

**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: 228-5649 FAX: 228-6818

Email: dalekatrina@centurytel.net

**ZONING ADMIN:**

**TIM CYPHER**

CELL: 360-2557 FAX 256-7774

Email: tim@allpermits.com

**AGENDA**

Wednesday June 9, 2021 7:00PM

Monthly Township Board Meeting

Township Election Commission Meeting will follow afterwards

Centerville Township Hall

Public may participate via Zoom

1. Call to Order/Pledge of Allegiance
2. Review Agenda/Additions/Public Comment/Approve Agenda
3. Previous Meeting Minutes
  1. May 12, 2021 Regular Meeting
4. Township Financial Update
  1. Treasurer's Report
  2. Reconciliation Report
5. Invoices - Review and authorize payment
6. Special Item: Chalet Roads discussion with Brendan Mullane and Garth Greenan
7. Clerk Report
8. Correspondence/ Communication
9. Board of Review
  1. Board of Review will meet on Tuesday July 20 at 10AM
10. Zoning Administrator's Report
11. Planning Commission:
  1. Board member report
  2. Next regular meeting: Monday, August 2, 2021 at 6:30PM
  3. Zoning Board of Appeals annual organizational meeting
12. Cedar Area Fire and Rescue Board
  1. Board member report
  2. Next regular meeting: Thursday, June 17, 2021 at 7:00PM
13. Board – Unfinished Business
  1. Chalet Streets
  2. Deputy Clerk readiness
  3. Board work taxonomy
  4. ARPA Funds
  5. Park buildings
14. Board – New business
15. County Commissioner Report
16. Upcoming Township Meetings:
  1. Next regular Board of Trustees Meeting: Wednesday, July 14, 2021
17. Public Comment
18. Motion to Adjourn



James Schwantes is inviting you to a scheduled Zoom meeting.

Topic: June 9 Township Board Meeting

Time: Jun 9, 2021 07:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/89932258134?pwd=VHk5UWJmTETjeWRWOE1vNURmN1FGZz09>

Meeting ID: 899 3225 8134

Passcode: 961017

One tap mobile

+13017158592,,89932258134#,,, \*961017# US (Washington DC)

+13126266799,,89932258134#,,, \*961017# US (Chicago)

Dial by your location

+1 301 715 8592 US (Washington DC)

+1 312 626 6799 US (Chicago)

+1 929 205 6099 US (New York)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 669 900 6833 US (San Jose)

Meeting ID: 899 3225 8134

Passcode: 961017

Find your local number: <https://us02web.zoom.us/u/klpp6fAWu>



**CENTERVILLE TWP TREASURER'S REPORT**  
As of May 31, 2021

**Account Balances:**

Chase Tax Fund Cking #9301  
Chase HI Yield Savings #5793  
Chase Business Savings #6868  
Chase Commercial Cking #2769  
**TOTAL:**

\$3,190.32  
\$96,659.62  
\$5,040.02  
\$232,124.77  
\$337,014.73

<u>Receipts</u>	<u>Amount</u>	<u>From</u>	<u>Description</u>
#3073	\$486.17	County of Leelanau	Reimbursement for Covid-19
			Reimbursement for Covid-19
#3074	\$300.00	Sue/J Sean Flees	Hall Rental-\$100 Security Deposit to be returned if hall cleaned
#3075	\$19,168.00	State of MI	Sales Tax Revenue-Jan/Feb 2021
#3076	\$275.00	Tim Cypher, ZA	Two Land Use Permits
#3077	\$17,918.69	County of Leelanau	2020 Delinquent Tax Disbursement- Admin Fee-\$940.58; Twp-\$4,108.66; Fire/Ambul-\$12,869.45
#3078	\$4,357.91	Local Comm Stabilization Authority	Metro Revenue for 2021
#3079	\$3.87	Chase Bank	Interest



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CEDAR, MICHIGAN 49621**

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ZONING ADMIN:  
TIM CYPHER  
CELL: 360-2557 FAX 256-7774  
Email: tim@allpermits.com

## **MONTHLY RECONCILIATION REPORT**

Wednesday June 9, 2021 7:00PM

Monthly Township Board Meeting

Centerville Township Hall

This is to certify that the Centerville Township Board at its regular Board meeting conducted a reconciliation review for the month of May in 2021. This review uses the monthly bank reconciliation as its guide to review the sample transactions. Prior to this meeting the Supervisor requested documentation on three (3) deposits to and three (3) expenditures from the General Fund for review.

Supervisor's comments: The expenditures reviewed were appropriate and properly documented. The deposits were documented and correspond to bank record. No issues of concern were identified.

Reviewed by the board & signed by

Supervisor \_\_\_\_\_ Date: \_\_\_\_\_

(This report will be kept monthly for the Supervisor to present at the audit)





JPMorgan Chase Bank, N.A.  
P O Box 182051  
Columbus, OH 43218 - 2051

May 01, 2021 through May 28, 2021

Account Number: **000000771382769**

00020806 DRE 021 210 15421 NNNNNNNNNN 1 000000000 D2 0000

CENTERVILLE TOWNSHIP  
GENERAL FUND ACCOUNT  
5001 S FRENCH RD  
CEDAR MI 49621

### CUSTOMER SERVICE INFORMATION

Web site: **www.Chase.com**  
Service Center: **1-877-425-8100**  
Deaf and Hard of Hearing: **1-800-242-7383**  
Para Espanol: **1-888-622-4273**  
International Calls: **1-713-262-1679**

## CHECKING SUMMARY

Chase Platinum Business Checking

	INSTANCES	AMOUNT
<b>Beginning Balance</b>		<b>\$200,650.46</b>
Deposits and Additions	3	42,505.77
Checks Paid	18	-3,996.11
Electronic Withdrawals	9	-6,750.47
Fees	1	-25.00
<b>Ending Balance</b>	<b>31</b>	<b>\$232,384.65</b>

Your Chase Platinum Business Checking account provides:

- No transaction fees for unlimited electronic deposits (including ACH, ATM, wire, Chase Quick Deposit)
- 500 debits and non-electronic deposits (those made via check or cash in branches) per statement cycle
- \$25,000 in cash deposits per statement cycle
- Unlimited return deposited items with no fee

There are additional fee waivers and benefits associated with your account – please refer to your Deposit Account Agreement for more information.

## DEPOSITS AND ADDITIONS

DATE	DESCRIPTION	AMOUNT
05/13	Remote Online Deposit 2	\$20,229.17 ✓
05/25	Remote Online Deposit 2	17,918.69 ✓
05/25	Orig CO Name:Local Orig ID:1853089249 Desc Date: CO Entry Descr:Lcsa Pmt Sec:CCD Trace#:072000093701800 Eed:210525 Ind ID:45-1020 Ind Name:Centerville Township Trn: 1443701800Tc	4,357.91

**Total Deposits and Additions** **\$42,505.77**

## CHECKS PAID

CHECK NO.	DESCRIPTION	DATE PAID	AMOUNT
5380 ^		05/05	\$760.00
5381 ^		05/19	44.28
5382 ^		05/19	254.00
5383 ^		05/18	1,123.00
5384 ^		05/18	274.96
5385 ^		05/19	74.72



# CHASE *for* BUSINESS

Printed from Chase for Business



## Chase QuickDeposit receipt

Date	May 13, 2021
Account number ending in	PLAT BUS CHECKING (.2769)
Deposit amount	\$20,229.17
Available balance <sup>1</sup>	\$194,126.81
Current balance <sup>2</sup>	\$214,355.98

Please print this receipt for your records. You won't be able to come back to this receipt once you leave this screen.

