



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, September 20th, 2016 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. Rental Updates
2. Law Enforcement Pilot Update
3. Healthcare

New Business:

1. Removing non-employees from retirement system
2. Parking Lot

Financial Report:

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

Adjournment:



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Unofficial Minutes for Milton Township Board of Trustees Regular Board Meeting Milton Township Hall – 32097 Bertrand St., Niles, MI Tuesday August 16, 2016 7:00 P.M.

The meeting was called to order at 7:00pm and the pledge was recited.

Present: Supervisor Robert Benjamin, Clerk Steve Sante, Treasurer Susan Flowers, Trustee Eric Renken and Trustee Kelly Sweeney

Community Reports: None

SMCAS: Renken reports SMCAS is still looking at new trucks. They have been having lots of repair issues with the current fleet. Also, from a financial aspect, funds have been tight but things are looking better going forward. There is no update on the reimbursement from the insurance company regarding the fraud claim.

Benjamin reports that he met with the fire departments over recent road flooding in Kestrel Hills. No issues were noted with flooding on township property.

Sante provided an update on the August election. Everything went smoothly and the county clerk was pleased with the paperwork provided to her office.

Bob Ziliak indicated the county will be having a free tire collection at the fairgrounds this Saturday from 9:00 am to 12:00 pm.

Planning Commission Ex Officio Member: Sweeney reports the new zoning ordinance is complete and will be provided to the board at the September meeting for a vote.

Motion: Benjamin made a motion sending the draft ordinance back to the PC for reconsideration.

Second: Renken

Discussion: None

Roll Call: Flowers Y, Renken Y, Sante Y, Sweeney Y, Benjamin Y

Anyone wishing to speak from to the board: Ann Brown indicated the COA has a cookout planned at the fairgrounds.

Approval of Agenda

Benjamin suggested some rearrangement of the agenda and the board agreed to the changes.

Approval of Previous Minutes

Motion: Sweeney made a motion to approve the July 19, 2016 minutes as presented.

Second: Renken
Discussion: None
Motion carried unanimously

Business (W/Attendees)

Mike Layher provided a draft copy of the audit report for the last fiscal year. Mr. Layher indicated the financial statements appear to be accurate.

Benjamin asked for public comment on the audit report: None

Rental Updates

The alcohol policy was tabled

OTH Rental

Sante indicated that SMCAS expressed interest in leasing the old township hall.

Motion: Benjamin made a motion that we not accept any bids for removing the OTH due to SMCAS training needs.

Second: Renken

Discussion: None

Roll Call: Flowers Y, Renken Y, Sante Y, Sweeney Y, Benjamin Y

The board reviewed the proposed lease agreement for SMCAS. The attorney is to deliver a revised contract to Renken, whom will forward it to SMCAS.

Law Enforcement

Benjamin did not have an update, as there was a delay in the program.

Noise Ordinance

The Township Attorney has created a draft noise ordinance. She indicated a decibel meter is needed for enforcement.

Plumbing & Mechanical Inspector

Benjamin has recommended we hire John Dobberteen on either a temporary or full time basis. Mr. Dobberteen reviewed his credentials with the board. The board reviewed a draft contract and possible revisions were recommended.

Motion: Flowers made a motion to Hire John Dobberteen on a contract basis to do plumbing and mechanical inspections for the township.

Second: Sweeney

Discussion: None

Roll Call: Flowers Y, Renken Y, Sante Y, Sweeney Y, Benjamin Y

Motion: Benjamin made a motion to approve the contract for plumbing and mechanical services as revised by attorney.

Second: Flowers

Discussion: None

Roll Call: Flowers Y, Renken Y, Sante Y, Sweeney Y, Benjamin Y

Network Equipment

Benjamin abstained from this portion of the meeting due to a possible conflict.

Motion: Renken made a motion that Sweeney serve as moderator for this portion of the meeting.

Second: Flowers

Discussion: None

All Voted Yes

Renken provided made a motion to purchase the following:

Sonic Wall	\$483.75
Comprehensive Gateway	\$585.000
Total	\$1,068.75

Second: Sante

Discussion: None

Roll Call: Flowers Y, Renken Y, Sante Y, Sweeney Y, Benjamin Y

A lengthy discussion on needed computer hardware equipment.

Motion: Renken made a motion that Sweeney serve as moderator for this portion of the meeting.

Second: Flowers

Discussion: None

All Voted Yes

Fire Services

Benjamin explained that there is no update on the Edwardsburg fire contract.

Rental Updates

Flowers reported that there are two reservations for use of the Great Hall. She went on to say that the new chair racks are now in place.

Sante indicated that the lights in the great hall and the air-conditioning in the administrative side of the building are now on the generator.

Law Enforcement Pilot Update: Behnke indicated that the pilot program was schedule to occur the previous weekend. However, due to events in Berrien County it could not be carried out. He went on to say that he anticipated it would occur during the upcoming weekend.

New Business

PC Appointments

Motion: Benjamin made a motion to appoint Paul Romanetz to the planning commission with the term expiring 6/30/2019.

Second: Sweeney

Discussion: None

Roll Call: Flowers Y, Renken Y, Sante Y, Sweeney Y, Benjamin Y

Motion: Benjamin made a motion to appoint Ken Filipek to the planning commission with the term expiring 6/30/2018.

Second: Sweeney

Discussion: The appointment would fill Kara Boyles term.

Roll Call: Flowers Y, Renken Y, Sante Y, Sweeney Y, Benjamin Y

Updated Rental Agreement

A lengthy discussion occurred on the revised rental agreement, but no action was taken.

Burn Ordinance

Tabled

Upcoming Zoning Ordinance Update

Updated previously provided by the ex officio member.

Review of Township Budget

Motion: Benjamin made a motion for budget resolution 2016-21R to be as follows:

SAD notices	+\$4,055.57
New Siren Construction	+\$2,975.00
BOR wages	+220.00
General Funds	-\$7,250.57

Second: Sweeney

Discussion:

Roll Call: Flowers Y, Renken Y, Sante Y, Sweeney Y, Benjamin Y

Financial Report

Flowers indicated the township funds total \$612,997.29.

Motion: Benjamin made a motion authorizing the Treasurer to close the fire fund.

Second: Renken

Discussion: None

All Voted Yes

Approval of Checks

Motion: Sante made a motion to approve checks as written.

Second: Flowers

Discussion: None

Roll Call: Flowers Y, Renken Y, Sante Y, Sweeney Y, Benjamin Y

Adjournment

Motion: Benjamin made a motion to adjourn

Second: Renken

Discussion: Benjamin suggested the board vote no on the motion as there is unfinished business.

