

**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@hubbelfarm.com

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

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

**AGENDA**

Wednesday April 12, 2023 7:00 PM  
Monthly Township Board Meeting

Centerville Township Hall - Public may participate via Zoom

1. Call to Order/Pledge of Allegiance
2. Review Agenda/Additions/Public Comment/Approve Agenda
  1. Special Agenda Item: Road Commission Presentation
  2. County Commissioner's report
3. Previous Meeting Minutes
  1. March 8, 2023 Regular Meeting Minutes
  2. March 18, 2023 Special Budget Meeting minutes
4. Township Financial Update
  1. Treasurer's Report
  2. Balance Sheets for March 31 and April 1 2023
  3. Adopt 2023-24 Compensation Schedule
  4. April 30 ARPA Report
  5. Budget amendment due to Par Plan premium increase
  6. Reconciliations for March
5. Invoices - Review and authorize payment
6. Clerk Report
7. Supervisor's Report
8. Board of Review
  1. Adopt poverty test guidelines for 2023
  2. Review compliance with state guidelines for assessing for 2023
9. Zoning Administrator's Report
  1. Lake Shore Drive
10. Planning Commission:
  1. Board representative's report.
  2. Consider change in Site Plan language.
  3. Next regular meeting: Monday, May 1, 2023 at 6:30PM
11. Zoning Board of Appeals
12. Cedar Area Fire and Rescue Board
  1. Board member report.
  2. Wild land fire protection enclosure for summer tax bill mailing
  3. Next regular meeting: Thursday, May 4, 2023 at 2:00PM
13. Board – Unfinished Business
  1. Hall remodel
  2. Northgate
14. Board – New business
  1. Adopt updated FEMA Flood Insurance Ordinances

2. Consider stipends for officials for special circumstances
3. Consider Brownfield assessment application
4. Consider developing a general policy manual
15. Upcoming Township Meetings:
  1. Next Board of Trustees Meeting: Wednesday, May 10, 2023 at 7:00PM
16. Public Comment
17. Motion to Adjourn

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

**Account Balances:**

Chase Tax Fund Cking #9301	\$3,008.26
Chase HI Yield Savings #5793	\$101,792.31
Chase Business Savings #6868	\$127,156.02
Chase Commercial Cking #2769	\$0.00
Chase Business Cking #1613	\$418,269.59
<b>Totals:</b>	<b>\$649,226.18</b>

<u>Receipts</u>	<u>Amount</u>	<u>From</u>	<u>Description</u>
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#3208	\$540.00	Tim Cypher, ZA	2 LUP's; 1 Land Division
#3209	\$22,794.00	State of MI	Sales Tax Revenue Nov/Dec 2022
#3210	\$113.60	Local Community Stabilization Authority	Personal Property Tax Reimbursement
#3211	\$27,453.20	K Pleva, Treasurer	Admin Fee-\$819.41; Twp-\$4,753.59; Fire/Ambul-\$19,782.37; CAR\$AD-\$2,097.83
#3212	VOID	VOID	VOID
#3213	VOID	VOID	VOID
#3214	\$9.65	Chase Bank	Interest

Centerville Township Balance Sheet				03/31/23
<b>Assets:</b>				
Cash and Cash Equivalents				\$650,226.18
Capital Assets (trucks, land, building)				
Receivables:	Fire Millage:		\$13,177.88	
	Administration Fee:		\$737.60	
	Township Allocation:		\$3,166.46	
	CARSAD:		\$3,802.38	
		Total:		\$20,884.32
<b>Total Assets:</b>				\$671,110.50
<b>Liabilities:</b>				
Accrued Liabilities:				\$0.00
Current Liabilities:				
	2100- Payroll Liabilities			\$1,530.54
	2200- Offsetting Tax Liability		\$0.00	
		For Disbursement	\$0.00	
		For Centerville	\$3,008.26	\$3,008.26
Non-current Liabilities				
	Due within current fiscal year (FY22-23			
	Fire Department (annual payment )			\$0.00
	Chalet Roads (1 of 3 annual payments)			\$0.00
	Due within more than one fiscal year			\$0.00
	Chalet Roads (FY 23-24 & FY 24-25)			\$162,656.00
				-----
<b>Total Liabilities</b>				\$167,194.80
<b>Net Assets:</b>				
Invested in Capital Assets, net of related debt				\$0.00
Restricted:				
	Tax Disbursement Funds			\$0.00
	Fire Department (millage)			\$193,318.99
	Metro funds (FY2014 to current FY)			\$0.00
	Tax administration fee			\$0.00
	ARPA			\$100,302.16
	CARSAD			\$0.00
				-----
	<b>Total Restricted</b>			\$293,621.15
Unrestricted:				
	Committed:			\$0.00
	Assigned:			
		Roads:		\$108,900.00
		Fire Department Back up Fund		\$97,715.00
				-----
		<b>Total Assigned</b>		\$206,615.00
	Unassigned:			\$170,874.35
	<b>Total Unrestricted:</b>			\$377,489.35
<b>Total Net Assets:</b>				\$503,915.70
<b>Total Net Assets and Liabilities</b>				\$671,110.50

<b>Notes:</b>						
<b>Fund Balance Policy Targets:</b>						
<b>Unassigned Balance:</b>						
FY 2023-2024 Expenses:						\$563,954.15
Reduced by Fire millage funds:						\$298,700.00
April 1 Unassigned Balance of 50% of Expenses:						\$132,627.08
Nov 30 Unassigned Balance of 15% of Expenses:						\$39,786.12
<b>Assigned Funds:</b>						
<b>Fire Back-up Fund:</b>						
FY 2023-2024 CAFR Liability:						\$256,443.84
Fire Back-up Fund Target 50% of Annual Liability						\$128,221.92
% of Target:						100%
<b>Road Fund:</b>						
Project needs through FY 2024-25 (Chalet Streets)						\$81,300.00
<b>Specified Projects:</b>						
none						\$0.00
<b>Restricted Funds Calculations:</b>						
<b>Fire Millage Fund:</b>						
Balance on 11/30/22						\$0.00
Collected 12/01/22 -11/30/23:						\$257,429.95
Date paid:						
	01/12/22	04/12/23	07/12/23	10/11/23		
Paid out since 12/1/21:						\$64,110.96
\$64,110.96						\$0.00
\$0.00						\$0.00
\$0.00						\$0.00
Note: Fire Funds collected and paid on a 12/1 to 11/30 basis						Balance: \$193,318.99
<b>Tax Administration Fee:</b>						
Balance on 04/01/22						\$0.00
Collected Since 4/1/22						\$28,905.68
Paid out since 4/1/22: 12 months						\$31,899.96
Paid out as Treasurer & Assessor monthly wages:						Balance: -\$2,994.28
\$2,658.33						
<b>Metro Fund:</b>						
6-2019, 6-2020, 6-2021, 6-2022						2019-2022
Revenue Received:						\$17,532.51
Expenditure:						\$17,532.51
Chalet Roads						
Dates:						12/14/22
Balance:						\$0.00
<b>CARSAD Fund</b>						
Revenues Collected						
	FY 22-23	FY 23-24	FY 24-25			
\$34,764.22						\$34,764.22
LCRC Payments (50%)						\$40,644.88
Expenditure Date:						12/14/22
Balance:						-\$5,880.66
<b>ARPA Fund</b>						
Revenues Collected						
	FY 21-22	FY 22-23				
\$67,099.91						\$67,098.38
Expenditures						\$134,198.29
	\$2,947.00	\$4,162.75	\$26,786.38			\$33,896.13
	Conf Furniture	AV Equip	Roof			
	04/15/22	08/24/22	03/08/23			Balance: \$100,302.16

