

**CENTERVILLE TWP TREASURER'S REPORT**  
As of October 31, 2023

**ACCOUNT BALANCES:**

4Front Credit Union Savings #5221	\$25,006.82
Chase Tax Fund Cking #9301	\$3,041.55
Chase HI Yield Savings #5793	\$101,815.60
Chase Business Savings #6868	\$100,392.92
Chase Business Cking #1613	\$40,739.76
	<b>ARPA FUNDS</b>

Totals:

**\$270,996.65**

**CERTIFICATES OF DEPOSIT:**

4Front Credit Union #5221, #1	\$51,056.77	6/15/24; 5.0%-13 mo.
4Front Credit Union #5221, #2	\$51,056.77	6/15/24; 5.0%-13 mo.

**GRAND TOTAL FOR ALL ACCOUNTS**

**\$272,110.19**

Receipts	Amount	From	Description
#3259	\$3,766.80	K Pleva, Treasurer	Admin Fee
#3259	\$1,705.00	K Pleva, Treasurer	State of MI SET for Glen Lake Schools; 682 parcels @ \$2.50/parcel
#3260	\$1,156.92	K Pleva, Treasurer	Admin Fee
#3261	\$450.00	Tim Cypher, ZA	3 LUP's; 2 Land Divisions
#3262	\$1,895.00	Leland Public School	SET collection for Leland Schools; 758 parcels @ \$2.50/parcel
#3263	\$140.00	Ben Jackson	LUP
#3264	\$291.09	K Pleva, Treasurer	Admin Fee
#3265	\$418.93	4Front CU	Interest-CD's and Savings

## CENTERVILLE TOWNSHIP MONTHLY BOARD MEETING MINUTES

WEDNESDAY, October 11th, 2023, 7:00PM

**Present:** Ron Schaub, Katrina Pleva, Elizabeth Chiles, Dan Hubbell

**Guests:** Country Commissioner Kama Ross plus 2 guests. Recording Secretary joined via Zoom

- ❖ **Call to Order/Pledge of Allegiance-** Chiles called meeting to order at 7:01pm
- ❖ **Review Agenda/Additions/Public Comment/Approve Agenda -** Schaub moved to approve Agneda, seconded by Pleva. Yays:4 Nays:0
- ❖ **Special Items – Open board position**
  1. **MOTION:** Chiles moves that the Centerville Township Board of Trustees appoint Trustee Ron Schaub to the position of Centerville Township Supervisor for a term starting October 11, 2023, and ending November 20, 2024, which is the current term for resigning board member James Schwantes. Seconded by Hubbell. Yays:4 Nays:0

Planning Commission member Joe Mosher Submitted a letter of interest in becoming a Trustee if Ron Schaub was appointed to the Supervisor.

2. **MOTION:** Chiles moves that the Centerville Township Board of Trustees appoint planning commission member Joe Mosher as board trustee for a term starting October 11, 2023, and ending November 20, 2024, which is the current term for trustee Ron Schaub. Seconded by Pleva, Yays:4 Nays:0

### ❖ **Previous Meeting Minutes**

#### 1. **September 13, 2023, Regular Meeting Minutes**

- 2. under the motion Schaub moved, should be seconded by Hubbell instead of Ron.
- 3.a Last sentence should say Plaintiff's
- 5. Treasury report. Treasury is missing the "s."
- 6. under the Motion, Hubbell is misspelled
- Under the payment, Pleva is misspelled.
- 12. Under motion the word "on" should be removed.
- 14. Hall remodel, price needed a comma.
- 15.c under motion Hubbell is misspelled.
- 16. Should say County Commissioner not country.
- 17.a In person resident was, should have an added s.
- MOTION:** Hubbell moved to approve previous meeting minutes with corrections. Seconded by Schaub. Yays:5 Nays:0

### ❖ **Township Financial Update**

1. **Treasurer's Report -** Pleva reported, nothing much to update, there is one more payout to do for summer taxes, otherwise preparation for winter taxes will start at the end of October. **MOTION:** Hubbell moved to approve treasurer's report. Seconded by Schaub. Yays:5 Nays:0
2. **Reconciliation for September –** Postponed until next month

❖ **Invoices - Review and authorize payment**

**MOTION:** Hubbell moved to authorize payment of invoices. seconded by Pleva. Yays: 5  
Nays:0

❖ **Clerk Report-** Chiles reported that things are progressing smoothly toward the November 7 election for the Glen Lake bond issue. The Election Commission will meet at the conclusion of the regular meeting to review and approve the slate of election inspectors.

