

**CENTERVILLE TOWNSHIP
5100 S FRENCH RD
(LEELANAU COUNTY)
CEDAR, MICHIGAN 49621**

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**CENTERVILLE TOWNSHIP ANNUAL MEETING
OF THE ELECTORS**

AGENDA

**Saturday, March 19, 2022 10:00AM
Special Township Board Budget Meeting to follow
at Centerville Township Hall
also available on Zoom**

- 1. Call to Order by the Moderator (township supervisor) /Pledge of Allegiance**
- 2. Individual Introductions**
- 3. Public Comments and Agenda Additions**
- 4. Motion to Approve Annual Meeting Agenda**
- 5. Review/Approve Meeting Minutes from March 23, 2021**
- 6. Leelanau County Commissioner Patricia Soutas-Little**
- 7. Cedar Area Fire and Rescue**
- 8. Leelanau County Road Commission**
- 9. Planning Commission Update**
- 10. Salary Resolutions – No Resolutions this year**
- 11. Township Road Improvements**
- 12. Township Hall Improvements**
- 13. Board Member Comments and Answer Questions from the public.**
- 14. Public Comments**
- 15. Motion to adjourn. THANK YOU for COMING!**

James Schwantes is inviting you to a scheduled Zoom meeting.

Topic: Centerville Annual Meeting and Budget Meeting
Time: Mar 19, 2022 10:00 AM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/88109200617?pwd=Z2JHMGlkdjdiYklsQ0NmQi9Edkoydz09>

Meeting ID: 881 0920 0617

Passcode: 749679

One tap mobile

+13017158592,,88109200617#,,, *749679# US (Washington DC)

+13126266799,,88109200617#,,, *749679# US (Chicago)

Dial by your location

+1 301 715 8592 US (Washington DC)

+1 312 626 6799 US (Chicago)

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+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 669 900 6833 US (San Jose)

Meeting ID: 881 0920 0617

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Find your local number: <https://us02web.zoom.us/j/kcGCL9Q2eX>

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**Centerville Township Annual Meeting of the Electors
Saturday March 27, 2021 10:00 AM
Meeting will be on Zoom only, due to COVID, not in person
Link information is appended below
Special Township Board Budget Meeting to follow**

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

GUESTS: Eric Carlson, Pat Conklin, Jamie Damm, Andy Doornbos, Darlene Doorlag, Janis Frazee, Tim Johnson, Patty Ray, Judith Reinhart, Kama Ross, Patricia Soutas-Little

- 1. Call to Order by Moderator (township supervisor):** Schwantes called the meeting to order at 10:01 am.
- 2. Individual Introductions**
- 3. Public Comments and Agenda Additions—**Moderator indicated that Commissioner Soutas-Little and Fire Chief Doornbos will be joining and speaking during the meeting as they become available.
- 4. Motion to Approve Annual Meeting Agenda**
MOTION: Chiles moved to approve agenda as presented; seconded by Jan Frazee. Motion carried. Yeas: 11 Nays:0
- 5. Review/ Approve Previous Meeting Minutes from March 14, 2020 (Attached)**
MOTION: Tim Johnson moved to accept March 14, 2020 minutes as presented; seconded by Judith Reinhart. Motion carried. Yeas: 11 Nays:0
- 6. Leelanau County Commissioner Report—**Patricia Soutas-Little, District 5 Centerville and Leland Townships Commissioner, delivered the annual commissioner report; reviewing accomplishments of the committees she served on in 2021. Her full report is posted on township website. Anticipates opening of Popp Rd recycling in the next several months but will require review by Leland Township Board as well as a public hearing. Also mentioned, that Sugar Loaf demolition has begun and progress is being monitored. Anticipate that abandoned structures will have been removed by sometime in summer 2021.
Public comment: J. Frazee expressed appreciation for Soutas-Little's service, particularly as it relates to her service as County Commissioner representative on the Benzie-Leelanau Health Dept Board. Her appreciation of the complexities that the Health Board has faced and is currently facing have been invaluable. Frazee mentioned that as of March 26, the county had administered 10,000 does of COVID-19

vaccine.

