

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

**SUPERVISOR**  
JAMES SCHWANTES  
PHONE: 920-5204  
Email:  
centervillesupervisor@gmail.com

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

**TREASURER**  
KATRINA PLEVA  
PHONE: 228-5649 FAX: 228-6818  
Email: dalekatrina@centurytel.net

**TRUSTEE**  
DANIEL HUBBELL  
PHONE: 228-6390  
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**TRUSTEE**  
RONALD SCHAUB  
PHONE: 256-7127  
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**ZONING ADMIN:**  
TIM CYPHER  
PO BOX 226  
LAKE LEELANAU, MI 49653  
CELL: 360-2557 FAX 256-7774  
Email: tim@allpermits.com

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

**AGENDA**

**Saturday, March 27, 2021 10:00AM**

**Held via Zoom**

**Special Township Board Budget Meeting to follow**

- 1. Call to Order by the Moderator (township supervisor)**
- 2. Individual Introductions**
- 3. Public Comments and Agenda Additions**
- 4. Motion to Approve Annual Meeting Agenda**
- 5. Review/Approve Meeting Minutes from March 14, 2021 (see attached)**
- 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 (see attached)**
- 11. Township Road Improvements**
- 12. Board Member Comments and Answer Questions from the public.**
- 13. Twp. Bd. & Planning Com. Meeting Schedule & Staff Directory (Apr. 2021-- Mar 2022) – (see attached)**
- 14. Public Comments**
- 15. Motion to adjourn. THANK YOU for COMING!**

**James Schwantes is inviting you to a scheduled Zoom meeting.**

**Topic: Township Annual Meeting and Special Budget Meeting**

**Time: Mar 27, 2021 10:00 AM Eastern Time (US and Canada)**

**Join Zoom Meeting**

**<https://us02web.zoom.us/j/88954511834?pwd=OFVIRExWbTAxZlJEdWM1bUwrbUpYdz09>**

**Meeting ID: 889 5451 1834**

**Passcode: 875523**

**One tap mobile**

**+13126266799,,88954511834#,,,,\*875523# US (Chicago)**

**+19292056099,,88954511834#,,,,\*875523# US (New York)**

**Dial by your location**

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**+1 929 205 6099 US (New York)**

**+1 301 715 8592 US (Washington DC)**

**+1 346 248 7799 US (Houston)**

**+1 669 900 6833 US (San Jose)**

**+1 253 215 8782 US (Tacoma)**

**Meeting ID: 889 5451 1834**

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**Find your local number: <https://us02web.zoom.us/j/koL9g8UJU>**

## CENTERVILLE TOWNSHIP

5001 E French Rd.  
Cedar, MI 49621

### SUPERVISOR

JAMES SCHWANTES

Phone: 920-5204

Email:

centervillesupervisor@gmail.com

### CLERK

BETH CHILES

Phone: 620-2130

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Centerville Township Annual Meeting of the Electors Minutes  
March 14, 2020 at 10:00 AM at the Centerville Township Hall.

**Call to Order/Pledge of Allegiance:** Schwantes called the meeting to order at 10:00 AM.

**Members Present:** James Schwantes, Katrina Pleva, Ron Schaub, Dan Hubbell, Beth Chiles

**Individual Introductions:** Patty Ray, Jan Frazee, Tim Johnson, Joyce Hartom, Chris Comeaux, Patricia Soutas-Little

**Public Comments and Agenda Additions - none**

**Motion to Approved Annual Meeting Agenda -** Motion to approve minutes by Johnson, seconded by Hartom

Ayes - 9 Nays - 0

**Review/Approve Meeting Minutes from March 23, 2019 -** Motion to approve by Frazee, seconded by Johnson

Ayes - 9 Nays - 0

**Report from Leelanau County Commissioner** Patricia Soutas-Little thanked the electors for the opportunity to serve and says she is filing to run for another term. She expressed concern that the county will be in trouble without the ability to attract and keep young workers who now have a difficult time finding housing. Dan Hubbell also spoke to the need for affordable housing and is concerned that efforts being made won't provide the volume needed. The county and townships need to pay attention to zoning and special use requirements to maintain property values and help alleviate the "not in my backyard" objections. Jim Schwantes said the county needs model ordinances from Planning Commissions for townships to consider individually and at the county level.

*Commissioner's report is attached.*

**Cedar Area Fire and Rescue -** Chief Comeaux thanked the township for increasing capital to replace and repair equipment including replacing an ambulance and purchasing a new engine. He reports they have fewer employees but those employees are better trained and more experienced. He also reported that with the support of the four member townships, CAFR will be working toward becoming an Advanced Life Support service. This process will take about four years to complete. The CAFR 2019 Annual Report is attached.

