

Milton Township Board
Tentative Agenda for Regular Meeting
July 8, 2024 7:00

7023 Cherry Ave, PO Box 309, Kewadin MI 49648

Phone: (231)264-6612

Website: miltontownship.org

A. Call to Order: Roll Call and Pledge of Allegiance

Chris Weinzapfel – Supervisor

Brett Pharo – Trustee

Liz Atkinson – Treasurer

Joe Renis – Trustee

Janet Beebe – Clerk

B. Consent Agenda (streamlining approval process with only one motion, if no amendments):

- i. Approve Agenda as Presented
- ii. Approve Draft Minutes of the Board Meeting on June 10, 2024
- iii. Treasurer’s Report – provided in packet
- iv. Approval of Bills to be paid

C. Paddle Antrim

D. Public Comment on agenda items only.

1. Comments shall be directed to the board, with questions directed to the chair.
2. Persons may address the board on matters that are relevant to township government issues.
3. 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.

E. Reports

1. **Sheriff’s Report** – Provided in packet
2. **Fire Department**
3. **EMS Report** – Provided in packet
4. **Zoning Report**
 - i. New rate sheet
 - ii. Parcel combination
5. **Planning Commission**
6. **County Commissioner**
7. **Attorney’s Report**

8. Supervisor's Report

- i. MMR contract

9. Library Report – Provided in packet

10. Unfinished Business

- i. Brettonwood Shores SAD – update
- ii. Fire Advisory Committee Progress Report – in packet
- iii. Torch River Rd. Road sign - reconsideration
- iv. FOIA policy – Public summary to review

11. New Business

- i. Phones – second bid received
- ii. Update on August Primary/ Ballots
- iii. Election Commission Meeting and Public Accuracy Test will be July 17 at 9:30am.

13. Public Comment – same guidelines as above apply.

14. Board Comment

15. Scheduled Activities/ Future meetings

- i. Next board meeting is Monday, August 12, 2024 at 7:00

16. Adjournment

Synopsis
Milton Township
Meeting Minutes
June 10, 2024

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

Also present: Attorneys B. Derman, and many audience members

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

Agenda Approval

Changes:

Remove Rate Sheet under Zoning Report

Add No Parking Sign on Torch River Road under Supervisor's Report

Approval of regular meeting minutes of May 13, 2024

Correction: Regarding the feasibility study, it should say Cairn Hwy to Easley Road, rather than Cherry Ave.

Motion to approve as corrected by Atkinson/Beebe. Motion carried.

Approval of Treasurer's Report and Approval of Bills:

Motion to approve by Atkinson/Beebe

Roll Call:

Pharo: Yes

Beebe: Yes

Atkinson: Yes

Renis: Yes

Weinzapfel: Yes

Motion carried. 5-0

Stacy Truesdell: She introduced herself and her qualifications. She is running for probate court judge and will be on the ballot in November.

Public Comment:

Fred Gulick put the Board on notice regarding the separation of the three branches of government.

Sheriff's Report

As presented in the packet

Fire Department Report

As presented by Chief J. Ball

Nine calls for service for May. Update on personnel. Matt Rainey has resigned. Updates on reflective address signs, apparatus testing, truck committee, training and the success of the open house.

EMS Report

There is a report in the packet

Zoning Report

As presented in the packet

Planning Report

As presented by B. Hefferan

The PC should have the master plan draft for you to review next month. There will be no PC meeting next month due to scheduling conflicts.

County Report

As presented by B. Hefferan

In June, Hefferan will bring a motion to the County Board of Commissioners to put .75 mills for 20 years on the November ballot for a new County Safety Building. He would like the people to decide what we should do with the safety building.

Attorney's Report

As presented by B. Derman

Update on Waring Road access. Update on renewable energy at the state level. Update on Great Lakes Energy easement across Maplehurst. State is considering a statewide sanitation policy.

Supervisor's Report

As presented by C. Weinzapfel

1. MMR Contract. This will be reviewed and voted on next month
2. Cell Tower Contract: The lease company would like to extend the lease for an additional 35 years. Derman's recommendation is to wait for a better offer, there is no need to rush into an agreement with time left on the current lease.
3. No Parking Sign on Torch River Road: One side has a sign that says no parking. A resident is requesting a sign on the other side of the road that says no parking. The zoning administrator was told the road commission would do this on approval of the township. Board members were fine with this.

Motion to approve no parking signs on Torch River Road by Atkinson/Beebe. **Motion carried. 5-0**

Library Report

As presented in the packet

Unfinished Business

1. Brettonwood Shores SAD Update:

Weinzapfel sent information and discussed issues with Varnum. Varnum is asking to handle both the S.A.D. formation, plus the bonding, for a flat rate of \$20K. Otherwise, they would charge by the hour for the S.A.D. formation and the bonding would be a separate \$12,500. Derman said it is an unusual situation and recommends accepting the flat fee. Derman clarified the need for additional escrow funds to cover all costs, should the project not move forward. Weinzapfel will discuss this with Varnum.

Motion by Atkinson/Pharo to approve flat fee of \$20K for Varnum and request additional escrow funds of \$20K plus any additional expenses incurred to date.

Roll call:

Beebe: Yes

Renis: Yes

Pharo: Yes

Weinzapfel: Yes

Atkinson: Yes

Motion carried. 5-0

2. Feasibility Sewer Study Update: In 2022, several residents brought to the board their desire to move forward with a feasibility study. The finalized study was presented May, 2024. The board's process is to notify impacted residents of the study results. This will include those on the east side of Cherry Ave. If there is interest, the residents would be responsible for bringing a petition before the board with a 50% approval. Should that happen, the board would need to validate the petition and send out a mailing to determine a 60% positive approval and then the board would consider moving forward with an S.A.D.

Discussion ensued, with many residents expressing serious concerns. The cost is prohibitive to many people.

New Business

1. Thad E. Morgan, Attorney

Weinzapfel introduced Morgan. Morgan discussed his qualifications and his relocation.

Motion to approve a revised, clarified agreement with Thad Morgan to secure his services by Atkinson/Beebe.

Roll Call:

Atkinson: Yes

Pharo: Yes

Renis: Yes

Beebe: Yes

Weinzapfel: Yes

Motion carried. 5-0

2. FOIA Policy

This is to be reviewed and will be up for discussion/approval next month.

3. Phones

Our phones are dated and costs are high, plus we would like to add an additional line. Ascomnorth, Inc. was contacted for a new phone contract, as was our current provider. Beebe presented cost savings options. Recommended option #2, purchasing phones and a three year contract with Ascomnorth, saving over \$3k in that time.

Motion by Pharo/Renis to approve option #2 for upfront cost of \$2112.50, with monthly costs of \$134.91 with Ascomnorth, Inc.

Roll Call:

Weinzapfel: Yes

Renis: Yes

Beebe: Yes

Atkinson: Yes

Pharo: Yes

Motion carried. 5-0

Public Comment

None

Communication from the Public

Communication to the board received from Carolyn and Joe Synol and Jim and Lou Ann McKimmy. The people who initiated this process are along Elk Lake and they would like to ask Wade Trim to calculate the numbers for a project based on a smaller group of parcels. Obviously there is a lot of opposition and a lot of expense. Could we make this a project that serves those who really want it? Atkinson said Wade Trim would work with those who needed it the most on their own systems.

There is a concern about the money spent on the study. The study was paid for out of the general fund and if an S.A.D. is set up, it would be included in that. The process to do the study was followed properly. The feasibility study will remain a draft until 60% of approval is reached.

Fred Gulick asked for, and was provided, a copy of the letter.

Board Comment:

None

Next meeting is Monday July 8 at 7 pm.

Meeting adjourned by order of the chair at 8:48 pm.

These minutes are subject to approval at the July 8, 2024 meeting. A copy of these minutes are available at miltontownship.org

Respectfully submitted, Janet Beebe, Clerk

GL NUMBER	DESCRIPTION	2024-25 ACTIVITY THRU 06/30/24	2024-25 APPROVED BUDGET
ESTIMATED REVENUES			
Dept 000			
101-000-402	CURRENT TAX COLLECT	11,168.26	421,191.32
101-000-407	DEL. TAX COLLECTION	2,899.47	
101-000-441	LOCAL COMM.STABILIZATION SHARE TA		200.00
101-000-445	PTAF 3% PENALTY		500.00
101-000-447	PTAF 1%	3,229.52	128,285.13
101-000-476	ZONING PERMITS	3,090.00	10,000.00
101-000-574	STATE SHARE REVENUE	78,866.00	259,923.00
101-000-607	LAND DIVISION & PUBLIC HEARINGS		500.00
101-000-645	CABLE TV FRANCHISE FEES	10,015.80	48,000.00
101-000-646	STAX COLLECTION FEE		5,500.00
101-000-665	INTEREST EARNED	10,481.81	20,000.00
101-000-666	INTEREST-CD	2,361.00	20,000.00
101-000-667	RENTALS- OLD TOWN HALL	1,000.00	1,000.00
101-000-668	ROYALTIES	204.82	1,500.00
101-000-669	LIBRARY MILLAGE	5,654.30	
101-000-670	TOWER LEASE	5,445.33	20,000.00
101-000-671	ROAD MILLAGE	7,763.15	292,784.00
101-000-672	AMBULANCE MILLAGE	8,428.49	317,869.00
101-000-673	SALE OF FIXED ASSET	3,600.00	1,000.00
101-000-674	MISC. REVENUE	183.00	500.00
101-000-676	REIMBURSEMENTS	90.00	
101-000-677	REIMB. ZONING	8.00	
101-000-678	REIMBURSEMENTS-ELECTION		2,000.00
101-000-679	SHORT TERM RENTAL ANNUAL FEE	1,200.00	5,000.00
Totals for dept 000 -		155,688.95	1,555,752.45
TOTAL ESTIMATED REVENUES		155,688.95	1,555,752.45

GL NUMBER	DESCRIPTION	2024-25 ACTIVITY THRU 06/30/24	2024-25 APPROVED BUDGET
APPROPRIATIONS			
Dept 101 - TOWNSHIP BOARD			
101-101-702	SALARY-TOWNSHIP BOARD	2,649.98	12,500.00
101-101-703	SALARY-CLERICAL	550.00	1,850.00
101-101-704	FICA (SS/MED)	244.79	1,400.00
101-101-706	PENSION - VANGUARD	175.98	750.00
101-101-723	MEMBERSHIP	7,318.00	8,000.00
101-101-727	SUPPLIES	215.15	1,000.00
101-101-801	LEGAL FEES/PROF SERVICES	15,678.69	42,000.00
101-101-802	AUDIT/CONTRACTS	10,316.00	27,000.00
101-101-860	MILEAGE	28.81	
101-101-900	PUBLISHING	1,372.80	8,000.00
101-101-956	OTHER EXPENSE/TAX TRIBUNALS	48.62	1,500.00
Totals for dept 101 - TOWNSHIP BOARD		38,598.82	104,000.00
Dept 171 - SUPERVISOR			
101-171-702	SALARY-SUPERVISOR	8,596.47	31,942.73
101-171-704	FICA (SS/MED)	751.09	3,545.22
101-171-705	HEALTH INSURANCE	1,221.60	14,400.00
101-171-706	PENSION - VANGUARD	798.57	3,194.27
101-171-860	MILEAGE		100.00
101-171-960	EDUCATION/EQUIPMENT	148.90	4,000.00
Totals for dept 171 - SUPERVISOR		11,516.63	57,182.22
Dept 191 - ELECTION			
101-191-702	SALARY-ELECTION		16,000.00
101-191-704	FICA (SOCIAL SEC/MEDICARE)		1,224.00
101-191-727	SUPPLIES	1,217.85	5,000.00
101-191-801	LEGAL FEES/PROF SERVICES		500.00
101-191-860	MILEAGE	28.60	1,200.00
101-191-900	PUBLISHING	626.18	4,000.00
101-191-956	OTHER EXPENSE		1,000.00
101-191-960	EDUCATION	200.00	325.00
101-191-977	EQUIPMENT/SUPPLIES		4,000.00
Totals for dept 191 - ELECTION		2,072.63	33,249.00
Dept 209 - ASSESSOR			
101-209-702	SALARY-ASSESSOR	10,467.75	41,871.01
101-209-704	FICA (SOCIAL SEC/MEDICARE)	644.41	3,203.00
101-209-705	HEALTH INSURANCE	6,156.72	14,400.00
101-209-706	PENSION - VANGUARD	1,046.79	4,187.10
101-209-727	SUPPLIES	262.78	500.00
101-209-728	POSTAGE		2,000.00
101-209-801	LEGAL FEES/PROF SERVICES		5,000.00
101-209-802	DATA PROCES/CONTRAC	1,455.55	3,000.00
Totals for dept 209 - ASSESSOR		20,034.00	74,161.11
Dept 215 - CLERK			
101-215-702	SALARY-CLERK	8,516.55	34,066.18
101-215-703	SALARY DEPUTY	2,484.00	15,600.00
101-215-704	FICA (SOCIAL SEC/MEDICARE)	841.55	3,800.00
101-215-705	HEALTH INSURANCE		14,400.00
101-215-706	PENSION - VANGUARD	851.67	3,406.62
101-215-723	MEMBERSHIP	75.00	
101-215-727	SUPPLIES	361.22	1,000.00
101-215-802	CONTRACTS/DATA PROCESSING	500.00	500.00
101-215-860	MILEAGE		135.00
101-215-956	OTHER EXPENSE		200.00
101-215-960	EDUCATION	300.00	1,000.00
101-215-977	EQUIPMENT	1,726.54	1,000.00
Totals for dept 215 - CLERK		15,656.53	75,107.80
Dept 247 - BOARD OF REVIEW			
101-247-702	SALARY-BOARD OF REVIEW	1,637.50	3,000.00
101-247-704	FICA (SOCIAL SEC/MEDICARE)	125.26	229.50
101-247-727	SUPPLIES		200.00
101-247-860	MILEAGE		50.00
101-247-900	PUBLISHING	82.50	150.00
101-247-956	OTHER EXPENSE		150.00
Totals for dept 247 - BOARD OF REVIEW		1,845.26	3,779.50
Dept 253 - TREASURER			
101-253-702	SALARY-TREASURER	9,635.40	38,541.57
101-253-703	SALARY DEPUTY		12,480.00
101-253-704	FICA (SOCIAL SEC/MEDICARE)	938.83	4,710.99
101-253-705	HEALTH INSURANCE	2,637.18	10,560.00
101-253-706	PENSION - VANGUARD	963.54	3,854.16

GL NUMBER	DESCRIPTION	2024-25 ACTIVITY THRU 06/30/24	2024-25 APPROVED BUDGET
APPROPRIATIONS			
Dept 253 - TREASURER			
101-253-727	POSTAGE/SUPPLIES	1,735.65	4,000.00
101-253-802	DATA PROCESSING	931.00	7,000.00
101-253-860	MILEAGE		50.00
101-253-956	OTHER EXPENSE		100.00
101-253-960	EDUCATION		100.00
101-253-977	EQUIPMENT	1,624.95	500.00
Totals for dept 253 - TREASURER		18,466.55	81,896.72
Dept 265 - OLD TOWNSHIP HALL			
101-265-702	SALARY-OLD TOWN HALL	300.00	1,800.00
101-265-704	FICA (SOCIAL SEC/MEDICARE)	22.95	137.70
101-265-727	SUPPLIES	281.46	300.00
101-265-920	UTILITIES	800.53	3,200.00
101-265-930	REPAIR/MAINTENANCE	18.00	20,000.00
101-265-956	OTHER EXPENSE	400.00	
101-265-977	EQUIPMENT		2,500.00
Totals for dept 265 - OLD TOWNSHIP HALL		1,822.94	27,937.70
Dept 268 - TOWNSHIP OFFICE			
101-268-702	SALARY-TOWNSHIP OFFICE	6,041.98	11,000.00
101-268-704	FICA (SOCIAL SEC/MEDICARE)	462.24	865.00
101-268-727	SUPPLIES	1,185.21	5,000.00
101-268-802	CONTRACTS	1,049.18	7,000.00
101-268-850	PHONE/FAX	1,199.76	3,500.00
101-268-851	INTERNET/WEB HOST	669.96	2,500.00
101-268-920	UTILITIES	1,312.20	4,000.00
101-268-930	REPAIR/MAINTENANCE	1,867.61	4,500.00
101-268-956	OTHER EXPENSE	249.99	500.00
Totals for dept 268 - TOWNSHIP OFFICE		14,038.13	38,865.00
Dept 276 - CEMETERY			
101-276-702	SALARY-CEMETERY MAINT.	504.24	2,017.01
101-276-703	SALARY-CEMETERY SEXTON		1,670.00
101-276-704	FICA (SOCIAL SEC/MEDICARE)	38.58	282.06
101-276-727	SUPPLIES	152.31	250.00
101-276-801	LEGAL FEES/PROF SERVICES	1,930.50	5,500.00
101-276-920	UTILITIES	115.42	400.00
101-276-930	REPAIR/MAINTENANCE	346.81	4,000.00
101-276-956	OTHER EXPENSE	25.00	500.00
101-276-977	EQUIPMENT	624.99	
Totals for dept 276 - CEMETERY		3,737.85	14,619.07
Dept 410 - ZONING			
101-410-702	SALARY-ZONING	3,648.00	14,000.00
101-410-703	SALARY-PLANNING/ZBA	3,560.00	15,000.00
101-410-704	FICA (SOCIAL SEC/MEDICARE)	551.44	2,102.22
101-410-723	MAGAZINES/MEMBERSHIPS		50.00
101-410-727	SUPPLIES	209.88	500.00
101-410-801	LEGAL FEES	2,052.50	30,000.00
101-410-802	CONTRACTS/CONSULTANTS	6,945.94	30,000.00
101-410-860	MILEAGE	215.41	1,200.00
101-410-900	PUBLISHING	1,856.76	2,000.00
101-410-956	OTHER EXPENSE		200.00
101-410-960	EDUCATION	225.00	3,000.00
101-410-977	EQUIPMENT	1,126.85	500.00
Totals for dept 410 - ZONING		20,391.78	98,552.22
Dept 434 - AMBULANCE			
101-434-802	AMBULANCE	131,250.00	262,500.00
Totals for dept 434 - AMBULANCE		131,250.00	262,500.00
Dept 446 - ROADS			
101-446-930	ROADS	155,625.00	292,783.92
Totals for dept 446 - ROADS		155,625.00	292,783.92
Dept 448 - STREET & TRAFFIC LIGHTS			
101-448-920	UTILITIES	776.58	2,500.00
Totals for dept 448 - STREET & TRAFFIC LIGHTS		776.58	2,500.00
Dept 529 - RECYCLING/CLEAN UP DAYS			
101-529-802	CLEAN UP DAY	20,676.25	50,000.00
101-529-804	RECYCLING CENTER	1,319.96	6,000.00
Totals for dept 529 - RECYCLING/CLEAN UP DAYS		21,996.21	56,000.00
Dept 751 - ACCESSES			

GL NUMBER	DESCRIPTION	2024-25 ACTIVITY THRU 06/30/24	2024-25 APPROVED BUDGET
APPROPRIATIONS			
Dept 751 - ACCESSES			
101-751-702	SALARY-ACCESSES	575.25	2,301.01
101-751-704	FICA (SOCIAL SEC/MEDICARE)	44.00	177.00
101-751-727	SUPPLIES		200.00
101-751-801	LEGAL FEES/PROF SERVICES		2,000.00
101-751-930	REPAIR/MAINTENANCE	3,414.92	10,000.00
Totals for dept 751 - ACCESSES		4,034.17	14,678.01
Dept 752 - PARKS			
101-752-702	SALARY-PARKS	5,913.00	23,651.96
101-752-704	FICA (SOCIAL SEC/MEDICARE)	572.92	2,910.98
101-752-705	HEALTH INSURANCE	1,076.40	14,400.00
101-752-706	PENSION - VANGUARD	937.95	3,751.81
101-752-722	GAS ALLOWANCE	500.01	2,000.00
101-752-727	SUPPLIES	461.57	2,000.00
101-752-802	CONSULTANTS/PROF SERVICES		1,000.00
101-752-920	UTILITIES	538.93	5,000.00
101-752-930	REPAIR/MAINTENANCE	86,535.89	103,000.00
101-752-956	OTHER EXPENSE		5,000.00
101-752-971	CAPITAL OUTLAY		5,000.00
101-752-978	FIXED ASSETS	6,836.00	9,000.00
Totals for dept 752 - PARKS		103,372.67	176,714.75
Dept 790 - LIBRARY			
101-790-803	LIBRARY MILLAGE	5,654.30	
Totals for dept 790 - LIBRARY		5,654.30	
Dept 865 - INSURANCE			
101-865-910	LIABILITY INSURANCE	38,456.00	45,000.00
Totals for dept 865 - INSURANCE		38,456.00	45,000.00
Dept 970 - MISCELLANEOUS			
101-970-890	CONTINGENCY		25,000.00
Totals for dept 970 - MISCELLANEOUS			25,000.00
TOTAL APPROPRIATIONS		609,346.05	1,484,527.02
NET OF REVENUES/APPROPRIATIONS - FUND 101		(453,657.10)	71,225.43
BEGINNING FUND BALANCE		2,332,429.57	2,332,429.57
ENDING FUND BALANCE		1,878,772.47	2,403,655.00

