



# Sylvan Township

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## Planning Commission Meeting Thursday February 13<sup>th</sup>, 2025

**Call to Order/Pledge of Allegiance/Roll Call:** Chair Dave Johnson called the Planning Commission Meeting to order at 7:04 pm and the Pledge of Allegiance was said. Those present at the meeting were Commissioners Dave Johnson, Scott Hendrickson, Terry Quick, Vickie Kettlewell, Dave Skogen, Supervisor Greg Bennett and Clerk Jenna Ruggles. Residents in attendance included Jason Lind and Emmett Young. The sign-in sheet attached.

**Agenda:** Scott H. moved to approve the agenda as amended, seconded by Terry Q. and the motion carried.

**Meeting Minutes:** Scott H. moved to approve the January 9<sup>th</sup>, 2025 meeting minutes as presented, seconded by Dave S. and the motion carried.

**Public Input:** Mr. Jason Lind was present to discuss his SCO permit. Discussion from the PC and Jason included that he will be screening on 2 sides with some fencing and some trees, he will be screening on the outside edge of the property and not up next to the area where the outdoor trailer parking will be. This was decided because of the layout of the land and how if he screened up close to the parking the neighbors would be able to just see right over the fence. There was also discussion on the drainage and where it will go as well as the additional 100' on to the current building heading west. Terry Q. moved to recommend to the Board of Supervisors that Jason Lind (Lind Masonry) be approved for a general business permit, seconded by Scott H. and the motion carried. Mr. Emmett Young did not have any public input at this time.

### Correspondence Received:

- **Cass Co. Permit Log for January 2025** – no discussion except that there was not much on it.
- **Cass Co. Email re. LUO (Signs)** – after reviewing the section of the land use ordinance from Cass Co on signs the PC did not have any concerns or comments to pass along to the Board of Supervisors.

**Correspondence Sent:** There was none to discuss.

### Reports:

- **Town Board Liaison, Greg Bennett** – provided the PC with updates from the last meeting which included that the road maintenance contract is up this year, and the Board made a couple changes prior to posting it. One change is that they are allowed to extend the contract for an additional year (now to total 3 years), if agreed upon. He also reported that there was more information provided by our Engineer on the Dandelion/Norway project and that it should be completed this Spring and fully taken over by the Township. He discussed the solar project and how one grant has been received, so we are only waiting on one more and then the project will start and will most likely include 2 EV Charging Stations as well. Greg B. also let the PC know that Sylvan Cemetery is officially the Township's and that we will be maintaining it this year, also that we have a volunteer, Jeremy Jackson, who is working to identify the grave and where there are open plots. Greg B. also discussed the 2025 road project and the bond we will be looking



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at getting. He talked about how the Board increased the 2026 Levy at the budget meeting to help pay for the project. And he also reported that the fire department's new truck is in commission and that their levy also will increase in 2026. The previous meeting minutes were provided to each PC member for review as well.

### Old Business:

- **Comp Plan** – was tabled until more research can be completed.
- **Sylvan Park** – Chair Dave J. let the others who did not attend the committee meeting prior to this meeting that the discussion included what they would like to accomplish this year. Some of those items include adding signs, benches, a picnic table, information inside the kiosk, a big tree and some seedlings, and QR codes to provide more details and information. PC Liaison Greg B. asked if they would be interested in holding a pre or post event in align with the Sylvan Community Outreach Day. It was discussed a little and Dave J. will take it back to the committee at the next meeting.
- **Cass Co. STR Ord.** – was passed by the County Board of Commissioners, now each PC member has a copy to review and highlight what areas they see that need to be addressed in Sylvan's STR Ord. Dave J. asked them to bring their thoughts and changes to the April PC meeting.

### New Business:

- Randy Bourassa (Pillager Auto Repair) – was a no-show and will be tabled. A letter will go out to him letting him know that he needs a permit in order to keep running his business and he needs to attend the next meeting.
- Mike Entgelmeier (Truck Repair) – was a no-show and will be tabled. A letter will go out to him letting him know that he needs a permit in order to keep running his business and he needs to attend the next meeting.
- Letters of Interest (Kettlewell, Quick, Skogen) – Scott H. **moved to recommend to the Board of Supervisors that they accept the letters of interest from Vickie K., Terry Q., and Dave S.**, seconded by Dave J. and the motion carried.
- Re-Org Mtg/Oath of Office – each PC member said their oath of office and then Terry Q. **moved to have Scott H. as Vice-Chair for the PC**, seconded by Vickie K. and the motion was discussed and rescinded. Scott H. then **moved to have Dave S. as Vice-Chair for the PC**, seconded by Terry Q. and the motion carried. Scott H. then **moved to have Dave J. as Chair for the PC**, seconded by Vickie K. and the motion carried.
- It was mentioned that JB Western will need to apply for a permit under the new owners.

**Adjournment:** Scott H. **moved to adjourn**, seconded by Dave S. and the motion carried with the meeting adjourning at 8:27 pm.

Minutes submitted by,

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Jenna Ruggles, Clerk

These minutes were approved as presented on March 13, 2025 by Vickie Kettlewell, seconded by Scott Hendrickson and the motion carried with Scott H., Vickie Kettlewell, and Dave S. all in favor.

Date: 03.13.2025