

CENTERVILLE TOWNSHIP FY 2024-25 COST CENTER BUDGET			
			04/01/24
Income			
101-401	Revenues		
401-402	Property Taxes	82,414.00	TV \$152,420,831 @ 0.5407
401-403	Fire Operating Millage	342,987.00	TV \$152,420,831 @ 2.25
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	137,192.00	
401-575	State Shared Metro Revenue	4,200.00	
401-607	Tax Admin Fee	28,000.00	
401-651	Charges for Services	3,600.00	
401-664	Interest Earned	3,000.00	
401-668	Rents & Royalties	0.00	
401-676	Reimbursements	1,500.00	
401-812	Street Improvement SAD	40,664.00	Final collection 2024
401-477	Cable Franchise Fee	15,000.00	
	Total 101-401 Revenues	659,157.00	
Expense			
101-101	Township Board	129,678.00	
101-171	Township Supervisor	15,000.00	
101-215	Clerk	30,500.00	
101-247	Board of Review	2,700.00	
101-253	Treasurer	30,000.00	
101-257	Assessor	21,000.00	
101-262	Elections	10,000.00	
101-265	Township Hall	11,800.00	
101-336	Fire Department	327,519.00	
101-448	Street Lighting	1,000.00	
101-721	Planning	17,000.00	
101-722	Zoning Board of Appeals	2,500.00	

101-723	Zoning Administrator	11,000.00	
101-751	Parks	3,500.00	
101-841	Bank Service Fees	500.00	
101-851	Insurance & Bonds	8,000.00	
101-862	FICA and Medicare Taxes	13,000.00	
101-871	Workers Compensation Insurance	1,000.00	
	Total Expenses	635,697.00	
	Net Revenues	23,460.00	

CENTERVILLE TOWNSHIP 2024-2025 LINE ITEM BUDGET				APPROVED		
		Amended FY2023-2024	2023-2024 ACTUAL	FY2024-2025	03/31/24	
Income						
101-401	Revenues				form L-4022	
401-402	Property Taxes (0.56 mill)	74,284.00	79,192.00	82,414.00	T.V. 152,420,831 @ 0.5407	
401-403	Fire Operating Millage (2.25 mill)	298,700.00	329,564.00	342,987.00	T.V. 152,420,831 @ 2.25	
401-404	PILT	600.00	732.00	600.00		
401-451	Zoning/Permits/Spilts	5,050.00	5,310.00	0.00		
401-452	PC Zoning (Site Plan Review)	0.00	750.00	0.00		
401-574	State Shared Sales Tax Revenue	135,729.00	134,252.00	137,192.00	Projected for 2024	
401-575	State Shared Metro Revenue	4,200.00	6,030.00	4,200.00		
401-607	Tax Admin Fee	27,000.00	31,997.00	28,000.00		
401-651	Charges for Services	6,700.00	6,816.00	3,600.00		
401-664	Interest Earned	3,300.00	4,131.00	3,000.00		
401-668	Rents & Royalties	0.00	100.00	0.00		
401-676	Reimbursements	2,500.00	2,648.00	1,500.00		
401-812	Street Improvement SAD	40,664.00	41,445.00	40,664.00	December 2024 Final Assessment	
401-477	Cable Franchise Fee	18,550.00	20,448.00	15,000.00		
	Total 101-401 Revenues	617,277.00	663,415.00	659,157.00		
Expense						
101-101	Township Board					
101-449	Road Improvements	81,328.00	81,290.00	81,328.00	2024 final payment	
101-701	Adm Wages	3,500.00	3,375.00	3,750.00		
101-726	Office Supplies	600.00	184.00	600.00		
101-801	Legal Fees	15,500.00	15,109.00	35,000.00	All Legal Costs in 2024	
101-802	Auditing Services	.00	0.00	4,000.00		
101-900	Printing & Publishing	1,200.00	1,047.00	1,500.00		
101-911	Membership & Dues	2,500.00	2,155.00	2,500.00		
101-955	Miscellaneous	500.00	18.00	1,000.00		
	Total 101-101 Township Board	105,128.00	103,178.00	129,678.00		
101-171	Township Supervisor					
171-701	Adm Wages	11,500.00	11,500.00	13,000.00		
171-726	Office Supplies	600.00	482.00	500.00		
171-801	Legal Fees	.00	0.00	.00	Combine all legal fee in 2024	
171-860	Travel	950.00	899.00	500.00		
171-955	Miscellaneous	.00	0.00	400.00		
171-960	Education & Training	100.00	43.00	600.00		
	Total 101-171 Township Supervisor	13,150.00	12,924.00	15,000.00		
101-215	Clerk					
215-701	Adm Wages	17,700.00	17,700.00	20,000.00		
215-703	Part Time Wages	1,500.00	1,327.00	3,000.00		
215-726	Office Supplies/Software	1,500.00	1,223.00	1,500.00		
215-802	Contracted Services	2,800.00	2,259.00	3,000.00		
215-860	Travel	1,200.00	1,145.00	1,200.00		
215-930	Computer Services	1,000.00	918.00	1,000.00		
215-960	Education & Training	1,050.00	775.00	800.00		
	Total 101-215 Clerk	26,750.00	25,347.00	30,500.00		

