

**CENTERVILLE TOWNSHIP MONTHLY BOARD MEETING MINUTES**  
**Wednesday July 13, 2022**

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

**GUESTS:** County Commissioner Patricia Soutas-Little, and 4 members of the public

**1. Call to Order/Pledge of Allegiance:** Supervisor Schwantes called the meeting to order at 7:07 PM

**2. Review Agenda/Additions /Public Comment /Approve Agenda**

**1. Public comment:** new public attendee introduced himself

**2. Agenda amendments:**

- **Add 4.5 Sub Agreement with County to Receive PILT**
- **Add 11.2 Revised Strategic Plan**
- **Add 13.3 Point Broadband Metro Act Application**
- **Add 13.4 Repair driveway entry**

**MOTION:** Pleva moved to approve agenda as submitted; seconded by Schaub. Motion carried.

Yeas: 5 Nays: 0

**3. Previous Meeting Minutes**

**1. June 8, 2022 Regular Meeting Minutes**

**MOTION:** Chiles moved to accept **June 8, 2022 minutes** as amended; seconded by Schaub. Motion carried. Yeas: 5 Nays: 0

**4. Township Financial Update**

**1. Treasurer's Report**—The second tranche of ARPA funds was received: \$67,098. New checking account was opened and previous closed after Treasurer identified fraudulent electronic activity occurring on the account. Chase has refunded fraudulent charges.

**MOTION:** Schwantes moved to accept the Treasurer's report as presented; seconded by Schaub. Motion carried. Yeas: 5 Nays: 0

**2. Fund Balance for 1<sup>st</sup> Quarter**—Reported and accepted by board members. Township has funds for all immediate near-term expenses, e.g., road costs. Expense totals to date have been within anticipated range. Next fund balance will be December.

**3. Budget Review for 1<sup>st</sup> Quarter**—due to technical difficulties with bookkeeping software, quarterly budget report is to be completed and reviewed at next month's meeting.

**4. Reconciliation for May and June 2022**— Reconciliation reports for May and June were reviewed by the Board; reports for both months were signed by Supervisor Schwantes on July 13, 2022.

**5. Sub-Agreement with County to Receive PILT**

**MOTION:** Approval of Sub-Agreement with Leelanau County to Receive PILT

Schwantes moved that the Centerville Township Board of Trustees approve the Sub Agreement Between Leelanau County and Centerville Township dated July, 1, 2022 to award the township \$683.06 PILT from the U.S. Department of the Interior. Seconded by Schaub.

Motion carried. Yeas: 5 Nays: 0

**5. Invoices**—Board reviewed and authorized payment of invoices received.

**MOTION:** Pleva moved to accept invoices and pay as presented; seconded by Schaub. Motion carried. Yeas: 5 Nays: 0

**6. Clerk Report:** The Clerk reported that a low number of absent voter ballots have been received to

date. Training for election workers is to be held at the County Government Center the week of July 18. The Clerk currently has recruited 8 Democrats and 8 Republicans to be available to serve as Election Inspectors in the August 2 primary and November 8 General elections.

**7. Correspondence/ Communications**

1. Supervisor received an email from concerned citizen about excessive engine braking noise from construction traffic on hill near Bel Lago and a question as to whether a noise ordinance could address this type of nuisance noise. Supervisor discussed with T. Cypher. Ordinance is possible but not feasible from an enforcement perspective. Supervisor and citizen also discussed the possibility of posting a sign in the area to discourage engine braking. Supervisor indicated that this is possible but that the citizen would need to work with the Road Commission, who technically owns the road, to post a sign.
2. Boat dock repair requested; Supervisor to repair by coming week.
3. Supervisor discussed road dip repair at entrance to township parking lot with Craig Brown, Road Commission Engineer. Brown indicated that repair could be done with proper grading and addition of gravel; no permit required. See item 13. 4 below.
4. Supervisor expressed appreciation for Cherry Festival for the opportunity to see the Cherry Royale Parade from their viewing area on July 9.

**8. Board of Review (BOR)**—A new state law has removed all PREs from township authority and are now at the county level for review. Reviewing PREs is a primary activity of July and December BOR, and while several were recently received, they are no longer within township purview.

1. **Next meeting:** July 19, 2022 at 1PM at the township hall.

**9. Zoning Administrator's Report**

1. **Lake Shore Drive**—A qualified engineer has been retained on the township's behalf to evaluate the Lake Shore Drive property. A complaint was also recently received by Supervisor about Skyline property cleanup. Both ZA and Supervisor visited property; Supervisor' assessment, which he communicated back to citizen who made the complaint, was that current status does not warrant township intervention.
2. **Popp Rd property**—Citizen asked about status or change in status of Popp Rd property. Supervisor indicated that he had not recently requested an update on the property status from the Zoning Administrator and advised that citizen contact T. Cypher via email.

**10. Planning Commission**—while no meeting was held this past month, Leelanau Pines Campground discussions are progressing.

