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

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

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

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

vaccine.

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

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

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

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

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

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

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

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

11. **Township Road Improvements**

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

12. **Township Hall Improvements**

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

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

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

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

she has received during her first year in office.

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

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

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

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

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

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

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

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

Finally—windows for the Township Hall!

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

15. **Public Comment**

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

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

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

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

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

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

Clerk's Signature:  Date: 3-19-22