



# Milton Township

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

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## **Agenda for Milton Township Regular Board Meeting Milton Township Hall - 32097 Bertrand St., Niles, MI Tuesday May 17, 2022 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.

#### **New Business:**

1. BOR Members
2. SMCAS SAD
3. ORV Use on Roads
4. Building Maintenance
5. Election Grant

### **Financial Report:**

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

### **Adjournment:**



# Milton Township

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## Minutes for Milton Township Regular Board Meeting Milton Township Hall - 32097 Bertrand St., Niles, MI Tuesday, April 19<sup>th</sup>, 2022 7:00 P.M.

### Call to Order/Pledge of Allegiance:

Meeting called to order at 7:00PM and the pledge was recited.

Members Present: Supervisor Eric Renken, Treasurer Susan Flowers, Clerk Tony Floyd, Trustee Phil Egert, Trustee Rich Mullin

### Community Reports:

#### 1. Planning Commission Ex Officio Member

- a. Reported on comments made by PC Chair

#### 2. Other committee chairs

- a. SMCAS
- b. Elections
  - i. Public Accuracy Test rescheduled for 27 April, 9am
- c. Board of Review

#### 3. Visiting officials

- a. Under Sherriff Roach reported
  - i. Looking for correction officers and road patrol
  - ii. Tire take back scheduled for late April

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

- 1. Virginia Kraft
  - a. Pothole near intersection of Fir and Redfield
  - b. Requested hidden drive sign be replaced by CCRC
- 2. Joel Fox
  - a. Feels intersection of Fir and Redfield is dangerous
- 3. Rob Hibbard
  - a. Cass County is scheduled to pick up tires
  - b. Brandywine disposal for computers and electronics

### Board Member Comments:

- 1. None

### Approval of Agenda:

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

Second: Flowers

Motion Carried

**Approval of Previous Minutes:**

Motion: Floyd made a motion to approve the minutes from the March 15<sup>th</sup>, 2022 regular Board meeting with amendments

Second: Renken

Motion Carried

Motion: Floyd made a motion to approve the minutes from the March 11<sup>th</sup>, 2022 Special Board meeting

Second: Flowers

Motion Carried

**Business (w/attendees):**

1. None

**Old Business:**

1. Lawn Care Approval

Motion: Renken made a motion to accept the bid from Michiana Finish Grade

Second: Egert

Roll Call Vote. Egert, Y. Mullin, Y. Flowers, Y. Floyd, Y. Renken Y.

Motion carried.

2. Charter Township

Motion: Renken made a motion to approve 2022-05R opposing incorporation as a charter township

Second: Mullin

Roll Call Vote. Egert, Y. Mullin, Y. Flowers, Y. Floyd, Y. Renken Y.

Motion carried.

**New Business:**

1. **US 12 Road Diet**

Motion: Renken made a motion to approve resolution 2022-6R supporting 2023 MDOT Roadway Improvement

Second: Egert

Roll Call Vote. Egert, Y. Mullin, Y. Flowers, Y. Floyd, Y. Renken Y.

Motion carried.

2. **US 12 Ordinance Violation**

1. Tabled until June meeting

3. **Policy Update – Treasurer**

Motion: Flower made a motion to approve the Investment and Depository Policy as presented

Second: Egert

Roll Call Vote. Egert, Y. Mullin, Y. Flowers, Y. Floyd, Y. Renken Y.

Motion carried.

4. **RRPG Grant Resolution**

Motion: Renken made a motion to approve resolution 2022-7R granting the supervisor permission to submit a proposal application for the risk reduction grant program

Second: Floyd

Roll Call Vote. Egert, Y. Mullin, Y. Flowers, Y. Floyd, Y. Renken Y.

Motion carried.

**5. Spring Clean Post Card**

Motion: Flower made a motion to approve spending up to \$1,030.50 for mailing Spring Clean Day postcards

Second: Egert

Roll Call Vote. Egert, Y. Mullin, Y. Flowers, Y. Floyd, Y. Renken Y.

Motion carried.

**6. Dell**

Motion: Flower made a motion to approve the quote from Dell for the OptiPlex 7000 for \$1,323.73

Second: Egert

Roll Call Vote. Egert, Y. Mullin, Y. Flowers, Y. Floyd, Y. Renken Y.

Motion carried.

**7. Open House**

1. Supervisor will pick a day put it on the post card.

**8. Pavilion**

1. Egert will continue to solicit more quotes.

**Financial Report:**

**1. Review of Township Budget**

Motion: Renken made a motion to approve Budget Resolution 2022-8R moving Comcast sub account and \$23,000 from License to Other Revenue

Second: Floyd

Roll Call Vote. Egert, Y. Mullin, Y. Flowers, Y. Floyd, Y. Renken Y.

Motion carried.

**2. Financial Reports**

- a. Treasurer Flowers reported the general fund balance as \$1,150,644.86.

