



Sylvan Township

12956 24th Avenue SW, Pillager, MN 56473

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Regular Board of Supervisors Meeting Thursday December 4th, 2025

Call to Order/Pledge of Allegiance/Roll Call: Chair Booth called the Board of Supervisors Meeting to order at 7:00 pm, the Pledge of Allegiance was said previously at the AWAIR meeting. Those present at the meeting were Supervisors Greg Booth, Greg Bennett, Keith Card, Arlene Schmit, Bob Johnson, and Clerk Jenna Ruggles. Others in attendance included Road Contractor: Ryan Bodell. The sign-in sheet is attached.

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

Public Input: Chair Booth wanted to recognize that prior to the AWAIR Meeting the Township Christmas Party took place and we honored the 15 years of service that retiring Planning Commission Chair Johnson provided the Township.

Clerk/Treasurers Report:

- **Meeting Minutes** – Supervisor Card **moved to approve the Board Meeting minutes from November 6th, 2025 as amended**, seconded by Supervisor Bennett and the motion carried.
- **Financials** – Supervisor Schmit **moved to approve the financial statements for November 2025 as presented**, seconded by Supervisor Card and the motion carried. Supervisor Bennet said that we should discuss the possibility of paying more on our certificate of indebtedness this first year.
- **Solar Report** – was viewed by the Board and Clerk Ruggles asked about the snow on the panels. Currently there have been emails indicating low production and she is wondering if we should need to clear the snow or not. Also, a reboot was performed today per system email. The Board suggested she call Simon and ask if we need to do anything.
- **Quarterly Budgets** – will be available prior to Christmas, Clerk Ruggles will email them out to the Board and have available for pick up if they wish.

Old Business/Reports:

- **Bryan Drown, Road Project Engineer, Bolton & Menk** – provided an email indicating that the suspension that was put on Anderson Brothers from the State of MN has been lifted.
- **Ryan Bodell, Road Contractor, Bodell Landscape & Excavation** – reported that he's been busy with plowing, sanding, and brushing. Brushing was completed on 13th, 132nd, and Deer Ridge.
- **Road Supervisors reported** –
 - **Supervisor Schmit** reported the following.
 - Received compliments on the plowing job
 - Complaints about icy roads and Bodell will be going out when the weather allows
 - **Supervisor Bennett** reported the following.
 - Brushing on 132nd street was completed and we had a few complaints, people asked about the amount of brush and if we were leaving the branches in the right-of-



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way. After some discussion, it was decided to leave the small branches laying in right-of-way.

- **Supervisor Johnson** reported the following.
 - Compliments on plowing also
 - Complaints regarding plowing on 36 – we recommended they call County
 - Dixon driveway was called in as complete – but will have to wait until spring as there is no visibility to see the slope and such.
- **JPA for the Joint Community Trail with Baxter** was discussed and Supervisor Bennett received more information regarding the wording, turns out it only applies to Exhibit 1 which is attached at the end of the agreement. Supervisor Bennett **moved to approved and sign the Joint Powers Agreement with the City of Baxter for the Joint Community Trail Exhibit 1 section**, seconded by Supervisor Schmit and the motion carried.
- **LRIP grant** was discussed. Supervisor Bennett **moved to approve Resolution 2025-17 LRIP Funding**, seconded by Supervisor Schmit and the motion carried. Supervisor Bennett **moved to approve Joint Powers Agreement with the City of Pillager regarding the LRIP Funding**, seconded by Supervisor Schmit and the motion carried. Supervisor Schmit **moved to sign and send the Letter of Recommendation to the City of Pillager for the LRIP grant**, seconded by Supervisor Johnson and the motion carried. Supervisor Bennett **moved to approve splitting the cost of \$4,000 from Bollig Engineering to write the LRIP grant for Pillager with us as co-applicants**, seconded by Supervisor Card and the motion carried.
- **MN State map** was received last minute and provided to the Supervisors to review and discuss at the next meeting.
- **Pillager Area Fire Report** was provided by Supervisor Johnson and is attached to these minutes and included that Sylvan had 8 of the 22 fire runs in November, bringing the year to date up to 312 (last year the year to date was 316).

New Business:

- Financial Policies update was tabled until next meeting.
- **Sylvan Park** burning permit contract with The Nature Conservancy has expired and they sent over a new one to sign. Supervisor Bennett **moved to sign a new burning permit contract with The Nature Conservancy**, seconded by Supervisor Schmit and the motion carried.
- Supervisor Johnson **moved to have the electrical outlets in both shops upgraded when the electrician is here for the garage door install**, seconded by Supervisor Card and the motion carried.

Other Township Business:

- **Correspondence** – was read including the tax settlement, Cass County permit log, Cass Co Sheriff report for STRs and full Sylvan report, and an email from Xcel Energy with winter tips.
- **Review Claims** – Supervisor Card **moved to approve claim numbers 030023 to 030024 and EFT claim numbers E25120401 to E25120408 in the amount of \$13,756.21 and the payroll**



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numbers AP25120301 – AP25120314 in the amount of \$5,768.40 for a total of \$19,524.61 seconded by Supervisor Schmit and the motion carried.

- **Other Business** – included the following.
 - Grants: Clerk Ruggles asked the Board if she could put in an application for Sourcewell Third-Party Reimbursement Funds for the LRIP process. Supervisor Bennett **moved to have Clerk Ruggles move forward with applying for Sourcewell Third-Party Reimbursement Funds for the Bollig Engineering fees obtained for the process of the LRIP Grant application for the City of Pillager with Sylvan as a co-applicant**, seconded by Supervisor Card and the motion carried.
 - Employee Handbook and PFML were discussed.
 - Intern: Our Intern has taken a full-time job starting the end of December. She will have to end her internship early.

Adjournment: Supervisor Bennett **moved to adjourn**, seconded by Supervisor Card and the motion carried with the meeting adjourning at 8:15 pm.

Minutes submitted by,

Jenna Ruggles, Clerk

Greg Booth, Chair

These minutes were approved as presented on January 8, 2026 by Supervisor Bennett, seconded by Supervisor Johnson and the motion carried with Supervisors Bennett, Johnson, Schmit and Booth.

Date: 01.08.2026