Thank you.

JPMorgan Chase Bank, N.A.

1-877-226-0071 (For government entities and not-for-profit organizations, call 1-855-893-2223). Member FDIC, Equal Housing Lender.

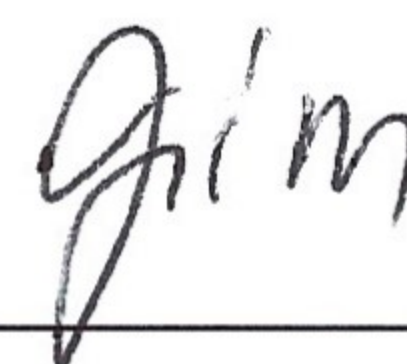
<sup>1</sup> Your "available balance" is the amount of the account's "current balance" that is available for immediate use. Certain pending transactions, such as check deposits, may not be included in the "available balance."

<sup>2</sup> Your "current balance" is the previous business day's ending balance, plus or minus any transaction known to the bank made during the current day.



**CHASE** *for* BUSINESS

Printed from Chase for Business



## Chase QuickDeposit receipt

Date	May 25, 2021
Account number ending in	PLAT BUS CHECKING (...2769)
Deposit amount	\$17,918.69
Available balance <sup>1</sup>	\$214,597.96
Current balance <sup>2</sup>	\$232,516.65

Please print this receipt for your records. You won't be able to come back to this receipt once you leave this screen.

Thank you.

JPMorgan Chase Bank, N.A.

1-877-226-0071 (For government entities and not-for-profit organizations, call 1-855-893-2223). Member FDIC, Equal Housing Lender.

<sup>1</sup>. Your "available balance" is the amount of the account's "current balance" that is available for immediate use. Certain pending transactions, such as check deposits, may not be included in the "available balance."

<sup>2</sup>. Your "current balance" is the previous business day's ending balance, plus or minus any transaction known to the bank made during the current day.



**OFFICIAL  
RECEIPT**

**CENTERVILLE TOWNSHIP  
CEDAR MICHIGAN  
LEELANAU COUNTY**

Nº **3073**

DATE 5.13.21

RECEIVED FROM County of Leelanau \$ 486.17

DOLLARS

FUND	ACCOUNT NO.	AMOUNT
Bus. Ching	#2769	486.17
	ck #113966	

IN PAYMENT FOR Subrecipient CDBG  
Cares Reimbursement  
Covid-19  
K Pleva

AUTHORIZED SIGNATURE

FORM NO. TUA-12 (REV 2/14)

**OFFICIAL  
RECEIPT**

**CENTERVILLE TOWNSHIP  
CEDAR MICHIGAN  
LEELANAU COUNTY**

Nº **3074**

DATE 5.13.21

RECEIVED FROM Sue / Joseph Sean Flees \$ 300.00

DOLLARS

FUND	ACCOUNT NO.	AMOUNT
Bus. Ching	#2769	300.00
	ck #2820	

IN PAYMENT FOR Hall rental - \$200  
\$100 security deposit  
returned if hall cleaned  
K Pleva

AUTHORIZED SIGNATURE

FORM NO. TUA-12 (REV 2/14)

**OFFICIAL  
RECEIPT**

**CENTERVILLE TOWNSHIP  
CEDAR MICHIGAN  
LEELANAU COUNTY**

Nº **3075**

DATE 5.13.21

RECEIVED FROM State of MI \$ 19,168.00

DOLLARS

FUND	ACCOUNT NO.	AMOUNT
Bus. Ching	#2769	19,168.00
	ck #104328215	

IN PAYMENT FOR Sales Tax Revenue  
Jan / Feb. 2021  
K Pleva

AUTHORIZED SIGNATURE

FORM NO. TUA-12 (REV 2/14)







PRESCRIBED BY BUREAU OF LOCAL GOVERNMENT SERVICES MICHIGAN DEPARTMENT OF TREASURY

**OFFICIAL  
RECEIPT**

**CENTERVILLE TOWNSHIP**  
CEDAR MICHIGAN  
LEELANAU COUNTY

Nº **3079**

DATE 5-28-21

RECEIVED FROM Chase Bank \$ 3.87

DOLLARS

FUND	ACCOUNT NO.	AMOUNT
BWL Savings	#5793	3.66
"	"	
"	#6868	0.19

IN PAYMENT FOR \_\_\_\_\_

Interest

K Pleva

AUTHORIZED SIGNATURE

FORM NO. TUA-12 (REV 2/14)

PRESCRIBED BY BUREAU OF LOCAL GOVERNMENT SERVICES MICHIGAN DEPARTMENT OF TREASURY

**OFFICIAL  
RECEIPT**

**CENTERVILLE TOWNSHIP**  
CEDAR MICHIGAN  
LEELANAU COUNTY

Nº **3080**

DATE \_\_\_\_\_

RECEIVED FROM \_\_\_\_\_ \$ \_\_\_\_\_

DOLLARS

FUND	ACCOUNT NO.	AMOUNT

IN PAYMENT FOR \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

AUTHORIZED SIGNATURE

FORM NO. TUA-12 (REV 2/14)

PRESCRIBED BY BUREAU OF LOCAL GOVERNMENT SERVICES MICHIGAN DEPARTMENT OF TREASURY

**OFFICIAL  
RECEIPT**

**CENTERVILLE TOWNSHIP**  
CEDAR MICHIGAN  
LEELANAU COUNTY

Nº **3081**

DATE \_\_\_\_\_

RECEIVED FROM \_\_\_\_\_ \$ \_\_\_\_\_

DOLLARS

FUND	ACCOUNT NO.	AMOUNT

IN PAYMENT FOR \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

AUTHORIZED SIGNATURE

FORM NO. TUA-12 (REV 2/14)