**3. Approval of Checks**

Motion: Floyd made a motion to approve all checks as presented with the addition of check 2957 to Capstone Builders for \$3,935

Second: Renken

Roll Call Vote. Egert, Y. Mullin, Y. Flowers, Y. Floyd, Y. Renken Y.

Motion carried.

**Adjournment:**

Motion: Egert made a motion to adjourn.

Second: Flowers.

Motion carried. Meeting adjourned at 8:19 pm.

**From:** Susan Flowers <[treasurer@miltontwp.org](mailto:treasurer@miltontwp.org)>  
**Sent:** Tuesday, May 10, 2022 8:19:39 PM  
**To:** Board of Trustees <[board@miltontwp.org](mailto:board@miltontwp.org)>  
**Subject:** ORVs Approved

Our board should review this and determine what roads should be restricted.

Permitted vehicles include side-by-sides, all-terrain vehicles, utility terrain vehicles and other similar vehicles. Golf carts are not permitted under the proposed ordinance.

Townships in the county may adopt ordinances to close roads to ORV use within its boundaries, as well as authorize the operation of ORV's on particular township roads.

<https://www.leaderpub.com/2022/05/10/cass-county-legalizes-orv-use-on-roads-county-fee-removed/>

Susan Flowers -Treasurer  
Milton Township  
32097 Bertrand St  
Niles, Mi 49120  
269-684-7262

CASS COUNTY — Sharing the road is about to take on a new meaning in Cass County.

After listening to members of the public and debating among themselves, the Cass County Board of Commissioners approved an ordinance authorizing and regulating the operation of Off-Road Vehicles on roads in Cass County. The ordinance passed by a 5-2 vote, with Commissioners Mike Grice and Robert Benjamin voting against.

Benjamin, who represents Milton Township, said one of his concerns with the ordinance was it allows riding at night as long as the ORV has front and rear lights.

“I’d be concerned with not having some limits,” said Benjamin, during discussion of the ordinance. “We have townships that have already said ‘Hey, we’re allowing it.’ So, let them regulate it. I’m going to be opposed to this ordinance because the supervisors have told me to vote no.”

Throughout the course of the meeting, the ordinance was revised in several places. While the initial draft of the ordinance required operators to register ORVs with the county for a \$75 fee, this section was removed entirely. During the April 21 public hearing, as well as public comment on May 5, several residents strongly objected to the fee, saying they already pay for state registration and a trail permit.

Commissioners cited these opinions during discussion of changes to the ordinance.

## **Rules**

According to the ordinance, a person over the age of 16 may operate a state-registered ORV on the far right of the county-maintained roads, with several exceptions. ORVs will not be permitted on roads which a township, city or Cass County Road Commission has designated closed. They also will not be allowed on state or federal highways, as well as all identified U.S. Forest Service roads.

Permitted vehicles include side-by-sides, all-terrain vehicles, utility terrain vehicles and other similar vehicles. Golf carts are not permitted under the proposed ordinance.

Townships in the county may adopt ordinances to close roads to ORV use within its boundaries, as well as authorize the operation of ORV’s on particular township roads.

Additionally, the Cass County Road Commission may close no more than 30 percent of county roads to if the operation of ORV’s pose a threat to the environment or public safety. Further, the road commission may not close a municipal street to ORV’s opened by individual township ordinance.

The speed limit of ORVs will be 25 miles per hour or lower, depending on the road speed limit. A 12 by 12-inch safety flag must be affixed to the ORV, extending from a 10-foot pole. Violations of the ordinance would result in a fine of up to \$500.

The board of commissioners may review or revise the ordinance as necessary, and it will become effective upon publication of a notice of adoption in the newspaper.

**COUNTY OF CASS  
STATE OF MICHIGAN  
ORV ORDINANCE  
ORDINANCE # 01-22**

**AN ORDINANCE** adopted for the purpose of authorizing and regulating the operation of Off-Road Vehicles (ORV's) on designated roads in Cass County, for the purpose of providing penalties for the violation thereof, and for the distribution of public funds resulting from those penalties pursuant to 2008 PA 240, MCL 324.81131.

**THE COUNTY OF CASS ORDAINS:**

**SECTION 1 - DEFINITIONS**

As used in this Ordinance, the following definitions shall apply:

**County:** The County of Cass.

**Driver License:** An operator's or chauffeur's license or permit issued to an individual by the Secretary of State under Chapter III of the Michigan Vehicle Code, 1949 PA 300, MCL 257.301 to 257.329, for that individual to operate a vehicle, whether or not conditions are attached to the license or permit.

