

**BIG RAPIDS CHARTER TOWNSHIP BOARD
REGULAR MEETING TUESDAY, JANUARY 8, 2019
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, __ Merendino Pledge of Allegiance.

PUBLIC COMMENT

ADDITIONS TO AGENDA:

CORRESPONDENCE: Letter from Auditor: **ITEM A**

APPROVAL OF: December 4th meeting minutes: **ITEM B**

FINANCIAL

1. November Treasurer Report: **ITEM C**
2. Financial Report: **ITEM D**

APPROVAL OF BILLS:

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

MONTHLY REPORTS:

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

UNFINISHED BUSINESS:

1. Zoning Ordinance Amendment: **ITEM P**
2. Other:

NEW BUSINESS:

1. Changes and addition of (Prohibition of Weapons) to Employee manual: **ITEM Q**
2. Set annual mileage rate: IRS rate is \$0.58
3. Recommendation from Roads committee for 2020 major work: **ITEM R**
4. Water Operator Contract renewal: **ITEM S**
5. 2018 Budget Adjustment recommendation: **ITEM T**
6. Request from fire committee to borrow \$75,000 from revolving loan fund.
7. Recommendation from fire committee to purchase a new chassis and have current tank remounted:

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.

Siegfried Crandall PC

Certified Public Accountants & Advisors

Item "A"

246 E. Kilgore Road
Portage, MI 49002-5599
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Telephone 269-381-4970
800-876-0979
Fax 269-349-1344

November 14, 2018

Members of the Township Board
Charter Township of Big Rapids
14212 Northland Dr.
Big Rapids, MI 49307

We are engaged to audit the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the Charter Township of Big Rapids as of and for the year ended December 31, 2018. Professional standards require that we provide you with the following information related to our audit.

Our Responsibilities under U.S. Generally Accepted Auditing Standards

As stated in our engagement letter dated November 14, 2018, our responsibility, as described by professional standards, is to express opinions about whether the financial statements prepared by management with your oversight are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles. Our audit of the financial statements does not relieve you or management of your responsibilities.

Generally accepted accounting principles provide for certain required supplementary information (RSI) to supplement the basic financial statements. Our responsibility with respect to management's discussion and analysis and budgetary comparison schedules, which supplement the basic financial statements, is to apply certain limited procedures in accordance with generally accepted auditing standards. However, the RSI will not be audited, and because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance, we will not express an opinion or provide any assurance on the RSI.

We have been engaged to report on the combining nonmajor governmental fund financial statements, which accompany the financial statements but are not RSI. Our responsibility for this supplementary information, as described by professional standards, is to evaluate the presentation of the supplementary information in relation to the financial statements as a whole and to report on whether the supplementary information is fairly stated, in all material respects, in relation to the financial statements as a whole.

Communication

We would also appreciate the opportunity to talk to you or meet with you to discuss this information further because a two-way dialogue can provide valuable information for the audit process.

You may assist us in understanding the Charter Township of Big Rapids and its environment by identifying appropriate sources of audit evidence and providing information about specific transactions or events. We expect that you will communicate with us on any matters you consider relevant to the audit and the Township's system of internal control over financial reporting. Other matters that you communicate may significantly affect our audit procedures. You need to communicate to us any suspicion or detection of fraud, or any concerns you may have about the integrity of the Township's management.

We will inform you of any material errors and any fraudulent financial reporting or misappropriation of assets that come to our attention. We will also inform you of any violations of laws or governmental regulations that come to our attention, disagreements with management, and other serious difficulties encountered in performing the audit. We will also communicate to you and to management any significant deficiencies or material weaknesses in internal control over financial reporting that become known to us during the course of the audit. Other matters arising from the audit that are, in our professional judgment, significant and relevant to you in your oversight of the financial reporting process will be communicated to you in writing.

Independence

Our independence policies and procedures are designed to provide reasonable assurance that our firm and its personnel comply with applicable professional independence standards. Our policies address financial interests, business and family relationships, and nonattest services that may be thought to bear on independence. In addition, our policies restrict certain nonattest services that may be provided by Siegfried Crandall P.C. and require audit clients to accept certain responsibilities in connection with the provision of following permitted nonattest services.

- Preparation of depreciation schedules based on useful lives and depreciation methods determined by you
- Preparation of journal entries, other than proposed audit entries, that you will review and approve
- Preparation of the Township's financial statements, in conformity with U.S. generally accepted accounting principles, based on trial balances provided by you
- Preparation of Forms F-65 and 5047 that we will submit to the State after your review

The Audit Planning Process

Our audit approach places a strong emphasis on obtaining an understanding of how your Township functions. This enables us to identify key audit components and tailor our procedures to the unique aspects of your government. The development of a specific audit plan will begin by obtaining an understanding of the Charter Township of Big Rapids' financial reporting objectives, strategies, risks, and performance.

We will obtain an understanding of the Township and its environment, including internal control over financial reporting, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Material misstatements may result from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the Township or to acts by management or employees acting on behalf of the Township. We will also establish an overall materiality limit for audit purposes.

We will conduct formal discussions among engagement team members to consider how and where your financial statements might be susceptible to material misstatement due to fraud or error.

We will use this knowledge and understanding, together with other factors, to assess the risk that errors or fraud may cause a material misstatement at the financial statement level. The assessment of the risks of material misstatement at the financial statement level provides us with parameters within which to design the audit procedures for specific account balances and classes of transactions. Our risk assessment process at the account-balance or class-of-transactions level consists of:

- An assessment of inherent risk regarding the likelihood of material misstatement arising from the nature of an account balance or class of transactions; and
- An evaluation of the design effectiveness of internal control over financial reporting and our assessment of control risk.

We will then determine the nature, timing, and extent of substantive procedures, and any tests of controls we consider to be necessary given the risks identified and the controls as we understand them.

The Concept of Materiality in Planning and Executing the Audit

In planning the audit, the materiality limit is viewed as the maximum aggregate misstatements, which if detected and not corrected, would cause us to modify our opinion on the financial statements. The materiality limit is an allowance not only for misstatements that will be detected and not corrected but also for misstatements that may not be detected by the audit. Our assessment of materiality throughout the audit will be based on both quantitative and qualitative considerations. Because of the interaction of quantitative and qualitative considerations, misstatements of a relatively small amount could have a material effect on the current financial statements, as well as financial statements of future periods. At the end of the audit, we will inform you of all individual, unrecorded misstatements aggregated by us in connection with our evaluation of our audit test results.

Our Approach to Internal Control Relevant to the Audit

Our audit of the financial statements will include obtaining an understanding of internal control over financial reporting sufficient to plan the audit and to determine the nature, timing, and extent of audit procedures to be performed. An audit is not designed to provide assurance on internal control over financial reporting or to identify all deficiencies in internal control over financial reporting. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards.

Timing of the Audit

As in prior years, we will confirm mutually agreeable dates for the performance of audit fieldwork, to take place after the end of the Township's fiscal year. The Township's adherence to this schedule and timely preparation of information requested by us is essential to our timely completion of the audit.

Closing

We will be pleased to respond to any questions you have about the foregoing. We appreciate the opportunity to be of service to the Charter Township of Big Rapids.

This communication is intended solely for the information and use of the Board members and management of the Charter Township of Big Rapids and is not intended to be, and should not be, used by anyone other than these specified parties.

Sincerely,

SIEGFRIED CRANDALL P.C.



Daniel L. Veldhuizen, Shareholder



**BIG RAPIDS CHARTER TOWNSHIP BOARD
REGULAR MEETING TUESDAY, DECEMBER 4, 2018
UNAPPROVED**

Item "B"

CALL TO ORDER: 7:00 p.m. ROLL CALL: Stanek, Fountain, Currie, Bean, Everett, Geib, Merendino present.

All lead in the Pledge of Allegiance.

PUBLIC COMMENT: Dave Hamelund – Gravel pit, Wendy Nystrom County Commissioner.

ADDITIONS TO AGENDA: none.

SPECIAL APPEARANCE: none

CORRESPONDENCE: Letter from Rosemary Jennings. So noted and filed.

APPROVAL OF: November 6th meeting minutes: Motion to approve the November 6, 2018 meeting minutes was made by Everett. Seconded by Bean. Motion passed unanimously.

FINANCIAL

1. **October Treasurer Report: approved as printed.**
2. **Financial Report: approved as printed.**

APPROVAL OF BILLS:

1. **Accounts Payable: A motion to approve accounts payable checks #31329-#31370 plus the 4 electronic payments in the amount of \$134,016.68 was made by Currie. Seconded by Bean. Motion passed unanimously on a roll call vote.**
2. **Payroll: A motion to approve to approve payroll checks #11409-11457 plus stub 11 in the amount of \$22,021.99 was made by Bean. Seconded by Currie. Motion passed unanimously on a roll call vote.**

MONTHLY REPORTS:

1. **Building/Planning Department:**
2. **Cemetery and Grounds:**
3. **Fire Department:**
4. **Sewer Department:**
5. **Water Department:**
6. **Cemetery Committee:**
7. **Cemetery Task Force:**
8. **Planning Commission:**
9. **Roads Committee:**
10. **Utilities Committee:**
11. **Zoning Board of Appeals:**
12. **Supervisor:
Approved as printed.**

UNFINISHED BUSINESS:

1. **Appropriations Act Resolution for 2019 (Budget) Resolution 2018-8: A motion to adopt Resolution 2018-9 the general appropriations act (budget) for 2019 was made by Currie. Seconded by Everett. Motion passed on a roll call vote Stanek-yes, Fountain-yes, Currie-yes, Bean-no, Everett-yes, Geib-yes, Merendino-yes.
RESOLUTION NUMBER 2018-9**

**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, 2019,
AND ENDING ON THE LAST DAY OF DECEMBER, 2019.**

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 2, 2018 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 22, 2018 and a public hearing on the proposed budget was held on November 6, 2018";
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.

Tuesday, October 1, 2019
Tuesday, November 5, 2019
Tuesday, December 3, 2019

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 Geib.

Ayes: Stanek, Fountain, Currie, Bean, Everett, Geib, Merendino. Nays: 0.

RESOLUTION DECLARED ADOPTED.

Rene Fountain, Clerk
Big Rapids Charter Township

8. **Resolution 2018-11 for depositories for 2019:** A Motion to approve Resolution 2018-11 naming bank depositories was made by Currie. Seconded by Bean. Motion passed unanimously on a roll call vote.

**CHARTER TOWNSHIP OF BIG RAPIDS
RESOLUTION TO NAME BANK DEPOSITORIES FOR 2019**

RESOLUTION NO 2018-11

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, Merendino. Nays: 0.

RESOLUTION DECLARED ADOPTED.

Rene Fountain, Clerk

9. **Resolution 2018-12 for change to HRA plan for 2019:** A motion to approve Resolution 2018-12 increasing health reimbursement amount from \$1,000.00 to \$1,500.00 per year was made by Currie. Seconded by Fountain. Motion passed unanimously on a roll call vote.

**BIG RAPIDS TOWNSHIP
FORMAL RECORD OF ACTION
RESOLUTION NUMBER 2018-12**

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 4th day of December, 2018.

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

Ayes: Stanek, Fountain, Currie, Bean, Everett, Geib, Merendino. Nays: 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 4, 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 4th day of December 2018.

