

**CENTERVILLE TOWNSHIP  
(LEELANAU COUNTY)  
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  
PO BOX 226  
LAKE LEELANAU, MI 49653  
CELL: 360-2557 FAX 256-7774  
Email: tim@allpermits.com

**AGENDA**

Wednesday June 10, 2020 7:00PM  
Monthly Township Board Meeting  
To be held online on Zoom

1. Call to Order/Pledge of Allegiance
2. Review Agenda/Additions/Public Comment/Approve Agenda
  - Note: some items may be tabled considering the unusual circumstances.
3. Previous Meeting Minutes May 13, 2020
4. Invoices - Review and authorize payment
5. Township Financial Update
  1. Treasurer's Report
  2. Reconciliation Report
6. Correspondence/ Communications
7. Assessor's Report & Comments
  1. Interlocal Agreement for County Designated Assessor
  2. Records Inspection Policy
  3. Assessor Duties and Employment Policy
8. Zoning Administrator's Report
9. Planning Commission
  1. Board Member Report
  2. Next meeting: Thursday, June 22, 2020, 6:30 PM
10. Cedar Area Fire and Rescue Board
  1. Board member report
  2. Policy for appointing CAFR board member
  3. Upcoming meetings: Regular meeting: Thursday June 18, 2020, 7:00PM
11. Board – Unfinished business
  1. Deputy Clerk and Deputy Treasurer
  2. Upper hall emergency light
  3. Chalet Roads: letter to property owners
12. Board – New business
  1. Absent Voter Counting Board Resolution
  2. Fireworks Ordinance – Amend Resolution 2013-05
  3. Support letter for LIFT grant application
  4. Boat Ramp repaired
13. County Commissioner Report

14. Next Board Meeting: Wednesday, July 8, 2020, at 7:00.
15. Public Comment
16. Motion to Adjourn

## CENTERVILLE TOWNSHIP Monthly Check Journal with Totals Sorted by Check# May 14 thru June 10 2020

Type	Date	Num	Name	Memo	Account	Debit	Credit
Liability Check	06/27/2020	EFT	United States Treasury	36-2297948	015 - CHASE CHECKING GEN FUND 2769	0.00	867.20
Paycheck	06/10/2020	EFT	BETH CHILES BETH CHILES		015 - CHASE CHECKING GEN FUND 2769 215-701 - Wages	1,316.67	1,187.94
Check	06/10/2020	5170	CHERRYLAND ELECTRIC CO-OP CHERRYLAND ELECTRIC CO-OP	Acct #6311010 service Apr. 13 thru May 13 2020	015 - CHASE CHECKING GEN FUND 2769 265-920 - Utilities-Electric	38.42	38.42
Check	06/10/2020	5171	CONSUMERS ENERGY CONSUMERS ENERGY	acct 1000 0031 1496 Service for May 2020	015 - CHASE CHECKING GEN FUND 2769 448-920 - Utilities-Electric	68.50	68.50
Check	06/10/2020	5172	WEBER EXCAVATING WEBER EXCAVATING	repair ramp Centerville boat launch repair boat launch	015 - CHASE CHECKING GEN FUND 2769 751-930 - Repairs & Maintenance	450.00	450.00
Check	06/10/2020	5173	LEELANAU ENTERPRISE TRIBUNE LEELANAU ENTERPRISE TRIBUNE LEELANAU ENTERPRISE TRIBUNE	cust 1101 May meeting synopsis legal notice May 7 2020	015 - CHASE CHECKING GEN FUND 2769 101-900 - Printing & Publishing 721-900 - Printing & Publishing	53.70 75.15	128.85
Check	06/10/2020	5174	SLEEPING BEAR COMPUTER CARE	122388	015 - CHASE CHECKING GEN FUND 2769	0.00	45.00
Check	06/10/2020	5175	MICHIGAN TOWNSHIP ASSOCIATION MICHIGAN TOWNSHIP ASSOCIATION	Twp ID O-2013 Dues for 2020-21 Dues for 2020-21	015 - CHASE CHECKING GEN FUND 2769 101-911 - Memberships & Dues	1,845.18	1,845.18
Check	06/10/2020	5176	CYPHER GROUP, INC CYPHER GROUP, INC	May 2020 contract services for May 2020	015 - CHASE CHECKING GEN FUND 2769 723-701 - Contracted Services	1,000.00	1,000.00
Check	06/10/2020	5177	JAMES SCHWANTES JAMES SCHWANTES JAMES SCHWANTES	reimbursement reimbursement for MTA Annual Meeting deposit Zoom Platform for Meetings reimbursement	015 - CHASE CHECKING GEN FUND 2769 171-960 - Education & Training 101-955 - Miscellaneous 265-740 - Operating Supplies	353.00 15.89 9.41	378.30
Check	06/10/2020	5178	Beth Chiles 1 Beth Chiles 1 Beth Chiles 1 Beth Chiles 1 Beth Chiles 1 Beth Chiles 1	reimbursement for purchases annual QB Advanced Payroll Fee Dymo printer and labels for election printing Laserjet printer cartridge, copy paper, glue sticks stamps for monthly mailings stamps for May 5 election	015 - CHASE CHECKING GEN FUND 2769 215-802 - Contracted Services 262-726 - Office Supplies 215-726 - Office Supplies/Software 215-726 - Office Supplies/Software 262-726 - Office Supplies	689.00 112.81 30.20 55.00 132.00	1,019.01
Check	06/10/2020	5179	Purnmill ProMark Purnmill ProMark	Job# 19204 three 150 page receipt books	015 - CHASE CHECKING GEN FUND 2769 253-726 - Office Supplies/Software	162.76	162.76
Check	06/10/2020	5180	KCI KCI	Centerville Twp postage for tax bills postage for tax bills - 1300 parcels at 38.9 cents	015 - CHASE CHECKING GEN FUND 2769 253-802 - Contracted Services	505.00	505.00

