

CENTERVILLE TOWNSHIP MONTHLY BOARD MEETING
Wednesday July 14, 2021 7:00PM
Township Election Commission Meeting to follow
Centerville Township Hall and via Zoom
MINUTES

PRESENT: James Schwantes, Katrina Pleva, Ron Schaub, Elizabeth Chiles, Dan Hubbell

GUESTS: Road Commission Manager Brendan Mullane, Road Commission Engineer Craig Brown, County Commissioner Patricia Soutas-Little and 3 members of the public

1. **Call to Order/Pledge of Allegiance:** Schwantes called the meeting to order at 7:00 pm
2. **Review Agenda/Additions /Public Comment /Approve Agenda**
 1. **Public comment:** During recent BOC discussion about possible establishment of Lake Leelanau Preservation Board to address Eurasian Watermilfoil (EWM) and taxation to address problem, a commissioner asked whether there were any township supervisors in attendance. Citizen suggested that it may be a good idea for townships to be well represented in future discussions on this topic, since cost of mitigation could fall on townships.
 2. **Agenda—no additions**

MOTION: Schaub moved to approve agenda; seconded by Pleva. Motion carried. Yeas: 5 Nays:0
3. **Previous Meeting Minutes**
 1. **June 9, 2021 Regular Meeting**
 - **Correction: Reconciliation report—change “April” to “May”**
 - **Correction: Public comment—change “Amor” to “Amore”**

MOTION: Chiles moved to accept **June 9, 2021 minutes of the Regular Business Meeting** as corrected; seconded by Schaub. Motion carried. Yeas: 4 Nays:0 (Hubbell abstained, as he was not in attendance at June 9 meeting).
4. **Township Financial Update**
 1. **Treasurer’s Report—**Funds received for rental of tables and chairs. Township has received reimbursement for all PRE funds. For Michigan tax tribunal, all units have paid. Tax bill payments are coming in.

MOTION: Hubbell moved to accept the Treasurer’s report as presented; seconded by Schaub. Motion carried. Yeas:5 Nays:0
 2. **PILT (Payment in Lieu of Taxes) Sub-agreement—**Schwantes signed 2021 PILT agreement for grant of \$666 on July 14, 2021.
 3. **Property Right of Refusal—**property parcel in Manor Green development is in foreclosure; township has right of refusal to obtaining parcel.

MOTION: Hubbell moved that the township board waive its right of refusal to the property parcel 002-500-017-00. Seconded by Schaub. Motion carried. Yeas: 5 Nays: 0

All Board officers signed the right of refusal.

Schwantes recommended that the Clerk, who is also a realtor, follow this process for potential future opportunities of this kind.
 4. **Quarterly Budget Report—**No expenditures expected that could jeopardize Budget

categories. The Board reviewed the Budget; township expenses and income are on track for the quarter.

5. First Quarter Balance Sheet Report---

- Treasurer is researching differential in **Current liabilities--offsetting tax liability**. Current tax account status is \$3190.
- Fire department check paid from Fire Department millage restricted fund.
- \$70,000 currently set aside for Chalet Rd project; anticipate additional receipt in June of 2022 that will put the Metro Fund balance at \$17,000.
- Current unassigned balance is \$61,000.

6. Reconciliation Report—Reconciliation report for July was reviewed and approved by Board. Supervisor Schwantes signed on July 14, 2021.

5. Invoices--Review and authorize payment – no questions from board

MOTION: Pleva moved to accept invoices and pay as presented; seconded by Chiles.
Motion carried. Yeas:5 Nays:0

6. Special Item: Chalet Roads discussion with Brendan Mullane and Craig Brown

1. Craig Brown is new engineer with the Road Commission and has been examining the Chalet Road project cost estimates and current road status. He provided Supervisor Schwantes with a revised cost estimate for the project of \$488,000 (see attachment from Craig Brown). Estimate was based on his review of the road conditions, proposed project scope and the LCRC costs and contractor budgetary price quote.
2. Project would involve 1-1.5" asphalt overlay of (up to) 9" foundation on 2.1 miles. 2.1 miles includes all roads and cul-de-sacs in the Chalets. The process would provide a road with ~20 year life.
3. Supervisor Schwantes asked B. Mullane whether Commission would be able to spread project over 3 year period; Mullane indicated that once a firm price for project was in hand, Commission can deliberate on project length. Mullane indicated that request for project life to span 3 years was reasonable. SAD payments maybe could be split between spring and winter tax bills, although special assessments are normally on winter tax bills.
4. Board to discuss and consider before making a decision at next month's meeting, and sending out a special mailing to Chalet residents. If Board is to move forward with project, they should assume a 3 year assessment period, with first assessment in November 2022. Treasurer will investigate whether SAD assessments can be 2 payments per year for 3 years.
5. Mullane indicated that Board must communicate interest level to Commission by November.

