



Milton Township

32097 Bertrand St., Niles, MI 49120 Phone (269)684-7262 Fax (269)684-1742
Email: milton@miltontwp.org Website: www.miltontwp.org

Agenda for Milton Township Regular Board Meeting on Zoom Milton Township Hall - 32097 Bertrand St., Niles, MI Tuesday April 21, 2020 7:00 P.M.

Call to Order/Pledge of Allegiance:

Community Reports:

1. Planning Commission Ex Officio Member
2. Other committee chairs
3. Visiting officials

Anyone Wishing to Speak to the Board: (3 min/person)

Board Member Comments:

Approval of Agenda:

Approval of Previous Minutes:

Business (w/attendees):

Old Business:

1. Zoning Ordinance Amendment
2. Kestrel Hills
3. Road Projects
4. Ambulance SAD
5. Glenayre
6. 2020 Audit
7. Election Equipment

New Business:

1. Accept RFP Lawn Maintenance Bid
2. TruGreen Proposal
3. Dell Support Contract
4. Spring Clean
5. Phone System
6. Opening Township Hall

Financial Report:

1. Review of Township Budget
2. Financial Reports
3. Approval of Checks

Adjournment:



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**Minutes for Milton Township Board of Trustees
Budget Hearing
Milton Township Hall - 32097 Bertrand St., Niles, MI
Tuesday March 17, 2020 7:00 P.M.**

Meeting called to order at 7:00PM.

Members Present: Supervisor Eric Renken, Treasurer Susan Flowers, Clerk Steve Sante, Trustee Paul Romanetz, Trustee Rich Mullin

The budgets for the General Fund, Fire fund, and Ambulance Fund for fiscal year 2020-2021 was presented to the public.

Public Comment: Nobody From The Public Was Present

Adjournment:

Motion: Flowers made a motion to adjourn at 7:01 PM

Second: Renken

Discussion: None

Motion carried unanimously



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Minutes for Milton Township Board of Trustees Budget Hearing Milton Township Hall - 32097 Bertrand St., Niles, MI Tuesday March 17, 2020 7:00 P.M.

Meeting called to order at 7:02PM.

Members Present: Supervisor Eric Renken, Treasurer Susan Flowers, Clerk Steve Sante, Trustee Paul Romanetz, Trustee Rich Mullin

Public Comment: None Made

Due to the outbreak of the COVID-19 virus those items deemed not essential were tabled by the board.

Planning Commission Ex-Officio: Renken recommends the P.C. cancel its April meeting.

Visiting Officials: None Present

Members of Public Wanting to Speak: None

Board Member Comments: None Made

Approval of Agenda:

Motion: Renken made a motion to approve the agenda as presented

Second: Sante

Discussion: None

All Voted Yes

Motion Carried

Approval of Past Minutes

Motion: Renken made a motion to approve the February 18, 2020 minutes as presented

Second: Sante

Discussion: None

All Voted Yes

Motion Carried

Motion: Renken made a motion to approve the February 29, 2020 minutes as presented

Second: Sante

Discussion: None

All Voted Yes

Motion Carried

New Business:

Zoning Ordinance Amendment: Tabled

Kestrel Hills: Tabled

Road Projects: Tabled

Ambulance SAD: Tabled

Glenayre: Tabled

2020-2021 Budgets:

The board had a lengthy discussion regarding the three budgets.

Motion: Renken made a motion approving the ambulance budget as presented. This is budget resolution 2020-4R.

Second: Sante

Discussion: None

Roll Call: Mullin Y, Flowers Y, Sante Y, Romanetz Y, Renken Y

Motion Carried

Motion: Flowers made a motion approving the fire budget as presented. This is budget resolution 2020-5R.

Second: Mullin

Discussion: None

Roll Call: Mullin Y, Flowers Y, Sante Y, Romanetz Y, Renken Y

Motion Carried

Motion: Renken made a motion to approve the general fund budget as revised. This is budget resolution 2020-6R.

Second: Sante

Discussion: None

Roll Call: Mullin Y, Flowers Y, Sante Y, Romanetz Y, Renken Y

Motion Carried

Wage Resolution

Motion: Renken made a motion to approve wage resolution 7-R.

Second: Romanetz

Discussion: None

Roll Call: Mullin Y, Flowers Y, Sante Y, Romanetz Y, Renken Y

Motion Carried

Fee Schedule: Tabled

2020 Audit: Tabled

RFP Lawn Maintenance:

Motion: Renken made a motion to approve the lawn maintenance RFP with submissions due 4/20/20 at 4:00pm.

Second: Sante

Discussion: None

All Voted Yes

Motion Carried

Old Business:

Election Equipment: Tabled

Township Budget

Motion: Sante made resolution 2020-8R to amend to 2019-2020 fiscal year budget as follows:

Accrued Wages	101-101-710.2	\$500
Telephone	101-101-850	\$1,300
Legal Notices	101-101-901	\$110
Computer Software	101-215-815	\$377
Service Fees	101-253-734	\$43
Snow Removal Services	101-265-933.4	\$950
MUP Design	101-446-969.5	\$533
PC Wages	101-410-725	\$111
Porta Potty	101-751-931.1	\$165
Pension Match	101-850-822.1	\$10,000
Medicare Match	101-850-822.2	<u>\$898</u>
		\$14,987

Second: Renken

Discussion: None

Roll Call: Mullin Y, Flowers Y, Sante Y, Romanetz Y, Renken Y

Motion Carried

Financial Reports

Flowers reports the township funds total \$634,836.60

Approval of Checks

Motion: Sante made a motion to approve the checks with the addition of the following:

Cass County Office Of Sheriff	\$1,259.66
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Second: Renken

Discussion: None

Roll Call: Mullin Y, Flowers Y, Sante Y, Romanetz Y, Renken Y

Motion Carried

Adjournment:

Motion: Flowers made a motion to adjourn at 8:01pm

Second: Renken

Discussion: None

Motion carried unanimously

**MILTON TOWNSHIP
COUNTY OF CASS, STATE OF MICHIGAN
RESOLUTION REGARDING AN ORDINANCE AMENDMENT**

WHEREAS, pursuant to the Michigan Zoning Enabling Act, 2006 PA 110, MCL 125.3101 et seq. (“MZEA”), the Township has authority to adopt and amend zoning ordinances regulating the use of land in the Township; and

WHEREAS, the Township proposed amendments to Chapter 2, Section 2.02 of the Township’s Zoning Ordinance - Definitions A.

Accessory Dwelling Unit: A dwelling unit consisting of either a stick built house, converted out-building or other habitable space/structure used in conjunction with the main dwelling for the housing of non-paying visitors, guests or family, separate from the primary dwelling containing separate kitchen, sleeping and bathroom facilities, and

WHEREAS, the Township proposed amendments to Chapter 3, Section 3.32 of the Township’s Zoning Ordinance – General Provisions.