**Leelanau County Road Commission -** no report

**Planning Commission Update** - Tim Johnson reports that all PC members will pursue six hours of training annually. The updated Zoning Ordinance was completed and approved by the township board. Elimination of the minimum building size requirement was the biggest change. The Master Plan was reviewed in August and no amendments were needed. Updated Zoning Ordinance was adopted in February 2020. Goals for 2020 include the creation of a septic ordinance as this isn't being accomplished at the county level, and, if the board wants, a capital expenditure plan. Improved communications between the board and planning commission were also developed in 2019. *The 2020 PC Annual Meeting Report is attached.*

**Salary Resolutions** - no resolutions for increases, but hourly pay for election workers and deputies was increased.

**Board Member Comments and 2020-21 Meeting Schedule** - Jim Schwantes reported a commitment to training for all board members (Board of Review, Zoning Board of Appeals), and that the poverty exemption request is in place and that assets are now considered as well as the income of all household members. Two grants were received; one will pay for half of the Absentee Voter counting machine and a full \$600 grant for upper hall and exit/emergency lighting from the insurance company. The budget goal is to have 50% of funds needed by April 1 for the new fiscal year. We must be liquid and cannot use restricted funds for other expenses. Jim reviewed meeting dates for the new fiscal year.

**Public Comments** - none.

**Motion to Adjourn** - Jan Frazee moves to adjourn. Seconded by Tim Johnson.

Ayes - 9 Nays - 0

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**CENTERVILLE TOWNSHIP ANNUAL MEETING  
OF THE ELECTORS  
Saturday, March 27, 2021 10:00AM**

**Motion to approve salary increases passed as  
Resolutions 2021- 04, 05 and 06 on February 3, 2021**

**Motion by \_\_\_\_\_ to increase Clerk & Treasurer salaries to \$16,600.00 annually and Supervisor salary to \$10,700.  
Supported by \_\_\_\_\_. Ayes= , No= . Motion \_\_\_\_\_.**

# Centerville Township Meeting Schedule 2021-22

The Centerville Township Board will meet on the following dates for the 2021-22 fiscal year:

April 14, 2021  
May 12, 2021  
June 9, 2021  
July 14, 2021  
August 11, 2021  
September 8, 2021  
October 13, 2021  
November 10, 2021  
December 8, 2021  
January 12, 2022  
**\*\*February 2, 2022\*\***  
March 9, 2022

Regular meetings are scheduled to begin at 7:00 pm on the second Wednesday of the month with one exception as noted (\*\*). Meetings are held at the township hall at 5001 S French Rd. in Cedar; however, as of this printing meetings are being held via Zoom. Contact Supervisor Schwantes at [centervillesupervisor@gmail.com](mailto:centervillesupervisor@gmail.com) for details on how to attend a meeting.

**CENTERVILLE TOWNSHIP**

**5001 S French Road**

**Cedar, MI 49621**

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**DIRECTORY--2021-2022**

Township Board meets 2<sup>nd</sup> Wednesday of each month at 7:00pm Township Hall or Zoom  
Township Planning Commission meets the 1st Monday of each month at 6:30pm Township Hall or Zoom

**Planning Commission Members**

Tim Johnson - Chair 7426 Rosinski Rd, Cedar, MI 49621	Term Expires December 31, 2021 Phone: 228-7173
Lindy Kellogg - Vice Chair 4135 S Hemlock Rd, Cedar, MI 49621	Term Expires December 31, 2021 Phone: 499-7179
Dan Hubbell 6331 S. Galla Rd, Cedar, MI 49621	Term Expires November 20, 2024 Phone: 228-6390
Jamie Damm - Secretary 7147 S Beach Front (PO Box 40), Cedar, MI 49621	Term Expires December 31, 2022 Phone: 586-219-1200
Joe Mosher - Alternate 3593 E Bodus Rd., Cedar, MI 49621	Term Expires December 31, 2023

**Zoning Board of Appeals**

Jamie Damm 7147 S Beach Front (PO Box 40), Cedar, MI 49621	Term Expires December 31, 2022 Phone: 586-219-1200
Jeff Smith 5220 S Good Harbor Trl, Cedar, MI 49621	Term Expires December 31, 2023 Phone: 231-499-5874
David Borton 2157 S. Ridge Rd, Lake Leelanau, MI 49653	Term Expires December 31, 2022 Phone: 231-228-4141 or Cell: 847-436-1301
Leah Mosher (Alternate) 3593 E Bodus Rd, Cedar, MI 49621	Term Expires December 31, 2022 Phone: 773-964-8272

**Assessor**

Julie Krombeen 3900 S. Townline Rd, Cedar, MI 49621	Phone: 228-5949 Cell: 1-231-667-0570 Email: twpassessor@gmail.com
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**Board of Review**

Ray Kuhn 4373 S Good Harbor Trl, Cedar, MI 49621	Term Expires December 31, 2022 Phone: 228-5443
John Rose 3807 E Bodus Rd., Cedar, MI 49621	Term Expires December 31, 2022 Phone:
Kama Ross 2765 Sugar Maple Dr., Cedar, MI 49621	Term Expires December 31, 2022 Phone: 920-4055

Joe Mosher (alternate) 3593 E Bodus Rd., Cedar, MI 49621	Term Expires December 31, 2022
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**Zoning Administrator**

Tim Cypher PO Box 225 Lake Leelanau, MI 49653	Contract Expires March 31, 2024 Phone: 360-2557
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**Hall Custodian**

----- Fred Peplinski 228-6776  
Shannon Routzahn 357-0523

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**AGENDA**

**Special Township Budget Meeting  
Via Zoom due to COVID19  
Link information appended below  
Saturday March 27, 2021  
(to follow annual meeting)**

1. Call to order
2. Review, amend and approve agenda
3. Treasurer's Report and Balance Sheet as of March 27, 2021
4. Amend 2020-21 budget to reconcile accounts
5. Review of the Township Proposed Budget for Fiscal Year 2021-22 (Attached)
6. Public Hearing on Township Budget for Fiscal Year 2021-22
7. Consider changes to the budget
8. Adopt Centerville Township 2021 General Appropriations Act and Budget (Resolution # 2020 - 07 )
9. Motion to adjourn.