<b>Notes:</b>						
<b>Fund Balance Policy Targets:</b>						
<b>Unassigned Balance:</b>						
FY 2022-2023 Expenses:						\$513,646.32
Reduced by Fire millage funds: \$269,342.00						\$244,304.32
April 1 Unassigned Balance of 50% of Expenses:						% of Target: 140% \$122,152.16
Nov 30 Unassigned Balance of 15% of Expenses:						\$36,645.65
<b>Assigned Funds:</b>						
<b>Fire Back-up Fund:</b>						
FY 2021-2022 CAFR Liability:						\$256,443.84
Fire Back-up Fund Target 50% of Annual Liability						% of Target: 76% \$128,221.92
<b>Road Fund:</b>						
Project needs through FY 2024-25 (Chalet Streets)						\$122,000.00
<b>Specified Projects:</b>						
none						\$0.00
<b>Restricted Funds Calculations:</b>						
<b>Fire Millage Fund:</b>						
						Balance on 11/30/22 \$0.00
						Collected 12/01/22 -11/30/23: \$257,429.95
						-----
Date paid:						01/12/22 04/12/23 07/12/23 10/11/23
Paid out since 12/1/21:						\$64,110.96 \$0.00 \$0.00 \$0.00 \$64,110.96
Note: Fire Funds collected and paid on a 12/1 to 11/30 basis						Balance: \$193,318.99
<b>Tax Administration Fee:</b>						
						Balance on 04/01/22 \$0.00
Collected Since 4/1/22						\$28,905.68
Paid out since 4/1/22: 12 months						\$31,899.96
Paid out as Treasurer & Assessor monthly wages:						Balance: -\$2,994.28
\$2,658.33						
<b>Metro Fund:</b>						
6-2019, 6-2020, 6-2021, 6-2022 2019-2022						
Revenue Received:						\$17,532.51 \$17,532.51
Expenditure:						\$17,532.51 \$17,532.51
Chalet Roads						-----
Dates: 12/14/22						Balance: \$0.00
<b>CARSAD Fund</b>						
Revenues Collected						FY 22-23 FY 23-24 FY 24-25
\$34,764.22						\$34,764.22
LCRC Payments (50%)						\$40,644.88 \$40,644.88
Expenditure Date: 12/14/22						-----
						Balance: -\$5,880.66
<b>ARPA Fund</b>						
Revenues Collected						FY 21-22 FY 22-23
\$67,099.91 \$67,098.38						\$134,198.29
Expenditures						\$2,947.00 \$4,162.75 \$26,786.38 \$33,896.13
Conf Furniture AV Equip Roof						-----
04/15/22 08/24/22 03/08/23						Balance: \$100,302.16

Centerville Township Balance Sheet				04/01/23
<b>Assets:</b>				
Cash and Cash Equivalents				\$650,226.18
Capital Assets (trucks, land, building)				
Receivables:	Fire Millage:		\$13,177.88	
	Administration Fee:		\$737.60	
	Township Allocation:		\$3,166.46	
	CARSAD:		\$3,802.38	
		Total:		\$20,884.32
<b>Total Assets:</b>				\$671,110.50
<b>Liabilities:</b>				
Accrued Liabilities:				\$0.00
Current Liabilities:				
	2100- Payroll Liabilities			\$1,530.54
	2200- Offsetting Tax Liability		\$0.00	
		For Disbursement	\$0.00	
		For Centerville	\$3,008.26	\$3,008.26
Non-current Liabilities:				
	Due within current fiscal year (FY23-24)			
	Fire Department (annual payment )			\$294,176.15
	Chalet Roads (1 of 3 annual payments)			\$81,328.00
	Due within more than one fiscal year			\$0.00
	Chalet Roads (FY 24-25).			\$81,328.00
<b>Total Liabilities</b>				\$461,370.95
<b>Net Assets:</b>				
Invested in Capital Assets, net of related debt				\$0.00
<b>Restricted:</b>				
	Tax Disbursement Funds			\$0.00
	Fire Department (millage)			\$193,318.99
	Metro funds (FY2014 to current FY)			\$0.00
	Tax administration fee			\$0.00
	ARPA			\$100,302.16
	CARSAD			\$0.00
	Total Restricted			\$293,621.15
<b>Unrestricted:</b>				
	Committed:			\$0.00
	Assigned:			
		Roads:		\$116,640.00
		Fire Department Back up Fund		\$128,222.00
		Total Assigned		\$244,862.00
	Unassigned:			\$132,627.35
	Total Unrestricted:			\$377,489.35
<b>Total Net Assets:</b>				\$209,739.55
<b>Total Net Assets and Liabilities</b>				\$671,110.50

**CENTERVILLE COMPENSATION SCHEDULE 2023-24**

	<b>FY 2022-23</b>	<b>FY 2023-24</b>	<b>REMARKS</b>
<b>Supervisor</b>	\$10,700	\$11,500	
<b>Clerk</b>	\$16,600	\$17,700	
<b>Deputy</b>	\$3000	\$3000	\$30/hour
<b>Treasurer</b>	\$16,600	17,700	
<b>Deputy</b>	\$2400	\$2400	\$30/hour
<b>Trustee (per meeting)</b>	\$125	\$125	
<b>Assessor Salary</b>	\$15,300	\$16,800	
<b>Zoning Administrator / Enforcement Officer (Yearly Contract)</b>	\$12,000	\$9,600	Contract thru March 2024
<b>Board of Review (Per Day)</b>	\$120.00	\$120.00	½ Day \$60.00 2.Hrs - \$45.00
<b>Planning Commission Members (per meeting)</b>	\$85	\$100	+ Chair \$15.00
<b>Commission Member Education Rate</b>	\$15	\$15	Per Hour
<b>Recording Secretary</b>	\$20	\$30	Per Hour
<b>Zoning Board of Appeals (per meeting)</b>	\$45	\$45	+ Chair \$10.00
<b>Election Worker</b>	\$15.00	\$16.00	Chair - + \$2.50/hr
<b>Receiving Board Member</b>	\$15	\$15	
<b>Township Park Care &amp; Hall Lawn Care, docks, etc. (separate bid contract form)</b>	\$2,250.00	\$2,700.00	Contract - 6 monthly payments
<b>Porta Jon's for Twp Park</b>	\$99.00/month	\$99/month	May to December
<b>Township Hall Cleaning</b>	\$50	\$75	2 hours once monthly
<b>Hall Custodian</b>	\$25/hr	\$25/hr	As needed
<b>Mileage Reimbursement</b>	\$.56	\$.655	Per IRS Rate
<b>Lodging Reimbursement</b>	\$136	\$223	Per Day -- IRS rate
<b>Meal Reimbursement Rate</b>	\$66	\$74	Per Day (No Alcohol)



Municipal Underwriters of West MI  
4171 Wolverine Drive  
Williamsburg, MI 49690  
Toll Free 888-883-6391

March 23, 2023

Beth Childs, Clerk  
Centerville Township  
5001 S. French Road  
Cedar, MI 49621  
Dear Beth:

Enclosed you will find a Summary of Coverage's and an Invoice for Centerville Township's insurance renewal through the Michigan Township Par Plan. The renewal date is 05/01/2023.

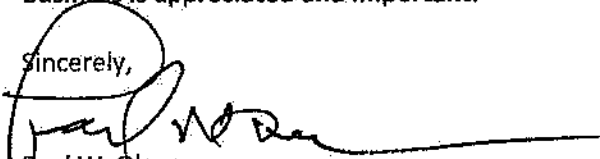
Presently, the structure of the Par Plan is better than ever, consisting of US Specialty Insurance Company. US Specialty Insurance Company's operating strategy is based on prudent capital management, and specializes in insuring specialty market business like the Michigan Township Participating Plan's program.

The Michigan Township Par Plan Grant Program is also available to all members, to date, \$2,200,000 has been provided back to our members for the grant program. I am please to announce that your 2022 dividend was \$ 195.93.

The quoted premium is \$6,992.00. The is an increase of 15% over last year's ending premium of \$6,016.00. Blanket property values were increased 10% at an additional cost of \$263.00. The extra premium is due to the current Northgate Leelanau Pines Claim. The increase is driven by a number of factors, market conditions, social inflation, substantially increasing reinsurance costs, and increased loss costs. This past year in the United States storm damage accounted for \$90,000,000,000 in losses which is effecting the reinsurance placement market and making premiums rise.

If you have any questions regarding your insurance coverage's, please do not hesitate to contact me at 888-883-6391. Your continued confidence of the Michigan Township Participating Plan is appreciated. It's been a privilege to have served Centerville Township's insurance needs for the past 37 years. Your business is appreciated and important.

