

**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@hubbellfarm.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: 228-5649 FAX: 228-6818  
Email: dalekatrina@centurytel.net  
**ZONING ADMIN:**  
TIM CYPHER  
CELL: 360-2557 FAX 256-7774  
Email: tim@allpermits.com

**AGENDA**

Wednesday March 9, 2022 7:00PM

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
3. Previous Meeting Minutes
  1. February 2, 2022 Regular Meeting
4. Township Financial Update
  1. Treasurer's Report
  2. Reconciliation for January and February
5. Invoices - Review and authorize payment
6. Clerk Report
  1. Approve 2022-23 Meeting Schedule
7. Correspondence/ Communication
8. Board of Review: Meeting for appeals:  
Monday, March 14, 2PM-5PM, 6PM-9PM. Thursday. March 17, 9AM-12PM, 1PM-4PM
9. Zoning Administrator's Report
  1. Lake Shore Drive
10. Planning Commission:
  1. Next regular meeting: Monday, April 4, 2022 at 6:30PM
11. Cedar Area Fire and Rescue Board
  1. Board member report
  2. Next regular meetings: Thursday, April 7, 2022 at 7:00PM
1. Board – Unfinished Business
  1. Chalet SAD – Status of estimate and second hearing
  2. 2022-2023 Budget
  3. Media upgrade for hall
  4. Remodel of upper hall
  5. ARPA Funds – Consider Public Input Session
2. Board – New business
  1. Fire Millage – Review language
  2. Insurance Risk Control Report
3. County Commissioner Report
4. Upcoming Township Meetings:
  1. Election Commission Meeting: Following March 9, Regular Board Meeting
  2. Annual Meeting and Budget Meeting: Saturday, March 19, 2022 at 10:00 AM
  3. Next regular Board of Trustees Meeting: Wednesday, April 13, 2022 at 7:00PM
5. Public Comment
6. Motion to Adjourn

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

**Account Balances:**

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

\$3,218.93

\$101,737.73

\$67,109.65 ARPA Funds \*\*\*

\$352,465.67

**\$524,531.98**

| <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<br>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;<br>Fire/Ambul-\$39,162.66       |
| #3134           | \$6.43        | Chase Bank                         | Interest   |



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## **MONTHLY RECONCILIATION REPORT**

**Wednesday March 9, 2022 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 January of 2022. This review uses the monthly bank reconciliation as its guide to review the sample transactions. Prior to this meeting the Supervisor requested documentation on 3 deposits to and 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

January 01, 2022 through January 31, 2022  
 Account Number: **000000771382769**

*Jim*

**CUSTOMER SERVICE INFORMATION**

Web site: **www.Chase.com**  
 Service Center: **1-877-425-8100**  
 Deaf and Hard of Hearing: **1-800-242-7383**  
 Para Espanol: **1-888-622-4273**  
 International Calls: **1-713-262-1679**

00025319 DRE 021 210 03422 NNNNNNNNNN 1 00000000 D2 0000  
 CENTERVILLE TOWNSHIP  
 GENERAL FUND ACCOUNT  
 5001 S FRENCH RD  
 CEDAR MI 49621



**CHECKING SUMMARY**

Chase Platinum Business Checking

|                          | INSTANCES | AMOUNT              |
|--------------------------|-----------|---------------------|
| <b>Beginning Balance</b> |           | <b>\$241,844.26</b> |
| Deposits and Additions   | 3         | 133,087.26          |
| Checks Paid              | 12        | -60,166.60          |
| Electronic Withdrawals   | 8         | -6,594.21           |
| Fees                     | 1         | -25.00              |
| <b>Ending Balance</b>    | <b>24</b> | <b>\$308,145.71</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.

**DEPOSITS AND ADDITIONS**

| DATE                                | DESCRIPTION           |   | AMOUNT              |
|-------------------------------------|-----------------------|---|---------------------|
| 01/14                               | Remote Online Deposit | 2 | \$79,370.03         |
| 01/25                               | Remote Online Deposit | 2 | 33,334.80           |
| 01/31                               | Remote Online Deposit | 2 | 20,382.43           |
| <b>Total Deposits and Additions</b> |                       |   | <b>\$133,087.26</b> |

**CHECKS PAID**

| CHECK NO. | DESCRIPTION | DATE PAID | AMOUNT  |
|-----------|-------------|-----------|---------|
| 5479 ^    |             |           |         |
| 5489 * ^  |             | 01/05     | \$73.88 |
| 5491 * ^  |             | 01/04     | 125.00  |
| 5492 ^    |             | 01/20     | 224.00  |
| 5493 ^    |             | 01/25     | 138.87  |
| 5494 ^    |             | 01/18     | 396.02  |
|           |             | 01/18     | 16.04   |

*Grim*

## Chase QuickDeposit receipt

|                                |                             |
|--------------------------------|-----------------------------|
| Date                           | Jan 14, 2022                |
| Account number ending in       | PLAT BUS CHECKING (...2769) |
| Deposit amount                 | \$79,370.03                 |
| Available balance <sup>1</sup> | \$235,026.17                |
| Current balance <sup>2</sup>   | \$314,396.20                |

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.

Chase QuickDeposit receipt

|                                |                             |
|--------------------------------|-----------------------------|
| Date                           | Jan 25, 2022                |
| Account number ending in       | PLAT BUS CHECKING (...2769) |
| Deposit amount                 | \$33,334.80                 |
| Available balance <sup>1</sup> | \$254,428.48                |
| Current balance <sup>2</sup>   | \$287,763.28                |

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.



*Jim*

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|                                |                             |
|--------------------------------|-----------------------------|
| Date                           | Jan 31, 2022                |
| Account number ending in       | PLAT BUS CHECKING (...2769) |
| Deposit amount                 | \$20,382.43                 |
| Available balance <sup>1</sup> | \$282,391.38                |
| Current balance <sup>2</sup>   | \$302,773.81                |

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.

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<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 **3121**

DATE 1-14-22

RECEIVED FROM K. Pleva, Treasurer \$ 55,571.03  
DOLLARS

| FUND       | ACCOUNT NO. | AMOUNT    |
|------------|-------------|-----------|
| Bwd. Ching | #2709       | 55,571.03 |
|            |             |           |
|            | ck # 3257   |           |
|            |             |           |
|            |             |           |

IN PAYMENT FOR \_\_\_\_\_  
Admin fee - 1141.96  
Twp. Alloc - 12,779.79  
Fire/Amber - 40,741.27  
K. Pleva  
 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 **3122**

DATE 1-14-22

RECEIVED FROM State of MI \$ 22,774.00  
DOLLARS

| FUND       | ACCOUNT NO.    | AMOUNT    |
|------------|----------------|-----------|
| Bwd. Ching | #2709          | 22,774.00 |
|            |                |           |
|            | ck # 1050/7511 |           |
|            |                |           |
|            |                |           |

IN PAYMENT FOR \_\_\_\_\_  
sales Tax Revenue  
Sept/Oct 2021  
K. Pleva  
 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 **3123**

DATE 1-14-22

RECEIVED FROM Tim Cypher, 3A \$ 1030.00  
DOLLARS

| FUND                  | ACCOUNT NO. | AMOUNT |
|-----------------------|-------------|--------|
| Bwd. Ching            | #2709       | 113.00 |
| Kemar                 | ck # 644    | 143.00 |
| Miller                | #742540000  | 200.00 |
| Scotell (New Hall Rd) | #8202       | 100.00 |
| Scotell (Crimjail rd) | #0293       | 40.00  |
| 51200                 | #1730       | 100.00 |
| 5 NBN                 | #305        | 200.00 |
| Novak, David          | #5119, 5120 | 200.00 |
| Novak, Carol          | #3123, 3124 | 200.00 |

IN PAYMENT FOR 5 LUP's  
One Fund Division  
One Property Line  
Adjustment  
K. Pleva  
 AUTHORIZED SIGNATURE



PRESCRIBED BY BUREAU OF LOCAL GOVERNMENT SERVICES MICHIGAN DEPARTMENT OF TREASURY

**OFFICIAL RECEIPT**

**CENTERVILLE TOWNSHIP  
CEDAR MICHIGAN  
LEELANAU COUNTY**

No **3124**

DATE 1-25-22

RECEIVED FROM Tim Cypher, 2A \$ 50.00

DOLLARS

| FUND       | ACCOUNT NO. | AMOUNT |
|------------|-------------|--------|
| Bus. Ching | # 2769      | 50.00  |
| Burgess    |             |        |
|            | ck # 1063   |        |

IN PAYMENT FOR \_\_\_\_\_  
Land Use Permit  
 \_\_\_\_\_  
K Pleva  
 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 **3125**