User: Liz

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

DB: Milton Township

TRANSACTIONS FROM 06/01/2024 TO 06/30/2024

JE #	Date	Description	Reference #	OFFSETTING GL	DEBIT	CREDIT
101-101-702 SALARY-TOWNSHIP BOARD						
Journal PR: Payroll						
14658	06/03/2024	JUNE PAYROLL	1175	Multiple	586.66	
14658	06/03/2024	JUNE PAYROLL	1175	Multiple	240.00	
Journal Totals					826.66	0.00
Totals for 101-101-702					826.66	0.00
Balance 06/01/24:				1,823.32		
Net Change:				826.66		
Balance 06/30/24:				2,649.98		

101-101-703 SALARY-CLERICAL						
Journal PR: Payroll						
14658	06/03/2024	JUNE PAYROLL	1175	Multiple	110.00	
Journal Totals					110.00	0.00
Totals for 101-101-703					110.00	0.00
Balance 06/01/24:				440.00		
Net Change:				110.00		
Balance 06/30/24:				550.00		

101-101-704 FICA (SS/MED)						
Journal PR: Payroll						
14658	06/03/2024	JUNE PAYROLL	1175	Multiple	53.30	
14658	06/03/2024	JUNE PAYROLL	1175	Multiple	18.36	
Journal Totals					71.66	0.00
Totals for 101-101-704					71.66	0.00
Balance 06/01/24:				173.13		
Net Change:				71.66		
Balance 06/30/24:				244.79		

101-101-706 PENSION - VANGUARD						
Journal GJ: General Journal						
14750	06/03/2024	VANGUARD	1185	Multiple	29.33	
14750	06/03/2024	VANGUARD	1185	Multiple	29.33	
Journal Totals					58.66	0.00
Totals for 101-101-706					58.66	0.00
Balance 06/01/24:				117.32		
Net Change:				58.66		
Balance 06/30/24:				175.98		

101-101-801 LEGAL FEES/PROF SERVICES						
Journal AP: Accounts Payable						
14716	06/10/2024	William F. Derman Jr.	6-2024	Multiple	1,275.00	
14716	06/10/2024	William F. Derman Jr.	6-2024	Multiple	262.50	
14716	06/10/2024	William F. Derman Jr.	6-2024	Multiple	337.50	
14716	06/10/2024	William F. Derman Jr.	6-2024	Multiple	862.50	
14767	06/25/2024	WADE TRIM, INC.	3033829	101-000-202	1,625.72	
14769	06/25/2024	William F. Derman Jr.	6-25-2024	Multiple	562.50	
14769	06/25/2024	William F. Derman Jr.	6-25-2024	Multiple	900.00	
14769	06/25/2024	William F. Derman Jr.	6-25-2024	Multiple	225.00	
14769	06/25/2024	William F. Derman Jr.	6-25-2024	Multiple	1,237.50	
Journal Totals					7,288.22	0.00
Totals for 101-101-801					7,288.22	0.00
Balance 06/01/24:				8,390.47		
Net Change:				7,288.22		
Balance 06/30/24:				15,678.69		

101-101-802 AUDIT/CONTRACTS						
Journal AP: Accounts Payable						
14673	06/04/2024	SOUTH TORCH LAKE FIRE	24-0601	101-000-202	941.00	
Journal Totals					941.00	0.00
Journal PR: Payroll						
14658	06/03/2024	JUNE PAYROLL	1175	Multiple	119.00	
Journal Totals					119.00	0.00

User: Liz
 DB: Milton Township

JE #	Date	Description	Reference #	OFFSETTING GL	DEBIT	CREDIT
101-101-802 AUDIT/CONTRACTS						
Totals for 101-101-802					1,060.00	0.00
		Balance 06/01/24:			9,256.00	
		Net Change:			1,060.00	
		Balance 06/30/24:			10,316.00	
101-171-702 SALARY-SUPERVISOR						
Journal PR: Payroll						
14658	06/03/2024	JUNE PAYROLL	1175	Multiple	3,272.69	
Journal Totals					3,272.69	0.00
Totals for 101-171-702					3,272.69	0.00
		Balance 06/01/24:			5,323.78	
		Net Change:			3,272.69	
		Balance 06/30/24:			8,596.47	
101-171-704 FICA (SS/MED)						
Journal PR: Payroll						
14658	06/03/2024	JUNE PAYROLL	1175	Multiple	250.36	
Journal Totals					250.36	0.00
Totals for 101-171-704					250.36	0.00
		Balance 06/01/24:			500.73	
		Net Change:			250.36	
		Balance 06/30/24:			751.09	
101-171-706 PENSION - VANGUARD						
Journal GJ: General Journal						
14750	06/03/2024	VANGUARD	1185	Multiple	266.19	
Journal Totals					266.19	0.00
Totals for 101-171-706					266.19	0.00
		Balance 06/01/24:			532.38	
		Net Change:			266.19	
		Balance 06/30/24:			798.57	
101-171-960 EDUCATION/EQUIPMENT						
Journal AP: Accounts Payable						
14674	06/04/2024	STAPLES	7000766733	Multiple	73.90	
Journal Totals					73.90	0.00
Totals for 101-171-960					73.90	0.00
		Balance 06/01/24:			75.00	
		Net Change:			73.90	
		Balance 06/30/24:			148.90	
101-191-860 MILEAGE						
Journal AP: Accounts Payable						
14751	06/25/2024	ANDREA KRAKOW	6-25-2024	Multiple	28.60	
Journal Totals					28.60	0.00
Totals for 101-191-860					28.60	0.00
		Balance 06/01/24:			0.00	
		Net Change:			28.60	
		Balance 06/30/24:			28.60	
101-191-900 PUBLISHING						
Journal AP: Accounts Payable						
14667	06/04/2024	Elk Rapids News	6-2024	101-000-202	528.00	
Journal Totals					528.00	0.00

User: Liz

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

DB: Milton Township

TRANSACTIONS FROM 06/01/2024 TO 06/30/2024

JE #	Date	Description	Reference #	OFFSETTING GL	DEBIT	CREDIT
101-191-900 PUBLISHING						
Totals for 101-191-900					528.00	0.00
				Balance 06/01/24:	98.18	
				Net Change:	528.00	
				Balance 06/30/24:	626.18	
101-209-702 SALARY-ASSESSOR						
Journal PR: Payroll						
14658	06/03/2024	JUNE PAYROLL	1175	Multiple	3,489.25	
Journal Totals					3,489.25	0.00
Totals for 101-209-702					3,489.25	0.00
				Balance 06/01/24:	6,978.50	
				Net Change:	3,489.25	
				Balance 06/30/24:	10,467.75	
101-209-704 FICA (SOCIAL SEC/MEDICARE)						
Journal PR: Payroll						
14658	06/03/2024	JUNE PAYROLL	1175	Multiple	210.53	
Journal Totals					210.53	0.00
Totals for 101-209-704					210.53	0.00
				Balance 06/01/24:	433.88	
				Net Change:	210.53	
				Balance 06/30/24:	644.41	
101-209-705 HEALTH INSURANCE						
Journal AP: Accounts Payable						
14731	06/13/2024	DELTA DENTAL	MBR0000230963	101-000-202	62.70	
14763	06/25/2024	Priority Health	241680020224	101-000-202	1,987.49	
Journal Totals					2,050.19	0.00
Journal PR: Payroll						
14658	06/03/2024	JUNE PAYROLL	1175	Multiple		737.08
Journal Totals					0.00	737.08
Totals for 101-209-705					2,050.19	737.08
				Balance 06/01/24:	4,843.61	
				Net Change:	1,313.11	
				Balance 06/30/24:	6,156.72	
101-209-706 PENSION - VANGUARD						
Journal GJ: General Journal						
14750	06/03/2024	VANGUARD	1185	Multiple	348.93	
Journal Totals					348.93	0.00
Totals for 101-209-706					348.93	0.00
				Balance 06/01/24:	697.86	
				Net Change:	348.93	
				Balance 06/30/24:	1,046.79	
101-209-727 SUPPLIES						
Journal AP: Accounts Payable						
14674	06/04/2024	STAPLES	7000766733	Multiple	46.79	
14697	06/06/2024	JACKIE PETERSEN	6-6-2024	101-000-202	150.00	
Journal Totals					196.79	0.00
Totals for 101-209-727					196.79	0.00
				Balance 06/01/24:	65.99	
				Net Change:	196.79	
				Balance 06/30/24:	262.78	
101-209-802 DATA PROCES/CONTRAC						
Journal AP: Accounts Payable						
14692	06/06/2024	Antrim County Treasurer	5778	101-000-202	119.85	
Journal Totals					119.85	0.00

JE #	Date	Description	Reference #	OFFSETTING GL	DEBIT	CREDIT
101-209-802 DATA PROCES/CONTRAC						
Totals for 101-209-802					119.85	0.00
		Balance 06/01/24:			1,335.70	
		Net Change:			119.85	
		Balance 06/30/24:			1,455.55	
101-215-702 SALARY-CLERK						
Journal PR: Payroll						
14658	06/03/2024	JUNE PAYROLL	1175	Multiple	2,838.85	
Journal Totals					2,838.85	0.00
Totals for 101-215-702					2,838.85	0.00
		Balance 06/01/24:			5,677.70	
		Net Change:			2,838.85	
		Balance 06/30/24:			8,516.55	
101-215-703 SALARY DEPUTY						
Journal PR: Payroll						
14658	06/03/2024	JUNE PAYROLL	1175	Multiple	910.00	
Journal Totals					910.00	0.00
Totals for 101-215-703					910.00	0.00
		Balance 06/01/24:			1,574.00	
		Net Change:			910.00	
		Balance 06/30/24:			2,484.00	
101-215-704 FICA (SOCIAL SEC/MEDICARE)						
Journal PR: Payroll						
14658	06/03/2024	JUNE PAYROLL	1175	Multiple	286.79	
Journal Totals					286.79	0.00
Totals for 101-215-704					286.79	0.00
		Balance 06/01/24:			554.76	
		Net Change:			286.79	
		Balance 06/30/24:			841.55	
101-215-706 PENSION - VANGUARD						
Journal GJ: General Journal						
14750	06/03/2024	VANGUARD	1185	Multiple	283.89	
Journal Totals					283.89	0.00
Totals for 101-215-706					283.89	0.00
		Balance 06/01/24:			567.78	
		Net Change:			283.89	
		Balance 06/30/24:			851.67	
101-215-727 SUPPLIES						
Journal AP: Accounts Payable						
14674	06/04/2024	STAPLES	7000766733	Multiple	96.77	
14751	06/25/2024	ANDREA KRAKOW	6-25-2024	Multiple	0.24	
14759	06/25/2024	LIZ ATKINSON	6-25-2024	Multiple	7.99	
Journal Totals					105.00	0.00
Totals for 101-215-727					105.00	0.00
		Balance 06/01/24:			256.22	
		Net Change:			105.00	
		Balance 06/30/24:			361.22	
101-253-702 SALARY-TREASURER						
Journal PR: Payroll						
14658	06/03/2024	JUNE PAYROLL	1175	Multiple	3,211.80	
Journal Totals					3,211.80	0.00

User: Liz

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

DB: Milton Township

TRANSACTIONS FROM 06/01/2024 TO 06/30/2024

JE #	Date	Description	Reference #	OFFSETTING GL	DEBIT	CREDIT
101-253-702 SALARY-TREASURER						
Totals for 101-253-702					3,211.80	0.00
Balance 06/01/24:				6,423.60		
Net Change:				3,211.80		
Balance 06/30/24:				9,635.40		
101-253-704 FICA (SOCIAL SEC/MEDICARE)						
Journal PR: Payroll						
14658	06/03/2024	JUNE PAYROLL	1175	Multiple	312.93	
Journal Totals					312.93	0.00
Totals for 101-253-704					312.93	0.00
Balance 06/01/24:				625.90		
Net Change:				312.93		
Balance 06/30/24:				938.83		
101-253-705 HEALTH INSURANCE						
Journal PR: Payroll						
14658	06/03/2024	JUNE PAYROLL	1175	Multiple	879.06	
Journal Totals					879.06	0.00
Totals for 101-253-705					879.06	0.00
Balance 06/01/24:				1,758.12		
Net Change:				879.06		
Balance 06/30/24:				2,637.18		
101-253-706 PENSION - VANGUARD						
Journal GJ: General Journal						
14750	06/03/2024	VANGUARD	1185	Multiple	321.18	
Journal Totals					321.18	0.00
Totals for 101-253-706					321.18	0.00
Balance 06/01/24:				642.36		
Net Change:				321.18		
Balance 06/30/24:				963.54		
101-253-727 POSTAGE/SUPPLIES						
Journal AP: Accounts Payable						
14734	06/13/2024	LIZ ATKINSON	6-2024	101-000-202	61.05	
Journal Totals					61.05	0.00
Totals for 101-253-727					61.05	0.00
Balance 06/01/24:				1,674.60		
Net Change:				61.05		
Balance 06/30/24:				1,735.65		
101-253-977 EQUIPMENT						
Journal AP: Accounts Payable						
14675	06/04/2024	VC3 INC	INV8419VC3	101-000-202	235.00	
Journal Totals					235.00	0.00
Totals for 101-253-977					235.00	0.00
Balance 06/01/24:				1,389.95		
Net Change:				235.00		
Balance 06/30/24:				1,624.95		
101-265-702 SALARY-OLD TOWN HALL						
Journal PR: Payroll						
14658	06/03/2024	JUNE PAYROLL	1175	Multiple	150.00	
Journal Totals					150.00	0.00

User: Liz

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

DB: Milton Township

TRANSACTIONS FROM 06/01/2024 TO 06/30/2024

JE #	Date	Description	Reference #	OFFSETTING GL	DEBIT	CREDIT
101-265-702 SALARY-OLD TOWN HALL						
Totals for 101-265-702					150.00	0.00
Balance 06/01/24:					150.00	
Net Change:					150.00	
Balance 06/30/24:					300.00	

101-265-704 FICA (SOCIAL SEC/MEDICARE)						
Journal PR: Payroll						
14658	06/03/2024	JUNE PAYROLL	1175	Multiple	11.48	
Journal Totals					11.48	0.00
Totals for 101-265-704					11.48	0.00
Balance 06/01/24:					11.47	
Net Change:					11.48	
Balance 06/30/24:					22.95	

101-265-727 SUPPLIES						
Journal AP: Accounts Payable						
14696	06/06/2024	Gill-Roy's	2406-010359	Multiple	5.58	
14700	06/06/2024	Village Market - Elk Rapids	6-6-2024	101-000-202	21.98	
14733	06/13/2024	JANET BEEBE	6-2024	101-000-202	242.74	
Journal Totals					270.30	0.00
Totals for 101-265-727					270.30	0.00
Balance 06/01/24:					11.16	
Net Change:					270.30	
Balance 06/30/24:					281.46	

101-265-920 UTILITIES						
Journal AP: Accounts Payable						
14701	06/06/2024	VILLAGE OF ELK RAPIDS	6-6-2024	Multiple	54.15	
14712	06/10/2024	DTE Energy	6-10-2024	Multiple	75.68	
14754	06/25/2024	Consumers Energy	6-25-2024	Multiple	50.81	
Journal Totals					180.64	0.00
Totals for 101-265-920					180.64	0.00
Balance 06/01/24:					619.89	
Net Change:					180.64	
Balance 06/30/24:					800.53	

101-265-930 REPAIR/MAINTENANCE						
Journal AP: Accounts Payable						
14696	06/06/2024	Gill-Roy's	2406-010359	Multiple	18.00	
Journal Totals					18.00	0.00
Totals for 101-265-930					18.00	0.00
Balance 06/01/24:					0.00	
Net Change:					18.00	
Balance 06/30/24:					18.00	

101-268-702 SALARY-TOWNSHIP OFFICE						
Journal PR: Payroll						
14658	06/03/2024	JUNE PAYROLL	1175	Multiple	410.66	
14658	06/03/2024	JUNE PAYROLL	1175	Multiple	1,608.00	
Journal Totals					2,018.66	0.00
Totals for 101-268-702					2,018.66	0.00
Balance 06/01/24:					4,023.32	
Net Change:					2,018.66	
Balance 06/30/24:					6,041.98	

101-268-704 FICA (SOCIAL SEC/MEDICARE)						
Journal PR: Payroll						
14658	06/03/2024	JUNE PAYROLL	1175	Multiple	123.02	
14658	06/03/2024	JUNE PAYROLL	1175	Multiple	31.42	
Journal Totals					154.44	0.00

User: Liz

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

DB: Milton Township

TRANSACTIONS FROM 06/01/2024 TO 06/30/2024

JE #	Date	Description	Reference #	OFFSETTING GL	DEBIT	CREDIT
101-268-704 FICA (SOCIAL SEC/MEDICARE)						
Totals for 101-268-704					154.44	0.00
Balance 06/01/24:				307.80		
Net Change:				154.44		
Balance 06/30/24:				462.24		
101-268-727 SUPPLIES						
Journal AP: Accounts Payable						
14670	06/04/2024	LIZ ATKINSON	6-4-2024	101-000-202	21.16	
14672	06/04/2024	Purchase Power	6-4-2024	101-000-202	520.99	
14674	06/04/2024	STAPLES	7000766733	Multiple	27.07	
14759	06/25/2024	LIZ ATKINSON	6-25-2024	Multiple	16.99	
14766	06/25/2024	VC3 INC	INV8934VC3	101-000-202	57.00	
Journal Totals					643.21	0.00
Totals for 101-268-727					643.21	0.00
Balance 06/01/24:				542.00		
Net Change:				643.21		
Balance 06/30/24:				1,185.21		
101-268-802 CONTRACTS						
Journal AP: Accounts Payable						
14699	06/06/2024	VC3 INC	152378	Multiple	8.30	
14699	06/06/2024	VC3 INC	152378	Multiple	50.00	
14714	06/10/2024	GFL ENVIRONMENTAL	0066101328	101-000-202	87.84	
14715	06/10/2024	Great Lakes Business Systems	SC102597	101-000-202	99.79	
14730	06/13/2024	CANON FINANCIAL SERVICES	32955884	101-000-202	68.69	
Journal Totals					314.62	0.00
Totals for 101-268-802					314.62	0.00
Balance 06/01/24:				734.56		
Net Change:				314.62		
Balance 06/30/24:				1,049.18		
101-268-850 PHONE/FAX						
Journal AP: Accounts Payable						
14753	06/25/2024	CHARTER COMMUNICATIONS	005307301060724	Multiple	299.94	
Journal Totals					299.94	0.00
Totals for 101-268-850					299.94	0.00
Balance 06/01/24:				899.82		
Net Change:				299.94		
Balance 06/30/24:				1,199.76		
101-268-851 INTERNET/WEB HOST						
Journal AP: Accounts Payable						
14753	06/25/2024	CHARTER COMMUNICATIONS	005307301060724	Multiple	129.99	
14758	06/25/2024	LEGENDARY LION WEB DEVELOPMENT	16197	101-000-202	150.00	
Journal Totals					279.99	0.00
Totals for 101-268-851					279.99	0.00
Balance 06/01/24:				389.97		
Net Change:				279.99		
Balance 06/30/24:				669.96		
101-268-920 UTILITIES						
Journal AP: Accounts Payable						
14712	06/10/2024	DTE Energy	6-10-2024	Multiple	61.95	
14754	06/25/2024	Consumers Energy	6-25-2024	Multiple	178.23	
Journal Totals					240.18	0.00
Totals for 101-268-920					240.18	0.00
Balance 06/01/24:				1,072.02		
Net Change:				240.18		
Balance 06/30/24:				1,312.20		

