



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 Milton Township Hall - 32097 Bertrand St., Niles, MI Tuesday May 16, 2023 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. Pavilion RFP

New Business:

1. Table & Chair Rental
2. Renewable Energy Mobile Tour

Financial Report:

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

Adjournment:



Milton Township

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

Minutes for Milton Township Regular Board Meeting Milton Township Hall - 32097 Bertrand St., Niles, MI Tuesday, April 18, 2023 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, Trustee Phil Egert, Trustee Rich Mullin, Deputy Clerk RheAnna Stewart

Motion: Renken made a motion to appoint Renken as secretary for the meeting.

Second: Phil Egert

Motion Carried

Community Reports:

1. Planning Commission Ex Officio Member

- a. Karen Shirk wants to know the sample size of people for MI readiness survey per Egert. Solar and wind ordinance, possible Saturday meeting.
- b. Renken talked to attorney about ordinance timing.
- c. Database for mailings.

2. Other committee chairs

- a. Election (Rhe'Anna Stewart, Deputy Clerk comment)
 - i. Election being held on May 2nd for Edwardsburg millage
 - ii. Election now scheduled for August for County Roads

3. Visiting officials

- a. Sam Barrera
 - i. County commission putting forth ordinance on child protection on Thursday, April 20th. Meeting should be held at road commission building.
 - ii. Treasurer Hope has been working on blight property, more funding to come if there are more parcels wanting to be submitted for that. County-wide considerations.

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

1. Resident asked about roundabout and will be in later this week to view picture

Board Member Comments:

Approval of Agenda:

Motion: Renken made a motion to add fee for site plan review, hall rental dates, zoning ordinance, add hall cleaning to new business.

Second: Egert

Motion Carried

Approval of Previous Minutes:

Motion: Renken made a motion to approve the minutes from the special meeting held Friday March 3rd at 11:00 AM,

Second: Egert

Motion Carried

Motion: Renken made a motion to approve the minutes for the special March 21st, 2023 Board meeting.

Second: Egert

Motion Carried

Motion: Renken made a motion to approve the minutes for the special March 28th, 2023 Board meeting.

Second: Egert

Motion Carried

Business (w/attendees):

Old Business:

1. Lawn Care RFP

Motion: Renken made a motion approve the quote from Michiana Finish Grade for lawn maintenance

Second: Mullin

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

Motion carried.

New Business:

1. Salary Compensation

Motion: Renken made a motion to approve the recommendations from the salary compensation commission, setting the supervisor to \$18,304, treasurer to \$23,140, clerk to \$25,948, and trustees to \$3,224 each.

Second: Egert

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

Motion carried.

2. Pavilion RFP Approval

Motion: Renken made a motion to approve pavilion RFP

Second: Egert

Motion carried.

3. Repaving/stripping of Parking Lots

Motion: Renken made a motion to approve seal and restripe parking lot from Shembarger Asphalt Paving for \$4,618.00 with the stipulation they break up sealing into stages so SMACS doesn't lose access.

Second: Flowers

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

Motion carried.

4. Zoning Ordinance

Motion: Renken made a motion to ask the Planning Commission to move forward with a recommendation for a Solar and Wind zoning ordinance no later than July 14, 2023 for the Board of Trustees, and board approves 2 additional meetings.

Second: Egert

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

Motion carried.

5. Hall Cleaning

Motion: Renken made a motion to have the admin assistant order new cleaning supplies for rentals with assistance from the treasure.

Second: Egert

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

Motion carried.

6. Hall Rental Dates

Motion: Renken made a motion to add to the rental policy that Milton Township will not do any rentals on holiday weekend, where the holiday is on the weekend or the Friday or Monday adjacent, based on holiday's observed by Milton Township.

Second: Egert

Motion carried.

7. Site Plan Review

Motion: Renken made a motion to approve adding a site plan review fee of \$750.00 for Industrial or Commercial builds to our 2023 fee schedule.

Second: Egert

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

Financial Report:

1. Review of Township Budget

Motion: Renken made a motion budget resolution 2023-08R to change:

- 101-101-710 Salary AA to \$51,192.75 (Admin)
- 101-101-702 Salary to \$6,448.00 (Trustees)
- 101-171-702 Salary to \$18,304.00 (Supervisor)
- 101-215-702 Salary to \$25,948.00 (Clerk)
- 101-253-702 Salary to \$23,140.00 (Treasurer)

Offset from the general fund.

