

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

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AGENDA

Wednesday May 11, 2022 7:00PM
Monthly Township Board Meeting

Centerville Township Hall - Public may participate via Zoom

1. Call to Order/Pledge of Allegiance
2. Review Agenda/Additions/Public Comment/Approve Agenda
3. Special Item: Brian Booth for grounds maintenance
4. Previous Meeting Minutes
 1. April 13, 2022 Regular Meeting Minutes
 2. April 20, 2022 Special Meeting Minutes
5. Township Financial Update
 1. Treasurer's Report
 2. Reconciliation for April 2022
6. Invoices - Review and authorize payment
7. Clerk Report
8. Correspondence/ Communication
9. Board of Review
10. Zoning Administrator's Report
 1. Lake Shore Drive
11. Planning Commission:
 1. Board member report
 2. Next regular meeting: Monday, June 6, 2022 at 6:30PM
12. Cedar Area Fire and Rescue Board
 1. Board member report
 2. Memorandum of Understanding regarding the fire station
 3. Next regular meetings: Thursday, June 2, 2022 at 7:00PM
13. Board – Unfinished Business
 1. Media upgrade for hall
 2. Remodel of upper hall
 3. ARPA Funds
 1. Public Input Session – June 8 at 6:30
14. Board – New business
 1. Township Park
15. County Commissioner Report
16. Upcoming Township Meetings:
 1. Next regular Board of Trustees Meeting: Wednesday, June 8, 2022 at 7:00PM
17. Public Comment
18. Motion to Adjourn

James Schwantes is inviting you to a scheduled Zoom meeting.

Topic: Township Board Meetnig

Time: May 11, 2022 06:30 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/89190008082?pwd=SGZ0MnpiZmFBMDIvbDFGQzFoRkNldz09>

Meeting ID: 891 9000 8082

Passcode: 485680

One tap mobile

+13017158592,,89190008082#,,,,*485680# US (Washington DC)

+13126266799,,89190008082#,,,,*485680# US (Chicago)

Dial by your location

+1 301 715 8592 US (Washington DC)

+1 312 626 6799 US (Chicago)

+1 929 205 6099 US (New York)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 669 900 6833 US (San Jose)

Meeting ID: 891 9000 8082

Passcode: 485680

Find your local number: <https://us02web.zoom.us/j/89190008082?pwd=SGZ0MnpiZmFBMDIvbDFGQzFoRkNldz09>

CENTERVILLE TOWNSHIP MONTHLY BOARD MEETING
Wednesday April 13, 2022 7:00PM
Centerville Township Hall; public participation via Zoom
MINUTES

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

GUESTS: 3 members of the public

1. **Call to Order/Pledge of Allegiance:** Supervisor Schwantes called the meeting to order at 7:00 PM
2. **Review Agenda/Additions /Public Comment /Approve Agenda**
 1. **Public comment:** D. Doorlag mentioned that AIS did not meet this past month so there will be no updates on their activities; they anticipate meeting towards the end of April.
 2. **Agenda—no changes**

MOTION: Hubbell moved to approve agenda as submitted; seconded by Schaub. Motion carried.
Yeas: 5 Nays: 0
3. **Previous Meeting Minutes**
 1. **March 9, 2022 Regular Meeting**
 - **Remove leading dates under &. Correspondence/Communications**

MOTION: Pleva moved to accept **March 9, 2022 Regular Meeting minutes** as amended; seconded by Chiles. Motion carried. Yeas: 5 Nays: 0
 2. **March 23, 2022 Special Meeting Minutes**

MOTION: Schwantes moved to accept **March 23, 2022 Special Meeting minutes** as presented; seconded by Schaub. Motion carried. Yeas: 5 Nays: 0
4. **Township Financial Update**
 1. **Treasurer's Report**—The Treasurer received an email from the County Treasurer concerning a foreclosed upon parcel which should not have been included on the summer 2021 tax roll. Said parcel is owned by the County of Leelanau. Settlement statements had previously been approved so township will be billed back for said parcel.
 2. Township will be receiving check for delinquencies of just over \$10,000.

MOTION: Chiles moved to accept the Treasurer's report as presented; seconded by Hubbell. Motion carried. Yeas: 5 Nays: 0
 2. **Balance Sheet as of March 31, 2022—March 31, 2022 balance sheet reflects state and distribution of unassigned funds as of 2021-2022 FY end. April 1, 2022 balance sheet reflects the recommended state and distribution of unassigned funds for FY 2022-2023.** In the 3/31/22 balance sheet presented, there were \$212,622 of unassigned funds. For FY 2022-2023, it was recommended that \$38,900 of unassigned funds be moved to the Roads category for a total of \$108,900. This amount would complete the necessary funding for the township's liability for the Chalet Road resurfacing project. In addition, the Supervisor recommended that \$51,570 of unassigned funds be assigned to the fire department for a total of \$97,715. This would leave \$122,152 of unassigned funds for FY 22-23, staying within the township policy of the unassigned funds being at least 50% of expenses, other than the fire department. Discussion and explanation of this assignment of funds followed.