JE #	Date	Description	Reference #	OFFSETTING GL	DEBIT	CREDIT
101-268-930 REPAIR/MAINTENANCE						
Journal AP: Accounts Payable						
14696	06/06/2024	Gill-Roy's	2406-010359	Multiple	68.97	
Journal Totals					68.97	0.00
Totals for 101-268-930					68.97	0.00
Balance 06/01/24:				1,798.64		
Net Change:				68.97		
Balance 06/30/24:				1,867.61		
101-276-702 SALARY-CEMETERY MAINT.						
Journal PR: Payroll						
14658	06/03/2024	JUNE PAYROLL	1175	Multiple	168.08	
Journal Totals					168.08	0.00
Totals for 101-276-702					168.08	0.00
Balance 06/01/24:				336.16		
Net Change:				168.08		
Balance 06/30/24:				504.24		
101-276-704 FICA (SOCIAL SEC/MEDICARE)						
Journal PR: Payroll						
14658	06/03/2024	JUNE PAYROLL	1175	Multiple	12.86	
Journal Totals					12.86	0.00
Totals for 101-276-704					12.86	0.00
Balance 06/01/24:				25.72		
Net Change:				12.86		
Balance 06/30/24:				38.58		
101-276-727 SUPPLIES						
Journal AP: Accounts Payable						
14674	06/04/2024	STAPLES	7000766733	Multiple	50.65	
14768	06/25/2024	WENDY FOX	6-25-2024	Multiple	4.16	
Journal Totals					54.81	0.00
Totals for 101-276-727					54.81	0.00
Balance 06/01/24:				97.50		
Net Change:				54.81		
Balance 06/30/24:				152.31		
101-276-920 UTILITIES						
Journal AP: Accounts Payable						
14754	06/25/2024	Consumers Energy	6-25-2024	Multiple	29.11	
Journal Totals					29.11	0.00
Totals for 101-276-920					29.11	0.00
Balance 06/01/24:				86.31		
Net Change:				29.11		
Balance 06/30/24:				115.42		
101-276-930 REPAIR/MAINTENANCE						
Journal AP: Accounts Payable						
14696	06/06/2024	Gill-Roy's	2406-010359	Multiple	10.00	
14696	06/06/2024	Gill-Roy's	2406-010359	Multiple	26.81	
Journal Totals					36.81	0.00
Totals for 101-276-930					36.81	0.00
Balance 06/01/24:				310.00		
Net Change:				36.81		
Balance 06/30/24:				346.81		
101-410-702 SALARY-ZONING						
Journal PR: Payroll						
14658	06/03/2024	JUNE PAYROLL	1175	Multiple	1,176.00	
Journal Totals					1,176.00	0.00

JE #	Date	Description	Reference #	OFFSETTING GL	DEBIT	CREDIT
101-410-702 SALARY-ZONING						
Totals for 101-410-702					1,176.00	0.00
Balance 06/01/24:					2,472.00	
Net Change:					1,176.00	
Balance 06/30/24:					3,648.00	
101-410-703 SALARY-PLANNING/ZBA						
Journal PR: Payroll						
14658	06/03/2024	JUNE PAYROLL	1175	Multiple	1,385.00	
Journal Totals					1,385.00	0.00
Totals for 101-410-703					1,385.00	0.00
Balance 06/01/24:					2,175.00	
Net Change:					1,385.00	
Balance 06/30/24:					3,560.00	
101-410-704 FICA (SOCIAL SEC/MEDICARE)						
Journal PR: Payroll						
14658	06/03/2024	JUNE PAYROLL	1175	Multiple	195.93	
Journal Totals					195.93	0.00
Totals for 101-410-704					195.93	0.00
Balance 06/01/24:					355.51	
Net Change:					195.93	
Balance 06/30/24:					551.44	
101-410-727 SUPPLIES						
Journal AP: Accounts Payable						
14674	06/04/2024	STAPLES	7000766733	Multiple	31.19	
Journal Totals					31.19	0.00
Totals for 101-410-727					31.19	0.00
Balance 06/01/24:					178.69	
Net Change:					31.19	
Balance 06/30/24:					209.88	
101-410-802 CONTRACTS/CONSULTANTS						
Journal AP: Accounts Payable						
14693	06/06/2024	BECKETT & RAEDER	2024473	101-000-202	3,014.50	
Journal Totals					3,014.50	0.00
Totals for 101-410-802					3,014.50	0.00
Balance 06/01/24:					3,931.44	
Net Change:					3,014.50	
Balance 06/30/24:					6,945.94	
101-434-802 AMBULANCE						
Journal AP: Accounts Payable						
14760	06/25/2024	Mobile Medical Response	0003548-IN	101-000-202	131,250.00	
Journal Totals					131,250.00	0.00
Totals for 101-434-802					131,250.00	0.00
Balance 06/01/24:					0.00	
Net Change:					131,250.00	
Balance 06/30/24:					131,250.00	
101-448-920 UTILITIES						
Journal AP: Accounts Payable						
14694	06/06/2024	Consumers Energy	6-6-2024	Multiple	138.27	
14694	06/06/2024	Consumers Energy	6-6-2024	Multiple	26.64	
14732	06/13/2024	Great Lakes Energy	8321002	101-000-202	13.50	
14756	06/25/2024	Great Lakes Energy	6-25-2024	Multiple	14.00	
14756	06/25/2024	Great Lakes Energy	6-25-2024	Multiple	13.50	
14756	06/25/2024	Great Lakes Energy	6-25-2024	Multiple	13.50	
14756	06/25/2024	Great Lakes Energy	6-25-2024	Multiple	13.50	
14756	06/25/2024	Great Lakes Energy	6-25-2024	Multiple	14.00	
14756	06/25/2024	Great Lakes Energy	6-25-2024	Multiple	14.00	

JE #	Date	Description	Reference #	OFFSETTING GL	DEBIT	CREDIT
101-448-920 UTILITIES						
Journal AP: Accounts Payable						
Journal Totals					247.41	0.00
Totals for 101-448-920					247.41	0.00
Balance 06/01/24:					529.17	
Net Change:					247.41	
Balance 06/30/24:					776.58	
101-529-804 RECYCLING CENTER						
Journal AP: Accounts Payable						
14752	06/25/2024	CHARTER COMMUNICATIONS	005308101060724	101-000-202	109.99	
Journal Totals					109.99	0.00
Totals for 101-529-804					109.99	0.00
Balance 06/01/24:					1,209.97	
Net Change:					109.99	
Balance 06/30/24:					1,319.96	
101-751-702 SALARY-ACCESSES						
Journal PR: Payroll						
14658	06/03/2024	JUNE PAYROLL	1175	Multiple	191.75	
Journal Totals					191.75	0.00
Totals for 101-751-702					191.75	0.00
Balance 06/01/24:					383.50	
Net Change:					191.75	
Balance 06/30/24:					575.25	
101-751-704 FICA (SOCIAL SEC/MEDICARE)						
Journal PR: Payroll						
14658	06/03/2024	JUNE PAYROLL	1175	Multiple	14.67	
Journal Totals					14.67	0.00
Totals for 101-751-704					14.67	0.00
Balance 06/01/24:					29.33	
Net Change:					14.67	
Balance 06/30/24:					44.00	
101-752-702 SALARY-PARKS						
Journal PR: Payroll						
14658	06/03/2024	JUNE PAYROLL	1175	Multiple	1,971.00	
Journal Totals					1,971.00	0.00
Totals for 101-752-702					1,971.00	0.00
Balance 06/01/24:					3,942.00	
Net Change:					1,971.00	
Balance 06/30/24:					5,913.00	
101-752-704 FICA (SOCIAL SEC/MEDICARE)						
Journal PR: Payroll						
14658	06/03/2024	JUNE PAYROLL	1175	Multiple	190.98	
Journal Totals					190.98	0.00
Totals for 101-752-704					190.98	0.00
Balance 06/01/24:					381.94	
Net Change:					190.98	
Balance 06/30/24:					572.92	
101-752-705 HEALTH INSURANCE						
Journal PR: Payroll						
14658	06/03/2024	JUNE PAYROLL	1175	Multiple	358.80	
Journal Totals					358.80	0.00

User: Liz

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

DB: Milton Township

TRANSACTIONS FROM 06/01/2024 TO 06/30/2024

JE #	Date	Description	Reference #	OFFSETTING GL	DEBIT	CREDIT
101-752-705 HEALTH INSURANCE						
Totals for 101-752-705					358.80	0.00
Balance 06/01/24:					717.60	
Net Change:					358.80	
Balance 06/30/24:					1,076.40	
101-752-706 PENSION - VANGUARD						
Journal GJ: General Journal						
14750	06/03/2024	VANGUARD	1185	Multiple	312.65	
Journal Totals					312.65	0.00
Totals for 101-752-706					312.65	0.00
Balance 06/01/24:					625.30	
Net Change:					312.65	
Balance 06/30/24:					937.95	
101-752-722 GAS ALLOWANCE						
Journal PR: Payroll						
14658	06/03/2024	JUNE PAYROLL	1175	Multiple	166.67	
Journal Totals					166.67	0.00
Totals for 101-752-722					166.67	0.00
Balance 06/01/24:					333.34	
Net Change:					166.67	
Balance 06/30/24:					500.01	
101-752-727 SUPPLIES						
Journal AP: Accounts Payable						
14768	06/25/2024	WENDY FOX	6-25-2024	Multiple	52.96	
Journal Totals					52.96	0.00
Totals for 101-752-727					52.96	0.00
Balance 06/01/24:					408.61	
Net Change:					52.96	
Balance 06/30/24:					461.57	
101-752-920 UTILITIES						
Journal AP: Accounts Payable						
14701	06/06/2024	VILLAGE OF ELK RAPIDS	6-6-2024	Multiple	54.15	
14754	06/25/2024	Consumers Energy	6-25-2024	Multiple	18.04	
14754	06/25/2024	Consumers Energy	6-25-2024	Multiple	28.93	
14754	06/25/2024	Consumers Energy	6-25-2024	Multiple	101.16	
Journal Totals					202.28	0.00
Totals for 101-752-920					202.28	0.00
Balance 06/01/24:					336.65	
Net Change:					202.28	
Balance 06/30/24:					538.93	
101-752-930 REPAIR/MAINTENANCE						
Journal AP: Accounts Payable						
14696	06/06/2024	Gill-Roy's	2406-010359	Multiple	9.54	
14696	06/06/2024	Gill-Roy's	2406-010359	Multiple	14.69	
14735	06/13/2024	PARALLEL PLUMBING SERVICES	7431	101-000-202	130.00	
14755	06/25/2024	Gmoser's Septic Service	408577	Multiple	300.00	
14755	06/25/2024	Gmoser's Septic Service	408577	Multiple	95.00	
14762	06/25/2024	NORTH SHORE DOCK, LLC.	32485	101-000-202	505.00	
14764	06/25/2024	PRO SURFACES	6-25-2024	101-000-202	81,000.00	
14765	06/25/2024	Steuer Excavating, Inc.	24-88	101-000-202	1,387.50	
Journal Totals					83,441.73	0.00
Totals for 101-752-930					83,441.73	0.00
Balance 06/01/24:					3,094.16	
Net Change:					83,441.73	
Balance 06/30/24:					86,535.89	

User: Liz

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

DB: Milton Township

TRANSACTIONS FROM 06/01/2024 TO 06/30/2024

JE #	Date	Description	Reference #	OFFSETTING GL	DEBIT	CREDIT
101-752-978 FIXED ASSETS						
Journal AP: Accounts Payable						
14757	06/25/2024	HUTSON, INC	10481887	101-000-202	4,620.00	
Journal Totals					4,620.00	0.00
Totals for 101-752-978					4,620.00	0.00
Balance 06/01/24:				2,216.00		
Net Change:				4,620.00		
Balance 06/30/24:				6,836.00		

101-865-910 LIABILITY INSURANCE						
Journal AP: Accounts Payable						
14761	06/25/2024	Municipal Underwriters of Mich 15768		101-000-202	38,456.00	
Journal Totals					38,456.00	0.00
Totals for 101-865-910					38,456.00	0.00
Balance 06/01/24:				0.00		
Net Change:				38,456.00		
Balance 06/30/24:				38,456.00		

GL NUMBER	DESCRIPTION	2024-25 ACTIVITY THRU 06/30/24	2024-25 APPROVED BUDGET
ESTIMATED REVENUES			
Dept 000			
206-000-402	CURRENT TAX COLLECT	9,173.96	339,888.92
206-000-665	INTEREST EARNED	1,271.16	
206-000-671	FIRE GRANT AWARDS	6,674.21	
206-000-674	MISC REVENUE	10.00	
Totals for dept 000 -		<u>17,129.33</u>	<u>339,888.92</u>
TOTAL ESTIMATED REVENUES		<u>17,129.33</u>	<u>339,888.92</u>

Calculations as of 06/30/2024

GL NUMBER	DESCRIPTION	2024-25 ACTIVITY THRU 06/30/24	2024-25 APPROVED BUDGET
APPROPRIATIONS			
Dept 336 - FIRE EXPENSES			
206-336-702	SALARY	15,167.74	78,000.00
206-336-703	SALARY-FIRE CHIEF	5,000.00	20,000.00
206-336-704	SOC.SECURITY/MEDICARE	1,631.19	7,856.55
206-336-705	SALARY - MAINT.	1,155.06	4,700.00
206-336-723	MEMBERSHIP	824.99	6,500.00
206-336-727	SUPPLIES	3,775.95	12,000.00
206-336-729	APPARATUS FUEL	1,025.48	5,000.00
206-336-801	LEGAL FEES/PROF SERVICES	119.00	7,250.00
206-336-802	SERVICE CONTRACTS	173.39	1,000.00
206-336-850	PHONE/INTERNET	679.88	4,000.00
206-336-860	MILEAGE		1,000.00
206-336-890	CONTINGENCY		1,000.00
206-336-900	PUBLISHING		1,000.00
206-336-910	INSURANCE	2,208.00	3,000.00
206-336-920	UTILITIES	2,921.50	8,000.00
206-336-930	REPAIR/MAINTENANCE	2,246.36	60,000.00
206-336-955	GRANT PROJECT	18,357.44	
206-336-956	PHYSICALS	4,330.70	7,500.00
206-336-957	UNIFORMS		1,500.00
206-336-959	MISC. EXPENSE	68.14	2,000.00
206-336-960	EDUCATION		3,000.00
206-336-971	CAPITAL OUTLAY		54,582.37
206-336-976	BUILDING/GROUNDS	8,390.00	30,000.00
206-336-977	EQUIPMENT	2,756.40	15,000.00
Totals for dept 336 - FIRE EXPENSES		70,831.22	333,888.92
Dept 862 - EMPLOYER EXPENSE			
206-862-714	MERS RETIREMENT EXPENSE		6,000.00
Totals for dept 862 - EMPLOYER EXPENSE			6,000.00
TOTAL APPROPRIATIONS		70,831.22	339,888.92
NET OF REVENUES/APPROPRIATIONS - FUND 206		(53,701.89)	
BEGINNING FUND BALANCE		948,849.89	948,849.89
ENDING FUND BALANCE		895,148.00	948,849.89

JE #	Date	Description	Reference #	OFFSETTING GL	DEBIT	CREDIT
206-336-702 SALARY						
Journal PR: Payroll						
14659	06/04/2024	JUNE PAYROLL - FIRE	1176	Multiple	14,487.74	
14659	06/04/2024	JUNE PAYROLL - FIRE	1176	Multiple	680.00	
Journal Totals					15,167.74	0.00
Totals for 206-336-702					15,167.74	0.00
Balance 06/01/24:					0.00	
Net Change:					15,167.74	
Balance 06/30/24:					15,167.74	
206-336-703 SALARY-FIRE CHIEF						
Journal PR: Payroll						
14659	06/04/2024	JUNE PAYROLL - FIRE	1176	Multiple	5,000.00	
Journal Totals					5,000.00	0.00
Totals for 206-336-703					5,000.00	0.00
Balance 06/01/24:					0.00	
Net Change:					5,000.00	
Balance 06/30/24:					5,000.00	
206-336-704 SOC.SECURITY/MEDICARE						
Journal PR: Payroll						
14658	06/03/2024	JUNE PAYROLL	1175	Multiple	29.45	
14659	06/04/2024	JUNE PAYROLL - FIRE	1176	Multiple	52.02	
14659	06/04/2024	JUNE PAYROLL - FIRE	1176	Multiple	1,490.81	
Journal Totals					1,572.28	0.00
Totals for 206-336-704					1,572.28	0.00
Balance 06/01/24:					58.91	
Net Change:					1,572.28	
Balance 06/30/24:					1,631.19	
206-336-705 SALARY - MAINT.						
Journal PR: Payroll						
14658	06/03/2024	JUNE PAYROLL	1175	Multiple	385.02	
Journal Totals					385.02	0.00
Totals for 206-336-705					385.02	0.00
Balance 06/01/24:					770.04	
Net Change:					385.02	
Balance 06/30/24:					1,155.06	
206-336-727 SUPPLIES						
Journal AP: Accounts Payable						
14669	06/04/2024	Jeremy Ball	6-4-2024	Multiple	75.87	
14669	06/04/2024	Jeremy Ball	6-4-2024	Multiple	104.76	
14674	06/04/2024	STAPLES	7000766733	Multiple	32.58	
14695	06/06/2024	Gill-Roy's	2406-010378	206-000-202	118.27	
Journal Totals					331.48	0.00
Totals for 206-336-727					331.48	0.00
Balance 06/01/24:					3,444.47	
Net Change:					331.48	
Balance 06/30/24:					3,775.95	
206-336-729 APPARATUS FUEL						
Journal AP: Accounts Payable						
14713	06/10/2024	FUELMAN	NP66574812	206-000-202	344.99	
Journal Totals					344.99	0.00
Totals for 206-336-729					344.99	0.00
Balance 06/01/24:					680.49	
Net Change:					344.99	
Balance 06/30/24:					1,025.48	

JE #	Date	Description	Reference #	OFFSETTING GL	DEBIT	CREDIT
206-336-801 LEGAL FEES/PROF SERVICES						
Journal PR: Payroll						
14659	06/04/2024	JUNE PAYROLL - FIRE	1176	Multiple	119.00	
Journal Totals					119.00	0.00
Totals for 206-336-801					119.00	0.00
Balance 06/01/24:					0.00	
Net Change:					119.00	
Balance 06/30/24:					119.00	

206-336-920 UTILITIES						
Journal AP: Accounts Payable						
14712	06/10/2024	DTE Energy	6-10-2024	Multiple	58.03	
14754	06/25/2024	Consumers Energy	6-25-2024	Multiple	116.96	
14754	06/25/2024	Consumers Energy	6-25-2024	Multiple	143.55	
Journal Totals					318.54	0.00
Totals for 206-336-920					318.54	0.00
Balance 06/01/24:					2,602.96	
Net Change:					318.54	
Balance 06/30/24:					2,921.50	

206-336-930 REPAIR/MAINTENANCE						
Journal AP: Accounts Payable						
14668	06/04/2024	IMPACT RESCUE LLC	1430	206-000-202	630.00	
14671	06/04/2024	MUNICIPAL EMERGENCY SERVICES	IN2051137	206-000-202	1,295.96	
Journal Totals					1,925.96	0.00
Totals for 206-336-930					1,925.96	0.00
Balance 06/01/24:					320.40	
Net Change:					1,925.96	
Balance 06/30/24:					2,246.36	

206-336-956 PHYSICALS						
Journal AP: Accounts Payable						
14698	06/06/2024	MUNSON OCCUPATIONAL HEALTH & M	6-6-2024	Multiple	403.70	
14698	06/06/2024	MUNSON OCCUPATIONAL HEALTH & M	6-6-2024	Multiple	762.40	
14698	06/06/2024	MUNSON OCCUPATIONAL HEALTH & M	6-6-2024	Multiple	331.70	
Journal Totals					1,497.80	0.00
Totals for 206-336-956					1,497.80	0.00
Balance 06/01/24:					2,832.90	
Net Change:					1,497.80	
Balance 06/30/24:					4,330.70	

