

Milton Township Board

Tentative Agenda for Regular Meeting February 12, 2024 7:00

7023 Cherry Ave, PO Box 309, Kewadin MI 49648

Phone: (231) 264-6612 Fax: (231) 264-6728

Website: miltontownship.org

A. Roll Call of Board Members

Chris Weinzapfel – Supervisor
Liz Atkinson – Treasurer
Janet Beebe – Clerk

Brett Pharo – Trustee
Joe Renis – Trustee

B. Approve Agenda as Presented

C. Approve Draft Minutes of the Regular Meeting January 8, 2024

D. Approve Draft Minutes of Special Meeting January 23, 2024

E. Public Comment. Any person shall be permitted to address a meeting of the Township Board. **The first Public Comment shall be for items on the Agenda and the second Public Comment shall be for any other items that are pertinent to the Township Board.** Public comment shall be carried out in accordance with the following board rules and procedures

1. Comments shall be directed to the board, with questions directed to the chair.
2. Any person wishing to address the board shall be allowed to speak but must state his or her name and address.
3. Persons may address the board on matters that are relevant to township government issues.
4. No person shall be allowed to speak more than once on the same matter, excluding the time needed to answer board member's questions. The chair shall control the amount of time each person shall be allowed to speak, which shall not exceed three (3) minutes

F. **Reports**

1. **Sheriff's Report** – Provided in packet
2. **Fire Department**
3. **EMS Report** – Provided in packet
4. **Zoning Report**

5. Planning Commission

6. County Commissioner

7. Attorney's Report

- i. Great Lakes Energy Easement request

8. Supervisor's Report

- i. Resolution 2024-04 Northwest Education ISD Tax Collection Agreement
- ii. Resolution 2024-05 Elk Rapids School Summer Tax Collection Agreement

9. Treasurer's Report – Provided in packet

10. Library Report – Provided in packet

11. Unfinished Business

- i. Brettonwood Shores SAD – no action
- ii. Feasibility sewer study – no action

12. New Business

- i. Milton Township Zoning and Planning services contract with Beckett & Raeder
- ii. Election Update – New Early Voting
- iii. Changing Cemetery Software

13. Public Comment

14. Board Comment

15. Approval of bills / Budget items

16. Scheduled Activities/ Future meetings

- i. Budget workshop meeting February 29, 2024 @ 9:00am
- ii. Budget Meeting March 11, 2024 @ 6:00
- iii. Annual Meeting March 11, 2024 @ 6:30
- iv. Next Board meeting March 11, 2024 @ 7:00 pm

17. Adjournment

Synopsis
Milton Township
Draft Meeting Minutes
January 8, 2024

Members present: C. Weinzapfel, J. Beebe, L. Atkinson, J. Renis and B. Pharo

Also present: Attorneys B. Derman, B. Hefferan, Sheriff Hoch and 7 audience members

C. Weinzapfel called the meeting to order at 7:07 pm and the Pledge was recited

Agenda Approval

Change: Add under supervisor's Report: add budget Hearing

Add KCI as a contract under approval of Bills.

Motion to approve the agenda as amended by L. Atkinson/B .Pharo. Motion carried.

Approval of regular meeting minutes dated December 11, 2023

Motion to approve by J. Renis/B. Pharo. Motion carried.

Approval of special meeting minutes dated December 12, 2023

Motion to approve by B. Pharo/J. Renis. Motion carried.

Public Comment: none.

Sheriff's Report

As presented by Sheriff Kevin Hoch:

Update on the public safety building proposal. Update on personnel. 75 events for December. Annual report for the year of 2023: 1798 events.

Fire Department Report

No report provided as Chief J. Ball was out on a call.

EMS Report

There is a report in the packet.

Zoning Report

There is a report in the packet.

Planning Report - As presented by B. Hefferan

Update on Master Plan revisions. The target is to have it wrapped up in May. Update on short term rentals. Update on workforce housing subcommittee.

County Report - As presented by B. Hefferan

Update on property purchase of a lot in Bellaire for the COA board. We have filed for separation from District Court in Traverse City to save Antrim County money. This will need to be approved by the state.

Attorney's Report - As presented by B. Derman

Update on Great Lakes Energy easement at Maplehurst/ Waring Rd. Continue to watch renewable energy policy at state level and farmland preservation.

Supervisor's Report - As presented by C. Weinzapfel

Budget Hearing - March 11, 2024 there will be a budget meeting at 6 pm. The annual meeting is scheduled following the budget hearing, and the regular board meeting will be at 7 pm.

Library Report - As presented by L. Atkinson

There will be a special meeting on Jan. 15, 2024 and the following day there will be an open house to tour the Traverse Bay Manufacturing building, the potential new home for the library.

Unfinished Business

A. Brettonwood Shores SAD - No action

B. Feasibility Sewer Study - No action

New Business

A. Letter of Support: Great Lakes Packing Company

They are working toward getting a grant and would like a letter of support from the township. Board members agreed to provide this

B. Salary Resolutions Budget Year 2024-2025

Resolution 2024-01: Salary for the Supervisor for 2024-2025: BE IT RESOLVED, that as of April 1, 2024 with the salary increase of 5% COLA for the Supervisor shall be \$31,942.73. BE IT FURTHER RESOLVED that this resolution shall be submitted to the electors at the Annual Meeting at which time the electors may modify the amount.

Motion to approve Resolution 2024-01 J. Beebe/C. Weinzapfel

Roll Call

C. Weinzapfel: Yes; J. Renis: Yes; B. Pharo: Yes; L. Atkinson: Yes; J. Beebe: Yes

Motion carried.

Resolution 2024-02: Salary for the Clerk for 2024-2025: BE IT RESOLVED, that as of April 1, 2024 with the salary increase of 5% COLA for the Clerk shall be \$34,066.18 and \$25 per hour over and above regular schedule for elections. Not to include Election Day. BE IT FURTHER RESOLVED that this resolution shall be submitted to the electors at the Annual Meeting at which time the electors may modify the amount.

Motion to approve Resolution 2024-02 by L. Atkinson/B. Pharo

Roll Call

C. Weinzapfel: Yes; J. Renis: Yes; B. Pharo: Yes; L. Atkinson: Yes; J. Beebe: Yes

Motion carried.

Resolution 2024-03: Salary for the Treasurer for 2024-2025: BE IT RESOLVED, that as of April 1, 2024 with the salary increase of 5% COLA for the Treasurer shall be \$38,541 for collecting winter and summer taxes and \$50 per ZBA meeting attended as a ZBA alternate member. BE IT FURTHER RESOLVED that this resolution shall be submitted to the electors at the Annual Meeting at which time the electors may modify the amount.

Motion to approve Resolution 2024-03 by J. Beebe/B. Pharo

Roll Call

C. Weinzapfel: Yes; J. Renis: Yes; B. Pharo: Yes; L. Atkinson: Yes; J. Beebe: Yes
Motion carried.

C. Road Repair Report

Report prepared by Antrim County Road Commission. Priority given to chip and seal to get better pricing due to other townships involved. Gave recommendations with high and low priority roads. Atkinson doesn't want to commit to anything other than the high priority roads until we know what the county funds will be and board agreed.

Motion to approve the chip and seal on the following roads listed as high priority:

L/ Atkinson/ B Pharo. Motion carried

Campbell Road – US31 to W. Torch Lake Dr.

Waring Rd. / Powell Rd. – Cairn Hwy to Campbell Rd.

Winters Rd.- US31 to Birch Lake Rd and US31 to Cairn Hwy (to split with ER township)

Bussa Rd. – Cherry Ave. to end at Elk Lake

Roll Call

C. Weinzapfel: Yes; J. Renis: Yes; B. Pharo: Yes; L. Atkinson: Yes; J. Beebe: Yes

Public Comment

Bill Nederhood of Chippewa Trail thanked the board for getting internet to his area of the township.

Shirley Snare of Joe Marks Trail discussed an incident where a police officer came to speak to an elderly neighbor after dark. This neighbor was shaken up and Snare feels this could have been handled during the daylight. Also mentioned sign that needs to be removed.

Approval of Bills/Budget Items

Motion to approve the bills by B. Pharo/J. Beebe. Motion carried.

A. Payment of utility bills (Consumer's Energy, Great Lakes Energy, DTE, Charter Communications/ Spectrum, GFL, KCI) and Contracts (Canon, Fuelman, Priority Health) prior to board approval.

Motion to approve the release payments prior to board approval by B. Pharo/L. Atkinson.
Motion carried.

Scheduled Future Meetings:

A. Next Board Meeting is February 12, 2024 at 7 pm

B. Budget workshop meeting February 29, 2024 at 9 pm

Meeting adjourned by order of the chair at 7:36 pm.

These minutes are subject to approval at the February 12, 2024 meeting. A copy of these minutes are available at miltontownship.org

Respectfully submitted,

Janet Beebe, Clerk

Milton Township

Special Meeting Draft Minutes

January 23, 2024

Members Present: Supervisor Weinzapfel, Treasurer Atkinson, Clerk Beebe, Trustee Pharo

Excused: Trustee Renis

Weinzapfel called the meeting to order at 10:04 am.

Reviewed amendment to Resolution #2024-02, removed addition for extra pay for elections.

Resolution to now read:

Resolution #2024-02: Salary for the Clerk for 2024-2025 BE IT RESOLVED, that as of April 1, 2024 with the salary increase of 5% COLA for the Clerk shall be **\$34,066.18**. BE IT FURTHER RESOLVED, that this resolution shall be submitted to the electors at the Annual Meeting at which time the electors may modify the amount.

Roll Call: **Weinzapfel: yes; Pharo: yes; Atkinson: yes; Beebe: yes.**

Motion passed 4-0.

Meeting adjourned at 10:05 am.

Respectfully submitted,

Janet Beebe, Clerk

ANTRIM COUNTY SO
MILTON TOWNSHIP EVENT REPORT
 JANUARY 2024

Nature	# Events
911 CHECK	2
ABANDON VEHICLE	1
ALARM	3
ANIMAL CONTROL COMP	2
CAR DEER ACCIDENT	2
CIVIL (NON-CRIMINAL)	1
CONSERVATION OR DNR	2
DRIVING COMPLAINT	1
FIRE ALARM	2
GENERAL ASSIST	4
HAZARDOUS CONDITION	1
LIFT ASSIST	1
MEDICAL CALL	9
MONITOR TEST	3
MOTORIST ASSIST	1
PERSONAL INJURY ACC	3
PROPERTY DAMAGE ACC	1
SUSPICIOUS SITUATION	1
TRAFFIC STOP	5
UNLAWFUL DRIVING AWAY	1

EMS - 8 Rescue - 1

EMS - 1 LAW - 1 Fire - 1

Total

46

	<u>2024</u>	<u>2023</u>	2023 - 80
Elk Rapids Twp:	23	59	
Torch Lake Twp:	43	46	

Elk Rapids/Milton Responses (A-55)

January 2023

Call Disposition	Acme	Elk Rapids	Elk Rapids Twp	Milton Twp	GT-Garfield	Total
Transport	1	9	2	4	1	17
Refusal	0	2	2	7	0	11
Cancelled	0	6	0	0	0	6
Total	1	17	4	11	1	34

Response Priority	Acme	Elk Rapids	Elk Rapids Twp	Milton	GT-Garfield	Total
P-1 Emergency ALS	0	7	1	1	0	9
P-2 Emergency BLS	1	7	2	6	1	17
P-3 Non-Emergent	0	3	1	4	0	8
Total	1	17	4	11	1	34

Nature of Call	Acme	Elk Rapids	Elk Rapids Twp	Milton	GT-Garfield	Total
10-Chest Pain (Non-Traumatic)	0	1	0	1	0	2
12-Convulsions/Seizures	1	0	0	0	0	1
17-Falls	0	0	1	3	0	4
21-Hemorrhage/Lacerations	0	0	0	2	0	2
26-Sick Person (Specific Diagnosis)	0	5	2	2	1	10
28-Stroke (CVA)	0	1	1	0	0	2
29-Traffic/Transportation/Accidents	0	0	0	3	0	3
32-Unknown Problem (Man Down)	0	4	0	0	0	4
6-Breathing Problems	0	3	0	0	0	3
7-Burns (Scalds) /Explosion	0	1	0	0	0	1

	Acme	Elk Rapids	Elk Rapids Twp	Milton	GT-Garfield	Total
8-Carbon Monoxide/Inhalation/HazMat	0	1	0	0	0	1
9-Cardiac or Respiratory Arrest/Death	0	1	0	0	0	1
Total	1	17	4	11	1	34

