



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 August 16, 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:

New Business:

1. Private Road Permit Fee
2. ARPA fund project ideas

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, July 19th, 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. No meeting in July
- b. Will be missing multiple meetings through May.

2. Other committee chairs

- a. Election
 - i. Election commission met the past 2 Fridays
 - ii. 239 AV ballots as of today, expecting around 500 voters
- b. SMCAS
 - i. See Eric
- c. Edwardsburg Fire Department

3. Visiting officials

- a. Under Sherriff Roach reported
 - i. Will pay to send candidates to law enforcement academy.
 - ii. 911 millage on August ballot

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

Board Member Comments:

Approval of Agenda:

Motion: Renken made a motion to amend the agenda by adding Police Millage and Planning Commission Ex Officio New Business, and then approve the amended agenda.

Second: Egert

Motion Carried

SMCAS SAD Public Hearing

Motion: Renken made a motion to open public hearing.

Second: Floyd

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

Motion carried.

Motion: Renken made a motion to close public hearing.

Second: Floyd

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

Motion carried.

Approval of Previous Minutes:

Motion: Renken made a motion to approve the minutes from the June 21st, 2022 regular Board meeting as presented.

Second: Mullin

Motion Carried

Business (w/attendees):

1. None

Old Business:

New Business:

1. Approval of Annual Assessment

Motion: Renken made a motion to approve Resolution 2022-10R approving annual redetermination for emergency/ambulance services, Milton Township

Emergency/Ambulance Services Dist. NO 2020-1 at \$30.

Second: Mullin

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

Motion carried.

2. TV Stand

Motion: Renken made a motion to approve purchase of a TV Stand for no more than \$400.

Second: Egert

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

Motion carried.

3. Office Cleaning

Motion: Flowers made a motion to accept the estimate from Karri's Cleaning Service as presented for \$160/week.

Second: Egert

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

Motion carried.

4. Police Millage

Motion: Renken made a motion to approve resolution 2022-11R to adopt millage ballot language for a proposal for law enforcement millage.

Second: Mullin

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

Motion carried.

5. Planning Commission Ex Officio

Motion: Renken made a motion to appoint Rich Mullin as the BOT Ex Officio to the Planning Commission

Second: Floyd
Voice vote.
Motion carried.

Financial Report:

1. Review of Township Budget

Motion: Renken made a motion to approve budget as presented

Second: Mullin

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

Motion carried.

2. Financial Reports

a. Treasurer Flowers reported the general fund balance as \$1,370,167.64.

3. Approval of Checks

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

Second: Egert

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

Motion carried.

Adjournment:

Motion: Floyd made a motion to adjourn.

Second: Egert

Motion carried. Meeting adjourned at 8:09 PM.



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Resolution _____ 2022 Fee Schedule

	Fees
Land Division/Lot Line Adjustments	\$750 per application and first parcel plus \$150 for each additional parcel There are no Lot Line fees for combining 2 or more parcels into 1 parcel
Conditional/Special Use/Variance Application	\$500 per application, plus escrow deposit, if required, to cover any additional expenses
Rezoning Change Request	\$500 per application, plus escrow deposit, if required, to cover any additional expenses
Planning Commission Site Plan Review	\$300 per application, plus escrow deposit, if required, to cover any additional expenses
Condominium Application	\$2500 per application, plus escrow deposit, if required, to cover any additional expenses
Planned Unit Development (PUD) Application	\$2500 per application, plus escrow deposit, if required, to cover any additional expenses
Conditional Use for Mining	\$5000 per application, plus escrow deposit, if required, to cover any additional expenses
Private Road	\$750 per application, plus escrow deposit, if required, to cover any additional expenses
Fee for Requesting a Special Meeting	\$1000 per application for expedited meeting
Zoning Plan Reviews	
Site Plan Review (New House)	\$250 per site plan
Site Plan Review (Addition/renovation/Zoning Review)	\$100 per site plan
Fence/Pool/Structure under Plan Review	\$25 per site plan
Building Permits	
Inspection Fees are determined by the State of Michigan's Bureau of Construction Codes Permit and Inspection Fee Schedule.	
Construction Board of Appeal Petition - \$350.00	
*** Double the cost of permit/reviews for any project starting without Permit/Zoning Site Plan/Review	
*** Minimum permit - \$25.00	
*** \$50.00 fine for not obtaining inspections at specified times	