206-336-959 MISC. EXPENSE						
Journal AP: Accounts Payable						
14696	06/06/2024	Gill-Roy's	2406-010359	Multiple	36.99	
Journal Totals					36.99	0.00
Totals for 206-336-959					36.99	0.00
Balance 06/01/24:					31.15	
Net Change:					36.99	
Balance 06/30/24:					68.14	

206-336-976 BUILDING/GROUNDS						
Journal AP: Accounts Payable						
14664	06/04/2024	Ahrens Asphalt & Paving	7277	206-000-202	1,920.00	
14665	06/04/2024	Ahrens Asphalt & Paving	1589	206-000-202	5,500.00	
Journal Totals					7,420.00	0.00
Totals for 206-336-976					7,420.00	0.00
Balance 06/01/24:					970.00	
Net Change:					7,420.00	
Balance 06/30/24:					8,390.00	

206-336-977 EQUIPMENT

JE #	Date	Description	Reference #	OFFSETTING GL	DEBIT	CREDIT
206-336-977 EQUIPMENT						
Journal AP: Accounts Payable						
14666	06/04/2024	DARLEY	17528995	206-000-202	911.35	
14722	06/10/2024	TRAFFIC SAFETY STORE	INV910234	206-000-202	410.23	
14723	06/10/2024	Witmer Public Safety Group	INV490905	206-000-202	625.68	
14724	06/10/2024	Witmer Public Safety Group	INV490990	206-000-202	467.54	
Journal Totals					2,414.80	0.00
Totals for 206-336-977					2,414.80	0.00
Balance 06/01/24:				341.60		
Net Change:				2,414.80		
Balance 06/30/24:				2,756.40		

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
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Fund: 101 GENERAL FUND							
06/13/2024	GEN	33869	CANON FINANCIAL SERVICES	CONTRACTS	802	268	68.69

06/13/2024	GEN	33870	DELTA DENTAL	DENTAL INSURANCE	705	209	62.70
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06/13/2024	GEN	33871	Great Lakes Energy	ACCT 83210002 - US31 & QUARTERLINE	920	448	13.50
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06/13/2024	GEN	33872	JANET BEEBE	SUPPLIES - DOOR HANDLE	727	265	242.74
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06/13/2024	GEN	33873	LIZ ATKINSON	SUPPLIES - CALCULATOR	727	253	61.05
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06/13/2024	GEN	33874	PARALLEL PLUMBING SERVICES	REPAIR/MAINTENANCE - BEACH TOILET	930	752	130.00
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06/25/2024	GEN	33875#	ANDREA KRAKOW	MILEAGE	860	191	28.60
				POSTAGE	727	215	0.24
							<u>28.84</u>

							CHECK GEN 33875 TOTAL FOR FUND 101:
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06/25/2024	GEN	33876#	CHARTER COMMUNICATIONS	PHONE/FAX	850	268	299.94
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				INTERNET/WEB HOST	851	268	129.99
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				RECYCLING CENTER - INTERNET	804	529	109.99
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							<u>539.92</u>
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06/25/2024	GEN	33877*#	Consumers Energy	ACCT 100004952345/ 7268 CAIRN	920	265	50.81
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				ACCT 100004952444/ 7023 CHERRY	920	268	178.23
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				ACCT 100004952642/ 13230 HICKIN	920	276	29.11
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				ACCT 100052864327/ 13475 INDIAN RD	920	752	28.93
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				ACCT 100004952725/ 13455 INDIAN RD	920	752	101.16
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				ACCT 103036595975/7263 CAIRN	920	752	18.04
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							<u>406.28</u>
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06/25/2024	GEN	33878	Gmoser's Septic Service	PORTABLES - TOWNSHIP PARK	930	752	300.00
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				PORTABLES - MAPLEHURST	930	752	95.00
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							<u>395.00</u>
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Check Date Bank Check # Payee Description Account Dept Amount

Fund: 101 GENERAL FUND

06/25/2024 GEN 33879 Great Lakes Energy ACCT. 83210001 - CAIRN & US31 920 448 14.00

ACCT. 83210005 - ODELL & US31 920 448 13.50

ACCT. 83210003 - CAMPBELL & US31 920 448 13.50

ACCT. 83210004 - WINTERS & US31 920 448 14.00

ACCT. 83210006 - ERICKSON & US31 920 448 14.00

CHECK GEN 33879 TOTAL FOR FUND 101: 69.00

06/25/2024 GEN 33880 HUTSON, INC FIXED ASSETS - TRACTOR 978 752 4,620.00

06/25/2024 GEN 33881 LEGENDARY LION WEB DEVELOPMENT INTERNET/WEB HOST 851 268 150.00

06/25/2024 GEN 33882# LIZ ATKINSON SUPPLIES - MONITOR CORD 727 215 7.99

SUPPLIES - WENDY DESK ORGANIZER 727 268 16.99

CHECK GEN 33882 TOTAL FOR FUND 101: 24.98

06/25/2024 GEN 33883 Mobile Medical Response AMBULANCE 802 434 131,250.00

06/25/2024 GEN 33884 Municipal Underwriters of Michigan LIABILITY INSURANCE 910 865 38,456.00

06/25/2024 GEN 33885 NORTH SHORE DOCK, LLC. REPAIR/MAINTENANCE 930 752 505.00

06/25/2024 GEN 33886 Priority Health HEALTH INSURANCE 705 209 1,987.49

06/25/2024 GEN 33887 PRO SURFACES REPAIR/MAINTENANCE 930 752 81,000.00

06/25/2024 GEN 33888 Steuer Excavating, Inc. PICKLE BALL COURT ENTRANCE 930 752 1,387.50

06/25/2024 GEN 33889 VC3 INC SUPPLIES 727 268 57.00

06/25/2024 GEN 33890 WADE TRIM, INC. SEWER STUDY 801 101 1,625.72

06/25/2024 GEN 33891# WENDY FOX SUPPLIES - MAPS FROM PRINTER 727 276 4.16

SUPPLIES - TRASH BAGS FOR PARKS 727 752 52.96

CHECK GEN 33891 TOTAL FOR FUND 101: 57.12

Check Date Bank Check # Payee Description Account Dept Amount

Fund: 101 GENERAL FUND

06/25/2024	GEN	33892	William F. Derman Jr.	LEGAL FEES - BREYTONWOOD	801	101	562.50
				LEGAL FEES- MAPLEHURST	801	101	900.00
				LEGAL FEES - DNR LEASE - WARING RD.	801	101	225.00
				LEGAL FEES - MISC/ BOARD	801	101	1,237.50
				CHECK GEN 33892 TOTAL FOR FUND 101:			2,925.00

07/02/2024	GEN	33893	BECKETT & RAEDER	WATERFIRE - DELAYED BILLING	802	410	420.00
				ZONING ADMINISTRATION	802	410	1,452.50
				MILEAGE FOR ZONING	802	410	98.25
				CHECK GEN 33893 TOTAL FOR FUND 101:			1,970.75

07/02/2024	GEN	33895*#	DTE Energy	UTILITIES - ACCT 910020747580	920	265	61.20
				UTILITIES - ACCT 910020747671	920	268	57.05
				CHECK GEN 33895 TOTAL FOR FUND 101:			118.25

07/02/2024	GEN	33896#	JANET BEEBE	SUPPLIES - COMPUTER CORD FOR DEPUTY	727	215	14.82
				MILEAGE - TRAINING, AVCB DISK TO BELL	860	215	132.60
				POSTAGE	727	276	0.75
				CHECK GEN 33896 TOTAL FOR FUND 101:			148.17

07/02/2024	GEN	33897#	LIZ ATKINSON	CABLE FOR CAMERA FOR DROP BOX	727	191	99.99
				SPLITTER SWITCH	727	215	17.99
				CHECK GEN 33897 TOTAL FOR FUND 101:			117.98

07/02/2024	GEN	33898	PEZZETTI, VERMETTEN & POPOVITS, P.C	LEGAL FEES - SPIRIT STR	801	410	255.50
				LEGAL FEES - ZOZULA	801	410	365.00
				CHECK GEN 33898 TOTAL FOR FUND 101:			620.50
				Total for fund 101 GENERAL FUND			269,039.18

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 206 FIRE FUND							
06/25/2024	GEN	33877*#	Consumers Energy	ACCT 100005504152/ 12105 CHERRY AVE	920	336	143.55
				ACCT 100005504012/ 7015 CAIRN	920	336	116.96
				CHECK GEN 33877 TOTAL FOR FUND 206:			260.51
07/02/2024	GEN	33894	CARDIO PARTNERS	SUPPLIES - REPLACEMENT AED PADS	727	336	311.90
07/02/2024	GEN	33895*#	DTE Energy	UTILITIES - ACCT 910020764874	920	336	58.08
07/02/2024	GEN	33899	VC3 INC	COMPUTER FOR FD	976	336	1,332.00
07/02/2024	GEN	33900	W.S. DARLEY & CO	EQUIPMENT - CAR FIRE BLANKET	977	336	1,625.65
			TOTAL - ALL FUNDS	Total for fund 206 FIRE FUND			3,588.14
							272,627.32

'*'-INDICATES CHECK DISTRIBUTED TO MORE THAN ONE FUND
 '#'-INDICATES CHECK DISTRIBUTED TO MORE THAN ONE DEPARTMENT

ANTRIM COUNTY SO
MILTON TOWNSHIP REPORT
 JUNE 2024

Nature	# Events
911 CHECK	24
ALARM	4
ANIMAL CONTROL COMP	2
ARGUMENT, VERBAL	1
ASSAULT IN PROGRESS	1
B&E (NOT IN PROGRESS)	1
CAR DEER ACCIDENT	3
CIVIL (NON-CRIMINAL)	2
CONSERVATION OR DNR	3
DEATH	2
DRIVING COMPLAINT	3
FIRE WORKS	1
FOLLOWUP	1
GENERAL ASSIST	4
HAZARDOUS CONDITION	4
HIT & RUN (NO INJURY)	1
LARCENY	1
LINE DOWN	3
MARINE PATROL COMPLAINT	3
MARINE STOP	49
MEDICAL ALERT ALARM	2
MEDICAL CALL <i>Ems - 17 Rescue - 4</i>	21
MISCELLANEOUS	1
MONITOR TEST	3
MOTORIST ASSIST	3
NOISE COMPLAINT	4
PERSONAL INJURY ACC <i>1 incident - LAW, Fire, Ems</i>	3
PERSONAL INJURY REPORT	1
PPO VIOLATION	1

Nature	# Events
PROPERTY FOUND / LOST	1
SUSPICIOUS PERSON	1
TEST	1
THREATS	1
TRAFFIC STOP	6
TREE DOWN	2
TRESSPASSING	2
UNWANTED SUBJ	1
VIN INSPECTION	1
WELLNESS CHECK	2
Total	170

Elk Rapids Township - 60 events

Torch Lake Township - 118 events

A-55 Transports (Billable Calls)

June 2023

Dispatch Zone	Jun-23	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Total
Antrim-City of Elk Rapids	9	21	14	13	14	12	19	11	7	6	12	8	14	160
Antrim-Elk Rapids	2	9	9	12	6	4	2	4	6	7	6	4	4	75
Antrim-Helena	0	1	0	0	0	0	0	0	0	0	0	0	0	1
Antrim-Milton	15	16	16	11	15	9	12	11	8	10	4	11	15	153
Antrim-Torch Lake	0	1	1	2	1	0	2	0	0	0	0	1	1	9
GT-Acme	5	2	0	2	1	0	2	1	0	1	1	5	4	24
GT-Garfield	0	0	0	0	0	0	0	1	0	0	0	0	0	1
GT-Traverse City	0	0	0	0	0	0	0	0	0	0	0	1	0	1
GT-Whitewater	1	3	0	1	0	0	2	0	1	1	2	0	1	12
Kalkaska-Clearwater	0	3	0	0	0	0	0	0	0	0	0	0	0	3
Total	32	56	40	41	37	25	39	28	22	25	25	30	39	439

Elk Rapids/Milton Responses (A-55)

June 2024

Call Disposition	Acme	WW	Elk Rapids	Elk Rapids Twp	Milton Twp	Antrim-Torch Lake	Total
Transport	4	1	10	3	12	0	30
Refusal	0	0	4	1	3	1	9
Cancelled	0	1	4	1	2	0	8
Total	4	2	18	5	17	1	47

Response Priority	Acme	WW	Elk Rapids	Elk Rapids Twp	Milton	Antrim-Torch Lake	Total
P-1 Emergency ALS	0	1	8	0	7	0	16
P-2 Emergency BLS	2	1	6	5	6	0	20
P-3 Non-Emergent	2	0	4	0	4	1	11
Total	4	2	18	5	17	1	47

Nature of Call	Acme	WW	Elk Rapids	Elk Rapids Twp	Milton	Antrim-Torch Lake	Total
10-Chest Pain (Non-Traumatic)	0	0	2	0	0	0	2
12-Convulsions/Seizures	0	0	1	0	0	0	1
14-Drowning (near)/Diving/ Scuba Accident	0	0	1	0	0	0	1
17-Falls	0	0	3	1	1	0	5
19-Heart Problems / A.I.C.D.	0	0	0	0	1	0	1
21-Hemorrhage/Lacerations	1	0	0	0	1	0	2
26-Sick Person (Specific Diagnosis)	2	0	5	2	6	1	16
28-Stroke (CVA)	0	0	1	0	1	0	2
29-Traffic/Transportation/Accidents	1	0	1	0	1	0	3
30-Traumatic Injuries (Specific)	0	0	0	1	0	0	1

	Acme	WW	Elk Rapids	Elk Rapids Twp	Milton	Antrim-Torch Lake	Total
31-Unconscious/Fainting (Near)	0	0	1	0	2	0	3
32-Unknown Problem (Man Down)	0	0	2	1	2	0	5
6-Breathing Problems	0	1	0	0	1	0	2
8-Carbon Monoxide/Inhalation/HazMat	0	1	1	0	0	0	2
9-Cardiac or Respiratory Arrest/Death	0	0	0	0	1	0	1
Total	4	2	18	5	17	1	47

Run#	Date	Priority	Nature of Call	Dispatch Zone	Unit	Disposition	Dispatch Time	Scene Time	Response Time
72,107	06/02/2024	P-2	26-Sick Person (Specific Diagno.	Elk Rapids	10 55A1 A	Refusal	10:23:45	10:27:35	00:03:50
72,316	06/02/2024	P-2	17-Falls	Elk Rapids Twp	10 55A1 A	Transport	20:27:20	20:48:00	00:20:40
72,706	06/03/2024	P-3	17-Falls	Elk Rapids	10 55A1 B	Refusal	16:05:14	16:11:34	00:06:20
73,276	06/04/2024	P-3	26-Sick Person (Specific Diagno.	Antrim-Torch Lak	10 55A1 C	Refusal	19:38:03	19:46:07	00:08:04
73,516	06/05/2024	P-2	26-Sick Person (Specific Diagno.	Elk Rapids Twp	10 55A1 B	Transport	10:59:50	11:07:35	00:07:45
73,816	06/05/2024	P-1	26-Sick Person (Specific Diagno.	Milton	10 55A1 B	Canceled	21:34:32		
74,009	06/06/2024	P-2	32-Unknown Problem (Man Dow	Elk Rapids Twp	10 55A1 A	Canceled	10:37:41	10:44:36	00:06:55
74,249	06/06/2024	P-1	26-Sick Person (Specific Diagno.	Elk Rapids	10 55A1 A	Refusal	18:58:10	19:03:01	00:04:51
74,409	06/07/2024	P-2	26-Sick Person (Specific Diagno.	Milton	10 55A1 A	Refusal	6:10:29	6:24:46	00:14:17
74,462	06/07/2024	P-1	10-Chest Pain (Non-Traumatic)	Elk Rapids	10 55A1 B	Transport	9:13:10	9:18:11	00:05:01
74,721	06/07/2024	P-1	10-Chest Pain (Non-Traumatic)	Elk Rapids	10 55A1 B	Transport	18:07:00	18:16:53	00:09:53
74,832	06/07/2024	P-1	12-Convulsions/Seizures	Elk Rapids	10 55A1 B	Refusal	22:55:57	23:01:38	00:05:41
75,244	06/09/2024	P-3	26-Sick Person (Specific Diagno.	Milton	10 55A1 C	Transport	3:29:18	3:37:14	00:07:56
75,457	06/09/2024	P-2	8-Carbon Monoxide/Inhalation/H	Whitewater	10 55A1 A	Canceled	12:33:11		
75,831	06/10/2024	P-2	26-Sick Person (Specific Diagno.	Acme	10 55A1 B	Transport	12:27:45	12:52:40	00:24:55
75,948	06/10/2024	P-1	31-Unconscious/Fainting (Near)	Milton	10 55A1 B	Transport	16:42:09	16:42:40	00:00:31
76,276	06/11/2024	P-3	29-Traffic/Transportation/Accider	Milton	10 55A1 C	Canceled	10:49:52	11:01:01	00:11:09
76,437	06/11/2024	P-1	6-Breathing Problems	Milton	10 55A1 C	Transport	16:07:21	16:29:19	00:21:58
76,644	06/12/2024	P-3	17-Falls	Elk Rapids	10 55A1 C	Transport	3:48:34	3:53:41	00:05:07
76,810	06/12/2024	P-1	29-Traffic/Transportation/Accider	Elk Rapids	10 55A1 B	Canceled	12:24:25	12:24:48	00:00:23
76,847	06/12/2024	P-1	28-Stroke (CVA)	Elk Rapids	10 55A1 B	Transport	13:39:54	13:42:50	00:02:56
76,977	06/12/2024	P-2	26-Sick Person (Specific Diagno.	Elk Rapids Twp	10 55A1 B	Refusal	17:31:05	17:35:57	00:04:52
77,152	06/13/2024	P-2	32-Unknown Problem (Man Dow	Elk Rapids	10 55A1 B	Transport	1:47:21	1:49:37	00:02:16
77,269	06/13/2024	P-3	29-Traffic/Transportation/Accider	Acme	10 55A1 A	Transport	10:21:26	10:47:00	00:25:34
77,558	06/13/2024	P-1	28-Stroke (CVA)	Milton	10 55A1 A	Transport	20:17:58	20:28:55	00:10:57
77,630	06/13/2024	P-2	21-Hemorrhage/Lacerations	Acme	10 55A1 A	Transport	23:21:02	23:32:32	00:11:30
77,709	06/14/2024	P-1	6-Breathing Problems	Whitewater	10 55A1 B	Transport	7:12:21	7:22:26	00:10:05