Credit Column shows NET CHECK TOTALS

## CENTERVILLE TOWNSHIP Monthly Check Journal with Totals Sorted by Check# May 14 thru June 10 2020

Type	Date	Num	Name	Memo	Account	Debit	Credit
Paycheck	06/10/2020	5181	Patricia G Ray (Deputy Clerk) Patricia G Ray (Deputy Clerk) Patricia G Ray (Deputy Clerk)		015 - CHASE CHECKING GEN FUND 2769 262-701 - Wages-Part time 215-703 - Part Time Wages	7.00 65.00	66.50
Paycheck	06/10/2020	5182	TESHA MILLIRON (DEPUTY TREAS) TESHA MILLIRON (DEPUTY TREAS)		015 - CHASE CHECKING GEN FUND 2769 253-703 - Part Time Wages	72.00 60.00	66.50 55.41
Paycheck	06/10/2020	5183	DANIEL HUBBELL (TRUSTEE) DANIEL HUBBELL (TRUSTEE) DANIEL HUBBELL (TRUSTEE)		015 - CHASE CHECKING GEN FUND 2769 101-701 - Adm Wages 721-701 - Part Time Wages	60.00 100.00 0.00	55.41 92.35
Paycheck	06/10/2020	5184	JAMES SCHWANTES (SUPERVISOR) JAMES SCHWANTES (SUPERVISOR)		015 - CHASE CHECKING GEN FUND 2769 171-701 - Adm Wages	100.00 850.00	92.35 784.98
Paycheck	06/10/2020	5185	JULIE KROMBEEN (ASSESSOR) JULIE KROMBEEN (ASSESSOR)		015 - CHASE CHECKING GEN FUND 2769 257-701 - Wages	1,233.33 1,233.33	1,138.98 1,138.98
Paycheck	06/10/2020	5186	KATRINA PLEVA (TREASURER) KATRINA PLEVA (TREASURER)		015 - CHASE CHECKING GEN FUND 2769 253-701 - Wages & School Col.	1,316.67 1,316.67	1,215.95 1,215.95
Paycheck	06/10/2020	5187	RONALD J SCHAUB (TRUSTEE) RONALD J SCHAUB (TRUSTEE)		015 - CHASE CHECKING GEN FUND 2769 101-701 - Adm Wages	1,316.67 100.00	1,215.95 92.35
Check	06/10/2020	5188	Summit Companies	Work Order 1735009	015 - CHASE CHECKING GEN FUND 2769	0.00	272.00
<b>TOTAL</b>						<b>10,644.69</b>	<b>11,414.68</b>

**CENTERVILLE TWP TREASURER'S REPORT**  
As of May 31, 2020

**Account Balances:**

Chase Tax Fund Cking #9301	\$1,533.42
Chase HI Yield Savings #5793	\$31,770.80
Chase Business Savings #6868	\$5,036.80
Chase Commercial Cking #2769	\$166,169.83
<b>TOTAL:</b>	<b><u><u>\$204,510.85</u></u></b>

**Certificates of Deposit:**

Chemical Bank #3220; 7/21/20; 2.50%; 17 mo	\$28,063.40
Honor Bank #0050; 6/12/20; 1.15%; 17 mo.	\$36,157.16
<b>TOTAL:</b>	<b><u><u>\$64,220.56</u></u></b>
<b>GRAND TOTAL CASH ACCOUNTS:</b>	<b><u><u>268,731.41</u></u></b>

<u>Receipts</u>	<u>From</u>	<u>Description</u>
#2995	\$18,395.00	State of MI
#2996	\$251.00	AF Group(Accident Fund Ins. Co)
	\$353.00	Michigan Twp Association
#2997		
#2998	\$26,615.78	Transfer w/in accts-income shown last month From #2769 to #5793
#2999	\$100.00	Tim Cypher, ZA
#3000	\$14,961.91	Leelanau County
#3001	\$4,509.66	Local Comm. Stabilization Authority
#3002	\$4.87	Chase Bank
#3003	\$21,074.51	Leelanau Conservancy(Tax Fund)
		Sales Tax Revenue-Jan/Feb 2020
		Dividends
		Refund for cancelling MTA Conference- for Jim Schwantes
		Zoning Violation Fine-Rogers
		2019 Delinquent Taxes and PRE repayment for reimbursements
		Admin Fee-\$932.91; Twp-\$3452.60
		Fire/Ambul-\$7589.60; PRE refund- \$2,986.80
		State Shared Metro Revenue Interest
		Commercial Forest Withdrawal Penalty- to be disbursed to various units

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5001 S FRENCH RD  
(LEELANAU COUNTY)  
CEDAR, MICHIGAN 49621**

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Email: clerk.centerville@gmail.com

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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

## **MONTHLY RECONCILIATION REPORT**

Wednesday June 10, 2020 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 2020. This review uses the monthly bank reconciliation as its guide to review the sample transactions. Prior to this meeting the Supervisor requested documentation on 9 deposits to and 2 expenditures from the General Fund for review.

Supervisor's comments:

The deposits and the expenditures reviewed were correct and appropriate.

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, 2020 through May 29, 2020  
 Account Number: **000000771382769**

**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**

00033495 DRE 021 210 15520 NNNNNNNNNN 1 000000000 Z9 0000  
 CENTERVILLE TOWNSHIP  
 GENERAL FUND ACCOUNT  
 5001 S FRENCH RD  
 CEDAR MI 49621-9608



**We updated the Funds Availability Policy in the Deposit Account Agreement**

We increased the minimum amount of funds that we make available to you the next business day when you deposit a check. For more information, please see the Funds Availability Policy in the Deposit Account Agreement at [chase.com/disclosures](http://chase.com/disclosures).

Please call the number on your statement if you have questions. We accept operator relay calls.

**CHECKING SUMMARY**

Chase Platinum Business Checking

	INSTANCES	AMOUNT
<b>Beginning Balance</b>		<b>\$169,793.34</b>
Deposits and Additions	5	38,570.57
Checks Paid	28	-12,841.17
Electronic Withdrawals	2	-27,482.98
Fees	1	-25.00
<b>Ending Balance</b>	<b>36</b>	<b>\$168,014.76</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
05/04	Remote Online Deposit 2	\$18,646.00
05/08	Remote Online Deposit 2	353.00
05/14	Remote Online Deposit 2	100.00
05/26	Remote Online Deposit 2	14,961.91
05/29	Orig CO Name:Local Orig ID:1853089249 Desc Date: CO Entry Descr:Lcsa Pmt Sec:CCD Trace#:072000091583903 Eed:200529 Ind ID:45-1020 Name:Centerville Township Trn: 1501583903Tc Ind	4,509.66
<b>Total Deposits and Additions</b>		<b>\$38,570.57</b>



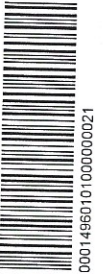
JPMorgan Chase Bank, N.A.  
 P O Box 182051  
 Columbus, OH 43218 - 2051

May 01, 2020 through May 29, 2020  
 Account Number: **000130400399301**

00001496 DRI 021 212 15520 NNNNNNNNNNN 1 000000000 D2 0000  
 CENTERVILLE TOWNSHIP  
 5001 S FRENCH RD  
 CEDAR MI 49621-9608

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 Deaf and Hard of Hearing: **1-800-242-7383**  
 Para Espanol: **1-888-622-4273**  
 International Calls: **1-713-262-1679**



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Please call the number on your statement if you have questions. We accept operator relay calls.

