



# Sylvan Township

12956 24<sup>th</sup> Avenue SW, Pillager, MN 56473

phone: (218) 746-3652 / e-mail: [info@sylvantownshipmn.gov](mailto:info@sylvantownshipmn.gov) / Web-site: [www.sylvantownshipmn.gov](http://www.sylvantownshipmn.gov)

## Regular Board of Supervisors Meeting Thursday February 5<sup>th</sup>, 2026 at 7:00 pm

**Call to Order/Pledge of Allegiance:** Chair Booth called the Board of Supervisors Meeting to order at 7:150 pm after a short break, the Pledge of Allegiance and roll call were completed at the previous Working Budget Meeting.

- **Roll Call**

<u>Supervisors</u>	<u>Present (Late)</u>	<u>Not Present</u>	<u>Clerk</u>	<u>Present</u>
Greg Booth	X		Jenna Ruggles	X
Bob Johnson	X			
Keith Card	X			
Greg Bennett	X			
Arlene Schmit	X			

<u>On Agenda</u>	<u>Name/Company</u>	<u>Present</u>	<u>Not Present</u>
Road Contractor	Ryan Bodell (Bodell Landscaping & Excavating)	X	
Road Engineer	Bryan Drown (Bolton & Menk)		X

Resident(s) - Ryan Bodell                      The sign-in sheet is attached.

- **Agenda approval** motion as Presented  as Amended

<u>Supervisors</u>	<u>Introduced</u>	<u>Seconded</u>
Greg Booth		
Bob Johnson		
Keith Card	X	
Greg Bennett		
Arlene Schmit		X

**Public Input:** Mr. Bodell asked the Board for more information regarding letter he received from the Planning Commission to change his home parcel over to Commercial and how it would affect his taxes. The Board explained that his taxes are based on use and not on zoning.

### Clerk/Treasurers Report:

- **01.08.2026 Joint BOS/PC Meeting Minutes** approval motion as Presented  as Amended

<u>Supervisors</u>	<u>Introduced</u>	<u>Seconded</u>	<u>Abstained</u>
Greg Booth			
Bob Johnson			
Keith Card			
Greg Bennett		X	
Arlene Schmit	X		

- **01.08.2026 ReOrg Meeting Minutes** approval motion as Presented  as Amended

<u>Supervisors</u>	<u>Introduced</u>	<u>Seconded</u>	<u>Abstained</u>
Greg Booth			
Bob Johnson		X	
Keith Card			
Greg Bennett			
Arlene Schmit	X		



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- **01.15.2026 BOS Meeting Minutes** approval motion as Presented  as Amended

<u>Supervisors</u>	<u>Introduced</u>	<u>Seconded</u>	<u>Abstained</u>
Greg Booth			
Bob Johnson		X	
Keith Card			
Greg Bennett			
Arlene Schmit	X		

- **January 2026 Financial Statements** approval motion as Presented  as Amended

<u>Supervisors</u>	<u>Introduced</u>	<u>Seconded</u>	<u>Abstained</u>
Greg Booth			
Bob Johnson			
Keith Card	X		
Greg Bennett			
Arlene Schmit		X	

It was discussed to add some graphics to the monthly financials and quarterly budget statements.

## Roads:

- **Bryan Drown, Road Project Engineer, Bolton & Menk** – did not provide a report.
- **Ryan Bodell, Road Contractor, Bodell Landscape & Excavation** – communicated to the Board that he was out doing a couple of snow plowing events and was out scrapping the roads today.
- **Road Supervisors reported** –
  - **Supervisor Schmit** reported the following.
    - Pinto Pass resident has about 10 more cars that showed up recently, she will get the 911 number and have Clerk Ruggles look up the resident next week.
  - **Supervisor Johnson** reported the following.
    - There was one resident that called about only one side of 25<sup>th</sup> Ave being sanded.

## Reports:

- **PAFPA (Pillager Area Fire Protection Association)** was provided and is attached to these minutes. Sylvan had 22 out of 40 runs for January 2026.
- **CC EM Report** was provided by Supervisor Johnson and included that they discussed updates regarding Sourcewell funding, drone usage, the Opioid meeting, how governments use UEs vs. DUNS, their Radio Drill, last year’s full-scale exercise, and new or updated Survey123 training possibly in May 2026. Supervisor Johnson asked Clerk Ruggles to forward the email from Deputy Emery with all the attachments and notes from the meeting to the Board members, since there was so much information.

