

**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 October 14, 2020 7:00PM

Monthly Township Board Meeting

Meeting will be in person, but also available on Zoom

1. Call to Order/Pledge of Allegiance
2. Review Agenda/Additions/Public Comment/Approve Agenda
3. Public Comment on the Septic Inspection Ordinance  
Public comment will be taken on Zoom only due to space limitations
4. Consideration of the Septic Inspection Ordinance
5. Previous Meeting Minutes September 15, 2020
6. Invoices - Review and authorize payment
7. Township Financial Update
  1. Treasurer's Report
  2. Reconciliation Report
  3. 2019 Audit Report
  4. Quarterly Budget Review
8. Clerk Report
9. Correspondence/ Communications
10. Board of Review
11. Zoning Administrator's Report
12. Planning Commission: No meeting scheduled
13. Cedar Area Fire and Rescue Board
  1. Board member report
  2. Policy for appointing CAFR board member consider for adoption
  3. Upcoming meetings: Regular meeting: Thursday October 15, 7:00PM
14. Board – Unfinished business
  1. Chalet Roads – 2021 considerations
  2. Spectrum/ Charter Contract
15. Board – New business
16. County Commissioner Report
17. Next Board Meeting: Wednesday, October 14, 2020, at 7:00.
18. Public Comment
19. Motion to Adjourn

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**RESOLUTION NO. 2020 -**

**AN ORDINANCE REQUIRING WELL AND SEPTIC INSPECTIONS AT TIME OF SALE OR TITLE TRANSFER**

**AN ORDINANCE ENACTED UNDER THE TOWNSHIP ORDINANCES ACT (MCL 41.181, et seq.) TO REQUIRE AN INSPECTION OF WATER SUPPLY AND SANITARY SEWAGE DISPOSAL SYSTEMS AT TIME OF SALE OR TITLE TRANSFER OF PROPERTY; TO PROMOTE THE HEALTH AND SAFETY OF THE RESIDENTS, VISITORS, AND OTHER COMMUNITY MEMBERS BY PREVENTING THE SPREAD OF DISEASES ASSOCIATED WITH FAILING ONSITE SEWAGE DISPOSAL SYSTEMS OR SEPTIC SYSTEMS; TO EDUCATE THE PUBLIC ABOUT PROPER SEPTIC SYSTEM OPERATION AND MAINTENANCE; AND TO PROMOTE A QUALITY ENVIRONMENT IN THE MARSHES, WETLANDS, STREAMS AND BEACHES BY REDUCING CONTAMINATED RUNOFF FROM FAILED OR POORLY MAINTAINED SEPTIC SYSTEMS; AND TO ENSURE THAT SEPTIC SYSTEMS ARE PROPERLY OPERATED, INSPECTED AND ROUTINELY MAINTAINED; AND TO PROVIDE THE ADMINISTRATION OF THIS ORDINANCE INCLUDING FOR SANCTIONS FOR VIOLATION OF THIS ORDINANCE.**

**STATEMENT OF INTENT**

It is the goal of Centerville Township:

1. To promote the health and safety of the residents, visitors, and other community members by preventing the spread of diseases associated with contaminated onsite water supply and failing onsite sewage disposal systems (OSDS) or septic systems; and
2. To promote a quality environment in the marshes, wetlands, watersheds, streams, lakes and beaches by reducing contaminated runoff from failed or poorly maintained septic systems; and
3. To ensure that onsite water supply systems and OSDS are properly operated, inspected and routinely maintained.

To accomplish this goal, Centerville Township will require an inspection of a water supply and sanitary sewage or septic system at the time a property is sold or title to that property is transferred to another owner.

## **CENTERVILLE TOWNSHIP HEREBY ORDAINS:**

### **Section 1. New Construction.**

All water supply and sanitary sewage disposal systems either public or private, for any building hereafter erected, altered, or relocated upon any premises shall be in compliance with the requirements of the Benzie-Leelanau District Health Department (BLDHD) in effect at the time of such erection, alteration, or relocation. The written approval of such facilities by BLDHD shall be filed with the application for a Land Use Permit.

### **Section 2. Existing Well or Onsite Septic Systems.**

An owner of any premises, regardless of use or location, on which there is a habitable building, or the owner of such building, shall not sell, convey, assign or transfer ownership of, or exclusive rights in, said premises or said habitable building until the owner or the agent of the owner has done all of the following:

- A. Requested the BLDHD to evaluate any existing on-site water well and any existing on-site sewage disposal system or to provide a written waiver of such evaluation. Such request shall be made of the BLDHD and the applicable fees established by the BLDHD paid for at least thirty (30) days before the anticipated closing date for the property sale or transfer.
- B. Furnished the results of such evaluation by the BLDHD in writing to any prospective purchaser or transferee of the premises or the building on the premises.
- C. If it is determined by the BLDHD that the water well and/or the onsite septic system is not in compliance with the standards established in Section 3, below, the owner of the premise or the building on the premises shall provide to the BLDHD and the purchaser or transferee of the premises or the building the following:
  - 1.) A written contract providing for the non-compliant water well and/or on-site sewage system or septic system to be brought into compliance by a date acceptable to the BLDHD, but not more than one hundred and fifty (150) days from the date that title to the premises or the building is transferred; and
  - 2.) Any surety bond, performance bond, or cash bond guaranteeing performance of such contract, if required by the BLDHD, which bond shall be in the amount determined by the BLDHD.

### **Section 3. Evaluation Standards.**

It is not the intent of this ordinance to require that all water and sewage disposal systems be brought up to the same standards that would apply to a new system being installed, but rather to ensure that such systems are working properly. In that regard, the evaluation shall consist of a determination that the sewage disposal system and the water well system are in substantial compliance with the standards of the Public Health Code and its regulations. The term "substantial compliance" shall mean that there shall not be more than a minimal likelihood of degradation of ground water or surface water by improper or malfunctioning sewage disposal systems or water supply systems. In making this determination, the following criteria shall be considered as applicable:

- A. The vertical isolation distance between the high ground water table and the point of sewage discharge;
- B. The isolation distance from surface waters or wetlands, as defined by federal or state law or regulations;
- C. The isolation distance between a water well and the sewage disposal system;
- D. The on-site conditions of the property, including, but not limited to, soil types, ground water elevation, flow and direction; and
- E. The operational condition of the existing water supply and/or sewage disposal system.

**Section 4. Inspection Records.**

The owner of the premises or the building on the premises shall provide the BLDHD whatever information the BLDHD requires so that the BLDHD will be able to maintain a record of each water supply and septic system or OSDS installed, inspected, repaired, and altered.

**Section 5. Exemptions.**

This ordinance provides for specific scenarios, noted below, which provide an exemption from the inspection requirement:

- A. The purchaser provides a notarized letter of intent to remove the structure and related OSDS entirely by a date certain and bear full responsibility for meeting all code requirements in the future, and grants the Township a right of access to the property to inspect as needed for compliance purposes;
- B. The title is changing due to the addition or deletion of a co-owner; or
- C. The title is changing but the existing ownership remains unchanged; such as a husband and wife transferring title to a trust in which they are the trustees; or such as a transfer of title to an LLC, partnership, or other legal entity in which the membership is a mirror image of the existing owners; or
- D. The system was constructed within the past ten (10) years in a manner fully conforming to code; or
- E. The system has passed an inspection by the BLDHD within the previous 3 years; or
- F. The system is a community system which is subject to regular, required inspections by the BLDHD.

**Section 6. Sanctions.**

Any person who violates any provision of this ordinance shall be responsible for a municipal civil infraction and shall be subject to the penalties and sanctions provided for in the Centerville Township Municipal Civil Infraction Ordinance.

**Section 7. Authorized Local Officials.**

The Township Zoning Administrator or the Township Code Enforcement Officer, if there is one, and a member of the County Sheriff's Department are hereby authorized to enforce this ordinance and to issue municipal civil infraction citations or municipal civil infraction violation notices for violations of this ordinance.

**Section 8. Severability.**

Each provision of this Ordinance is declared to be separable and severable, and a judicial determination that any such provision is invalid or unenforceable, shall not affect the enforceability of any other article, section, subsection or provision hereof.

**Section 9. Effective Date.**

This Ordinance shall become effective 30 days after publication.

At a regular meeting of the Board of Trustees of Centerville Township held on \_\_\_\_\_, adoption of the foregoing resolution to adopt an ordinance requiring well and septic inspection at time of sale or title transfer was moved by \_\_\_\_\_ and supported by \_\_\_\_\_ .

