



# Milton Township

32097 Bertrand St., Niles, MI 49120 Phone (269)684-7262 Fax (269)684-1742  
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## **Agenda for Milton Township Regular Board Meeting Milton Township Hall - 32097 Bertrand St., Niles, MI Tuesday November 16, 2021 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. Snow RFP

### **New Business:**

1. New Year's Holiday

### **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 Special Board Meeting Milton Township Hall - 32097 Bertrand St., Niles, MI Wednesday, October 13<sup>th</sup>, 2021 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, Clerk Tony Floyd, Treasurer Susan Flowers, Trustee Rich Mullin, Trustee Phil Egert

### US 12

Motion: Renken made a motion, 7:01 pm, that the Township Board meet in a closed session, with the Zoning Administrator, under Section 8(h) of the Open Meetings Act, pursuant to section 13(1)(g) of the Freedom of Information Act, to consult with our attorney regarding a written legal opinion.

Second: Egert.

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

Motion Carried.

Motion: Renken made a motion to come out of the closed session at 8:00 pm.

Second: Flowers

Motion Carried.

Motion: Renken made a motion to direct the Milton Township Zoning Administrator to meet with the property owner and to continue working with him monthly to track progress.

Second: Floyd

Motion Carried.

### ARPA

1. Discussion was held.

### Adjournment:

Motion: Flowers made a motion to adjourn.

Second: Renken

Motion carried. Meeting adjourned at 8:34pm.



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## Minutes for Milton Township Regular Board Meeting Milton Township Hall - 32097 Bertrand St., Niles, MI Tuesday, October 19th, 2021 7:00 P.M.

### Call to Order/Pledge of Allegiance:

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

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

Motion: Mullin made a motion to designate Tony Floyd the chair of the October 19<sup>th</sup>, 2021 BOT Regular Board Meeting.

Second: Flowers

Motion Carried

### Community Reports:

#### 1. Planning Commission Ex Officio Member

- a. Working on site condo ordinance amendments with a focus on buffer zones and open spaces.

#### 2. Other committee chairs

#### 3. Visiting officials

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

1. None

### Board Member Comments:

1. Flowers - NATS and Cass County are working on a grant for 2 projects related to Redfield Road and Batchelor Drive.

### Approval of Agenda:

Motion: Floyd made a motion to amend the agenda by adding "Record Digitization" under new business and then approve the amended agenda.

Second: Egert

Motion Carried

### Approval of Previous Minutes:

Motion: Egert made a motion to approve the minutes from the September 21<sup>st</sup>, 2021 regular Board meeting.

Second: Mullin.

Motion Carried

**Business (w/attendees):**

1. None

**Old Business:**

**1. ARPA**

- a. An open house is planned for early 2022 to present ideas to the community.
- b. Further ideas should be sent to Township Supervisor Renken.

**2. US 12 Property Clean Up**

- a. Zoning Administrator Glick provided a report on progress and introduced Robert Hibbard.
- b. Mr. Hibbard provided information regarding clean up efforts that were confirmed by Mrs. Glick. Mr. Hibbard stated he's willing to sell the property.

**New Business:**

**1. Snow RFP**

Motion: Floyd made a motion to approve the RFP for Snow Removal, as presented, with proposals to be opened and one selected at the November BOT meeting .

Second: Mullin

Motion carried.

**2. Flu Shots**

- a. Flu shots will be provided to Milton Township employees and employee families on October 29<sup>th</sup>.

**3. Record Digitization**

- a. Clerk Floyd provided quotes to digitize the past 20 years of BOT Minutes, PC Minutes, ZBA Minutes, BOR minutes, Ordinances and Resolutions. This will allow for more secure storage and more efficient utilization of the records.

Motion: Floyd made a motion to digitize Clerk records, not to exceed \$1,000.

Second: Egert.

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

Motion carried.

**Financial Report:**

**1. Review of Township Budget**

Motion: Floyd made a motion to add \$10,000 to the Inspector Budget from the general fund, to add \$325 to the accounting fees budget offset from the Elections Budget, and to approve the budget.

Second: Egert

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

Motion carried.

**2. Financial Reports**

- a. Treasurer Flowers reported the general fund balance is \$1,053,082.54.

**3. Approval of Checks**

Motion: Floyd made a motion to approve all checks with the addition of check 2861 to Milton Township for \$377.32.

Second: Flowers

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

Motion carried.

**Adjournment:**

Motion: Flowers made a motion to adjourn.

