

## **Regular Board of Supervisors Meeting Minutes** **Thursday November 17<sup>th</sup>, 2022**

**Call to Order/Pledge of Allegiance/Roll Call:** Chair Booth called the Board of Supervisors Meeting to order at 6:30 pm and the Pledge of Allegiance was said. Those present at the meeting were Supervisors Greg Booth, Bob Johnson, Keith Card, Arlene Schmit and Clerk Jenna Ruggles. Supervisor Greg Bennett had an excused absence. Road Committee member Tony Hughes and Planning Commission Chair Dave Johnson were present along with residents Patrick Cox & Heather Schmit. The sign-in sheet is attached.

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

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

- **Meeting Minutes** were reviewed, and Supervisor Card **moved to approve the minutes from November 3<sup>rd</sup>, 2022 as presented**, seconded by Supervisor Johnson and the motion carried.
- **Financials** were reviewed, and Supervisor Schmit **moved to approve the November 2022 financial statements as presented**, seconded by Supervisor Card and the motion carried.

**Public Input:** Heather Schmit was here to discuss her building permit for Hengels to move a building from one property to another. Supervisor Card **moved to approve the General Business Permit for Hengels**, seconded by Supervisor Johnson and the motion carried. She also asked that Board how to go about vacating some roads that run between their multiple parcels. Chair Booth let her know that he would need a petition from all the neighbors, or she could ask for this vote at the Annual Meeting in March.

Patrick Cox asked the Board about Pit Trail and maintenance on the road; he is thinking about starting a business on the back end of his property and will be utilizing Pit Trail to access it. He would like to know that he has the right to maintain the road if he chooses to do so.

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

- **Bryan Drown, Road Project Engineer, Bolton & Menk –**
- **Road Supervisors reported –**
  - **Supervisor Schmit** reported the following.
    - Trying to meet up with Brad Holmwig and not having any luck.
    - Should send letter to the resident with the basketball hoop again.
  - **Supervisor Johnson** reported the following.
    - 2 driveways were reviewed for needing a culvert or not. One resident is in the Commercial Park and another resident in Scarcyville will have 2 approaches.
  - **Pillager Dam Rd project update** was provided; it is still in the works – but has been submitted.
  - **Complaints on roads** were received during the last snow; the Board reviewed these and said they would reach out to the contractor.

- **Sylvan Road Committee** recommendation list was provided and discussed with Mr. Hughes.
- **Sylvan Fee List** was tabled until the next meeting.
- **Broadband update** was provided from Chair Booth showing that the grant is still with the state waiting for approval.
- **Fire report** was read and is attached to these minutes.
- **PC report** was provided and is attached to these minutes. There was a recommendation for Ryan Bodell to set a Public Hearing for his Business Permit. Supervisor Schmit **moved to set a date of Jan. 5<sup>th</sup> 2023 at 5:30 pm for a public hearing for Bodell Landscape and Excavation LLC**, seconded by Supervisor Johnson and the motion carried. There was another recommendation which accompanied the Short-Term Rental Application for Sylvan Point LLC. Supervisor Card **moved to approve the Short-Term Rental Permit for Sylvan Point LLC**, seconded by Supervisor Schmit and the motion carried.

#### **New Business:**

- **Cass County MOU changes and Pre-Permit form** were reviewed and discussed. Supervisor Schmit **moved to accept the changes to the Memorandum of Understanding with Cass County and to approve the new Pre-Permit form for Sylvan staff to use**, seconded by Supervisor Card and the motion carried. There was also a PC Recommendation on this topic to accept the changes that Cass County made to the MOU.
- Sylvan Board of Supervisors discussed and **Canvassed the Election** results.

#### **Other Township Business:**

- **Correspondence** was read.
- **Review Claims** – Supervisor Schmit **moved to approve claim numbers 025374 to 025378 and EFT claim numbers 221117-01 and 221117-08 in the amount of \$6,660.46 and the payroll numbers AP22111601 – AP22111603 in the amount of \$3,322.52 for a total of \$9,982.98** seconded by Supervisor Johnson and the motion carried.
- **Other Business** – included the following.
  - **Grant Opportunities** – Chair Booth saw a grant for Broadband that he felt was a good one for Sylvan and CTC to look into, he will pass it along to CTC's grant person to see if they will apply for us jointly.
  - **Website** – Clerk Ruggles provided a better cost for Hosting with included SSL certificate through GoDaddy and asked the Board for permission to move forward, they agreed.

**Adjournment:** Supervisor Schmit **moved to adjourn**, seconded by Supervisor Johnson and the motion carried with the meeting adjourning at 8:40 pm.

Minutes submitted by,

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Jenna Ruggles, Clerk

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Greg Booth, Chair

These minutes were approved as amended on December 1, 2022 by Supervisor Schmit, seconded by Supervisor Card and the motion carried with Supervisors Bennett, Card, Johnson, Schmit and Booth.

Date: 12.1.2022