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**Topic: Township Annual Meeting and Special Budget Meeting**

**Time: Mar 27, 2021 10:00 AM Eastern Time (US and Canada)**

**Join Zoom Meeting**

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**+1 301 715 8592 US (Washington DC)**

**+1 346 248 7799 US (Houston)**

**+1 669 900 6833 US (San Jose)**

**+1 253 215 8782 US (Tacoma)**

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**Find your local number: <https://us02web.zoom.us/u/koL9g8UJU>**

Centerville Township Balance Sheet				03/21/21	
<b>Assets:</b>					
Cash and Cash Equivalents				\$374,358.61	
Capital Assets (trucks, land, building)					
Receivables:	Fire Millage:		\$12,869.45		
	Administration Fee:		\$940.58		
	General:		\$4,108.66		
		Total:		\$17,918.69	
<b>Total Assets:</b>				<b>\$392,277.30</b>	
<b>Liabilities:</b>					
Accrued Liabilities:				\$0.00	
Current Liabilities:					
	2100- Payroll Liabilities			\$1,553.79	
	2200- Offsetting Tax Liability		\$0.00		
		For Disbursement	\$178,963.62		
		For Centerville	\$38,241.20	\$140,722.42	
Non-current Liabilities:					
	Due within current fiscal year			\$0.00	
	Fire Department (FY 20 annual payment )			\$0.00	
	Due within more than one fiscal year			\$0.00	
<b>Total Liabilities</b>				<b>\$142,276.21</b>	
<b>Net Assets:</b>					
Invested in Capital Assets, net of related debt				\$0.00	
	(trucks)				
Restricted:					
	Tax Disbursement Funds			\$140,722.42	
	Fire Department (millage)			\$143,522.80	
	Metro funds (FY2014 to current FY)			\$8,743.73	
	Tax administration fee			\$0.00	
	<b>Total Restricted</b>			<b>\$292,988.95</b>	
Unrestricted:					% of Policy Targets:
	Committed:			\$0.00	
	Assigned:				
		Roads:		\$0.00	13% with Metro Funds
		Fire Department Back up Fund		\$0.00	0%
		<b>Total Assigned</b>		<b>\$0.00</b>	
	Unassigned:			\$99,288.35	78%
	<b>Total Unrestricted:</b>			<b>\$99,288.35</b>	
<b>Total Net Assets:</b>				<b>\$250,001.09</b>	
<b>Total Net Assets and Liabilities</b>				<b>\$392,277.30</b>	

<b>Notes:</b>								
<b>Fund Balance Policy Targets:</b>								
<b>Unassigned Balance:</b>								
FY 2021-2022 Expenses:							\$397,246.68	
Reduced by Fire restricted funds:							\$143,522.80	
April 1 Unassigned Balance of 50% of Expenses:							\$253,723.88	
% of Target:							78%	\$126,861.94
Nov 30 Unassigned Balance of 15% of Expenses:							\$38,058.58	
<b>Assigned Funds:</b>								
<b>Fire Back-up Fund:</b>								
FY 2020-2021 CAFR Liability:							\$233,211.68	
Fire Back-up-Fund Target 50% of Annual Liability							\$116,605.84	
% of Target:							0%	
<b>Road Fund:</b>								
Project needs through FY 2021-2022							(Chalet Streets)	\$65,000.00
<b>Specified Projects:</b>								
none							\$0.00	
<b>Restricted Funds Calculations:</b>								
<b>Fire Millage Fund:</b>								
Balance on 11/30/20							\$0.00	
Collected 4/1/20-3/18/21:							\$198,766.06	
Date paid:								
01/13/21								
04/08/21								
07/1/2021								
10/14/21								
Paid out since 12/1/20:							\$55,243.26	
Note: Fire Funds collected and paid on a 12/1 to 11/30 basis							Balance:	\$143,522.80
<b>Tax Administration Fee:</b>								
Collected Since 4/1/20							\$27,169.99	\$24,834.43
Paid out since 4/1/20:							12 months	\$30,399.96
Paid out as Treasurer & Assessor monthly wages:							Balance:	-\$3,229.97
\$2,533.33								\$940.58
<b>Metro Fund:</b>								
6-2019, 6-2020							\$8,743.73	
2019, 2020 Road Funds Spent							\$0.00	
Balance:							\$8,743.73	