Rene Fountain, Clerk
Big Rapids Township

10. 2018 Budget Adjustments: A motion to approve the 2018 Budget Adjustments
- | | | | |
|-----------------|-------------------------------------|--------|-------------|
| 101-101-999.000 | Transfer to other funds | add | \$10,000.00 |
| 101-262-702.000 | Salary & wages | add | \$ 500.00 |
| 101-265-978.000 | Capital outlay \$10,000 and above | deduct | \$10,500.00 |
| 206-336-702.080 | Chief Salary & Wages | add | \$ 3,700.00 |
| 206-336-702.085 | Ass't Chief Salary & Wages | add | \$ 3,700.00 |
| 206-336-710.000 | Twp Share Medicare Withholding | add | \$ 110.00 |
| 206-336-715.000 | Twp Share Soc. Sec. Withholding | add | \$ 490.00 |
| 249-000-608.000 | Ch. For Serv. Fee/Bldg permits | add | \$16,000.00 |
| 249-371-702.000 | Salary & Wages | add | \$ 2,000.00 |
| 249-371-703.000 | Salary & Wages Electrical Inspector | add | \$ 1,400.00 |
| 249-371-704.000 | Salary & Wages Plbg-Mech Inspector | add | \$ 5,000.00 |
| 249-371-705.000 | Salary & Wages site plan reviews | add | \$ 3,000.00 |
| 249-371-710.000 | Twp Share Medicare Withholding | add | \$ 300.00 |
| 249-371-715.000 | Twp Share Soc. Sec. Withholding | add | \$ 1,400.00 |
| 249-371-727.000 | Office Supplies | add | \$ 800.00 |
| 249-371-801.000 | Professional Services | add | \$ 740.00 |
| 249-371-850.100 | Cell Phone | add | \$ 360.00 |
| 249-371-860.000 | Transportation | add | \$ 1,000.00 |
| 708-000-801.000 | Professional Services | add | \$30,000.00 |
- was made by Fountain. Seconded by Bean. Motion passed on a roll call vote: Stanek-yes, Fountain-yes, Currie-yes, Bean-no, Everett-no, Geib-no, Merendino-yes.
11. 2019 Committee Appointments: A motion to appoint Committee Members as presented was made by Everett. Seconded by Currie. Motion passed unanimously.
12. Adoption of Employee Manual: A motion to adopt the Employee Manual with the discussed changes to be in effect on January 1, 2019 was made by Currie. Seconded by Bean. Motion passed unanimously on a roll call vote.
13. Recommendation from Fire Department to replace box on grass rig with a flatbed: A motion to approve \$2,500.00 for the purchase of a flatbed to replace the box on the grass rig was made by Everett. Seconded by Currie. Motion passed unanimously on a roll call vote.
14. Firearms Policy: A motion to have the Township Board direct the fire department committee to come up with a firearm policy to present to the board was made by Currie. Seconded by Bean. Motion passed unanimously.
15. Web Site provider for next year: no action

PUBLIC COMMENT: Bob Maguire – Budget.

ADJOURNMENT: 8:58 p.m.

12/28/2018 09:17 AM
 User: PENNY
 DB: Big Rapids Town

BANK RECONCILIATION FOR BIG RAPIDS TOWNSHIP
 Bank GEN (GENERAL TOWNSHIP CHECKING)
 FROM 11/01/2018 TO 11/30/2018
 Reconciliation Record ID: 80

Item "C"

GL Number	Description	Beginning Balance
101-000-001.000	Cash - Checking	575,109.36
101-000-001.001	Cash Non-Expendable	
203-000-001.000	CASH	129,143.80
204-000-001.000	CASH	(30,774.85)
206-000-001.000	Cash - Checking	144,140.73
212-000-001.000	Cash - Savings	5,539.05
246-000-001.000	Cash - Savings	
249-000-001.000	Cash - Savings	132,532.74
271-000-001.000	CASH	71.54
301-000-001.000	Cash - Savings	
401-000-001.000	CASH	25,742.50
590-000-001.000	Cash - Savings	616,758.54
591-000-001.000	CASH	(177,375.06)
593-000-001.000	CASH	
701-000-001.000	Cash - Savings	
708-000-001.000	CASH	44,049.49
711-000-001.000	CASH	
711-000-001.100	HVC Cash Expendable	14,323.72
850-000-001.000	Cash - Savings	(4,006.12)
Beginning GL Balance:		1,475,255.44
Add: Cash Receipts		119,883.86
Less: Cash Disbursements		(95,954.80)
Less: Payroll Disbursements		(22,085.84)
Ending GL Balance:		1,477,098.66

GL Number	Description	Ending Balance
101-000-001.000	Cash - Checking	608,525.48
101-000-001.001	Cash Non-Expendable	
203-000-001.000	CASH	129,143.80
204-000-001.000	CASH	(30,756.54)
206-000-001.000	Cash - Checking	131,359.75
212-000-001.000	Cash - Savings	
246-000-001.000	Cash - Savings	
249-000-001.000	Cash - Savings	127,439.77
271-000-001.000	CASH	73.98
301-000-001.000	Cash - Savings	
401-000-001.000	CASH	26,942.50
590-000-001.000	Cash - Savings	617,754.63
591-000-001.000	CASH	(178,568.98)
593-000-001.000	CASH	
701-000-001.000	Cash - Savings	
708-000-001.000	CASH	44,049.49
711-000-001.000	CASH	
711-000-001.100	HVC Cash Expendable	14,323.72
850-000-001.000	Cash - Savings	(13,188.94)
Ending GL Balance:		1,477,098.66
Ending Bank Balance:		1,465,143.94
Add: Deposits in Transit		
	12/04/2018 *Deposit ID: 251	23,186.79
	12/04/2018 *Deposit ID: 250	1,167.94
	DEC.PAY CASHED EARLY # 11423	307.23
	DEC.PAY CASHED EARLY # 11447	2,229.56
		26,891.52
Less: Outstanding Checks		

AP Checks

Check Date	Check Number	Name	Amount
05/03/2018	31069	DYKEMA GOSSETT PLLC	57.24
07/17/2018	31170	JANE WILLIAMS	200.00
11/19/2018	31330	BIG RAPIDS TWP SEWER REC. FUND	62.00

12/28/2018 09:17 AM
User: PENNY
DB: Big Rapids Town

BANK RECONCILIATION FOR BIG RAPIDS TOWNSHIP
Bank GEN (GENERAL TOWNSHIP CHECKING)
FROM 11/01/2018 TO 11/30/2018
Reconciliation Record ID: 80
AP Checks

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Check Date	Check Number	Name	Amount
11/30/2018	9930036	VOYA FINANCIAL	4,016.28
11/30/2018	9930037	CHEMICAL BANK CENTRAL	5,787.50
11/30/2018	9930038	JOHN HANCOCK LIFE INSURANCE COMPANY	2,532.73
11/30/2018	9930039	STATE OF MICHIGAN	852.43

Payroll Checks

Check Date	Check Number	Name	Amount
12/31/2017	10970	BEAN, SUSAN	11.01
03/01/2018	11067	MYERS, AARON	43.41
03/02/2018	11068	FITZPATRICK, DUSTIN	13.86
09/01/2018	11318	BEAN, SUSAN	208.00
10/01/2018	11349	BRYANT, ELIZABETH	38.36
10/15/2018	11371	YEHLE, NATHANIEL	114.32
11/01/2018	11377	PEREZ, ADAM	102.31
11/01/2018	11398	CURRIE, PENNY	897.35

Total - 15 Outstanding Checks: 14,936.80
Adjusted Bank Balance 1,477,098.66
Unreconciled Difference: 0.00

REVIEWED BY:

Penny Currie
1/2/2019

DATE: _____

Item "D"

REVENUE AND EXPENDITURE REPORT FOR BIG RAPIDS TOWNSHIP

PERIOD ENDING 12/31/2018

% Fiscal Year Completed: 100.00

01/03/2019

GL NUMBER	DESCRIPTION	2018		YTD BALANCE		ACTIVITY FOR		AVAILABLE		
		AMENDED BUDGET	12/31/2018	NORMAL (ABNORMAL)	12/31/2018	MONTH 12/31/2018	BALANCE	% BGDGT	NORMAL (ABNORMAL)	USED
Fund 101 - GENERAL OPERATING FUND										
Revenues										
Dept 000 - GENERAL										
101-000-402.000	Current Real Property Tax	180,000.00	180,570.19		0.00			(570.19)	100.32	100.00
101-000-441.000	Local Community Stabilization Share Tax	0.00	2,093.10		0.00			(2,093.10)	100.00	100.00
101-000-445.000	Penalties & Interest on Taxes	1,400.00	1,452.45		0.00			(52.45)	103.75	107.81
101-000-447.000	Property Tax Admin Fee	48,000.00	51,750.21		0.00			(3,750.21)	107.81	107.81
101-000-451.000	Business Licenses & Permits	19,800.00	14,341.00		0.00			5,459.00	72.43	72.43
101-000-574.000	State Shared Revenue	340,000.00	234,548.00		0.00			105,452.00	68.98	68.98
101-000-607.000	Ch. for Serv. (fees, zoning)	200.00	3,770.00		0.00			(3,570.00)	1,885.00	1,885.00
101-000-610.000	School Parcel Fee	5,800.00	6,335.50		0.00			(535.50)	109.23	109.23
101-000-628.000	Ch. for Serv. (copies, ordin.)	50.00	952.43		0.00			(902.43)	1,904.86	1,904.86
101-000-632.000	Ch. for Serv. (sale cem. lots)	2,500.00	5,600.00		0.00			(3,100.00)	224.00	224.00
101-000-634.000	Ch. for Serv. (grave op & cl)	12,000.00	14,600.00		0.00			(2,600.00)	121.67	121.67
101-000-635.000	Chg For Serv Cem Foun & Misc	3,500.00	5,782.00		0.00			(2,282.00)	165.20	165.20
101-000-640.000	Ch. for Serv. (lot splits)	500.00	600.00		225.00			(100.00)	120.00	120.00
101-000-664.000	Int. & Div. on Earnings	2,500.00	2,458.06		0.00			41.94	98.32	98.32
101-000-667.000	Rent&Exp Building Dept	7,200.00	5,400.00		0.00			1,800.00	75.00	75.00
101-000-668.000	Sign Rental	4,000.00	4,000.00		0.00			0.00	100.00	100.00
101-000-673.000	Sale of Fixed Assests	0.00	1,550.00		0.00			(1,550.00)	100.00	100.00
101-000-675.020	Cemetery Annuity - Division of Assets	45,000.00	51,849.93		0.00			(6,849.93)	115.22	115.22
101-000-676.000	Reimbursements	2,000.00	6,037.77		0.00			(4,037.77)	301.89	301.89
101-000-687.000	REFUNDS	500.00	144.49		0.00			355.51	28.90	28.90
101-000-697.000	Transfer from other Fund	50,000.00	0.00		0.00			50,000.00	0.00	0.00
101-000-698.000	Advance from Fund Balance	160,000.00	0.00		0.00			160,000.00	0.00	0.00
Total Dept 000 - GENERAL		884,950.00	593,835.13		225.00			291,114.87	67.10	67.10
TOTAL REVENUES		884,950.00	593,835.13		225.00			291,114.87	67.10	67.10
Expenditures										
Dept 101 - TOWNSHIP BOARD										
101-101-702.000	Salary & Wages	7,000.00	6,781.10		1,093.73			218.90	96.87	96.87
101-101-702.020	Salary & Wages Clerical Help	24,500.00	24,479.99		4,079.99			20.01	99.92	99.92
101-101-710.000	Twp. Share Medicare Withholding	460.00	453.24		74.98			6.76	98.53	98.53
101-101-714.000	Health Insurance	4,150.00	5,758.29		0.00			(1,608.29)	138.75	138.75
101-101-715.000	Twp. Share Soc. Sec. Withholdg	2,000.00	1,938.21		320.79			61.79	96.91	96.91
101-101-715.015	Retirement	0.00	4,317.51		3,242.69			(4,317.51)	100.00	100.00