			Amended FY2023-2024	2023-2024 Actual	FY 2024-25	03/31/24
101-247	Board of Review					
	247-703	Part Time Wages	1,400.00	855.00	1,400.00	
	247-900	Printing & Publishing	200.00	429.00	500.00	
	247-960	Education & Training	600.00	.00	600.00	
	101-247	Board of Review Other	0.00	148.00	200.00	
	Total 101-247 Board of Review		2,200.00	1,432.00	2,700.00	
101-253	Treasurer					
	253-701	Wages	17,700.00	17,700.00	19,000.00	
	253-703	Part Time Wages	400.00	390.00	2,400.00	
	253-726	Office Supplies/Software	2,500.00	1,257.00	2,500.00	
	253-802	Contracted Services	4,300.00	3,117.00	4,500.00	
	253-860	Travel	300.00	205.00	400.00	
	253-930	Computer Services	2,400.00	2,361.00	1,000.00	
	253-960	Education & Training		.00	200.00	
	Total 101-253 Treasurer		27,600.00	25,030.00	30,000.00	
101-257	Assessor					
	257-701	Wages	16,800.00	16,800.00	18,000.00	
	257-726	Office Supplies/Software	0.00	.00	600.00	
	257-802	Contracted Services	2,200.00	2,015.00	1,500.00	
	257-860	Travel	0.00	.00	200.00	
	257-900	Printing & Publishing	0.00	.00	500.00	
	257-960	Education & Training	0.00	.00	200.00	
	Total 101-257 Assessor		19,000.00	18,815.00	21,000.00	
101-262	Elections					
	262-701	Wages Part Time	3,900.00	3,694.00	5,000.00	Election Year
	262-726	Office Supplies/Software	3,300.00	3,104.00	3,000.00	
	262-802	Contracted Services	850.00	615.00	1,000.00	
	262-860	Travel	500.00	436.00	400.00	
	262-900	Printing and Publishing	200.00	164.00	200.00	
	262-960	Education & Training	.00	.00	400.00	
	Total 101-262 Elections		8,750.00	8,013.00	10,000.00	
101-265	Township Hall					
	265-931	Hall Upgrade	5,500.00	.00	1,000.00	\$81,671.00 Paid by ARPA funds
	265-740	Operating Supplies	500.00	52.00	500.00	
	265-760	Janitorial Services	1,200.00	600.00	1,500.00	
	265-920	Utilities-Electric	1,000.00	639.00	600.00	
	265-921	Internet Services	2,000.00	1,656.00	1,700.00	
	265-922	Utilities-Heat	2,500.00	2,196.00	2,000.00	
	265-930	Mowing/Snow Removal	2,500.00	1,537.00	4,500.00	
	Total 101-265 Township Hall		15,200.00	6,680.00	11,800.00	
101-336	Fire Department					
	336-801	Administrative Fee	294,176.00	294,176.00	326,994.00	301,477.00 Operating
	336-970	Fire Department - Other	600.00	395.00	525.00	25,515.00 Capital
	336-971	Fire Station	.00			
	Total 101-336 Fire Department		294,776.00	294,571.00	327,519.00	
101-448	Street Lighting					
	448-920	Utilities-Electric	1,000.00	927.00	1,000.00	
	Total 101-448 Street Lighting		1,000.00	927.00	1,000.00	

CENTERVILLE TOWNSHIP BOARD MEETING
WEDNESDAY, March 13 ,2024, 7:00 P.M.
CENTERVILLE TOWNSHIP HALL
5001 S. FRENCH ROAD, CEDAR, MI 49621
MINUTES

PRESENT: Ronald Schaub, Elizabeth Chiles, Katrina Pleva, Daniel Hubbell, Joe Mosher