Second: Egert

Voice vote.

Motion carried. Meeting adjourned at 7:45 pm.

UNOFFICIAL

# MILTON TOWNSHIP

Budget vs. Actuals: FY2021-2022 - FY22 P&L

April 2021 - March 2022

	TOTAL		
	ACTUAL	BUDGET	OVER BUDGET
<b>Income</b>			
101 General Fund Revenues			
A TAXES			
430 Milton Allocated	13,350.29	145,000.00	-131,649.71
447 Summer	5,460.90	4,700.00	760.90
450 Admin Fee	15,781.16	35,500.00	-19,718.84
<b>Total A TAXES</b>	<b>34,592.35</b>	<b>185,200.00</b>	<b>-150,607.65</b>
B LICENSES & PERMITS			
472 Comcast	15,176.07	26,000.00	-10,823.93
477 Building	18,059.00	14,000.00	4,059.00
477.1 Electrical	9,056.00	9,000.00	56.00
477.2 Mechanical	14,494.00	8,500.00	5,994.00
477.3 Plumbing	3,218.00	4,200.00	-982.00
<b>Total B LICENSES &amp; PERMITS</b>	<b>60,003.07</b>	<b>61,700.00</b>	<b>-1,696.93</b>
C STATE GRANTS & SHRED REVENUE			
574 State Grants & Shared Revenue	205,704.76	340,000.00	-134,295.24
<b>Total C STATE GRANTS &amp; SHRED REVENUE</b>	<b>205,704.76</b>	<b>340,000.00</b>	<b>-134,295.24</b>
D CHARGES FOR SERVICES			
628 Zoning	14,517.00	14,000.00	517.00
<b>Total D CHARGES FOR SERVICES</b>	<b>14,517.00</b>	<b>14,000.00</b>	<b>517.00</b>
E RENTALS			
669 Room Rentals	10,000.00	4,500.00	5,500.00
<b>Total E RENTALS</b>	<b>10,000.00</b>	<b>4,500.00</b>	<b>5,500.00</b>
F OTHER REVENUES			
665 Interest	688.08	3,500.00	-2,811.92
675 Donations		2,500.00	-2,500.00
676 Other Revenues	285,078.24	5,000.00	280,078.24
678 Reimbursement-Elections	1,375.08	1,000.00	375.08
<b>Total F OTHER REVENUES</b>	<b>287,141.40</b>	<b>12,000.00</b>	<b>275,141.40</b>
<b>Total 101 General Fund Revenues</b>	<b>611,958.58</b>	<b>617,400.00</b>	<b>-5,441.42</b>
210 Ambulance Fund Rev			
210-000-451 Ambulance Fund Income (SMCAS)	2,986.08	34,060.00	-31,073.92
<b>Total 210 Ambulance Fund Rev</b>	<b>2,986.08</b>	<b>34,060.00</b>	<b>-31,073.92</b>
213 Edwardsburg Fire Fund Revenue			
213-000-451 Fire Fund Income (Edwardsburg)		63,086.08	-63,086.08
<b>Total 213 Edwardsburg Fire Fund Revenue</b>		<b>63,086.08</b>	<b>-63,086.08</b>
214 Niles Fire Fund Revenue			
214-000-451 Fire Fund Income (Niles)	0.00	92,147.29	-92,147.29
<b>Total 214 Niles Fire Fund Revenue</b>	<b>0.00</b>	<b>92,147.29</b>	<b>-92,147.29</b>
<b>Total Income</b>	<b>\$614,944.66</b>	<b>\$806,693.37</b>	<b>\$ -191,748.71</b>