**CENTERVILLE TOWNSHIP**  
**Monthly Check Journal with Totals Sorted by Check#**  
 April 15 thru May 12 2021

Type	Date	Num	Name	Memo	Account	Debit	Credit
Liability Check	04/21/2021		STATE OF MICHIGAN	38-2297948	015 - CHASE CHECKING GEN FUND 2769		629.11
Paycheck	05/12/2021		HUBBELL (TRUSTEE), DANIEL HUBBELL (TRUSTEE), DANIEL		015 - CHASE CHECKING GEN FUND 2769 101-701 - Adm Wages	0.00	629.11
Paycheck	05/12/2021		RAY (Deputy Clerk), PATRICIA G RAY (Deputy Clerk), PATRICIA G RAY (Deputy Clerk), PATRICIA G		015 - CHASE CHECKING GEN FUND 2769 262-701 - Wages-Part time 215-703 - Part Time Wages	100.00	92.35
Paycheck	05/12/2021		SCHAUB (TRUSTEE), RONALD J SCHAUB (TRUSTEE), RONALD J		015 - CHASE CHECKING GEN FUND 2769 101-701 - Adm Wages	100.00	92.35
Paycheck	05/12/2021		CHILES, BETH CHILES, BETH		015 - CHASE CHECKING GEN FUND 2769 215-701 - Wages	100.00	92.35
Paycheck	05/12/2021		KROMBEEN (ASSESSOR), JULIE KROMBEEN (ASSESSOR), JULIE		015 - CHASE CHECKING GEN FUND 2769 257-701 - Wages	1,383.33	1,184.71
Paycheck	05/12/2021		PLEVA (TREASURER), KATRINA PLEVA (TREASURER), KATRINA		015 - CHASE CHECKING GEN FUND 2769 253-701 - Wages & School Col.	1,233.33	1,086.56
Paycheck	05/12/2021		SCHWANTES (SUPERVISOR), JAMES SCHWANTES (SUPERVISOR), JAMES		015 - CHASE CHECKING GEN FUND 2769 171-701 - Adm Wages	1,383.33	1,218.71
Check	05/12/2021	ACH	CYPHER GROUP, INC CYPHER GROUP, INC	April 2021 April 2021	015 - CHASE CHECKING GEN FUND 2769 723-701 - Contracted Services	891.67	785.56
Check	04/30/2021	5380	ACCIDENT FUND OF MICHIGAN ACCIDENT FUND OF MICHIGAN	Policy # WCV 0158676 33 01 9009314 Annual Payment Policy # WCV 0158676 33 01 9009314	015 - CHASE CHECKING GEN FUND 2769 101-871 - Workers Compensation Insurance	1,000.00	1,000.00
Check	05/12/2021	5381	Election Source Election Source	Inv # 21-1171 Test Ballot Bag	015 - CHASE CHECKING GEN FUND 2769 262-726 - Office Supplies	760.00	760.00
Check	05/12/2021	5382	OLSON, BZDOK & HOWARD, P.C. OLSON, BZDOK & HOWARD, P.C.	client: 5382-00M; Statement 77 RE: Brian Rogers and MDARD Right to Farm Act	015 - CHASE CHECKING GEN FUND 2769 101-801 - Legal Fees	44.28	44.28
Check	05/12/2021	5383	BS&A SOFTWARE BS&A SOFTWARE BS&A SOFTWARE	invoice 134061 annual service/support fee per contract May 2021-2022 annual service/support fee per contract May 2021-2022	015 - CHASE CHECKING GEN FUND 2769 253-726 - Office Supplies/Software 257-726 - Office Supplies/Software	254.00	254.00
Check	05/12/2021	5384	TIME WARNER CABLE	Inv 086220701050121	015 - CHASE CHECKING GEN FUND 2769	1,123.00	1,123.00
<b>Credit Column shows NET CHECK TOTALS</b>						0.00	274.96



**CENTERVILLE TOWNSHIP**  
**Monthly Check Journal with Totals Sorted by Check#**  
**April 15 thru May 12 2021**

Type	Date	Num	Name	Memo	Account	Debit	Credit
Check	05/12/2021	5385	CONSUMERS ENERGY CONSUMERS ENERGY	1000 0031 1496 April 2021	015 · CHASE CHECKING GEN FUND 2769 448-920 · Utilities-Electric	74.72	74.72
Check	05/12/2021	5386	LEELANAU ENTERPRISE TRIBUNE LEELANAU ENTERPRISE TRIBUNE LEELANAU ENTERPRISE TRIBUNE	PAT Notice for May Synopsis for March and April meetings	015 · CHASE CHECKING GEN FUND 2769 262-900 · Printing & Publishing 101-900 · Printing & Publishing	74.72 54.35 140.40	74.72 194.75
Check	05/12/2021	5387	CHERRYLAND ELECTRIC CO-OP CHERRYLAND ELECTRIC CO-OP	6311010 March 13 - April 13 2021	015 · CHASE CHECKING GEN FUND 2769 265-920 · Utilities-Electric	194.75 41.60	194.75 41.60
Check	05/12/2021	5388	SHANNON ROUTZAHN SHANNON ROUTZAHN	includes upstairs vacuum	015 · CHASE CHECKING GEN FUND 2769 265-760 · Janitorial Services	41.60 75.00	41.60 75.00
Check	05/12/2021	5389	STAPLES STAPLES	inv 8061930517 return address stamp and ink	015 · CHASE CHECKING GEN FUND 2769 215-726 · Office Supplies/Software	75.00 37.95	75.00 37.95
Paycheck	05/12/2021	5390	BORTON, DAVE BORTON, DAVE BORTON, DAVE		015 · CHASE CHECKING GEN FUND 2769 262-701 · Wages-Part time 262-701 · Wages-Part time	37.95 123.25 15.00	37.95 127.68
Paycheck	05/12/2021	5391	Borton, Mary Ann Borton, Mary Ann		015 · CHASE CHECKING GEN FUND 2769 262-701 · Wages-Part time	138.25 54.38	127.68 50.22
Paycheck	05/12/2021	5392	BRADLEY {ELECTIONS}, WILLIAM BRADLEY {ELECTIONS}, WILLIAM		015 · CHASE CHECKING GEN FUND 2769 262-701 · Wages-Part time	54.38 224.75	50.22 207.56
Paycheck	05/12/2021	5393	DONALDSON {ELECTIONS}, LAURIE M DONALDSON {ELECTIONS}, LAURIE M DONALDSON {ELECTIONS}, LAURIE M		015 · CHASE CHECKING GEN FUND 2769 262-701 · Wages-Part time 262-701 · Wages-Part time	224.75 204.00 15.00	207.56 202.24
Paycheck	05/12/2021	5394	Novak, Carol Novak, Carol		015 · CHASE CHECKING GEN FUND 2769 262-701 · Wages-Part time	219.00 108.75	202.24 100.43
Paycheck	05/12/2021	5395	Rose, Janet E Rose, Janet E		015 · CHASE CHECKING GEN FUND 2769 262-701 · Wages-Part time	108.75 137.75	100.43 121.36
Paycheck	05/12/2021	5396	Yoder, Elva Yoder, Elva		015 · CHASE CHECKING GEN FUND 2769 262-701 · Wages-Part time	137.75 54.38	121.36 47.91
Paycheck	05/12/2021	5397	Yoder, Grace Yoder, Grace Yoder, Grace		015 · CHASE CHECKING GEN FUND 2769 262-701 · Wages-Part time 101-955 · Miscellaneous	54.38 246.50 20.16	47.91 247.81
<b>Credit Column shows NET CHECK TOTALS</b>						266.66	247.81



CENTERVILLE TOWNSHIP  
Monthly Check Journal with Totals Sorted by Check#  
April 15 thru May 12 2021

Type	Date	Num	Name	Memo	Account	Debit	Credit
Check	05/12/2021	5398	SCHAUB OUTDOOR SERVICES SCHAUB OUTDOOR SERVICES	Snow plowing	015 - CHASE CHECKING GEN FUND 2769 265-930 - Repairs & Maintenance	132.00	132.00
TOTAL						132.00	132.00
						10,306.38	10,437.76