**Operate:** To ride in or on and be in actual physical control of the operation of an ORV.

**Operator:** A person who operates or is in actual physical control of the operation of an ORV.

**ORV:** A motor driven off road recreation vehicle capable of cross-county travel without benefit of a road or trail, on or immediately over land, snow, ice, marsh, swampland, or other natural terrain. ORV or vehicle includes, but is not limited to, a multi-track or multi-wheel drive vehicle, an ATV, a motorcycle or related 2-wheel, 3-wheel, or 4-wheel vehicle, an amphibious machine, a ground effect air cushion vehicle, or other means of transportation deriving motive power from a source other than muscle or wind. **A golf cart shall not be considered an ORV under this ordinance.**

**Road:** A County road as described in Section 5 of 1951 PA 51, MCL 247.655.

**Road Commission:** The Board of County Road Commissioners for the County of Cass.

**Township:** An individual township within the County of Cass.

**Township Board:** A Board of Trustees of any township within the County of Cass.

**SECTION 2**

An ORV may be operated on the far right of the County-maintained portion of a road. Exceptions are:

- A. Roads which the townships and/or cities have designated closed;
- B. Roads designated closed by the Cass County Road Commission; and
- C. All identified U.S. Forest Service roads and State lands.

**SECTION 3**

A Township Board of a Township in the County may adopt an ordinance to close any roads within the boundaries of the Township to the operation of ORV's permitted by the County. Following the adoption of this ordinance, a Township Board of a Township in the County may adopt an ordinance authorizing the operation of ORV's on the maintained portion of one (1) or more roads located within the Township, pursuant to MCL 324.81131(3).

**SECTION 4**

The County Road Commission may close no more than thirty (30%) percent of the total linear miles of roads in the County to protect the environment or if the operation of ORV's pose a particular and demonstrable threat to public safety. The Road Commission may not close a municipal street to ORV's opened under Section 3 of this Ordinance.

## **SECTION 5**

An ORV may not be operated on the road surface, roadway, shoulder, or right-of-way of any State or Federal highway in the County.

## **SECTION 6**

Except as set forth herein or otherwise provided by law, an ORV meeting all the following conditions may be operated on a road or street in the County:

- A. At a speed of no more than 25 miles per hour or a lower posted ORV speed limit;
- B. With the flow of traffic;
- C. In a manner which does not interfere with traffic on the road or street;
- D. With a 12" x 12" safety flag affixed to the ORV that extends 10' from the surface of the ground;
- E. Traveling single file except when overtaking and passing another ORV;
- F. When visibility is not substantially reduced due to weather conditions unless displaying a lighted headlight and a lighted taillight;
- G. One-half (1/2) hour after sunrise until one-half (1/2) hour before sunset unless displaying a lighted headlight and a lighted taillight;
- H. While the operator and each passenger are wearing a crash helmet and protective eyewear approved by the United States Department of Transportation, unless the vehicle is equipped with a roof that meets or exceeds standards for a crash helmet and the operator and each passenger is wearing a properly adjusted and fastened seat belt;
- I. With a throttle so designed that when the pressure used to advance the throttle is removed, the engine speed will immediately and automatically return to idle;
- J. While the ORV is equipped with a spark arrester type United States Forest Service approved muffler in good working order and in constant operation;
- K. Pursuant to noise emission standards defined by law; and
- L. Complying with all requirements in PA 240 of 2008.

## **SECTION 7**

A person less than 16 years of age shall not operate an ORV on a road in the County.

## **SECTION 8**

Unless a person possesses a valid driver's license, a person shall not operate an ORV on a road or street in the County if the ORV is registered as a motor vehicle and is either more than sixty (60) inches wide or has three (3) wheels.

## **SECTION 9**

Any person who violates this Ordinance is guilty of a municipal civil infraction and may be ordered to pay a civil fine of not more than \$500.00 and be subject to revocation of their ORV Registration.

## **SECTION 10**

A court may order a person who causes damage to the environment, a road or other property as a result of the operation of an ORV to pay full restitution for that damage above and beyond the penalties paid for civil fines.

## **SECTION 11**

If any part of this ordinance shall be determined to be unenforceable by a court of competent jurisdiction, that part shall be deemed to be severed and removed from the body of this ordinance, and the rest shall remain in full force and effect.



**SECTION 12**

This Ordinance becomes effective upon publication of the Notice of Adoption in a newspaper widely distributed across the county.

**SECTION 13**

The Board of Commissioners may review or revise this ordinance as may be necessary.

**COUNTY OF CASS**

By: \_\_\_\_\_  
Dwight Dyes, Chairperson  
CASS COUNTY BOARD OF COMMISSIONERS

By: \_\_\_\_\_  
Monica McMichael, Clerk/Register  
COUNTY OF CASS

**CERTIFICATION**

I, Monica McMichael, Clerk/Register of the County of Cass, do hereby certify that this is a true and correct copy of the Ordinance duly adopted by the Cass County Board of Commissioners on the \_\_\_\_\_ day of \_\_\_\_\_ 2022.

\_\_\_\_\_  
Monica McMichael, Clerk/Register  
COUNTY OF CASS

PROPOSAL 06/08/2021 Milton Township Hall 32097 East Bertrand Road Niles, MI. 49120 Attn: Cori Buchar 269-591-7979 cori@miltontwp.org Robert Clayton Plastering and Drywall proposes to do the following at the above address:

1) Power wash exterior of building.