GL NUMBER	DESCRIPTION	2018		YTD BALANCE		ACTIVITY FOR		AVAILABLE	
		AMENDED BUDGET	12/31/2018	12/31/2018	MONTH 12/31/2018	NORMAL (ABNORMAL)	NORMAL (ABNORMAL)	BALANCE	% BDGT
			NORMAL (ABNORMAL)	INCREASE (DECREASE)					
101-101-718.000	Retirement	3,500.00	0.00	0.00	0.00	3,500.00	0.00	3,500.00	101.59
101-101-720.000	Medical Reimbursement	750.00	761.96	166.70		(11.96)		13.20	98.35
101-101-727.000	Office Supplies	800.00	786.80	0.00		(325.00)		(3,941.83)	115.16
101-101-740.000	Operating Supplies	200.00	525.00	0.00		(267.60)		147.13	26.44
101-101-801.000	Professional Services	26,000.00	29,941.83	3,829.67		200.00		600.00	0.00
101-101-850.000	Communication	3,600.00	3,867.60	1,171.63		(198.55)		231.60	88.42
101-101-860.000	Transportation	200.00	52.87	0.00		200.00		200.00	0.00
101-101-860.100	Transportation - Census	200.00	0.00	0.00		600.00		600.00	0.00
101-101-880.000	Community Promotion	600.00	0.00	0.00		8,198.55		200.00	0.00
101-101-881.000	FALL CLEAN-UP	8,000.00	1,768.40	454.81		231.60		231.60	88.42
101-101-900.000	Printing & Publishing	200.00	0.00	0.00		200.00		200.00	0.00
101-101-956.000	Miscellaneous	3,400.00	3,287.95	0.00		112.05		112.05	96.70
101-101-958.000	Membership & Dues	2,000.00	618.50	33.50		1,381.50		(57.24)	100.00
101-101-960.000	Education	2,000.00	0.00	0.00		1,680.35		2,000.00	0.00
101-101-964.010	Refunds and Rebates	0.00	57.24	0.00		0.00		0.00	100.00
101-101-965.000	Insurance & Bonds	9,000.00	7,319.65	367.74		1,680.35		1,680.35	81.33
101-101-975.000	Capital Outlay under \$10,000	2,000.00	0.00	0.00		2,000.00		2,000.00	0.00
101-101-999.000	Transfer to Other Fund	10,000.00	10,000.00	0.00		0.00		0.00	100.00
	Total Dept 101 - TOWNSHIP BOARD	110,560.00	110,914.69	14,836.23		(354.69)		3,746.09	91.97
Dept 171 - SUPERVISOR									
101-171-702.000	Salary & Wages	25,000.00	24,999.96	4,166.66		0.04		0.00	100.00
101-171-702.010	Salary & Wages Deputy	2,500.00	0.00	0.00		2,500.00		0.00	0.00
101-171-702.040	Salary & Wages Cemetery	5,000.00	5,000.04	833.34		(0.04)		0.00	100.00
101-171-702.300	Health Insurance Buyout	1,800.00	1,800.00	300.00		0.00		0.00	100.00
101-171-710.000	Twp. Share Medicare Withholding	500.00	461.10	76.85		38.90		153.40	92.78
101-171-715.000	Twp. Share Soc. Sec. Withholdg	2,125.00	1,971.60	328.60		153.40		(5,247.00)	100.00
101-171-715.015	Retirement	0.00	5,247.00	3,935.25		0.00		0.00	100.00
101-171-720.000	Medical Reimbursement	1,000.00	1,000.00	166.70		100.00		100.00	0.00
101-171-727.000	Office Supplies	100.00	0.00	0.00		100.00		100.00	0.00
101-171-740.000	Operating Supplies	100.00	0.00	0.00		100.00		500.00	0.00
101-171-801.000	Professional Services	500.00	0.00	0.00		500.00		0.00	0.00
101-171-850.100	Cell Phone	360.00	360.00	180.00		0.00		0.00	100.00
101-171-860.000	Transportation	400.00	201.65	99.19		198.35		5,250.00	50.41
101-171-874.000	Retirement	5,250.00	0.00	0.00		131.44		21.00	86.86
101-171-960.000	Education	1,000.00	868.56	250.00		21.00		3,746.09	97.90
101-171-975.000	Capital Outlay under \$10,000	1,000.00	979.00	0.00		0.00		0.00	100.00
	Total Dept 171 - SUPERVISOR	46,635.00	42,888.91	10,336.59		3,746.09		0.00	100.00
Dept 215 - CLERK									
101-215-702.000	Salary & Wages	31,500.00	31,500.00	5,250.00		0.00		1,554.50	57.99
101-215-702.010	Salary & Wages Deputy	3,700.00	2,145.50	0.00		(0.04)		0.00	100.00
101-215-702.040	Salary & Wages Cemetery	7,700.00	7,700.04	1,283.34		0.00		0.00	100.00
101-215-702.300	Health Insurance Buyout	1,800.00	1,800.00	300.00		0.00		0.00	100.00

GL NUMBER	DESCRIPTION	2018		YTD BALANCE 12/31/2018 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 12/31/2018		AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
		AMENDED BUDGET	2018		INCREASE (DECREASE)	INCREASE (DECREASE)		
101-215-710.000	Twp. Share Medicare Withholding	650.00	625.61	99.08	24.39	96.25		
101-215-715.000	Twp. Share Soc. Sec. Withholdg	2,775.00	2,675.02	423.66	99.98	96.40		
101-215-715.015	Retirement	0.00	6,765.00	5,073.75	(6,765.00)	100.00		
101-215-720.000	Medical Reimbursement	1,000.00	991.77	315.92	8.23	99.18		
101-215-727.000	Office Supplies	700.00	456.38	81.50	243.62	65.20		
101-215-740.000	Operating Supplies	250.00	173.64	0.00	76.36	69.46		
101-215-801.000	Professional Services	2,000.00	2,572.50	0.00	(572.50)	128.63		
101-215-850.000	Cell Phone Reimbursement	360.00	360.00	90.00	0.00	100.00		
101-215-874.000	Retirement	6,765.00	0.00	0.00	6,765.00	0.00		
101-215-960.000	Education	1,000.00	0.00	0.00	1,000.00	0.00		
101-215-975.000	Capital Outlay under \$10,000	500.00	0.00	0.00	500.00	0.00		
Total Dept 215 - CLERK		60,700.00	57,765.46	12,917.25	2,934.54	95.17		
Dept 237 - RETIREMENT BOARD/DEPARTMENT								
101-237-718.000	Retirement	0.00	17.85	(16,114.69)	(17.85)	100.00		
Total Dept 237 - RETIREMENT BOARD/DEPARTMENT		0.00	17.85	(16,114.69)	(17.85)	100.00		
Dept 247 - BOARD OF REVIEW								
101-247-702.000	Salary & Wages	900.00	807.00	78.00	93.00	89.67		
101-247-710.000	Twp. Share Medicare Withholding	15.00	11.71	1.14	3.29	78.07		
101-247-715.000	Twp. Share Soc. Sec. Withholdg	60.00	50.04	4.85	9.96	83.40		
101-247-900.000	Printing & Publishing	75.00	60.63	0.00	14.37	80.84		
101-247-960.000	Education	200.00	0.00	0.00	200.00	0.00		
Total Dept 247 - BOARD OF REVIEW		1,250.00	929.38	83.99	320.62	74.35		
Dept 253 - TREASURER								
101-253-702.000	Salary & Wages	31,200.00	31,200.00	5,200.00	0.00	100.00		
101-253-702.010	Salary & Wages Deputy	3,850.00	2,567.88	556.50	1,282.12	66.70		
101-253-710.000	Twp. Share Medicare Withholding	510.00	489.59	83.45	20.41	96.00		
101-253-714.000	Health Insurance	5,300.00	5,635.97	0.00	(335.97)	106.34		
101-253-715.000	Twp. Share Soc. Sec. Withholdg	2,175.00	2,093.65	356.90	81.35	96.26		
101-253-715.015	Retirement	0.00	5,148.00	3,861.00	(5,148.00)	100.00		
101-253-720.000	Medical Reimbursement	800.00	800.00	398.24	0.00	100.00		
101-253-727.000	Office Supplies	1,000.00	783.92	23.52	216.08	78.39		
101-253-740.000	Operating Supplies	600.00	662.00	0.00	(62.00)	110.33		
101-253-801.000	Professional Services	3,800.00	3,654.41	465.57	145.59	96.17		
101-253-874.000	Retirement	5,180.00	0.00	0.00	5,180.00	0.00		
101-253-956.000	Miscellaneous	500.00	0.00	0.00	500.00	0.00		
101-253-960.000	Education	250.00	0.00	0.00	250.00	0.00		
Total Dept 253 - TREASURER		55,165.00	53,035.42	10,945.18	2,129.58	96.14		
Dept 257 - ASSESSOR								
101-257-727.000	SUPPLIES	100.00	0.00	0.00	100.00	0.00		
101-257-740.000	Operating Supplies	200.00	0.00	0.00	200.00	0.00		

