



Sylvan Township

12956 24th Avenue SW, Pillager, MN 56473

phone: (218) 746-3652 / fax: (218) 746-3612 / e-mail: info@sylvantwp.com / Web-site: www.sylvantwp.com

Regular Board of Supervisors Meeting

Thursday February 6th, 2025

Call to Order/Pledge of Allegiance/Roll Call: Chair Booth called the Board of Supervisors Meeting to order at 7:04 pm and the Pledge of Allegiance was said. Those present at the meeting were Supervisors Greg Booth, Greg Bennett, Bob Johnson, Arlene Schmit and Clerk Jenna Ruggles. Supervisor Keith Card had an excused absence. Those in attendance included Matt Anderson, Dave Johnson (PC Chair), Road Engineer: Bryan Drown, and Road Contractor: Ryan Bodell. The sign-in sheet attached.

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

Public Input:

- Mr. Anderson asked the Board about the paving project for 13th Avenue. He wanted to know where the pavement would end. After discussion he seemed happy with the project's agenda.
- Mr. Johnson let the Board know that he would like to stop attending Joint Community Trail meetings and let us know that he did talk with the County Engineer and that they are not opposed to us using the County road right-of-way for the trail. The County Engineer just does not want us to cross over the County roads with any trails.

Clerk/Treasurers Report:

- **Meeting Minutes** – Supervisor Bennett **moved to approve the minutes from January 16th, 2025 as presented**, seconded by Supervisor Schmit and the motion carried.
- **Financials** – Supervisor Schmit **moved to approve the financial statements from January 2025**, seconded by Supervisor Johnson and the motion carried.
- The supervisors all said their annual Oaths.

Old Business/Reports:

- **Bryan Drown, Road Project Engineer, Bolton & Menk** – was present and provided the Board and Road Contractor with findings and updates on the west end of Dandelion Lane SW. He updated the Board on West Sylvan Ln SW and how some areas of the last 1,000 feet will be an average of 18' wide and they will work on improving drainage.
- **Ryan Bodell, Road Contractor** – was present and let the Board know that all the Salt/Sand that was stored at Hengels is now at the Town Hall. He also let the Board know that there will be some shoulder work needed come spring.
- **Road Supervisors reported** –
 - **Supervisor Schmit** reported the following.
 - She and Bryan met Laura on 26th Avenue and she now has a cost for their project.
 - Complaint regarding a resident on Dandelion driving a semi-truck and backing up the road.
 - Complaint regarding a resident on Harrison driving a semi-truck with full loads. The corner of road is breaking up.
 - **Supervisor Johnson** did not have anything to report at this time.



12956 24th Avenue SW, Pillager, MN 56473

phone: (218) 746-3652 / fax: (218) 746-3612 / e-mail: info@sylvantwp.com / Web-site: www.sylvantwp.com

- **Road Maintenance Contract** is up for bid. Supervisor Bennett **moved to approve the road maintenance contract with the changes**, seconded by Supervisor Schmit and the motion carried. Changes were made to allow for extending the road maintenance contract up to 2 additional years (reviewed annually) and to remove the bullet on the road maintenance policy that states 2" of snow.
- **Fire Report** was provided by Supervisor Johnson and updates included there's one training left, computer data is a total loss, Calendar money coming in nicely, still trying to figure out the new 'I am Responding' app, New Engine is now in service, Old Engine is leaving next week, Firefighter mtgs & trainings will now start at 630, they added an internet booster to the Pillager Fire Hall, they're looking at new radios and handhelds but checking Sourcewell for some funding options first, March 1 annual dinner, Relief Association provided \$22,000, and Sylvan had 14 out of 38 fire runs in January 2025.
- **Solar** packet was reviewed, and it was mentioned that the new estimate fits within the grant we had already received and the 2 options for the EV Charging stations were provided. After discussion Supervisor Bennett **moved to approve the amended proposal for \$79,920**, seconded by Supervisor Johnson and the motion carried.
- **Sylvan Cemetery** updates were discussed, how Jeremy Jackson wants to continue to do some work with the cemetery records (volunteering his time) and he will provide updates to the Clerk as he makes changes.
- Supervisor Johnson **moved to approve having Chair Booth sign the documents that state the Township understands their responsibilities as laid out in the Emergency Management Plan**, seconded by Supervisor Bennett and the motion carried.

New Business:

- Cass Co Association of Townships provided us with an opportunity to rejoin and after discussion it was decided to continue without them.
- **Generator Power Systems Contract** was reviewed and Supervisor Bennett **moved to approve continuing with the maintenance contract for 2025**, seconded by Supervisor Schmit and the motion carried.
- Supervisor Johnson discussed an Active Violence seminar he watched.
- Spring Short Course will be on March 24th more to come.

Other Township Business:

- **Correspondence** – was read including the Cass Co Sheriff's report for STRs, email from Jon Smith, Cass Co building permit list, and 2 deposits.
- **Review Claims** – Supervisor Schmit **moved to approve claim numbers 025982 to 025986 with 025985 being voided and EFT claim numbers E25020601 to E25020609 in the amount of \$16,164.44 and the payroll numbers AP25020301 – AP25020313 in the amount of \$5,888.70 for a total of \$22,053.14** seconded by Supervisor Johnson and the motion carried.
- **Other Business** – included the following.
 - Clerk Ruggles let the Board know that she posted the Job description for the Internship position.
 - After discussion it was decided that the JCT, CRVST, and EM meetings are all to be paid for by hours and mileage.



Sylvan Township

12956 24th Avenue SW, Pillager, MN 56473

phone: (218) 746-3652 / fax: (218) 746-3612 / e-mail: info@sylvantwp.com / Web-site: www.sylvantwp.com

- **ReOrg Mtg updates:** Supervisor Schmit **moved to add Greg Bennett to the Special Projects Committee and to the Road Supervisors**, seconded by Supervisor Johnson and the motion carried with Supervisor Bennett abstaining from the vote.
- The Board let Clerk Ruggles know that she could attend the seminar from Sourcewell on Grant Writing for \$25.

Adjournment: Supervisor Bennett **moved to adjourn**, seconded by Supervisor Johnson and the motion carried with the meeting adjourning at 8:37 pm.

Minutes submitted by,

Jenna Ruggles, Clerk

Greg Booth, Chair

These minutes were approved as amended on February 20, 2025 by Supervisor Schmit, seconded by Supervisor Johnson and the motion carried with Supervisors Booth, Bennett, Johnson, and Schmit in favor and Supervisor Card abstaining from the vote.

Date: 02.20.2025