Run#	Date	Priority	Nature of Call	Dispatch Zone	Unit	Disposition	Dispatch Time	Scene Time	Response Time
92	01/01/2024	P-2	21-Hemorrhage/Lacerations	Milton	10 55A1 A	Transport	5:52:11	5:58:27	00:06:16
469	01/02/2024	P-1	6-Breathing Problems	Elk Rapids	10 55A1 A	Transport	6:09:43	6:14:26	00:04:43
495	01/02/2024	P-3	26-Sick Person (Specific Diagno:	Milton	10 55A1 A	Refusal	7:54:30	8:03:50	00:09:20
2,050	01/05/2024	P-3	17-Falls	Milton	10 55A1 B	Refusal	7:40:05	7:58:02	00:17:57
2,061	01/05/2024	P-1	21-Hemorrhage/Lacerations	Milton	10 55A1 B	Transport	8:21:04	8:25:21	00:04:17
2,122	01/05/2024	P-2	26-Sick Person (Specific Diagno:	GT-Garfield	10 55A1 B	Transport	10:50:55	10:56:41	00:05:46
2,365	01/05/2024	P-2	26-Sick Person (Specific Diagno:	Milton	10 55A1 B	Transport	17:42:44	18:00:38	00:17:54
3,501	01/08/2024	P-2	29-Traffic/Transportation/Accider	Milton	10 55A1 B	Refusal	14:58:30	16:27:33	01:29:03
3,730	01/09/2024	P-2	26-Sick Person (Specific Diagno:	Elk Rapids	10 55A1 B	Transport	2:21:57	2:23:50	00:01:53
3,882	01/09/2024	P-2	28-Stroke (CVA)	Elk Rapids	10 55A1 C	Transport	10:56:17	11:00:02	00:03:45
4,164	01/09/2024	P-1	26-Sick Person (Specific Diagno:	Elk Rapids Twp	10 55A1 C	Refusal	21:44:09	21:51:00	00:06:51
4,712	01/10/2024	P-1	9-Cardiac or Respiratory Arrest/L	Elk Rapids	10 55A1 B	Refusal	20:14:07	20:51:42	00:37:35
4,733	01/10/2024	P-1	32-Unknown Problem (Man Dow	Elk Rapids	10 55A1 B	Canceled	21:15:31		
4,768	01/10/2024	P-3	32-Unknown Problem (Man Dow	Elk Rapids	10 55A1 B	Canceled	23:15:13		
4,801	01/11/2024	P-3	32-Unknown Problem (Man Dow	Elk Rapids	10 55A1 B	Canceled	2:13:19	2:21:49	00:08:30
4,949	01/11/2024	P-1	26-Sick Person (Specific Diagno:	Elk Rapids	10 55A1 A	Transport	11:11:46	11:19:15	00:07:29
5,586	01/12/2024	P-2	26-Sick Person (Specific Diagno:	Elk Rapids	10 55A1 B	Transport	10:23:51	10:26:16	00:02:25
7,151	01/15/2024	P-3	17-Falls	Milton	10 55A1 B	Refusal	17:38:24	17:56:55	00:18:31
7,373	01/16/2024	P-2	17-Falls	Milton	10 55A1 C	Refusal	9:03:02	9:17:46	00:14:44
7,507	01/16/2024	P-2	32-Unknown Problem (Man Dow	Elk Rapids	10 55A1 C	Transport	14:01:36	14:06:02	00:04:26
7,571	01/16/2024	P-2	12-Convulsions/Seizures	Acme	10 55A1 C	Transport	15:46:18	15:55:40	00:09:22
9,395	01/19/2024	P-2	28-Stroke (CVA)	Elk Rapids Twp	10 55A1 B	Transport	19:25:07	19:30:06	00:04:59
9,670	01/20/2024	P-2	26-Sick Person (Specific Diagno:	Elk Rapids	10 55A1 C	Canceled	10:20:37		
9,763	01/20/2024	P-2	26-Sick Person (Specific Diagno:	Elk Rapids	10 55A1 C	Transport	14:02:32	14:04:34	00:02:02
11,218	01/23/2024	P-3	8-Carbon Monoxide/Inhalation/H	Elk Rapids	10 55A1 C	Canceled	17:47:19		
11,951	01/25/2024	P-2	17-Falls	Elk Rapids Twp	10 55A1 A	Refusal	9:41:46	9:47:58	00:06:12
12,738	01/26/2024	P-2	29-Traffic/Transportation/Accider	Milton	10 55A1 B	Refusal	17:02:48	17:24:19	00:21:31
12,798	01/26/2024	P-3	29-Traffic/Transportation/Accider	Milton	10 55A1 B	Refusal	19:36:14	19:42:07	00:05:53
13,252	01/27/2024	P-2	10-Chest Pain (Non-Traumatic)	Elk Rapids	10 55A1 C	Transport	21:48:00	21:50:11	00:02:11
13,316	01/28/2024	P-1	6-Breathing Problems	Elk Rapids	10 55A1 C	Refusal	2:16:44	2:21:07	00:04:23
13,572	01/28/2024	P-1	6-Breathing Problems	Elk Rapids	10 55A1 A	Transport	21:04:03	21:09:27	00:05:24

Number	Date	Priority	Nature of Call	Dispatch Unit	Unit	Disposition	Dispatch Time	Scene Time	Response Time
13,864	01/29/2024	P-2	10-Chest Pain (Non-Traumatic)	Milton	10 55A1 B	Transport	13:52:56	14:17:25	00:24:29
14,425	01/30/2024	P-1	7-Burns (Scalds) /Explosion	Elk Rapids	10 55A1 C	Canceled	20:03:31	20:05:49	00:02:18
14,901	01/31/2024	P-3	26-Sick Person (Specific Diagno:	Elk Rapids Twp	10 55A1 B	Transport	23:27:41	23:35:53	00:08:12

12/18/23, 9:51 AM

Gmail - Milton Township/Maplehurst/ Great Lakes Energy Easement Request

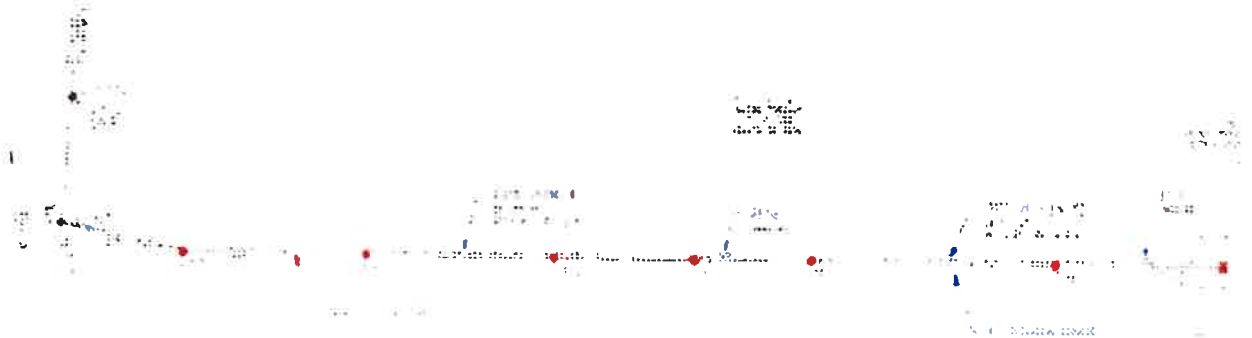
Subject: Great Lakes Energy Easement Request

To: Miltonzoning@gmail.com <Miltonzoning@gmail.com>



Hi neighbor,

We have some exciting news. We are updating the utility infrastructure in your neighborhood, but we need your help. Our records indicate we need an easement for the infrastructure.



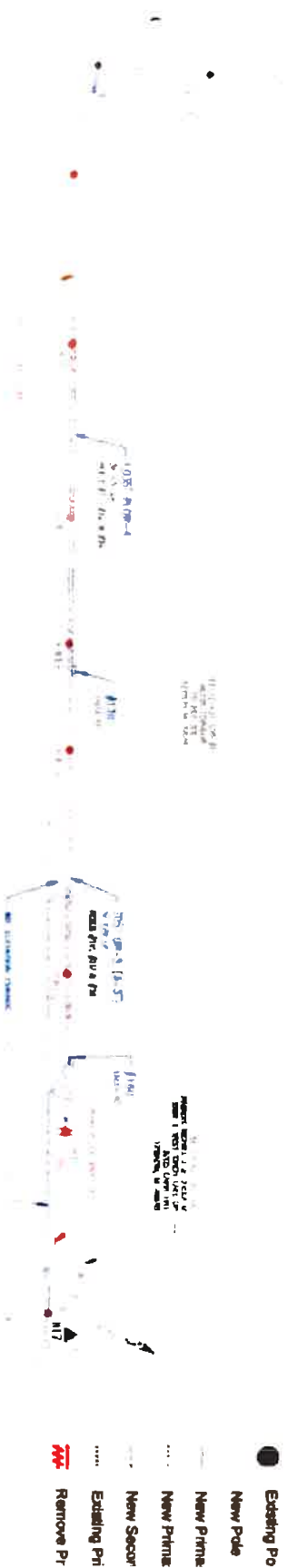
Additional symbol notations can be found on the FAQ page of gllakes.com

The attached easement provides the legal right for Great Lakes Energy to use your property for a specific purpose. You still own the property and retain all the benefits of providing an easement for the work plan infrastructure update include increased reliability in service, quicker outage response time, and improved safety.

The easement can be printed and taken to your local notary, signed, and returned to Great Lakes Energy, or we offer the convenience of virtual notary service. Using a connected device, like a phone or tablet, with a camera and microphone, the ability to take a selfie, and a legal photo ID.

If you would like to schedule a notary appointment with Great Lakes Energy, please call 1-888-485-2537 ext. 8930, M-F 8 a.m. until 4:30 p.m. or email mlt@glenergy.com

We have some exciting news. We are updating the utility Infrastructure in your neighborhood, but we need your help. Our records indicate we need an easement for 05-12-431-016-01 before we improve to the Infrastructure.



Additional symbol notations can be found on the FAQ page of [gtlakes.com](https://www.gtlakes.com)

The attached easement provides the legal right for Great Lakes Energy to use your property for a specific purpose. You still own the property and retain all rights to use it and enjoy it, subject. As a property owner, the benefits of providing an easement for the work plan Infrastructure update include increased reliability in service, quicker outage response time, and planning for future

The easement can be printed and taken to your local notary, signed, and returned to Great Lakes Energy, or we offer the convenience of virtual notary service, free of charge. To take advantage need an internet-connected device, like a phone or tablet, with a camera and microphone, the ability to take a selfie, and a legal photo ID.

If you would like to schedule a notary appointment with Great Lakes Energy, please call 1-888-485-2537 ext. 8930, M-F 8 a.m. until 4:30 p.m. or email easementscheduling@gtlenergy.com.

If you have any questions, please visit <https://www.gtlakes.com/faq/>, email easements@gtlenergy.com, or call 1-888-485-2537 ext. 8930, M-F 8 a.m. until 4:30 p.m.

As a token of our appreciation for completing and returning the full notarized easement within 15 days of this email, we'll give you a \$25 e-gift card.

[Schedule your notary appointment](#)

#340-22 MILTON MN2-063
 CUBN
 GREAT LAKES ENERGY

Project is Drawing No. 000 Engineering Project No. 340-22
 Project is Drawing No. 000 Engineering Project No. 340-22



PROPERTY OWNER INDEX

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POLE #9 TO #17
 GRAND RAPIDS, MI, 616-942-7183 / PETOSKEY, MI, 231-439-9683

Copyright © 2023 GRP Engineering, Inc.

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**NORTHWEST EDUCATION SERVICES
AND
MILTON TOWNSHIP**

Agreement for Collection of Summer School Property Taxes

AGREEMENT made this 14th day of November, 2023 by and between the Northwest Education Services, with offices located at 1101 Red Drive , Traverse City, MI, 49684 (hereinafter called "School District") and Milton Township, with offices located at 10984 Lake St., Rapid City, MI 49676, (hereinafter called "Township"), pursuant to 1976 PA 451, as amended, for the providing for the collection by Township of summer levy on all (100%) of School District property taxes for the year 2024.

THE PARTIES AGREE AS FOLLOWS:

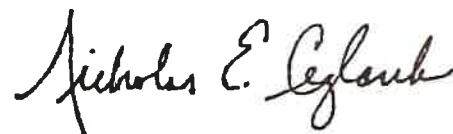
1. The Township agrees to collect all (100%) of the total school property taxes as certified by the School District for levy on July 1, 2024, on property located within the Township.
2. The fee for collecting the School District Summer Tax Levy is included in the per parcel payment as negotiated by the Elk Rapids Public Schools.
3. No later than the third Thursday in June, the School District shall certify to the Township Clerk the school Millage to be levied on property for summer collection in 2024.
4. The Township Treasurer shall account for and deliver summer school tax collections on the same schedule as agreed upon with the Elk Rapids Public Schools. In return for the timely payment, the School District waves any claim to interest earned during the time the money is in Township accounts.
5. General conditions of this agreement negotiated by Township Treasurer and Elk Rapids Public Schools, subject to approval of both Boards.

Northwest Education Services and Milton Township Agreement for Collection of Summer School Property Taxes

Page: 2

TOWNSHIP:

SCHOOL DISTRICT:



(Treasurer)

(Nick Ceglarek, Superintendent)

SIGNATURE AUTHORIZED BY BOARD OF TRUSTEE RESOLUTION OF

SIGNATURE AUTHORIZED BY BOARD OF EDUCATION RESOLUTION OF

2024-04, 2024

November 14, 2023

(Supervisor)

(Clerk)

**ELK RAPIDS SCHOOLS
AND
MILTON TOWNSHIP**

**AGREEMENT FOR COLLECTION OF 2024
SUMMER SCHOOL PROPERTY TAXES**

THIS AGREEMENT made this November 6, 2023, by and between the **ELK RAPIDS SCHOOLS**, 308 Meguzee Point Rd, Elk Rapids, MI 49629 (hereinafter described as "School District") and **MILTON TOWNSHIP**, 7023 Cherry Avenue, Kewadin, MI 49648 (hereinafter described as "Township"), pursuant to 1976 PA 451, as amended, providing for the collection by the Township of a summer tax levy of the total (100%) of School District property taxes for the year 2024.