DATE 1-25-22

RECEIVED FROM K Pleva, Treas. \$ 33,204.80

DOLLARS

| FUND       | ACCOUNT NO. | AMOUNT    |
|------------|-------------|-----------|
| Bus. Ching | # 2769      | 33,204.80 |
|            |             |           |
|            | ck # 5264   |           |

IN PAYMENT FOR \_\_\_\_\_  
Admin fee - 1153.40  
Twp. Assoc - 1162.77  
Fire/Ambo - 24,308.41  
 \_\_\_\_\_  
K Pleva  
 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 **3126**

DATE 1-31-22

RECEIVED FROM State of MI \$ 266.91

DOLLARS

| FUND         | ACCOUNT NO.    | AMOUNT |
|--------------|----------------|--------|
| Bus. Savings | # 6200         | 266.91 |
|              |                |        |
|              | ck # 105106780 |        |

IN PAYMENT FOR \_\_\_\_\_  
and ARPA pymt.  
Coronavirus Local Fiscal Recovery Fund  
K Pleva  
 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 **3127**

DATE 1-31-22

RECEIVED FROM

K. Hleva, Treasurer

\$ 20,382.43

DOLLARS

| FUND       | ACCOUNT NO. | AMOUNT    |
|------------|-------------|-----------|
| Road Chimp | # 27009     | 20,382.43 |
|            |             |           |
|            |             |           |
|            |             |           |
|            | ck # 5270   |           |

IN PAYMENT FOR

2021 Tax Coll.

Admin. fee - 743.28

Twp - 4745.79

Fire/Ambul - 14,893.36

K. Hleva

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 **3128**

DATE 1-31-22

RECEIVED FROM

Chase Bank

\$ 7.11

DOLLARS

| FUND             | ACCOUNT NO. | AMOUNT |
|------------------|-------------|--------|
| Hi Yield Savings | # 6906      | 2.80   |
| "                | # 5193      | 4.31   |
|                  |             |        |
|                  |             |        |

IN PAYMENT FOR

Interest

K. Hleva

AUTHORIZED SIGNATURE

FORM NO. TUA-12 (REV 2/14)



## CENTERVILLE TOWNSHIP Monthly Check Journal with Totals Sorted by Check# December 2021

| Type         | Date       | Num  | Name   | Memo   | Account   | Debit                 | Credit           |
|--------------|------------|------|--|--|---|-----------------------|------------------|
| Check        | 12/29/2021 | 5490 | WILLIAMS AND BAY PORTABLE RESTROO...<br>WILLIAMS AND BAY PORTABLE RESTROO...   | acct 020220000001<br>October and November 2021   | 015 - CHASE CHECKING GEN FUND 2769<br>751-801 - Contracted Services   | 153.75                | 153.75           |
| Check        | 01/12/2022 | 5491 | OLSON, BZDOK & HOWARD, P.C.<br>OLSON, BZDOK & HOWARD, P.C.   | client # 5382-00M; statement # 85<br>SAD docs; finalize draft Rogers complaint   | 015 - CHASE CHECKING GEN FUND 2769<br>101-801 - Legal Fees  | 153.75                | 153.75           |
| Check        | 01/12/2022 | 5492 | TIME WARNER CABLE  | 086220701120121  | 015 - CHASE CHECKING GEN FUND 2769  | 224.00                | 224.00           |
| Check        | 01/12/2022 | 5493 | CRYSTAL FLASH ENERGY<br>CRYSTAL FLASH ENERGY   | acct 638281200<br>Tank filled 12/14/21   | 015 - CHASE CHECKING GEN FUND 2769<br>265-922 - Utilities-Heat  | 0.00                  | 138.87           |
| Check        | 01/12/2022 | 5494 | CHERRYLAND ELECTRIC CO-OP<br>CHERRYLAND ELECTRIC CO-OP   | acct 6311010<br>Nov 13 - Dec 13 2021   | 015 - CHASE CHECKING GEN FUND 2769<br>265-920 - Utilities-Electric  | 396.02                | 396.02           |
| Check        | 01/12/2022 | 5495 | CONSUMERS ENERGY<br>CONSUMERS ENERGY   | acct 1000 0031 1496<br>December 2021   | 015 - CHASE CHECKING GEN FUND 2769<br>448-920 - Utilities-Electric  | 16.04                 | 16.04            |
| Check        | 01/12/2022 | 5496 | LEELANAU ENTERPRISE TRIBUNE<br>LEELANAU ENTERPRISE TRIBUNE<br>LEELANAU ENTERPRISE TRIBUNE<br>LEELANAU ENTERPRISE TRIBUNE | invoices 9140 and 9444<br>two meeting synopsis<br>two notices for CARSAD<br>CARSAD - envelopes and 2-sided letter                                | 015 - CHASE CHECKING GEN FUND 2769<br>101-900 - Printing & Publishing<br>101-900 - Printing & Publishing<br>101-900 - Printing & Publishing | 76.64                 | 76.64            |
| Check        | 01/12/2022 | 5497 | CEDAR AREA FIRE & RESCUE<br>CEDAR AREA FIRE & RESCUE<br>CEDAR AREA FIRE & RESCUE   | 4th Qrt 2021 operations and capital improvement assessments<br>4th Qrt 2021 Operations Assessment<br>4th Qrt 2021 Capital Improvement Assessment | 015 - CHASE CHECKING GEN FUND 2769<br>336-801 - Administrative Fee<br>336-801 - Administrative Fee  | 585.20                | 585.20           |
| Check        | 01/12/2022 | 5498 | KATRINA PLEVA<br>KATRINA PLEVA<br>KATRINA PLEVA  | mileage, copy paper, envelopes<br>envelopes and copy paper<br>travel to bank and county building   | 015 - CHASE CHECKING GEN FUND 2769<br>253-726 - Office Supplies/Software<br>253-860 - Travel  | 53,284.35<br>5,021.07 | 58,305.42        |
| Paycheck     | 01/12/2022 | 5499 | KUHN (BOR), RAY<br>KUHN (BOR), RAY   |  | 015 - CHASE CHECKING GEN FUND 2769<br>247-703 - Part Time Wages   | 76.35                 | 76.35            |
| Paycheck     | 01/12/2022 | 5500 | MILLIRON (DEPUTY TREAS), TESHA<br>MILLIRON (DEPUTY TREAS), TESHA   |  | 015 - CHASE CHECKING GEN FUND 2769<br>253-703 - Part Time Wages   | 45.00                 | 41.55            |
| Paycheck     | 01/12/2022 | 5501 | ROSS (BOR), KAMA<br>ROSS (BOR), KAMA   |  | 015 - CHASE CHECKING GEN FUND 2769<br>247-703 - Part Time Wages   | 125.00                | 115.43           |
| <b>TOTAL</b> |            |      |  |  |   | <b>67,696.56</b>      | <b>68,659.76</b> |

