



SYLVAN TOWNSHIP

12956 24th Avenue SW, Pillager, MN 56473

phone: (218) 746-3652 / fax: (218) 746-3612 / e-mail: Clerk@sylvantwp.co

**Regular Board of Supervisors Meeting Minutes
Thursday, November 05, 2020**

Call to Order/Pledge of Allegiance/Roll Call: Chair Booth called the meeting to order and the Pledge of Allegiance was said. **Roll Call:** Supervisors Arlene Schmit, Greg Bennett, Greg Booth, John Wulff and Yvette Adelman-Dullinger. **Clerk Treasurer, Faith Broberg**

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

Clerk/Treasurer Report –

Minutes – Regular Board of Supervisors 10-15-2020 Minutes: Supervisor Schmit moved to approve the minutes of 10-15-2020 as amended, seconded by Supervisor Wulff and the motion carried.

Tabled October 2020 Financial Reports were tabled to the next meeting.

October 2020 Budgets were reviewed at this time.

Move money from Money Market Pine River State Bank: Supervisor Adelman-Dullinger moved to transfer \$200,000.00 from the Pine River State Bank Money Market Road and Bridge Fund to the Township's Checking Account for road improvement on 17th Avenue SW, seconded by Supervisor Wulff. After discussion it was decided to add, *and other expenses as needed* seconded by Supervisor Wulff and the amended motion was approved, and the motion carried.

Public Input –

Barb Frank – 3367 Crow Wing River Drive SW. Barb was here to point out to the Board of Supervisors that on the summons they received from the Township's attorney, Brad Person, that it was sent to Mr. & Mrs. Michael Frank regarding commercial activity in a residential area. She feels that most of the comments/questions that were made in the summons did not pertain to her as she is not operating a business in this area. Any correspondence received has not been addressed to her and she does not own a commercial business. She has not received any correspondence from the Sylvan Town Board. Supervisor Bennett explained that he will be talking to the attorney and having her name removed from the letter. The reason her name was on the summons is that she along with her husband are the legal owners of the property in question.

Old Business/Reports –

Roads – Sylvan's Road Engineer – Bryan Drown in quarantine at this time.

17th Avenue SW – Partial Pay Estimate/\$87,964.16/5% being held \$4,398.21.

Amount to be paid \$83,565.95. Supervisor Schmit **moved to pay the Partial Payment #1 \$83,565.95**, seconded by Supervisor Adelman-Dullinger and the motion carried.

Reinstallation of Cemetery Sign – Supervisor Bennett will get together with Donald Peterson in regard to reinstallation of the Cemetery Sign on 17th Avenue SW.

Change Order #1 – for 17th Avenue SW – Original Contract Price - \$108,449. Changes made:

Remove – Multi Component Markings -\$7,205.50

Add: Paint Markings + \$4094,00

Total Reduction \$-3111.50 Change Order No. 1 Contract Price \$105,337.50 Supervisor Schmit **moved to accept the Change Order #1 reducing the Contract Price by \$3,111.50 for a new Contract price of \$105,337.50**, seconded by Supervisor Wulff and the motion carried. Prices were discussed regarding the lowering of the actual Contract Price and reviewing the Schedule of Unit Prices of the Contract.

Road Supervisors Road Reports -

Supervisor Wulff, gave a report on the Street Lighting at intersections along Highway 210. Discussed Dark Sky /Light Pollution. Guesstimate cost of light pole and light fixture around \$7000.00. Utility cost per month about \$30.00 a month per fixture.

Do not store anything in the west garage as the salt from the trucks damages items and the Road Contractor needs to replace some of his extension cords in the garage as they are worn and damaged.

Supervisor Bennett Road Report –

Roads that have received patches or about to be patched: West Lake Ridge Road, Spring Road SW, 127th Street SW, Little Pine and 11th Avenue SW. Salt/Sand has been mixed.

Supervisor Schmit -

All brushing on Crow Wing River Drive SW – Complete.

She has been receiving complaints on the plowing done in October.

She would also like to see a representative from Holmwig Excavating at one of our two meetings that we have in one month.

Fire Report – Supervisor Adelman-Dullinger gave this report:

Training-testing in process Nov. 9th week – 3-4 hours.

Helmets and Lights are here.

Turnout gear – 2 representatives showed the items.

Three applicants for Fire Fighters passed agility Test. Background and Drug Test next.

Calendars – Walt is getting Ads and Donations. 40 spaces –5 did not renew—7 new businesses. Other items discussed were the File of Life Letter, Donation Letter, New Photos, Mailing List. Last year 2662 calendars were mailed out.

Officer Applications – Captain & Lieutenant voted by Fire Fighters. Chief and Assistant Chief are appointed by the Fire Association.