## Old Business:

- **2001 Scarcyville Ltr** was sent to the Cass County Attorney and ESD, they responded that per the MOU it would fall under our jurisdiction. Clerk Ruggles sent a response that we would like the County to move forward as a Public Nuisance property – that Sylvan does not have any commercial business permits with them.



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**New Business:**

- **CPR Certification renewal** is due July 15, 2026, and Sourcewell has funding available for this opening that day as well. The Board would like Clerk Ruggles to bring costs and proposed dates we could do the training to the next Board meeting.
- **Resolution 2026-01 thru 2026-06 Conflict of Interest** for all Supervisors and Scott Hendrickson. Motions to accept were made and seconded per the chart below and each motion carried with all Supervisors in favor.

<u>Resolution</u>	<u>Introduced</u>	<u>Seconded</u>
2026-01 Greg Booth	S. Bennett	S. Schmit
2026-04 Bob Johnson	S. Bennett	S. Card
2026-03 Keith Card	S. Bennett	S. Schmit
2026-02 Greg Bennett	S. Johnson	S. Schmit
2026-05 Arlene Schmit	S. Bennett	S. Card
2026-06 Scott Hendrickson	S. Bennett	S. Schmit

- **Planning Commission opening** was discussed; a motion was made to publish the opening in the Brainerd Dispatch and on our website as well as post a notice, the motion was made and carried with all Supervisors in favor.

<u>Supervisors</u>	<u>Introduced</u>	<u>Seconded</u>
Greg Booth		
Bob Johnson		
Keith Card		
Greg Bennett	X	
Arlene Schmit		X

- **Spring Short Course Training** is scheduled for 03.23.2026 at Breezy Point Resort, motion was made to close the Town Hall for the day and post that all Supervisors and Clerks will be in attendance.

<u>Supervisors</u>	<u>Introduced</u>	<u>Seconded</u>
Greg Booth		
Bob Johnson		
Keith Card		X
Greg Bennett	X	
Arlene Schmit		

- **STR Ordinance** was provided to each Supervisor for their review and discussion will be at the next Board meeting on 02.19.2026.
- **Newsletter Articles** were discussed and assigned.
- **Local Board of Appeal and Equalization Meeting** with Cass County is scheduled for 04.10.2026 at 10am, a motion was made to accept this date.

<u>Supervisors</u>	<u>Introduced</u>	<u>Seconded</u>
Greg Booth		
Bob Johnson		
Keith Card		
Greg Bennett	X	
Arlene Schmit		X



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**Other Township Business:**

- **Correspondence** – was read including deposits, interest statement from Pine River State Bank, confirmation of Assessment setup with the Cass County, and an update from Deputy Brown that there are no new leads.
- **Claims/Payroll Approval** motion as Presented  as Amended  for  
 Claims Numbers: 030030 – 030032 & E26020501 – E26020512 at \$18,860.15  
 Payroll Numbers: AP26020201 – AP26020213 at \$5,813.22

For a TOTAL of \$24,673.37

<u>Supervisors</u>	<u>Introduced</u>	<u>Seconded</u>
Greg Booth		
Bob Johnson		
Keith Card		
Greg Bennett	X	
Arlene Schmit		X

- **Other Business** – included Chair Booth asking the Board if the Prescribed Burn Team could use the Town Hall for their quarterly meetings, the Board agreed with a motion and all in favor.

<u>Supervisors</u>	<u>Introduced</u>	<u>Seconded</u>
Greg Booth		
Bob Johnson		
Keith Card		
Greg Bennett	X	
Arlene Schmit		X

**Adjournment** motion was made at 8:55 pm

<u>Supervisors</u>	<u>Introduced</u>	<u>Seconded</u>
Greg Booth		
Bob Johnson		X
Keith Card		
Greg Bennett		
Arlene Schmit	X	

Minutes submitted by,

\_\_\_\_\_  
 Jenna Ruggles, Clerk

\_\_\_\_\_  
 Greg Booth, Chair

These Meeting Minutes were approved with a motion as Presented  as Amended  on Date: 02.19.2026

<u>Supervisors</u>	<u>Introduced</u>	<u>Seconded</u>
Greg Booth		
Bob Johnson		
Keith Card		
Greg Bennett		X
Arlene Schmit	X	