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 July 16, 2026 at 7pm

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 included:

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

Others in attendance included:

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): Amanda Peterson
The sign-in sheet is attached.

Agenda Approved: As Presented ☐ As Amended ☒

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

Public Input: None at this time.

Clerk/Treasurers Report:

Meeting Minutes Approved: As Presented ☒ As Amended ☐ Date: 07/02/2026

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

June 2026 Financial Statements Approved: As Presented ☒ As Amended ☐

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

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Q2 Budgets Approved: As Presented ☒ As Amended ☐

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

Roads:

- **Bryan Drown, Road Project Engineer, Bolton & Menk** – reviewed the roads for the 2027 project, he asked questions regarding distance and type of fix for Happy Go Lucky, Dandelion, and West Lake Ridge. He also provided the easement description and map for the Mattsen driveway off of Hardy Lake Rd.
  Approved easement to be sent to Township Attorney to be recorded with Cass County for Mr. Mattsen's driveway access off of Hardy Lake Road.

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

- **Ryan Bodell, Road Contractor, Bodell Landscape & Excavation** – reported that he fixed a washout on West Lake Ridge and had a few down trees on 13th in the park. After some discussion he will start mowing the ditches after August 1st and do 2-3 swipes depending on the road. He will also be going out with Supervisor Johnson to view some low tree branches and trees hanging over the roadways.
- **Road Supervisors reported** – didn't have much.
- **Joint Community Trail** update was provided by Supervisor Bennett that the City of Baxter picked an engineering firm – it will be WSB Engineering.

Reports:

- **PC (Planning Commission) Report** was provided by Chair Booth and include that there is a discrepancy in the SCO where it talks about if an amendment is needed or not – one area reads 30% and another reads over 2,000 feet. The PC also discussed how there are many large storage buildings going up now and they are wondering if there are more businesses than we know of. Also, Kim Meyer is possibly making an amendment to his building, and we haven't seen an application yet. Finally, there is a recommendation from the Planning Commission to accept Amanda Peterson's letter of interest for the open PC position.
  Accept PC Recommendation to have Amanda Peterson join the PC to fill the vacant seat.

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

- **CRVST report** was provided and included that the trail has made its way through Little Falls, and the goal is to connect to the Veteran's Museum before snow falls. Funding has been tough but there are a couple of grants they are looking at.
- **PLP report** was provided by Supervisor Schmit, there are not any changes at the park. They did get the dock boards but will wait for the weather to cool off before they replace them as the beach has been super busy with the warm temps.
- **PAFPA report** was provided by Supervisor Johnson and it included that the light tower on the truck is still not fixed – it may be a possible insurance claim, there is one new applicant waiting on background check, the house burn will be next year and all training is completed for this year, EGL is having Chief Ringler complete inspections on STR/VRBOs now, they helped out at the Cass County Pillager Fair, the new truck will be paid off soon and they are looking at investing the extra funds or using for 2 new air monitors. Sylvan had 19/35 runs for June 2026.

New Business:

- Supervisor Schmit **moved to approve the 17 election judges for 2026**, seconded by Supervisor Bennett and the motion carried.
- Clerk Ruggles provided 3 different software companies to look into and think about for apps and notification systems. Looking at bringing more technology into the township. She suggested they review or let her know if they want any demos.
- Community Day banner was approved, and Clerk Ruggles will send the design out to get an estimate.
- An email from Cass County ESD on an assisted living home was discussed. It was questioned on whether we are comfortable having it in a residential zoned parcel or if it should be rezoned to Commercial, the Board agreed residential.

Other Township Business:

- **Correspondence** – was read including results from Cass County Planning Commission meeting, MAT invite for the District 11 meeting, Enphase monthly review, and invite for Legal Seminar.
- **Claims/Payroll Approval:** As Presented ☒ As Amended ☐ and the motion carried.
  Claims Numbers: 030079 – 030085 & E26071601 – E26071605 >> $4,767.82
  Payroll Numbers: AP26071701 – AP26071702 >> $3,089.96
  Total: $7,857.78

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

- **Other Business** – included the following.
  - **Grants** – it was discussed that the funding window for Sourcewell is open and we have a grant committee meeting coming up beginning of Aug.
  - **Follow-ups** – there are no new changes to these.

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Adjournment at: 8:56 pm

Supervisors	Introduced	Seconded
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: 8/6/26

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