Roll Call Vote: Chiles: \_\_\_\_\_ Hubbell: \_\_\_\_\_ Pleva: \_\_\_\_\_ Schaub: \_\_\_\_\_ Schwantes: \_\_\_\_\_

Vote Count: Yes: \_\_\_\_\_ No: \_\_\_\_\_

The Township Supervisor declared the resolution \_\_\_\_\_

\_\_\_\_\_  
James Schwantes, Supervisor

**CERTIFICATION**

I, Elizabeth Chiles, the duly elected and acting Clerk of Centerville Township hereby certify that the foregoing resolution was adopted by the township board at the regular meeting of said board held on October 14, 2020 at which meeting a quorum was present by a roll call vote of said members as herein before set forth, and that the ordinance that is the subject of said resolution was ordered to take effect 30 days after publication.

\_\_\_\_\_  
Elizabeth Chiles, Clerk

The following collects input received via email and Schwantes initial responses. I have only collected those that had questions or concerns. There were several that were supportive, and didn't raise concerns, so I didn't include them in this summary

Email feedback and Schwantes responses

Received August 12:

I wanted to share some thoughts for your consideration as relates to the OSDS Ordinance topic on the agenda this evening. Having read the draft in detail, my observations and comments for your consideration are:

- Statement of Intent is admirable and noteworthy. This is a positive investment of local government's time and energy in the pursuit of promoting and protecting our local environment particularly soil and groundwater quality. As such, I am very much in support of the spirit of the effort but am concerned about the mechanisms and protocols by which this can be effectively and sustainably implemented.
- Section 2 (pp 1-2) I see that DHD is prescribed as the evaluating authority in the determination of existing OSDS suitability and compliance. Given the time constrained nature of qualifying real estate transactions where this ordinance is to be enforced, have we secured commitment from DHD that they have the resources and capability to promptly respond to evaluation requests within the specified period? In the event that an evaluation cannot be performed within the available time before closing a real estate transaction, how are the buying and selling parties to proceed? In other words, if DHD cannot be onsite in time does this necessitate delay in closing the sale?
- Section 2 subpart C is there no vehicle by which the purchasing party could not agree to plan, contract, and resolve any non-conformances identified by DHD? Does burden of correcting non-conformances have to fall upon the seller if the purchasing counterparty agrees to resolve the matter within 150 days? This may be addressed in Section 5 subpart A but that text seems to focus exclusively on removal of OSDS and does not make available the option to improve or upgrade existing OSDS to come into compliance.
- What is included in DHD evaluation? E.g., does a septic tank inspection include only a visual inspection or if infrared scanning for structural integrity required? Will sellers be obligated to have all onsite tanks pumped and empty prior to inspection and evaluation? Will drain fields be inspected as well? Finally, how does DHD plan to respond for "off-season" sales where snow accumulation and/or ground freeze may preclude an inspector from reasonably performing the evaluation intended with the ordinance?

Finally and perhaps the biggest question I have is what is the current or potential damage this ordinance will offset? I am wondering if there have been analyses performed in other similarly sized (or zoned) townships that are illustrative of the potential uncontrolled environmental damage existing OSDS are doing today in Centerville. The enforcement of such an ordinance comes with a cost (to DHD, sellers, buyers, local township board in managing LUP, etc) and it is important that we have an estimation of the benefit gained for the costs incurred.

Schwantes response August 25 via email:

I thought I would send you my initial responses to your questions here. Know that I am actively pursuing these details and would love your feed back on these responses as it will help me hone in further. To give this thing a reality check I have scheduled an inspection of our septic system on September 4 by an inspector someone recommended to me. I told him who I was and that we are looking at doing an ordinance. He was familiar with all this and will educate me on what is involved. From what he told me he will perform some kind of hydrological pressure testing of the system. The cost will be \$300.00 Our system is 29 years old and so past the usual 20 year life span. The woman at the health department told me they don't actually do these inspections, hence the referral. It looks like a good inspection by one of these contractors would pass DHD. I need to check details on that. Re your third bullet, the selling party is essentially the responsible one. Any non-compliance including enforcement would be on them. This is reflective of issues I have been involved in home sales to make corrections on problems found in general inspections. If a septic system is deemed non-compliant, occupancy would be disallowed under the health code so getting it fixed is motivating to both buyer and seller. Regarding timing of inspections, inspections are valid for three years, so there is a window for the seller to prepare for this. Also my experience has now been that I was able to schedule an inspection for less that 2 weeks out. This ordinance is essentially the same as the ones in Empire, Glen Arbor, and Cleveland. Tim Cypher is administering 2 of those, and so I am working from the perspective that they are workable but I definitely need to understand

the nuts and bolts to answer these types of questions. I really appreciate your feedback as it is helping me do that.

Received August 28

30 days prior to closing may be too tight of a window to schedule

Schwantes response on August 28

The 30 days is the deadline. An inspection can be completed at any time prior, and if all is good, be valid for 3 years. I would hope that a good realtor would educate the seller on this requirement and get it taken care of as part of getting ready for the listing.

Received August 28

This ordinance to me sounds like a solution in search of a problem. I can see this ordinance throwing a wrench into a home sale process. Are there horror stories out there which would precipitate the need for this change? Also, how much will this inspection cost and who must pay for it, seller or buyer? It would seem that if a buyer wants this done, they could order it as part of their normal home inspection.

The only other request I would have is a conflict of interest question of the Board. Since septic inspection companies will stand to reap the benefits of this ordinance, are any Board members relatives or close friends of area inspection companies owners? If so, they would recuse themselves from voting on this ordinance?

Schwantes response on August 28

According to the lake associations, there is pollution in the lakes, for starters. Another piece of information I learned is that many people buy homes and don't know they even have a septic system. One survey I saw at a conference found this instance to as high as 30%. I have personal knowledge of a failed system being repaired without inspection or permit. That failed system of course created a pollution risk to surface and shallow groundwater. All this to say we are experiencing growth and this will increase risk to our waters. So maybe there are no "horror stories", but maybe we don't want to let it get that far.

I am currently scheduled for a private contractor inspection of my septic system which is 29 years old. I want to be able to understand what is involved and also I have learned that systems should be inspected every 10 years and actually are estimated to have an average functional life of 20 to 30 years. Ours has been lightly used so I am hoping for good news on some continued life beyond average. The charge will be \$300.00.

The ordinance puts the responsibility for the inspection on the buyer. Who pays for it, like many things in a sale, I guess would be up to the parties involved. I would hope that a good realtor would educate the seller on this requirement and get it taken care of as part of getting ready for the listing. And yes if I were buying a property with a septic system, I would want to get it inspected before I made a deal. But, as I said, many don't. Indeed, many buy a septic system and don't even know it exists. That doesn't speak well of the disclosure practices of some realtors.

The inspections for the purpose of the ordinance would be done by the health department. As I mentioned earlier, I am having my system inspected at my request by a private contractor. As far as I am aware no Board members are related to any private inspectors. Your conflict of interest question is a good one. I will be sharing our exchange with the other Board members and will raise your conflict of interest question more generally with them as well.

Several comments from one person are collected below. They were received August 28

How does this affect home that have a septic system that was installed before the requirement of holding tanks?

Actually, my place was built with a septic that I baby. I don't have holding tanks but I have understood that if they septic fails, I would have to get tanks. Question is, how does this affect me?

Okay, so if I read this correctly, if I sell, I get an inspection of the well and septic. Because the property calls for holding tanks, I or the the new buyer, would have to install holding tanks?

This would really hurt resale, many buyers would be scared off. It would also be a big expense for the seller. I think if existing septic systems are working, that they should be grandfathered, just like when I bought.

Schwantes responses on August 28 and 29

The holding tank would be checked as part of the water well and disposal system inspection. Checking a tank I wouldn't think would be a big issue. I am making the assumption that the septic system was disconnected from the household waste line when the holding tank was put in. I am having my 28 year old septic system inspected by a private contractor next week because that is a standard I have learned and also to educate myself on the process.

This really only affects you if you decide to sell.

First, let me directly address the issue of grandfathering and work back from there. If we tried to grandfather "existing septic systems that are working", my concern would be who, how and under what standards would we determine those systems are working. Under the proposed ordinance all systems are effectively grandfathered in as there is no provision to inspect any system until there is a sale or transfer. In states where systems are regulated an inspection is required of all systems at regular intervals, such as every 10 years.