Accessory Dwelling Units (ADU), as defined in Section 2.02 “A”, are allowed as a permitted use in the AG and RR Districts subject to the following provisions:

- A. A maximum of one ADU is permitted per lot or parcel and must accompany a primary residence.
- B. Minimum square footage of an ADU shall be 400 square feet.
- C. The residential living area of a guest house shall not exceed the total floor area of the principal dwelling located on the property.
- D. The design of the ADU shall be compatible with the height, mass, and general design of local buildings and not detract from the general character in the immediate vicinity of the site.
- E. An existing building that is nonconforming on the effective date of this Ordinance due to building height, may be remodeled to meet the standards of an ADU.
- F. Setbacks and building height for the underlying zoning district shall apply to all new construction of ADU’s.
- G. An ADU may not be located in front of the primary residence.
- H. Owners of the property may occupy as a primary residence either the principal or the accessory dwelling but must live on the parcel. For

purposes of this section, the “owner” shall mean one who holds legal or beneficial title.

- I. An ADU shall not have an address which is separate from the principal dwelling.
- J. No ADU shall be separated by ownership from the principal dwelling unit unless sufficient land area and frontage is met for the underlying zoning district and the regular dwelling square footage size of the ADU is met or exceeded.
- K. In addition to parking required for the principal dwelling, sufficient additional parking spaces shall be provided for the accessory residence.
- L. Persons occupying the primary residence and an ADU must conform with Section 2.07 F. Family.
- M. The ADU shall not be rented or used for commercial or business purposes.
- N. ADU's shall comply with all Building Code requirements and Cass County Health Department regulations and permits for water and septic/sewer.

WHEREAS, the Township Planning Commission held a public hearing on February 4, 2020, to consider the proposed amendments to the Zoning Ordinance and has recommended approval of the Ordinance to the Township Board; and

WHEREAS, on February 26, 2020, the Cass County Planning Commission reviewed and approved the Ordinance with comments; and

WHEREAS, the Township Board has reviewed and wishes to adopt the Ordinance as recommended by the Township Planning Commission; and

WHEREAS, the Township Board has determined that adoption of the Ordinance is in the best interest of the public health, safety, and welfare.

NOW THEREFORE, BE IT HEREBY RESOLVED that Township Board declares the following:

1. Ordinance No. ____ - 2020, An Ordinance to Amend the Township Zoning Ordinance Chapters 2 and 3, Regarding Accessory Dwelling Units, is hereby adopted.
2. The Ordinance shall be filed with the Township Clerk.

3. The Township Clerk shall publish a notice of adoption of the Ordinance in a newspaper of general circulation in the Township within 15 days after adoption.

4. Any and all resolutions that are in conflict with this Resolution are hereby repealed but only to the extent to give this Resolution full force and effect.

NOW THEREFORE, BE IT HEREBY RESOLVED that Township Board declares the following: All resolutions or parts of resolutions in conflict herewith are hereby repealed.

Motion was made _____ and seconded by _____ to adopt the foregoing Resolution.

Upon roll call vote the following voted "Aye":

The following voted "Nay":

The following were absent:

The Supervisor declared the motion carried and the resolution duly adopted.

CERTIFICATE

I hereby certify that the foregoing constitutes a true and complete copy of a resolution adopted at a regular meeting of the Milton Township Board held on March 10, 2020; that the meeting was conducted and public notice of the meeting was given pursuant to and in compliance with the Michigan Open Meetings Act; that a quorum of the Board was present and voted in favor of the resolution; and that the minutes of the meeting will be or have been made available as required by the Open Meetings Act.

Steve Sante, Clerk
Milton Township
Cass County, Michigan

CONTRACT

ESTIMATE NO: 20-07-01 TOWNSHIP: Milton WORK TYPE: Asphalt Overlay
STREET: Batchelor Road LENGTH: 0.56 Miles WORK CODE: 03
TERMINI: Redfield Street to Bertrand TOTAL COST \$ 79,055.95 WO #

This Contract is made this _____ day of _____, 2020, by and between the Board of County Road Commissioners for the County of Cass, Michigan, hereinafter called the COMMISSION, and the Board of _____ Milton Township, hereinafter called the BOARD.

WHEREAS, the funds for county road maintenance and construction are allocated to the COMMISSION by the Michigan State Highway Department through PA 51 of 1951, as amended, which permits allocation by the COMMISSION of certain portions of said funds to the BOARD for use on approved local road projects; and

WHEREAS, the parties hereto have reached an understanding with each other in the matter of design, construction or direction of the aforesaid improvement, and it be the desire to set forth their understanding in the form of a written agreement using the aforesaid funds not to exceed the sum of \$ 79,055.95 as follows:

20%	COMMISSION:	\$	15,811.19
80%	BOARD:	\$	63,244.76

The balance of funds necessary to complete the project in the amount of \$ 63,244.76 shall be deposited by the BOARD with the COMMISSION before the beginning of any actual physical work as follows:

25% with signed contract	\$	15,811.19
50% on or before June 1	\$	31,622.38
Balance upon contract completion	\$	15,811.19

1. All work involved shall begin and be completed during the 2020 construction season.

ITEM OF WORK	QUANTITY	UNIT	UNIT COST	EXTENSION
Subdivision and/or Lake area premium	0	Each	\$ 0.00	\$ 0.00
Job Preparation	0	LSUM	\$ 0.00	\$ 0.00
HMA 2.5 " X 21 feet	1009	Tons	\$ 68.06	\$ 68,672.54
HMA Approach	11	Tons	\$ 68.06	\$ 748.66
Shoulder 2.5 " X 3 feet	425	Tons	\$ 22.67	\$ 9,634.75
Edgeline	0.00	Mi	\$ 475.00	\$ 0.00
Centerline	0.00	Mi	\$ 297.00	\$ 0.00
Sealcoat 0 feet	0.00	Mi	\$ 0.00	\$ 0.00
Gravel 3 " X 20 feet	0.00	Tons	\$ 18.34	\$ 0.00
Fogseal 20 feet wide	0.00	Mi	\$ 6687.81	\$ 0.00
TOTAL				\$ 79,055.95

IN WITNESS WHEREOF the parties hereto have caused this agreement to be executed by their duly authorized officers to be effective on the day written above.