## CENTERVILLE TOWNSHIP Monthly Check Journal with Totals Sorted by Check# December 2021

| Type            | Date       | Num  | Name   | Memo   | Account  | Debit    | Credit   |
|-----------------|------------|------|--|--|--|----------|----------|
| Check           | 01/12/2022 | ACH  | Beth Chiles 1<br>Beth Chiles 1   | 3 rolls stamps for CARSAD mailing, post card stamps for voter cards<br>3 rolls stamps for CARSAD mailing, post card stamps for voter cards | 015 - CHASE CHECKING GEN FUND 2769<br>101-726 · Office Supplies                              | 182.00   | 182.00   |
| Check           | 01/12/2022 | ACH  | JAMES SCHWANTES<br>JAMES SCHWANTES   | new mailbox and mounting bracket<br>new mailbox and mounting bracket   | 015 - CHASE CHECKING GEN FUND 2769<br>265-930 · Repairs & Maintenance                        | 49.98    | 49.98    |
| Paycheck        | 01/12/2022 | ACH  | CHILES, BETH<br>CHILES, BETH   |  | 015 - CHASE CHECKING GEN FUND 2769<br>215-701 · Wages  | 1,383.33 | 1,188.71 |
| Paycheck        | 01/12/2022 | ACH  | KROMBEEN (ASSESSOR), JULIE<br>KROMBEEN (ASSESSOR), JULIE   |  | 015 - CHASE CHECKING GEN FUND 2769<br>257-701 · Wages  | 1,233.33 | 1,086.56 |
| Paycheck        | 01/12/2022 | ACH  | PLEVA (TREASURER), KATRINA<br>PLEVA (TREASURER), KATRINA   |  | 015 - CHASE CHECKING GEN FUND 2769<br>253-701 · Wages & School Col.                          | 1,383.33 | 1,218.71 |
| Paycheck        | 01/12/2022 | ACH  | RAY (Deputy Clerk), PATRICIA G<br>RAY (Deputy Clerk), PATRICIA G<br>RAY (Deputy Clerk), PATRICIA G |  | 015 - CHASE CHECKING GEN FUND 2769<br>262-701 · Wages-Part time<br>215-703 · Part Time Wages | 140.00   | 113.34   |
| Paycheck        | 01/12/2022 | ACH  | SCHAUB (TRUSTEE), RONALD J<br>SCHAUB (TRUSTEE), RONALD J   |  | 015 - CHASE CHECKING GEN FUND 2769<br>101-701 · Adm Wages                                    | 100.00   | 92.35    |
| Paycheck        | 01/12/2022 | ACH  | SCHWANTES (SUPERVISOR), JAMES<br>SCHWANTES (SUPERVISOR), JAMES                                     |  | 015 - CHASE CHECKING GEN FUND 2769<br>171-701 · Adm Wages                                    | 891.67   | 785.56   |
| Check           | 01/12/2022 | ACH  | CYPHER GROUP, INC<br>CYPHER GROUP, INC   | December 2021<br>December 2021   | 015 - CHASE CHECKING GEN FUND 2769<br>723-701 · Contracted Services                          | 1,000.00 | 1,000.00 |
| Liability Check | 12/13/2021 | EFT  | United States Treasury   | 36-2297948   | 015 - CHASE CHECKING GEN FUND 2769   | 1,000.00 | 1,000.00 |
| Liability Check | 01/04/2022 | EFT  | STATE OF MICHIGAN  | 36-2297948   | 015 - CHASE CHECKING GEN FUND 2769   | 0.00     | 832.12   |
| Check           | 12/14/2021 | 5487 | CITY OF TRAVERSE CITY<br>CITY OF TRAVERSE CITY   | inv 0000100532<br>Hazmat participation fee July 1 2021 - June 30, 2022   | 015 - CHASE CHECKING GEN FUND 2769<br>336-970 · Fire Department - Other                      | 395.00   | 395.00   |
| Check           | 12/14/2021 | 5488 | OLSON, BZDOK & HOWARD, P.C.<br>OLSON, BZDOK & HOWARD, P.C.   | client 5382-00M ; statement # 84<br>5.4 hours -November 2021   | 015 - CHASE CHECKING GEN FUND 2769<br>101-801 · Legal Fees                                   | 395.00   | 763.50   |
| Check           | 12/29/2021 | 5489 | Westshore Plumbing & Heating LLC<br>Westshore Plumbing & Heating LLC                               | Inv 2923<br>Repair furnace - split tubing on pressure switch   | 015 - CHASE CHECKING GEN FUND 2769<br>265-930 · Repairs & Maintenance                        | 125.00   | 125.00   |



**OLSON, BZDOK & HOWARD, P.C.**  
 420 East Front Street  
 Traverse City, MI 49686  
 (231) 946-0044  
 www.enlaw.com

CENTERVILLE TOWNSHIP  
 5001 S. French Road  
 Cedar MI 49621  
 ATTN: Beth Chiles, Clerk

General Matters  
 CONFIDENTIAL -  
 ATTORNEY CLIENT COMMUNICATION

12/05/2021 LBR Revise Special Assessment District documents; finalize draft Rogers complaint; 1.60 HOURS

TOTAL HOURS CHARGED AND FEES

224.01 1.60

TOTAL CURRENT FEES AND EXPENSES

224.01

PREVIOUS BALANCE

\$763.51

Payment - Thank you

-763.51

BALANCE DUE

\$224.01

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

Page: January 06, 2021  
 CLIENT FILE NO: 5382-00A  
 STATEMENT NO: 8



**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@hubbellfarm.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: 228-5649 FAX: 228-6818  
Email: dalekatrina@centurytel.net

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

## **MONTHLY RECONCILIATION REPORT**

Wednesday March 9, 2022 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 February 2022. This review uses the monthly bank reconciliation as its guide to review the sample transactions. Prior to this meeting the Supervisor requested documentation on 3 deposits to and 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

February 01, 2022 through February 28, 2022

Account Number: **000000771382769**

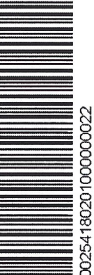
*Jim*

00025418 DRE 021 210 06222 NNNNNNNNNN 1 000000000 D2 0000

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

**CUSTOMER SERVICE INFORMATION**

Web site: **www.Chase.com**  
 Service Center: **1-877-425-8100**  
 Deaf and Hard of Hearing: **1-800-242-7383**  
 Para Espanol: **1-888-622-4273**  
 International Calls: **1-713-262-1679**



00254180201000000022

**CHECKING SUMMARY**

Chase Platinum Business Checking

|                          | INSTANCES | AMOUNT              |
|--------------------------|-----------|---------------------|
| <b>Beginning Balance</b> |           | <b>\$308,145.71</b> |
| Deposits and Additions   | 3         | 54,363.30           |
| Checks Paid              | 9         | -3,386.91           |
| Electronic Withdrawals   | 9         | -5,706.92           |
| Fees                     | 1         | -25.00              |
| <b>Ending Balance</b>    | <b>22</b> | <b>\$353,390.18</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.

**DEPOSITS AND ADDITIONS**

| DATE                                | DESCRIPTION  | AMOUNT             |
|-------------------------------------|--|--------------------|
| 02/23                               | Orig CO Name:Local<br>Orig ID:1853089611 Desc Date: CO Entry Descr:Lcsa<br>Pmt Sec:CCD Trace#:072000099967378 Eed:220223 Ind ID:45-1020<br>Name:Centerville Township Trn: 0549967378Tc | \$113.60           |
| 02/25                               | Remote Online Deposit 2  | 251.00             |
| 02/28                               | Remote Online Deposit 2  | 53,998.70          |
| <b>Total Deposits and Additions</b> |  | <b>\$54,363.30</b> |



**OFFICIAL RECEIPT**

**CENTERVILLE TOWNSHIP  
CEDAR MICHIGAN  
LEELANAU COUNTY**

No **3129**

DATE 2-9-22

RECEIVED FROM Tim Cypher, 2A \$ 175.00

DOLLARS

| FUND          | ACCOUNT NO. | AMOUNT |
|---------------|-------------|--------|
| Bws. King     | #2769       |        |
| Brier         | CK# 8501    | 75.00  |
| Treeridge LLC | #1550       | 100.00 |
|               |             |        |
|               |             |        |

IN PAYMENT FOR hand use  
permits  
K. Pleva  
 AUTHORIZED SIGNATURE

FORM NO. TUA-12 (REV 2/14)

*out of order to save paper ;*

**OFFICIAL RECEIPT**

**CENTERVILLE TOWNSHIP  
CEDAR MICHIGAN  
LEELANAU COUNTY**

No **3133**

DATE 2.28.22

RECEIVED FROM K. Pleva, Treas. \$ 53,998.70

DOLLARS

| FUND      | ACCOUNT NO. | AMOUNT    |
|-----------|-------------|-----------|
| Bws. King | #2769       | 53,998.70 |
|           |             |           |
|           |             |           |
|           |             |           |
|           | ck # 5081   |           |

IN PAYMENT FOR Admin fee - 2349.20  
Twp. Alloc - 12,486.84  
Fire/Ambul - 39,162.66  
K. Pleva  
 AUTHORIZED SIGNATURE

FORM NO. TUA-12 (REV 2/14)

**OFFICIAL RECEIPT**

**CENTERVILLE TOWNSHIP  
CEDAR MICHIGAN  
LEELANAU COUNTY**

No **3134**

DATE 2-26-22

RECEIVED FROM Chase Bank \$ 6.43

DOLLARS

| FUND              | ACCOUNT NO. | AMOUNT |
|-------------------|-------------|--------|
| Highfield Savings | #5793       | 3.87   |
| " " "             | #6868       | 2.56   |
|                   |             |        |
|                   |             |        |

IN PAYMENT FOR Interest  
K. Pleva  
 AUTHORIZED SIGNATURE



PRESCRIBED BY BUREAU OF LOCAL GOVERNMENT SERVICES MICHIGAN DEPARTMENT OF TREASURY

**OFFICIAL RECEIPT**

**CENTERVILLE TOWNSHIP  
CEDAR MICHIGAN  
LEELANAU COUNTY**

No **3130**

DATE 2.11.22

RECEIVED FROM Accident Fund Ins. Co. \$ 76.00

DOLLARS

| FUND       | ACCOUNT NO. | AMOUNT |
|------------|-------------|--------|
| Bws. Ching | #2769       | 76.00  |
|            |             |        |
|            |             |        |
|            |             |        |
|            |             |        |
|            |             |        |
|            |             |        |
|            |             |        |
|            |             |        |

