

CENTERVILLE TOWNSHIP MONTHLY BOARD MEETING
Wednesday December 8, 2021 7:00PM
Centerville Township Hall; public participation via Zoom
MINUTES

PRESENT: James Schwantes, Katrina Pleva, Ron Schaub, Elizabeth Chiles; **Absent:** Dan Hubbell.
GUESTS: County Commissioner Patricia Soutas-Little, and 4 members of the public

1. **Call to Order/Pledge of Allegiance:** Schwantes called the meeting to order at 7:00 PM
2. **Review Agenda/Additions /Public Comment /Approve Agenda**
 1. **Public comment:** none
 2. **Agenda—the following additions were made:**
 - 5.5 **NW Education Services Agreement to collect TBA summer taxes**
 - 11.3 **Appoint Planning Commission Members**

MOTION: Schaub moved to approve agenda as amended; seconded by Pleva. Motion carried. Yeas: 4 Nays:0
3. **Special item: Housing Presentation:** Presentation from Yarrow Brown of Housing North (see proposal and video on website). Housing North is a non-profit group working in the 10 county region, which seeks to develop policy and advocacy, including tools for addressing the housing shortage in the 10 county region. Housing North also is working to improve communication and awareness about housing needs as well as capacity in the form of technical resource staff. The group is seeking financial support (50% from units of government, 50% philanthropy) for creating a full-time position that would work in Leelanau County, to be guided by the Housing Action committee goals and the goals of participating townships. Following Brown's presentation, there was a brief question and answer period followed by discussion. This request would translate to approximately \$3500/yr on the township budget. ARPA funds are being used in other communities to fund the Housing North position. The general consensus among Board members was to support this request.
4. **Previous Meeting Minutes**
 1. **November 10, 2021 Regular Meeting**

Corrections/changes:

 - **Agenda item 7. Clerk Report:** "The three day conference brought community leaders..."
 - **Agenda item 16. Public Comment:** replace "Commissioner Soutas-Little also indicated recycling district is considering..." with "Commissioner Soutas-Little also indicated that Solid Waste Council is considering

MOTION: Schwantes moved to accept **November 10, 2021 minutes of the Regular Business Meeting** as amended; seconded by Chiles. Motion carried. Yeas: 4 Nays:0
5. **Township Financial Update**
 1. **Treasurer's Report**—ARPA funds have been separated out from other township funds in treasurer report. Pleva is investigating several short term investment vehicles for ARPA funds. Winter property tax bills have been sent out. Pleva will be in the township office to receive payments in person on December 30 from 9am-5pm. The drop box, located outside the entrance to the township office, will also be available for dropping off payments. Until the mail box has been repaired at the road, township mail is being delivered directly to township treasurer's house.

MOTION: Chiles moved to accept the Treasurer's report as presented; seconded by Schaub. Motion carried. Yeas:4 Nays:0
 2. **Balance Sheet as of November 30.** Unassigned balance is \$131,000. Target was \$59,000. Funds to be used for road repair and for commitment to the fire department are not a part of that balance amount. The \$82,000 first payment for road repair is owed in 2022.