The next thought I have is that if your system is working, wouldn't it pass an inspection? The ordinance, in Section 3, does not require upgrading a system to current standards but rather that it be in "substantial conformance" and that "substantial conformance" shall mean that there shall not be more than a minimal likelihood of degradation of ground water or surface water by improper or malfunctioning sewage disposal systems or water supply systems."

My next thought is that if the system is not in "substantial conformance" or that it may be, as you indicate in your case, required by state law, to change to a holding tank at a point of sale, wouldn't disclosure of this be part of the real estate transaction anyway? I have been involved in a couple of real estate transactions in my life. For both we had inspections done on the property and deficiencies were identified. Rectifying these deficiencies were part of the negotiations. Section 2.C.1 addresses that situation with the following language, "A written contract providing for the noncompliant water well and/or on-site sewage system or septic system to be brought into conformance by a date acceptable to the DHD, but not more than one hundred and fifty (150) days from the date title to the premises or the building is transferred."



# CENTERVILLE TOWNSHIP Monthly Check Journal with Totals Sorted by Check# Sept 9 through Oct 14 2020

Type	Date	Num	Name	Memo	Account	Debit	Credit	
Paycheck	10/14/2020	ACH	BETH CHILES BETH CHILES		015 - CHASE CHECKING GEN FUND 2769 215-701 - Wages	1,316.67	1,148.80	
Paycheck	10/14/2020	ACH	DANIEL HUBBELL (TRUSTEE) DANIEL HUBBELL (TRUSTEE) DANIEL HUBBELL (TRUSTEE)		015 - CHASE CHECKING GEN FUND 2769 101-701 - Adm Wages 721-701 - Part Time Wages	1,316.67	1,148.80	
Paycheck	10/14/2020	ACH	JAMES SCHWANTES (SUPERVISOR) JAMES SCHWANTES (SUPERVISOR)		015 - CHASE CHECKING GEN FUND 2769 171-701 - Adm Wages	100.00	92.35	
Paycheck	10/14/2020	ACH	JULIE KROMBEEN (ASSESSOR) JULIE KROMBEEN (ASSESSOR)		015 - CHASE CHECKING GEN FUND 2769 257-701 - Wages	850.00	748.85	
Paycheck	10/14/2020	ACH	KATRINA PLEVA (TREASURER) KATRINA PLEVA (TREASURER)		015 - CHASE CHECKING GEN FUND 2769 253-701 - Wages & School Col.	850.00	748.85	
Paycheck	10/14/2020	ACH	RONALD J SCHAUB (TRUSTEE) RONALD J SCHAUB (TRUSTEE)		015 - CHASE CHECKING GEN FUND 2769 101-701 - Adm Wages	1,233.33	1,086.56	
Paycheck	10/14/2020	ACH	DANIEL HUBBELL (TRUSTEE) DANIEL HUBBELL (TRUSTEE) DANIEL HUBBELL (TRUSTEE)	PC Meeting PC Meeting PC Meeting	015 - CHASE CHECKING GEN FUND 2769 101-701 - Adm Wages 721-701 - Part Time Wages	1,233.33	1,086.56	
Check	10/14/2020	ACH	Beth Chiles 1 Beth Chiles 1 Beth Chiles 1	Clerk Books, election supplies Clerk Manual and "Red Book" Privacy screens for AVCB, stamps, office supplies	015 - CHASE CHECKING GEN FUND 2769 215-726 - Office Supplies/Software 262-726 - Office Supplies	1,316.67	1,159.98	
Check	10/14/2020	ACH	JAMES SCHWANTES JAMES SCHWANTES JAMES SCHWANTES	2 months Zoom, concrete, anchor bolts concrete for step repair, anchor bolts for dropbox 2 months Zoom fees	015 - CHASE CHECKING GEN FUND 2769 265-930 - Repairs & Maintenance 101-955 - Miscellaneous	100.00	92.35	
Check	10/14/2020	ACH	KATRINA PLEVA KATRINA PLEVA KATRINA PLEVA	mileage to banks, postate, copy paper, envelopes 242 miles to and from banks copy paper, stamps, envelopes	015 - CHASE CHECKING GEN FUND 2769 253-860 - Travel 171-726 - Office Supplies	100.00	92.35	
Liability Check	09/27/2020	EFT	United States Treasury	38-2297948	015 - CHASE CHECKING GEN FUND 2769	758.08	758.08	
Liability Check	10/06/2020	EFT	United States Treasury	38-2297948	015 - CHASE CHECKING GEN FUND 2769	23.84	55.62	
Check	09/15/2020	5261	TIME WARNER CABLE	VOID: Inv # 086220701090120	015 - CHASE CHECKING GEN FUND 2769	31.78	55.62	
Check	09/15/2020	5262	TIME WARNER CABLE	inv	015 - CHASE CHECKING GEN FUND 2769	55.62	55.62	
Credit Column shows NET CHECK TOTALS							180.61	180.61
							1,278.26	1,278.26
							0.00	791.10
							0.00	791.10
							0.00	0.00
							0.00	136.98
							0.00	136.98

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Type	Date	Num	Name	Memo	Account	Debit	Credit
Check	09/15/2020	5263	MICHIGAN TOWNSHIP ASSOCIATION MICHIGAN TOWNSHIP ASSOCIATION	Order # 7240 Tim Johnson - webinar series Sept. 2020	015 - CHASE CHECKING GEN FUND 2769 721-950 - Education & Training	94.00	94.00
Check	09/16/2020	5264	BRIAN BOOTH BRIAN BOOTH BRIAN BOOTH	Replaces lost check # 5255 August 2020 Replaces lost check # 5255	015 - CHASE CHECKING GEN FUND 2769 265-930 - Repairs & Maintenance 751-930 - Repairs & Maintenance	200.00 175.00	375.00
Paycheck	10/14/2020	5265	JAMIE DAMM (PC MEMBER) JAMIE DAMM (PC MEMBER) JAMIE DAMM (PC MEMBER) JAMIE DAMM (PC MEMBER)		015 - CHASE CHECKING GEN FUND 2769 247-703 - Part Time Wages 722-701 - Part Time Wages 721-701 - Part Time Wages	375.00	375.00
Paycheck	10/14/2020	5266	LINDY KELLOGG LINDY KELLOGG		015 - CHASE CHECKING GEN FUND 2769 721-701 - Part Time Wages	75.00	69.26
Paycheck	10/14/2020	5267	MICHAEL SCHARPF (PC MEMBER) MICHAEL SCHARPF (PC MEMBER)		015 - CHASE CHECKING GEN FUND 2769 721-701 - Part Time Wages	75.00	69.27
Paycheck	10/14/2020	5268	TIMOTHY P JOHNSON (PC Chair) TIMOTHY P JOHNSON (PC Chair)		015 - CHASE CHECKING GEN FUND 2769 721-701 - Part Time Wages	90.00	83.12
Check	10/14/2020	5269	JAMIE DAMM (PC MEMBER) JAMIE DAMM (PC MEMBER)	VOID: VOID:	015 - CHASE CHECKING GEN FUND 2769 101-101 - Township Board	0.00 0.00	0.00
Check	10/14/2020	5270	SLEEPING BEAR COMPUTER CARE SLEEPING BEAR COMPUTER CARE	repairs, virus protection, trip charge computer repairs, virus renewal	015 - CHASE CHECKING GEN FUND 2769 253-930 - Computer Services	30.98	61.95
Check	10/14/2020	5271	BRIAN BOOTH BRIAN BOOTH BRIAN BOOTH	October - Centerville lawn care lawn care	015 - CHASE CHECKING GEN FUND 2769 751-801 - Contracted Services 265-930 - Repairs & Maintenance	175.00 200.00	375.00
Check	10/14/2020	5272	CEDAR AREA FIRE & RESCUE CEDAR AREA FIRE & RESCUE	3rd Qrt 2020-21 Operations Assessment and Capital Improvement ... 3rd Qrt 2020-21 Operations Assessment and Capital Improvement ...	015 - CHASE CHECKING GEN FUND 2769 336-801 - Administrative Fee	375.00	55,243.26
Check	10/14/2020	5273	WILLIAMS AND BAY PORTABLE RESTROO... WILLIAMS AND BAY PORTABLE RESTROO...	inv 136234 inv 136234	015 - CHASE CHECKING GEN FUND 2769 751-801 - Contracted Services	99.00	99.00
Check	10/14/2020	5274	LEELANAU ENTERPRISE TRIBUNE LEELANAU ENTERPRISE TRIBUNE LEELANAU ENTERPRISE TRIBUNE	Cust 1101 Zoning Ordinance Manual meeting synopsis Aug. 12 and Sept. 9 2020	015 - CHASE CHECKING GEN FUND 2769 101-900 - Printing & Publishing 101-900 - Printing & Publishing	343.00 150.30	493.30
Check	10/14/2020	5275	CHERRYLAND ELECTRIC CO-OP CHERRYLAND ELECTRIC CO-OP	acct 6311010 electricity 8-13 through 9-13 2020	015 - CHASE CHECKING GEN FUND 2769 265-920 - Utilities-Electric	35.44	35.44

