved to Contract Services with the Crises Line in the amount of \$250.00**, seconded by Supervisor Bennett and the motion carried.

Camp Ripley – forms for attendees to fill out a questionnaire on the presentation.

**Review Claims –**

Supervisor Wulff **moved to approve the payroll check #' 24140 thru # 24154 in the amount of \$5,224.71 and the Claims #24155 thru #24173 in the amount of \$42,933.20 plus Claims List #2 check #24174 and check #24175 in the amount of \$8,650.00 for a total of \$56,807.91**, seconded by Supervisor Bennett and the motion carried.

**Other Township Business –**

**Personnel Committee** – Employees job reviews. The Personnel Committee went over the job reviews for Colleen Putman and Jenna Ruggles, Deputy Clerks

**Cancellation of July 16<sup>th</sup>, 2020 Working Bond Meeting** – Supervisor Wulff **moved to cancel the July 16<sup>th</sup>, 2020, Bonding Meeting**, seconded by Supervisor Bennett and the motion carried.

**Adjournment** – Supervisor Wulff **moved to adjourn**, seconded by Supervisor Adelman-Dullinger, and the motion carried with the meeting adjourning at 9:05 PM.

Minutes submitted by,

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Faith C. Broberg, Clerk/Treasurer

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Chair, Greg Booth