GL NUMBER	DESCRIPTION	2018		YTD BALANCE		ACTIVITY FOR		AVAILABLE	
		AMENDED BUDGET	12/31/2018	NORMAL (ABNORMAL)	12/31/2018	MONTH 12/31/2018	NORMAL (ABNORMAL)	BALANCE	% BDGT USED
101-257-801.000	Professional Services	3,000.00	3,406.96		0.00		(406.96)	113.57	
101-257-801.005	Contractual Assessor	39,500.00	33,366.63		6,066.66		6,133.37	84.47	
101-257-801.006	Tax Tribunal Appeals	1,000.00	0.00		0.00		1,000.00	0.00	
Total Dept 257 - ASSESSOR		43,800.00	36,773.59		6,066.66		7,026.41	83.96	
Dept 262 - ELECTIONS									
101-262-702.000	SALARY AND WAGES	5,300.00	6,015.29		2,277.04		(715.29)	113.50	
101-262-710.000	Twp. Share Medicare Withholding	25.00	0.00		0.00		25.00	0.00	
101-262-715.000	Twp. Share Soc. Sec. Withholding	100.00	0.00		0.00		100.00	0.00	
101-262-727.000	SUPPLIES	600.00	362.33		44.91		237.67	60.39	
101-262-740.000	Operating Supplies	1,400.00	1,532.33		343.35		(132.33)	109.45	
101-262-801.000	Professional Services	500.00	1,031.25		1,010.00		(531.25)	206.25	
101-262-900.000	Printing & Publishing	400.00	91.99		33.75		308.01	23.00	
101-262-960.000	Education	250.00	79.53		0.00		170.47	31.81	
101-262-975.000	Capital Outlay under \$10,000	1,000.00	0.00		0.00		1,000.00	0.00	
Total Dept 262 - ELECTIONS		9,575.00	9,112.72		3,709.05		462.28	95.17	
Dept 265 - TOWNSHIP HALL & GROUNDS									
101-265-702.000	Salary & Wages	1,000.00	2,505.38		34.00		(1,505.38)	250.54	
101-265-702.200	Salary & Wages Snowplowing	500.00	107.10		44.20		392.90	21.42	
101-265-710.000	Twp. Share Medicare Withholding	25.00	37.88		1.13		(12.88)	151.52	
101-265-715.000	Twp. Share Soc. Sec. Withholdg	95.00	161.98		4.85		(66.98)	170.51	
101-265-715.015	Retirement	0.00	383.13		276.62		(383.13)	100.00	
101-265-740.000	Operating Supplies	200.00	124.47		26.96		75.53	62.24	
101-265-775.000	Repair & Maintenance Supplies	600.00	626.19		263.24		(26.19)	104.37	
101-265-801.000	Professional Services	500.00	83.33		0.00		416.67	16.67	
101-265-920.000	Public Utilities	4,800.00	3,617.45		336.29		1,182.55	75.36	
101-265-930.000	Repair & Maintenance	2,000.00	2,081.50		224.00		(81.50)	104.08	
101-265-932.000	Grounds maintenance	800.00	595.05		177.79		204.95	74.38	
101-265-956.000	Miscellaneous	100.00	0.00		0.00		100.00	0.00	
101-265-975.000	Capital Outlay under \$10,000	4,000.00	0.00		0.00		4,000.00	0.00	
101-265-978.000	Capital Outlay \$10,000 and above	11,500.00	11,864.81		11,864.81		(364.81)	103.17	
Total Dept 265 - TOWNSHIP HALL & GROUNDS		26,120.00	22,188.27		13,253.89		3,931.73	84.95	
Dept 276 - TOWNSHIP CEMETERIES									
101-276-702.000	Salary & Wages	20,300.00	19,510.11		792.55		789.89	96.11	
101-276-702.015	Salary & Wages Mangement	28,800.00	12,954.00		2,745.50		15,846.00	44.98	
101-276-702.016	Salary & Wages Clerical Mangement	12,700.00	9,821.75		2,711.50		2,878.25	77.34	
101-276-702.100	SALARY & WAGES: UNEMPLOYMENT	4,800.00	4,047.19		0.00		752.81	84.32	
101-276-702.200	Salary & Wages Snowplowing	390.00	107.10		44.20		282.90	27.46	
101-276-710.000	Twp. Share Medicare Withholding	910.00	614.68		91.26		295.32	67.55	
101-276-714.000	Health Insurance	7,300.00	6,892.55		0.00		407.45	94.42	
101-276-715.000	Twp. Share Soc. Sec. Withholdg	3,860.00	2,628.37		390.22		1,231.63	68.09	
101-276-715.015	Retirement	0.00	4,433.01		3,295.96		(4,433.01)	100.00	

GL NUMBER	DESCRIPTION	2018		YTD BALANCE		ACTIVITY FOR		AVAILABLE	
		AMENDED BUDGET	12/31/2018	12/31/2018	MONTH 12/31/2018	NORMAL (ABNORMAL)	BALANCE	% BDGT USED	
101-276-720.000	Medical Reimbursement	1,000.00	1,000.00	710.00	0.00	100.00			
101-276-727.000	Office Supplies	800.00	330.44	187.16	41.31	469.56	41.31		
101-276-740.000	Operating Supplies	4,000.00	4,192.23	189.23	(192.23)	104.81	104.81		
101-276-775.000	Repair & Maintenance Supplies	4,000.00	3,709.01	55.89	290.99	92.73	92.73		
101-276-801.000	Professional Services	3,500.00	698.33	0.00	2,801.67	19.95	19.95		
101-276-801.010	MANPOWER	2,000.00	2,200.40	822.89	(200.40)	110.02	110.02		
101-276-801.020	PROF. SERVICES GRAVE OPENING/CLOSING	10,000.00	9,600.00	900.00	400.00	96.00	96.00		
101-276-850.000	Communication	1,000.00	1,084.76	104.98	(84.76)	108.48	108.48		
101-276-850.100	Cell Phone	360.00	390.00	90.00	(30.00)	108.33	108.33		
101-276-860.000	Transportation	100.00	0.00	0.00	100.00	0.00	0.00		
101-276-874.000	Retirement	3,950.00	0.00	0.00	3,950.00	0.00	0.00		
101-276-900.000	Printing & Publishing	100.00	206.25	0.00	(106.25)	206.25	206.25		
101-276-920.000	Public Utilities	2,800.00	2,237.05	514.91	562.95	79.89	79.89		
101-276-930.000	Repair & Maintenance	3,000.00	3,487.68	544.85	(487.68)	116.26	116.26		
101-276-933.000	Snowplowing	300.00	49.00	0.00	251.00	16.33	16.33		
101-276-958.000	Memberships & Dues	100.00	0.00	0.00	100.00	0.00	0.00		
101-276-960.000	Education	500.00	265.67	33.50	234.33	53.13	53.13		
101-276-965.000	Insurance & Bonds	2,300.00	2,777.24	545.56	(477.24)	120.75	120.75		
101-276-971.000	Re Purchase Cemetery Lots	500.00	0.00	0.00	500.00	0.00	0.00		
101-276-975.000	Capital Outlay under \$10,000	12,000.00	11,106.17	0.00	893.83	92.55	92.55		
	Total Dept 276 - TOWNSHIP CEMETERIES	131,370.00	104,342.99	14,770.16	27,027.01	79.43	79.43		
Dept 446 - HIGHWAYS & STREETS									
101-446-801.000	Professional Services	2,000.00	0.00	0.00	2,000.00	0.00	0.00		
101-446-805.000	Contractual Services Roads	280,000.00	118,112.58	22,575.61	161,887.42	42.18	42.18		
	Total Dept 446 - HIGHWAYS & STREETS	282,000.00	118,112.58	22,575.61	163,887.42	41.88	41.88		
Dept 448 - STREET LIGHTS									
101-448-805.000	Contractual Services	100.00	0.00	0.00	100.00	0.00	0.00		
101-448-920.000	Public Utilities	9,400.00	8,283.77	742.31	1,116.23	88.13	88.13		
	Total Dept 448 - STREET LIGHTS	9,500.00	8,283.77	742.31	1,216.23	87.20	87.20		
Dept 450 - IND. PARK INFRASTRUCTURE									
101-450-990.100	Ind. Park Infrastructure	50,800.00	51,368.63	51,368.63	(568.63)	101.12	101.12		
	Total Dept 450 - IND. PARK INFRASTRUCTURE	50,800.00	51,368.63	51,368.63	(568.63)	101.12	101.12		
Dept 721 - PLANNING COMMISSION									
101-721-702.000	SALARY AND WAGES	8,000.00	8,000.04	1,333.34	(0.04)	100.00	100.00		
101-721-702.030	Salary & Wages Per Diems	3,360.00	2,840.00	520.00	520.00	84.52	84.52		
101-721-710.000	Twp. Share Medicare Wit holding	165.00	157.22	26.88	7.78	95.28	95.28		
101-721-715.000	Twp. Share Soc. Sec. Withholding	705.00	672.04	114.90	32.96	95.32	95.32		
101-721-715.015	Retirement	0.00	1,119.96	839.97	(1,119.96)	100.00	100.00		
101-721-740.000	Operating Supplies	100.00	11.96	0.00	88.04	11.96	11.96		
101-721-801.000	Professional Services	3,000.00	7,315.45	4,146.45	(4,315.45)	243.85	243.85		

GL NUMBER	DESCRIPTION	2018 AMENDED BUDGET	YTD BALANCE 12/31/2018	ACTIVITY FOR MONTH 12/31/2018	AVAILABLE BALANCE	% BDGT USED
			NORMAL (ABNORMAL)	INCREASE (DECREASE)	NORMAL (ABNORMAL)	
101-721-860.000	MILEAGE	250.00	418.60	0.00	(168.60)	167.44
101-721-874.000	Retirement	800.00	0.00	0.00	800.00	0.00
101-721-900.000	Printing & Publishing	400.00	503.56	67.50	(103.56)	125.89
101-721-956.000	Miscellaneous	50.00	0.00	0.00	50.00	0.00
101-721-960.000	Education	1,000.00	293.00	0.00	707.00	29.30
101-721-964.010	Refunds and Rebates	0.00	400.00	0.00	(400.00)	100.00
Total Dept 721 - PLANNING COMMISSION		17,830.00	21,731.83	7,049.04	(3,901.83)	121.88
Dept 728 - ECONOMIC-INDUSTRIAL DEVELOPMT						
101-728-801.000	Professional Services	500.00	0.00	0.00	500.00	0.00
101-728-880.000	Community Promotion	4,200.00	4,000.00	0.00	200.00	95.24
101-728-930.000	Repair & Maintenance	500.00	0.00	0.00	500.00	0.00
Total Dept 728 - ECONOMIC-INDUSTRIAL DEVELOPMT		5,200.00	4,000.00	0.00	1,200.00	76.92
Dept 751 - PARKS & RECREATION						
101-751-702.000	Salary & Wages	500.00	615.43	0.00	(115.43)	123.09
101-751-702.015	Salary & Wages Mangement	1,000.00	799.00	0.00	201.00	79.90
101-751-702.070	Park Supvr	2,500.00	2,500.00	0.00	0.00	100.00
101-751-710.000	Twp. Share Medicare Withholdg	60.00	56.77	0.00	3.23	94.62
101-751-715.000	Twp. Share Soc. Sec. Withholdg	250.00	242.69	0.00	7.31	97.08
101-751-715.015	Retirement	0.00	136.85	109.48	(136.85)	100.00
101-751-740.000	Operating Supplies	500.00	440.87	0.00	59.13	88.17
101-751-775.000	Repair & Maintenance Supplies	500.00	251.58	0.00	248.42	50.32
101-751-900.000	Printing & Publishing	0.00	78.76	0.00	(78.76)	100.00
101-751-920.000	Public Utilities	350.00	315.83	146.90	34.17	90.24
101-751-930.000	Repair & Maintenance	600.00	130.00	0.00	470.00	21.67
101-751-975.000	Capital Outlay under \$10,000	7,000.00	4,962.00	0.00	2,038.00	70.89
101-751-978.000	Capital Outlay \$10,000 and above	18,000.00	17,250.00	0.00	750.00	95.83
Total Dept 751 - PARKS & RECREATION		31,260.00	27,779.78	256.38	3,480.22	88.87
TOTAL EXPENDITURES		881,765.00	669,245.87	152,796.28	212,519.13	75.90
Fund 101 - GENERAL OPERATING FUND:						
TOTAL REVENUES		884,950.00	593,835.13	225.00	291,114.87	67.10
TOTAL EXPENDITURES		881,765.00	669,245.87	152,796.28	212,519.13	75.90
NET OF REVENUES & EXPENDITURES		3,185.00	(75,410.74)	(152,571.28)	78,595.74	2,367.68
Fund 203 - PERRY STREET CORRIDOR SIDEWALK						
Revenues						
Dept 000 - GENERAL		5,000.00	27,283.58	0.00	(22,283.58)	545.67
203-000-665.000	SPECIAL ASSESSMENT INTEREST	50,000.00	29,132.71	0.00	20,867.29	58.27
203-000-672.000	Special Assessment	55,000.00	56,416.29	0.00	(1,416.29)	102.58
Total Dept 000 - GENERAL						