1. **Board member report**—none
2. **Next regular meeting:** Monday, August 1, 2022 at 6:30 PM

**11. Cedar Area Fire and Rescue (CAFR) Board**

1. **Board member report**—CAFR is still working to address gaps in employee work coverage. Current gaps are being managed through overtime hours. This problem should improve after the end of summer. Schaub indicated that the same employee retention problems that CAFR is experiencing are being experienced at other County law and life safety services departments. Revised strategic plan, presented for consideration and vote, had several small changes from original strategic plan providing more detail on several items for Cleveland and Kasson townships. CAFR Board continues to discuss options for building maintenance and improvement plan going forward. Both roof and door replacement are critical maintenance issues; drainage repair is considered more long-term in scope. Different finance approaches are also being discussed but have not been decided.
2. **Revised Strategic Plan**—new plan clarifies that new station is for Cleveland/Kasson townships, to be distinguished from Cedar Station, which is responsibility of Centerville/Solon townships.

**MOTION:** Schaub moved that the Centerville Township Board of Trustees approve the Revised Cedar Area Fire and Rescue (CAFR) 2022-2026 Strategic Plan submitted for our input in May and finalized by the CAFR Board at their July 7, 2022 meeting. Seconded by Schwantes. Motion carried. Yeas: 5 Nays: 0

Plans are being developed with township supervisors and board representation for organizing a new 10-year interlocal agreement. Meetings will likely begin in October. Current agreement will expire in 2 years.

3. **Next regular meetings:** Thursday, August 4, 2022 at ~~7:00~~ PM 2:00 PM

12. **Board – Unfinished business**

1. **Media upgrade for hall**—vendor has all necessary equipment except one item. Receipt of last item and subsequent install at the hall should be within next several weeks.
2. **Remodel of upper hall**—builder has looked at plans but not yet developed cost quote. It is likely that hall modifications for AVCB will NOT be completed before the General Election in November.

13. **Board New business**

1. **Lake Leelanau Association AIS requests**—Board discussed the 3 requests (**bolded**) made to the Township Board at the previous township meeting in June:

1. **Township install Signage at Cedar Park directing lake users to wash their boats.**  
Assuming LLLA will provide a template for signage so that message is consistent across locations on the lake, Supervisor supports request. Cost of signage would have no significant impact to budget.
2. **Township contribute to washing station to be installed at Cedar.** Supervisor indicated that an interlocal agreement would be required among participating (paying) townships, since multiple townships would need to contribute to the overall cost of the washing station. Supervisor suggested that LLLA create and have a template agreement legally vetted to which all participating townships would sign. Cost of creating such a template should not be excessive.
3. **Ordinance requiring boat washing by boaters using lake**—Supervisor not in favor of creating ordinances that would not be effectively enforced.

Overall expense to township was estimated to be \$5000, which Supervisor indicated was an expense manageable within township General Funds under Park Maintenance (as an example). Township would not need to use ARPA funds to cover this expense. On consensus, Board agreed with the use of General Funds to cover these costs. A motion will be required to join the interlocal agreement with the other townships when that has been prepared and presented. Hubbell recommended that LLLA check with MTA for possible interlocal agreement templates.

2. **ARPA spending priorities (funds do not have to be spent until 2027)**—Several projects have already been approved and are in process—e.g., media upgrade and AVCB precinct preparation. Numerous other listed projects were in the township budget already or are of non-impactful cost. Supervisor suggested that going forward, ARPA funds should be used primarily on capital, one-time expenses currently beyond the township budget, that do not create a recurring cost (such as software). An example of such a project would be Amore Rd project. Supervisor recommends that Amore Rd be first priority for ARPA funds. Board agreed that this should be first priority and that other ARPA fund recommendations could be covered from normal budget process.
3. **Point Broadband (PBB) Metro Act Application** – Clerk indicated that the application from Point Broadband is to use township rights-of-way for PBB fiber-laying project. Clerk has examined the application to ensure that all required application materials have been included. Board briefly discussed the permit.

**MOTION:** Schwantes moved that the Centerville Township Board of Trustees has reviewed and approves Point Broadband Fiber Holding's Application for a METRO Act Permit for work in Centerville Township. Seconded by Pleva. Motion carried. Yeas: 5 Nays: 0

4. **Repair driveway entry**—Supervisor requested that B. Weber complete necessary grade work, as specified by C. Brown of Road Commission, to repair dip in township driveway entrance at a cost estimate of \$500-700. Board also discussed practical means for keeping the township driveway in front of the lower entrance hall less icy during winter months. This would mainly entail more

frequent plowing and sanding in this area to keep the space free of snow, which would minimize snow compaction and ice formation during freeze-thaw cycles during winter months.

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

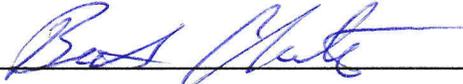
**15. Upcoming Township Meetings:**

**1. Next regular Board of Trustees Meeting:** Wednesday, August 10, 2022 at 7:00 PM

**16. Public Comment**— re: LLLA remediation discussion. Citizen mentioned board member comment that a state law requiring boat cleaning exists. Citizen suggested that sign template developed by LLLA reference state boat cleaning law, and that such information is not uncommonly included at the bottom of official signs, such as DNR signs. Centerville's AIS committee representative and member of LLLA responded that she did believe the sign would reference state ordinance information.

**17. Motion to Adjourn at 8:42 PM**

Respectfully submitted,  
Patty Ray, Deputy Clerk

Clerk's Signature:  Date: 8/10/22