D. Hubbell mentioned that, during initial advocacy for Early Childhood Initiative, benchmarks were developed to measure program success. While acknowledging the unprecedented nature of this past year, he recommended that, going forward, the Initiative use those benchmarks to direct and guide their efforts as well as publicize the benefits and success of the program.

7. **Cedar Area Fire and Rescue**—Fire Chief Andy Doornbos delivered the annual report, reviewing accomplishments of CAFR this past year and also expressed leadership of former Chief Comeaux. Centerville comprised 19% of CAFR's run volume in 2020, a total of 114 calls. Chief Doornbos highlighted the availability of resources from multiple locations for large incidents, made possible through the mutual aid box alarm(?). He also mentioned the beneficial cross-departmental development of dedicated COVID-19 ambulance service in the county. His full report is posted on township website.

Public comment ALS stands for Advanced Life Support. Tim Johnson expressed gratitude for Chief Doornbos' work. He also asked for clarification/more detail on the nature of call distribution served by CAFR: CAFR calls are categorized by incident type: categories include: fires (6%), rescue and emergency medical service (70%), hazardous conditions (12%), service calls (10%) and false alarms (2%). R. Schaub, Centerville Township Trustee rep to CAFR, thanked Chief Doornbos for smooth transition of fire chief responsibilities. Doornbos indicated that entire CAFR staff is to be commended for their service, they are all excellent and dedicated.

8. **Leelanau County Road Commission—no report**

9. **Planning Commission Update**—Tim Johnson, Planning Commission chairperson, delivered the accomplishments and activities of the Planning Commission this past year. Tim noted that a septic ordinance drafted by the commission and forwarded to the township was approved by the township at their October, 2020 meeting. His full report is posted on the township website.

There were no public comments. Moderator noted that Dan Hubbell is the Township Trustee Rep to the Commission.

10. **Salary Resolutions (Motions Attached)** Township officers whose salaries are being considered for an increase abstained from this the vote due to conflict of interest, trustees okay to vote.

MOTION: Darlene Doorlag moved to increase the Clerk and Treasurer salaries to \$16,600.00 annually and the Supervisor salary to \$10,700 annually; seconded Kama Ross. Motion carried. Yays: 10 Nays: 0 Abstains: 3

11. **Township Road Improvements**

1. 11.68 miles of township roads were repaired and chip sealed by LCRC last year, no cost share was asked of township. Schomberg from Fabiszak to Popp was missed again and is on schedule for 2021. Chalet Streets remain our next priority, then Amore Road. The board will look at our balance sheet in April after final reconciliation of accounts are completed next week. CARES act funds for the township may impact this, but that is not clear at this time. Funds are being administered through the state.

12. **Township Hall Improvements**

1. The hall needs new windows, but we are holding off until the road funding situation is clear and cost for Chalet Roads is understood.

13. **Board Member Comments and Answer Questions from the public.**

Pleva: 2020 tax collection year was outstanding and we experienced fewer delinquencies than in previous years. The township tax settlement is currently with the county treasurer; expect the final payout to be ready in several weeks. Residents made good use of the new dropbox, located outside of the township business office. She also noted that she is the Township Trustee alternate to the CAFR Board and will be attending at least 3 meetings during the year in this capacity. Very much enjoys her job. Pleva also indicated she was grateful to have the use of the business office for her work.

Chiles: Also expressed gratitude for use of the Township Hall business office space as well as for the support.

she has received during her first year in office.

Schaub: Reiterated his role on CAFR Board and indicated that, as a new member of the CAFR Board he has both enjoyed the experience and has been impressed with the operation of the Board and their management of their finances.

Hubbell: Again expressed appreciation to Tim Johnson for his leadership of the Planning Commission as well as acknowledged the mutual respect and appreciated the ability to work with fellow Board members.

Schwantes: Also noted the benefits of having the new township office and meeting space, felt that access to this space allowed Clerk-Supervisor-Treasurer discussions to occur more efficiently, resulting in a stronger team. The space, as well as the dropbox, had made the Township Board more accessible to the public—a positive. He also remarked that the space had made the development and operation of the new Absent Voter Counting Board (AVCB) possible. He acknowledged the flawless delivery of 4 elections under the extremely unusual conditions imposed by the pandemic and commended the Election team for their dedication and service in performing their duties through the election cycle during the pandemic.