MOTION: Schwantes moved that the Centerville Township Board of Trustees for FY2022-2023 assign from the current balance of Unrestricted Unassigned Funds \$108,900.00 to the Roads Fund and \$97,715.00 to the Fire Department Back-up Fund. Seconded by Schaub. Motion carried. Yeas: 5 Nays: 0
 3. **Budget Report as of March 31, 2022**—Distributed, per usual, at close of quarter and reviewed. No corrections were required, any changes that had been made to the budget had been made

previously with proper documentation and done in advance of the close of the fiscal year.

4. **Reconciliation Report for March 2022**— Reconciliation report for March 2022 was reviewed by the Board and signed by Supervisor Schwantes on April 13, 2022.
5. **Invoices--Review and authorize payment –**
MOTION: Hubbell moved to accept invoices and pay as presented; seconded by Pleva. Motion carried. Yeas: 5 Nays: 0
6. **Clerk Report:** Clerk's office has been preparing for the May election. Due to lack of available inspectors, two inspectors from Solon Township have been hired to help.
7. **Correspondence/ Communications** –Supervisor to represent the township at a Natural Hazard Mitigation meeting at the County Government Center. Attendance is required by FEMA by each jurisdiction. Newsletter by ParPlan was presented.
8. **Board of Review**
 1. At the March 8, 2022 meeting, there were no assessment appeals received; 1 request was made for re-classification that was denied; remainder of actions related to several veteran exemption appeals.
9. **Zoning Administrator's Report**—
 1. **Lake Shore Drive**—The lawyer has received a response to the Township's complaint; Supervisor and the ZA have met with lawyer regarding this. Township is requesting injunctive relief and damages.
10. **Planning Commission**—had organizational and goal-setting meeting last month. There was a presentation from the Lake Leelanau Lake Association requesting information on the Leelanau Pines campground property, which recently changed owners. Historically, there has been no history of complaints or regulation with this property. The commission recommended that the LLAA first file a complaint or alternatively contact the property owners and discuss concerns with them in order to establish a baseline of action for the property.
 1. **Next regular meeting:** Monday, May 2, 2022 at 6:30 PM
11. **Cedar Area Fire and Rescue (CAFR) Board**
 1. **Board member report**— Ron Schaub presented a brief update of the most recent CAFR Board meeting. Good management of expenses and greater than anticipated revenues has created surplus funds this fiscal year. Board plan is to apply the surplus to CAFR's contingency fund. Goal is to have contingency fund value be equivalent to 2 months of payroll. There was a question raised about whether a projection included in the CAFR report was actually the CAFR budget and whether there was going to be an extra millage for capital. Schaub responded that this was only a projection of current millage rates for planning purposes, with the anticipation that the MOU would be passed by the townships. If the MOU is passed then CAFR would be in control of the capital improvement process. Schaub also indicated that the projection is a 10-year-out projection and demonstrates that the anticipated 3 mil maximum is still on target to cover long term costs. Supervisor responded that were a new station built, that would not be covered by such a projection and may need to be covered by a bond.
 2. **Memorandum of Understanding (MOU)**— regarding the fire station was reviewed and discussed. There were no objections to the MOU as presented. It was noted that the address for the township needs to be corrected on the document. The Board consensus was that there were no objections, additions or deletions for the MOU and are happy with the language of the MOU as currently presented.
 3. **Next regular meetings:** Thursday, May 5, 2022 at 7:00PM
12. **Board – Unfinished business**
 1. **Chalet SAD**—Second Hearing April 20, 2022 at 6:30 PM, reminder will be sent. This is a public hearing to review and hear any objections to the Sugar Loaf Chalet Area Roads Special Assessment District (CARSAD) assessment roll, to correct any errors on individual assessments and to change the number of installment payments for CARSAD.

2. 2022-2023 Budget –FY 22-23 Compensation Schedule was reviewed and discussed.

MOTION: Chiles moved to adopt the new compensation schedule for FY 2022-2023. Seconded by Schaub. Motion carried. Yeas: 5 Nays: 0

3. Media upgrade for hall—Equipment on order.

MOTION: Schwantes moved that the Centerville Township Board of Trustees approve the use of its ARPA funds to pay for furniture and technology upgrades to the meeting room to allow remote participation in meetings by the public. This will allow safe participation and improved access for the community now and in case of future restrictions, as was experienced during the recent pandemic. The Board directs the Supervisor to make these improvements at a cost not to exceed \$10,000.00. Seconded by Pleva. Motion carried. Yeas: 5 Nays: 0

4. Remodel of upper hall—Plans have been prepared and reviewed, currently looking for a contractor available to do the work. Suggestions welcome.