Motion Failed

Benjamin asked if it was acceptable to put Township Building insurance on the agenda. The Board agreed.

Motion: Sante made a motion to approve the insurance policy as follows:

Michigan Township Participating Plan Package	\$9,858.00
Add Casualty Limited Terrorism Coverage	\$32.00
Add Property Limited Terrorism Coverage	\$57.00

Second: Renken

Discussion: None

Roll Call: Flowers Y, Renken Y, Sante Y, Sweeney Y, Benjamin Y

Adjournment:

Motion: Benjamin made a motion to adjourn at 9:02pm

Second: Renken

Discussion: None

All Voted Yes



Milton Township

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Email: milton@miltontwp.org Website: www.miltontwp.org

MILTON TOWNSHIP HALL RENTAL AGREEMENT

PLEASE PRINT AND FILL OUT COMPLETELY:

APPLICANT'S NAME _____ DATE OF APPLICATION _____

ADDRESS _____

PHONE NUMBER _____ DRIVERS LICENSE _____

ROOM RENTED _____ ESTIMATED NUMBER OF GUESTS _____

PURPOSE FOR USE _____

DATE TO BE USED _____ TIME: FROM _____ TO _____

TOTAL HOURS _____ TOTAL AMOUNT OF RENTAL \$ _____

☐ Security Deposit Fee Paid \$ _____ Receipt # _____ Date _____

Received by _____ Date Returned _____

☐ Rental Fee Paid \$ _____ Receipt # _____ Date _____

Received by _____

☐ Security Officer Charges _____ \$ _____☐ General Liability _____ Policy Number _____

Received by _____

☐ Liquor Liability _____ Policy Number _____

Received by _____

☐ Event Manager _____

**** PLEASE READ CAREFULLY AND COMPLETELY BEFORE SIGNING ****

You must comply with all the following terms and conditions. This agreement is not valid unless approved by Township Board Supervisor. You must abide by the rules and regulations given to you or ALL or a percentage of your deposit will be withheld. If damage exceeds your deposit, you will be charged according to the decision of the Milton Township Board Supervisor. Guests are only to use the rented rooms as listed on the Rental Agreement. Milton Township reserves the right to hold other functions in rooms not reserved by the renter.

In exchange for the privilege of using the Township facilities for the purposes indicated on the above dates and times, the Applicant signing agrees and promises the following:

1. **FEE AND TERMS** The security deposit must be made at the time of reservation. Payment of rental fee must be paid to Milton Township no later than 2 weeks prior to your rental date. If the rental fee is not received within the allotted time, the security deposit and reservation is automatically forfeited and said property is opened for rental date usage.
2. **MINIMUM AGE** You must be eighteen years of age to rent property from Milton Township and provide proper identification (i.e. valid driver's license).
3. **MINORS** Groups composed of minors (under 18 years old) must be supervised by one adult for every 20 minors. Minors must be under adult supervision at all times.
4. **SET UP** Rental area will be available at the designated start time and not before. The rental area must be vacated at rental finish time (this includes all clean up). Described property may be rented on the day prior to the event for a maximum of four additional hours for an additional fee. This rental is for the purpose of decorating or set-up for the following day's event only. Failure to comply with rental start time and end time will result in partial or full loss of security deposit.
5. **DECORATIONS** To preserve our facilities, the use of glue, tacks, nails, staples, confetti, glitter, rice or other damaging products are prohibited. Decorating plans must be approved by the Milton Township Supervisor prior to or at the time of booking. Use of candles on birthday cake permitted for not more than 10 minutes. Violations of this rule will result in a deduction from the security deposit.
6. **EQUIPMENT** Groups are welcome to bring in their own equipment at no additional charge. It is important to test audio visual/laptop connections prior to your event during our business hours. Milton Township Event Managers have a basic knowledge of our systems but will not be responsible for technical connection issues. Band equipment is subject to approval.
7. **EVENT MANAGER** Milton Township will assign an Event Manager who will be on sight during your event. All rules and regulations will be strictly enforced. Milton Township Event Manager and/or Law Enforcement may immediately terminate a rental with no refund of rental fees or deposits if any facility rental policies are violated.
8. **HOURS OF USE** Rental of the Great Hall must conclude by 12:00 PM on Friday and Saturday and 11:00 PM Sunday through Thursday. Rental of the Bertrand Room must conclude by 5:00 PM Monday through Friday. Any extension of that must be agreed upon in writing by all parties of this Agreement. After hour rates will be calculated at 150% of the regular hourly rate. Any extension of that must be agreed upon in writing by all parties of this Agreement.
9. **SOUND LEVELS** The Event Manager assigned by Milton Township has the sole authority to request music be lowered if deemed too loud. Profane language and disorderly conduct are not permitted at any time.
10. **FOOD** Milton Township and their employees are not responsible for food or drinks that are delivered ahead of

scheduled activity or left after the activity. The sale of any items, including refreshments, must be approved by the Milton Township Supervisor when booking the facility rental.