BOARD OF CASS COUNTY ROAD COMMISSIONERS	TOWNSHIP OF:	Milton
Manager _____	Supervisor	_____
Clerk _____	Clerk	_____
	Treasurer	_____
Date _____	Trustee	_____
	Trustee	_____
	Trustee	_____
	Trustee	_____
	Date	_____

CONTRACT

ESTIMATE NO: 20-07-02 TOWNSHIP: Milton WORK TYPE: Crackseal
STREET: Leet Road LENGTH: 2.28 Miles WORK CODE: 09
TERMINI: US12 to Township Line TOTAL COST \$ 13,404.12 WO #

This Contract is made this _____ day of _____, 2020, by and between the Board of County Road Commissioners for the County of Cass, Michigan, hereinafter called the COMMISSION, and the Board of _____ Milton Township, hereinafter called the BOARD.

WHEREAS, the funds for county road maintenance and construction are allocated to the COMMISSION by the Michigan State Highway Department through PA 51 of 1951, as amended, which permits allocation by the COMMISSION of certain portions of said funds to the BOARD for use on approved local road projects; and

WHEREAS, the parties hereto have reached an understanding with each other in the matter of design, construction or direction of the aforesaid improvement, and it be the desire to set forth their understanding in the form of a written agreement using the aforesaid funds not to exceed the sum of \$ 13,404.12 as follows:

10% COMMISSION: \$ 1,340.41
90% BOARD: \$ 12,063.71

The balance of funds necessary to complete the project in the amount of \$ 12,063.71 shall be deposited by the BOARD with the COMMISSION before the beginning of any actual physical work as follows:

25% with signed contract \$ 3,015.93
50% on or before June 1 \$ 6,031.85
Balance upon contract completion \$ 3,015.93

1. All work involved shall begin and be completed during the 2020 construction season.

ITEM OF WORK	QUANTITY	UNIT	UNIT COST	EXTENSION
Small Job Mobilization Charge	0	Each	\$ 0.00	\$ 0.00
Job Preparation	1	LSUM	\$	\$ 0.00
HMA 0 " X 0 feet	0	Tons	\$ 68.06	\$ 0.00
Shoulder 0 " X 0 feet	0	Tons	\$ 22.67	\$ 0.00
Edgeline	0.00	Mi	\$ 475.00	\$ 0.00
Centerline	0.00	Mi	\$ 297.00	\$ 0.00
Sealcoat 0 feet	0.00	Mi	\$ 0.00	\$ 0.00
Gravel 0 " X 0 feet	0.00	Tons	\$ 18.34	\$ 0.00
Crackseal 20 feet	2.28	Mi	\$ 5879.00	\$ 13,404.12
TOTAL				\$ 13,404.12

IN WITNESS WHEREOF the parties hereto have caused this agreement to be executed by their duly authorized officers to be effective on the day written above.

BOARD OF CASS COUNTY ROAD COMMISSIONERS	TOWNSHIP OF:	Milton
Manager _____	Supervisor	_____
Clerk _____	Clerk	_____
	Treasurer	_____
Date _____	Trustee	_____
	Trustee	_____
	Trustee	_____
	Trustee	_____
	Date	_____



February 7, 2020

To the Members of the Township Board
Milton Township
Niles, Michigan

We are pleased to confirm our understanding of the services we are to provide for Milton Township, Michigan for the year ended March 31, 2020.

We will audit the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise the basic financial statements, of Milton Township, Michigan as of and for the year ended March 31, 2020. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement Milton Township's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to Milton Township's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

- 1) Management's Discussion and Analysis
- 2) Budgetary Comparison Schedules

Audit Objectives

The objective of our audit is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with generally accepted accounting principles. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and will include tests of the accounting records and other procedures we consider necessary to enable us to express such opinions. We will issue a written report upon completion of our audit of Milton Township's financial statements. Our report will be addressed to the Board of Directors of Milton Township. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions on the financial statements are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or may withdraw from this engagement.

Audit Procedures—General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards. In addition, an audit is not designed to detect immaterial misstatements, or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about the financial statements and related matters.

Audit Procedures—Internal Control

Our audit will include obtaining an understanding of the government and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. An audit is not designed to provide assurance on internal control or to identify deficiencies in internal control. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of Milton Township's compliance with the provisions of applicable laws, regulations, contracts, and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion.

Other Services

We will also assist in preparing the financial statements of Milton Township in conformity with U.S. generally accepted accounting principles based on information provided by you, and we will assist in the online filing of the F-65 (Annual Financial Report). We will assist with recording of accrual basis closing entries, and depreciation schedule maintenance, based on information provided by you.

Management Responsibilities

Management is responsible for establishing and maintaining effective internal controls, including evaluating and monitoring ongoing activities, to help ensure that appropriate goals and objectives are met; following laws and regulations; and ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles, for the preparation and fair presentation of the financial statements and all accompanying information in conformity with accounting principles generally accepted in the United States of America, and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and for confirming to us in the written representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants and for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts or grant agreements, or abuse that we report.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

You agree to assume all management responsibilities relating to the financial statements and related notes and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements and related notes and that you have reviewed and approved the financial statements and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

E-mail Communications

We disclaim and waive, and you release us from, any liability for interception or unintentional disclosure of e-mail transmissions or for the unauthorized use or failed delivery of e-mails transmitted by us in connection with the services we are being engaged to perform under this agreement.

Reproduction of Audit Report

If the government plans any reproduction or publication of our report, or any portion of it, a copy of the entire document in its final form should be submitted to us in sufficient time for our review and written approval before printing. You also agree to provide us with a copy of the final reproduced material for our written approval before it is distributed. If, in our professional judgment, the circumstances require, we may withhold our written approval.

Posting of Audit Report and Financial Statements on Your Web Site

You agree that, if you plan to post an electronic version of the financial statements and audit report on your website, you will ensure that there are no differences in content between the electronic version of the financial statements and audit report on your website and the signed version of the financial statements and audit report provided to management by Kruggel, Lawton & Company, LLC. You also agree to indemnify Kruggel, Lawton & Company, LLC from any and all claims that may arise from any differences between the electronic version and signed versions.

Availability of Records and Personnel

You agree that all records, documentation, and information we request in connection with our audit will be made available to us (including those pertaining to related parties), that all material information will be disclosed to us, and that we will have the full cooperation of, and unrestricted access to, your personnel during the course of the engagement.

You also agree to ensure that any third-party valuation reports that you provide to us to support amounts or disclosures in the financial statements (a) indicate the purpose for which they were intended, which is consistent with your actual use of such reports; and (b) do not contain any restrictive language that would preclude us from using such reports as audit evidence.

Assistance by Your Personnel and Internet Access

We also ask that your personnel prepare various schedules and analyses for our staff. However, except as otherwise noted by us, no personal information other than names related to government employees and/or customers should be provided to us. In addition, we ask that you provide high-speed Internet access to our engagement team, if practicable, while working on the government's premises. This assistance will serve to facilitate the progress of our work and minimize costs to you.

Engagement Administration, Fees, and Other

We may from time to time, and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers, but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

We understand that your employees will prepare all cash, accounts receivable, and other confirmations we request and will locate any documents selected by us for testing.