He also noted the passage of the Septic Ordinance and highlighted the importance of managing the Fire Department millage over the next several years to enable the township to get to the 3 mills required for our share of the support for the CAFR ALS costs. We will be using general funds until we arrive at that point.

Commended the Clerk and Treasurer for having on-boarded functioning deputies and indicated that the Township Board will likely be formalizing deputy positions for the long-term policy.

He also mentioned this year's successful financial and AMAR audits. He also recognized the support of Joe Moser with the financial audit process, which ultimately provided the township with a strong bill of financial health.

Has a goal of trying to have a formal set of guidelines for meetings and establishing formats for policies beyond the immediate scope of the Board.

Working to identify bookkeeping software for automatic generation of balance sheets.

Finally—windows for the Township Hall!

14. Twp. Bd. & Planning Com. Meeting Schedule & Staff Directory (Apr. 2021– Mar 2022) - (available on the website: under Meetings/meeting date/e-packet)

15. Public Comment

Question from Darlene Doorlag about the possibility of getting Amor Road resurfaced. Schwantes indicated that Chalets are first on list but also explored possibility of stretching out payments on Amor to enable an earlier completion of that project. Amor will require complete re-surfacing, not just chip and seal. Unfortunately, funds that had been previously set aside for road repairs had to be used to enable improvements and upgrading of CAFR capabilities as well as upgrades to Township Hall. Schwantes is hopeful that federal CARES Act funds can be used for some of the road repair work that had been previously postponed.

Doorlag also expressed her gratitude for the work that Board has accomplished.

Tim Johnson asked where the Township was on increasing the fire millage. Schwantes indicated we are at 1.75 and need to get to 3.0 mills, but can only increase millage by 0.5 mills per election cycle.

Question to Kama Ross from Pleva—did she receive any responses on back of tax bills concerning wood management? Yes—Multiple.

In person meetings will begin in April, Zoom will still be available.

16. Moderator adjourned meeting at 11:15 – THANK YOU FOR COMING

Clerk's Signature: _____ Date: _____

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AGENDA

**Special Township Budget Meeting
Link information appended below**

Saturday March 19, 2022

(to follow annual meeting)

at Centerville Township Hall

also available on Zoom

1. Call to order
2. Review, amend and approve agenda
3. Treasurer's Report as of February 28, 2022 and Balance Sheet as of March 16, 2022
4. Amend 2021-22 budget to reconcile accounts
5. Review of the Township Proposed Budget for Fiscal Year 2022-23
6. Public Hearing on Township Budget for Fiscal Year 2022-23
7. Consider changes to the budget
8. Adopt Centerville Township 2022 General Appropriations Act and Budget
9. Motion to adjourn

CENTERVILLE TWP TREASURER'S REPORT
As of February 28, 2022

Quint Balances:

se Tax Fund Cking #9301
se HI Yield Savings #5793
se Business Savings #6868
se Commercial Cking #2769

\$3,218.93
\$101,737.73
\$67,109.65 ARPA Funds ***
\$352,465.67
\$524,531.98

TOTAL:

<u>Receipts</u>	<u>Amount</u>	<u>From</u>	<u>Description</u>
#3128	\$7.11	Chase Bank	January 2022 Interest
#3129	\$175.00	Tim Cypher, ZA	Two Land Use Permits
#3130	\$76.00	Accident Fund Ins Co	Dividends-10% of Audited Premium
#3131	\$1,092.78	Leland Public School	Dec BOR Reimbursements for PRE Changes affecting School Operating
#3132	\$113.60	Local Comm Stabilization Authority	Personal Property Tax Reimbursement
#3133	\$53,998.70	K.Pleva, Treas	Admin Fee-2,349.20; Twp-\$12,486.84; Fire/Ambul-\$39,162.66
#3134	\$6.43	Chase Bank	Interest

