



Sylvan Township

12956 24th Avenue SW, Pillager, MN 56473

phone: (218) 746-3652 / fax: (218) 746-3612 / e-mail: info@sylvantwp.com / Web-site: www.sylvantwp.com

JOINT Board of Supervisors and Planning Commission Meeting Thursday January 8th, 2026

Call to Order/Pledge of Allegiance/Roll Call: Chair Booth called the Joint Board of Supervisors and Planning Commission Meeting to order at 6:00 pm and the Pledge of Allegiance was said. Those present at the meeting were Supervisors Greg Booth, Greg Bennett, Arlene Schmit, Bob Johnson, Clerk Jenna Ruggles, Deputy Clerk Colleen Putnam, Commissioners Dave Johnson, Scott Hendrickson, Terry Quick, Dave Skogen, and Vickie Kettlewell. Supervisor Keith Card had excused absence. Others in attendance included Road Contractor: Ryan Bodell and Road Engineer: Bryan Drown and residents: Brian Lindberg. The sign-in sheet is attached.

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

Public Input: Mr. Lindberg was present to discuss his parcel and driveway options. Currently there are 16 mailboxes in the location where an old road was – he would like to possibly use this same road and wondered who would be responsible for moving the mailboxes. After discussions it was thought that the Board could have the mailboxes moved and utilize part of his driveway permit deposit for the costs.

Clerk/Treasurers Report:

- **Meeting Minutes** – Supervisor Bennett **moved to approve the Board Meeting minutes from December 4th, 2025 as presented**, seconded by Supervisor Johnson and the motion carried.
- **Financial Statements** – Supervisor Bennett **moved to approve the Financial Statements from December 2025**, seconded by Supervisor Schmit and the motion carried.
- **Budgets** – Quarter 4 2025 year-end budgets were received for review.

Old Business/Reports:

- **Bryan Drown, Road Project Engineer, Bolton & Menk** – did not have anything on roads.
- **Ryan Bodell, Road Contractor, Bodell Landscape & Excavation** – Been busy working on brushing and salt/sanding. There was discussion on when to put down salt/sand and when we have to not and how we can help educate the residents on why. Clerk Ruggles will add information to the website and Facebook. The Supervisors will explain to residents when they call. Because we can't keep sending out the trucks to salt/sand when it is going to blow right off the road on windy cold days below freezing.
- **Road Supervisors reported** – didn't have much to report, just that they were getting calls on slippery roads.
 - MN State Map was discussed again and there is an email into ask if we can provide our County map instead of making all the necessary changes to the states map, they provided. Supervisors will wait to hear from Clerk Ruggles on the outcome of the email.
 - Camp Ripley Veteran's State Trail (CRVST) – Mr. Anderson (Cass Co. Engineer) emailed asking if we were interested in adding a trail section onto the Fisherman's Bridge when they do a bridge makeover. This would be aligned with the CRVST proposed route and the



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Board agreed they should look into this now even though the trail project is going slow and not fully planned.

- Region 5 reached out to get a trail inventory and list of future planned trails. The Board asked Clerk Ruggles to provide the information back to them.
- **Sylvan Cemetery** was discussed; Mr. Drown (Bolton Menk) provided the results of the Certificate of Survey and let the Board know the next steps.
- **PC Report** was provided by PC Chair Johnson as Supervisor Bennett was not present. He let everyone know that they discussed areas to get more commercially zoned land in Sylvan and provided maps of the areas. The Board agreed that we should have a representative go out and talk to the current landowners and let them know the intentions of the Township and see if they have any feedback on the rezoning of their parcels.

HR: Clerk Ruggles provided new employee handbooks to all members.

Supervisor Bennett **moved to recess the Joint Board and PC Meeting at 7:23 pm**, seconded by Supervisor Johnson and the motion carried.

Chair Booth reopened the Meeting at 7:50 pm after the Reorganizational Meeting and we started the Planning Commission section.

Minutes: December 11, 2025 PC Meeting amend/approve: Scott Hendrickson **moved to approve the minutes**, seconded by Dave Skogen and the motion carried.

Public Input:

None

Correspondence Received: Cass County Permit Log – December 2025: There was 1 building permit for a storage building and 2 Annual holding tank renewals.