We will provide copies of our reports to the Township; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Kruggel, Lawton & Company, LLC and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to your regulator or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Kruggel, Lawton & Company, LLC's personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by your regulator. If we are aware that a federal awarding agency or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

Michael Layher, CPA is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them.

Management agrees that any dispute that may arise regarding the meaning, performance or enforcement of this engagement will, prior to resorting to litigation, be submitted to mediation, and that the parties will engage in the mediation process in good faith once a written request to mediate has been given by any party to the engagement. Any mediation initiated as a result of this engagement shall be administered by a neutral mediator acceptable to both parties, and any ensuing litigation shall be conducted within the county/state and in accordance with applicable state law of the principal Kruggel, Lawton & Company, LLC office servicing your account. If the parties are unable to agree on a mediator within twenty (20) days from delivery of the written notice, either party may invoke the mediation service of the American Arbitration Association (the "AAA"). The results of any such mediation shall be binding only upon agreement of each party to be bound. The attorney fees and costs incurred by each party in such mediation shall be borne solely by such party, except that the fees and expenses of the mediator, if any, shall be shared equally by the participating parties.

Our services will be billed periodically and our invoices are due and payable upon presentation. The alternative dispute resolution and mediation procedures discussed above will not apply to nonpayment of fees; instead amounts not paid within 30 days from the invoice date will be subject to a late payment charge of 1% per month (12% per year). In the event our internal collection efforts are unsuccessful and the involvement of an attorney is deemed necessary, you will also be responsible for reasonable attorney fees and other expenses associated with collecting unpaid balances from you.

Our fee for this service will be **\$8,750 (\$8,250 for the audit, and \$500 for the F-65 filing)**. The fee estimate is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs. However, our failure to provide prompt notification and/or estimate of the associated cost shall not relieve you of your obligation to pay us for time and expenses incurred.

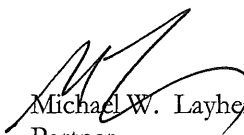
Miscellaneous

Many banks have engaged a third party to electronically process cash or debt audit confirmation requests, and a few of those banks have mandated the use of this service. To the extent applicable, you hereby authorize Kruggel, Lawton & Company, LLC to participate in this electronic confirmation process through the third party's Web site (e.g., by entering the government's bank account information to initiate the process and then accessing the bank's confirmation response) and agrees that Kruggel, Lawton & Company, LLC shall have no liability in connection therewith.

We appreciate the opportunity to be of service to Milton Township, Michigan and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Sincerely,

KRUGGEL, LAWTON & COMPANY, LLC


Michael W. Layher, CPA
Partner

RESPONSE:

This letter correctly sets forth the understanding of Milton Township, Michigan.

Governance Signature: _____

Title: _____

Date: _____



Scott McClellan
3606 Gagnon Street
South Bend, Indiana 46628
USA
(574) 904-9317

Customer Information

Bill To:

Milton Township
32097 Bertrand Street
Niles, MI 49120
USA
(269) 684-7262

Service Location:

Milton Township
32097 Bertrand Street
Niles, MI 49120
USA

Detail of Charges

Service Location	Line Item Description	Round #	Round Description*	Recommended	Total Price
Milton Township	Lawn Service	1	Early Spring - Fertilizer, broadleaf weed, crabgrass and pre-emergent weed control	<input type="checkbox"/>	\$89.00
Milton Township	Lawn Service	2	Late Spring - Fertilizer, broadleaf weed, crabgrass and pre-emergent weed control (As Needed/Weather Dependent)	<input type="checkbox"/>	\$89.00
Milton Township	Lawn Service	3	Early Summer - Fertilizer, broadleaf weed control (As Needed/Weather Dependent)	<input type="checkbox"/>	\$89.00
Milton Township	Lawn Service	4	Late Summer - Fertilizer, broadleaf weed control (As Needed/Weather Dependent)	<input type="checkbox"/>	\$89.00
Milton Township	Lawn Service	5	Early Fall - Fertilizer, broadleaf weed control (As Needed/Weather Dependent)	<input type="checkbox"/>	\$89.00
Milton Township	Grub Preventative	03	Preventative treatment for sub-surface grub activity	<input type="checkbox"/>	\$89.00