MILTON TOWNSHIP

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

April 2022 - March 2023

	TOTAL		
	ACTUAL	BUDGET	OVER BUDGET
Income			
101 General Fund Revenues			
A TAXES			
430 Milton Allocated		145,000.00	-145,000.00
447 Summer	5,389.78	4,200.00	1,189.78
450 Admin Fee	2,713.64	40,000.00	-37,286.36
Total A TAXES	8,103.42	189,200.00	-181,096.58
B LICENSES & PERMITS			
477 Building	24,399.80	14,000.00	10,399.80
477.1 Electrical	12,920.40	9,000.00	3,920.40
477.2 Mechanical	11,550.00	8,500.00	3,050.00
477.3 Plumbing	27,087.49	4,200.00	22,887.49
Total B LICENSES & PERMITS	75,957.69	35,700.00	40,257.69
C STATE GRANTS & SHRED REVENUE			
574 State Grants & Shared Revenue	106,330.00	175,535.00	-69,205.00
Total C STATE GRANTS & SHRED REVENUE	106,330.00	175,535.00	-69,205.00
D CHARGES FOR SERVICES			
628 Zoning	12,507.00	14,000.00	-1,493.00
Total D CHARGES FOR SERVICES	12,507.00	14,000.00	-1,493.00
E RENTALS			
669 Room Rentals	5,050.00	10,000.00	-4,950.00
Total E RENTALS	5,050.00	10,000.00	-4,950.00
F OTHER REVENUES	0.00		0.00
472 Comcast	15,412.58	23,000.00	-7,587.42
665 Interest	989.57	1,000.00	-10.43
676 Other Revenues	5,313.00		5,313.00
678 Reimbursement-Elections	1,423.54	3,000.00	-1,576.46
Total F OTHER REVENUES	23,138.69	27,000.00	-3,861.31
F ARPA			
101-xx-xx ARPA	206,391.90	205,000.00	1,391.90
Total F ARPA	206,391.90	205,000.00	1,391.90
Total 101 General Fund Revenues	437,478.70	656,435.00	-218,956.30
210 Ambulance Income Accounts			
210-000-451 Ambulance Fund Income (SMCAS)		33,740.00	-33,740.00
Total 210 Ambulance Income Accounts		33,740.00	-33,740.00
213 Edwardsburg Fire Fund Revenue			
213-000-451 Fire Fund Income (Edwardsburg)		67,680.00	-67,680.00
Total 213 Edwardsburg Fire Fund Revenue		67,680.00	-67,680.00
214 Niles Fire Fund Revenue			
214-000-451 Fire Fund Income (Niles)		100,232.00	-100,232.00
Total 214 Niles Fire Fund Revenue		100,232.00	-100,232.00

MILTON TOWNSHIP

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

April 2022 - March 2023

	TOTAL		
	ACTUAL	BUDGET	OVER BUDGET
Total Income	\$437,478.70	\$858,087.00	\$ -420,608.30
GROSS PROFIT	\$437,478.70	\$858,087.00	\$ -420,608.30
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	2,680.00	5,980.00	-3,300.00
101-710 Salary-AA	19,009.78	45,000.00	-25,990.22
101-710.1 Secretary Wages	1,863.06	7,000.00	-5,136.94
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	807.43	5,000.00	-4,192.57
101-728 Postage Expense	2,253.65	4,500.00	-2,246.35
101-813 MTA Dues	3,663.57	3,500.00	163.57
101-813.1 NATS Membership		1,850.00	-1,850.00
101-850 Computer/Software/Equipment	6,328.07	5,000.00	1,328.07
101-861.2 Commitee Mileage & Training		2,000.00	-2,000.00
101-900 Publications Exp.		2,000.00	-2,000.00
101-901 Legal Notices	747.07	1,000.00	-252.93
171-802 Training		400.00	-400.00
Total A TOWNSHIP BOARD	37,352.63	220,515.00	-183,162.37
B SUPERVISOR			
171-702 Salary	6,391.00	16,900.00	-10,509.00
171-702.1 Deputy		500.00	-500.00
Total B SUPERVISOR	6,391.00	17,400.00	-11,009.00
C ELECTIONS			
262-705 Wages Elect Inspec	1,545.00	6,000.00	-4,455.00
262-726 Election - Supplies	2,220.72	3,900.00	-1,679.28
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	504.49	400.00	104.49
Total C ELECTIONS	4,270.21	12,350.00	-8,079.79
D CLERK			
215-702 Salary	10,270.00	23,400.00	-13,130.00
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
Total D CLERK	11,204.84	31,400.00	-20,195.16
E ACCOUNTING EXPENSES			
192-802 Accounting Fees	1,400.00	11,000.00	-9,600.00