**OLSON BZDOK & HOWARD, P.C.**  
**420 East Front Street**  
**Traverse City, MI 49686**  
**(231) 946-0044**  
**www.envlaw.com**

CENTERVILLE TOWNSHIP  
5001 S. French Road  
Cedar MI 49621

ATTN: Beth Chiles, Clerk

General Matters  
CONFIDENTIAL -  
ATTORNEY CLIENT COMMUNICATION

Page: 1  
May 06, 2021

CLIENT FILE NO: 5382-00M  
STATEMENT NO: 77

			HOURS	
04/02/2021	LBR	Email to T. Cypher summarizing results of research regarding Brian Rogers matter.	1.60	224.00
04/07/2021	LBR	Call with M. Wozniak of MDARD regarding Right to Farm Act and zoning preemption.	0.10	14.00
04/09/2021	LBR	Email to T. Cypher regarding Brian Rogers matter.	0.10	14.00
		TOTAL HOURS CHARGED AND FEES	1.80	252.00
03/26/2021		B&S Online Usage		2.00
		TOTAL EXPENSES		2.00
		TOTAL CURRENT FEES AND EXPENSES		254.00
		PREVIOUS BALANCE		\$588.00
04/20/2021		Payment - Thank you		-588.00
		BALANCE DUE		<u>\$254.00</u>

Payable by check to Olson, Bzdok & Howard (EIN 38-2843057)  
Past due statements are subject to monthly finance charges



# Leelanau Enterprise

MICHIGAN NEWSPAPER OF THE YEAR

7200 E. Duck Lake Rd., Lake Leelanau, MI 49653 P: 231.256.9827 F:231.256.7705

Transaction Period: 4/1/2021 - 4/30/2021

CENTERVILLE TOWNSHIP-BETH  
CHILES  
5001 S French Road  
Cedar MI 49621

Advertiser Number: 406  
Billing Date: 4/30/2021  
Due Date: 5/25/2021  
**Amount Due: \$194.75**  
Amount Enclosed: \_\_\_\_\_

Please detach top portion and return with your payment.

## STATEMENT

				4/30/2021	
Leelanau Enterprise				Debit	Credit
Date	Ref No.	Transaction	Details		
Balance Forward:				\$342.29	\$342.29
4/19/2021	655	Check	5375		
4/30/2021	1622	Invoice	Synopsis 3/10/21	\$54.35	
Order No. 362 Legal: Legals: Synopsis 3/10/21					
Ads: 1 4/1/2021 4 Words					
Leelanau Enterprise					
Ad Text: Synopsis March 10, 2021					
4/30/2021	1623	Invoice	Public Accuracy Test	\$54.35	
Order No. 625 Legal: Legals: Public Accuracy Test					
Ads: 1 4/15/2021 74 Words					
Leelanau Enterprise					
Ad Text: CENTERVILLE TOWNSHIP					
4/30/2021	1624	Invoice	MEETING SYNOPSIS 04/14/21	\$86.05	
Order No. 895 Legal: Legals: MEETING SYNOPSIS 04/14/21					
Ads: 1 4/29/2021 228 Words					
Leelanau Enterprise					
Ad Text: Centerville Township					

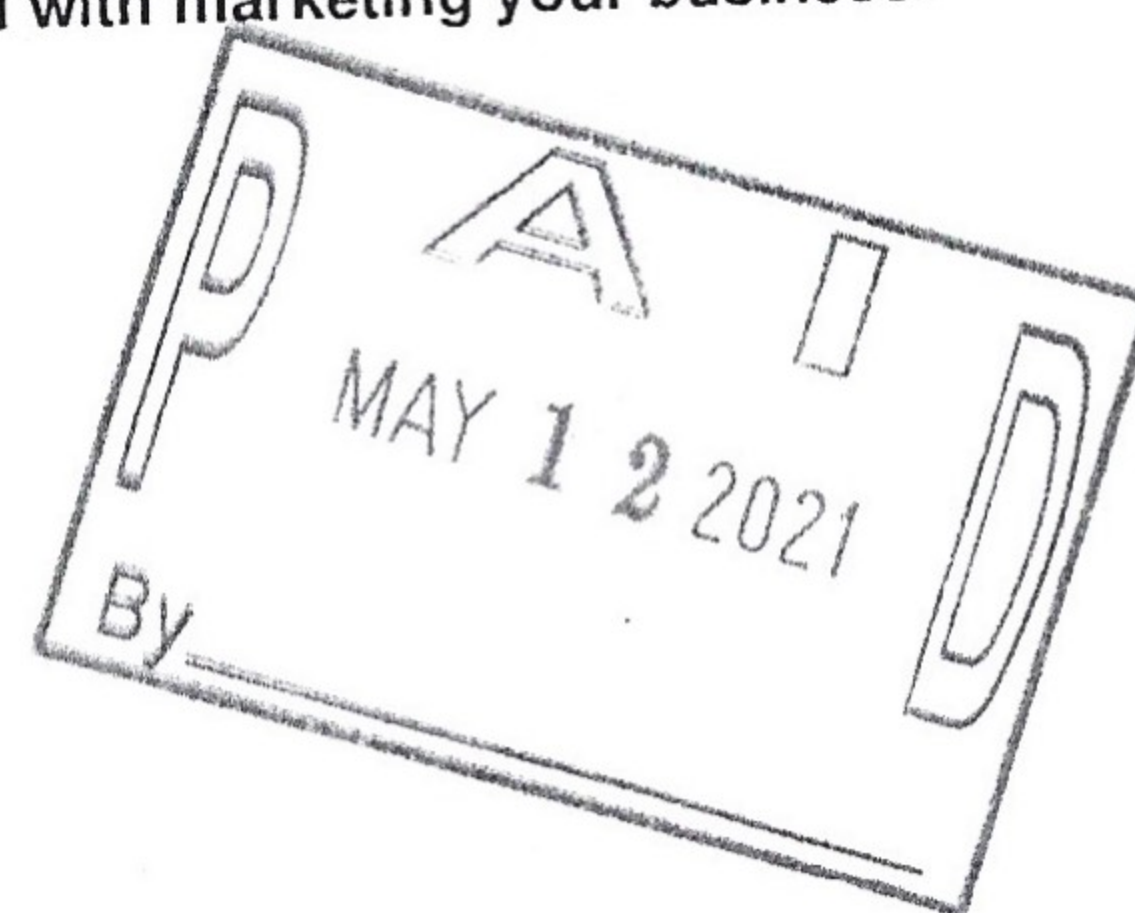
CENTERVILLE TOWNSHIP-BETH  
CHILES  
Advertiser No: 406  
0

AGING				
Current	1 - 30	31 - 60	61 - 90	91+
\$194.75	\$0.00	\$0.00	\$0.00	\$0.00

Balance Forward: \$342.29  
Debits: \$194.75  
Credits: \$342.29  
**Amount Due: \$194.75**

Please make checks payable to: Leelanau Enterprise  
A fee of 1.5% will be imposed on all balances past due.