Centerville Township Balance Sheet				03/16/22			
Assets:							
Cash and Cash Equivalents							
Capital Assets (trucks, land, building)				\$549,717.50			
Receivables:							
Fire Millage:				\$0.00			
Administration Fee:				\$0.00			
General:				\$0.00			
				Total:			
				\$0.00			
Total Assets:							
				\$549,717.50			
Liabilities:							
Accrued Liabilities:							
Current Liabilities:				\$0.00			
2100- Payroll Liabilities				\$3,537.11			
2200- Offsetting Tax Liability				\$3,218.93			
				For Disbursement			
				\$0.00			
				For Centerville			
				\$3,218.93			
Non-current Liabilities							
Due within current fiscal year				\$0.00			
Fire Department (FY 21 annual payment)				\$0.00			
Due within more than one fiscal year				\$0.00			
Total Liabilities							
				\$3,537.11			
Net Assets:							
Invested in Capital Assets, net of related debt:				\$0.00			
Restricted:							
Tax Disbursement Funds				\$0.00			
Fire Department (millage)				\$140,720.59			
Metro funds (FY2014 to current FY)				\$13,101.64			
Tax administration fee				\$0.00			
ARPA				\$67,109.65			
Total Restricted				\$220,931.88			
Unrestricted:							
Committed:				\$0.00		% of Policy Targets:	
Assigned:							
Roads:				\$70,000.00		110 % with Metro Funds	
Fire Department Back up Fund				\$46,145.00		40%	
Total Assigned				\$116,145.00			
Unassigned:				\$212,640.62			
Total Unrestricted:				\$328,785.62			
Total Net Assets:							
				\$546,180.39			
Total Net Assets and Liabilities							
				\$549,717.50			

Notes:						
Fund Balance Policy Targets:						
Unassigned Balance:						
FY 2021-2022 Expenses:						
Reduced by Fire restricted funds:						\$140,720.59
April 1 Unassigned Balance of 50% of Expenses:						\$397,246.68
Nov 30 Unassigned Balance of 15% of Expenses:						\$256,526.09
						% of Target: 166%
Assigned Funds:						\$128,263.05
Fire Back-up Fund:						
FY 2021-2022 CAFR Liability:						
Fire Back-up Fund Target 50% of Annual Liability						\$233,221.68
						% of Target: 40%
Road Fund:						
Project needs through FY 2021-2022						(Chalet Streets)
Specified Projects:						\$70,000.00
none						\$0.00
Restricted Funds Calculations:						
Fire Millage Fund:						
						Balance on 11/30/21
						\$0.00
						Collected 12/01/21-11/30/22:
						\$199,026.01
Date paid:						
01/12/22 04/14/21 07/1/2021 10/14/21						
Paid out since 12/1/21:						\$58,305.42 \$0.00 \$0.00 \$0.00
Note: Fire Funds collected and						\$58,305.42
paid on a 12/1 to 11/30 basis:						Balance:
						\$140,720.59
Tax Administration Fee:						
Collected Since 4/1/21						
Paid out since 4/1/21:						3 months
						\$17,429.57
Paid out as Treasurer & Assessor monthly wages:						\$20,266.64
\$2,533.33						Balance:
						-\$2,637.07
Metro Fund:						
6-2019, 6-2020, 6-2021						
2019, 2020 Road Funds Spent						\$13,101.64
						\$0.00
						Balance:
						\$13,101.64

CENTERVILLE TOWNSHIP FY 2022-23 COST CENTER BUDGET			
Income			
101-401	Revenues		
401-402	Property Taxes	64,654.00	
401-403	Fire Operating Millage	269,342.00	
401-404	PILT	600.00	
401-451	Zoning/Permits/Splits	0.00	
401-452	PC Zoning (Site Plan Review)	0.00	
401-574	State Shared Sales Tax Revenue	119,000.00	
401-575	State Shared Metro Revenue	4,000.00	
401-607	Tax Admin Fee	22,000.00	
401-651	Charges for Services	3,400.00	
401-664	Interest Earned	500.00	
401-668	Rents & Royalties	0.00	
401-676	Reimbursements	1,300.00	
401-812	Street Improvement SAD	20,332.00	
401-501	Federal Grant -- ARPA Funds	66,831.00	
	Total 101-401 Revenues	571,959.00	
Expense			
101-101	Township Board	107,828.00	
101-171	Township Supervisor	11,850.00	
101-215	Clerk	23,350.00	
101-247	Board of Review	2,200.00	
101-253	Treasurer	25,400.00	
101-257	Assessor	17,500.00	
101-262	Elections	10,600.00	
101-265	Township Hall	19,650.00	
101-336	Fire Department	256,968.32	
101-448	Street Lighting	1,000.00	
101-721	Planning	7,250.00	
101-722	Zoning Board of Appeals	750.00	
101-723	Zoning Administrator	13,500.00	
101-751	Parks	3,500.00	
101-851	Insurance & Bonds	5,500.00	
101-862	FICA and Medicare Taxes	6,000.00	
101-871	Workers Compensation Insurance	800.00	
	Total Expenses	513,646.32	
	Net Revenues	58,312.68	
	Minus ARPA Restricted Funds:	66,831.00	
	Adjusted Balance:	-8,518.32	
	Unrestricted Fund Contribution:	8518.32	From Unrestricted Assigned Road Funds
	Final Balance:	0.00	

