

CENTERVILLE TOWNSHIP
5001 S. FRENCH RD.
CEDAR, MICHIGAN 49621

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MINUTES

Wednesday April 14, 2021 7:00PM
Monthly Township Board Meeting
Centerville Township Hall
Public may participate via Zoom

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

GUESTS: Patty Ray, Pat Conklin, Darlene Doorlag, Joe Mosher

1. **Call to Order/Pledge of Allegiance:** Schwantes called the meeting to order at 7:00 pm
2. **Review Agenda/Additions (none)/Public Comment (none)/Approve Agenda**
MOTION: Schaub moved to approve agenda; seconded by Pleva. Motion carried. Yeas: 5
Nays:0
3. **Previous Meeting Minutes**
 1. **March 10, 2021 Regular Meeting**
 - **Change: Zoning Administrator's Report** Letter has been transferred to township attorney; expects a letter to be generated by month's end.
MOTION: Pleva moved to accept **March 10, 2021 minutes of the Regular Business Meeting** as amended; seconded by Schaub. Motion carried. Yeas: 5 Nays:0
 2. **March 27, 2021 Budget Meeting**
 - **Spelling:Reinhardt**
 - **Spelling:Doornbos**
 - **Change: #4 Amend 2021- budget to reconcile accounts** Budget amendment for 2020-2021 budget must be made to address increase cost of operating *township street lights* this past year.
 - **Correction: #6.1 Public Hearing on Township Budget for Fiscal Year 2021-22.**
What is \$10,000 in Township Hall upgrade (Category 265) for?
MOTION: Hubbell moved to accept **March 27, 2021 minutes of the Budget Meeting** as amended; seconded by Chiles. Motion carried. Yeas: 5 Nays:0

4. Township Financial Update

1. Treasurer's Report

Still awaiting word on tax settlement from County Treasurer, which is why we currently have receivables on the balance sheet.

MOTION: Schaub moved to accept the Treasurer's report as presented; seconded by Schwantes. Motion carried. Yeas:5 Nays:0

2. **Fund Balance Report** Township has clarified discrepancies in reconciliation with County Treasurer. Currently have \$536,000 balance. Schwantes noted that we are complying with our unassigned balance policy, in that %50 of anticipated expenses (minus fire millage funds already in hand),, leaves enough unrestricted funds to cover anticipated road fund expenses while also covering %40 required for our fire department commitment.

3. **Reconciliation Report**—Reconciliation report for March was reviewed and approved by Board. Supervisor Schwantes signed on April 14, 2021.

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

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

6. **Clerk Report**—In preparation for the May 4 upcoming election, Clerk has sent our applications to 268 permanent request registered voters in the Leland school district. 104 applications have been returned to date; 104 ballots have been sent and of those, 34 have been returned to date. Public accuracy test will be held on Tuesday, April 20 at 1:00 PM. (Chiles to note change of test from 10 AM(original test time) to 1PM on the website.)

7. Correspondence/ Communications –

- Schwantes received phone call from Brian Price who indicated that the LLLakeAssoc is now working with county commission regarding Lake Board, so no need to address the township at this time.
- D. Doorlag will allow LLLA use of her waterfront for their boats this year so township will not need to use the park for mooring LLLA boat.
- Schwantes reviewed power point slides for CARES funds township will be receiving (\$126,000) and filled out survey to continue to be informed of future updates/news. Currently, infrastructure expenses for CARES funds is defined as sewers, water, and broadband; it was not clear whether roads were included. Money will be available for use through 2024 (?).
- Hall rental requested for June 26, 2021
- Schwantes to contact plumber about restroom sewer odors.
- Township Park –Schwantes to contact Brian Webber to repair slabs.
- SugarLoaf Chalets have requested Tim Johnson be contacted about short term rental usage at the Chalets.

8. **Board of Review**—Schwantes will be setting up calendar/developing schedule for next AMAR review.

9. **Zoning Administrator's Report**—Schwantes talked with Tim Cypher. Still no input /letter has been received from legal, but Johnson hopes that it will be forthcoming in next month. Unsure of next steps after letter would be received.

10. Planning Commission

1. **Board member (Dan Hubbell) report:** no report. Next meeting will focus on short term

rentals.

2. Next regular meeting on Monday, June 7, 2021 at 6:30 PM

11. Cedar Area Fire and Rescue (CAFR) Board –

- 1. Board member (Ron Schaub) report:** Bids have not yet been received on cost to remediate firehouse floor drains, which are required to be separate from drains in the rest of the facility. Expect to have more information at next meeting.

Budget currently has an \$85,000 surplus; savings was primarily a result of department not having to pay a chief in interim before A. Doornbos was hired on as chief, but Schaub also noted that the department has done a good job of managing expenses within the budget. Schaub is hopeful that some of surplus can be applied to drain remediation work. October will be next time that 2-year budget is created for the department. Also, work has begun with negotiating with fire union.

2. Next regular meeting: Thursday, April 15, 2021 at 7:00PM

12. Board – Unfinished business--none

13. Board – New business—

1. Adopt Compensation Schedule

Comments: should board member fire department wage be added to schedule? No, township does not pay board member for sitting on CAFR Board. Township pays the board member, but not for their CAFR Board participation. Compensation schedule acts as a payscale for the township, but numbers aren't necessarily seen in the township budget.

MOTION: Pleva moved to approve Compensation Schedule; seconded by Schaub.

Motion carried. Yeas:5 Nays:0

- 2. Summer season:** mowing contract with Brian Booth will be renewed. Williams Bay will supply porta-jons at Hohnke park (May Memorial Day weekend-October).
- 3. Consider Chalet Streets project—**with \$70K that is budgeted, along with \$13K of metro fund and a reasonable special assessment to owners, township should be able to meet its 50% obligation in order to initiate this public road improvement. Special assessment process would need to be started in December 2021; Schwantes to clarify special assessment requirements with legal. Special assessment to be done over a 2-year period; assessment is by footage. Schwantes also to contact Brendan Mullane at Leelanau County Road Commission to establish cost in today's dollars and to inform them that we are close to proceeding with project.
- 4. Deputy Clerk and Treasurer readiness—**goal is to have complete capability redundancy in treasurer and clerk deputy positions. Clerk to create a list of deputy duties.
- 5. Process/Systems taxonomy—**Joe Mosher observed that the township has great discipline and controls in place currently. But he suggested that township may want to map their systems and processes in order to support smoother transitions in elected and non-elected roles (such as election chairperson). This would involve identifying core processes of the township (e.g., tax roll collection, budgeting, election management, oversight of Planning Commission, Zoning Board of Appeals (ZBA), CAFR, etc). After identifying core processes, key elements of those processes are identified and described. This includes identifying what work needs to be done, by whom and how work is to be documented. This would allow township to become more process and less people dependent. This then allows township to identify any gaps in their capabilities and develop a plan for remedying gaps. Mosher would be available to assist with taxonomy work.

14. County Commissioner Report—sent via email and posted on township website

14. Upcoming Township Meetings:

1. Next regular Board of Trustees Meeting: Wednesday, May 12, 2021

15. Public Comment –

- Support expressed for taxonomy concept described by Mosher.
- Appreciation expressed for cooperative nature and relationships of the township board
- Appreciation for Zoom meeting format

15. Motion to Adjourn

MOTION: Hubbell moved to adjourn at 8:16 pm.; seconded by Schaub. Motion carried.

Yeas:5 Nays:0

Clerk's Signature:  Date: 5/16/21