Thank you for Advertising with our paper! We are glad you have entrusted us to assist you with marketing your business.





PO Box 283  
Lake Leelanau, MI 49653

Centerville Township Clerk  
5001 S French RD  
Cedar, MI 49621

RECEIVED  
MAY 08 2021  
By \_\_\_\_\_

	TERMS DATE		AMOUNT DUE
	5/1/2021		\$132.00

DATE	TRANSACTION	QTY	RATE	AMOUNT	BALANCE
03/28/2021	Balance forward				132.00

due  
1

FAST DUE ?

\$132.00

A 2% finance charge will be added if payment is not received within 15 days.



**CENTERVILLE TOWNSHIP**  
**Monthly Check Journal with Totals Sorted by Check#**  
**May 13 thru June 9 2021**

Type	Date	Num	Name	Memo	Account	Debit	Credit
Check	06/09/2021	ACH	Beth Chiles 1 Beth Chiles 1 Beth Chiles 1 Beth Chiles 1	ACH reimbursement QB subscription - 3 yr renewal QB subscription - 3 yr renewal window envelopes for checks	015 · CHASE CHECKING GEN FUND... 215-726 · Office Supplies/Software 253-726 · Office Supplies/Software 215-726 · Office Supplies/Software	212.00 211.99 153.09	577.08
						577.08	577.08
Paycheck	06/09/2021	ACH	HUBBELL (TRUSTEE), DANIEL HUBBELL (TRUSTEE), DANIEL HUBBELL (TRUSTEE), DANIEL		015 · CHASE CHECKING GEN FUND... 101-701 · Adm Wages 721-701 · Part Time Wages	100.00 0.00	92.35
						100.00	92.35
Paycheck	06/09/2021	ACH	RAY (Deputy Clerk), PATRICIA G RAY (Deputy Clerk), PATRICIA G RAY (Deputy Clerk), PATRICIA G		015 · CHASE CHECKING GEN FUND... 262-701 · Wages-Part time 215-703 · Part Time Wages	54.38 65.00	95.18
						119.38	95.18
Paycheck	06/09/2021	ACH	CHILES, BETH CHILES, BETH		015 · CHASE CHECKING GEN FUND... 215-701 · Wages	1,383.33	1,184.72
						1,383.33	1,184.72
Paycheck	06/09/2021	ACH	KROMBEEN (ASSESSOR), JULIE KROMBEEN (ASSESSOR), JULIE		015 · CHASE CHECKING GEN FUND... 257-701 · Wages	1,233.33	1,086.56
						1,233.33	1,086.56
Paycheck	06/09/2021	ACH	PLEVA (TREASURER), KATRINA PLEVA (TREASURER), KATRINA		015 · CHASE CHECKING GEN FUND... 253-701 · Wages & School Col.	1,383.33	1,218.72
						1,383.33	1,218.72
Paycheck	06/09/2021	ACH	SCHAUB (TRUSTEE), RONALD J SCHAUB (TRUSTEE), RONALD J		015 · CHASE CHECKING GEN FUND... 101-701 · Adm Wages	100.00	92.35
						100.00	92.35
Paycheck	06/09/2021	ACH	SCHWANTES (SUPERVISOR), JAMES SCHWANTES (SUPERVISOR), JAMES		015 · CHASE CHECKING GEN FUND... 171-701 · Adm Wages	891.67	785.55
						891.67	785.55
Check	06/09/2021	ACH	CYPHER GROUP, INC CYPHER GROUP, INC	May May 2021	015 · CHASE CHECKING GEN FUND... 723-701 · Contracted Services	1,000.00	1,000.00
						1,000.00	1,000.00
Liability Check	05/21/2021	EFT	United States Treasury	38-2297948	015 · CHASE CHECKING GEN FUND...		1,011.82
						0.00	1,011.82
Check	06/09/2021	5399	CRYSTAL FLASH ENERGY CRYSTAL FLASH ENERGY	acct# 638281200 inv# 4966460 Filled 05/06/21	015 · CHASE CHECKING GEN FUND... 265-922 · Utilities-Heat	347.16	347.16
						347.16	347.16
Check	06/09/2021	5400	WEBER EXCAVATING WEBER EXCAVATING	Centerville Park repairs boat launch repairs; 5/11/21	015 · CHASE CHECKING GEN FUND... 751-930 · Repairs & Maintenance	350.00	350.00
						350.00	350.00
Check	06/09/2021	5401	SHANNON ROUTZAHN SHANNON ROUTZAHN	invoice 108; cleaning service 5/12/21	015 · CHASE CHECKING GEN FUND... 265-760 · Janitorial Services	50.00	50.00
						50.00	50.00
Check	06/09/2021	5402	Election Source Election Source	inv 21-1874 ballot request letter envelopes	015 · CHASE CHECKING GEN FUND... 262-726 · Office Supplies	32.00	32.00
						32.00	32.00
Check	06/09/2021	5403	CONSUMERS ENERGY CONSUMERS ENERGY	Acct 1000 0031 1496; June 23, 2021 June 23, 2021	015 · CHASE CHECKING GEN FUND... 448-920 · Utilities-Electric	75.36	75.36
						75.36	75.36
Check	06/09/2021	5404	CHERRYLAND ELECTRIC CO-OP CHERRYLAND ELECTRIC CO-OP	Acct 6311010; 4/13-5/13/21 4/13-5/13/21	015 · CHASE CHECKING GEN FUND... 265-920 · Utilities-Electric	42.03	42.03
						42.03	42.03
Check	06/09/2021	5405	MICHIGAN TOWNSHIP ASSOCIATION MICHIGAN TOWNSHIP ASSOCIATION	township id# 44907 annual dues; july1 2021-july 1 2022	015 · CHASE CHECKING GEN FUND... 101-911 · Memberships & Dues	1,976.55	1,976.55
						1,976.55	1,976.55
Check	06/09/2021	5406	FRED PEPLINSKI FRED PEPLINSKI FRED PEPLINSKI	hours worked and supply reimbursement hours worked supplies for repairs at park	015 · CHASE CHECKING GEN FUND... 101-701 · Adm Wages 751-930 · Repairs & Maintenance	125.00 49.80	174.80
						174.80	174.80
Check	06/09/2021	5407	TIME WARNER CABLE	086220701060121	015 · CHASE CHECKING GEN FUND...		137.98
						0.00	137.98
Check	06/09/2021	5408	KCI KCI	postage on tax bills postage for tax bills	015 · CHASE CHECKING GEN FUND... 253-802 · Contracted Services	525.00	525.00
						525.00	525.00
<b>TOTAL</b>						<b>10,361.02</b>	<b>10,855.21</b>





James Schwantes &lt;centervillesupervisor@gmail.com&gt;

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## Response to Special Assessment Question

2 messages

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Lydia Barbash-Riley <Lydia@envlaw.com>

Wed, May 12, 2021 at 1:30 PM

To: "centervillesupervisor@gmail.com" <centervillesupervisor@gmail.com>

Cc: Chris Bzdok <Chris@envlaw.com>

Good afternoon Jim –

I am assisting Chris with responding to your question about whether the Township can use Special Assessment funds for road projects other than the one for which the assessment was collected. After reviewing the Special Assessment enabling legislation (Public Act 188 of 1954), our conclusion is that the Township should be able to pay for the improvements in the first year as an "advance" and then use the funds collected in year 2 to pay itself back as long as that money goes through the Township's revolving fund. This would free up Township funds in year 2 for other improvements while still ensuring that the funds collected from the Special Assessment District are spent on the project it was intended to fund. So, while the funds aren't completely fungible, the Township can still achieve what you propose.