**CENTERVILLE TOWNSHIP**  
**Profit & Loss Budget vs. Actual**  
 April 1, 2020 through March 22, 2021

	Apr 1, '20 - Mar 22, 21	Budget	\$ Over Budget	% of Budget
<b>Income</b>				
101-401 - Revenues				
401-402 - Property Taxes	54,842.77	63,718.00	-8,875.23	86.1%
401-403 - Fire Operating 1.25 Mills	167,457.05	199,687.00	-32,229.95	83.9%
401-404 - PILT National Park	657.48	600.00	57.48	109.6%
401-451 - Zoning/Permits/Splits	4,510.00	0.00	4,510.00	100.0%
401-452 - PC Zoning (Site Plan Review)	0.00	0.00	0.00	0.0%
401-574 - State Shared Sales Tax Revenue	112,772.00	111,000.00	1,772.00	101.6%
401-575 - State Shared Metro Revenue	4,509.66	4,000.00	509.66	112.7%
401-607 - Tax Admin Fee	24,834.43	20,000.00	4,834.43	124.2%
401-651 - Charges for Services	3,515.00	3,400.00	115.00	103.4%
401-664 - Interest Earned	1,473.52	1,600.00	-126.48	92.1%
401-668 - Rents & Royalties	40.00	0.00	40.00	100.0%
401-676 - Reimbursements	6,095.15	4,300.00	1,795.15	141.7%
101-401 - Revenues - Other	0.00	0.00	0.00	0.0%
<b>Total 101-401 - Revenues</b>	<b>380,707.06</b>	<b>408,305.00</b>	<b>-27,597.94</b>	<b>93.2%</b>
3950 - Other Government Income	0.00	0.00	0.00	0.0%
<b>Total Income</b>	<b>380,707.06</b>	<b>408,305.00</b>	<b>-27,597.94</b>	<b>93.2%</b>
<b>Expense</b>				
101-101 - Township Board				
101-449 - Road Improvements	0.00	0.00	0.00	0.0%
101-701 - Adm Wages	2,425.00	2,800.00	-375.00	86.6%
101-726 - Office Supplies	427.25	425.81	1.44	100.3%
101-801 - Legal Fees	503.50	7,000.00	-6,496.50	7.2%
101-802 - Auditing Services	3,200.00	2,700.00	500.00	118.5%
101-900 - Printing & Publishing	2,073.98	2,200.00	-126.02	94.3%
101-911 - Memberships & Dues	1,845.18	1,800.00	45.18	102.5%
101-955 - Miscellaneous	766.92	500.00	266.92	153.4%
101-101 - Township Board - Other	0.00	0.00	0.00	0.0%
<b>Total 101-101 - Township Board</b>	<b>11,241.83</b>	<b>17,425.81</b>	<b>-6,183.98</b>	<b>64.5%</b>
101-171 - Township Supervisor				
171-701 - Adm Wages	10,199.99	10,200.00	-0.01	100.0%
171-726 - Office Supplies	57.35	100.00	-42.65	57.4%
171-801 - Legal fees	0.00	250.00	-250.00	0.0%
171-860 - Travel	49.46	200.00	-150.54	24.7%
171-955 - Miscellaneous	0.00	0.00	0.00	0.0%
171-960 - Education & Training	0.00	600.00	-600.00	0.0%
101-171 - Township Supervisor - Other	0.00	0.00	0.00	0.0%
<b>Total 101-171 - Township Supervisor</b>	<b>10,306.80</b>	<b>11,350.00</b>	<b>-1,043.20</b>	<b>90.8%</b>
101-215 - Clerk				
215-701 - Wages	15,800.05	15,800.00	0.05	100.0%
215-703 - Part Time Wages	2,797.50	3,000.00	-202.50	93.3%
215-726 - Office Supplies/Software	1,195.07	1,500.00	-304.93	79.7%
215-802 - Contracted Services	839.30	1,000.00	-160.70	83.9%
215-860 - Travel	0.00	100.00	-100.00	0.0%
215-930 - computer services	254.97	200.00	54.97	127.5%
215-960 - Education & Training	210.00	550.00	-340.00	38.2%
101-215 - Clerk - Other	0.00	0.00	0.00	0.0%
<b>Total 101-215 - Clerk</b>	<b>21,096.89</b>	<b>22,150.00</b>	<b>-1,053.11</b>	<b>95.2%</b>
101-247 - Board of Review				
247-703 - Part Time Wages	1,335.00	1,400.00	-65.00	95.4%
247-900 - Printing & Publishing	267.11	200.00	67.11	133.6%
247-960 - Education & Training	138.00	600.00	-462.00	23.0%
101-247 - Board of Review - Other	35.16	0.00	35.16	100.0%
<b>Total 101-247 - Board of Review</b>	<b>1,775.27</b>	<b>2,200.00</b>	<b>-424.73</b>	<b>80.7%</b>
101-253 - Treasurer				
253-701 - Wages & School Col.	15,800.04	15,800.00	0.04	100.0%
253-703 - Part Time Wages	240.00	2,400.00	-2,160.00	10.0%
253-726 - Office Supplies/Software	-2,182.11	1,500.00	682.11	145.5%
253-802 - Contracted Services	2,645.36	3,000.00	-354.64	88.2%
253-860 - Travel	236.33	150.00	86.33	157.6%
253-930 - Computer Services	104.98	200.00	-95.02	52.5%
253-960 - Education & Training	0.00	200.00	-200.00	0.0%
101-253 - Treasurer - Other	0.00	0.00	0.00	0.0%
<b>Total 101-253 - Treasurer</b>	<b>-21,208.82</b>	<b>-23,250.00</b>	<b>-2,041.18</b>	<b>91.2%</b>