MOTION: Schwantes moved that the Centerville Township Board of Trustees approve the use of its ARPA funds to pay for remodeling the upper hall to create a room for counting absentee ballots that meets the Secretary of State security requirements. This will create a secure environment for the Absentee Voter Counting Board and provide needed document storage. The Board directs the Supervisor to secure estimates for this project. Seconded by Schaub. Motion carried. Yeas: 5 Nays: 0

5. ARPA Funds—

1. Opt to use Revenue Loss Standard Allowance

MOTION: Schwantes moved that the Centerville Township Board of Trustees opt for “the standard allowance for revenue loss” as described in the ARPA final rule (page 240) in accounting for the funds received and use them for “government services” that “include, but are not limited to, maintenance or pay-go funded building of infrastructure, roads . . .” (pages 259-260). Seconded by Schaub. Motion carried. Yeas: 5 Nays: 0

2. Direct funds to be used for Media Upgrade and Absent Voter Counting Room (see 3 and 4 above)

3. Public Input Session—At the regular, June 8 Township Board meeting, public input session will start at 6:30 PM for public presentation of ideas for ARPA fund expenditures. Supervisor to write a brief explanation of what ARPA funds can be used for and distribute to township constituents. Recall that the township has 3 years to spend these funds.

13. Board New business

1. Renew support for the Cedar Waterway and Park—A new name and an update of the Cedar waterway project has been received. Supervisor to forward updated form for project.

MOTION: Schwantes moved that the Township continue to support the Cedar River Waterway and Park project. Seconded by Pleva. Motion carried. Yeas: 5 Nays: 0

14. County Commissioner Report—Patricia Soutas-Little emailed her report. See township website for report posted on township website.

15. Upcoming Township Meetings:

1. Special Meeting: CARSAD Second Public Hearing: Wednesday, April 20, 2022 at 6:30PM

2. Next regular Board of Trustees Meeting: Wednesday, May 11, 2022 at 7:00 PM

16. Public Comment— none

17. Motion to Adjourn at 8:09 PM (Hubbell)

Respectfully submitted,
Patty Ray, Deputy Clerk

Clerk's Signature: _____ Date: _____

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5001 S. FRENCH RD.
CEDAR, MICHIGAN 49621**

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**CENTERVILLE TOWNSHIP SPECIAL BOARD MEETING
Wednesday April 20, 2022 6:30PM
Centerville Township Hall; public participation via Zoom
SUBJECT: Chalet Area Roads Special Assessment District
MINUTES**

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

GUESTS: 2 members of the public present, no one joining via Zoom

1. **Call to Order/Pledge of Allegiance:** Supervisor Schwantes called the meeting to order at 6:30 PM
2. **Review Agenda/Additions /Public Comment /Approve Agenda**
 1. **Public comment: none**
 2. **Agenda—no changes**

MOTION: Chiles moved to approve agenda as submitted; seconded by Schaub. Motion carried. Yeas: 4 Nays: 0
3. **Explanation of the purpose of the meeting—**

Supervisor Schwantes provided a brief summary of the purpose of the Special Township meeting, which was to provide an opportunity for members of the public to express concerns, to present any formal appeals or any corrections to the Special Assessment District roll, and to ask questions.
4. **Open Public Hearing—**The public hearing was opened at 6:35 PM. Members of the public requested information about the assessment cap, project timeline, including project start, emergency vehicle access to the area while the project was in process and projected finish time. There were also questions about when SAD assessments would commence and the duration of the assessments. The Supervisor explained the cap was applied on a per parcel bases. He also provided an overview of the project and paving process. Plans for future maintenance of the roads were also discussed. Supervisor Schwantes agreed to contact the LCRC Commissioner and LCRC engineer to identify the specific start date for the project. He will then communicate that information to citizens in the SAD. Treasurer Pleva briefly discussed the timing and duration of the SAD (commences with 2022 Winter property bill; 3 total payments, one per year coinciding with the winter property tax bill). She will send out a notice to all citizens in the SAD in advance of the first payment due date.
 1. **Receive in-person appeals—none received**
 2. **Record appeals sent in via mail or email—none received**
5. **Close Public Hearing** at 6:48 PM.
6. **Consider Confirmation of Assessment Roll**

There were no objections or corrections to the assessment roll or to the change to three annual payments so the Board agreed to move on the assessment roll as presented.

The resolution for confirmation of the Sugar Loaf Chalet Area Roads Special Assessment Roll was offered by board member Schwantes and supported by board member Pleva.

Upon a roll call vote, the following voted:

Chiles: Abstain Hubbell: Absent Pleva: Aye Schaub: Aye Schwantes: Aye

Summary: 3 Aye 0 Nay 1 Abstain Motion carried.

- 7. **Public Comment**--none
- 8. **Motion to Adjourn at 6:59 PM**

Respectfully submitted,
Patty Ray, Deputy Clerk

Clerk's Signature: _____ Date: _____

DRAFT

CENTERVILLE TWP TREASURER'S REPORT
As of April 30, 2022

Account Balances:

Chase Tax Fund Cking #9301	\$3,218.93
Chase HI Yield Savings #5793	\$101,746.03
Chase Business Savings #6868	\$67,115.13
Chase Commercial Cking #2769	\$292,269.80
TOTAL:	<u>\$464,349.89</u>

<u>Receipts</u>	<u>Amount</u>	<u>From</u>	<u>Description</u>
#3139	\$126.55	Leelanau County	Refund for interest charged on PRE changes from 2020
#3140	\$240.00	Tim Cyper, ZA	One LUP; two Land Divisions
#3143	\$6.66	Chase Bank	Interest



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MONTHLY RECONCILIATION REPORT

Wednesday May 11, 2022 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 April of 2022. This review uses the monthly bank reconciliation as its guide to review the sample transactions. Prior to this meeting the Supervisor requested documentation on one deposit to and two expenditures from the General Fund for review.