There are four parts of PA 188 that support this conclusion:

- Section 12 (MCL 41.732) provides that "Should the total amount collected on assessments prove larger than necessary by more than 5% of the original roll, then the surplus shall be prorated among the properties assessed in accordance with the amount assessed against each and applied toward the payment of the next township tax levied against such properties, respectively, or if there be no such tax then it shall be refunded to the persons who are the respective record owners of the properties on the date of the passage of the resolution ordering such refund. Any such surplus of 5% or less may be paid into the township contingent funds disposed of as above provided." Because Centerville won't actually be collecting a surplus of funds, this shouldn't be an issue. But, this section is worth reviewing and keeping in mind as a reminder that SAD funds cannot go directly into the general fund, and the same amount that was collected from the SAD has to be spent on what it was collected for.
- Section 15a (MCL 41.735a) provides that a township can pay the cost of the improvement from the township improvement revolving fund as an advance once the special assessment roll for the improvement is confirmed. The specific language is: "As an alternate method of defraying the cost of an improvement made under this act, after the special assessment roll for the improvement is confirmed, the township board may pay the cost of the improvement from the township improvement revolving fund. The amount advanced shall not exceed the amount the board anticipates will be collected by the special assessments. The amount advanced by the township shall bear interest at a rate not exceeding 5% per annum." This seems to be the closest to what you are suggesting.
- Section 15b (MCL 41.735b) describes how the township creates and designates the township improvement revolving fund. Essentially, the township may create a revolving fund by resolution and may after December 31, 1998 transfer to the revolving from the general fund in any 1 year an amount not exceeding 2 mills of the taxable value of the real and personal property in the township, and in each subsequent year may transfer from the general fund to the township improvement revolving fund until that fund equals 5 mills of the taxable value of the real and personal property in the township. All interest charges collected are a part of the township improvement revolving fund, and the township board may transfer funds from the township improvement revolving fund to the general fund when, in the judgment of the board, funds should be transferred.



- Finally, Section 18 (MCL 41.738) provides that interest earned from investments collected under a special assessment, money received as bond proceeds from a bond issued under PA 188, or money from interest or penalties charged and collected on an unpaid special assessment under PA 188 shall only be used to pay for the improvement for which the special assessment is assessed, to pay the principal and interest of bonds that are issued for the improvement for which the special assessment is assessed, or to pay the principal and interest of an advance from the township that is used for the improvement for which the special assessment is assessed. As applied to Centerville's situation, this means that the Township would have to ensure that any interest it earned on money it collected from this particular SAD would have to go to paying back the Township's original advance.

Please let me know if you have questions about any of this. We are happy to help when the Township is ready to move forward with the SAD process. You may recall that we prepared a Special Assessment District guide for the Township in early 2019, which I've attached to this email. PA 188 has not been amended since that time, so the Township should still be able to use the same process detailed in the outline.

Thank you,

Lydia

Lydia Barbash-Riley

**OLSON, BZDOK & HOWARD, P.C.**

420 East Front Street

Traverse City, MI 49686

(231) 946-0044 (ofc.)

lydia@envlaw.com

www.envlaw.com

\*Offices located in Traverse City & Frankfort\*

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**2019-02-01 Special Assessment District Outline - Centerville v2.docx**

47K

**James Schwantes** <centervillesupervisor@gmail.com>  
To: Lydia Barbash-Riley <Lydia@envlaw.com>

Wed, May 12, 2021 at 3:00 PM

Thank you Lydia. I did a quick read through and will look at this more thoroughly tomorrow. I am glad to know we can repay the general fund with special assessment. If I have more specific questions I will get back to you tomorrow or Friday. Jim

[Quoted text hidden]

—  
Jim Schwantes  
Supervisor, Centerville Township  
5001 S French Rd



Centerville Township  
Zoning Administrator's  
MAY 2021 Report

6/6/2021

To: Centerville Township Board & Planning Commission

From: *Timothy A. Cypher*

Land Use Permits Issued:	5	YEAR TO DATE	14
Signs / Renewal	1	RENEWAL	
Single Family Residences (SFR)	1		
Additions to SFR	0		
Garages / Sheds	0		
Decks & Porches / Misc.	1		
Accessory Buildings	1		
Commercial Construction	0		
Stairs & Landings	0		
Agriculture related construction	0		
Demolitions / Change of Use	0		
Home Occupations	0		
Solar Array	1		
Z.B.A. proceedings	0	0 INQUIRY	
Special Land Use Permits	0	0 INQUIRY	
Land Division/Property Line Adj.	0	1 INQUIRY	
Private Roads / Driveways	0	0 INQUIRY	
Zoning / Site Plan Reviews	0	1 INQUIRY	
Construction Site Inspections	9		
Violations/Investigations	1		

REVOKED AG EXEMPTION & LUP APPROVALS

SEE NOTE ON MONTHLY SUMMARY. - ROGERS

OWNER REMOVING SHED BUT FACED WITH LEGAL ISSUES

\*\* NOTE - OWNER WALTER AND LAND CONTRACTEE BEING SENT LETTER BY ATTORNEY

I also supplied information via 18 phone consultations & 11 via internet to Township residents&others

CALLS - 14 ZONING QUESTIONS

Please feel free to contact me with any questions.

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

Phone 231-360-2557

1 LAND DIVISIONS/PLA

0 PRIVATE ROAD

1 SITE PLAN REVIEW

0 ZBA QUESTIONS

2 VIOLATIONS



# CENTERVILLE TOWNSHIP Z A'S MONTHLY SUMMARY

PERIOD: MAY 2021

DATE	PERMIT #	NAME	USE	REC. #	CK.#	AMOUNT
5/7/2021	LUP 21-12	MATHIAK	LAND USE	202112		1225 \$ 40.00
002-004-005-40	4077 YULE TREE LANE	SOLAR ARRAY		780 S.F.		
5/14/2021	LUP 21-13	MINER FAMILY TRUST	LAND USE	202113		7384 \$ 80.00
002-400-099-00	2314 RED OAK COURT	NEW DECK - ENCLOSE SCREEN PORCH		476 S.F.		
5/22/2021	LUP 21-14	KELLY	LAND USE	202114		6814 \$ 140.00
002-100-002-00	5915 NOVAK BEACH RD.	NEW DWELLING DECK PORCHES		2036 S.F.		
5/23/2021	LUP 20-11	MILLER	LAND USE	202011		7830 \$ 50.00
002-029-008-51	6866 S. SCHOMBERG RD.	ONE YEAR EXTENSION - ACCESSORY BLDG.		400 S.F.		
5/31/2021	LUP 21-06	GRECO	LAND USE	202106		1500 \$ 40.00
002-035-000-12	6274 E. RICE ROAD	ADD ACCESSORY BUILDING		504 S.F.		