THE PARTIES AGREE TO THE FOLLOWING:

1. The Township agrees to collect the total school property taxes as certified by the School District for levy on July 1 of each year on property located within the Township.
2. The School District agrees to pay costs for preparation and collection of summer taxes for the School District as follows:
 - a. The collection fee for 2024 will be a \$1.75 per parcel of taxable property (plus the postage rate increase should it become effective prior to the July 1 mailing of the tax bills) within the School District as the cost for preparation of bills and collection of taxes. This fee is also to include the cost of collecting the Northwest Education Services summer tax levy.
 - b. The Township is to submit billing for the total number of parcels with first remittance of tax collections and the School District Business Office will remit to the Township within five (5) business days upon receipt of billing.
3. No later than the second Thursday in June, the School District shall certify to the Township Supervisor the school millage to be levied on property for summer collection.
4. The Township Treasurer agrees to distribute the school tax collection on a timely schedule of 10 business days after the 1st and 15th day of each month as provided in Section 211.43(3)a of the General Property Tax Act.
5. In return for the bi-weekly payment, the School District waives any claim to interest earned during the time the money is in Township accounts.

6. General conditions of this agreement negotiated by the Township Treasurer and School District Superintendent is subject to approval of both Boards.

SIGNED BY:

TOWNSHIP OF MILTON

BY: LIZ ATKINSON
Treasurer

SIGNATURE AUTHORIZED BY
MILTON TOWNSHIP
TRUSTEES' RESOLUTION OF

2024-05

BY: Chris Weinzapfel
Supervisor

ELK RAPIDS PUBLIC SCHOOLS



BY: BRYAN MCKENNA
Superintendent

SIGNATURE AUTHORIZED BY
ELK RAPIDS PUBLIC SCHOOLS'
BOARD OF EDUCATION
RESOLUTION OF November 6,
2023.



BY: Jennifer Brown
President



BY: Sherry Steffen
Secretary

GL NUMBER	DESCRIPTION	2023-24 ACTIVITY THRU 01/31/24	2023-24 APPROVED BUDGET
ESTIMATED REVENUES			
Dept 000			
101-000-402	CURRENT TAX COLLECT	229,751.42	390,293.93
101-000-407	DEL. TAX COLLECTION	4,325.36	
101-000-413	OVER/SHORT	12.00	
101-000-441	LOCAL COMM.STABILIZATION SHARE TA		500.00
101-000-445	PTAF 3% PENALTY	702.05	500.00
101-000-447	PTAF 1%	117,575.78	117,983.28
101-000-476	ZONING PERMITS	7,665.00	10,000.00
101-000-573	LOCAL COMMUNITY STABILIZATION SHA	18.02	
101-000-574	STATE SHARE REVENUE	210,542.12	257,153.00
101-000-607	LAND DIVISION & PUBLIC HEARINGS		500.00
101-000-645	CABLE TV FRANCHISE FEES	36,672.27	58,000.00
101-000-646	STAX COLLECTION FEE	5,552.75	5,000.00
101-000-665	INTEREST EARNED	20,717.58	4,000.00
101-000-666	INTEREST-CD	18,666.15	
101-000-667	RENTALS- OLD TOWN HALL	630.00	4,000.00
101-000-668	ROYALTIES	1,323.56	5,000.00
101-000-669	LIBRARY MILLAGE	8,154.97	
101-000-670	TOWER LEASE	17,782.77	18,500.00
101-000-671	ROAD MILLAGE	159,707.42	271,305.64
101-000-672	AMBULANCE MILLAGE	173,390.98	294,550.96
101-000-673	SALE OF FIXED ASSET	300.00	2,000.00
101-000-674	MISC. REVENUE	16,104.97	500.00
101-000-675	DONATIONS	500.00	
101-000-676	REIMBURSEMENTS	656.65	
101-000-677	REIMB. ZONING	4,050.00	2,000.00
101-000-679	SHORT TERM RENTAL ANNUAL FEE	9,200.00	5,000.00
Totals for dept 000 -		1,044,001.82	1,446,786.81
TOTAL ESTIMATED REVENUES		1,044,001.82	1,446,786.81

GL NUMBER	DESCRIPTION	2023-24 ACTIVITY THRU 01/31/24	2023-24 APPROVED BUDGET
APPROPRIATIONS			
Dept 101 - TOWNSHIP BOARD			
101-101-702	SALARY-TOWNSHIP BOARD	8,393.00	12,500.00
101-101-703	SALARY-CLERICAL	1,365.00	1,850.00
101-101-704	FICA (SS/MED)	739.60	1,100.00
101-101-706	PENSION - VANGUARD	558.80	750.00
101-101-723	MEMBERSHIP	7,717.54	7,000.00
101-101-727	SUPPLIES	7,072.45	7,000.00
101-101-801	LEGAL FEES/PROF SERVICES	31,296.43	40,000.00
101-101-802	AUDIT/CONTRACTS	21,120.00	27,000.00
101-101-900	PUBLISHING	5,232.00	8,000.00
101-101-956	OTHER EXPENSE/TAX TRIBUNALS	155.11	1,500.00
Totals for dept 101 - TOWNSHIP BOARD		83,649.93	106,700.00
Dept 171 - SUPERVISOR			
101-171-702	SALARY-SUPERVISOR	25,351.40	30,421.65
101-171-704	FICA (SS/MED)	2,406.65	3,428.86
101-171-705	HEALTH INSURANCE	6,108.00	14,400.00
101-171-706	PENSION - VANGUARD	2,535.10	3,043.00
101-171-860	MILEAGE	58.50	100.00
101-171-960	EDUCATION/EQUIPMENT	1,666.50	4,000.00
Totals for dept 171 - SUPERVISOR		38,126.15	55,393.51
Dept 191 - ELECTION			
101-191-702	SALARY-ELECTION	387.00	8,000.00
101-191-704	FICA (SOCIAL SEC/MEDICARE)		612.00
101-191-727	SUPPLIES	889.35	2,700.00
101-191-801	LEGAL FEES/PROF SERVICES	615.00	500.00
101-191-860	MILEAGE	32.50	600.00
101-191-900	PUBLISHING	1,357.15	4,000.00
101-191-956	OTHER EXPENSE	90.00	650.00
101-191-960	EDUCATION		325.00
101-191-977	EQUIPMENT	872.74	2,600.00
Totals for dept 191 - ELECTION		4,243.74	19,987.00
Dept 209 - ASSESSOR			
101-209-702	SALARY-ASSESSOR	33,231.00	39,877.16
101-209-704	FICA (SOCIAL SEC/MEDICARE)	1,427.13	3,051.00
101-209-705	HEALTH INSURANCE	13,317.42	14,400.00
101-209-706	PENSION - VANGUARD	3,323.10	3,988.00
101-209-727	SUPPLIES		500.00
101-209-728	POSTAGE	1,618.50	2,000.00
101-209-801	LEGAL FEES/PROF SERVICES		5,000.00
101-209-802	DATA PROCES/CONTRAC	2,121.65	3,000.00
Totals for dept 209 - ASSESSOR		55,038.80	71,816.16
Dept 215 - CLERK			
101-215-702	SALARY-CLERK	27,036.70	32,443.98
101-215-703	SALARY DEPUTY	1,759.50	10,400.00
101-215-704	FICA (SOCIAL SEC/MEDICARE)	2,202.91	3,277.57
101-215-705	HEALTH INSURANCE	7,730.96	14,400.00
101-215-706	PENSION - VANGUARD	2,703.70	3,244.40
101-215-727	SUPPLIES	320.30	1,000.00
101-215-802	CONTRACTS/DATA PROCESSING		2,800.00
101-215-860	MILEAGE		100.00
101-215-956	OTHER EXPENSE		200.00
101-215-960	EDUCATION	200.00	300.00
101-215-977	EQUIPMENT	719.98	500.00
Totals for dept 215 - CLERK		42,674.05	68,665.95
Dept 247 - BOARD OF REVIEW			
101-247-702	SALARY-BOARD OF REVIEW	1,800.00	3,000.00
101-247-704	FICA (SOCIAL SEC/MEDICARE)	137.70	229.50
101-247-727	SUPPLIES	142.81	
101-247-860	MILEAGE		50.00
101-247-900	PUBLISHING	99.00	150.00
101-247-956	OTHER EXPENSE		150.00
101-247-960	EDUCATION		400.00
Totals for dept 247 - BOARD OF REVIEW		2,179.51	3,979.50
Dept 253 - TREASURER			
101-253-702	SALARY-TREASURER	31,423.85	36,706.26
101-253-703	SALARY DEPUTY	11,023.88	10,400.00
101-253-704	FICA (SOCIAL SEC/MEDICARE)	3,845.56	4,705.23
101-253-705	HEALTH INSURANCE	7,821.27	14,400.00
101-253-706	PENSION - VANGUARD	3,058.90	3,671.00
101-253-727	POSTAGE/SUPPLIES	3,089.59	4,500.00

Calculations as of 01/31/2024

GL NUMBER	DESCRIPTION	2023-24 ACTIVITY THRU 01/31/24	2023-24 APPROVED BUDGET
APPROPRIATIONS			
Dept 253 - TREASURER			
101-253-802	DATA PROCESSING	6,739.23	5,500.00
101-253-860	MILEAGE		50.00
101-253-956	OTHER EXPENSE		100.00
101-253-960	EDUCATION	25.00	500.00
101-253-977	EQUIPMENT		400.00
Totals for dept 253 - TREASURER		67,027.28	80,932.49
Dept 265 - OLD TOWNSHIP HALL			
101-265-702	SALARY-OLD TOWN HALL	1,500.00	1,800.00
101-265-704	FICA (SOCIAL SEC/MEDICARE)	103.27	137.70
101-265-727	SUPPLIES	120.56	450.00
101-265-920	UTILITIES	3,009.97	3,200.00
101-265-930	REPAIR/MAINTENANCE	30,187.50	30,000.00
101-265-977	EQUIPMENT		1,000.00
Totals for dept 265 - OLD TOWNSHIP HALL		34,921.30	36,587.70
Dept 268 - TOWNSHIP OFFICE			
101-268-702	SALARY-TOWNSHIP OFFICE	3,911.00	4,427.51
101-268-704	FICA (SOCIAL SEC/MEDICARE)	317.56	338.71
101-268-727	SUPPLIES	3,367.22	6,200.00
101-268-802	CONTRACTS	2,544.63	3,500.00
101-268-850	PHONE/FAX	2,829.45	5,500.00
101-268-851	INTERNET/WEB HOST	1,942.60	1,800.00
101-268-920	UTILITIES	3,377.66	4,500.00
101-268-930	REPAIR/MAINTENANCE	2,547.97	5,000.00
101-268-956	OTHER EXPENSE	50.00	500.00
Totals for dept 268 - TOWNSHIP OFFICE		20,888.09	31,766.22
Dept 276 - CEMETERY			
101-276-702	SALARY-CEMETERY MAINT.	1,600.80	1,812.13
101-276-703	SALARY-CEMETERY SEXTON	1,590.00	2,862.00
101-276-704	FICA (SOCIAL SEC/MEDICARE)	244.07	233.71
101-276-727	SUPPLIES	131.79	250.00
101-276-920	UTILITIES	297.60	400.00
101-276-930	REPAIR/MAINTENANCE	800.00	4,000.00
Totals for dept 276 - CEMETERY		4,664.26	9,557.84
Dept 410 - ZONING			
101-410-702	SALARY-ZONING	10,123.50	12,000.00
101-410-703	SALARY-PLANNING/ZBA	5,370.00	15,000.00
101-410-704	FICA (SOCIAL SEC/MEDICARE)	1,116.97	1,759.50
101-410-723	MAGAZINES/MEMBERSHIPS		50.00
101-410-727	SUPPLIES	316.64	500.00
101-410-801	LEGAL FEES	13,243.53	30,000.00
101-410-802	CONTRACTS/CONSULTANTS	19,255.02	30,000.00
101-410-860	MILEAGE	456.43	1,200.00
101-410-900	PUBLISHING	707.00	3,000.00
101-410-956	OTHER EXPENSE		200.00
101-410-960	EDUCATION		3,000.00
101-410-977	EQUIPMENT		500.00
Totals for dept 410 - ZONING		50,589.09	97,209.50
Dept 434 - AMBULANCE			
101-434-802	AMBULANCE	262,500.00	262,500.00
Totals for dept 434 - AMBULANCE		262,500.00	262,500.00
Dept 446 - ROADS			
101-446-930	ROADS	82,000.00	271,305.64
Totals for dept 446 - ROADS		82,000.00	271,305.64
Dept 448 - STREET & TRAFFIC LIGHTS			
101-448-920	UTILITIES	2,046.92	2,500.00
Totals for dept 448 - STREET & TRAFFIC LIGHTS		2,046.92	2,500.00
Dept 529 - RECYCLING/CLEAN UP DAYS			
101-529-802	CLEAN UP DAY	44,541.25	50,000.00
101-529-804	RECYCLING CENTER	2,434.73	6,000.00
Totals for dept 529 - RECYCLING/CLEAN UP DAYS		46,975.98	56,000.00
Dept 751 - ACCESSES			
101-751-702	SALARY-ACCESSES	1,826.20	2,191.39
101-751-704	FICA (SOCIAL SEC/MEDICARE)	139.70	159.66
101-751-727	SUPPLIES		200.00
101-751-801	LEGAL FEES/PROF SERVICES	187.50	2,000.00
101-751-930	REPAIR/MAINTENANCE	33,944.00	30,000.00