Subtotal	\$534.00
Total Sales Tax Amount	\$0.00
Grand Total	\$534.00

Standard Terms and Conditions

1. **Term.** The term of this Agreement shall one (1) year from the date signed by you, the Customer.
2. **Price increases.** Prices of services provided in this agreement may be increased should you add property under this agreement, or in the event of increases in the cost of fuel, material, or labor, or costs incurred by TruGreen due to government regulation and other causes. In addition, TruGreen may elect to increase the price of services under this agreement after the first year, or after any subsequent anniversary date of the agreement by a percentage amount not to exceed five percent (5%) of the then current price, or consistent with any increase in the current consumer price index, whichever is greater. TruGreen shall not increase its prices on an elective basis more frequently than once during any agreement year.
3. **Payment Terms.** Payment is due to TruGreen within 30 days after the invoice date. In the event you fail to make payment when due, TruGreen reserves the right to terminate this Agreement. A late service fee equal to the lesser of 15% per month (18% a.p.r.) or the maximum interest rate allowed by law will be charged on any balance unpaid over thirty (30) days. A service charge of \$25.00 will be charged for any returned check. Should it become necessary to bring an action to collect amounts due under this agreement, you agree to pay all costs of such collection including, but not limited to, any reasonable attorney's fees or other professional fees and court costs.
4. **Check processing policy ACH.** When you provide a check as payment, you authorize TruGreen either to use information from your check to make a one-time electronic fund transfer from your account or to process the payment as a check transaction. If TruGreen uses information from your check to make an electronic fund transfer, funds may be withdrawn from your account as soon as the same day we receive your payment, and you will not receive your check back from your financial institution. Returns: in the event that your payment is returned unpaid, you authorize us the option to collect a fee as allowed by law through an electronic fund transfer from your account.
5. **Termination.** In the case of your non-payment or default, TruGreen has the right to terminate this Agreement immediately upon notice to you. TruGreen may terminate this Agreement for convenience upon thirty (30) days prior written notice to you. You may cancel this Agreement for material breach by TruGreen, provided that you give TruGreen written notice of the details of the breach, and thereafter TruGreen fails to cure the breach within thirty (30) days after said notice. (a). **Additional termination provisions for landscape companies, property management companies, agents and other similar entities:** To the extent you represent one or more property owners and/or properties covered under this agreement, and in the event such owner terminates your contract with regard to one or more properties, then upon notice to TruGreen, you may terminate this Agreement only as it relates to such property for which owner terminated its contract with you. To the extent that this Agreement applies to other properties, not terminated by the owner, this Agreement shall continue in full force and effect with regard to such other properties.
6. **Sale of Property.** You agree to notify TruGreen in writing immediately in the event that you sell any property which is the subject of this Agreement. TruGreen shall make the appropriate adjustment in price to accommodate the reduction of square footage treated in the event that property is sold. In the event all property which is the subject of the Agreement is sold, this Agreement shall be terminated upon receipt by TruGreen of your written notice that you have sold the property. Should you fail to notify TruGreen as required in this provision, you agree to indemnify TruGreen for any damages incurred as a result of your failure to notify.
7. **LIABILITY.** TRUGREEN IS RESPONSIBLE FOR DIRECT DAMAGES RESULTING FROM ITS NEGLIGENCE OR BREACH OF THIS AGREEMENT. BUT IS NOT RESPONSIBLE FOR ANY INDIRECT, INCIDENTAL, CONSEQUENTIAL, PUNITIVE, OR SPECIAL DAMAGES ARISING OR RESULTING FROM THE PERFORMANCE OR NONPERFORMANCE OF ANY OBLIGATIONS UNDER THE AGREEMENT INCLUDING, BUT NOT LIMITED TO, LOSS OF PROFITS OR INCOME, REGARDLESS OF THE BASIS FOR THE CLAIM.
8. **Duty to Inspect.** You have a duty to inspect the property within fifteen (15) days after service has been performed by TruGreen. If you believe TruGreen provided deficient work, you agree to notify TruGreen immediately in writing. If written notice is not received by TruGreen within fifteen (15) days after the date of service, you agree that any and all claims alleging damage of any nature or to recover past payments and/or rights to withhold future payments due under this Agreement are waived.
9. **Notice to tenants, employees, invitees.** To the extent necessary, you have a duty to notify all tenants, employees, visitors and any other invitee on the premises of a scheduled service prior to the performance of any scheduled service by TruGreen.
10. **No Warranties.** Except as expressly set forth in this Agreement, TruGreen makes no warranty or representation of any kind, expressed or implied, concerning either products used or services performed, including no implied warranty of merchantability or fitness of the product for any particular purpose, and no such warranty shall be implied by law, usage of trade, course of performance, course of dealing, or on any other basis.
11. **Force majeure.** Except for the payment of TruGreen's invoices owed by you, if either TruGreen or you shall be prevented or delayed in the performance of any or all of the provisions of this Agreement, by reason of any labor dispute, industry disturbance, delay in transportation, governmental regulatory or legal action, act of God or any cause beyond such part's control, the obligations hereunder of such party shall be extended for as long as such cause shall be in effect and any delay or loss suffered by the other party shall not be chargeable in any way to such party; provided, however, the other party suffering such cause shall immediately notify the other party of such inability and shall use reasonable efforts to remedy same with all reasonable dispatch. If any event of force majeure should prevent a party from performing its obligations under this Agreement for a period of ninety consecutive (90) days, the other party shall have the right to cancel this Agreement upon notice to the party unable to perform its obligations.
12. **No assignment.** You shall not have the right to assign this Agreement or agree to the transfer of this Agreement by operation of law or otherwise without the prior written consent of TruGreen. This Agreement shall be binding upon, and shall inure to the benefit of, the parties hereto and to any permitted successors and assigns.
13. **Watering, Cultural Practices.** The success of this program depends on proper watering, mowing and cultural practices. Some products used by TruGreen may include label directions requiring the watering of the material after application. If any of these products are used on the property, TruGreen will provide you with watering instructions following the application and you agree to assume such watering responsibility. Climate conditions, soil conditions, plant diseases, plant material, and miscellaneous external factors will impact response to treatment. Results for difficult-to-control diseases will vary depending on environment, culture and agronomic programs used or treatment applied. Treatment for diseases may include additional cost. Consult your TruGreen specialist for details.
14. **Modification of program.** This program consists of lawn care and/or tree and shrub care as indicated above. Specific products, rates of application and method of application will vary with the season, weather conditions, and the needs of your lawn as determined by your TruGreen specialist. Your regularly scheduled programs may be modified depending on the weather and the condition of your landscape. The application methods and procedures used to perform service under this Agreement will be determined solely by TruGreen. Your TruGreen specialist will keep you informed on any modifications to this schedule.
15. **Insects and Borers.** Total insect elimination is not desirable with any program because beneficial insects will be lost along with the targeted pests. Plants invaded by borers have a high probability of death or decline. Sound cultural practices and control applications may extend the life of some plant species. Treatment for boring insects may include additional cost. Consult your TruGreen specialist with details.
16. **Authorization to provide Service.** TruGreen agrees to furnish labor and materials for purposes of this Agreement and is authorized by you to treat the property at the address shown above. You represent and warrant to TruGreen that you are the owner of said property, or in the event that you are not the owner of the property to which this Agreement applies, you represent and warrant that you have the legal authority to execute and bind the owner of the property to the terms and conditions of this Agreement.
17. **MANDATORY ARBITRATION.** Any claim, dispute or controversy, regarding any contract, tort, statute, or otherwise ("Claim"), arising out of or relating to this agreement or the relationships among the parties hereto shall be resolved by one arbitrator through binding arbitration administered by the American Arbitration Association (AAA), under the AAA Commercial or Consumer, as applicable. Rules in effect at the time the Claim is filed ("AAA Rules"). Copies of the AAA Rules and forms can be located at www.adr.org, or by calling 1-800-778-7879. The arbitrator's decision shall be final, binding, and non-appealable. Judgment upon the award may be entered and enforced in any court having jurisdiction. This clause is made pursuant to a transaction involving interstate commerce and shall be governed by the Federal Arbitration Act. Neither party shall sue the other party other than as provided herein or for enforcement of this clause or of the arbitrator's award; any such suit may be brought only in Federal District Court for the District or, if any such court lacks jurisdiction, in any state court that has jurisdiction. The arbitrator, and not any federal, state, or local court, shall have exclusive authority to resolve any dispute relating to the interpretation, applicability, unconscionability, arbitrability, enforceability or formation of this Agreement including any claim that all or any part of the Agreement is void or voidable. However, the preceding sentence shall not apply to the clause entitled "Class Action Waiver."
18. **CLASS ACTION WAIVER.** Any Claim must be brought in the parties' individual capacity, and not as a plaintiff or class member in any purported class, collective, representative, multiple plaintiffs, or similar proceeding ("Class Action"). The parties expressly waive any ability to maintain any Class Action in any forum. The arbitrator shall not have authority to combine or aggregate similar claims or conduct any Class Action nor make an award to any person or entity not a party to the arbitration. Any claim that all or part of this Class Action Waiver is unenforceable, unconscionable, void, or voidable may be determined only by a court of competent jurisdiction and not by an arbitrator.
- THE PARTIES UNDERSTAND THAT THEY WOULD HAVE HAD A RIGHT TO LITIGATE THROUGH A COURT, TO HAVE A JUDGE OR JURY DECIDE THEIR CASE AND TO BE PARTY TO A CLASS OR REPRESENTATIVE ACTION. HOWEVER, THEY UNDERSTAND AND CHOOSE TO HAVE ANY CLAIMS DECIDED INDIVIDUALLY, THROUGH ARBITRATION.
19. Unless expressly noted otherwise herein, this Agreement and any invoice issued by TruGreen pursuant to the terms hereof, set forth the entire understanding of the parties, and supersede any and all proposals, negotiations, representations and prior agreements relating to the subject matter of this Agreement, written or otherwise, including, without limitation any sales agreement previously executed by the parties. To the extent that any terms set forth in an invoice should conflict with the terms set forth in this Agreement, this Agreement shall control. No terms, conditions, or warranties other than those stated herein or in any invoice issued by TruGreen, and no agreements or understanding, oral or written, in any way purporting to modify these conditions shall be binding on the parties hereto unless hereafter made in writing and signed by authorized representatives of both parties.
20. This customer service Agreement is only valid if accepted by you within 30 days of the date submitted to customer.

