**CENTERVILLE TOWNSHIP**

Approved 05/13/20

**5001 S French Road**

**Cedar, MI 49621**

**SUPERVISOR** **CLERK** **TREASURER**

JAMES SCHWANTES BETH CHILES KATRINA PLEVA

Phone: 920-5204 Phone: 620-2130 Phone: 228-5649

[centervillesupervisor@gmail.com](mailto:centervillesupervisor@gmail.com) [clerk.centerville@gmail.com](mailto:clerk.centerville@gmail.com) [dalekatrina@centurytel.net](mailto:dalekatrina@centurytel.net)

**TRUSTEE** **TRUSTEE** **ZONING ADMIN**

DANIEL HUBBELL RONALD SCHAUB TIM CYPHER

Phone: 228-6390 Phone: 256-7127 Cell: 360-2557

[dan@hubbellfarm.com](mailto:dan@hubbellfarm.com) [schaubron@yahoo.com](mailto:schaubron@yahoo.com) [tim@allpermits.com](mailto:tim@allpermits.com)

**Centerville Township Regular Meeting**

**April 8, 2020 7:00 PM**

**Meeting held virtually via ZOOM**

**PRESENT**: James Schwantes, Katrina Pleva, Beth Chiles, Ron Schaub

**ABSENT:** Dan Hubbell NOTE: joined meeting at 7:11PM

**GUESTS: 4**

1. **CALL TO ORDER:** Schwantes called the meeting to order at 7:01 pm.
2. **REVIEW/ADDITIONS/APPROVAL OF AGENDA**

* Schwantes added Item 3.1 March 14 Budget Meeting minutes and 10.4 reappointment of John DePuy
* Items may be tabled as meeting progresses for future meetings, considering current circumstances
* As we are no longer printing formal packets and are making attachments available on line, Schwantes will remove the word **attached** from future agendas to avoid confusion

**MOTION:** Schaub moved to approve the agenda as amended; **Seconded** by Pleva. Motion carried. 4 Yes 0 No

1. **APPROVAL OF MEETING** **MINUTES**
2. **March 11, 2020** 
   * + In March 11 minutes there is a redundant line on Feb 10 minutes under Review Agenda
     + Next Board Meeting—date corrected to April 8

**MOTION**: Pleva moved to approve March 11 minutes with corrections; **Seconded** by Schaub. Motion carried. 4 Yes 0 No

1. **March 14, 2020 BUDGET MEETING** - no corrections needed

**MOTION**: Schaub moved to approve minutes; **Seconded** by Pleva. Motion carried. 4 Yes 0 No

1. **INVOICES**
   * Question for the clerk and the board – should the clerk have discretion on holding bills that come in at the last minute to pay them on the next meeting? Discussion: Unless major item, postpone to next month. Schwantes will work with Chiles to develop formal policy, present at next meeting.
   * Trustees to be paid for March 14, 2020 Budget Meeting on next months’ invoices (Trustees do not get paid for Annual Meeting)

**MOTION:** Schwantes moved to accept invoices as presented. **Seconded** by Schaub. Motion carried. 4 Yes 0 No

**HUBBELL NOW PRESENT**

1. **TOWNSHIP FINANCIAL UPDATE** 
   * **Treasurer’s Report**
     + Pleva: will be discussing 2nd CD renewal with Honor Bank
     + Delinquent payment pending
     + Schwantes: will be holding only $66,000 in assigned funds, may need to liquefy CD
     + Pleva: June and July CDs also maturing

**MOTION:** Chiles moved to approve the Treasurer’s report as presented; **Seconded** by Schaub. Motion carried. 5 Yes 0 No

* + **March Reconciliation Report** 
    - No comments, reviewed by Board and Supervisor will sign and accept
  + **FY 2019-20 Final Budget Review**
    - Budgeted $50,000 unrestricted funds last year and in the end only utilized $26,772.56.

100%+ on all incomes;<100% on all expenses

* + **Balance Sheet** 
    - Reviewed by Board and Supervisor and discussed. Note policy based distribution of unrestricted funds which is based on anticipated change in policy of subtracting restricted millage funds from %50 liquidity target. Discussed viability of doing Chalet Roads next year.

1. **CORRESPONDENCE**

* Recycling inter local agreement info received from Trudy Galla of County Planning—all supported; will be on May agenda to get formal approval
* Docks--request for docks to be place on Lake Leelanau

1. **ASSESSOR’S REPORT**
   * AMAR correction plan accepted by Dept of Treasury
2. **ZONING ADMINISTRATOR’S REPORT**
   * **No comment**
3. **PLANNING COMMISSION**
   * March meeting cancelled
   * Next meeting: Monday, April 27, 2020, 6:30 PM, may be via Zoom
4. **CEDAR AREA FIRE and RESCUE BOARD**
   * March meeting very short. April meeting will likely also be brief, just to approve payment of bills. We will be receiving $8,442 credit due this year.
   * Upcoming meetings: Regular meeting: Monday, April 20, 2020, 7:00PM