11. **CLEAN UP** Applicant agrees to clean the Township Hall, inside as well as the grounds, and put trash into dumpster. Applicant agrees to return the hall and premises to the condition in which it existed when Applicant's use began or as otherwise directed by the Event Manager. **All remaining supplies, decorations, food and beverages must be removed from the facility immediately after the event. If using a caterer, they must remove their equipment immediately after the event (including boxes, crates, supplies, etc.).**
12. **DAMAGES** Applicant agrees to reimburse and pay the Township of Milton for any damage to the premises, building, equipment and grounds caused by Applicant's use. All tables and chairs will be inspected for damage after each rental. Note your deposit may be forfeited. If damages are more than your deposit, you will be billed for the damages.
13. **OTHER AREAS** Applicant agrees to use only the assembly room, kitchen facilities, and restrooms in said building during the above-indicated period.
14. **SECURITY** It shall be the Applicant's responsibility to secure and maintain security and shall be at the sole expense of Applicant.
15. **SMOKING** Smoking is strictly prohibited inside the Township Hall or within 25 feet the premises.
16. **BUILDING CAPACITY** The number of persons attending any function shall not exceed the capacity of the building as mandated by Milton Township and the appropriate officials.
17. **UNAUTHORIZED AREAS** Restricted areas of the Milton Township Hall are labeled "Authorized Personnel Only" and are off limits to all Guests. Unauthorized persons found in restricted areas will be asked to return to the event location.
18. **DOORS** Blocking emergency doors is prohibited. Exterior doors may not be propped open.
19. **INSURANCE** Applicant shall submit to Milton Township evidence of general liability insurance (may be from homeowner's or renter's insurance) showing limits of liability not less than \$300,000 prior to the event. Failure to produce same may cause cancellation of event. The applicant will indemnify and hold harmless Milton Township for any damages or action seeking damages as the result of any injuries, death or damage which may occur as the result of any accident arising from the serving or consumption of alcohol at the event, or otherwise resulting from the negligence, actions or conduct of the renter or any of their guests. Said insurance shall name Milton Township as an additional insured and be for the duration of the event. Milton Township is also not responsible for lost, stolen or damaged items. Additional insurance will be mandatory if alcohol will be served. See #20 for details.
20. **ALCOHOL** Alcohol is limited to beer, wine and champagne. Applicant agrees to comply with all applicable laws and ordinances concerning the serving and consumption of alcohol on Milton Township properties. Sale of alcoholic beverages is prohibited. Applicant must produce government issued photo identification prior to the commencement of the event if he or she wishes to partake in any alcohol during the time the Township is rented to Applicant. No one under the age of 21 shall be served or drink alcohol at your event or on the township property. Applicant acknowledges that Milton Township is not providing "Liquor Liability" coverage whatsoever. The Township or its agent reserves the right to excuse any patron, employee, guest or attendee from the Township Hall if said person becomes inebriated or misbehaves or has the potential to cause harm to him or herself or any other person or persons. If the applicant furnishes alcoholic beverages at the rental event, they shall have sole responsibility for any and all liability. Applicant agrees to and shall indemnify and hold harmless Milton Township and its officers, agents and employees from all suits, actions, losses, damages, claims or liability of any character, type or description, including without limiting the generality of all foregoing all expenses of litigation, court costs, and attorney's fees for injury or death to any person, or injury to any property, received or sustained by any person or persons or property, arising out of, or occasioned by the acts of the

Applicant, its agents, guests, patrons or anyone else who attends the Applicant's function at the Township Hall, in the execution of this Township Hall Rental Agreement. An additional insurance policy, commonly referred to as "Liquor Liability Insurance", with Milton Township listed as a named insured on the policy is also required.

21. **SECURITY** Security Guards are required for all events where alcoholic beverages are served. We require one (1) security guard per 100 people. Milton Township will schedule off duty officer(s) for the duration of your event. It is the responsibility of the individual who signs this agreement to provide payment for this service.
22. **PERSONAL PROPERTY** Milton Township assumes no responsibility for any property placed in or on said described property by Applicant or Applicant's guests and Milton Township is hereby expressly released and discharged from any and all liability for such loss. All personal property must be removed from described property at the conclusion of the event.
23. **LEGAL** During the time the facility is rented, the renter shall obey all applicable laws and shall allow no nuisance, undue noise or disturbance. If Applicant violates any of the terms or conditions of this Agreement, Milton Township shall have the right to immediately cancel this Agreement without notice or refund, and Milton Township may pursue all of the rights and remedies at law or inequity including, without limitation the right to recover court costs and attorney fees.
24. **HOLD HARMLESS** Applicant agrees to indemnify and hold harmless the Township of Milton against any and all liability to persons or property brought within the hall or upon the property of the Township by Applicant, its members, agents, or anyone acting on the Applicant's behalf.
25. **RIGHT OF REFUSAL** Any matters not covered by said rules and regulations in this Agreement shall be at the discretion of Milton Township.
26. **CANCELLATION** Should you decide to cancel your reservation prior to your event, your security deposit will be forfeited. Rental fees will be refunded. No rain checks or refunds will be given due to bad weather or late cancellations. Milton Township reserves the right to deny a facility rental to any person or organization for any reason at any time. Scheduled rentals can be cancelled by Township staff due to unforeseen circumstances, in which case a full refund will be granted.
27. **APPLICANT** The designated applicant, as it appears on this form, is responsible for monitoring the conduct of all guest and enforcing room rental policies. The applicant must be present the entire time of the rental. It is the designated applicant's responsibility to advise any "co-host" of the rules and policies as set forth in this document.

☐ **I HAVE READ AND AGREE TO THE ABOVE TERMS AND CONDITIONS**


Signature of Applicant

Date


Accepted & Approved: Township Supervisor

Date


Handwritten notes:
 3 Park Ave
 4000
 8 NW 1/4



HEBARD & HEBARD
Architect, Inc.
THE TOWER BUILDING
218 W. Washington St.
Saginaw, MI 48601
517-254-4800
Fax 517-254-4802



ABONMARCHÉ
ENGINEERS
2000
1000
1000



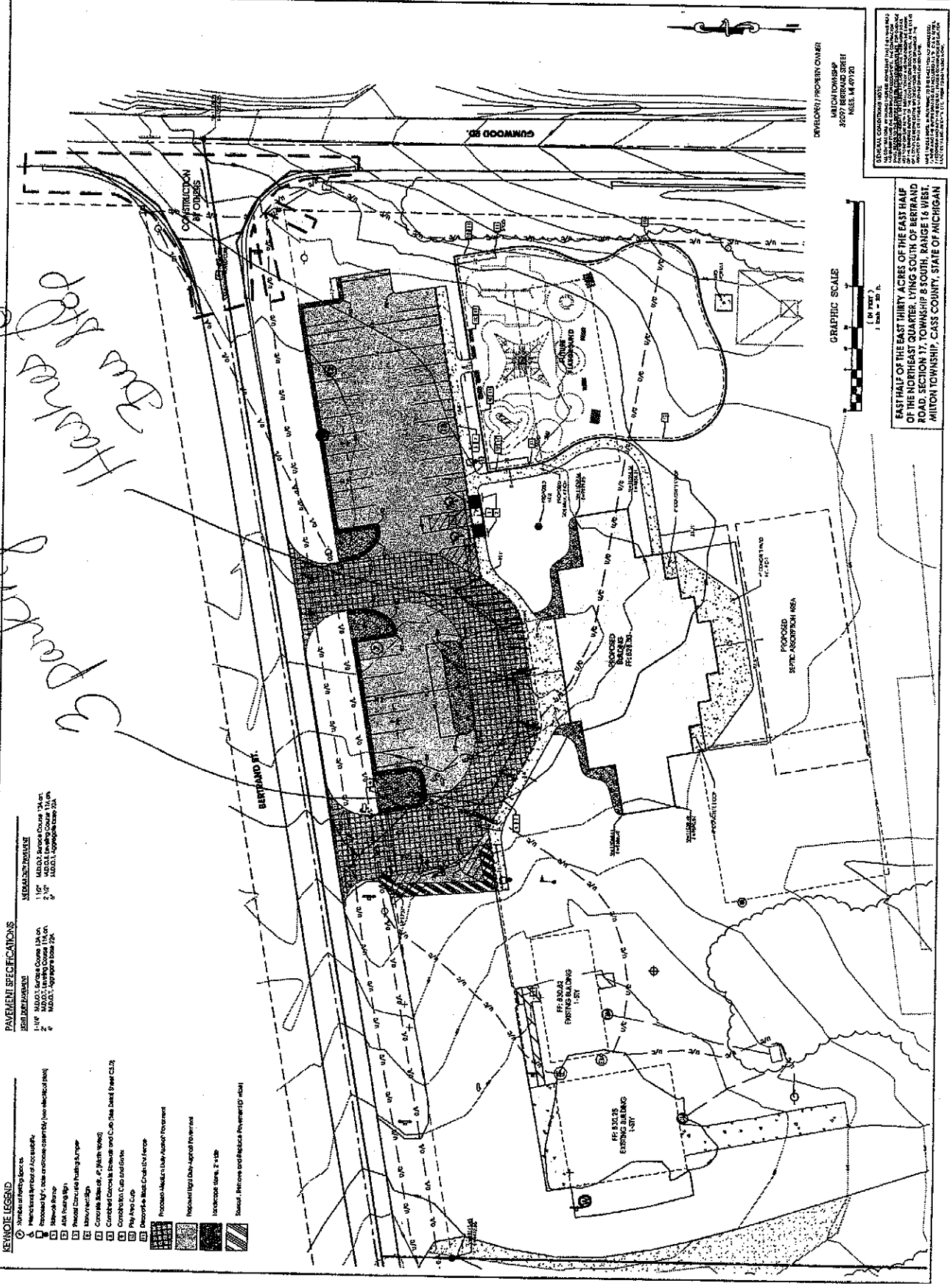
PROFESSIONAL ENGINEER
STATE OF MICHIGAN
No. 88325
Exp. 12/31/2013