GL NUMBER	DESCRIPTION	2018		YTD BALANCE 12/31/2018	ACTIVITY FOR MONTH 12/31/2018	AVAILABLE		% BDGT USED
		AMENDED BUDGET	NORMAL (ABNORMAL)			NORMAL (ABNORMAL)	INCREASE (DECREASE)	
TOTAL REVENUES								
		55,000.00		56,416.29	0.00		(1,416.29)	102.58
Expenditures								
Dept 444 - SIDEWALKS								
203-444-991.050	LOAN PAYMENT (to revolving loan fund)	50,000.00		0.00	0.00		50,000.00	0.00
203-444-996.050	INTEREST (to revolving loan fund)	5,000.00		(12,100.00)	0.00		17,100.00	(242.00)
Total Dept 444 - SIDEWALKS		55,000.00		(12,100.00)	0.00		67,100.00	(22.00)
TOTAL EXPENDITURES								
		55,000.00		(12,100.00)	0.00		67,100.00	(22.00)
Fund 203 - PERRY STREET CORRIDOR SIDEWALK:								
TOTAL REVENUES								
		55,000.00		56,416.29	0.00		(1,416.29)	102.58
TOTAL EXPENDITURES								
		55,000.00		(12,100.00)	0.00		67,100.00	22.00
NET OF REVENUES & EXPENDITURES								
		0.00		68,516.29	0.00		(68,516.29)	100.00
Fund 204 - MUNICIPAL STREET FUND								
Revenues								
Dept 000 - GENERAL								
204-000-405.000	B. R. T. Road Millage	215,000.00		180,374.16	0.00		34,625.84	83.89
Total Dept 000 - GENERAL		215,000.00		180,374.16	0.00		34,625.84	83.89
TOTAL REVENUES								
		215,000.00		180,374.16	0.00		34,625.84	83.89
Expenditures								
Dept 446 - HIGHWAYS & STREETS								
204-446-805.000	Contractual Services	215,000.00		215,000.00	0.00		0.00	100.00
Total Dept 446 - HIGHWAYS & STREETS		215,000.00		215,000.00	0.00		0.00	100.00
TOTAL EXPENDITURES								
		215,000.00		215,000.00	0.00		0.00	100.00
Fund 204 - MUNICIPAL STREET FUND:								
TOTAL REVENUES								
		215,000.00		180,374.16	0.00		34,625.84	83.89
TOTAL EXPENDITURES								
		215,000.00		215,000.00	0.00		0.00	100.00
NET OF REVENUES & EXPENDITURES								
		0.00		(34,625.84)	0.00		34,625.84	100.00
Fund 206 - FIRE FUND								
Revenues								
Dept 000 - GENERAL								
206-000-403.000	Current Real Property Tax	215,000.00		252,996.73	0.00		(37,996.73)	117.67

GL NUMBER	DESCRIPTION	2018		YTD BALANCE		ACTIVITY FOR		AVAILABLE	
		AMENDED BUDGET	12/31/2018	12/31/2018	MONTH 12/31/2018	NORMAL (ABNORMAL)	BALANCE	% BDGT	
			NORMAL (ABNORMAL)	INCREASE (DECREASE)	NORMAL (ABNORMAL)	USED			
206-000-582.000	Contribution Mecosta Co. F.R.	15,980.00	12,360.40	0.00	3,619.60	77.35			
206-000-664.000	Int. & Div. on Earnings	20.00	2,106.67	0.00	(2,086.67)	10,533.35			
206-000-676.000	Reimbursements	0.00	75.55	0.00	(75.55)	100.00			
Total Dept 000 - GENERAL		231,000.00	267,539.35	0.00	(36,539.35)	115.82			
TOTAL REVENUES		231,000.00	267,539.35	0.00	(36,539.35)	115.82			
Expenditures									
Dept 336 - FIRE DEPARTMENT									
206-336-702.000	Salary & Wages	67,500.00	57,824.61	8,999.70	9,675.39	85.67			
206-336-702.025	Salary & Wages Reports	1,200.00	1,116.00	141.00	84.00	93.00			
206-336-702.030	Salary & Wages Preincident Surveys	3,000.00	3,000.00	825.00	0.00	100.00			
206-336-702.050	Salary & Wages First Responder	22,000.00	20,174.74	4,000.23	1,825.26	91.70			
206-336-702.080	Chief Salary & Wages	11,200.00	11,118.48	2,179.62	81.52	99.27			
206-336-702.085	Ass't Chiefs Salary & Wages	8,500.00	8,002.00	1,625.50	498.00	94.14			
206-336-702.200	Salary & Wages Snowplowing	500.00	107.10	44.20	392.90	21.42			
206-336-710.000	Twp. Share Medicare Withholding	1,660.00	1,469.47	258.34	190.53	88.52			
206-336-715.000	Twp. Share Soc. Sec. Withholdg	7,090.00	6,283.25	1,104.54	806.75	88.62			
206-336-715.015	Retirement	0.00	6.18	6.18	(6.18)	100.00			
206-336-727.000	Office Supplies	1,500.00	1,013.55	0.00	486.45	67.57			
206-336-740.000	Operating Supplies	15,500.00	8,290.20	1,000.35	7,209.80	53.49			
206-336-775.000	Repair & Maintenance Supplies	1,500.00	729.42	109.33	770.58	48.63			
206-336-801.000	Professional Services	2,000.00	1,963.30	825.29	36.70	98.17			
206-336-850.000	Communication	2,750.00	2,744.33	466.80	5.67	99.79			
206-336-860.000	Transportation	100.00	59.29	0.00	40.71	59.29			
206-336-880.000	Community Promotion	1,000.00	945.00	0.00	55.00	94.50			
206-336-900.000	Printing & Publishing	100.00	0.00	0.00	100.00	0.00			
206-336-920.000	Public Utilities	9,000.00	8,819.64	939.01	180.36	98.00			
206-336-930.000	Repair & Maintenance	12,500.00	27,006.73	13,213.55	(14,506.73)	216.05			
206-336-932.000	Grounds maintenance	300.00	337.23	127.39	(37.23)	112.41			
206-336-933.000	Snowplowing	0.00	49.00	0.00	(49.00)	100.00			
206-336-935.000	Bldg. & Grounds Repair & Maintenance	1,500.00	2,212.40	35.76	(712.40)	147.49			
206-336-956.000	Miscellaneous	100.00	0.00	0.00	100.00	0.00			
206-336-958.000	Membership & Dues	500.00	0.00	0.00	500.00	0.00			
206-336-960.000	Education	4,000.00	2,783.50	33.50	1,216.50	69.59			
206-336-965.000	Insurance & Bonds	27,000.00	50,167.21	1,713.30	(23,167.21)	185.80			
206-336-975.000	Capital Outlay under \$10,000	17,000.00	5,211.49	3,279.99	11,788.51	30.66			
Total Dept 336 - FIRE DEPARTMENT		219,000.00	221,434.12	40,928.58	(2,434.12)	101.11			
TOTAL EXPENDITURES		219,000.00	221,434.12	40,928.58	(2,434.12)	101.11			
Fund 206 - FIRE FUND:									
TOTAL REVENUES		231,000.00	267,539.35	0.00	(36,539.35)	115.82			

GL NUMBER	DESCRIPTION	2018 AMENDED BUDGET	YTD BALANCE 12/31/2018	ACTIVITY FOR MONTH 12/31/2018	AVAILABLE BALANCE	% BDGT USED
			NORMAL (ABNORMAL)	INCREASE (DECREASE)	NORMAL (ABNORMAL)	
TOTAL EXPENDITURES		219,000.00	221,434.12	40,928.58	(2,434.12)	101.11
NET OF REVENUES & EXPENDITURES		12,000.00	46,105.23	(40,928.58)	(34,105.23)	384.21

Fund 212 - LIQUOR LAW ENFORCEMENT FUND

Revenues						
Dept 000 - GENERAL	State Shared Revenue	5,600.00	5,539.05	0.00	60.95	98.91
Total Dept 000 - GENERAL		5,600.00	5,539.05	0.00	60.95	98.91
TOTAL REVENUES		5,600.00	5,539.05	0.00	60.95	98.91

Expenditures

Dept 330 - LIQUOR LAW ENFORCEMENT						
212-330-801.000	Professional Services	5,600.00	5,539.05	0.00	60.95	98.91
Total Dept 330 - LIQUOR LAW ENFORCEMENT		5,600.00	5,539.05	0.00	60.95	98.91
TOTAL EXPENDITURES		5,600.00	5,539.05	0.00	60.95	98.91

Fund 212 - LIQUOR LAW ENFORCEMENT FUND:

TOTAL REVENUES		5,600.00	5,539.05	0.00	60.95	98.91
TOTAL EXPENDITURES		5,600.00	5,539.05	0.00	60.95	98.91
NET OF REVENUES & EXPENDITURES		0.00	0.00	0.00	0.00	0.00

Fund 246 - TOWNSHIP IMPROV REV. FUND

Revenues						
Dept 000 - GENERAL	Received from Sidewalk Fund	50,000.00	0.00	0.00	50,000.00	0.00
246-000-663.000	Int. & Div. on Earnings	5,000.00	0.00	0.00	5,000.00	0.00
Total Dept 000 - GENERAL		55,000.00	0.00	0.00	55,000.00	0.00
TOTAL REVENUES		55,000.00	0.00	0.00	55,000.00	0.00

Expenditures

Dept 000 - GENERAL						
246-000-996.100	Interest Payment	5,000.00	0.00	0.00	5,000.00	0.00
246-000-999.000	Trans to other fund	50,000.00	0.00	0.00	50,000.00	0.00
Total Dept 000 - GENERAL		55,000.00	0.00	0.00	55,000.00	0.00
TOTAL EXPENDITURES		55,000.00	0.00	0.00	55,000.00	0.00

