



Sylvan Township

12956 24th Avenue SW, Pillager, MN 56473

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

Regular Board of Supervisors Meeting

Thursday May 7th, 2026 at 7:00 pm

Call to Order/Pledge of Allegiance: Chair Booth called the Board of Supervisors Meeting to order at 7:00 pm and the Pledge of Allegiance was said.

Roll Call:

Supervisors	Present (Late)	Not Present	Clerk	Present (Late)	Not Present
Greg Booth	X		Jenna Ruggles		X
Bob Johnson	X		Colleen Putnam	X	
Keith Card		X			
Greg Bennett	X				
Arlene Schmit	X				

On Agenda	Name/Company	Present	Not Present
Road Contractor	Ryan Bodell (Bodell Landscaping & Excavating)	X	
Road Engineer	Bryan Drown (Bolton & Menk)		X
PC Chair	(Sylvan Township)		X

Resident(s): Kelly Zak, Lori Johnson, Dave Johnson (Sylvan Park)

The sign-in sheet is attached.

Agenda Approval: As Presented As Amended

Supervisors	Introduced	Seconded
Greg Booth		
Bob Johnson		X
Keith Card		
Greg Bennett		
Arlene Schmit	X	

Public Input:

- **Kelly Zak** was present for her parents Bill and Sandra Bergstrom requesting approval for a road right-of-way permit in order to get power to their residence on East Lake Ridge Dr. There was discussion regarding the paper road and using the easement. The Township Board had no problem with using the easement due to practical difficulties. After further discussion it was decided Crow Wing Power would need to get the permit for this road right-of-way; so, if there is any damage to the road Crow Wing Power would be responsible for repairs.
- **Dave Johnson, Sylvan Park:** Mr. Johnson stated he has a few items regarding the park. He will be doing a burn on Friday, May 8, 2026 at 6:00 pm with some of the Pillager firefighters helping. They will be burning in the pollinator area. Mr. Johnson informed the Board he is having a park meeting on Tuesday, May 12, 2026 at 5:30 pm at the park to pick up sticks and then have discussion on ideas for the park. Mr. Johnson also stated he would like to have signage on the gate regarding how dogs need to be on a leash while in the park. He also would like to have the signage state handicap mobility transportation may continue through the gate to the picnic area. After further discussion it was decided it should become part of Sylvan Park policy. Mr. Johnson stated he had checked into a different type of compost to use but is expensive. There was discussion regarding applying for Community Funding through Sourcewell next year for that. He



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also discussed a different pollinator blend which would cost around \$2,000 that he is planning on getting for this year. After discussion Supervisor Bennett **moved to order the signage for leashed dogs and handicap accessible area for Sylvan Park**, seconded by Supervisor Johnson and the motion carried.

- **Lori Johnson:** Discussed the possible zoning changes. She will attend the next Township Board meeting to find out more information.

Clerk/Treasurers Report:

- **Meeting Minutes Approval:** As Presented As Amended Dated: 04.16.2026 BOS Mtg

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

- **Meeting Minutes Approval:** As Presented As Amended Dated: 04.11.2026 Road Review

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

- **Meeting Minutes Approval:** As Presented As Amended Dated: 04.23.2026 Special BOS

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

- **Financial Statements Approval:** As Presented As Amended Month: April 2026

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

Roads:

- **Bryan Drown, Road Project Engineer, Bolton & Menk** – was not present and did not have a report.
- **Ryan Bodell, Road Contractor, Bodell Landscape & Excavation** – let the Board know that he has been out doing sweeping, mowing, cleanup on 125th, 13th and Crow Wing Circle. Patching potholes on 25th, Wilderness and Lower Sylvan. Replaced the mailbox on Lower Sylvan. Graded Acorn and will be starting crack sealing on May 18, 2026.



