



Sylvan Township

12956 24th Avenue SW, Pillager, MN 56473

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Regular Board of Supervisors Meeting Thursday November 6th, 2025

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 at the meeting were Supervisors Greg Booth, Greg Bennett, Arlene Schmit, Bob Johnson, Keith Card and Clerk Jenna Ruggles. Others in attendance included Road Contractor: Ryan Bodell and PC Chair: Dave Johnson, and residents in attendance included Eric and Kristi Fornshell and Travis and Bob Dixon. The sign-in sheet is attached.

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

Public Input: Mr. Fornshell presented his business application to the Board and explained about the proposed building and location. After discussion, Supervisor Bennett **moved to approve a General Business Permit with new building**, seconded by Supervisor Card and the motion carried. Mr. Travis Dixon presented his business application to the Board and explained about their proposed building and location. After discussion, Supervisor Bennett **moved to approve a General Business Permit with new building contingent on Cass County's reclassification approval**, seconded by Supervisor Card and the motion carried. Mr. Johnson was present to discuss as the PC Chair the findings from a visit that he and Supervisor Card did at Mr. Smith's location on Big Bear Trl regarding the numerous vehicles and plan to remove them and clean up the property. Mr. Johnson provided a detailed list, and it was understood that there will be a Commissioner and Supervisor returning to Mr. Smith's in May 2026 for a follow-up. Mr. Johnson also provided an update on Sylvan Park – that they are done for the year, they were able to get some buckthorn cut last weekend and they are hoping to do some burning in the spring. Mr. Johnson also asked the Board if he and the PC should start looking at more areas to designate and zone commercial, since there are very few left currently. The Board was in agreement. Mr. Johnson also had some comments as a resident – he had heard at past meetings that the Township was trying to figure out how they were going to make the budget fit for this year. So, he is wondering why there was such an urgent need to spend \$5,000 or more to remove trees now versus waiting a couple more months when the funds are stronger. Later in the meeting Chair Booth addressed this question during Bodell's report, saying that we cut those trees now versus waiting for them to fall when snow weighed them down and broke them and we had to go out numerous times for different trees as they fell. Supervisor Bennett added that many of those trees would have fallen within the first couple of snowfalls.

Clerk/Treasurers Report:

- **Meeting Minutes** – Supervisor Schmit **moved to approve the Board Meeting minutes from October 16th, 2025 as presented**, seconded by Supervisor Bennett and the motion carried.
- **Financials** – Supervisor Bennett **moved to approve the financial statements from October 2025**, seconded by Supervisor Card and the motion carried.

Old Business/Reports:

- **Bryan Drown, Road Project Engineer, Bolton & Menk** – was not present and no report.



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- **Ryan Bodell, Road Contractor, Bodell Landscape & Excavation** – They added the load of gravel to end of Lake Placid Blvd, took about 65 trees down on Upper Sylvan, filled a hole on Dandelion Dr., and straightened and cleaned-up a sign on Wilderness and Lower Sylvan Dr.
- **Road Supervisors reported** –
 - **Supervisor Schmit** reported the following.
 - 122nd St has a 2nd driveway that is causing damage on our road, a letter has been sent out to Mr. Goble
 - Driveway on Wilderness and 125th is not completed
 - Truck is out of the ditch on W Sylvan
 - Pinto Pass has a hole off of Golf Course Drive
 - **Supervisor Johnson** reported the following.
 - Cox driveway is completed
 - All containers of oil have been brought up to Cass County recycling, and they did not charge us
 - Went out to check on Radar Signs but didn't have a key
 - Checked on some silt fence on Dandelion and spoke with Bodell about removing
 - Checked on Acorn and saw it needs to be graded, so checked others around it and they also need it (13th, and Supervisor Schmit mentioned Pinto Pass)
 - Reviewed Hardy Lake Rd between Pit Trl and 36 – there doesn't seem to be any damage from the extra MnDOT traffic last summer
 - 132nd on the East side of the Township has some ruts in the road rights-of-way from 4-wheelers, starting to break the edge of our road off (Supervisor Bennett is going to reach out to Engineer Anderson – Cass Co and Bodell will also review to see if we need to do anything prior to the construction project next year)
 - Scarcyville has a few concerns that were discussed; some of which we need to wait on – but the one that we had sent a letter to at 2001 Scarcyville has not complied with the request to clean up or attend a PC meeting – so the next steps are to send an additional letter from the attorney letting them know the consequences if they continue to not comply with our requests
 - Signs are still disappearing throughout the Township. Chair Booth said we are now missing on the North end of Little Pine Rd.
- **Pillager Area Fire Association** report was provided by Supervisor Johnson and is attached to these minutes. Highlights included the EGL annexation is on hold, Engine 1 had some work done to it, they were awarded a few grants from Sourcewell that will help out with some radios and battery extraction tools, calendars are in progress, Station 2 is looking at getting a Heli-pad and Sylvan had 6 out of 23 runs in October.
- **Pillager Lake Park Report** was provided by Supervisor Schmit – the park has been winterized, bathrooms pumped and locked, and dock is out and under the pavilion. The new fence has been built and she also built a kiosk.
- **Joint Community Trl** was discussed briefly – as Supervisor Bennett provided a Joint Powers Agreement from the City of Baxter for the Board to review. There was no discussion at this time. Supervisor Bennett let them know he was impressed with how Baxter was still making this project a priority even with their other projects going on.



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New Business:

- **Paid Family Medical Leave** was discussed, the questions asked included - does the Board want to allow for PTO and Sick Time to be accrued while a person is on leave and the Board agreed not to, this would include anyone who is earning ESST unless it conflicts with MN Statue for ESST. The Board also agreed that an employee's Health Benefit should continue as normal if they are on leave.
- **MAT Annual Conference** invitation was presented for the Board and Chair Booth asked if anyone was interested, no one was.
- **LBAE Training** information was provided to the Board and letting them know that there is not a registration needed - you just go online to the site and take the training. Everyone is due for training this year from the Board.

Other Township Business:

- **Correspondence** - was read including the Cass Co Sheriff's report, STR Sheriff's report, a few deposits, Cass County permit list, and the report from Generator Power System from the annual maintenance.
- **Review Claims** - Supervisor Card **moved to approve claim numbers 030014 to 030016 and EFT claim numbers E25110601 to E25110613 in the amount of \$5,084.37 and the payroll numbers AP25110301 - AP25110314 in the amount of \$7,262.38 for a total of \$12,346.75** seconded by Supervisor Schmit and the motion carried.
- **Other Business** - included the following.
 - There was some discussion related to employee vs. contractor - Beaver and Gopher people will be considered Contractors, Road Committee members who are not otherwise part of the Township are going to be reviewed and possibly called Paid Volunteers
 - The new meeting schedule was provided and accepted with a correction of the Community Day being moved to possibly September 19th from 11-1.
 - Christmas party will be a potluck this year and is coming up quick
 - Both Supervisor Schmit and Johnson let the Board know they will not be at the next meeting.

Adjournment: Supervisor Schmit **moved to adjourn**, seconded by Supervisor Card and the motion carried with the meeting adjourning at 9:00 pm.

Minutes submitted by,

Jenna Ruggles, Clerk

Greg Booth, Chair

These minutes were approved as amended on November 20, 2025 by Supervisor, seconded by Supervisor and the motion carried with Supervisors Bennett, Card, Johnson, Schmit and Booth.

Date: 11-20-2025