Second: Flowers

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

Motion carried.

Motion: Renken made a motion to have official's salaries take effect on 4/16/23.

Second: Flowers

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

Motion carried.

2. Financial Reports

- a. Treasurer Flowers reported the general fund balance of \$1,330,188..

3. Approval of Checks

Motion: Renken made a motion to approve all checks as presented.

Second: Egert

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

Motion carried.

Adjournment:

Motion: Flowers made a motion to adjourn.

Second: Renken

Motion carried. Meeting adjourned at 8:06 pm.

MILTON TOWNSHIP

Budget vs. Actuals: FY2024 (APR23 - MAR24) - FY24 P&L

April 2023 - March 2024

	TOTAL		
	ACTUAL	BUDGET	OVER BUDGET
Income			
101 General Fund Revenues			
A TAXES			
430 Milton Allocated	21,317.90	155,100.00	-133,782.10
447 Summer		12,000.00	-12,000.00
450 Admin Fee	4,334.87	35,500.00	-31,165.13
Total A TAXES	25,652.77	202,600.00	-176,947.23
B LICENSES & PERMITS			
477 Building	2,558.00	14,000.00	-11,442.00
477.1 Electrical	630.20	9,000.00	-8,369.80
477.2 Mechanical	2,551.00	8,500.00	-5,949.00
477.3 Plumbing		4,200.00	-4,200.00
Total B LICENSES & PERMITS	5,739.20	35,700.00	-29,960.80
C STATE GRANTS & SHRED REVENUE			
574 State Grants & Shared Revenue	50,048.00	340,000.00	-289,952.00
Total C STATE GRANTS & SHRED REVENUE	50,048.00	340,000.00	-289,952.00
D CHARGES FOR SERVICES			
628 Zoning		14,000.00	-14,000.00
Total D CHARGES FOR SERVICES		14,000.00	-14,000.00
E RENTALS			
669 Room Rentals	2,000.00	10,000.00	-8,000.00
Total E RENTALS	2,000.00	10,000.00	-8,000.00
F OTHER REVENUES			
472 Comcast		30,000.00	-30,000.00
665 Interest	1,852.89	1,000.00	852.89
678 Reimbursement-Elections		3,000.00	-3,000.00
Total F OTHER REVENUES	1,852.89	34,000.00	-32,147.11
Total 101 General Fund Revenues	85,292.86	636,300.00	-551,007.14
210 Ambulance Income Accounts			
210-000-451 Ambulance Fund Income (SMCAS)	7,180.29	50,700.00	-43,519.71
Total 210 Ambulance Income Accounts	7,180.29	50,700.00	-43,519.71
213 Edwardsburg Fire Fund Revenue			
213-000-451 Fire Fund Income (Edwardsburg)		71,238.00	-71,238.00
Total 213 Edwardsburg Fire Fund Revenue		71,238.00	-71,238.00
214 Niles Fire Fund Revenue			
214-000-451 Fire Fund Income (Niles)		108,052.00	-108,052.00
Total 214 Niles Fire Fund Revenue		108,052.00	-108,052.00
Total Income	\$92,473.15	\$866,290.00	\$ -773,816.85
GROSS PROFIT	\$92,473.15	\$866,290.00	\$ -773,816.85
Expenses			