Sincerely,



Paul W. Olson  
Regional Risk Manager  
MUWM

<b>CENTERVILLE TOWNSHIP FY 2023-24 COST CENTER BUDGET</b>			
<b>ADOPTED MARCH 18, 2023</b>			
<b>Income</b>			
	<b>101-401</b>	<b>Revenues</b>	
	<b>401-402</b>	<b>Property Taxes</b>	<b>74,284.00</b>
	<b>401-403</b>	<b>Fire Operating Millage</b>	<b>298,700.00</b>
	<b>401-404</b>	<b>PILT</b>	<b>600.00</b>
	<b>401-451</b>	<b>Zoning/Permits/Splits</b>	<b>0.00</b>
	<b>401-452</b>	<b>PC Zoning (Site Plan Review)</b>	<b>0.00</b>
	<b>401-477</b>	<b>Cable Franchise Fee</b>	<b>12,000.00</b>
	<b>401-574</b>	<b>State Shared Sales Tax Revenue</b>	<b>135,729.00</b>
	<b>401-575</b>	<b>State Shared Metro Revenue</b>	<b>4,200.00</b>
	<b>401-607</b>	<b>Tax Admin Fee</b>	<b>27,000.00</b>
	<b>401-651</b>	<b>Charges for Services</b>	<b>3,500.00</b>
	<b>401-664</b>	<b>Interest Earned</b>	<b>300.00</b>
	<b>401-668</b>	<b>Rents &amp; Royalties</b>	<b>0.00</b>
	<b>401-676</b>	<b>Reimbursements</b>	<b>1,500.00</b>
	<b>401-812</b>	<b>Street Improvement SAD</b>	<b>40,664.00</b>
		<b>Total 101-401 Revenues</b>	<b>598,477.00</b>
<b>Expense</b>			
	<b>101-101</b>	<b>Township Board</b>	<b>109,128.00</b>
	<b>101-171</b>	<b>Township Supervisor</b>	<b>12,650.00</b>
	<b>101-215</b>	<b>Clerk</b>	<b>27,250.00</b>
	<b>101-247</b>	<b>Board of Review</b>	<b>2,200.00</b>
	<b>101-253</b>	<b>Treasurer</b>	<b>27,800.00</b>
	<b>101-257</b>	<b>Assessor</b>	<b>19,000.00</b>
	<b>101-262</b>	<b>Elections</b>	<b>8,750.00</b>
	<b>101-265</b>	<b>Township Hall</b>	<b>19,700.00</b>
	<b>101-336</b>	<b>Fire Department</b>	<b>294,776.15</b>
	<b>101-448</b>	<b>Street Lighting</b>	<b>1,000.00</b>
	<b>101-721</b>	<b>Planning</b>	<b>10,550.00</b>
	<b>101-722</b>	<b>Zoning Board of Appeals</b>	<b>1,750.00</b>
	<b>101-723</b>	<b>Zoning Administrator</b>	<b>9,600.00</b>
	<b>101-751</b>	<b>Parks</b>	<b>3,500.00</b>
	<b>101-851</b>	<b>Insurance &amp; Bonds</b>	<b>6,500.00</b>
	<b>101-862</b>	<b>FICA and Medicare Taxes</b>	<b>8,000.00</b>
	<b>101-871</b>	<b>Workers Compensation Insurance</b>	<b>800.00</b>
		<b>Total Expenses</b>	<b>562,954.15</b>
		<b>Net Revenues</b>	<b>35,522.85</b>
		<b>Assigned Road Funds:</b>	<b>40,600.00</b>
		<b>Adjusted Balance:</b>	<b>76,122.85</b>

<b>CENTERVILLE TOWNSHIP FY 2023-24 COST CENTER BUDGET</b>		
<b>AMENDED APRIL 12, 2023</b>		
<b>Income</b>		
<b>101-401</b>	<b>Revenues</b>	
<b>401-402</b>	<b>Property Taxes</b>	<b>74,284.00</b>
<b>401-403</b>	<b>Fire Operating Millage</b>	<b>298,700.00</b>
<b>401-404</b>	<b>PILT</b>	<b>600.00</b>
<b>401-451</b>	<b>Zoning/Permits/Splits</b>	<b>0.00</b>
<b>401-452</b>	<b>PC Zoning (Site Plan Review)</b>	<b>0.00</b>
<b>401-477</b>	<b>Cable Franchise Fee</b>	<b>12,000.00</b>
<b>401-574</b>	<b>State Shared Sales Tax Revenue</b>	<b>135,729.00</b>
<b>401-575</b>	<b>State Shared Metro Revenue</b>	<b>4,200.00</b>
<b>401-607</b>	<b>Tax Admin Fee</b>	<b>27,000.00</b>
<b>401-651</b>	<b>Charges for Services</b>	<b>3,500.00</b>
<b>401-664</b>	<b>Interest Earned</b>	<b>300.00</b>
<b>401-668</b>	<b>Rents &amp; Royalties</b>	<b>0.00</b>
<b>401-676</b>	<b>Reimbursements</b>	<b>1,500.00</b>
<b>401-812</b>	<b>Street Improvement SAD</b>	<b>40,664.00</b>
	<b>Total 101-401 Revenues</b>	<b>598,477.00</b>
<b>Expense</b>		
<b>101-101</b>	<b>Township Board</b>	<b>109,128.00</b>
<b>101-171</b>	<b>Township Supervisor</b>	<b>12,650.00</b>
<b>101-215</b>	<b>Clerk</b>	<b>27,250.00</b>
<b>101-247</b>	<b>Board of Review</b>	<b>2,200.00</b>
<b>101-253</b>	<b>Treasurer</b>	<b>27,800.00</b>
<b>101-257</b>	<b>Assessor</b>	<b>19,000.00</b>
<b>101-262</b>	<b>Elections</b>	<b>8,750.00</b>
<b>101-265</b>	<b>Township Hall</b>	<b>19,700.00</b>
<b>101-336</b>	<b>Fire Department</b>	<b>294,776.15</b>
<b>101-448</b>	<b>Street Lighting</b>	<b>1,000.00</b>
<b>101-721</b>	<b>Planning</b>	<b>10,550.00</b>
<b>101-722</b>	<b>Zoning Board of Appeals</b>	<b>1,750.00</b>
<b>101-723</b>	<b>Zoning Administrator</b>	<b>9,600.00</b>
<b>101-751</b>	<b>Parks</b>	<b>3,500.00</b>
<b>101-851</b>	<b>Insurance &amp; Bonds</b>	<b>7,500.00</b>
<b>101-862</b>	<b>FICA and Medicare Taxes</b>	<b>8,000.00</b>
<b>101-871</b>	<b>Workers Compensation Insurance</b>	<b>800.00</b>
	<b>Total Expenses</b>	<b>563,954.15</b>
	<b>Net Revenues</b>	<b>34,522.85</b>
	<b>Assigned Road Funds:</b>	<b>40,600.00</b>
	<b>Adjusted Balance:</b>	<b>75,122.85</b>

**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@hubbelfarm.com

**CLERK**  
ELIZABETH CHILES  
PHONE: 620-2130  
Email: clerk.centerville@gmail.com

**TRUSTEE**  
RONALD SCHaub  
PHONE: 256-7127  
Email: schaubron@yahoo.com

**TREASURER**  
KATRINA PLEVA  
PHONE: 825-1188  
Email: datekatrina@centurytel.net

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

**MONTHLY RECONCILIATION REPORT**

Wednesday April 12, 2023 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 March of 2023. This review uses the monthly bank reconciliation as its guide to review the sample transactions. Prior to this meeting the Supervisor requested documentation on two (2) deposits to and two (2) 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

March 01, 2023 through March 31, 2023  
 Account Number: **000000861281613**

**CUSTOMER SERVICE INFORMATION**

Web site: **www.Chase.com**  
 Service Center: **1-877-425-8100**  
 Para Espanol: **1-888-622-4273**  
 International Calls: **1-713-262-1679**  
 We accept operator relay calls

00032338 DRE 021 210 09523 NNNNNNNNNN 1 00000000 D2 0000

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



**Good news — we've eliminated two fees**

We're no longer charging the:

- **Deposited Item Returned or Cashed Check Returned Fee** — This was a \$12 fee we charged if an item you deposited or cashed was returned unpaid. We stopped charging this fee as of **December 1, 2022**.
- **Savings Withdrawal Limit Fee** — This was a \$5 fee we charged for each withdrawal or transfer (over six) out of a Chase savings account in a monthly statement period, maximum of three fees per monthly statement period. We stopped charging this fee as of **March 19, 2023**.

We're also changing the name **Insufficient Funds Fee** to **Overdraft Fee**. There are no changes to how and when we charge this fee or the ways to avoid this fee.

As we update and remove references to these three fees, you may continue to see them listed in the Chase Mobile® app<sup>1</sup>, on chase.com and in other materials.

If you have any questions, please call us at the number listed on this statement. We accept operator relay calls.

<sup>1</sup>Chase Mobile® app is available for select mobile devices. Message and data rates may apply.

