

BIG RAPIDS CHARTER TOWNSHIP BOARD
REGULAR MEETING TUESDAY, January 2, 2018
BIG RAPIDS TOWNSHIP OFFICES, 14212 NORTHLAND DR.
BIG RAPIDS, MI 49307

AGENDA

CALL TO ORDER: 7:00 p.m. ROLL CALL: __Stanek,__ Fountain,__ Currie,
__ Bean,__ Everett,__ Geib,__ Williams. Pledge of Allegiance.

PUBLIC COMMENT

ADDITIONS TO AGENDA:

CORRESPONDENCE:

APPROVAL OF: December 5, 2017 MEETING MINUTES: **ITEM A**

FINANCIAL

1. Treasurer Report: **ITEM B**
2. Financial Report: **ITEM C**

APPROVAL OF BILLS:

1. Accounts Payable: **ITEM D**
2. Payroll: **ITEM E**

MONTHLY REPORTS:

1. Building Department: **ITEM F**
2. Cemetery and Grounds: **ITEM G**
3. Fire Department : **ITEM H**
4. Sewer Department: **ITEM I**
5. Water Department: **ITEM J**
6. Board of Review: **ITEM K**
7. Planning Commission: **ITEM L**
8. Supervisor: **ITEM M**
9. Other

UNFINISHED BUSINESS:

1. Policy Manual--Chapter 4 & 5:
2. Establishment of a restricted fund for donations for Cemetery Entrance Building:
3. Request to bid fire protection for Green Township: **ITEM N**
4. Other:

NEW BUSINESS:

1. Renewal of Water contract with Kevin Cushway: **ITEM O**
2. Set mileage rate for 2018 at \$0.545:
3. Resolution Number 2018-1 on Retirement Plan: **ITEM P**
4. Resolution Number 2018-2 on 457 Plan Match: **ITEM Q**
5. Request from Fire Department to repair Hydraulic Spreader at a cost not to exceed \$3800.00:
6. Request to raise building/zoning rates for 2018: **ITEM R**
7. Committee Appointments: **ITEM S**
8. Acceptance of Planning Commission Annual Report:

PUBLIC COMMENT:

ADJOURNMENT:

Big Rapids Charter Township will provide necessary and reasonable auxiliary aids and services, such as signers for the hearing impaired and audiotapes of printed material, if individuals with disabilities, upon five business days notice to the township. Individuals requiring auxiliary aids or services should contact Rene Fountain, Big Rapids Charter Township Clerk, 14212 Northland Drive, Big Rapids, MI 49307- call 231 796 3603 or fax request to 231 796 2533.

**BIG RAPIDS CHARTER TOWNSHIP BOARD
REGULAR MEETING TUESDAY, DECEMBER 5, 2017
UNAPPROVED**

Item "A"

CALL TO ORDER: 7:00 p.m.

ROLL CALL: Stanek, Fountain, Currie, Bean, Everett, Geib, Williams present. Williams called in from Comfort Suites, 52939 US 933 North, South Bend, IN 46637

All lead in the pledge of Allegiance.

PUBLIC COMMENT: Greg Vodry – Special Meeting discussing wages, Jackie Fitzgerald – Fire addition and 197 Review of Tonkin Drain District in 2018.

ADDITIONS TO AGENDA: approved as printed.

CORRESPONDENCE: noted and filed.

SPECIAL APPEARANCE: None

APPROVAL OF NOVEMBER 7TH MEETING MINUTES: Approved as printed.

FINANCIAL

FINANCIAL REPORT: Approved as printed.

APPROVAL OF BILLS:

1. **Accounts Payable:**
2. **Payroll:** A motion to approve accounts payable in the amount of \$143,034.20 and payroll in the amount of \$22,550.20 was made by Everett. Seconded by Bean. Motion passed unanimously on a roll call vote.

MONTHLY REPORTS:

1. **Building Department:**
2. **Cemetery and Grounds:**
3. **Fire Department:** A motion to pursue bid on Green Township Fire Services with committee of Bean, Everett, Stanek and Tubbs was made by Currie. Seconded by Everett. Motion passed unanimously.
4. **Sewer Department:**
5. **Water Department:**
6. **Cemetery committee:**
7. **Cemetery Task force:**
8. **Fire Committee:**
9. **Planning Commission:**
10. **Policy Committee:**
11. **Roads Committee:**
12. **Supervisor:**
Approved as printed.

UNFINISHED BUSINESS:

1. **Fire Hall Addition:** no action
2. **Policy Manual–Chapter 4 & 5:** no action, add to January agenda.

NEW BUSINESS:

1. **Adding Jerrad Jones to the Fire Roster:** A motion to add Jerrad Jones to the Fire Department Roster was made by Williams. Seconded by Currie. Motion passed unanimously.
2. **Establishment of a restricted fund for donations for Cemetery Entrance Building:** no action, add to January agenda.
3. **Contract renewal with Northwest Kent for maintaining our sewer system.** A motion to extend the sewer station maintenance contract with Northwest Kent Mechanical Company for an additional year beginning January 1, 2018 ending December 31, 2018 in the amount of \$33,695.00 per year was made by Currie. Seconded by Bean. Motion passed unanimously on a roll call vote.
4. **Contract renewal with BS&A for assessing:** A motion to approve contract renewal with BS&A for assessing services beginning June 1, 2017 and ending May 31st, 2019 was made by Currie. Seconded by Bean. Motion passed unanimously on a roll call vote.

5. **Appointment of members to statutory committees for 2018:** A motion to appoint members to statutory committees for 2018 as presented was made by Currie. Seconded by Bean. Motion passed unanimously.
6. **Salary Resolution 2017-08:** A motion to adopt Resolution 2017-08 Supervisor Salary in the amount of \$25,000.00 was made by Bean. Seconded by Everett. Motion passed on a roll call vote.

**CHARTER TOWNSHIP OF BIG RAPIDS
SALARY RESOLUTION
RESOLUTION NO 2017-08**

WHEREAS, pursuant to MCLA 41.95(3), which provides that in a township that does not hold an annual meeting, the salary for officers composing the township board shall be determined by the township board, and

WHEREAS, the board of Big Rapids Charter Township deems it desirable to adjust the salary of the township supervisor to ensure that compensation for this position remains equitable and commensurate with the duties of said elective office, now

THEREFORE, BE IT RESOLVED, that as of January 1, 2018, the salary for the following township office shall be:

Supervisor..... \$25,000.00

The foregoing resolution offered by board member: Bean. Supported by board member: Everett. Upon a roll call vote, the following voted: Stanek – yes, Fountain – yes, Currie – yes, Bean – yes, Everett – yes, Geib – yes, Williams – yes. Nays: 0.

The supervisor declared the resolution adopted.

_____, Clerk

7. **Salary Resolution 2017-09:** A motion to adopt Resolution 2017-09 Clerk Salary in the amount of \$31,500.00 was made by Everett. Seconded by Bean. Motion passed on a roll call vote.

**CHARTER TOWNSHIP OF BIG RAPIDS
SALARY RESOLUTION
RESOLUTION NO 2017-09**

WHEREAS, pursuant to MCLA 41.95(3), which provides that in a township that does not hold an annual meeting, the salary for officers composing the township board shall be determined by the township board, and

WHEREAS, the board of Big Rapids Charter Township deems it desirable to adjust the salary of the township clerk to ensure that compensation for this position remains equitable and commensurate with the duties of said elective office, now

THEREFORE, BE IT RESOLVED, that as of January 1, 2018, the salary for the following township office shall be:

Clerk..... \$31,500.00

The foregoing resolution offered by board member: Everett. Supported by board member: Bean. Upon a roll call vote, the following voted: Stanek – yes, Fountain – yes, Currie – yes, Bean – yes, Everett – yes, Geib – yes, Williams – yes. Nays: 0.

The supervisor declared the resolution adopted.

_____, Clerk

8. **Salary Resolution 2017-10:** A motion to adopt Resolution 2017-10 Treasurer Salary in the amount of \$31,200.00 was made by Bean. Seconded by Geib. Motion passed on a roll call vote.

**CHARTER TOWNSHIP OF BIG RAPIDS
SALARY RESOLUTION
RESOLUTION NO 2017-10**

WHEREAS, pursuant to MCLA 41.95(3), which provides that in a township that does not hold an annual meeting, the salary for officers composing the township board shall be determined by the township board, and

WHEREAS, the board of Big Rapids Charter Township deems it desirable to adjust the salary of the township treasurer to ensure that compensation for this position remains equitable and commensurate with the duties of said elective office, now

THEREFORE, BE IT RESOLVED, that as of January 1, 2018, the salary for the following township office shall be:

Treasurer..... \$31,200.00

The foregoing resolution offered by board member: Bean. Supported by board member: Geib. Upon a roll call vote, the following voted: Stanek – yes, Fountain – yes, Currie – yes, Bean – yes, Everett – yes, Geib – yes, Williams – yes. Nays: 0.

The supervisor declared the resolution adopted.

_____, Clerk

- 9. Appropriations Act Resolution 2017-11: A motion to adopt Resolution 2017-11 the general appropriations act (budget) for 2018 was made by Bean. Seconded by Currie. Motion passed on a roll call vote.

RESOLUTION NUMBER 2017-11

A RESOLUTION ADOPTING A GENERAL APPROPRIATIONS ACT (BUDGET) FOR THE BIG RAPIDS CHARTER TOWNSHIP, BIG RAPIDS, MICHIGAN, FOR THE CALENDAR YEAR BEGINNING ON THE FIRST DAY OF JANUARY, 2018, AND ENDING ON THE LAST DAY OF DECEMBER, 2018.

WHEREAS, the duty of the Township Supervisor of Big Rapids Charter Township is to prepare and submit a proposed budget to the Big Rapids Board of Trustees at the proper time; and WHEREAS, the Township Supervisor has submitted a proposed budget to the Board of Trustees on October 4, 2016 for its consideration, and;

WHEREAS, "Pursuant to MCLA 141.412, notice of a public hearing on the proposed budget was published in a newspaper of general circulation on October 20, 2017 and a public hearing on the proposed budget was held on November 7, 2017";

WHEREAS, whatever increases may have been made in the expenditures, like increases were added to the revenues or planned to be expended from reserves/fund balances so that the budget remains in balance, as required by law.

NOW, THEREFORE, BE IT RESOLVED BY THE Board of Trustees of Big Rapids Charter Township, that they hereby approve and adopt the 2018 fiscal year budget by cost centers. Estimated township revenues for fiscal year 2018, include an allocated millage of 1.25 mills for general fund, 1.50 mills for fire fund, 1.50 mills for township roads and .20 mills for library services.

The foregoing resolution was offered by Bean and supported by Currie.

Ayes: Stanek, Fountain, Currie, Bean, Everett, Geib, Williams. Nays: 0 Abstain: 0 Absent:0

RESOLUTION DECLARED _____.

Rene Fountain, Township Clerk

STATE OF MICHIGAN)
) SS
COUNTY OF MECOSTA)

I, the undersigned, the duly qualified and acting Clerk of Charter Township of Big Rapids, Mecosta County, Michigan do hereby certify that the foregoing is a true and complete copy of a Resolution adopted by the Township Board at a regular meeting on December 5, 2017, the original of which is on file in my office. Public notice of said meeting was given pursuant to and in full compliance with Act No 267, Public Acts of Michigan, 1976 as amended, including in the case of a special or rescheduled meeting, notice by posting at least eighteen (18) hours prior to the time set for the meeting.

IN WITNESS WHEREOF, I have hereto affixed by official signature on this 5th day of December, 2017.

Rene Fountain, Clerk
Charter Township of Big Rapids

- 10. Resolution 2017-12 setting 2018 board meeting dates: A motion to approve Resolution 2017-12 setting 2018 board meeting dates was made by Currie. Seconded by Bean. Motion passed on a roll call vote.

**CHARTER TOWNSHIP OF BIG RAPIDS
RESOLUTION TO SET BOARD MEETING DATES FOR 2018
RESOLUTION NO 2017-12**

WHEREAS, Public Act 267 of 1976 requires a resolution setting meeting dates.
NOW THEREFORE BE IT RESOLVED, that the regular meeting dates for Big Rapids Charter Township be as follows for the year 2018:

Tuesday, January 2, 2018
Tuesday, January 9, 2018 (this will be a joint meeting with the Planning Commission held at the Fire Hall)
Tuesday, February 6, 2018
Tuesday, March 6, 2018
Tuesday, April 3, 2018
Tuesday, May 1, 2018
Tuesday, June 5, 2018
Tuesday, July 3, 2018
Tuesday, August 7, 2018
Tuesday, September 4, 2018
Tuesday, October 2, 2018
Tuesday, November 6, 2018
Tuesday, December 4, 2018

All meetings will start at 7:00 p.m. and will be held at the township office 14212 Northland Drive, Big Rapids, MI 49307.

The foregoing resolution was offered by Currie and supported by Bean.
Ayes: Stanek, Fountain, Currie, Bean, Everett, Geib, Williams. Nays: 0

RESOLUTION DECLARED ADOPTED.

Rene Fountain, Clerk
Big Rapids Charter Township

11. **Resolution for Depositories for 2018:** A motion to adopt Resolution 2017-13 naming bank depositories was made by Currie. Seconded by Bean. Motion passed on a roll call vote.

**CHARTER TOWNSHIP OF BIG RAPIDS
RESOLUTION TO NAME BANK DEPOSITORIES FOR 2018
RESOLUTION NO 2017-13**

WHEREAS, the Board of Big Rapids Charter Township, Mecosta County, in exercising its fiduciary responsibilities desires to safeguard the funds of the Township that may be invested from time to time, and,

WHEREAS, Public Act 77 of 1989, MCL 41.77, requires that the Township Board designate the banks or depositories for the money belonging to the Township, in accordance with the Townships Comprehensive Version of Township Investment and Depository Designation Policy.

THEREFORE BE IT RESOLVED, that the Board approves the following financial institutions as depositories of township funds: Chemical Bank, Isabella Bank, Huntington Bank, Lake Osceola Bank, Fifth Third Bank and Independent Bank.

BE IT FURTHER RESOLVED, That the Township will comply with all applicable statutes related to public fund investments. Any provisions of this resolution in conflict with applicable statutes is void.

The foregoing resolution was offered by Currie and supported by Bean.
Ayes: Stanek, Fountain, Currie, Bean, Everett, Geib, Williams. Nays: 0.

RESOLUTION DECLARED adopted.

Rene Fountain, Clerk
Big Rapids Charter Township

12. **Resolution on HRA plan:** A motion to approve Resolution 2017-14 increasing health reimbursement amount from \$750.00 to \$1,000.00 per year was made by Currie. Seconded by Bean. Motion carried unanimously on a roll call vote.

**BIG RAPIDS TOWNSHIP
FORMAL RECORD OF ACTION**

RESOLUTION NUMBER 2017-14

The following is a formal record of action taken by the Big Rapids Township Board.

With respect to the amendment and restatement of the Big Rapids Township HRA Plan (the "Plan") the following resolutions are hereby adopted:

RESOLVED: That the Plan be amended and restated in the form attached hereto, which Plan is hereby adopted and approved;

RESOLVED FURTHER: That the appropriate officers of Big Rapids Township are hereby, authorized and directed to execute the Plan on behalf of Big Rapids Township;

RESOLVED FURTHER: That the officers of Big Rapids Township hereby are, authorized and directed to take any and all actions and execute and deliver such documents as they may deem necessary, appropriate or convenient to effect the foregoing resolutions including, without limitation, causing to be prepared and filed such reports, documents or other information as may be required under applicable law.

Dated this 5th day of December, 2017.

The foregoing resolution was offered by Currie, supported by Bean.

Ayes: Stanek, Fountain, Currie, Bean, Everett, Geib, Williams. Nays: 0. Abstain: 0. Absent: 0.

RESOLUTION DECLARED ADOPTED.

Rene Fountain, Township Clerk

STATE OF MICHIGAN)
) SS
COUNTY OF MECOSTA)

I, the undersigned, the duly qualified and acting Clerk of Big Rapids Township, Mecosta County, Michigan do hereby certify that the foregoing is a true and complete copy of a Resolution adopted by the Township Board at a regular meeting on December 5, 2017 the original of which is on file in my office. Public notice of said meeting was given pursuant to and in full compliance with Act No 267, Public Acts of Michigan, 1976 as amended, including in the case of a special or rescheduled meeting, notice by posting at least eighteen(18) hours prior to the time set for the meeting.

IN WITNESS WHEREOF, I have hereto affixed by official signature on this 5th day of December 2017.

Rene Fountain, Clerk
Big Rapids Township

13. **Pension Plan Match:** A motion to transfer Retirement Plan to Burnham and Flower was made by Currie. Seconded by Everett. Motion passed unanimously.

PUBLIC COMMENT: none

ADJOURNMENT: 8:02 p.m.

**BIG RAPIDS CHARTER TOWNSHIP
POOLED FUNDS**

NOV

2017

EXPENDITURES

7-4000

3-4000

12-4000

20-4000

24-4000

TOTAL EXPENDITURE

11/7/2017

REVENUES

11/28/2017

11/30/2017

WHITIST

TOTAL

OR FUND

BALANCE ON HAND - BY FUND

	REVENUES	EXPENDITURES	TOTAL	11/7/2017	11/28/2017	11/30/2017	WHITIST	TOTAL	BALANCE ON HAND - BY FUND
101 GENERAL FUND	6,947.00	-513,392.83	6,947.00	6,187.18	1,000.00	108.57	549,237.75	5873,968.06	
591 WATER PLANT	0.00	-51,786.02	0.00	6.18	22.40		518.78	-5158,133.01	
203 PERM ST		-567.50							
204 ROAD		-51,408.41							
206 MILLAGE		-51,408.41							
212 LIQUOR LAW		-5,921.20							
246 PERM ST		-5,921.20							
249 BLDG DEPT		-5,407.94							
254/271 LIBRARY		-5,149.10							
590 SEWER FUND		-5,139.76							
593 SEWER		-5,139.76							
708 METHOD FUND		-5,139.76							
711 PER CARE		-5,139.76							
850 PATROLL LIABILITY		-5,139.76							
590-CD SEWER FUND		-5,139.76							
594 HOA DUES ATTACHMENT		-5,139.76							
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BANK RECONCILIATION FOR BIG RAPIDS TOWNSHIP
 Bank GEN (GENERAL TOWNSHIP CHECKING)
 FROM 11/01/2017 TO 11/30/2017
 Reconciliation Record ID: 59

GL Number	Description	Beginning Balance
101-000-001.000	Cash - Checking	637,448.83
101-000-001.001	Cash Non-Expendable	
203-000-001.000	CASH	74,259.09
204-000-001.000	CASH	3,426.41
206-000-001.000	Cash - Checking	247,939.04
212-000-001.000	Cash - Savings	5,821.20
246-000-001.000	Cash - Savings	
249-000-001.000	Cash - Savings	98,081.81
271-000-001.000	CASH	1,488.10
301-000-001.000	Cash - Savings	
590-000-001.000	Cash - Savings	713,355.17
591-000-001.000	CASH	(155,647.36)
593-000-001.000	CASH	
701-000-001.000	Cash - Savings	
708-000-001.000	CASH	38,958.37
711-000-001.000	CASH	
711-000-001.100	HVC Cash Expendable	13,067.55
850-000-001.000	Cash - Savings	
Beginning GL Balance:		1,678,198.21
Add: Cash Receipts		112,905.65
Less: Cash Disbursements		(258,270.77)
Less: Payroll Disbursements		(20,336.89)
Add: Journal Entries/Other		121.33
Ending GL Balance:		1,512,617.53

GL Number	Description	Ending Balance
101-000-001.000	Cash - Checking	673,968.06
101-000-001.001	Cash Non-Expendable	
203-000-001.000	CASH	74,259.09
204-000-001.000	CASH	3,426.41
206-000-001.000	Cash - Checking	93,965.25
212-000-001.000	Cash - Savings	
246-000-001.000	Cash - Savings	
249-000-001.000	Cash - Savings	97,721.27
271-000-001.000	CASH	1,488.10
301-000-001.000	Cash - Savings	
590-000-001.000	Cash - Savings	673,896.44
591-000-001.000	CASH	(158,133.01)
593-000-001.000	CASH	
701-000-001.000	Cash - Savings	
708-000-001.000	CASH	38,958.37
711-000-001.000	CASH	
711-000-001.100	HVC Cash Expendable	13,067.55
850-000-001.000	Cash - Savings	
Ending GL Balance:		1,512,617.53
Ending Bank Balance:		1,506,716.48
Add: Deposits in Transit		
		12/08/2017 *Deposit ID: 197
		11,137.42
Less: Outstanding Checks		11,137.42

AP Checks

Check Date	Check Number	Name	Amount
02/04/2015	28726	MECOSTA COUNTY ASSESSOR'S ASSO	50.00
08/05/2015	29089	BIG RAPIDS CITY TREASURER	1.35
05/25/2016	29698	VERIZON WIRELESS	49.02
10/05/2016	29967	AUTO ZONE	19.98
10/05/2016	29992	OSCEOLA COUNTY EMS	200.00
12/07/2016	30139	SIMPLY GREEN OUTDOOR SERVICES	180.00
11/20/2017	30770	KENT COUNTY HEALTH DEPARTMENT	52.00

BANK RECONCILIATION FOR BIG RAPIDS TOWNSHIP
Bank GEN (GENERAL TOWNSHIP CHECKING)
FROM 11/01/2017 TO 11/30/2017
Reconciliation Record ID: 59
AP Checks

Check Date	Check Number	Name	Amount
11/20/2017	30773	STATE OF MICHIGAN	600.00
11/28/2017	30774	CHARTER COMMUNICATIONS	710.00
11/28/2017	30775	CONSUMERS ENERGY	1,891.51

Payroll Checks

Check Date	Check Number	Name	Amount
03/27/2014	9191	HOYT, ALAN	26.97
03/27/2014	9192	HOYT, ALAN	33.06
09/01/2014	9385	FITZPATRICK, DUSTIN	13.86
09/01/2016	10282	SHELDON, ANDREW	21.70
09/01/2016	10286	MYERS, AARON	43.41
02/01/2017	10495	HANNAH, HUNTER	27.40
03/01/2017	10535	BIRD, RANDY	130.39
06/01/2017	10661	FRYT, CHANDLER	135.66
09/01/2017	10804	FADAYOMI, OLUTEMITOPE	559.38
09/01/2017	10809	DAVIS, MARY	29.56
10/01/2017	10828	PYLMAN, ALEXIS	101.32
11/01/2017	10873	HYDE, DAVID	201.91
11/01/2017	10893	DAVIS, MARY	29.54
11/01/2017	10896	EVERETT, JERALD	128.35

Total - 24 Outstanding Checks: 5,236.37
Adjusted Bank Balance 1,512,617.53
Unreconciled Difference: 0.00

REVIEWED BY:

Rene Bunker *Penny Bunker*

DATE:

12/26/2017

Item "C"