Correspondence Sent:

Mulroy Letter – The Town Board sent a letter to Mr. Mulroy regarding his property located in Scearcyville. The letter stated it appears he is running a salvage yard at this residence and that he needed to attend the Planning Commission meeting in December, Mr. Mulroy did not attend the meeting. After discussion it was decided to have the Cass County Attorney's office send him a letter.

Reports:

Greg Bennett, Town Board Liaison: Items discussed at previous Town Board meeting:

1. Signed new burning contract with Nature Conservancy.
2. Electrical outlets in both shops to be upgraded when the new doors are put in.
3. Was looking for grants to help with the round-about on Hwy 210 but received an email informing the Township that MN DOT would be covering the cost of the round-about. The Township will still have to help with the maintenance.
4. The Board looked at the solar report, it was down due to winter hours and lack of sunlight.
5. Discussion on brushing.



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Previous Board Minutes: You received in your packets, please read them over for your information.

Old Business:

Ordinances and Policies: The draft ordinances with the changes will be going to the Board for their review and to set up a public hearing for the changes.

Sylvan Lake Park: Dave Johnson stated Marissa from Nature Conservancy is asking for help to prep the brush piles for the burn. The snow needs to be removed and the piles cleaned up. The date for this is January 17, 2026 at 9:00 am with the bulk of the work completed by noon but a few people may need to stay longer. An email has been sent out to the Sylvan Park Committee, the PC members and the Town Board.

Comp Plan: The Town Board has received a copy of the Comp Plan by email. Some of the Board members did not have time to look it over. They will look it over at their next meeting.

New Business:

New Planning Commission Member: There will need to be an advertisement placed regarding a new Planning Commission member once Dave Johnson retires.

Property on County Road 18: It has been brought before the Planning Commission and Town Board that someone new has purchased that property and has a lot of vehicles, etc. brought on to the property. After further discussion it was decided to write a letter welcoming the resident to the Township and letting them know the Township has Ordinances, parks, etc. in the Township. Vickie will compose a letter to be sent to the resident.

Annual Reviews:

None

Other Business – Shared: Greg Bennett thanked the Planning Commission for their work on the Comp Plan and Ordinances.

Then we moved back into the Board of Supervisors items at 8:25 pm.

Old Business/Reports:

- **PAFPA Report** – Supervisor Johnson provided a recap of the Pillager Fire Association meeting, and the highlights are attached to these minutes.
- **Cass County Opioid Settlement Fund Mtg** – Supervisor Johnson provided an update from the meeting which included that the group has some grants available for organizations and they need help getting the word out.

New Business:

- **Prescribed Burn Association** would like to use the Town Hall. Supervisor Bennett **moved to approve the Prescribed Burn Association to use the Town Hall for a meeting on January 14th starting at 6pm**, seconded by Supervisor Johnson and the motion carried.



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Other Township Business:

- **Correspondence** – was read including Sheriff's reports, Permit Logs, Christmas cards, training information and more.
- **Review Claims** – Supervisor Bennett **moved to approve claim numbers 030025 to 030026 and EFT claim numbers E25121601 to E25121608 in the amount of \$57,323.09 and the payroll numbers AP25121601 – AP25121613 in the amount of \$5,094.82 for a total of \$62,417.91** seconded by Supervisor Johnson and the motion carried for December 16th, 2025, claims and payroll. Then Supervisor Bennett **moved to approve claim numbers 030027 to 030028 and EFT claim numbers E26011501 to E26011504 in the amount of \$32,444.75 and the payroll numbers AP26011601 – AP26011604 in the amount of \$6,686.33 for a total of \$39,131.08** seconded by Supervisor Johnson and the motion carried for January 8th, 2026, claims and payroll.
- **Other Business** – None.

Adjournment: Supervisor Bennett **moved to adjourn**, seconded by Supervisor Johnson and the motion carried with the meeting adjourning at 9:02 pm.

Minutes submitted by,

Jenna Ruggles, Clerk

Greg Booth, Chair

These minutes were approved as amended on February 5th, 2026 by Supervisor Schmit, seconded by Supervisor Bennett and the motion carried with Supervisors Bennett, Card, Johnson, Schmit and Booth.

Date: 02.05.2026