PROPOSED MILTON TOWNSHIP HALL
32097 BERTRAND STREET
MILES, MICHIGAN 49120

CONTRACT NO. H1301
DATE 08.30.2013
SHEET NO. 1 OF 1

SITE PLAN

C1.0



GRAPHIC SCALE
 1" = 20' H.
 1" = 20' V.

EAST HALF OF THE EAST THIRTY ACRES OF THE EAST HALF OF THE NORTHEAST CORNER, LYING SOUTH OF BERTRAND ROAD, SECTION 11, TOWNSHIP 36 NORTH, RANGE 15 WEST, AMITON TOWNSHIP, CASS COUNTY, STATE OF MICHIGAN

Shembarger Asphalt Sealing

Sealing & Striping • Crack Repair • Patching • Tennis Court Coloring

Toll Free: 1 (888) 767-3947
Office: (269) 471-4944

442 W. Ferry Street
Berrien Springs, MI 49103

South Bend: (574) 233-8613
www.shembarger.com
E-Mail: jshembarger@yahoo.com

PROPOSAL SUBMITTED TO <div style="font-size: 1.2em; font-family: cursive;">Milton township Hall</div>	PHONE <div style="font-size: 1.2em; font-family: cursive;">269-684-7262</div>	DATE <div style="font-size: 1.2em; font-family: cursive;">8-19-16</div>
STREET <div style="font-size: 1.2em; font-family: cursive;">32097 Bertrand Hall</div>	JOB NAME 	
CITY, STATE AND ZIP CODE <div style="font-size: 1.2em; font-family: cursive;">Niles MI</div>	JOB LOCATION 	

- ☐ **Seal Coating Option #1** Approx. Square Ft. _____ Cost \$ _____
 Seal coating of asphalt surface with professional-standard quality pavement sealer with sand and latex meeting federal spec RP 355-E. Application rate: .2 gallons per square yard based on concentrate gallons applied in one coat.
- ☐ **Seal Coating Option #2** Additional Cost \$ _____
 Seal coating of asphalt surface with SEALPAVE® premium rubberized coal tar emulsion, with DIAMOND SHIELD FORTIFIER which exceeds federal spec. RP-355E Application rate: .2 gallons per square yard based on concentrate gallons applied in one coat to entire surface. Additional aggregate: 2 lbs. per gallon. Grade 60 washed silica sand. INCLUDES 2 YEAR GUARANTEE.

Crack Sealing Approx. Linear Ft. _____ Cost \$ _____
 Cleaning and sealing of all cracks 1/4" and larger with Deery rubberized hot pour crack sealant in a uniform 3" overband to level for maximum durability. Meets or exceeds requirements of ASTM D6690 Type III, ASTM D3405 and AASHTO M301. (No webbed areas)

Clean, tac and apply 1 1/2 inches of asphalt to various bad areas:

Approx. Square Ft. _____ Cost \$ _____ (PRICE ADJUSTABLE BASED ON SQUARE FOOTAGE.)

- Striping** Cost \$ 250 *Layout + Hash Stalls in Front of Building.*
- Layout and painting of 4" parking stripes, arrows and no parkings (yellow or white)
 - Marking of Handicap spaces (blue)
 - Performed with SetFast acrylic traffic paint that meets federal spec. TTP-1952
 - All application by airless spray at less than 350' per gallon at 4"
- Hash Bus stop + Paint 3 New stalls*

Comments: **NO GUARANTEE ON STANDING WATER & NO GUARANTEE ON SEAL COATING ADHERING ON ASPHALT THAT REMAINS SHADED UNDER TREES.**

We Propose hereby to furnish material and labor - complete in accordance with above specifications, for the sum of:

Payment to be made as follows: Net 20 Days dollars (\$ 250)

There shall be a one (1) year guarantee on the material and all workmanship, except that as applied to cracks. The guarantee shall be limited to the replacement of the material and application of same. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance.

Authorized Signature _____

Note: This proposal may be withdrawn by us if not accepted within 20 days.

Acceptance of Proposal - The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above. Legal fees and court costs incurred in the collection of monies owed according to this contract will be borne by the customer.

1 1/2% interest will be charged on past due accounts over 30 days from date of billing - NO EXEMPTIONS. This is an ANNUAL PERCENTAGE RATE OF 18%.