**CENTERVILLE TOWNSHIP**  
**Profit & Loss Budget vs. Actual**  
 April 1, 2020 through March 22, 2021

	Apr 1, '20 - Mar 22, 21	Budget	\$ Over Budget	% of Budget
<b>101-257 - Assessor</b>				
257-701 - Wages	14,783.30	14,800.00	-16.70	99.9%
257-726 - Office Supplies/Software	599.00	800.00	-201.00	74.9%
257-802 - Contracted Services	1,022.07	0.00	1,022.07	100.0%
257-860 - Travel	0.00	200.00	-200.00	0.0%
257-900 - Printing & Publishing	0.00	1,000.00	-1,000.00	0.0%
257-960 - Education & Training	0.00	200.00	-200.00	0.0%
101-257 - Assessor - Other	0.00	0.00	0.00	0.0%
<b>Total 101-257 - Assessor</b>	<b>16,404.37</b>	<b>17,000.00</b>	<b>-595.63</b>	<b>96.5%</b>
<b>101-262 - Elections</b>				
262-701 - Wages-Part time	4,906.13	6,000.00	-1,093.87	81.8%
262-726 - Office Supplies	5,792.40	5,500.00	292.40	105.3%
262-802 - Contractural Fees	1,015.00	900.00	115.00	112.8%
262-860 - Travel	0.00	300.00	-300.00	0.0%
262-900 - Printing & Publishing	53.70	300.00	-246.30	17.9%
262-960 - Education & Training	0.00	0.00	0.00	0.0%
101-262 - Elections - Other	0.00	0.00	0.00	0.0%
<b>Total 101-262 - Elections</b>	<b>11,767.23</b>	<b>13,000.00</b>	<b>-1,232.77</b>	<b>90.5%</b>
<b>101-265 - Township Hall</b>				
265-931 - Hall Upgrade	284.70	10,000.00	-9,715.30	2.8%
265-740 - Operating Supplies	9.41	500.00	-490.59	1.9%
265-760 - Janitorial Services	600.00	1,300.00	-700.00	46.2%
265-920 - Utilities-Electric	424.97	300.00	124.97	141.7%
265-921 - Internet Services	1,645.76	1,300.00	345.76	125.6%
265-922 - Utilities-Heat	1,281.64	1,200.00	81.64	106.8%
265-930 - Repairs & Maintenance	1,716.79	4,900.00	-3,183.21	35.0%
101-265 - Township Hall - Other	0.00	0.00	0.00	0.0%
<b>Total 101-265 - Township Hall</b>	<b>5,963.27</b>	<b>19,500.00</b>	<b>-13,536.73</b>	<b>30.6%</b>
<b>101-336 - Fire Department</b>				
336-801 - Administrative Fee	212,531.04	220,973.03	-8,441.99	96.2%
336-970 - Fire Department - Other	395.00	525.00	-130.00	75.2%
336-971 - Fire Dept Sleeping Quarters	0.00	0.00	0.00	0.0%
336-975 - Future Vehicle Fund	0.00	0.00	0.00	0.0%
101-336 - Fire Department - Other	0.00	0.00	0.00	0.0%
<b>Total 101-336 - Fire Department</b>	<b>212,926.04</b>	<b>221,498.03</b>	<b>-8,571.99</b>	<b>96.1%</b>
<b>101-448 - Street Lighting</b>				
448-920 - Utilities-Electric	904.47	850.00	54.47	108.4%
101-448 - Street Lighting - Other	0.00	0.00	0.00	0.0%
<b>Total 101-448 - Street Lighting</b>	<b>904.47</b>	<b>850.00</b>	<b>54.47</b>	<b>106.4%</b>
<b>101-721 - Planning</b>				
721-701 - Part Time Wages	2,770.00	5,250.00	-2,480.00	52.8%
721-801 - Legal Fees & Professional	0.00	1,000.00	-1,000.00	0.0%
721-860 - Travel	0.00	200.00	-200.00	0.0%
721-900 - Printing & Publishing	187.88	300.00	-112.12	62.6%
721-960 - Education & Training	202.00	750.00	-548.00	26.9%
101-721 - Planning - Other	0.00	0.00	0.00	0.0%
<b>Total 101-721 - Planning</b>	<b>3,159.88</b>	<b>7,500.00</b>	<b>-4,340.12</b>	<b>42.1%</b>
<b>101-722 - Zoning Board of Appeals</b>				
722-701 - Part Time Wages	0.00	300.00	-300.00	0.0%
722-801 - Legal Fees	0.00	0.00	0.00	0.0%
722-860 - Travel	0.00	100.00	-100.00	0.0%
722-900 - Printing & Publishing	0.00	50.00	-50.00	0.0%
722-960 - Education & Training	0.00	300.00	-300.00	0.0%
101-722 - Zoning Board of Appeals - Other	0.00	0.00	0.00	0.0%
<b>Total 101-722 - Zoning Board of Appeals</b>	<b>0.00</b>	<b>750.00</b>	<b>-750.00</b>	<b>0.0%</b>
<b>101-723 - Zoning Administrator</b>				
723-701 - Contracted Services	11,750.00	13,000.00	-1,250.00	90.4%
723-726 - Office Supplies	0.00	0.00	0.00	0.0%
723-860 - Travel	102.92	0.00	102.92	100.0%
723-955 - Miscellaneous	0.00	0.00	0.00	0.0%
723-960 - Education and Training	0.00	0.00	0.00	0.0%
101-723 - Zoning Administrator - Other	175.00	0.00	175.00	100.0%
<b>Total 101-723 - Zoning Administrator</b>	<b>12,027.92</b>	<b>13,000.00</b>	<b>-972.08</b>	<b>92.5%</b>