Supervisor's comments: The expenditures reviewed were appropriate and properly documented. The deposit was documented and corresponded to the bank record. No issues of concern were identified.

Reviewed by the board & signed by

Supervisor _____ Date: _____

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



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

April 01, 2022 through April 29, 2022
 Account Number: **000000771382769**

CUSTOMER SERVICE INFORMATION

Web site: 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**

00025883 DRE 021 210 12422 NNNNNNNNNN 1 00000000 D2 0000

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



CHECKING SUMMARY Chase Platinum Business Checking

	INSTANCES	AMOUNT
Beginning Balance		\$378,474.35
Deposits and Additions	1	366.55
Checks Paid	18	-77,795.12
Electronic Withdrawals	9	-7,228.34
Fees	1	-25.00
Ending Balance	29	\$293,792.44

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
04/14	Remote Online Deposit 2	\$366.55
Total Deposits and Additions		\$366.55

CHECKS PAID

CHECK NO.	DESCRIPTION	DATE PAID	AMOUNT
5524 ^		04/25	\$202.35
5525 ^		04/18	188.50
5526 ^		04/29	74.89
5527 ^		04/27	64,110.96
5528 ^		04/18	50.15
5529 ^		04/19	63.04
5530 ^		04/19	25.00
5531 ^		04/18	474.81
5532 ^		04/21	35.10
5533 ^		04/18	69.00

Jim

Chase QuickDeposit receipt

Date	Apr 14, 2022
Account number ending in	PLAT BUS CHECKING (...2769)
Deposit amount	\$366.55
Available balance ¹	\$371,221.01
Current balance ²	\$371,587.56

Please print this receipt for your records. You won't be able to come back to this receipt once you leave this screen.

Thank you.

JPMorgan Chase Bank, N.A.

1-877-226-0071 (For government entities and not-for-profit organizations, call 1-855-893-2223). Member FDIC, Equal Housing Lender.

¹ Your "available balance" is the amount of the account's "current balance" that is available for immediate use. Certain pending transactions, such as check deposits, may not be included in the "available balance."

² Your "current balance" is the previous business day's ending balance, plus or minus any transaction known to the bank made during the current day.

CENTERVILLE TOWNSHIP
Monthly Check Journal with Totals Sorted by Check#
April 2022

11:42 AM

Type	Date	Num	Name	Memo	Account	Debit	Credit
Paycheck	04/13/2022	5525	KELLOGG, LINDY KELLOGG, LINDY		015 - CHASE CHECKING GEN FUND 2769 721-701 · Part Time Wages	85.00	188.50
Paycheck	04/13/2022	5526	Mosher, Joseph D Mosher, Joseph D Mosher, Joseph D Mosher, Joseph D		015 - CHASE CHECKING GEN FUND 2769 282-701 · Wages-Part time 247-703 · Part Time Wages 721-701 · Part Time Wages	0.00 0.00 85.00 85.00	188.50 74.89
Check	04/13/2022	5527	CEDAR AREA FIRE & RESCUE CEDAR AREA FIRE & RESCUE CEDAR AREA FIRE & RESCUE	First Qtr 2022 Operations and Capital Improvement Assessments First Qtr 2022 Operations First Qtr 2022 Capital Improvement Assessment	015 - CHASE CHECKING GEN FUND 2769 336-801 · Administrative Fee 101-336 · Fire Department	58,587.78 5,523.18	64,110.96
Check	04/13/2022	5528	CHERRYLAND ELECTRIC CO-OP CHERRYLAND ELECTRIC CO-OP	6311010 6311010	015 - CHASE CHECKING GEN FUND 2769 285-920 · Utilities-Electric	50.15	50.15
Check	04/13/2022	5529	CONSUMERS ENERGY CONSUMERS ENERGY	1000 0031 1496 March 2022	015 - CHASE CHECKING GEN FUND 2769 101-448 · Street Lighting	63.04	63.04
Check	04/13/2022	5530	Got Grafixx Got Grafixx Got Grafixx	Inv 152 magnetic sign for drop box magnetic sign for drop box	015 - CHASE CHECKING GEN FUND 2769 215-726 · Office Supplies/Software 253-726 · Office Supplies/Software	12.50 12.50	25.00
Check	04/13/2022	5531	KCI KCI	Job No. 162948 Assessment set-up file, process and mail and postage	015 - CHASE CHECKING GEN FUND 2769 257-802 · Contracted Services	474.81	474.81
Check	04/13/2022	5532	LEELANAU COUNTY EQUALIZATION DEPT. LEELANAU COUNTY EQUALIZATION DEPT.	Printing 2022 Assessment Rolls Printing 2022 Assessment Rolls	015 - CHASE CHECKING GEN FUND 2769 257-900 · Printing & Publishing	35.10	35.10
Check	04/13/2022	5533	LASER PRINTER TECH LASER PRINTER TECH LASER PRINTER TECH	Inv 220020 toner for HP toner for HP	015 - CHASE CHECKING GEN FUND 2769 215-726 · Office Supplies/Software 253-726 · Office Supplies/Software	34.50 34.50	69.00
Check	04/13/2022	5534	MICHIGAN TOWNSHIP ASSOCIATION MICHIGAN TOWNSHIP ASSOCIATION	Inv 107281 Drafting Ordinances	015 - CHASE CHECKING GEN FUND 2769 215-960 · Education & Training	25.00	25.00
Check	04/13/2022	5535	MUNICIPAL UNDERWRITERS OF MICHIGAN MUNICIPAL UNDERWRITERS OF MICHIGAN	Inv 4205 MI Twp Par Plan	015 - CHASE CHECKING GEN FUND 2769 851-955 · Insurance & Bonds	5,753.00	5,753.00
Check	04/13/2022	5536	OLSON, BZDOK & HOWARD, P.C. OLSON, BZDOK & HOWARD, P.C.	Client 5382-00M Statement 88 special assessment and Rogers	015 - CHASE CHECKING GEN FUND 2769 101-801 · Legal Fees	2,004.00 2,004.00	2,004.00 2,004.00