Signature _____

Date of Acceptance: _____

Signature _____

4:20 PM

09/14/16

Cash Basis

Milton Township Profit & Loss Budget vs. Actual

April 2016 through March 2017

	Apr '16 - Mar 17	Budget	\$ Over Budget
Income			
A BEGINNING FUND BALANCE (For Budgeting only)			
BEGINNING FUND BALANCE	0.00	567,342.04	-567,342.04
Total A BEGINNING FUND BALANCE (For Budgeting only)	0.00	567,342.04	-567,342.04
A TAXES			
403 REAL TAXES - CURRENT	0.00	126,863.95	-126,863.95
413 DELINQ. & MAY TAX	178.29	0.00	178.29
447 SUMMER TAX (REIMBURSEMENT - SUMMER TAX)	5,567.09	4,100.00	1,467.09
448 TAXES REPAID	665.62		
Total A TAXES	6,411.00	130,963.95	-124,552.95
B LICENSES & PERMITS			
472 COMCAST FRANCHISE (COMCAST FRANCHISE REIMBURSEMENT)	16,657.39	23,800.00	-7,142.61
477 - BUILDING PERMITS	10,308.00	16,000.00	-5,692.00
477.1 - ELECTRICAL PERMITS	3,036.00	6,000.00	-2,964.00
477.2 - MECHANICAL PERMITS	2,632.00	5,000.00	-2,368.00
477.3 - PLUMBING PERMITS	793.20	4,000.00	-3,206.80
Total B LICENSES & PERMITS	33,426.59	54,800.00	-21,373.41
C STATE GRANTS			
574 STATE SHARED REVENUE (STATE SHARED REVENUE)	98,036.00	304,542.00	-206,506.00
575 METRO FUNDS	3,319.04	2,700.00	619.04
Total C STATE GRANTS	101,355.04	307,242.00	-205,886.96
D CHARGES FOR SERVICES			
626 CONDITIONAL USE APPLICATION	0.00	500.00	-500.00
627 FOIA FEES	0.00	20.00	-20.00
628 SITE PLAN REVIEW	325.00	500.00	-175.00
628.1 PARCEL BOUNDARY ADJUSTMENT	400.00	500.00	-100.00
628.3 REZONING REQUEST APPL.	225.00	500.00	-275.00
628.4 LAND SPLIT / DIVISION FEE	500.00	0.00	500.00
629 ZBA HEARINGS ((ZBA - APPEAL HEARINGS))	0.00	500.00	-500.00
631 PTAF	10,713.03	33,915.83	-23,202.80
Total D CHARGES FOR SERVICES	12,163.03	36,435.83	-24,272.80
E INTEREST AND RENTS			
665 INTEREST INCOME (Interest Income)	569.46	900.00	-330.54
667 RENTAL - SMITH CHAPEL (RENTAL - SMITH CHAPEL)	150.00	1,000.00	-850.00
669 Township Room Rentals	4,600.61	1,500.00	3,100.61
670 Table & Chair Rental	20.00		
Total E INTEREST AND RENTS	5,340.07	3,400.00	1,940.07
F OTHER REVENUES			
675 DONATIONS & GRANTS (DONATIONS & GRANTS)	0.00	1,000.00	-1,000.00
676 OTHER REVENUES (OTHER REVENUES)	300.47	0.00	300.47
676.2 SMCAS ANNUAL CONTRACT (SMCAS ANNUAL CONTRACT)	1,250.00	1,250.00	0.00
677 BANK REIMBURSEMENT FEES (Service Charge Fees Credited)	2.53	0.00	2.53
678 REIMBURSEMENT - ELECTIONS (REIMBURSEMENT - ELECTIONS)	656.54	400.00	256.54
678.1 Reimb Contractor Services	81.22	0.00	81.22
678.2 REIMB. FROM FIRE FUND	0.00	155,249.34	-155,249.34
Total F OTHER REVENUES	2,290.76	157,899.34	-155,608.58
Total Income	160,986.49	1,258,083.16	-1,097,096.67
Gross Profit	160,986.49	1,258,083.16	-1,097,096.67
Expense			
A TOWNSHIP BOARD			
101-101-136.5 BUILDING NOTE PMT	0.00	128,344.28	-128,344.28
101-101-702 Trustee Salary	2,197.57	5,000.00	-2,812.43
101-101-710 SALARY-AA	15,066.00	33,480.00	-18,414.00
101-101-710.1 SECRETARY WAGES	2,544.75	5,408.00	-2,863.25
101-101-710.2 ACCRUED WAGES	0.00	1,796.23	-1,796.23
101-101-725.1 Amb. Board Meet	270.00	300.00	-30.00
101-101-725.2 NATS Meetings	0.00	240.00	-240.00
101-101-725.3 FOIA Expense	0.00	20.00	-20.00
101-101-725.4 FIRE BOARD MEETIN	120.00	320.00	-200.00
101-101-726 Office Expense	3,294.32	5,000.00	-1,705.68
101-101-728 Postage Expense (Postage Expense)	1,990.18	3,000.00	-1,009.82
101-101-731 Publications Exp.	111.85	3,000.00	-2,888.15
101-101-802 Conferences	0.00	4,000.00	-4,000.00
101-101-802.2 Trustee Training	0.00	200.00	-200.00
101-101-802.3 Admin Trainin	0.00	200.00	-200.00