CENTERVILLE TOWNSHIP FY 2022-23 LINE ITEM BUDGET						
Income		2021-22 Budget	2021-22 Actual 02/28/22	Proposed 2022-23		
101-401	Revenues					
401-402	Property Taxes (0.56 mill)	66,845.00	51,562.68	64,654.00	TaxVal * .0005401	
401-403	Fire Operating Millage (2.25 mill)	206,555.00	161,812.57	269,342.00	TaxVal * millage increase of .5 mill	
401-404	PIL T	600.00	666.79	600.00		64654.1228289
401-451	Zoning/Permits/Spills	0.00	5,065.00	0.00		269342.30025
401-452	PC Zoning (Site Plan Review)	0.00	0.00	0.00		
401-574	State Shared Sales Tax Revenue	115,000.00	108,528.00	119,000.00	MI Projection (3/3/22) FY 23 \$119,313	
401-575	State Shared Metro Revenue	4,000.00	4,357.91	4,000.00		
401-607	Tax Admin Fee	22,000.00	24,758.62	22,000.00		
401-651	Charges for Services	3,400.00	4,930.04	3,400.00		
401-664	Interest Earned	1,600.00	49.42	500.00		
401-668	Rents & Royalties	0.00	389.00	0.00		
401-676	Reimbursements	1,300.00	8,801.36	1,300.00		
401-812	Street Improvement SAD			20,332.00	\$121,983/3	
401-801	Federal Grant - ARPA Funds	0.00	67,098.91	66,831.00		
	Total 101-401 Revenues	421,300.00	438,021.29	571,959.00		
Expense						
101-101	Township Board					
101-449	Road Improvements	0.00	0.00	81,328.00	Chapel Area Roads	
101-701	Adm Wages	3,200.00	2,225.00	3,500.00	Trustee increase to \$125 & 4 CAFR meetings for alternate	
101-726	Office Supplies	600.00	226.50	800.00		
101-801	Legal Fees	10,000.00	3,661.50	15,000.00	Increase for Lake Shore Dr Issue	
101-802	Auditing Services	0.00	0.00	3,700.00	FY 22-23 Audit estimate	
101-900	Printing & Publishing	1,200.00	1,369.32	1,200.00		
101-911	Membership & Dues	1,950.00	1,976.55	2,000.00		
101-955	Miscellaneous	500.00	407.07	500.00		
	Total 101-101 Township Board	17,450.00	9,894.94	107,828.00		
101-171	Township Supervisor					
171-701	Adm Wages	10,700.00	9,766.70	10,700.00		
171-726	Office Supplies	100.00	81.20	100.00		
171-801	Legal Fees	250.00	0.00	250.00		
171-860	Travel	200.00	21.84	200.00		
171-955	Miscellaneous	0.00	0.00	0.00		
171-960	Education & Training	600.00	0.00	600.00		
	Total 101-171 Township Supervisor	11,850.00	9,869.74	11,850.00		
101-215	Clerk					
215-701	Adm Wages	16,600.00	15,328.79	16,600.00		
215-703	Part Time Wages	3,000.00	1,776.00	3,000.00	Deputy, recording secretary (150 hrs * \$20.00)	
215-726	Office Supplies/Software	1,500.00	587.50	1,500.00		
215-802	Contracted Services	1,300.00	1,889.09	1,300.00		
215-860	Travel	100.00	45.69	100.00		
215-930	Computer Services	300.00	99.69	300.00		
215-960	Education & Training	550.00	576.33	550.00		
	Total 101-215 Clerk	23,350.00	20,306.00	23,350.00		