GL NUMBER	DESCRIPTION	2023-24 ACTIVITY THRU 01/31/24	2023-24 APPROVED BUDGET
APPROPRIATIONS			
Dept 751 - ACCESSES			
Totals for dept 751 - ACCESSES		36,097.40	34,551.05
Dept 752 - PARKS			
101-752-702	SALARY-PARKS	18,771.40	22,525.65
101-752-704	FICA (SOCIAL SEC/MEDICARE)	1,788.84	1,641.15
101-752-705	HEALTH INSURANCE	3,911.17	14,400.00
101-752-706	PENSION - VANGUARD	2,977.60	2,146.00
101-752-722	GAS ALLOWANCE	1,666.70	2,000.00
101-752-727	SUPPLIES	598.76	2,000.00
101-752-802	CONSULTANTS/PROF SERVICES	2,188.50	15,000.00
101-752-803	OPERATIONAL EXPENSES	427.21	
101-752-920	UTILITIES	4,082.85	5,000.00
101-752-930	REPAIR/MAINTENANCE	15,453.46	45,000.00
101-752-956	OTHER EXPENSE	161.34	5,000.00
101-752-971	CAPITAL OUTLAY		5,000.00
101-752-978	FIXED ASSETS	7,387.67	3,800.00
Totals for dept 752 - PARKS		59,415.50	123,512.80
Dept 790 - LIBRARY			
101-790-803	LIBRARY MILLAGE	8,154.97	
Totals for dept 790 - LIBRARY		8,154.97	
Dept 865 - INSURANCE			
101-865-910	LIABILITY INSURANCE	41,292.00	40,000.00
101-865-915	HEALTH INS.		
Totals for dept 865 - INSURANCE		41,292.00	40,000.00
Dept 970 - MISCELLANEOUS			
101-970-890	CONTINGENCY		25,000.00
Totals for dept 970 - MISCELLANEOUS			25,000.00
TOTAL APPROPRIATIONS		942,484.97	1,397,965.36
NET OF REVENUES/APPROPRIATIONS - FUND 101		101,516.85	48,821.45
BEGINNING FUND BALANCE		1,773,803.94	1,773,803.94
FUND BALANCE ADJUSTMENTS		675.00	675.00
ENDING FUND BALANCE		1,875,995.79	1,823,300.39

JE #	Date	Description	Reference #	OFFSETTING GL	DEBIT	CREDIT
101-101-702 SALARY-TOWNSHIP BOARD						
Journal PR: Payroll						
13813	01/01/2024	JANUARY PAYROLL	1070	Multiple	240.00	
13813	01/01/2024	JANUARY PAYROLL	1070	Multiple	279.40	
13813	01/01/2024	JANUARY PAYROLL	1070	Multiple	279.40	
Journal Totals					798.80	0.00
Totals for 101-101-702					798.80	0.00
Balance 01/01/24:				7,594.20		
Net Change:				798.80		
Balance 01/31/24:				8,393.00		
101-101-703 SALARY-CLERICAL						
Journal PR: Payroll						
13813	01/01/2024	JANUARY PAYROLL	1070	Multiple	105.00	
Journal Totals					105.00	0.00
Totals for 101-101-703					105.00	0.00
Balance 01/01/24:				1,260.00		
Net Change:				105.00		
Balance 01/31/24:				1,365.00		
101-101-704 FICA (SS/MED)						
Journal PR: Payroll						
13813	01/01/2024	JANUARY PAYROLL	1070	Multiple	11.48	
13813	01/01/2024	JANUARY PAYROLL	1070	Multiple	21.37	
13813	01/01/2024	JANUARY PAYROLL	1070	Multiple	21.37	
13813	01/01/2024	JANUARY PAYROLL	1070	Multiple	8.03	
Journal Totals					62.25	0.00
Totals for 101-101-704					62.25	0.00
Balance 01/01/24:				677.35		
Net Change:				62.25		
Balance 01/31/24:				739.60		
101-101-706 PENSION - VANGUARD						
Journal GJ: General Journal						
3854	01/02/2024	VANGUARD	1081	Multiple	27.94	
3854	01/02/2024	VANGUARD	1081	Multiple	27.94	
Journal Totals					55.88	0.00
Totals for 101-101-706					55.88	0.00
Balance 01/01/24:				502.92		
Net Change:				55.88		
Balance 01/31/24:				558.80		
101-101-723 MEMBERSHIP						
Journal AP: Accounts Payable						
3669	01/01/2024	State of Michigan - MiDeal	1-2024	101-000-202	180.00	
Journal Totals					180.00	0.00
Totals for 101-101-723					180.00	0.00
Balance 01/01/24:				7,537.54		
Net Change:				180.00		
Balance 01/31/24:				7,717.54		
101-101-727 SUPPLIES						
Journal AP: Accounts Payable						
3670	01/01/2024	TROPHY TROLLEY	62393	101-000-202	44.00	
3774	01/05/2024	Village Market - Elk Rapids	888999994089	101-000-202	28.45	
Journal Totals					72.45	0.00
Totals for 101-101-727					72.45	0.00
Balance 01/01/24:				7,000.00		
Net Change:				72.45		
Balance 01/31/24:				7,072.45		

User: Liz
 DB: Milton Township

JE #	Date	Description	Reference #	OFFSETTING GL	DEBIT	CREDIT
101-101-801 LEGAL FEES/PROF SERVICES						
Journal AP: Accounts Payable						
13671	01/01/2024	WADE TRIM, INC.	3031434	101-000-202	5,028.88	
13672	01/01/2024	William F. Derman Jr.	12/2023	Multiple	262.50	
13672	01/01/2024	William F. Derman Jr.	12/2023	Multiple	75.00	
13672	01/01/2024	William F. Derman Jr.	12/2023	Multiple	262.50	
13672	01/01/2024	William F. Derman Jr.	12/2023	Multiple	562.50	
Journal Totals					6,191.38	0.00
Totals for 101-101-801					6,191.38	0.00
Balance 01/01/24:					25,105.05	
Net Change:					6,191.38	
Balance 01/31/24:					31,296.43	
101-101-802 AUDIT/CONTRACTS						
Journal AP: Accounts Payable						
13744	01/04/2024	SOUTH TORCH LAKE FIRE	1-2024	101-000-202	174.00	
13745	01/04/2024	U.S. POSTAL SERVICE	1-2024	101-000-202	108.00	
Journal Totals					282.00	0.00
Journal GJ: General Journal						
13922	01/31/2024	FEBRUARY PAYROLL	1091	Multiple	577.00	
Journal Totals					577.00	0.00
Totals for 101-101-802					859.00	0.00
Balance 01/01/24:					20,261.00	
Net Change:					859.00	
Balance 01/31/24:					21,120.00	
101-101-900 PUBLISHING						
Journal AP: Accounts Payable						
13666	01/01/2024	Elk Rapids News	12/1/2023	101-000-202	280.50	
13738	01/04/2024	Elk Rapids News	1-2024	Multiple	132.00	
Journal Totals					412.50	0.00
Totals for 101-101-900					412.50	0.00
Balance 01/01/24:					4,819.50	
Net Change:					412.50	
Balance 01/31/24:					5,232.00	
101-101-956 OTHER EXPENSE/TAX TRIBUNALS						
Journal AP: Accounts Payable						
13664	01/01/2024	Antrim County Treasurer	5599	Multiple	5.40	
Journal Totals					5.40	0.00
Journal GJ: General Journal						
13918	01/30/2024	STOP PAYMENT FEE - CK#33543	1090	101-000-001	30.00	
Journal Totals					30.00	0.00
Totals for 101-101-956					35.40	0.00
Balance 01/01/24:					119.71	
Net Change:					35.40	
Balance 01/31/24:					155.11	
01-171-702 SALARY-SUPERVISOR						
Journal GJ: General Journal						
3817	01/15/2024	RECLASSIFY JANUARY	1074	101-171-705		610.80
Journal Totals					0.00	610.80
Journal PR: Payroll						
3813	01/01/2024	JANUARY PAYROLL	1070	Multiple	2,535.14	
3813	01/01/2024	JANUARY PAYROLL	1070	Multiple	610.80	
Journal Totals					3,145.94	0.00
Totals for 101-171-702					3,145.94	610.80
Balance 01/01/24:					22,816.26	
Net Change:					2,535.14	
Balance 01/31/24:					25,351.40	

01-171-704 FICA (SS/MED)

JE #	Date	Description	Reference #	OFFSETTING GL	DEBIT	CREDIT
101-171-704 FICA (SS/MED)						
Journal PR: Payroll						
13813	01/01/2024	JANUARY PAYROLL	1070	Multiple	240.67	
Journal Totals					240.67	0.00
Totals for 101-171-704					240.67	0.00
Balance 01/01/24:				2,165.98		
Net Change:				240.67		
Balance 01/31/24:				2,406.65		
101-171-705 HEALTH INSURANCE						
Journal GJ: General Journal						
13817	01/15/2024	RECLASSIFY JANUARY	1074	101-171-702	610.80	
Journal Totals					610.80	0.00
Totals for 101-171-705					610.80	0.00
Balance 01/01/24:				5,497.20		
Net Change:				610.80		
Balance 01/31/24:				6,108.00		
101-171-706 PENSION - VANGUARD						
Journal GJ: General Journal						
13854	01/02/2024	VANGUARD	1081	Multiple	253.51	
Journal Totals					253.51	0.00
Totals for 101-171-706					253.51	0.00
Balance 01/01/24:				2,281.59		
Net Change:				253.51		
Balance 01/31/24:				2,535.10		
101-191-727 SUPPLIES						
Journal AP: Accounts Payable						
13665	01/01/2024	ELECTION SOURCE	23-4682	101-000-202	575.64	
13773	01/05/2024	STAPLES	7622549187	Multiple	24.36	
Journal Totals					600.00	0.00
Totals for 101-191-727					600.00	0.00
Balance 01/01/24:				289.35		
Net Change:				600.00		
Balance 01/31/24:				889.35		
101-191-801 LEGAL FEES/PROF SERVICES						
Journal AP: Accounts Payable						
13737	01/04/2024	ELECTION SOURCE	23-5222	Multiple	375.00	
13737	01/04/2024	ELECTION SOURCE	23-5222	Multiple	240.00	
Journal Totals					615.00	0.00
Totals for 101-191-801					615.00	0.00
Balance 01/01/24:				0.00		
Net Change:				615.00		
Balance 01/31/24:				615.00		
101-191-900 PUBLISHING						
Journal AP: Accounts Payable						
13738	01/04/2024	Elk Rapids News	1-2024	Multiple	363.00	
13786	01/08/2024	KCI	330538	Multiple	747.34	
13786	01/08/2024	KCI	330538	Multiple	246.81	
Journal Totals					1,357.15	0.00
Totals for 101-191-900					1,357.15	0.00
Balance 01/01/24:				0.00		
Net Change:				1,357.15		
Balance 01/31/24:				1,357.15		
101-209-702 SALARY-ASSESSOR						
Journal PR: Payroll						
13813	01/01/2024	JANUARY PAYROLL	1070	Multiple	3,323.10	

User: Liz
 DB: Milton Township

JE #	Date	Description	Reference #	OFFSETTING GL	DEBIT	CREDIT
101-209-702 SALARY-ASSESSOR Journal PR: Payroll						
Journal Totals					3,323.10	0.00
Totals for 101-209-702					3,323.10	0.00
		Balance 01/01/24:			29,907.90	
		Net Change:			3,323.10	
		Balance 01/31/24:			33,231.00	

101-209-704 FICA (SOCIAL SEC/MEDICARE) Journal PR: Payroll						
13813	01/01/2024	JANUARY PAYROLL	1070	Multiple	142.71	
Journal Totals					142.71	0.00
Totals for 101-209-704					142.71	0.00
		Balance 01/01/24:			1,284.42	
		Net Change:			142.71	
		Balance 01/31/24:			1,427.13	

101-209-705 HEALTH INSURANCE Journal AP: Accounts Payable						
13883	01/24/2024	Priority Health	240180000303	101-000-202	1,118.10	
Journal Totals					1,118.10	0.00
Journal GJ: General Journal						
13814	01/15/2024	RECLASSIFY DECEMBER	1071	Multiple	2,657.56	
13815	01/15/2024	RECLASSIFY OCTOBER	1072	Multiple	2,657.56	
13816	01/15/2024	RECLASSIFY NOVEMBER	1073	Multiple	2,657.56	
13819	01/15/2024	RECLASSIFY DECEMBER	1076	Multiple		1,890.51
13819	01/15/2024	RECLASSIFY DECEMBER	1076	Multiple	2,856.88	
Journal Totals					10,829.56	1,890.51
Journal PR: Payroll						
13813	01/01/2024	JANUARY PAYROLL	1070	Multiple		1,457.56
Journal Totals					0.00	1,457.56
Totals for 101-209-705					11,947.66	3,348.07
		Balance 01/01/24:			4,717.83	
		Net Change:			8,599.59	
		Balance 01/31/24:			13,317.42	