4:20 PM

09/14/16

Cash Basis

Milton Township Profit & Loss Budget vs. Actual

April 2016 through March 2017

	Apr '16 - Mar 17	Budget	\$ Over Budget
101-101-813 MTA Dues	2,920.33	2,921.00	-0.67
101-101-813.1 NATS Membership	0.00	2,000.00	-2,000.00
101-101-815 Computer & Software	4,712.40	4,800.00	-87.60
101-101-818 LOAN TO FIRE FUND	9,700.00	155,249.34	-145,549.34
101-101-850 Telephone	2,625.46	5,000.00	-2,374.54
101-101-850.1 Internet	1,200.45	1,900.00	-699.55
101-101-861.2 Committee Mileage	0.00	122.00	-122.00
101-101-861.3 Admin/Sec.Mileage	0.00	100.00	-100.00
101-101-901 Legal Notices	472.54	1,000.00	-527.46
101-101-970 Equipment/Furniture	3,087.36	5,000.00	-1,912.64
Total A TOWNSHIP BOARD	50,303.21	368,400.85	-318,097.64
B SUPERVISOR			
101-171-702 (Salary) (Supervisor Salary)	6,645.87	14,500.00	-7,854.13
101-171-702.1 (Deputy Salary) (Deputy Supervisor Wages)	0.00	624.00	-624.00
101-171-802 (Training) (Supervisor - Conference&Work)	0.00	200.00	-200.00
Total B SUPERVISOR	6,645.87	15,324.00	-8,678.13
C ELECTIONS			
101-191-705 Wages Elect Inspec	2,130.13	4,000.00	-1,869.87
101-191-726 Election - Supplies	227.36	1,500.00	-1,272.64
101-191-901 Legal Notices (Election - Legal Notices)	101.58	150.00	-48.42
101-191-931.1 Elect Mach Progm	-92.67	1,950.00	-2,042.67
101-191-933 Elect Machine Maint	245.00	245.00	0.00
101-191-975 Elec Meal Reimb	161.08	400.00	-238.92
Total C ELECTIONS	2,772.48	8,245.00	-5,472.52
D CLERK			
101-215-702 Salary-Clerk (Salary-Clerk)	8,937.50	19,500.00	-10,562.50
101-215-702.1 Wages - Deputy (Wages - Deputy)	293.58	1,300.00	-1,006.42
101-215-802.1 (Clerk Training) (Clerk Training)	0.00	200.00	-200.00
101-215-815 Computer Software (Computer Software)	380.10	1,200.00	-819.90
101-215-902 Forms (Forms)	0.00	250.00	-250.00
Total D CLERK	9,611.18	22,450.00	-12,838.82
E EXTERNAL AUDITS			
101-202-802 Other Acct Fees	7,000.00	7,000.00	0.00
Total E EXTERNAL AUDITS	7,000.00	7,000.00	0.00
F BOARD OF REVIEW			
101-247-725 (Wages) (BOR - per diem)	440.00	1,980.00	-1,540.00
101-247-731 (Publications) (BOR - Publications)	0.00	100.00	-100.00
101-247-802.1 (BOR Training) (BOR Training)	0.00	552.50	-552.50
101-247-861 (Mileage) (BOR - mileage)	0.00	100.00	-100.00
101-247-864 (Meals) (BOR - Meals & Lodging)	0.00	300.00	-300.00
101-247-901 (Legal/Notices) (BOR - Legal notices)	0.00	120.00	-120.00
Total F BOARD OF REVIEW	440.00	3,152.50	-2,712.50
G TREASURER			
101-253-702 (Salary) (Treasurer Salary)	8,479.13	18,500.00	-10,020.87
101-253-702.1 (Deputy Wages) (Deputy Treasurer Wages)	162.50	1,300.00	-1,137.50
101-253-734 (Service Fees) (Treasurer Bank Service Fees)	0.00	50.00	-50.00
101-253-802.1 (Treasurer Train) (Treasurer Training)	0.00	200.00	-200.00
101-253-815 (Computer) (Treasurer - computer/software)	63.00	63.00	0.00
101-253-816 (Tax Roll Printing) (Treasurer - Tax Roll Mnt/Prt)	5,614.47	5,800.00	-185.53
101-253-861 (Mileage) (Treasurer - mileage)	2,037.52	150.00	1,887.52
101-253-970 (Equipment) (Treasurer/New Equipment)	0.00	300.00	-300.00
Total G TREASURER	16,356.62	26,363.00	-10,006.38
H ASSESSOR			
101-257-728 POSTAGE EXPENSE	1,821.54	2,200.00	-378.46
101-257-809 ASSESSOR TRAINING	465.00	1,000.00	-535.00
101-257-815 BSA SOFTWARE	500.00	2,000.00	-1,500.00
101-257-817 ASSESSOR WAGES	11,458.37	25,392.00	-13,933.63
Total H ASSESSOR	14,244.91	30,592.00	-16,347.09

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Cash Basis

Milton Township Profit & Loss Budget vs. Actual

April 2016 through March 2017

	Apr '16 - Mar 17	Budget	\$ Over Budget
I SMITH'S CHAPEL			
101-265-921.2 SC Electric	234.27	400.00	-165.73
101-265-923.2 SC Heat	0.00	500.00	-500.00
101-265-933 (SC-Maintenance) (Smith Chapel Main.Bldg.)	395.00	2,000.00	-1,605.00
101-265-940 (SC-Rent Commission (Sm Chpl - Rental Commission)	0.00	200.00	-200.00
Total I SMITH'S CHAPEL	629.27	3,100.00	-2,470.73
J TOWNSHIP HALL			
101-265-921.2 TH Electric	1,543.06	4,500.00	-2,956.94
101-265-923.1 TH Gas	491.67	1,500.00	-1,008.33
101-265-924 TH Security	989.19	1,200.00	-210.81
101-265-931 GROUNDS KEEPER	5,428.53	9,744.00	-4,315.47
101-265-931.4 TH Cleaning	0.00	500.00	-500.00
101-265-933 TH Equip. Maint.	609.95	1,000.00	-390.05
101-265-933.2 TH Maintenance	9,898.02	11,750.00	-1,851.98
Total J TOWNSHIP HALL	18,960.42	30,194.00	-11,233.58
J.1 OLD TWSP HALL			
101-265-726 RENTAL EXP.	0.00	720.00	-720.00
101-265-921 ELECTRIC	1,068.59	1,200.00	-131.41
101-265-923.2 HEAT	0.00	500.00	-500.00
101-265-931.5 CLEANING	0.00	500.00	-500.00
101-265-933.3 MAINT.	0.00	500.00	-500.00
Total J.1 OLD TWSP HALL	1,068.59	3,420.00	-2,351.41
J.2 RENTAL EXP.			
101-265-710 Event Manager Pay	744.25	800.00	-55.75
101-265-726 SUPPLIES	0.00	500.00	-500.00
101-265-970 EQUIPMENT	0.00	5,000.00	-5,000.00
101.265.970.1 RENTAL EQUIP	0.00	2,500.00	-2,500.00
Total J.2 RENTAL EXP.	744.25	8,800.00	-8,055.75
J.3 WEATHER SIRENS			
101-265-934 Siren Maint.	0.00	1,200.00	-1,200.00
101-265-970 SIREN EQUIP	0.00	200.00	-200.00
101.265.970.1 SIREN NEW CONST	24,975.00	24,975.00	0.00
Total J.3 WEATHER SIRENS	24,975.00	26,375.00	-1,400.00
K ATTORNEY COSTS			
101-266-826 LEGAL	10,622.58	12,000.00	-1,377.42
Total K ATTORNEY COSTS	10,622.58	12,000.00	-1,377.42
L INSPECTORS			
101-371-702.3 MECHANICAL LABOR (Mechanical Inspector Wages)	1,528.00	4,000.00	-2,472.00
101-371-724 ELECTRICAL LABOR (Electrical Inspector Wages)	3,212.80	4,800.00	-1,587.20
101-371-724.2 BUILDING WAGES (Building Inspector Wages)	10,079.20	12,800.00	-2,720.80
101-371-724.3 BUILD MAINT. WAGE	1,375.00	3,000.00	-1,625.00
101-371-724.4 PLUMBING LABOR (Fees Plumbing Inspector)	359.20	3,200.00	-2,840.80
101-371-726 INSPECTOR SUPPLIES (Inspector Office Supplies)	691.90	691.90	0.00
101-371-802 CONFERENCES (Inspector - conf & workshops)	0.00	300.00	-300.00
Total L INSPECTORS	17,246.10	28,791.90	-11,545.80
M ROADS			
101-446-969 ROADS	131,153.89	131,153.89	0.00
101-446-969.2 STRIPING	1,793.32	1,793.32	0.00
101-446-969.3 MULTI USE PATH	0.00	33,200.00	-33,200.00
101-446.969.1 SIGNS	0.00	800.00	-800.00
Total M ROADS	132,947.21	166,947.21	-34,000.00
N STREET LIGHTS			
101-448-820 STREET LIGHTS - ALL	4,009.34	7,000.00	-2,990.66
101-448-820.2 SL INSTALLATION	0.00	500.00	-500.00
Total N STREET LIGHTS	4,009.34	7,500.00	-3,490.66
O Spring Cleaning			
101-528-943 TRASH CONTAINER	2,041.13	2,500.00	-458.87
Total O Spring Cleaning	2,041.13	2,500.00	-458.87