❖ **Supervisor's Report -** No report

❖ **Board of Review –** Nothing to report

❖ **Zoning Administrator's Report**

1. **Rogers/Lake Shore Drive -** Chiles reported the Rogers suit is still ongoing.

❖ **Planning Commission - Board representative's Report –** Hubbell reported the PC held the first public meeting regarding the Northgate process. A special meeting will be held on Wednesday October 25<sup>th</sup>, 2023. This is for a public hearing. No voting will take place. The meeting will be held at the Leland School's Performing Arts Center.

- Only one trustee is permitted to be on the PC. With Mosher's new position as trustee on the board, Hubbell would like to have Joe Mosher be the PC representative in board meetings moving forward. **MOTION:** Hubbell moved to appoint Joe Mosher as the PC representee on the Board. Pleva seconded. Yays:5 Nays:0
- Short term rental sub-committee is officially kicked off with 14 members, and the first meeting was held 10.8.23.

**Next meeting: Regular meeting: Monday, November 6, 2023, at 6:30PM.** This meeting will be at the Leland location due to election be hosted in the Centerville Hall the following day.

❖ **Zoning Board of Appeals-** No report

❖ **Cedar Area Fire and Rescue Board**

1. **Board member report -** Draft budget was received and distributed to the Board for consideration during meeting. The board discussed and agreed. **MOTION:** Hubbell moved to approve budget, seconded by Schaub. Yays:5 Nays:0  
Schaub will continue as fire board representative.
2. **Next regular meeting: Thursday, November 2, 2023, at 2:00PM**

❖ **Board – Unfinished Business**

1. **Hall remodel –** window replacement to begin shortly, followed by construction of the AVCB/file storage room. Hopefully the projects will be completed by the end of the year.
2. **Boat ramp for park -** No follow up this month.
3. **Brownfield Assessment for Twp Dump –** awaiting Phase 2
4. **Manor Green –** repaving project, hopefully this will be clearer as LCRC budget comes together but no final word on that.
5. **Blight ordinance draft -**tabled at this time until Tim Cypher can participate in initial discussion. Mosher questioned if the Blight Ordinance goes through the PC as part of the process. Mosher will reach out to Tim Johnson.

- ❖ **Board – New business** – Chiles administered the oath of office to both Schaub and Mosher, followed by their signing the Oath Book.
- ❖ **Upcoming Township Meetings: November 8, 2023, at 7:00PM**
- ❖ **County Commissioner's Report-** Kama Ross reported the county commissioners are working on a Budget that will be presented in November's meeting. Leelanau County Energy Futures Task Force committee has 14 members. A potential statewide septic ordinance could go into effect, no word yet on how that would affect local ordinances already in place. Ross reported she toured the recycling center in Traverse City and 95 % of all materials that come into the recycling processing station stay in Michigan and is reused in Michigan.
- ❖ **Public Comment** – Hubbell congratulated and thanked Joe Mosher and Ron Schaub for serving in the new positions and a special thank you to outgoing supervisor James Schwantes for his excellent service to the township over the years.
- ❖ **Motion to Adjourn-** MOTION: Pleva moved to Adjourn meeting at 7:55pm Seconded Hubbell.

Respectfully submitted,

Beth Yoder, Recording Secretary

Clerk's Signature \_\_\_\_\_ Date: \_\_\_\_\_

**CENTERVILLE TOWNSHIP**  
**Zoning Administrator's**  
**OCTOBER 2023 REPORT**

**To: Township Board & Planning Commission**

From: *Timothy A. Cypher* 11/5/2023

<b>Land Use Permits Issued:</b>	<b>2</b>	<b>YEAR TO DATE 33</b>
Signs / Home Occupation	0	
Single Family Residences (SFR)	1	
Additions to SFR	0	
Garages / or additions to	1	
Decks & Porches / MISC.	0	
Accessory Buildings	0	
Commercial Construction	0	
Stairs & Landings	0	
Demolitions	0	
Boat houses	0	
Solar Panels	0	
Renewal of / Change of use	0	
<b>Z.B.A. proceedings</b>	0	0 INQUIRY
<b>Special Land Use Permits</b>	0	1 INQUIRY
<b>Lot Consolidations</b>	0	0 INQUIRY
<b>Land Divisions</b>	0	1 INQUIRY
<b>Property Line Adjustments</b>	0	1 INQUIRY
<b>Driveways</b>	0	0 INQUIRY
<b>Zoning / Site Plan Reviews</b>	0	
<b>Construction Inspections</b>	5	
<b>Violations/Investigations</b>	<b>1 **VIOLATIONS**</b>	
	0 INVESTIGATIONS PENDING	

NOTE: ROGERS MATTER STILL PENDING FINAL RESOLUTION - COURT ORDER IN PLACE

I supplied information via 19 phone calls & 12 emails to Township residents & others.