MILTON TOWNSHIP

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

April 2022 - March 2023

	TOTAL		
	ACTUAL	BUDGET	OVER BUDGET
Total E ACCOUNTING EXPENSES	1,400.00	11,000.00	-9,600.00
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
Total F BOARD OF REVIEW	56.58	3,073.00	-3,016.42
G TREASURER			
101-253-702 (Salary)	8,246.00	21,450.00	-13,204.00
101-253-702.1 (Deputy Wages)	1,123.88	2,500.00	-1,376.12
253-734 Service Fees	6,262.70	50.00	6,212.70
253-861 Mileage		50.00	-50.00
253-900 Tax Roll Printing	815.27	6,200.00	-5,384.73
Total G TREASURER	16,447.85	30,250.00	-13,802.15
H ASSESSOR			
257-815.1 Assessor Software		2,100.00	-2,100.00
257-817 Assessor Wages	12,112.00	30,000.00	-17,888.00
Assessment Notice Postage Expense		1,200.00	-1,200.00
Total H ASSESSOR	12,112.00	33,300.00	-21,188.00
I TOWNSHIP HALL			
265-850 Internet & Telephone	2,704.34	3,000.00	-295.66
265-921.2 Electric	6,976.18	6,200.00	776.18
265-923.1 Gas	464.52	1,000.00	-535.48
265-931.3 Mowing & Snow Removal	5,090.40	12,000.00	-6,909.60
265-931.4 TH Cleaning	2,651.53	8,000.00	-5,348.47
265-933.2 Maintenance	6,283.17	4,000.00	2,283.17
265-955 Security	726.47	4,200.00	-3,473.53
Total I TOWNSHIP HALL	24,896.61	38,400.00	-13,503.39
J RENTAL EXP.			
265-710 Event Manager Pay	449.83	4,500.00	-4,050.17
265-710.1 Event Security	75.00	800.00	-725.00
265-726 Supplies	218.00	500.00	-282.00
265-970 Equipment		500.00	-500.00
Total J RENTAL EXP.	742.83	6,300.00	-5,557.17
K WEATHER SIRENS			
523-921.2 Electric	966.06	1,800.00	-833.94
523-934 Siren Maint.		1,400.00	-1,400.00
Total K WEATHER SIRENS	966.06	3,200.00	-2,233.94
L ATTORNEY COSTS			

MILTON TOWNSHIP

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

April 2022 - March 2023

	TOTAL		
	ACTUAL	BUDGET	OVER BUDGET
266-826 Legal	490.50	10,000.00	-9,509.50
Total L ATTORNEY COSTS	490.50	10,000.00	-9,509.50
M INSPECTORS			
371-702.3 Mechanical	8,604.80	6,800.00	1,804.80
371-724 Electrical	6,937.60	7,200.00	-262.40
371-724.2 Building	26,971.00	41,200.00	-14,229.00
371-724.3 Building Maintenance		2,400.00	-2,400.00
371-724.4 Plumbing	4,828.00	3,360.00	1,468.00
Total M INSPECTORS	47,341.40	60,960.00	-13,618.60
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
Total N ROADS & MUP	38,519.96	230,000.00	-191,480.04
O STREET LIGHTS			
448-921.2 Street Lights	3,711.92	15,000.00	-11,288.08
Total O STREET LIGHTS	3,711.92	15,000.00	-11,288.08
P Spring Cleaning			
528-956 Spring Clean	1,562.21	4,000.00	-2,437.79
Total P Spring Cleaning	1,562.21	4,000.00	-2,437.79
Q PLANNING COMMISSION & ZBA			
701-725 PC Wages	1,643.00	5,000.00	-3,357.00
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	1,643.00	10,500.00	-8,857.00
R ZONING			
702-705.2 Salaries	8,192.49	21,000.00	-12,807.51
702-861.2 Mileage	133.97	500.00	-366.03
702-970 Cell Phone	250.00	600.00	-350.00
Total R ZONING	8,576.46	22,100.00	-13,523.54
S PARK & RECREATION			
751-931 Maintenance	22.00	30,000.00	-29,978.00
Total S PARK & RECREATION	22.00	30,000.00	-29,978.00
T OTHER			
301.832 Sheriff Patrol	10,053.10	10,000.00	53.10
850-822 FICA - Match		600.00	-600.00
850-822.1 Pension Match	11,873.43	36,600.00	-24,726.57
850-822.2 Medicare Match	2,203.43	5,500.00	-3,296.57
850-822.3 Pension Fees	90.00	800.00	-710.00
850-860 Payroll Expenses	1,433.41	4,000.00	-2,566.59
850-860.2 Employee Medical	4,759.90	8,500.00	-3,740.10

