

**CENTERVILLE TOWNSHIP MONTHLY BOARD MEETING MINUTES**  
**Wednesday, January 11, 2023 7:00PM**  
**Centerville Township Hall; public may participate via Zoom**

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

**GUESTS:** 4: Darlene Doorlag, Joe Mosher, Kama Ross, Susan Wheadon

1. **Call to Order/Pledge of Allegiance:** Supervisor Schwantes called the meeting to order at 7:01 PM.
2. **Review Agenda/Additions/Public Comment/Approve Agenda**
  1. **Public comment:** Kama Ross delivered her first Commissioner's report. She has received three committee assignments: the Solid Waste Council, Parks and Recreation and the Dam Authority; these are all appropriate due to her conservation background. The Solid Waste Council is looking for another recycling site; they would like to have one site that is closer to Leland Township. The Recycling Center will go forward at Bunting's Market in Cedar, and Ms. Ross commended Ray Pleva for his work on this project. The Board of Commissioners is working well together in response to a call from the people to be more civil and put politics aside. Pleva inquired how committee assignments are made. Each Commissioner speaks to the Chair and the strengths of the individual are considered. The Centerville Township Board may also request that Ms. Ross serve on a certain committee.
  2. **Agenda –** Item 4.4 to amend the budget will be added. The Commissioner's report will permanently be added as item 2.1.

**MOTION:** Schwantes moved to approve the agenda as amended. Seconded by Schaub. Motion carried. Yeas: 4 Nays: 0

3. **Previous Meeting Minutes**
  1. **December 14, 2022 Regular Meeting--Corrections:**
    - Pg. 1, 4.1 – change to “for a land use permit”.
    - Pg. 1, 4.3 – change Northgate appeal costs to a budget line total of **\$11,750**
    - Pg. 2, 9.1 – change to “**Schwantes** authorized her to file a Motion to Compel Discovery...”
    - Pg. 2, 9.1 – Insert a period after “...Motion for Summary Disposition prior to January 31.”
    - Pg. 3, 10.3 – change to “...attendance will be on **an** as-needed basis”.
    - Pg. 3, 11.2 – change to “Zoning Board of Appeals **for** a term of three (3) years...”

**MOTION:** Schwantes moved to accept the **December 14, 2022 minutes** as amended. Seconded by Pleva. Motion carried. Yeas: 4 Nays: 0

4. **Township Financial Update**

1. **Treasurer's Report** –Pleva reported that a significant amount of tax revenue has been received.

**MOTION:** Schaub moved to accept the Treasurer's report as presented.

Seconded by Chiles. Motion carried. Yeas: 4 Nays: 0

2. **Reconciliation for November 2022 and December 2022** – Board had no concerns or comments. Schwantes signed the Monthly Reconciliation Report for November and December and submitted the reports to Chiles.

3. **Leland Public Schools summer tax agreement** – On behalf of the township, Pleva, Schwantes and Chiles signed the Agreement for Collection of Summer School Property Taxes.

**MOTION:** Pleva moved that the Centerville Board of Trustees agrees to collect the total school property taxes as certified by the Leland School District for levy on July 1 on property located within the Township for a fee of \$2.50 per parcel for the year 2023. This fee also includes the collection of the Traverse Bay Intermediate School District summer tax levy. The full agreement is attached. Seconded by Chiles. Motion carried. Yeas: 4 Nays: 0

4. **Amend Budget** – Schwantes reported that legal fees continue to accumulate. The Zoning Board of Appeals will meet on January 17, 2023 to complete their work and then all work will be billed to the Township Board's budget. The line item for the Board's legal fees will be raised to \$20,000 which is mostly for Rogers and Planning Commission costs. Schwantes briefly discussed the ARPA restricted funds and the Metro Fund. Despite making some adjustments, the Township is still within budget with a positive adjusted balance of \$17,194.77.

**MOTION:** Schwantes moved that the Centerville Board of Trustees amend the FY 22-23 Township Budget using unallocated anticipated revenues as follows: 1) increase Township Board Legal Fees by \$5,000 to \$20,000 due to Rogers and Planning Commission costs making the new budget line total of \$112,828.00, and 2) increase Zoning Board of Appeals Legal Fees by \$3,000.00 to \$13,500.00 due to Northgate appeal costs making a new budget line total of \$14,700.00. With adjustments made for ARPA funds received and expenditures from ARPA and Metro restricted funds the budget has a positive balance of \$17,194.77. Seconded by Schaub. Motion carried. Yeas: 4 Nays: 0

5. **Invoices – Review and authorize payment** - Dr. Grobbel's retainer was noted. To date, he has not completed any further work and has not submitted any new invoices.

**MOTION:** Pleva moved to accept invoices and pay as presented. Seconded by Chiles. Motion carried. Yeas: 4 Nays: 0

6. **Clerk Report** – Chiles stated that there was another attempted hit to the Bank account. She received a telephone call from a bank employee in Tennessee with questions about a check presented for cashing. The check number was from a closed account; the hall address and authorizing signature were incorrect. Chiles appreciated the caller contacting her

about this matter. Paul Olson was contacted regarding Dr. Grobbel's liability insurance. He stated that Dr. Grobbel would have his own insurance.

Schwantes stated that Northgate submitted a FOIA request for ten site plans. Chiles serves as the FOIA Coordinator and the Township is permitted to bill on an hourly basis for the separate task of managing FOIA requests. Chiles stated that the workload has been manageable to date.