Labor.....\$450.00

2) Power wash sidewalks.

Labor.....\$300.00

3) Clean windows inside and out.

Labor.....\$220.00

4) Remove bugs from light lenses and clean light lenses.

Labor.....\$80.00

Payment in full upon completion.

Thank you for the opportunity to bid this project for you!

Bob Clayton

Robert Clayton Plastering and Drywall  
4060 W. Bertrand  
Niles, MI. 49120  
269-695-7621  
plasteranddrywall@hotmail.com

# 2022 Election Security Grant

## Reimbursement for Election Security Purchases and Costs

### Reimbursement Amounts

- Municipalities eligible for reimbursement of purchase up to \$1,500 per 2022 precinct
- Counties: eligible for reimbursement up to \$150 per 2022 municipal precinct in county
- AV counting boards not considered additional precincts for purposes of reimbursement

### Reimbursement Requirements

- Costs reimbursable if incurred after October 1, 2021. HAVA election security funds have been set aside to ensure funding if all jurisdictions seek maximum reimbursement
- Jurisdictions comply with state contract with federal terms & conditions
  - a. Informal competitive quotes required for single item purchased within 12-month period, or total purchases from a single vendor, totals between \$5,000 and \$50,000
    - i. Purchasing professional must make reasonable effort to contact all viable vendors (minimum three viable vendors) that provide the good or service and obtain viable written quotes and justify why the vendors were selected
    - ii. If there are not at least three viable vendors, the Purchasing Professional must document and explain. Additionally, the decision of award must be documented. Informal competitive quotes needed for:
  - b. Formal Competitive Quote required if the purchase for single item purchased within 12-month period, or total purchases from a single vendor, that total between \$5,000 and \$50,000 within in a 12-month period
- Reimbursement requests require receipts and may be sent to [MDOS-BOEreimbursement@michigan.gov](mailto:MDOS-BOEreimbursement@michigan.gov).
  - a. For costs incurred through September 30, 2022, reimbursement requests due October 31, 2022
  - b. For costs incurred on October 1, 2022 or later, reimbursements request due December 31, 2022
- Only election-security related costs are reimbursable. A list of eligible expenses is included in this document. If you are uncertain whether a purchase qualifies within one of these expense categories, contact Ashiya Brown at [BrownA30@michigan.gov](mailto:BrownA30@michigan.gov)

## Expenses Eligible for Reimbursement

### **Physical Security**

#### **A. Storage**

1. Ballot containers, test ballot bags and memory pack bags
2. Temperate storage
3. Safes, lockboxes, secure shelving/filing cabinets
4. Small construction projects (e.g. storage closet, doors)
5. Archival items (e.g. boxes, bags)

#### **B. Location**

1. Physical security assessment – agency or outside firm
2. Security cameras
3. Access controls (e.g. locks, keycards)
4. Crash resistant entry pillars
5. Security lighting and light poles
6. Alarm system
7. External layout improvements (e.g. parking lot striping, accessibility)
8. AV drop box security
  - a. Physical security and surveillance enhancements
  - b. Solid canopy protection
9. Crowd flow/direction
  - a. Signage/display cases for signage
  - b. Pylons
  - c. External & internal disability accessibility/security improvements

#### **C. Equipment**

1. Physical security reviews/inspections by qualified & authorized personnel
2. Testing/system review by VSTL or other qualified & authorized entity

3. Pelican/protective cases for equipment
4. USB/network locks and seals
5. EPB laptop replacement/upgrade
6. USB drives
7. Multi-factor authentication tokens
8. RFID/GPS security tags for asset management
9. Hash validation costs (tokens, etc.)
10. Additional equipment purchases
  - a. Tabulators
  - b. High speed scanners
  - c. Voter assist terminals & support
  - d. AV ballot security/tracking enhancements
  - e. Peripherals
    - a. UPS backup power supply
    - b. Handheld scanners
    - c. Label makers
    - d. Postage machines
    - e. Envelope openers/shakers
    - f. Organization: mail bins/sleeves/shelving
    - g. Routers, network switches
11. Election night reporting security upgrades
  - a. Regional reporting software
  - b. Backup drives
  - c. Additional staff/security for ENR delivery & chain of custody
  - d. Election night reporting website upgrades

## **Physical Security Personnel/Communication**

- A. Election official/inspector support
  - 1. 2-way or ESCS radios
  - 2. Pre-paid cellphone for precincts
  - 3. Protective equipment
  - 4. Air horn or loudspeaker/megaphone
  - 5. Safety plan testing
  - 6. Fire extinguisher
- B. Additional personnel
  - 1. Law enforcement personnel coverage
  - 2. Additional staffing for security/monitoring

## **Network/Website Security**

- 1. Endpoint/network security (e.g. albert sensor, FireEye)
- 2. Security assessments/penetration testing
- 3. IT provider costs for upgrades, server, capacity, (e.g. IT Right)
- 4. Staffing/consulting for moving to dot gov & additional expenses (e.g. web hosting)