GUESTS: 4

ON ZOOM: Darlene Doorlag, Paul Winston, Patsy Conklin

1. Call to order/Pledge of Allegiance
2. Review Agenda/Additions/ Approve Agenda /Public Comment
Correction: an upcoming PC meeting is a special meeting, not an extra meeting.
Addition: Mosher requested an item under new business to discuss Heritage Trail segment 9.
 1. **ACTION:** Mosher moved to approve the agenda as presented and amended; supported by Pleva. Motion carried. (5,0)
 2. Public Comment - None
3. Previous Meeting Minutes
 1. February 14, 2024 – four corrections were noted by Pleva; Chiles will make the corrections in the final copy.
ACTION: Hubbell moved to approve the minutes of February 14, 2024, regular meeting, as presented and corrected, supported by Schaub. Motion carried. (5,0)
4. Township Financial Update
 1. Treasurer's Report
Pleva reported that the collection on taxes is finished. Reports have been dropped off at the County. Interest on a CDAR is due in June. She wants to look at other CDARs for the best returns in April. The list of approved financial institutions needs to be updated.
ACTION: Hubbell moved to approve the Treasurer's report; supported by Chiles. Motion carried. (5,0)
 2. Reconciliation for February
Schaub explained reconciliation. He does it for the auditor. He asks Chiles for a random 4-5 invoices and the same of Pleva. Schaub looks the invoices over as just an extra eye on the finances.
Reconciliation for February was satisfactory.
 3. Invoices – Review and authorize payment
Chiles noted an error in the report. Chiles explained that an invoice was previously overpaid, so the payment will be less on this month's invoice.
ACTION: Schaub moved to pay the invoices as presented; supported by Chiles. Motion carried. (5,0)
5. Clerk Report
 1. Review pay for Election Workers
Election workers currently receive \$16.00 an hour and \$18.50 for the Chairs. Chiles would like to increase the hourly pay by \$1 - \$2 an hour and has asked the County Clerk to poll other clerks regarding election worker wages. Chiles will put together a

current and proposed election pay schedule for the next meeting. She also said she would like to do away with paying Receiving Board members extra money as this is not a standard practice.

2. Discuss Zoom Update Cost

One piece of the Zoom hardware is not working properly. Also, the screen to laptop link is not working well. The Planning Commission and the ZBA would like to have Zoom capability. We could get the hardware and training for \$550. Chiles could share the password and other groups could use the Zoom.

This discussion brought up the fact that the Township does not have a credit card.

Chiles uses her personal credit card for items that can only be paid by a card. Chiles and Pleva will look into getting the Township a credit card.

6. Zoning Administrator's Report - No report

7. Planning Commission

Mosher reported. Updating the zoning ordinance continues. There has been good public attendance and comments. The Commission reached some general agreement on the waterfront overlay district. There is a meeting next Wednesday at 6:30 p.m.

Three more special meetings are scheduled (April 6, April 29, and May 1).

At the last meeting, Michele Irwin presented from the STR sub-committee. There is a list of current STR's in the Township. Mosher will get the information.

There are 2 appeals from Northgate about the Pines campground. Northgate has the right to appeal at the circuit court level and it could take up to 8 months for a decision. Northgate has filed an appeal to the ZBA for their second application. Northgate has a lawsuit for damages.

There is no new information on Amoritas.

The Planning Commission meets on the first Monday of the month except for July and September. At the last meeting, the new officers for the year were decided. Once the minutes of a meeting are approved, it will be put on the website.

There was discussion about the review of the zoning ordinance being completed by June 30. Mosher explained the anticipated timeline and what still needs to be done. His thinking is that it will be finished by June 30.

The Centerville Township zoning fee schedule was discussed. Chris Grobbel suggested the fee schedule should be in a cleaner format. The Township does not make money on these fees. Often the work involved is extended warranting an extra fee. There was discussion about various parts of the fee schedule. There was concern expressed that someone will be inspecting new builds to see if the footings have been placed properly. Mosher will take the suggestions back to Grobbel.

8. Cedar Area Fire and Rescue Board - Ron Schaub

Schaub reported on the Fire budget which is under budget a bit.

1. Board member report/Reappoint John DePuy as Member-at-Large (2 yr.)

ACTION: Hubbell moved to reappoint John DePuy as Member-at-Large (2-year term); supported by Pleva. Motion carried. (5,0)