# MILTON TOWNSHIP

Budget vs. Actuals: FY2021-2022 - FY22 P&L

April 2021 - March 2022

	TOTAL		
	ACTUAL	BUDGET	OVER BUDGET
<b>GROSS PROFIT</b>	<b>\$614,944.66</b>	<b>\$806,693.37</b>	<b>\$ -191,748.71</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	3,990.00	5,760.00	-1,770.00
101-710 Salary-AA	27,427.78	42,182.40	-14,754.62
101-710.1 Secretary Wages	4,449.05	5,776.24	-1,327.19
101-710.2 Accrued Wags		4,500.00	-4,500.00
101-725.1 Amb/Fire Board Meet	30.00	720.00	-690.00
101-725.2 NATS Meetings		200.00	-200.00
101-725.3 FOIA Expense		20.00	-20.00
101-726 Office Expense	699.68	5,000.00	-4,300.32
101-728 Postage Expense	1,367.17	4,500.00	-3,132.83
101-813 MTA Dues	3,456.20	3,200.00	256.20
101-813.1 NATS Membership	60.00	1,850.00	-1,790.00
101-850 Computer/Software/Equipment	8,459.79	5,000.00	3,459.79
101-861.2 Commitee Mileage & Training		2,000.00	-2,000.00
101-900 Publications Exp.	1,178.49	2,000.00	-821.51
101-901 Legal Notices	1,009.60	1,000.00	9.60
171-802 Training		400.00	-400.00
<b>Total A TOWNSHIP BOARD</b>	<b>52,127.76</b>	<b>220,453.64</b>	<b>-168,325.88</b>
B SUPERVISOR			
171-702 Salary	11,235.00	16,200.00	-4,965.00
171-702.1 Deputy		500.00	-500.00
<b>Total B SUPERVISOR</b>	<b>11,235.00</b>	<b>16,700.00</b>	<b>-5,465.00</b>
C ELECTIONS			
262-705 Wages Elect Inspec	830.32	1,675.00	-844.68
262-726 Election - Supplies	45.00	600.00	-555.00
262-901 Legal Notices	135.20	150.00	-14.80
262-931.1 Elect Mach Progm		336.34	-336.34
262-933 Elect Machine Maint	87.00	400.00	-313.00
262-975 Elec Meal Reimb		150.00	-150.00
<b>Total C ELECTIONS</b>	<b>1,097.52</b>	<b>3,311.34</b>	<b>-2,213.82</b>
D CLERK			
215-702 Salary	15,590.00	21,840.00	-6,250.00
215-702.1 Deputy Wages	432.01	3,000.00	-2,567.99
<b>Total D CLERK</b>	<b>16,022.01</b>	<b>24,840.00</b>	<b>-8,817.99</b>
E ACCOUNTING EXPENSES			
192-802 Accounting Fees	10,025.00	9,725.00	300.00
<b>Total E ACCOUNTING EXPENSES</b>	<b>10,025.00</b>	<b>9,725.00</b>	<b>300.00</b>

# MILTON TOWNSHIP

Budget vs. Actuals: FY2021-2022 - FY22 P&L

April 2021 - March 2022

	TOTAL		
	ACTUAL	BUDGET	OVER BUDGET
<b>F BOARD OF REVIEW</b>			
247-725 Wages	440.00	2,000.00	-1,560.00
247-731 Publications	148.00	100.00	48.00
247-802.1 BOR Training	125.00	628.00	-503.00
247-861 Mileage		75.00	-75.00
247-864 Meals		150.00	-150.00
247-901 Legal/Notices		120.00	-120.00
<b>Total F BOARD OF REVIEW</b>	<b>713.00</b>	<b>3,073.00</b>	<b>-2,360.00</b>
<b>G TREASURER</b>			
101-253-702 (Salary)	14,300.00	20,640.00	-6,340.00
101-253-702.1 (Deputy Wages)	492.76	2,500.00	-2,007.24
253-734 Service Fees	7.00	50.00	-43.00
253-861 Mileage		50.00	-50.00
253-900 Tax Roll Printing	994.85	6,200.00	-5,205.15
<b>Total G TREASURER</b>	<b>15,794.61</b>	<b>29,440.00</b>	<b>-13,645.39</b>
<b>H ASSESSOR</b>			
257-815.1 Assessor Software	5,804.92	2,100.00	3,704.92
257-817 Assessor Wages	18,704.00	28,056.00	-9,352.00
Assessment Notice Postage Expense	200.00	1,200.00	-1,000.00
<b>Total H ASSESSOR</b>	<b>24,708.92</b>	<b>31,356.00</b>	<b>-6,647.08</b>
<b>I TOWNSHIP HALL</b>			
265-850 Internet & Telephone	1,833.84	5,000.00	-3,166.16
265-921.2 Electric	3,521.32	6,200.00	-2,678.68
265-923.1 Gas	290.59	1,000.00	-709.41
265-931.3 Mowing & Snow Removal	7,695.00	9,500.00	-1,805.00
265-931.4 TH Cleaning	573.42	300.00	273.42
265-933.2 Maintenance	2,829.86	4,000.00	-1,170.14
265-955 Security	12,018.62	4,200.00	7,818.62
<b>Total I TOWNSHIP HALL</b>	<b>28,762.65</b>	<b>30,200.00</b>	<b>-1,437.35</b>
<b>J RENTAL EXP.</b>			
265-710 Event Manager Pay	3,066.99	2,500.00	566.99
265-710.1 Event Security	225.00	800.00	-575.00
265-726 Supplies	54.00	500.00	-446.00
265-970 Equipment		500.00	-500.00
<b>Total J RENTAL EXP.</b>	<b>3,345.99</b>	<b>4,300.00</b>	<b>-954.01</b>
<b>K WEATHER SIRENS</b>			
523-921.2 Electric	718.72	1,800.00	-1,081.28
523-934 Siren Maint.	51.88	1,300.00	-1,248.12
<b>Total K WEATHER SIRENS</b>	<b>770.60</b>	<b>3,100.00</b>	<b>-2,329.40</b>
<b>L ATTORNEY COSTS</b>			
266-826 Legal	1,999.20	10,000.00	-8,000.80