## **Security Training/Exercise/Planning**

- A. MAMC academy/MML/MTA/MAC/MACC training (if security related)
- B. AMA/Election Center training (if security related)
- C. DHS active shooter/emergency response training
- D. In-person tabletop exercises/ escape room / election lab participation costs
- E. Phishing exercises
- F. Election Lab – supplemental funding for local additions
  - a. Kits, posters
  - b. Voter confidence/info campaigns (e.g. publishing costs)
- G. Development/consulting for local emergency response plan & emergency operations center

# MILTON TOWNSHIP

Budget vs. Actuals: FY2023 (APR22 - MAR23) - FY23 P&L

April 2022 - March 2023

	ACTUAL	TOTAL	
		BUDGET	OVER BUDGET
Income			
101 General Fund Revenues			
A TAXES			
430 Milton Allocated		145,000.00	-145,000.00
447 Summer		4,200.00	-4,200.00
450 Admin Fee		40,000.00	-40,000.00
<b>Total A TAXES</b>		<b>189,200.00</b>	<b>-189,200.00</b>
B LICENSES & PERMITS			
477 Building	17,804.00	14,000.00	3,804.00
477.1 Electrical	3,290.00	9,000.00	-5,710.00
477.2 Mechanical	4,725.00	8,500.00	-3,775.00
477.3 Plumbing	4,398.00	4,200.00	198.00
<b>Total B LICENSES &amp; PERMITS</b>	<b>30,217.00</b>	<b>35,700.00</b>	<b>-5,483.00</b>
C STATE GRANTS & SHRED REVENUE			
574 State Grants & Shared Revenue		175,535.00	-175,535.00
<b>Total C STATE GRANTS &amp; SHRED REVENUE</b>		<b>175,535.00</b>	<b>-175,535.00</b>
D CHARGES FOR SERVICES			
628 Zoning	8,750.00	14,000.00	-5,250.00
<b>Total D CHARGES FOR SERVICES</b>	<b>8,750.00</b>	<b>14,000.00</b>	<b>-5,250.00</b>
E RENTALS			
669 Room Rentals	900.00	10,000.00	-9,100.00
<b>Total E RENTALS</b>	<b>900.00</b>	<b>10,000.00</b>	<b>-9,100.00</b>
F OTHER REVENUES			
472 Comcast		23,000.00	-23,000.00
665 Interest	372.41	1,000.00	-627.59
678 Reimbursement-Elections		3,000.00	-3,000.00
<b>Total F OTHER REVENUES</b>	<b>372.41</b>	<b>27,000.00</b>	<b>-26,627.59</b>
F ARPA			
101-xx-xx ARPA		205,000.00	-205,000.00
<b>Total F ARPA</b>		<b>205,000.00</b>	<b>-205,000.00</b>
<b>Total 101 General Fund Revenues</b>	<b>40,239.41</b>	<b>656,435.00</b>	<b>-616,195.59</b>
210 Ambulance Income Accounts			
210-000-451 Ambulance Fund Income (SMCAS)		33,740.00	-33,740.00
<b>Total 210 Ambulance Income Accounts</b>		<b>33,740.00</b>	<b>-33,740.00</b>
213 Edwardsburg Fire Fund Revenue			
213-000-451 Fire Fund Income (Edwardsburg)		67,680.00	-67,680.00
<b>Total 213 Edwardsburg Fire Fund Revenue</b>		<b>67,680.00</b>	<b>-67,680.00</b>
214 Niles Fire Fund Revenue			
214-000-451 Fire Fund Income (Niles)		100,232.00	-100,232.00
<b>Total 214 Niles Fire Fund Revenue</b>		<b>100,232.00</b>	<b>-100,232.00</b>