12/29/2017

REVENUE AND EXPENDITURE REPORT FOR BIG RAPIDS TOWNSHIP
PERIOD ENDING 12/31/2017

GL NUMBER	DESCRIPTION	2017		YTD BALANCE		ACTIVITY FOR		AVAILABLE		% BGDG USED
		AMENDED BUDGET	12/31/2017	NORMAL (ABNORMAL)	12/31/2017	MONTH 12/31/2017	INCREASE (DECREASE)	NORMAL (ABNORMAL)	BALANCE	
Fund 101 - GENERAL OPERATING FUND										
Revenues										
Dept 000-GENERAL										
101-000-402.000	Current Real Property Tax	175,000.00	221,151.11		15,292.63	(46,151.11)			126.37	
101-000-423.000	Exc. of Roll & Tr. Pk. Fees	150.00	0.00		0.00	150.00			0.00	
101-000-441.000	Local Community Stabilization Share Tax	0.00	6,097.61		0.00	(6,097.61)			100.00	
101-000-445.000	Penalties & Interest on Taxes	2,000.00	1,157.44		367.41	842.56			57.87	
101-000-447.000	Property Tax Admin Fee	48,000.00	49,614.44		1,539.20	(1,614.44)			103.36	
101-000-451.000	Business Licenses & Permits	19,000.00	9,710.26		0.00	9,289.74			51.11	
101-000-574.000	State Shared Revenue	323,500.00	347,921.00		115,530.00	(24,421.00)			107.55	
101-000-607.000	Ch. for Serv. (fees, zoning)	300.00	75.00		0.00	225.00			25.00	
101-000-610.000	School Parcel Fee	5,600.00	5,839.00		0.00	(239.00)			104.27	
101-000-628.000	Ch. for Serv. (copies, ordin.)	100.00	0.00		0.00	100.00			0.00	
101-000-632.000	Ch. for Serv. (sale cem. lots)	2,500.00	2,861.00		0.00	(361.00)			114.44	
101-000-634.000	Ch. for Serv. (grave op & cl)	12,000.00	14,450.00		200.00	(2,450.00)			120.42	
101-000-635.000	Chg For Serv Cem Foun & Misc	3,000.00	7,774.00		0.00	(4,774.00)			259.13	
101-000-640.000	Ch. for Serv. (lot splits)	400.00	825.00		0.00	(425.00)			206.25	
101-000-664.000	Int. & Div. on Earnings	1,000.00	1,611.85		0.00	(611.85)			161.19	
101-000-667.000	Rent&Exp Building Dept	2,250.00	1,875.00		0.00	375.00			83.33	
101-000-668.000	Sign Rental	0.00	4,000.00		0.00	(4,000.00)			100.00	
101-000-674.000	CONTRIBUTIONS AND DONATIONS	0.00	500.00		0.00	(500.00)			100.00	
101-000-675-020	Cemetery Annuity - Division of Assets	43,000.00	43,250.24		0.00	(250.24)			100.58	
101-000-676.000	Reimbursements	19,000.00	20,085.77		1,328.88	(1,085.77)			105.71	
101-000-687.000	REFUNDS	200.00	878.43		0.00	(678.43)			439.22	
101-000-697.000	Transfer from other Fund	50,000.00	0.00		0.00	50,000.00			0.00	
101-000-698.000	Advance from Fund Balance	105,000.00	0.00		0.00	105,000.00			0.00	
Total Dept 000-GENERAL		812,000.00	739,677.15		134,258.12	72,322.85			91.09	
TOTAL REVENUES		812,000.00	739,677.15		134,258.12	72,322.85			91.09	

Expenditures

Dept 101-TOWNSHIP BOARD										
101-101-702.000	Salary & Wages	7,000.00	6,992.64		1,165.44	7.36			99.89	
101-101-702.020	Salary & Wages Clerical Help	24,500.00	24,480.00		4,080.00	20.00			99.92	
101-101-710.000	Twp. Share Medicare Withholding	460.00	456.39		76.08	3.61			99.22	
101-101-714.000	Health Insurance	6,000.00	6,362.94		0.00	(362.94)			106.05	
101-101-715.000	Twp. Share Soc. Sec. Withholding	2,300.00	1,951.34		325.22	348.66			84.84	
101-101-718.000	Retirement	3,525.00	1,687.53		0.00	1,837.47			47.87	

GL NUMBER	DESCRIPTION	2017		YTD BALANCE		ACTIVITY FOR		AVAILABLE	
		AMENDED BUDGET	12/31/2017	NORMAL (ABNORMAL)	12/31/2017	INCREASE (DECREASE)	NORMAL (ABNORMAL)	BALANCE	% BDGT
101-101-720.000	Medical Reimbursement	655.00	557.31		543.75		97.69	85.09	
101-101-727.000	Office Supplies	1,500.00	413.77		172.75		1,086.23	27.58	
101-101-740.000	Operating Supplies	300.00	0.00		0.00		300.00	0.00	
101-101-801.000	Professional Services	28,000.00	26,989.36		6,052.41		1,010.64	96.39	
101-101-802.000	Law Enforcement Contract	100.00	0.00		0.00		100.00	0.00	
101-101-850.000	Communication	3,400.00	2,937.19		247.02		462.81	86.39	
101-101-860.000	Transportation	100.00	135.89		0.00		(35.89)	135.89	
101-101-880.000	Community Promotion	1,100.00	0.00		0.00		1,100.00	0.00	
101-101-881.000	FALL CLEAN-UP	9,500.00	6,053.45		0.00		3,446.55	63.72	
101-101-900.000	Printing & Publishing	1,200.00	1,494.45		258.00		(294.45)	124.54	
101-101-956.000	Miscellaneous	200.00	0.00		0.00		200.00	0.00	
101-101-958.000	Membership & Dues	3,400.00	3,142.28		0.00		257.72	92.42	
101-101-960.000	Education	2,000.00	722.04		0.00		1,277.96	36.10	
101-101-965.000	Insurance & Bonds	9,000.00	7,401.67		(1,968.55)		1,598.33	82.24	
101-101-975.000	Capital Outlay under \$10,000	2,000.00	0.00		0.00		2,000.00	0.00	
Total Dept 101-TOWNSHIP BOARD		106,240.00	91,778.25		10,952.12		14,461.75	86.39	

Dept 171-SUPERVISOR								
101-171-702.000	Salary & Wages	14,000.00	15,000.00		2,500.00		(1,000.00)	107.14
101-171-702.010	Salary & Wages Deputy	2,500.00	0.00		0.00		2,500.00	0.00
101-171-702.015	Salary & Wages Mangement	4,000.00	3,999.96		666.66		0.04	100.00
101-171-702.040	Salary & Wages Cemetery	1,523.00	1,522.68		253.78		0.32	99.98
101-171-702.300	Health Insurance Buyout	1,800.00	1,800.00		300.00		0.00	100.00
101-171-710.000	Twp. Share Medicare Withholding	310.00	323.68		53.95		(13.68)	104.41
101-171-715.000	Twp. Share Soc. Sec. Withholdg	1,325.00	1,384.00		230.66		(59.00)	104.45
101-171-720.000	Medical Reimbursement	750.00	687.50		62.50		62.50	91.67
101-171-727.000	Office Supplies	100.00	84.96		5.28		15.04	84.96
101-171-740.000	Operating Supplies	100.00	75.44		0.00		24.56	75.44
101-171-801.000	Professional Services	500.00	160.00		0.00		340.00	32.00
101-171-850.100	Cell Phone	360.00	390.00		120.00		(30.00)	108.33
101-171-860.000	Transportation	400.00	392.70		26.22		7.30	98.18
101-171-874.000	Retirement	2,670.00	1,200.00		0.00		1,470.00	44.94
101-171-960.000	Education	1,000.00	709.54		0.00		290.46	70.95
101-171-975.000	Capital Outlay under \$10,000	1,000.00	0.00		0.00		1,000.00	0.00
Total Dept 171-SUPERVISOR		32,338.00	27,730.46		4,219.05		4,607.54	85.75

Dept 215-CLERK								
101-215-702.000	Salary & Wages	25,500.00	25,335.36		4,222.56		164.64	99.35
101-215-702.010	Salary & Wages Deputy	3,600.00	2,516.00		102.00		1,084.00	69.89
101-215-702.040	Salary & Wages Cemetery	6,334.00	6,333.84		1,055.64		0.16	100.00
101-215-702.300	Health Insurance Buyout	1,800.00	1,800.00		300.00		0.00	100.00
101-215-710.000	Twp. Share Medicare Withholding	540.00	521.78		82.36		18.22	96.63
101-215-715.000	Twp. Share Soc. Sec. Withholdg	2,300.00	2,231.08		352.17		68.92	97.00
101-215-720.000	Medical Reimbursement	750.00	687.50		62.50		62.50	91.67

GL NUMBER	DESCRIPTION	2017		YTD BALANCE		ACTIVITY FOR		AVAILABLE	
		AMENDED BUDGET	12/31/2017	NORMAL (ABNORMAL)	12/31/2017	INCREASE (DECREASE)	NORMAL (ABNORMAL)	BALANCE	% BDGT
101-215-727.000	Office Supplies	500.00	726.43		90.16		(226.43)	145.29	
101-215-740.000	Operating Supplies	250.00	120.08		120.08		129.92	48.03	
101-215-801.000	Professional Services	2,250.00	2,295.00		1,425.00		(45.00)	102.00	
101-215-850.000	Cell Phone Reimbursement	0.00	360.00		360.00		(360.00)	100.00	
101-215-874.000	Retirement	4,200.00	1,750.00		0.00		2,450.00	41.67	
101-215-960.000	Education	1,000.00	309.15		0.00		690.85	30.92	
101-215-975.000	Capital Outlay under \$10,000	3,500.00	0.00		0.00		3,500.00	0.00	
Total Dept 215-CLERK		52,524.00	44,986.22		8,172.47		7,537.78	85.65	
Dept 247-BOARD OF REVIEW									
101-247-702.000	Salary & Wages	1,000.00	616.50		76.10		383.50	61.65	
101-247-710.000	Twp. Share Medicare Withholding	15.00	8.94		1.10		6.06	59.60	
101-247-715.000	Twp. Share Soc. Sec. Withholdg	65.00	38.23		4.73		26.77	58.82	
101-247-900.000	Printing & Publishing	75.00	58.60		0.00		16.40	78.13	
101-247-956.000	Miscellaneous	25.00	0.00		0.00		25.00	0.00	
101-247-960.000	Education	200.00	0.00		0.00		200.00	0.00	
Total Dept 247-BOARD OF REVIEW		1,380.00	722.27		81.93		657.73	52.34	
Dept 253-TREASURER									
101-253-702.000	Salary & Wages	19,400.00	19,400.04		3,233.34		(0.04)	100.00	
101-253-702.010	Salary & Wages Deputy	4,120.00	3,315.00		595.00		805.00	80.46	
101-253-710.000	Twp. Share Medicare Withholding	345.00	329.35		55.51		15.65	95.46	
101-253-714.000	Health Insurance	5,385.00	5,724.32		0.00		(339.32)	106.30	
101-253-715.000	Twp. Share Soc. Sec. Withholdg	1,460.00	1,408.29		237.35		51.71	96.46	
101-253-720.000	Medical Reimbursement	535.00	94.06		0.00		440.94	17.58	
101-253-727.000	Office Supplies	1,000.00	900.21		50.25		99.79	90.02	
101-253-740.000	Operating Supplies	600.00	0.00		0.00		600.00	0.00	
101-253-801.000	Professional Services	3,500.00	4,443.95		1,932.49		(943.95)	126.97	
101-253-874.000	Retirement	2,425.00	1,030.00		0.00		1,395.00	42.47	
101-253-956.000	Miscellaneous	700.00	0.00		0.00		700.00	0.00	
101-253-960.000	Education	250.00	0.00		0.00		250.00	0.00	
Total Dept 253-TREASURER		39,720.00	36,645.22		6,103.94		3,074.78	92.26	
Dept 257-ASSESSOR									
101-257-740.000	Operating Supplies	150.00	537.98		0.00		(387.98)	358.65	
101-257-801.000	Professional Services	3,000.00	3,376.06		1,100.00		(376.06)	112.54	
101-257-801.005	Contractual Assessor	39,500.00	30,331.98		6,066.66		9,168.02	76.79	
101-257-801.006	Tax Tribunal Appeals	1,000.00	0.00		0.00		1,000.00	0.00	
101-257-860.000	MILEAGE	100.00	0.00		0.00		100.00	0.00	
Total Dept 257-ASSESSOR		43,750.00	34,246.02		7,166.66		9,503.98	78.28	
Dept 262-ELECTIONS									
101-262-702.000	SALARY AND WAGES	0.00	1,688.03		882.48		(1,688.03)	100.00	
101-262-727.000	SUPPLIES	200.00	133.62		0.00		66.38	66.81	

GL NUMBER	DESCRIPTION	2017		YTD BALANCE		ACTIVITY FOR		AVAILABLE	
		AMENDED BUDGET	12/31/2017	NORMAL (ABNORMAL)	12/31/2017	INCREASE (DECREASE)	NORMAL (ABNORMAL)	BALANCE	% BDGT
101-262-740.000	Operating Supplies	1,000.00	1,606.18		137.33		(606.18)	160.62	
101-262-801.000	Professional Services	750.00	0.00		0.00		750.00	0.00	
101-262-810.000	Election Workers	2,225.00	0.00		0.00		2,225.00	0.00	
101-262-860.000	MILEAGE	150.00	12.51		0.00		137.49	8.34	
101-262-900.000	Printing & Publishing	200.00	(68.47)		0.00		268.47	(34.24)	
101-262-960.000	Education	250.00	0.00		0.00		250.00	0.00	
101-262-975.000	Capital Outlay under \$10,000	4,250.00	0.00		0.00		4,250.00	0.00	
Total Dept 262-ELECTIONS		9,025.00	3,371.87		1,019.81		5,653.13	37.36	
Dept 265-TOWNSHIP HALL & GROUNDS									
101-265-702.000	Salary & Wages	762.00	1,224.00		0.00		(462.00)	160.63	
101-265-702.200	Salary & Wages Snowplowing	762.00	346.40		210.40		415.60	45.46	
101-265-710.000	Twp. Share Medicare Withholding	82.00	22.78		3.06		59.22	27.78	
101-265-715.000	Twp. Share Soc. Sec. Withholdg	354.00	97.37		13.05		256.63	27.51	
101-265-740.000	Operating Supplies	200.00	172.94		0.00		27.06	86.47	
101-265-775.000	Repair & Maintenance Supplies	800.00	887.48		589.78		(87.48)	110.94	
101-265-801.000	Professional Services	1,000.00	83.33		0.00		916.67	8.33	
101-265-920.000	Public Utilities	4,800.00	4,078.31		324.48		721.69	84.96	
101-265-930.000	Repair & Maintenance	2,000.00	1,383.55		124.00		616.45	69.18	
101-265-932.000	Grounds maintenance	800.00	498.50		0.00		301.50	62.31	
101-265-933.000	Snowplowing	0.00	225.07		105.67		(225.07)	100.00	
Total Dept 265-TOWNSHIP HALL & GROUNDS		11,560.00	9,019.73		1,370.44		2,540.27	78.03	
Dept 276-TOWNSHIP CEMETERIES									
101-276-702.000	Salary & Wages	10,000.00	20,394.26		1,535.87		(10,394.26)	203.94	
101-276-702.015	Salary & Wages Mangement	27,800.00	14,812.00		3,908.00		12,988.00	53.28	
101-276-702.016	Salary & Wages Clerical Mangement	4,600.00	5,676.00		544.00		(1,076.00)	123.39	
101-276-702.100	SALARY & WAGES: UNEMPLOYMENT	3,800.00	4,856.23		0.00		(1,056.23)	127.80	
101-276-702.200	Salary & Wages Snowplowing	390.00	230.40		198.40		159.60	59.08	
101-276-710.000	Twp. Share Medicare Withholding	620.00	596.12		89.70		23.88	96.15	
101-276-714.000	Health Insurance	5,875.00	7,117.26		0.00		(1,242.26)	121.14	
101-276-715.000	Twp. Share Soc. Sec. Withholdg	2,630.00	2,548.97		383.54		81.03	96.92	
101-276-720.000	Medical Reimbursement	640.00	0.00		0.00		640.00	0.00	
101-276-727.000	Office Supplies	250.00	282.56		2.94		(32.56)	113.02	
101-276-740.000	Operating Supplies	4,500.00	2,909.09		188.66		1,590.91	64.65	
101-276-775.000	Repair & Maintenance Supplies	4,000.00	2,982.27		421.32		1,017.73	74.56	
101-276-801.000	Professional Services	4,000.00	5,908.33		100.00		(1,908.33)	147.71	
101-276-801.010	MANPOWER	12,000.00	3,005.29		1,092.44		8,994.71	25.04	
101-276-801.020	PROF. SERVICES GRAVE OPENING/CLOSING	10,000.00	8,950.00		1,850.00		1,050.00	89.50	
101-276-850.000	Communication	800.00	960.37		69.98		(160.37)	120.05	
101-276-850.100	Cell Phone	360.00	330.00		90.00		30.00	91.67	
101-276-860.000	Transportation	100.00	0.00		0.00		100.00	0.00	
101-276-874.000	Retirement	3,240.00	2,695.06		0.00		544.94	83.18	
101-276-900.000	Printing & Publishing	100.00	0.00		0.00		100.00	0.00	

GL NUMBER	DESCRIPTION	2017		YTD BALANCE		ACTIVITY FOR		AVAILABLE	
		AMENDED BUDGET	12/31/2017	NORMAL (ABNORMAL)	12/31/2017	MONTH 12/31/2017	NORMAL (ABNORMAL)	BALANCE	% BDGT
101-276-920.000	Public Utilities	2,800.00	1,974.02		221.34	825.98	70.50		
101-276-930.000	Repair & Maintenance	3,200.00	5,604.74		50.00	(2,404.74)	175.15		
101-276-933.000	Snowplowing	0.00	225.06		105.66	(225.06)	100.00		
101-276-958.000	Membership & Dues	100.00	0.00		0.00	100.00	0.00		
101-276-960.000	Education	500.00	12.50		0.00	487.50	2.50		
101-276-965.000	Insurance & Bonds	2,300.00	3,089.98		322.22	(789.98)	134.35		
101-276-971.000	Re Purchase Cemetery Lots	500.00	0.00		0.00	500.00	0.00		
101-276-975.000	Capital Outlay under \$10,000	61,000.00	20,578.94		0.00	40,421.06	33.74		
Total Dept 276-TOWNSHIP CEMETERIES		166,105.00	115,739.45		11,174.07	50,365.55	69.68		
Dept 446-HIGHWAYS & STREETS									
101-446-801.000	Professional Services	2,000.00	0.00		0.00	2,000.00	0.00		
101-446-805.000	Contractual Services Roads	234,000.00	232,760.13		0.00	1,239.87	99.47		
101-446-807.000	Contractual Services Sidewalks	1,000.00	0.00		0.00	1,000.00	0.00		
Total Dept 446-HIGHWAYS & STREETS		237,000.00	232,760.13		0.00	4,239.87	98.21		
Dept 448-STREET LIGHTS									
101-448-805.000	Contractual Services	100.00	0.00		0.00	100.00	0.00		
101-448-920.000	Public Utilities	9,800.00	7,604.78		645.45	2,195.22	77.60		
Total Dept 448-STREET LIGHTS		9,900.00	7,604.78		645.45	2,295.22	76.82		
Dept 450-IND. PARK INFRASTRUCTURE									
101-450-990.100	Ind. Park Infrastructure	51,000.00	49,927.52		49,927.52	1,072.48	97.90		
101-450-991.000	Contract Payment Principal	19,550.00	0.00		0.00	19,550.00	0.00		
101-450-995.000	Contract Payment Interest	1,040.00	0.00		0.00	1,040.00	0.00		
Total Dept 450-IND. PARK INFRASTRUCTURE		71,590.00	49,927.52		49,927.52	21,662.48	69.74		
Dept 721-PLANNING COMMISSION									
101-721-702.000	SALARY AND WAGES	5,000.00	5,000.04		833.34	(0.04)	100.00		
101-721-702.030	Salary & Wages Per Diems	2,200.00	2,176.00		352.00	24.00	98.91		
101-721-710.000	Twp. Share Medicare Withholding	110.00	104.04		17.19	5.96	94.58		
101-721-715.000	Twp. Share Soc. Sec. Withholding	150.00	444.88		73.49	(294.88)	296.59		
101-721-727.000	SUPPLIES	50.00	127.14		0.00	(77.14)	254.28		
101-721-740.000	Operating Supplies	100.00	0.00		0.00	100.00	0.00		
101-721-801.000	Professional Services	5,000.00	878.74		0.00	4,121.26	17.57		
101-721-860.000	MILEAGE	500.00	0.00		0.00	500.00	0.00		
101-721-874.000	Retirement	820.00	341.66		0.00	478.34	41.67		
101-721-900.000	Printing & Publishing	400.00	0.00		0.00	400.00	0.00		
101-721-956.000	Miscellaneous	50.00	0.00		0.00	50.00	0.00		
101-721-960.000	Education	750.00	405.00		0.00	345.00	54.00		
Total Dept 721-PLANNING COMMISSION		15,130.00	9,477.50		1,276.02	5,652.50	62.64		
Dept 728-ECONOMIC-INDUSTRIAL DEVELOPMT									
101-728-727.000	Office Supplies	100.00	0.00		0.00	100.00	0.00		

GL NUMBER	DESCRIPTION	2017		YTD BALANCE		ACTIVITY FOR		AVAILABLE	
		AMENDED BUDGET	NORMAL (ABNORMAL)	12/31/2017	NORMAL (ABNORMAL)	MONTH 12/31/2017	INCREASE (DECREASE)	BALANCE	% BDGT USED
203-444-991.050	LOAN PAYMENT (to revolving loan fund)	50,000.00	0.00	0.00	50,000.00	0.00	0.00	50,000.00	0.00
203-444-996.050	INTEREST (to revolving loan fund)	7,560.00	0.00	0.00	7,560.00	0.00	0.00	7,560.00	0.00
Total Dept 444-SIDEWALKS		57,560.00	93.75	93.75	57,466.25	0.00	0.16	57,466.25	0.16
TOTAL EXPENDITURES									
Fund 203 - PERRY STREET CORRIDOR SIDEWALK:		57,560.00	93.75	93.75	57,466.25	0.00	0.16	57,466.25	0.16
TOTAL REVENUES									
TOTAL EXPENDITURES									
NET OF REVENUES & EXPENDITURES									
Fund 204 - MUNICIPAL STREET FUND		456.00	52,673.55	52,673.55	(52,217.55)	0.00	11,551.22	(52,217.55)	11,551.22
Revenues									
Dept 000-GENERAL									
204-000-405.000	B.R.T. Road Millage	210,000.00	224,970.62	224,970.62	(14,970.62)	18,351.35	107.13	(14,970.62)	107.13
204-000-664.000	Int. & Div. on Earnings	50.00	0.00	0.00	50.00	0.00	0.00	50.00	0.00
Total Dept 000-GENERAL		210,050.00	224,970.62	224,970.62	(14,920.62)	18,351.35	107.10	(14,920.62)	107.10
TOTAL REVENUES									
EXPENDITURES									
Dept 446-HIGHWAYS & STREETS									
204-446-805.000	Contractual Services	208,000.00	208,000.00	208,000.00	0.00	0.00	100.00	0.00	100.00
Total Dept 446-HIGHWAYS & STREETS		208,000.00	208,000.00	208,000.00	0.00	0.00	100.00	0.00	100.00
TOTAL EXPENDITURES									
NET OF REVENUES & EXPENDITURES									
Fund 204 - MUNICIPAL STREET FUND:		210,050.00	224,970.62	224,970.62	(14,920.62)	18,351.35	107.10	(14,920.62)	107.10
TOTAL REVENUES									
TOTAL EXPENDITURES									
NET OF REVENUES & EXPENDITURES									
Fund 206 - FIRE FUND		2,050.00	16,970.62	16,970.62	(14,920.62)	18,351.35	827.84	(14,920.62)	827.84
Revenues									
Dept 000-GENERAL									
206-000-403.000	Current Real Property Tax	208,500.00	225,127.21	225,127.21	(16,627.21)	18,351.35	107.97	(16,627.21)	107.97
206-000-502.000	FEMA GRANT	0.00	675.00	675.00	(675.00)	0.00	100.00	(675.00)	100.00
206-000-582.000	Contribution Mecosta Co. F.R.	15,000.00	15,526.93	15,526.93	(526.93)	1,202.06	103.51	(526.93)	103.51
206-000-664.000	Int. & Div. on Earnings	50.00	935.28	935.28	(885.28)	0.00	1,870.56	(885.28)	1,870.56
206-000-676.000	Reimbursements	0.00	1,010.00	1,010.00	(1,010.00)	1,000.00	100.00	(1,010.00)	100.00
206-000-687.000	REFUNDS	50.00	0.00	0.00	50.00	0.00	0.00	50.00	0.00
TOTAL REVENUES									
TOTAL EXPENDITURES									
NET OF REVENUES & EXPENDITURES									