Run#	Date	Priority	Nature of Call	Dispatch Zone	Unit	Disposition	Dispatch Time	Scene Time	Response Time
78,390	06/15/2024	P-3	17-Falls	Elk Rapids	10 55A1 C	Transport	13:55:13	14:00:30	00:05:17
79,421	06/17/2024	P-3	26-Sick Person (Specific Diagno.	Acme	10 55A1 B	Transport	20:29:08	20:45:59	00:16:51
79,775	06/18/2024	P-2	26-Sick Person (Specific Diagno.	Elk Rapids	10 55A1 C	Canceled	14:20:52	14:25:58	00:05:06
81,276	06/21/2024	P-2	26-Sick Person (Specific Diagno.	Milton	10 55A1 B	Transport	16:59:30	16:59:43	00:00:13
81,416	06/21/2024	P-2	8-Carbon Monoxide/Inhalation/H	Elk Rapids	10 55A1 B	Canceled	23:02:40	23:05:31	00:02:51
81,460	06/22/2024	P-1	26-Sick Person (Specific Diagno.	Milton	10 55A1 B	Transport	1:37:15	1:49:19	00:12:04
81,553	06/22/2024	P-2	26-Sick Person (Specific Diagno.	Elk Rapids	10 55A1 C	Transport	9:08:05	9:15:28	00:07:23
82,026	06/23/2024	P-3	26-Sick Person (Specific Diagno.	Elk Rapids	10 55A1 A	Transport	12:13:30	12:28:26	00:14:56
82,105	06/23/2024	P-3	21-Hemorrhage/Lacerations	Milton	10 55A1 A	Transport	16:10:14	16:22:34	00:12:20
82,853	06/25/2024	P-3	17-Falls	Milton	10 55A1 C	Transport	10:25:25	10:46:56	00:21:31
83,044	06/25/2024	P-1	14-Drowning (near)/Diving/ Scub	Elk Rapids	10 55A1 C	Canceled	17:03:35	17:09:51	00:06:16
83,083	06/25/2024	P-1	31-Unconscious/Fainting (Near)	Elk Rapids	10 55A1 C	Transport	19:03:09	19:07:28	00:04:19
83,296	06/26/2024	P-2	26-Sick Person (Specific Diagno.	Milton	10 55A1 B	Transport	9:18:50	9:29:22	00:10:32
84,039	06/27/2024	P-2	32-Unknown Problem (Man Dow	Elk Rapids	10 55A1 A	Transport	19:02:35	19:08:59	00:06:24
84,075	06/27/2024	P-1	31-Unconscious/Fainting (Near)	Milton	10 55A1 A	Refusal	21:02:54	21:25:13	00:22:19
84,089	06/27/2024	P-2	19-Heart Problems / A.I.C.D.	Milton	10 55A1 A	Transport	21:42:20	21:42:24	00:00:04
84,531	06/28/2024	P-2	32-Unknown Problem (Man Dow	Milton	10 55A1 B	Transport	20:38:49	20:58:05	00:19:16
84,673	06/29/2024	P-2	32-Unknown Problem (Man Dow	Milton	10 55A1 B	Transport	5:36:23	5:49:00	00:12:37
84,805	06/29/2024	P-1	9-Cardiac or Respiratory Arrest/I	Milton	10 55A1 C	Refusal	13:15:16	13:22:31	00:07:15
85,145	06/30/2024	P-2	30-Traumatic Injuries (Specific)	Elk Rapids Twp	10 55A1 A	Transport	7:48:16	7:55:30	00:07:14

**Elk Rapids / Milton Response Times
June 2024**

Response Time Minutes	Call Count	Cumulative Call Count	Percentage	Cumulative Percentage
00:00 - 00:59	4	4	10%	10.00 %
02:00 - 02:59	3	7	8%	17.50 %
03:00 - 03:59	1	8	3%	20.00 %
04:00 - 04:59	3	11	8%	27.50 %
05:00 - 05:59	5	16	13%	40.00 %
06:00 - 06:59	4	20	10%	50.00 %
07:00 - 07:59	5	25	13%	62.50 %
09:00 - 09:59	1	26	3%	65.00 %
10:00 - 10:59	2	28	5%	70.00 %
11:00 - 11:59	1	29	3%	72.50 %
12:00 - 12:59	3	32	8%	80.00 %
14:00 - 14:59	2	34	5%	85.00 %
15:00 and up	6	40	15%	100.00 %

Fee Schedule Discussion / Requests

4.8.24

1. Increase, clarify and publish fees (especially for Land Divisions and Zoning Permits)
2. Eliminate fee for Minor Amendment (define minor, or remove)(there is already an "amendment" fee, non-specific to major/minor.)
3. Eliminate fee for Major Amendment (define or remove- see above)
4. Eliminate Master Plan Amendment (we don't do them)
5. Eliminate Home Occupation fee (Permit not required – never been enforced to collect a fee)
6. Establish and Publish violation fees for 1st time offense, 2nd offense etc.... (Nuisance, failure to obtain permit, etc....)
7. Establish fee for STR violation and publish (some places it says \$500, others it says \$5,000)
8. Establish a fee for Rezoning
9. Establish a fee for Amendments to existing site plans (after permitted)
10. Establish a fee for additional site plan reviews (during permit / review process)
11. Establish a fee for zoning permits for cell phone towers?
12. Establish a fee for a Special Use Permit revision/amendment (revisions= during approval process, and amendments = after permitted)
13. Change "late fee" to "After the Fact" permit fee
14. Establish a fee for Zoning Permit Revisions
15. Establish a fee for Zoning Permit Renewals
16. Publish Violation fees – establish a fee for daily violation? – (violations that exist after court ruling).
17. Establish (2) two fees for using RV as temporary dwelling
 - a. Ordinance 117.313 for Thirty (30) consecutive days 1x per year
 - b. Ordinance 117.304 Temporary Dwellings (for using camper while re-building due to a hardship (fire etc.) for six months.)

117.313 Recreational Vehicles.

The parking of recreational vehicles, as well as other such vehicles or craft (including, but not limited to boats, all-terrain vehicles, personal watercraft, etc.) in a residential zoning district is permissible if the following standards are met:

- B. The vehicle may be used in an accessory use for up to thirty (30) days on said parcel in any twelve (12) month period

117.304 Temporary Dwellings.

No cabin, garage, basement, tent, or other temporary structure shall be used in whole or in part for dwelling purposes in any zoning district provided that such structure may be used for a temporary dwelling for a period not to exceed six (6) months upon application to and approval of a permit for such occupancy issued by the Zoning Administrator

Milton Township
Planning Commission
Unapproved Meeting Minutes
June 5, 2024

Members present: Chairman Hefferan, Renis, Peters, Warner, Standerfer, Ford, and Merillat.
Members absent: None
Also present: Kopriva and 3 audience members.

Hefferan called the meeting to order at 7:00pm.

Public Comment: None.

Approval of Agenda:

Motion by Ford to approve the agenda. Seconded by Warner. **Motion carried.**

Approval of Minutes dated May 1, 2024:

Motion by Renis to approve the minutes dated May 1, 2024 as presented. Seconded by Standerfer. **Motion carried.**

Correspondence:

Kopriva provided public comment in the packet related to the master plan. Hefferan also sent an email about farm stays published in the Ticker.

Old Business:

1. Master Plan Survey Summary:

Kopriva said there is a summary in the packet. The tables do not have the info from the open house. She provided this separately in a chart. There were not many comments on the future land use map. Kopriva explained the survey and how it is shown on the chart. She will update the summary to reflect the input received on the survey. Kopriva suggested ranking the priority with the amount of response received. Or, it could be listed as township's priority and public's priority. Warner said the public view is that we need to address steep slopes, which we have dropped. Housing. Creating walkable spaces in the township. How we would develop zoning to address that and still create affordable housing, is a challenge. Without expanding the village footprint, how do we get there?

Kopriva said the future land use map shows expanding the village by creating the needed density. The Kewadin area is an easy area to add the density. You already have zoning there. The Torch River area village expansion would be harder because there is no sewer and there are low lying and topography issues. If you want to go further out, you could do something with a portion of your Ag area to allow more density.

Renis discussed the township feasibility study for sewer and how expensive that was. We have housing, but it is in the hands of investors and people owning vacation homes. This is not something to delay the master plan, but it is something to continue reviewing. Peters said it could

be based on tiers for density. Medium and high density are only allowed in the Village. Low density would be in R1 and/or Ag.

Kopriva brought out the future land use map. Are there any changes? Hefferan asked if it should change? What do the people think? Kopriva said in general the future land use map is okay. The township could be more aggressive to allow for affordable housing. You cannot make everyone happy. Hefferan said this is just a guiding map. It can be changed. Kopriva said you need to make your zoning decisions with this in mind. Merillat asked if there is anything in the future land use map that conflicts with the proposed PRD changes. Kopriva said yes and no. It is a development option. It is supported because it protects AG. Merillat said we have different labels for the actual zones on page 31. Kopriva will fix.

Renis said regarding the survey summary, he clarified the top priority. Kopriva said she will organize the tables that reflects the community engagement. Next step is to put the summary in and work on implementation. The planning commission will need to see that before distribution. But there will not be new information. Commission members feel they do not need to look at it again.

Motion by Warner to forward the Draft Master Plan to the township board with the changes discussed tonight to authorize distribution. Seconded by Ford. Discussion regarding process.
Motion carried.

2. Housing Amendment:

Ford said they met on May 6 and Kopriva developed language based on the discussions so far. Kopriva walked the board through the amendment. Discussion of how and where to add duplexes. Merillat asked about #1. I do not think the township should have anything to do with the look of a building. Hefferan said he does not disagree. On section 117.1616 PRD, this is language in your zoning ordinance. Kopriva said that through discussions, there were changes that are good changes for all PRDs. There is a section that discusses specifically the AG district. Moving to #6, landscaping and buffering, it reduces from 100 to 50 feet around the development. The greenbelt only applies to commercial next to residential. On page 3, we describe common buildings and how big they are allowed to be. This is for members of the community, not the public. Regarding road access all lots will be on private or interior roads so there is only one curb cut. #17 only applies to those in the AG district. The hope here is not to have huge developments on 40 acres, but there is nothing that says you could not split 20 acres off. The PRD allows you to increase density and decrease lot sizes and setbacks. If you do increase the open space, you can reduce the size of the buildings to 600 sq ft with a minimum width of 20 feet. You have to have 1,000 feet between developments. Pages 4 and 5 is procedure.

Merillat said page 5G could be removed. Same with 4D. If we get rid of the subcommittee language, we can get rid of all of it. 17A is a bit confusing on lot area requirements. Kopriva will review. On page 4, when you change the size down to 600 sq feet, how does that relate to duplexes? Kopriva said the duplex must have 1200 sq feet between the two units. Merillat said this opens up the township to a tremendous amount of development. Not a little bit. A lot. Hefferan asked if there is a solution to avoid the problem. The solution would be to pick a spot to allow it, not the entire township. The zoning did not create the problem with affordable housing.

Kopriva will look at the maps in the master plan and existing land use and generate an area that would be compatible.

Merillat said it could be done within so many feet on a main road. Renis asked what is the difference between this and building a subdivision. Kopriva said the lot size and density is different. Merillat said he likes that this is in the PRD, but the township has never done a PRD so we have no idea how it will work. Kopriva said she can look at major roads and five acre parcels and show what could be developed. Hefferan thanked the subcommittee and Kopriva for their work on this.

New Business:

None.

Reports:

ZA Report:

Kopriva provided a report for members to review. The ticket issued is scheduled for a hearing on July 24th.

Township Board Report:

Renis said he attended an agri-business conference. One day was to tour the farms and the second day was briefings. It was well attended. One solution was an overlay zone. Ag is a business. Let them run a business. Standerfer, who also attended, said if a farm met GAMPS standards, they could have value added products. A corn field could have a corn maze. Cherry orchards could sell jams and jellies. One township had a monthly meeting with farmers and the supervisor. Renis said the goal was to not get in their way but how can we help them be successful in agriculture.

There is a new STR enforcement company hired by the township as the previous company was not doing the job well.

There was a sewer feasibility study discussion. It would be very expensive for 141 people in excess of \$10 million.

Renis provided an update on the DNR boat launch at the Torch River Bridge. There has been a hold up due to materials availability.

ZBA Report:

Hefferan said they have not met.

Planning Commission Updates:

None.

Future Meeting Considerations:

July 3, 2024: The meeting is canceled and we will meet the first Wednesday in August.

Public Comment:

Kelly Wells said she has 37 acres on Miller Road. If anyone would like to come out and walk the property, they are more than welcome. I can see the sprawl coming and I think it would be smart to put places where it can be developed and having minimum square footage. Your small square footage would end up with tract housing. She suggests making the minimum larger. She would like to be a partner and help.

Meeting adjourned by order of the chair at 8:21pm.

Respectfully submitted,

Joseph Merillat



Devon Doucette: Patrol Division Sergeant



Sergeant Devon Doucette is a Bellaire High School and NMC graduate. In 2015, he started part time at the Sheriff's Office in the Recreation Division and went full time with the Road Patrol in 2018 after completing the Police Academy.

Sgt. Doucette supervises the Sheriff's Road Division. In addition, he works to improve daily functions of the Sheriff's Office by assisting administration. Sgt. Doucette works directly with men and women on the road, and said he enjoys "being in a position where I get to work and assist on both ends of the field."

MSUE & Master Gardeners: Native Plants at the County Building

During the renovations of the County Building, staff at the Antrim County Michigan State University Extension office brought forward the idea of creating native plant gardens.

This idea was welcomed, and in short order, a volunteer landscape architect drafted a plan. On June 24, numerous volunteer Master Gardeners assisted with planting, spreading mulch, and watering. Many thanks to all!



Grand Traverse County: Local Impact of Ransomware Attack

On June 12, a ransomware attack hit Grand Traverse County, interrupting services and shutting down court proceedings. There has been no impact to Antrim County's computer systems. However, since Antrim County shares the 13th Circuit Court and the 86th District Court with Grand Traverse County, some court business in our county has slowed.

Proposed Public Safety Center (PSC): Another Step Taken

On June 20, the Board of Commissioners took an action that had been many years in the making: approving ballot language regarding construction of a Public Safety Center (PSC). If voters approve the bond proposal at the polls on November 5, construction should begin in late 2025 or early 2026, with a move-in date 12-18 months later.

The preparation of many informational outreach materials is underway. Entering tinyurl.com/AntrimPSC into a web browser will bring you to the County's official PSC webpage, which already includes PSC information.

Informational presentations are expected to start in early August. Contact us at countyadmin@antrimcountymi.gov or 231-533-6265 if your group would like a PSC presentation.

Demolition Coming Soon: 110 Grove Street

The preliminary stages of demolishing the building at 110 Grove, aka "The Annex," have been completed. The building itself will be removed after DTE disconnects the gas line. That date is currently unknown.

County Building Open House

After almost a year of safety-oriented renovations, the public was invited to attend a June 20 open house of the Antrim County Building.

County Administrator Jeremy Scott gave short remarks, Followed by a flag-raising and a ribbon cutting ceremony with the Board of Commissioners (see photo below).



L to R: Commissioner Bill Hefferan, Comm. Jason Helwig, Board Chair Terry VanAlstine, and Comm. Dawn LaVanway
(Not pictured: Comm. Jarris Rubingh)

The Commission on Aging provided light snacks, and over fifty people took advantage of the jail tours offered by the corrections staff of the Sheriff's Office.

Project construction began in July 2023 and is finishing under budget. Funding was primarily through the Federal ARPA (American Rescue Plan Act) grant.

AMBULANCE SERVICE AGREEMENT

THIS JOINT AGREEMENT made this ____ day of _____, 2024, by and between **ELK RAPIDS TOWNSHIP**, a Michigan Township, of 315 Bridge St, P.O. Box 365, Elk Rapids, Michigan 49629, **MILTON TOWNSHIP**, a Michigan Township, of 7023 Cherry St., P.O. Box 309, Kewadin, Michigan, 49648 (“TOWNSHIPS”) and **MOBILE MEDICAL RESPONSE, INC.**, a Michigan non-profit corporation, of 834 S. Washinton Avenue, Saginaw, Michigan 48601 (“MMR”).

The parties agree to the following:

TOWNSHIPS desire to provide the citizens of the TOWNSHIPS and within the Elk Rapids Region, as defined herein, with Advanced Life Support ambulance services (“ALS”) as well as Basic Life Support services (“BLS”) through a private sector contract.

MMR has the capacity of providing BLS, ALS, and non-emergent ambulance services, and Specialty Care Transports in the TOWNSHIPS.

NOW, THEREFORE, it is agreed as follows:

I

Definitions

The definitions contained in 1990 PA 1979, specifically Sections 20901 through 20979 [MCLS 333.20901 through 333.20979; MSA 14.15(20901 through 14.15(20979)], shall be applicable to the same terms used in this Agreement.

II

Designation of ALS/BLS Provider

- A. TOWNSHIPS hereby designates MMR as its assignee and sole provider for BLS, ALS, and non-emergent ambulance service within the TOWNSHIPS.
- B. TOWNSHIPS agrees not to compete in any ambulance or emergency medical activity in which MMR is engaged, pursuant to this Agreement.
- C. MMR will base its operations at the Elk Rapids Township Fire Department located at 209 Bridge Street, Elk Rapids, MI 49629 (“Station”). MMR agrees that it will not damage nor alter the structure in any material way that would change its purpose without the prior written approval of Elk Rapids Township and will conform to the provisions of a Real Estate Lease executed this date, and attached as Exhibit A.
- D. Any capital improvements completed by MMR will become the property of Elk Rapids Township at the termination of the Real Estate Lease between the parties. MMR will have the right to utilize the leased portion of the building during the term of this agreement subject to the provisions of the Real Estate Leases.
- E. MMR and Elk Rapids Township agree to execute the Real Estate Lease Agreement in the form attached hereto as Exhibit A.

III
Services

- A. From the STATION and as further provided herein, MMR shall provide ambulance services to the TOWNSHIPS based on demand. MMR will provide the residents a full range of high-quality ambulance service, including ALS and BLS and emergency and non-emergency care service, within the limits of the TOWNSHIPS when called upon by Antrim County Central Dispatch, any law enforcement agency and/or fire department within the TOWNSHIPS, or any citizen making a direct request for such ambulance service within the TOWNSHIPS. In addition, MMR will offer its system status for regional support and backup, provided its primary units are busy, and MMR has other units in the area to deploy.
- B. MMR shall provide ambulance service within the boundaries of the TOWNSHIPS without regard to race, creed, color, sex, sexual preference, age, physical handicap, marital status, national origin, ancestry, or financial ability to pay. Failure to provide said ambulance service for any of the above-mentioned reasons may, at the option of the TOWNSHIP'S Board, result in a termination of this Agreement within sixty (60) days of any written allegations being substantiated by the TOWNSHIPS Board(s).

IV
Service District and Mutual Aid

- A. MMR agrees to maintain Mutual Aid Agreements with such entities to provide backup coverage for ALS services in the TOWNSHIPS and in the areas served by those other entities.
- B. In the event MMR is unable, for whatever reason, to provide the required ambulance service within the TOWNSHIPS due to concurrent requests, ambulance services from surrounding areas shall, temporarily, provide said service upon request by MMR for mutual aid, subject however, to the availability of such equipment and personnel.

V
Subsidy

- A. TOWNSHIPS agree to pay MMR the annual subsidy as specified in the addendum attached as Exhibit B.
- B. It is understood that each subsidy is funded through millage, special assessment and/or the general fund expenditures from TOWNSHIPS and/or any other Supporting Municipality. Suppose TOWNSHIPS or any Supporting Municipality should discontinue the payment of the relevant annual subsidy or reduce the amount of the subsidy. In that case, MMR shall have the right to reduce the level of services required under this Agreement in proportion to the reduction of the subsidy.
- C. TOWNSHIPS agree to collect the portion of the subsidy due from the Supporting Municipalities and serve as the treasurer for the public subsidies. TOWNSHIPS will aggregate all subsidies and make two consolidated payments of fifty (50%) percent of the

annual subsidy. The first consolidated payment is due at the beginning of the Agreement, and the second shall be due six (6) months later. Thereafter, the consolidated payments will be made on the anniversary dates of the original payments. If there is a termination of this Agreement, any subsidy payments shall be pro-rated to the effective date of the termination of this Agreement.

- D. MMR agrees to work with TOWNSHIPS and/or remaining Supporting Municipalities to renegotiate each municipality's respective subsidy if a municipality should terminate its participation in the Agreement.
- E. MMR agrees that the subsidies identified herein are the total compensation that it is due from the TOWNSHIPS and/or the Supporting Municipalities. However, if a subsidy is not paid in full by the date identified above and there is no cure by TOWNSHIPS or another Supporting Municipality within thirty (30) days of the default, MMR may terminate this Agreement by giving TOWNSHIPS written notice of the same.

VI

Cooperation With Central Dispatch

- A. MMR shall establish radio dispatch protocols and such other policies and procedures which are necessary and proper for providing the ambulance services described herein. Copies of said policies and procedures shall be given to the TOWNSHIPS upon request.
- B. Said protocols, policies, and procedures, and any amendments thereto, shall be followed and adhered to by MMR.
- C. MMR's equipment shall be capable of communicating with Antrim County Central Dispatch.

VII

Compliance with Federal and State Laws, Local Ordinances, and Rules/Regulations

- A. MMR shall comply with all applicable laws of the United States, State of Michigan, and local ordinances, now or hereafter existing, and with all applicable Federal and State rules and regulations now or hereafter existing relating to any of the services provided pursuant to this Agreement.
- B. MMR shall specifically comply with the applicable provisions of 1990 PA 179 [MCLA 333.20901 through 333.20979; MCA 14.15(20901) through 14.15(20979)], including any future amendments or additions to it, together with any rules and regulations promulgated there under, now or hereafter existing or amended.