5/31/2021 MCI FINE 1901 **ROGERS** VIOLATION MCLVIO1901 **DELINQUENT 12 MONTHS**  
 002-011-024-00 3780 S. LAKESHORE DR MCL VIOLATION FEE - MONTHLY UNTIL COMPLIANCE DETERMINED  
**CONSTRUCTION CODE OFFICE MET WITH OWNER STATING MUST COMPLY WITH TOWNSHIP**  
**\*\*\*ZA FORWARDED INFORMATION TO ATTORNEY LEGAL OPINION TO BE RECEIVED BY LATE MARCH\*\*\***  
**THREE YEARS OF EFFORTS BY THE TOWNSHIP AND THE OWNER REFUSES TO COMPLY TO FINISH**  
**\*\*\* ATTORNEY RECOMMENDATION LETTER RECEIVED - WILL BE DISCUSSED @ TB MTG. 6/9/2021**

TOTAL \$ 350.00

SIGNED:

TIMOTHY A. CYPHER

6/6/2021

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





James Schwantes &lt;centervillesupervisor@gmail.com&gt;

**3780 South Lake Shore Drive/Rogers matter**

1 message

**Lydia Barbash-Riley** <Lydia@envlaw.com>

Fri, Jun 4, 2021 at 3:32 PM

To: James Schwantes &lt;centervillesupervisor@gmail.com&gt;, Tim &lt;tim@allpermits.com&gt;

Cc: Karla Gerds &lt;karla@envlaw.com&gt;, Chris Bzdok &lt;Chris@envlaw.com&gt;

Good afternoon Jim and Tim –

I am emailing to follow up regarding the Brian Rogers mushroom farm matter.

After reviewing the additional documentation Tim sent me, I agree with my prior conclusion that the Township can bring an enforcement action against Mr. Rogers for violation of Section 3.12 (former section 4.15) and Section 15.4 of the Township's Zoning Ordinance requiring structures to be completed on the exterior surface with a suitable finishing material within one (1) year from date of issuance of the Land Use Permit.

The Right to Farm Act (RTFA) expressly preempts local zoning ordinances that purport to extend or revise in any manner the provisions of the act or Generally Accepted Agricultural and Management Practices (GAAMPs) developed under the act. MCL 286.474(6). The RTFA also protects farms who follow the GAAMPs from nuisance lawsuits. MCL 286.473(1). However, as I noted before, even if the RTFA does apply to Mr. Rogers' farm, I am not aware of any provisions of the RTFA or the GAAMPs that provide guidance on the amount of time necessary to complete the exterior of a structure used for mushroom production and would prevent the Township from enforcing these provisions of its Zoning Ordinance or be a defense to a nuisance suit. That being said, the Township should be aware that if Mr. Rogers' farm is protected by the RTFA and he prevails in the nuisance action, then he may recover the actual amount of costs and expenses determined by the court to have been reasonably incurred in connection with the defense of the action, together with reasonable and actual attorney fees.

At this point, the Township should consider whether it would like to move forward with requiring full compliance with its Zoning Ordinance in this matter, including potentially filing a complaint in Circuit Court for declaratory and injunctive relief requesting a court order to abate the nuisance. If the Township determines that it intends to move forward with enforcement, then I will send a letter to Mr. Rogers including the following: (1) a notice that the Zoning Administrator will be conducting a site visit within 30 days to assess compliance with the terms of Land Use Permit 17-23 and progress resolving the violations identified in the Township's April 12, 2019 violation notice; and (2) a statement that if the inspection finds that the property is still not in compliance, that Mr. Rogers must bring his property into compliance or the Township intends to bring a nuisance action to correct the violations.

Please let me know if you have any questions about this.

Thank you,

Lydia

Lydia Barbash-Riley

OLSON, BZDOK & HOWARD, P.C.



# Process Taxonomy Project | Centerville Township

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June 7, 2021

Jim Schwantes | Centerville Township Supervisor  
Beth Chiles | Centerville Township Clerk  
Trina Pleva | Centerville Township Treasurer

Dear Jim, Beth, and Trina:

This document serves to formalize our recent discussions related to formalizing process management for Centerville Township. In the context of our local, I am defining process management as the identification, documentation, and retention of core business processes. Another critical element of process management is the monitoring and measurement of processes to determine if they are driving the desired performance and outcomes. This latter element is out of scope of this proposal.

This document outlines the following: project objectives, project approach, estimated timeline, and services provided.

## Project Objectives

The objectives of this project are two-fold:

- Improve the sustainability of the sound township management that has been established and improved by the present body of elected trustees. Formalization of process management better prepares the township to weather staffing changes and turnover which naturally occur over time.
- Support the township's ability to continuously meets its obligations and maintain compliance with all applicable rules and regulations, particularly as it relates to establishing and following formal processes in the execution of defined township functions.

This project did not originate from any known acute or material gaps in the current township processes. Rather, it is being discussed in recognition of the good work done to date to bring rigor, discipline, and transparency to the administrative management of the township and the desire to accelerate and sustain that improvement for the long term.

## Project Approach

The macro-level deliverables associated with successfully achieving these objectives are summarized as follows:

### Phase I: Process Assessment

Perform an assessment of township processes and populate a preliminary process taxonomy representative of the current state. Review this taxonomy against available State and/or Michigan Townships Association (MTA) resources to identify process or procedural gaps. With a combined current state and inventory of gaps, define and approve the desired future state. For your reference, an illustrative example of a township process taxonomy can be found on page 3.

### Phase II: Prioritization

Document explicit actions plans to address all gaps based on Phase I outcomes. Prioritize those actions and assign accountability for responsible parties to lead action items, potentially including projected timelines.



### **Phase III: Implement**

Execute the plan. The township may choose to adopt an accelerated, sprint-based approach to addressing gaps, a longer-term strategy focused on making directional improvements over an extended time-period, or something in the middle. This phase is where the work gets done and monitored to regularly assess progress toward the desired future state.

### **Estimated Timeline**

My proposal includes a conceptual starting point to perform the work at a reasonable but steady pace. The timeline is open to negotiation and is dependent largely upon the pace set by the township trustees and my availability. The timeline can be found on page 4 of this document.

This illustrative example shows the time horizon over which work may occur. For example, the start of the project could be postponed until later this year to accommodate summer vacation plans of the trustees if applicable. Further, Phase III is shown with a two-month duration when in fact this work may extend well beyond a year depending on the number and complexity of gaps identified.

### **Services Provided**

I am offering to perform pro bono process management consulting services to support this important work of the township. The specific services to be provided and my role in the project are summarized as follows:

#### **Phase I: Process Assessment**

- Meet with township trustees (in-person or virtual) to ask a series of questions and document the preliminary current state process taxonomy.
- Partner with township trustees to research relevant resources and create a comprehensive picture of gaps in the township process taxonomy.
- Facilitate discussions to help township trustees define and agree upon a desired future state process taxonomy.