# MILTON TOWNSHIP

Budget vs. Actuals: FY2023 (APR22 - MAR23) - FY23 P&L

April 2022 - March 2023

	ACTUAL	TOTAL	
		BUDGET	OVER BUDGET
<b>Total Income</b>	<b>\$40,239.41</b>	<b>\$858,087.00</b>	<b>\$ -817,847.59</b>
GROSS PROFIT	<b>\$40,239.41</b>	<b>\$858,087.00</b>	<b>\$ -817,847.59</b>
Expenses			
101 General Fund Expenditures			
A TOWNSHIP BOARD			
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	750.00	5,980.00	-5,230.00
101-710 Salary-AA	5,824.78	45,000.00	-39,175.22
101-710.1 Secretary Wages	325.18	7,000.00	-6,674.82
101-725.1 Amb/Fire Board Meet		720.00	-720.00
101-725.2 NATS Meetings		200.00	-200.00
101-725.3 FOIA Expense		20.00	-20.00
101-726 Office Expense	32.82	5,000.00	-4,967.18
101-728 Postage Expense	122.91	4,500.00	-4,377.09
101-813 MTA Dues		3,500.00	-3,500.00
101-813.1 NATS Membership		1,850.00	-1,850.00
101-850 Computer/Software/Equipment	948.00	5,000.00	-4,052.00
101-861.2 Committee Mileage & Training		2,000.00	-2,000.00
101-900 Publications Exp.		2,000.00	-2,000.00
101-901 Legal Notices	480.72	1,000.00	-519.28
171-802 Training		400.00	-400.00
<b>Total A TOWNSHIP BOARD</b>	<b>8,484.41</b>	<b>220,515.00</b>	<b>-212,030.59</b>
B SUPERVISOR			
171-702 Salary	2,112.00	16,900.00	-14,788.00
171-702.1 Deputy		500.00	-500.00
<b>Total B SUPERVISOR</b>	<b>2,112.00</b>	<b>17,400.00</b>	<b>-15,288.00</b>
C ELECTIONS			
262-705 Wages Elect Inspec	496.00	6,000.00	-5,504.00
262-726 Election - Supplies	429.56	3,900.00	-3,470.44
262-901 Legal Notices		450.00	-450.00
262-931.1 Elect Mach Progm		1,200.00	-1,200.00
262-933 Elect Machine Maint		400.00	-400.00
262-975 Elec Meal Reimb	132.93	400.00	-267.07
<b>Total C ELECTIONS</b>	<b>1,058.49</b>	<b>12,350.00</b>	<b>-11,291.51</b>
D CLERK			
215-702 Salary	3,025.00	23,400.00	-20,375.00
215-702.1 Deputy Wages	64.13	3,000.00	-2,935.87
215-xx-xx Record Digitalization	870.71	5,000.00	-4,129.29
<b>Total D CLERK</b>	<b>3,959.84</b>	<b>31,400.00</b>	<b>-27,440.16</b>
E ACCOUNTING EXPENSES			
192-802 Accounting Fees		11,000.00	-11,000.00



# MILTON TOWNSHIP

Budget vs. Actuals: FY2023 (APR22 - MAR23) - FY23 P&L

April 2022 - March 2023

		TOTAL	
	ACTUAL	BUDGET	OVER BUDGET
<b>Total E ACCOUNTING EXPENSES</b>		<b>11,000.00</b>	<b>-11,000.00</b>
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	56.58	150.00	-93.42
247-901 Legal/Notices		120.00	-120.00
<b>Total F BOARD OF REVIEW</b>	<b>56.58</b>	<b>3,073.00</b>	<b>-3,016.42</b>
G TREASURER			
101-253-702 (Salary)	2,682.00	21,450.00	-18,768.00
101-253-702.1 (Deputy Wages)	148.50	2,500.00	-2,351.50
253-734 Service Fees		50.00	-50.00
253-861 Mileage		50.00	-50.00
253-900 Tax Roll Printing		6,200.00	-6,200.00
<b>Total G TREASURER</b>	<b>2,830.50</b>	<b>30,250.00</b>	<b>-27,419.50</b>
H ASSESSOR			
257-815.1 Assessor Software		2,100.00	-2,100.00
257-817 Assessor Wages	3,750.00	30,000.00	-26,250.00
Assessment Notice Postage Expense		1,200.00	-1,200.00
<b>Total H ASSESSOR</b>	<b>3,750.00</b>	<b>33,300.00</b>	<b>-29,550.00</b>
I TOWNSHIP HALL			
265-850 Internet & Telephone	604.30	3,000.00	-2,395.70
265-921.2 Electric	1,762.99	6,200.00	-4,437.01
265-923.1 Gas	153.88	1,000.00	-846.12
265-931.3 Mowing & Snow Removal	1,235.35	12,000.00	-10,764.65
265-931.4 TH Cleaning	198.85	8,000.00	-7,801.15
265-933.2 Maintenance	4,050.00	4,000.00	50.00
265-955 Security	365.42	4,200.00	-3,834.58
<b>Total I TOWNSHIP HALL</b>	<b>8,370.79</b>	<b>38,400.00</b>	<b>-30,029.21</b>
J RENTAL EXP.			
265-710 Event Manager Pay	341.83	4,500.00	-4,158.17
265-710.1 Event Security	75.00	800.00	-725.00
265-726 Supplies		500.00	-500.00
265-970 Equipment		500.00	-500.00
<b>Total J RENTAL EXP.</b>	<b>416.83</b>	<b>6,300.00</b>	<b>-5,883.17</b>
K WEATHER SIRENS			
523-921.2 Electric	855.88	1,800.00	-944.12
523-934 Siren Maint.		1,400.00	-1,400.00
<b>Total K WEATHER SIRENS</b>	<b>855.88</b>	<b>3,200.00</b>	<b>-2,344.12</b>
L ATTORNEY COSTS			