Credit Column shows NET CHECK TOTALS

**CENTERVILLE TOWNSHIP**  
**Monthly Check Journal with Totals Sorted by Check#**  
 Sept 9 through Oct 14 2020

Type	Date	Num	Name	Memo	Account	Debit	Credit
Check	10/14/2020	5276	CITY OF TRAVERSE CITY CITY OF TRAVERSE CITY	inv.0000098493 annual hazmat participant fee	015 - CHASE CHECKING GEN FUND 2769 336-970 - Fire Department - Other	395.00	395.00
Check	10/14/2020	5277	Election Source Election Source	inv.20-54506 150 secrecy sleeves, scanner	015 - CHASE CHECKING GEN FUND 2769 262-726 - Office Supplies	94.05	94.05
Check	10/14/2020	5278	CONSUMERS ENERGY CONSUMERS ENERGY	acct 1000 0031 1496 September 2020	015 - CHASE CHECKING GEN FUND 2769 448-920 - Utilities-Electric	67.70	67.70
Check	10/14/2020	5279	OLSON, BZDOK & HOWARD, P.C. OLSON, BZDOK & HOWARD, P.C.	clnt 5382-00M; statement 72 review of point of sale ordinance/research	015 - CHASE CHECKING GEN FUND 2769 101-801 - Legal Fees	310.00	310.00
Check	10/14/2020	5280	STAPLES STAPLES	Inv 8059734793 and 8059752381 markers, Lysol, disinfecting wipes	015 - CHASE CHECKING GEN FUND 2769 262-726 - Office Supplies	66.86	66.86
<b>TOTAL</b>						<b>63,975.57</b>	<b>65,595.66</b>

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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 October 14, 2020 7:00PM

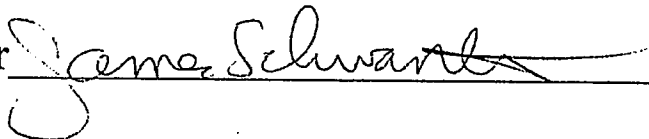
Monthly Township Board Meeting

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 September in 2020. This review uses the monthly bank reconciliation as its guide to review the sample transactions. Prior to this meeting the Supervisor requested documentation on 6 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: 10/11/20

(This report will be kept monthly for the Supervisor to present at the audit)

**CENTERVILLE TOWNSHIP  
Monthly Check Journal with Totals Sorted by Check#**

August 13 through September 9 2020

Type	Date	Num	Name	Memo	Account	Debit	Credit
Check	09/09/2020	5254	CHERRYLAND ELECTRIC CO-OP CHERRYLAND ELECTRIC CO-OP	acct 6311010 August 2020 acct 6311010 August 2020	015 - CHASE CHECKING GEN FUND 2769 265-920 - Utilities-Electric	35.44	35.44
Check	09/09/2020	5255	BRIAN BOOTH BRIAN BOOTH BRIAN BOOTH	August 2020 August 2020 August 2020	015 - CHASE CHECKING GEN FUND 2769 751-930 - Repairs & Maintenance 265-930 - Repairs & Maintenance	35.44 175.00 200.00	375.00
Check	09/09/2020	5256	SHANNON ROLITZAHN SHANNON ROLITZAHN	June, July, August 2020 Hall Cleaning June, July, August 2020 Hall Cleaning	015 - CHASE CHECKING GEN FUND 2769 265-760 - Janitorial Services	150.00 150.00	375.00 150.00
Check	09/09/2020	5257	Election Source Election Source	Inv # 20-52315 preprinted test decks, tabulator coding	015 - CHASE CHECKING GEN FUND 2769 262-726 - Office Supplies	150.00 445.00	150.00 445.00
Check	09/09/2020	5258	WILLIAMS AND BAY PORTABLE RESTROOM... WILLIAMS AND BAY PORTABLE RESTROOM...	Inv 132858 and 134893 July and August 2020	015 - CHASE CHECKING GEN FUND 2769 751-601 - Contracted Services	199.00 199.00	199.00 199.00
Check	09/09/2020	5259	Deluxe Deluxe	order# 2047495928 500 Checks	015 - CHASE CHECKING GEN FUND 2769 215-726 - Office Supplies/Software	198.00 313.23	198.00 313.23
Check	09/09/2020	5260	Bath Chiles 1 Bath Chiles 1 Bath Chiles 1	stamps for ballot apps, cert letter to UJA, printer paper, disinfecting ... copy/ paper, cert mail to UJA disinfectant wipes for Nov; stamps for ballot app letters	015 - CHASE CHECKING GEN FUND 2769 215-726 - Office Supplies/Software 262-726 - Office Supplies	313.23 14.38 28.35	313.23 42.71
<b>TOTAL</b>						<b>7,957.97</b>	<b>8,243.73</b>

Credit Column shows NET CHECK TOTALS

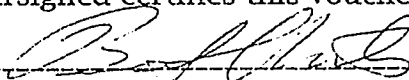
**Request for Reimbursement for Official Expenditures:**

**Travel/Merchandise/Services/Training**

Date	(From-To) Purpose	Mileage

Date	Explain Purchases/ Services	Charges	Receipt Attached
8/25	disinfecting wipes for Nov. Election	6.35	✓
8/26	copy paper	7.41	✓
8/27	cert letter to UIA stamps for mailing app letters	28.95	✓

The undersigned certifies this voucher is correct:

-----  


Signature of Claimant

Clerk's Action:           approved           Date:           9/19/20          

Email: clerk.centerville@gmail.com

Mail: Centerville Twn Clerk

5001 S French Rd., Cedar, MI 49621

copy paper, cert mail to UIA  
disinfectant wipes for Nov; stamps for ballot app lette

14.36  
28.35

CHASE CHECKING stamps for ballot apps. cert letter to UIA, printer

42.71

PRODUCT SSLT103 USE WITH 91663 ENVELOPE Deluxe Corporation 1-800-328-0304 or www.deluxe.com/shop

BFAA6E CHIKDK04 06/11/2020 09:05 -192- 3685593200



Traverse City #1279  
125 East South Airport Rd.  
Traverse City, MI 49686

H1 Member 11690089090  
1395061 COPY PAPER

SUBTOTAL 6.99 A  
TAX 6.99  
\*\*\*\* TOTAL 0.42

XXXXXXXXXXXX6724 H

AID: A0000000031010  
Seq# 5197 App#: 56061D  
Costco Visa Resp: APPROVED  
Tran ID#: 023900005197....  
Merchant ID: 991279

APPROVED - Purchase  
AMOUNT: \$7.41  
08/26/2020 13:09 1279 5 171 20

Costco Visa 7.41  
CHANGE 0.00

TAX @ 6.0% 0.42  
TOTAL TAX 0.42  
TOTAL NUMBER OF ITEMS SOLD = 1  
08/26/2020 13:09 1279 5 171 20



21127900501712008261309

OP#: 20 Name: Dallas A.

Thank You!  
Please Come Again

Whse:1279 Trn:5 Trn:171 OP:20

Items Sold: 1  
H1 08/26/2020 13:09

*Certified mail to USA  
40 Stamps of election*



08/27/2020 01:58 PM  
CEDAR  
2989 E BELLINGER RD  
CEDAR, MI 49621-9648  
(800)275-8777

Product	Qty	Unit Price	Price
First-Class Mail® Letter	1		\$0.55
Detroit, MI 48202 Weight: 0 Lb 0.90 Oz Estimated Delivery Date Monday 08/31/2020			
Certified			\$3.55
USPS Certified Mail # 7017304000031012865			
Return Receipt			\$2.85
USPS Return Receipt # 9590940251369092593367			
Total			\$6.95
Fruits/Veggies	2	\$11.00	\$22.00
Total			\$22.00
Grand Total:			\$28.95

Debit Card Remit'd  
Card Name: MasterCard  
Account #: XXXXXXXXXXXX9037  
Approval #  
Transaction #: 570  
Receipt #: 005144  
Debit Card Purchase: \$28.95  
Cash Back: \$0.00  
AID: A0000000042203  
AL: Debit  
PIN: Verified  
Chip

\*\*\*\*\*  
Due to limited transportation  
availability as a result of  
nationwide COVID-19 impacts  
package delivery times may be  
\*\*\*\*\*

INDUS Grocery  
115 W Phitt St  
Lake Leelanau, MI 49653-0000  
(231) 256-9195

Store/Item #	Qty	Price	Ext
Store/Item #: 001		\$11.99	\$11.99
Item #	Qty	Price	Ext
OSD001	1	5.99	5.99*
GROCERY TAXABLE			
SUBTOTAL => 5.99			
SALES TAX 5.99 @ 6.0000% Tax 0.36			
<b>TOTAL SALE \$6.35</b>			
Credit/Debit Change 0.00			
Number of Items Sold: 1			

Thank YOU  
for shopping with us!  
Our store is open 7 days a week  
to better serve you!