101-209-706 PENSION - VANGUARD Journal GJ: General Journal						
13854	01/02/2024	VANGUARD	1081	Multiple	332.31	
Journal Totals					332.31	0.00
Totals for 101-209-706					332.31	0.00
		Balance 01/01/24:			2,990.79	
		Net Change:			332.31	
		Balance 01/31/24:			3,323.10	

101-209-728 POSTAGE Journal AP: Accounts Payable						
13800	01/09/2024	KCI	1-2024	101-000-202	1,618.50	
Journal Totals					1,618.50	0.00
Totals for 101-209-728					1,618.50	0.00
		Balance 01/01/24:			0.00	
		Net Change:			1,618.50	
		Balance 01/31/24:			1,618.50	

101-209-802 DATA PROCES/CONTRAC Journal AP: Accounts Payable						
3664	01/01/2024	Antrim County Treasurer	5599	Multiple	119.85	
Journal Totals					119.85	0.00

User: Liz
 DB: Milton Township

JE #	Date	Description	Reference #	OFFSETTING GL	DEBIT	CREDIT
101-209-802 DATA PROCES/CONTRAC						
Totals for 101-209-802					119.85	0.00
		Balance 01/01/24:		2,001.80		
		Net Change:		119.85		
		Balance 01/31/24:		2,121.65		

101-215-702 SALARY-CLERK						
Journal GJ: General Journal						
13818	01/15/2024	RECLASSIFY JANUARY	1075	101-215-703		724.50
Journal Totals					0.00	724.50
Journal PR: Payroll						
13813	01/01/2024	JANUARY PAYROLL	1070	Multiple	724.50	
13813	01/01/2024	JANUARY PAYROLL	1070	Multiple	2,703.67	
Journal Totals					3,428.17	0.00
Totals for 101-215-702					3,428.17	724.50
		Balance 01/01/24:		24,333.03		
		Net Change:		2,703.67		
		Balance 01/31/24:		27,036.70		

101-215-703 SALARY DEPUTY						
Journal GJ: General Journal						
13818	01/15/2024	RECLASSIFY JANUARY	1075	101-215-702	724.50	
Journal Totals					724.50	0.00
Totals for 101-215-703					724.50	0.00
		Balance 01/01/24:		1,035.00		
		Net Change:		724.50		
		Balance 01/31/24:		1,759.50		

101-215-704 FICA (SOCIAL SEC/MEDICARE)						
Journal PR: Payroll						
13813	01/01/2024	JANUARY PAYROLL	1070	Multiple	55.43	
13813	01/01/2024	JANUARY PAYROLL	1070	Multiple	206.83	
Journal Totals					262.26	0.00
Totals for 101-215-704					262.26	0.00
		Balance 01/01/24:		1,940.65		
		Net Change:		262.26		
		Balance 01/31/24:		2,202.91		

101-215-705 HEALTH INSURANCE						
Journal GJ: General Journal						
13814	01/15/2024	RECLASSIFY DECEMBER	1071	Multiple	966.36	
13815	01/15/2024	RECLASSIFY OCTOBER	1072	Multiple	966.37	
13816	01/15/2024	RECLASSIFY NOVEMBER	1073	Multiple	966.37	
13819	01/15/2024	RECLASSIFY DECEMBER	1076	Multiple		966.37
13861	01/22/2024	RECLASSIFY	1082	101-865-915	0.01	
Journal Totals					2,899.11	966.37
Totals for 101-215-705					2,899.11	966.37
		Balance 01/01/24:		5,798.22		
		Net Change:		1,932.74		
		Balance 01/31/24:		7,730.96		

101-215-706 PENSION - VANGUARD						
Journal GJ: General Journal						
13854	01/02/2024	VANGUARD	1081	Multiple	270.37	
Journal Totals					270.37	0.00
Totals for 101-215-706					270.37	0.00
		Balance 01/01/24:		2,433.33		
		Net Change:		270.37		
		Balance 01/31/24:		2,703.70		

101-215-727 SUPPLIES

ACTIVITY BY GL/JOURNAL REPORT
 FROM 101-101-702 TO 101-970-977
 TRANSACTIONS FROM 01/01/2024 TO 01/31/2024

JE #	Date	Description	Reference #	OFFSETTING GL	DEBIT	CREDIT
101-215-727 SUPPLIES						
Journal AP: Accounts Payable						
13769	01/05/2024	Gill-Roy's	2312-717166	101-000-202	5.02	
13773	01/05/2024	STAPLES	7622549187	Multiple	3.89	
13773	01/05/2024	STAPLES	7622549187	Multiple	21.99	
Journal Totals					30.90	0.00
Totals for 101-215-727					30.90	0.00
Balance 01/01/24:				289.40		
Net Change:				30.90		
Balance 01/31/24:				320.30		

101-215-977 EQUIPMENT						
Journal AP: Accounts Payable						
13773	01/05/2024	STAPLES	7622549187	Multiple	719.98	
Journal Totals					719.98	0.00
Totals for 101-215-977					719.98	0.00
Balance 01/01/24:				0.00		
Net Change:				719.98		
Balance 01/31/24:				719.98		

101-253-702 SALARY-TREASURER						
Journal PR: Payroll						
13813	01/01/2024	JANUARY PAYROLL	1070	Multiple	3,058.86	
13813	01/01/2024	JANUARY PAYROLL	1070	Multiple	835.25	
Journal Totals					3,894.11	0.00
Totals for 101-253-702					3,894.11	0.00
Balance 01/01/24:				27,529.74		
Net Change:				3,894.11		
Balance 01/31/24:				31,423.85		

101-253-703 SALARY DEPUTY						
Journal PR: Payroll						
13813	01/01/2024	JANUARY PAYROLL	1070	Multiple	1,558.00	
Journal Totals					1,558.00	0.00
Totals for 101-253-703					1,558.00	0.00
Balance 01/01/24:				9,465.88		
Net Change:				1,558.00		
Balance 01/31/24:				11,023.88		

101-253-704 FICA (SOCIAL SEC/MEDICARE)						
Journal PR: Payroll						
13813	01/01/2024	JANUARY PAYROLL	1070	Multiple	119.19	
13813	01/01/2024	JANUARY PAYROLL	1070	Multiple	297.89	
Journal Totals					417.08	0.00
Totals for 101-253-704					417.08	0.00
Balance 01/01/24:				3,428.48		
Net Change:				417.08		
Balance 01/31/24:				3,845.56		

01-253-706 PENSION - VANGUARD						
Journal GJ: General Journal						
3854	01/02/2024	VANGUARD	1081	Multiple	305.89	
Journal Totals					305.89	0.00
Totals for 101-253-706					305.89	0.00
Balance 01/01/24:				2,753.01		
Net Change:				305.89		
Balance 01/31/24:				3,058.90		

01-253-960 EDUCATION						
Journal AP: Accounts Payable						
3740	01/04/2024	Michigan Townships Association 244831		101-000-202	25.00	

User: Liz
DB: Milton Township

JE #	Date	Description	Reference #	OFFSETTING GL	DEBIT	CREDIT
101-253-960 EDUCATION						
Journal AP: Accounts Payable						
Journal Totals					25.00	0.00
Totals for 101-253-960					25.00	0.00
Balance 01/01/24:					0.00	
Net Change:					25.00	
Balance 01/31/24:					25.00	

101-265-702 SALARY-OLD TOWN HALL						
Journal PR: Payroll						
13813	01/01/2024	JANUARY PAYROLL	1070	Multiple	150.00	
Journal Totals					150.00	0.00
Totals for 101-265-702					150.00	0.00
Balance 01/01/24:					1,350.00	
Net Change:					150.00	
Balance 01/31/24:					1,500.00	

101-265-920 UTILITIES						
Journal AP: Accounts Payable						
13736	01/04/2024	DTE Energy	1-2024	Multiple	122.49	
13747	01/04/2024	VILLAGE OF ELK RAPIDS	1-2024	Multiple	54.05	
13856	01/22/2024	Consumers Energy	1-2024	Multiple	297.45	
Journal Totals					473.99	0.00
Totals for 101-265-920					473.99	0.00
Balance 01/01/24:					2,535.98	
Net Change:					473.99	
Balance 01/31/24:					3,009.97	

101-268-702 SALARY-TOWNSHIP OFFICE						
Journal PR: Payroll						
13813	01/01/2024	JANUARY PAYROLL	1070	Multiple	391.10	
Journal Totals					391.10	0.00
Totals for 101-268-702					391.10	0.00
Balance 01/01/24:					3,519.90	
Net Change:					391.10	
Balance 01/31/24:					3,911.00	

101-268-704 FICA (SOCIAL SEC/MEDICARE)						
Journal PR: Payroll						
.3813	01/01/2024	JANUARY PAYROLL	1070	Multiple	18.36	
.3813	01/01/2024	JANUARY PAYROLL	1070	Multiple	29.92	
Journal Totals					48.28	0.00
Totals for 101-268-704					48.28	0.00
Balance 01/01/24:					269.28	
Net Change:					48.28	
Balance 01/31/24:					317.56	

101-268-802 CONTRACTS						
Journal AP: Accounts Payable						
.3746	01/04/2024	VC3 INC	134519	Multiple	8.30	
.3746	01/04/2024	VC3 INC	134519	Multiple	25.00	
.3784	01/08/2024	GFL ENVIRONMENTAL	0064154921	101-000-202	87.84	
.3785	01/08/2024	Great Lakes Business Systems	SC101202	101-000-202	85.28	
.3855	01/22/2024	CANON FINANCIAL SERVICES	31880261	101-000-202	68.69	
Journal Totals					275.11	0.00
Totals for 101-268-802					275.11	0.00
Balance 01/01/24:					2,269.52	
Net Change:					275.11	
Balance 01/31/24:					2,544.63	

01-268-920 UTILITIES

ACTIVITY BY GL/JOURNAL REPORT
FROM 101-101-702 TO 101-970-977
TRANSACTIONS FROM 01/01/2024 TO 01/31/2024

JE #	Date	Description	Reference #	OFFSETTING GL	DEBIT	CREDIT
101-268-920 UTILITIES						
Journal AP: Accounts Payable						
13736	01/04/2024	DTE Energy	1-2024	Multiple	207.50	
13856	01/22/2024	Consumers Energy	1-2024	Multiple	236.23	
Journal Totals					443.73	0.00
Totals for 101-268-920					443.73	0.00
Balance 01/01/24:				2,933.93		
Net Change:				443.73		
Balance 01/31/24:				3,377.66		

101-268-930 REPAIR/MAINTENANCE						
Journal AP: Accounts Payable						
13668	01/01/2024	PARALLEL PLUMBING SERVICES	7255	101-000-202	352.00	
13768	01/05/2024	DANIEL BOALS	1-2024	Multiple	75.00	
Journal Totals					427.00	0.00
Totals for 101-268-930					427.00	0.00
Balance 01/01/24:				2,120.97		
Net Change:				427.00		
Balance 01/31/24:				2,547.97		

101-276-702 SALARY-CEMETERY MAINT.						
Journal PR: Payroll						
13813	01/01/2024	JANUARY PAYROLL	1070	Multiple	160.08	
Journal Totals					160.08	0.00
Totals for 101-276-702					160.08	0.00
Balance 01/01/24:				1,440.72		
Net Change:				160.08		
Balance 01/31/24:				1,600.80		

101-276-704 FICA (SOCIAL SEC/MEDICARE)						
Journal PR: Payroll						
13813	01/01/2024	JANUARY PAYROLL	1070	Multiple	12.25	
Journal Totals					12.25	0.00
Totals for 101-276-704					12.25	0.00
Balance 01/01/24:				231.82		
Net Change:				12.25		
Balance 01/31/24:				244.07		

101-410-702 SALARY-ZONING						
Journal PR: Payroll						
13813	01/01/2024	JANUARY PAYROLL	1070	Multiple	75.00	
13813	01/01/2024	JANUARY PAYROLL	1070	Multiple	1,020.00	
13813	01/01/2024	JANUARY PAYROLL	1070	Multiple	50.00	
13813	01/01/2024	JANUARY PAYROLL	1070	Multiple	115.00	
13813	01/01/2024	JANUARY PAYROLL	1070	Multiple	75.00	
Journal Totals					1,335.00	0.00
Totals for 101-410-702					1,335.00	0.00
Balance 01/01/24:				8,788.50		
Net Change:				1,335.00		
Balance 01/31/24:				10,123.50		

101-410-703 SALARY-PLANNING/ZBA						
Journal PR: Payroll						
13813	01/01/2024	JANUARY PAYROLL	1070	Multiple	140.00	
13813	01/01/2024	JANUARY PAYROLL	1070	Multiple	75.00	
Journal Totals					215.00	0.00
Totals for 101-410-703					215.00	0.00
Balance 01/01/24:				5,155.00		
Net Change:				215.00		
Balance 01/31/24:				5,370.00		