MILTON TOWNSHIP

Budget vs. Actuals: FY2024 (APR23 - MAR24) - FY24 P&L

April 2023 - March 2024

	TOTAL		
	ACTUAL	BUDGET	OVER BUDGET
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		18,000.00	-18,000.00
101-702 Trustee Salary	878.66	5,980.00	-5,101.34
101-710 Salary-AA	7,118.94	48,200.00	-41,081.06
101-710.1 Secretary Wages	665.00	7,000.00	-6,335.00
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		5,000.00	-5,000.00
101-728 Postage Expense	122.91	4,500.00	-4,377.09
101-813 MTA Dues		3,700.00	-3,700.00
101-813.1 NATS Membership		1,850.00	-1,850.00
101-850 Computer/Software/Equipment	780.00	5,000.00	-4,220.00
101-861.2 Committee Mileage & Training		400.00	-400.00
101-900 Publications Exp.	978.22	2,000.00	-1,021.78
101-901 Legal Notices	118.80	1,000.00	-881.20
171-802 Training		400.00	-400.00
371-724.3 Building Maintenance		2,400.00	-2,400.00
Total A TOWNSHIP BOARD	10,662.53	234,715.00	-224,052.47
B SUPERVISOR			
171-702 Salary	2,170.67	16,900.00	-14,729.33
171-702.1 Deputy		500.00	-500.00
Total B SUPERVISOR	2,170.67	17,400.00	-15,229.33
C ELECTIONS			
262-705 Wages Elect Inspec	558.00	6,000.00	-5,442.00
262-726 Election - Supplies	228.63	5,500.00	-5,271.37
262-728 Postage		2,000.00	-2,000.00
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		2,738.00	-2,738.00
262-975 Elec Meal Reimb	63.80	400.00	-336.20
Total C ELECTIONS	850.43	18,288.00	-17,437.57
D CLERK			
215-702 Salary	3,292.17	23,400.00	-20,107.83
215-702.1 Deputy Wages		5,000.00	-5,000.00
215-xx-xx Record Digitalization		5,000.00	-5,000.00
Total D CLERK	3,292.17	33,400.00	-30,107.83
E ACCOUNTING EXPENSES			
192-802 Accounting Fees		11,000.00	-11,000.00
Total E ACCOUNTING EXPENSES		11,000.00	-11,000.00

MILTON TOWNSHIP

Budget vs. Actuals: FY2024 (APR23 - MAR24) - FY24 P&L

April 2023 - March 2024

	TOTAL		
	ACTUAL	BUDGET	OVER BUDGET
F BOARD OF REVIEW			
247-725 Wages		2,000.00	-2,000.00
247-861 Mileage		75.00	-75.00
247-864 Meals	67.80	150.00	-82.20
247-901 Legal/Notices		120.00	-120.00
Total F BOARD OF REVIEW	67.80	2,345.00	-2,277.20
G TREASURER			
101-253-702 (Salary)	2,907.17	21,450.00	-18,542.83
101-253-702.1 (Deputy Wages)	501.50	5,000.00	-4,498.50
253-734 Service Fees		50.00	-50.00
253-861 Mileage		50.00	-50.00
253-900 Tax Roll Printing		7,000.00	-7,000.00
Total G TREASURER	3,408.67	33,550.00	-30,141.33
H ASSESSOR			
257-815.1 Assessor Software		2,100.00	-2,100.00
257-817 Assessor Wages	3,939.00	31,500.00	-27,561.00
Assessment Notice Postage Expense		1,200.00	-1,200.00
Total H ASSESSOR	3,939.00	34,800.00	-30,861.00
I TOWNSHIP HALL			
265-850 Internet & Telephone	1,455.09	6,000.00	-4,544.91
265-921.2 Electric	914.16	6,200.00	-5,285.84
265-923.1 Gas	230.81	1,000.00	-769.19
265-931.3 Mowing & Snow Removal	453.75	14,000.00	-13,546.25
265-931.4 TH Cleaning	1,461.80	8,500.00	-7,038.20
265-933.2 Maintenance	1,002.23	15,000.00	-13,997.77
265-955 Security	157.68	2,000.00	-1,842.32
Total I TOWNSHIP HALL	5,675.52	52,700.00	-47,024.48
J RENTAL EXP.			
265-710 Event Manager Pay	125.00	3,000.00	-2,875.00
265-710.1 Event Security		800.00	-800.00
265-726 Supplies	38.95	500.00	-461.05
265-970 Equipment		500.00	-500.00
Total J RENTAL EXP.	163.95	4,800.00	-4,636.05
K WEATHER SIRENS			
523-921.2 Electric	59.10	1,800.00	-1,740.90
523-934 Siren Maint.		1,400.00	-1,400.00
523-970 Siren Equipment		86,000.00	-86,000.00
Total K WEATHER SIRENS	59.10	89,200.00	-89,140.90
L ATTORNEY COSTS			
266-826 Legal	157.50	5,000.00	-4,842.50
Total L ATTORNEY COSTS	157.50	5,000.00	-4,842.50