Please feel free to contact me with any questions.

[staff@allpermits.com](mailto:staff@allpermits.com)

Phone 231-360-2557

CENTERVILLE TOWNSHIP - ZA'S MONTHLY SUMMARY

Period: OCTOBER 2023

DATE	PERMIT #	NAME	USE	REC. #	CK.#	AMOUNT
10/14/2023	LUP 23-31	FORMISANO	LAND USE	202331	PENDING	\$ 100.00
002-002-002-00	6040 E. LAVASSAR RD.	DETACHED ACCESSORY BLDG. - GARAGE			750 S.F.	
10/27/2023	LUP 23-32	HERMAN	LAND USE	202332	PENDING	\$ 125.00
002-550-019-00	4805 S. GREEN COURT	DWELLING 3 DECKS			1,240 S.F.	

TOTAL \$ 225.00

SIGNED:

TIMOTHY A. CYPHER

DATE: 11/5/2023

TIMOTHY A. CYPHER  
CENTERVILLE TOWNSHIP ZONING ADMINISTRATOR  
231-360-2557

## CENTERVILLE TOWNSHIP Monthly Check Journal with Totals Sorted by Check# October 2023

Type	Date	Num	Name	Memo	Account	Debit	Credit
Paycheck	11/08/2023	ACH	BOOMER (REC SECRETARY), DANA BOOMER (REC SECRETARY), DANA BOOMER (REC SECRETARY), DANA		014 - CHASE CHECKING #1613 721-701 - Part Time Wages 262-860 - Travel	150.00 0.00	138.52
Paycheck	11/08/2023	ACH	CHILES, BETH CHILES, BETH		014 - CHASE CHECKING #1613 215-701 - Wages	150.00 1,475.00	138.52 1,302.43
Paycheck	11/08/2023	ACH	HUBBELL (TRUSTEE), DANIEL HUBBELL (TRUSTEE), DANIEL HUBBELL (TRUSTEE), DANIEL		014 - CHASE CHECKING #1613 101-701 - Adm Wages 721-701 - Part Time Wages	125.00 0.00	115.43
Paycheck	11/08/2023	ACH	KROMBEEN (ASSESSOR), JULIE KROMBEEN (ASSESSOR), JULIE		014 - CHASE CHECKING #1613 257-701 - Wages	1,400.00 1,400.00	1,292.90
Paycheck	11/08/2023	ACH	PLEVA (TREASURER), KATRINA PLEVA (TREASURER), KATRINA		014 - CHASE CHECKING #1613 253-701 - Wages & School Col.	1,400.00 1,475.00	1,292.90 1,262.43
Paycheck	11/08/2023	ACH	RAY (Deputy Clerk), PATRICIA G RAY (Deputy Clerk), PATRICIA G RAY (Deputy Clerk), PATRICIA G		014 - CHASE CHECKING #1613 215-703 - Part Time Wages 721-701 - Part Time Wages	105.00 217.50	274.78
Paycheck	11/08/2023	ACH	SCHAUB (TRUSTEE), RONALD J SCHAUB (TRUSTEE), RONALD J		014 - CHASE CHECKING #1613 171-701 - Adm Wages	322.50 958.33	864.42
Check	11/08/2023	ACH	CYPHER GROUP, INC CYPHER GROUP, INC	October 2023 October 2023	014 - CHASE CHECKING #1613 723-701 - Contracted Services	800.00 800.00	800.00
Check	11/08/2023	ACH	Beth Chiles 1 Beth Chiles 1	reimbursement: stamps, keys reimbursement: stamps, keys	014 - CHASE CHECKING #1613 215-726 - Office Supplies/Software	89.93 89.93	89.93
Liability Check	10/13/2023	EFT	United States Treasury	38-2297948	014 - CHASE CHECKING #1613	0.00	965.82
Liability Check	10/14/2023	EFT	STATE OF MICHIGAN	38-2297948	014 - CHASE CHECKING #1613	0.00	965.82
Check	10/16/2023	8335	SHEREN PLUMBING SHEREN PLUMBING	INV 98904 Fix toilet	014 - CHASE CHECKING #1613 265-930 - Repairs & Maintenance	186.00	186.00
Check	10/27/2023	8336	KCI KCI	proposal 229570 Postage for Winter Tax bills	014 - CHASE CHECKING #1613 253-802 - Contracted Services	555.00	555.00
Check	10/31/2023	8337	STAPLES STAPLES	Accl # 4654634682 envelopes for AV Ballot Request Letters Nov election	014 - CHASE CHECKING #1613 262-726 - Office Supplies	134.22 134.22	134.22