		2021-22 Budget	2021-22 Actual as of 12/31/21	Proposed 2022-23	
101-247	Board of Review				
	247-703 Part Time Wages	1,400.00	1,005.00	1,400.00	full days: \$720, 3 2hr meets \$405
	247-900 Printing & Publishing	200.00	166.67	200.00	
	247-960 Education & Training	600.00	117.50	600.00	
	101-247 Board of Review Other	0.00	70.29	0.00	
	Total 101-247 Board of Review	2,200.00	1,359.46	2,200.00	
101-253	Treasurer				
	253-701 Wages	16,600.00	15,149.97	16,600.00	
	253-703 Part Time Wages	2,400.00	230.00	2,400.00	Deputy - 120 hrs * \$20.00
	253-726 Office Supplies/Software	2,500.00	1,799.28	2,500.00	
	253-802 Contracted Services	3,200.00	2,591.91	3,200.00	
	253-860 Travel	300.00	123.90	300.00	
	253-930 Computer Services	200.00	62.18	200.00	
	253-960 Education & Training	200.00	290.00	200.00	
	Total 101-253 Treasurer	25,400.00	20,247.24	25,400.00	
101-257	Assessor				
	257-701 Wages	15,000.00	13,566.63	15,300.00	\$300.00 raise (2%)
	257-726 Office Supplies/Software	800.00	599.00	800.00	
	257-802 Contracted Services	0.00	590.86	0.00	
	257-860 Travel	200.00	.00	200.00	
	257-900 Printing & Publishing	1,000.00	.00	1,000.00	
	257-960 Education & Training	200.00	.00	200.00	
	Total 101-257 Assessor	17,200.00	14,756.49	17,500.00	
101-262	Elections				
	262-701 Wages Part Time	3,500.00	2,212.15	5,000.00	Increase election worker pay from \$15.00
	262-726 Office Supplies/Software	1,000.00	679.58	2,500.00	
	262-802 Contracted Services	1,100.00	.00	1,200.00	
	262-860 Travel	500.00	11.85	700.00	
	262-900 Printing and Publishing	300.00	118.70	400.00	
	262-960 Education & Training	600.00	.00	800.00	More election workers this cycle
	Total 101-262 Elections	6,900.00	3,022.08	10,600.00	
101-265	Township Hall				
	265-931 Hall Upgrade	10,000.00	.00	10,000.00	Upper Hall window replacement
	265-740 Operating Supplies	500.00	45.10	500.00	
	265-760 Janitorial Services	800.00	451.18	800.00	\$50*12 (1x a month) + \$200 (upper hall)
	265-920 Utilities-Electric	400.00	412.37	400.00	
	265-921 Internet Services	1,700.00	1,378.80	1,700.00	
	265-922 Utilities-Heat	1,350.00	743.18	1,350.00	
	265-930 Repairs & Maintenance	4,900.00	1,776.98	4,900.00	Mowing, snowplowing
	Total 101-265 Township Hall	19,650.00	4,807.61	19,650.00	
101-336	Fire Department				
	336-801 Administrative Fee	233,221.68	233,221.68	256,443.32	Contributor: Operations and Capital
	336-970 Fire Department - Other	525.00	395.00	525.00	Hazmat Participation Fee
	Total 101-336 Fire Department	233,746.68	233,616.68	256,968.32	
101-448	Street Lighting				
	448-920 Utilities-Electric	1,000.00	677.80	1,000.00	Change budget to 1,000.00
	Total 101-448 Street Lighting	1,000.00	677.80	1,000.00	and set up a transfer for March budget meeting