By: _____ Date: _____

REPRESENTATIVE/GENERAL MANAGER

Print Name: _____ Date: _____

Customer Signature: _____ Date: _____

AUTHORIZED AGENT/CUSTOMER



32097 Bertrand St

Gumwood Rd

© 2018 Google

Activate Windows
Go to Settings to activate Windows.

Google

Here are the quotes for warranty extension. Let me know when you are ready to move forward with warranty renewal.

PSS Next Business day on site

Service Tag	System Type	Brand Description	New Contract End Date
4XN98X1	POWEREDGE T420	Server	March 26, 2022
		2year Contract Next Business Day Support	
		Total Actual Price	\$980.00
		Discounted Price	\$750.00

Service Quotation

Cori Buchar
Milton Township
32097 Bertrand Rd
Niles, MI 49120
Ph: 269-684-7262

Fax: 269-684-1742

Quote#: 204959.
Date April 15, 2020

Project

ECRWSS Card Mailing March 2020

Per your request are the related charges to organize the route information to your specific target locations, to print the provided pdf artwork cards in black and white duplex, 5.5 x 8.5 on bright yellow card stock, to sort, prepare for the post office and mail at standard class saturation rates. The cards will have the appropriate permit and simplified address already applied ***ECRWSS*** Residential Customer. Postage funding will be on account prior to the mailing. Mail asap.

Components

Cards

Quantity of 1,814

Services	Quantity	Setup	Rate	per	Price
Artwork Modification	1		\$40.0000	ea	\$40.00
1/1 - Duplex	1,814				\$0.00
EDDM Processing	1,814		\$0.0650	ea	\$117.91
Transportation Fee	1		\$8.5000	ea	\$8.50

Total Cost for Services **\$166.41**

Estimated Postage	Pieces	Rate	Postage
Std-Reg/Saturation	1,814	0.19100	\$346.47400

Total Estimated Postage **\$346.47400**

Total Estimated Project Cost 1,814 **Unit Price:** \$0.2827 **\$512.88**

Thank you for the opportunity to quote on this project. If you would like to schedule service or have questions, please contact:

Marti Lillie

Accepted :

Milton Township ('CLIENT')

By _____

Name _____

Title _____

Date _____

Acceptance of this service quotation or use of any service provided by Marana Group constitutes acceptance of its Service Customs. Marana Group's Service Customs, as may be updated, can be found here: <https://maranagroup.com/admin/wp-content/uploads/2019/02/Marana-Group-Service-Customs-Revised-02122019.pdf>.

Collection and delivery charges start at \$35.00 per run. Collection and delivery charges DO NOT apply to customers for whom Marana Group provides Daily Mail Service.

Special Production Mailings may require separate deliveries to the U.S. Postal Service. A transportation fee of \$8.50 will be charged to cover delivery of production mailings.

The above total excludes all applicable taxes, which will be charged if applicable.

MILTON TOWNSHIP

BUDGET VS. ACTUALS: FY2020-2021 - FY21 P&L

April 2020 - March 2021

	TOTAL		
	ACTUAL	BUDGET	OVER BUDGET
Income			
A TAXES			
430 Milton Allocated		145,000.00	-145,000.00
447 Summer		4,700.00	-4,700.00
450 Admin Fee		38,000.00	-38,000.00
Total A TAXES		187,700.00	-187,700.00
B LICENSES & PERMITS			
472 Comcast		31,500.00	-31,500.00
477 Building		22,500.00	-22,500.00
477.1 Electrical		11,000.00	-11,000.00
477.2 Mechanical		11,000.00	-11,000.00
477.3 Plumbing		4,400.00	-4,400.00
Total B LICENSES & PERMITS		80,400.00	-80,400.00
C STATE GRANTS & SHRED REVENUE			
574 State Grants & Shared Revenue		290,000.00	-290,000.00
Total C STATE GRANTS & SHRED REVENUE		290,000.00	-290,000.00
D CHARGES FOR SERVICES			
628 Zoning		6,000.00	-6,000.00
Total D CHARGES FOR SERVICES		6,000.00	-6,000.00
E RENTALS			
669 Room Rentals		9,500.00	-9,500.00
Total E RENTALS		9,500.00	-9,500.00
F OTHER REVENUES			
665 Interest		7,000.00	-7,000.00
675 Donations		2,500.00	-2,500.00
676 Other Revenues		11,000.00	-11,000.00
676.2 SMCAS Annual Contract	1,250.00	160.00	1,090.00
678 Reimbursement-Elections		7,500.00	-7,500.00
678.3 Employee Deductions		3,000.00	-3,000.00
Total F OTHER REVENUES	1,250.00	31,160.00	-29,910.00
Total Income	\$1,250.00	\$604,760.00	\$ -603,510.00
GROSS PROFIT	\$1,250.00	\$604,760.00	\$ -603,510.00
Expenses			
A TOWNSHIP BOARD			
101-101-710 SALARY-AA	2,009.28		2,009.28
101-136.5 Building Note Payment		128,345.00	-128,345.00
101-136.6 Extra Bldg. Note Payment		8,000.00	-8,000.00
101-702 Trustee Salary	480.00	4,620.00	-4,140.00
101-710 Salary-AA	2,028.60	32,635.00	-30,606.40
101-710.1 Secretary Wages	252.00	5,608.00	-5,356.00
101-710.2 Accrued Wags	0.00	4,500.00	-4,500.00