JE #	Date	Description	Reference #	OFFSETTING GL	DEBIT	CREDIT
101-410-704 FICA (SOCIAL SEC/MEDICARE)						
Journal PR: Payroll						
13813	01/01/2024	JANUARY PAYROLL	1070	Multiple	3.83	
13813	01/01/2024	JANUARY PAYROLL	1070	Multiple	5.74	
13813	01/01/2024	JANUARY PAYROLL	1070	Multiple	5.74	
13813	01/01/2024	JANUARY PAYROLL	1070	Multiple	10.71	
13813	01/01/2024	JANUARY PAYROLL	1070	Multiple	5.74	
13813	01/01/2024	JANUARY PAYROLL	1070	Multiple	78.03	
13813	01/01/2024	JANUARY PAYROLL	1070	Multiple	8.80	
Journal Totals					118.59	0.00
Totals for 101-410-704					118.59	0.00
Balance 01/01/24:				998.38		
Net Change:				118.59		
Balance 01/31/24:				1,116.97		

101-410-801 LEGAL FEES						
Journal AP: Accounts Payable						
13743	01/04/2024	PEZZETTI, VERMETTEN & POPOVITS 395065		101-000-202	552.50	
Journal Totals					552.50	0.00
Totals for 101-410-801					552.50	0.00
Balance 01/01/24:				12,691.03		
Net Change:				552.50		
Balance 01/31/24:				13,243.53		

101-410-900 PUBLISHING						
Journal AP: Accounts Payable						
13738	01/04/2024	Elk Rapids News	1-2024	Multiple	366.00	
Journal Totals					366.00	0.00
Totals for 101-410-900					366.00	0.00
Balance 01/01/24:				341.00		
Net Change:				366.00		
Balance 01/31/24:				707.00		

101-448-920 UTILITIES						
Journal AP: Accounts Payable						
13767	01/05/2024	Consumers Energy	1-2024	Multiple	26.26	
13767	01/05/2024	Consumers Energy	1-2024	Multiple	93.52	
13857	01/22/2024	Great Lakes Energy	1-2024	101-000-202	12.65	
13880	01/24/2024	Great Lakes Energy	1-2024	Multiple	12.65	
13880	01/24/2024	Great Lakes Energy	1-2024	Multiple	12.65	
13880	01/24/2024	Great Lakes Energy	1-2024	Multiple	13.00	
13880	01/24/2024	Great Lakes Energy	1-2024	Multiple	13.00	
13880	01/24/2024	Great Lakes Energy	1-2024	Multiple	13.00	
Journal Totals					196.73	0.00
Totals for 101-448-920					196.73	0.00
Balance 01/01/24:				1,850.19		
Net Change:				196.73		
Balance 01/31/24:				2,046.92		

101-529-804 RECYCLING CENTER						
Journal AP: Accounts Payable						
13768	01/05/2024	DANIEL BOALS	1-2024	Multiple	100.00	
Journal Totals					100.00	0.00
Totals for 101-529-804					100.00	0.00
Balance 01/01/24:				2,334.73		
Net Change:				100.00		
Balance 01/31/24:				2,434.73		

101-751-702 SALARY-ACCESSES						
Journal PR: Payroll						
13813	01/01/2024	JANUARY PAYROLL	1070	Multiple	182.62	
Journal Totals					182.62	0.00

User: Liz

FROM 101-101-702 TO 101-970-977

DB: Milton Township

TRANSACTIONS FROM 01/01/2024 TO 01/31/2024

JE #	Date	Description	Reference #	OFFSETTING GL	DEBIT	CREDIT
101-751-702 SALARY-ACCESSES						
Totals for 101-751-702					182.62	0.00
		Balance 01/01/24:		1,643.58		
		Net Change:		182.62		
		Balance 01/31/24:		1,826.20		
101-751-704 FICA (SOCIAL SEC/MEDICARE)						
Journal PR: Payroll						
13813	01/01/2024	JANUARY PAYROLL	1070	Multiple	13.97	
Journal Totals					13.97	0.00
Totals for 101-751-704					13.97	0.00
		Balance 01/01/24:		125.73		
		Net Change:		13.97		
		Balance 01/31/24:		139.70		
101-751-930 REPAIR/MAINTENANCE						
Journal AP: Accounts Payable						
13772	01/05/2024	LAKE SHORE MARINE CONSTRUCTION 1-2024		101-000-202	32,244.00	
Journal Totals					32,244.00	0.00
Totals for 101-751-930					32,244.00	0.00
		Balance 01/01/24:		1,700.00		
		Net Change:		32,244.00		
		Balance 01/31/24:		33,944.00		
101-752-702 SALARY-PARKS						
Journal PR: Payroll						
13813	01/01/2024	JANUARY PAYROLL	1070	Multiple	1,877.14	
Journal Totals					1,877.14	0.00
Totals for 101-752-702					1,877.14	0.00
		Balance 01/01/24:		16,894.26		
		Net Change:		1,877.14		
		Balance 01/31/24:		18,771.40		
101-752-704 FICA (SOCIAL SEC/MEDICARE)						
Journal PR: Payroll						
.3813	01/01/2024	JANUARY PAYROLL	1070	Multiple	12.75	
.3813	01/01/2024	JANUARY PAYROLL	1070	Multiple	27.45	
.3813	01/01/2024	JANUARY PAYROLL	1070	Multiple	143.60	
Journal Totals					183.80	0.00
Totals for 101-752-704					183.80	0.00
		Balance 01/01/24:		1,605.04		
		Net Change:		183.80		
		Balance 01/31/24:		1,788.84		
101-752-705 HEALTH INSURANCE						
Journal PR: Payroll						
.3813	01/01/2024	JANUARY PAYROLL	1070	Multiple	358.80	
Journal Totals					358.80	0.00
Totals for 101-752-705					358.80	0.00
		Balance 01/01/24:		3,552.37		
		Net Change:		358.80		
		Balance 01/31/24:		3,911.17		
101-752-706 PENSION - VANGUARD						
Journal GJ: General Journal						
3854	01/02/2024	VANGUARD	1081	Multiple	297.76	
Journal Totals					297.76	0.00

JE #	Date	Description	Reference #	OFFSETTING GL	DEBIT	CREDIT
101-752-706 PENSION - VANGUARD						
Totals for 101-752-706					297.76	0.00
		Balance 01/01/24:			2,679.84	
		Net Change:			297.76	
		Balance 01/31/24:			2,977.60	

101-752-722 GAS ALLOWANCE						
Journal PR: Payroll						
13813	01/01/2024	JANUARY PAYROLL	1070	Multiple	166.67	
Journal Totals					166.67	0.00
Totals for 101-752-722					166.67	0.00
		Balance 01/01/24:			1,500.03	
		Net Change:			166.67	
		Balance 01/31/24:			1,666.70	

101-752-920 UTILITIES						
Journal AP: Accounts Payable						
13747	01/04/2024	VILLAGE OF ELK RAPIDS	1-2024	Multiple	54.05	
13856	01/22/2024	Consumers Energy	1-2024	Multiple	8.17	
13856	01/22/2024	Consumers Energy	1-2024	Multiple	29.38	
13856	01/22/2024	Consumers Energy	1-2024	Multiple	28.99	
Journal Totals					120.59	0.00
Totals for 101-752-920					120.59	0.00
		Balance 01/01/24:			3,962.26	
		Net Change:			120.59	
		Balance 01/31/24:			4,082.85	

101-752-930 REPAIR/MAINTENANCE						
Journal AP: Accounts Payable						
13768	01/05/2024	DANIEL BOALS	1-2024	Multiple	87.50	
Journal Totals					87.50	0.00
Totals for 101-752-930					87.50	0.00
		Balance 01/01/24:			15,365.96	
		Net Change:			87.50	
		Balance 01/31/24:			15,453.46	

101-865-915 HEALTH INS.						
Journal GJ: General Journal						
.3814	01/15/2024	RECLASSIFY DECEMBER	1071	Multiple		966.36
.3814	01/15/2024	RECLASSIFY DECEMBER	1071	Multiple		2,657.56
.3815	01/15/2024	RECLASSIFY OCTOBER	1072	Multiple		3,623.93
.3816	01/15/2024	RECLASSIFY NOVEMBER	1073	Multiple		3,623.93
.3861	01/22/2024	RECLASSIFY	1082	101-215-705		0.01
Journal Totals					0.00	10,871.79
Totals for 101-865-915					0.00	10,871.79
		Balance 01/01/24:			10,871.79	
		Net Change:			(10,871.79)	
		Balance 01/31/24:			0.00	

GL NUMBER	DESCRIPTION	2023-24 ACTIVITY THRU 01/31/24	2023-24 APPROVED BUDGET
ESTIMATED REVENUES			
Dept 000			
206-000-402	CURRENT TAX COLLECT	188,665.04	314,101.95
206-000-665	INTEREST EARNED	10,868.18	
206-000-671	FIRE GRANT AWARDS	1,565.00	
206-000-673	SALE OF FIXED ASSET	17,770.00	
206-000-674	MISC REVENUE	120.00	
206-000-675	DONATIONS	675.00	
206-000-676	REIMBURSEMENTS	425.00	
Totals for dept 000 -		220,088.22	314,101.95
TOTAL ESTIMATED REVENUES		220,088.22	314,101.95

Calculations as of 01/31/2024

GL NUMBER	DESCRIPTION	2023-24 ACTIVITY THRU 01/31/24	2023-24 APPROVED BUDGET
APPROPRIATIONS			
Dept 336 - FIRE EXPENSES			
206-336-702	SALARY	45,641.73	75,000.00
206-336-703	SALARY-FIRE CHIEF	11,269.14	15,025.50
206-336-704	SOC.SECURITY/MEDICARE	5,000.85	5,000.00
206-336-705	SALARY - MAINT.	3,300.21	4,410.00
206-336-723	MEMBERSHIP	3,720.99	5,000.00
206-336-727	SUPPLIES	6,892.52	10,000.00
206-336-729	APPARATUS FUEL	2,889.83	5,000.00
206-336-801	LEGAL FEES/PROF SERVICES		1,000.00
206-336-802	SERVICE CONTRACTS	546.57	750.00
206-336-850	PHONE/INTERNET	2,929.30	5,000.00
206-336-860	MILEAGE		500.00
206-336-890	CONTINGENCY		1,000.00
206-336-900	PUBLISHING	234.00	500.00
206-336-910	INSURANCE	2,192.00	3,000.00
206-336-920	UTILITIES	6,363.68	10,000.00
206-336-930	REPAIR/MAINTENANCE	45,261.23	65,000.00
206-336-955	GRANT PROJECT	14,071.26	
206-336-956	PHYSICALS	5,670.60	10,000.00
206-336-957	UNIFORMS		1,000.00
206-336-959	MISC. EXPENSE	1,891.51	2,000.00
206-336-960	EDUCATION	168.00	1,500.00
206-336-970	CAPITAL OUTLAY EXPENSES	6,674.21	20,000.00
206-336-971	CAPITAL OUTLAY		37,416.45
206-336-976	BUILDING/GROUNDS	16,497.14	15,000.00
206-336-977	EQUIPMENT	10,623.76	15,000.00
Totals for dept 336 - FIRE EXPENSES		191,838.53	308,101.95
Dept 862 - EMPLOYER EXPENSE			
206-862-714	MERS RETIREMENT EXPENSE	5,250.00	6,000.00
Totals for dept 862 - EMPLOYER EXPENSE		5,250.00	6,000.00
TOTAL APPROPRIATIONS		197,088.53	314,101.95
NET OF REVENUES/APPROPRIATIONS - FUND 206		22,999.69	
BEGINNING FUND BALANCE		795,694.88	795,694.88
ENDING FUND BALANCE		818,694.57	795,694.88

JE #	Date	Description	Reference #	OFFSETTING GL	DEBIT	CREDIT
206-336-704 SOC.SECURITY/MEDICARE						
Journal PR: Payroll						
13813	01/01/2024	JANUARY PAYROLL	1070	Multiple	28.04	
Journal Totals					28.04	0.00
Totals for 206-336-704					28.04	0.00
Balance 01/01/24:				4,972.81		
Net Change:				28.04		
Balance 01/31/24:				5,000.85		

206-336-705 SALARY - MAINT.						
Journal PR: Payroll						
13813	01/01/2024	JANUARY PAYROLL	1070	Multiple	366.69	
Journal Totals					366.69	0.00
Totals for 206-336-705					366.69	0.00
Balance 01/01/24:				2,933.52		
Net Change:				366.69		
Balance 01/31/24:				3,300.21		

206-336-727 SUPPLIES						
Journal AP: Accounts Payable						
13771	01/05/2024	Jeremy Ball	1-4-2024	206-000-202	76.12	
Journal Totals					76.12	0.00
Totals for 206-336-727					76.12	0.00
Balance 01/01/24:				6,816.40		
Net Change:				76.12		
Balance 01/31/24:				6,892.52		

206-336-729 APPARATUS FUEL						
Journal AP: Accounts Payable						
13799	01/09/2024	FUELMAN	NP65714371	206-000-202	128.37	
Journal Totals					128.37	0.00
Totals for 206-336-729					128.37	0.00
Balance 01/01/24:				2,761.46		
Net Change:				128.37		
Balance 01/31/24:				2,889.83		