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

Dividends  
(10% of Audited Premium)  
760 x .10 K Pleva

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 **3131**

DATE 2.24.22

RECEIVED FROM Keland Public School \$ 1,092.76

DOLLARS

| FUND       | ACCOUNT NO. | AMOUNT   |
|------------|-------------|----------|
| Bws. Ching | #9301       | 1,092.76 |
|            |             |          |
|            |             |          |
|            |             |          |
|            |             |          |
|            |             |          |
|            |             |          |
|            |             |          |
|            |             |          |

IN PAYMENT FOR December 2021

BOR PRE Reimbursements  
K Pleva

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 **3132**

DATE 2.23.22

RECEIVED FROM Local Community Stabilization Authority \$ 113.60

DOLLARS

| FUND       | ACCOUNT NO. | AMOUNT |
|------------|-------------|--------|
| Bws. Ching | #2769       | 113.60 |
|            |             |        |
|            |             |        |
|            |             |        |
|            |             |        |
|            |             |        |
|            |             |        |
|            |             |        |
|            |             |        |

IN PAYMENT FOR Personal Property

Tax Reimbursement  
K Pleva

AUTHORIZED SIGNATURE

FORM NO. TUA-12 (REV 2/14)





**Local Community Stabilization Authority**  
 P.O. Box 14025  
 Lansing, MI 48901-4025

Payment NO. **142123**

*J. M.*

DATE: 02/23/2022 VENDOR NAME: CENTERVILLE TOWNSHIP

VENDOR NO: 45-1020

LCSA ACT MCL 123.1357 DISTRIBUTION  
 Feb 2022 LCSA ACT DISTRIBUTION  
[www.michigan.gov/pptreimbursements](http://www.michigan.gov/pptreimbursements)

TOTALS: 113.60



**Local Community Stabilization Authority**  
 P.O. Box 14025  
 Lansing, MI 48901-4025

Payment NO. **142123**

| DATE       | AMOUNT    |
|------------|-----------|
| 02/23/2022 | ***113.60 |

CENTERVILLE TOWNSHIP  
 TREASURER  
 7076 S LAKE SHORE DRIVE  
 CEDAR, MI 49621

**ADVICE ONLY  
 NON NEGOTIABLE**

*Jim*

Chase QuickDeposit receipt

|                                |                             |
|--------------------------------|-----------------------------|
| Date                           | Feb 25, 2022                |
| Account number ending in       | PLAT BUS CHECKING (...2769) |
| Deposit amount                 | \$251.00                    |
| Available balance <sup>1</sup> | \$299,140.48                |
| Current balance <sup>2</sup>   | \$299,391.48                |

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.

*Jim*

---

|                                |                             |
|--------------------------------|-----------------------------|
| Date                           | Feb 28, 2022                |
| Account number ending in       | PLAT BUS CHECKING (...2769) |
| Deposit amount                 | \$53,998.70                 |
| Available balance <sup>1</sup> | \$299,391.48                |
| Current balance <sup>2</sup>   | \$353,390.18                |

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.

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<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.



## CENTERVILLE TOWNSHIP Monthly Check Journal with Totals Sorted by Check# December 2021

| Type  | Date       | Num  | Name  | Memo   | Account  | Debit         | Credit        |
|---|------------|------|---|--|--|---------------|---------------|
| Paycheck                                    | 02/02/2022 | ACH  | CHILES, BETH<br>CHILES, BETH  |  | 015 - CHASE CHECKING GEN FUND 2769<br>215-701 - Wages  | 1,383.33      | 1,188.72      |
| Paycheck                                    | 02/02/2022 | ACH  | KROMBEEN (ASSESSOR), JULIE<br>KROMBEEN (ASSESSOR), JULIE                            |  | 015 - CHASE CHECKING GEN FUND 2769<br>257-701 - Wages  | 1,383.33      | 1,188.72      |
| Paycheck                                    | 02/02/2022 | ACH  | PLEVA (TREASURER), KATRINA<br>PLEVA (TREASURER), KATRINA                            |  | 015 - CHASE CHECKING GEN FUND 2769<br>253-701 - Wages & School Col.                          | 1,383.33      | 1,218.72      |
| Paycheck                                    | 02/02/2022 | ACH  | SCHAUB (TRUSTEE), RONALD J<br>SCHAUB (TRUSTEE), RONALD J                            |  | 015 - CHASE CHECKING GEN FUND 2769<br>101-701 - Adm Wages                                    | 1,383.33      | 1,218.72      |
| Paycheck                                    | 02/02/2022 | ACH  | SCHWANTES (SUPERVISOR), JAMES<br>SCHWANTES (SUPERVISOR), JAMES                      |  | 015 - CHASE CHECKING GEN FUND 2769<br>171-701 - Adm Wages                                    | 100.00        | 92.35         |
| Check                                       | 02/02/2022 | ACH  | CYPHER GROUP, INC<br>CYPHER GROUP, INC  | January 2022<br>January 2022   | 015 - CHASE CHECKING GEN FUND 2769<br>723-701 - Contracted Services                          | 891.67        | 785.55        |
| Paycheck                                    | 02/02/2022 | ACH  | HUBBELL (TRUSTEE), DANIEL<br>HUBBELL (TRUSTEE), DANIEL<br>HUBBELL (TRUSTEE), DANIEL |  | 015 - CHASE CHECKING GEN FUND 2769<br>101-701 - Adm Wages<br>721-701 - Part Time Wages       | 1,000.00      | 1,000.00      |
| Paycheck                                    | 02/02/2022 | ACH  | RAY (Deputy Clerk), PATRICIA G<br>RAY (Deputy Clerk), PATRICIA G                    |  | 015 - CHASE CHECKING GEN FUND 2769<br>262-701 - Wages-Part time<br>215-703 - Part Time Wages | 100.00        | 92.35         |
| Check                                       | 02/02/2022 | ACH  | JAMES SCHWANTES<br>JAMES SCHWANTES  | reimbursement for annual Zoom invoice<br>Zoom fee for Jan 14 2022 to Jan 14 2023 | 015 - CHASE CHECKING GEN FUND 2769<br>101-955 - Miscellaneous                                | 160.00        | 130.96        |
| Liability Check                             | 01/14/2022 | EFT  | United States Treasury  |  | 015 - CHASE CHECKING GEN FUND 2769   | 111.71        | 111.71        |
| Check                                       | 02/02/2022 | 5502 | CHERRYLAND ELECTRIC CO-OP<br>CHERRYLAND ELECTRIC CO-OP                              | 6311010<br>12-13-21 thru 1-13-22   | 015 - CHASE CHECKING GEN FUND 2769<br>265-920 - Utilities-Electric                           | 54.92         | 877.00        |
| Check                                       | 02/02/2022 | 5503 | TIME WARNER CABLE   | 0862207/01/010122  | 015 - CHASE CHECKING GEN FUND 2769   | 54.92         | 54.92         |
| Check                                       | 02/02/2022 | 5504 | SLEEPING BEAR COMPUTER CARE<br>SLEEPING BEAR COMPUTER CARE                          | 383855<br>383855   | 015 - CHASE CHECKING GEN FUND 2769<br>253-930 - Computer Services                            | 27.50         | 137.98        |
| Check                                       | 02/02/2022 | 5505 | GABRIDGE & COMPANY, PCL<br>GABRIDGE & COMPANY, PCL                                  | Inv 7396596<br>assistance with QB and Audit issues                               | 015 - CHASE CHECKING GEN FUND 2769<br>215-960 - Education & Training                         | 27.50         | 55.00         |
| <b>Credit Column shows NET CHECK TOTALS</b> |            |      |   |  |  | <b>180.00</b> | <b>180.00</b> |

# Gabridge & Company, PLC

3940 Peninsular Dr SE Ste 200

Grand Rapids, MI 49546

Phone: (616) 538-7100

www.gabridgeco.com

## TOWNSHIP OF CENTERVILLE

5001 S-FRENCH RD  
CEDAR, MI 49621

Invoice: 7336596

Date: 12/31/2021

Due Date: 01/30/2022

For professional service rendered as follows:

### Quickbooks Help

180.00

12/07/2021

QB Liability Error - Audit Entry Double - Help with MTO filing MI  
W-holding on line

Billed Time & Expenses

\$180.00

✓ Invoice Total

\$180.00

12/31/2021

180.00

11/30/2021

0.00

10/31/2021

0.00

09/30/2021

0.00

08/31/2021+

0.00

Total

\$180.00



✓ Elizabeth Chiles <clerk.centerville@gmail.com>

---

## PGR Hours

2 messages

---

pgray1954@sbcglobal.net <pgray1954@sbcglobal.net>  
To: Elizabeth Chiles <clerk.centerville@gmail.com>

Sat, Jan 29, 2022 at 8:35 PM

1/10—55 min—public hearing and township meeting prep

1/15—3 hr 5 min—minute prep

1/17—10 min—minutes

1/26—2 hr and 45 min—prep W2s and 1099s

1/28—1 hr—writeup instructions for W2 and 1099 prep

TOTAL: 7 hr 55 min

---

Elizabeth Chiles <clerk.centerville@gmail.com>  
To: pgray1954@sbcglobal.net

Sun, Jan 30, 2022 at 12:13 PM

Thank you!