	TOTAL		
	ACTUAL	BUDGET	OVER BUDGET
101-725.1 Amb/Fire Board Meet		1,080.00	-1,080.00
101-725.2 NATS Meetings	0.00	200.00	-200.00
101-725.3 FOIA Expense		20.00	-20.00
101-726 Office Expense	314.99	4,000.00	-3,685.01
101-728 Postage Expense	204.00	4,500.00	-4,296.00
101-731 Publications Exp.		525.00	-525.00
101-813 MTA Dues		3,200.00	-3,200.00
101-813.1 NATS Membership		1,850.00	-1,850.00
101-815 Computer/Software/Equipment		5,000.00	-5,000.00
101-861.2 Commitee Mileage & Training		2,000.00	-2,000.00
101-901 Legal Notices		750.00	-750.00
Total A TOWNSHIP BOARD	5,288.87	206,833.00	-201,544.13
B SUPERVISOR			
171-702 Salary	1,350.00	16,200.00	-14,850.00
171-702.1 Deputy		500.00	-500.00
Total B SUPERVISOR	1,350.00	16,700.00	-15,350.00
C ELECTIONS			
191-705 Wages Elect Inspec		4,500.00	-4,500.00
191-726 Election - Supplies		2,000.00	-2,000.00
191-901 Legal Notices		175.00	-175.00
191-931.1 Elect Mach Progm		1,500.00	-1,500.00
191-933 Elect Machine Maint		400.00	-400.00
191-975 Elec Meal Reimb	71.61	500.00	-428.39
Total C ELECTIONS	71.61	9,075.00	-9,003.39
D CLERK			
215-702 Salary	1,820.00	21,840.00	-20,020.00
215-702.1 Deputy Wages		500.00	-500.00
215-815 Computer Software	103.00		103.00
Total D CLERK	1,923.00	22,340.00	-20,417.00
E ACCOUNTING EXPENSES			
202-802 Accounting Fees		9,000.00	-9,000.00
Total E ACCOUNTING EXPENSES		9,000.00	-9,000.00
F BOARD OF REVIEW			
247-725 Wages		2,000.00	-2,000.00
247-731 Publications		100.00	-100.00
247-802.1 BOR Training		628.00	-628.00
247-861 Mileage		75.00	-75.00
247-864 Meals	75.92	150.00	-74.08
247-901 Legal/Notices		120.00	-120.00
Total F BOARD OF REVIEW	75.92	3,073.00	-2,997.08
G TREASURER			
253-702 Salary-Treasurer	1,720.00	20,640.00	-18,920.00
253-702.1 Wages-Deputy		1,000.00	-1,000.00
253-734 Service Fees		50.00	-50.00
253-815 Computer		300.00	-300.00
253-816 Tax Roll Printing		6,200.00	-6,200.00
253-861 Mileage		50.00	-50.00
66900 253-956 Recon Discrepancy		100.00	-100.00

	TOTAL		
	ACTUAL	BUDGET	OVER BUDGET
Total G TREASURER	1,720.00	28,340.00	-26,620.00
H ASSESSOR			
257-815.1 Assessor Software		2,100.00	-2,100.00
257-817 Assessor Wages	2,338.00	28,056.00	-25,718.00
Total H ASSESSOR	2,338.00	30,156.00	-27,818.00
I TOWNSHIP HALL			
265-850 Internet & Telephone	400.70	5,000.00	-4,599.30
265-921.2 Electric	395.25	5,200.00	-4,804.75
265-923.1 Gas		5,000.00	-5,000.00
265-924 Security	261.66	1,250.00	-988.34
265-931.3 Mowing & Snow Removal		5,800.00	-5,800.00
265-931.4 TH Cleaning		250.00	-250.00
265-933.2 Maintenance	395.95	4,445.00	-4,049.05
Total I TOWNSHIP HALL	1,453.56	26,945.00	-25,491.44
J RENTAL EXP.			
265-710 Event Manager Pay		2,500.00	-2,500.00
265-710.1 Event Security		800.00	-800.00
265-726 Supplies		500.00	-500.00
265-970 Equipment	35.44	500.00	-464.56
Total J RENTAL EXP.	35.44	4,300.00	-4,264.56
K WEATHER SIRENS			
265-934 Siren Maint.		1,500.00	-1,500.00
265-970 Siren Equipment		200.00	-200.00
265-970.2 Electric	317.42	900.00	-582.58
Total K WEATHER SIRENS	317.42	2,600.00	-2,282.58
L ATTORNEY COSTS			
266-826 Legal		10,000.00	-10,000.00
Total L ATTORNEY COSTS		10,000.00	-10,000.00
M INSPECTORS			
371-702.3 Mechanical		8,800.00	-8,800.00
371-724 Electrical		8,800.00	-8,800.00
371-724.2 Building	0.00	18,000.00	-18,000.00
371-724.3 Building Maintenance	200.00	3,000.00	-2,800.00
371-724.4 Plumbing		3,520.00	-3,520.00
Total M INSPECTORS	200.00	42,120.00	-41,920.00
N ROADS & MUP			
446-969 Roads & MUP		70,000.00	-70,000.00
Total N ROADS & MUP		70,000.00	-70,000.00
O STREET LIGHTS			
448-820 Street Lights	555.72	9,000.00	-8,444.28
Total O STREET LIGHTS	555.72	9,000.00	-8,444.28
P Spring Cleaning			
528-943 Spring Clean		2,000.00	-2,000.00
Total P Spring Cleaning		2,000.00	-2,000.00
Q PLANNING COMMISSION & ZBA			
410-725 PC Wages	0.00	5,000.00	-5,000.00
410-812 Consultants		2,500.00	-2,500.00

		TOTAL	
	ACTUAL	BUDGET	OVER BUDGET
410-826 Legal		1,040.00	-1,040.00
410-901 Notices		100.00	-100.00
Total Q PLANNING COMMISSION & ZBA	0.00	8,640.00	-8,640.00
R ZONING			
410-705.2 Salaries	1,602.00	19,224.00	-17,622.00
410-861.2 Mileage		500.00	-500.00
410-970 Cell Phone	150.00	600.00	-450.00
Total R ZONING	1,752.00	20,324.00	-18,572.00
S PARK & RECREATION			
751-931 Maintenance		1,600.00	-1,600.00
Total S PARK & RECREATION		1,600.00	-1,600.00
T OTHER			
850-822 FICA - Match		600.00	-600.00
850-822.1 Pension Match	1,247.50	24,000.00	-22,752.50
850-822.2 Medicare Match	500.00	6,000.00	-5,500.00
850-822.3 Pension Fees		800.00	-800.00
850-860 Payroll Expenses		325.00	-325.00
850-860.1 Employee Deductions	585.70	3,000.00	-2,414.30
850-860.2 Employee Medical		6,000.00	-6,000.00
850-910 Insurance		15,500.00	-15,500.00
850-921 Sheriff Patrol		8,000.00	-8,000.00
Total T OTHER	2,333.20	64,225.00	-61,891.80
Total Expenses	\$19,414.74	\$587,271.00	\$ -567,856.26
NET OPERATING INCOME	\$ -18,164.74	\$17,489.00	\$ -35,653.74
NET INCOME	\$ -18,164.74	\$17,489.00	\$ -35,653.74