**CHECKING SUMMARY**

Chase Platinum Business Checking

	INSTANCES	AMOUNT
Beginning Balance		<b>\$3,193.19</b>
Deposits and Additions	1	21,074.51
Ending Balance	1	<b>\$24,267.70</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
05/26	Remote Online Deposit 1	\$21,074.51
<b>Total Deposits and Additions</b>		<b>\$21,074.51</b>

**DAILY ENDING BALANCE**

DATE	AMOUNT
05/26	\$24,267.70

**SERVICE CHARGE SUMMARY**

Monthly Service Fee	\$0.00
Other Service Charges	\$0.00
<b>Total Service Charges</b>	<b>\$0.00</b>



PRESCRIBED BY BUREAU OF LOCAL GOVERNMENT SERVICES  
MICHIGAN DEPARTMENT OF TREASURY

**OFFICIAL RECEIPT**

**CENTERVILLE TOWNSHIP  
LEELANAU COUNTY**

No 2995

DATE 5-4-2020

RECEIVED FROM State of MI \$ 18,395.00

DOLLARS

FUND	ACCOUNT NO.	AMOUNT
<u>PWS. Ching</u>	<u>#2769</u>	<u>18,395.00</u>
	<u>ck #103054171</u>	

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

Sales tax revenue

Jan/ Feb. 2020

K Pleva

AUTHORIZED SIGNATURE

FORM NO. TUA-12 (REV. 7/83)

PRESCRIBED BY BUREAU OF LOCAL GOVERNMENT SERVICES  
MICHIGAN DEPARTMENT OF TREASURY

**OFFICIAL RECEIPT**

**CENTERVILLE TOWNSHIP  
LEELANAU COUNTY**

No 2996

DATE 5-4-2020

RECEIVED FROM AF Group (Accident Fund Ins. Co.) \$ 251.00

DOLLARS

FUND	ACCOUNT NO.	AMOUNT
<u>PWS. Ching</u>	<u>#2769</u>	<u>251.00</u>
	<u>ck #9245561</u>	

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

Dividends

K Pleva

AUTHORIZED SIGNATURE

FORM NO. TUA-12 (REV. 7/83)

PRESCRIBED BY BUREAU OF LOCAL GOVERNMENT SERVICES  
MICHIGAN DEPARTMENT OF TREASURY

**OFFICIAL RECEIPT**

**CENTERVILLE TOWNSHIP  
LEELANAU COUNTY**

No 2997

DATE 5-8-2020

RECEIVED FROM Michigan Twp. Assoc. \$ 353.00

DOLLARS

FUND	ACCOUNT NO.	AMOUNT
<u>PWS. Ching</u>	<u>#2769</u>	<u>353.00</u>
	<u>ck #62677</u>	

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

Refund for canceled conference - Jim Schwantes had pd w/ his credit card - MTA refunded us - we are to pay jim back  
K Pleva

AUTHORIZED SIGNATURE

FORM NO. TUA-12 (REV. 7/83)

OFFICIAL RECEIPT

CENTERVILLE TOWNSHIP  
LEELANAU COUNTY

No 2998

DATE 5-4-2020

RECEIVED FROM K. Pleva, Treasurer

\$ 26,615.78

DOLLARS

FUND	ACCOUNT NO.	AMOUNT

Transferred from #2769  
into #5793

IN PAYMENT FOR

K Pleva

AUTHORIZED SIGNATURE

FORM NO. TUA-12 (REV. 7/83)

PRESCRIBED BY BUREAU OF LOCAL GOVERNMENT SERVICES  
MICHIGAN DEPARTMENT OF TREASURY

OFFICIAL RECEIPT

CENTERVILLE TOWNSHIP  
LEELANAU COUNTY

No 2998

DATE 5-14-2020

RECEIVED FROM Cypher, Tim 2A

\$ 100.00

DOLLARS

FUND	ACCOUNT NO.	AMOUNT
Bws.cking	#2769	100.00

Bws.cking

#2769

100.00

ck # 8257

IN PAYMENT FOR

Zoning violation  
fine

Rogers, Brian

K Pleva

AUTHORIZED SIGNATURE

FORM NO. TUA-12 (REV. 7/83)

PRESCRIBED BY BUREAU OF LOCAL GOVERNMENT SERVICES  
MICHIGAN DEPARTMENT OF TREASURY

OFFICIAL RECEIPT

CENTERVILLE TOWNSHIP  
LEELANAU COUNTY

No 3000

DATE 5-26-2020

RECEIVED FROM Leelanau Cty.

\$ 14,961.91

DOLLARS

FUND	ACCOUNT NO.	AMOUNT
Bws.cking	#2769	

Bws.cking

#2769

ck # 110822

IN PAYMENT FOR

2019 Delinquent  
Taxes + PRE repayment  
Admin. fee (5th) 932.91  
Iwp. 3452.60  
Fire/Ambul 7589.60

K Pleva  
2019 PRE repaid  
reimbursement

AUTHORIZED SIGNATURE

2786.80

FORM NO. TUA-12 (REV. 7/83)

PRESCRIBED BY BUREAU OF LOCAL GOVERNMENT SERVICES  
MICHIGAN DEPARTMENT OF TREASURY

PRESCRIBED BY BUREAU OF LOCAL GOVERNMENT SERVICES MICHIGAN DEPARTMENT OF TREASURY

**OFFICIAL RECEIPT**

**CENTERVILLE TOWNSHIP  
CEDAR MICHIGAN  
LEELANAU COUNTY**

No **3001**

DATE 5-29-2020

RECEIVED FROM Local Comm. Stabilization Authority \$ 4509.66

DOLLARS

FUND	ACCOUNT NO.	AMOUNT
<u>Bus. Checking</u>	<u>#2769</u>	<u>\$4509.66</u>

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

State Shared Metro Revenue

T. Milliron

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 **3002**

DATE 5-29-2020

RECEIVED FROM Chase Bank \$ 4.87

DOLLARS

FUND	ACCOUNT NO.	AMOUNT
<u>Bns. Hi yield Sav.</u>	<u>#5773</u>	<u>4.15</u>
<u>        </u>	<u>#68166</u>	<u>.72</u>

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

Interest

K. Pless

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 **3003**

DATE 5-26-2020

RECEIVED FROM Leelanau Conservancy \$ 21,074.51

DOLLARS

FUND	ACCOUNT NO.	AMOUNT
<u>Tax Fund</u> <del>Bus. Checking</del>	<u>9301</u>	<u>\$21,074.51</u>

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

Comm. Forest Program - withdrawal penalty - deposited to Tax Fund - will be disbursed to units