7. Clerk Report

1. Clerk is engaging Gabridge to handle annual F-65 filing. Auditors prepare this report as part of the biennial audit. The cost for preparing the F-65 report in an off-audit year is \$600-\$1200. Cost for Gabridge to prepare can be covered by Clerk's budget. Documentation required is similar to what was required for audit. Solon and Kasson townships engage auditors to prepare the report in off-audit years.
2. For August election, 65/109 requested absentee ballots have been received as of July 14.

8. Correspondence/ Communications

1. Nancy Popa of Lake Association noticed township meeting minutes discussion of boat washing stations. In a phone call to the Supervisor, she indicated that the Lake Association is looking to develop a comprehensive strategy for the lake and where they would be located. She encouraged the township not to make a unilateral purchase without conversing with the Association. Supervisor assured her that we would only operate within an overall plan.
- 9. Board of Review—no report**
1. Board of Review will meet on Tuesday July 20 at 10AM
- 10. Zoning Administrator's Report—Tim Cypher was not able to attend as previously planned**
1. **Lake Shore Drive--** Our lawyer prepared a letter requesting access to the property. Supervisor received a call from homeowner who said they had been legally advised to refuse access. Consequently, Zoning Administrator and Supervisor have not visited the site. Township lawyer has filed for an administrative warrant to inspect property that is being filed with the 86th District court magistrate. Homeowner also asked whether he could receive a permit for constructing a deck on back of house. Supervisor indicated that this was a legal question and he could not respond.
 2. **Skyline Drive--** Owner of parcel has relocated the structure that was near Lake Shore Drive on his parcel and plans to convert it to living quarters. He has a land use and well and septic permits. The trash on the south parcel is the other owner's responsibility, but the owner of the north parcel states he will be trying to clean it up along with his own parcel.
 3. **French Rd septage site—**Schwantes received another call from the neighbor claiming violation of permitted use. He told her that the ZA had checked this and that the operator is doing so within his permitted use. Schwantes contacted the ZA to call her and discuss this with her directly and provide any information that will clarify this.
 4. **Popp Rd property—**citizen to send email to Cypher concerning status; if she does not receive an answer, send email to Supervisor.
- 11. Planning Commission**
1. Board member report—no meeting last month or in July
 2. Next regular meeting: Monday, August 2, 2021 at 6:30PM
 3. Zoning Board of Appeals annual organizational meeting to be scheduled
- 12. Cedar Area Fire and Rescue (CAFR) Board**
- Schwantes reviewed Board minutes and had no questions.
1. **Board member (Ron Schaub) report:** Board has new member—Chris Comeaux. No update on floor drains. Board is currently negotiating with union and budget prep is ongoing.
 2. **Next regular meeting: Thursday, July 15, 2021 at 7:00PM**
- 13. Board – Unfinished business**
1. **Deputy Clerk readiness—**under control, need to have a list of required activities so that Board has list for its annual review of readiness.
 2. **Board work taxonomy—**no work has been done yet
 3. **ARPA Funds--**\$133,662.00 allocated to township. We hope to file our request by 7/16. Paperwork must be submitted, which the Supervisor has signed. Clerk has established an account with State of MI to receive the funds. MI Treasury wants all requests in by July 27. Maybe \$5500.00 (4.1%) is open for any use. Funds spent must be justified to federal government, observing the guidelines established for these funds.

- 4. **Dock bumpers**—no action
- 14. **Board – New business**—none
- 15. **County Commissioner Report**—sent via email and posted on township website
- 14. **Upcoming Township Meetings:**
 - 1. Next regular Board of Trustees Meeting: Wednesday, August 11, 2021
- 16. **Public Comment**—July 16 and 7/17, Lake Leelanau Lake Association (LLLA) is hosting Benzie Conservation district’s mobile boat washing equipment demonstration at Bingham boat launch from 930am-330pm. Also, on July 18 and August 18, LLLA will be answering questions, providing information materials.
Commissioner Soutas-Little encouraged public to read Ticker article series on Health Department millage and Early Childhood in Leelanau County.

17. Motion to Adjourn

MOTION: Hubbell moved to adjourn at 8:42 pm; seconded by Schaub.

Respectfully submitted,
Patty Ray, Deputy Clerk

Clerk’s Signature:  Date: 8/12/21