

# Milton Township

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## MILTON TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING at 6:00pm October 21, 2013

### Township Board Members Present

Supervisor – Robert Benjamin, Clerk – Sue Kronewitter, Treasurer – Susan Flowers,  
Trustee – Eric Renken, Trustee – Kelly Sweeney

OTHERS PRESENT: Township Attorney.

### 6:00pm PUBLIC HEARING – Subdivision Development Ordinance

CALL TO ORDER/PLEDGE OF ALLEGIANCE: Public Hearing called to order at 6:00 pm by Benjamin.  
Pledge of Allegiance recited.

Introduction of ordinance language by Sweeney explaining why we need this ordinance. The Township has not had this type of ordinance in the past. Presented now as a Civil Ordinance.

PUBLIC COMMENTS: None

As there were no additional public comments made, Benjamin announced the Public Hearing is closed.

### ADJOURNMENT

Motion: Renken  
Motion to adjourn.

Second: Sweeney  
Motion Carried.

Meeting adjourned at: 6:02 pm

### 6:30pm PUBLIC HEARING – IFT for Fontijne Formitt, Inc.

CALL TO ORDER/PLEDGE OF ALLEGIANCE: Public Hearing called to order at 6:30 pm by Benjamin.  
Pledge of Allegiance recited.

Cindy La Grow presented information about the Fontijne Formitt, Inc. wanting to do business in Milton Township at the former Hess location.

### PUBLIC COMMENT:

In Favor - Joe Sobieralski of Southwestern Michigan Alliance said we want to attract and retain jobs, Milton is putting its best foot forward.

In Favor – Robert Ziliak, Cass County Commissioner, in favor of having jobs in Cass County, concerns of welding and electricity, noise of the presses and would need more information to take care of those concerns.

In Favor – Dawn Bolock, has property to the Northern area of Fir and Redfield and has never had problems.

Opposed – None

Cindy La Grow will do a follow-up analysis on the electric and welding equipment. The building is zoned industrial.

As there were no additional public comments made, Benjamin announced the Public Hearing is closed.

**ADJOURNMENT**

*Motion:* Sweeney

*Motion to adjourn.*

*Second:* Renken

*Motion Carried.*

Meeting adjourned at: 6:41 pm

**BOARD OF TRUSTEES REGULAR MEETING at 7:00pm**

**CALL TO ORDER/PLEDGE OF ALLEGIANCE:** Board of Trustees Regular Meeting called to order at 7:00 pm by Benjamin. Pledge of Allegiance recited.

**BOARD MEMBER COMMENT:** None

**COMMUNITY REPORTS:**

Zoning Administrator – Not present, report in packet.

Planning Commission Ex-Officio, Sweeney – Update on latest zoning change request, Citizen Planner class completions and reimbursements, zoning ordinance book is 40% completed, changes will be brought to the planning commission in December.

Commissioner Ziliak – Commissioners continue to interview for a County Administrator.

Park Plan Action Group – Flowers – Focus group to meet November 9<sup>th</sup>. Inquiries can be forwarded to Flowers, Renken, or the administrative assistant.

Representative Page – Presented his background and informed the board he serves on an Agriculture, Michigan Competitiveness, and a local tourism committee. Spoke about road funding. Took questions from the public.

Assessor Brousseau – Discussed where he is working regarding assessments in the township and the process to be followed over the next 5 years. He's looking at our assessments to determine if they are trending up or down. Spoke on the new law regarding blood relatives and uncapping those properties.

Cass County Transportation Authority, Dennis Schuh – Spoke on the county wide millage they are requesting on the ballot November 5, 2013. With the cuts from the State and Federal, their system is not sustainable. They have 14 busses and want to increase their services by 20%. A report was provided to Milton Township by Mr. Schuh of past and current ridership of their busses throughout Cass County. Based off his calculations should the millage pass on voting day, Milton residents would be contributing just short of 8% of the total new tax millage, and receive less than 1% of the service.

Smith's Chapel – Ann Brown – Painting is done and they are getting bids on a new sign. Renken and Flowers went to the chapel and found various problems with the painting job. Those will need to be corrected by the contractor.

Road Commissioner – Chris Bolt – Gave an update on the roads within Milton. Explained how they have cut costs; reduced regular staff in half from 50 to 25 and, administration positions were reduced from 18 to 8. There are no other areas that can be cut. Working to partnership and share services with other counties. Taking pro-active action in working on teams, focusing on customers, and dedicated responsiveness with a hotline. Projects currently working on: township hall culvert, feasibility study of Gumwood and Redfield, signs at the Reserve entryway, and working with Enbridge to pave Surges Road.

ZBA Secretary, Kronewitter – Minutes from last ZBA hearing, September 28, 2013 are included in board packet.

NATS, Sweeney – Will be working with the Road Commission and NATS for future road funding projects.