**CHECKING SUMMARY**

Chase Platinum Business Checking

	INSTANCES	AMOUNT
Beginning Balance		<b>\$381,134.83</b>
Deposits and Additions	2	50,900.80
Checks Paid	7	-1,786.83
Electronic Withdrawals	13	-9,356.63
Fees	1	-25.00
<b>Ending Balance</b>	<b>23</b>	<b>\$420,867.17</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.

*J.P.M.*

Chase QuickDeposit receipt

Date	Mar 13, 2023
Account number ending in	PLAT BUS CHECKING (...1613)
Deposit amount	\$23,447.60
Available balance <sup>1</sup>	\$373,773.45
Current balance <sup>2</sup>	\$397,221.05

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.

*Gim*

Chase QuickDeposit receipt

Date	Mar 27, 2023
Account number ending in	PLAT BUS CHECKING (..1613)
Deposit amount	\$27,453.20
Available balance <sup>1</sup>	\$393,413.97
Current balance <sup>2</sup>	\$420,867.17

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.





PRESCRIBED BY BUREAU OF LOCAL GOVERNMENT SERVICES MICHIGAN DEPARTMENT OF TREASURY

**OFFICIAL RECEIPT**

**CENTERVILLE TOWNSHIP  
CEDAR MICHIGAN  
LEELANAU COUNTY**

No **3211**

DATE 3-27-23

RECEIVED FROM

K Pleva, Treasurer

\$ 27,453.20

DOLLARS

FUND	ACCOUNT NO.	AMOUNT
<u>Trans. Charge</u>	<u>#1013</u>	<u>27,453.20</u>
	<u>OK #5400</u>	

IN PAYMENT FOR

2023 Tax Collection  
Admin. fee - 819.41  
TWP - 47,53.59  
Fire Ambul - 19,782.37  
CAR 5A0 - 2097.73

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 **3212**

DATE 3-15-23

RECEIVED FROM

\$

DOLLARS

FUND	ACCOUNT NO.	AMOUNT
<u>Trans. Charge</u>	<u>#1013</u>	<u>0.00</u>
<u>Hotel</u>	<u>#1013</u>	<u>0.00</u>
<u>Charge</u>	<u>#1013</u>	<u>0.00</u>

IN PAYMENT FOR

Trans. Charge funds for  
CARD PROOF KRYNIA

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 **3213**

DATE 3-27-23

RECEIVED FROM

K Pleva, Treasurer

\$ 27,453.20

DOLLARS

FUND	ACCOUNT NO.	AMOUNT
<u>Trans. Charge</u>	<u>#1013</u>	<u>27,453.20</u>
	<u>OK #5400</u>	

IN PAYMENT FOR

2023 Tax Collection  
Admin. fee - 819.41  
TWP - 47,53.59  
Fire Ambul - 19,782.37  
CAR 5A0 - 2097.73

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 3214

DATE 3-31-23

RECEIVED FROM Centre

\$ 9.63

DOLLARS

FUND	ACCOUNT NO.	AMOUNT
<u>Gen. Fund</u>	<u>11-112</u>	<u>9.63</u>

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

511-0251

\_\_\_\_\_

J. H. [Signature]

AUTHORIZED SIGNATURE

4:32 PM

**CENTERVILLE TOWNSHIP  
Monthly Check Journal with Totals Sorted by Check#**

March 2023

Type	Date	Num	Name	Memo	Account	Debit	Credit
Check	02/09/2023	8164	OLSON, BZDOK & HOWARD, P.C. OLSON, BZDOK & HOWARD, P.C. OLSON, BZDOK & HOWARD, P.C.	chrg \$562.00M and 02M General Maiter's (Fogers) Lebanon Pines	014 - CHASE CHECKING #1613 101-801 - Legal Fees 101-801 - Legal Fees	4,097.00 348.00	4,415.00
Check	02/09/2023	8165	LEBANAN ENTERPRISE TRIBUNE LEBANAN ENTERPRISE TRIBUNE	Public hearing empowerment	014 - CHASE CHECKING #1613 721-800 - Printing & Publishing	4,415.00 90.60	4,315.00 90.60
Check	02/09/2023	8195	CONSUMERS ENERGY CONSUMERS ENERGY	0001 1000 0031 1495 January service 2023	014 - CHASE CHECKING #1613 446-820 - Utilities-Electric	90.60 77.58	82.60 77.58
Check	02/09/2023	8197	JAMES SCHWANTES JAMES SCHWANTES JAMES SCHWANTES	VOID. VOID. VOID.	014 - CHASE CHECKING #1613 171-860 - Travel 265-930 - Repairs & Maintenance	77.58 0.00 0.00	77.58
Check	02/09/2023	8198	CEDAR AREA FIRE & RESCUE CEDAR AREA FIRE & RESCUE CEDAR AREA FIRE & RESCUE	Food replacement for fire station payment to come from A193A funds Food replacement for fire station	014 - CHASE CHECKING #1613 555-971 - Fire Station 336-801 - Administrative Fee	26,786.38 0.00	26,786.38
Psychic	02/09/2023	8199	DZIEDZIC, NEIL J. DZIEDZIC, NEIL J.	VOID: February 21, 2023 VOID: February 21, 2023	014 - CHASE CHECKING #1613 247-703 - Part Time Wages	62.00 0.00	59.41
Check	03/08/2023	8200	CYPHER GROUP, INC CYPHER GROUP, INC	VOID: February 21, 2023 VOID: February 21, 2023	014 - CHASE CHECKING #1613 729-971 - Contracted Services	92.00 0.00	59.41
Check	03/08/2023	8201	LEBANAN ENTERPRISE TRIBUNE LEBANAN ENTERPRISE TRIBUNE LEBANAN ENTERPRISE TRIBUNE LEBANAN ENTERPRISE TRIBUNE LEBANAN ENTERPRISE TRIBUNE	2.1.23 - 2.28.23 Jan meeting expenses BOT annual meeting schedule for 23-24 3 BOR meeting notices local washing station	014 - CHASE CHECKING #1613 215-728 - Office Supplies/Software 101-800 - Printing & Publishing 247-900 - Printing & Publishing 101-800 - Printing & Publishing	63.65 26.65 202.21 83.10	891.61
Check	03/08/2023	8202	CONSUMERS ENERGY CONSUMERS ENERGY	February 2023 February 2023	014 - CHASE CHECKING #1613 446-820 - Utilities-Electric	91.51 81.08	391.51 81.08
Check	03/08/2023	8203	CHESTERLAND ELECTRIC CO-OP CHESTERLAND ELECTRIC CO-OP	1.13.23 - 2.13.23 1.13.23 - 2.13.23	014 - CHASE CHECKING #1613 265-920 - Utilities-Electric	81.08 46.74	81.08 46.74
Check	03/08/2023	8204	STAPLES STAPLES STAPLES	INV 3068288749 2 notebooks and memo padding folders envelopes for AV ballot request letter return mat	014 - CHASE CHECKING #1613 215-728 - Office Supplies/Software 282-728 - Office Supplies	46.74 14.15 29.45	44.60
Check	03/08/2023	8205	SCHAUB OUTDOOR SERVICES SCHAUB OUTDOOR SERVICES	Centerville Townships hall 5 pines - Deck thru Jan.	014 - CHASE CHECKING #1613 265-980 - Repairs & Maintenance	400.00 400.00	44.60 400.00

Credit Column shows NET CHECK TOTALS.