MILTON TOWNSHIP

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

April 2022 - March 2023

	ACTUAL	TOTAL	
		BUDGET	OVER BUDGET
850-910 Insurance	13,311.00	15,500.00	-2,189.00
Total T OTHER	43,724.27	81,500.00	-37,775.73
Total 101 General Fund Expenditures	261,432.33	871,248.00	-609,815.67
210 Ambulance Fund Expenditures			
210-306-801 Professional Services (SMCAS)	2.31	33,740.00	-33,737.69
Total 210 Ambulance Fund Expenditures	2.31	33,740.00	-33,737.69
213 Edwardsburg Fire Fund Expenditures			
213-306-801 Professional Services (Edwardsburg)	6.55	67,680.00	-67,673.45
Total 213 Edwardsburg Fire Fund Expenditures	6.55	67,680.00	-67,673.45
214 Niles Fire Fund Expenditures			
214-306-801 Professional Services (Niles)		100,232.00	-100,232.00
Total 214 Niles Fire Fund Expenditures		100,232.00	-100,232.00
A TOWNSHIP BOARD-1	1,295.75		1,295.75
Q PLANNING COMMISSION & ZBA			
410-725 PC Wages	278.00		278.00
Total Q PLANNING COMMISSION & ZBA	278.00		278.00
Total Expenses	\$263,014.94	\$1,072,900.00	\$ -809,885.06
NET OPERATING INCOME	\$174,463.76	\$ -214,813.00	\$389,276.76
Other Income			
101-995-000 Transfers out	43,175.22		43,175.22
Total Other Income	\$43,175.22	\$0.00	\$43,175.22
NET OTHER INCOME	\$43,175.22	\$0.00	\$43,175.22
NET INCOME	\$217,638.98	\$ -214,813.00	\$432,451.98



Milton Township

General Fund Balance

Treasurer Flowers

07/31/22

UFCU		
Checking		\$585,102.98
Money Market		\$180,601.25
CD		\$150,080.35
Insurance Escrow	\$1.93	
Ambulance Account	\$2.31	
Fire Account	\$6.55	
CHEMICAL BANK:		
CD		\$40,031.29
HONOR CREDIT UNION		
American Rescue Act		\$205,645.54
Money Market		\$170,175.09
Escrow Funds		\$7,421.01
Transit Account for Credit Cards		\$1.21
TCU		
FUTURE NEW ACCOUNT		
KEY BANK		
FUTURE NEW ACCOUNT		
Petty Cash		\$92.97
Treasurers Cash Box		\$150.00
Secretary Cash Box		\$100.00
Admin Assistant Cash Box		\$200.00
Building Loan Balance		
ENDING BALANCE	TOTAL	\$1,339,601.69

MILTON TOWNSHIP

Transaction List by Date

July 20 - August 16, 2022

DATE	NUM	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT
08/15/2022	3023	ADT Security Services		101 General Fund Expenditures:I TOWNSHIP HALL:265-955 Security	-69.81
08/15/2022	3024	Burnham & Flower of Michigan		101 General Fund Expenditures:L ATTORNEY COSTS:266-826 Legal	-4.50
08/15/2022	3025	Cintas		101 General Fund Expenditures:I TOWNSHIP HALL:265-931.4 TH Cleaning	-61.31
08/15/2022	3026	Dobberteen Inspections		101 General Fund Expenditures:M INSPECTORS:371-702.3 Mechanical	- 2,832.80
08/15/2022	3027	Karri's Cleaning Service		101 General Fund Expenditures:I TOWNSHIP HALL:265-931.4 TH Cleaning	-160.00
08/15/2022	3028	Michiana Finish Grade LLC		101 General Fund Expenditures:I TOWNSHIP HALL:265-931.3 Mowing & Snow Removal	- 1,142.50
08/15/2022	3029	Tony Floyd		-Split-	-238.63
07/30/2022	ach	Semco Energy		101 General Fund Expenditures:I TOWNSHIP HALL:265-923.1 Gas	-14.02
08/01/2022	ach	Indiana Michigan Power		101 General Fund Expenditures:O STREET LIGHTS:448-921.2 Street Lights	-148.16
08/03/2022	ach	FNBO		101 General Fund Expenditures:A TOWNSHIP BOARD:101-850 Computer/Software/Equipment	-527.84
08/03/2022	ach	FNBO		-Split-	-419.58
08/03/2022	ach	Indiana Michigan Power		101 General Fund Expenditures:I TOWNSHIP HALL:265-921.2 Electric	-147.81
08/16/2022		Kruggel, Lawton & Company, LLC		101 General Fund Expenditures:E ACCOUNTING EXPENSES:192-802 Accounting Fees	- 3,100.00
08/16/2022		Rapid Shred		101 General Fund Expenditures:A TOWNSHIP BOARD:101-726 Office Expense	-30.00
08/16/2022		Bauckhm, Sparks, Thall, Seeber, Kaufman, P.C.		101 General Fund Expenditures:L ATTORNEY COSTS:266-826 Legal	-286.00