GL NUMBER	DESCRIPTION	2017 AMENDED BUDGET	YTD BALANCE 12/31/2017 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 12/31/2017 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
206-000-699.100	Advance from Fund Balance	275,000.00	0.00	0.00	275,000.00	0.00
	Total Dept 000-GENERAL	498,600.00	243,274.42	20,553.41	255,325.58	48.79
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	TOTAL REVENUES	498,600.00	243,274.42	20,553.41	255,325.58	48.79
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Expenditures						
Dept 336-FIRE DEPARTMENT						
206-336-702.000	Salary & Wages	61,500.00	59,400.00	8,355.00	2,100.00	96.59
206-336-702.025	Salary & Wages Reports	1,000.00	1,389.00	186.00	(389.00)	138.90
206-336-702.030	Salary & Wages Preincident Surveys	3,000.00	1,875.00	0.00	1,125.00	62.50
206-336-702.050	Salary & Wages First Responder	20,500.00	18,510.50	2,347.50	1,989.50	90.30
206-336-702.080	Chief Salary & Wages	7,200.00	7,200.00	1,200.00	0.00	100.00
206-336-702.085	Ass't Chief Salary & Wages	4,500.00	4,500.00	750.00	0.00	100.00
206-336-702.200	Salary & Wages Snowplowing	1,250.00	390.40	218.40	859.60	31.23
206-336-710.000	Twp. Share Medicare Withholding	1,500.00	1,352.33	189.30	147.67	90.16
206-336-715.000	Twp. Share Soc. Sec. Withholdg	6,310.00	5,782.45	809.54	527.55	91.64
206-336-727.000	Office Supplies	3,000.00	2,882.46	91.48	117.54	96.08
206-336-740.000	Operating Supplies	9,500.00	14,321.26	2,527.35	(4,821.26)	150.75
206-336-775.000	Repair & Maintenance Supplies	2,500.00	888.02	389.07	1,611.98	35.52
206-336-801.000	Professional Services	1,500.00	2,585.84	422.50	(1,085.84)	172.39
206-336-850.000	Communication	2,500.00	2,802.68	283.98	(302.68)	112.11
206-336-860.000	Transportation	100.00	0.00	0.00	100.00	0.00
206-336-880.000	Community Promotion	0.00	19.76	0.00	(19.76)	100.00
206-336-900.000	Printing & Publishing	100.00	0.00	0.00	100.00	0.00
206-336-920.000	Public Utilities	8,000.00	8,109.82	1,115.67	(109.82)	101.37
206-336-930.000	Repair & Maintenance	12,000.00	11,504.73	33.00	495.27	95.87
206-336-932.000	Grounds maintenance	825.00	0.00	0.00	825.00	0.00
206-336-933.000	Snowplowing	0.00	225.08	105.67	(225.08)	100.00
206-336-935.000	Bldg. & Grounds Repair & Maintenance	1,500.00	1,908.57	366.83	(408.57)	127.24
206-336-956.000	Miscellaneous	100.00	0.00	0.00	100.00	0.00
206-336-958.000	Membership & Dues	500.00	75.00	75.00	425.00	15.00
206-336-960.000	Education	4,000.00	4,122.45	214.97	(122.45)	103.06
206-336-965.000	Insurance & Bonds	27,000.00	28,681.49	(7,641.96)	(1,681.49)	106.23
206-336-975.000	Capital Outlay under \$10,000	37,000.00	36,294.14	0.00	705.86	98.09
206-336-978.000	Capital Outlay \$10,000 and above	275,000.00	273,009.74	31,712.23	1,990.26	99.28
206-336-980.001	CAPITAL OUTLAY DNR GRANT	0.00	1,407.26	0.00	(1,407.26)	100.00
	Total Dept 336-FIRE DEPARTMENT	491,885.00	489,237.98	43,751.53	2,647.02	99.46
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	TOTAL EXPENDITURES	491,885.00	489,237.98	43,751.53	2,647.02	99.46
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Fund 206 - FIRE FUND:						
	TOTAL REVENUES	498,600.00	243,274.42	20,553.41	255,325.58	48.79
	TOTAL EXPENDITURES	491,885.00	489,237.98	43,751.53	2,647.02	99.46

GL NUMBER	DESCRIPTION	2017		YTD BALANCE		ACTIVITY FOR		AVAILABLE		
		AMENDED BUDGET	NET OF REVENUES & EXPENDITURES	NORMAL (ABNORMAL)	12/31/2017	MONTH 12/31/2017	INCREASE (DECREASE)	NORMAL (ABNORMAL)	BALANCE	% BDGT USED
Fund 212 - LIQUOR LAW ENFORCEMENT FUND										
Revenues										
Dept 000-GENERAL										
212-000-574.000	State Shared Revenue	5,400.00		5,889.95	5,889.95	0.00	0.00	(489.95)	(489.95)	109.07
Total Dept 000-GENERAL		5,400.00		5,889.95	5,889.95	0.00	0.00	(489.95)	(489.95)	109.07
TOTAL REVENUES										
		5,400.00		5,889.95	5,889.95	0.00	0.00	(489.95)	(489.95)	109.07
Expenditures										
Dept 330-LIQUOR LAW ENFORCEMENT										
212-330-801.000	Professional Services	5,400.00		6,068.70	6,068.70	0.00	0.00	(668.70)	(668.70)	112.38
Total Dept 330-LIQUOR LAW ENFORCEMENT		5,400.00		6,068.70	6,068.70	0.00	0.00	(668.70)	(668.70)	112.38
TOTAL EXPENDITURES										
		5,400.00		6,068.70	6,068.70	0.00	0.00	(668.70)	(668.70)	112.38
Fund 212 - LIQUOR LAW ENFORCEMENT FUND:										
TOTAL REVENUES										
		5,400.00		5,889.95	5,889.95	0.00	0.00	(489.95)	(489.95)	109.07
TOTAL EXPENDITURES										
		5,400.00		6,068.70	6,068.70	0.00	0.00	(668.70)	(668.70)	112.38
NET OF REVENUES & EXPENDITURES										
		0.00		(178.75)	(178.75)	0.00	0.00	178.75	178.75	100.00
Fund 246 - TOWNSHIP IMPROV REV. FUND										
Revenues										
Dept 000-GENERAL										
246-000-663.000	Received from Sidewalk Fund	50,000.00		0.00	0.00	0.00	0.00	50,000.00	50,000.00	0.00
246-000-664.000	Int. & Div. on Earnings	7,600.00		0.00	0.00	0.00	0.00	7,600.00	7,600.00	0.00
Total Dept 000-GENERAL		57,600.00		0.00	0.00	0.00	0.00	57,600.00	57,600.00	0.00
TOTAL REVENUES										
		57,600.00		0.00	0.00	0.00	0.00	57,600.00	57,600.00	0.00
Expenditures										
Dept 000-GENERAL										
246-000-996.100	Interest Payment	7,600.00		0.00	0.00	0.00	0.00	7,600.00	7,600.00	0.00
246-000-999.000	Trans to other fund	50,000.00		0.00	0.00	0.00	0.00	50,000.00	50,000.00	0.00
Total Dept 000-GENERAL		57,600.00		0.00	0.00	0.00	0.00	57,600.00	57,600.00	0.00
TOTAL EXPENDITURES										
		57,600.00		0.00	0.00	0.00	0.00	57,600.00	57,600.00	0.00
Fund 246 - TOWNSHIP IMPROV REV. FUND:										
TOTAL REVENUES										
		57,600.00		0.00	0.00	0.00	0.00	57,600.00	57,600.00	0.00
TOTAL EXPENDITURES										
		57,600.00		0.00	0.00	0.00	0.00	57,600.00	57,600.00	0.00

GL NUMBER	DESCRIPTION	2017		YTD BALANCE		ACTIVITY FOR		AVAILABLE		
		AMENDED BUDGET	2017	12/31/2017	12/31/2017	MONTH 12/31/2017	NORMAL (ABNORMAL)	BALANCE	% BDGT	USED
TOTAL REVENUES		57,600.00	0.00	0.00	0.00	0.00	0.00	57,600.00	0.00	0.00
TOTAL EXPENDITURES		57,600.00	0.00	0.00	0.00	0.00	0.00	57,600.00	0.00	0.00
NET OF REVENUES & EXPENDITURES		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Fund 249 - BUILDING INSPECTION FUND

Revenues											
Dept 000-GENERAL											
249-000-608.000	Ch. for Serv.Fees/Bldg.Permits	57,830.00	69,054.50	8,093.00	(11,224.50)	119.41					
249-000-664.000	Int. & Div. on Earnings	200.00	0.00	0.00	200.00	0.00					
249-000-676.000	Reimbursements	0.00	5.00	0.00	(5.00)	100.00					
249-000-699.100	Advance from Fund Balance	16,000.00	0.00	0.00	16,000.00	0.00					
Total Dept 000-GENERAL		74,030.00	69,059.50	8,093.00	4,970.50	93.29					
TOTAL REVENUES		74,030.00	69,059.50	8,093.00	4,970.50	93.29					

Expenditures											
Dept 371-BUILDING INSPECTION DEPARTMENT											
249-371-702.000	Salary & Wages	9,500.00	8,927.38	1,670.90	572.62	93.97					
249-371-702.020	Salary & Wages Clerical Help	11,500.00	11,520.00	1,920.00	(20.00)	100.17					
249-371-702.100	SALARY & WAGES: UNEMPLOYMENT	0.00	151.19	0.00	(151.19)	100.00					
249-371-703.000	Salary & Wages Electrical Insp	13,500.00	12,824.60	1,043.50	675.40	95.00					
249-371-704.000	Salary & Wages Pibg-Mech Insp	18,500.00	17,071.35	1,225.60	1,428.65	92.28					
249-371-705.000	SAL & WAGES SITE PLAN REVIEW	5,700.00	6,900.00	1,000.00	(1,200.00)	121.05					
249-371-710.000	Twp. Share Medicare Withholding	950.00	830.04	99.47	119.96	87.37					
249-371-714.000	Health Insurance	1,935.00	754.32	0.00	1,180.68	38.98					
249-371-715.000	Twp. Share Soc. Sec. Withholdg	4,100.00	3,549.10	425.33	550.90	86.56					
249-371-720.000	Medical Reimbursement	200.00	81.25	81.25	118.75	40.63					
249-371-727.000	Office Supplies	100.00	168.52	79.54	(68.52)	168.52					
249-371-740.000	Operating Supplies	200.00	381.00	0.00	(181.00)	190.50					
249-371-801.000	Professional Services	0.00	804.00	804.00	(804.00)	100.00					
249-371-850.100	Cell Phone	180.00	180.00	30.00	0.00	100.00					
249-371-860.000	Transportation	1,300.00	1,474.44	322.60	(174.44)	113.42					
249-371-874.000	Retirement	1,150.00	479.15	0.00	670.85	41.67					
249-371-940.000	Rent & Expenses	2,250.00	2,250.00	937.50	0.00	100.00					
249-371-956.000	Miscellaneous	50.00	0.00	0.00	50.00	0.00					
249-371-958.000	Membership & Dues	200.00	0.00	0.00	200.00	0.00					
249-371-960.000	Education	750.00	25.00	0.00	725.00	3.33					
249-371-975.000	Capital Outlay under \$10,000	1,500.00	979.00	0.00	521.00	65.27					
Total Dept 371-BUILDING INSPECTION DEPARTMENT		73,565.00	69,350.34	9,639.69	4,214.66	94.27					
TOTAL EXPENDITURES		73,565.00	69,350.34	9,639.69	4,214.66	94.27					

GL NUMBER	DESCRIPTION	2017		YTD BALANCE 12/31/2017	ACTIVITY FOR MONTH 12/31/2017	AVAILABLE BALANCE	% BDGT USED
		AMENDED BUDGET	NORMAL (ABNORMAL)				
Fund 249 - BUILDING INSPECTION FUND:							
TOTAL REVENUES		74,030.00		69,059.50	8,093.00	4,970.50	93.29
TOTAL EXPENDITURES		73,565.00		69,350.34	9,639.69	4,214.66	94.27
NET OF REVENUES & EXPENDITURES		465.00		(290.84)	(1,546.69)	755.84	62.55
Fund 271 - LIBRARY FUND							
Revenues							
Dept 000-GENERAL							
271-000-402.000	Current Real Property Tax	28,000.00		30,426.05	2,446.01	(2,426.05)	108.66
Total Dept 000-GENERAL		28,000.00		30,426.05	2,446.01	(2,426.05)	108.66
TOTAL REVENUES		28,000.00		30,426.05	2,446.01	(2,426.05)	108.66
Expenditures							
Dept 000-GENERAL							
271-000-991.010	CONTRACT PAYMENT BIG RAPIDS PUBLIC LIBRA	26,300.00		24,372.58	0.00	1,927.42	92.67
271-000-991.020	CONTRACT PAYMENT WALTON ERICKSON LIBRAR	1,700.00		2,119.36	0.00	(419.36)	124.67
Total Dept 000-GENERAL		28,000.00		26,491.94	0.00	1,508.06	94.61
TOTAL EXPENDITURES		28,000.00		26,491.94	0.00	1,508.06	94.61
Fund 271 - LIBRARY FUND:							
TOTAL REVENUES		28,000.00		30,426.05	2,446.01	(2,426.05)	108.66
TOTAL EXPENDITURES		28,000.00		26,491.94	0.00	1,508.06	94.61
NET OF REVENUES & EXPENDITURES		0.00		3,934.11	2,446.01	(3,934.11)	100.00
Fund 590 - SEWER FUND							
Revenues							
Dept 000-GENERAL							
590-000-539.010	SAW GRANT	0.00		63,870.30	7,030.80	(63,870.30)	100.00
590-000-625.000	TAP IN FEES	10,000.00		0.00	0.00	10,000.00	0.00
590-000-626.000	Charg. for Serv. (utilities)	555,000.00		526,021.91	47,922.63	28,978.09	94.78
590-000-627.000	Penalty on Delinquent Utility Bills	2,200.00		6,403.25	549.81	(4,203.25)	291.06
590-000-664.000	Int. & Div. on Earnings	100.00		2,252.72	185.08	(2,152.72)	2,252.72
590-000-687.000	REFUNDS	90,000.00		0.00	0.00	90,000.00	0.00
590-000-699.100	Advance from Fund Balance	20,000.00		0.00	0.00	20,000.00	0.00
Total Dept 000-GENERAL		677,300.00		598,548.18	55,688.32	78,751.82	88.37
TOTAL REVENUES		677,300.00		598,548.18	55,688.32	78,751.82	88.37

GL NUMBER	DESCRIPTION	2017		YTD BALANCE		ACTIVITY FOR		AVAILABLE		
		AMENDED BUDGET	12/31/2017	NORMAL (ABNORMAL)	12/31/2017	INCREASE (DECREASE)	NORMAL (ABNORMAL)	BALANCE	% BDGT	
									USED	
Expenditures										
Dept 521-SEWER FUND										
590-521-702.000	Salary & Wages	7,900.00	7,899.96		1,316.66		0.04	100.00	100.00	
590-521-702.200	Salary & Wages Snowplowing	0.00	406.40		198.40		(406.40)	100.00	100.00	
590-521-710.000	Twp. Share Medicare Withholding	115.00	120.47		21.97		(5.47)	104.76	104.76	
590-521-714.000	Health Insurance	2,080.00	2,348.69		0.00		(268.69)	112.92	112.92	
590-521-715.000	Twp. Share Soc. Sec. Withholdg	490.00	515.04		93.94		(25.04)	105.11	105.11	
590-521-720.000	Medical Reimbursement	220.00	0.00		0.00		220.00	0.00	0.00	
590-521-727.000	Office Supplies	600.00	530.55		0.00		69.45	88.43	88.43	
590-521-740.000	Operating Supplies	1,200.00	314.79		0.00		885.21	26.23	26.23	
590-521-775.000	Repair & Maintenance Supplies	4,000.00	0.00		0.00		4,000.00	0.00	0.00	
590-521-801.000	Professional Services	122,000.00	17,373.61		1,772.33		104,626.39	14.24	14.24	
590-521-801.050	Miss Digg's	4,000.00	4,970.00		420.00		(970.00)	124.25	124.25	
590-521-804.000	Contract Payment to City B.R.	330,000.00	285,385.11		29,599.12		44,614.89	86.48	86.48	
590-521-805.000	Contractual Services	35,000.00	34,685.04		5,795.84		314.96	99.10	99.10	
590-521-805.100	Extra Contractual Services	20,000.00	14,310.04		258.00		5,689.96	71.55	71.55	
590-521-836.000	Refunds	250.00	0.00		0.00		250.00	0.00	0.00	
590-521-874.000	Retirement	920.00	420.00		0.00		500.00	45.65	45.65	
590-521-900.000	Printing & Publishing	100.00	0.00		0.00		100.00	0.00	0.00	
590-521-920.000	Public Utilities	23,000.00	26,921.52		2,537.55		(3,921.52)	117.05	117.05	
590-521-930.000	Repair & Maintenance	12,000.00	12,505.43		152.99		(505.43)	104.21	104.21	
590-521-933.000	Snowplowing	1,000.00	485.35		105.67		514.65	48.54	48.54	
590-521-935.000	Bldg. & Grounds Repair & Maintenance	500.00	0.00		0.00		500.00	0.00	0.00	
590-521-958.000	Membership & Dues	300.00	320.00		0.00		(20.00)	106.67	106.67	
590-521-960.000	Education	250.00	0.00		0.00		250.00	0.00	0.00	
590-521-965.000	Insurance & Bonds	2,300.00	2,199.08		(923.75)		100.92	95.61	95.61	
590-521-967.001	SAW GRANT	0.00	62,163.30		3,024.80		(62,163.30)	100.00	100.00	
590-521-968.000	Depreciation	67,500.00	0.00		0.00		67,500.00	0.00	0.00	
590-521-975.000	Capital Outlay under \$10,000	20,000.00	0.00		0.00		20,000.00	0.00	0.00	
	Total Dept 521-SEWER FUND	655,725.00	473,874.38		44,373.52		181,850.62	72.27	72.27	
	TOTAL EXPENDITURES	655,725.00	473,874.38		44,373.52		181,850.62	72.27	72.27	
Fund 590 - SEWER FUND:										
	TOTAL REVENUES	677,300.00	598,548.18		55,688.32		78,751.82	88.37	88.37	
	TOTAL EXPENDITURES	655,725.00	473,874.38		44,373.52		181,850.62	72.27	72.27	
	NET OF REVENUES & EXPENDITURES	21,575.00	124,673.80		11,314.80		(103,098.80)	577.86	577.86	
Fund 591 - WATER FUND										
Revenues										
Dept 000-GENERAL										
591-000-626.000	Charg. for Serv. (utilities)	2,000.00	1,576.35		73.45		423.65	78.82	78.82	
591-000-627.000	Pen. & Int. Delinquent Bills	0.00	38.44		0.00		(38.44)	100.00	100.00	

GL NUMBER	DESCRIPTION	2017 AMENDED BUDGET	YTD BALANCE 12/31/2017 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 12/31/2017 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Total Dept 000-GENERAL						
		2,000.00	1,614.79	73.45	385.21	80.74
TOTAL REVENUES						
		2,000.00	1,614.79	73.45	385.21	80.74
Expenditures						
Dept 536-WATER						
591-536-702.200	Salary & Wages Snowplowing	0.00	246.40	198.40	(246.40)	100.00
591-536-710.000	Twp. Share Medicare Withholding	0.00	3.57	2.87	(3.57)	100.00
591-536-715.000	Twp. Share Soc. Sec. Withholding	0.00	15.28	12.30	(15.28)	100.00
591-536-740.000	Operating Supplies	1,500.00	1,572.59	0.00	(72.59)	104.84
591-536-775.000	Repair & Maintenance Supplies	200.00	122.17	0.00	77.83	61.09
591-536-801.000	Professional Services	0.00	350.00	0.00	(350.00)	100.00
591-536-801.050	Miss Digg's	200.00	0.00	0.00	200.00	0.00
591-536-805.000	Contractual Services	12,500.00	12,500.04	2,083.34	(0.04)	100.00
591-536-920.000	Public Utilities	7,000.00	6,364.05	719.16	635.95	90.92
591-536-930.000	Repair & Maintenance	2,000.00	0.00	0.00	2,000.00	0.00
591-536-933.000	Snowplowing	0.00	225.06	105.65	(225.06)	100.00
591-536-968.000	Depreciation	4,200.00	0.00	0.00	4,200.00	0.00
	Total Dept 536-WATER	27,600.00	21,399.16	3,121.72	6,200.84	77.53
TOTAL EXPENDITURES						
		27,600.00	21,399.16	3,121.72	6,200.84	77.53
Fund 591 - WATER FUND:						
TOTAL REVENUES						
		2,000.00	1,614.79	73.45	385.21	80.74
TOTAL EXPENDITURES						
		27,600.00	21,399.16	3,121.72	6,200.84	77.53
NET OF REVENUES & EXPENDITURES						
		(25,600.00)	(19,784.37)	(3,048.27)	(5,815.63)	77.28
Fund 593 - SEWER EQUIPMENT & CAPITAL FUND						
Revenues						
Dept 000-GENERAL						
593-000-664.000	Int. & Div. on Earnings	0.00	(2.16)	0.00	2.16	100.00
Total Dept 000-GENERAL						
		0.00	(2.16)	0.00	2.16	100.00
TOTAL REVENUES						
		0.00	(2.16)	0.00	2.16	100.00
Fund 593 - SEWER EQUIPMENT & CAPITAL FUND:						
TOTAL REVENUES						
		0.00	(2.16)	0.00	2.16	100.00
TOTAL EXPENDITURES						
		0.00	0.00	0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES						
		0.00	(2.16)	0.00	2.16	100.00

Fund 594 - 2013 Debt Refunding/Debit Retirement

GL NUMBER	DESCRIPTION	2017		YTD BALANCE		ACTIVITY FOR		AVAILABLE		
		AMENDED BUDGET	2017	NORMAL (ABNORMAL)	12/31/2017	INCREASE (DECREASE)	MONTH 12/31/2017	NORMAL (ABNORMAL)	BALANCE	% BDGT USED
Revenues										
Dept 000-GENERAL	Special Assessment	52,500.00		(440.27)	(440.27)	0.00	0.00	52,940.27	(0.84)	
Total Dept 000-GENERAL		52,500.00		(440.27)	(440.27)	0.00	0.00	52,940.27	(0.84)	
TOTAL REVENUES										
		52,500.00		(440.27)	(440.27)	0.00	0.00	52,940.27	(0.84)	
Expenditures										
Dept 909-2013 DEBT FUNDING/DEBT RETIREMENT										
594-909-801.000	Professional Services	500.00		308.30	308.30	0.00	0.00	191.70	61.66	
594-909-992.000	Bond Principal Payment	44,000.00		74,053.52	74,053.52	0.00	0.00	(30,053.52)	168.30	
594-909-996.000	Bond Interest Payment	8,000.00		9,379.96	9,379.96	4,398.50	4,398.50	(1,379.96)	117.25	
Total Dept 909-2013 DEBT FUNDING/DEBT RETIREMENT		52,500.00		83,741.78	83,741.78	4,398.50	4,398.50	(31,241.78)	159.51	
TOTAL EXPENDITURES										
		52,500.00		83,741.78	83,741.78	4,398.50	4,398.50	(31,241.78)	159.51	
Fund 594 - 2013 Debt Refunding/Debit Retirement :										
TOTAL REVENUES										
		52,500.00		(440.27)	(440.27)	0.00	0.00	52,940.27	0.84	
TOTAL EXPENDITURES										
		52,500.00		83,741.78	83,741.78	4,398.50	4,398.50	(31,241.78)	159.51	
NET OF REVENUES & EXPENDITURES										
		0.00		(84,182.05)	(84,182.05)			84,182.05	100.00	
Fund 703 - CURRENT TAX COLLECTION FUND										
Revenues										
Dept 000-GENERAL	Penalties & Interest on Taxes	1,000.00		3,000.38	3,000.38	1,155.58	1,155.58	(2,000.38)	300.04	
Total Dept 000-GENERAL		1,000.00		3,000.38	3,000.38	1,155.58	1,155.58	(2,000.38)	300.04	
TOTAL REVENUES										
		1,000.00		3,000.38	3,000.38	1,155.58	1,155.58	(2,000.38)	300.04	
Expenditures										
Dept 000-GENERAL	Expenditure Control	1,000.00		0.00	0.00	0.00	0.00	1,000.00	0.00	
Total Dept 000-GENERAL		1,000.00		0.00	0.00	0.00	0.00	1,000.00	0.00	
TOTAL EXPENDITURES										
		1,000.00		0.00	0.00	0.00	0.00	1,000.00	0.00	
Fund 703 - CURRENT TAX COLLECTION FUND:										
TOTAL REVENUES										
		1,000.00		3,000.38	3,000.38	1,155.58	1,155.58	(2,000.38)	300.04	
TOTAL EXPENDITURES										
		1,000.00		0.00	0.00	0.00	0.00	1,000.00	0.00	
NET OF REVENUES & EXPENDITURES										
		0.00		3,000.38	3,000.38	1,155.58	1,155.58	(3,000.38)	100.00	