MILTON TOWNSHIP

Budget vs. Actuals: FY2024 (APR23 - MAR24) - FY24 P&L

April 2023 - March 2024

	TOTAL		
	ACTUAL	BUDGET	OVER BUDGET
M INSPECTORS			
371-702.3 Mechanical		6,800.00	-6,800.00
371-724 Electrical	1,259.20	7,200.00	-5,940.80
371-724.2 Building	5,471.20	81,200.00	-75,728.80
371-724.4 Plumbing	2,288.80	3,360.00	-1,071.20
Total M INSPECTORS	9,019.20	98,560.00	-89,540.80
N ROADS & MUP			
446-969 Roads & MUP	20,145.59	152,462.00	-132,316.41
446-970 Roundabout	30,000.00	30,000.00	0.00
Total N ROADS & MUP	50,145.59	182,462.00	-132,316.41
O STREET LIGHTS			
448-921.2 Street Lights	771.55	15,000.00	-14,228.45
Total O STREET LIGHTS	771.55	15,000.00	-14,228.45
P Spring Cleaning			
528-956 Spring Clean	2,523.75	3,500.00	-976.25
Total P Spring Cleaning	2,523.75	3,500.00	-976.25
Q PLANNING COMMISSION & ZBA			
701-725 PC Wages	985.00	5,000.00	-4,015.00
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
Total Q PLANNING COMMISSION & ZBA	985.00	10,500.00	-9,515.00
R ZONING			
702-705.2 Salaries	3,000.00	24,000.00	-21,000.00
702-861.2 Mileage		500.00	-500.00
702-970 Cell Phone		600.00	-600.00
Total R ZONING	3,000.00	25,100.00	-22,100.00
S PARK & RECREATION			
751-931 Maintenance	1,453.00	60,000.00	-58,547.00
Total S PARK & RECREATION	1,453.00	60,000.00	-58,547.00
T OTHER			
301.832 Sheriff Patrol		15,000.00	-15,000.00
850-822.1 Pension Match	1,705.90	36,600.00	-34,894.10
850-822.2 Medicare Match	783.86	5,500.00	-4,716.14
850-822.3 Pension Fees	90.00	800.00	-710.00
850-860 Payroll Expenses	359.84	4,000.00	-3,640.16
850-860.2 Employee Medical	764.25	8,500.00	-7,735.75
850-910 Insurance	29.00	15,500.00	-15,471.00
Total T OTHER	3,732.85	85,900.00	-82,167.15
Total 101 General Fund Expenditures	102,078.28	1,018,220.00	-916,141.72
210 Ambulance Fund Expenditures			

MILTON TOWNSHIP

Budget vs. Actuals: FY2024 (APR23 - MAR24) - FY24 P&L

April 2023 - March 2024

		TOTAL	
	ACTUAL	BUDGET	OVER BUDGET
210-306-801 Professional Services (SMCAS)		50,700.00	-50,700.00
Total 210 Ambulance Fund Expenditures		50,700.00	-50,700.00
213 Edwardsburg Fire Fund Expenditures			
213-306-801 Professional Services (Edwardsburg)		71,238.00	-71,238.00
Total 213 Edwardsburg Fire Fund Expenditures		71,238.00	-71,238.00
214 Niles Fire Fund Expenditures			
214-306-801 Professional Services (Niles)		108,052.00	-108,052.00
Total 214 Niles Fire Fund Expenditures		108,052.00	-108,052.00
Total Expenses	\$102,078.28	\$1,248,210.00	\$ -1,146,131.72
NET OPERATING INCOME	\$ -9,605.13	\$ -381,920.00	\$372,314.87
NET INCOME	\$ -9,605.13	\$ -381,920.00	\$372,314.87