#### **Phase II: Prioritization**

- If needed, provide guidance on developing effective action plans as a means of producing quality work that meets the defined objectives.
- If needed, facilitate a prioritization exercise to help township trustees properly sequence the work needed to move from the current to desired future state.

#### **Phase III: Implement**

- During this phase, I play a passive role and am available for questions on an as needed basis. If the township trustees would like support monitoring and reporting progress, I offer my services in managing that process. I cannot however commit to owning specific action items on the plan.

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Thank you for your consideration and please advise with any questions.

Best Regards,

**Joe Mosher**

Principal & Owner | Mosher Consulting Group, LLC



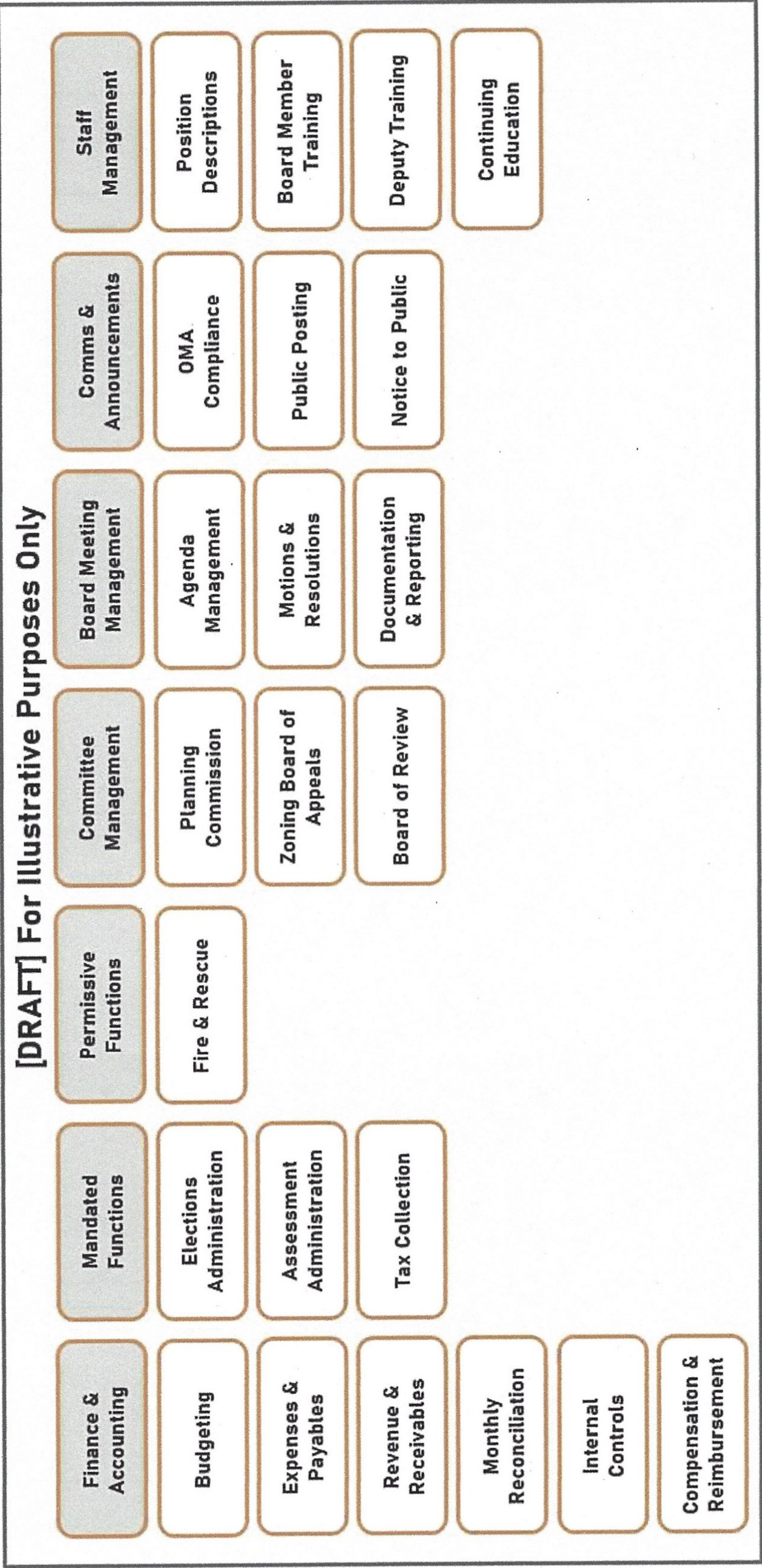


Appendix

Process Taxonomy [example]

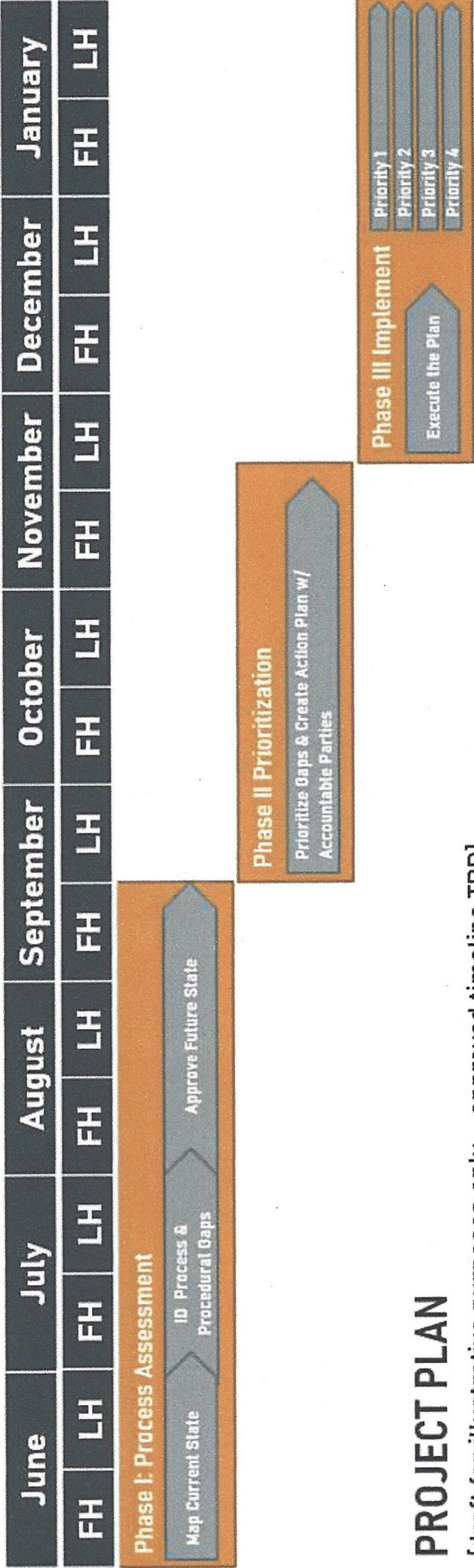


Centerville Township Process Taxonomy





Estimated Project Timeline [draft]



PROJECT PLAN

[draft for illustrative purposes only – approved timeline TBD]