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

Page: 1  
February 06, 2022  
CLIENT FILE NO: 5382M

<u>PAST BALANCES</u>	<u>FEES</u>	<u>EXPENSES</u>	<u>FINANCE CHG</u>	<u>PAYMENTS</u>	<u>BALANCE DUE</u>
5382-00 General Matters					
CONFIDENTIAL -					
ATTORNEY CLIENT COMMUNICATION					
2,419.50	2,067.00	2,000.00	0.00	-2,419.50	\$4,067.00
5382-02 Leelanau Pines matter					
CONFIDENTIAL -					
ATTORNEY CLIENT INFORMATION					
6,463.50	348.00	0.00	0.00	-6,463.50	\$348.00
<u>7,883.00</u>	<u>2,415.00</u>	<u>2,000.00</u>	<u>0.00</u>	<u>-7,883.00</u>	<u>\$4,415.00</u>

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

Leelanau Enterprise

Date	Ref No	Transaction	Details	Debit	Credit
		Balance Forward		\$153.70	
2/7/2023	26098	Check	8192 Nov. meeting synopsis		\$63.10
2/16/2023	26428	Check	8195 Jan. legals		\$90.60
2/28/2023	27391	Invoice	Synopsis of Meeting 1/11/23	\$89.65	
	2/9/2023	LE	210 Words Legal: Legals; Synopsis of Meeting 1/11/23	\$89.65	
		Ad Text:	Centerville Township Public Notice		
2/28/2023	27392	Invoice	Twp Board Meeting Schedule	\$36.55	
	2/9/2023	LE	82 Words Legal: Legals; Twp Board Meeting Schedule	\$36.55	
		Ad Text:	Centerville Township		
2/28/2023	27393	Invoice	Public Hearing / Boat Washing Station	\$83.10	
	2/16/2023	LE	158 Words Legal: Legals; Public Hearing / Boat Washing Station	\$83.10	
		Ad Text:	Centerville Township		
2/28/2023	27580	Invoice	Boards of Review	\$202.21	
	2/16/2023	LE	1 x 1 Display: ROP; Boards of Review	\$69.59	
	2/23/2023	LE	1 x 1 Display: ROP; Boards of Review	\$69.59	
	2/23/2023	LE	1 x 1 Display: ROP; Township meetings	\$63.03	

CENTERVILLE TOWNSHIP-BETH GHILES

Advertiser No: 406  
0

AGING

Current	1 - 30	31 - 60	61 - 90	91+
\$391.51	\$0.00	\$0.00	\$0.00	\$0.00

Balance Forward:	\$153.70
Debits:	\$391.51
Credits:	\$153.70
<b>Amount Due:</b>	<b>\$391.51</b>

February 2023

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.

**CENTERVILLE TOWNSHIP**  
**Monthly Check Journal with Totals Sorted by Check#**

April 2023

Type	Date	Num	Name	Memo	Account	Debit	Credit
Paycheck	04/12/2023	ACH	CHILES, BETH CHILES, BETH		014 - CHASE CHECKING #1613 215-701 - Wages	1,475.00	1,299.47
						1,475.00	1,299.47
Paycheck	04/12/2023	ACH	HUBBELL (TRUSTEE), DANIEL HUBBELL (TRUSTEE), DANIEL HUBBELL (TRUSTEE), DANIEL		014 - CHASE CHECKING #1613 101-701 - Adm Wages 721-701 - Part Time Wages	250.00 85.00	309.37
						335.00	309.37
Paycheck	04/12/2023	ACH	RAY (Deputy Clerk), PATRICIA G RAY (Deputy Clerk), PATRICIA G RAY (Deputy Clerk), PATRICIA G		014 - CHASE CHECKING #1613 262-701 - Wages-Part Time 215-703 - Part Time Wages	0.00 307.50	260.90
						307.50	260.90
Paycheck	04/12/2023	ACH	PLEVA (TREASURER), KATRINA PLEVA (TREASURER), KATRINA		014 - CHASE CHECKING #1613 253-701 - Wages & School Col.	1,475.00	1,249.47
						1,475.00	1,249.47
Paycheck	04/12/2023	ACH	SCHAUB (TRUSTEE), RONALD J SCHAUB (TRUSTEE), RONALD J	VOID: VOID:	014 - CHASE CHECKING #1613 101-701 - Adm Wages	0.00 0.00	0.00
						0.00	0.00
Paycheck	04/12/2023	ACH	SCHWANTES (SUPERVISOR), JAMES SCHWANTES (SUPERVISOR), JAMES		014 - CHASE CHECKING #1613 171-701 - Adm Wages	958.33	844.29
						958.33	844.29
Check	04/12/2023	ACH	JAMES SCHWANTES JAMES SCHWANTES JAMES SCHWANTES	reimbursements/mileage Leelanau Enterprise and post office stamps for SM-View mailing	014 - CHASE CHECKING #1613 171-860 - Travel 101-726 - Office Supplies	8.17 25.20	34.37
						34.37	34.37
Check	04/12/2023	ACH	Beth Chiles 1 Beth Chiles 1 Beth Chiles 1	reimbursements/mileage ballot mailing and return stamps/ballot to County Clerk's office; Profile Shredding	014 - CHASE CHECKING #1613 262-726 - Office Supplies 262-860 - Travel	281.04 30.39	311.43
						311.43	311.43
Check	04/12/2023	ACH	CYPHER GROUP, INC. CYPHER GROUP, INC.	March 2023 March 2023	014 - CHASE CHECKING #1613 723-701 - Contracted Services	800.00	800.00
						800.00	800.00
Paycheck	04/12/2023	ACH	KROMBEEN (ASSESSOR), JULIE KROMBEEN (ASSESSOR), JULIE		014 - CHASE CHECKING #1613 257-701 - Wages	1,400.00	1,233.40
						1,400.00	1,233.40
Check	03/10/2023	EFT	United States Treasury	VOID: Check deposited thru EFTPS 06.14.22 but not entered...	014 - CHASE CHECKING #1613	0.00	0.00
						0.00	0.00
Check	03/12/2023	EFT	United States Treasury	Q3 2022 Payment due per IRS - missed check	014 - CHASE CHECKING #1613	0.00	972.39
						0.00	972.39
Liability Check	03/10/2023	8209	United States Treasury	VOID: 38-2297948	014 - CHASE CHECKING #1613	0.00	0.00
						0.00	0.00
Check	04/03/2023	8210	SHANNON ROUTZAHN SHANNON ROUTZAHN	VOID: Cleanings 12.14.22, 1.19.23, 3.2.23 Cleanings 12.14.22, 1.19.23, 3.2.23	014 - CHASE CHECKING #1613 285-780 - Janitorial Services	0.00 0.00	0.00
						0.00	0.00
Check	04/06/2023	8211	SHANNON ROUTZAHN SHANNON ROUTZAHN	half cleaning 12.14.22, 1.19.23, 3.2.23. half cleaning 12.14.22, 1.19.23, 3.2.23.	014 - CHASE CHECKING #1613 285-780 - Janitorial Services	150.00	150.00
						150.00	150.00
Check	04/09/2023	8212	LEELANAU ENTERPRISE TRIBUNE LEELANAU ENTERPRISE TRIBUNE	VOID: VOID:	014 - CHASE CHECKING #1613 215-726 - Office Supplies/Software	0.00 0.00	0.00
						0.00	0.00
Paycheck	04/12/2023	8213	CONKLIN, PATRICIA S. CONKLIN, PATRICIA S		014 - CHASE CHECKING #1613 247-703 - Part Time Wages	240.00	211.44
						240.00	211.44
Paycheck	04/12/2023	8214	DAMM (PC MEMBER), JAMIE DAMM (PC MEMBER), JAMIE DAMM (PC MEMBER), JAMIE DAMM (PC MEMBER), JAMIE		014 - CHASE CHECKING #1613 247-703 - Part Time Wages 722-701 - Part Time Wages 721-701 - Part Time Wages	0.00 0.00 255.00	235.49
						255.00	235.49
Paycheck	04/12/2023	8215	DZIEDZIC, NEIL J. DZIEDZIC, NEIL J.		014 - CHASE CHECKING #1613 247-703 - Part Time Wages	80.00	83.11
						90.00	83.11
Paycheck	04/12/2023	8216	JOHNSON (PC Chair), TIMOTHY P JOHNSON (PC Chair), TIMOTHY P		014 - CHASE CHECKING #1613 721-701 - Part Time Wages	200.00	184.70
						200.00	184.70
Paycheck	04/12/2023	8217	KELLOGG, LINDY KELLOGG, LINDY		014 - CHASE CHECKING #1613 721-701 - Part Time Wages	170.00	158.99
						170.00	158.99
Paycheck	04/12/2023	8218	KUHN (BOR), RAY KUHN (BOR), RAY		014 - CHASE CHECKING #1613 247-703 - Part Time Wages	285.00	263.20
						285.00	263.20
Paycheck	04/12/2023	8219	MOSHER, Joseph D MOSHER, Joseph D MOSHER, Joseph D		014 - CHASE CHECKING #1613 262-701 - Wages-Part Time 721-701 - Part Time Wages	0.00 255.00	224.55
						255.00	224.55