REG#1 PM 08/25/20 5:09 PM  
#2023800100161764  
Dir# 1 Reg# 1 Salesperson:



C 2 0 2 3 8 0 0 1 0 0 1 6 1 7 6 4 C



deluxe

DELUXE  
P.O. BOX 4656  
CAROL STREAM, IL 60197-4656

Priority  
Service  
Code

FJ205

# Invoice

SALES & CUSTOMER SERVICE  
800-328-0304  
ONLINE: [deluxe.com/shop](http://deluxe.com/shop)

ATTN: KATRINA PLEVA  
CENTERVILLE TOWNSHIP  
5874 S FRENCH RD  
CEDAR MI 49621

S  
H I 5001 5874 S FRENCH RD  
P CEDAR MI 49621

T  
O

Terms - net 15 days, \$30 late fee, subject to applicable law  
All sales are subject to the terms of sale enclosed

CUSTOMER NAME

CENTERVILLE TOWNSHIP

AUTHORIZED NAME	CUSTOMER ID	ORDER NUMBER	PO NUMBER	INVOICE NUMBER	INVOICE DATE
KATRINA PLEVA	994029-586067	2047498826		02047498826	06/12/2020

QUANTITY SHIPPED	SHIP DATE	SHIPPED VIA	ITEM NUMBER	DESCRIPTION	AMOUNT DUE
500	06/11/2020	FRT	SSLT103-1	DELUXE HSLC TOP M/P LINED	273.99
				SUBTOTAL	273.99
				SHIPPING & PROCESSING	21.51
				TAX	17.73
				TOTAL	313.23
				PAYMENTS & ADJUSTMENTS	-313.23
				RETURNED PAYMENT	313.23
				INVOICE REPRINT DATE: 06/17/2020	

*Spoke to Lisa,  
9-7-2020 - will  
remove late fee + we  
will send check to  
PO Box in Sept.*

For W9 request, send an email to: [w9\\_compliancerequests@deluxe.com](mailto:w9_compliancerequests@deluxe.com)  
CHECKING ACCOUNT \*\*\*\*2769 CHARGE DECLINED  
\*\* PLEASE PAY THIS INVOICE \*\*  
THANK YOU FOR YOUR ORDER

**BALANCE DUE** 313.23

deluxe

CENTERVILLE TOWNSHIP  
~~5874 S FRENCH RD~~  
CEDAR MI 49621

*5001 S French Rd*

Order Number	Due Date
2047498826	06/27/2020
Customer Number	Amount Due
994029-586067	\$313.23

DELUXE  
P.O. BOX 4656  
CAROL STREAM, IL 60197-4656

Pay online at  
[paydeluxeforbusiness.com](http://paydeluxeforbusiness.com) to authorize  
payment via a debit to your checking  
account or credit card for a nominal fee.

6 2047498826 0637303772 0000031323 9

DELUXE CHECKS

Deluxe

500 Checks

9/9/2020

5259

313.23

CHASE CHECKING order # 2047498826

313.23

PRODUCT SSLT103 USE WITH 91603 ENVELOPE

Deluxe Corporation 1-800-328-0304 or [www.deluxe.com/shop](http://www.deluxe.com/shop)

3685593200  
BFAA6E CHIKDK04 06/11/2020 09:05 -193-



JPMorgan Chase Bank, N.A.  
 P O Box 182051  
 Columbus, OH 43218 - 2051

September 01, 2020 through September 30, 2020

Account Number: **000000771382769**

**CUSTOMER SERVICE INFORMATION**

Web site: [www.Chase.com](http://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

00017067 DRE 021 210 27720 NNNNNNNNNN 1 000000000 D2 0000

CENTERVILLE TOWNSHIP  
 GENERAL FUND ACCOUNT  
 5001 S FRENCH RD  
 CEDAR MI 49621-9608



**We're discontinuing the Visa Benefits Package on Chase business debit cards**

Effective December 1, 2020, we'll no longer offer the Visa Benefits Package (such as Purchase Security and Warranty Manager) on eligible Chase business debit cards. Benefits you may have with this package will remain in effect for eligible purchases made prior to December 1. This doesn't affect any benefit packages on Chase business credit cards.

**CHECKING SUMMARY**

Chase Platinum Business Checking

	INSTANCES	AMOUNT
Beginning Balance		\$109,822.08
Deposits and Additions	4	27,252.34
Checks Paid	13	-2,010.44
Electronic Withdrawals	9	-7,367.82
Other Withdrawals	1	-0.54
Fees	1	-50.00
Ending Balance	28	\$127,645.62

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
09/08	Service Fee Reversal	\$50.00
09/08	Service Fee Reversal	50.00
09/10	Remote Online Deposit 2	17,548.05
09/29	Remote Online Deposit 2	9,604.29
<b>Total Deposits and Additions</b>		<b>\$27,252.34</b>

PRESCRIBED BY BUREAU OF LOCAL GOVERNMENT SERVICES MICHIGAN DEPARTMENT OF TREASURY

**OFFICIAL  
RECEIPT**

**CENTERVILLE TOWNSHIP  
CEDAR MICHIGAN  
LEELANAU COUNTY**

No **3036**

DATE 9-8-20

RECEIVED FROM Chase Bank \$ 100.00

DOLLARS

FUND	ACCOUNT NO.	AMOUNT
<u>Trans. Chrg</u>	<u># 2769</u>	
	<u>9/6</u>	<u>50.00</u>
	<u>9/6</u>	<u>50.00</u>

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

Service Fee  
Reversal

K. Pleva

AUTHORIZED SIGNATURE

PRESCRIBED BY BUREAU OF LOCAL GOVERNMENT SERVICES MICHIGAN DEPARTMENT OF TREASURY

**OFFICIAL RECEIPT**

**CENTERVILLE TOWNSHIP  
CEDAR MICHIGAN  
LEELANAU COUNTY**

No **3029**

DATE 9-10-20

RECEIVED FROM State of MI \$ 16,102.00

DOLLARS

FUND	ACCOUNT NO.	AMOUNT
<u>CDW. Ching</u>	<u># 2769</u>	<u>16,102.00</u>
	<u>ck # 103409668</u>	

IN PAYMENT FOR Sales Tax revenue  
May / June 2020  
K Pleva

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

AUTHORIZED SIGNATURE

PRESCRIBED BY BUREAU OF LOCAL GOVERNMENT SERVICES MICHIGAN DEPARTMENT OF TREASURY

**OFFICIAL RECEIPT**

**CENTERVILLE TOWNSHIP  
CEDAR MICHIGAN  
LEELANAU COUNTY**

No **3030**

DATE 9-10-20

RECEIVED FROM Tim Cypher, 2A \$ 480.00

DOLLARS

FUND	ACCOUNT NO.	AMOUNT
<u>CDW. Ching</u>	<u># 2769</u>	
<u>Madigan (Dwensinga Court)</u>	<u>ck # 1614</u>	<u>\$ 250.00</u>
<u>Laskey (Robt W. Thap)</u>	<u>ck # 12032</u>	<u>50.00</u>
<u>Muir</u>	<u>ck # 169</u>	<u>\$ 75.00</u>
<u>Muir (Braydon)</u>	<u>ck # 8063</u>	<u>40.00</u>
<u>Isakita</u>	<u>ck # 3609</u>	<u>35.00</u>
<u>D'nen</u>	<u>ck # 1210</u>	<u>40.00</u>