Credit Column shows NET CHECK TOTALS

CENTERVILLE TOWNSHIP
Monthly Check Journal with Totals Sorted by Check#
April 2022

11:42 AM

April 2022

Type	Date	Num	Name	Memo	Account	Debit	Credit
Check	04/13/2022	5537	LEELANAU ENTERPRISE TRIBUNE	advertiser 406	015 - CHASE CHECKING GEN FUND 2769	66.90	890.75
			LEELANAU ENTERPRISE TRIBUNE	synopsis	215-602 - Contracted Services	48.10	
			LEELANAU ENTERPRISE TRIBUNE	PAT for May 2022	262-900 - Printing & Publishing	63.09	
			LEELANAU ENTERPRISE TRIBUNE	meeting schedule	247-900 - Printing & Publishing	171.84	
			LEELANAU ENTERPRISE TRIBUNE	Annual Meeting notice x 3	101-900 - Printing & Publishing	540.82	
			LEELANAU ENTERPRISE TRIBUNE	CARSAD letters, envelopes	101-101 - Township Board	890.75	890.75
Check	04/13/2022	5538	TIME WARNER CABLE	inv no 086220701040122	015 - CHASE CHECKING GEN FUND 2769	0.00	137.98
Check	04/13/2022	5539	GABRIDGE & COMPANY, PCL	inv 7337704	015 - CHASE CHECKING GEN FUND 2769	0.00	137.98
Check	04/13/2022	5540	CRYSTAL FLASH ENERGY	acct no 638281200	015 - CHASE CHECKING GEN FUND 2769	613.59	613.59
			CRYSTAL FLASH ENERGY	acct no 638281200		613.59	
TOTAL						81,683.31	81,440.68

OLSON BZDOK & HOWARD, P.C.
420 East Front Street
Traverse City, MI 49686
(231) 946-0044
www.envlaw.com

Page:
April 07, 2022

CENTERVILLE TOWNSHIP
5001 S. French Road
Cedar MI 49621

CLIENT FILE NO: 5382-001
STATEMENT NO: 8

ATTN: Beth Chiles, Clerk

General Matters
CONFIDENTIAL -
ATTORNEY CLIENT COMMUNICATION

			HOURS	
03/15/2022	LBR	Commence review of special assessment district documents.	0.50	70.00
03/16/2022	LAT	Complaint v. Brian Rogers et al - review answer; draft pre-trial statement; review discovery in our possession; draft initial disclosures.	4.70	728.50
03/17/2022	LBR	Continue review of special assessment district documents; email to client regarding same; review and provide comments on pretrial statement for Rogers matter.	1.60	224.00
03/18/2022	LAT	Review LBR edits to pre trial statement; continue drafting initial disclosures.	0.30	46.50
03/21/2022	LAT	Brainstorm ideas for initial disclosures during TC with LBR; finish drafting pre-trial statement and initial disclosures.	1.70	263.50
03/22/2022	LBR	Review initial disclosures and pretrial statement for Brian Rogers litigation matter.	0.40	56.00
	LAT	Finalize drafts of pre-trial statement and initial disclosures, based on comments from LBR; send to SWH and CMB for their review; email to Defendants' new attorney Jeffrey Slocombe.	0.50	77.50
03/23/2022	LAT	Add in information from Tim and Jim into draft initial disclosures; TC with KLG re: filing / formatting.	0.50	77.50
03/24/2022	LAT	Review final versions of pre-trial statement and initial disclosures before filing.	0.10	15.50
03/28/2022	LBR	Review and provide comments on special assessment district resolution.	0.30	42.00
03/29/2022	LAT	Brian Rogers case - exchange VMs with defense counsel; review defendants' pre-trial statement filed today; TC with defense counsel; email CMB, LBR and KLG about the phone call and next steps.	0.40	62.00
03/30/2022	LAT	Emails with clients re: updates on the case and to schedule a call; TC with clients.	1.70	263.50
03/31/2022	LAT	Review emails and attachments from clients; emails to clients; email defense		