**CENTERVILLE TOWNSHIP**  
**Profit & Loss Budget vs. Actual**  
 April 1, 2020 through March 22, 2021

	Apr 1, '20 - Mar 22, 21	Budget	\$ Over Budget	% of Budget
<b>101-751 - Parks</b>				
751-801 - Contracted Services	967.00	700.00	267.00	138.1%
751-930 - Repairs & Maintenance	1,400.00	2,500.00	-1,100.00	56.0%
101-751 - Parks - Other	0.00	0.00	0.00	0.0%
<b>Total 101-751 - Parks</b>	<b>2,367.00</b>	<b>3,200.00</b>	<b>-833.00</b>	<b>74.0%</b>
<b>101-851 - Insurance &amp; Bonds</b>				
851-955 - Insurance & Bonds	5,118.00	5,200.00	-82.00	98.4%
101-851 - Insurance & Bonds - Other	0.00	0.00	0.00	0.0%
<b>Total 101-851 - Insurance &amp; Bonds</b>	<b>5,118.00</b>	<b>5,200.00</b>	<b>-82.00</b>	<b>98.4%</b>
<b>101-861 - Employers Share of Retirement</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>101-862 - FICA &amp; Medicare Taxes</b>	<b>5,596.76</b>	<b>5,600.00</b>	<b>-3.24</b>	<b>99.9%</b>
<b>101-871 - Workers Compensation Insurance</b>	<b>760.00</b>	<b>1,100.00</b>	<b>-340.00</b>	<b>69.1%</b>
<b>4000 - Reconciliation Discrepancies:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>5977 - Capital Outlay</b>				
97014 - Land & Improvements	0.00	0.00	0.00	0.0%
97214 - Buildings & Improvements	0.00	0.00	0.00	0.0%
97714 - Equipment	0.00	0.00	0.00	0.0%
5977 - Capital Outlay - Other	0.00	0.00	0.00	0.0%
<b>Total 5977 - Capital Outlay</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>6999 - Uncategorized Expenses</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>Total Expense</b>	<b>342,624.55</b>	<b>364,573.84</b>	<b>-41,949.29</b>	<b>89.1%</b>
<b>Net Income</b>	<b>38,082.51</b>	<b>23,731.16</b>	<b>14,351.35</b>	<b>160.5%</b>

<b>CENTERVILLE TOWNSHIP FY 2021-22 COST CENTER BUDGET</b>			
<b>Income</b>			
	<b>101-401</b>	<b>Revenues</b>	
	<b>401-402</b>	<b>Property Taxes</b>	66,845.00
	<b>401-403</b>	<b>Fire Operating Millage</b>	206,555.00
	<b>401-404</b>	<b>PILT</b>	600.00
	<b>401-451</b>	<b>Zoning/Permits/Splits</b>	0.00
	<b>401-452</b>	<b>PC Zoning (Site Plan Review)</b>	0.00
	<b>401-574</b>	<b>State Shared Sales Tax Revenue</b>	115,000.00
	<b>401-575</b>	<b>State Shared Metro Revenue</b>	4,000.00
	<b>401-607</b>	<b>Tax Admin Fee</b>	22,000.00
	<b>401-651</b>	<b>Charges for Services</b>	3,400.00
	<b>401-664</b>	<b>Interest Earned</b>	1,600.00
	<b>401-668</b>	<b>Rents &amp; Royalties</b>	0.00
	<b>401-676</b>	<b>Reimbursements</b>	1,300.00
		<b>Total 101-401 Revenues</b>	421,300.00
<b>Expense</b>			
	<b>101-101</b>	<b>Township Board</b>	17,450.00
	<b>101-171</b>	<b>Township Supervisor</b>	11,850.00
	<b>101-215</b>	<b>Clerk</b>	23,350.00
	<b>101-247</b>	<b>Board of Review</b>	2,200.00
	<b>101-253</b>	<b>Treasurer</b>	25,400.00
	<b>101-257</b>	<b>Assessor</b>	17,200.00
	<b>101-262</b>	<b>Elections</b>	6,900.00
	<b>101-265</b>	<b>Township Hall</b>	19,650.00
	<b>101-336</b>	<b>Fire Department</b>	233,746.68
	<b>101-448</b>	<b>Street Lighting</b>	1,000.00
	<b>101-721</b>	<b>Planning</b>	8,450.00
	<b>101-722</b>	<b>Zoning Board of Appeals</b>	750.00
	<b>101-723</b>	<b>Zoning Administrator</b>	13,500.00
	<b>101-751</b>	<b>Parks</b>	3,500.00
	<b>101-851</b>	<b>Insurance &amp; Bonds</b>	5,500.00
	<b>101-862</b>	<b>FICA and Medicare Taxes</b>	6,000.00
	<b>101-871</b>	<b>Workers Compensation Insurance</b>	800.00
		<b>Total Expenses</b>	397,246.68
		<b>Net Revenues</b>	<b>24,053.32</b>
		<b>Unrestricted Funds:</b>	0.00
		<b>Adjusted Balance:</b>	<b>24,053.32</b>