GL NUMBER	DESCRIPTION	2018		YTD BALANCE		ACTIVITY FOR		AVAILABLE BALANCE	% BDGT USED
		AMENDED BUDGET	12/31/2018	NORMAL (ABNORMAL)	12/31/2018	INCREASE (DECREASE)	NORMAL (ABNORMAL)		
Fund 246 - TOWNSHIP IMPROV REV. FUND:									
TOTAL REVENUES		55,000.00	0.00	0.00	0.00	0.00	0.00	55,000.00	0.00
TOTAL EXPENDITURES		55,000.00	0.00	0.00	0.00	0.00	0.00	55,000.00	0.00
NET OF REVENUES & EXPENDITURES		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		74,900.00	97,154.50	940.00	940.00	940.00	940.00	(22,254.50)	129.71
249-000-608.000	Ch. for Serv.Fees/Bldg.Permits	100.00	0.00	0.00	0.00	0.00	0.00	100.00	0.00
249-000-664.000	Int. & Div. on Earnings	7,500.00	0.00	0.00	0.00	0.00	0.00	7,500.00	0.00
249-000-699.100	Advance from Fund Balance	82,500.00	97,154.50	940.00	940.00	940.00	940.00	(14,654.50)	117.76
Total Dept 000 - GENERAL		82,500.00	97,154.50	940.00	940.00	940.00	940.00	(14,654.50)	117.76
TOTAL REVENUES		82,500.00	97,154.50	940.80	940.80	940.80	940.80	(940.80)	100.00
TOTAL REVENUES		82,500.00	97,154.50	940.80	940.80	940.80	940.80	(940.80)	100.00
Expenditures									
Dept 237 - RETIREMENT BOARD/DEPARTMENT		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
249-237-718.000	Retirement	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Dept 237 - RETIREMENT BOARD/DEPARTMENT		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Dept 371 - BUILDING INSPECTION DEPARTMENT		12,000.00	10,560.20	1,398.38	1,398.38	1,398.38	1,398.38	1,439.80	88.00
249-371-702.000	Salary & Wages	11,500.00	11,520.01	1,920.01	1,920.01	1,920.01	1,920.01	(20.01)	100.17
249-371-703.000	Salary & Wages Electrical Insp	10,400.00	10,026.70	1,478.20	1,478.20	1,478.20	1,478.20	373.30	96.41
249-371-704.000	Salary & Wages Pibg-Mech Insp	16,000.00	14,272.60	1,000.00	1,000.00	1,000.00	1,000.00	1,727.40	89.20
249-371-705.000	SAL & WAGES SITE PLAN REVIEW	7,500.00	6,950.00	250.00	250.00	250.00	250.00	550.00	92.67
249-371-710.000	Twp. Share Medicare Withholding	800.00	773.28	87.67	87.67	87.67	87.67	26.72	96.66
249-371-714.000	Health Insurance	1,925.00	1,134.26	0.00	0.00	0.00	0.00	790.74	58.92
249-371-715.000	Twp. Share Soc. Sec. Withholdg	3,510.00	3,306.43	374.89	374.89	374.89	374.89	203.57	94.20
249-371-715.015	Retirement	250.00	672.00	268.80	268.80	268.80	268.80	(672.00)	100.00
249-371-720.000	Medical Reimbursement	950.00	886.83	0.00	0.00	0.00	0.01	0.01	100.00
249-371-727.000	Office Supplies	400.00	26.89	0.00	0.00	0.00	0.00	63.17	93.35
249-371-740.000	Operating Supplies	1,240.00	971.68	0.00	0.00	0.00	0.00	373.11	6.72
249-371-801.000	Professional Services	540.00	480.00	30.00	30.00	30.00	30.00	268.32	78.36
249-371-850.100	Cell Phone	2,500.00	2,308.06	278.50	278.50	278.50	278.50	60.00	88.89
249-371-860.000	Transportation	1,150.00	0.00	0.00	0.00	0.00	0.00	191.94	92.32
249-371-874.000	Retirement	100.00	0.00	0.00	0.00	0.00	0.00	1,150.00	0.00
249-371-900.000	Printing & Publishing	7,200.00	7,200.00	1,800.00	1,800.00	1,800.00	1,800.00	100.00	0.00
249-371-940.000	Rent & Expenses	200.00	200.00	0.00	0.00	0.00	0.00	0.00	100.00
249-371-958.000	Membership & Dues	750.00	740.76	0.00	0.00	0.00	0.00	0.00	100.00
249-371-960.000	Education	0.00	125.00	0.00	0.00	0.00	0.00	9.24	98.77
249-371-964.000	Refunds	0.00	0.00	0.00	0.00	0.00	0.00	(125.00)	100.00

GL NUMBER	DESCRIPTION	2018		YTD BALANCE		ACTIVITY FOR		AVAILABLE	
		AMENDED BUDGET	12/31/2018	12/31/2018	MONTH 12/31/2018	INCREASE (DECREASE)	NORMAL (ABNORMAL)	BALANCE	% BDGT USED
			NORMAL (ABNORMAL)						
249-371-975.000	Capital Outlay under \$10,000	3,200.00	0.00	0.00	0.00	3,200.00	0.00	3,200.00	0.00
Total Dept 371 - BUILDING INSPECTION DEPARTMENT		82,115.00	72,404.69	8,886.45	8,886.45	9,710.31	88.17	9,710.31	88.17
TOTAL EXPENDITURES									
		82,115.00	73,345.49	8,886.45	8,886.45	8,769.51	89.32	8,769.51	89.32
Fund 249 - BUILDING INSPECTION FUND:									
TOTAL REVENUES									
		82,500.00	97,154.50	940.00	940.00	(14,654.50)	117.76	(14,654.50)	117.76
TOTAL EXPENDITURES									
		82,115.00	73,345.49	8,886.45	8,886.45	8,769.51	89.32	8,769.51	89.32
NET OF REVENUES & EXPENDITURES									
		385.00	23,809.01	(7,946.45)	(7,946.45)	(23,424.01)	6,184.16	(23,424.01)	6,184.16
Fund 271 - LIBRARY FUND									
Revenues									
Dept 000 - GENERAL									
271-000-402.000	Current Real Property Tax	28,600.00	28,878.98	0.00	0.00	(278.98)	100.98	(278.98)	100.98
Total Dept 000 - GENERAL		28,600.00	28,878.98	0.00	0.00	(278.98)	100.98	(278.98)	100.98
TOTAL REVENUES									
		28,600.00	28,878.98	0.00	0.00	(278.98)	100.98	(278.98)	100.98
Expenditures									
Dept 000 - GENERAL									
271-000-991.010	CONTRACT PAYMENT BIG RAPIDS PUBLIC LIBRA	27,180.00	0.00	0.00	0.00	27,180.00	0.00	27,180.00	0.00
271-000-991.020	CONTRACT PAYMENT WALTON ERICKSON LIBRAR	1,420.00	0.00	0.00	0.00	1,420.00	0.00	1,420.00	0.00
Total Dept 000 - GENERAL		28,600.00	0.00	0.00	0.00	28,600.00	0.00	28,600.00	0.00
Fund 790 - LIBRARY									
Dept 790 - LIBRARY									
271-790-991.010	Contract Payment BIG RAPIDS PUB LIB	0.00	27,923.98	0.00	0.00	(27,923.98)	100.00	(27,923.98)	100.00
271-790-991.020	CONTRACT PAYMENT WALTON ERICKSON LIB	0.00	2,428.17	0.00	0.00	(2,428.17)	100.00	(2,428.17)	100.00
Total Dept 790 - LIBRARY		0.00	30,352.15	0.00	0.00	(30,352.15)	100.00	(30,352.15)	100.00
TOTAL EXPENDITURES									
		28,600.00	30,352.15	0.00	0.00	(1,752.15)	106.13	(1,752.15)	106.13
Fund 271 - LIBRARY FUND:									
TOTAL REVENUES									
		28,600.00	28,878.98	0.00	0.00	(278.98)	100.98	(278.98)	100.98
TOTAL EXPENDITURES									
		28,600.00	30,352.15	0.00	0.00	(1,752.15)	106.13	(1,752.15)	106.13
NET OF REVENUES & EXPENDITURES									
		0.00	(1,473.17)	0.00	0.00	1,473.17	100.00	1,473.17	100.00
Fund 401 - CEMETERY ENTRANCE BUILDING									
Revenues									
Dept 000 - GENERAL									
401-000-674.000	CONTRIBUTIONS AND DONATIONS	0.00	17,100.00	0.00	0.00	(17,100.00)	100.00	(17,100.00)	100.00
401-000-699.000	Transfers From Other Funds	0.00	10,000.00	0.00	0.00	(10,000.00)	100.00	(10,000.00)	100.00

GL NUMBER	DESCRIPTION	2018 AMENDED BUDGET	YTD BALANCE 12/31/2018 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 12/31/2018 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Total Dept 000 - GENERAL		0.00	27,100.00	0.00	(27,100.00)	100.00
TOTAL REVENUES						
		0.00	27,100.00	0.00	(27,100.00)	100.00
Expenditures						
Dept 567 - CEMETERY						
401-567-900.000	Printing & Publishing	0.00	157.50	0.00	(157.50)	100.00
Total Dept 567 - CEMETERY		0.00	157.50	0.00	(157.50)	100.00
TOTAL EXPENDITURES						
		0.00	157.50	0.00	(157.50)	100.00
Fund 401 - CEMETERY ENTRANCE BUILDING:						
TOTAL REVENUES						
		0.00	27,100.00	0.00	(27,100.00)	100.00
TOTAL EXPENDITURES						
		0.00	157.50	0.00	(157.50)	100.00
NET OF REVENUES & EXPENDITURES						
		0.00	26,942.50	0.00	(26,942.50)	100.00
Fund 590 - SEWER FUND						
Revenues						
Dept 000 - GENERAL						
590-000-539.010	SAW GRANT	70,000.00	14,305.85	0.00	55,694.15	20.44
590-000-625.000	TAP IN FEES	30,000.00	78,300.00	0.00	(48,300.00)	261.00
590-000-626.000	Charg. for Serv. (utilities)	588,000.00	553,451.89	46,921.96	34,548.11	94.12
590-000-627.000	Penalty on Delinquent Utility Bills	4,000.00	8,847.49	916.96	(4,847.49)	221.19
590-000-664.000	Int. & Div. on Earnings	1,000.00	5,837.28	0.00	(4,837.28)	583.73
Total Dept 000 - GENERAL		693,000.00	660,742.51	47,838.92	32,257.49	95.35
TOTAL REVENUES						
		693,000.00	660,742.51	47,838.92	32,257.49	95.35
Expenditures						
Dept 237 - RETIREMENT BOARD/DEPARTMENT						
590-237-718.000	Retirement	0.00	770.00	0.00	(770.00)	100.00
Total Dept 237 - RETIREMENT BOARD/DEPARTMENT		0.00	770.00	0.00	(770.00)	100.00
Dept 521 - SEWER FUND						
590-521-702.000	Salary & Wages	60,000.00	8,000.04	1,333.34	51,999.96	13.33
590-521-702.200	Salary & Wages Snowplowing	800.00	107.10	44.20	692.90	13.39
590-521-710.000	Twp. Share Medicare Withholding	880.00	117.61	19.99	762.39	13.36
590-521-714.000	Health Insurance	13,000.00	1,529.64	0.00	11,470.36	11.77
590-521-715.000	Twp. Share Soc. Sec. Withholdg	3,750.00	502.60	85.40	3,247.40	13.40
590-521-715.015	Retirement	0.00	556.19	226.19	(556.19)	100.00
590-521-720.000	Medical Reimbursement	970.00	200.00	200.00	770.00	20.62