GL NUMBER	DESCRIPTION	2017 AMENDED BUDGET	YTD BALANCE 12/31/2017		ACTIVITY FOR MONTH 12/31/2017 INCREASE (DECREASE)	AVAILABLE BALANCE		% BDGT USED
			NORMAL (ABNORMAL)	NORMAL (ABNORMAL)		NORMAL (ABNORMAL)	NORMAL (ABNORMAL)	
Fund 708 - METRO FUND								
Revenues								
Dept 000-GENERAL								
708-000-576.000	METRO Revenue	5,400.00	4,972.20	0.00	0.00	427.80	92.08	
708-000-664.000	Int. & Div. on Earnings	5.00	0.00	0.00	0.00	5.00	0.00	
Total Dept 000-GENERAL		5,405.00	4,972.20	0.00	0.00	432.80	91.99	
TOTAL REVENUES								
		5,405.00	4,972.20	0.00	0.00	432.80	91.99	
Expenditures								
Dept 000-GENERAL								
708-000-801.000	Professional Services	5,400.00	0.00	0.00	0.00	5,400.00	0.00	
Total Dept 000-GENERAL		5,400.00	0.00	0.00	0.00	5,400.00	0.00	
TOTAL EXPENDITURES								
		5,400.00	0.00	0.00	0.00	5,400.00	0.00	
Fund 708 - METRO FUND:								
TOTAL REVENUES								
		5,405.00	4,972.20	0.00	0.00	432.80	91.99	
TOTAL EXPENDITURES								
		5,400.00	0.00	0.00	0.00	5,400.00	0.00	
NET OF REVENUES & EXPENDITURES								
		5.00	4,972.20	0.00	0.00	(4,967.20)	99,444.00	
Fund 711 - HIGHLAND VIEW CEMETERY								
Revenues								
Dept 000-GENERAL								
711-000-632.000	Ch. for Serv. (sale cem. lots)	0.00	2,861.00	0.00	0.00	(2,861.00)	100.00	
711-000-664.000	Int. & Div. on Earnings	500.00	377.40	0.00	0.00	122.60	75.48	
Total Dept 000-GENERAL		500.00	3,238.40	0.00	0.00	(2,738.40)	647.68	
TOTAL REVENUES								
		500.00	3,238.40	0.00	0.00	(2,738.40)	647.68	
Fund 711 - HIGHLAND VIEW CEMETERY:								
TOTAL REVENUES								
		500.00	3,238.40	0.00	0.00	(2,738.40)	647.68	
TOTAL EXPENDITURES								
		0.00	0.00	0.00	0.00	0.00	0.00	
NET OF REVENUES & EXPENDITURES								
		500.00	3,238.40	0.00	0.00	(2,738.40)	647.68	
TOTAL REVENUES - ALL FUNDS								
		2,482,401.00	1,976,996.51	240,619.24	79.64	505,404.49	82.84	
TOTAL EXPENDITURES - ALL FUNDS								
		2,475,812.00	2,050,979.82	207,456.16	82.84	424,832.18	1,122.83	
NET OF REVENUES & EXPENDITURES								
		6,589.00	(73,983.31)	33,163.08		80,572.31		

12/29/2017 11:07 AM
 User: RENE
 DB: Big Rapids Twp

CHECK REGISTER FOR BIG RAPIDS TOWNSHIP
 CHECK DATE FROM 12/06/2017 - 12/29/2017

Item "D"

Check Date	Bank	Check	Vendor	Vendor Name	Amount
Bank GEN GENERAL TOWNSHIP CHECKING					
12/19/2017	GEN	30805	AME00	AT &T	92.96
12/19/2017	GEN	30806	AME00	AT &T	89.89
12/19/2017	GEN	30807	AME00	AT &T	89.44
12/19/2017	GEN	30808	AME00	AT &T	110.04
12/19/2017	GEN	30809	AME00	AT &T	80.33
12/19/2017	GEN	30810	AME00	AT &T	89.90
12/19/2017	GEN	30811	AME00	AT &T	89.90
12/19/2017	GEN	30812	AME00	AT &T	89.90
12/19/2017	GEN	30813	AME00	AT &T	93.09
12/19/2017	GEN	30814	CON00	CONSUMERS ENERGY	2,269.99
12/19/2017	GEN	30815	DTE00	DTE ENERGY	950.99
12/19/2017	GEN	30816	HOPE	HOPE NETWORK WEST MICHIGAN	91.00
12/19/2017	GEN	30817	KCI	KCI	651.49
12/19/2017	GEN	30818	MEC01	MECOSTA COUNTY ROAD COMMISSION	387.22
12/19/2017	GEN	30819	PRIORITY H	PRIORITY HEALTH	2,599.64
12/29/2017	GEN	30820	ACC00	ACCIDENT FUND COMPANY	1,534.36
12/29/2017	GEN	30821	BIG01	BIG RAPIDS TWP SEWER REC. FUND	53.08
12/29/2017	GEN	30822	BIG04	BIG RAPIDS AUTO AND TRUCK PARTS	12.66
12/29/2017	GEN	30823	BIN00	BINNEY AUTO PARTS INC.	21.95
12/29/2017	GEN	30824	BRT00	BIG RAPIDS TOWNSHIP GEN. FUND	937.50
12/29/2017	GEN	30825	BRX00	BIG RAPIDS TAX FUND	49,927.52
12/29/2017	GEN	30826	BS&00	BS&A SOFTWARE	3,033.33
12/29/2017	GEN	30827	CIT02	BIG RAPIDS CITY TREASURER	29,602.42
12/29/2017	GEN	30828	CON00	CONSUMERS ENERGY	1,153.99
12/29/2017	GEN	30829	DIETRICH	GEORGE DIETRICH	144.47
12/29/2017	GEN	30830	DO ALL DOU	DO ALL DOUG	100.00
12/29/2017	GEN	30831	FIR00	FIRST NATIONAL BANK	1,953.42
12/29/2017	GEN	30832	FOUNTAIN	RENE FOUNTAIN	360.00
12/29/2017	GEN	30833	GBS00	GBS INC	67.33
12/29/2017	GEN	30834	GRANGER	GRANGER	116.00
12/29/2017	GEN	30835	ITR00	I. T. RIGHT	305.00
12/29/2017	GEN	30836	KEVIN C	KEVIN CUSHWAY	1,041.67
12/29/2017	GEN	30837	MEN00	MENARDS	366.61
12/29/2017	GEN	30838	MOS00	MICHIGAN OFFICE SOLUTIONS	168.85
12/29/2017	GEN	30839	MSF00	MI STATE FIREMEN'S ASSOCIATION	75.00
12/29/2017	GEN	30840	NORTHWEST	NORTHWEST KENT MECHANICAL CO.	3,483.91
12/29/2017	GEN	30841	PIO00	THE PIONEER GROUP	54.00
12/29/2017	GEN	30842	PSI00	PRINTING SYSTEMS, INC.	120.08
12/29/2017	GEN	30843	REPORTING	REPORTING SYSTEMS, INC	2,079.60
12/29/2017	GEN	30844	SBS00	SMALL BUSINESS ADMIN SERVICES LLC	52.50
12/29/2017	GEN	30845	STANEK	BILL STANEK	146.22
12/29/2017	GEN	30846	WES01	WEST SHORE FIRE, INC.	70.00
12/29/2017	GEN	30847	WIL02	ERIC D. WILLIAMS	187.50
12/29/2017	GEN	30848	CHA01	CHARTER COMMUNICATIONS	481.98
12/29/2017	GEN	30849	CIT00	CITY OF BIG RAPIDS	13.58
12/29/2017	GEN	30850	CON00	CONSUMERS ENERGY	23.42
12/29/2017	GEN	30851	MEC01	MECOSTA COUNTY ROAD COMMISSION	145.30
12/29/2017	GEN	30852	MEN00	MENARDS	62.61
12/29/2017	GEN	30853	XEROX	XEROX FINANCIAL SERVICES	342.53
12/29/2017	GEN	9929987 (E)	CHE00	CHEMICAL BANK CENTRAL	4,926.03
12/29/2017	GEN	9929988 (E)	STA00	STATE OF MICHIGAN	709.19

GEN TOTALS:

Total of 51 Checks:	111,649.39
Less 0 Void Checks:	0.00
Total of 51 Disbursements:	111,649.39

Check Date Bank Check # Payee Description Account Dept Amount

Fund: 101 GENERAL OPERATING FUND
 Department: 101 TOWNSHIP BOARD

12/19/2017 GEN 30819*# PRIORITY HEALTH Health Insurance 714.000 101 540.93
 Professional Services 801.000 101 46.97
 CHECK GEN 30819 TOTAL FOR FUND 101: 587.90

12/29/2017 GEN 30820*# ACCIDENT FUND COMPANY Insurance & Bonds 965.000 101 214.78

12/29/2017 GEN 30831*# FIRST NATIONAL BANK Office Supplies 727.000 101 172.75

12/29/2017 GEN 30835 I. T. RIGHT Professional Services 801.000 101 305.00

12/29/2017 GEN 30838 MICHIGAN OFFICE SOLUTIONS Professional Services 801.000 101 168.85

12/29/2017 GEN 30841 THE PIONEER GROUP Printing & Publishing 900.000 101 54.00

12/29/2017 GEN 30844 SMALL BUSINESS ADMIN SERVICES LL Professional Services 801.000 101 52.50

12/29/2017 GEN 30847 ERIC D. WILLIAMS Professional Services 801.000 101 187.50

12/29/2017 GEN 30848*# CHARTER COMMUNICATIONS Communication 850.000 101 247.02

12/29/2017 GEN 30853 XEROX FINANCIAL SERVICES Professional Services 801.000 101 342.53

Department: 171 SUPERVISOR
 Total for department 101: 2,332.83

12/29/2017 GEN 30831*# FIRST NATIONAL BANK Office Supplies 727.000 171 5.28

12/29/2017 GEN 30845 BILL STANEK Cell Phone 850.100 171 120.00
 Transportation 860.000 171 26.22

CHECK GEN 30845 TOTAL FOR FUND 101: 146.22

Department: 215 CLERK
 Total for department 171: 151.50

12/29/2017 GEN 30831*# FIRST NATIONAL BANK Office Supplies 727.000 215 88.55

12/29/2017 GEN 30832 RENE FOUNTAIN Cell Phone Reimbursement 850.000 215 360.00

12/29/2017 GEN 30842 PRINTING SYSTEMS, INC. Operating Supplies 740.000 215 120.08

Department: 253 TREASURER
 Total for department 215: 568.63

12/19/2017 GEN 30817 KCI Professional Services 801.000 253 651.49

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 101 GENERAL OPERATING FUND							
Department: 253 TREASURER							
12/19/2017	GEN	30819*#	PRIORITY HEALTH	Health Insurance	714.000	253	1,136.50
12/29/2017	GEN	30831*#	FIRST NATIONAL BANK	Office Supplies	727.000	253	50.25
				Total for department 253:			1,838.24
Department: 257 ASSESSOR							
12/29/2017	GEN	30826	BS&A SOFTWARE	Contractual Assessor	801.005	257	3,033.33
				Total for department 257:			3,033.33
Department: 262 ELECTIONS							
12/29/2017	GEN	30833	GBS INC	Operating Supplies	740.000	262	67.33
				Total for department 262:			67.33
Department: 265 TOWNSHIP HALL & GROUNDS							
12/19/2017	GEN	30814*#	CONSUMERS ENERGY	Public Utilities	920.000	265	178.62
12/19/2017	GEN	30815*#	DTE ENERGY	Public Utilities	920.000	265	108.86
12/19/2017	GEN	30816	HOPE NETWORK WEST MICHIGAN	Repair & Maintenance	930.000	265	91.00
12/19/2017	GEN	30818*#	MECOSTA COUNTY ROAD COMMISSION	Snowplowing	933.000	265	10.36
12/29/2017	GEN	30821*#	BIG RAPIDS TWP SEWER REC. FUND	Public Utilities	920.000	265	17.27
12/29/2017	GEN	30827*#	BIG RAPIDS CITY TREASURER	Public Utilities	920.000	265	2.46
12/29/2017	GEN	30831*#	FIRST NATIONAL BANK	Repair & Maintenance Supplies	775.000	265	589.78
				Snowplowing	933.000	265	80.00
				CHECK GEN 30831 TOTAL FOR FUND 101:			669.78
12/29/2017	GEN	30834*#	GRANGER	Repair & Maintenance	930.000	265	33.00
12/29/2017	GEN	30851*#	MECOSTA COUNTY ROAD COMMISSION	Snowplowing	933.000	265	15.31
				Total for department 265:			1,126.66
Department: 276 TOWNSHIP CEMETERIES							
12/19/2017	GEN	30815*#	DTE ENERGY	Public Utilities	920.000	276	82.46

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 101 GENERAL OPERATING FUND							
Department: 276 TOWNSHIP CEMETERIES							
12/19/2017	GEN	30818*#	MECOSTA COUNTY ROAD COMMISSION	Operating Supplies	740.000	276	95.81
				Snowplowing	933.000	276	10.36
				CHECK GEN 30818 TOTAL FOR FUND 101:			106.17
12/19/2017	GEN	30819*#	PRIORITY HEALTH	Health Insurance	714.000	276	607.79
12/29/2017	GEN	30820*#	ACCIDENT FUND COMPANY	Insurance & Bonds	965.000	276	322.22
12/29/2017	GEN	30828*#	CONSUMERS ENERGY	Public Utilities	920.000	276	138.88
12/29/2017	GEN	30830	DO ALL DOUG	Professional Services	801.000	276	100.00
12/29/2017	GEN	30831*#	FIRST NATIONAL BANK	Office Supplies	727.000	276	2.94
				Operating Supplies	740.000	276	40.35
				Repair & Maintenance Supplies	775.000	276	143.58
				Snowplowing	933.000	276	79.99
				CHECK GEN 30831 TOTAL FOR FUND 101:			266.86
12/29/2017	GEN	30834*#	GRANGER	Repair & Maintenance	930.000	276	50.00
12/29/2017	GEN	30851*#	MECOSTA COUNTY ROAD COMMISSION	Snowplowing	933.000	276	15.31
				Total for department 276:			1,689.69
Department: 448 STREET LIGHTS							
12/19/2017	GEN	30814*#	CONSUMERS ENERGY	Public Utilities	920.000	448	585.01
12/29/2017	GEN	30828*#	CONSUMERS ENERGY	Public Utilities	920.000	448	40.75
				Total for department 448:			625.76
Department: 450 IND. PARK INFRASTRUCTURE							
12/29/2017	GEN	30825	BIG RAPIDS TAX FUND	Ind. Park Infrastructure	990.100	450	49,927.52
				Total for department 450:			49,927.52
Department: 751 PARKS & RECREATION							
12/29/2017	GEN	30850	CONSUMERS ENERGY	Public Utilities	920.000	751	23.42
				Total for department 751:			23.42
				Total for fund 101 GENERAL OPERATING FUND			61,384.91

Check Date Bank Check # Payee Description Account Dept Amount

Fund: 206 FIRE FUND
 Department: 336 FIRE DEPARTMENT

12/19/2017 GEN 30814*# CONSUMERS ENERGY Public Utilities 920.000 336 404.06

12/19/2017 GEN 30815*# DTE ENERGY Public Utilities 920.000 336 588.47

12/19/2017 GEN 30818*# MECOSTA COUNTY ROAD COMMISSION Operating Supplies 740.000 336 239.61
 Snowplowing 933.000 336 10.36
 CHECK GEN 30818 TOTAL FOR FUND 206: 249.97

12/29/2017 GEN 30820*# ACCIDENT FUND COMPANY Insurance & Bonds 965.000 336 997.36

12/29/2017 GEN 30821*# BIG RAPIDS TWP SEWER REC. FUND Public Utilities 920.000 336 35.81

12/29/2017 GEN 30822 BIG RAPIDS AUTO AND TRUCK PARTS Repair & Maintenance Supplies 775.000 336 12.66

12/29/2017 GEN 30823 BINNEY AUTO PARTS INC. Operating Supplies 740.000 336 21.95

12/29/2017 GEN 30827*# BIG RAPIDS CITY TREASURER Public Utilities 920.000 336 0.84

12/29/2017 GEN 30831*# FIRST NATIONAL BANK Office Supplies 727.000 336 91.48
 Public Utilities 920.000 336 49.02
 Snowplowing 933.000 336 80.00
 Education 960.000 336 214.97
 CHECK GEN 30831 TOTAL FOR FUND 206: 435.47

12/29/2017 GEN 30834*# GRANGER Repair & Maintenance 930.000 336 33.00

12/29/2017 GEN 30837 MENARDS Repair & Maintenance Supplies 775.000 336 62.39
 Bidg. & Grounds Repair & Maintenance 935.000 336 179.93
 Bidg. & Grounds Repair & Maintenance 935.000 336 22.24
 Bidg. & Grounds Repair & Maintenance 935.000 336 31.13
 Bidg. & Grounds Repair & Maintenance 935.000 336 27.00
 Bidg. & Grounds Repair & Maintenance 935.000 336 43.92
 CHECK GEN 30837 TOTAL FOR FUND 206: 366.61

12/29/2017 GEN 30839 MI STATE FIREMEN'S ASSOCIATION MEMBERSHIP & DUES 958.000 336 75.00

12/29/2017 GEN 30843 REPORTING SYSTEMS, INC Operating Supplies 740.000 336 2,079.60

12/29/2017 GEN 30846 WEST SHORE FIRE, INC. Professional Services 801.000 336 70.00

Check Date Bank Check # Payee Description Account Dept Amount

Fund: 206 FIRE FUND
 Department: 336 FIRE DEPARTMENT

12/29/2017 GEN 30848*# CHARTER COMMUNICATIONS Communication 850.000 336 234.96

12/29/2017 GEN 30851*# MECOSTA COUNTY ROAD COMMISSION Operating Supplies 740.000 336 68.76
 Snowplowing 933.000 336 15.31

CHECK GEN 30851 TOTAL FOR FUND 206: 84.07

12/29/2017 GEN 30852 MENARDS Bidg. & Grounds Repair & Maintenance 935.000 336 62.61

Total for department 336: 5,752.44
 Total for fund 206 FIRE FUND 5,752.44

Fund: 249 BUILDING INSPECTION FUND
 Department: 371 BUILDING INSPECTION DEPARTMENT

12/19/2017 GEN 30819*# PRIORITY HEALTH Health Insurance 714.000 371 66.86

12/29/2017 GEN 30824 BIG RAPIDS TOWNSHIP GEN. FUND Rent & Expenses 940.000 371 937.50

12/29/2017 GEN 30829 GEORGE DIETRICH Cell Phone 850.100 371 15.00
 Transportation 860.000 371 129.47

CHECK GEN 30829 TOTAL FOR FUND 249: 144.47

12/29/2017 GEN 30831*# FIRST NATIONAL BANK Office Supplies 727.000 371 79.54

Total for department 371: 1,228.37
 Total for fund 249 BUILDING INSPECTION FUND 1,228.37

Fund: 590 SEWER FUND
 Department: 521 SEWER FUND

12/19/2017 GEN 30805 SEWER LIFT STATION AT &T 920.000 521 92.96

12/19/2017 GEN 30806 SEWER LIFT STATION AT &T 920.000 521 89.89

12/19/2017 GEN 30807 SEWER LIFT STATION AT &T 920.000 521 89.44

12/19/2017 GEN 30808 SEWER LIFT STATION AT &T 920.000 521 110.04

12/19/2017 GEN 30809 SEWER LIFT STATION AT &T 920.000 521 80.33

12/19/2017 GEN 30810 SEWER LIFT STATION AT &T 920.000 521 89.90

12/19/2017 GEN 30811 SEWER LIFT STATION AT &T 920.000 521 89.90

12/19/2017 GEN 30812 SEWER LIFT STATION AT &T 920.000 521 89.90

12/19/2017 GEN 30813 SEWER LIFT STATION AT &T 920.000 521 93.09

12/29/2017 11:07 AM
 User: RENE
 DB: Big Rapids Twp
 CHECK DISBURSEMENT REPORT FOR BIG RAPIDS TOWNSHIP
 CHECK DATE FROM 12/06/2017 - 12/29/2017
 Banks: GEN

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 590 SEWER FUND							
Department: 521 SEWER FUND							
12/19/2017	GEN	30814*#	CONSUMERS ENERGY	Public Utilities	920.000	521	1,102.30
12/19/2017	GEN	30815*#	DTE ENERGY	Public Utilities	920.000	521	171.20
12/19/2017	GEN	30818*#	MECOSTA COUNTY ROAD COMMISSION	Snowplowing	933.000	521	10.36
12/19/2017	GEN	30819*#	PRIORITY HEALTH	Health Insurance	714.000	521	200.59
12/29/2017	GEN	30827*#	BIG RAPIDS CITY TREASURER	Contract Payment to City B.R.	804.000	521	29,599.12
12/29/2017	GEN	30828*#	CONSUMERS ENERGY	Public Utilities	920.000	521	88.26
				Public Utilities	920.000	521	112.20
				Public Utilities	920.000	521	154.54
				CHECK GEN 30828 TOTAL FOR FUND 590:			355.00
12/29/2017	GEN	30831*#	FIRST NATIONAL BANK	Snowplowing	933.000	521	80.00
12/29/2017	GEN	30840	NORTHWEST KENT MECHANICAL CO.	Miss Digg's CONTRACTUAL SERVICES Extra Contractual Services Repair & Maintenance	801.050 805.000 805.100 930.000	521 521 521 521	175.00 2,897.92 258.00 152.99
				CHECK GEN 30840 TOTAL FOR FUND 590:			3,483.91
12/29/2017	GEN	30851*#	MECOSTA COUNTY ROAD COMMISSION	Snowplowing	933.000	521	15.31
				Total for department 521:			35,843.24
				Total for fund 590 SEWER FUND			35,843.24
Fund: 591 WATER FUND							
Department: 536 WATER							
12/19/2017	GEN	30818*#	MECOSTA COUNTY ROAD COMMISSION	Snowplowing	933.000	536	10.36
12/29/2017	GEN	30828*#	CONSUMERS ENERGY	Public Utilities	920.000	536	619.36
12/29/2017	GEN	30831*#	FIRST NATIONAL BANK	Public Utilities	920.000	536	24.95
				Snowplowing	933.000	536	79.99

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Check Date Bank Check # Payee Description Account Dept Amount

Fund: 591 WATER FUND
 Department: 536 WATER
 12/29/2017 GEN 30836 KEVIN CUSHWAY Contractual Services 805.000 536 1,041.67

12/29/2017 GEN 30851*# MECOSTA COUNTY ROAD COMMISSION Snowplowing 933.000 536 15.30

Total for department 536: 1,791.63
 Total for fund 591 WATER FUND 1,791.63

Fund: 850 PAYROLL CLEARING FUND
 Department: 000 GENERAL
 12/29/2017 GEN 30849 CITY OF BIG RAPIDS City tax W/H 211.000 000 13.58

12/29/2017 GEN 9929987(CHEMICAL BANK CENTRAL Fed Tax W/H 212.000 000 1,667.81
 Social Security W/H 214.000 000 2,640.70
 Medicare W/H 215.000 000 617.52

CHECK GEN 9929987(E) TOTAL FOR FUND 8 4,926.03

12/29/2017 GEN 9929988(STATE OF MICHIGAN State Tax W/H 213.000 000 709.19

Total for department 000: 5,648.80
 Total for fund 850 PAYROLL CLEARING FUND 5,648.80