T. Milliron

AUTHORIZED SIGNATURE

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

## CENTERVILLE TOWNSHIP Monthly Check Journal with Totals Sorted by Check# April 9 2020 through May 13 2020

Type	Date	Num	Name	Memo	Account	Debit	Credit
Liability Check	04/22/2020	EFT	United States Treasury	38-2297948	015 - CHASE CHECKING GEN FUND 2769		1,031.52
Check	04/11/2020	5137	ACCIDENT FUND OF MICHIGAN ACCIDENT FUND OF MICHIGAN	policy # WCV 0159876 32 01 May 1 2020 - May 1 2021	015 - CHASE CHECKING GEN FUND 2769 101-871 - Workers Compensation Insurance	0.00 760.00	1,031.52 760.00
Check	04/13/2020	5138	STATE OF MICHIGAN	VOID.	015 - CHASE CHECKING GEN FUND 2769	760.00	760.00
Check	04/13/2020	5139	STATE OF MICHIGAN	SUV First Quarter 2020	015 - CHASE CHECKING GEN FUND 2769	0.00	0.00
Check	05/13/2020	5140	MUNICIPAL UNDERWRITERS OF MICHIGAN MUNICIPAL UNDERWRITERS OF MICHIGAN	VOID: Inv # 3695 Inv # 3695 May 1 2020 through May 1 2021	015 - CHASE CHECKING GEN FUND 2769 851-955 - Insurance & Bonds	0.00 0.00	37.45 0.00
Check	05/13/2020	5141	MUNICIPAL UNDERWRITERS OF MICHIGAN MUNICIPAL UNDERWRITERS OF MICHIGAN	Inv # 3695 Inv # 3695 May 1 2020 thru May 1 2021	015 - CHASE CHECKING GEN FUND 2769 851-955 - Insurance & Bonds	0.00 5,118.00	0.00 5,118.00
Check	05/13/2020	5142	CYPHER GROUP, INC CYPHER GROUP, INC	April 2020 April 2020	015 - CHASE CHECKING GEN FUND 2769 729-701 - Contracted Services	5,118.00 1,000.00	5,118.00 1,000.00
Check	05/13/2020	5143	TIME WARNER CABLE	Acct # 086220701	015 - CHASE CHECKING GEN FUND 2769	1,000.00	1,000.00
Check	05/13/2020	5144	LEELANAU ENTERPRISE TRIBUNE LEELANAU ENTERPRISE TRIBUNE	cust 1101 spec meeting, PAT, Apr. 8 synopsis	015 - CHASE CHECKING GEN FUND 2769 101-900 - Printing & Publishing	0.00 161.10	138.98 161.10
Check	05/13/2020	5145	SCHAUB OUTDOOR SERVICES SCHAUB OUTDOOR SERVICES	March 31 2020 Snow Plowing - Inv Date March 31, 2020	015 - CHASE CHECKING GEN FUND 2769 265-930 - Repairs & Maintenance	161.10 264.00	161.10 264.00
Check	05/13/2020	5146	OLSON, BZDOK & HOWARD, P.C. OLSON, BZDOK & HOWARD, P.C.	client 5382-00M Statement 69 attorney-client communication April 2020	015 - CHASE CHECKING GEN FUND 2769 101-901 - Legal Fees	264.00 60.00	264.00 60.00
Check	05/13/2020	5147	LEELANAU COUNTY EQUALIZATION DEPT. LEELANAU COUNTY EQUALIZATION DEPT.	AMAP Maps for Centerville Township AMAP Maps	015 - CHASE CHECKING GEN FUND 2769 247-900 - Printing & Publishing	60.00 30.00	60.00 30.00
Check	05/13/2020	5148	CHERRYLAND ELECTRIC CO-OP CHERRYLAND ELECTRIC CO-OP	acct # 6311010 acct 6311010 Bill date 4/22/20	015 - CHASE CHECKING GEN FUND 2769 265-920 - Utilities-Electric	30.00 40.65	30.00 40.65
Check	05/13/2020	5149	SLEEPING BEAR COMPUTER CARE SLEEPING BEAR COMPUTER CARE	Inv # 123371 24" Monitor	015 - CHASE CHECKING GEN FUND 2769 215-726 - Office Supplies/Software	40.65 116.59	40.65 221.59
Check	05/13/2020	5150	Election Source Election Source	Inv # 19-48664 and Inv # 19-48778 AV Secrecy and Outgoing envelopes	015 - CHASE CHECKING GEN FUND 2769 262-726 - Office Supplies	116.59 87.33	221.59 87.33

Credit Column shows NET CHECK TOTALS

# Leelanau Enterprise

## Invoice

Centerville Township-Beth Chiles  
5001 S French Road  
Cedar, MI  
49621

The Leelanau Enterprise  
7200 E Duck Lake Rd  
Lake Leelanau, MI  
49653  
Tel : (231) 256-9827

Cust # : 1101  
Tel # : (231) 620-2130  
Statement Date: 04/30/20  
Contact: Beth Chiles

### Detailed Statement of transactions between 04/01/20 to 04/30/20

Date	Description	Charge	Amount
	Balance forward as of 03/31/20		523.52
04/02/20	INVOICE Ref : 314364 3/14/20 Special Meeting Legal Notices, 1 insertions, 04/02/20 - 04/02/20	53.70	53.70
	Total for Ad		53.70
04/10/20	Payment received - Check Reference #:5108	-523.52	-523.52
04/16/20	INVOICE Ref : 314867 Public Accuracy Test Legal Notices, 1 insertions, 04/16/20 - 04/16/20	53.70	53.70
	Total for Ad		53.70
04/30/20	INVOICE Ref : 315322 4/8/20 Synopsis Legal Notices, 1 insertions, 04/30/20 - 04/30/20	53.70	53.70
	Total for Ad		53.70
<b>Balance Due</b>			<b>161.10</b>

**CENTERVILLE TOWNSHIP**

LEELANAU ENTERPRISE TRIBUNE

spec meeting, PAT, Apr. 8 synopsis

5/13/2020

5144

161.10



**LEELANAU COUNTY INTERLOCAL AGREEMENT  
FOR COUNTY DESIGNATED ASSESSOR**

This Interlocal Agreement, by and between the COUNTY OF LEELANAU, a political subdivision of the State of Michigan (hereinafter referred to as the "County"), and BINGHAM TOWNSHIP, CENTERVILLE TOWNSHIP, CLEVELAND TOWNSHIP, ELMWOOD TOWNSHIP, EMPIRE TOWNSHIP, GLEN ARBOR TOWNSHIP, KASSON TOWNSHIP, LELAND TOWNSHIP, LEELANAU TOWNSHIP, SOLON TOWNSHIP, and SUTTONS BAY TOWNSHIP, each a political subdivision of the State of Michigan (each hereinafter referred to as an "Assessing District," and collectively referred to as the "Assessing Districts"), is entered into pursuant to the Urban Cooperation Act of 1967, Public Act 7 of 1967 (Ex. Sess.), as amended, MCL 124.501 *et seq.*, and the General Property Tax Act, Public Act 206 of 1893, as amended by Public Act 660 of 2018, MCL 211.10g, for the purpose of designating an individual to serve as the County's Designated Assessor.