VIII

Performance Standards

- A. ALS Response Times. MMR agrees to meet a response time of 12 minutes and 59 seconds or less, eighty (80%) percent of the time in the TOWNSHIPS, measured every four months for potential life-threatening emergency calls as screened by the Antrim County Central Dispatch using the standards of the National Academy for Emergency Medical Dispatch.
- B. Response Time Measurement. Response times to emergency requests shall be calculated as the actual elapsed time in minutes and seconds from the time Antrim County Central Dispatch has relayed the call back number, nature of the request, and location of the patient to MMR's system status controller to the time when MMR's first appropriate emergency vehicle arrives at the scene. Where multiple ambulances are sent to the same emergency incident, only the response time of the first ambulance to arrive at the scene will be counted. Where the patient is located in a residential, commercial or industrial building or complex, the response time will be calculated to the time MMR's ambulance arrives at the specific building or entrances. Not less than fifty (50) runs will be used to calculate response time performance. If less than fifty (50) successive calls are received within an area in a given period, successive calls in the following period will be included to reach a total of fifty (50) calls.
- C. Change in Priority Status. Where the priority code of an emergency call is changed enroute to a call as the result of additional information received by the dispatcher prior to the arrival of the ambulance, the response time will be calculated for the latest assigned priority code, i.e., if the response priority is upgraded from a routine response to an emergency response, the response time to the call will be calculated from the time the upgrade was requested.
- D. Exceptions. MMR is exempt from the response time requirements set forth in this agreement in the following situations:
1. Severe weather conditions that would provide reason to believe that attempting to comply with the response time performance would be hazardous to the responders or others or where the road or other weather conditions would not allow safe driving.
 2. During a disaster within the primary service area or neighboring communities.
 3. Where the original caller or the dispatcher is in error on the location.
- E. Disaster Preparedness. MMR will follow the existing Antrim County Emergency Operations Plan in the event of a disaster event.
- F. Board. The TOWNSHIPS will oversee MMR's response times and performance as set forth in these Performance Standards. The Board will work cooperatively with MMR to ensure that high-quality service standards are maintained in the TOWNSHIPS.
- G. Courteous Service. MMR management and its respective employees shall always conduct themselves in a professional and courteous manner and will address and correct any departures from this standard in an effective and timely manner.

- H. Staff. At least one paramedic on each ALS unit will be licensed by the State of Michigan, certified in Advanced Cardiac Life Support by the American Heart Association, certified in Pre-Hospital Trauma Life Support by the American College of Emergency Physicians (or a recognized equivalent), Pediatric Advanced Life Support by the American Heart Association and be authorized to practice as a paramedic by the Northwest Medical Control Authority.
- I. Recordings and Audits. Telephone and radio communications shall be recorded to allow review for quality assurance. MMR will work with the TOWNSHIPS to define an acceptable reporting mechanism and audit process to verify performance. MMR will allow the TOWNSHIPS to verify compliance with this Agreement. MMR will supply the TOWNSHIPS with regular reports regarding contract compliance.
- J. Quality Assurance System. MMR will maintain an in-house quality assurance program which shall include, at a minimum, regular chart review. Data from the Quality Assurance program will be made available to the Northwest Medical Control Authority upon request.
- K. Collections. The collection procedures utilized by MMR shall be legally acceptable and designed to maximize reimbursement through Medicare, Medicaid and other third-party payers. Services will be billed under MMR's provider number. It is understood that MMR will be responsible for all ambulance billing for services provided in the TOWNSHIPS.
- L. Tax Forms. MMR agrees to provide year end 990s to TOWNSHIPS Auditor upon request of TOWNSHIPS.

IX

Insurance-Hold Harmless and Indemnification-No Third-Party Contract

- A. MMR shall secure and maintain the following described insurance during the term of this Agreement and shall name TOWNSHIPS and the Supporting Municipalities as additional name insured and shall not commence work under this Agreement until it has obtained said insurance and has submitted proof of said insurance to the TOWNSHIPS.
 - 1. Workmen's Compensation Insurance: MMR will provide statutory worker's disability compensation insurance pursuant to the Michigan Worker's Disability Compensation Act of 1969, as amended.
 - 2. Bodily Injury and Property Damage Liability insurance of not less than \$1,000,000 combined single limit.
 - 3. Professional Liability Insurance of not less than \$1,000,000 for each persona and not less than \$2,000,000 for each occurrence.
 - 4. Umbrella Liability of not less than \$5,000,000 for each occurrence.
- B. MMR agrees to defend, hold harmless, and indemnify TOWNSHIPS and supporting municipalities, their boards, officers, and employees from any and all claims of liability,

arising either directly or indirectly from MMR's performance or non-performance under this Agreement, including their reasonable, actual attorney fees.

- C. No third-party benefit contract is intended between MMR and any citizens served in the TOWNSHIPS. Rather, the only intended beneficiaries of this Agreement are MMR, the TOWNSHIPS, and the supporting municipalities.

X

Referral of Ambulance Calls

- A. TOWNSHIPS and Supporting Municipalities agree to refer all calls and dispatches for emergency medical service within the Elk Rapids Region to MMR.
- B. TOWNSHIPS will notify Antrim County Central Dispatch that the TOWNSHIPS and Supporting Municipalities have entered into an exclusive arrangement with MMR.

XI

Affirmative Action

- A. MMR, as required by law, shall not discriminate against a person to be serviced or an employee or applicant for employment with respect to hire, tenure, terms, conditions, or privileges of employment, or a matter directly or indirectly related to employment because of race, color, religion, national origin, age, sex, sexual preference, handicap, height, weight, marital status, political affiliation or beliefs.
- B. MMR shall adhere to all applicable federal, State, and local laws, ordinances, rules, and regulations prohibiting discrimination, including but not limited to the following:
 - 1. The Elliott-Larsen Civil Rights Act, 1976 PA 453 as amended.
 - 2. The Persons with Disabilities Civil Rights Act, 1976 PA 220 as amended.
 - 3. Section 504 of the Federal Rehabilitation Act of 1974, P.L. 93-112, 87 Stat. 394, and regulations promulgated thereunder.

XII

Legal Status

MMR warrants that it is a non-profit corporation duly organized and existing under the laws of the State of Michigan and is presently and will continue during the term of this Agreement to be in good standing.

XIII

Default

- A. Upon the occurrence of any of the following evidences of default, and if said default shall continue for thirty (30) days after notice of default, TOWNSHIPS may terminate this Agreement:
1. MMR's failure to comply with the rules, procedures, and protocols established by the Northwest Medical Control Authority.
 2. MMR becomes insolvent or bankrupt or makes an assignment for the benefit of creditors or consents to the appointment of a trustee or receiver.
 3. A trustee or receiver is appointed for any part of the properties of MMR used in the conduct of MMR's business without consent of MMR.
 4. Bankruptcy, reorganization, or liquidation proceedings are instituted by or against TOWNSHIPS or MMR.
 5. Any statement, report, or documentation required hereunder to be furnished by MMR proves untrue in any material respect as of the date the facts therein set forth were stated or certified.
 6. Any material breach by MMR of the terms and conditions of this Agreement or of the Real Estate Agreement.
- B. MMR shall respond in writing to TOWNSHIPS within thirty (30) days, should TOWNSHIPS have complaint about MMR's performance of this Agreement. Within such thirty (30) days period, MMR shall perform an investigation of such complaint to assist in the written response to TOWNSHIPS.
- C. Upon the any of the following occurrences or evidences of default, and if said default or the occurrence shall continue for thirty (30) days after notice of default or occurrence, MMR may terminate this Agreement:
1. Any material breach by TOWNSHIPS of the terms and conditions of this Agreement or the Real Estate Lease Agreement.
 2. Any material breach by a Supporting Municipality of the terms and conditions of this Agreement.
 3. Any withdrawal of a Supporting Municipality from this Agreement such that the Agreement is no longer economically viable for MMR.

XIV

Assignment of Agreement

Neither TOWNSHIPS or MMR or any Supporting Municipality may assign nor transfer its obligations or rights under this Agreement nor any part thereof without the prior written consent of the other party, except that TOWNSHIPS may assign its responsibilities under this Agreement to a regional, public ambulance authority in which it participates that is created under the Urban Cooperation Act, MCL 124.501 et seq. TOWNSHIPS and Supporting Municipalities agree not to enter any additional ambulance contracts with other municipalities or to otherwise expand services without MMR's prior approval.

XV

Severability

If any section, subsection, sentence, work, or phrase of this Agreement is held invalid or unconstitutional for any reason by any court of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision and shall not affect the validity of the remaining portions thereof.

XVI

Term

- A. It is expressly understood and agreed between the parties hereto that this Ambulance Service Agreement shall begin the 1st day of January 2025, and continue through December 31st, 2029, unless otherwise terminated as provided in this Agreement.
- B. This Agreement will automatically renew for an additional one (1) year term following the expiration of the initial five (5) year term, unless either party notifies the other in writing ninety (90) days prior to the expiration date of its intent not to renew. If neither of the parties give notice of termination as herein provided, and if MMR is not in default, then this Agreement shall continue under the same terms and conditions set forth herein, annually thereafter, until termination notice is given at least ninety (90) days prior to the expiration of the then annual period.
- C. If MMR gives notice of termination of this Agreement, MMR agrees to work with TOWNSHIPS and Supporting Municipalities to provide for a smooth transition.

XVII

Cross Termination and Default

TOWNSHIPS and MMR agree that any termination or default or breach of this Ambulance Service Agreement or Real Estate Lease Agreement shall also constitute a default in all other agreements between TOWNSHIPS and MMR. In the event of a termination, default or breach, the non-offending party shall be entitled to terminate all leases and contracts between it and the offending party at the non-offending party's sole discretion, provided it has given the offending party thirty (30) days of notification of default and the offending party has failed to cure the breach or default.

IN WITNESS WHEREOF, the parties have executed the Agreement on the day and year first written above.

MOBILE MEDICAL RESPOSNE, INC.

ELK RAPIDS TOWNSHIP

By: _____
Laurie Thiel, President

By: _____
Its Supervisor

MILTON TOWNSHIP

By: _____
Its Supervisor

DRAFT

EXHIBIT A

REAL ESTATE LEASE AGREEMENT

[See Attached]

DRAFT

EXHIBIT B

TOWNSHIPS Subsidy Addendum

MMR agrees to provide services as described in the Ambulance Service Agreement to the TOWNSHIPS and Supporting Municipalities for an annual subsidy of \$682,500 per year for the term of the Agreement.

Elk Rapids and Milton Townships shall each pay \$341,250 per year as set forth in the Ambulance Service Agreement.

Nothing specified herein shall prevent the TOWNSHIPS or MMR from requesting that the other agree to a decrease or increase in this subsidy nor prevent the TOWNSHIPS or MMR from terminating the Ambulance Service Agreement pursuant to its terms.

**Elk Rapids District Library Board of Trustees
Regular Meeting
June 13, 2024, 5:00 pm
Elk Rapids Government Center, 315 Bridge Street, Elk Rapids MI 49629**

DRAFT

DRAFT

Budget Hearing Agenda

1. Call to Order and Approval of Agenda: Stephenson called the meeting to order at 5:04 pm.

Add 5D. Further action on DDA Discussion

Motion to approve the amended agenda by Pollister Amos/Stephenson. Motion carried.

Members Present: Dick Hults, Tom Stephenson, Julia Pollister Amos, Mike Weber Liz Atkinson, Emily Petrovich, Dan McAuliffe

Members absent: None

Also Present: Pam Williams, Aaron Hill, Sharon Bacon, Mark Marrow, John Reid, Karen Simpson, Mark McAlpine

2. Public Comment:

None

3. 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 May 9, 2024 and May 22, 2024 Special Meeting

B. Treasurer's Report and Approval of Bills

Motion to approve the consent agenda by Pollister Amos/Atkinson

Roll call

Petrovich: Yes

Wonch: Yes

Hults: Yes

Atkinson: Yes

McAuliffe: Yes

Amos: Yes
Weber: Yes
Stephenson: Yes
Motion carried.

4. Correspondence:

Discussion about moving Norte Bike Hut from Rotary Park to the new library. Stephenson presented a proposal for review that was received today.

Stephen Ball asked if we would be getting rid of any paintings. He requested the one over the fireplace. We told him no and it would all be moving to the new building.

Tour was given to Secura and thanked her for the \$10K grant.

5. Unfinished Business:

A. Audit

Williams provided a document. The audit was done June 4th and we went through things all day, but they believed at the end of June, they will have everything ready and present to the finance committee. Then finance committee can submit to the board. Williams is pleased with their work so far.

B. Lease agreement: Carin Hwy (action)

Hults said it was completed yesterday by Bill Derman. They are anxious to get a document signed and he would like to get it to them tomorrow. His only concern is that we are contracting with an LLC. We are at risk of the LLC not paying us. Weber said their structure shouldn't impede us getting paid. This is for 12 months with an option to renew for an option to renew for 12 months. They are covering utilities. This is a local company. They are furniture importers. They are going to bring in reconditioned furniture. Will the "for lease" sign come down after this is signed? Yes. Williams asked if they are using it as a store front? They may want to put a sign up too which is fine. Williams said as far as the locks go, we need to lock out all of the offices from the warehouse. Hults detailed the ones that need to be done. It will go into effect July 1 and would need to be done before then. Members will review and there will be a special meeting to approve.

C. Feasibility Report: Mark Morrow, Breton Group (action)

This is a very strong feasibility report that represents a community that wants to see improved library services. There are some things that could be considered headwinds. This report was distributed to you earlier in the week. Today he will keep things at the top level and focus on conclusions and next steps and Q&A.

Morrow discussed the process of how we got to this point today. By in large, there are far more favorable factors, than unfavorable. The biggest headwind is the size and scope of \$10 million. The other is a bond, raised a bit of caution.

On page 7, he discussed the conclusions of the report. There is cultivatable interest in the community. We recommend scaling the project from Quinn Evans. But we are going to take a

less intense first step by scaling it back but combined with the results, we believe a campaign of 4-6 million would be embraced by the community. In comments from the interviews. The site is expandable. There is a lot of potential for the future. In 3-5 years, you'll be in a building where you'll be able to do that. Recommendations are 1. Consider results of the study. 2 Strong communication plan to engage and educate citizens. And what the new building will mean to the community in the years ahead. Every interviewee is interested in helping on the campaign in some way. There are strong community leaders that are willing to take up the banner for this. 3. Recruit co-chairs to put the campaign plan together. This can be done over the summer months and have it in place by September. In the fall, you would have a formal campaign team that would start raising the money. Talking about the library of the future is going to be very important and educating the public there. If libraries aren't just books, what are they. This library has the potential to become a collaboration center and community center. Consider changing the name or adding for clarity ERDL and XYZ community Center.

Board Questions:

Stephenson said one comment was to correct the \$10M price tag. The proposal will be under \$5M for phase 1. Quinn Evans is working on that now. Weber said we have to retire that first draft of whether or not we can fit. That was a dream case and it doesn't need defending. My only problem is it has Master Plan in it. We have a better design now. Pollister Amos said the design we got was what this board asked for. That doesn't mean we could do everything, but that's what we asked for and what we got. Weber said the first draft should not be the final draft and it keeps coming back. Pollister Amos said that's what we are doing right now.

McAuliffe said there is a lot of good feedback in there for why we are doing what we are doing. Pollister Amos said it was very well done. Wonch said it was well done but surprised by the number of people who don't have fact based information about the current library or the options in terms for the use for the library and there is a lot of misinformation going on about what is actually possible at the existing library. What people are saying is we should do with the existing library is impossible. Morrow said when he is in these interviews, he's not advocating for you. However, I could tell by the way people were asking questions, they didn't know or understand. When I educated, there was clarity. I don't know if it was misinformation or no information. Stephenson said it's this educational piece that we are having to work on.

Morrow said there is a general timetable in the report and he discussed the different phases and timing which is about 18 months. Weber asked about when the design and naming will be out there? September 1.

Motion to accept the findings and recommendations of the Breton Group feasibility study by Wonch/Weber. Motion carried.

D. DDA Discussion Continued...

Stephenson said regarding the DDA proposal, it currently lacks enough information to make a final recommendation to the board. The idea was that we have to give her permission to talk to the township attorney.

Motion by Atkinson/Wonch to allow Foster and Swift to contact the Elk Rapids township

attorney about the DDA capture.

Roll Call

Stephenson: Yes

Petrovich: Yes

Weber: Yes

Wonch: Yes

Pollister Amos: Yes

Atkinson: Yes

Hults: Yes

McAuliffe: Yes

Motion carried.

6. New Business:

A. Engagement Contracts: Breton Group

Mark Morrow provided his agreement and discussed the phases. You're hiring us to lead the campaign behind the scenes. We also bring troubleshooting to the campaign management as well. You are hiring us on a month to month basis.

Stephenson said we will review and have a special meeting for action.

B. Engagement Contract: Olive and Evergreen

Williams said she sent the updated version today which includes 5-10 hours/month.

Stephenson said we will review and have a special meeting for action.

C. Tax Rate Request 2024 L4028

Williams said we need to sign our tax rate request for next year. We are now at .4860. It will be about \$30K increase for next year, which is substantial. With Headley, we worry about prices going down, we won't recap that Headley deduction. This gives us more pressure to watch how we spend every dime. This will need to be signed by Stephenson and Pollister Amos. The board must also vote.

Motion to approve the annual millage request 2024-L4028 for .4860 mills by Pollister Amos/Wonch.

Roll call

Wonch: Yes

Amos: Yes

Atkinson: Yes

McAuliffe: Yes

Stephenson: Yes

Petrovich: Yes

Weber: Yes

Hults: Yes.

Motion carried.

DDA Bill: Williams said she got a bill from Weber, which should have been addressed to Atkinson. Weber is getting more data on this. We've been advised by the attorney to wait. It was a recalculation for the D2 Winter Millage. The lawyer will look into this.

7. Director's Report

As presented by Williams and Hill

Stats/Strategic Plan: Aaron

May had 30 scheduled programs, events or services 368 people in attendance

Cool things that happened since our last meeting:

Looking forward to next year's strategic plans, we have exploring outreach possibilities with these organizations:

- Do a Little Good and the Manna Project: feeding kids this summer
- Commission on Aging: Books on Wheels, simple tech classes
- Norte
- Art and Connection: to host our cookbook club and summer reading crafts

June Regular Programs

- Island House Readers
- Cookbook Club
- Books on Tap
- Tech Time
- Knitters

Summer Reading Programs

Mondays: pm Lawn Games

Tuesdays: am Family Crafts

Wednesdays: pm Meet us on River Street

Thursdays: am Bikes, Bubbles and Books, Kids Club

Fridays: am Story Time on the Lawn

Special Programs:

- Great Lakes Humane Society: Read to a Dog Event on June 25th

Updates:

- **Citizens Academy** graduation was late last month. There were 7 of us, learning the ins and outs of Village Government.
- **Think Space:** attended at the end of May with the theme of Future Ready Libraries. Topics included Technology, Future Proofing Library Spaces, Strategic Succession planning, What we can learn from Start-ups, Powerful Partnerships.

8. Standing Committee Reports

A. Personnel Committee: Amos said they have met a couple times but have nothing to report.

B. Financial Committee: Not met but will when the audit is complete.

9. Ad Hoc Committee Reports

A. Building Committee: Hults asked about the server. Williams said it will be out at the end of the week. Williams said the locks can be changed at any time. John Reid suggested considering fire and safety when considering the locks.

B. Strategic Planning Committee: No meeting

C. Fundraising Feasibility Committee: Communications Update from Petrovich:

May:

- Continued work on 1000 Books branding with new designer
- Communications Support for Pam included reviews of several different communications/messages, strategy and ideas for summer months following the Feasibility Study outcome/recommendations.