TOTAL - ALL FUNDS 111,649.39

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

Payroll: 199

Name	Check Date	Gross	Net
MASON, BRENT	12/31/2017	3,416.67	2,965.93
STANEK, WILLIAM F	12/31/2017	1,860.22	1,024.92
DOUGLASS, PERRY IV A	12/31/2017	658.00	579.69
AMBLER, ALLEN S	12/31/2017	40.00	34.84
TUBBS, JAMES	12/31/2017	780.00	712.53
WILLIAMS, TRAVIS A	12/31/2017	202.68	178.56
JOHNSON, CARMELITA S.	12/31/2017	60.00	53.41
CHAPMAN, JAMES M	12/31/2017	181.00	159.47
BIRD, RANDY	12/31/2017	181.00	159.47
SUGGATE, ALAYNA	12/31/2017	40.00	35.24
MILKEY, ANDREW	12/31/2017	330.00	276.90
LOWNEY, AUSTIN M	12/31/2017	45.00	39.65
PRANGER, RYAN E	12/31/2017	135.00	118.93
SIMPSON, SCOTT E	12/31/2017	350.50	292.90
KOPF, STEVEN J	12/31/2017	395.50	328.05
HYDE, DAVID D	12/31/2017	15.00	13.22
MAKI, BRANDON T	12/31/2017	96.00	88.66
VANSICKLE, ETHAN T	12/31/2017	188.50	166.07
YEHLE, NATHANIEL J	12/31/2017	129.00	113.65
WINDER-RUDD, DOMINIC D	12/31/2017	90.00	79.29
HAUGER, DRYDEN O	12/31/2017	150.00	132.15
BRYANT, ELIZABETH L	12/31/2017	24.50	22.37
WYMA, NICHOLAS A	12/31/2017	162.00	142.72
JONES, JERRAD C	12/31/2017	120.00	105.72
FOUNTAIN, RENE M	12/31/2017	2,789.10	2,174.67
JACOBS, PHYLLIS R.	12/31/2017	25.00	23.09
VIDETICH, GREGORY J	12/31/2017	13.60	12.55
BANDSTRA, ALICE J	12/31/2017	25.00	22.03
BEAN, SUSAN	12/31/2017	12.50	11.01
DIETRICH, GEORGE	12/31/2017	1,113.84	979.63
CAMPBELL, STEVEN R.	12/31/2017	513.30	468.89
ANTOR, GERALD A	12/31/2017	796.80	730.31
CURRIE, PENNY M	12/31/2017	2,275.00	1,848.85
BECHAZ, MARY L	12/31/2017	479.40	422.36
MANEKE, BRANDON K	12/31/2017	3,004.00	2,277.71
KEATING, PHILIP	12/31/2017	32.00	29.54
OLIVER, GORDON	12/31/2017	32.00	28.20
SWEPENHEISER, MARK A	12/31/2017	32.00	29.54
COOK, ZACHARY F	12/31/2017	32.00	29.54
WETHINGTON, AMANDA R	12/31/2017	32.00	28.18
BEAN, CARMEN	12/31/2017	145.68	78.34
GEIB, ANTHONY C	12/31/2017	145.68	128.34
EVERETT, JERALD D	12/31/2017	145.68	128.34
Totals: 43		21,295.15	17,275.46

Approved By: _____

Date: _____

Monthly Permit List

12/28/2017

Building

Permit #	Contractor	Job Address	Fee Total	Const. Value
PB17-0051	WAL-MART PROPERTY TAX D	21400 PERRY AVENUE	\$4,394.00	\$900,000
Work Description: Alterations, remodeling and replacement of Signage for existing Walmart Store.				
PB17-0060	BROOKS MATTHEW & LEAH	15925 220TH AVENUE	\$876.00	\$155,000
Work Description: Construction of New Single Family dwelling with full basement, attached garage and deck.				
PB17-0061	BOSS, JULIE A & MACDONALD,	14710 190TH AVENUE	\$1,088.00	\$197,775
Work Description: 4,500 sq. ft. addition of garage and multi-use gymnasium to existing single family residence.				
PB17-0062	WAL-MART PROPERTY TAX D	21400 PERRY AVENUE	\$118.00	\$8,500
Work Description: Replacement and additional signage for Walmart				

Total Permits For Type: 4
Total Fees For Type: \$6,476.00
Total Const. Value For Type: \$1,261,275

Electrical

Permit #	Contractor	Job Address	Fee Total	Const. Value
PE17-0055	MONDRELLA, MARK R. TRUST	826 WEST AVENUE	\$85.00	\$0
Work Description: Relocation of 100 amp service. CP# 1042521697				
PE17-0056	HAMELUND, DAVID L & NANC	18256 TAFT ROAD	\$97.00	\$0
Work Description: Service, 1 - 21 to 50 KVA motor, 1 inspection.				
PE17-0057	SEAGER REVOCABLE JOINT T	17830 195TH AVENUE	\$243.00	\$0
Work Description: 200 amp service, 20 circuits, 25 light fixtures, 1 furnace, 1 - 220 v outlet, 2 inspections.				

Total Permits For Type: 3
Total Fees For Type: \$425.00
Total Const. Value For Type: \$0

Mechanical

Permit #	Contractor	Job Address	Fee Total	Const. Value
PM17-0086	HECK FREDERICK R & CYNTH	22929 15 MILE ROAD	\$135.00	\$0
Work Description: 1 Gas/oil furnace, 1 air conditioning.				

PM17-0087	KLEIN, DENNIS PROPERTY M	12510 183RD AVENUE	\$80.00	\$0
Work Description: Water Heater.				
PM17-0088	COBB, RONALD L.	20570 EDGEWOOD DRIVE	\$105.00	\$0
Work Description: Gas/oil burning furnace.				
PM17-0089	KRZYWORZ, NANCY	14244 NEW MILLPOND ROAD	\$110.00	\$0
Work Description: Gas/oil burning furnace, gas piping, 1 inspection				
PM17-0090	MILLER ALLYN C & DONNA C	14490 NEW MILLPOND ROAD	\$105.00	\$0
Work Description: Gas/oil burning furnace, 1 inspection				
PM17-0091	WROBLEWSKI AMEE	14810 230TH AVENUE	\$105.00	\$0
Work Description: Gas/oil burning furnace, 1 inspection				
PM17-0092	WICKES TREVOR C & LAURIE	18865 WINDING BROOK	\$110.00	\$0
Work Description: Gas/oil burning furnace, gas piping, 1 inspection.				
PM17-0093	CIRCLE DRIVE PARK	12380 185TH AVE LOT 05	\$80.00	\$0
Work Description: Gas piping				
PM17-0094	HAMELUND, DAVID L & NANC	18256 TAFT ROAD	\$80.00	\$0
Work Description: Gas piping.				
PM17-0095	ABBS CHRISTOPHER P & KORI	23543 15 MILE ROAD	\$105.00	\$0
Work Description: Install pellet stove.				
PM17-0096	KROMER ROBERT & MARY	21500 17 MILE ROAD	\$200.00	\$0
Work Description: Residential heating system, water heater, 4 gas pipe openings, 3 exhaust fans, 2 inspections.				
PM17-0097	SNIDER, JOHN M.	18981 WINDING BROOK	\$80.00	\$0
Work Description: Gas Piping				

Total Permits For Type:	12
Total Fees For Type:	\$1,295.00
Total Const. Value For Type:	\$0

Plumbing

Permit #	Contractor	Job Address	Fee Total	Const. Value
PP17-0018	CIRCLE DRIVE PARK	12380 185TH AVE LOT 05	\$85.00	\$0
Work Description: Water Service, Sewer Connection.				

Total Permits For Type:	1
Total Fees For Type:	\$85.00
Total Const. Value For Type:	\$0

Zoning Clearance

Permit #	Contractor	Job Address	Fee Total	Const. Value
PZ17-0042	BOSS, JULIE A & MACDONALD,	14710 190TH AVENUE	\$0.00	\$0
Work Description: ~ 4,500 sq. ft. Addition of garage and multi-use gymnasium to existing single family dwelling.				
PZ17-0043	WORTH THOMAS	18650 16 MILE ROAD	\$0.00	\$0
Work Description: Zoning Clearance for Small non-commercial horse barn.				

Total Permits For Type:	2
Total Fees For Type:	\$0.00
Total Const. Value For Type:	\$0

Report Summary

Population: All Records
Permit.DateIssued Between
12/1/2017 12:00:00 AM AND
12/31/2017 11:59:59 PM

Grand Total Fees:	\$8,281.00
Grand Total Permits:	22
Grand Total Const. Value:	\$1,261,275

Big Rapids Charter Township

Cemetery and Grounds Year-End Report 2017

December activity:

- 0 deceased people total interred to cemetery vault
- Total of 0 burials
- Began converting township hall fluorescent lights to LED

Highlights of the month:

During the month of December, most of my time has been put towards plowing snow. The recent storm we had on the 13th was a fair challenge. Over the course of the day, the township hall and fire dept. were plowed 6-7 times in repetition. Additionally, I would like to extend my greatest appreciation to the fire department for allowing me to house the snowplow truck in the new addition of the fire hall. With this indoors, I can spend more time clearing snow from the parking lot, instead of from the windshield. Also, it allows me to move my vehicle to a location that permits me to plow the parking lot free and clear of other vehicles.

As stated in my report of November, I had been scouting for more cost effective rock salt. During the winter of 2016-17, we purchased rock salt at \$8.35/ 50lb bag. We are now purchasing the salt 49 bags at a time, all still 50lbs per bag, but for \$245/pallet (49 bags). This brings our savings to \$164.15 per pallet purchased. The salt is used almost solely for the township hall and fire department. On an average day that salt is needed, an estimated 350lbs of salt is spread on these areas. This brings us to a total cost of roughly \$24 per spread. This is in comparison to \$59 per spread last winter.

Aside from outdoor winter duties, I have also begun switching the township hall lights from fluorescent to LED. The LED lamps consume significantly less energy, while emitting more light. Also, the LED lights are certified for a lifespan of 50,000hrs; compared to 20,000hrs of a traditional fluorescent lamp. The new lights also do not require a ballast to operate, which means that there is even less energy being used.

Highlights of the year:

2017 has been an exciting and fast paced year for the grounds department. It did not go without a few bumps and headaches, but overall was a very positive year. A brief summary of this year by the numbers is as follows:

- Total of 34 Burials
 - 13 Regular
 - 21 Cremain

- Headstone Foundations poured: 30
- Received help from community service organizations. Total of roughly 776hrs

Other activity during 2017 includes participating in Ferris State's "Big Event", purchasing a bagger collection unit for one mower, having internet access installed at the cemetery office, and purchasing new cemetery record keeping software through BS&A.

To reiterate; 2017 overall was a very successful year. The Memorial Day ceremony at Highlandview Cemetery went extremely well, no incidents occurred at Highbanks Park, and I have received many compliments on the appearance of the township grounds as a whole.

Looking ahead:

With the New Year upon us, the vision of projects of the year is at hand. The largest project considering the department would certainly be the ongoing effort to restore the 1921 building at the cemetery entrance. Outside of the cemetery, the township hall and fire hall landscaping will be assessed and improved as needed. This includes removing all bark mulch and laying down a fresh blanket of weed screening, with new mulch to follow. The landscaping on the north side of the fire hall is in need of the same treatment as well.

Another item that will be added to the agenda of the grounds department in 2018, following the recent decision of the board, is the maintenance of the grass alongside the new sidewalk on Perry Avenue. Most businesses in the sidewalk assessment district have their portion of the sidewalk mowed. We will groom anything that is visibly being neglected. This also includes trimming the weeds along Waldron way between Perry Avenue and *Culvers*.

Respectfully submitted,

Brandon Maneke
Cemetery and Grounds Manager

FIRE DEPARTMENT REPORT**January 2, 2017****General:**

The department continues to run well. As we close out 2017, we look back on one of the busiest years in department history. We responded to 470 calls for service as of 12/28/2017. The new addition is complete and we have enjoyed being able to move around the station without squeezing between apparatus. We look forward to 2018 and the challenges it may bring.

Call Volume:

Total calls for the month of December 2017: 29

25 Medical, 0 Structure Fire, 0 Grass Fire/Controlled Burn, 1 Auto Accident, 0 Power Line Down, 0 Vehicle Fire, 0 Smoke/Odor, 0 Dumpster Fire, 1 Standby, 0 Collapse, 0 Gas Leak, 0 Inspection, 0 Airport Emergency, 2 Fire Alarm, 0 Water Rescues, 0 Service Call, 0 Fire Investigation and 0 Drone Activation.

Year to Date Call volume 2017: 470

Year to Date Response Times:

Turnout Time (dispatch to truck en-route): 3 minutes and 4 seconds.

Response Time (dispatch to on scene): 7 minutes and 49 seconds.

Year to Date Call Locations:

BR TWP	410
Chippewa Township	1
City of Big Rapids	9
Colfax	4
Ewart	2
Green	7
Lake County	1
Mecosta	10
Morley	2
Morton	1
Newaygo County	1
Osceola County	4
Reed City	2

Personnel:

Nothing to report.

Training:

Training this month consisted of monthly truck checks, Strategies and Tactics, Year End Review.

Repairs Completed:

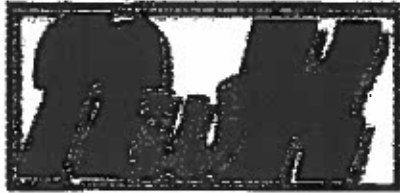
No repairs to report.

Station Maintenance:

None at this time.

Budget/Purchasing over \$2,500.00:

We are requesting purchase approval for repair of the valve bodies on the Extrication Pump on Engine 1. This has been quoted to cost approximately \$3,800.00. The valve body is not working properly and causing the tools to operate slowly and at times not operate at all without multiple manipulations of the valve.



Northwest Kent Mechanical Co.

Commercial • Industrial • Institutional

P.O. Box 216K • 4095 16 Mile Road
Cedar Springs, MI 49319

(616) 696-9026 • Fax (616) 696-9327
www.nwkentmech.com

December 28, 2017

Mr. Bill Stanek
Big Rapids Twp.
14212 Northland Dr.
Big Rapids, MI 49307

RE: Monthly Lift Station Report

Dear Bill,

December was a rather quiet month. We had a couple of low temperature calls and found some dead heaters. I have purchased three heaters, two for stations and one for a back-up.

The stations are all running fine, no issues other than the cold weather.

Sincerely,

A handwritten signature in black ink, appearing to read 'T Shank', written in a cursive style.

Todd Shank
Northwest Kent Mechanical Co.

Big Rapids Charter Township Industrial Park Water Treatment Plant Monthly Report

December 2017

All operations are normal at the plant. We continue to maintain a .45 to .50 chlorine residual, chlorine analyzer is working good. All discharge pumps and VFDs operating normally, pump number 2 providing plenty of water. Sampled the 4th quarter bacteriological sample the 3rd week of December and sample came back good. Thanks to BR township fire for hydrant pump down hose assembly for draining all hydrant barrels down below frost levels. Flushing was completed on all hydrants in November. Installed orange streamer tapes to posts by hydrants out in the fields and behind the houses on South side of 18 mile road for safety and when snow levels are deep enough to cover up fire hydrants. Was a very busy year sampling as the health department made us sample 20 lead copper samples and numerous other expensive and time consuming samples , there will be considerably less sampling for the next couple of years, mostly partial chemistry samples and quarterly bacteriological samples. Sensaphone has been operating good and no problems.

Big Rapids Charter Township

BOARD OF REVIEW

Meeting held at the township offices, 14212 Northland Dr, Big Rapids Mi

December 12, 2017

9:00 AM

Minutes

Chair Greg Videtich called the meeting to order at 9:00 am

Videtich, Jacobs and Bandstra present

David Kirwin and Bill Stanek also present

David reported on the AMAR review

No public present

Alice moved that the July 18, 2017 minutes be approved as printed, Phyllis supported, passed

The following were presented by assessor Kirwin

DBOR17-01	54-05-064-077-000	Veterans Exemption	14745 Brave Lane	Whitman, William J & Debra M
	Total Veteran's exemption			
DBOR17-02	54-05-030-010-500	Veterans Exemption	23400 13 Mile Rd	Spedowski, Joseph & Nancy
	Total Veteran's exemption			
	Alice moved, Phyllis supported that the two veterans exemptions be approved--passed			
DBOR17-03	54-05-034-008-100	2016 PRE	20774 12 Mile RD	Teceno, Christopher S
	change from 0 to 100% PRE			
DBOR17-04	54-05-085-015-000	2017 PRE	14225 Riversway	Miller, Brenda M
	change from 0 to 100% PRE			
DBOR17-05	54-05-085-016-000	2017 PRE	14233 Riversway	Pole, John & Jane
	change from 0 to 100% PRE			
	Phyllis moved, Alice supported that the three PRE'S be approved--passed			
DBOR17-06	54-05-998-050-000	2017 PP	14321 Northland Dr	JEDA Inc
	Reduce from 19,300 to 0			
DBOR17-07	54-05-998-050-000	2016 PP	14321 Northland Dr	JEDA Inc
	Reduce from 23,100 to 0			
	Phyllis moved, Alice supported that the two adjustments be approved--passed			

DBOR17-08 54-05-039-042-000 Veterans Exemption 18631 Arthur Rd. Crockett, Walter B
Total Veteran's exemption
DBOR17-09 54-05-042-005-000 Veterans Exemption 20600 Edgewood Dr Ballard, Steve
Total Veteran's exemption
Alice moved, Phyllis supported that the two veterans exemptions be approved--passed

The following meeting dates were set for 2018

March 6, 2018 9:00 am at the Township Hall

March 12, 2018, 9:00 am to 12:00 noon and 1:00 pm to 4:00 pm

March 13, 2018, 2:00 pm to 5:00 pm and 6:00 pm to 9:00 pm

March 14, 2018 9:00 am to 9:30 am by appointment only

Meeting adjourned at 9:18 am

Bill Stanek, secretary to the Board Of Review

MINUTES BIG RAPIDS CHARTER TOWNSHIP PLANNING COMMISSION

Tuesday, December 12, 2017 --- 7:30 p.m.

Big Rapids Township Hall, 14212 Northland Drive, Big Rapids, MI 49307

I. CALL TO ORDER: 7:30 P.M.

Chairman Philip Keating called the regular meeting of the Big Rapids Charter Township Planning Commission to order at the township hall on Tuesday, December 12, 2017 at 7:30 p.m.

II. ROLL CALL:

Present: Philip Keating, Carman Bean, Zach Cook, Gordon Oliver, Mark Sweppenheiser and Amanda Wethington. Mary Davis was excused. The record shows a quorum is present. Also Present: Zoning Administrator and Recording Secretary, Brent Mason and Supervisor Bill Stanek.

III. CONFLICTS OF INTEREST:

Mr. Keating asked if any of the Commission members had known conflicts of interest with any item on the agenda for this meeting. No one indicated that a conflict of interest existed.

IV. MINUTES:

Mr. Keating asked the Commission to review the minutes of the November 14, 2017 regular meeting. Mr. Oliver made a motion to approve the November 14, 2017 minutes as submitted. Mr. Sweppenheiser seconded the motion. There was no further discussion. The motion passed unanimously with six ayes. Mr. Keating commented on how comprehensive the minutes for the Planning Commission have been, and how much that is appreciated. Mr. Stanek also agreed that the minutes were very complete.

V. PUBLIC COMMENT:

There was no public comment.

VI. OTHER BUSINESS:

The 2017 Planning Commission Annual Report was presented to the Commission in its final version. Mr. Bean and Mr. Keating both commented on how much they appreciated the final version of the report, and that it appears to be put together quite well. The commission reviewed the Annual Report. Mr. Sweppenheiser made a motion to accept the 2017 Planning Commission Annual Report as presented and to forward the report to the Board of Trustees. Mr. Cook seconded the motion. There was no further discussion. The motion passed unanimously with six ayes. The Report will be presented to the Board of Trustees at their January 2, 2018 meeting.

Mr. Mason presented a letter from the Muskegon River Watershed Assembly (MWRA) soliciting funds from the Planning Commission. Mr. Keating asked if there was any action that needed to be taken, and Mr. Mason suggested that no action was needed. The

Commission did discuss the value of the MWRA and the good job they do in helping to protect the Muskegon River basin. Mr. Sweppenheiser also commented on grant funds that the MWRA has been instrumental in obtaining for river projects in the area.

Mr. Keating asked for background information regarding the letter from Sue Glatz in reference to the possible cell phone tower on property adjoining her property at The Hills of Mitchell Creek. Mr. Mason stated that the letter was received on November 15, 2017, one day after the last Planning Commission meeting. Mr. Mason read the letter into the record:

November 10, 2017

Planning Commission
Big Rapids Township
14212 Northland Drive
Big Rapids, MI 49307

Board Members,

I am writing concerning a proposed Cell Tower to the west of my property, known as The Hills of Mitchell Creek. I will be out of state when your meeting is being held, but hope you will give my letter some consideration.

I think the site of the tower would be detrimental to selling my lots. I realize that this is a selfish statement, but when I sell lots, people build on them and they pay property taxes, which the Township receives. The site of a Cell tower would not be a natural site, therefore would not be conducive to a wooded setting, natural beauty, etc.

I hope you will consider the above when making your decision. Thank you for your time.

Yours truly,
(signed Sue Glatz)
Sue Glatz

The Commission members discussed the requirements for a cell phone tower as laid out in the Zoning Ordinance, and asked questions about the requirements for issuing a special use permit. Mr. Bean asked questions about notification for the public hearing, and whether we should notify property owners beyond the minimum 300 feet required by statute, since this could affect people further away than the required 300 feet. Mr. Keating requested that Mr. Mason should respond to Ms. Glatz's letter and state that at this point we have not received a request for this use, and also include a copy of the zoning language that is applicable to the area and cell towers. Mr. Mason stated that he would do that.

The new Land Use ordinance books were presented to the Commission. Mr. Mason reiterated that he was sorry it took so long to finally get the new books out to the Commission members. He continued with information about the new layout and the inclusion of new land use sections that haven't been included in previous Zoning Ordinance books.

Mr. Keating asked if there was any other business for the Commission, and the only item discussed was whether an MSU Extension Citizen Planner Course might be brought to the area. Mr. Mason advised that he is looking into the possibility and hopes to work with

Mr. Sweppenheiser and the City of Big Rapids in possibly co-sponsoring a class locally. Mr. Keating asked about the class content and meeting. Mr. Bean and Mr. Stanek explained how the class is laid out and what type of time commitment it would take.

VII. ADJOURNMENT:

Hearing no further business for the Planning Commission, Mr. Keating entertained a motion to adjourn at 7:49 p.m. The motion was made by Mr. Bean and seconded by Mrs. Wethington. The motion carried unanimously with six ayes.

Motion to approve the Planning Commission minutes of December 12, 2017 by: Mr. _____, Seconded by: Mr. _____ Roll call vote carried with _____ ayes.

Philip Keating, Chairman
BIG RAPIDS CHARTER TOWNSHIP
PLANNING COMMISSION

Date Approved

Supervisor's Report December 2017

December has been a very calm month. I have been working to get people for committees for 2018.

I did pick up the deed for Isabella Drive and delivered it the road commission and they had it recorded. I have received some of the estimates for next year's road repairs from the road commission and will schedule a meeting for the roads committee for sometime in the next couple of weeks.

We hope to have a meeting with the city and Green Township to go over the sewer user charge. Once we have this I will get it to each of you so we can approve it at the February Meeting.

I attended the December Town and Gown, The MEDC annual meeting, our planning commission meeting, and our board of review meeting. I also attended a training session for planning commission and ZBA members put on by the city. At the MEDC meeting Jerry was appointed to serve. It was felt he could be of help with broadband.

I hope everyone had a Merry Christmas. Have a great new year.
Thanks Bill

Supervisor

From: Jerry Everett [trusteeeverett@gmail.com]
Sent: Wednesday, December 27, 2017 3:12 PM
To: CR Bean
Cc: Jim Tubbs; To: Supervisor
Subject: Re: committee to consider Green Charter Township RFP report to the board

Hello,

I don't mean to be a pest, but thought our report might be better if we added the work "service" to emergency.