WHEREAS, pursuant to MCL 211.10g(4), every County shall have a Designated Assessor on file with the State Tax Commission as of December 31, 2020; and

WHEREAS, the County Designated Assessor is designated by an Interlocal Agreement executed between the County Board of Commissioners and a majority of the Assessing Districts in the County; and

WHEREAS, the individual designated as the County's Designated Assessor must be approved by the State Tax Commission.

NOW, THEREFORE, THE PARTIES AGREE AS FOLLOWS:

1. Designation of County Designated Assessor. The County and a majority of the Assessing Districts in the County designate \_\_\_\_\_, who is an individual qualified and certified by the State Tax Commission as an Advanced Assessing Officer or Master Assessing Officer, to be the County Designated Assessor for Leelanau County.

2. Duties of County Designated Assessor. The County Designated Assessor shall contract with one or more Assessing Districts as necessary to serve as the Assessing District's Assessor of record, upon request of the Assessing District or as may be required by the State Tax Commission, as a consequence of the Assessing District receiving a notice of noncompliance from the State Tax Commission after an audit, under the terms and conditions set forth in MCL 211.10g.

The County Designated Assessor shall be capable of ensuring that the contracting Assessing Districts achieve and maintain substantial compliance with the requirements in MCL 211.10g(1).

The County Designated Assessor may charge an Assessing District that is required to contract with the County Designated Assessor, and that Assessing District shall pay, for the

reasonable costs incurred by the County Designated Assessor in serving as the Assessing District's Assessor of record, including, but not limited to, the cost of overseeing and administering the annual assessment, preparing and defending the assessment roll, and operating the assessing office.

The County Designated Assessor is a local assessing unit for purposes of the provisions in MCL 211.44 concerning the division and use of any collected property tax administration fees.

3. Term of Designation. If approved by the State Tax Commission, the County Designated Assessor shall serve for a minimum of five (5) years from the date of the approved designation. The designation shall not be revoked, and no new designation shall be made earlier than five (5) years following the date of the approved designation, except as otherwise provided in Sec. 4.

4. Revocation of Designation by State Tax Commission. The State Tax Commission may designate and approve, on an interim basis and pursuant to a formal agreement, an individual to serve as a County Designated Assessor and, if applicable, revoke the approved designation of a current County Designated Assessor under the following circumstances:

- (i) if the County Designated Assessor dies or becomes incapacitated;
- (ii) if the County Designated Assessor was designated and approved based on his or her employment status, and that status materially changes; or
- (iii) if it determines at any time that the County Designated Assessor is not capable of ensuring that contracting Assessing Districts achieve and maintain substantial compliance with the requirements in MCL 211.10g(1).

The State Tax Commission's designation of an interim County Designated Assessor under this Section is effective only until a new County Designated Assessor has been designated in a new Interlocal Agreement under MCL 211.10g(4)(a), and approved by the State Tax Commission.

5. Petition to State Tax Commission. Upon the execution and filing of this Interlocal Agreement, the County shall petition the State Tax Commission to approve the individual named in Section 1 of this Interlocal Agreement to serve as the County Designated Assessor. The individual shall serve as the County Designated Assessor upon approval of the State Tax Commission. If the State Tax Commission rejects the County's petition, then the parties agree to enter into additional Interlocal Agreements under MCL 211.10g(4)(a) until a suitable Assessor has been presented.

6. Nondiscrimination. The Parties shall adhere to all Federal, State, and local laws, ordinances and regulations prohibiting discrimination in the performance of this Interlocal Agreement. The Parties shall not discriminate against a person to be served or an employee or applicant for employment because of race, color, religion, national origin, age, sex, disability that



is unrelated to an individual's ability to perform the duties of a particular job or position, height, weight, or marital status. Breach of this section shall be regarded as a material breach of this Interlocal Agreement.

7. Effective Date. This Interlocal Agreement shall become effective when executed by the County and a majority of the Assessing Districts in the County, and an executed copy is filed with the Leelanau County Clerk and the Michigan Secretary of State.

8. Certification. The persons signing this Agreement certify by their signatures that they are duly authorized to sign this Agreement on behalf of the Parties, and that this Agreement has been authorized by the Parties.

IN WITNESS WHEREOF, the authorized representatives of the Parties hereto have fully executed this instrument.

COUNTY OF LEELANAU

\_\_\_\_\_  
William J. Bunek, Chairperson  
County Board of Commissioners

\_\_\_\_\_  
Date

BINGHAM TOWNSHIP

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

CENTERVILLE TOWNSHIP

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

CLEVELAND TOWNSHIP

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

ELMWOOD TOWNSHIP

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

EMPIRE TOWNSHIP

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

GLEN ARBOR TOWNSHIP

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

KASSON TOWNSHIP

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

LELAND TOWNSHIP

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

LEELANAU TOWNSHIP

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

SOLON TOWNSHIP

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

SUTTONS BAY TOWNSHIP

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

DESIGNATED COUNTY ASSESSOR

\_\_\_\_\_  
Date

**CENTERVILLE TOWNSHIP  
5001 S FRENCH RD  
(LEELANAU COUNTY)  
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

**Resolution # 2020-06**

**Township Policy Regarding Inspection of Records**

Upon receiving a verbal request to inspect township records, the township shall furnish the requesting person with a reasonable opportunity and reasonable facilities for inspection and examination of its public records.

A person shall be allowed to inspect public records during usual business hours, not less than four hours per day. The public does not have unlimited access to township offices or facilities, and a person may be required to inspect records at a specified counter or table, and in view of township personnel.

Township officials, appointees, staff or consultants/contractors assisting with inspection of public records shall inform any person inspecting records that only pencils, and no pens or ink, may be used to take notes.

In coordination with the official responsible for the records, the FOIA coordinator shall determine on a case-by-case basis when the township will provide copies of original records, to allow for blacking out exempt information, to protect old or delicate original records, or because the original record is a digital file or database not available for public inspection.

The Clerk is responsible for identifying if records or information requested by the public is stored in digital files or e-mail, even if the public does not specifically request a digital file or e-mail.

A person cannot remove books, records or files from the place the township has provided for the inspection.

No documents shall be removed from the office of the custodian of those documents without permission of that custodian, except by court order, subpoena or for audit purposes. The official shall be given a receipt listing the records being removed. Documents may be removed from the office of the custodian of those documents with permission of that custodian to accommodate public inspection of those documents.

**Copies May Be Required to Enable Public Inspection of Records**

In coordination with the official responsible for the records, the FOIA coordinator will determine by policy when the township will provide copies of original records, to allow for blacking out exempt information, to protect old or delicate original records, or because the original record is a digital file or database not available for public inspection.

A fee will be charged for copies made to enable public inspection of records, according to the township's FOIA policy.

On June 10, 2020, Motion by \_\_\_\_\_ to adopt Resolution 2020-06 Inspection of Records Policy as proposed, supported by \_\_\_\_\_.