June/Summer:

- Launching new section/blog on website to grow community engagement:
 - - Stories From The Library (with Pam + Karin Beery) that will highlight personal stories to help capture and share the diverse and profound impact that the library has on its visitors and community
- Implementing the strategies related to:
 - - Community engagement (library services)
 - New Building updates
 - Evenings on River Street engagement ideas
 - Harbor Days engagement

10. Fiends Report

As presented by Sharon Bacon

As we are meeting, day 2 of the friends fundraising event is taking place at Maple Bay Farm. Day 1 was lovely and we could only accommodate 25 people. Yesterday evening was perfect. In terms of collaborations, this was a good example of what the friends can do to collaborate. Our focus is to finish up our preparations for Glitter, Glamor and Glitz. We are still looking to leverage support from a business sponsor. Our last meeting the membership report was that we are stable at 137 members. Before the pandemic we did have more names, but we couldn't verify they wanted to be members. The fiscal year is coming to an end. Williams came to us with her requests for the coming year and we will incorporate those into our plan.

11. Public Comment:

None

12. Board Comments:

Hults said regarding the Building Committee, the electric consumption was high. We've taken

out a neutral ground transformer and converted to standard household power. We will retain the 600 amp panel, which allows us to have a large voltage supply for air handlers. Shoreline Electric we have changed our course of action. We will have a description of the materials we've taken out and put that price online for purchase. The equipment we are taking out is needed in the market place right now.

Wonch confirmed the date and time of the special meeting next week. June 16th at 8 am.

14. Adjournment

Meeting adjourned by order of the chair at 6:31 pm

Respectfully,
Julia Pollister Amos

Milton Township Fire Advisory Committee Report

In March 2024, the Milton Township Board approved the appointment of three Township residents to serve on a Fire Advisory Committee. The charge to the Committee is provided in Attachment 1. On March 25, The Committee members met with Liz Atkinson, Treasurer, and Chris Weinzaphel, Supervisor to discuss the charge in greater detail.

ISO Rating

Insurance Services Office (ISO), Inc., a subsidiary of Verisk Analytics, is a provider of statistical, actuarial, underwriting, and claims information and analytics, compliance and fraud identification tools. ISO was formed in 1971 as an advisory and rating organization for the property/casualty insurance industry to provide statistical and actuarial services, to develop insurance programs, and to assist insurance companies in meeting state regulatory requirements.

All fire departments are subjected to a rating from the ISO. The rating is to reflect the ability of a fire department to serve its community. Departments are provided a score between one and ten, with lower numbers indicating a better score. The safer the community, the lower the insurance rates are for community residents. However, there is great variability between insurance companies on what degree the ratings affect premiums.

The ISO Rating for structures in Milton Township is 6 except for a relatively small segment in the north end of the Township that has a rating of 10. The rating of 10 is because those addresses are further than 5 road miles from Station #1 in Kewadin. See Attachment 2.

An online literature review of the variety of factors that make up an ISO rating did not reveal why a 5 mile distance from a fire station should be in itself a factor that would account for 4 points on a ten point scale. But a structure being more than 5 road miles from a fire station trumps all other factors in arriving at a rating for that structure.

“Class 10 does not meet minimum FSRs criteria for recognition, including areas that are beyond five road miles of a recognized fire station.”¹

The assumption is that it reflects response time, but we could not find detail supporting this assumption. Further research would entail an interview(s) with ISO staff. An interview would also explore the apparent lack of consideration of neighboring county capabilities – Clearwater Township.

Attachment 2 provided by ISO depicts the area that is within 5 road miles of Station #2. The unshaded crosshatched area would be the area that is greater than 5 miles from Station #1. If Station #2 were to be closed, the ISO rating would rise to ten for the structures in this area.

¹ Public Protection Classification, Milton Township, ISO, November 2023

This information was confirmed by a Committee member who checked mileages from different points in the Township and estimated the number of homes that would be affected with estimated increases in insurance premiums – Attachment #3.

Milton Fire Department (MFD)

On March 29, the Committee met with Chief Jeremy Ball and Larry Ball, fire fighter and Association President. Chief Ball provided us with the Department's 2023 Annual Report in advance of our meeting. We had a general discussion of the Department's operations and a tour of the Station #1 facilities. We then toured the Station #2 facilities.

The major findings of the Committee:

- The total number of incident responses vary from year to year and from 2008 (95) to 2023 (97) there is no apparent trend. There was a single year spike in 2020 with 177 incidents. Similarly, there is no apparent trend in mutual aid assistance provided over the same period of time.
- During this 15 year period, incident responses within the Township were split 60% in the north end and 40% in the south end (N & S of Hicken Road). There is a trend toward an increasing percentage of incidents in the south end of the Township – 2023 = 43 in the north and 44 in the south..
- As expected, there are more incident responses in the summer with peaks in July and August.
- The ISO rating of 6 for dwellings within 5 miles of either Station #1 or Station #2 reflects well on the MFD in terms of staff, training, equipment, water supply and overall response capabilities.
- Station #1
 - Built in 1982, the station bay area has an Engine, Tanker, Rescue, Mini Pumper and ATV.
 - An attached one story structure is used for administrative and training functions.
 - The 4 bays are not drive through which requires backing vehicles into the stalls and in some situations may increase response times.
 - The bay area is overcrowded with equipment and utilities with bathrooms converted to storage, etc.
 - Gearing up” for response puts firefighters in very close proximity to trucks and creates an unsafe environment.
 - The room adjacent to the bay area is a multipurpose area for training, administration and break area. Other than the technology employed, everything in the room is seriously outdated. There is no dedicated area (office) for record retention, filing or for other administrative functions.
 - The Committee asked Chief Ball to sketch out his recommended renovations for Station #1.
- Station #2
 - Built in 2001, there are 2 drive through bays with an attached single story building.

- One bay is leased to the Antrim County Sherriff's office.
- The bay used by MFD houses an Engine and a Tanker.
- The adjacent one story room is set up mainly for conference/training functions with a separate break area and a separate office – the room is seldom used.
- Station #2 is used as a command center by law enforcement from multiple jurisdictions during the Fourth of July weekend.
- With apparatus housed at Station #2, it is considered to be a “recognized fire station” by ISO.

Elk Rapids Fire Department (ERFD)

On the Morning of April 17, the Committee met with Chief Ken Williamson.

The major findings of the Committee:

- The number of incident responses in 2023 were 114 - down from 147 in 2022. Similar to MFD that averaged 139 from 2019 through 2023.
- The fire station has 2 drive trough bays with one half a bay occupied by a Mobile Medical Response (MMR) ambulance/rescue vehicle.
- The facility houses two MMR employees 24/7 to respond to emergency incidents in Elk Rapids Township and Milton Township.
- Chief Williamson is a full time employee who works a scheduled shift of 9 hours over four days. He is a certified as an Emergency Medical Responder (EMR) and assists MMR on daytime calls in ER Township (29 in 2023).
- The ERFD conducts a Fire Academy with five certified instructors.
- The ERFD is in the process of purchasing a new 3000 gallon pumper/tanker to replace an aging tanker.
- The RFD is seeking to purchase a drone with both infrared and standard cameras and with the capability of dropping a life jacket.

Torch Lake Fire Department (TLFD)

On the afternoon of April 17, the Committee met with Chief Kevin Lane, Mike Bertram, EMS Director and Bob Cook, Township Supervisor.

The major findings of the Committee:

- Torch Lake Township does not rely on MMR for emergency services and operates their own EMS Department with 24/7 response and staffed by 24 part time employees.
- The main fire station is adjacent to the Township administrative offices with multiple drive through bays with ample room for ancillary equipment. Gearing up is performed in an area adjacent to the bays.
- Chief Lane and administrative staff have private offices.
- A second fire station is located in the southern area of the Township also on US 31. It has 3 bays and has had recent renovations.

- The TLF D does not produce an annual report and details related to incident responses and current apparatus were not readily available to the Committee.
- Supervisor Cook made himself very clear on two points; (1) they are not interested in a district fire department and (2) they will continue with their own EMS Department.
- Supervisor Cook described in detail the long range capital plan they have established for replacing fire apparatus over time. To the point that they know the equipment that they will order in 2035 and have projected adequate funding for all replacements.
- Supervisor Cook expressed confidence that Township residents would be willing to support both fire and EMS services into the future with increased millages as may be needed.

Below is a table of comparisons between Milton, Elk Rapids and Torch Lake Townships regarding key factors of funding and staffing.

Category	Elk Rapids		Milton		Torch Lake	
Millage Rates	1.15		.8		1.75	
Revenues	\$725,000		\$339,888.92		\$626,418	
Operations/Capital Outlay	\$671,000	\$54,000	\$285,306.22	\$54,582.70	\$357,953	\$268,465
Expenses	\$1,130,388		\$339,888.92		\$653,305	
Fund Balance	\$917,770.75		\$943,916.89		\$658,326.00	
Day Run Pay-Per Hour	\$25		\$30		\$24.50	
Night Run Pay-Per Hour	\$25		\$40 (10p-6a)		\$40.00 (10p-6a)	
Training Pay-Per Hour	\$16.60		\$20		\$24.50	
Salary-Fire Chief	\$56,500		\$20,000		\$18,600	
Weekly Hours	36 Plus, meetings and training				36 Plus, meetings and training	
Number of Fire Fighters	22 (wants 25)		8 plus 3 on probation (wants 20)		13 (wants 18)	
Number of Support Staff	2		2		1	

On April 25, the Committee met, and Chief Ball participated in the meeting. We shared with Chief Ball many of our findings thus far from our Committee work. He was able to provide insight into some of the remaining questions we had regarding MFD and relationships with others. Chief Ball shared his vision for expansion for Station #1.

Committee Conclusions and Recommendations

Fire District

One initial consideration in assessing the future structure of Milton Township fire service is to seek possible efficiencies in cost and improved service by creating a fire district to include Milton, Elk Rapids and Torch Lake Townships. While Chief Williamson did not provide a position on such a district, Supervisor Cook was adamantly opposed to the concept. If Supervisor Amos expresses interest to Supervisor Weinzaphel in creating a district, the Committee would explore options by looking at other jurisdictions.

The three Townships now have an “automatic aid” agreement for structure fire responses. If a structure fire occurs in any of the three Townships, all three are notified simultaneously. There is also an “automatic aid” between Milton Township and Torch Lake Township for vehicle accidents with unknown or known entrapments to aid in extractions. Township FDs also collaborate on the purchase of new equipment to avoid unnecessary duplications. For an example, Milton has an ATV with fire suppression capabilities while other mutual aid FDs have rescue boats.

Options for Station #1 and Station #2

The Committee developed three options in considering changes to the Township fire stations and these are depicted in Attachment 4. The Committee recommends Options 3 – sell FS 2 to Antrim County and lease back space for a pumper/tanker to retain an ISO recognized fire station. And use the sale proceeds to offset the cost of improvements to FS 1. If the County is not interested in purchasing FS 2, perhaps they would lease the entire building except for one bay, possibly establishing a Sherriff’s substation to serve the southwest part of the County or other similar function(s). The State of Michigan might also consider purchase or lease for a satellite office(s).

The overriding variable in considering the closure of FS 2 is that the resulting ISO rating (6 to 10) will have a severe adverse impact on nearly 500 Milton Township homeowners. (Attachment 3) There are limited permitted agricultural uses for the structure and few, if any, that would function with MFD apparatus in the building. The Committee would pursue establishing a market value, if there is further interest in closing FS 2.

The Committee strongly recommends that FS 1 be remodeled/renovated to provide safer working conditions for fire fighters and upgraded facilities such as drive through bays, gear up area, restrooms, break room, office, storage and training area.

Potential expansion of Station #1

See Attachment 5 for a sketch of the existing configuration of SF1 and potential expansion.

The Committee found that the current bays at the Station 1 are overcrowded and because fire fighters have to gear up in close proximity to the trucks, presents an unsafe environment. The

current all-purpose room should be converted to a gear up area with dispatch and officer desks. This would require building an addition to the south side of the current structure to provide an office(s), training/meeting area, mechanical room, storage, bathrooms and potential 2 bunk rooms for 24/7 coverage in the future.

Station 2 and the bays at ERFD and the main TLFD stations are all drive through bays. A drive through bay offers many advantages. The need for backing is minimized and thus the chances of an accident are minimized. Another advantage of a drive-through is that secondary apparatus or vehicles can respond out the back if parked behind a primary response vehicle. For example, if the ATV, is chosen as primary, there is no need to move other vehicles before exiting, thus reducing response time. Drive-through bays also offer a secondary means of exiting the station if one of the opposite facing doors is inoperative for whatever reason.²

At this time, it is unclear if the existing bays at FS 1 could be converted to drive through or if the cost of construction is of sufficient benefit. The back wall structure is the same for all 4 bays. But only bays 3 & 4 extend from front wall to the back wall. Once the new addition is built, then relocation of all of the various mechanical equipment, storage racks, etc. would open up the area behind bays 3 & 4. The existing rooms behind bays 1 & 2 might also be able to be removed. A consulting engineering firm needs to be employed to advise on feasibility and provide cost estimates for options for installing 1 - 4 doors.

As seen in Attachment 5, moving everything but the apparatus out of the bay area into a new building and having the gear-up area in the existing all-purpose room addresses the safety concerns expressed above. The main variables are whether the current bays can be converted to drive through – how many? And what might be contemplated for future needs of the Township? Attachment 6 lays out options to consider.

The Committee recommends Option 2. Assuming that constructing doors is feasible and cost beneficial, then having drive through bays for 3 & 4 would be sufficient. Drive through for Engine #1 in Bay 4 and back to back shorter vehicles in in Bay 3. Then construct 2 new drive through bays between the former all-purpose room (new gear-up room plus) and the new addition described above.

Rationale for 2 additional drive through bays:

- To accommodate future additions to the apparatus and equipment to serve the Township well into the future.
- Additional parking for EMS to stage in a central location for the day / night operations.
- Vendors can park inside to work on equipment and apparatus as needed.
- Area to wash equipment after fires.
- Storage of additional equipment such as trailer for traffic control equipment – to make it available to us as well as the entire county.

² Drive through bays would require entering/exiting from the east side of the building then either on a new drive north to Indian Road or south and then west on a new drive to Cairn Highway. A water well and possible drain field may affect this decision. There could also be an extension of the wastewater line from the corner to the station.

- New apparatus will be larger in size and new bay will provide room to allow longer apparatus such as the new pumper tanker.

Capital Equipment Planning

Attachment #7 lists all current MFD apparatus with age and anticipated replacement dates. One 1800 gallon pumper tanker is now being ordered to replace Engine 2. Delivery is expected in 18 – 24 months at an estimated cost of \$7-800,000. Five of the remaining 6 vehicles are scheduled to be purchased during the next decade. A ballpark estimate for replacing with all new apparatus is estimated to be nearly \$4 million. All equipment does not need to be new, and the life of some vehicles might be extended. But clearly the need to carefully estimate these replacement costs is now to project the funds that will need to be available during the next decade.

The current millage rate for the Milton Township Fire Department is .8. If that were raised to the 1.0 approved millage, then there would be approximately \$42,000 additional monies pulled into the department annually. This extra money could be utilized to help offset (capital outlay) the purchasing of replacement vehicles to help keep Milton Township Fire Department's vehicles/apparatuses current as they have recommended expiration dates. This money will not fully fund replacement of vehicles as they are costly, but it will help ease the cost of replacement. Because these vehicles are an expensive but vital part of an effective fire department, a long-term plan to replace vehicles on a schedule could help keep Milton Township Fire Department current and effective.

As seen in the Table on page 4, Milton Township's millage rate for fire protection is below Elk Rapids Township (-.35) and Torch Lake Township (-.95). Capital outlay in Torch Lake Township is \$268,465 annually compared to Milton Township \$54,583.

The Committee recommends that Milton Township consider requesting Township residents to support an increase in the millage rate to accomplish suggested renovations to Fire Station 1 and support a planned replacement of fire apparatus.

ATTACHMENT 1

MT Fire Committee Charge

Thank you for volunteering! The Fire Advisory Committee was approved by the board, with the tasks.

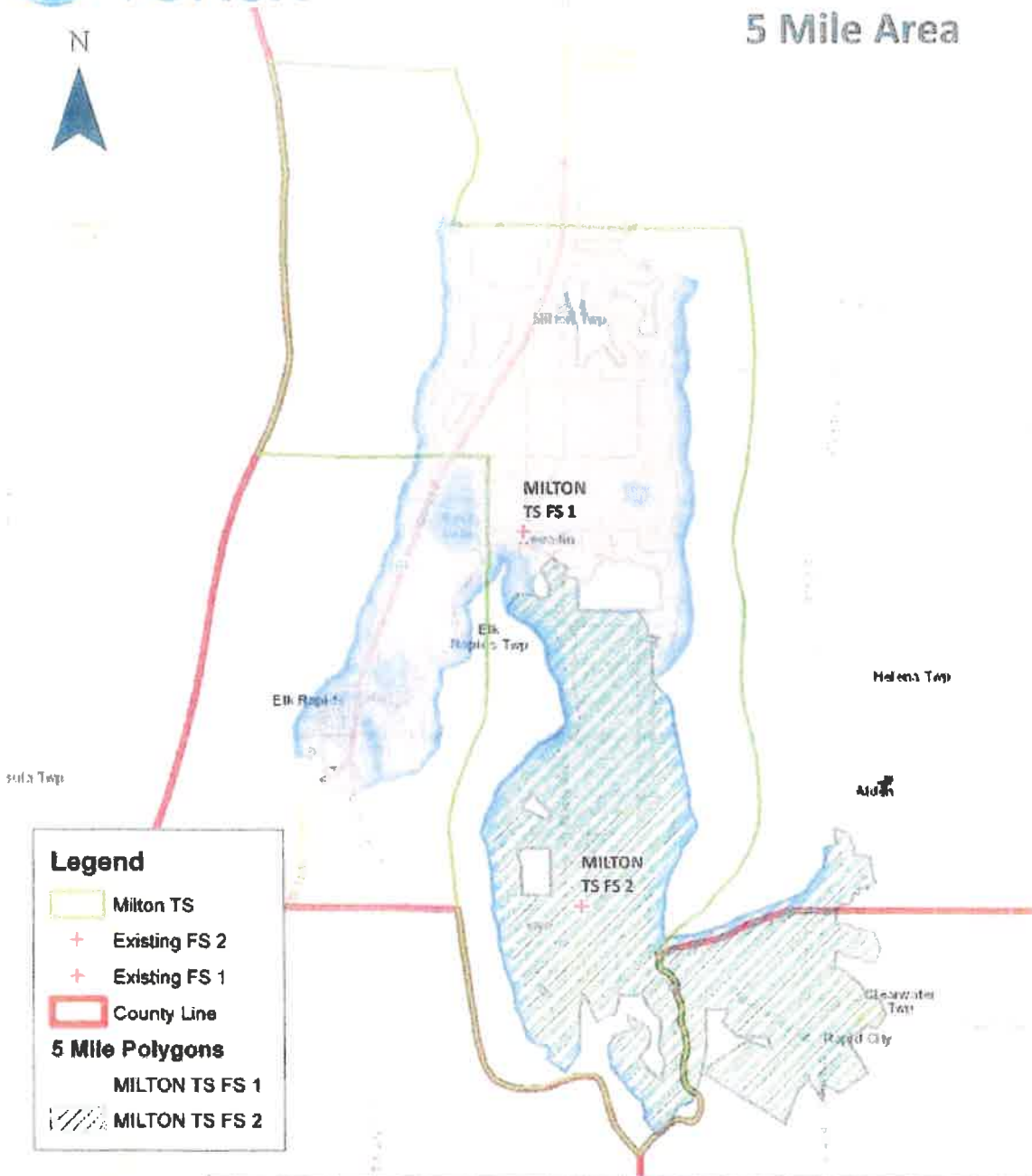
1. ISO rating. Details of how ISO ratings are computed. How it would affect residents if Station 2 were closed -or- what is min. requirement to maintain the current ISO rating. Do mutual aid agreements with neighboring fire departments reflect any benefit?
2. Market Value of Station 2
3. Possible expansion of Station 1
4. Structure of neighboring Torch Lake Twp and Elk Rapids Twp Fire Departments regarding cross training (Fire/Medical), full time vs part time fire chief, # of volunteer firefighters, millages/costs of fire department, along with other information that will help Milton Township determine a future direction.
5. Level of interest with Torch Lake Twp and Elk Rapids Twp in partnering through a Fire District for cost sharing. **(Chris plans to contact the Supervisors of Torch Lake and Elk Rapids Township to see if there is any interest in future consolidation)**

Timing and frequency of your meetings are up to you, but we would like to receive some progress reports (written or in-person) so the board is kept up-to-date on your progress. We realize it will take some time to gather facts, so we don't expect anything until then.



