



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 June 4th, 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:

<u>Supervisors</u>	<u>Present (Late)</u>	<u>Not Present</u>		<u>Clerk</u>	<u>Present (Late)</u>	<u>Not 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
PC Chair	(Sylvan Township)		X

Resident(s): Tom Mattsen, Karen Block, Laurie Johnson, Steve Janousek, Jesse Strege, Brandi Breitbach, and Ryan Bodell.

The sign-in sheet is attached.

Agenda Approval: As Presented ☐ As Amended ☒

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

Public Input: Mr. Janousek had some concerns with the zoning around him off of 25th Avenue. There is a newly zoned commercial parcel with a business permit; he feels that they are going against what their permit allows. Supervisor Bennett said he would check into it. Mr. Janousek is not a fan of having the business signs on the road near his parcel, he said there is not any need for them in a residential neighborhood. He also mentioned another neighbor who has acquired more stuff (campers, atvs, snowmobiles) on their land; the Board recommended he call Cass County ESD regarding this as it is residential.

Mr. Mattsen and Ms. Block were present to discuss their driveway with the Board. They have been using access through Township land to get to their parcel since Hardy Lake Road was developed. The Board said that they would like to research and see if there is an easement on file or get one recorded with the County for that access. Then Mr. Mattsen can pave his driveway fully without any worries from the Township and future trails. Supervisor Bennett **moved to have the Township Attorney review parcel 41-128-2101 and the adjacent Township land for easement agreements or to draft one**, seconded by Supervisor Card and the motion carried.



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Clerk/Treasurers Report:

- **Meeting Minutes Approval:** As Presented ☒ As Amended ☐ Dated: **05.21.2026 BOS Mins**

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

- **Financial Statements Approval:** As Presented ☒ As Amended ☐ Month: **May 2026**

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

- **Credit Card Policy:** As Presented ☐ As Amended ☒ was reviewed to be put into place for 2027.

<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 provide any updates.
- **Ryan Bodell, Road Contractor, Bodell Landscape & Excavation** – was present and let the Board know that crack sealing is completed, he has been out filling holes and found 6 roads that could use more than just a fill. 127th, East Lake Ridge, West Lake Ridge, Sylvan Lane, Oakridge, Widmark, and Happy Go Lucky – he would like to have Anderson Brothers go out and provide a quote for the pavement and he would provide a quote for the dirt portion of the work to get them fixed up. The Board agreed this would be good to get some ideas on costs for future budgeting. He also said that they would start mowing and shouldering next week. Supervisor Schmit mentioned that she is going to need the roads graded before the Calcium Chloride as well next week.
- **Road Supervisors reported –**
 - **Supervisor Schmit** reported the following.
 - The quote for Calcium Chloride has increased due to the price of gas, but it is still less than the others that provided quotes.
 - **Supervisor Johnson** reported the following.
 - Did not have anything other than the Mattsen driveway – which was discussed during Public Input.



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- **Supervisor Bennett** reported the following.
 - **210 Round-about project** – there was a meeting between Cass County, City of Pillager, and Sylvan Township regarding the MOU. After good discussion the current MOU was agreed upon with the group to bring to their Boards/Council for approval. After reviewing this MOU, Supervisor Bennett **moved to accept the MOU for the 210 Round-about Project at the intersection of County 1 and 37th Avenue as amended**, seconded by Supervisor Johnson and the motion carried.

Reports:

- **PAFPA (Pillager Area Fire Protection Association) report** was provided and is attached to these minutes. Highlights included that there are 3 new recruits, 2 who will go through training this month, they completed the HazMat Training, 3 fighters have done the EMR training with 4 more to go. Sylvan had 26 out of 37 runs in the month of May.
- **Joint Community Trail report** was provided by Supervisor Bennett, he let the Board know that the RFPs have gone out to 5 major Engineering companies and then Baxter will be reviewing them the week of June 10th.
- **PLP (Pillager Lake Park) report** was provided by Supervisor Schmit letting the Board know that the grant items are getting completed and the Park Board is supposed to be meeting to get the Park cleaned up and ready to go within a week. The minutes from this meeting are attached.

Old Business:

- **Resolution 2026-11 Gull River Cemetery Association Town Hall Use** was reviewed after the last meeting and there were no changes to be made. Supervisor Card **moved to approve Resolution 2026-11**, seconded by Supervisor Bennett and the motion carried.
- **Sylvan Cemetery mowing** was discussed as Chair Booth reached out to the gentleman who came in prior to the last meeting announcing he was going to mow part of the cemetery. Chair Booth spoke with him and the contractor, and it was decided that he could continue and we would get it in writing.

New Business:

- **CC ESD** provided a notice of hearing for a duplex going up in the Bigwater Area. After discussion the Board realized they missed the site visit and did not have enough information to send any response to Cass County for the hearing.
- A request came in to hold a Town Hall Forum for the Cass County Sheriff's Candidates, after discussion the Board decided to have Clerk Ruggles talk to the Cass County Election Administrator before responding to the request. There were a few dates thrown out if it is approved by her.

Other Township Business:

- **Correspondence** – was read including the Cass County Permit Log, and Sheriff Reports.
- **Claims/Payroll Approval:** As Presented ☒ As Amended ☐
Claims Numbers: 030058 – 030065 & E26060401 – E26060412 = \$73,348.11
Payroll Numbers: AP26060201 – AP26060212 = \$5,621.58
Total: \$78,969.96 (Voting on next page)



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

- **Other Business** – Chair Booth wants to Thank the Planning Commission for all their hard work on getting the Ordinances all amended and ready for the Public Hearing. Supervisor Bennett reminded the Board that Terry's last day is next Thursday.
- **Grants** – Clerk Ruggles found a grant that she would like to put in for Election process changes and associated costs. The Board agreed and said she can move forward.

Adjournment at: 8:37 pm

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

Minutes submitted by,

Jenna Ruggles, Clerk

Greg Booth, Chair

These Meeting Minutes Approved: As Presented ☐ As Amended ☒ on Date: 06.18.26

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