# MILTON TOWNSHIP

Budget vs. Actuals: FY2021-2022 - FY22 P&L

April 2021 - March 2022

	TOTAL		
	ACTUAL	BUDGET	OVER BUDGET
<b>Total L ATTORNEY COSTS</b>	<b>1,999.20</b>	<b>10,000.00</b>	<b>-8,000.80</b>
M INSPECTORS			
371-702.3 Mechanical	12,100.00	6,800.00	5,300.00
371-724 Electrical	11,181.40	7,200.00	3,981.40
371-724.2 Building	30,845.60	41,200.00	-10,354.40
371-724.3 Building Maintenance	900.00	2,400.00	-1,500.00
371-724.4 Plumbing	4,056.80	3,360.00	696.80
<b>Total M INSPECTORS</b>	<b>59,083.80</b>	<b>60,960.00</b>	<b>-1,876.20</b>
N ROADS & MUP			
446-969 Roads & MUP	74,274.57	113,000.00	-38,725.43
<b>Total N ROADS &amp; MUP</b>	<b>74,274.57</b>	<b>113,000.00</b>	<b>-38,725.43</b>
O STREET LIGHTS			
448-921.2 Street Lights	9,922.49	11,000.00	-1,077.51
<b>Total O STREET LIGHTS</b>	<b>9,922.49</b>	<b>11,000.00</b>	<b>-1,077.51</b>
P Spring Cleaning			
528-956 Spring Clean	3,663.66	3,663.66	0.00
<b>Total P Spring Cleaning</b>	<b>3,663.66</b>	<b>3,663.66</b>	<b>0.00</b>
Q PLANNING COMMISSION & ZBA			
701-725 PC Wages	2,256.25	5,000.00	-2,743.75
701-812 Consultants		3,000.00	-3,000.00
701-826 Legal		2,000.00	-2,000.00
701-901 Notices		200.00	-200.00
<b>Total Q PLANNING COMMISSION &amp; ZBA</b>	<b>2,256.25</b>	<b>10,200.00</b>	<b>-7,943.75</b>
R ZONING			
702-705.2 Salaries	13,176.00	19,800.72	-6,624.72
702-861.2 Mileage	182.22	500.00	-317.78
702-970 Cell Phone	450.00	600.00	-150.00
<b>Total R ZONING</b>	<b>13,808.22</b>	<b>20,900.72</b>	<b>-7,092.50</b>
S PARK & RECREATION			
751-931 Maintenance	1,378.00	11,600.00	-10,222.00
<b>Total S PARK &amp; RECREATION</b>	<b>1,378.00</b>	<b>11,600.00</b>	<b>-10,222.00</b>
T OTHER			
301.832 Sheriff Patrol	502.99	20,000.00	-19,497.01
850-822 FICA - Match	518.64	600.00	-81.36
850-822.1 Pension Match	10,128.31	34,252.45	-24,124.14
850-822.2 Medicare Match	4,382.46	5,500.00	-1,117.54
850-822.3 Pension Fees	195.00	800.00	-605.00
850-860 Payroll Expenses	2,373.56	325.00	2,048.56
850-860.2 Employee Medical	5,377.45	8,500.00	-3,122.55
850-910 Insurance	13,344.75	15,500.00	-2,155.25
<b>Total T OTHER</b>	<b>36,823.16</b>	<b>85,477.45</b>	<b>-48,654.29</b>