Roll Call Vote:

Chiles: \_\_\_\_\_ Hubbell: \_\_\_\_\_ Pleva: \_\_\_\_\_ Schaub: \_\_\_\_\_ Schwantes: \_\_\_\_\_  
Yeas: \_\_\_\_\_ Nays: \_\_\_\_\_ Motion Carried: (Vote # \_\_\_\_\_)

The Supervisor declared Resolution 2020-06 adopted.

By \_\_\_\_\_ Date: \_\_\_\_\_  
James Schwantes, Supervisor

TOWNSHIP CLERK CERTIFICATE

The undersigned, Clerk of the Township of Centerville, certifies that this resolution was adopted by the Township Board on June 10<sup>th</sup>, 2020, is effective immediately and is on file in the records of the office.

By \_\_\_\_\_ Date: \_\_\_\_\_  
Elizabeth Chiles, Clerk

## Draft Centerville Township Assessor Duties and Responsibilities Policy

### General Statement of Responsibilities:

The Assessor is responsible for overall execution and management of Township's property appraisal program. The assessor is responsible for identifying, inventorying, determining market values and calculating assessed valuation for all Township properties in accordance with the State Tax Commission regulations, methods and procedures to ensure fair and equitable assessments. The assessor

### Specific Duties and Responsibilities:

1. Identifying, inventorying, determining market values and calculating assessed valuation for all Township properties in accordance with the State Tax Commission regulations, methods and procedures to ensure fair and equitable assessments.
2. Conducts field inspections of commercial and industrial properties; gathers, analyzes data and performs assessment ratio studies to determine true market values; inputs data in to computer system; updates personal property records and supervises sending of assessment notices annually to notify property owners regarding assessed values.
3. Ensures that periodic checks are performed with home and business owners regarding changes made to facilities; works with Township Building Inspectors regarding new construction in order to update property records.
4. Maintains accurate Homestead and property transfer information in compliance with applicable State laws.
5. Prepares the property assessment roll for presentation to the Board of Review; makes adjustments of the tax roll directed by the Board of Review; participates in Board of Review sessions and compiles results and prepares letters and reports associated with this process.
6. Represents the Township in defending assessments appealed to the Michigan Tax Tribunal.
7. Maintains township assessment files including property records/cards, physical data, legal descriptions, splits and combinations of parcels, and ownership transfers; strives to identify new/improved methods for carrying out these responsibilities.
8. Completes and submits the various forms and schedules to satisfy reporting requirements to the State of Michigan.
9. Works with County equalization to keep tax maps up to date and to complete work needed for the annual Equalization Appraisal and Sales studies.
10. Acts as a resource for Township property owners and prospective property owners by responding to their inquiries, and interpreting applicable State laws. Responds to inquiries and requests for assessment information from the public.
11. Attends annual seminars and other continuing education conferences as required by the State to maintain required certification as a Level II Assessor.
12. Maintains current knowledge regarding assessing-related technology, market trends and pending legislation pertaining to taxation and other developments in the property assessment field.
13. Reports to the Township Supervisor regarding completion of required tax roll filings, ongoing appeals to the Tax Tribunal, and any problems arising from the normal performance of assessing duties. Will participate in annual performance review with the Supervisor and meet at other times as needed regarding assessment administration.
14. Documents and complies with annual performance benchmarks and goals made in cooperation with the Supervisor.
15. Provides the Supervisor with the information needed to prepare an annual budget for assessing.

16. Attends township Board of Trustees meetings if requested to do so. The assessor shall be placed on the agenda for any Board of Trustees meeting if he or she requests an appearance.

Employment and Compensation:

The assessor shall be an at will employee of the Centerville Township Board of Trustees and paid by an annual salary determined by the Board as part of its annual budget. The salary will be paid in 12 equal monthly installments. Termination of employment may be made by the assessor or the township's at any time with 60 days notice.

Centerville Township  
Zoning Administrator's  
MAY 2020 Report

5/5/2020

To: Centerville Township Board & Planning Commission

From: *Timothy A. Cypher*

<b>Land Use Permits Issued:</b>	<b>3</b>	<b>YEAR TO DATE</b>	<b>12</b>
Signs	0		
Single Family Residences (SFR)	2	<b>DUNCAN - KELENSKE</b>	
Additions to SFR	0		
Garages / Sheds	0		
Decks & Porches / Misc.	0		
Accessory Buildings	1	<b>MILLER</b>	
Commercial Construction	0		
Stairs & Landings	0		
Agriculture related construction	0		
Demolitions / Change of Use	0		
Home Occupations	0		
Solar Array	0		
<b>Z.B.A. proceedings</b>	<b>0</b>	<b>0 INQUIRY</b>	
<b>Special Land Use Permits</b>	<b>1</b>	<b>FRENCH VALLEY</b>	<b>2 INQUIRY</b>
		<b>PH APPROVED 5/28/2020</b>	
<b>Land Division/Property Line</b>	<b>0</b>		<b>1 INQUIRY</b>
<b>Private Roads / Driveways</b>	<b>0</b>		<b>0 INQUIRY</b>
<b>Zoning / Site Plan Reviews</b>	<b>0</b>		<b>1 INQUIRY</b>
<b>Construction Site Inspections</b>	<b>6</b>		
<b>Violations/Investigations</b>	<b>3</b>	<b>ROGERS JUNK - NOT FINISHING LUP CONDITIONS</b>	
		<b>( 2 - RESIDENTIAL USE OF RVS AS DWELLINGS )</b>	

I also supplied information via 29 phone consultations and 17 via internet to Township residents&others PC meeting and public hearing approved French Valley Special Use/site plan review w/ conditions

CALLS - 24 ZONING QUESTIONS

Please feel free to contact me with any questions.	1	LAND DIVISIONS/PLA
<a href="mailto:tim@allpermits.com">tim@allpermits.com</a>	0	PRIVATE ROAD
Phone 231-360-2557	3	SITE PLAN REVIEW
	0	ZBA QUESTIONS
	1	VIOLATIONS

**CENTERVILLE TOWNSHIP Z A'S MONTHLY SUMMARY**

PERIOD: MAY 2020

DATE	PERMIT #	NAME	USE	REC. #	CK.#	AMOUNT
5/17/2020	LUP 20-10	DUNCAN	LAND USE	202010	2681	\$ 245.00
002-035-004-00	6026 E. POLISH HARBOR	NEW DWELLING GARAGE PORCH PATIO		2,316 S.F.		
5/23/2020	LUP 20-11	MILLER	LAND USE	202011	3992	\$ 50.00
002-029-008-51	6866 S. SCHOMBERG RD.	ACCESSORY BUILDING		400 S.F.		
5/30/2020	LUP 20-12	KELENSKE	LAND USE	202012	1612	\$ 115.00
002-010-007-20	5145 HOHNKE RD.	NEW DWELLING & 2 DECKS		1,650 S.F.		
5/31/2020	MCL FINE 1901	ROGERS	VIOLATION	MCLVIO1901		<b>DELINQUENT</b>
002-011-024-00	3780 S. LAKESHORE DR	MCL VIOLATION FEE - MONTHLY UNTIL COMPLIANCE DETERMINED				
5/31/2020	LOT CONSOLIDATION	KRAWIEC	LOT CON.	# 2	3374	\$ 50.00
002-018-006-15		LOT CONSOLIDATION				
002-018-006-20						