[Quoted text hidden]

--

**Beth Chiles**

Centerville Township Clerk

5001 S French Rd

Cedar, MI 49621

231-620-2130

This is a privileged and confidential communication that is intended only for the listed recipient(s). Unauthorized review, use, disclosure or distribution is prohibited. If you have received this message in error, please inform me immediately via e-mail at the address set forth above.



## CENTERVILLE TOWNSHIP Monthly Check Journal with Totals Sorted by Check# March 2022

| Type            | Date       | Num  | Name   | Memo                                | Account  | Debit                      | Credit               |
|-----------------|------------|------|--|-------------------------------------|--|----------------------------|----------------------|
| Paycheck        | 03/09/2022 | ACH  | BOOMER (REC SECRETARY), DANA<br>BOOMER (REC SECRETARY), DANA<br>BOOMER (REC SECRETARY), DANA       |                                     | 015 - CHASE CHECKING GEN FUND 2769<br>721-701 - Part Time Wages<br>101-955 - Miscellaneous   | 40.00<br>20.48             | 57.42                |
| Paycheck        | 03/09/2022 | ACH  | CHILES, BETH<br>CHILES, BETH   |                                     | 015 - CHASE CHECKING GEN FUND 2769<br>215-701 - Wages  | 60.48                      | 57.42                |
| Paycheck        | 03/09/2022 | ACH  | HUBBELL (TRUSTEE), DANIEL<br>HUBBELL (TRUSTEE), DANIEL<br>HUBBELL (TRUSTEE), DANIEL                |                                     | 015 - CHASE CHECKING GEN FUND 2769<br>101-701 - Adm Wages<br>721-701 - Part Time Wages       | 1,383.33<br>100.00<br>0.00 | 1,188.71<br>92.35    |
| Paycheck        | 03/09/2022 | ACH  | KROMBEEN (ASSESSOR), JULIE<br>KROMBEEN (ASSESSOR), JULIE   |                                     | 015 - CHASE CHECKING GEN FUND 2769<br>257-701 - Wages  | 100.00<br>1,293.33         | 92.35<br>1,086.56    |
| Paycheck        | 03/09/2022 | ACH  | PLEVA (TREASURER), KATRINA<br>PLEVA (TREASURER), KATRINA   |                                     | 015 - CHASE CHECKING GEN FUND 2769<br>253-701 - Wages & Schol Col.                           | 1,293.33<br>1,383.33       | 1,086.56<br>1,218.71 |
| Paycheck        | 03/09/2022 | ACH  | RAY (Deputy Clerk), PATRICIA G<br>RAY (Deputy Clerk), PATRICIA G<br>RAY (Deputy Clerk), PATRICIA G |                                     | 015 - CHASE CHECKING GEN FUND 2769<br>262-701 - Wages-Part time<br>215-703 - Part Time Wages | 1,383.33<br>0.00<br>110.00 | 1,218.71<br>86.91    |
| Paycheck        | 03/09/2022 | ACH  | SCHAUB (TRUSTEE), RONALD J<br>SCHAUB (TRUSTEE), RONALD J   |                                     | 015 - CHASE CHECKING GEN FUND 2769<br>101-701 - Adm Wages                                    | 110.00<br>100.00           | 86.91<br>92.35       |
| Paycheck        | 03/09/2022 | ACH  | SCHWANTES (SUPERVISOR), JAMES<br>SCHWANTES (SUPERVISOR), JAMES                                     |                                     | 015 - CHASE CHECKING GEN FUND 2769<br>171-701 - Adm Wages                                    | 100.00<br>891.67           | 92.35<br>785.56      |
| Paycheck        | 03/09/2022 | ACH  | PLEVA (TREASURER), KATRINA   |                                     | 015 - CHASE CHECKING GEN FUND 2769   | 891.67                     | 785.56               |
| Check           | 03/09/2022 | ACH  | CYPHER GROUP, INC<br>CYPHER GROUP, INC   | February 2022<br>February 2022      | 015 - CHASE CHECKING GEN FUND 2769<br>723-701 - Contracted Services                          | 0.00<br>1,000.00           | 88.11<br>1,000.00    |
| Liability Check | 03/07/2022 | EFT  | United States Treasury   | 36-2297948                          | 015 - CHASE CHECKING GEN FUND 2769   | 1,000.00                   | 1,000.00             |
| Liability Check | 03/07/2022 | EFT  | United States Treasury   | 36-2297948                          | 015 - CHASE CHECKING GEN FUND 2769   | 0.00                       | 948.10               |
| Check           | 03/09/2022 | 5512 | CYPHER GROUP, INC<br>CYPHER GROUP, INC   | VOID February 2022<br>February 2022 | 015 - CHASE CHECKING GEN FUND 2769<br>723-701 - Contracted Services                          | 0.00<br>0.00               | 842.66               |
| Check           | 03/09/2022 | 5513 | CRYSTAL FLASH ENERGY<br>CRYSTAL FLASH ENERGY   | Acct 638281200<br>January delivery  | 015 - CHASE CHECKING GEN FUND 2769<br>265-922 - Utilities-Heat                               | 0.00<br>478.86             | 0.00<br>478.86       |

Credit Column shows NET CHECK TOTALS

## CENTERVILLE TOWNSHIP Monthly Check Journal with Totals Sorted by Check# March 2022

| Type         | Date       | Num  | Name   | Memo  | Account   | Debit            | Credit           |
|--------------|------------|------|--|---|---|------------------|------------------|
| Check        | 03/09/2022 | 5514 | OLSON, BZDOCK & HOWARD, P.C.<br>OLSON, BZDOCK & HOWARD, P.C. | client 5382-00M<br>January 2022   | 015 - CHASE CHECKING GEN FUND 2769<br>101-801 - Legal Fees  | 3,112.50         | 3,112.50         |
| Check        | 03/09/2022 | 5515 | LEELANAU ENTERPRISE TRIBUNE<br>LEELANAU ENTERPRISE TRIBUNE   | cust 406 - 500 #10 envelopes<br>500 #10 envelopes   | 015 - CHASE CHECKING GEN FUND 2769<br>263-726 - Office Supplies/Software                              | 3,112.50         | 3,112.50         |
| Check        | 03/09/2022 | 5516 | GABRIDGE & COMPANY, PCL<br>GABRIDGE & COMPANY, PCL           | Inv 7336958<br>QB Help - W-2 & 1099   | 015 - CHASE CHECKING GEN FUND 2769<br>215-980 - Education & Training                                  | 80.00            | 80.00            |
| Check        | 03/09/2022 | 5517 | CHERRYLAND ELECTRIC CO-OP<br>CHERRYLAND ELECTRIC CO-OP       | 6311010<br>Feb. 16 thru Mar 13 2022   | 015 - CHASE CHECKING GEN FUND 2769<br>265-920 - Utilities-Electric                                    | 150.00           | 150.00           |
| Check        | 03/09/2022 | 5518 | CONSUMERS ENERGY<br>CONSUMERS ENERGY                         | 1000 0031 1496 Inv 202965057685<br>January and February 2022  | 015 - CHASE CHECKING GEN FUND 2769<br>448-920 - Utilities-Electric                                    | 56.75            | 56.75            |
| Check        | 03/09/2022 | 5519 | SCHAUB OUTDOOR SERVICES<br>SCHAUB OUTDOOR SERVICES           | January 2022<br>Plowing January 2022  | 015 - CHASE CHECKING GEN FUND 2769<br>295-930 - Repairs & Maintenance                                 | 127.50           | 127.50           |
| Check        | 03/09/2022 | 5520 | LEELANAU ENTERPRISE TRIBUNE<br>LEELANAU ENTERPRISE TRIBUNE   | Adv 046 Inv 10020<br>Meeting synopsis for January   | 015 - CHASE CHECKING GEN FUND 2769<br>215-726 - Office Supplies/Software                              | 144.00           | 144.00           |
| Check        | 03/09/2022 | 5521 | TIME WARNER CABLE  | Inv 086220701020122   | 015 - CHASE CHECKING GEN FUND 2769  | 84.70            | 84.70            |
| Check        | 03/09/2022 | 5522 | JAMES SCHWANTES<br>JAMES SCHWANTES<br>JAMES SCHWANTES        | rainbursement for expenses and mileage Feb. 2022<br>printer<br>trash bags, toilet tablets, bank boxes | 015 - CHASE CHECKING GEN FUND 2769<br>247-900 - Printing & Publishing<br>265-740 - Operating Supplies | 0.00             | 275.96           |
|              |            |      |  |   |   | 127.19           | 229.46           |
|              |            |      |  |   |   | 102.27           |                  |
|              |            |      |  |   |   | 229.46           | 229.46           |
| <b>TOTAL</b> |            |      |  |   |   | <b>10,726.91</b> | <b>12,127.17</b> |