The committee met December 14, 2017 and decided we were not comfortable responding to Green Charter Township's RFP to be their primary emergency service provider by the January 5 2018 deadline. Trustees Bean and Everett called Green Charter Township's supervisor Jim Chapman December 15, 2017 to thank him for the opportunity and notify him of our decision.

Regards,
Jerry

Jerry Everett
Big Rapids Charter Township, MI Trustee
TrusteeEverett@gmail.com

On Wed, Dec 27, 2017 at 2:17 PM, CR Bean <cbbrtownship@gmail.com> wrote:
Jerry,

It sounds good to me.

On Wed, Dec 27, 2017 at 2:06 PM, Jerry Everett <trusteeeverett@gmail.com> wrote:
Hello,

My last suggestion for the committee report was not acceptable to everyone, so I'm proposing the following:

The committee met December 14, 2017 and decided we were not comfortable responding to Green Charter Township's RFP to be their primary emergency provider by the January 5 2018 deadline. Trustees Bean and Everett called Green Charter Township's supervisor Jim Chapman December 15, 2017 to thank him for the opportunity and notify him of our decision.

Bill will be preparing the board packets tomorrow and will use the preceding paragraph as our report unless someone has a better idea we can all agree on.

Respectfully,
Jerry Everett
Big Rapids Charter Township, MI Trustee
TrusteeEverett@gmail.com

BIG RAPIDS CHARTER TOWNSHIP

14212 NORTHLAND DRIVE

BIG RAPID MI 49307

WATER TREATMENT FACILITY CONTRACT

Big Rapids Charter Township (township) agrees to contract with Kevin Cushway, 18222 220TH Ave, Big Rapids Michigan, a private contractor, (contractor) to oversee the township water system for a period of One year beginning February 1, 2018 and ending January 31, 2019.

Contractor agrees to perform all duties listed in exhibit "A" Water treatment facility contract scoop of work to be performed, for the amount of twelve thousand five hundred dollars (\$12,500.00) per year billed monthly. Township will pay all invoices within 30 days of receipt.

Contractor shall furnish township with proof of liability insurance before any invoices are paid. Township acknowledges that contractor also has a day job that is his first obligation and therefore Contractor will supply township with a list of backup personnel with phone numbers.

Contractor will give monthly written reports to the township and be available to meet with the board twice a year if requested.

Contractor will have use of township equipment as needed. Contractor will also advice township of any needed repairs or upkeep needed.

This contract may be terminated by either party by giving a 90 day written notice.

_____ Kevin Cushway _____ Date

_____ Big Rapids Charter Township _____ Date
William Stanek, Supervisor

Bill Stanek Supervisor

ph 231 796 3603

fax 231 796 2533

supervisorstanek@bigrapidstowship.net

**BIG RAPIDS TOWNSHIP
RESOLUTION NUMBER 2018-1**

The following is a formal record of action taken by the governing body of Big Rapids Township (the "Company").

With respect to the amendment and restatement of the Big Rapids Township Governmental Non-ERISA Retirement Plan (the "Plan"), the following resolutions are hereby adopted:

RESOLVED: That the Plan be amended and restated in the form attached hereto, which Plan is hereby adopted and approved;

RESOLVED FURTHER: That the appropriate officers of the Company be, and they hereby are, authorized and directed to execute the Plan on behalf of the Company;

RESOLVED FURTHER: That the officers of the Company be, and they hereby are, authorized and directed to take any and all actions and execute and deliver such documents as they may deem necessary, appropriate or convenient to effect the foregoing resolutions including, without limitation causing to be prepared an filed such reports documents or other information as may be required under applicable law.

Dated this 2nd day of January, 2018.

The foregoing resolution was offered by: _____ and seconded by _____.
Ayes: Nays: Abstain: Absent:

RESOLUTION DECLARED _____.

Rene Fountain, Township Clerk

STATE OF MICHIGAN)
) SS
COUNTY OF MECOSTA)

I, the undersigned, the duly qualified and acting Clerk of Big Rapids Township, Mecosta County, Michigan do hereby certify that the foregoing is a true and complete copy of a Resolution adopted by the Township Board at a regular meeting on January 2, 2018 the original of which is on file in my office. Public notice of said meeting was given pursuant to and in full compliance with Act No 267, Public Acts of Michigan, 1976 as amended, including in the case of a special or rescheduled meeting, notice by posting at least eighteen(18) hours prior to the time set for the meeting.

IN WITNESS WHEREOF, I have hereto affixed by official signature on this 2nd day of January 2018.

Rene Fountain, Clerk
Big Rapids Township

**BIG RAPIDS TOWNSHIP
GOVERNMENTAL NON-ERISA RETIREMENT PLAN**

**BIG RAPIDS TOWNSHIP
GOVERNMENTAL NON-ERISA RETIREMENT PLAN**

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**ADOPTION AGREEMENT #004
VOLUME SUBMITTER GOVERNMENTAL PENSION PLAN**

The undersigned adopting employer hereby adopts this Plan and its related Trust to the extent an outside trust is not used. The Plan and Trust are intended to qualify as a tax-exempt plan and trust under Code sections 401(a) and 501(a), respectively. The Plan is further intended to qualify as a governmental plan under Code section 414(d). The Plan shall consist of this Adoption Agreement, its related Basic Plan Document and any related Appendix and Addendum to the Adoption Agreement. Unless otherwise indicated, all Section references are to Sections in the Basic Plan Document.

EMPLOYER INFORMATION

NOTE: An amendment is not required to change the responses in items 1-10 below.

NOTE: The Plan Sponsor must be an entity that is eligible to adopt a governmental plan as defined in Code section 414(d).

1. Name of adopting employer (Plan Sponsor): Big Rapids Township
2. Address: 14212 Northland Drive
3. City: Big Rapids
4. State: MI
5. Zip: 49307-2319
6. Phone number: 231-796-3603
7. Fax number: _____
8. Plan Sponsor EIN: 38-1998040
9. Plan Sponsor fiscal year end: 12/31
10. State of organization of Plan Sponsor: MI

PLAN INFORMATION

SECTION A. GENERAL INFORMATION

Plan Name/Effective Date

1. Plan Number: 001
2. Plan name:
 - a. Big Rapids Township
 - b. Governmental Non-ERISA Retirement Plan

NOTE: A.1 is optional.

3. Effective Date

- a. Original effective date of Plan: 03/01/1969
- b. This is a restatement of a previously-adopted plan. Effective date of Plan restatement: 01/01/2016

NOTE: The date specified in A.3a for a new plan may not be earlier than the first day of the Plan Year during which the Plan is adopted by the Plan Sponsor.

NOTE: If A.3b is not selected, the Effective Date of the terms of this document shall be the date specified in A.3a. If A.3b is selected, the Effective Date of the restatement shall be the date specified in A.3b. However if the Adoption Agreement states another specific effective date for any Plan provision, when a provision of the Plan states another effective date, such stated specific effective date shall apply as to that provision. The date specified in A.3b for an amended and restated plan (including the initial PPA restatement) may not be earlier than the first day of the Plan Year during which the amended and restated Plan is adopted by the Plan Sponsor.

4. Plan Year

- a. Plan Year means each 12-consecutive month period ending on 12/31 (e.g. December 31)
- b. The Plan has a short Plan Year. The short Plan Year begins _____ and ends _____

5. Limitation Year means:

- a. Plan Year
- b. calendar year
- c. other: _____

NOTE: If A.5c is selected, the Limitation Year must be a consecutive 12-month period.

6. Frozen Plan

The Plan is frozen as to eligibility and benefits effective _____

NOTE: If A.6 is selected, no Eligible Employee shall become a Participant, no Participant shall be eligible to further participate in the Plan and no contributions shall accrue as of and after the date specified.

Plan Features

7. Employee Contributions(Section 4.01)

a. Mandatory Employee Contributions (pick-up contributions) are permitted under the Plan:

i. Yes, _____% of Compensation

ii. Yes, salary schedule according to the chart below:

Salary Range

Mandatory Employee Contributions

iii. Yes, other fixed method: _____

iv. No

b. Voluntary (After-Tax) Contributions are permitted:

i. Yes

ii. No

iii. Formerly Allowed

c. Mandatory After-Tax Employee Contributions are permitted under the Plan:

i. Yes, _____% of Compensation

ii. Yes, salary schedule according to the chart below:

Salary Range

Mandatory After-Tax Employee Contributions

iii. Yes, other fixed method: _____

iv. No

NOTE: If A.7a is "No", questions regarding Mandatory Employee Contributions are disregarded.

NOTE: If other method (A.7a.iii or A.7c.iii) is selected, the method must be objectively determinable and may not be specified in a manner that is subject to Employer discretion.

Compensation

8. Compensation

a. Definition of Compensation for purposes of allocating contributions:

i. W-2. Wages within the meaning of Code section 3401(a) and all other payments of compensation paid to an Employee by the Employer (in the course of the Employer's trade or business) for which the Employer is required to furnish the Employee a written statement under Code sections 6041(d), 6051(a)(3), and 6052.

ii. Base Compensation. The basic annual rate of compensation in effect at the beginning of the period selected below (A.8b).

iii. Withholding. Wages paid to an Employee by the Employer (in the course of the Employer's trade or business) within the meaning of Code section 3401(a) for the purposes of income tax withholding at the source.

iv. Other: _____

b. Compensation is determined over the period specified below ending with or within the Plan Year:

i. Plan Year

ii. calendar year

iii. Plan Sponsor Fiscal Year

iv. Limitation Year

v. Other 12-month period beginning on: _____ (enter month and day)

c. Include Employee Contributions in the definition of Compensation.

d. Include deemed Code section 125 compensation in the definition of Compensation.

e. Include differential military pay (as defined in Code section 3401(h)(2)) in the definition of Compensation (Section 3.08).

f. Include other pay (not otherwise included in A.8a): _____

NOTE: If other (A.8a.iv) is selected, Compensation must be objectively determinable and may not be specified in a manner that is subject to Employer discretion.

NOTE: A.8b must be "Plan Year" if the Plan is excluding compensation earned before entry (A.11 is selected).

NOTE: If "Plan Year" is not selected in A.8b, for new/rehired Employees whose date of hire is less than 12 months before the end of the 12-month period designated, Compensation will be determined over the Plan Year.

NOTE: If employee contributions are included (A.8c is selected), Compensation shall also include any amount which is contributed by the Employer pursuant to a salary reduction agreement and which is not includable in the gross income of the Employee under Code sections 125, 402(e)(3), 402(h), 403(b), 122(f) or 457.

NOTE: Employee contributions are always included in the definition of Compensation for purposes of Mandatory Employee Contributions.

NOTE: If deemed Code section 125 compensation (A.8d) is selected, Compensation shall include any amounts not available to a Participant in cash in lieu of group health coverage because the Participant is unable to certify that he or she has other health coverage. An amount will be treated as an amount under Code section 125 only if the Employer does not request or collect information regarding the Participant's other health coverage as part of the enrollment process for the health plan. This option is meant to be interpreted consistent with Revenue Ruling 2002-27.

NOTE: If A.8e is not selected and differential military pay exists, the payments will be included in Statutory Compensation.

NOTE: If other pay (A.8f) is selected, A.8f should indicate for what purposes (e.g., Mandatory Employee Contributions, etc.) and which class of Participants the Compensation is included, must be objectively determinable and may not be specified in a manner that is subject to Employer discretion.

9. Post Severance Compensation

Include Post Severance Compensation (unused sick or vacation pay/nonqualified plan payments) in definition of Compensation.

NOTE: A.9 will also apply for purposes of Statutory Compensation.

10. Post Year End Compensation

Determine Compensation using Post Year End Compensation

NOTE: If selected, amounts earned during the current year and paid during the first few weeks of the next year will be included in current year Compensation.

NOTE: A.10 will also apply for purposes of Statutory Compensation.

Compensation Exclusions

11. Pay Before Participation

Exclude pay earned before participation in the Plan from definition of Compensation.

NOTE: If selected, Compensation shall include only that compensation which is actually paid to the Participant during that part of the Plan Year the Participant is eligible to participate in the Plan. If not selected, Compensation shall include that compensation which is actually paid to the Participant during the Plan Year.

12. Other Pay

Exclude other pay from definition of Compensation: Amounts earned prior to the date commencement of participation in the Plan, Commissions and Pay for special duties assigned such as volunteer firefighter pay.

NOTE: A.12 should indicate for what purposes (e.g., Mandatory Employee Contributions, etc.) and which class of Participants the Compensation is excluded.

NOTE: The pay specified above must be objectively determinable and may not be specified in a manner that is subject to Employer discretion.

13. Statutory Compensation

a. Definition of Statutory Compensation:

- i. W-2. Wages within the meaning of Code section 3401(a) and all other payments of compensation paid to an Employee by the Employer (in the course of the Employer's trade or business) for which the Employer is required to furnish the Employee a written statement under Code sections 6041(d), 6051(a)(3), and 6052.
- ii. Withholding. Wages within the meaning of Code section 3401(a) for the purposes of income tax withholding at the source paid to the Employee by the Employer (in the course of the Employer's trade or business).
- iii. Section 415 Safe Harbor Option. As described in the definition of "Section 415 Safe Harbor Option" in Article 2 of the Basic Plan Document.

b. Include deemed Code section 125 compensation in definition of Statutory Compensation:

NOTE: See A.9 and A.10 to determine if Statutory Compensation will include Post Severance Compensation and/or be determined using Post Year End Compensation.

NOTE: If A.8e is not selected and differential military pay exists, the payments will be included in Statutory Compensation.

Definitions

14. Disability

Definition of Disability

- a. Under Code section 22(e). The Participant is unable to engage in any substantial gainful activity by reason of any medically determinable physical or mental impairment that can be expected to result in death or which has lasted or can be

expected to last for a continuous period of not less than 12 months. The permanence and degree of such impairment shall be supported by medical evidence.

- b. Under the Social Security Act. The determination by the Social Security Administration that the Participant is eligible to receive disability benefits under the Social Security Act.
- c. Inability to engage in comparable occupation. The Participant suffers from a physical or mental impairment that results in his inability to engage in any occupation comparable to that in which the Participant was engaged at the time of his disability. The permanence and degree of such impairment shall be supported by medical evidence.
- d. Pursuant to other Employer Disability Plan. The Participant is eligible to receive benefits under an Employer-sponsored disability plan.
- e. Under uniform rules established by the Plan Administrator. The Participant is mentally or physically disabled under a written policy.
- f. Other: _____

NOTE: If A.14f is selected, provide the definition of Disability. The definition provided must be objectively determinable and may not be specified in a manner that is subject to discretion.

15. Choice of Law/State Law

- a. Name of state or commonwealth for choice of law (Section 13.05): Michigan
- b. Enter any state law provisions that apply to the Plan: Michigan

NOTE: Only state law and regulations may be entered in A.15b. The Plan may not violate applicable state law.

SECTION B. ELIGIBILITY

Eligible Employee

1. The term "Eligible Employee" shall include:

- a. All Employees
- b. The following Employees: Class 1: All Elected Officials.
Class 2: All Full-time Non-Seasonal Employees.
- c. All Employees except the following (select all that apply):
 - i. Union Employees. Any Employee who is included in a unit of Employees covered by a collective bargaining agreement, if retirement benefits were the subject of good faith bargaining, and if the collective bargaining agreement does not provide for participation in this Plan.
 - ii. Leased Employees.
 - iii. Non-Resident Aliens. Any Employee who is a non-resident alien who received no earned income (within the meaning of Code section 911(d)(2)) which constitutes income from services performed within the United States (within the meaning of Code section 861(a)(3)).
 - iv. Other Employees: _____

NOTE: See Section 3.06(a) for rules regarding excluded Employees.

NOTE: If B.1b is selected, describe the Employees and indicate for what purposes (e.g., Pension Contributions, etc.) the Employees are eligible. The definition provided must be objectively determinable and may not be specified in a manner that is subject to discretion. In order to meet the permanency requirement of Treas. Reg. section 1.401-1 (b)(2), a specific person or persons may be named by position/title but not given name; a finite group of individuals that cannot increase/change over time (such as those hired before a specific date) may not be used.

NOTE: If B.1c.iv is selected, describe other excluded Employees from definition of Eligible Employee and indicate for what purposes (e.g., Pension Contributions, etc.) the Employees are excluded. The definition provided must be objectively determinable and may not be specified in a manner that is subject to discretion.

2. Opt-Out.

- An Employee may irrevocably elect not to participate in the Plan.

NOTE: If the Plan provides for Mandatory Employee Contributions (A.7a.iv is not selected), B.2 shall not apply to Mandatory Employee Contributions.

Eligibility Service Rules

3. Other Employer Service

- Count service with employers other than the Employer for eligibility purposes. List other employers along with any limitations: _____

4. Special Participation Date

- a. Allow immediate participation for all Eligible Employees employed on a specific date. All Eligible Employees employed on ____ shall become eligible to participate in the Plan as of ____
- b. The Plan provides conditions or limitations on immediate participation: ____
- NOTE: If B.4b applies (B.4a is selected) and is selected, describe the conditions or limitations that apply. The conditions/limitations must be objectively determinable and may not be specified in a manner that is subject to discretion.*

Eligibility for Mandatory Employee Contributions/Voluntary Contributions/Mandatory After-tax Employee Contributions

An Eligible Employee shall be eligible to receive/make Mandatory Employee Contributions/Voluntary Contributions/Mandatory After-tax Employee Contributions (if permitted pursuant to A.7) at the time specified in B.8 upon meeting the requirements of B.5 through B.7 (Section 3.01).

5. Age Requirement for Employee Contributions

Minimum age requirement for Mandatory Employee Contributions/Voluntary Contributions/Mandatory After-tax Employee Contributions: 18

6. Service Requirement for Employee Contributions

Minimum service requirement for Mandatory Employee Contributions/Voluntary Contributions/Mandatory After-tax Employee Contributions:

- a. None
- b. Completion of ____ year(s) of eligibility service
- c. Completion of ____ Hours of Service in a ____ month period
- d. Completion of ____ Hours of Service within a 12-month period. The service requirement shall be deemed met at the time the specified number of Hours of Service are completed.
- e. Completion of ____ months of service
- f. Completion of ____ days of service
- g. Other: ____

NOTE: If B.6g is selected, the service requirements provided must be definitely determinable and may not be specified in a manner that is subject to discretion.

7. Additional Requirements for Employee Contributions

Additional requirements, limitations, conditions or other modifications to B.5-6 (eligibility to make Mandatory Employee Contributions/Voluntary Contributions/Mandatory After-tax Employee Contributions) apply: ____

NOTE: The additional requirements provided must be objectively determinable and may not be specified in a manner that is subject to discretion.

8. Entry Dates for Employee Contributions

a. Frequency of entry dates for Mandatory Employee Contributions/Voluntary Contributions/Mandatory After-tax Employee Contributions:

- i. immediate
- ii. first day of each calendar month
- iii. first day of each Plan quarter
- iv. first day of the first month and seventh month of the Plan Year
- v. first day of the Plan Year
- vi. other: ____

b. An Eligible Employee shall become a Participant eligible to make Mandatory Employee Contributions/Voluntary Contributions/Mandatory After-tax Employee Contributions on the entry date selected in B.8a that is:

- i. coincident with or next following the date the requirements of B.5 through B.7 are met
- ii. next following the date the requirements of B.5 through B.7 are met

NOTE: If B.8a.i is selected, an Eligible Employee shall become a Participant eligible to make Mandatory Employee Contributions/Voluntary Contributions/Mandatory After-tax Employee Contributions immediately upon meeting the requirements of B.5 through B.7.

NOTE: If B.8a.vi is selected, the other entry date must be objectively determinable and may not be specified in a manner that is subject to discretion.

NOTE: B.8b is not applicable if B.8a.i or B.8a.vi (immediate entry/other) is selected.

Eligibility for Pension Contributions

9. Eligibility for Pension Contributions (select one):

- a. Same as Mandatory Employee Contributions/Voluntary Contributions/Mandatory After-tax Employee Contributions. An Eligible Employee shall be eligible to receive an allocation of Pension Contributions at the time specified in B.8 upon meeting the requirements of B.5 through B.7
- b. Pursuant to options selected below. An Eligible Employee shall be eligible to receive an allocation of Pension Contributions at the time specified in B.13 upon meeting the requirements of B.10 through B.12

NOTE: If B.9a is selected B.10 - B.13 shall be inapplicable.

10. Age Requirement for Pension Contributions

Minimum age requirement for Pension Contributions: 18

11. Service Requirement for Pension Contributions

Minimum service requirements for Pension Contributions:

- a. None
- b. Completion of ____ year(s) of eligibility service
- c. Completion of ____ Hours of Service in a ____ month period
- d. Completion of ____ Hours of Service within a 12-month period. The service requirement shall be deemed met at the time the specified number of Hours of Service are completed.
- e. Completion of ____ months of service
- f. Completion of ____ days of service
- g. Other: ____

NOTE: If B.10g is selected, the service requirements provided must be definitely determinable and may not be specified in a manner that is subject to discretion.

12. Additional Requirements for Pension Contributions

Additional requirements, limitations, conditions or other modifications to B.10-11 (eligibility to receive Pension Contributions) apply: ____

NOTE: The additional requirements provided must be objectively determinable and may not be specified in a manner that is subject to discretion.

13. Entry Dates for Pension Contributions

a. Frequency of entry dates for Pension Contributions:

- i. immediate
- ii. first day of each calendar month
- iii. first day of each Plan quarter
- iv. first day of the first month and seventh month of the Plan Year
- v. first day of the Plan Year
- vi. other: ____

b. An Eligible Employee shall become a Participant eligible to receive Pension Contributions on the entry date selected in B.13a that is:

- i. coincident with or next following the date the requirements of B.10 through B.12 are met
- ii. next following the date the requirements of B.10 through B.12 are met
- iii. coincident with or immediately preceding the date the requirements of B.10 through B.12 are met
- iv. immediately preceding the date the requirements of B.10 through B.12 are met
- v. nearest to the date the requirements of B.10 through B.12 are met

NOTE: If immediate entry (B.13a.i) is selected, an Eligible Employee shall become a Participant eligible to receive Pension Contributions immediately upon meeting the requirements of B.10 through B.12.

NOTE: If B.13a.vi is selected the other entry date must be objectively determinable and may not be specified in a manner that is subject to discretion.

NOTE: B.13b is not applicable if immediate or other entry (B.13a.i or B.13a.vi) is selected.

Transfers/Rehires

14. Transfers/Rehires

- a. If an Employee either (1) upon rehire again qualifies as an Eligible Employee (2) or if not previously an Eligible Employee who due to a change in status becomes an Eligible Employee, he shall become a Participant with respect to the contributions for which the eligibility requirements have been satisfied (Section 3.04):
 - i. as of the later of the effective date of such subsequent change of status or the date the Employee meets the eligibility requirements of this Article 3
 - ii. on the entry date as of the later of the effective date of such subsequent change of status or the date the Employee meets the eligibility requirements of this Article 3
- b. An individual who has satisfied the applicable eligibility requirements set forth in Article 3 before his rehire date, and who is subsequently reemployed by the Employer as an Eligible Employee shall resume or become a Participant (Section 3.05):

- i. immediately upon his rehire date with respect to the contributions for which the eligibility requirements of this Article 3 have been satisfied
- ii. on the entry date coincident with or next following his rehire date with respect to the contributions for which the eligibility requirements of this Article 3 have been satisfied

SECTION C. CONTRIBUTIONS

Voluntary Contributions

NOTE: If A.7b is "Yes" (Voluntary Contributions are permitted), an Eligible Employee who has met the requirements of B.5 through B.8 shall be eligible to make Voluntary Contributions to the Plan as follows (Section 4.01):

1. Minimum and Maximum Voluntary Contributions

- a. Minimum Voluntary Contribution: none
- b. Maximum Voluntary Contribution: IRS maximum
- c. Other limits on Voluntary Contributions apply: none

NOTE: C.1a and C.1b may not be more than 100% of Compensation.

NOTE: If C.1c is selected the requirements provided must be objectively determinable and may not be specified in a manner that is subject to discretion.

Pension - Service

NOTE: An Eligible Employee who has met the requirements of B.9 through B.13 and who has satisfied the following requirements shall be eligible to receive an allocation of Pension Contributions during the applicable Plan Year.