Milton Township

General Fund Balance

Treasurer Flowers

04/30/23

UFCU		
Checking		\$245,441.78
Money Market		\$30,665.84
CD		\$100,897.78
CD		\$150,416.09
TCU		
ARPA 2nd Issue		\$207,600.32
HONOR CR UNION		
ARPA 1st Issue		\$206,396.83
Escrow Funds		\$7,100.00
Money Market		170,725.19
1ST SOURCE		
Money market		200,076.56
CD		\$40,037.53
Petty Cash		\$92.97
Treasurers Cash Box		\$150.00
Secretary Cash Box		\$110.00
Admin Assistant Cash Box		\$200.00
Credit Card	\$1.25	
Insurance Escrow	\$1.93	
Ambulance Account	\$22,614.10	
Fire Account	\$81,745.60	
Building Loan Balance	\$679,130.84	
ENDING BALANCE	TOTAL	\$1,359,910.89

MILTON TOWNSHIP

Transaction List by Date

April 19 - May 17, 2023

DATE	NUM	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT
05/02/2023	1113	Edwardsburg Fire Department		213 Edwardsburg Fire Fund Expenditures	- 21,279.38
05/02/2023	1114	Niles Charter Township Fire Department		214 Niles Fire Fund Expenditures	- 34,856.99
04/24/2023	3182	AMERICAN ELECTRIC POWER		101 General Fund Expenditures:I TOWNSHIP HALL:265-921.2 Electric	-283.19
04/21/2023	3213	Blue Cross Blue Shield of Michigan		101 General Fund Expenditures:T OTHER:850-860.2 Employee Medical	-764.25
04/21/2023	3214	BS&A Software		101 General Fund Expenditures:A TOWNSHIP BOARD:101-850 Computer/Software/Equipment	-780.00
04/21/2023	3215	Cass County Road Commission		-Split-	- 53,747.74
04/21/2023	3216	Indiana Michigan Power	Voided	101 General Fund Expenditures:I TOWNSHIP HALL:265-921.2 Electric	0.00
04/21/2023	3217	Joy's Johns		101 General Fund Expenditures:S PARK & RECREATION:751-931 Maintenance	-25.00
04/21/2023	3218	State of Michigan - Licensing/Regulatory Affairs		101 General Fund Expenditures:I TOWNSHIP HALL:265-933.2 Maintenance	-180.00
05/02/2023	3219	Tony Floyd	having an issue with receipt copying over, will update. - RS	101 General Fund Expenditures:C ELECTIONS:262-975 Elec Meal Reimb	-63.80
05/10/2023	3220	Bauckhm, Sparks, Thall, Seeber, Kaufman, P.C.		101 General Fund Expenditures:L ATTORNEY COSTS:266-826 Legal	-157.50
05/10/2023	3221	Cintas		-Split-	-156.40
05/10/2023	3222	Election Source		101 General Fund Expenditures:C ELECTIONS:262-726 Election - Supplies	-228.63
05/10/2023	3223	EPS Security		101 General Fund Expenditures:I TOWNSHIP HALL:265-955 Security	-157.68
05/10/2023	3224	Johnny M. Hamilton		477.1 101 General Fund Revenues:B LICENSES & PERMITS:Electrical	-1,108.80
05/10/2023	3225	Joy's Johns		101 General Fund Expenditures:S PARK & RECREATION:751-931 Maintenance	-1,428.00
05/10/2023	3226	Karri's Cleaning Service		101 General Fund Expenditures:I TOWNSHIP HALL:265-931.4 TH Cleaning	-640.00
05/10/2023	3227	Michiana Finish Grade LLC		101 General Fund Expenditures:I TOWNSHIP HALL:265-931.3 Mowing & Snow Removal	-453.75
05/10/2023	3228	We-Can Services, LLC.		-Split-	-2,523.75
04/25/2023	ACH	Indiana Michigan Power		101 General Fund Expenditures:O STREET LIGHTS:448-921.2 Street Lights	-139.90
05/10/2023	ACH	Indiana Michigan Power		-Split-	-459.13
05/10/2023	ACH	Midwest Energy & Communications		-Split-	-552.10
05/10/2023	ACH	Midwest Energy & Communications		101 General Fund Expenditures:I TOWNSHIP HALL:265-921.2 Electric	-248.82
05/10/2023	ACH	Semco Energy		-Split-	-230.81

MILTON TOWNSHIP

Transaction List by Date

April 19 - May 17, 2023