**MOTION**: Schwantes moves that the Centerville Township Board of Trustees support the reappointment of John DePuy as member-at-large on the Cedar Area Fire and Rescue Board. (2 year term). **Seconded** by Pleva. **Votes**: 5 Yes 0 No

1. **BOARD—Unfinished Business**

* **FY 2020-21 Pandemic budget impacts**—Anticipate loss in revenues in state sales tax. An estimate of $20,000 impact from COVID 19 (%20 of budget). We will get updates in May and October on expected revenues. May need to adjust budget if reduction is past current budgeted surplus. So if revenue is below anticipated average, can expect to make adjustments.
* **Deputy clerk/deputy treasurer** issue tabled.
* **Upper hall emergency lighting**—can’t start work until Governor’s non-essential work prohibition is lifted.
* **Town Insurance bids**—Pleva contacted Paul Olsen, who provided **the** ~~names~~ **name** of **an** additional insurance companies. Current contract with Olsen is up in 2022. Pleva recommends maintaining contract with Olsen. Can consider alternatives when contract gets closer to expiring. Contract holds premium constant without change over 3 year life of the contract unless there would be some excessive claims. Cyber liability adder is not recommended, due to low nature of our risk exposure.

**MOTION: Renew Insurance with Michigan Parplan.** Pleva moves that the Centerville Township Board of Trustees renew with the Michigan Township Participating Plan through Municipal Underwriters of West Michigan to insure the township for a cost of $5,118.00 for and renewing on May 1, 2020 for a term of 1 year and continues the 3 year policy agreement made on May 1, 2019. **Seconded** by Hubbell. **Votes**: 5 Yes 0 No

1. **BOARD—New Business**
   * + **Review Fund Policy**

**MOTION: Revise Fund Balance Policy:** Schwantes moves to change the township fund balance policy paragraph 3.1 to read as follows: The goal of the Township Board shall be to maintain an unassigned fund balance of no more than 50% of expenditures at the beginning of the Fiscal Year (April 1) and no less than 15% of expenditures on November 30 of the Fiscal Year. For the purposes of this calculation, “expenditures” will be the annual budgeted expenditures amount less restricted funds held for Cedar Area Fire and Rescue use and less non-recurring capital expenditures. **Seconded** by Pleva. **Votes**: 5 Yes 0 No

* **Review Chalet Roads project timeline:** Chalet Roads project—Discussion followed by Schwantes committing to preparing a letter for Chalet Road residents that considers impact of COVID, fire department millage, sales tax income, and availability of contract work on Chalet Roads project. Letter to be prepared and discussed by Board in May.
* **Hall and Park services:**

**MOTION:** **Contract with Brian Booth for seasonal grounds services.** Schwantes moves that the Centerville Township Board of Trustees contract with Brian Booth to provide grounds maintenance services at the hall and township park for a cost of $2,250.00 to be paid in 6 equal monthly payments beginning May 1, 2020. **Seconded** by Schaub. **Votes**: 5 Yes 0 No

* + Question from public as to how current mandate concerning boat launch closure will impact docks. Schwantes indicated that Board will look into this, Brian Booth may not be released yet to go out and do work.

**Contract with Williams and Bay Pumping for portajon**

**MOTION:** Schwantes moves that the Centerville Township Board of Trustees contract with Williams and Bay Pumping to provide a portajon at the township park from mid-May through mid-November at a cost of $99.00 a month. **Seconded** by Pleva. **Votes**: 5 Yes 0 No

**Adopt 2020-2021 Compensation Schedule**

**MOTION**: Schwantes moves that the Centerville Township Board of Trustees adopt the attached Compensation Schedule for fiscal year 2020-2021. **Seconded** by Chiles. **Votes**: 5 Yes 0 No

**CFR Board Member Policy**

**MOTION:** Schwantes moves to table this issue. No objection

1. **County Commissioner Report** – Patricia Soutas-Little

**14. Next Township meeting Wednesday, May 13, 2020, at 7:00 via Zoom**.

**15. PUBLIC COMMENT**

* + Is Amar Rd. on road repair? Schwantes: Yes, it is but is on list AFTER Chalet so it too may be impacted by current state of affairs.
  + Request for copy of final budget and zoning administrator’s report. Also request for Reconciliation report. Schwantes—available to citizens but not publicly posted.
  + County Commissioner—Health Advisory order is posting in Thursday’s Leelanau Enterprise. Toolkit to support employers--Employers must survey and report on health status of employees each day.
  + Absentee ballot availability—when? Absentee ballot applications were mailed at end of March, should be receiving soon.
  + Pleva remarked that pandemic may have a significant impact on how people vote on August fire millage vote –need to be prepared for that possibility.

**ADJOURNMENT**

**MOTION:** Hubbell moved to adjourn the meeting at 8:04PM; 2nd--Pleva. Motion carried.  **Votes**: 5 Yes 0 No

April 20, 2020 @ 1 PM is public accuracy test for Voting Tabulator.