206-336-802 SERVICE CONTRACTS						
Journal AP: Accounts Payable						
13770	01/05/2024	Great Lakes Business Systems	SC101001	206-000-202	119.50	
Journal Totals					119.50	0.00
Totals for 206-336-802					119.50	0.00
Balance 01/01/24:				427.07		
Net Change:				119.50		
Balance 01/31/24:				546.57		

206-336-850 PHONE/INTERNET						
Journal AP: Accounts Payable						
13734	01/04/2024	CHARTER COMMUNICATIONS	005307501122123	206-000-202	339.94	
Journal Totals					339.94	0.00
Totals for 206-336-850					339.94	0.00
Balance 01/01/24:				2,589.36		
Net Change:				339.94		
Balance 01/31/24:				2,929.30		

206-336-920 UTILITIES						
Journal AP: Accounts Payable						
3783	01/08/2024	DTE Energy	910020764874	206-000-202	216.18	
3856	01/22/2024	Consumers Energy	1-2024	Multiple	84.91	
3856	01/22/2024	Consumers Energy	1-2024	Multiple	116.30	
3879	01/24/2024	Crystal Flash	713889	206-000-202	931.27	

JE #	Date	Description	Reference #	OFFSETTING GL	DEBIT	CREDIT
206-336-920 UTILITIES						
Journal AP: Accounts Payable						
Journal Totals					1,348.66	0.00
Totals for 206-336-920					1,348.66	0.00
Balance 01/01/24:					5,015.02	
Net Change:					1,348.66	
Balance 01/31/24:					6,363.68	

206-336-930 REPAIR/MAINTENANCE						
Journal AP: Accounts Payable						
13742	01/04/2024	MUNICIPAL EMERGENCY SERVICES	IN1978862	206-000-202	253.27	
13920	01/30/2024	NATIONAL HOSE TESTING SPECIALT	01111	206-000-202	604.00	
Journal Totals					857.27	0.00
Totals for 206-336-930					857.27	0.00
Balance 01/01/24:					44,403.96	
Net Change:					857.27	
Balance 01/31/24:					45,261.23	

206-336-976 BUILDING/GROUNDS						
Journal AP: Accounts Payable						
13733	01/04/2024	Allen Supply	1-2024	206-000-202	481.90	
13739	01/04/2024	K&K Heating and Cooling	33001276	206-000-202	3,855.00	
13741	01/04/2024	MORRISON ELECTRIC	3818	206-000-202	500.00	
13768	01/05/2024	DANIEL BOALS	1-2024	Multiple	87.50	
Journal Totals					4,924.40	0.00
Totals for 206-336-976					4,924.40	0.00
Balance 01/01/24:					11,572.74	
Net Change:					4,924.40	
Balance 01/31/24:					16,497.14	

206-336-977 EQUIPMENT						
Journal AP: Accounts Payable						
13735	01/04/2024	DINGES FIRE CO.	46865	206-000-202	2,283.00	
13748	01/04/2024	Witmer Public Safety Group	INV379518	206-000-202	563.92	
Journal Totals					2,846.92	0.00
Totals for 206-336-977					2,846.92	0.00
Balance 01/01/24:					7,776.84	
Net Change:					2,846.92	
Balance 01/31/24:					10,623.76	

**Elk Rapids District Library Board of Trustees
Regular Meeting
December 18, 2023, 5:00 pm
Elk Rapids Government Center, 315 Bridge Street, Elk Rapids MI 49629**

Approved 1/11/24

1. Call to Order: By President Tom Stephenson at 5:01 pm

Members Present: Liz Atkinson, Tom Stephenson, Emily Petrovich, Nancy Wonch, Mike Weber, Julia Pollister Amos

Members absent: Hults and McAuliffe, excused.

Also Present: Director Pam Williams, AD/IT Aaron Hill , Camille Campbell from the Friends and 8 audience members

Agenda Approval

Stephenson requested to add Weber to the building committee under item 10

MOTION: by Wonch/Pollister Amos to approve agenda as amended

Motion carried with two absent.

Public Comment:

No one wished to speak

3. Trustee Training: Williams provided an overview of a conference called Think Space which discussed future ready libraries. Williams discussed what she learned at the conference which was sponsored by the Michigan Library Association and was comprised of 100 Michigan Library Directors. Costs for her to attend were paid with two grants.

4. Consent Agenda

The purpose of the Consent Agenda is to expedite business by grouping non-controversial items together to be dealt with by one board action without discussion beyond asking questions for simple clarification. Any board member may ask that any items on the Consent Agenda be removed and placed elsewhere on the agenda for discussion. Such requests will be granted. If an item is not removed, the Consent Agenda is approved by a single board action.

A. Minutes of regular meeting November 9, 2023

B. Treasurer's Report and Approval of Bills

MOTION: by Wonch/Weber to approve the consent agenda

Roll Call

Pollister Amos: Yes

Stephenson: Yes

Hults: Absent

McAuliffe: Absent

Petrovich: Yes

Weber: Yes

Atkinson: Yes

Wonch: Yes

Motion carried with 2 absent..

5. Correspondence:

Stephenson said we are moving forward with the plan to potentially move the library so the Village is beginning to ask questions about what to do with the Island House building. Williams said the gutters were cleaned yesterday.

6. Unfinished Business:

A. Director Evaluation

Pollister Amos said there is a copy in your packet of the director evaluation. This evaluation was done electronically, with thanks to Petrovich, and the results are provided. The standout was that the feedback was all wonderful. The consensus was moving forward how do we best support Williams and help her with the running of the library. We consider Williams to be our biggest asset. Williams said she completed staff evaluations as well. Stephenson said he also got correspondence saying the hiring of Williams was a home run.

B. Gifts and Donation Policy: provided by Foster Swift attorneys

Williams said last month she presented this policy that was last reviewed in 2016. She sent this to Foster Swift. What is presented in the packet is from them. It contains comments. An endowment fund is also discussed. This can be eliminated until this is set up, but this is boilerplate. We have things that talk about naming opportunities. This is going to develop if we move forward with this building. This will take a couple of meetings to hash this out. The finance committee might need to meet to fine tune it. Please review. Weber said he has lots of feedback that he will present at the finance meeting. Pollister Amos said once we policies updated and approved, if we could get the date it was approved in the upper corner ere, that would be helpful.

7. New Business:

A. Architectural plans and cost estimate for Traverse Bay Manufacturing Building

Hill presented a drawing of the building with projected internal layout. We asked for a plan for the programming work that we did with John Reid and a cost estimate and Quinn Evans delivered them today. This is in no way close to a final. This is a first look. Williams took the audience and board members through the print outs and discussed the highlights. John Reid presented additional details. The parking lot is set at an angle to the building which creates additional parking spaces. This creates the number of spaces (35) and the ability to get a school bus in and out. When you look at the preliminary interior layout, the goal is to connect outdoor and indoor spaces. We are very happy with the outside. Moving indoors, the entrance will face north. There is a way to have the program room open without having the library open. Reid is pleased with the location of the circulation desk. Reid discussed access to the outdoors from

inside. The center atrium would be lit by skylights and natural light. A reading porch was also added on. We still have tweaking to do with the youth area and line of sight. This plan will be refined between now and mid-January. Williams encourages the building committee to meet with Ann from Quinn Evans regarding specific questions. Is this a good schedule to meet again on the 15th? Weber asked regarding the project plan. Williams explained the timing and process. The goal of this drawing was to see if a library could function in this building. Reid said not only will it function, but it will function well. Williams said now we can discuss how much this will cost. We gave them a wish list and this is an accurate estimated cost. The building and site it's about \$500/square foot. The estimated budget is about \$9 million. When we looked at the last campaign it was \$4.7 Million. Doing the escalation, it was 41.5% and that would be over 10M at the library at the Island House today. This is the high end and the conservative estimate. We can safely say it won't cost more than that. Is it possible to phase things in and out? Yes. The library business is the first priority. The numbers will be refined as we go on. Weber asked regarding the technology budget which is zero. Hill said this is yet to be determined. Weber asked what Hill's wish list could be. Wonch asked regarding bonding. How would that look in terms of time and the process. Williams said the feasibility study will be done and this will be discussed at that point. The study would take about 4 months and the idea would be to launch a campaign in the spring and not put anything on the ballot until 2025. The bond would not be for purchasing the building, but rather refurbishing the building. Weber asked if we could monetize features like hosting corporate retreats? Williams said she will look into this.

B. Communication Team Update

Petrovich said the leadership team meets every Tuesday morning. Petrovich discussed who comprises this team. The focus is sharing the next steps with the community and looking at the overall schedule and working a capital campaign in the spring. The meetings have been very supportive of the planning process we are going through. The feedback has been hopeful and productive. Looking ahead we are working on document creation for the visuals to support the library. Petrovich encouraged everyone to follow the library on social media. Weber asked if the contacts can be counted through social media. Yes.

C. Fund Balance Policy: Library of Michigan Guide

Williams said we don't have a policy on this right now. Last year our fund balance was about \$900K. Looking around at others, people say you should hold about 20% of your yearly expenses. You don't want to sit on a huge fund balance. We were also putting money aside for this moment where we can update the library. Stephenson asked the finance committee to look at this.

8. Director's Report

As presented by Williams

Staff:

We had a few staff changes and are seeking out a part time Adult services library assistant , our staff Christmas luncheon is on Wednesday, December 20th.

Programs:

- December is a busy month in town, so we focused on partnerships with “Do a Little Good” we had an overwhelming response to help the local teens in need. The school staff and volunteers were at the library today assembling the Christmas bags
- January begins Cookbook Club, once a month we will focus on a cookbook, sign up for a recipe and have a potluck discussion around the book.
- Destination Story time Jan 12th 10:30 Art and Connection
- Kate is planning a number of Sunday family events this winter. Three Sundays a month will have something for kids and families.

Updates:

- I will present the first draft of next year’s budget to you at the next board meeting
- Fiber is officially connected
- Our annual report has been presented to Elk Rapids Township
- We surveyed the traffic coming into the library since Thanksgiving and found that the last hour of the day did not bring anyone into the library. Winter hours will begin in January and run through March
 - Monday-Thursday 10-6
 - Friday 10-5
 - Saturday 10-3
 - Sunday 1-4

9. Standing Committee Reports**A. Personnel Committee: Pollister Amos, Atkinson, Petrovich**

They met on the 20th of November. We talked about the evaluation with Williams. We looked at the proposal for raises. This will be a 3.2% COLA raise for all with a couple of exceptions that will be higher. Anyone who has questions can talk to one of us or come to the next committee meeting. These numbers will be reflected in the budget in January. We have a great staff. Aaron Hill is our new assistant library director but continues as IT support.

B. Financial Committee: Atkinson, Pollister Amos and Weber

They met November 30 and had good discussions regarding donation procedures and policy and the 501C3 designation and donation methods. We discussed the timeline of the campaign and identified goals. We will meet again as we get closer to securing the building.

10. Ad Hoc Committee Reports**A. Building Committee: Hults, Stephenson, McAuliffe**

Stephenson said the title is still an issue as it's not been cleared yet and is in probate court. We

have no date as to when the judge will decide to hear it. There is a machine in the building and the owner's son is asking if he can rent space from us. Weber will join the building committee as Stephenson steps back.

B. Strategic Planning Committee: Stephenson, Weber, Wonch
No report.

11. Friends Report

From Sharon Bacon, Friends Liaison as presented by Camille Campbell.

The Friends Board of Directors met at 5:00p0m on November 27th in the Library meeting room.

Meeting Highlights:

A new Activities Committee has been formed to plan events. Four board members indicated an interest in serving on this new committee.

Financial notes-

- In her Treasurer's report, Laura Savoie noted net income YTD of \$9,702. Financials have been submitted to the CPA to prepare for the 990 filing.
- The Antrim Women's Alliance donated \$500 to go toward Wonderbooks and box books audio books.
- Gifts from Rotarians totaling \$2,000 will be matched by Rotary Charities.
- The board voted unanimously to raise our pledge for the new library expansion by \$10,000 from \$65,000 to \$75,000. This still leaves over \$20,000 in our accounts.

Among Committee Reports-

- Peggy Starr reported that the Book Cellar Chair, Judy Passon, recently broke her arm, but is doing well. In her absence, the well-trained crew of Book Cellar volunteers are doing an excellent job of managing operations. However, the need for donations of books is great, as the supply is low.
- Public Relations Chair, Karin Beery, has established a link from the Friends website to the library's page. She has also developed support materials for Sip & Support and the GGG fundraiser.
- Paula Moyer has sent out our first "Giving Tuesday" solicitation; donations are being received in response.
- Bobbitt Bellingham reported 14 new memberships. YTD total of memberships and member donations (received with member applications) is \$8,174. She will have a table at Sip & Support at Cellar 152 on December 14. (Trustees are invited to join us!)

Co-chair Susan Ash was present to provide a progress report on the next major fundraiser, Glamour, Glitter and Glitz. Many donations have been received, including a number of valuable pieces. An enthusiastic, energetic team of volunteers has worked many hours to clean, sort and price these donations. Their work is paused until April when they will resume work sessions leading up to the July event. She noted that the facility - our future library home - has been amazing to work with.