101-721		2021-22 Budget	2021-22 Actual as of 12/31/21	Proposed 2022-23	
	Planning				
	721-701 Part Time Wages	6,200.00	1,065.00	5,000.00	Increase to \$85 for members, \$100 for chair
	721-801 Legal Fees & Professional	1,000.00	.00	1,000.00	7 scheduled meetings, 2 extra, 3hrs each for secretary
	721-860 Travel	200.00	.00	200.00	
	721-900 Printing & Publishing	300.00	.00	300.00	
	721-960 Education & Training	750.00	25.00	750.00	
	101-721 Planning-Other		54.35		
	Total 101-721 Planning	8,450.00	1,144.35	7,250.00	
101-722	Zoning Board of Appeals				
	722-701 Part Time Wages	300.00	190.00	300.00	
	722-801 Legal Fees	0.00	.00	0.00	
	722-860 Travel	100.00	.00	100.00	
	722-900 Printing & Publishing	50.00	.00	50.00	
	722-960 Education & Training	300.00	.00	300.00	
	Total 101-722 Zoning Board of Appeals	750.00	190.00	750.00	
101-723	Zoning Administrator				
	723-701 Contracted Services	12,000.00	11,000.00	12,000.00	\$12,000 contract + \$1,500 misc hours
	723-860 Travel	0.00	0.00	0.00	to cover septic administration
	723-955 Miscellaneous	1,500.00	0.00	1,500.00	
	Total 101-723 Zoning Administrator	13,500.00	11,000.00	13,500.00	
101-751	Parks				
	751-801 Contracted Services	1,000.00	727.32	1,000.00	
	751-930 Repairs & Maintenance	2,500.00	1,274.80	2,500.00	New tree? \$1000.00
	Total 101-751 Parks	3,500.00	2,002.12	3,500.00	
101-851	Insurance & Bonds				
	851-955 Insurance & Bonds	5,500.00	5,118.00	5,500.00	
	Total 101-851 Insurance & Bonds	5,500.00	5,118.00	5,500.00	FY22-23 Operations Costs
101-862	FICA and Medicare Taxes	6,000.00	4,793.97	6,000.00	Minus Fire Millage Funds
101-871	Workers Compensation Insurance	800.00	760.00	800.00	244304.32
101-880	Gen Government Misc		563.79		
					50% Unassigned FY starting balance target
	Total Expenses	397,246.68	344,129.27	513,646.32	122,152.16
	Net Revenues	24,053.32	93,892.02	58,312.68	
					Minus ARPA Restricted Funds:
					Adjusted Balance:
					Unrestricted Fund Contribution:
					Final Balance:
					8518.32 From Unrestricted Assigned Road Funds
					0.00

Centerville Township 2022 General Appropriations Act

Resolution # 2022-2

(To be adopted along with the budget)

A resolution to establish a general appropriations act for Centerville Township; to define the powers and duties of the Centerville Township officers in relation to the administration of the budget; and to provide remedies for refusal or neglect to comply with the requirements of this resolution.

The Board of Trustees of Centerville Township resolves:

Section 1: Title

This resolution shall be known as the Centerville 2022 Township General Appropriations Act.

Section 2: Chief Administrative Officer

The Supervisor shall be the Chief Administrative Officer and shall perform the duties of the Chief Administrative Officer enumerated in this act.

Section 3: Fiscal Officer

The Clerk shall be the Fiscal Officer and shall perform the duties of the Fiscal Officer enumerated in this act.

Section 4: Public Hearings on the Budget

For general law townships: Pursuant to MCLA 141.412, notice of a public hearing on the proposed budget was published in a newspaper of general circulation on February 17, 2022, and a public hearing on the proposed budget was held on March 19, 2022.

Section 5: Estimated Revenues

Estimated township general fund revenues for fiscal year 2022-23, including an allocated millage of 0.54 mills; voter-authorized millage of 2.25 mills; and various miscellaneous revenues shall total \$571,959.00.

Section 6: Estimated Expenditures

Estimated township general fund expenditures for fiscal year 2022-23 for the various township activities are as follows: See Attached Budget Document.

Section 7: Adoption of Budget by Reference

The general fund budget of Centerville Township is hereby adopted by reference, with revenues and activity expenditures as indicated in Sections 5 and 6 of this act.