**TOTAL \$ 460.00**

SIGNED: TIMOTHY A. CYPHER

6/6/2020

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



## Schwantes discussion points regarding CAFR board member from Centerville Township

The functioning of CAFR is a responsibility of the Centerville Board of Trustees because:

1. Centerville Board of Trustees is co-operator of CAFR under the Interlocal Agreement. CAFR is not an independent entity.
2. Centerville Board of Trustees is responsible for ¼ of CAFR operations and equipment capital funding.
3. Centerville Board of Trustees is ultimately responsible for fiduciary soundness of the CAFR budget because it has to approve the CAFR budget before CAFR can act under the budget.
4. Centerville township is owner of the fire station and as such the Board of Trustees is 50% responsible for capital improvements to the building.

Appointing a member of the Board as the township representative on the CAFR would:

1. Place a person on the CAFR board who is actually accountable for the the performance of CAFR.
2. That person would have full understanding of the township's finances when participating in developing the CAFR budgets.
3. That person would be able to report monthly on CAFR and consult with the board on issues.
4. That person would be aware of issues with the building that may impact the township's budget beyond CAFR regular funding.
5. That person may not bring particular expertise useful to the CAFR board.
6. That person would have added responsibilities and time spent to their current duties and for which they are compensated by CAFR.

Appointing a someone other than a Board member to the CAFR would:

1. Potentially provide expertise useful to the CAFR board
2. Offer an opportunity to a community member to participate in township government
3. Would not be a time burden on any one Board of Trustee
4. Would not relieve the township Board of Trustees from any contractual or fiscal responsibilities arising from actions of the CAFR board or the Centerville appointed member of that board
5. May need to report to the township Board at its regular meetings.
6. May be necessary if no Board member is willing to serve on the CAFR.

May , 2020

Dear Sugar Loaf Chalet property owner,

You are receiving this letter from the Centerville Township Board to inform you of the status of the plan for repairing the streets in your subdivision. Last year, in late April, we sent out a letter like this updating everyone on the tax roll in the Sugar Loaf Subdivision on where this plan stood at that time.

First let's recap where we were at that point. The Leelanau County Road Commission (LCRC), per Michigan law, is responsible for all the roads in the township. Per Michigan law as well, the LCRC must match state road funds with 50% from other funds for projects. The Township Board established a policy in 2018 to monitor our roads to prioritize where the township would provide a contribution to LCRC projects. The township does not have dedicated funding for roads, so the work must come from surplus savings. Given this limitation, the board, through its adopted policy, determined, that for roads in subdivisions and on cul-de-sacs, the cost of the 50% match would be shared by the township and the property owners on those streets and roads. In other words, the township would provide 25% funding assistance to the LCRC, and the property owners provide 25%. The funds for the property owners share would most likely come from a Special Assessment.

Last April we wrote that the streets of the Sugar Loaf Chalet Subdivision was our next priority project. That is still the case and this was also reiterated to LCRC manager when Supervisor Schwantes met with him last fall. Last April we were looking at having available funds for this project in Fiscal Year 2021-2022 (the summer of 2021). At the end of the past fiscal year, our balance sheet shows that we are still not quite where we need to be, though we have been able to assign significant funds toward this.

There are some mitigating circumstances that are holding the board back from making a commitment to scheduling this project for next summer.

- First, as with many things these days, the Coronavirus-19 shutdown will have a significant impact on our budget. We anticipate a significant reduction in state revenue sharing money which is generated by sales taxes. We will be adjusting our budget to account for this as we receive the figures, but we anticipate this will impact our unrestricted reserves which pay for things like road improvements.
- Secondly, our current budget is calculated anticipating passage of the August millage to support Cedar Area Fire and Rescue. If that doesn't happen, we again have to make budget decisions on meeting those obligations as our main priority.
- Third, the township needs to have enough funds to bridge the collection of the 25% match from the Special Assessment which would not be made until the after the project has been completed. That means, using a project estimate made in November of 2019, that the township 50% share would be \$140,437, so the board would need \$105,327.00 on hand to commit to the project. At this point we have a total of \$71,925.29 available to use for needs outside normal operations.

Given these circumstances, the township board thinks that it is not likely we will be able to address the Chalet roads until maybe the summer of 2022. This will give us one more fiscal cycle to accrue the needed funds.

Our road policy, the township balance sheet and the special assessment guideline we received from our lawyer are available on our website. Here are the links:

Road Policy:

[https://www.leelanau.cc/downloads/centerville\\_twp\\_road\\_maintenance\\_policy\\_revised\\_71018.pdf](https://www.leelanau.cc/downloads/centerville_twp_road_maintenance_policy_revised_71018.pdf)

Township's March 31, 2020 Balance Sheet:

[https://www.leelanau.cc/downloads/balance\\_sheet\\_ctv\\_twp\\_033119.pdf](https://www.leelanau.cc/downloads/balance_sheet_ctv_twp_033119.pdf)

Special Assessment District Guideline:

[https://www.leelanau.cc/downloads/20190201\\_special\\_assessment\\_district\\_outline\\_centerville\\_v2.Pdf](https://www.leelanau.cc/downloads/20190201_special_assessment_district_outline_centerville_v2.Pdf)

Jim Schwantes, the township Supervisor, will be glad to field any questions you have. His email and phone number are listed above. The board will send out a formal update, like this one, next May. Any other discussion or other communication will be included in the monthly meeting minutes and monthly email news the board sends out. If you are not on the township's email list, and would like to be, send a request via email to the Supervisor.

Sincerely,

The Centerville Township Board of Trustees

**CENTERVILLE TOWNSHIP  
5001 S FRENCH RD  
(LEELANAU COUNTY)  
CEDAR, MICHIGAN 49621**

SUPERVISOR  
JAMES SCHWANTES  
PHONE: 920-5204  
Email: centerville-supervisor@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

**Resolution # 2020-07  
Resolution to Establish an Absent Voter Counting Board**

WHEREAS, Section 168.765a of the Michigan Election Law, Public Act 116 of 1954, as amended, states that a township may decide to use absent voter counting boards, and;

WHEREAS, if a township decides to use absent voter counting board, the Board of Election Commissioners of the township must establish an absent voter counting board for each election day precinct in the township; and

WHEREAS, the Board of Election Commissioner must appoint the election inspectors to that absent voter counting board not less than 21 days or more than 40 days before the election at which they are to be used;

NOW, THEREFORE, BE IT RESOLVED the Centerville Township Board does hereby authorize and require establishment and appointment of an Absent Voter Counting Board by the township's Board of Election Commissioners under the terms of, and with the responsibilities dictated by, Michigan Election Law. Said requirement shall remain in effect unless or until the Township Board adopts a Resolution determining otherwise.