2. Next regular meeting of the Cedar Area Fire and Rescue Board is on April 3, 2024 at 2:00 p.m.

9. Supervisor Report

1. Review PA-116 Application/Approve Annual Meeting Schedule
 Schaub explained the Open space Preservation Program. Also, a soil preservation program was approved by the County. It provides a reduced tax assessment. A qualified person pays property taxes and the State reimburses according to income. The Township has to also approve the programs that the County has approved.
ACTION: Hubbell moved to approve the programs as presented by Schaub; supported by Pleva. Motion carried. (5,0)
 The meeting dates for the coming year were presented. It was suggested that the meetings start at 6:30 p.m. instead of 7:00 p.m.
ACTION: Hubbell moved to approve the meeting schedule and the time change from 7:00 p.m. to 6:30 p.m. ; supported by Mosher. Motion carried. (5,0)
2. Review Budget Amendments
 Schaub explained some of the changes and answered questions. There were a lot of adjustments and the budget format of the previous supervisor was different for Schaub. Because of this and the transition to a new supervisor, there was less time to compile the budget. Mosher suggested a review of the budget mid-year.
ACTION: Schaub moved that the Centerville Board of Trustees amend the FY 2023-24 Township Budget using unallocated anticipated revenues of \$18,800.00, plus adjusting totals within specified categories of the existing budget. Changes are outlined in the "Centerville Township FY 2023-24 Amended Line Item Budget" presented to the Board by Supervisor Schaub; supported by Hubbell.

ROLL CALL VOTE (not necessarily called in this order)	
Ron Schaub, Supervisor	Yes
Danel Hubbell, Trustee	Yes
Elizabeth Chiles, Clerk	Yes
Joe Mosher, Trustee	Yes
Katrina Pleva, Treasurer	Yes
Motion carried. (5,0)	

10. Board – Unfinished Business
 The painting of the Hall is finished. A room was added for elections and remodeling was done. This was done in order to comply with new election rules.
11. Board – New Business
 1. ARPA funds/furnace update
 The furnace does not need to be replaced but it should be upgraded. The handicap entrance needs a rebuild. A quote is needed for both. Pleva will get a quote for the ramp. The ARPA funds need to be designated or spent by the end of the year.
 2. Renew the Fire millage at 2.25
 The millage is meant to cover the costs of the Fire Department. What was done in past was discussed. Schaub does not think it can be reduced and would like to renew it. There was continued discussion about the amount of the millage. It was

decided to table the subject until the next meeting. Schaub will provide analysis for different millage scenarios for discussion at the next meeting.

3. **Heritage Trail Section 9**

This section runs from Bohemian Road to the Harbor. The trail has been staked. The cost is privately funded. When the first leg of the trail was done, there was some public opposition brought to the Board. The Board does not have any jurisdiction over the trail.

12. **Commissioner Report – Kama Ross**

Ross reported on the scrap tire and mattress collection. Chet Janek is working on getting an intern County Administrator. There have been complaints about Point Broadband. The County is trying to resolve the issues. Ross spoke of a free energy audit for residents from Consumer Energy. She had it done in her residence and was very impressed. There is a meeting about solar energy at the Leland Library tomorrow. Emergency teams have worked on alternative plans to use during the road construction in Traverse City. The Road Commission will be doing a presentation for Centerville Township soon. Ross is always available for your concerns. Call her.

13. **Upcoming Township Meetings**

1. Next Board of Trustees Meeting: Wednesday, April 10, 2024 at 6:30 p.m.
2. Annual Meeting: Saturday, March 23 at 10:00 a.m. Special Budget Meeting following.

14. **Public Comment**

Jodie Arens – She expressed her thanks for the work of the Board and the exacting attention to the millage.

Dar Doorlag – She would appreciate Planning Commission meeting to be on Zoom. The roads need a lot of attention and it can be done without Township funding. She gave the example of Amor Road. However, she does not like the dirt road.

Tom Alfen – The Road Commission gets their funds from the State which the public also pays taxes to.

Steve Hamilton – He stated that some people like the dirt road.

Tom Alfen – He asked for an explanation of the water overlay district. Mosher explained it.

15. **Motion to Adjourn**

The meeting was adjourned at 9:16 p.m.