**CENTERVILLE TOWNSHIP**  
**Monthly Check Journal with Totals Sorted by Check#**

April 2023

Type	Date	Num	Name	Memo	Account	Debit	Credit
Paycheck	04/12/2023	8220	ROSE, JOHN ROSE, JOHN		014 - CHASE CHECKING #1613 247-703 - Part Time Wages	240.00	221.64
						240.00	221.64
Check	04/12/2023	8221	LEELANAU ENTERPRISE TRIBUNE LEELANAU ENTERPRISE TRIBUNE LEELANAU ENTERPRISE TRIBUNE LEELANAU ENTERPRISE TRIBUNE LEELANAU ENTERPRISE TRIBUNE	advertiser 406 - Inv 29255, 29256, 29319 BOT synopsis PAT for May 2 ad for meeting days/times Annual Meeting Notices Skyview paving letters/envelopes	014 - CHASE CHECKING #1613 215-726 - Office Supplies/Software 262-900 - Printing & Publishing 247-900 - Printing & Publishing 101-900 - Printing & Publishing 101-900 - Printing & Publishing	63.10 38.55 69.59 128.08 78.25	373.55
						373.55	373.55
Check	04/12/2023	8222	LEELANAU COUNTY EQUALIZATION D... LEELANAU COUNTY EQUALIZATION D...	Review maps for March BOR	014 - CHASE CHECKING #1613 247-900 - Printing & Publishing	40.00	40.00
						40.00	40.00
Check	04/12/2023	8223	GROBBEL ENVIRONMENTAL & PLANN... GROBBEL ENVIRONMENTAL & PLANN...	statement 2023-015 1, 12 through 3, 15; meetings; doc prep	014 - CHASE CHECKING #1613 721-801 - Legal Fees & Professional	862.50	862.50
						862.50	862.50
Check	04/12/2023	8224	Election Source Election Source	Inv # 23-866 500 Secrecy Sleeves	014 - CHASE CHECKING #1613 262-726 - Office Supplies	125.44	125.44
						125.44	125.44
Check	04/12/2023	8225	CHERRYLAND ELECTRIC CO-OP CHERRYLAND ELECTRIC CO-OP	6311010 2, 13 thru 3, 13	014 - CHASE CHECKING #1613 265-920 - Utilities-Electric	44.30	44.30
						44.30	44.30
Check	04/12/2023	8226	OLSON, BZDOK & HOWARD, P.C. OLSON, BZDOK & HOWARD, P.C. OLSON, BZDOK & HOWARD, P.C.	5382-00 and 5382-02 Leelanau Pineas Matter General Matters	014 - CHASE CHECKING #1613 101-801 - Legal Fees 101-801 - Legal Fees	1,203.50 850.75	2,054.25
						2,054.25	2,054.25
Check	04/12/2023	8227	CHARTER COMMUNICATIONS	086220701040123	014 - CHASE CHECKING #1613	0.00	275.96
						0.00	275.96
Check	04/12/2023	8228	CONSUMERS ENERGY CONSUMERS ENERGY	1090 0031, 1486 March 2023	014 - CHASE CHECKING #1613 448-920 - Utilities-Electric	77.31	77.31
						77.31	77.31
Check	04/12/2023	8229	CRYSTAL FLASH ENERGY CRYSTAL FLASH ENERGY	acct 838281200 Feb/March 2023	014 - CHASE CHECKING #1613 265-922 - Utilities-Heat	436.26	436.26
						436.26	436.26
<b>TOTAL</b>						<b>12,995.24</b>	<b>13,335.65</b>

## **Review sheet for Centerville Assessment and Board of Review procedures**

2023 Review at time of Board and Review and presented to the township Board on April 12, 2023.  
The next STC audit of Centerville Assessing and Board of Review procedures will be in 2025.

**Properly developed and documented land value studies** Yes Julie does

**Properly developed and documented economic condition (ECF) studies** Yes Julie does

**No more than 1% of parcels in the township's assessing database are in override.** Yes

**Utilizes a computer-assisted mass appraisal (CAMA) system** Yes. BSA Equalizer

**Has adopted and follows a published (written) policy outlining public access to assessing information**  
Policy for Providing Reasonable Access to the Township Assessor and Assessment Information Resolution #  
2021 – 9 Adopted October 13, 2021

**Online access to assessing information** BSA link to be put on township website

**Assessment change notices must include assessor/assessing department contact information**  
Yes

**Board of review members and assessing support staff must receive training every two years**  
Yes. Completion certificates on file

**If the township collects a property administration fee (PTAF) must comply with requirements of MCL 211.44(4) : *A property tax administration fee is defined as a fee to offset costs incurred by a collecting unit in assessing property values, in collecting the property tax levies, and in the review and appeal processes.*** Yes.  
Used to pay treasurer and assessor.

**Sufficient personal property canvass and records** Yes Julie has them

**July and December board of review operates in accordance with the General Property Tax Act**  
Yes

**Adequate process for granting or denying property tax exemptions**  
Yes – veteran and poverty exemptions reviewed by BOR and assisted by assessor.

**Meets the requirements in the STC's "Supervising Preparation of the Assessment Roll" publication**  
This refers to the Assessor's preparation of the roll and the procedures and documents associated with doing so.  
To the best of my knowledge Julie has done so.

**Compliance with poverty exemption guidelines**  
Policy for Poverty Exemption Income Guidelines and Asset Test to Comply with Michigan Public Act 253 of  
2020 Resolution # 2021-02 Adopted February 3, 2021  
and adopted current asset and income test for 2023 by motion on April 12, 2023

**Implemented STC-adopted CAMA data standards**  
Julie reviews and software notifies if something is out of standard.



Centerville Township  
Zoning Administrator's  
MARCH 2023 Report

4/9/2023

To: Centerville Township Board & Planning Commission

From: *Timothy A. Cypher*

Land Use Permits Issued:	2	YEAR TO DATE	4
Signs / RENEWALS	0		
Single Family Residences (SFR)	1		
Additions to SFR	1		
Garages / Sheds	0		
Decks & Porches / Misc.	0		
Accessory Buildings	0		
Commercial Construction	0		
Stairs & Landings	0		
Agriculture related construction	0		
Demolitions / Change of Use	0		
Home Occupations	0		
Solar Array	0		
Z.B.A. proceedings	0	0 INQUIRY	
Special Land Use Permits	0	0 INQUIRY	
Land Division/Property Line Adj.	1	1 INQUIRY	
Private Roads / Driveways	0	0 INQUIRY	
Zoning / Site Plan Reviews	0	1 INQUIRY	
Construction Site Inspections	3		
Violations/Investigations		1 SEE NOTE ON MONTHLY SUMMARY. - ROGERS	

I also supplied information via 14 phone consultations and 9 via internet to Township residents&others

CALLS - 10 ZONING QUESTIONS

Please feel free to contact me with any questions.      2 LAND DIVISIONS/PLA

[tim@allpermits.com](mailto:tim@allpermits.com)      Phone 231-360-2557 0 PRIVATE ROAD

0 SITE PLAN REVIEW

0 ZBA QUESTIONS

2 VIOLATIONS

CENTERVILLE TOWNSHIP Z A'S MONTHLY SUMMARY

PERIOD: MARCH 2023

DATE	PERMIT #	NAME	USE	REC. #	CK.#	AMOUNT
002-004-006-30	3/27/2023 LUP 23-03 2423 S. SCHOMBERG RD	STEPHENS	LAND USE	202303	1360	\$ 160.00
		NEW DWELLING - DECK TWO PARKING PADS - NO RENTAL USE			3,510 S.F.	
002-034-003-10	3/31/2023 LUP 23-04 7490 S. LAKE SHORE DR	PATRICK	LAND USE	202304	2500	\$ 75.00
		DWELLING ADDITION & DECK			336 S.F.	
002-022-004-41	3/18/2023 LDA 23-03 5455 S. FRENCH ROAD	JACKSON	LAND DIV.	202303	8536	\$ 100.00
		LAND DIVISION APPROVAL				

002-011-024-00 3/31/2022 3780 S. LAKESHORE DR ROGERS COURT HEARING HELD. JUDGE FOUND IN FAVOR OF CENTERVILLE TWP.  
COURT ORDERED COMPLIANCE REQUIRED WITHIN 6 MONTHS.

TOTAL \$ 335.00

SIGNED: TIMOTHY A. CYPHER

4/9/2023

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

**CENTERVILLE TOWNSHIP  
(LEELANAU COUNTY)  
CEDAR, MICHIGAN 49621  
April 12, 2023  
Resolution # 2023 – 5**

**Adoption by the Board of Trustees of the following changes to Section 13.1 Requirements for Site Plan of the Township Zoning Ordinance as recommended by the Township Planning Commission**

***Section 13.1 (C) (b) Site Plan Review and Approval***

On recommendation of the Township Planning Commission the first and third sentences of this paragraph will be removed and it will now read as follows:

b. Site plans for towers shall be acted on within 60 days of receipt by the Centerville Township Planning Commission of a complete application and site plan meeting the requirements in B of this Section. Following approval of a site plan and after the twenty one (21) day waiting period for appeals, the petitioner shall apply for the appropriate County and/or State permits as may be required by said agencies and present appropriate plans and specifications as may be required by such agencies.