On June 10, 2020, Motion by Elizabeth Chiles to adopt Resolution 2020-07 to Establish an Absent Voter Counting Board as proposed, supported by \_\_\_\_\_.

Roll Call Vote:

Chiles: \_\_\_\_\_ Hubbell: \_\_\_\_\_ Pleva: \_\_\_\_\_ Schaub: \_\_\_\_\_ Schwantes: \_\_\_\_\_

Yeas: \_\_\_\_\_ Nays: \_\_\_\_\_ Motion Carried: (Vote # \_\_\_\_\_)

The Supervisor declared Resolution 2020-07 adopted.

By \_\_\_\_\_ Date: \_\_\_\_\_  
James Schwantes, Supervisor

**TOWNSHIP CLERK CERTIFICATE**

The undersigned, Clerk of the Township of Centerville, certifies that this resolution was adopted by the Township Board on June 10<sup>th</sup>, 2020 and is on file in the records of the office.

By \_\_\_\_\_ Date: \_\_\_\_\_  
Elizabeth Chiles, Clerk

**CENTERVILLE TOWNSHIP  
5001 S FRENCH RD  
(LEELANAU COUNTY)  
CEDAR, MICHIGAN 49621**

SUPERVISOR  
JAMES SCHWANTES  
PHONE: 920-5204

Email: centerville-supervisor@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

**CENTERVILLE TOWNSHIP CONSUMER FIREWORKS ORDINANCE  
ORDINANCE NO: 2013-05**

**Adopted June 12, 2013, Amended June 10, 2020**

An Ordinance to secure the public health, safety and general welfare of the citizens of Centerville Township, Leelanau County, Michigan, by regulating the use of Consumer Fireworks in Centerville Township, as provided in Public Act 256 of 2011, and as amended in Public Act 65 of 2018 (MCL 28.451, *et seq.*).

CENTERVILLE TOWNSHIP ORDAINS:

**Section 1: Findings**

The Township Board makes the following findings:

Public Act 246 of 1945 (MCL 41.181, *et seq.*) authorizes Centerville Township to enact ordinances that regulate the public health, safety and general welfare of persons and property. Public Act 256 of 2011, as amended (MCL 28.451, *et seq.*) authorizes Centerville Township to enact an ordinance regulating the ignition, discharge, and use of Consumer Fireworks. The Township Board believes an ordinance prohibiting the ignition, discharge, and use of Consumer Fireworks, to the extent allowed by Public Act 256 of 2011, as amended, is in the interest of public health, safety and general welfare.

**Section 2: Title**

This Ordinance shall be known and cited as the Centerville Township Consumer Fireworks Ordinance.

**Section 3: Definitions**

The following definitions apply for purposes of this Ordinance:

- a. Consumer Fireworks: Fireworks devices that are designed to produce visible effects by combustion, that are required to comply with the construction, chemical composition, and labeling regulations promulgated by the United States consumer product safety commission under 16 CFR parts 1500 and 1507, and that are listed in APA standard 87-1, 3.1.2, 3.1.3, or 3.5. Consumer fireworks does not include low-impact fireworks.

b. Low-impact fireworks means ground and handheld sparkling devices as that phrase is defined under APA standard 87-1, 3.1, 3.1.1.1 to 3.1.1.8, and 3.5.

#### **Section 4: Ignition, Discharge, and Use of Consumer Fireworks**

a. The ignition, discharge, and use of Consumer Fireworks in Centerville Township is prohibited at all times except for the following days after 11 a.m.:

1. December 31 until 1 a.m. On January 1
2. The Saturday and Sunday immediately preceding Memorial Day until 11:45 p.m. on each of those days.
3. June 29 to July 4 until 11:45 on each of those days.
4. July 5, if that date is a Friday or Saturday, until 11:45 p.m.
5. The Saturday and Sunday immediately preceding Labor Day until 11:45 p.m. On each of those days.

b. A person shall not ignite, discharge or use consumer fireworks on public property, school property, church property or the property of another person, without that person or organization's express permission to use the consumer fireworks on those premises.

c. A person shall not use consumer fireworks or low impact fireworks while under the influence of alcoholic liquor, a controlled substance or a combination of alcoholic liquor and a controlled substance, or other intoxicating substance.

d. Consumer fireworks shall only be used in accordance with all applicable local, state and federal laws.

#### **Section 5: Severability**

This Ordinance shall be deemed severable. If any word, sentence, clause, section, or provision is declared invalid or unenforceable for any reason by any court of competent jurisdiction, it shall not affect any other portion of this Ordinance and the remaining portions of this Ordinance shall remain valid and enforceable.

#### **Section 6: Penalty/ Civil Infraction.**

Any person who violates any provision of this Ordinance shall be responsible for a municipal civil infraction as defined in Public Act 12 of 1994, amending Public Act 236 of 1961, being Sections 600.101-600.9939 of Michigan Compiled Laws, and shall be subject to a fine \$1000.00, plus cost and assessments as provided in MCL 600.8727. A remittance of \$500.00 of the fine for each violation shall be made to the local law enforcement agency responsible for enforcing the ordinance. Each day this Ordinance is violated shall be considered as a separate violation.

#### **Section 8: Effective Date.**

This Ordinance took effect 30 days following publication of passage. The amendments to this ordinance take effect immediately upon passage by the township Board of Trustees.

On June 10, 2020, Motion by \_\_\_\_\_ to amend Resolution 2013-05 updating the Centerville Consumer Fireworks Ordinance as proposed, supported by \_\_\_\_\_.

Roll Call Vote:

Chiles: \_\_\_\_ Hubbell: \_\_\_\_ Pleva: \_\_\_\_ Schaub: \_\_\_\_ Schwantes: \_\_\_\_  
Yeas: \_\_\_\_ Nays: \_\_\_\_ Motion Carried: (Vote # \_\_\_\_ )

The Supervisor declared the amendment to Resolution 2013-5 adopted.

By \_\_\_\_\_ Date: \_\_\_\_\_  
James Schwantes, Supervisor

TOWNSHIP CLERK CERTIFICATE

The undersigned, Clerk of the Township of Centerville, certifies that this amendment to resolution 2013-5 was adopted by the Township Board on June 10<sup>h</sup>, 2020 and is on file in the records of the office.

By \_\_\_\_\_ Date: \_\_\_\_\_  
Elizabeth Chiles, Clerk