General Matters
CONFIDENTIAL -
ATTORNEY CLIENT COMMUNICATION

	HOURS	
counsel to schedule a time to talk today:	0.50	77.5
TOTAL HOURS CHARGED AND FEES	13.20	2,004.0
TOTAL CURRENT FEES AND EXPENSES		2,004.0
PREVIOUS BALANCE		\$3,323.9
03/14/2022 Payment - Thank you		-3,112.5
03/17/2022 Payment - Thank you		-211.4
TOTAL PAYMENTS		-3,323.9
BALANCE DUE		<u>\$2,004.0</u>

Payable by check to Olson, Bzdok & Howard (EIN 38-2843057)
Past due statements are subject to monthly finance charges

Leelanau Enterprise

MICHIGAN NEWSPAPER OF THE YEAR

7200 E. Duck Lake Rd., Lake Leelanau, MI 49653 P: 231.256.9827 F: 231.256.7705

Transaction Period: 3/1/2022 - 3/31/2022

CENTERVILLE TOWNSHIP-BETH
CHILES
5001 S French Road
Cedar MI 49621

Advertiser Number: 406
Billing Date: 3/31/2022
Due Date: 4/25/2022
Amount Due: \$890.75
Amount Enclosed: _____

Please detach top portion and return with your payment.

STATEMENT

Leelanau Enterprise						3/31/2022
Date	Ref No.	Transaction	Details		Debit	Credit
Balance Forward:					\$379.40	
3/11/2022	11436	Check	5515	Envelopes		\$80.00
3/11/2022	11437	Check	5520	Meeting Syn.		\$84.70
3/30/2022	11610	Invoice			\$181.90	
		3/24/2022 LE	166 Words	Legal: Legals: Meeting Schedules	\$66.90	
		Ad Text: Centerville Township Board				
		3/31/2022 LE	74 Words	Legal: Legals: Public Accuracy Test	\$48.10	
		Ad Text: Centerville Township Public Notice				
		3/31/2022 LE	224 Words	Legal: Legals: Meeting Synopsis	\$66.90	
		Ad Text: Centerville Township Board Notice				
3/31/2022	11742	Invoice		letters, envelopes	\$490.93	
		3/3/2022 LE	1 x 1	Display: ROP: Board of Review	\$63.09	
		3/3/2022 LE	1 x 1	Display: ROP: Annual meeting, budget	\$57.28	
		3/10/2022 LE	1 x 1	Display: ROP: Annual meeting, budget	\$57.28	
		3/17/2022 LE	1 x 1	Display: ROP: Annual meeting, budget	\$57.28	
		3/25/2022 EP		Labor: letters, envelopes	\$45.00	
		3/25/2022 EP		Non-Taxable Work: letters, envelopes	\$211.00	
3/31/2022	11947	Interest		March 2022	\$3.22	

CENTERVILLE TOWNSHIP-BETH
CHILES

Advertiser No: 406
0

AGING				
Current	1 - 30	31 - 60	61 - 90	91+
\$676.05	\$214.70	\$0.00	\$0.00	\$0.00

Balance Forward: \$379.40
Debits: \$676.05
Credits: \$184.70

Amount Due: \$890.75

Please make checks payable to: Leelanau Enterprise
A fee of 1.5% will be imposed on all balances past due.

Thank you for Advertising with our paper! We are glad you have entrusted us to assist you with marketing your business.

66.90
256.00
171.84

CENTERVILLE TOWNSHIP Monthly Check Journal with Totals Sorted by Check# April 2022