# MILTON TOWNSHIP

Budget vs. Actuals: FY2021-2022 - FY22 P&L

April 2021 - March 2022

	ACTUAL	TOTAL	
		BUDGET	OVER BUDGET
<b>Total 101 General Fund Expenditures</b>	<b>367,812.41</b>	<b>703,300.81</b>	<b>-335,488.40</b>
210 Ambulance Fund Expenditures			
210-306-801 Professional Services (SMCAS)		34,060.00	-34,060.00
<b>Total 210 Ambulance Fund Expenditures</b>		<b>34,060.00</b>	<b>-34,060.00</b>
213 Edwardsburg Fire Fund Expenditures			
213-306-801 Professional Services (Edwardsburg)	23,022.83	63,086.08	-40,063.25
<b>Total 213 Edwardsburg Fire Fund Expenditures</b>	<b>23,022.83</b>	<b>63,086.08</b>	<b>-40,063.25</b>
214 Niles Fire Fund Expenditures			
214-306-801 Professional Services (Niles)	7,226.54	92,147.29	-84,920.75
<b>Total 214 Niles Fire Fund Expenditures</b>	<b>7,226.54</b>	<b>92,147.29</b>	<b>-84,920.75</b>
Uncategorized Expense	5,102.04		5,102.04
<b>Total Expenses</b>	<b>\$403,163.82</b>	<b>\$892,594.18</b>	<b>\$ -489,430.36</b>
NET OPERATING INCOME	<b>\$211,780.84</b>	<b>\$ -85,900.81</b>	<b>\$297,681.65</b>
NET INCOME	<b>\$211,780.84</b>	<b>\$ -85,900.81</b>	<b>\$297,681.65</b>



# Milton Township

## General Fund Balance

Treasurer Flowers

10/31/21

<b>UFCU</b>		
Checking		\$580,973.70
Money Market		\$180,471.23
CD		\$106,738.39
<b>Huntington Bank</b>		
CD		\$40,010.13
CD		\$170,078.93
Escrow Funds		\$5,344.92
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	\$1.54	
Revenue Share In Transit		
Building Loan Balance	\$878,458.53	
<b>ENDING BALANCE</b>	<b>TOTAL</b>	<b>\$1,084,161.46</b>

# MILTON TOWNSHIP

## Transaction List by Date

October 20 - November 16, 2021

DATE	NUM	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT
10/28/2021	2862	Blue Cross Blue Shield of Michigan		101 General Fund Expenditures:T OTHER:850-860.2 Employee Medical	- 1,383.30
11/16/2021	2863	ADT Security Services		101 General Fund Expenditures:I TOWNSHIP HALL:265-955 Security	-66.18
11/16/2021	2864	Cintas		101 General Fund Expenditures:I TOWNSHIP HALL:265-931.4 TH Cleaning	-59.43
11/16/2021	2865	Dobberteen Inspections		-Split-	- 1,361.60
11/16/2021	2866	Johnny M. Hamilton		101 General Fund Expenditures:M INSPECTORS:371-724 Electrical	-818.40
11/16/2021	2867	Kruggel, Lawton & Company, LLC		101 General Fund Expenditures:E ACCOUNTING EXPENSES:192-802 Accounting Fees	-300.00
11/16/2021	2868	Michiana Finish Grade LLC		101 General Fund Expenditures:I TOWNSHIP HALL:265-931.3 Mowing & Snow Removal	-640.00
11/16/2021	2869	Trademark Irrigation LLC		101 General Fund Expenditures:I TOWNSHIP HALL:265-931.3 Mowing & Snow Removal	-90.00
11/16/2021	2870	Cass County Reserves		101 General Fund Expenditures:J RENTAL EXP.:265-710.1 Event Security	-75.00
11/01/2021	ACH	Semco Energy		101 General Fund Expenditures:I TOWNSHIP HALL:265-923.1 Gas	-14.10
11/03/2021	ACH	FNBO		-Split-	-417.11
11/03/2021	ACH	FNBO		101 General Fund Expenditures:A TOWNSHIP BOARD:101-726 Office Expense	-92.94
11/11/2021	ACH	Midwest Energy & Communications		101 General Fund Expenditures:K WEATHER SIRENS:523-921.2 Electric	-53.03
11/11/2021	ACH	Midwest Energy & Communications		101 General Fund Expenditures:O STREET LIGHTS:448-921.2 Street Lights	-442.04
11/03/2021				101 General Fund Other Current Assets:Uncategorized Asset	-92.94
11/03/2021				101 General Fund Other Current Assets:Uncategorized Asset	-417.11