Attachment 2
Milton TS, MI
5 Mile Area

N



MAP DISCLAIMER:
INFORMATION CONTAINED IN THIS EVALUATION IS INTENDED AS ESTIMATION ONLY AND MAY NOT REFLECT ACTUAL ISO CLASSIFICATION CHANGES. AN ON-SITE ISO PUBLIC PROTECTION FIELD GRADING UTILIZING THE ISO FIRE SUPPRESSION RATING SCHEDULE WOULD NEED TO BE COMPLETED TO DETERMINE THE EFFECT OF ANY CHANGES TO YOUR STRUCTURAL FIRE PROTECTION PROGRAM.

ATTACHMENT 3

Estimated Impact on Insurance Premiums – Station #2 Closure

Five road miles from Station #1 extends on Cherry Ave. to Dyer Rd. (old school house) Ringler is 4.5 miles and Hooper is 5.4 miles.

Intersection of Western and Hicken is 4.8 miles from Station #1

North end of SW Torch Lake Dr. is 6.5 miles from Station #1

The following are homes that would have their ISO rating go from 6 to 10

Elk Lake lakefront properties South on Ringler Rd. (>.5 mile from Cherry Ave.) = 89

Lake Skegemog lakefront properties = 36

Riverfront properties on west side of Torch River = 36

SW Torch Lake Dr. lakefront properties from Bridge to Hicken Rd. = 99

SW Torch Lake Dr. lakefront properties from Hicken Rd. to north dead end = 35

Total Lakefront Properties = 295

Non-lakefront properties

SW Torch Lake Dr. = 132

Other south of Dyer = 70

Total Non-lakefront properties = 202

TOTAL PROPERTIES = 497

Committee Estimate:

Lakefront properties - average value of dwelling = \$400,000

Non-lakefront properties - average value of dwelling = \$250,000

Estimated premium per \$100,000 of value = .35 percent (footnote1)

Estimated annual premium costs for 497 affect dwellings = \$589,750

Estimated increase in premium with ISO rating from 6 to 10 (589,750 x 47% (footnote 2) =
\$277,185 annually

Federal Housing Finance Agency – National estimate – ISO ratings not specified

² Chris White communication “I found that it is incredibly difficult to pinpoint an exact rate increase for the different protection class increases. Each company has its own rate bases and there are dozens of factors that impact the rate from one house to the next. The best I can give you is a range based on the carriers I represent: PC6 -> PC10 can expect an increase of 47-70%. Bottom line is it will be quite expensive for homeowners in the township if station 2 is closed down”. Mr. White is an insurance agent with Fischer Insurance and a member of the ERF

ATTACHMENT 4

Options to Consider in Deciding Fire Station Changes

OPTION #1 Remodel FS 1 & Sell & Close FS 2

PRO -

- + use \$ from sale of FS 2 to offset cost of remodel of FS 1

CON -

- approximately 500 homes would have ISO rating rise from 6 to 10 and insurance premiums would increase dramatically.
- slower response time for south area residents
- value of FS 2 is lower due to AG zone designation and rezoning would be considered spot zoning

OPTION #2 Switch FS 1 & FS 2

PRO -

- + cost effective
- + no major capital investment
- + satisfies need for more space by using FS 2 i.e. - drive-thru bays, restrooms, break room, office, storage, gear up area, training room, etc.
- + FS 2 newer building & paid for

CON -

- not centrally located means slower response time for higher density north area
- most volunteers live/work in north area requiring travel to south station then respond to call
- could result in more dependence on shared responses from other area departments

OPTION #3 Remodel FS 1 & Sell FS 2 to Antrim County & Lease Space

PRO -

- + maintains current southern presence i.e. ISO ratings unaffected
- + use \$ to offset cost of FS 1 remodel
- + keeps primary responding fire station centrally located
- + provides improvements to FS 1
- + FS 1 has most volunteers living/working in area
- + Possible move of Sheriff's substation from Township offices to FS 2

CON -

- loss of control over FS 2 dependent on terms of lease agreement

- remodel of FS 1 would still require large capital investment
- possible millage increase could require ballot vote

ATTACHMENT 6

Options Discussed for Renovation of Station 1

Option 1:

- With existing bays – if unable (footnote 1) to make any of them drive through, then we would add two (2) or three (3) new drive through bays west of building depending on a future needs assessment.

Option 2:

- With existing bays – make bays 3 & 4 drive through, 1 & 2 would be single stall bays and would add two (2) new drive through bays west of the building. Rooms behind bays 1& 2 would be remodeled into a single purpose use, e.g. only mechanical.

Option 3:

- With existing bays – make all 4 drive through bays, eliminate the bathroom, mechanical closet, storage room as these would be included in the new addition and would add one or two new drive through bay west of the building.

Apparatus:

Currently in the fleet there are 7 fire apparatus:

Engine 1 - Rescue Engine - fire suppression & rescue (extrication) FS 1

Engine 2 - Fire Suppression FS 2

Tanker 1 - Tanker only FS 2

Tanker 2 - Pumper / Tanker - fire suppression plus shuttle water as a tanker FS 1

Rescue - converted ambulance FS 1

Mini Pumper FS 1

ATV with trailer FS 1

A new 1800 / 1500 gpm pump Pumper / Tanker will replace Engine 2 and be located at FS 2.

Purchase is in process with an 18 – 24 month build out.

The only **additional** apparatus being considered for the fleet at this times is a utility vehicle either pick-up truck style or truck with utility box on it for some exterior compartment storage or a fire chief vehicle which would be a Tahoe / suburban type or pick up with topper since chief uses own vehicle for fire responses. All the above apparatus will remain in the fleet and be replaced per the apparatus replacement plan following NFPA and OSHA standards.

¹ Unable = structurally not feasible or the cost of installing second doors is not cost beneficial

ATTACHMENT 7



Milton Township Fire

7015 Cairn Hwy • P.O. Box 309 • Kewadin, MI 49648
231-264-6694 • Fax 231-264-6100 • miltontwpfd@gmail.com

Jeremy Ball
Fire Chief
231-499-1720
miltontwpfd@gmail.com

Dan Butler
Deputy Chief
231-620-5424
dandib@charter.net

FIRE DEPARTMENT APPARATUS REPLACEMENT PLAN

This apparatus replacement plan is meant to be used for strategic planning for the future, and a guide to financially planning to achieve the replacement of apparatus.

Milton apparatus service life: **25 years**

NFPA 1900 & 1910 2024 editions general – indicates that apparatus not manufactured to the applicable NFPA standards or that are 25 years old or older shall be replaced.

Apparatus that are more than 15 years old and have been maintained should be placed in reserve status and upgraded in accordance with the NFPA standards and incorporate as many safety standards as possible.

<u>Engine 1:</u>	2017 Spartan Rescue Engine	Current Age:	6 years
	Inservice Year: 2018	Replacement Year:	2043

<u>*Engine 2:</u>	1993 Pierce Pumper	Current Age:	31 years
	Inservice Year: 1993	Replacement Year:	2018
	Replacement of this unit with a pumper / tanker – dual purpose truck		

<u>Tanker 1:</u>	2010 Kenworth Tanker	Current Age:	14 years
	Inservice Year: 2010	Replacement Year:	2035

Tanker 2: 2002 Kenworth Pumper / Tanker **Current Age:** 22 years
Inservice Year: 2002 **Replacement Year:** 2027

Rescue: 2008 Ford E350 Ambulance Body **Current Age:** 16 years
Inservice Year: 2008 **Replacement Year:** 2033

Mini Pumper: 2006 Ford F550 mini pumper **Current Age:** 18 years
Inservice Year: 2006 **Replacement Year:** 2031

ATV: 2009 Polaris Ranger **Current Age:** 15 years
Inservice Year: 2009 **Replacement Year:** 2034

The department continues to try and adapt to all the changes in the fire service.

Milton Township, Antrim County

Public Summary of FOIA Procedures and Guidelines

**It is the public policy of this state that all persons
(except those persons incarcerated in state or local correctional facilities)
are entitled to full and complete information regarding the affairs of government and
the official acts of those who represent them as public officials and public employees.**

The people shall be informed so that they may fully participate in the democratic process.

Consistent with the Michigan Freedom of Information Act (FOIA), Public Act 442 of 1976, the following is the Written Public Summary of the Township's FOIA Procedures and Guidelines relevant to the general public.

This is only a summary of the Township's FOIA Procedures and Guidelines. For more details and information, copies of the Township's FOIA Procedures and Guidelines are available at no charge at any Township office and on the Township's website: www.miltontownship.org

1. How do I submit a FOIA request to the Township?

- A request must sufficiently describe a public record so as to enable the Township to find it.
- A request from a person, other than an individual who qualifies as indigent under MCL 15.234(2)(a), must include the requesting person's complete name, address, and contact information, and, if the request is made by a person other than an individual, the complete name, address, and contact information of the person's agent who is an individual. An address must be written in compliance with United States Postal Service addressing standards:

JANE SMITH (*or ABC MOVERS*)
1500 E MAIN AVE STE 201
SPRINGFIELD VA 22162-1010

- Contact information must include a valid telephone number or electronic mail address.
- Please include the words "FOIA" or "FOIA Request" in the request to assist the Township in providing a prompt response.
- Requests to inspect or obtain copies of public records prepared, owned, used, possessed or retained by the Township may be submitted on the Township's FOIA Request Form, in any other form of writing (letter, fax, email, etc.), or by verbal request.
 - Any verbal request will be documented by the Township on the Township's FOIA Request Form.
 - No specific form to submit a written request is required. However a FOIA Request Form and other FOIA-related forms are available for your use and convenience on the Township's website at www.miltontownship.org and at the Township Offices at 7023 Cherry Ave., Kewadin, MI.
- Written requests may be delivered to the Township Hall in person or by mail: P.O. Box 309, Kewadin, MI 49648

- Requests may be faxed to: (231) 264-6728. To ensure a prompt response, faxed requests should contain the term “FOIA” or “FOIA Request” on the first/cover page.
- Requests may be emailed to:milontownshipclerk@gmail.com. To ensure a prompt response, email requests should contain the term “FOIA” or “FOIA Request” in the subject line.

2. What kind of response can I expect to my request?

- Within 5 business days after receiving a FOIA request the Township will issue a response. If a request is received by fax or email, the request is deemed to have been received on the following business day. The Township will respond to your request in one of the following ways:
 - - Grant the request,
 - Issue a written notice denying the request,
 - Grant the request in part and issue a written notice denying in part the request,
 - Issue a notice indicating that due to the nature of the request the Township needs an additional 10 business days to respond, or
 - Issue a written notice indicating that the public record requested is available at no charge on the Township’s website
- If the request is granted, or granted in part, the Township will ask that payment be made for the allowable fees associated with responding to the request before the public record is made available.
- If the cost of processing the request is expected to exceed \$50, or if you have not paid for a previously granted request, the Township will require a deposit before processing the request.

3. What are the Township’s deposit requirements?

- If the Township has made a good faith calculation that the total fee for processing the request will exceed \$50.00, the Township will require that you provide a deposit in the amount of 50% of the total estimated fee. When the Township requests the deposit, it will provide you a non-binding best efforts estimate of how long it will take to process the request after you have paid your deposit.
- If the Township receives a request from a person who has not paid the Township for copies of public records made in fulfillment of a previously granted written request, the Township will require a deposit of 100% of the estimated processing fee before it begins to search for the public record for any subsequent written request when **all** of the following conditions exist:
 - The final fee for the prior written request is not more than 105% of the estimated fee;
 - The public records made available contained the information sought in the prior written request and remain in the Township's possession;
 - The public records were made available to the individual, subject to payment, within the best effort time frame estimated by the Township to provide the records;
 - Ninety (90) days have passed since the Township notified the individual in writing that the public records were available for pickup or mailing;
 - The individual is unable to show proof of prior payment to the Township; and
 - The Township has calculated an estimated detailed itemization that is the basis for the current written request’s increased fee deposit.
- The Township will not require the 100% estimated fee deposit if any of the following apply:

- The person making the request is able to show proof of prior payment in full to the Township;
 - The Township is subsequently paid in full for all applicable prior written requests; or
 - Three hundred sixty five (365) days have passed since the person made the request for which full payment was not remitted to the Township.
- If a deposit is not received by the Township within 48 days from the date that the notice of deposit requirement is sent, and if the requesting person has not filed an appeal of the deposit amount, the request shall be considered abandoned by the requesting person and the Township is no longer required to fulfill the request. Notice of a deposit requirement must include notice of the date by which the deposit must be received, which date is 48 days after the date the notice is sent.

4. How does the Township calculate FOIA processing fees?

The Michigan FOIA statute permits the Township to charge for the following costs associated with processing a request:

- Labor costs associated with copying or duplication, which includes making paper copies, making digital copies, or transferring digital public records to non-paper physical media or through the Internet.
- Labor costs associated with searching for, locating and examining a requested public record, when failure to charge a fee will result in unreasonably high costs to the Township.
- Labor costs associated with a review of a record to separate and delete information exempt from disclosure, when failure to charge a fee will result in unreasonably high costs to the Township.
- The cost of copying or duplication, not including labor, of paper copies of public records. This may include the cost for copies of records already on the township's website if you ask for the township to make copies.
- The cost of computer discs, computer tapes or other digital or similar media when the requester asks for records in non-paper physical media. This may include the cost for copies of records already on the township's website if you ask for the township to make copies.
- The cost to mail or send a public record to a requestor.

Labor Costs

- All labor costs will be estimated and charged in 15-minute increments, with all partial time increments rounded down. If the time involved is less than 15 minutes, there will be no charge.
- Labor costs will be charged at the hourly wage of the lowest-paid Township employee capable of doing the work in the specific fee category, regardless of who actually performs work.
- Labor costs will also include a charge to cover or partially cover the cost of fringe benefits. Township may add up to 50% to the applicable labor charge amount to cover or partially cover the cost of fringe benefits, but in no case may it exceed the actual cost of fringe benefits.

- Overtime wages will not be included in labor costs unless agreed to by the requestor; overtime costs will not be used to calculate the fringe benefit cost.
- Contracted labor costs will be charged at the hourly rate of \$48.90 (6 times the state minimum hourly wage)

A labor cost will not be charged for the search, examination, review and the deletion and separation of exempt from nonexempt information unless failure to charge a fee would result in unreasonably high costs to the Township. Costs are unreasonably high when they are excessive and beyond the normal or usual amount for those services compared to the Township's usual FOIA requests, because of the nature of the request in the particular instance. The Township must specifically identify the nature of the unreasonably high costs in writing.

Copying and Duplication

A person making a request may stipulate that the public body's response be electronically mailed (email), delivered by facsimile (fax), or delivered by first-class mail, and the township will comply unless the township lacks the technological capability to provide an electronically mailed or facsimile response.

A person may request that public records be provided on non-paper physical media, emailed or other otherwise provided to him or her in digital form in lieu of paper copies. The Township will comply with the request only if it possesses the necessary technological capability to provide records in the requested non-paper physical media format.

The Township must use the most economical method for making copies of public records, including using double-sided printing, if cost-saving and available.

Non-paper Copies on Physical Media

- The cost for records provided on non-paper physical media, such as computer discs, computer tapes or other digital or similar media will be at the actual and most reasonably economical cost for the non-paper media.
- This cost will be charged only if the Township has the technological capability necessary to provide the public record in the requested non-paper physical media format.

Paper Copies

- Paper copies of public records made on standard letter (8 ½ x 11) or legal (8 ½ x 14) sized paper will not exceed \$.10 per sheet of paper.
- Copies for non-standard sized sheets will reflect the actual cost of reproduction.

Mailing Costs

- The cost to mail public records will use a reasonably economical and justified means.
- The Township may charge for the least expensive form of postal delivery confirmation.
- No cost will be made for expedited shipping or insurance unless you request it.

Waiver of Fees

The cost of the search for and copying of a public record may be waived or reduced if in the sole judgment of the FOIA Coordinator a waiver or reduced fee is in the public interest because it can be considered as primarily benefitting the general public. The township board may identify specific records or types of records it deems should be made available for no charge or at a reduced cost.

5. How do I qualify for an indigence discount on the fee?

The Township will discount the first \$20.00 of fees for a request if you submit an affidavit stating that you are:

- Indigent and receiving specific public assistance; or
- If not receiving public assistance, stating facts demonstrating an inability to pay because of indigence.

You are **not** eligible to receive the \$20.00 discount if you:

- Have previously received discounted copies of public records from the Township twice during the calendar year; or
- Are requesting information on behalf of other persons who are offering or providing payment to you to make the request.

An affidavit is sworn statement. For your convenience, the Township has provided an Affidavit of Indigence for the waiver of FOIA fees on the back of the Township FOIA Request Form, which is available on the Township's website: www.milontownship.org.

6. May a nonprofit organization receive a discount on the fee?

A nonprofit organization advocating for developmentally disabled or mentally ill individuals that is formally designated by the state to carry out activities under subtitle C of the federal developmental disabilities assistance and bill of rights act of 2000, Public Law 106-402, and the protection and advocacy for individuals with mental illness act, Public Law 99-319, may receive a \$20.00 discount if the request meets all of the following requirements in the Act:

- Is made directly on behalf of the organization or its clients.
- Is made for a reason wholly consistent with the mission and provisions of those laws under section 931 of the mental health code, 1974 PA 258, MCL 330.1931.
- Is accompanied by documentation of its designation by the state, if requested by the public body.

7. How may I challenge the denial of a public record or an excessive fee?

Appeal of a Denial of a Public Record

If you believe that all or a portion of a public record has not been disclosed or has been improperly exempted from disclosure, you may appeal to the Township Board by filing a written appeal of the denial with the office of the Township Supervisor (*or "clerk" or "FOIA Coordinator," etc.*).

The appeal must be in writing, specifically state the word “appeal,” and identify the reason or reasons you are seeking a reversal of the denial. You may use the Township FOIA Appeal Form (To Appeal a Denial of Records), which is available on the Township’s website: www.milontownship.org

The Township Board is not considered to have received a written appeal until the first regularly scheduled Township Board meeting following submission of the written appeal. Within 10 business days of receiving the appeal the Township Board will respond in writing by:

- Reversing the disclosure denial;
- Upholding the disclosure denial; or
- Reverse the disclosure denial in part and uphold the disclosure denial in part.

Whether or not you submitted an appeal of a denial to the Township Board, you may file a civil action in Antrim County Circuit Court within 180 days after the Township's final determination to deny your request. If you prevail in the civil action the court will award you reasonable attorneys’ fees, costs and disbursements. If the court determines that the Township acted arbitrarily and capriciously in refusing to disclose or provide a public record, the court shall award you damages in the amount of \$1,000.

Appeal of an Excess FOIA Processing Fee

If you believe that the fee charged by the Township to process your FOIA request exceeds the amount permitted by state law, you must first appeal to the Township Board by filing a written appeal for a fee reduction to the office of the Township FOIA Coordinator.

The appeal must specifically state the word “appeal” and identify how the required fee exceeds the amount permitted. You may use the Township FOIA Appeal Form (To Appeal an Excess Fee), which is available at the Township Hall and on the Township’s website: www.milontownship.org.

The Township Board is not considered to have received a written appeal until the first regularly scheduled Township Board meeting following submission of the written appeal. Within 10 business days after receiving the appeal, the Township Board will respond in writing by:

- Waiving the fee;
- Reducing the fee and issue a written determination indicating the specific basis that supports the remaining fee;
- Upholding the fee and issue a written determination indicating the specific basis that supports the required fee; or
- Issuing a notice detailing the reason or reasons for extending for not more than 10 business days the period during which the Township Board will respond to the written appeal.

Within 45 days after receiving notice of the Township Board’s determination of the processing fee appeal, you may commence a civil action in Antrim County Circuit Court for a fee reduction. If you prevail in the civil action by receiving a reduction of 50% or more of the total fee, the court may award all or appropriate amount of reasonable attorneys’ fees, costs and disbursements. If the court determines that the Township acted arbitrarily and capriciously by charging an excessive fee, court may also award you punitive damages in the amount of \$500.