Respectfully submitted,
Cindy Kacin

CENTERVILLE TOWNSHIP

Profit & Loss Budget vs. Actual

April 2023 through March 2024

	Apr '23 - Mar 24	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
101-401 - Revenues				
401-402 - Property Taxes	79,192.19	74,284.00	4,908.19	106.6%
401-403 - Fire Operating 1.25 Mills	329,563.59	298,700.00	30,863.59	110.3%
401-404 - PILT National Park	731.88	600.00	131.88	122.0%
401-451 - Zoning/Permits/Splits	5,310.00	5,050.00	260.00	105.1%
401-452 - PC Zoning (Site Plan Review)	750.00	0.00	750.00	100.0%
401-477 - Cable Franchise Fee	20,447.69	18,550.00	1,897.69	110.2%
401-574 - State Shared Sales Tax Revenue	134,252.00	135,729.00	-1,477.00	98.9%
401-575 - State Shared Metro Revenue	6,030.41	4,200.00	1,830.41	143.6%
401-607 - Tax Admin Fee	31,997.17	27,000.00	4,997.17	118.5%
401-651 - Charges for Services	6,816.21	6,700.00	116.21	101.7%
401-664 - Interest Earned	4,131.44	3,300.00	831.44	125.2%
401-668 - Rents & Royalties	100.00	0.00	100.00	100.0%
401-676 - Reimbursements	2,647.82	2,500.00	147.82	105.9%
401-812 - Street Improvement SAD	41,444.95	40,664.00	780.95	101.9%
Total 101-401 - Revenues	663,415.35	617,277.00	46,138.35	107.5%
3950 - Other Government Income	0.00	0.00	0.00	0.0%
Total Income	663,415.35	617,277.00	46,138.35	107.5%
Expense				
101-101 - Township Board				
101-449 - Road Improvements	81,289.77	81,328.00	-38.23	100.0%
101-701 - Adm Wages	3,375.00	3,500.00	-125.00	96.4%
101-726 - Office Supplies	184.09	600.00	-415.91	30.7%
101-801 - Legal Fees	15,109.00	15,500.00	-391.00	97.5%
101-802 - Auditing Services	0.00	0.00	0.00	0.0%
101-900 - Printing & Publishing	1,046.99	1,200.00	-153.01	87.2%
101-911 - Memberships & Dues	2,154.54	2,000.00	154.54	107.7%
101-955 - Miscellaneous	18.34	500.00	-481.66	3.7%
Total 101-101 - Township Board	103,177.73	104,628.00	-1,450.27	98.6%
101-171 - Township Supervisor				
171-701 - Adm Wages	11,499.96	11,500.00	-0.04	100.0%
171-726 - Office Supplies	481.60	600.00	-118.40	80.3%
171-801 - Legal fees	0.00	250.00	-250.00	0.0%
171-860 - Travel	898.56	200.00	698.56	449.3%
171-955 - Miscellaneous	0.00	0.00	0.00	0.0%
171-960 - Education & Training	43.00	600.00	-557.00	7.2%
Total 101-171 - Township Supervisor	12,923.12	13,150.00	-226.88	98.3%
101-215 - Clerk				
215-701 - Wages	17,700.00	17,700.00	0.00	100.0%
215-703 - Part Time Wages	1,327.40	2,400.00	-1,072.60	55.3%
215-726 - Office Supplies/Software	1,223.17	1,500.00	-276.83	81.5%
215-802 - Contracted Services	2,259.00	3,000.00	-741.00	75.3%
215-860 - Travel	1,145.52	1,200.00	-54.48	95.5%
215-930 - computer services	918.25	300.00	618.25	306.1%
215-960 - Education & Training	775.00	550.00	225.00	140.9%
Total 101-215 - Clerk	25,348.34	26,650.00	-1,301.66	95.1%
101-247 - Board of Review				
247-703 - Part Time Wages	855.00	1,400.00	-545.00	61.1%
247-900 - Printing & Publishing	428.59	200.00	228.59	214.3%
247-960 - Education & Training	0.00	600.00	-600.00	0.0%
101-247 - Board of Review - Other	147.68	0.00	147.68	100.0%
Total 101-247 - Board of Review	1,431.27	2,200.00	-768.73	65.1%
101-253 - Treasurer				
253-701 - Wages & School Col.	17,700.00	17,700.00	0.00	100.0%
253-703 - Part Time Wages	390.00	2,400.00	-2,010.00	16.3%
253-726 - Office Supplies/Software	1,257.10	2,500.00	-1,242.90	50.3%
253-802 - Contracted Services	3,117.24	4,500.00	-1,382.76	69.3%
253-860 - Travel	204.62	300.00	-95.38	68.2%
253-930 - Computer Services	2,361.25	200.00	2,161.25	1,180.6%
253-960 - Education & Training	0.00	200.00	-200.00	0.0%
Total 101-253 - Treasurer	25,030.21	27,800.00	-2,769.79	90.0%

CENTERVILLE TOWNSHIP Profit & Loss Budget vs. Actual April 2023 through March 2024

