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Wednesday July 8, 2020 7:00PM
Monthly Township Board Meeting Minutes

PRESENT: James Schwantes, Beth Chiles, Katrina Pleva, Ron Schaub
GUESTS: 5
ABSENT: Dan Hubbell

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**
3. **Previous Meeting Minutes June 17, 2020**

   MOTION: Schwantes moved to approve **June 17, 2020** minutes as corrected; seconded by Schaub. Motion carried. Yeas:3 Nays:0

   Correction: Spelling of Belle Lago changed to Bel Lago

   Insertion: Add attendance at meeting

Chiles arrived.

4. **Invoices--**Reviewed and payment authorized.

   MOTION: Schaub moved to accept invoices and pay as presented; seconded by Pleva. Motion carried. Yeas:4 Nays:0

5. **Township Financial Update**
   1. **Treasurer's Report**
      - **Pleva:** Honor CD put into savings; other CD will mature end of July. Pending CD rates at time of maturity, will leave second CD in savings or redeem.
      - Received sales tax revenue payment. As predicted based on possible COVID impacts, amount received was less than last year, same period.

   MOTION: Chiles moved to approve the Treasurer's report as presented; seconded by Schaub. Motion carried. Yeas:4 Nays:0

   2. **Quarterly Fund Balance and Budget Review**
      - Township is on target for first quarter budget; income and expenses are consistent

with budgeted amounts.

- Additional costs resulting from Absentee Balloting may impact budget. Will monitor and will make any necessary budgetary adjustments prior to the General Election in November. Training costs will be increased, due to increased number of election workers needed.
- **Balance sheet**—currently shows $96,000+ net assets; Township is currently in good shape for funds. Negative payroll liability currently shown is being investigated. Treasurer is working with auditor to ensure that issue is resolved. Negative payroll liability is believed to be an artifact from a previous audit and fiscal years that propagated to the current year. It is anticipated that this will be resolved and removed from the balance sheet by the next cycle.

3. Reconciliation Report

- Report has been reviewed and approved by Board. No issues were identified. Supervisor Schwantes signed on June 17, 2020.

4. Reconciliation Policy and Memorandum

MOTION: Schwantes moved to adopt Centerville Township Reconciliation Policy establishing a monthly reconciliation report, as proposed above; seconded by Schaub.

Pleva: Proposed purchase of refurbished, black ink only, laser printer/scanner for use in administrative offices for $500, with $89/cartridges. Printer has 6 month warranty, is WIFI capable. Purchase was discussed and approved.

Pleva: Contacted Gabridge about audit. Audit will be performed remotely this year. All required reports and documents from Clerk and Treasurer that can be sent electronically, will be.

6. Clerk Report

- Payment received from the Leland School Board for May election costs.
- Centerville and Cleveland Township May elections will be audited.

7. Correspondence/ Communications

- Calls received on Township invasive species (millefoil) control work. This year, work required use of several boats and space for boats to be secured. DNR provided 2 spaces at boat launch. Boats are gone now.

8. Report on Assessing

1. Assessor Duties and Employment Policy – reviewed at last meeting.

MOTION: Schwantes moved to adopt Centerville Township Assessor Duties and Employment Policy; seconded by Pleva. Motion carried. Yeas:4 Nays:0

2. Board of Review meets on Tuesday, July 21, 2020 9:00 AM

9. Zoning Administrator's Report

- The Zoning Administrator continues to work on the Lakeshore Drive and Skyline situations. The current status on these were communicated via email to the Board members.
- No other interactions on zoning issues have occurred requiring Supervisor attention.

10. Planning Commission

1. Board Member Report – Board member not present. The Supervisor stated the PC has been meeting via Zoom and is currently working on a possible septic ordinance, as noted in their minutes.

2. Next meeting: Thursday, July 27, 2020, 6:30 PM

11. Cedar Area Fire and Rescue Board

1. Board Member Report – no report, minutes reviewed.
2. CAFR Board Appointment
   - Policy for appointing board member to CAFR discussed. Consensus expressed that a township board member should sit on CAFR board in order to improve and ensure 2 -way communication between CAFR and the township board.
   - Schwantes to prepare a policy for Board member responsibilities as CAFR representative.
3. Upcoming CAFR meetings: Regular meeting: Thursday July 16, 2020, 7:00 PM

12. Board – Unfinished business

1. Deputy Clerk and Deputy Treasurer – in progress
2. Upper hall emergency light - completed
3. Chalet Roads: letter to property owners is at the printer, addresses derived from Assessment rolls.
4. LIFT letter was drafted in consultation with Patricia Soutas-Little and sent to the board on July 22.

13. Board – New business - none

14. County Commissioner Report

15. Next Board Meetings: Regular meeting: Wednesday, August 12, 2020, at 7:00 PM

16. **Public Comment –** concern expressed about poll workers' and election commission's safety at upcoming August primary and November General elections. Wanted to make sure that PPE, shielding and proper distancing as well as appropriate directions for precinct egress being observed. Clerk related current processes to be followed and materials ordered for use to minimize exposure (distancing, shielding, unidirectional exit/entry egress). Masks, gloves, sneeze guards and hand sanitizer have all been ordered. Public suggested that additional thought be given to egress, directions and distancing (6' markers). Clerk commented that she expects more absentee ballots for August primary, since she has already received more AV requests than similar timing for March election, which implies that there will probably be fewer people voting in person at precinct. August election typically attracts fewer voters

17. **Motion to Adjourn**

MOTION: Schaub moved to adjourn at 8:11 pm.; seconded by Pleva. Motion carried. Yeas:4 Nays:0