3. **Reconciliation Report**— Reconciliation was reviewed by the Board and signed by Supervisor Schwantes on December 8, 2021.
4. **ARPA Funds**—A special bank account has been established for the township's ARPA funds. The first tranche of funds has been received and deposited into the account. The Supervisor continues to receive suggestions from constituents as to how the funds may be used.
5. **NW Educational Services Agreement to collect TBA summer taxes**
MOTION: Pleva moved to approve the agreement for collection of summer 2022 property taxes for NW Education Services between Centerville Township and Leland School District (within Centerville Township); seconded by Schaub. Motion carried. Yeas: 4 Nays:0. Treasurer and Supervisor signed the agreement on December 8, 2021 and agreement was filed.
6. **Invoices--Review and authorize payment** – no questions or comments from board
MOTION: Pleva moved to accept invoices and pay as presented; seconded by Schaub. Motion carried. Yeas:4 Nays:0
7. **Clerk Report:** none
8. **Correspondence/ Communications** – Supervisor received an email from Dan Katz of The Woods, inquiring as to whether the Township Board had any thoughts on authorizing a marijuana dispensary. Supervisor told him that our masterplan directed commercial development to the village of Cedar. Township resident, Alvin Belanger, donated a beautiful, framed photograph of the state capitol to the Township Office. It will be hung in the township meeting space. Thank you very much to Mr. Belanger!
9. **Board of Review**—
 1. **Next meeting:** Tuesday, December 14, 2021 at 1PM at the township hall
10. **Zoning Administrator's Report**—
 1. **Lake Shore Drive**—Court filing is completed and has been sent for review by Chris Bzdok, attorney. Filing expected to be in January. Supervisor applauded our legal group for their responsiveness to both this issue as well as the development of SAD for Road repair on the Chalets.
11. **Planning Commission**
 1. **Annual Report to the Board by the PC Chair** – Tim Johnson presented the Commission's annual report (see township website for report).
 2. **Next regular meeting:** Monday, February 7, 2022 at 6:30PM
 3. **Appoint Planning Commission Members**
MOTION: Schwantes moved that the Centerville Township Board of Trustees appoint Tim Johnson to a 3 year term on the township Planning Commission, beginning January 1, 2022 and ending on December 31, 2024. Seconded by Pleva Motion carried. Yeas: 4 Nays: 0
MOTION: Schwantes moved that the Centerville Township Board of Trustees appoint Lindy Kellogg to a 3 year term on the township Planning Commission, beginning January 1, 2022 and ending on December 31, 2024. Seconded by Schaub. Motion carried. Yeas: 4 Nays: 0
 Supervisor will swear in members when he attends the next Planning Commission meeting.
12. **Cedar Area Fire and Rescue (CAFR) Board**
 1. **Board member report**-- Ron Schaub presented an update of the most recent CAFR Board meeting (see township website for CAFR Board minutes from November 18, 2021 meeting).
 2. **Next regular meeting:** Thursday, December 16, 2021 at 7:00PM
13. **Board – Unfinished business**
 1. **Chalet Roads**—
 1. **Hearing Schedule A** tentative timeline for establishing the Centerville Township Chalet Assessment district was presented and discussed. Noticing for such actions must be published at least 10 days prior to the actual meeting. A letter to property owners regarding the hearing will be sent December 17. Two public notices will be published in The Enterprise

on December 23 and 30. Supervisor reviewed procedure for collecting comments and opposition presented during the initial review period. A log of all comments must be kept including from Zoom participants at the Public Hearings, as well as any written submitted objections. Plans and costs will be reviewed at the January Public Hearing. The Special District must be approved in writing.

2. Resolution setting First Public Hearing as January 12, 2022: Resolution #2021-09

The foregoing resolution was offered by Township Board member Schwantes and supported by Township Board member Pleva.

Upon roll call vote, the following voted:

Chiles: abstain Hubbell: absent Pleva: Y Schaub: Y Schwantes: Y

Yeas: 3 Nays:0 Motion Carried

3. Assessment roll— The Assessment Roll must always be updated with the current property owner roll. The tentative current assessment roll was presented, with capped assessments included. Set up of the assessment roll was explained, along with the calculation of capped adjustments, as well as assessment for common areas that are specific to the Chalet subdivision. All calculations were based on the correct frontage feet based on the township map.

Communication of the hearings and proposed assessment, duration, etc are to be clearly communicated according to the prescribed timeline.

14. Board New business

1. 2022-2023 Budget –The initial draft of the 2022-2023 budget was presented by the Supervisor, with discussion following. Discussion included an explanation of timing for SAD assessments and their contribution to budget revenue, assuming SAD is approved. ARPA fund contributions to revenue were also included in the budget, as a Federal Grant line item.

There was discussion about mandatory number of CAFR Board meetings that township Trustee alternate needs to attend. Suggestion was tabled until budget is finalized. Alternate's position on question needs to be considered with regard to number of CAFR meetings should be attended.

It was suggested that the salaries of Board Trustees be raised by \$25/meeting. There was also discussion about increasing hourly Election Worker salaries to \$15/hr, lead Election Worker to \$17.50/hr. Chiles to supply an estimate of worker hours for the 3 elections in 2022.

Budget will be reviewed in detail in January. February meeting will be an unofficial public hearing for the proposed budget.

15. County Commissioner Report—Patricia Soutas-Little presented the Commissioner report. See township website for report posted on township website.

16. Upcoming Township Meetings:

1. Next regular Board of Trustees Meeting: Wednesday, January 12, 2022 at 7:00 PM

17. Public Comment—none

18. Motion to Adjourn at 9:18 PM

Respectfully submitted,

Patty Ray, Deputy Clerk

Clerk's Signature: _____



Date: _____

1/12/22