



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

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## **Regular Board of Supervisors Meeting** **Thursday February 20<sup>th</sup>, 2025**

**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 were Supervisors Greg Booth, Greg Bennett, Bob Johnson, Arlene Schmit, Keith Card and Clerk Jenna Ruggles. Others in attendance included Road Contractor: Ryan Bodell. The sign-in sheet is attached.

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

**Public Input:** There was none at this time.

### **Clerk/Treasurers Report:**

- **Meeting Minutes** – Supervisor Schmit **moved to approve the minutes from February 6<sup>th</sup>, 2025 as amended**, seconded by Supervisor Bennett and the motion carried with Supervisor Card abstaining.
- **Working Budget Meeting Minutes** – Supervisor Schmit **moved to approve the Working Budget Meeting minutes from February 6<sup>th</sup>, 2025 as amended**, seconded by Supervisor Johnson and the motion carried with Supervisor Card abstaining.

### **Old Business/Reports:**

- **Bryan Drown, Road Project Engineer, Bolton & Menk** – was not present and did not provide any reports.
- **2025 Road Project** was discussed, and Supervisor Bennett will be checking with the Township attorney to see what the Township needs to do to obtain a Certificate of Indebtedness for the 2025 Road Project.
- **Ryan Bodell, Road Contractor, Bodell Landscape & Excavation** – was present and provided the Board with an estimate for the Dandelion/Norway resident's road project. After discussion Supervisor Bennett **moved to accept the estimate from Bodell for the Dandelion/Norway resident's road project**, seconded by Supervisor Card and the motion carried.
- **Road Supervisors reported** –
  - **Supervisor Schmit** reported the following.
    - That the Baxter Snowmobile Club has the trail mainly on the shoulder of 33<sup>rd</sup> Avenue, not in the ditch. She will follow up with them regarding it.
  - **Supervisor Johnson** reported the following.
    - That he has plans with Dave Johnson to go out tomorrow and make a list of where the business permit signs should be placed and take some inventory on other signs as they go.
- **PC Report** was provided by Supervisor Bennett and included that the PC discussed how the STR Ordinance in Cass County has been finalized and now they will begin to look at Sylvan's STR Ord and make changes as needed. He also reported that Cass County is making changes to their Land Use Ordinance in the signage area, mainly regarding lighted signs, and that the PC did not see



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any concerns with the changes. He also introduced the recommendation from the PC regarding Lind Masonry and after discussion Supervisor Bennett **moved to approve a General Business Permit for Lind Masonry per his application and the PC recommendation**, seconded by Supervisor Johnson and the motion carried. Supervisor Bennett also introduced the recommendation from the PC regarding the Letters of Intent received from Commissioners Kettlewell, Quick, and Skogen. After discussion Supervisor Bennett **moved to accept the letters of intent and keep Kettlewell, Quick, and Skogen on the Planning Commission**, seconded by Supervisor Card and the motion carried. Supervisor Bennett then shared that the PC had their reorganizational portion of their meeting, and the only change was that Dave Skogen is now the new PC Vice Chair.

- **Joint Community Trail** was briefly discussed, Supervisor Bennett let the Board know that he met with the City of Baxter, and others and it was decided that they will not move forward with any work or timelines until they know for certain the 2<sup>nd</sup> grant is approved.
- **Pillager Lake Park Report** was provided by Supervisor Schmit, and the minutes are attached.
- **Emergency Management Meeting** recap was provided by Supervisor Card, and the minutes are attached.

#### New Business:

- **Spring Short Courses** – were discussed and it was decided that Clerk Ruggles will ask MAT to bill us when we attend instead of paying at the training. Supervisor Schmit **moved to close the Town Hall that day and post a notice regarding it**, seconded by Supervisor Bennett and the motion carried.
- **Newsletter** – was discussed and corrections made. Supervisor Schmit **moved to approve having Lakes Printing print and mail them out to all residents**, seconded by Supervisor Card and the motion carried.

#### Other Township Business:

- **Correspondence** – was read including the Gas Tax deposit and some transfers from money market to checking.
- **Review Claims** – Supervisor Bennett **moved to approve claim numbers 025987 to 025990 and EFT claim numbers E25022001 to E25022006 in the amount of \$222,412.51 and the payroll numbers AP25021401 – AP25021402 in the amount of \$2,544.06 for a total of \$224,956.57** seconded by Supervisor Schmit and the motion carried.
- **Other Business** – included the following.
  - HR items: Chair Booth closed the regular meeting at 7:58 pm to discuss the Clerk and Deputy Clerk reviews. The regular meeting was then reopened at 8:01 pm and Supervisor Bennett **moved to approve a raise of \$0.96 for Deputy Clerk Putnam and a raise of \$1.00 for Clerk Ruggles**, seconded by Supervisor Johnson and the motion carried.
  - **ReOrg Change** – Supervisor Bennett **moved to change the CRVST committee representative from Sylvan from Supervisor Schmit to Supervisor Card**, seconded by Supervisor Johnson and the motion carried.

**Adjournment:** Supervisor Card **moved to adjourn**, seconded by Supervisor Schmit and the motion carried with the meeting adjourning at 8:08 pm.



# Sylvan Township

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Minutes submitted by,

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

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

These minutes were approved as presented on March 6, 2025, by Supervisor Schmit, seconded by Supervisor Bennett and the motion carried with Supervisors Bennett, Card, Johnson, Schmit and Booth.

Date: 03.06.2025