CENTERVILLE TOWNSHIP FY 2021-22 LINE ITEM BUDGET					
		2021 Budget as of 3/10/21	2021 Actual as of 3/16/21	Proposed 2021-22	
Income					
101-401	Revenues				FY 21-22 TaxVal: 119,707,889 (as of 3/11/21 BOR L4037)
401-402	Property Taxes (0.56 mill)	63,718.00	50,098.30	66,845.00	TaxVal* 0005584
401-403	Fire Operating Millage (1.75 mill)	199,687.00	167,457.05	206,555.00	TaxVal* 00175 (est. Headlee rollback: .0017255)
401-404	PILT	600.00	657.48	600.00	
401-451	Zoning/Permits/Splits	0.00	4,510.00	0.00	
401-452	PC Zoning (Site Plan Review)	0.00	0.00	0.00	
401-574	State Shared Sales Tax Revenue	111,000.00	112,772.00	115,000.00	
401-575	State Shared Metro Revenue	4,000.00	4,509.66	4,000.00	
401-607	Tax Admin Fee	20,000.00	24,834.43	22,000.00	
401-651	Charges for Services	3,400.00	3,515.00	3,400.00	
401-664	Interest Earned	1,600.00	1,473.52	1,600.00	
401-668	Rents & Royalties	0.00	40.00	0.00	
401-676	Reimbursements	4,300.00	6,095.15	1,300.00	
	Total 101-401 Revenues	408,305.00	375,962.59	421,300.00	
Expense					
101-101	Township Board				
101-449	Road Improvements	0.00	0.00	0.00	
101-701	Office Wages	2,800.00	2,425.00	3,200.00	Added 4 CFR meetings for alternate
101-726	Office Supplies	600.00	427.25	600.00	
101-801	Legal Fees	7,000.00	503.50	10,000.00	
101-802	Auditing Services	2,700.00	3,200.00	0.00	Next Audit is FY 22-23
101-900	Printing & Publishing	2,200.00	2,073.98	1,200.00	
101-911	Membership & Dues	1,800.00	1,845.18	1,950.00	
101-955	Miscellaneous	500.00	766.92	500.00	
	Total 101-101 Township Board	17,600.00	11,241.83	17,450.00	
101-171	Township Supervisor				
171-701	Adm Wages	10,200.00	10,199.99	10,700.00	5% increase
171-726	Office Supplies	100.00	57.35	100.00	
171-801	Legal Fees	250.00	0.00	250.00	
171-860	Travel	200.00	49.46	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	11,350.00	10,306.80	11,850.00	
101-215	Clerk				
215-701	Adm Wages	15,800.00	15,800.05	16,600.00	5% increase
215-703	Part Time Wages	3,000.00	2,797.50	3,000.00	
215-726	Office Supplies/Software	1,500.00	1,195.07	1,500.00	
215-802	Contracted Services	1,000.00	839.30	1,300.00	
215-860	Travel	100.00	0.00	100.00	
215-930	Computer Services	200.00	254.97	300.00	
215-960	Education & Training	550.00	210.00	550.00	
	Total 101-215 Clerk	22,150.00	21,096.89	23,350.00	