IN PAYMENT FOR 5 Land Use  
Permits  
K Pleva

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

AUTHORIZED SIGNATURE

PRESCRIBED BY BUREAU OF LOCAL GOVERNMENT SERVICES MICHIGAN DEPARTMENT OF TREASURY

**OFFICIAL RECEIPT**

**CENTERVILLE TOWNSHIP**  
CEDAR MICHIGAN  
LEELANAU COUNTY

No **3031**

DATE 9-10-20

RECEIVED FROM K Pleva, Treasurer

\$ 966.05

FUND	ACCOUNT NO.	AMOUNT
Bud. Ching	#2769	966.05
	CK # 5052	

IN PAYMENT FOR 2020 Tax  
Collection

Admin. fee

K Pleva

DOLLARS

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

AUTHORIZED SIGNATURE

PRESCRIBED BY BUREAU OF LOCAL GOVERNMENT SERVICES MICHIGAN DEPARTMENT OF TREASURY

**OFFICIAL RECEIPT**

**CENTERVILLE TOWNSHIP**  
CEDAR MICHIGAN  
LEELANAU COUNTY

No **3032**

DATE 9-28-20

RECEIVED FROM State of MI

\$ 27.20

FUND	ACCOUNT NO.	AMOUNT
Bud. Ching	#2769	27.20
	CK # 153472479	

IN PAYMENT FOR 2016 PRE  
denial - Interest

K Pleva

DOLLARS

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

AUTHORIZED SIGNATURE

PRESCRIBED BY BUREAU OF LOCAL GOVERNMENT SERVICES MICHIGAN DEPARTMENT OF TREASURY

**OFFICIAL RECEIPT**

**CENTERVILLE TOWNSHIP**  
CEDAR MICHIGAN  
LEELANAU COUNTY

No **3033**

DATE 9-29-20

RECEIVED FROM K Pleva, Treasurer

\$ 7889.59

FUND	ACCOUNT NO.	AMOUNT
Bud. Ching	2769	
CK # 5054		115.50
5063		1044.07
5071		2361.21
5067		2367.75

IN PAYMENT FOR 2020 (5)  
Tax Collection

Admin. fee

K Pleva

DOLLARS

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

AUTHORIZED SIGNATURE

PRESCRIBED BY BUREAU OF LOCAL GOVERNMENT SERVICES MICHIGAN DEPARTMENT OF TREASURY

**OFFICIAL RECEIPT**

**CENTERVILLE TOWNSHIP**  
CEDAR MICHIGAN  
LEELANAU COUNTY

No **3034**

DATE 9.29.20

RECEIVED FROM K Plava, Treas. \$ 11087.50

FUND	ACCOUNT NO.	AMOUNT
<u>Gms. Ching.</u>	<u>#27109</u>	<u>11087.50</u>
	<u>ck # 5075</u>	

DOLLARS

IN PAYMENT FOR collecting JL SET for 50M  
675 parcels @ 2.50/parcel  
K Plava

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

AUTHORIZED SIGNATURE

PRESCRIBED BY BUREAU OF LOCAL GOVERNMENT SERVICES MICHIGAN DEPARTMENT OF TREASURY

**OFFICIAL RECEIPT**

**CENTERVILLE TOWNSHIP**  
CEDAR MICHIGAN  
LEELANAU COUNTY

No **3035**

DATE 9-30-20

RECEIVED FROM Chase Bank \$ 4.15

FUND	ACCOUNT NO.	AMOUNT
<u>Bus. H. Yield Savings</u>	<u>#10608</u>	<u>0.01</u>
	<u>#5793</u>	<u>3.94</u>

DOLLARS

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

K Plava

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

AUTHORIZED SIGNATURE

**CENTERVILLE TOWNSHIP**  
**Profit & Loss Budget vs. Actual**  
**April 1 through October 30, 2020**

Cash Basis

	Apr 1 - Oct 30, 20	Budget	\$ Over Budget	% of Budget
<b>Income</b>				
<b>101-401 - Revenues</b>				
401-402 - Property Taxes	4,250.27	63,718.00	-59,467.73	6.7%
401-403 - Fire Operating 1.26 Mills	9,342.74	199,687.00	-190,344.26	4.7%
401-404 - PILT National Park	657.48	600.00	57.48	109.6%
401-451 - Zoning/Permits/Splits	2,395.00	0.00	2,395.00	100.0%
401-452 - PC Zoning (Site Plan Review)	0.00	0.00	0.00	0.0%
401-574 - State Shared Sales Tax Revenue	50,497.00	111,000.00	-60,503.00	45.5%
401-575 - State Shared Metro Revenue	4,509.66	4,000.00	509.66	112.7%
401-607 - Tax Admin Fee	8,362.15	20,000.00	-11,637.85	41.8%
401-651 - Charges for Services	0.00	3,400.00	-3,400.00	0.0%
401-664 - Interest Earned	1,389.38	1,600.00	-210.62	86.8%
401-668 - Rents & Royalties	40.00	0.00	40.00	100.0%
401-676 - Reimbursements	6,095.15	1,300.00	4,795.15	468.9%
101-401 - Revenues - Other	0.00	0.00	0.00	0.0%
<b>Total 101-401 - Revenues</b>	<b>87,538.83</b>	<b>405,305.00</b>	<b>-317,766.17</b>	<b>21.6%</b>
<b>3950 - Other Government Income</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>Total Income</b>	<b>87,538.83</b>	<b>405,305.00</b>	<b>-317,766.17</b>	<b>21.6%</b>
<b>Expense</b>				
<b>101-101 - Township Board</b>				
101-449 - Road Improvements	0.00	0.00	0.00	0.0%
101-701 - Adm Wages	1,300.00	2,800.00	-1,500.00	46.4%
101-726 - Office Supplies	15.89	0.00	15.89	100.0%
101-801 - Legal Fees	60.00	10,000.00	-9,940.00	0.6%
101-802 - Auditing Services	0.00	2,700.00	-2,700.00	0.0%
101-900 - Printing & Publishing	925.38	1,200.00	-274.62	77.1%
101-911 - Memberships & Dues	1,845.18	1,800.00	45.18	102.5%
101-955 - Miscellaneous	341.06	500.00	-158.94	68.2%
101-101 - Township Board - Other	0.00	0.00	0.00	0.0%
<b>Total 101-101 - Township Board</b>	<b>4,487.51</b>	<b>19,000.00</b>	<b>-14,512.49</b>	<b>23.6%</b>
<b>101-171 - Township Supervisor</b>				
171-701 - Adm Wages	5,100.00	10,200.00	-5,100.00	50.0%
171-726 - Office Supplies	15.89	100.00	-84.11	15.9%
171-801 - Legal fees	0.00	250.00	-250.00	0.0%
171-860 - Travel	21.28	200.00	-178.72	10.6%
171-955 - Miscellaneous	0.00	0.00	0.00	0.0%
171-960 - Education & Training	0.00	600.00	-600.00	0.0%
101-171 - Township Supervisor - Other	0.00	0.00	0.00	0.0%
<b>Total 101-171 - Township Supervisor</b>	<b>5,137.17</b>	<b>11,350.00</b>	<b>-6,212.83</b>	<b>45.3%</b>
<b>101-215 - Clerk</b>				
215-701 - Wages	7,900.02	15,800.00	-7,899.98	50.0%
215-703 - Part Time Wages	1,077.50	2,400.00	-1,322.50	44.9%
215-726 - Office Supplies/Software	915.35	1,500.00	-584.65	61.0%
215-802 - Contracted Services	689.00	100.00	589.00	689.0%
215-860 - Travel	0.00	100.00	-100.00	0.0%
215-930 - computer services	150.00	0.00	150.00	100.0%
215-960 - Education & Training	0.00	100.00	-100.00	0.0%
101-215 - Clerk - Other	0.00	0.00	0.00	0.0%
<b>Total 101-215 - Clerk</b>	<b>10,731.87</b>	<b>20,000.00</b>	<b>-9,268.13</b>	<b>53.7%</b>
<b>101-247 - Board of Review</b>				
247-703 - Part Time Wages	1,020.00	1,400.00	-380.00	72.9%
247-900 - Printing & Publishing	126.53	200.00	-73.47	63.3%
247-960 - Education & Training	88.00	600.00	-512.00	14.7%
101-247 - Board of Review - Other	0.00	0.00	0.00	0.0%
<b>Total 101-247 - Board of Review</b>	<b>1,234.53</b>	<b>2,200.00</b>	<b>-965.47</b>	<b>56.1%</b>
<b>101-253 - Treasurer</b>				
253-701 - Wages & School Col.	7,900.02	15,800.00	-7,899.98	50.0%
253-703 - Part Time Wages	110.00	2,400.00	-2,290.00	4.6%
253-726 - Office Supplies/Software	1,479.83	1,500.00	-20.17	98.7%
253-802 - Contracted Services	1,619.71	3,000.00	-1,380.29	54.0%
253-860 - Travel	97.18	150.00	-52.82	64.8%
253-930 - Computer Services	0.00	200.00	-200.00	0.0%
253-960 - Education & Training	0.00	200.00	-200.00	0.0%
101-253 - Treasurer - Other	0.00	0.00	0.00	0.0%
<b>Total 101-253 - Treasurer</b>	<b>11,206.74</b>	<b>23,250.00</b>	<b>-12,043.26</b>	<b>48.2%</b>