	Apr '23 - Mar 24	Budget	\$ Over Budget	% of Budget
101-257 - Assessor				
257-701 - Wages	16,800.00	16,800.00	0.00	100.0%
257-726 - Office Supplies/Software	0.00	800.00	-800.00	0.0%
257-802 - Contracted Services	2,015.07	0.00	2,015.07	100.0%
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%
Total 101-257 - Assessor	18,815.07	19,000.00	-184.93	99.0%
101-262 - Elections				
262-701 - Wages-Part time	3,694.15	3,500.00	194.15	105.5%
262-726 - Office Supplies	3,103.79	1,300.00	1,803.79	238.8%
262-802 - Contractual Fees	615.00	3,000.00	-2,385.00	20.5%
262-860 - Travel	435.71	350.00	85.71	124.5%
262-900 - Printing & Publishing	164.22	200.00	-35.78	82.1%
262-960 - Education & Training	0.00	400.00	-400.00	0.0%
Total 101-262 - Elections	8,012.87	8,750.00	-737.13	91.6%
101-265 - Township Hall				
265-931 - Hall Upgrade	81,671.27	5,500.00	76,171.27	1,484.9%
265-740 - Operating Supplies	52.33	500.00	-447.67	10.5%
265-760 - Janitorial Services	600.00	1,200.00	-600.00	50.0%
265-920 - Utilities-Electric	639.79	500.00	139.79	128.0%
265-921 - Internet Services	1,655.76	1,700.00	-44.24	97.4%
265-922 - Utilities-Heat	2,195.84	1,800.00	395.84	122.0%
265-930 - Repairs & Maintenance	1,537.30	4,000.00	-2,462.70	38.4%
101-265 - Township Hall - Other	0.00	0.00	0.00	0.0%
Total 101-265 - Township Hall	88,352.29	15,200.00	73,152.29	581.3%
101-336 - Fire Department				
336-801 - Administrative Fee	294,176.16	294,176.15	0.01	100.0%
336-970 - Fire Department - Building	395.00	600.00	-205.00	65.8%
336-971 - Fire Station	0.00	0.00	0.00	0.0%
Total 101-336 - Fire Department	294,571.16	294,776.15	-204.99	99.9%
101-448 - Street Lighting				
448-920 - Utilities-Electric	926.77	1,000.00	-73.23	92.7%
101-448 - Street Lighting - Other	0.00	0.00	0.00	0.0%
Total 101-448 - Street Lighting	926.77	1,000.00	-73.23	92.7%
101-721 - Planning				
721-701 - Part Time Wages	8,910.00	9,100.00	-190.00	97.9%
721-801 - Legal Fees & Professional	20,198.33	25,000.00	-4,801.67	80.8%
721-860 - Travel	568.91	700.00	-133.09	81.0%
721-900 - Printing & Publishing	466.11	600.00	-133.89	77.7%
721-960 - Education & Training	1,206.40	1,450.00	-243.60	83.2%
101-721 - Planning - Other	0.00	0.00	0.00	0.0%
Total 101-721 - Planning	31,347.75	36,850.00	-5,502.25	85.1%
101-722 - Zoning Board of Appeals				
722-701 - Part Time Wages	0.00	300.00	-300.00	0.0%
722-801 - Legal Fees	0.00	1,000.00	-1,000.00	0.0%
722-860 - Travel	108.08	100.00	8.08	108.1%
722-900 - Printing & Publishing	0.00	50.00	-50.00	0.0%
722-960 - Education & Training	176.00	300.00	-124.00	58.7%
Total 101-722 - Zoning Board of Appeals	284.08	1,750.00	-1,465.92	16.2%
101-723 - Zoning Administrator				
723-701 - Contracted Services	9,800.00	9,800.00	0.00	100.0%
723-860 - Travel	0.00	0.00	0.00	0.0%
723-955 - Miscellaneous	0.00	0.00	0.00	0.0%
Total 101-723 - Zoning Administrator	9,800.00	9,800.00	0.00	100.0%
101-751 - Parks				
751-801 - Contracted Services	726.44	1,000.00	-273.56	72.6%
751-930 - Repairs & Maintenance	25.00	500.00	-475.00	5.0%
Total 101-751 - Parks	751.44	1,500.00	-748.56	50.1%
101-841 - Bank Monthly Service Fee	247.50	500.00	-252.50	49.5%

CENTERVILLE TOWNSHIP
Profit & Loss Budget vs. Actual
 April 2023 through March 2024

	Apr '23 - Mar 24	Budget	\$ Over Budget	% of Budget
101-851 - Insurance & Bonds				
851-955 - Insurance & Bonds	7,765.00	8,000.00	-235.00	97.1%
101-851 - Insurance & Bonds - Other	0.00	0.00	0.00	0.0%
Total 101-851 - Insurance & Bonds	7,765.00	8,000.00	-235.00	97.1%
101-862 - FICA & Medicare Taxes	10,919.37	11,000.00	-80.63	99.3%
101-871 - Workers Compensation Insurance	0.00	800.00	-800.00	0.0%
Total Expense	639,703.97	583,354.15	56,349.82	109.7%
Net Ordinary Income	23,711.38	33,922.85	-10,211.47	69.9%
Other Income/Expense				
Other Income				
282-665 - Interest - ARPA	0.00	0.00	0.00	0.0%
Total Other Income	0.00	0.00	0.00	0.0%
Net Other Income	0.00	0.00	0.00	0.0%
Net Income	23,711.38	33,922.85	-10,211.47	69.9%