**APPROVAL OF AGENDA:** Add under new business 12.5, SMCAS Grant Program.

### **APPROVAL OF PREVIOUS MINUTES**

Motion: Sweeney  
Motion to approve the BOT regular meeting minutes of September 16, 2013, as presented.

Second: Renken  
Motion Carried.

Motion: Renken  
Motion to approve BOT special meeting minutes of October 3, 2013 as presented.

Second: Sweeney  
Motion Carried.

Motion: Kronewitter  
Motion to approve BOT special meeting minutes of October 10, 2013 as presented.

Second: Sweeney  
Motion Carried.

### **FINANCIAL REPORTS**

Review of township budget and treasurer's report read.

Motion: Benjamin  
Motion to approve budget transfer resolution 2013-01R, and transferring the battery backup box from the Treasurer's office supply account 101-253-726 to board office supplies account 101-101-726.

Second: Sweeney

ROLL CALL VOTE: Benjamin-Yes, Flowers - Yes, Kronewitter- Yes, Renken-Yes, Sweeney- Yes  
Motion Carried.

### **ZONING ADMINISTRATOR DUTIES RESTRUCTURING**

The Zoning Administrator is not leaving. Benjamin asked this item be removed from future agenda.

### **TOWNSHIP HALL BUILDING PROJECT**

Richard Hebard – Contractor's trailer has been set up next to current township hall for use at job site location, keeping them out of the way during construction. They will be connecting to the township hall's electricity. A sign design was presented to board members, and the actual sign will be placed on the construction site in the near future.

### **SUBDIVISION DEVELOPMENT CIVIL ORDINANCE**

This document was presented to the board at the September meeting for review.

Motion: Sweeney

Motion to approve the Subdivision Development Civil Ordinance as presented.

Second: Flowers

ROLL CALL VOTE: Flowers - Yes, Kronewitter- ~~Yes~~ **NO**, Sweeney- Yes, Renken-Yes, Benjamin-~~Yes~~ **NO**

Motion Carried.

### **FONTIJNE FORMITT INDUSTRIAL FACILITIES TAX EXEMPTION AGREEMENT AND AFFIDAVIT**

Motion: Benjamin

Motion to approve the Industrial Facility Tax Exemption Agreement and Affidavit with Fontijne Formitt as presented.

Second: Renken

ROLL CALL VOTE: Flowers - Yes, Kronewitter- Yes, Sweeney- Yes, Renken-Yes, Benjamin-Yes

Motion Carried.

### **APPOINTMENT OF PLANNING COMMISSION MEMBER**

Motion: Benjamin

Motion: To appoint Ron Jureziz to the Planning Commission replacing Sandra Redman with term ending July 30, 2014.

Second: Renken

Motion Carried.

### **APPOINTMENT OF SALARY COMPENSATION COMMISSION MEMBER**

Motion: Benjamin

Motion: To appoint Brandon Bourgeois to the Salary Compensation Commission for a five year term beginning January 1, 2014 and ending January 1, 2019

Second: Sweeney

Motion Carried.

### **APPOINTMENT OF ZONING BOARD OF APPEALS ALTERNATE MEMBER**

Motion: Benjamin

Motion: To appoint Robert Ziliak as Board of Appeals Alternate member ending December 31, 2015.

Second: Kronewitter

Motion Carried.

### **METRO ACT RENEWAL**

Motion: Benjamin

Motion: To authorize the Clerk to sign and send the renewal of the Metro Act Right of Way Permit Extension to AT&T.

Second: Sweeney

Motion Carried.

### **REDUCTION OF FIRE MILLAGE**

Benjamin stated that due to the difference in the amounts collected and the amounts due to the fire entities, a surplus has been created. The surplus should be refunded back to the taxpayers of Milton Township.

Motion: Benjamin

*Motion: Resolution 2013 1021 2R to lower the fire millage from 1.00 to .90 for the tax year 2013.*

Second: Sweeney

ROLL CALL VOTE: Kronewitter- Yes, Sweeney- Yes, Renken-Yes, Benjamin-Yes, Flowers - Yes

*Motion Carried.*

### **OBSELETE ACCUVOTE MACHINE AND CART**

Kronewitter stated the township has not used the Accuvote system and its equipment since 2005. Election Source has offered to trade us for this equipment of equal value in the amount of \$100.00 (\$150.00 if the machine is a 1.96 model). State approved ballot bags would be an option to trade for.

Motion: Kronewitter

*Motion: to trade obsolete Accuvote machine and cart to Election Source for state approved ballot bags of equal value.*

Second: Sweeney

ROLL CALL VOTE: Kronewitter- Yes, Sweeney- Yes, Renken-Yes, Benjamin-Yes, Flowers - Yes

*Motion Carried.*

### **MUNITRIX PROPOSAL**

Benjamin stated that a three year subscription will enable the township to create more transparent information for the public to view on the web. This will enhance our ability to create budgets, create budget projections, and as a tool for other board members to use.