**CENTERVILLE TOWNSHIP**  
**Profit & Loss Budget vs. Actual**  
**April 1 through October 30, 2020**

Cash Basis

	Apr 1 - Oct 30, 20	Budget	\$ Over Budget	% of Budget
<b>101-257 - Assessor</b>				
257-701 - Wages	7,383.32	14,800.00	-7,416.68	49.9%
257-726 - Office Supplies/Software	554.00	800.00	-246.00	69.3%
257-802 - Contracted Services	0.00	0.00	0.00	0.0%
257-860 - Travel	0.00	200.00	-200.00	0.0%
257-900 - Printing & Publishing	0.00	1,000.00	-1,000.00	0.0%
257-960 - Education & Training	0.00	200.00	-200.00	0.0%
101-257 - Assessor - Other	0.00	0.00	0.00	0.0%
<b>Total 101-257 - Assessor</b>	<b>7,937.32</b>	<b>17,000.00</b>	<b>-9,062.68</b>	<b>46.7%</b>
<b>101-262 - Elections</b>				
262-701 - Wages-Part time	2,863.38	6,000.00	-3,136.62	47.7%
262-726 - Office Supplies	4,980.46	3,500.00	1,480.46	142.3%
262-802 - Contractual Fees	0.00	900.00	-900.00	0.0%
262-860 - Travel	0.00	300.00	-300.00	0.0%
262-900 - Printing & Publishing	53.70	300.00	-246.30	17.9%
262-960 - Education & Training	0.00	0.00	0.00	0.0%
101-262 - Elections - Other	0.00	0.00	0.00	0.0%
<b>Total 101-262 - Elections</b>	<b>7,897.54</b>	<b>11,000.00</b>	<b>-3,102.46</b>	<b>71.8%</b>
<b>101-265 - Township Hall</b>				
265-931 - Hall Upgrade	284.70	10,000.00	-9,715.30	2.8%
265-740 - Operating Supplies	9.41	500.00	-490.59	1.9%
265-760 - Janitorial Services	250.00	1,300.00	-1,050.00	19.2%
265-920 - Utilities-Electric	224.87	300.00	-75.13	75.0%
265-921 - Internet Services	823.88	1,300.00	-476.12	63.4%
265-922 - Utilities-Heat	235.92	1,200.00	-964.08	19.7%
265-930 - Repairs & Maintenance	1,120.87	4,900.00	-3,779.13	22.9%
101-265 - Township Hall - Other	0.00	0.00	0.00	0.0%
<b>Total 101-265 - Township Hall</b>	<b>2,949.65</b>	<b>19,500.00</b>	<b>-16,550.35</b>	<b>15.1%</b>
<b>101-336 - Fire Department</b>				
336-801 - Administrative Fee	102,044.52	220,973.03	-118,928.51	46.2%
336-970 - Fire Department - Other	0.00	525.00	-525.00	0.0%
336-971 - Fire Dept Sleeping Quarters	0.00	0.00	0.00	0.0%
336-975 - Future Vehicle Fund	0.00	0.00	0.00	0.0%
101-336 - Fire Department - Other	0.00	0.00	0.00	0.0%
<b>Total 101-336 - Fire Department</b>	<b>102,044.52</b>	<b>221,498.03</b>	<b>-119,453.51</b>	<b>46.1%</b>
<b>101-448 - Street Lighting</b>				
448-920 - Utilities-Electric	481.75	750.00	-268.25	64.2%
101-448 - Street Lighting - Other	0.00	0.00	0.00	0.0%
<b>Total 101-448 - Street Lighting</b>	<b>481.75</b>	<b>750.00</b>	<b>-268.25</b>	<b>64.2%</b>
<b>101-721 - Planning</b>				
721-701 - Part Time Wages	1,555.00	5,250.00	-3,695.00	29.6%
721-801 - Legal Fees & Professional	0.00	1,000.00	-1,000.00	0.0%
721-860 - Travel	0.00	200.00	-200.00	0.0%
721-900 - Printing & Publishing	187.88	300.00	-112.12	62.6%
721-960 - Education & Training	94.00	750.00	-656.00	12.5%
101-721 - Planning - Other	0.00	0.00	0.00	0.0%
<b>Total 101-721 - Planning</b>	<b>1,836.88</b>	<b>7,500.00</b>	<b>-5,663.12</b>	<b>24.5%</b>
<b>101-722 - Zoning Board of Appeals</b>				
722-701 - Part Time Wages	0.00	300.00	-300.00	0.0%
722-801 - Legal Fees	0.00	0.00	0.00	0.0%
722-860 - Travel	0.00	100.00	-100.00	0.0%
722-900 - Printing & Publishing	0.00	50.00	-50.00	0.0%
722-960 - Education & Training	0.00	300.00	-300.00	0.0%
101-722 - Zoning Board of Appeals - Other	0.00	0.00	0.00	0.0%
<b>Total 101-722 - Zoning Board of Appeals</b>	<b>0.00</b>	<b>750.00</b>	<b>-750.00</b>	<b>0.0%</b>
<b>101-723 - Zoning Administrator</b>				
723-701 - Contracted Services	5,750.00	13,000.00	-7,250.00	44.2%
723-726 - Office Supplies	0.00	0.00	0.00	0.0%
723-860 - Travel	102.92	0.00	102.92	100.0%
723-965 - Miscellaneous	0.00	0.00	0.00	0.0%
723-960 - Education and Training	0.00	0.00	0.00	0.0%
101-723 - Zoning Administrator - Other	175.00	0.00	175.00	100.0%
<b>Total 101-723 - Zoning Administrator</b>	<b>6,027.92</b>	<b>13,000.00</b>	<b>-6,972.08</b>	<b>46.4%</b>

**CENTERVILLE TOWNSHIP**  
**Profit & Loss Budget vs. Actual**  
**April 1 through October 30, 2020**

Cash Basis

	Apr 1 - Oct 30, 20	Budget	\$ Over Budget	% of Budget
<b>101-751 · Parks</b>				
751-801 · Contracted Services	470.25	700.00	-229.75	67.2%
751-930 · Repairs & Maintenance	1,200.00	2,500.00	-1,300.00	48.0%
101-751 · Parks - Other	0.00	0.00	0.00	0.0%
<b>Total 101-751 · Parks</b>	1,670.25	3,200.00	-1,529.75	52.2%
<b>101-851 · Insurance &amp; Bonds</b>				
851-955 · Insurance & Bonds	5,118.00	5,100.00	18.00	100.4%
101-851 · Insurance & Bonds - Other	0.00	0.00	0.00	0.0%
<b>Total 101-851 · Insurance &amp; Bonds</b>	5,118.00	5,100.00	18.00	100.4%
<b>101-861 · Employers Share of Retirement</b>	0.00	0.00	0.00	0.0%
<b>101-862 · FICA &amp; Medicare Taxes</b>	2,739.73	5,600.00	-2,860.27	48.9%
<b>101-871 · Workers Compensation Insurance</b>	760.00	760.00	0.00	100.0%
<b>4000 · Reconciliation Discrepancies</b>	0.00	0.00	0.00	0.0%
<b>5977 · Capital Outlay</b>				
97014 · Land & Improvements	0.00	0.00	0.00	0.0%
97214 · Buildings & Improvements	0.00	0.00	0.00	0.0%
97714 · Equipment	0.00	0.00	0.00	0.0%
6977 · Capital Outlay - Other	0.00	0.00	0.00	0.0%
<b>Total 5977 · Capital Outlay</b>	0.00	0.00	0.00	0.0%
<b>6999 · Uncategorized Expenses</b>	0.00	0.00	0.00	0.0%
<b>Total Expense</b>	172,261.38	381,458.03	-209,196.65	45.2%
<b>Net Income</b>	-84,722.55	23,846.97	-108,569.52	-355.3%

**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:  
centervilletwptreasurer@gmail.com

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

**RESOLUTION NO. 2020 -  
Authorizing Participation in the Leelanau County  
Interlocal Agreement or County Designated Assessor**

**WHEREAS**, the Centerville Township Board wishes to enter into the Leelanau County Interlocal Agreement for County Designated Assessor under the Urban Cooperation Act, MCL 124.501 et seq., as amended, and the General Property Tax Act, as amended by MCL 211.10g, for the purpose of designating Laurie Spencer, Equalization Director, to serve as the County's Designated Assessor, and authorizing the Township Supervisor to sign the Interlocal Agreement.