2. Allocation Service Requirements for Pension Contributions

- a. None
- b. In order to share in the allocation of Pension Contributions, a Participant is required to complete at least the following number of Hours of Service in the applicable Plan Year _____
- c. In order to share in the allocation of Pension Contributions, a Participant is required to be employed by the Employer on the last day of Plan Year
- d. In order to share in the allocation of Pension Contributions, a Participant is required to be employed by the Employer on the last day of Plan Year or complete at least _____ Hours of Service in the applicable Plan Year

NOTE: C.2b and C.2c are inapplicable if C.2a or C.2d is selected.

3. Exceptions to Allocation Service Requirements for Pension Contributions

- a. Modify Hour of Service requirement and/or last day requirement for a Participant who Terminates employment with the Employer during the Plan Year due to:
 - i. death
 - ii. Disability
 - iii. attainment of Normal Retirement Age
- b. Any Hour of Service requirement and last day requirement shall be modified as follows:
 - i. Waive both the Hour of Service requirement and last day requirement
 - ii. Waive the Hour of Service requirement only
 - iii. Waive last day requirement only
- c. The following other modifications shall be made to the requirements specified in C.2-3b: _____

NOTE: C.3 is only applicable if C.2a, C.2b or C.2c is selected.

NOTE: C.3c may only be used to make minor changes to the requirements specified in C.2-3b and must be specified in a manner that is objectively determinable and may not be specified in a manner that is subject to Employer discretion. For example, C.3c could be used to clarify that last day but not Hours of Service is waived for death while Hours of Service and last day are waived for Disability and attainment of Normal Retirement Age.

Pension Contributions - Formula

- 4. Pension allocation formula. The Employer's Pension Contribution shall be allocated to eligible Participants who have met the requirements of B.9 through B.13 and C.2 through C.3 as follows (Section 4.03):
 - a. Pro rata. In the amount of _____ to be allocated in the ratio that each Participant's Compensation bears to the Compensation of all eligible Participants.

- b. Points. In the amount of _____ to be allocated as described in C.5.
- c. Fixed Amount. In the amount of _____ to be allocated by dividing the total amount by the number of Participants eligible to share in such contribution.
- d. Defined Groups. See C.6
- e. Other fixed formula: Class 1: 12.5% Employer contribution
Class 2: 10% Employer contribution

Both Classes: An additional employer contribution based on employee deferrals to the 457 (b) plan up to a maximum of 4%.

NOTE: If B.4e is selected, the other fixed formula must be objectively determinable and may not be specified in a manner that is subject to discretion.

5. Pension Contribution - Points

If C.5b is selected, the Employer's Pension Contribution shall be allocated to eligible Participants who have met the requirements of B.9 through B.13 and C.2 through C.3 in the ratio that such Participant's points bears to the points of all eligible Participants.

Each Participant shall receive to the extent provided in C.5a: (a) the points described in C.5d for each year of age he has attained (as of his birthday during such Plan Year), (b) the points described in C.5c for each Plan Year, including the current Plan Year, during which he was eligible to participate in the Plan after meeting the requirements of Article 3 (regardless of any service or last day requirement in Article 4) applicable to Pension Contributions, and (c) the points described in C.5b for each \$100 of Compensation he has earned for such Plan Year.

- a. Points will be computed on basis of:
 - i. Age, Service and Compensation
 - ii. Age and Service
 - iii. Age and Compensation
 - iv. Service and Compensation
 - v. Age Only
 - vi. Service Only
- b. Points awarded for \$100 of Compensation: _____
- c. Points awarded for each year of participation: _____
- d. Points awarded for each year of age: _____

NOTE: C.5b, C.5c and C.5d apply to the extent that C.5a provides points for Compensation, Years of Service and/or age, respectively.

6. Pension Contribution- Defined Groups

If C.4d is selected, the Employer's Pension Contribution shall be allocated to eligible Participants who have met the requirements of B.9 through B.13 and C.2 through C.3 in an amount designated by the Employer to be allocated to each group described in C.6. The contribution for a group shall then be further allocated to the members of such group who are eligible to receive allocations of Pension Contributions in the method as specified in C.6 for such group. The amount allocated to one group need not bear any relationship to amounts allocated to any other group. The Employer shall notify the Plan Administrator in writing of the amount of contributions allocated to each group.

- a. Group One: _____ An amount equal to:
 - i. A percentage of Compensation _____
 - ii. A fixed dollar amount _____
 - iii. the greater of i. or ii.

NOTE: Groups must be defined in a manner that is objectively determined with no Employer discretion. Groups may not be designed so that the permanency requirement of Treas. Reg. section 1.401-1(b)(2) is violated.

NOTE: See Section 3.06 for rules regarding eligibility requirements.

7. Allocation of Pension Contributions

- a. Pension Contributions are allocated to Participant Accounts at the following time(s):
 - i. End of Plan Year
 - ii. Semi-annually
 - iii. Quarterly
 - iv. Each calendar month
 - v. Each pay period
- b. Minimum and Maximum Pension Contributions
 - i. Allocations of Pension Contributions for a Participant shall be subject to a minimum amount: _____
 - ii. Allocations of Pension Contributions for a Participant shall be subject to a maximum amount: _____

NOTE: Any service requirements specified in C.2 through C.3 shall be applied pro rata to the period selected in this C.7a. Any last day rule specified in C.2 through C.3 shall be applied as of the end of each period selected in this C.7a.

8. Paid Time Off

- a. The Employer will contribute a Participant's unused paid time off (vacation and/or sick leave) as a Pension Contribution to the Plan. Unused paid time off shall be contributed to the Plan:
- i. Each Plan Year
 - ii. Upon Termination

- b. The following limitations/conditions shall apply: _____

NOTE: Any unused paid time off where the Participant has the right to request cash payment is not eligible for contribution to the Plan under this C.8.

NOTE: The unused paid time off contributions must be contributed by multiplication of the Participant's current daily rate of pay against the amount of accrued unpaid leave.

NOTE: Paid time off contributions must conform with Revenue Rulings 2009-31 and 2009-32.

9. Pension - Disability

- Allocate Pension Contributions to Disabled Participants who do not meet the allocation service requirements (Section 4.03(d)). Allocations to Disabled Participants end as of the earliest of: (i) the last day of the Plan Year in which occurs the _____ anniversary of the start of the Participant's Disability or (ii) such other time specified in Section 4.03(d).

NOTE: C.9 shall not be more than "tenth".

NOTE: Allocations under C.9 may occur after Termination.

10. Collective Bargaining Agreement

- a. In addition to the amount selected in C.4, an amount necessary to meet the Employer's requirements under an applicable collective bargaining agreement.
- b. The collective bargaining allocations will offset other employer contribution allocations that would otherwise be made to a Participant:
- i. Yes - Pension contributions only
 - ii. No
 - iii. Other: _____

NOTE:C.4-7 (amount, timing, maximum and minimum Pension Contributions) will not apply to collectively bargained contributions. Collectively bargained contribution allocation timing, maximums and minimums will be determined under the collective bargaining agreement unless otherwise specified in C.10b.

Other Contributions

11. Prevailing Wage

- a. In addition to any other Pension Contributions, an amount necessary to meet the Employer's requirements under an applicable prevailing wage statute. The formula for allocating prevailing wage contributions shall be specified in an Addendum to the Adoption Agreement. The addition of such Addendum shall not be considered a modification to the Volume Submitter document.
- b. The prevailing wage contributions offset:
- i. None
 - ii. The prevailing wage contributions will offset any other Pension Contribution allocations that would otherwise be made to a Participant.
 - iii. Other: _____

NOTE: Depending upon the offset rule chosen, timing of allocations may need to be considered as contributions under prevailing wage are typically required to be made not less often than quarterly.

NOTE: The offset provided under C.11b.iii must be objectively determinable and may not be specified in a manner that is subject to Employer discretion

NOTE: C.11b is only applicable if C.11a is selected.

12. Rollovers

Rollover Contributions are permitted (Section 4.04):

- a. No
- b. Yes - All Eligible Employees may make a Rollover Contribution even if not yet a Participant in the Plan
- c. Yes - Only active Participants may make a Rollover Contribution
- d. Yes - _____ Participants may make a Rollover Contribution

NOTE: The Plan Administrator has discretion under Section 4.05 to limit the types of Rollover Contributions accepted by the Plan and must use that discretion in a consistent manner.

13. Deemed IRAs

- The Plan may accept voluntary contributions to deemed IRAs (Section 4.08) effective: _____

NOTE: If C.13 is selected, see Section 4.08 for rules regarding deemed IRAs.

14. Death or Disability During Qualified Military Service

For benefit accrual purposes, a Participant that dies or becomes Disabled while performing qualified military service will be treated as if he had been employed by the Employer on the day preceding death or Disability and terminated employment on the day of death or Disability pursuant to Code section 414(u)(9) (Section 6.02) effective: 01/01/2007

NOTE: Effective date must be on or after January 1, 2007.

15. 415 Additional Language

Additional language necessary to satisfy Code section 415 because of the required aggregation of multiple plans: _____.

SECTION D. VESTING

Vesting Schedules

1. Pension

Pension Contribution Account Vesting Schedule:

- a. 100%
- b. _____ year cliff
- c. Other:
 - i. Other Pension Schedule - less than 1 year: 0%
 - ii. Other Pension Schedule - 1 years but less than 2 years: 100%
 - iii. Other Pension Schedule - 2 years but less than 3 years: 100%
 - iv. Other Pension Schedule - 3 years but less than 4 years: 100%
 - v. Other Pension Schedule - 4 years but less than 5 years: 100%
 - vi. Other Pension Schedule - 5 years but less than 6 years: 100%
 - vii. Other Pension Schedule - 6 years but less than 7 years: 100%
 - viii. Other Pension Schedule - 7 years but less than 8 years: 100%
 - ix. Other Pension Schedule - 8 years but less than 9 years: 100%
 - x. Other Pension Schedule - 9 years but less than 10 years: 100%
 - xi. Other Pension Schedule - 10 years but less than 11 years: 100%
 - xii. Other Pension Schedule - 11 years but less than 12 years: 100%
 - xiii. Other Pension Schedule - 12 years but less than 13 years: 100%
 - xiv. Other Pension Schedule - 13 years but less than 14 years: 100%
 - xv. Other Pension Schedule - 14 years but less than 15 years: 100%
 - xvi. Other Pension Schedule - 15 years but less than 16 years: 100%
 - xvii. Other Pension Schedule - 16 years but less than 17 years: 100%
 - xviii. Other Pension Schedule - 17 years but less than 18 years: 100%
 - xix. Other Pension Schedule - 18 years but less than 19 years: 100%
 - xx. Other Pension Schedule - 19 years but less than 20 years: 100%
 - xxi. Other Pension Schedule - 20 years: 100%

NOTE: A cliff vesting schedule means no vesting is provided until the Participant meets the number of Years of Vesting Service provided in D.1b.

NOTE: D.1b and D.1c may not be completed with a cliff vesting schedule of more than 15. However, if substantially all Participants are qualified public safety employees within the meaning of Code section 72(t)(10)(B), the limit is increased to 20.

NOTE: D.1c may provide for a graded vesting schedule of up to 5 to 20 years.

2. Other Vesting Schedule

The Plan has another vesting schedule: 100% vested after 12 months of service

NOTE: The vesting schedule in D.2 is in addition to the vesting schedule in D.1.

Vesting Service Rules

NOTE: If D.1a is selected and D.3a is not selected, the remaining options in section D.3-7 are inapplicable.

3. Vesting Computation Period

- a. Calendar year
- b. Plan Year
- c. The 12-consecutive month period commencing on the date the Employee first performs an Hour of Service; each subsequent 12-consecutive month period shall commence on the anniversary of such date
- d. Other: _____

NOTE: D.3d must be based on creditable years of service.

4. Other Employer Service

Count service with employers other than the Employer for vesting purposes. List other employers for which the service applies along with any limitations: _____

5. Vesting Exceptions

- a. Death. Provide for full vesting for a Participant who Terminates employment with the Employer due to death while an Employee (Section 6.02).
- b. Disability. Provide for full vesting for a Participant who Terminates employment with the Employer due to Disability while an Employee (Section 6.02).
- c. Early Retirement. Provide for 100% vesting upon the attainment of Early Retirement Age while an Employee (Section 6.02).

6. Vesting Exclusions

- a. Exclude Years of Vesting Service earned before age 18.
- b. Exclude Years of Vesting Service earned before the Employer maintained this Plan or a predecessor plan.

7. Vesting Forfeitures

- a. Upon termination, nonvested account balances shall be forfeited
 - i. as soon as administratively feasible
 - ii. other timeframe: _____
- b. Upon receiving a distribution, the nonvested portion of the account shall be forfeited
 - i. as soon as administratively feasible
 - ii. other timeframe: _____

NOTE: The other timeframes must be definitely determinable and may not be specified in a manner that is subject to discretion.

8. Forfeitures and Re-employment

- a. forfeited account balances shall be restored and continue to vest (select any of the following if applicable)
 - i. only if the period of severance was less than or equal to the following period 1 year
 - ii. only to the extent the vested account balance was not distributed
 - iii. only to the extent the vested distributed account balance is restored to the Plan
- b. forfeited account balances shall not be restored

9. Use of Forfeitures

Forfeitures will be used in the following manner (Articles 5 and 6):

- a. Any permissible method (restore forfeitures, reduce Employer contributions (or reallocate as Employer contributions) made pursuant to Article 4 or to pay Plan expenses)
- b. Other: _____

NOTE: D.9b is limited to one or a combination of the options described in D.9a, D.9b may be used to further restrict the uses of forfeiture and must be applied in a consistent manner.

10. Special Vesting Provisions

Provide for special vesting provisions: _____

NOTE: The special vesting provisions must be definitely determinable and may not be specified in a manner that is subject to discretion.

SECTION E. DISTRIBUTIONS

1. Normal Retirement

Normal Retirement Age means:

- a. Attainment of age 59 1/2
- b. Later of attainment of age _____ and the _____ anniversary of Plan participation.
- c. Other: _____

NOTE: Effective Plan Years beginning on or after the later of (1) January 1, 2015 or (2) the close of the first regular legislative session of the legislative body with the authority to amend the plan that begins on or after the date that is 3 months after the final regulations are published in the Federal Register, the definition of Normal Retirement Age must satisfy Treas. Reg. section 1.401(a)-1(b) pursuant to IRS Notice 2012-29.

2. Early Retirement

Early Retirement Age means:

- a. None. The Plan does not have an early retirement feature.
- a. Attainment of age 55
- b. Later of attainment of age _____ and _____ service.
- c. Other: _____

3. Time of Payment (Other than Death)

Distributions after Termination of Employment for reasons other than death shall commence (Section 7.02):

- a. Immediate. As soon as administratively feasible with a final payment made consisting of any allocations occurring after such Termination of Employment.
- b. End of Plan Year. As soon as administratively feasible after all contributions have been allocated relating to the Plan Year in which the Participant's Account balance becomes distributable
- c. Normal Retirement Age. When the Participant attains Normal Retirement Age.
- d. Other: _____

NOTE: Any entry in E.3d must comply with Code section 401(a)(9), Section 7.02(e) and other requirements of Article 7.

4. Form of Payment (Other than Death)

Medium of distribution from the Plan:

- a. Cash only
- b. Cash or in-kind rollover to an individual retirement account sponsored by the following vendor: _____
- c. Other: _____

5. Default Form of Payment (Other than Death)

a. Unless otherwise elected by the Participant, distributions shall be made in the form of:

- i. Lump sum only
- ii. Other: _____

b. In addition to the form described in E.5a, distributions from the Plan after Termination for reasons other than death may be made in the following forms (select all that apply):

- i. Lump sum only
- ii. Lump sum payment or substantially equal annual, or more frequent installments over a period not to exceed the joint life expectancy of the Participant and his Beneficiary
- iii. Under a continuous right of withdrawal pursuant to which a Participant may withdraw such amounts at such times as he shall elect
- iv. Other: _____

NOTE: Any entry in E.5a.ii and/or E.5b.iv must comply with Code section 401(a)(9), Section 7.02(e) and other requirements of Article 7.

6. Permit Distributions as an Annuity

Permit distributions in the form of an annuity

NOTE: If E.6 is selected, a Participant may elect to have the Plan Administrator apply his entire vested Account toward the purchase of an annuity contract, which shall be distributed to the Participant. The terms of such annuity contract shall comply with the provisions of this Plan and any annuity contract shall be nontransferable.

7. Payment upon Participant's Death

Distributions on account of the death of the Participant shall be made in accordance with the following:

- a. Pay entire Account balance by end of fifth year for all Beneficiaries in accordance with Sections 7.02(b)(1)(A) and 7.02(b)(2)(A) only
- b. Pay entire Account balance no later than the 60th day following the end of Plan Year in which the Participant dies
- c. Allow extended payments for all Beneficiaries in accordance with Sections 7.02(b)(1)(A), (B) and (C) and 7.02(b)(2)(A) and (B)
- d. Pay entire Account balance by end of fifth year for Beneficiaries in accordance with Sections 7.02(b)(1)(A) and 7.02(b)(2)(A) and allow extended payments in accordance with Sections 7.02(b)(1)(B) and (C) and 7.02(b)(2)(B) only if the Participant's spouse is the Participant's sole primary Beneficiary
- e. Other: _____

NOTE: Any entry in E.7e must comply with Code section 401(a)(9), Section 7.02(b) and other requirements of Article 7.

8. Beneficiaries

a. Death benefits when there is no designated beneficiary:

- i. Standard according to Section 7.04(c)
- ii. Other: _____

b. Revocation. A beneficiary designation to a spouse shall be automatically revoked upon the following circumstances: _____

c. Domestic Partners are treated as a spouse under the terms of this Plan for purposes of death benefits to the extent applicable:

- i. No
- ii. Yes - limited to the following terms and conditions: _____
- iii. Yes

d. The term "Domestic Partner" as defined in Article 2 is modified in the following manner: _____

NOTE: If E.8a.ii (Other) is selected, death benefits when there is no designated beneficiary shall be provided pursuant to E.8a.ii. The death benefits described must be definitely determinable and may not be specified in a manner that is subject to discretion.

NOTE: If E.8c.i is selected, E.8d does not apply.

NOTE: If E.8d is selected, the modifications must be definitely determinable.

NOTE: Domestic Partners shall not be treated as a spouse under the following Sections of the Plan: 7.02(b) (distribution upon death), 7.05 (minimum distributions) and 7.06 (direct rollovers).

NOTE: If revocation is selected (E.8b) you may use this item to indicate automatic revocation upon divorce.

9. Cash Out

- a. Involuntary cash-out amount for purposes of Section 7.03: \$1000
- b. Involuntary cash-out of a terminated Participant's Account balance when it exceeds the cash-out amount specified in E.9a is deferred under Section 7.03(b) until:
 - i. Later of age 62 or Normal Retirement Age - payment made in a lump sum only.
 - ii. Required Beginning Date - Participant may elect payment in a lump sum or installments.
 - iii. Required Beginning Date - payment made in a lump sum only.
- c. Exclude amounts attributable to Rollover Contributions in determining the value of the Participant's nonforfeitable account balance for purposes of the Plan's involuntary cash-out rules (Section 7.03).

NOTE: E.9a has a \$5,000 maximum, \$5,000 will be entered unless otherwise specified.

NOTE: If E.9a is not selected, E.9c does not apply.

NOTE: If E.9a is less than \$1,000, E.9c may not be selected.

10. Required Beginning Date

Required Beginning Date for a Participant:

- a. Retirement. April 1 of the calendar year following the later of the calendar year in which the Participant: (a) attains age 70-1/2, or (b) retires
- b. Age 70-1/2. April 1 of the calendar year following the calendar year in which the Participant attains age 70-1/2
- c. Election. The option provided in E.9a; provided that a Participant may elect to commence distributions pursuant to either E.10a or E.10b

SECTION F. IN-SERVICE WITHDRAWALS

NOTE: See Section 8.05 for limits on in-service distributions.

NOTE: In-service withdrawal options are meant as enabling rules. If an in-service distribution is permitted under any option specified below, the in-service withdrawal is permissible.

In-Service Withdrawals

1. Retirement

- a. Allow in-service distributions after attainment of Normal Retirement Age (Section 7.01(b)) from the following Accounts:
All Accounts

Other Withdrawals

2. At Any Time (Section 8.03(b))

In-service withdrawals are allowed from the following Accounts at any time:

- a. Voluntary Contribution Account
- b. Rollover Contribution Account

NOTE: If nothing is indicated, no in-service withdrawals are allowed under this Section.

3. Disability

Allow distributions upon Disability.

4. Other Conditions/Limitations

The following limitations, conditions and/or special rules apply to in-service withdrawals: _____

NOTE: Unless otherwise specified, the limitations will apply to all in-service withdrawals (H.1 through H.3).

5. Loans

Loans are permitted:

- Yes
- No

SECTION G. PLAN OPERATIONS

1. Permitted Investments

- a. Plan may invest in life insurance (Section 9.06)

2. Participant Self-Direction

- a. Specify the extent to which the Plan permits Participant self-direction (Section 9.02):

- i. All Accounts
ii. Some Accounts
iii. None

- b. If Some Accounts is selected, a Participant may self-direct the following Accounts:

- i. Mandatory Employee Contribution Account
ii. Mandatory After-tax Employee Contribution Account
iii. Pension Contribution Account
iv. Voluntary Contribution Account
v. Rollover Contribution Account
vi. Transfer Account
vii. Other: _____

- c. Participants may also establish individual brokerage accounts.

- d. Participants may exercise voting rights with respect to investments (Section 9.05).

NOTE: If G.2a.iii (None) is selected, G.2b through G.2d do not apply.

NOTE: G.2b only applies if G.2a.ii is selected.

3. Valuation Date

Enter Valuation Date:

- a. Last day of Plan Year
b. Last day of each Plan quarter
c. Last day of each month
d. Each business day
e. Other: _____ (Must be at least annually).

4. Plan Administration

- a. Designation of Plan Administrator (Section 11.01):

- i. Plan Sponsor
ii. Committee appointed by Plan Sponsor
iii. Other: _____

- b. Establishment of procedures for the Plan Administrator and the Investment Fiduciary (Sections 11.01(c) and 11.02(c)):

- i. Plan Administrator and Investment Fiduciary adopt own procedures
ii. Governing body of the Plan Sponsor sets procedures for Plan Administrator and Investment Fiduciary

- c. Type of indemnification for the Plan Administrator and Investment Fiduciary:

- i. None - the Employer will not indemnify the Plan Administrator or the Investment Fiduciary
ii. Standard according to Section 11.06
iii. Provided pursuant to an outside agreement

- d. The following modifications shall be made to the duties of the applicable parties: _____

NOTE: H.4d may be used to reallocate duties between the Plan Sponsor and the Plan Administrator. It may also be used to designate additional parties to perform specific Plan Administrator and/or Plan Sponsor duties.

5. Trust

- a. Use the Trust agreement contained in the Basic Plan Document

- i. Yes
ii. No
iii. Yes, but only for the following assets/Accounts: _____; other assets/Accounts will use an outside Trust or an arrangement described in Code section 401(f).
iv. Not Applicable - Assets are held solely by an arrangement described in Code section 401(f).

- b. Trustee Type

- i. Corporate. Trustee name and address: _____
ii. Individual. Trustee name(s): _____

- c. Type of Trustee Indemnification:

- i. Standard according to Section 10.07(b)
ii. None

- d. The Trustees may designate one or more Trustees to act on behalf of all Trustees (Section 10.05(b)(2)).

NOTE: Section 10.09 of the Basic Plan Document shall apply to the extent assets are held in an outside trust agreement.

NOTE: If the Trust agreement contained in the Basic Plan Document applies, then Trustee signature(s) is/are not necessary on amendments if the amendment does not affect Trustee duties.

NOTE: If G.5a.iv is selected, G.5b - d shall not apply.

NOTE: If a separate trust agreement is to be used (G.5a.ii or G.5a.iii is selected), the items in G.1-5 shall apply only to the extent that they are not superseded by the terms of the separate trust agreement. Only the trust document(s) previously approved by the IRS may be utilized with this Plan and still rely on the Plan's advisory letter.