Motion: Benjamin

*Motion: To approve the Munitrex proposal as presented in the amount of \$5,160.00 for 3 years and 5 months.*

Second: Renken

ROLL CALL VOTE: Sweeney- Yes, Renken-Yes, Benjamin-Yes, Flowers – Yes, Kronewitter- Yes

*Motion Carried.*

### **ASSESSING ADMINISTRATION REVIEW PROGRAM**

Motion: Benjamin

*Motion: To approve the MTA proposal for an Assessing Administration Review as presented in the amount of \$5,000.00.*

Second: Sweeney

ROLL CALL VOTE: Benjamin-Yes, Flowers – Yes, Kronewitter- Yes, Sweeney- Yes, Renken-Yes

*Motion Carried.*

### **CREDIT CARD ACCEPTANCE**

Flowers stated she wanted to provide another way for our residents to pay their taxes. At no cost to the township by the financial institution, residents could pay their taxes thru the Milton Township's website.

Motion: Flowers

*Motion: To authorize the treasurer to move forward setting up the process for the township to accept credit cards for tax payments.*

Second: Renken

*Motion Carried.*

## **SMCAS GRANT ASSISTANCE PROGRAM**

Milton Township received a letter from SMCAS asking for an offer of support to proceed for a State Grant.

Motion: Sweeney

*Motion: To offer the support of the Milton Township Board for SMCAS to proceed for the State of Michigan Competitive Grant Assistance Program to fund the feasibility study on the operations of Southwestern Michigan Community Ambulance Service (SMCAS) and the owner municipality fire departments within the SMCAS assessment district.*

Second: Renken

Motion Carried.

## **ROUTINE EMPLOYEE REVIEWS**

Benjamin stated that the Administrative Assistant's probation period has come to an end. The board needs to decide whether the probation period needs to be extended or not. This is a routine of any position that has a probationary period. Any time an employee's performance is being discussed, the employee has a right to ask to go into closed session. The Administrative Assistant has requested to go into closed session.

Motion: Benjamin

*Motion: Move to go into closed session per MCL 15.268 for the purpose of periodic personal review as requested by administrative assistant.*

Second: Sweeney

ROLL CALL VOTE: Kronewitter- Yes, Sweeney- Yes, Renken-Yes, Benjamin-Yes, Flowers – Yes

Motion Carried.

**9:08pm – BENJAMIN ANNOUNCED THE BOARD WILL GO INTO A CLOSED SESSION.**

**9:26pm – BENJAMIN ANNOUNCED THE BOARD IS BACK IN SESSION FOR THE REGULAR BOARD MEETING.**

## **APPROVAL OF CHECKS**

Motion: Kronewitter

*Motion to approve checks as presented (8443-8490) in the amount of \$144,642.83, and adding 4 checks: Cass County for \$10.00 (notary fee), State of Michigan for \$10.00 (notary fee), Munitrex for \$5,160.00, MTA for \$5,000.00, but to hold check 8480 to House Doctor Renovations until all of the board members issues of the Smith's Chapel painting project have been addressed and then that check can be released at the discretion of the Treasurer with an ending date to distribute, by the next board meeting of November 18, 2013.*

Second: Sweeney

ROLL CALL VOTE: Flowers - Yes, Kronewitter- Yes, Sweeney- Yes, Renken-Yes, Benjamin-Yes

Motion Carried.

## **ADMINISTRATIVE ASSISTANT SALARY**

The administrative assistant has completed the probation period of 90 days.

Motion: Renken

*Motion: To increase the salary of the administrative assistant to \$32,000.00 per year effective November 1, 2013.*

Second: Sweeney

*Discussion – The job description for this position has not changed since it was created and the \$26,000.00 salary was agreed to by employee when accepting the position. Kronewitter questioned what happens when another raise is requested? Benjamin suggested we need to have a salary range for this position as well as other employee positions within the township. Kronewitter felt a roll call should be taken, Benjamin overruled and agreed to have it noted in the minutes.*

Motion Carried.

**ADMINISTRATIVE ASSISTANT SALARY RANGE**

*Motion:* Benjamin

*Motion:* To have the salary range for the position of Administrative Assistant from \$24,000.00 to \$32,000.00 per year.

*Second:* Kelly

Motion Carried.

**ANNOUNCEMENTS**

Benjamin announced starting November 1, 2013, board members will be rotating to work the open office on Wednesdays from 5:00 pm to 8:00 pm. Benjamin took the time to individually name the board members with so much work they have done: Flowers work on the ITF, Sweeney for stepping up regarding the township roads, and Kronewitter in doing the detailed minutes. The township attorney also told the board how much she appreciates this Clerk taking such detailed minutes and how important it is to the township. Flowers thanked Benjamin for all he has done for the township.

**ADJOURNMENT**

*Motion:* Sweeney

*Motion to adjourn.*

*Second:* Kronewitter

Motion Carried.

Meeting adjourned at: 9:43 pm

Respectfully submitted,

Sue Kronewitter

Clerk, Milton Township

OFFICIAL