**WHEREAS**, as required by MCL 211.10g(4), every County shall have a Designated Assessor on file with the State Tax Commission as of December 31, 2020.

**NOW, THEREFORE, BE IT RESOLVED** that the Centerville Township Supervisor is authorized to submit this Interlocal Agreement on behalf of Centerville Township, Leelanau County on this day of October 14, 2020.

Adoption of the foregoing resolution was moved by \_\_\_\_\_ and supported by \_\_\_\_\_ .

Roll Call Vote: Chiles: \_\_\_\_\_ Hubbell: \_\_\_\_\_ Pleva: \_\_\_\_\_ Schaub: \_\_\_\_\_ Schwantes: \_\_\_\_\_

Vote Count: Yes: \_\_\_\_\_ No: \_\_\_\_\_

The Township Supervisor declared the resolution \_\_\_\_\_

\_\_\_\_\_  
James Schwantes, Supervisor

**CERTIFICATION**

I, Elizabeth Chiles, the duly elected and acting Clerk of Centerville Township hereby certify that the foregoing resolution was adopted by the township board at the regular meeting of said board held on October 14, 2020 at which meeting a quorum was present by a roll call vote of said members as herein before set forth.

\_\_\_\_\_  
Elizabeth Chiles, Clerk



**CENTERVILLE TOWNSHIP Z A'S MONTHLY SUMMARY**

PERIOD: SEPTEMBER 2020

DATE	PERMIT #	NAME	USE	REC. #	CK.#	AMOUNT
9/11/2020	LUP 20-21	BRINKS	LAND USE	202021	1133	\$ 165.00
002-225-010-00	4610 SKYVIEW CIRCLE	NEW DWELLING PORCH ACCESSORY BLDG.	2,300 S.F.			
9/19/2020	LUP 20-22	MELENDYKE	LAND USE	202022	12080	\$ 50.00
002-008-010-45	3768 S. SCHOMBERG RD	ACCESSORY BUILDING	1,352 S.F.			
9/28/2020	LUP 20-23	IZOTT	LAND USE	202023	1969	\$ 210.00
002-020-005-30	3200 BODUS ROAD	NEW DWELLING GARAGE ACC.BLDG. PORCH	6,085 S.F.			
9/29/2020	LUP 20-24A	HOLY ROSARY CHURCH	LAND USE	202024B	1113	\$ 50.00
002-029-009-00	3919 E. GATZKE ROAD	CHG OF USE COV,DECK TO 3 SEASON ROOM	462 S.F.			
9/30/2020	LUP 20-24B	BIG PAW VINEYARD	LAND USE	202024B	18913	\$ 115.00
002-009-001-20	4885 E. GAUTHIER ROAD	NEW DWELLING 2 ENTRY STOOPS	1,138 S.F.			
9/30/2020	LUP 20-25	FLEIS	LAND USE	202025	1538	\$165.00
002-035-001-20	7110 S. LAKE SHORE DR.	NEW DWELLING GARAGE WORKSHOP	2,828 S.F.			
9/30/20	LUP 20-26	ATKINSON	LAND USE	202026	4014	\$40.00
002-002-022-30	2161 S. LAKE SHORE	ACCESSORY BUILDING	192 S.F.			
9/25/2020	PLA 20-02	TOENNIES	PROP. LINE ADJUSTMENT		1007	\$100.00
002-008-003-00 & -60 & -65		PROPERTY LINE ADJUSTMENT	3320 S. SCHOMBERG ROAD			
9/30/2020	MCI FINE 1901	ROGERS	VIOLATION	MCLV101901	DELINQUENT	FIVE MONTHS
002-011-024-00	3780 S. LAKESHORE DR	MCL VIOLATION FEE - MONTHLY UNTIL COMPLIANCE DETERMINED				
<b>CONSTRUCTION CODE OFFICE MET WITH OWNER STATING MUST COMPLY WITH TOWNSHIP</b>						
<b>***ZA RECOMMENDS LEGAL ACTION BEGIN IMMEDIATELY DUE TO LACK OF COMPLIANCE***</b>						
<b>THREE YEARS OF EFFORTS BY THE TOWNSHIP AND THE OWNER REFUSES TO COMPLY TO FINISH</b>						

TOTAL \$ 895.00

SIGNED:

TIMOTHY A. CYPHER

10/10/2020

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

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

**SUPERVISOR**  
JAMES SCHWANTES  
PHONE: 920-5204  
Email: centerville-supervisor@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: centervilletwptreasurer@gmail.com  
**ZONING ADMIN:**  
TIM CYPHER  
CELL: 360-2557 FAX 256-7774  
Email: tim@allpermits.com

**Centerville Township Policy Regarding Appointing the Township Representatives  
to the Cedar Area Fire and Rescue Board and Meeting Attendance  
Adopted September 9, 2020**

Under the current interlocal agreement establishing Cedar Area Fire and Rescue (CAFR) and its governing board, the Centerville Board of Trustees is required to appoint a representative member and an alternate to the governing board.

Besides the requirement to appoint a representative to the board, the functioning of CAFR is a fiduciary responsibility of the Centerville Board of Trustees in several specific ways:

1. The Centerville Board of Trustees is a co-operator of CAFR under the Interlocal Agreement. CAFR is not an independent entity.
2. The Centerville Board of Trustees is responsible for ¼ of CAFR operations and equipment capital funding.
3. The Centerville Board of Trustees is ultimately responsible for fiduciary soundness of the CAFR budget because it has to approve the CAFR budget before CAFR can act under that budget.
4. Centerville Township is owner of the fire station, with Solon Township, and as such the Board of Trustees is 50% responsible for capital improvements to the building.

The interlocal agreement does allow for the appointment of a person who is not a township board member to be appointed to the CAFR board. After consideration and discussion, the Board of Trustees decided that a member of the township board should be the township's representative on the CAFR Board in light of the above referenced responsibilities and for the following reasons.

Appointing a member of the Board as the township representative on the CAFR would:

1. Place a person on the CAFR board who is actually accountable for the performance of CAFR.
2. That person would have full understanding of the township's finances when participating in developing the CAFR budgets.
3. That person would be able to report monthly on CAFR and consult with the board on issues.
4. That person would be aware of issues with the building that may impact the township's budget beyond CAFR regular funding.

Page 2 - Policy for Appointment of CAFR board member

Therefore, it is the policy of the Centerville Township Board of Trustees to appoint one of its members as the township representative to the Cedar Area Fire and Rescue Board and to appoint another member as the alternate representative.

The process for selecting an appointee will be as follows:

1. When an appointment is needed to be made to the CAFR Board, the Supervisor will, at the next regular meeting of the Board of Trustees, ask for a member to present him or herself as a candidate to be the representative. If a member is presented, the Supervisor will ask for a second to support the candidate for appointment. After discussion, the Supervisor will call for a vote. A majority vote will confirm the appointment. If the Supervisor is the member who is under consideration, the call for a second and a vote will be done by the Clerk.
2. If no member of the Board of Trustees presents him or herself, the Board will conduct a lottery by a method of their own choosing to pick a member for consideration. If the member so chosen, agrees to be considered, a second in support and a vote will proceed as stated in paragraph 1.
3. If no member of the Board of Trustees is willing to accept the role of township representative to the CAFR Board, then the Supervisor will be tasked to identify a township resident willing to be that representative. The Board of Trustees will require this person to report to the Board of Trustees at their regular meetings as well as attend CAFR meetings.

The Board of Trustees also will require the alternate member appointed to the CAFR Board attend at least 3 meetings each calendar year in order that they be familiar with the other members and procedures of the CAFR Board. If the alternate member attends the same CAFR Board meeting as the regular member, the alternate member will be paid by Centerville Township at the per meeting rate for the township's trustees.

This policy will become effective after the November 3, 2020 election.

\_\_\_\_\_ moves that the Centerville Township Board of Trustees adopt the Policy Regarding Appointing the Township Representatives to the Cedar Area Fire and Rescue Board and Meeting Attendance presented above.

Seconded by \_\_\_\_\_. Votes: Yes \_\_\_\_\_ No \_\_\_\_\_