NOTE: If G.5a.i or G.5a.iii (use Trust Agreement in Basic Plan Document) is selected and G.5c.ii (no indemnification) is selected, indemnification for the Trustee may be pursuant to an agreement that is not a part of the Plan.

NOTE: If G.5c.ii (no indemnification) Section 10.07(b) shall not apply and indemnification for the Trustee may be pursuant to an agreement that is not a part of the Plan.

6. Trust Administrative Modifications

- a. The following modifications are made to the permitted investments under the Trust Fund: _____
- b. The following modifications are made to the duties of the Trustee, Investment Fiduciary or Investment Manager: _____
- c. The following modifications are made to other administrative provisions of the Trust Fund: _____

NOTE: G.6 only applies if G.5a.i or G.5a.iii is selected (the Trust Agreement contained in the Basic Plan Document applies).

NOTE: The addition of language in G.6 cannot conflict with other provisions of the Plan and cannot cause the Plan to fail to qualify under Code section 401(a). Under no circumstances can a modification consist of: 1) removal or change to the prudent man rule, 2) addition of arbitration for Participant disputes, 3) addition of securities lending program, and 4) modification of the duties of the special trustee in Section 10.02(b) to determine and collect contributions under the Plan.

Qualified Domestic Relations Orders

- 7. Section 13.02 shall apply.

SECTION H. MISCELLANEOUS

Failure to properly fill out the Adoption Agreement may result in disqualification of the Plan.

The Plan shall consist of this Adoption Agreement #004, its related Basic Plan Document #P-03 and any related Appendix and Addendum to the Adoption Agreement.

The Plan is a volume submitter plan and is not a prototype plan.

The adopting employer may rely on an advisory letter issued by the Internal Revenue Service as evidence that the Plan is qualified under Code section 401 only to the extent provided in Revenue Procedure 2011-49 and any superseding guidance. The employer may not rely on the advisory letter in certain other circumstances or with respect to certain qualification requirements, which are specified in the advisory letter issued with respect to the Plan and in Revenue Procedure 2011-49 and any superseding guidance. In order to have reliance in such circumstances or with respect to such qualification requirements, application for a determination letter must be made to Employee Plans Determinations of the Internal Revenue Service. The practitioner will inform the adopting employer of any amendments made to the Plan or of the discontinuance or abandonment of the Plan. The practitioner, CCH Incorporated, DBA ftwilliam.com may be contacted at 1245 E. Washington Ave., Ste. 101 Madison, WI 53703; 414-226-2442.

SECTION I. EXECUTION PAGE

The undersigned agree to be bound by the terms of this Adoption Agreement and Basic Plan Document and acknowledge receipt of same. The parties have caused this Plan to be executed this _____ day of _____, 2018.

BIG RAPIDS TOWNSHIP:

Signature: _____

Print Name: _____

Title/Position: _____

**BIG RAPIDS TOWNSHIP
RESOLUTION NUMBER 2018-2**

The following is a formal record of action taken by the governing body of Big Rapids Township.

The following is an addendum of the Big Rapids Township 457(b) Plan (the "Plan"):

RESOLVED: That the Plan be amended to institute a matching employer contribution equal to plan participant deferrals to the 457 (b) plan, not to exceed a maximum employer match of 4%;

RESOLVED FURTHER: That the appropriate officers of the Township be, and they hereby are, authorized and directed to execute the Plan on behalf of the Township;

RESOLVED FURTHER: The effective date is January 1, 2018.

Dated this 2nd day of January, 2018.

The foregoing resolution was offered by: _____ and seconded by _____.
Ayes: Nays: Abstain: Absent:

RESOLUTION DECLARED _____.

Rene Fountain, Township Clerk

STATE OF MICHIGAN)
) SS
COUNTY OF MECOSTA)

I, the undersigned, the duly qualified and acting Clerk of Big Rapids Township, Mecosta County, Michigan do hereby certify that the foregoing is a true and complete copy of a Resolution adopted by the Township Board at a regular meeting on January 2, 2018 the original of which is on file in my office. Public notice of said meeting was given pursuant to and in full compliance with Act No 267, Public Acts of Michigan, 1976 as amended, including in the case of a special or rescheduled meeting, notice by posting at least eighteen(18) hours prior to the time set for the meeting.

IN WITNESS WHEREOF, I have hereto affixed by official signature on this 2nd day of January 2018.

Rene Fountain, Clerk
Big Rapids Township

Staff Report to the

BIG RAPIDS CHARTER TOWNSHIP BOARD OF TRUSTEES

Thursday December 28, 2017

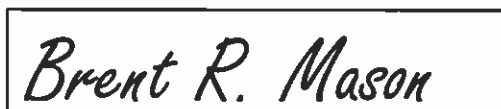
Proposed Rate Increases for Building and Zoning Departments:

With 2018 beginning, I feel that Big Rapids Township should implement appropriate charges for the Building and Zoning Department. Currently, the charges we provide for in the Zoning Department are minimal and do not cover the costs associated with providing advertising and mailing for the required public hearings, let alone any other services we might provide to our customers. Mecosta County recently increased their building department fees in an effort to help cover the costs of providing those services.

A vast majority of the Special Zoning services are provided for commercial development in our growing Highway Interchange and Commercial Districts. We do occasionally hear a Special Use Permit request from private citizens regarding home occupations, and we could provide for a lower fee specifically for those requests, if the Board feel that would be appropriate. Currently we charge \$75.00 for those requests, and I feel that it would be fair to charge the private citizens \$100.00 per request in order to cover the advertising and mailing costs required for those public hearings. The Proposed Zoning Fees come with the recommendation of the Planning Commission.

The Building Department has not increased its fee structure since 2005 for residential structures and 2009 for commercial structures. Our proposed rates for Commercial construction will bring us into line with the 2017 ICC figures, and our proposed residential rates will still be under the current market rates for residential construction, providing a lower cost basis than most other local building departments. This request has been recommended by our Building Official, George Dietrich.

Sincerely,



Brent R. Mason, Zoning Administrator

Zoning Fee Survey for 2017

Type	Big Rapids Twp. Proposed	Mecosta Twp. Fee	Morton Twp.	Mecosta County
Eff. Jan. 2018				
Signs & Residential Zoning Clearance Class A Site Plan (Single or Two Family) Commercial Zoning Clearance or Any Class B Site Plan (PC Approval) Special Land Use (SUP) +	\$ 25.00* \$100.00 + Costs**	\$20.00 \$100	\$20.00	\$10.00 \$150
Planned Unit Development (PUD) +	\$350.00	\$300	\$75	\$150
Rezoning	\$350.00	\$500	\$75	\$150
Zoning Compliance Letter/Research	\$ 30.00 per hour			
Camping Fee	\$ 15.00	\$ 15		\$15
Appeal to ZBA - Interpretations	\$200.00	\$300	\$75	\$225
Variance	\$200.00	\$300	\$75	\$225
Special Meeting Fee	\$500.00 + Costs**	\$300	\$75 + \$50 for each Zoning Board member in attendance	Currently, Mecosta County has no provision for Special Meetings
** Additional Review Costs (Engineering) will be charged to the developer				
+ We may request money in Escrow Accounts until project review completion				

* There will be no charge for small residential accessory buildings (shed or garage <200 sq. ft.), fences or ag buildings.

Revenue (approximation):	35	Residential Zoning Clearances/year	\$ 875.00
	5	Commercial Site Plan Reviews/year	\$ 500.00
	4	Special Land Use Requests/year	\$ 1,400.00
	1	ZBA request/year	\$ 200.00
Total Anticipated Revenue			<u>\$ 2,975.00</u>

Current Costs for each SUP/PUD request – Public Hearing:	Publication	\$ 80.00
	Mailing	\$ 15.00
	PC per diems	\$ 280.00
	Staff	\$ 25.00
(Currently, we charge \$ 75.00 per SUP Application only)	Total Cost/hearing	<u>\$ 400.00</u>

PROPOSED
BIG RAPIDS CHARTER TOWNSHIP
2018 COMMERCIAL BUILDING FEES

Estimated Cost of Construction	Permit Fee	Additional Charges
To: \$ 1,000	\$ 75	Plan & Specification Examination
\$ 1,000 - \$ 10,000	\$ 75 + \$6/1,000 over \$ 1,000	Special Inspection Fee
\$ 10,000 - \$ 100,000	\$130 + \$5,1,000 over \$10,000	Inspection Fee
\$ 100,000 +	\$600 + \$3/1,000 over \$100,000	Demolition Fee
		\$50 / half hour
		\$50 / hour
		\$50
		\$100 flat fee

	User Group	1-A	1-B	2-A	2-B	3-A	3-B	4	5A	5B
A-1	Assembly, theatres (with or without stage)	176.44	169.93	165.20	157.56	146.98	142.20	151.76	132.98	127.07
A-2	Assembly, (night clubs, restaurants, bars, banquet)	151.03	146.72	141.70	136.83	127.57	124.97	131.74	115.44	113.02
A-3	Assembly (churches, Gen., comm. Halls, libraries)	178.16	171.65	166.92	159.28	148.82	144.24	153.47	134.83	128.91
A-4	Assembly, arenas	175.54	169.03	163.40	156.66	145.18	141.50	150.86	131.18	126.17
A-5	Assembly (bleachers, grandstands, stadiums)	156.59	150.08	144.45	137.72	125.75	122.53	131.91	112.21	107.20
B	Business	155.28	149.60	144.52	137.45	124.67	120.03	131.78	109.55	104.34
E	Educational	163.53	157.90	153.20	146.21	136.19	128.91	141.11	118.49	114.47
F-1	Factory & Industrial (moderate hazard)	92.97	88.61	83.30	80.08	71.35	68.29	76.52	58.88	55.23
F-2	Factory & Industrial (low hazard)	92.07	87.71	83.30	79.18	71.35	67.39	75.62	58.88	54.33
H-1	High Hazard	87.11	82.75	78.34	74.22	66.57	62.61	70.66	54.10	N.P.
H-2-3-4	High Hazard	87.11	82.75	78.34	74.22	66.57	62.61	70.66	54.10	49.55
H-5	HPM	155.28	149.60	144.52	137.45	124.67	120.03	131.78	109.55	104.34
I-1	Institutional (supervised environment)	154.20	148.79	144.63	138.36	127.07	123.71	134.85	114.01	109.95
I-2	Institutional (incapacitated)	263.67	257.99	252.91	245.84	232.14	N.P.	240.17	217.03	N.P.
I-3	Institutional (restrained)	176.87	171.19	166.11	159.04	147.61	142.08	153.37	132.50	125.48
I-4	Institutional, day care facilities	154.20	148.79	144.63	138.36	127.07	123.71	134.85	114.01	109.95
M	Mercantile	113.22	108.91	103.89	99.02	90.41	87.80	93.93	78.28	75.86
R-1	Residential (hotels)	155.54	150.13	145.97	139.70	128.56	125.20	136.34	115.49	111.44
R-2	Residential (multi-family)	130.40	124.99	120.83	114.56	104.04	100.68	111.82	90.97	86.92
R-3	Residential (one & two family)	122.74	119.39	116.36	113.47	108.94	106.23	109.87	101.79	95.34
R-4	Res. Care/assisted living facilities	154.20	148.79	144.63	138.36	127.07	123.71	134.85	114.01	109.95
S-1	Storage (moderate hazard)	86.21	81.85	76.54	73.32	64.77	61.71	69.76	52.30	48.65
S-2	Storage (low hazard)	85.31	80.95	76.54	72.42	64.77	60.81	68.86	52.30	47.75
U	Utility, Miscellaneous	64.61	61.20	57.11	53.93	48.40	45.26	51.34	37.85	35.85

PROPOSED Big Rapids Charter Township – 2018 Residential Building Fees (updated 01-2018)

RESIDENTIAL Building (type of construction)	Estimated cost of Const./square foot	Total Estimated cost of construction	Permit Fee Scale
Dwellings	\$75	\$ 1,000	\$ 50
Additions, Alterations, Repairs	\$75	\$ 1,500	\$ 52
Basements (finished or unfinished)	\$50	\$ 2,000	\$ 54
Porches or Breezeways	\$50	\$ 2,500	\$ 56
Garages (Frame Style - stick built)	\$30	\$ 3,000	\$ 58
Garages (Pole Style - Post frame)	\$30	\$ 3,500	\$ 60
Decks, Patios & Carports	\$25	\$ 4,000	\$ 62
Sheds (unattached) less than 200 sq. ft.	No charge	\$ 4,500	\$ 64
		\$ 5,000	\$ 66
Manufactured Homes		\$ 5,500	\$ 68
Single Wide	\$50	\$ 6,000	\$ 70
Double Wide	\$50	\$ 6,500	\$ 72
		\$ 7,000	\$ 74
Miscellaneous Construction		\$ 7,500	\$ 76
Chimney or Fireplace	\$50 flat fee	\$ 8,000	\$ 78
Relocation of Structure	Construction Cost Basis	\$ 8,500	\$ 80
Demolition	\$100 flat fee	\$ 9,000	\$ 82
Swimming Pool	\$150 Flat fee	\$ 9,500	\$ 84
		\$10,000	\$ 86 +\$4/1,000 over \$10,000
Building Violation Penalties			
Starting Work Without a Permit	\$250		
Additional Charges			
Inspection / Reinspection Fee	\$50		
Plan Review	\$100 / hr. (\$50 min.)		

Advisory Committees

Item "S"

Cemetery Committee

Douglas Haneline	Emeritus	
Gordon Telfer*		2018
Mary Hively		2018
Rosemary Jennings*		2018
Gary Gawne		2018
Brandon Maneke		
Rene Fountain	Board Representative	

Industrial Park Committee

Bill Schriver		2018
Pete Kent		2018
Jerry Garner*		2018
Todd Cserinai		2018
Carman Bean	Board Representative	
Jim Sandy*	MEDC	

Fire Department Committee

Tom Crandell		2018
		2018
Jim Tubs		
Carman Bean	Board Representative	

Ordinance/Policy Review Committee

Rene Fountain	clerk	
Joe Spedowski		2018
J Wollen	chair	2018
Bonnie Clark		2018
Jeanette Fleury		2018

Park Committee

Greg Vodry		2018
Brandon Maneke		
Travis Williams	Board Representative	

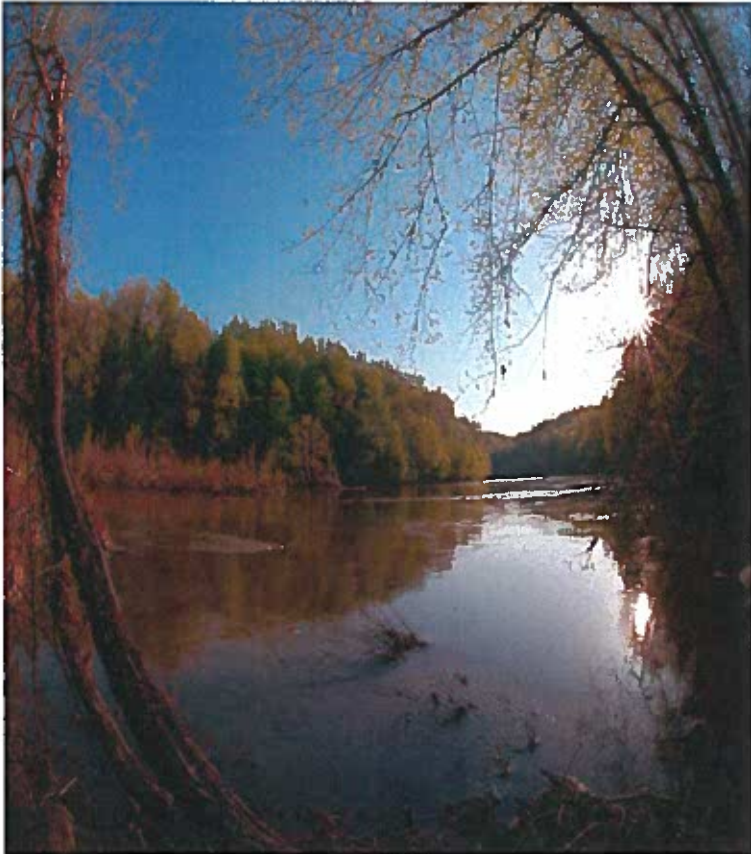
Road Committee

Dave Molnar*		2018
Bob Persons		2018
Roger Schneidt		2018
Jerry Everett	Board Representative	

FOIA officer

Rene Fountain

* non township residents



2017 ANNUAL REPORT

**BIG RAPIDS CHARTER TOWNSHIP
PLANNING COMMISSION**

**Philip Keating, Planning Commission Chair
Brent Mason, Zoning Administrator
Big Rapids Charter Township
14212 Northland Drive
Big Rapids, MI 49307
(231) 796-3603**

2017 Planning Commission Annual Report

2017 Planning Commission:

Philip Keating, Chairman

Mark Sweppenheiser, Vice Chairman

Amanda Wethington, Secretary

Carman Bean, Trustee Rep.

Zachary Cook

Mary Davis

Gordon Oliver

Building & Zoning Department Staff:

Brent Mason, Zoning Administrator

2017 Big Rapids Township Board

William Stanek, Supervisor

Rene Fountain, Clerk

Penny Currie, Treasurer

Carman Bean, Trustee

Jerry Everett, Trustee

Tony Geib, Trustee

Travis Williams, Trustee

The Big Rapids Charter Township Planning Commission is pleased to provide this Annual Report of its activities for calendar year 2017. This report is being submitted in fulfillment of Article II, Section 19 of Public Act 33 of 2008 (Michigan Planning Enabling Act) and pursuant to Section (3) (A) of the Planning Commission's By-Laws.

The Michigan Planning Enabling Act states that "a planning commission shall make an annual written report to the legislative body concerning its operations and the status of planning activities, including recommendations regarding actions by the legislative body relating to planning and development."

Calendar year 2017 was relatively quiet for the Big Rapids Charter Township Planning Commission. During the January meeting, we said good-bye to two of our long-time members, Jim Shane and Mike Hults, both of whom served as chairman during their tenures. Their commitment, experience and knowledge will be greatly missed. We also welcomed three new members, Amanda Wethington, Mary Davis and Zach Cook. They are excited to participate in the planning process and look forward to serving on this Commission.

The following is a listing of Planning Commission business for the year.

Visioning Time at the State of The Township Address:

Many suggestions were made at the January 10, 2017 Joint meeting of the Planning Commission and the Township Board. Those of particular interest include the expansion of Sewer and Water Utilities to the west side of the expressway for continued development of the Highway Interchange District at 15 Mile Road and 220th Avenue, and possibly to the 19 Mile Road Interchange area in Green Township. Other items included enhancements in local Wi-Fi coverage, implementation of a rental inspection program, additional public safety resources, rehabilitation of the old Cemetery Building and cooperation in the development of ordinances and other services with the City of Big Rapids.

Junk Accumulation Ordinance:

The Planning Commission finished the process of developing a Junk Accumulation Ordinance during 2017. Former Planning Commission Chairman Mike Hults was instrumental in helping to lay the groundwork for this project during 2016. The process required substantial effort to write acceptable language by the Commission, Zoning Staff and the Board of Trustees. The Public hearing for the ordinance was held at the January 10, 2017 Planning Commission regular meeting. The Planning Commission voted to approve the Junk Accumulation Ordinance at the same meeting and forward it to the Board of Trustees. After a few more language revisions and clarifications, it was approved by the Board at their regular meeting in March 2017 and became effective on May 6.

Cemetery Building:

The Old Cemetery Building was the subject of discussion at several meetings with the result being that a special task force was formed by Supervisor Stanek. That task force will report back to the Planning Commission and ultimately, any funding decisions for the project will be part of future Capital Improvement Plans.

Capital Improvement Plan (CIP):

The Planning Commission spent a great deal of time working on the Capital Improvement Plan (CIP) for Big Rapids Charter Township. During his tenure as Planning Commission Chairman, Jim Shane put forth a substantial amount of time and effort into developing what would ultimately become our current CIP. Multiple meetings, workshops and a public hearing resulted in the 2018 – 2023 CIP. This was the first time the Commission presented a CIP to the Board of Trustees. Many suggestions for improvements to the process came out of this endeavor. Future preparations will no doubt be more efficient, in no small part due to the effort that was expended during this project.

Medical Marihuana Facilities Licensing Act (MMFLA):

Information about the MMFLA was presented to the Planning Commission at their February Meeting. There was a great deal of information to look at and Mr. Stanek gave a verbal summary of the Act. He requested that the Commissioners be familiar with the MMFLA in the event that the Board of Trustees chose to opt in for participation. It should be noted that the Board of Trustees voted not to participate in the MMFLA in June 2017.

Document Review:

Chairman Phil Keating requested that the Planning Commissioners review the bylaws and Master Plan for the August 8, 2017 meeting. Mr. Keating was especially concerned about the future land use map and the direction of the township for future growth. He suggested that the commissioners become very familiar with the plan so that it can be reviewed section by section, making the required updates to the Master Plan easier.

Over the course of several meetings, Zoning requirements for electric vehicle charging stations was the subject of discussion in preparation for a proposed project by Tesla Motors. It was determined that any “alternative vehicle fueling station” would be considered an automotive service station, gas station or “filling station” as currently described in our ordinance, and no changes were needed in the ordinance language.

The Planning Commission also reviewed various versions of solar farm ordinance language in order to be prepared for potential solar farm projects in the township.

Training Opportunities from the MTA and others:

Phil Keating, Gordon Oliver, Bill Stanek and Brent Mason attended Zoning update training at The Shack in White Cloud on May 31, 2017. Subjects discussed were Master Plans and their relation to zoning, the legal authority for zoning, Zoning Boards of Appeals and the MMFLA. Everyone seemed to enjoy the program and learned new information.

On December 7, 2017, the City of Big Rapids sponsored a training program for ZBA and Planning Commission members free of charge. Mr. Eric Williams facilitated the training and covered topics of general interest to all. This program was attended by Phil Keating, Gordon Oliver, Bill Stanek, Kevin Defever and Brent Mason.

During the November meeting, members of the Commission suggested that a MSU Extension Service Citizen Planner Training program could be beneficial for PC and ZBA members in the area. Brent Mason and Mark Sweppenheiser will be checking on what it would take to make this happen.

Site Plan and Special Land Use Permit Reviews for 2017:

The Planning Commission reviewed the following site plans and SUP requests:

SUP 16-002 - The Site Plan for the Goodwell Storage Project on vacant property across from 14585 – 220th Avenue was reviewed and the final plan was approved during the April 11, 2017 meeting of the Planning Commission.

SUP 17-001 was prepared for the April 11, 2017 Planning Commission meeting and withdrawn before consideration by the applicants, Robin and Eric Goodwell. They were going to request consideration for an advertising sign on property off 220th Avenue adjacent to the US131 Expressway south of 15 Mile Road.

PZ17-0027 - The Site Plan for the Big Rapids Township Fire Department Addition was completed at the July 11, 2017 Planning Commission Meeting. The site plan was approved and the project was forwarded to the Board of Trustees for final approval. Construction began in September 2017 and the building addition was completed in December 2017.

SUP16-002 - Goodwell Storage Project: Robin and Eric Goodwell requested that SUP 16-002 for the development of vacant property on 220th Avenue just north of Trigger Time Outfitters, 14514 – 220th Avenue, be extended for one additional year, since they have not yet started on the project. Approval of the final site plan occurred in April, 2017 after several discussions and various concepts were reviewed. The SUP was extended through August 9, 2018 by Planning Commission action at their August 2017 meeting.

PZ17-0031 - Tesla Motors requested a site plan review at the September 12, 2017 regular meeting for a supercharging station to be located in the southeast corner of the Meijer parking lot (15390 Waldron Way). The Planning Commission approved the site plan as presented for the use-by-right. Zoning clearance PZ17-0031 was issued on September 13, 2017 and building permits were applied for right away. The Project was completed in December, 2017.

PZ17-0034 - Meijer Gas Station requested a site plan review at the October 10, 2017 regular meeting for expansion of the convenience store and additional parking for the station to be located east of the current building. The Planning Commission approved the site plan as presented for the use-by-right. Zoning clearance PZ17-0034 was issued on October 11, 2017. As of the December 12, 2017 meeting, a building permit for this project has not been issued.

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