**CENTERVILLE TOWNSHIP  
CEDAR, MICHIGAN 49621**

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

CLERK  
Beth Chiles  
PHONE: 620-2130  
Email: clerk.centerville@gmail.com

TREASURER  
KATRINA PLEVA  
PHONE: 835-1188  
Email: dalekatrina@centurytel.net

TRUSTEE  
DANIEL HUBBELL  
PHONE: 228-6390  
Email: dan@hubbellfarm.com

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

ZONING ADMIN:  
TIM CYPHER  
PO BOX 226  
LAKE LEELANAU, MI 49653  
CELL: 360-2557 FAX 256-7774  
Email: tim@allpermits.com

**CENTERVILLE TOWNSHIP MEETING SCHEDULE**

**Centerville Township Board Meeting Schedule for 2022-2023**

The Centerville Township Board meets on the  
2<sup>nd</sup> Wednesday of each month at 7:00PM except as noted (\*\*)

The Centerville Township Planning Commission meets on the  
1st Monday of each month at 6:30PM except as noted (\*\*)

| <b>Monthly Board Meetings</b>  | <b>Planning Commission Meetings</b>                                   |
|--|---|
| The following meetings will be held at the Centerville Township Hall and on Zoom | The following meetings will be held at the Centerville Township Hall: |
| <b>April 13, 2022</b>  | <b>April 4, 2022</b>  |
| <b>May 11, 2022</b>  | <b>May 2, 2022</b>  |
| <b>June 8, 2022</b>  | <b>June 6, 2022</b>   |
| <b>July 13, 2022</b>   | <b>July 2022 – No Meeting</b>   |
| <b>August 10, 2022</b>   | <b>August 1, 2022</b>   |
| <b>September 14, 2022</b>  | <b>September 2022 – No Meeting</b>                                    |
| <b>October 12, 2022</b>  | <b>October 3, 2022</b>  |
| <b>November 9, 2022</b>  | <b>November 7, 2022</b>   |
| <b>December 14, 2022</b>   | <b>December 5, 2022</b>   |
| <b>January 11, 2023</b>  | <b>January 2023 – No Meeting</b>                                      |
| <b>**February 1, 2023**</b>  | <b>February 6, 2023</b>   |
| <b>March 8, 2023</b>   | <b>March 6, 2023</b>  |

Weather may cause adjustments to this schedule.



Centerville Township  
Zoning Administrator's  
FEBRUARY 2022 Report

3/6/2022

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)   | 0 |  |   |
| Additions to SFR                 | 0 |  |   |
| Garages / Sheds                  | 0 |  |   |
| Decks & Porches / Misc.          | 0 |  |   |
| Accessory Buildings              | 1 |  |   |
| Commercial Construction          | 0 |  |   |
| Stairs & Landings                | 0 |  |   |
| Agriculture related construction | 0 |  |   |
| Demolitions / Change of Use      | 0 |  |   |
| Home Occupations                 | 0 |  |   |
| Solar Array                      | 1 |  |   |
| 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    | 4 |  |   |
| Violations/Investigations        |   | REVOKED AG EXEMPTION & LUP APPROVALS<br>1 SEE NOTE ON MONTHLY SUMMARY. - ROGERS<br>ONE INVESTIGATION ON BURNED OUT DWELLING IN SKI VIEW SUB. |   |

I also supplied information via 12 phone consultations and 8 via internet to Township residents&others

CALLS - 8 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: FEBRUARY 2022

| DATE           | PERMIT #               | NAME                           | USE                     | REC. #     | CK.#  | AMOUNT    |
|----------------|------------------------|--------------------------------|-------------------------|------------|-------|-----------|
| 2/26/2022      | LUP 22-01              | GRIER                          | <b>REVISED</b> LAND USE | 202201     |       |           |
| 002-011-011-00 | 3771 S. LAKE SHORE DR. | ACCESSORY BUILDING             |                         | 1,440 S.F. | 8503  | \$ 40.00  |
| 2/25/2022      | LUP 22-03              | KILWAY                         | LAND USE                | 202203     |       |           |
| 002-005-110-40 | 2614. S. GOOD HARBOR   | SOLAR ARRAY - ROOF MOUNTED     |                         | 295 S.F.   | 40871 | \$ 50.00  |
| 2/19/2022      | LDA 22-01              | RIPPENTROP                     | LAND DIV.               | LDA202201  |       |           |
|                | 5580                   | LAND DIVISION CREATING ONE NEW |                         |            | 168   | \$ 100.00 |

1/31/2022 MCI FINE 1901 **ROGERS** VIOLATION MCLVIO1901 **DELINQUENT 20 MONTHS**  
 002-011-024-00 3780 S. LAKESHORE DR MCL VIOLATION FEE - MONTHLY UNTIL COMPLIANCE DETERMINED  
**NOTE: LAWSUIT FILED ON 2/9/2021 - SUMMONS ISSUED**

TOTAL \$ 190.00

SIGNED:

TIMOTHY A. CYPHER

3/6/2022

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

Resolution #2022-\_\_\_\_  
Adopted on March 9, 2022

Setting April 13, 2022 as the Date for a Public Hearing on the  
Sugar Loaf Chalet's Area Roads Special Assessment Roll

**Whereas** on January 12, 2022 the Centerville Township Board of Trustees held a properly noticed public hearing on their intention to establish a Special Assessment District for the purpose of levying an assessment of of twenty-five percent (25%) of the costs for repaving the streets in the Sugar Loaf Chalets area;

**Whereas** at that same January 12, 2022 regular meeting the Centerville Township Board of Trustees resolved to establish the special assessment district as the following:

All properties fronting on Sugar Maple Drive from Eitzen Road to Townline Road and the various streets connecting to it, including E Cherry Lane, S Hemlock Road, E Birch Court, E Ash Place, S Beech Court, S Linden Court, E Red Oak Court, and Horn Beam Court;

**Whereas** the Leelanau County Road Commission has proposed a project at a cost of \$ xxxxxxx to repave the roads in the assessment district and at their regular meeting on March 9, 2022, the Centerville Township Board of Trustees accepted this proposal with the work to completed during the summer of 2022;

**Whereas** the Centerville Township Supervisor has prepared an special assessment roll levying twenty five percent (25%) of the cost, \$ xxxxxxxxxxx to be collected from the property owners in the special assessment district, and filed it with the township clerk;

**Whereas** individual assessments will be proportioned by the following criteria: 1) the road frontage footage of each parcel, 2) the apportioning of commons area road frontage to the parcels in the subdivision where it lies, and 3) capping the assessment for any individual parcel at \$ XXXXXX and redistributing the remainder from capped parcels among the remaining parcels. The capped dollar valued is two times the amount of the total levy divided by 185, which is the total number of parcels in the special assessment district.

**Whereas** assessments will be collected in six (6) installments over three years, beginning with the December 1, 2022 Winter Tax bill and then each subsequent Summer and Winter Tax bill, concluding with the Summer 2026 Tax bill.

**Be it resolved that** the Centerville Township Board of Trustees shall meet in the Centerville Township Hall at 6:30 PM on April 13, 2022 to hear and consider any objections to and correct any errors on the roll.

Notice of the hearing shall be given by publishing it twice before the hearing in the Leelanau Enterprise, a newspaper circulated in the Township, and by first-class mail to each record owner of, or party in interest in, property to be assessed whose name appears upon the last Township tax assessment records, addressed to the record owner or party in interest at the address shown on the tax records. The last Township tax assessment records means the last assessment roll for ad valorem tax purposes that was reviewed by the Township Board of Review, as supplemented by any subsequent changes in the names or the addresses of the owners or parties listed on that roll. If a record owner's name does not



appear on the Township tax assessment records, then notice shall be given by first-class mail addressed to the record owner at the address shown by the records of the county register of deeds.

Notice by mail and the first publication of the notice in the Leelanau Enterprise shall be at least 10 days before the date of the hearing.

The notice shall state that the plans, estimates, and assessment roll are on file with the Township clerk for public examination and shall contain a description of the proposed special assessment district; shall state that appearance and protest at the hearing in the special assessment proceedings is required in order to appeal the amount of the special assessment to the state tax tribunal and shall describe the manner in which an appearance and protest shall be made; and shall state that periodic re-determinations of cost without a change in the special assessment district may be made without further notice to record owners or parties in interest in the property.

The foregoing resolution offered by Township Board member \_\_\_\_\_ and supported by Township Board member \_\_\_\_\_.