Section 8: Adoption of Budget by Cost Center

The Board of Trustees of Centerville Township adopts the 2022-23 fiscal year general fund budget by cost center. Township officials responsible for the expenditures authorized in the budget may expend township funds up to, but not to exceed, the total appropriation authorized for each cost center, and may make transfers among the various line items contained in the cost center appropriation. However, no transfers of appropriations for line items related to personnel or capital outlays may be made without prior board approval by budget amendment.

Section 9: Appropriation not a Mandate to Spend

Appropriations will be deemed maximum authorizations to incur expenditures. The fiscal officer shall exercise supervision and control to ensure that expenditures are within appropriations, and shall not issue any order for expenditures that exceed appropriations.

Section 10: Transfer Authority

The Chief Administrative Officer shall have the authority to make transfers among the various cost centers without prior board approval, if the amount to be transferred does not exceed \$1,500.00 or 10% of the appropriation item from which the transfer is to be made, whichever is less. The Board shall be notified at its next meeting of any such transfers made, and reserves the right to modify, amend or nullify any such transfers made. Under no circumstances may the total general fund budget be changed without prior board approval.

Section 11: Periodic Fiscal Reports

The fiscal officer shall transmit to the board at the end of each of the first three quarters, and at the end of each month occurring during the fourth quarter, a report of financial operations, including, but not limited to:

- a. a summary statement of the actual financial condition of the general fund at the end of the previous quarter;
- b. a summary statement showing the receipts and expenditures and encumbrances for the previous quarter and for the current fiscal year to the end of the previous quarter;
- c. a detailed list of:
 - i. expected revenues by major source as estimated in the budget; actual receipts to date for the current fiscal year compared with actual receipts for the same period in the prior fiscal year; the balance of estimated revenues to be collected in the then current fiscal year; and any revisions in revenue estimates resulting from collection experience to date.
 - ii. for each cost center: the amount appropriated; the amount charged to each appropriation in the previous quarter for the current fiscal year and as compared with the same period in the prior fiscal year; the unencumbered balance of appropriations; and any revisions in the estimate of expenditures.

Section 12: Limit on Obligations and Payments

No obligation shall be incurred against, and no payment shall be made from any appropriation account unless there is a sufficient unencumbered balance in the appropriation and sufficient funds are or will be available to meet the obligation.

Section 13: Budget Monitoring

Whenever it appears to the Chief Administrative Officer or the Township Board that the actual and probable revenues in any fund will be less than the estimated revenues upon which appropriations from such fund were based, and when it appears that expenditures shall exceed an appropriation, the Chief Administrative Officer shall present to the township board recommendations to prevent expenditures from exceeding available revenues or appropriations for the current fiscal year. Such recommendations shall include proposals for reducing appropriations, increasing revenues, or both.

Section 14: Violations of This Act

Any obligation incurred or payment authorized in violation of this resolution shall be void and shall subject any responsible official or employee to disciplinary action as outlined in Public Act 621 of 1978.

Section 15: Board Adoption

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 19th day of March, 2022.

Township Clerk

**CENTERVILLE TOWNSHIP
5100 S FRENCH RD
(LEELANAU COUNTY)
CEDAR, MICHIGAN 49621**

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JAMES SCHWANTES
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**CENTERVILLE TOWNSHIP ANNUAL MEETING
OF THE ELECTORS**

AGENDA

**Saturday, March 19, 2022 10:00AM
Special Township Board Budget Meeting to follow
at Centerville Township Hall
also available on Zoom**

- 1. Call to Order by the Moderator (township supervisor) /Pledge of Allegiance**
- 2. Individual Introductions**
- 3. Public Comments and Agenda Additions**
- 4. Motion to Approve Annual Meeting Agenda**
- 5. Review/Approve Meeting Minutes from March 23, 2021**
- 6. Leelanau County Commissioner Patricia Soutas-Little**
- 7. Cedar Area Fire and Rescue**
- 8. Leelanau County Road Commission**
- 9. Planning Commission Update**
- 10. Salary Resolutions – No Resolutions this year**
- 11. Township Road Improvements**
- 12. Township Hall Improvements**
- 13. Board Member Comments and Answer Questions from the public.**
- 14. Public Comments**
- 15. Motion to adjourn. THANK YOU for COMING!**