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	ACTUAL	TOTAL	
		BUDGET	OVER BUDGET
266-826 Legal		10,000.00	-10,000.00
<b>Total L ATTORNEY COSTS</b>		<b>10,000.00</b>	<b>-10,000.00</b>
M INSPECTORS			
371-702.3 Mechanical	2,400.00	6,800.00	-4,400.00
371-724 Electrical	3,002.40	7,200.00	-4,197.60
371-724.2 Building	19,331.80	11,200.00	8,131.80
371-724.3 Building Maintenance		2,400.00	-2,400.00
371-724.4 Plumbing	3,634.40	3,360.00	274.40
<b>Total M INSPECTORS</b>	<b>28,368.60</b>	<b>30,960.00</b>	<b>-2,591.40</b>
N ROADS & MUP			
446-969 Roads & MUP	38,519.96	200,000.00	-161,480.04
446-970 Roundabout		30,000.00	-30,000.00
<b>Total N ROADS &amp; MUP</b>	<b>38,519.96</b>	<b>230,000.00</b>	<b>-191,480.04</b>
O STREET LIGHTS			
448-921.2 Street Lights	1,836.73	15,000.00	-13,163.27
<b>Total O STREET LIGHTS</b>	<b>1,836.73</b>	<b>15,000.00</b>	<b>-13,163.27</b>
P Spring Cleaning			
528-956 Spring Clean	1,562.21	4,000.00	-2,437.79
<b>Total P Spring Cleaning</b>	<b>1,562.21</b>	<b>4,000.00</b>	<b>-2,437.79</b>
Q PLANNING COMMISSION & ZBA			
701-725 PC Wages	848.00	5,000.00	-4,152.00
701-812 Consultants		3,000.00	-3,000.00
701-826 Legal		2,000.00	-2,000.00
701-901 Notices		500.00	-500.00
<b>Total Q PLANNING COMMISSION &amp; ZBA</b>	<b>848.00</b>	<b>10,500.00</b>	<b>-9,652.00</b>
R ZONING			
702-705.2 Salaries	2,625.00	21,000.00	-18,375.00
702-861.2 Mileage		500.00	-500.00
702-970 Cell Phone		600.00	-600.00
<b>Total R ZONING</b>	<b>2,625.00</b>	<b>22,100.00</b>	<b>-19,475.00</b>
S PARK & RECREATION			
751-931 Maintenance	22.00	30,000.00	-29,978.00
<b>Total S PARK &amp; RECREATION</b>	<b>22.00</b>	<b>30,000.00</b>	<b>-29,978.00</b>
T OTHER			
301.832 Sheriff Patrol	5,026.55	10,000.00	-4,973.45
850-822 FICA - Match		600.00	-600.00
850-822.1 Pension Match	3,957.81	36,600.00	-32,642.19
850-822.2 Medicare Match	747.77	5,500.00	-4,752.23
850-822.3 Pension Fees	90.00	800.00	-710.00
850-860 Payroll Expenses	571.82	4,000.00	-3,428.18
850-860.2 Employee Medical	691.65	8,500.00	-7,808.35

# MILTON TOWNSHIP

Budget vs. Actuals: FY2023 (APR22 - MAR23) - FY23 P&L

April 2022 - March 2023

		TOTAL	
	ACTUAL	BUDGET	OVER BUDGET
850-910 Insurance		15,500.00	-15,500.00
<b>Total T OTHER</b>	<b>11,085.60</b>	<b>81,500.00</b>	<b>-70,414.40</b>
<b>Total 101 General Fund Expenditures</b>	<b>116,763.42</b>	<b>841,248.00</b>	<b>-724,484.58</b>
210 Ambulance Fund Expenditures			
210-306-801 Professional Services (SMCAS)		33,740.00	-33,740.00
<b>Total 210 Ambulance Fund Expenditures</b>		<b>33,740.00</b>	<b>-33,740.00</b>
213 Edwardsburg Fire Fund Expenditures			
213-306-801 Professional Services (Edwardsburg)		67,680.00	-67,680.00
<b>Total 213 Edwardsburg Fire Fund Expenditures</b>		<b>67,680.00</b>	<b>-67,680.00</b>
214 Niles Fire Fund Expenditures			
214-306-801 Professional Services (Niles)		100,232.00	-100,232.00
<b>Total 214 Niles Fire Fund Expenditures</b>		<b>100,232.00</b>	<b>-100,232.00</b>
<b>Total Expenses</b>	<b>\$116,763.42</b>	<b>\$1,042,900.00</b>	<b>\$ -926,136.58</b>
NET OPERATING INCOME	<b>\$ -76,524.01</b>	<b>\$ -184,813.00</b>	<b>\$108,288.99</b>
NET INCOME	<b>\$ -76,524.01</b>	<b>\$ -184,813.00</b>	<b>\$108,288.99</b>