Upon roll call vote, the following voted:

Chiles: \_\_\_\_\_ Hubbell: \_\_\_\_\_ Pleva: \_\_\_\_\_ Schaub: \_\_\_\_\_ Schwantes: \_\_\_\_\_

Yeas: \_\_\_ Nays: \_\_\_ Motion Carried (Vote: \_-\_)

#### TOWNSHIP CLERK CERTIFICATE

The undersigned, Clerk of the Township of Centerville, certifies that this resolution was adopted by the Township Board on March 9, 2022 and is effective immediately and is on file in the records of the office.

By \_\_\_\_\_ Date: \_\_\_\_\_  
Elizabeth Chiles, Clerk

Resolution #2022-\_\_\_\_  
Adopted on April 13, 2022

Confirmation of Sugar Loaf Chalet Area Roads  
Special Assessment Roll

**Whereas** on April 13, 2022 the Centerville Township Board of Trustees held a properly noticed public hearing for objections to and errors to be corrected on individual assessments in the Sugar Loaf Chalet Area Roads Special Assessment District with the purpose of levying an assessment of twenty-five percent (25%) of the costs for repaving the streets in the Sugar Loaf Chalets area, specifically the entire length of Sugar Maple Drive from Eitzen Road to Townline Road and the various streets connecting to it;

**Whereas** corrections have been made where appropriate to the assessments in the roll;

**Be it resolved that** the Centerville Township Board of Trustees confirms the assessment roll as presented and corrected.

**Be it also resolved that** assessments will be collected in six (6) installments over three years, beginning with the December 1, 2022 Winter Tax bill and then each subsequent Summer and Winter Tax bill, concluding with the Summer 2025;

**Be it also resolved that** the Centerville Township Board of Trustees directs the Township Treasurer to have an informational tax notice sent to each property owner on the tax roll no later than Thirty (30) days after the adoption of this resolution.

The foregoing resolution offered by Township Board member \_\_\_\_\_ and supported by Township Board member \_\_\_\_\_.

Upon roll call vote, the following voted:

Chiles: \_\_\_\_\_ Hubbell: \_\_\_\_\_ Pleva: \_\_\_\_\_ Schaub: \_\_\_\_\_ Schwantes: \_\_\_\_\_

Yeas: \_\_\_\_ Nays: \_\_\_\_ Motion Carried (Vote: \_-\_)

TOWNSHIP CLERK CERTIFICATE

The undersigned, Clerk of the Township of Centerville, certifies that this resolution was adopted by the Township Board on April 13, 2022 and is effective immediately and is on file in the records of the office.

By \_\_\_\_\_ Date: \_\_\_\_\_  
Elizabeth Chiles, Clerk

**CENTERVILLE TOWNSHIP  
PUBLIC NOTICE**

Notice is hereby given to all record owners of or parties in interest in land in the Sugar Loaf Chalet Area Roads Special Assessment District that the Centerville Township Board of Trustees will hold a public hearing regarding the Special Assessment Roll.

Location: Centerville Township Hall, 5001 S French Rd, Cedar, MI 49621 and electronically via Zoom at the link published on the Centerville Township website at <https://www.leelanau.gov/centtwpmtg.asp>.

Date and Time: April 13, 2022 6:30 PM

The purpose of this hearing is for the Township Board to hear and consider any objections to and correct any errors on the roll.

**PROPOSED SPECIAL ASSESSMENT DISTRICT:**

The proposed Sugar Loaf Chalet Area Roads Special Assessment District (CARSAD) includes all the parcels that front on to Sugar Maple Drive and the streets connecting with it, including Ash Place, Beech Court, Birch Court, Cherry Lane, Hemlock Road, Horn Beam Court, Linden Court, and Red Oak Court.

**PROPOSED IMPROVEMENT:**

The Leelanau County Road Commission plan proposes to install a “Texas underlay and wedge and place a 1-1/2” overlay” on these streets. The estimated cost at this time for this project is \$487,970.00. The work is to be completed during the 2022 construction season.

**COST ESTIMATE:**

Per township policy the property owners in the Special Assessment District will assessed 25% of this cost, totaling XXXXXXXXXX. Periodic re-determinations of cost without change in the Special Assessment District may be made without further notice to record owners or parties of interest in the property. The assessments will be collected in six tax installments over 3 years beginning in December of 2022.

The plans and estimates are on file with the Centerville Township Clerk, Beth Chiles, 5001 S French Road, Cedar, MI 49621, for public examination. The plans and estimates are also available on the Centerville Township website at <https://www.leelanau.gov/centtwpans.asp?rid=10>.

Any property owner wanting to file an objection must do so at the hearing or in writing before the hearing. Protest by appearance in person or via Zoom or in writing, including e-mail, are required in order to appeal the amount of the assessment to the Michigan State Tax Tribunal. An owner or party in interest, or his or her agent may appear in person at the hearing to protest a special assessment, or shall be permitted to file his or her appearance or protest by letter and his or her personal appearance shall not be required. The Township Board shall maintain a record of



**parties who appear to protest at the hearing. If a hearing is terminated or adjourned for the day before a party is provided the opportunity to be heard, a party whose appearance was recorded is considered to have protested the special assessment in person.**

**If a special assessment is made against property, the owner or any person having an interest in the real property may file a written appeal of the special assessment with the state tax tribunal within 30 days after the confirmation of the special assessment roll if that special assessment was protested at the hearing held for the purpose of confirming the roll.**

**CENTERVILLE TOWNSHIP**  
**5001 S FRENCH RD 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: 835-1188

Email:centervilletwptreasurer@gmail.com

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PHONE: 228-6390

Email: dan@hubbellfarm.com

TRUSTEE  
RONALD SCHAUB

PHONE: 256-7127

Email: schaubron@yahoo.com

ZONING ADMIN:

TIM CYPHER

CELL: 360-2557 FAX 256-7774

Email: tim@allpermits.com

March , 2022

Notice of Centerville Township

Public Hearing Regarding  
Objections to and Corrections of the Assesment Roll  
for the Sugar Loaf Chalet Area Roads Special Assessment District  
on April 13, 2022 at 6:30 PM at the Township Hall

Dear Sugar Loaf Chalet area property owner or party in interest,

This letter is to inform you that the Centerville Township Board has decided by resolution on January 12, 2022 to establish a Special Assessment District to raise part of the funds needed to reconstruct the streets in your area. The Assessment Roll for the District has been prepared

**Please be advised that a Public Hearing regarding the Special Assessment roll will take place at the Centerville Township Hall, 5001 S French Rd, Cedar, MI 49621 on April 13, 2022 6:30 PM.**

**The purpose of this hearing is to hear and consider any objections to and correct any errors on on the Special Assessment roll. Any property owner or party in interest wanting to file an objection must do so at the hearing or in writing before the hearing. Protest by appearance in person or via Zoom or in writing, including e-mail, are required in order to appeal the amount of the assessment to the Michigan State Tax Tribunal. A copy of the public notice for this hearing is included for your reference.**

The Sugar Loaf Chalet Area Roads Special Assessment District (CARSAD) includes all the parcels that front on to Sugar Maple Drive and the streets connecting with it, including Ash Place, Beech Court, Birch Court, Cherry Lane, Hemlock Road, Horn Beam Court, Linden Court, and Red Oak Court.

The Leelanau County Road Commission's (LCRC) engineer has proposed to install "Texas underlay and wedge and place a 1-1/2" overlay" on these streets. The estimated cost for the project at this time is \$487,970.00. The LCRC will pay half of this cost, \$243,985.00. The work is to be completed in the 2022 construction season. The township will pay 25%, \$121,993.00, of the cost using the community's general funds. The remaining 25%, \$121,993.00, will be covered by the CARSAD per the Township's Road Improvement and Maintenance Policy. Periodic redeterminations of cost may occur without a change in the special assessment district. The Township is covering all legal, noticing, and publishing costs involved in this undertaking with general funds.

Assessments will be determined on a parcel frontage basis with the following modifications. 1) The frontage on the Common Areas in the Chalet Subdivisions will be allocated to those parcels on a pro-rated basis. 2) In order to more equitably distribute costs among a wide variety of parcel sizes and shapes, assessments will be capped at the rate of 2x the per parcel average of the total assessment divided by the total number of parcels. The difference between a frontage foot assessment and a capped assessment will be redistributed to the remaining parcels. Based on the current estimate, that cap is \$1320.00.

Assessments will first appear on the December 2022 tax bill and will be collected in six installments on

subsequent summer and winter tax bills over 3 years. The CARSAD is for the purpose of this project only and under the terms described here. It will have no taxing authority beyond this.