New - – Fire Association appoints Assistant Chief – Repost 3 positions. Will decide in December instead of November.

By-laws changes to be approved.

Ordered Floor Gas Meter

November 17th Steve White State Fire Marshall Meeting.

The Fire Association will continue their meeting on Wednesday, November 11 at 7:00 PPM to vote on Covid Funds.
Sylvan had 15 runs in October.

Cares Act – Update and Final Decisions - There was discussion on the Cares Act funds and listed other organizations that we could assist during this pandemic.

Pillager Fire Department - \$15,000.

Pillager Family Center Food Shelf - \$8,000.00

Mid - Minnesota's Woman's Shelter - \$5,000.00

Family Safety Network - \$3000.00

Mn Adult and Teen Challenge \$5,000.00

Supervisor Bennett **moved to approve the 5 (five) organizations listed above) the amounts as listed above to help these organizations with extra monies due to the pandemic and the extra support they are giving to individuals**, seconded by Supervisor Adelman-Dullinger and the motion carried.

Hazard Pay for the three Clerks \$500.00/each

Election Judges \$50/each day Primary and General - Supervisor **Bennett moved to give the Election Judges \$50.00/day (2 Days Primary and General)**, seconded by Supervisor Wulff and the motion carried.

Supervisor Adelman-Dullinger **moved to approve \$500.00 hazard pay for the three clerks**, seconded by Supervisor Bennett and the motion carried.

Supervisor Bennett **moved to send the above amounts to organizations, personnel and election judges that needed extra help during this pandemic**, seconded by Supervisor Adelman-Dullinger and the motion carried.

Supervisor Wulff **moved pre-approve payment and the Cares Act to Cass County**, seconded by Supervisor Adelman-Dullinger and the motion carried.

Emergency Management Quarterly Report – (Zoom Meeting) Supervisor Adelman-Dullinger gave this report. All future meetings will be by Zoom. The Covid 19 numbers continue to increase. As of 10/27/2020 Cass has a total of 377 cases.

A School rate explanation can be found (by County) on this link.

<https://www.health.state.mn.us/diseases/coronavirus/stats/wschooll.pdf>.

The meetings dates for 2021 are: 1/26, 4/27, 7/27, and 10/26.

New Business

Clark Excavating – The price for snowplowing the Town Hall Parking lot and shoveling the sidewalks has not had an increase since 2016. After discussion, Supervisor Bennett **moved to raise Clark Excavating to \$100/plowing and \$50/shoveling effective immediately**, seconded by Supervisor Schmit and the motion carried.

Greg Ringler Certification for a Fire Inspector – Approval to Review Abserson's STR – Supervisor Adelman-Dullinger reported to the Board that he does not have his certification at this time. Supervisor Bennett reported that Abserson's STR – has completed everything and is just waiting for the Fire Inspection.

Township Christmas Get-Together – Canceled for this year because of the Covid-19. **Supervisor Schmit** will not be here for the November 19, 2020 meeting.

Correspondence –
Cass County Building Permit Log
Copy of Supervisor Wulff – Crow Wing Power Lights at Intersections on State Highway 210 estimate.
Weed Inspection Guide
MAT Annual and Educational Meeting November 20th– Zoom meeting. Forward to Supervisor Adelman-Dullinger.

Review Claims – Supervisor Wulff moved to approve the Payroll check #'s 24344 to 24357 in the amount of \$4,664.26 and the Claims #24358 to 24380 and EFT 201105-1 to 201105-10 in the amount of \$209,674.98 for a total of \$214,339.24, seconded by Supervisor Adelman-Dullinger and the motion carried.

Personnel Update: Supervisor Bennett inquired of the Board if the Clerk's PERA (Public Employee Retirement Association) does not start at the first of the year if we can keep her at 24 hours/week until it does start. The Board was fine with this.

Grading Roads that had Chloride applied This Summer-Sylvan Township is not going to pay for grading of roads that had chloride added and the Road Contractor was asked not to grade those roads.

Adjournment – Supervisor Schmit moved to adjourn, seconded by Supervisor Wulff and the motion carried with the meeting adjourning at 9:55 PM.

Minutes submitted by

Faith C. Broberg, Clerk/Treasurer

Greg Booth, Chairman

Supervisor Adelman-Dullinger moved to approve the amended minutes, seconded by Supervisor Bennett and the motion carried.

Amendments: Page 1, change named to name, Page 2, change replacement to reinstallation (2 places), Page 2, under Supervisor Schmit remove 2nd line, page 3 Correction on spelling and Page 4, Under grading of roads – insert that invoices have been paid in full and Supervisor Bennett will ask Holmwig Excavating for a credit.

Date