GL NUMBER	DESCRIPTION	2018		YTD BALANCE		ACTIVITY FOR		AVAILABLE	
		AMENDED BUDGET	12/31/2018	12/31/2018	MONTH 12/31/2018	BALANCE	% BDGT	NORMAL (ABNORMAL)	USED
Dept 536 - WATER									
591-536-702.200	Salary & Wages Snowplowing	100.00	107.10	44.20	(7.10)	107.10			
591-536-710.000	Twp. Share Medicare Withholding	0.00	1.55	0.64	(1.55)	100.00			
591-536-715.000	Twp. Share Soc. Sec. Withholding	0.00	6.63	2.73	(6.63)	100.00			
591-536-715.015	Retirement	0.00	6.18	6.18	(6.18)	100.00			
591-536-740.000	Operating Supplies	1,500.00	2,136.79	735.56	(636.79)	142.45			
591-536-775.000	Repair & Maintenance Supplies	200.00	98.00	0.00	102.00	49.00			
591-536-801.000	Professional Services	400.00	162.00	0.00	238.00	40.50			
591-536-805.000	Contractual Services	12,500.00	12,500.00	2,083.30	0.00	100.00			
591-536-920.000	Public Utilities	7,000.00	5,691.76	829.69	1,308.24	81.31			
591-536-930.000	Repair & Maintenance	2,000.00	1,116.34	4.90	883.66	55.82			
591-536-968.000	Depreciation	4,200.00	0.00	0.00	4,200.00	0.00			
	Total Dept 536 - WATER	27,900.00	21,826.35	3,707.20	6,073.65	78.23			
	TOTAL EXPENDITURES		21,826.35	3,707.20	6,073.65	78.23			
Fund 591 - WATER FUND:									
	TOTAL REVENUES	2,000.00	865.71	74.76	1,134.29	43.29			
	TOTAL EXPENDITURES	27,900.00	21,826.35	3,707.20	6,073.65	78.23			
	NET OF REVENUES & EXPENDITURES	(25,900.00)	(20,960.64)	(3,632.44)	(4,939.36)	80.93			
Fund 594 - 2013 Debt Refunding/Debit Retirement									
Revenues									
Dept 000 - GENERAL									
594-000-664.000	Int. & Div. on Earnings	0.00	31.44	0.00	(31.44)	100.00			
594-000-672.000	Special Assessment	53,000.00	51,220.16	0.00	1,779.84	96.64			
	Total Dept 000 - GENERAL	53,000.00	51,251.60	0.00	1,748.40	96.70			
	TOTAL REVENUES	53,000.00	51,251.60	0.00	1,748.40	96.70			
Expenditures									
Dept 909 - 2013 DEBT FUNDING/DEBT RETIREMENT									
594-909-801.000	Professional Services	200.00	350.00	0.00	(150.00)	175.00			
594-909-992.000	Bond Principal Payment	44,000.00	44,000.00	0.00	0.00	100.00			
594-909-996.000	Bond Interest Payment	8,800.00	8,412.00	4,013.50	388.00	95.59			
	Total Dept 909 - 2013 DEBT FUNDING/DEBT RETIREMENT	53,000.00	52,762.00	4,013.50	238.00	99.55			
	TOTAL EXPENDITURES	53,000.00	52,762.00	4,013.50	238.00	99.55			
Fund 594 - 2013 Debt Refunding/Debit Retirement :									
	TOTAL REVENUES	53,000.00	51,251.60	0.00	1,748.40	96.70			
	TOTAL EXPENDITURES	53,000.00	52,762.00	4,013.50	238.00	99.55			

GL NUMBER	DESCRIPTION	2018		YTD BALANCE		ACTIVITY FOR		AVAILABLE	% BDGT
		AMENDED BUDGET	NET OF REVENUES & EXPENDITURES	12/31/2018	12/31/2018	MONTH 12/31/2018	INCREASE (DECREASE)		

Fund 703 - CURRENT TAX COLLECTION FUND

Revenues									
Dept 000 - GENERAL									
703-000-445.000	Penalties & Interest on Taxes	1,000.00		1,500.27		0.00		(500.27)	150.03
Total Dept 000 - GENERAL		1,000.00		1,500.27		0.00		(500.27)	150.03
TOTAL REVENUES		1,000.00		1,500.27		0.00		(500.27)	150.03

Expenditures

Dept 000 - GENERAL									
703-000-700.000	Expenditure Control	1,000.00		0.00		0.00		1,000.00	0.00
Total Dept 000 - GENERAL		1,000.00		0.00		0.00		1,000.00	0.00
TOTAL EXPENDITURES		1,000.00		0.00		0.00		1,000.00	0.00

Fund 703 - CURRENT TAX COLLECTION FUND:

TOTAL REVENUES		1,000.00		1,500.27		0.00		(500.27)	150.03
TOTAL EXPENDITURES		1,000.00		0.00		0.00		1,000.00	0.00
NET OF REVENUES & EXPENDITURES		0.00		1,500.27		0.00		(1,500.27)	100.00

Fund 708 - METRO FUND

Revenues									
Dept 000 - GENERAL									
708-000-576.000	METRO Revenue	5,000.00		5,091.12		0.00		(91.12)	101.82
708-000-664.000	Int. & Div. on Earnings	20.00		0.00		0.00		20.00	0.00
Total Dept 000 - GENERAL		5,020.00		5,091.12		0.00		(71.12)	101.42
TOTAL REVENUES		5,020.00		5,091.12		0.00		(71.12)	101.42

Expenditures

Dept 000 - GENERAL									
708-000-801.000	Professional Services	30,000.00		30,000.00		30,000.00		0.00	100.00
Total Dept 000 - GENERAL		30,000.00		30,000.00		30,000.00		0.00	100.00
TOTAL EXPENDITURES		30,000.00		30,000.00		30,000.00		0.00	100.00

Fund 708 - METRO FUND:

TOTAL REVENUES		5,020.00		5,091.12		0.00		(71.12)	101.42
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GL NUMBER	DESCRIPTION	2018 AMENDED BUDGET	YTD BALANCE 12/31/2018 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 12/31/2018 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
TOTAL EXPENDITURES		30,000.00	30,000.00	30,000.00	0.00	100.00
NET OF REVENUES & EXPENDITURES		(24,980.00)	(24,908.88)	(30,000.00)	(71.12)	99.72
Fund 711 - HIGHLAND VIEW CEMETERY						
Revenues						
Dept 000 - GENERAL						
711-000-664.000	Int. & Div. on Earnings	500.00	1,258.24	0.00	(758.24)	251.65
Total Dept 000 - GENERAL		500.00	1,258.24	0.00	(758.24)	251.65
TOTAL REVENUES		500.00	1,258.24	0.00	(758.24)	251.65
Fund 711 - HIGHLAND VIEW CEMETERY:						
TOTAL REVENUES		500.00	1,258.24	0.00	(758.24)	251.65
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES		500.00	1,258.24	0.00	(758.24)	251.65
TOTAL REVENUES - ALL FUNDS						
TOTAL EXPENDITURES - ALL FUNDS						
NET OF REVENUES & EXPENDITURES						
		2,312,170.00	1,977,546.91	49,078.68	334,623.09	85.53
		2,346,980.00	1,756,896.78	284,595.29	590,083.22	74.86
		(34,810.00)	220,650.13	(235,516.61)	(255,460.13)	633.87

01/03/2019 12:58 PM
 User: RENE
 DB: Big Rapids Twp

CHECK REGISTER FOR BIG RAPIDS TOWNSHIP
 CHECK DATE FROM 12/05/2018 - 01/08/2019

Item "E"

Check Date	Bank	Check	Vendor	Vendor Name	Amount
Bank GEN GENERAL TOWNSHIP CHECKING					
01/02/2019	GEN	1158	CURRIEP	PENNY CURRIE	598.24
01/02/2019	GEN	1159	FOUNTAIN	RENE FOUNTAIN	129.92
01/02/2019	GEN	1160	MANEKE	BRANDON MANEKE	83.37
01/02/2019	GEN	1161	MASON	BRENT MASON	83.37
01/02/2019	GEN	1162	STANEK	BILL STANEK	83.37
12/10/2018	GEN	31371	CHA01	CHARTER COMMUNICATIONS	104.98
12/10/2018	GEN	31372	CON00	CONSUMERS ENERGY	127.95
12/10/2018	GEN	31373	GRANGER	GRANGER	70.00
12/10/2018	GEN	31374	GRE02	GREAT LAKES ENERGY	19.96
12/18/2018	GEN	31375	AME00	AT & T	994.54
12/18/2018	GEN	31376	BIG01	BIG RAPIDS TWP SEWER REC. FUND	43.60
12/18/2018	GEN	31377	CIT02	BIG RAPIDS CITY TREASURER	27,482.60
12/18/2018	GEN	31378	CON00	CONSUMERS ENERGY	634.40
12/18/2018	GEN	31379	DTE00	DTE ENERGY	888.45
12/18/2018	GEN	31380	KCI	KCI	465.57
12/18/2018	GEN	31381	MEC01	MECOSTA COUNTY ROAD COMMISSION	132.08
12/31/2018	GEN	31382	ACCO0	ACCIDENT FUND COMPANY	1,313.30
12/31/2018	GEN	31383	B&V	B&V MECHANICAL	12.38
12/31/2018	GEN	31384	BIG RAPIDS	BIG RAPIDS FLEET & AUTO REPAIR, INC	4,170.85
12/31/2018	GEN	31385	BIG04	BIG RAPIDS AUTO AND TRUCK PARTS	86.34
12/31/2018	GEN	31386	BRT00	BIG RAPIDS TOWNSHIP GEN. FUND	1,800.00
12/31/2018	GEN	31387	BRX00	BIG RAPIDS TAX FUND	51,368.63
12/31/2018	GEN	31388	BS&00	BS&A SOFTWARE	3,033.33
12/31/2018	GEN	31389	CHA01	CHARTER COMMUNICATIONS	498.35
12/31/2018	GEN	31390	CIT00	CITY OF BIG RAPIDS	19.44
12/31/2018	GEN	31391	CON00	CONSUMERS ENERGY	2,868.91
12/31/2018	GEN	31392	COO00	COOK'S BLACKSMITH WELDING	6,614.81
12/31/2018	GEN	31393	DIETRICH	GEORGE DIETRICH	171.96
12/31/2018	GEN	31394	FIR00	FIRST NATIONAL BANK	2,995.12
12/31/2018	GEN	31395	FOUNTAIN	RENE FOUNTAIN	90.00
12/31/2018	GEN	31396	HACO0	HACH COMPANY	133.45
12/31/2018	GEN	31397	HOPE	HOPE NETWORK WEST MICHIGAN	189.00
12/31/2018	GEN	31398	KEVIN C	KEVIN CUSHWAY	1,041.63
12/31/2018	GEN	31399	MANEKE	BRANDON MANEKE	90.00
12/31/2018	GEN	31400	MEC01	MECOSTA COUNTY ROAD COMMISSION	93.30
12/31/2018	GEN	31401	MEN00	MENARDS	21.02
12/31/2018	GEN	31402	MIS00	MISS DIG SYSTEM, INC.	641.73
12/31/2018	GEN	31403	MOO00	MOORE MEDICAL, LLC	486.55
12/31/2018	GEN	31404	MOS00	MICHIGAN OFFICE SOLUTIONS	263.09
12/31/2018	GEN	31405	NORTHWEST	NORTHWEST KENT MECHANICAL CO.	2,955.06
12/31/2018	GEN	31406	PIO00	THE PIONEER GROUP	140.63
12/31/2018	GEN	31407	PRO00	PROGRESSIVE AE	3,915.65
12/31/2018	GEN	31408	RYA00	RYAN'S MODERN SEWER CLEANING	760.00
12/31/2018	GEN	31409	SBS00	SMALL BUSINESS ADMIN SERVICES LLC	52.50
12/31/2018	GEN	31410	SHBROCC	SPECTRUM HEALTH BR OCCUPATIONAL HEA	64.00
12/31/2018	GEN	31411	STA01	STATE STREET HARDWARE	6.79
12/31/2018	GEN	31412	STANEK	BILL STANEK	189.19
12/31/2018	GEN	31413	XEROX	XEROX FINANCIAL SERVICES	352.06
12/31/2018	GEN	31414	CON00	CONSUMERS ENERGY	122.15
12/31/2018	GEN	31415	GRE02	GREAT LAKES ENERGY	17.25
12/31/2018	GEN	31416	STANEK	BILL STANEK	90.00
01/02/2019	GEN	31417	PRIORITY H	PRIORITY HEALTH	1,927.56
12/31/2018	GEN	31418	OCC00	OLSSON CONCRETE CONSTRUCTION LLC	5,250.00
01/03/2019	GEN	31419	CHA01	CHARTER COMMUNICATIONS	109.98
01/03/2019	GEN	31420	REPORTING	REPORTING SYSTEMS, INC	2,587.60
12/31/2018	GEN	9930041 (E)	CHE00	CHEMICAL BANK CENTRAL	5,793.76
12/31/2018	GEN	9930042 (E)	JHI00	JOHN HANCOCK LIFE INSURANCE COMPANY	2,494.65
12/31/2018	GEN	9930043 (E)	STA00	STATE OF MICHIGAN	874.34
12/31/2018	GEN	9930044 (E)	VOYA	VOYA FINANCIAL	3,998.24