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Cash Basis

Milton Township Profit & Loss Budget vs. Actual

April 2016 through March 2017

	Apr '16 - Mar 17	Budget	\$ Over Budget
P PLANNING COMMISSION			
101-410-725 (PC-Wages) (Planning Commission Wages)	2,985.00	6,650.00	-3,665.00
101-410-726 (PC-supplies) (Plan comm - Office Supplies)	0.00	200.00	-200.00
101-410-802 (PC-Conferences) (Plan Com Conf & Workshop)	0.00	500.00	-500.00
101-410-812 (PC-consultants) (Plan comm - Consultant)	1,204.00	5,000.00	-3,796.00
101-410-826 (PC-Legal) (Plan comm - Legal Services)	120.00	2,000.00	-1,880.00
101-410-901 (PC-Legal/Notices) (Plan comm - Legal Notices)	0.00	200.00	-200.00
Total P PLANNING COMMISSION	4,309.00	14,550.00	-10,241.00
Q ZBA			
101-410-725.1 (ZBA WAGES) (ZBA Wages)	0.00	800.00	-800.00
101-410-726.1 (ZBA SUPPLIES) (ZBA - Office Supplies)	0.00	100.00	-100.00
101-410-826.1 (ZBA-LEGAL) (ZBA - Legal Services)	0.00	250.00	-250.00
101-410-861.1 (ZBA-MILEAGE) (ZBA - Mileage)	0.00	100.00	-100.00
101-410-901.1 ZBA-LEGAL NOTICE (ZBA - Legal Notices)	0.00	100.00	-100.00
Total Q ZBA	0.00	1,350.00	-1,350.00
R ZONING			
101-410-705.2 SALARIES	7,975.00	17,400.00	-9,425.00
101-410-802.3 ZA TRAINING	0.00	500.00	-500.00
101-410-826.2 LEGAL	410.00	1,000.00	-590.00
101-410-861.2 ZA - MILEAGE	82.75	300.00	-217.25
101-410-970 EQUIPMENT	0.00	500.00	-500.00
Total R ZONING	8,467.75	19,700.00	-11,232.25
S PARK & RECREATION (PARK & RECREATION)			
101-751-931 PARK -MAINTENANCE (Park - Bldg Gr Maint)	490.00	500.00	-10.00
101-751-931.1 PORTA POTTY	1,338.75	1,339.00	-0.25
101-751-931.2 PARK-IMPROVEMENT	584.57	12,000.00	-11,415.43
Total S PARK & RECREATION (PARK & RECREATION)	2,413.32	13,839.00	-11,425.68
T OTHER			
101-850-822 FICA - MATCH (Employer - FICA Matching Share)	303.63	600.00	-296.37
101-850-822.1 PENSION - MATCH (Twp Bd - Pension matching (ERCON))	8,264.40	18,000.00	-9,735.60
101-850-822.2 MEDICARE - MATCH (Employee - Medicare Match Share)	1,266.14	2,500.00	-1,233.86
101-850-822.3 PENSION - FEES (Twp Bd - Pension costs)	1,434.51	1,450.00	-15.49
101-850-910 INSURANCE (Twp Bd - Insurance)	10,654.03	11,000.00	-345.97
101-850-921 SHERIFF'S PATROL	411.71	4,200.00	-3,788.29
101-850-922 SAD NOTICES	3,280.81	4,055.57	-774.76
Total T OTHER	25,615.23	41,805.57	-16,190.34
Total Expense	361,423.46	862,400.03	-500,976.57
Net Income	-200,436.97	395,683.13	-596,120.10



Milton Township

General Fund Balance

Treasurer Flowers

August, 2016

FIFTH THIRD	
Checking	\$ 141,884.70
Shared Revenue Deposit in transit	\$ 46,771.00
CHEMICAL BANK:	
CD	\$ 38,635.35
CD	\$ 157,603.86
Escrow Funds	\$ 550.83
HUNTINGTON BANK:	
Savings	\$ 134,870.02
Treasurers Cash Box	\$ 150.00
Admin Assistant Cash Box	\$ 200.00
Fire Fund CLOSED	0
TOTAL	\$ 520,665.76