Board Chair, Camille Campbell, announced there will be no meeting in December. Our next meeting will be held January 22, 2024 at 5:00pm at the Library. Trustees are most welcome to attend!

12. Public Comment:

No one wished to speak

13. Board Comments:

Merry Christmas to everyone. Travel safely.

14. Adjournment

Meeting adjourned by order of the chair at 6:28 pm.

Respectfully,

Julia Pollister Amos, Secretary, Elk Rapids District Library Board of Trustees

LibBdMin12.18.23approved

AGREEMENT FOR PROFESSIONAL SERVICES
Planning and Zoning Services
Project Number: _____

An Agreement entered by and between:

Beckett & Raeder Inc.
535 West William, Suite 101
Ann Arbor, MI 48103
734.663.2622

Milton Township
7023 Cherry St
Kewadin, MI 49648
231.264.6612

For project known as: Milton Township Planning and Zoning Services

Description of Work:

Planning and zoning services including attending meetings as requested, zoning administration, staffing Planning Commission and Zoning Board of Appeals.

Compensation:

Township to be billed at current Project Planner rate. Escrow accounts to be billed at rate based on staff completing the work at the current rate. 2024 fee schedule attached and subject to annual change.

Client agrees to compensate Consultant as follow:

Invoice Basis:

- Fixed Fee: Invoiced monthly on a Percentage of Completion.
- Time & Material: Invoiced monthly based Actual Time and Materials
- Time & Material: Not to exceed Agreement Amount - Invoiced Monthly
- Percentage of Construction: Invoiced monthly based on
X.X.X% of an estimated Construction Value of \$XX,XXX,XXX

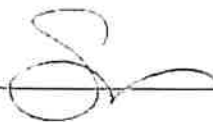
Acknowledgements:

Beckett & Raeder Inc.

Client

Sara Kopriva, AICP
Principal

Chris Weinzapfel
Township Supervisor



Signature

Signature

Date: February 5, 2024

Date: _____

TERMS AND CONDITIONS

Warranties and Disclaimer:

Firm warrants that (a) all Deliverables provided to Client shall be Firm's original work, or that Firm will have acquired all rights necessary to fulfill its obligations under this Agreement and each Scope; (b) all Deliverables shall be provided in a diligent, prompt, and professional manner by individuals with the necessary knowledge and training to provide such Deliverables; and (c) all Deliverables will be provided in accordance with the milestones agreed to in the applicable Scope; provided that Client timely, accurately and completely performs all of its obligations under this Agreement and the Scope. The warranties described in this Section are the only warranties Firm makes under this Agreement. FIRM DISCLAIMS, AND CLIENT HEREBY WAIVES, ALL OTHER WARRANTIES, WHETHER EXPRESS, IMPLIED OR STATUTORY, INCLUDING WITHOUT LIMITATION ALL WARRANTIES OF MERCHANTABILITY AND FITNESS FOR PARTICULAR USE.

Client Responsibilities - Generally:

Client shall provide Firm with all access to Client's personnel, facilities, computers, materials and all other equipment reasonably necessary for Firm to provide the Deliverables as specified in the applicable Scope. Client will obtain any consent required from a third party to permit Firm to access and use that third party's hardware, software or other proprietary material under Client's possession and control in order for Firm to provide the Deliverables under the applicable Scope. Client warrants that it shall timely, accurately and completely perform those obligations and assume those responsibilities specified in this Agreement and in each applicable Scope, including, but not limited to, the timely rendering of all required decisions and approvals. Should Client fail to comply with this warranty, Firm shall receive an appropriate extension of time to provide the Deliverables under the applicable Scope, and Client shall reimburse Firm for all additional direct costs or expenses incurred by Firm as a result of Client's noncompliance.

Ownership and Use of Deliverables:

Unless otherwise expressly provided in a Scope, Firm will own all rights, title and interests, including intellectual property rights, in and to all Deliverables and other materials created in connection with or pursuant to this Agreement. No Deliverables will be considered "works made for hire" as that term is used in association with the U.S. Copyright Act. Nothing herein shall be construed to restrict, or constitute an assignment of, any of Firm's rights or proprietary interests in its methodologies, techniques, technology or products. Upon the payment of all amounts owed to Firm under the applicable Scope, Client will own its copies of all Deliverables provided to Client by Firm, and may copy, use, modify, adapt, translate and distribute all such Deliverables within its organization without restriction. The Deliverables may be used only for Client's business purposes as described in the applicable Scope. Any reuse or other use of any Deliverables after they have left the custody of Firm shall be at Client's sole risk without liability to, or cause of action against, Firm.

Limitation of Liability:

In recognition of the relative risks, rewards and benefits of the Projects to both the Client and the Firm, the risks have been allocated such that the Client agrees that, regardless of the form of action or theory of recovery, in no event shall Firm be liable to Client in connection with this Agreement and/or Deliverables for any (a) indirect, special, exemplary, consequential, incidental or punitive damages, even if Firm has been advised of the possibility of such damages; (b) lost profits, lost revenue, lost business expectancy, business interruption losses or benefit of the bargain damages; (c) act or omission of any third party, except for Firm's authorized subcontractors; and/or (d) direct damages in an amount in excess of all amounts received by Firm under the Scope under which the claim arose or \$100,000, whichever is less. These limitations apply to, without limitation, Firm's negligence, errors, omissions, strict liability, and breach of contract.

Weather Conditions

As required by the scope of work Firm may be required to attend Client meetings. Weather conditions, especially during the winter months, may impair attendance at these meetings. If the National Weather Service issues a "weather advisory" on the evening before or day of the scheduled meeting the Firm has the option to notify the Client that they will not be attending the meeting in person. If the National Weather Service issues a "weather warning" on the evening before or day of the scheduled meeting the Firm will not be attending the meeting in person. However, in either instance, if the Firm's personnel are not in person at the meeting, they will be accessible by phone and/or GoToMeeting, or other telecommuting venue. These arrangements will be coordinated in advance with the Client.

Dispute Resolution:

Any dispute between the parties arising out of or related to this Agreement and/or the Deliverables shall be initially submitted to non-binding mediation and in such event each party shall be equally responsible for the expense of the neutral mediator. If mediation is unsuccessful or is not commenced within thirty (30) days of written notice to the other party of a dispute, the dispute shall be resolved by arbitration. These dispute resolution procedures shall be conducted in accordance with the Construction Industry Rules of the American Arbitration Association and the arbitrator(s) shall have the power to award legal and equitable remedies. Judgment upon the award may be entered in any court having jurisdiction thereof. Nothing herein shall prevent either party from seeking injunctive or other equitable relief from a court of competent jurisdiction pending the conduct and outcome of arbitration.

Entire Agreement - Amendment / Modification:

This Agreement, which includes these Terms and Conditions and all Scopes, is the sole understanding of the parties with respect to the stated subject matter and may be amended only by a written agreement signed by both parties. No terms or conditions of either party's invoice, purchase order or other administrative document shall modify the terms and conditions of this Agreement, regardless of the other party's failure to object to such form.

2024 Professional Service Fee and Structure

Beckett & Raeder, Inc. / BRI, Inc. is pleased to submit for consideration the following fees for professional services and time / material services:

AS REQUIRED BY CLIENT:

Partner	\$160.00 Hour
Principal	\$150.00 Hour
Senior Associate	\$140.00 Hour
Senior Project Manager	\$135.00 Hour
Senior Professional Engineer	\$135.00 Hour
Associate	\$130.00 Hour
Senior Project Professional/Landscape Architect/Planner	\$125.00 Hour
Project Manager	\$125.00 Hour
Professional Engineer	\$125.00 Hour
Senior GIS Specialist	\$115.00 Hour
Project Engineer (E.I.T.)	\$105.00 Hour
Senior Project Site Representative	\$105.00 Hour
Project Professional/Landscape Architect/Planner	\$105.00 Hour
GIS Technician	\$ 95.00 Hour
Resident Project Site Representative	\$ 85.00 Hour
Computer Technician /CAD Technician	\$ 85.00 Hour
Clerical	\$ 70.00 Hour
Interns (non-degreed)	\$ 60.00 Hour
Inspection Forms	At Cost
Printing and Duplicating	At Cost
Photography	At Cost
Postage / UPS / FedEx	At Cost
Permit Application Fees	At Cost
Site Plan Review Fees	At Cost
Travel Expenses (Airfare, Lodging, Meals, Fares, etc)	At Cost
Mileage	At Current Federal Rate

Note: Rates will be adjusted on the first of each year and billings will reflect the rates in effect at the time of services rendered

Proposal for Software and Services, Presented to...

Milton Township, Antrim County MI

February 1, 2024

Quoted by: Keegan Nixon



Thank you for the opportunity to quote our software and services.

At BS&A, we are focused on delivering unparalleled service, solutions, support, and customer satisfaction. You'll see this in our literature, but it's not just a marketing strategy... it's a mindset deeply embedded in our DNA. Our goal is to provide such remarkable customer service that our customers feel compelled to remark about it.

*We are extremely proud of the many long-term customer relationships we have built. Our success is directly correlated with putting the customer first and consistently choosing to **listen**. Delivering unparalleled customer service is the foundation of our company.*

BS&A Software
14965 Abbey Lane Bath MI 48808
(855) BSA-SOFT / fax (517) 641-8960
bsasoftware.com

Cost Summary

Applications and Annual Service Fee prices based on an approximate population of 2,355 and 937 plots. Software is licensed for use only by municipality identified on the cover page. If used for additional entities or agencies, please contact BS&A for appropriate pricing. Prices subject to change if the actual count is significantly different than the estimated count.

Applications, Upgrade

Financial Management

Cemetery Management .NET

\$1,925

Data Conversions/Database Setup

No conversion or database setup to be performed for:

Project Management and Implementation Planning

Services include:

- Analyzing customer processes to ensure all critical components are addressed.
- Creating and managing the project schedule in accordance with the customer's existing processes and needs.
- Planning and scheduling training around any planned process changes included in the project plan.
- Modifying the project schedule as needed to accommodate any changes to the scope and requirements of the project that are discovered.
- Providing a central contact between the customer's project leaders, developers, trainers, IT staff, conversion staff, and other resources required throughout the transition period.
- Installing the software and providing IT consultation for network, server, and workstation configuration and requirements.
- Reviewing and addressing the specifications for needed customizations to meet customer needs (when applicable).

\$500

Implementation and Training

- \$1,000/day
- Days quoted are estimates; you are billed for actual days used

Services include:

- Setting up users and user security rights for each application
- Performing final process and procedure review
- Configuring custom settings in each application to fit the needs of the customer
- Setting up application integration and workflow methods
- Onsite verification of converted data for balancing and auditing purposes
- Training and Go-Live

Software Setup	Days:	1	\$1,000
Financial Management Applications	Days:	1	\$1,000
	Total:	2	Subtotal \$2,000



Cost Totals

Not including Annual Service Fees

Applications	\$1,925
Project Management and Implementation Planning	\$500
Implementation and Training	\$2,000

Total Proposed **\$4,425**

Travel Expenses *\$960*

Payment Schedule

- 1st Payment: **\$500** to be invoiced upon execution of this agreement.
- 2nd Payment: **\$1,925** to be invoiced at start of training.
- 3rd Payment: **\$2,960** to be invoiced upon completion of training.



Annual Service Fees

Unlimited support during your first year with the program is included in your purchase price. Thereafter, Service Fees are billed annually. After two (2) years, BS&A Software reserves the right to increase the Annual Service Fee by no more than the yearly Consumers Price Index for All Urban Consumers U.S. city average (CPI-U).

Financial Management

Cemetery Management .NET	\$385
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Optional Item(s)

Program Customization

BS&A strives to provide a flexible solution that can be tailored to each municipality's needs. However, in some cases, custom work may be required. Typical examples include:

- ˘ custom payment import/lock box import
- ˘ custom OCR scan-line
- ˘ custom journal export to an outside accounting system
- ˘ custom reports

If you require any custom work, please let us know so that we can better understand the scope of your request and include that in a separate proposal.



Acceptance

Signature constitutes...

1. An order for products and services as quoted
Quoted prices do not include Program Customization, training beyond the estimated number of days, or recommended Bank Reconciliation Consultation
2. Agreement with the proposed Annual Service Fees
3. Acceptance of BS&A's hardware recommendations required to efficiently run the .NET applications

Signature

Date

BS&A PLEDGE. We offer a one-year, risk-reversal pledge on our software. If, up to a year after installation, you are not happy with our software and service, you can return our software for a full refund.

Returning Accepted Proposal to BS&A

Please return the entire proposal, with signature/date (this page) and contact information (next page) filled out, by any of these methods:

Mail: BS&A Software
14965 Abbey Lane
Bath, MI 48808

Fax: (517) 641-8960

Email: knixon@bsasoftware.com

Once your proposal is received, a BS&A representative will contact you to begin the scheduling process.



Contact Information

If any mailing addresses are PO Boxes, please also provide a Street Address for UPS/Overnight mail.

If additional contacts need to be submitted, please make a copy of this page.

Key Contact for Implementation and Project Management

Name _____ Title _____

Phone/Fax _____ Email _____

Mailing Address _____

City, State, Zip _____

IT Contact

Name _____ Title _____

Phone/Fax _____ Email _____

Mailing Address _____

City, State, Zip _____