Per MCL 125.3401 Sec. 401 This change shall be published within 15 days in a news paper of general circulation and shall be effective 7 days following that publication.

Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_ to adopt the foregoing resolution.

Roll call vote:

Chiles:           Hubbell:           Pleva:           Schaub:           Schwantes:

Upon roll call vote, the following voted aye: \_\_\_\_\_, The following voted nay: \_\_\_\_\_.

The Supervisor declared the motion carried and the resolution duly adopted on the 12<sup>th</sup> day of April, 2023.

\_\_\_\_\_  
Township Clerk

**ORDINANCE ADDRESSING FLOODPLAIN MANAGEMENT PROVISIONS  
OF THE STATE CONSTRUCTION CODE**

Community Name: Centerville Township, County: Leelanau

**Ordinance number: 2018-7**

**Adopted May 9, 2018, Amended on (Month) (Day), 2023**

An ordinance to designate an enforcing agency to discharge the responsibility of the Township of Centerville located in Leelanau County, and to designate regulated flood hazard areas under the provisions of the State Construction Code Act, Act No. 230 of the Public Acts of 1972, as amended.

The Township of Centerville ordains:

**Section 1. AGENCY DESIGNATED.** Pursuant to the provisions of the state construction code, in accordance with Section 8b(6) of Act 230, of the Public Acts of 1972, as amended, the Construction Codes Department of the County of Leelanau is hereby designated as the enforcing agency to discharge the responsibility of the Township of Centerville under Act 230, of the Public Acts of 1972, as amended, State of Michigan. The County of Leelanau assumes responsibility for the administration and enforcement of said Act through out the corporate limits of the community adopting this ordinance.

**Section 2. CODE APPENDIX ENFORCED.** Pursuant to the provisions of the state construction code, in accordance with Section 8b(6) of Act 230, of the Public Acts of 1972, as amended, Appendix G of the Michigan Building Code shall be enforced by the enforcing agency within the jurisdiction of the community adopting this ordinance.

**Section 3. DESIGNATION OF REGULATED FLOOD PRONE HAZARD AREAS.** The Federal Emergency Management Agency (FEMA) Flood Insurance Study (FIS) for Leelanau County, All Jurisdictions, effective 6/7/23 and the Flood Insurance Rate Map (FIRM) panels listed on the index panel 26089CIND0B, effective 6/7/23 are adopted by reference for the purposes of administration of the Michigan Construction Code, and declared to be a part of Section 1612.3 of the Michigan Building Code, and to provide the content of the "Flood Hazards" section of Table R301.2(1) of the Michigan

Residential Code.

**Section 4. REPEALS.** All ordinances inconsistent with the provisions of this ordinance are hereby repealed.

**Section 5. PUBLICATION.** This ordinance shall be effective after legal publication and in accordance with the provisions of the Act governing same.

Adopted this ( ) day of (month), 2023.

This ordinance duly adopted on (month, day), 2023 at a regular meeting of the Centerville Township Board of Trustees and will become effective .

Signed on (month, day), 2023 by \_\_\_\_\_

Elizabeth Chiles, Clerk of the Township of Centerville.

Attested on (month, day), 2023 by \_\_\_\_\_

James Schwantes, Supervisor of the Township of Centerville.

**MICHIGAN COMMUNITY RESOLUTION AND INTERGOVERNMENTAL  
AGREEMENT TO MANAGE FLOODPLAIN DEVELOPMENT  
FOR THE NATIONAL FLOOD INSURANCE PROGRAM**

**Resolution number: 2018-8  
Adopted May 9, 2018, Amended on (Month) (Day), 2023**

**Community A: Centerville Township  
Community/Entity B: Leelanau County**

**WHEREAS, Community A**

*(check the appropriate following box statement)*  currently participates  desires to participate

in the Federal Emergency Management Agency's (FEMA) National Flood Insurance Program (NFIP) by complying with the program's applicable statutory and regulatory requirements for the purposes of significantly reducing flood hazards to persons, reducing property damage, reducing public expenditures, and providing for the availability of flood insurance and federal funds or loans within its community; and

**WHEREAS, the NFIP requires that floodplain management regulations must be present and enforced in participating communities, and utilize the following definitions which also apply for the purposes of this resolution:**

1. Flood or Flooding means:
  - a. A general and temporary condition of partial or complete inundation of normally dry land areas from: 1) the overflow of inland or tidal waters, 2) the unusual and rapid accumulation or runoff of surface waters from any source, 3) mudflows, and
  - b. The collapse or subsidence of land along the shore of a lake or other body of water as a result of erosion or undermining caused by waves or currents of water exceeding anticipated cyclical levels or suddenly caused by an unusually high water level in a natural body of water, accompanied by a severe storm, or by an unanticipated force of nature, such as flash flood or an abnormal tidal surge, or by some similarly unusual and unforeseeable event which results in flooding, as defined in paragraph (a)(1) of this definition.
2. Flood Hazard Boundary Map (FHBM) means an official map of a community, as may have been issued by the FEMA, where the boundaries of the areas of flood, mudslide (i.e., mudflow) related erosion areas having special hazards have been designated as Zone A, M, and/or E.
3. Floodplain means any land area susceptible to being inundated by water from any source (see definition of flooding).
4. Floodplain management means the operation of an overall program of corrective and preventive measures for reducing flood damage, including but not limited to emergency preparedness plans, flood control works, and floodplain management regulations.
5. Floodplain management regulations means zoning ordinances, subdivision regulations, building codes, health regulations, special purpose ordinances (such as a floodplain ordinance, grading ordinance, and erosion control ordinance) and other applications of police power that provide standards for the purpose of flood damage prevention and reduction.
6. Structure means a walled and roofed building that is principally above ground, gas or liquid storage facility,

as well as a mobile home or manufactured unit.

**WHEREAS**, the Stille-Derossett-Hale Single State Construction Code Act”, Act No. 230 of the Public Acts of 1972, as amended, (construction code act), along with its authorization of the state construction code composed of the Michigan Residential Code and the Michigan Building Code [and its Appendices (specifically Appendix G)] contains floodplain development and management regulations that comply with the FEMA NFIP minimum floodplain management criteria for flood prone areas as detailed in Title 44 of the Code of Federal Regulations (44 CFR), Section 60.3, and

**WHEREAS**, by the action dates of this document, Community/Entity B affirms/agrees on behalf of Community A to function as the designated enforcing agency to discharge the responsibility of administering, applying, and enforcing the construction code act and the state construction code, specifically the Michigan Residential Code and the Michigan Building Code, and the Michigan Rehabilitation Code for Existing Buildings to all development within Community A’s political boundaries, and

**WHEREAS**, Community A and Community/Entity B enforce floodplain regulations of the construction code act, and Community A wishes to ensure that the administration of that code complies with requirements of the NFIP, and

**NOW THEREFORE**, to maintain eligibility and continued participation in the NFIP,

1. Community A and Community/Entity B agree that Community/Entity B’s officially designated enforcing agency for the construction code act, Building Code Department, be directed to administer, apply, and enforce on Community A’s behalf the floodplain management regulations as contained in the state construction code (including Appendix G) and to be consistent with those regulations, by:
  - a. Obtaining, reviewing, and reasonably utilizing flood elevation data available from federal, state, or other sources pending receipt of data from the FEMA to identify the flood hazard area, and areas with potential flooding, and
  - b. Ensuring that all permits necessary for development in floodplain areas have been issued, including a floodplain permit, approval, or letter of no authority from the Michigan Department of Environmental Quality under the floodplain regulatory provisions of Part 31, "Water Resources Protection," of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended, and
  - c. Reviewing all permit applications to determine whether the proposed building sites will be reasonably safe from flooding. Where it is determined that a proposed building will be located in a flood hazard area or special flood hazard area, Community/Entity B shall implement the following applicable codes according to their terms:
    - c.i) All appropriate portions and specifically the floodplain management regulation portions and referenced codes and standards of the current Michigan Residential Code.
    - c.ii) All appropriate portions and specifically the floodplain management regulation portions and referenced codes and standards of the current Michigan Building Code.
    - c.iii) Appendix G of the current Michigan Building Code.
    - c.iv) All appropriate portions and specifically the floodplain management regulation portions and referenced codes and standards of the current Michigan Rehabilitation Code for Existing Buildings.
  - d. Reviewing all proposed subdivisions to determine whether such proposals are reasonably safe from flooding and to ensure compliance with all applicable floodplain management regulations.
  - e. Assisting in the delineation of flood hazard areas; provide information concerning uses and occupancy of the floodplain or flood-related erosion areas, maintain flood proofing and lowest floor construction records, and cooperate with other officials, agencies, and persons for floodplain

management.