Milton Township
Transaction List by Date
August 17 through September 20, 2016

Date	Num	Name	Memo	Amount
Aug 17 - Sep 20, 16				
08/17/2016	10281	First Bancard		-142.76
08/17/2016	10282	Huntington Bank	Transfer of fu...	-2,000.00
08/17/2016	10283	Cass County Road ...		-66,473.42
08/17/2016	10284	Cass County Sheriff...		-411.71
08/17/2016	10285	State of Michigan.	38-1861254	-340.61
08/17/2016	E-pay	EFTPS	38-1861254 ...	-239.70
08/17/2016	E-pay	EFTPS	38-1861254 ...	-872.50
08/18/2016	ACH	Midwest Energy Co...		-38.39
08/18/2016	ACH	Midwest Energy Co...		-412.00
08/23/2016	ACH	Team Midwest		-557.89
08/24/2016	ACH	AMERICAN ELECT...		-401.14
08/24/2016	ACH	AMERICAN ELECT...		-177.86
08/24/2016	DEP		permit # 162...	220.00
08/24/2016	DEP		permit #'s MT...	348.00
08/24/2016	dep		Deposit	225.00
08/24/2016	DEP		Deposit	1,035.00
08/24/2016	DEP		reimbrsemen...	185.64
08/24/2016	DEP		Deposit	1,457.09
08/24/2016	DEP		winter 2015 d...	97.75
08/24/2016			Deposit	4,110.00
08/25/2016			Deposit	75.00
08/29/2016	10287	Advanced Irrigation	inv #'s 12877...	-203.50
08/29/2016	10288	STATE OF MICHIG...	acct # 00402...	-180.00
08/29/2016	10289	Pitney Bowes (supp...	2168-9807-8...	-122.38
08/31/2016	10304	State of Michigan.	38-1861254	-286.56
08/31/2016	E-pay	EFTPS	38-1861254 ...	-1,349.03
08/31/2016			Interest	66.72
08/31/2016			Interest	16.36
08/31/2016			Interest	17.13
09/01/2016	10290	Benjamin, Robert W		-425.27
09/01/2016	10291	Botts-Flowers, Sus...		-616.16
09/01/2016	10292	Braden, Christopher...		-433.71
09/01/2016	10293	Buchar, Cori L		-1,111.99
09/01/2016	10296	Hardin, Wayne		-107.13
09/01/2016	10297	Renken, Eric R		-168.87
09/01/2016	10295	Glick, W. Eileen		-542.79
09/01/2016	10294	Gibert, William M		-826.79
09/01/2016	ACH	Sante, Steve W.	VOID:	0.00
09/01/2016	10299	Sweeney, Kelly		-90.77
09/01/2016	10302	Stewart, Revie R		-268.90
09/01/2016	10303	Ed Wainwright	permits for Mi...	-828.00
09/01/2016	10298	Sante, Steve W.		-2.81
09/07/2016	10305	Zehrung, Patricia A.		-152.38
09/07/2016	E-pay	EFTPS	38-1861254 ...	-25.24
09/07/2016	ACH	JOHN HANCOCK, ...		-589.39
09/07/2016	ACH	JOHN HANCOCK, ...	54424	-410.54
09/07/2016	ACH	Aspire Financial Ser...		-76.20
09/07/2016	ACH	Aspire Financial Ser...		-76.20
09/07/2016			Deposit	51,265.00
09/07/2016			Deposit	225.00
09/07/2016			Deposit	4,595.00
09/07/2016			Deposit	493.00
09/07/2016			Deposit	1,803.49
09/12/2016	ACH	Semco Energy	acct # 03570...	-13.71
09/14/2016	10306	Johnny M. Hamilton		-834.40
09/14/2016	10307	First Bancard		-11.77
09/14/2016	10308	First Bancard		-78.23
09/14/2016	10309	First Bancard		-490.00
09/14/2016	10310	AMERICAN ELECT...		-390.96
09/14/2016	10311	COMCAST CABLE-...		-369.10
09/14/2016	10312	Pitney Bowes		-204.00
09/14/2016	10333	First Bancard		-68.55
09/15/2016	10320	Buchar, Cori L		-1,112.00
09/15/2016	10323	Hardin, Wayne		-2,665.83
09/15/2016	10319	Botts-Flowers, Sus...		-639.60
09/15/2016	10318	Benjamin, Robert W		-425.27
09/15/2016	10321	Clanton, Jeremy L.		-50.79

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09/14/16

Milton Township
Transaction List by Date
August 17 through September 20, 2016

Date	Num	Name	Memo	Amount
09/15/2016	10322	Gibert, William M		-826.80
09/15/2016	10324	Renken, Eric R		-137.63
09/15/2016	10325	Romanetz, Paul E		-50.79
09/15/2016	10326	Sante, Steve W.		-615.81
09/15/2016	10327	Shirk, Karen J		-50.79
09/15/2016	10328	Stewart, Revie R		-170.08
09/15/2016	10329	Sweeney, Kelly		-90.77
09/15/2016	10330	Braden, Christopher...		-433.71
09/15/2016	10331	Glick, W. Eileen		-542.78
09/19/2016	ACH	Midwest Energy Co...		-36.90
09/19/2016	ACH	Midwest Energy Co...		-412.00
09/20/2016	10313	Dell Marketing L. P.		-1,077.74
09/20/2016	10314	MCE		-90.00
09/20/2016	10315	Cintas		-76.94
09/20/2016	10316	Williams & Works		-430.00
09/20/2016	10317	Kruggel, Lawton & ...		-2,330.00
09/20/2016		Glick, W. Eileen		-34.72
Aug 17 - Sep 20, 16				



Niles Charter Township Fire Department Monthly Report to Milton Twp. Board - 2016

Type of Incidents	Niles Twp.		Milton Twp		Mutual Aid Given to:	August	Year Total
	August	YTD Total	August how many of these calls were for Milton Twp.	YTD calls Milton Twp.			
Accident	11	60	2	10	Bertrand Twp	1	9
Alarm / False Call	8	46		4	Buchanan City		0
Burn Complaint		33		2	Buchanan Twp		1
Carbon Monoxide Alarm	1	15		1	Clay Twp		1
Commercial	2	6		0	Howard Twp	1	3
Controlled Burn	2	5		0	Niles City	5	16
Grass / Brush		9		2	Other		6
Hazardous Condition	5	54		2	Total	7	36
Medical Assist	1	7		0	Mutal Aid Reveived From:		
Residential	4	28		0	Bertrand Twp	1	3
Rescue / Extrication		7		0	Buchanan City	1	5
Service Call	2	16	1	2	Buchanan Twp		0
Shed / Garage / Barn		3		0	Clay Twp	1	3
Smoke/Odor Investigation	1	20		0	Howard Twp		1
Trash / Rubbish	1	4		0	Niles City	1	20
Vehicle	2	10	1	1	Other		6
Wash Down		0		0	Total	4	38
Total Monthly Incidents	40	323	4	24			
<i>Non Dispatched Calls Handled by Career Staff Only (count included In Total Monthly Incidents)</i>	5	44			Monthly Trainings	3	20
					Volunteer Perf. Stand.	1	8
Total Firefighters responding to all Incidents	220	1912			Engineer Perf. Stand.		2
Average firefighters per run	5.5	5.9			Career Shift Trainings		1
					Career Perf. Stand.		1
Total Firefighters That Reponded To Dispatched Calls	207	1802			Station Tours/Public Ed & Community Activities	3	7
Average Firefighters That Responded To Dispatched Calls	5.9	6.5					
Burning Permits Sta. #1	15	170			Chief Gary Brovold	9/1/16	
Burning Permits Sta. #2	70	824					

2049 South 3rd Street
Niles, MI 49120
Ph. 269-683-3311/Fax 269-683-1633

Email: ntfd@mail.com

2616 N. 5th Street
Niles, MI 49120
Ph. 269-683-9440