The plans and estimates for the road construction project are on file at the Centerville Township Hall and at the Centerville Township website. Visit (<https://www.leelanau.gov/centervilletwp.asp>) to view. In the upper right corner of the home page is a "How Do I . . ." box. Click on the link "Learn About . . . Chalet Area Roads Special Assessment District". For physical inspection or paper copies please contact Beth Chiles, your Township Clerk. Her contact information is listed above.

Please contact Jim Schwantes, the Supervisor, regarding any questions you may have about the Special Assessment District and this public hearing. His contact information is listed above.

Sincerely,  
The Centerville Township Board of Trustees



| CENTERVILLE TOWNSHIP FY 2022-23 LINE ITEM BUDGET |                                    |                |                            |                     |   |               |
|--|------------------------------------|----------------|----------------------------|---------------------|---|---------------|
| Income   |                                    | 2021-22 Budget | 2021-22 Actual<br>02/28/22 | Proposed<br>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  | PILT                               | 600.00         | 666.78                     | 600.00              |   | 64654.1228289 |
| 401-451  | Zoning/Permits/Splits              | 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             | 0.00           | 67,099.91                  | 66,831.00           |   |               |
| 401-501  | Federal Grant - ARPA Funds         | 0.00           | 438,021.29                 | 571,959.00          |   |               |
|  | Total 101-401 Revenues             | 421,300.00     |                            |                     |   |               |
| Expense  |                                    |                |                            |                     |   |               |
| 101-101  | Township Board                     |                |                            |                     |   |               |
| 101-449  | Road Improvements                  | 0.00           | 0.00                       | 81,328.00           | Chalet 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         | 225.50                     | 600.00              |   |               |
| 101-801  | Legal Fees                         | 10,000.00      | 3,691.50                   | 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                       | .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       | 1,778.00                   | 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       | 1,889.00                   | 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      | 20,305.00                  | 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         | 2 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         | 11.65                         | 700.00           |  |
|         | 262-900 Printing and Publishing  | 300.00         | 118.70                        | 400.00           |  |
|         | 262-960 Education & Training     | 500.00         | .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       | Contribution: 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 1000.00                       |
|         | Total 101-448 Street Lighting    | 1,000.00       | 677.80                        | 1,000.00         | and set up a transfer for March budget meeting |



|         |                                       | 2021-22 Budget | 2021-22 Actual as of 12/31/21 | Proposed 2022-23 |  |
|---------|---------------------------------------|----------------|-------------------------------|------------------|--|
| 101-721 | 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         | FY 22-21 Operations Costs                              |
|         | Total 101-851 Insurance & Bonds       | 5,500.00       | 5,118.00                      | 5,500.00         | Minus Fire Millage Funds                               |
| 101-862 | FICA and Medicare Taxes               | 6,000.00       | 4,793.97                      | 6,000.00         | 244304.32  |
| 101-871 | Workers Compensation Insurance        | 800.00         | 760.00                        | 800.00           |  |
| 101-880 | Gen Government Misc                   |                | 563.79                        |                  | 50% Unassigned FY starting balance target              |
|         |                                       |                |                               |                  | 122,152.16   |
|         | Total Expenses                        | 397,246.68     | 344,129.27                    | 513,646.32       |  |
|         | Net Revenues                          | 24,053.32      | 93,892.02                     | 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   |



| <b>CENTERVILLE TOWNSHIP FY 2022-23 COST CENTER BUDGET</b> |  |                   |  |
|---|--|-------------------|--|
| <b>Income</b>   |  |                   |  |
| 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         |  |
|   | <b>Total 101-401 Revenues</b>          | <b>571,959.00</b> |  |
| <b>Expense</b>  |  |                   |  |
| 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            |  |
|   | <b>Total Expenses</b>                  | <b>513,646.32</b> |  |
|   | <b>Net Revenues</b>                    | <b>58,312.68</b>  |  |
|   | <b>Minus ARPA Restricted Funds:</b>    | <b>66,831.00</b>  |  |
|   | <b>Adjusted Balance:</b>               | <b>-8,518.32</b>  |  |
|   | <b>Unrestricted Fund Contribution:</b> | <b>8518.32</b>    | <b>From Unrestricted Assigned Road Funds</b> |
|   | <b>Final Balance:</b>                  | <b>0.00</b>       |  |

## CENTERVILLE TOWNSHIP FIRE AND AMBULANCE MILLAGE PROPOSITION

Shall the expired previous voted increase in the limitation on the total amount of taxes which may be levied against all properties in the Township of Centerville, Leelanau County, Michigan, for all purposes as provided by Article 9, Section 6, of the Michigan Constitution, reduced to 1.7207 mills (\$1.72 per \$1,000 of taxable value) by the required millage rollbacks, be renewed and increased by up to 2.25 mills (\$2.25 per \$1,000 of taxable value) and levied for two years, 2022 through 2023 inclusive, to be used for equipment and operation of the fire and ambulance departments within the Township, raising an estimated \$269,342 in the first year the millage is levied?



February 04, 2022

Jim Schwantes, Supervisor  
Centerville Township  
5001 S. French Road  
Cedar, Michigan 49621

Dear Jim,

I would like to thank you for taking the time to meet with Risk Control to discuss the operations of Centerville Township. This action allows the Risk Control Department to assist your organization and its services in identifying existing and potential liability exposures that may be present in day-to-day operations such as yours.

Upon review of the information gathered and discussed during our meeting, please allow me to offer the following comments and recommendations:

- **2022-02-03 - Personnel - Employee Handbook**  
Core Profile - PERSONNEL

The implementation of an employee handbook outlining key personnel policies is highly recommended.

A comprehensive employee handbook provides guidelines for employees and assists in minimizing liability exposures in the event of an employment related claim. Enclosed you will find literature for a program entitled HRMuni. The HRMuni program is provided free of charge to policy holders and provides resources such as unlimited HR advise by telephone / email, training for managers and employees, a toll-free employee hotline, and public sector employment law updates just to name a few. In their online knowledge center, you will find sample workplace policies to help guide you in developing an employee handbook for your entity. Before implementation of any handbook/manual used on behalf of the entity or its representatives, we strongly recommend that legal counsel review and offer their comments before the entity's governing body's final approval and adoption.

- **2022-02-02 - Property - Documented Roof Inspection Program**  
Core Profile - PROPERTY & LIABILITY

Recommend the entity implement a documented roof inspection program conducted by a licensed contractor every 1-2 years for roofs more than 20 years old, and every 5 years for roofs fewer than 20 years old on structures owned by the entity.

- **2022-02-01 - Contracted Services - Contracted Service Agreement(s)**  
Core Profile - CONTRACTED SERVICES

All contracts for services should be in the form of a written contract. It is highly recommended that your legal counsel review all contracts for optimal hold-harmless language designed to



indemnify your municipality and provide maximum risk exposure mitigation as well as language requesting that certificates of insurance be provided listing your municipality as an additional insured. A sample contracted services agreement has been provided for your reference.

- **2022-02-04 - Application - Written Application Process**

Core Profile - APPLICATION PROCESS

It is recommended that written applications that containing an attestation, at-will statement, and EEO statement be utilized for the hiring of all employees. Using an application that contains the relevant notices can assist in limiting your liability exposure in the event an applicant is not hired or should an applicant be hired and then terminated.

- **2022-02-05 - Application - Criminal Background Checks**

Core Profile - APPLICATION PROCESS

A criminal background check should be performed on all prospective employees and volunteers. Criminal background checks may provide critical information regarding a candidate that may not otherwise present itself during the hiring process.

The State of Michigan's iChat program is a free program that assists governmental agencies in performing criminal background checks. Instructions for enrolling in this program are provided for your reference.

- **2022-02-06 - Application - Job Description(s)**

Core Profile - APPLICATION PROCESS

Developing and implementing job descriptions outlining the duties and responsibilities for all positions is recommended. Job descriptions assist personnel in understanding the duties and expectations associated with their position and serves as a reference should an issue arise regarding employee performance, discipline, or termination.

- **2022-02-07 - Joint Operation(s) - Insured**

Joint Operation/Authority/Task Force - Joint Operations / Authority / Task Force

It is recommended that you verify that the joint operation is insured and that you obtain a copy of the certificate of liability insurance listing your municipality as an additional insured. This action will provide your municipality coverage under the joint operations policy.

In the event you are in need of additional resource material, or assistance regarding this recommendation, please contact the Risk Control Department.

Thank you and we look forward to a continued, good working relationship with you and Centerville Township.

Regards,

A handwritten signature in black ink, appearing to be 'Lori Burton', with a long horizontal flourish extending to the right.

Lori Burton  
Michigan Township Participating Plan

Cc: Municipal Underwriters of West MI, Inc.  
Andrew Todd, MTPP Underwriter

Enclosures: Sample Contracted Services Agreement  
HRMuni Brochure  
Sample Written Application  
Michigan I-Chat Information  
Employee Acknowledgement Form