Credit Column shows NET CHECK TOTALS

## CENTERVILLE TOWNSHIP Monthly Check Journal with Totals Sorted by Check# October 2023

Type	Date	Num	Name	Memo	Account	Debit	Credit
Check	11/08/2023	8338	CHERRYLAND ELECTRIC CO-OP CHERRYLAND ELECTRIC CO-OP	acct # 6311010 9.13.23 - 10.13.23	014 · CHASE CHECKING #1613 265-920 · Utilities-Electric	46.68	46.68
Check	11/08/2023	8339	LEELANAU ENTERPRISE TRIBUNE LEELANAU ENTERPRISE TRIBUNE	advertiser 406 Sept synopsals	014 · CHASE CHECKING #1613 215-726 · Office Supplies/Software	46.68	46.68
Check	11/08/2023	8340	GABRIDGE & COMPANY, PCL GABRIDGE & COMPANY, PCL	inv 7342681 inv 7342681	014 · CHASE CHECKING #1613 215-802 · Contracted Services	98.97	98.97
Check	11/08/2023	8341	TROPOSPHERE LEGAL PLC TROPOSPHERE LEGAL PLC	inv #74 Brian Rogers	014 · CHASE CHECKING #1613 101-801 · Legal Fees	98.97	98.97
Check	11/08/2023	8342	MICHIGAN TOWNSHIP ASSOCIATION MICHIGAN TOWNSHIP ASSOCIATION	inv # 238511 supervisor's handbook	014 · CHASE CHECKING #1613 171-960 · Education & Training	1,475.00	1,475.00
Check	11/08/2023	8343	GROBBEL ENVIRONMENTAL & PLANNING ... GROBBEL ENVIRONMENTAL & PLANNING ...	statement 2023-112 quarterly statement June 29 - Oct.25, 2023	014 · CHASE CHECKING #1613 721-801 · Legal Fees & Professional	942.50	942.50
Check	11/08/2023	8344	WILLIAMS AND BAY PORTABLE RESTROO.. WILLIAMS AND BAY PORTABLE RESTROO...	inv 1'0318 October 2023	014 · CHASE CHECKING #1613 751-801 · Contracted Services	43.00	43.00
Check	11/08/2023	8345	void check void check		014 · CHASE CHECKING #1613 215-726 · Office Supplies/Software	43.00	43.00
Check	11/08/2023	8346	void check void check		014 · CHASE CHECKING #1613 215-726 · Office Supplies/Software	3,562.50	3,562.50
Check	11/08/2023	8347	void check void check		014 · CHASE CHECKING #1613 215-726 · Office Supplies/Software	3,562.50	3,562.50
Paycheck	11/08/2023	8348	VOID:	VOID:	014 · CHASE CHECKING #1613	116.50	116.50
Paycheck	11/08/2023	8349	BEEKER, MARY L BEEKER, MARY L		014 · CHASE CHECKING #1613 721-701 · Part Time Wages	0.00	0.00
Paycheck	11/08/2023	8350	MOSHER, Joseph D MOSHER, Joseph D		014 · CHASE CHECKING #1613 101-701 · Adm Wages	0.00	0.00
Paycheck	11/08/2023	8351	VOID:	VOID:	014 · CHASE CHECKING #1613	0.00	0.00
<b>TOTAL</b>						<b>14,181.13</b>	<b>15,089.26</b>