Type	Date	Num	Name	Memo	Account	Debit	Credit
Paycheck	05/11/2022		HUBBELL (TRUSTEE), DANIEL HUBBELL (TRUSTEE), DANIEL HUBBELL (TRUSTEE), DANIEL		015 - CHASE CHECKING GEN FUND 2769 101-701 - Adm Wages 721-701 - Part Time Wages	126.00 0.00	115.44
Paycheck	05/11/2022		RAY (Deputy Clerk), PATRICIA G RAY (Deputy Clerk), PATRICIA G RAY (Deputy Clerk), PATRICIA G		015 - CHASE CHECKING GEN FUND 2769 262-701 - Wages-Part time 215-703 - Part Time Wages	0.00 145.00	117.75
Paycheck	05/11/2022		SCHWANTES (SUPERVISOR), JAMES SCHWANTES (SUPERVISOR), JAMES SCHWANTES (SUPERVISOR), JAMES		015 - CHASE CHECKING GEN FUND 2769 171-701 - Adm Wages 101-935 - Miscellaneous	891.67 4.68	790.23
Paycheck	05/11/2022		CHILES, BETH CHILES, BETH		015 - CHASE CHECKING GEN FUND 2769 215-701 - Wages	1,383.33	1,188.72
Paycheck	05/11/2022		KROMBEEN (ASSESSOR), JULIE KROMBEEN (ASSESSOR), JULIE		015 - CHASE CHECKING GEN FUND 2769 257-701 - Wages	1,275.00	1,133.28
Paycheck	05/11/2022		PLEVA (TREASURER), KATRINA PLEVA (TREASURER), KATRINA		015 - CHASE CHECKING GEN FUND 2769 253-701 - Wages & School Cal.	1,383.33	1,218.72
Paycheck	05/11/2022		SCHAUB (TRUSTEE), RONALD J SCHAUB (TRUSTEE), RONALD J		015 - CHASE CHECKING GEN FUND 2769 101-701 - Adm Wages	250.00	230.88
Check	05/11/2022		CYPHER GROUP, INC CYPHER GROUP, INC	April 2022 April 2022	015 - CHASE CHECKING GEN FUND 2769 723-701 - Contracted Services	1,000.00	1,000.00
Check	04/14/2022		United States Treasury	March 2022	015 - CHASE CHECKING GEN FUND 2769	0.00	847.26
Liability Check	04/30/2022		United States Treasury	36-2297948	015 - CHASE CHECKING GEN FUND 2769	0.00	847.26
Check	04/15/2022		EXCEL OFFICE Furnishings LLC EXCEL OFFICE Furnishings LLC	Inv # 0001054 Conference table and 8 chairs	015 - CHASE CHECKING GEN FUND 2769 101-726 - Office Supplies	2,947.00	2,947.00
Liability Check	04/15/2022		STATE OF MICHIGAN	36-2297948	015 - CHASE CHECKING GEN FUND 2769	0.00	675.38
Paycheck	05/11/2022		BRADLEY (ELECTIONS), WILLIAM BRADLEY (ELECTIONS), WILLIAM BRADLEY (ELECTIONS), WILLIAM		015 - CHASE CHECKING GEN FUND 2769 262-701 - Wages-Part time	112.50 15.00	117.74
						127.50	117.74

Credit Column shows NET CHECK TOTALS

CENTERVILLE TOWNSHIP Monthly Check Journal with Totals Sorted by Check# April 2022

Type	Date	Num	Name	Memo	Account	Debit	Credit
Paycheck	05/11/2022	5544	DONALDSON (ELECTIONS), LAURIE M DONALDSON (ELECTIONS), LAURIE M DONALDSON (ELECTIONS), LAURIE M		015 - CHASE CHECKING GEN FUND 2769 262-701 - Wages-Part time 262-701 - Wages-Part time	262.50 16.00	256.27
Paycheck	05/11/2022	5545	Kuhn, Debra Kuhn, Debra		015 - CHASE CHECKING GEN FUND 2769 262-701 - Wages-Part time	277.50 112.50	256.27 103.89
Paycheck	05/11/2022	5546	Novak, Carol Novak, Carol		015 - CHASE CHECKING GEN FUND 2769 262-701 - Wages-Part time	112.50 112.50	103.89 103.89
Paycheck	05/11/2022	5547	Rose, Janet E Rose, Janet E		015 - CHASE CHECKING GEN FUND 2769 262-701 - Wages-Part time	131.25 131.25	115.63 115.63
Paycheck	05/11/2022	5548	Taylor, Mary E Taylor, Mary E		015 - CHASE CHECKING GEN FUND 2769 262-701 - Wages-Part time	112.50 112.50	99.11 99.11
Paycheck	05/11/2022	5549	Trinhok, Robin K Trinhok, Robin K		015 - CHASE CHECKING GEN FUND 2769 262-701 - Wages-Part time	56.25 56.25	49.55 49.55
Paycheck	05/11/2022	5550	Yoder, Elva Yoder, Elva		015 - CHASE CHECKING GEN FUND 2769 262-701 - Wages-Part time	56.25 56.25	49.55 49.55
Paycheck	05/11/2022	5551	Yoder, Grace Yoder, Grace		015 - CHASE CHECKING GEN FUND 2769 262-701 - Wages-Part time	221.25 221.25	204.32 204.32
Check	05/11/2022	5552	LEE LANAU ENTERPRISE TRIBUNE LEE LANAU ENTERPRISE TRIBUNE	advertiser 406 Two CARSAAD notices	015 - CHASE CHECKING GEN FUND 2769 101-900 - Printing & Publishing	151.90 151.90	151.90 151.90
Check	05/11/2022	5553	TIME WARNER CABLE	086220701050122	015 - CHASE CHECKING GEN FUND 2769	0.00	137.98
Check	05/11/2022	5554	CRYSTAL FLASH ENERGY CRYSTAL FLASH ENERGY	Acct No 639281200 statement date 4/30/22	015 - CHASE CHECKING GEN FUND 2769 265-922 - Utilities-Heat	464.45 464.45	464.45 464.45
Check	05/11/2022	5555	CHERRYLAND ELECTRIC CO-OP CHERRYLAND ELECTRIC CO-OP	6311010 3.13 thru 4.13 2022	015 - CHASE CHECKING GEN FUND 2769 265-920 - Utilities-Electric	49.72 49.72	49.72 49.72
Check	05/11/2022	5556	CONSUMERS ENERGY CONSUMERS ENERGY	1000 0031 1496 April 2022	015 - CHASE CHECKING GEN FUND 2769 101-448 - Street Lighting	62.96 62.96	62.96 62.96
Check	05/11/2022	5557	ACCIDENT FUND INSURANCE COMPANY A... ACCIDENT FUND INSURANCE COMPANY A...	Inv no 1000124645 May 1 2022 - May 1 2023	015 - CHASE CHECKING GEN FUND 2769 851-955 - Insurance & Bonds	760.00 760.00	760.00 760.00

