

CENTERVILLE TOWNSHIP MONTHLY BOARD MEETING
Wednesday May 11, 2022 7:00PM
Centerville Township Hall; public participation via Zoom
MINUTES

PRESENT: James Schwantes, Elizabeth Chiles, Dan Hubbell, Katrina Pleva, Ron Schaub
GUESTS: Patricia Soutas-Little, Brian Booth, 1 member 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:** none
 2. **Agenda—**
 - **Add 12.3 CAFR Strategic Plan, original 12.3 becomes 12.4**
 - **CORRECTION: CAFR meetings have been permanently changed to start at 2:00 PM**
 - **Add 16.1 Public Input Session for ARPA funds Wednesday, June 8, 2022 at 6:30 PM, original 16.1 becomes 16.2**

MOTION: Pleva moved to approve agenda with additions; seconded by Schaub. Motion carried. Yeas: 5 Nays: 0

3. **Special Item: Brian Booth for grounds maintenance**

MOTION: Schwantes moved to hire Brian Booth as township hall and park outdoor maintenance for 2022-2023 at a salary of \$450/mo for 6 months; seconded by Chiles. Motion carried. Yeas: 5 Nays: 0
Supervisor requested that Mr. Booth send the Clerk a contract with those employment conditions. Reminder that porta-john needed to be installed before Memorial Day.

4. **Previous Meeting Minutes**

1. **April 13, 2022 Regular Meeting**

- **No changes**

MOTION: Schwantes moved to accept **April 13, 2022 Regular Meeting minutes** as presented; seconded by Schaub. Motion carried. Yeas: 5 Nays: 0

2. **April 20, 2022 Special Meeting Minutes**

- **No changes**

MOTION: Pleva moved to accept **April 20, 2022 Special Meeting minutes** as presented; seconded by Schaub. Motion carried. Yeas: 5 Nays: 0

5. **Township Financial Update**

1. **Treasurer's Report—**Funds were transferred from ARPA Fund in May to cover the purchase of new township board room furniture. County Delinquency funds were deposited in May; the original amount sent was incorrect. Treasurer worked with county to deliver a check for the correct amount as well as the accompanying paperwork.

Treasurer is working with BSA through KCI to develop mailing for the SAD (Special Assessment District). Township quoted \$350 for work that will include notice, postage and mailing. Treasurer requested permission to move forward with this work for the SAD notice. Board agreed. This notice is recommended by MTA when setting up a SAD. Because this is considered to be part of original township creation of SAD, no additional motion was required for approval of this expense.

2. **Reconciliation Report for April 2022—** Reconciliation report for April 2022 was reviewed by the Board and signed by Supervisor Schwantes on May 11, 2022.

6. **Invoices--Review and authorize payment** --Clerk noted that a bill from the attorney was received

shortly after the invoice report for this month's township meeting had been created. She will be paying that bill prior to next month's board meeting.

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

7. **Clerk Report**—Clerk reported that May's election ran smoothly. The township received 114 absentee voter ballots and had 95 in-precinct voters. Two election workers from Solon township assisted. The township will be requesting reimbursement from Leland Public School district for election costs. Clerk is beginning to prepare for the August election. Training will occur in July; all workers will be required to attend.
8. **Correspondence/ Communication**—none
9. **Board of Review**—no report
10. **Zoning Administrator's Report**—
 1. **Lake Shore Drive**—an agreement was made between parties which would have an engineer assess structural integrity of structure. ZA is working to identify an engineer who would be available to perform that inspection.
 2. **Skyline Dr**—owner will be sentenced to prison; ZA is in touch with owner, who will be trying to sell items and straighten up the property.
11. **Planning Commission**—
 1. **Board member report**—Board member was not able to attend meeting. Board members received minutes prior to meeting. No updates on Leelanau Pines campground. Supervisor reminded the Board that the Board does not vote on site plans. That is an administrative task handled by the PC. Solar Positive presentation to be attended by Supervisor and PC.
ADUs (Accessory Dwelling Units) under consideration as a means to address housing shortage. There may be future zoning considerations for this type of housing structure. A meeting concerning ADUs will be held at County Government center in the near future.
Public comment: LLA is *indeed* working with the Campground owners to address concerns and issues proactively.
 2. **Next regular meeting:** Monday, June 6, 2022 at 6:30 PM
12. **Cedar Area Fire and Rescue (CAFR) Board**
 1. **Board member report**—Board member has been impressed by the careful management of CAFR budget by the Fire Chief and his administrative assistant. CAFR was \$53,000 under budget on expenses this past year and brought in \$30,000 additional revenues beyond what was budgeted. The CAFR Board has committed \$40,000 of that surplus to CAFR contingency plan and moved \$10,000 into capital improvement budget category.
To date, CAFR has been able to retain its staff although additional hiring and retention is a concern for the future.
 2. **Memorandum of Understanding (MOU) regarding the fire station.** The Board continues to support the MOU providing the authority for equally sharing capital expenditures for the Fire Board among the 4 townships. Historically, capital improvement at the fire station was paid out of the general funds of Centerville and Solon; there was no capital fund for the Fire Department at that time. Supervisor also stated that there were no outstanding capital improvement bills for the fire department currently. As long as the 4 townships are responsible for funding the Fire Department budget approved by the townships, the Fire Department cannot independently decide on capital improvements outside of the approved budget.
 3. **CAFR Strategic plan**—Fire Board is requesting comments on the Strategic plan prior to the Fire Board's next meeting on June 2. Supervisor mentioned that he did not see any explicit planning for new fire trucks in the plan.
 4. **Next regular meeting:** Thursday, June 2, 2022 at 2:00 PM
13. **Board – Unfinished business**
 1. **Media upgrade for hall**—no updates.

2. **Remodel of upper hall** --10-11 prospective contractors have been contacted and the Supervisor is still interviewing these contractors. Project will NOT likely be finished by the General Election in November.
3. **ARPA funds**—Members of public who have ideas for how to spend ARPA funds are encouraged to attend the Public Input Session in June.
 - **Public Input Session – June 8 at 6:30 PM**
14. **Board – New business**
 1. **Township Park**—Trees that were previously trimmed and thought to be dying have recovered and will not be cut down. Grill needs to be replaced in park.
15. **County Commissioner Report**—Patricia Soutas-Little will email her report, which will be posted on the township website.
16. **Upcoming Township Meetings:**
 1. **Public input session for township ARPA funds** will be included in the next regular meeting on Wednesday, June 8, 2022. The meeting will begin at 6:30 rather than 7:00.
17. **Public Comment**— Request from AIS to set aside 20 minutes for presentation and questions at Board's next month's agenda.
18. **Motion to Adjourn** at 8:29 PM (Hubbell)

Respectfully submitted,
Patty Ray, Deputy Clerk

Clerk's Signature: _____

 Date: 6/8/22