			2021 Budget as of 3/10/21	2021 Actual as of 3/10/21	Proposed 2021-22	
101-247	Board of Review					
	247-703	Part Time Wages	1,400.00	1,335.00	1,400.00	2 full days; \$720, 3 2hr meals \$405
	247-900	Printing & Publishing	200.00	267.11	200.00	
	247-960	Education & Training	600.00	138.00	600.00	
	Total 101-247	Board of Review	2,200.00	1,740.11	2,200.00	
101-253	Treasurer					
	253-701	Wages	15,800.00	15,800.04	16,600.00	5% increase
	253-703	Part Time Wages	2,400.00	240.00	2,400.00	Deputy - 120 hrs * \$20.00
	253-726	Office Supplies/Software	1,500.00	1,975.30	2,500.00	
	253-802	Contracted Services	3,000.00	2,645.36	3,200.00	
	253-860	Travel	150.00	236.33	300.00	
	253-930	Computer Services	200.00	104.98	200.00	
	253-960	Education & Training	200.00	0.00	200.00	
	Total 101-253	Treasurer	23,250.00	21,002.01	25,400.00	
101-257	Assessor					
	257-701	Wages	14,800.00	14,733.30	15,000.00	\$200.00 raise, about \$10.55 per parcel
	257-726	Office Supplies/Software	800.00	599.00	800.00	
	257-802	Contracted Services	0.00	1,022.07	0.00	
	257-860	Travel	200.00	0.00	200.00	
	257-900	Printing & Publishing	1,000.00	0.00	1,000.00	
	257-960	Education & Training	200.00	0.00	200.00	
	Total 101-257	Assessor	17,000.00	16,404.37	17,200.00	
101-262	Elections					
	262-701	Wages Part Time	6,000.00	4,906.13	3,500.00	Increase election worker pay from \$14.00 to \$14.50
	262-726	Office Supplies/Software	5,500.00	5,792.40	1,000.00	
	262-802	Contracted Services	900.00	1,015.00	1,100.00	
	262-860	Travel	300.00	0.00	500.00	
	262-900	Printing and Publishing	300.00	53.70	300.00	
	262-960	Education & Training	0.00	0.00	500.00	
	Total 101-262	Elections	13,000.00	11,767.23	6,900.00	
101-265	Township Hall					
	265-931	Hall Upgrade	10,000.00	284.70	10,000.00	Upper Hall window replacement
	265-740	Operating Supplies	500.00	9.41	500.00	
	265-760	Janitorial Services	1,300.00	600.00	800.00	\$50*12 (1x a month) + \$200 (upper hall)
	265-920	Utilities-Electric	300.00	424.97	400.00	
	265-921	Internal Services	1,300.00	1,508.78	1,700.00	
	265-922	Utilities-Heat	1,200.00	1,281.64	1,350.00	
	265-930	Repairs & Maintenance	4,900.00	1,716.79	4,900.00	Mowing, snowplowing
	Total 101-265	Township Hall	19,500.00	5,826.29	19,650.00	
101-336	Fire Department					
	336-801	Administrative Fee	220,973.03	212,531.04	233,221.68	
	336-970	Fire Department - Other	525.00	395.00	525.00	
	Total 101-336	Fire Department	221,498.03	212,926.04	233,746.68	
101-448	Street Lighting					
	448-920	Utilities-Electric	850.00	904.47	1,000.00	Change budget to 1000.00
	Total 101-448	Street Lighting	850.00	904.47	1,000.00	and set up a transfer for March budget meeting

		2021 Budget as of 3/10/21	2021 Actual as of 3/10/21	Proposed 2021-22	
101-721	Planning				
	721-701 Part Time Wages	5,250.00	2,770.00	6,200.00	\$80 for members, \$95 for chair
	721-801 Legal Fees & Professional	1,000.00	0.00	1,000.00	
	721-860 Travel	200.00	0.00	200.00	
	721-900 Printing & Publishing	300.00	187.88	300.00	
	721-960 Education & Training	750.00	202.00	750.00	
	Total 101-721 Planning	7,500.00	3,159.88	8,450.00	
101-722	Zoning Board of Appeals				
	722-701 Part Time Wages	300.00	0.00	300.00	
	722-801 Legal Fees	0.00	0.00	0.00	
	722-860 Travel	100.00	0.00	100.00	
	722-900 Printing & Publishing	50.00	0.00	50.00	
	722-960 Education & Training	300.00	0.00	300.00	
	Total 101-722 Zoning Board of Appeals	750.00	0.00	750.00	
101-723	Zoning Administrator				
	723-701 Contracted Services	13,000.00	11,750.00	12,000.00	\$12,000 contract + \$1,500 misc hours
	723-860 Travel	0.00	102.92	0.00	to cover septic administration
	723-955 Miscellaneous	0.00	175.00	1,500.00	
	Total 101-723 Zoning Administrator	13,000.00	12,027.92	13,500.00	
101-751	Parks				
	751-801 Contracted Services	700.00	967.00	1,000.00	
	751-930 Repairs & Maintenance	2,500.00	1,400.00	2,500.00	New trees? \$1000.00
	Total 101-751 Parks	3,200.00	2,367.00	3,500.00	
101-851	Insurance & Bonds				
	851-955 Insurance & Bonds	5,200.00	5,118.00	5,500.00	
	Total 101-851 Insurance & Bonds	5,200.00	5,118.00	5,500.00	
101-862	FICA and Medicare Taxes	5,600.00	5,596.76	6,000.00	
101-871	Workers Compensation Insurance	1,100.00	760.00	800.00	
	Total Expenses	384,748.03	342,245.60	397,246.68	
	Net Revenues	23,556.97	33,716.99	24,053.32	
	Unrestricted Funds:			0.00	
	Adjusted Balance:			24,053.32	

# Centerville Township 2021 General Appropriations Act

## Resolution # 2021 - 07

*(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 2021 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 18, 2021, and a public hearing on the proposed budget was held on March 27, 2021.

### **Section 5: Estimated Revenues**

Estimated township general fund revenues for fiscal year 2021-22, including an allocated millage of 0.56 mills; voter-authorized millage of 1.75 mills; and various miscellaneous revenues shall total \$ 421,300.00

### **Section 6: Estimated Expenditures**

Estimated township general fund expenditures for fiscal year 2021-22 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 2021-22 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 27<sup>th</sup> day of March, 2021.

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