Milton Township

General Fund Balance

Treasurer Flowers

03/31/20

UFCU General Fund		278,369.04
UFCU - CD		104,825.59
UFCU Money Market		109,452.90
CD Chemical Bank		39,455.05
CD Chemical Bank		169,457.92
Escrow Funds		6,200.98
Transit Account for Credit Cards		1.69
Secretary Cash Box		100.00
Petty Cash		93.42
Treasurers Cash Box		150.00
Admin Assistant Cash Box		200.00
Insurance Escrow	1.93	
Ambulance Account	6,391.50	
Fire Account	40,998.64	
Building Loan Balance 2019	990,903.90	
ENDING BALANCE	TOTAL	\$708,306.59

MILTON TOWNSHIP

TRANSACTION LIST BY DATE

March 18 - April 21, 2020

DATE	NUM	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT
03/20/2020	2166	Cori L. Buchar	Pay Period: 03/09/2020-03/22/2020	-Split-	-
					1,033.33
03/20/2020	2167	Janice L. Woolverton	Pay Period: 03/09/2020-03/22/2020 Cleaning \$155.00/Sec \$138.00	-Split-	-272.23
03/21/2020	2209	Blue Cross Blue Shield of Michigan		T OTHER:850-860.2 Employee Medical	-647.81
03/23/2020	2210	Cass County Office of Sheriff		T OTHER:850-921 Sheriff Patrol	-
					1,259.66
03/23/2020	2222	Internal Revenue Service	Voided	T OTHER:850-860.1 Employee Deductions	0.00
03/24/2020		Internal Revenue Service	Voided	T OTHER:850-860.1 Employee Deductions	0.00
03/24/2020	2223	Internal Revenue Service		T OTHER:850-860.1 Employee Deductions	-600.40
03/24/2020	2226	*Kevin D. Kelsheimer	Pay Period: 03/01/2020-03/14/2020	-Split-	-207.79
03/25/2020	ACH	AMERICAN ELECTRIC POWER		I TOWNSHIP HALL:265-921.2 Electric	-311.87
03/25/2020	ACH	Indiana Michigan Power		O STREET LIGHTS:448-820 Street Lights	-149.58
03/30/2020	ACH	Semco Energy		I TOWNSHIP HALL:265-923.1 Gas	-129.91
03/30/2020	ACH	First Bancard		-Split-	-
					3,534.21
03/30/2020	ACH	Internal Revenue Service		-Split-	-
					1,062.68
04/01/2020	2214	Susan D. Botts-Flowers	Pay Period: 03/15/2020-03/31/2020	-Split-	-700.14
04/01/2020	2217	Paul E. Romanetz	Pay Period: 03/15/2020-03/31/2020	-Split-	-95.15
04/01/2020	2216	Eric R. Renken	Pay Period: 03/15/2020-03/31/2020	-Split-	-583.08
04/01/2020	2218	Steve W. Sante	Pay Period: 03/15/2020-03/31/2020	-Split-	-685.70
04/01/2020	2215	Richard J. Mullin	Pay Period: 03/15/2020-03/31/2020	-Split-	-95.72
04/01/2020		Wayne Hardin	Pay Period: 03/15/2020-03/31/2020	-Split-	0.00
04/01/2020	2219	William M. Gibert	Pay Period: 03/15/2020-03/31/2020	-Split-	-946.75
04/01/2020	2220	W. Eileen Glick	Pay Period: 03/15/2020-03/31/2020	-Split-	-640.16
04/01/2020	2225	Janice L. Woolverton	Pay Period: 03/23/2020-04/05/2020 Clean \$180/Sec \$72	-Split-	-234.15
04/01/2020	2224	Cori L. Buchar	Pay Period: 03/23/2020-04/05/2020	-Split-	-
					1,033.33
04/03/2020	ACH			A TOWNSHIP BOARD:101-726 Office Expense	-314.99
04/06/2020	ACH	Pitney Bowes		A TOWNSHIP BOARD:101-728 Postage Expense	-204.00
04/09/2020	2232	Internal Revenue Service		T OTHER:850-860.1 Employee Deductions	-585.70
04/10/2020	ACH	COMCAST CABLE-(B)		I TOWNSHIP HALL:265-850 Internet & Telephone	-110.69
04/11/2020	2243	COMCAST CABLE-(B)		I TOWNSHIP HALL:265-850 Internet & Telephone	-290.01
04/13/2020	ACH	Midwest Communication Services, Inc.		O STREET LIGHTS:448-820 Street Lights	-406.14
04/13/2020	ACH	Midwest Communication Services, Inc.		K WEATHER SIRENS:265-970.2 Electric	-47.47
04/13/2020	ACH	Internal Revenue Service		-Split-	-
					1,000.00

DATE	NUM	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT
04/15/2020	2231	Cori L. Buchar	Pay Period: 04/06/2020-04/19/2020	-Split-	-
					1,033.33
04/15/2020	2238	Paul E. Romanetz	Pay Period: 04/01/2020-04/14/2020	-Split-	-95.15
04/15/2020		Wayne Hardin	Pay Period: 04/01/2020-04/14/2020	-Split-	0.00
04/15/2020	2235	W. Eileen Glick	Pay Period: 04/01/2020-04/14/2020	-Split-	-640.16
04/15/2020	2236	Richard J. Mullin	Pay Period: 04/01/2020-04/14/2020	-Split-	-95.72
04/15/2020	2233	Susan D. Botts-Flowers	Pay Period: 04/01/2020-04/14/2020	-Split-	-700.14
04/15/2020		Steve W. Sante	Pay Period: 04/01/2020-04/14/2020	-Split-	0.00
04/15/2020	2234	William M. Gibert	Pay Period: 04/01/2020-04/14/2020	-Split-	-946.75
04/15/2020	2237	Eric R. Renken	Pay Period: 04/01/2020-04/14/2020	-Split-	-583.08
04/21/2020	2212	Spring - Green		I TOWNSHIP HALL:265-933.2 Maintenance	-67.95
04/21/2020	2211	McNally Elevator Company, Inc.		I TOWNSHIP HALL:265-933.2 Maintenance	-328.00
04/21/2020	2229	*Eileen Glick		R ZONING:410-970 Cell Phone	-150.00
04/21/2020	2230	ADT Security Services		I TOWNSHIP HALL:265-924 Security	-261.66
04/21/2020	2244	Eric Renken..		F BOARD OF REVIEW:247-864 Meals	-35.72