Centerville Township Treasurer's Report

As of March 31, 2024

Account	Balances
4Front Credit Union Savings #5221	\$25,012.02
Chase Tax Fund Checking #9301	\$3,042.00
Chase HI Yield Savings #5793	\$101,836.38
Chase Business Savings #6868 ARPA Funds	\$19,122.16
Chase Business Checking #1613	\$405,792.91
Totals	<u>\$554,805.47</u>

Certificates of Deposit

4Front Credit Union #5221, #1	\$52,128.76	6/15/24; 5.0% - 13 mo.
4Front Credit Union #5221, #2	\$52,128.76	6/15/24; 5.0% - 13 mo.
GRAND TOTAL FOR ALL ACCOUNTS	<u>\$659,062.99</u>	

Receipts	Amount	From	Description
#3295	\$22,156.00	State of MI	Sales Tax Revenue-Nov/Dec 2023
#3298	\$190.00	Tim Cypher, ZA	Land Use Permit
#3299	\$48,893.12	K Pleva, Treasurer	Admin Fee-\$1,472.01; Twp-\$8,555.28; Fire/Ambulance-\$35,603.25; CARSAD-\$3,262.58
#3300	\$26,497.62	Transfer by K Pleva	Transfer from #6868 to #1613 for hall remodel by Eastling Const.
#3301	\$5.82	Chase Bank	Interest
#3302	\$413.60	4Front CU	Interest for Savings and 2 CD's

Centerville Township Zoning Fee Schedule (Ver 1, 2/18/24)

Land use permits:	Under 1,500 sq ft	1,500 to 2,500 sq ft	Over 2,500 sq ft
Single family residential	\$75.00	\$100.00	\$150.00
Addition to single family residential	\$50.00	\$75.00	\$100
Deck, porch, etc.	\$40.00	\$60.00	\$80.00
Garage, accessory bldgs	\$50.00	\$75.00	\$100.00
Agricultural bldgs	\$50.00	\$75.00	\$100.00
Duplex	\$100.00	Multi-family \$50/unit	
Storage shed (100 to 200 sq ft)	\$25.00		
Residential driveway	\$50.00	Commercial Driveway	\$100.00
Non-commercial WECS	\$50.00	Commercial WECS	Site Plan Review (Major)
Commercial bldg/ change of use	\$150.00	Commercial bldg over 3,500 sq ft	\$250.00
Formal zoning review	\$50.00	Upon request	
Home occupation review	\$100.00	Upon request	
ZBA Processes*	\$300.00 \$500.00		
Sign permit	\$50.00		
Boundary line adjustment*	\$100.00 \$250.00		
Land division*	\$100.00	and \$50.00 for each additional parcels	
Zoning amendment*	\$300.00		

Site Plan Review*	Minor project \$300.00		
Special Use Permit*	Major project \$750.00		
Commercial communication tower*	\$750.00		
Private roads*	\$750.00		
Planned unit development/site condominiums*	\$750.00		
Failure to obtain land use permit before construction	\$2 times the permit fees		

*plus professional fees and out of pocket expenses, to include but not be limited to **reasonable and customary** engineering, survey, planning and/or legal fees **borne by Centerville Township and directly related to the subject review.**