- f. Advising FEMA of any changes in community boundaries, including appropriate maps, and
  - g. Maintaining records of new structures and substantially improved structures concerning any certificates of floodproofing, lowest floor elevation, basements, floodproofing, and elevation to which structures have been floodproofed.
2. Community A and Community/Entity B assure the Federal Insurance Administrator (Administrator) that they intend to review, on an ongoing basis, all amended and revised FHBMs and Flood Insurance Rate Maps (FIRMs) and related supporting data and revisions thereof and revisions of 44 CFR, Part 60, Criteria for Land Management and Use, and to make such revisions in its floodplain management regulations as may be necessary to assure Community A's compliant participation in the program.
3. Community A further assures the Administrator that it will adopt the current effective FEMA Flood Insurance Study (FIS), FHBMs, and/or the FIRMs by reference within its Floodplain Management Map Adoption Ordinance or similarly binding ordinance documentation.

**FURTHER BE IT RESOLVED**, both communities declare their understanding that, until this resolution is rescinded or Community A makes other provision to enforce the construction code act:

- 1. Community/Entity B must administer and enforce the construction code act in accordance with the terms and the conditions contained herein, and
- 2. For Community A to continue its participation in the NFIP, the construction code act must be administered and enforced according to the conditions contained herein.

**Community A:** Centerville Township

Date Passed: (month, day), 2023

Officer Name: Elizabeth Chiles

Title: Clerk

Signature: \_\_\_\_\_

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

Witness Name:

James Schwantes Title: Supervisor

Signature: \_\_\_\_\_

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

**Community/Entity B:** Leelanau County

Date Passed:

Officer Name: Amber Weber

Title: Building Official/Inspector,  
Department of Building Safety

Signature: \_\_\_\_\_

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

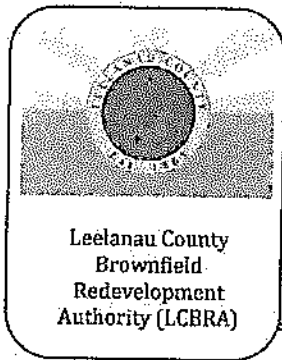
Witness Name:

Title:

Signature: \_\_\_\_\_

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





**Leelanau County Brownfield Redevelopment Authority (LCBRA)**  
**County website: [www.leelanau.gov/BRAintro.asp](http://www.leelanau.gov/BRAintro.asp)**

8527 E. Government Center Dr.  
Suite 108  
Suttons Bay MI 49682  
Phone: (231) 256-9812

**Dan Heinz**  
*Chairman*

**Rick Foster**  
*Vice-Chairman*

**John Arens**  
*Secretary/Treasurer*

**Trudy Galla, AICP**  
*Director*

March 22, 2023

**For Immediate Release**

*Suttons Bay, Michigan* - The Leelanau County Brownfield Redevelopment Authority (LCBRA) has been successful in acquiring a number of grants and loans through the U.S. EPA to assess contaminated or potentially contaminated sites (brownfields) and provide cleanup planning throughout the county. **Currently, the county has \$250,000 in funds available to assess sites; these funds must be used before September 30, 2025.**

The EPA defines a brownfield as “real property, the expansion, redevelopment, or reuse of which may be complicated by the presence or potential presence of a hazardous substance, pollutant, or contaminant.” The State of Michigan further defines brownfield sites as blighted, functionally obsolete or historic resources.

The LCBRA has extensive experience with brownfield sites, and we want to share our expertise, project examples and funding sources with municipal, business, and nonprofit leaders, landowners and the general public. Leelanau County currently has over 100 sites with known contamination, and there are undoubtedly countless others. The funding from EPA provides the opportunity to understand the risks that site contamination may pose to human health and the environment and to develop a plan to mitigate those risks. This may be useful in supporting a pending or future sale of a contaminated property, or perhaps there are real or perceived environmental concerns that are affecting the marketability of a site.

**The LCBRA will host two (2) FREE sessions in April. Come and learn more about the available grant dollars, projects completed throughout the county, and additional funding tools.**

Monday, April 17 6:30 pm – BOC meeting room, 1<sup>st</sup> Floor, Leelanau County Government Center

Tuesday, April 18 1:00 pm – Downstairs meeting room, Leelanau County Government Center

**PLEASE RSVP** by calling 231-256-9812 or email: [planning@leelanau.gov](mailto:planning@leelanau.gov)

## **U.S. EPA Assessment Grant \$250,000 (Grant ends 9/30/2025)**

The U.S. EPA has awarded Leelanau County a Brownfields Assessment Cooperative Agreement (CA) for the assessment of properties in Leelanau County, Michigan. The Leelanau County Brownfield Redevelopment Authority (LCBRA) will administer this grant on behalf of Leelanau County. The LCBRA has had previous EPA assessment grants and an RLF grant and has the experience to administer this new grant award. These assessment funds will be used to investigate the historic uses of properties; determine the type, severity, and extent of contaminants; and develop remedial alternatives to provide for safe and viable reuse of the sites. The CA will also allow for public outreach to provide an opportunity to receive input from citizens and encourage the identification, remediation, and redevelopment of contaminated properties.

### **GRANT OVERVIEW**

The funds from this grant will be used to identify, profile, prioritize and conduct Phase I and II Environmental Site Assessments on brownfield properties throughout Leelanau County. For contaminated properties where development is pending, Baseline Environmental Assessments (BEAs), Due Care Plans, and Brownfield Plans will be prepared to facilitate the transaction.

#### The grant has the following primary components:

- Complete 11 Phase I Environmental Site Assessments (ESAs)
- Complete 8 Phase II ESAs
- Complete 4 Baseline Environmental Assessments (BEAs) on contaminated sites for liability protection
- Complete 4 Due Care Plans on contaminated sites to address “continuing obligations”
- Complete 4 proposed brownfield plans
- Complete 3 Act 381 Work Plans (Plans submitted to the state)
- Hold 3 community open house/education events

#### **For more information, and applications for grant assistance:**

Deborah Allen, County Administrator, and member of the LCBRA  
8527 E. Government Center Dr., Suite 101  
Suttons Bay MI 49682  
231-256-9711, [dallen@leelanau.gov](mailto:dallen@leelanau.gov)

Trudy Galla, Planning Director, & Director of the LCBRA  
8527 E. Government Center Dr., Suite 108  
Suttons Bay MI 49682  
231-256-9812, [tgalla@leelanau.gov](mailto:tgalla@leelanau.gov)



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

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## Per diems for court time

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Lauren Teichner &lt;lauren@envlaw.com&gt;

Wed, Apr 5, 2023 at 12:52 PM

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

Hi Jim,

It seems fine for the township to pay officials per diems for time spent in court or giving depositions. As long as there is **transparency**, there doesn't appear to be any legal reason why the township cannot do this. This is a matter of township policy. [Ideally, there would be a specific policy in place authorizing such per diems, so there would be even greater transparency around the payments]. Assuming this is for trustees or board members (as opposed to staff), and spending time in court or giving depositions is not part of their "job," or is considered work above and beyond the board meetings they are assigned to, then it is appropriate to pay per diems.

Courts generally find that municipalities have the power to expend public funds only for a **public purpose**. The Michigan Supreme Court has defined "public purpose" as having "for its objective the promotion of the public health, safety, morals, general welfare, security, prosperity, and contentment of all the inhabitants or residents within the municipal corporation, the sovereign powers of which are used to promote such public purpose." One test for determining a public purpose is whether the expenditure confers a direct benefit of reasonably general character to a significant part of the public.

So as long as there is clear value to the township / public derived from these court appearances and depositions, as well as transparency around the payment, it seems permissible to pay officials per diems for their additional time spent in court or giving depositions. If the township **doesn't** do this, it risks limiting the pool of people willing to serve the community, in case they have to miss work and other obligations for things they did not sign up for. So all in all, per diem payments seem like a benefit to the township / public.

Hope this helps! Please let me know if you have any other questions.

Best,

Lauren

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Lauren Teichner

Attorney

OLSON, BZDOK & HOWARD, P.C.

Traverse City | Frankfort

Main office: