

SYLVAN TOWNSHIP

18027 Old US 12

Chelsea, Michigan 48118-9673

(734) 475-8890

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Agenda of the Sylvan Township Board Meeting July 10, 2018, 7:00 p.m.

Call to Order

Pledge of Allegiance

Recognition of the passing of Jack Anderson, Zoning Board of Appeals member and Marshall Carr, spouse of Jan Carr, Sylvan Township Library Board Representative

Approval of Agenda

Approval of June 5, 2018 Board meeting draft minutes

Approval of June 26, 2018 Special Board meeting draft minutes

Presentation from Loveesh from The Computer Source on the Township's new website

Presentation of Bills

Public Comment-3 minutes per person

Committee Reports:

Water & Sewer

Library

CAFA

CACA

Planning Commission

WAVE

CAPT/DART

Board Reports:

Supervisor

Treasurer

Clerk

Trustees

Assessor

Zoning Administrator

Unfinished Business:

- Discussion of updating Water under I 94 quote
- Land Division Committee

New Business:

- Professional review fee for Zoning Compliance (Branham)
- Purchase of New Computer in Zoning Administrator's office (McKernan)
- Consideration of Purchase of Little Library for Township Hall (Kennedy)

Public Comment

Adjourn

SUPERVISOR
TOM McKERNAN

CLERK
KATHLEEN KENNEDY

TREASURER
RODNEY BRANHAM

TRUSTEE
KURT P KOSECK

TRUSTEE
CYNDI JABARA

SYLVAN TOWNSHIP

REQUEST FORM – BOARD OF TRUSTEES (BOT) AGENDA ITEM

Due at least 10 days prior to Board Meeting to ensure it will be on the agenda

Title of Item I/we Request to be added to the BOT agenda: Professional review fee for Zoning Compliance

Date of BOT meeting this item should appear: July 10

Submitted by: Rod Branham

EXPLANATION OF AGENDA ITEM

There currently are no fees associated with a Professional Review for ZBA. If review is needed, then currently the township must absorb that cost. We need to set a fee for the review of the project if required. Any amount not used will be refunded but in the same means, if more funds are required to cover the cost of the review, then those must be paid before the Zoning Compliance permit can be issued.

TYPE OF REQUEST

Resolution Motion Discussion

NOTE: If you are requesting a resolution, include your resolution statement as an attachment to this document upon submission.

In addition, if this is a new agenda item provide any copies of information which are pertinent to be included in BOT packets.

EXPENSES

- Does this agenda item require the expenditure of funds () YES (x) NO
- If yes, are funds budgeted? () YES () NO () UNCERTAIN

SUBMIT TO:

SYLVAN TOWNSHIP
Fee Schedule
Effective May 1, 2018

1. Zoning Compliance Permit	Existing	\$ 200.00
	New	\$ 225.00
		Plus \$50.00 each unit
	Decks/Porches	\$ 100.00
	Garages/Barns	\$ 125.00
	Misc. projects, i.e. fences	\$ 100.00
	<i>Note: Zoning Compliance Permit fees will be increased to \$275.00 in all instances in which commencement of construction or occupancy has been performed without benefit of a Zoning Compliance Permit</i>	
2. *Zoning Amendment	Rezoning	\$ 900.00
	Text Change	\$ 500.00
3. Zoning Board of Appeals	Single Family Residential and Small Commercial	\$ 575.00
	All Others	\$ 700.00
	Adjournment or re-hearing (except when not caused by petitioner)	\$ 450.00
	0 to 5 acres	\$ 900.00
4. *Site Plan: Preliminary and Final	Over 5 acres	Plus \$20 per acre
	**Urban Site Plan: Preliminary And Final: 0 to 5 acres	\$1,075.00
	Over 5 acres	Plus \$20.00 per acre
	*Subdivision	\$ 900.00
	*Site Condominium	
	No Central water or sewer	\$ 25.00 per dwelling
	Either water or sewer	\$ 30.00 per dwelling
	Water and sewer	\$ 35.00 per dwelling
		Plus \$20.00 per acre
	*Special Use Permit	\$ 900.00
	*Re-submittal of site plans with changes for public hearing	\$ 400.00
	*All other plan reviews not otherwise covered	\$ 900.00
*Home Occupancy	\$ 125.00	
REQUIRES DEPOSIT FOR REVIEW COSTS	\$ 500.00	
5. Agricultural Tourism Special Use Event	Bundle 1-5 Events-Submitted with a single application	\$ 900.00
	Each additional event submitted with same application (max 3 additional events)	\$ 100.00

Professional Review \$1000.00

	Professional services deposit	\$1,500.00
	Note: Events exceeding 8 per year will be reviewed as a new bundle application	
6. Land Division		\$ 200.00
		\$175.00 - \$25.00 each after first 2
	Plus: no central water or sewer	\$25.00 per new parcel
	Either water or sewer	\$30.00 per new parcel
	Water and sewer	\$35.00 per new parcel
	REQUIRES DEPOSIT FOR REVIEW COSTS	\$ 500.00
Land Transfer		\$ 175.00
	REQUIRES DEPOSIT FOR REVIEW COSTS	\$ 300.00
7. Outdoor Gathering Permit		\$1,500.00
8. Utility Franchise Fee		\$4,000.00
	REQUIRES DEPOSIT FOR REVIEW COSTS	\$2,000.00
9. Private driveway permits		\$ 125.00
	REQUIRES DEPOSIT FOR REVIEW COSTS	\$ 500.00
10. Zoning Ordinance Book		\$ 125.00
11. Master Plan Book		\$ 55.00
12. Special Meetings	Township Board	\$ 500.00
	Planning Commission	\$ 350.00
	ZBA - W/O Public Hearing	\$320.00
13. Sewer Use Ordinance		\$ 75.00
14. Water Use Ordinance		\$ 75.00
15. Connection Fees for Water		\$5,000.00
Connection Fees for Sewer		\$5,000.00
16. Application Fee for Sand And Gravel Ordinance	First 10 acres	\$5,000.00
	For each add'l 10 acres	\$1,000.00
17. Site Insurance	Policy \$5,000,000 per incident all liability claims	

*DEPOSIT for Consulting, Engineering and Attorney and Leoni Township Utility fees (to be returned when project is completed and all fees are paid in full). Billings are sent on a monthly basis \$2,500.00

**DEPOSIT for Consulting, Engineering and Attorney fees. Billings are sent on a monthly basis, with the amount of the billing subtracted from the funds on deposit. In no instance shall funds on deposit be allowed to drop below \$4,000.00. Once that level is reached, applicant shall be required to return prepaid funds to the \$5,000.00 level. \$10,000.00

*** Fee to be actual cost. No Zoning Compliance permit will be issued until all fees are paid in full.

SYLVAN TOWNSHIP

REQUEST FORM – BOARD OF TRUSTEES (BOT) AGENDA ITEM
Due at least 10 days prior to Board Meeting to ensure it will be on the agenda

Title of Item I/we Request to be added to the BOT agenda: New computer for Carol so she can do her job frustration free. Her computer cannot keep up with her job

Date of BOT meeting this item should appear: July 10

Submitted by: Tom McKernan

EXPLANATION OF AGENDA ITEM

Carol's computer cannot keep up with the contents of her job duties. She consistently has troubles and we have spent a lot of time trying to resolve this. TCS was in last week to speak with us and fix some things and I asked him to please put together a quote for us for a computer powerful enough to allow Carol to do her job. He assessed what was going on and this is his recommendation

TYPE OF REQUEST

Resolution Motion Discussion

NOTE: If you are requesting a resolution, include your resolution statement as an attachment to this document upon submission.

In addition, if this is a new agenda item provide any copies of information which are pertinent to be included in BOT packets.

EXPENSES

- Does this agenda item require the expenditure of funds (x) YES () NO
- If yes, are funds budgeted? (x) YES () NO () UNCERTAIN

SUBMIT TO:

Quote

The Computer Source
 113 E Michigan Ave
 P.O. Box -876
 Grass Lake, MI 49240
 Ph: (517) 522-4445

Date: 06/28/2018
 Quote No.: 10000
 Salesperson: Loveesh

Bill To:
 Sylvan Township
 Sylvan Township
 18027 Old US 12
 Chelsea, MI 49240

Qty	Item	Description	Unit Price	Total
1	Intel Core i7	8th Gen. Intel Core i7 6-Core CPU	\$375.00	\$375.00
1	1151 Intel MB	MSI Gaming Series with SLI support Socket 1151 Motherboard	\$160.00	\$160.00
1	32GB DDR4 Kit	8 X 4GB DDR4 Gaming Series RAM	\$390.00	\$390.00
1	PC Case	Antec Efficient cooling Mid- ATX Tower	\$85.00	\$85.00
1	PSU	700W Continuous PFC Certified Power Supply	\$150.00	\$150.00
1	GPU	Radeon RX560 4GB GDDR5 SLI compatible Overclock edition Video Card	\$252.00	\$252.00
1	CD/DVD drive	Internal CD/DVDRW Drive	\$30.00	\$30.00
1	Windows 10 Pro	Windows 10 Pro 64-bit Operating system with COA	\$179.00	\$179.00
1	1TB SSD	1TB 2.5 inch 3D NAND MLC Solid State Drive	\$329.00	\$329.00

Total \$1,950.00

The quote includes parts and build with OS and updates installed. The system includes 1 year hardware warranty through The Computer Source

Please contact us for more information about payment options.

Thank you for your business.

SYLVAN TOWNSHIP

REQUEST FORM – BOARD OF TRUSTEES (BOT) AGENDA ITEM
Due at least 10 days prior to Board Meeting to ensure it will be on the agenda

Title of Item I/we Request to be added to the BOT agenda: <i>Purchase of Little Library</i>		
Date of BOT meeting this item should appear: <i>Kathleen Kennedy</i>		
Submitted by:		
EXPLANATION OF AGENDA ITEM		
<i>We have discussed purchase of Little Library in the past. At last discussion, if we purchase, the library will install and perhaps stock free of charge.</i>		
TYPE OF REQUEST		
<input type="checkbox"/> Resolution	<input checked="" type="checkbox"/> Motion	<input type="checkbox"/> Discussion
NOTE: If you are requesting a resolution, include your resolution statement as an attachment to this document upon submission.		
In addition, if this is a new agenda item provide any copies of information which are pertinent to be included in BOT packets.		
EXPENSES		
▪ Does this agenda item require the expenditure of funds <input checked="" type="checkbox"/> YES () NO		
▪ If yes, are funds budgeted? () YES () NO <input checked="" type="checkbox"/> UNCERTAIN		
SUBMIT TO:		
Send/Give all documents, including this form to Kathleen Kennedy, Clerk at least 10 days prior to the meeting to ensure it will be included on the agenda: kkennedy@sylvan-township.org		

Book Exchange Box

Cottage Unfinished

\$ 249.00

ADD TO CART

Special Offer! A mix of books with minimum retail value of \$100 included with your Library purchase! *(Books available while supplies last. We are unable to respond to specific book requests or accept returns on books.)*

Key Features:

- Cottage model is light-weight and easy to move around if needed
- Unfinished model gives Steward creative freedom to design their Library

See how easy it is to paint your Little Free Library!

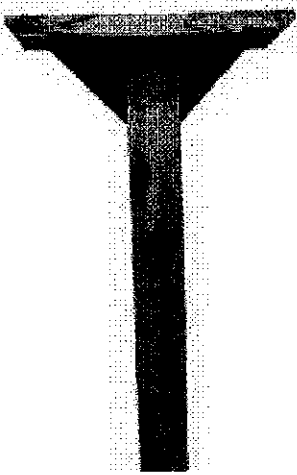
Details:

- Exterior dimensions: 21" wide x 18" tall x 17" deep
- Made from plywood and pine
- Features a dark gray metal roof
- Applying primer, paint, or stain is recommended before outdoor placement
- Installation materials (post, post topper, and installation hardware) not included
- **Included with your purchase:** Registration and an official charter sign in silver aluminum (\$39 value); "Little Free Library Original" medallion; steward's packet with details to help you set up and maintain your Library
- View our Returns Policy.

Share this Product

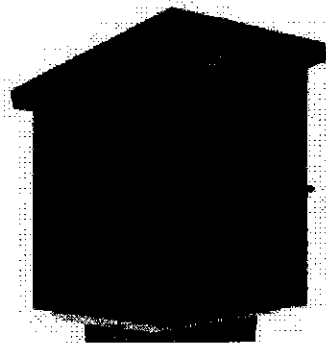
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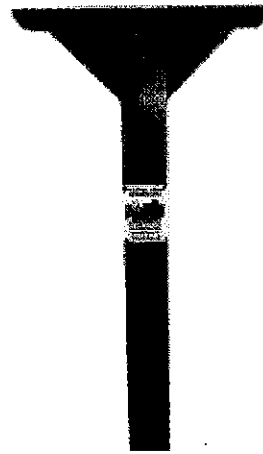
**Library Post with
Topper**

\$ 65.00



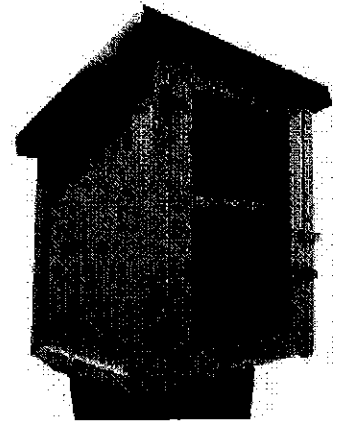
Two Story Shed Red

\$ 349.00



**Library Post with
Topper and Sign**

\$ 90.00



**Two Story Shed
Unfinished**

\$ 299.00

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