7. **Supervisor's Report**—Schwantes reported that he received a letter from FEMA on December 7, 2022 which stated that the Flood Insurance Rate Map is final. The matter was discussed with Tim Cypher who will check to ensure that our documentation is in compliance. On January 3, 2023, Schwantes emailed the Leelanau County Road Commission regarding Ski View, Manor Green and Amore; he is looking to obtain cost reports so that letters can be written to these three communities. To date, he has not received a reply from the LCRC.

8. **Board of Review** – training for Board of Review members will begin soon.

9. **Zoning Administrator's Report**

**Lake Shore Drive**—Motions to Compel Discovery and for Summary Disposition were filed on December 23, 2022. The hearings on these motions are scheduled for January 23, 2023 at 3:00 p.m. Schwantes noted that Hubbell previously stated that a motion should be made at the January meeting to allow the Supervisor to represent the Township at the Settlement Conference.

**MOTION:** Chiles moved that the Centerville Board of Trustees authorize Supervisor Jim Schwantes to attend the settlement conference on January 31, 2023 regarding Centerville Township v. Brian Rogers (Case No. 2022-10791-CZ) in Leelanau County 13<sup>th</sup> Circuit Court, and to act as the agent of the Township during the conference. Authority for final approval of any settlement is retained by the full Board. Seconded by Schaub. Motion carried. Yeas: 4 Nays: 0

Schwantes addressed the situation on Popp Road as Ms. Doorlag has expressed concern over this matter. Although this property is an eyesore, it is the responsibility of the property owner and is beyond the jurisdiction of the Township Board. Schwantes added that the potential legal costs to proceed with this matter would be significant.

10. **Planning Commission**

**1. Board representative's report** – there is no report as the PC did not have a meeting. Schwantes reported that Dana Boomer has resigned as the PC Recording Secretary effective January 31, 2023.

**2. Consider moratorium on site plan applications to allow time to amend ordinance procedures.** The township attorneys advised that removing the 90-day requirement would suspend the ordinance. It was recommended that a one-line repeal of this be included and that after that a moratorium be considered if needed. Schwantes directed Board members to review the attorney's communications.

**MOTION:** Schwantes moved that the Centerville Board of Trustees, recognizing

that the Township Ordinance's site plan review 90-day review requirement does not provide adequate time for consideration of complex site plans, directs the Township Planning Commission to hold a public hearing at their next regular meeting regarding this issue and then consider recommending removal of the following sentences from the Ordinance:

"All site plans, exclusive of towers, shall be acted upon within ninety (90) days of receipt by the Centerville Township Planning Commission of a complete application and site plan meeting the requirements in B of this Section. Site plans for towers shall be acted on within 60 days of receipt by the Centerville Township Planning Commission of a complete application and site plan meeting the requirements in B of this Section. This review period may be extended upon written agreement between the applicant and the Planning Commission." Schaub seconded. Motion carried. Yeas: 4 Nays: 0

**3. Next regular meeting:** Monday, February 6, 2023 at 6:30 PM – Chiles will attend this meeting in Schwantes' absence.

11. **Zoning Board of Appeals**—The ZBA will meet on Tuesday, January 17, 2023 to approve minutes of the December 20, 2022 meeting.

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

**1. Board member report**—Schaub reported that John Imboden will join the Board as a new member from Cleveland Township and will serve as Secretary. Chris Comeaux was elected as the Vice Chair. Two applications were received for EMS positions; a part-time employee was also hired. Schaub stated that CAFR is not over on the budget but they were over on fuel; funds were set aside in anticipation of this expense. It was noted that the company that will manage the roof project wants one-half down in order to begin; Schaub stated that the request for these funds will be forthcoming. The cost of the roof is being shared with Solon Township so one-half down will represent our share of the deposit. Chief Dornbos is working on ordering a new ambulance; the cost of a new ambulance today has reached \$400,000. Schaub summarized by stating that CAFR has done a very good job with long-range planning from a financial standpoint.

**2. Next regular meeting:** Thursday, February 2, 2023 at 2:00 PM.

13. **Board – Unfinished business**

**1. Hall remodel** – Schwantes stated that the builder is waiting on the electrician cost.

**2. FY 23-24 Budget** – Schwantes stated that he added five percent for raises. A salary resolution will be required at the February meeting. Chiles would like to provide Board members with tablets, to make accessing meeting documents efficient and to waste less paper.

14. **Board – New business** – The Annual Meeting will be held on Saturday, March 18, 2023 at 10:00 a.m. at the Township Hall.

15. **County Commission Report** – moved to item 2.1 for all future meetings.

16. **Township Meetings:**

**1. Next regular Board of Trustees Meeting:** Wednesday, February 1, 2023 at 7:00 PM.

17. **Public Comment**—Ms. Wheadon stated that she is a member of the Northern Michigan Environmental Action Council which works to mitigate climate change. They would like to see greater use of solar panels throughout the communities; Ms. Wheadon stated that she would like to start this project in Centerville Township. Ms. Ross noted that a goal of the Solid Waste Council is to do more composting on a large-scale basis in 2023.
18. **MOTION:** Schaub moved to adjourn the meeting at 8:31 PM. Seconded by Pleva. Motion carried. Yeas: 4 Nays: 0

Respectfully submitted,

Clerk's Signature: Elizabeth Chiles

Date: February 1, 2023