# Troposphere Legal PLC

# INVOICE

420 East Front Street  
 Traverse City, MI 49686-4237  
 Phone: 231.709.4000  
 Email: colleen@tropospherelegal.com

Invoice # 75  
 Date: 10/05/2023  
 Due On: 11/04/2023

Centerville Township  
 5001 S. French Road  
 Cedar, MI 49621

## Leelanau Pines - Northgate

Date	Attorney	Description	Hours	Rate	Total
09/01/2023	LT	TCW Jim Schwantes; email with Brad Wierda; TCW Brad and Brion Doyle.	0.40	\$145.00	\$58.00
09/06/2023	LT	Review settlement email and court documents from Brion Doyle; edit same; respond to email.	0.30	\$145.00	\$43.50
09/07/2023	LT	TCW Jim Schwantes re presenting settlement to Board; email to Brad re same.	0.30	\$145.00	\$43.50
09/08/2023	LT	TCW Jim Schwantes.	0.10	\$145.00	\$14.50
09/14/2023	LT	Finalize and strategize around signing settlement agreement and other documents.	0.50	\$145.00	\$72.50
09/18/2023	LT	Review updated site plan application.	0.20	\$145.00	\$29.00
09/19/2023	LT	Email to Brad Weirda re Northgate's site plan application documents; TCW Brad.	0.20	\$145.00	\$29.00
<b>Hours Subtotal</b>					<b>2.0</b>
<b>Hours Total</b>					<b>2.0</b>
<b>Subtotal</b>					<b>\$290.00</b>
<b>Total</b>					<b>\$290.00</b>

## Detailed Statement of Account

### Current Invoice

Invoice Number	Due On	Amount Due	Payments Received	Balance Due
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**CENTERVILLE TOWNSHIP  
5001 S FRENCH RD  
CEDAR, MICHIGAN 49621**

**SUPERVISOR**  
JAMES SCHWANTES  
PHONE: 920-5204  
Email: centervillesupervisor@gmail.com  
**TRUSTEE**  
DANIEL HUBBELL  
PHONE: 228-6390  
Email: dan@hubbellfarm.com

**CLERK**  
ELIZABETH CHILES  
PHONE: 620-2130  
Email: clerk.centerville@gmail.com  
**TRUSTEE**  
RONALD SCHAUB  
PHONE: 256-7127  
Email: schaubron@yahoo.com

**TREASURER**  
KATRINA PLEVA  
PHONE: 825-1188  
Email: centervilletwptreasurer@gmail.com  
**ZONING ADMIN:**  
TIM CYPHER  
CELL: 360-2557 FAX 256-7774  
Email: tim@allpermits.com

**APPLICATION FOR BOARDS AND COMMISSIONS**

Date of Application: 11/6/23

Name: Noel Bielaczyc

Address City State Zip: 4771 E. Gauthier Rd, Cedar, MI 49621

Email: noel.bielaczyc@gmail.com

Phone: (734) 546-7889

Do you own property in Centerville Township: Yes/No YES

What is your occupation: I am a Food System Specialist at Michigan State University

How many hours per month for the foreseeable future are you available to meet: 6-8 hours

Why are you interested in serving:

I'm interested in serving on the Centerville Planning Commission because I recognize the important role that the planning commission serves in determining the future of our township. My wife and I chose to raise our children in Cedar for its combination of natural ecosystems, lakes/ waterways, people, and agricultural community. Ultimately, I want to ensure that these unique qualities are preserved for my children and all future generations. I see this as a great opportunity to engage in local governance and it would be my honor to provide time and input to this commission.

What qualifications and/or experience would help you serve:

As a food system specialist, I work with many local farms and food businesses and understand the challenges of food production and the importance of maintaining working agricultural landscapes. I am an experienced researcher and facilitator, and lead several projects related to food systems resilience and healthy food access in Michigan. Prior to my current profession, I studied ecology and worked on several conservation projects, including the Piping Plover Restoration Project. These experiences have given me deep knowledge and appreciation for the plants and animals that make our region so special.

Describe your position/opinion on a local issue of concern to you:

As a young working family, I think affordable housing is a major issue for our county & township. The extremely high property costs are a major barrier for young people in the community and drive many to seek livelihoods elsewhere. In addition, our local economy is driven by essential workers in the retail, food service, and agriculture sector, many of whom must commute long distances due to lack of affordable housing options. I would advocate for a cohesive approach to addressing this urgent issue in our community.

Signed: \_\_\_\_\_

A handwritten signature in black ink, appearing to be 'NR', written over a horizontal line.

Date: 11/6/23

Feel free to use the back of the form or separate sheets to answer the questions