# Milton Township

## General Fund Balance

Treasurer Flowers

04/30/22

<b>UFCU</b>		
Checking		\$688,335.80
Money Market		\$180,555.74
CD		\$106,824.48
<b>CHEMICAL BANK:</b>		
CD		\$40,028.32
CD		\$170,122.02
Escrow Funds		\$8,919.01
Transit Account for Credit Cards		\$1.19
Petty Cash		\$92.97
Treasurers Cash Box		\$150.00
Secretary Cash Box		\$100.00
Admin Assistant Cash Box		\$200.00
Insurance Escrow	\$1.93	
Ambulance Account	\$2.31	
Fire Account	\$6.55	
Building Loan Balance		
ENDING BALANCE	<b>TOTAL</b>	<b>\$1,195,329.53</b>

# MILTON TOWNSHIP

## Transaction List by Date

April 20 - May 17, 2022

DATE	NUM	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT
05/03/2022	2960	SMCAS		101 General Fund Expenditures:I TOWNSHIP HALL:265-933.2 Maintenance	- 4,050.00
05/17/2022	2961	ADT Security Services		101 General Fund Expenditures:I TOWNSHIP HALL:265-955 Security	-69.81
05/17/2022	2962	Cass County Office of Sheriff		-Split-	- 5,026.55
05/17/2022	2963	Cintas		101 General Fund Expenditures:I TOWNSHIP HALL:265-931.4 TH Cleaning	-96.18
05/17/2022	2964	Dobberteen Inspections		-Split-	- 3,242.40
05/17/2022	2965	Johnny M. Hamilton		101 General Fund Expenditures:M INSPECTORS:371- 724 Electrical	- 1,124.80
05/17/2022	2966	Leader Publications		-Split-	-221.20
05/17/2022	2967	Marana Group		101 General Fund Expenditures:P Spring Cleaning:528- 956 Spring Clean	-362.21
05/17/2022	2968	Michiana Finish Grade LLC		101 General Fund Expenditures:I TOWNSHIP HALL:265-931.3 Mowing & Snow Removal	-610.00
05/17/2022	2969	Tony Floyd		-Split-	-132.93
05/17/2022	2970	Trademark Irrigation LLC		101 General Fund Expenditures:I TOWNSHIP HALL:265-931.3 Mowing & Snow Removal	-148.45
05/17/2022	2971	TruGreen		101 General Fund Expenditures:I TOWNSHIP HALL:265-931.3 Mowing & Snow Removal	-93.45
05/17/2022	2972	We-Can Services, LLC.		101 General Fund Expenditures:P Spring Cleaning:528- 956 Spring Clean	- 1,200.00
04/21/2022	ACH	Midwest Energy & Communications		101 General Fund Expenditures:K WEATHER SIRENS:523-921.2 Electric	-51.91
05/02/2022	ACH	Indiana Michigan Power		101 General Fund Expenditures:O STREET LIGHTS:448-921.2 Street Lights	-154.58
05/03/2022	ACH			-Split-	-414.65
05/03/2022	ACH	FNBO		-Split-	-562.20
05/12/2022	ACH	Midwest Energy & Communications		101 General Fund Expenditures:O STREET LIGHTS:448-921.2 Street Lights	-453.24
05/13/2022	ACH	JOHN HANCOCK, USA		-Split-	- 6,715.02
04/25/2022	ach	Indiana Michigan Power		101 General Fund Expenditures:I TOWNSHIP HALL:265-921.2 Electric	-828.45
04/25/2022	ach	Indiana Michigan Power		101 General Fund Expenditures:O STREET LIGHTS:448-921.2 Street Lights	-167.71
04/29/2022	ach	Semco Energy		101 General Fund Expenditures:I TOWNSHIP HALL:265-923.1 Gas	-153.88



# Milton Township

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

## Planning Commission Members

Jeremy Clanton, Tony Floyd, Virginia Kraft, Scott Kretchman, Paul Romanetz, Karen Shirk, Linda Sokol

## Annual Report to the Board of Trustees

Township Fiscal Year 2021-2022 (4/1/2021-3/31/2022)

During this past fiscal year, most all effort of the PC was directed towards adopting the Site Condo Ordinance into the Milton Township Zoning Ordinance

### Review of the Site Condo Ordinance focused on:

- Defining Buffer Zones
- Understanding Common and Limited Common Areas
- Creating a better definition (criteria) for Open Space requirements.
- An in-depth review of all elements of the existing Site Condo Ordinance for correctness and clarity.

Although the work has been slow over the year, the PC (with the invaluable help of the Zoning Administrator, our Twp. Attorney, and Williams and Works Consulting Agency), the ordinance is coming closer to completion.

### Activity:

The PC held one "Public Hearing" during the fiscal year: An SLU for riding stables on Redfield Street.

### Opportunities for the upcoming year:

- Finalize the Site Condo Ordinance
- Review other Wind and Solar Ordinances for adoption into our Twp Ordinance
- Assist BOT with Road Projects for the current and upcoming year
- Help with any concerns (or opportunities) of the BOT, PC members, or the Milton Twp community.

Milton Township is a wonderful community. As a born and raised resident and Chair of the Planning Commission, I am proud to have the opportunity to help maintain the unique rural character of Milton Township for the citizens: past, present, and future.

Respectively submitted,

Karen Shirk