Credit Column shows NET CHECK TOTALS

CENTERVILLE TOWNSHIP Monthly Check Journal with Totals Sorted by Check# April 2022

Type	Date	Num	Name	Memo	Account	Debit	Credit
Check	05/11/2022	5558	B&A SOFTWARE B&A SOFTWARE	Inv 139918 Annual Service Fee: Assessing System May 2022-2023 Annual Service Fee: Tax System May 2022-2023	015 - CHASE CHECKING GEN FUND 2769 253-802 - Contracted Services 253-802 - Contracted Services	619.00 541.00	1,160.00
Check	05/11/2022	5559	LEELANAU COUNTY TREASURER LEELANAU COUNTY TREASURER LEELANAU COUNTY TREASURER	chargeback for land bank parcels 2021 chargeback for land bank parcels 2021 chargeback for land bank parcels 2021	015 - CHASE CHECKING GEN FUND 2769 253-802 - Contracted Services 253-802 - Contracted Services	11.95 11.95	11.95
Check	05/11/2022	5560	SHANNON ROUTZAHN SHANNON ROUTZAHN	4 months Cleaning: Dec, Jan, March and April 2022	015 - CHASE CHECKING GEN FUND 2769 265-780 - Janitorial Services	200.00 200.00	200.00
Check	05/11/2022	5561	FRED PEPLINSKI FRED PEPLINSKI FRED PEPLINSKI	trim tree limbs near wires cut down tree	015 - CHASE CHECKING GEN FUND 2769 265-930 - Repairs & Maintenance 751-930 - Repairs & Maintenance	25.00 25.00	50.00
Check	05/11/2022	5562	Election Source Election Source	Inv 22-552 600 ballot request letter envelopes	015 - CHASE CHECKING GEN FUND 2769 215-726 - Office Supplies/Software	77.93 77.93	77.93
TOTAL						13,601.42	15,328.76

Centerville Township
Zoning Administrator's
APRIL 2022 Report

5/8/2022

To: Centerville Township Board & Planning Commission

From: *Timothy A. Cypher*

Land Use Permits Issued:	3	YEAR TO DATE	8
Signs / RENEWALS	0		
Single Family Residences (SFR)	1		
Additions to SFR	0		
Garages / Sheds	0		
Decks & Porches / Misc.	0		
Accessory Buildings	2		
Commercial Construction	0		
Stairs & Landings	0		
Agriculture related construction	0		
Demolitions / Change of Use	0		
Home Occupations	0		
Solar Array	0		
Z.B.A. proceedings	0	0 INQUIRY	
Special Land Use Permits	0	2 INQUIRY	
Land Division/Property Line Adj.	0	1 INQUIRY	
Private Roads / Driveways	0	0 INQUIRY	
Zoning / Site Plan Reviews	0	1 INQUIRY	
Construction Site Inspections	5		
Violations/Investigations	1	REVOKED AG EXEMPTION & LUP APPROVALS SEE NOTE ON MONTHLY SUMMARY. - ROGERS	

ONE INVESTIGATION ON BURNED OUT DWELLING IN SKI VIEW SUB.

I also supplied information via 14 phone consultations and 9 via internet to Township residents&others

<p>Please feel free to contact me with any questions. tim@allpermits.com</p>	<p>CALLS - 10 ZONING QUESTIONS 1 LAND DIVISIONS/PLA 0 PRIVATE ROAD 1 SITE PLAN REVIEW 0 ZBA QUESTIONS 2 VIOLATIONS</p>
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CENTERVILLE TOWNSHIP Z A'S MONTHLY SUMMARY

PERIOD: APRIL

DATE	PERMIT #	NAME	USE	REC. #	CK.#	AMOUNT
4/23/2022	LUP 22-04	BENNER	LAND USE	202204		6704 \$ 75.00
002-150-006-00	6676 S. GLAZIER BEACH	ACCESSORY BUILDING		1,568 S.F.		
4/24/2022	LUP 22-05	WOLLEN	LAND USE	202205		4138 \$ 80.00
002-009-006-44	4498 E. GAUTHIER RD.	2 ACCESSORY BUILDINGS		369 S.F.		
4/24/2022	LUP 22-06	SILVESTRI	LAND USE	202206		8135 \$ 165.00
002-210-021-00	3270 S. LAKE SHORE DR.	NEW DWELLING ATT.GARAGE BREEZEWAY DEC		3,590 S.F.		

4/30/2022	MCI FINE 1901	ROGERS	VIOLATION	MCLVIO1901	DELINQUENT	22 MONTHS
002-011-024-00	3780 S. LAKESHORE DR	MCL VIOLATION FEE - MONTHLY UNTIL COMPLIANCE DETERMINED				
NOTE: LAWSUIT FILED ON 2/9/2021 - PENDING						

TOTAL \$ 320.00

SIGNED:

TIMOTHY A. CYPHER

5/8/2022

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