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- **Road Supervisors reported –**
 - **Supervisor Schmit** reported the following.
 - Resident on 125th Street thought the brushing was too far back on his property, after checking it out, it was determined not to be.
 - Put up a driveway permit sign on Bigwater
 - Approved a resident to fix their driveway on Arrowhead
 - Anderson Brothers requested an exception to access roads on the North side of 210 prior to road restrictions being lifted, after discussion it was decided he could as long as the roads are not damaged.
 - **Supervisor Johnson** reported the following.
 - He looked at new driveway permit request on East Lake Ridge, while he was there, he noticed the road has rough patches. He also checked West Lake Ridge and found the same rough road issues.
 - He reviewed a driveway on 13th with a resident who was requesting to pave it, no permit needed as approach is already there. He also drove down Acorn, which needs to be graded.
 - He looked at new driveway permits on Prairiewood, Prairie Ridge, Happy Go Lucky, and 122nd.
 - **Supervisor Bennett** reported the following.
 - Suggested that they start to use the road review information and look at some future projects. It was decided to have Supervisor Johnson and Supervisor Schmit work with the Road Committee regarding the five-year plan.
 - **Other Supervisors** reported the following.
 - Supervisor Booth had a phone call from a resident regarding the paper road on Lower Sylvan asking if the Township would be willing to vacate it so the two neighbors could split it and remove the public access option. Supervisor Booth informed her of the process so discussion is the Board will wait to see if they bring in a petition.
- **210 round-about project** was discussed. There is still some confusion about who will be covering the lights and other shared costs. The consensus of the Sylvan Township Board is that there needs to be some cost sharing with the county and city. After further discussion **Supervisor Bennett moved to have Supervisor Schmit work with Clerk Ruggles to put together a MOU that is acceptable with the three local entities to share the cost of the maintenance going forward for the Highway 210 round-about project**, seconded by Supervisor Johnson and the motion carried.

Reports:

- **PAFPA (Pillager Area Fire Protection Association)** was provided by Supervisor Johnson, and the meeting minutes are attached to these minutes. Highlights included: Six (6) firefighters attended Haz Mat training; still looking for a location for a new firehall; two (2) more applicants for firefighter, total at the end of May will be twenty four (24) firefighters; there were thirty six (36) fire calls for the month of April with Sylvan Township having nineteen (19).



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- **CC EM Report** was provided by Supervisor Johnson, and the meeting minutes are attached to these minutes. Highlights included elections; joint school safety training; Survey 123 training will be held May 27, 2026 from 9:00 am – 2:00 pm.
- **Ordinance/Permit Changes** need to have a public hearing before final Board approval, dates were discussed and a motion was made to hold a Public Hearing on Thurs, June 4, 2026 at 6:00 PM with all in favor.

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

- **Resolution 2026-10 Designating Sylvan Township as a Temporary Absentee Voting Location for Cass County residents** was reviewed and approved 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	

New Business:

- **Corner Store Liquor License Renewal – Resolution 2026-11** was reviewed and discussed then a motion was made to approve the renewal, and it carried with all in favor.

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

- **Lawn Services** contracts and pricing were reviewed. Then a motion was made to approve CHC Lawn Services for the Town Hall and Frontier Cemetery (with no changes to pricing) and Blue Ox with a new contract for Sylvan Cemetery would continue for the 2026 season with all in favor.

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

- **ROW Permit** for CTC was reviewed and after discussion the Board approved the permit with a motion and all in favor.

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



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Other Township Business:

- **Correspondence** – was read including letter from MAT appointed John Upton to represent District 10; information on MAT Town Law Review; Cass County Permit Log; Sourcewell letter stating Pillager Lake Park received funding; Cass County Sheriff’s monthly report on incidents in the Township and their report on STR with no incidents.
- **Claims/Payroll Approval:** As Presented As Amended
 Claims Numbers: 030050 – 030055 & E26050701 – E26050711 = \$ 31,873.26
 Payroll Numbers: AP26050101 – AP26050112 = \$7,585.61
 Total: \$ 39,458.87

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

- **Other Business** – Supervisor Johnson checked the smoke detectors and changed the batteries. He also moved the items out of the shop that is getting cement in and moved to the shop.
- **Grant Update:** Pillager Lake received approval for their funds. Town Hall project has started.
- **CPR Recertification;** Clerk Ruggles found out that Sylvan would not qualify for the Sourcewell Funding reimbursement. The Board then decided that with their certification ending on July 15th, 2026, they would pay for the Township personnel just doing CPR at a cost of \$45.00 per person. Anyone else interested would pay their own fee. **Supervisor Bennett moved to approve the Township pay for township personnel at \$45.00 per person and anyone else is welcome to attend and pay their own fee for the CPR Class** seconded by Supervisor Schmit and the motion carried. The Board would like to set the date for the CPR Class on June 16th, 2026 at 6pm.

Adjournment at: 9:17 pm

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

Minutes submitted by,

Colleen Putnam, Deputy Clerk

Greg Booth, Chair

These Meeting Minutes Approved: As Presented As Amended on Date:



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Supervisors	Introduced	Seconded	Abstained
Greg Booth			
Bob Johnson		X	
Keith Card			X
Greg Bennett			
Arlene Schmit	X		