Approved: Mo/Day/Yr

Effective: Mo/Day/Yr

Reviewed & Approved: Mo/Day/Yr

Centerville Township Planning Commission Update Report | April 2024

- **Zoning Ordinance Updates**
 - ZO review work continues. Public attendance and participation remain strong,
 - Since our last board meeting on March 13, the planning commission has met twice (special meeting on Wed Mar 20 and regular meeting on Mon Apr 1). In the special meeting we dedicated the full 2+ hours to ZO review and in our regular meeting we spent majority of time on the same.
 - We have two special meetings this month scheduled for Tue Apr 16 and Mon Apr 29, both 6:30 pm at township hall and posted on the website.
 - Our Planner, Chris Grobbel, feels very good about the progress being made.
 - At our regular April meeting we agreed to target completing detailed review of the remaining sections in the next special meetings Apr 16 and 29. Commissioners would then independently each go back and review the entire ZO proposed revisions front to back and come to regular meeting on Mon May 6 to discuss any final clarifications before concluding that part of our work.
 - If we are able to meet this objective, the special meeting we currently have scheduled for Tue May 21 would be modified to serve as the mandatory public hearing.
- **Short-Term Rentals Sub-Committee**
 - We will ask Granicus (parent company of Host Compliance) to run a township assessment of advertised STR inventory this summer to compare with analysis they did of the Oct/Nov season. STRs will be back on the agenda for discussion later this year.
- **Northgate, LLC. and Leelanau Pines Campground**
 - No update.
- **Amoritas and Under Canvas**
 - No update.
- **Segment 9 of the Heritage Trail**
 - Spoke with Cleveland Township resident Doug Verellen on Thu Mar 21 to better understand the status of the project and what action he was seeking from the Centerville Township Board.
 - I suspect, but have not confirmed, that this matter does not come before either the Planning Commission nor the Township Board due to the fact that the proposed extension within Centerville Township fall entirely within property of the National Park Service.
 - Ron authorized me to speak with our attorney and I raised this with Lauren. She said that she would research and provide an opinion following her spring break travels the week of Mar 25-29. As of this writing I have not heard from Lauren but will provide an update if we have one at our meeting on Apr 10.

- **PC Meetings**
 - At our April 1 regular meeting we reviewed some of the major, recurring tasks traditionally handled by the PC chair (e.g., developing agenda, preliminary review of meeting minutes, posting documents to website, etc.) and discussed how we can thoughtfully distribute some duties across multiple commissioners in compliance with PC Bylaws.
 - Intention is to help with workload management for individuals on the team while also building familiarity with these processes among several people and establishing redundancy in the event of sudden, future PC turnover.

- **Fee Schedule**
 - Following our discussion as a board about proposed changes to the Township Zoning Fee Schedule from our planner, Chris Grobbel, I spoke with Chris to review the questions and align on proposed formatting and substance changes to the schedule.
 - Discussion of the proposed changes to be discussed in the April regular meeting and potentially voting to approve updates to the schedule.

Disclaimer: this is a summary report of updates from the planning commission to the township board and was prepared in advance to allow for better preparation and enable more informed discussion on any questions or concerns that arise. This is not meant to be a comprehensive list of all the work being done by the PC or to replace the official records which are codified in approved meeting minutes posted to the township website.

Respectfully prepared and submitted,

Joe Mosher

Centerville Township Board Trustee

Centerville Township Planning Commission Secretary and Board Representative

CENTERVILLE TOWNSHIP - ZA'S MONTHLY SUMMARY

Period: MARCH 2024

DATE	PERMIT #	NAME	USE	REC. #	CK.#	AMOUNT
3/30/2024 002-007-012-00	LUP 24-02 2926 E. MEANDER LANE	STOECKEL NEW DWELLING ATT. GARAGE FRONT DECK PORCH	LAND USE	202402	1470 \$ 5,313 S.F.	140.00
3/31/2024 002-450-174-00	LUP 24-03 2401 E. CHERRY LANE	NOVAK NEW DWELLING ATT. GARAGE DECK PORCH ACC.BLDG.	LAND USE	202403	PENDING \$ 2016 S.F.	165.00

TOTAL \$ 305.00

SIGNED:

TIMOTHY A. CYPHER

DATE: 4/7/2024

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

CENTERVILLE TOWNSHIP
Zoning Administrator's
MARCH 2024 REPORT

To: Township Board & Planning Commission

From: *Timothy A. Cypher* 4/7/2024

Land Use Permits Issued:	2	YEAR TO DATE 3
Signs / Home Occupation	0	
Single Family Residences (SFR)	2	
Additions to SFR	0	
Garages / or additions to	0	
Decks & Porches / MISC.	0	
Accessory Buildings	0	
Commercial Construction	0	
Stairs & Landings	0	
Demolitions	0	
Boat houses	0	
Solar Panels	0	
Renewal of / Change of use	0	
Z.B.A. proceedings	0	0 INQUIRY
Lot Consolidations	0	0 INQUIRY
Land Divisions	0	1 INQUIRY
Property Line Adjustments	0	1 INQUIRY
Driveways	0	0 INQUIRY
Zoning Reviews	0	
Construction Inspections	2	
Violations/Investigations	1 **VIOLATIONS**	
	0 INVESTIGATIONS PENDING	

NOTE: ROGERS MATTER STILL PENDING FINAL RESOLUTION - COURT ORDER IN PLACE - IN APPEAL

I supplied information via 19 phone calls & 11 emails to Township residents & others.

Please feel free to contact me with any questions.

staff@allpermits.com

Phone 231-360-2557