GEN TOTALS:

Total of 59 Checks:	141,647.00
Less 0 Void Checks:	0.00
Total of 59 Disbursements:	<u>141,647.00</u>

Check Date	Bank	Check Number	Name	Check Gross	Physica Check Amount
12/31/2018	GEN	11458	MASON, BRENT	3,666.67	3,963.7
12/31/2018	GEN	11459	STANEK, WILLIAM F	2,650.00	641.0
12/31/2018	GEN	11460	SWANSON, JUNE D	26.00	26.0
12/31/2018	GEN	11461	DOUGLASS, PERRY IV A	1,346.75	1,037.7
12/31/2018	GEN	11462	AMBLER, ALLEN S	91.99	80.1
12/31/2018	GEN	11463	TUBBS, JAMES	1,095.81	996.9
12/31/2018	GEN	11464	PEREZ, ADAM	300.95	262.1
12/31/2018	GEN	11465	WILLIAMS, TRAVIS A	350.95	309.1
12/31/2018	GEN	11466	JOHNSON, CARMELITA S.	188.25	156.8
12/31/2018	GEN	11467	CHAPMAN, JAMES M	653.37	575.6
12/31/2018	GEN	11468	BIRD, RANDY	407.45	358.9
12/31/2018	GEN	11469	SUGGATE, ALAYNA	255.98	201.0
12/31/2018	GEN	11470	LOWNEY, AUSTIN M	188.99	166.5
12/31/2018	GEN	11471	PRANGER, RYAN E	536.94	404.1
12/31/2018	GEN	11472	WINDER-RUDD, DOMINIC D	127.98	112.7
12/31/2018	GEN	11473	HAUGER, DRYDEN O	557.45	466.2
12/31/2018	GEN	11474	BRYANT, ELIZABETH L	37.50	24.9
12/31/2018	GEN	11475	WYMA, NICHOLAS A	392.94	346.1
12/31/2018	GEN	11476	JONES, JERRAD C	570.70	476.5
12/31/2018	GEN	11477	HANEY, PAUL J	188.99	150.4
12/31/2018	GEN	11478	SPRIK, HANNAH M	525.91	441.5
12/31/2018	GEN	11479	KRAUSENECK, SHANE C	570.70	476.5
12/31/2018	GEN	11480	FITZGERALD, LINDSAY P	338.99	298.6
12/31/2018	GEN	11481	THATCHER, SHANE W	252.98	220.3
12/31/2018	GEN	11482	FOUNTAIN, RENE M	3,416.67	2,582.8
12/31/2018	GEN	11483	JACOBS, PHYLLIS R.	26.00	24.0
12/31/2018	GEN	11484	BANDSTRA, ALICE J	26.00	22.8
12/31/2018	GEN	11485	BEAN, SUSAN	26.00	22.9
12/31/2018	GEN	11486	DIETRICH, GEORGE	995.63	875.4
12/31/2018	GEN	11487	ANTOR, GERALD A	471.80	435.7
12/31/2018	GEN	11488	CALIFF, MICHAEL H	846.00	691.5
12/31/2018	GEN	11489	CURRIE, PENNY M	3,266.67	897.3
12/31/2018	GEN	11490	BECHAZ, MARY L	451.50	397.7
12/31/2018	GEN	11491	MANEKE, BRANDON K	2,720.00	2,031.6
12/31/2018	GEN	11492	OLIVER, GORDON	40.00	35.2
12/31/2018	GEN	11493	DAVIS, MARY B	40.00	36.9
12/31/2018	GEN	11494	COOK, ZACHARY F	40.00	36.9
12/31/2018	GEN	11495	WETHINGTON, AMANDA R	40.00	35.2
12/31/2018	GEN	11496	GEIB, ANTHONY C	145.83	128.4
12/31/2018	GEN	11497	EVERETT, JERALD D	145.83	128.4
12/31/2018	GEN	11498	MERENDINO, CHRISTOPHER B	218.75	192.7

12/28/2018 11:55 AM

Check Register Report For Big Rapids Charter Township
For Payroll ID: 213 Check Date: 12/31/2018 Pay Period End Date: 12/31/2018

Check Date	Bank	Check Number	Name	Check Gross	Physical Check Amount
12/31/2018	GEN	STUB12	BEAN, CARMEN	145.83	0.0
Totals:			Number of Checks: 042	28,386.75	19,870.5
Total Physical Checks:			41		
Total Check Stubs:			1		

Building & Zoning Department Report to the Board of Trustees:

For the month ending December 31, 2018

The Building and Zoning Department issued two building permits for the month of December. Revenue for December was \$ 3,609.00 in permit fees and \$ 25.00 for a residential zoning clearance. The total revenue for the department was \$ 3,634.00 (see attached). Year-end revenue for 2018 is \$102,175.50 with \$ 2,925.00 being Zoning fees.

The Planning Commission held their regular meeting on December 11, 2018. They reviewed a draft of their 2018 Annual Report and the 2015 Master Plan. We will be soliciting members for a committee to assist with the review and possible rewrite of the 2020 Master Plan, which will be commencing soon. We are looking for interested individual to serve on this volunteer committee, so if you know of anyone who may have valuable insight and is willing to serve, please let me know.

Sincerely,

A handwritten signature in cursive script that reads "Brent R. Mason". The signature is written in black ink and is positioned above a solid horizontal line that extends across the width of the signature.

Brent R. Mason
Zoning Administrator,
Building and Zoning Department

Monthly Permit List

12/27/2018

Building

Permit #	Contractor	Job Address	Fee Total	Const. Value
PB18-0070	MCNALLY JOSEPH & KAREN	1411 NORTH STATE STREET	\$510.00	\$40,275
Work Description: Add new entryway porches with new doors and bring accessibility ramp up to code.				
PB18-0071	STUDIO NAILS	15400 WALDRON WAY	\$560.00	\$70,000
Work Description: Rehab/Alteration and addition to existing nail salon.				

Total Permits For Type: 2
Total Fees For Type: \$1,070.00
Total Const. Value For Type: \$110,275

Electrical

Permit #	Contractor	Job Address	Fee Total	Const. Value
PE18-0070	MOISD	15510 RYAN'S CREEK WAY	\$333.00	\$0
Work Description: 25 circuits, 25 light fixtures, dishwasher and disposal, 1 furnace, 2 - 220v outlets, 3 - 20 kva motors, 3 inspections.				
PE18-0071	MYERS, KENNETH J.	18683 MILTON AVENUE	\$175.00	\$0
Work Description: 8 circuits, 25 light fixtures, 2 - 220 v outlets, 2 inspections.				
PE18-0072	T-MOBILE	14633 220TH AVENUE	\$156.00	\$0
Work Description: 200 amp service, 3 circuits, 50 ft. feeder, 2 inspections, certification fee.				
PE18-0073	HITZEMANN, DONALD J ET U	16135 230TH AVENUE	\$91.00	\$0
Work Description: 200 amp service, 50 ft. feeder, 1 inspection.				
PE18-0074	L&M JOHNSON PROP LLC	1305 NORTH STATE STREET	\$376.00	\$0
Work Description: 30 circuits, 50 light fixtures, 2 furnaces, 5-220v outlets, 1 feeder, 8-20 kva motors, 2 inspections.				
PE18-0075	HULTS, MICHAEL D. & DORCA	18220 GRASS LAKE ROAD	\$91.00	\$0
Work Description: Generator service, 1 inspection.				
PE18-0076	ADEYANJU MATTHEW & RAC	20782 EDGEWOOD DRIVE	\$91.00	\$0
Work Description: Generator service				
PE18-0077	HARRIS GHERETTA R	14101 RIVERSWAY	\$91.00	\$0
Work Description: Generator service				

Total Permits For Type: 8
Total Fees For Type: \$1,404.00
Total Const. Value For Type: \$0

Mechanical

Permit #	Contractor	Job Address	Fee Total	Const. Value
PM18-0092	PHILLIPS, RHETA M.	13416 WOODLAND COURT	\$105.00	\$0

PM18-0093	HITZEMANN, DONALD J ET U	16135 230TH AVENUE	\$80.00	\$0
Work Description: Gas piping, 1 inspection.				
PM18-0094	WESTGATE DAVID & HOLLIE	17825 182ND AVENUE	\$95.00	\$0
Work Description: Above ground propane tank. 1 inspection.				
PM18-0095	HULTS, MICHAEL D. & DORCA	18220 GRASS LAKE ROAD	\$80.00	\$0
Work Description: Gas line for generator, 1 inspection.				
PM18-0096	WILHELM, DALE R.	17976 RIVER'S EDGE DRIVE	\$80.00	\$0
Work Description: Water Heater flue				
PM18-0097	ERB, GARY D. & BARBARA A.	19485 GOLFVIEW DRIVE	\$80.00	\$0
Work Description: Water heater flue				
PM18-0098	MOISD	15510 RYAN'S CREEK WAY	\$215.00	\$0
Work Description: Residential heating system, water heater, 2 gas piping, 1 air conditioning, 2 bath fans 2 inspections.				
PM18-0099	MYERS, KENNETH J.	18683 MILTON AVENUE	\$135.00	\$0
Work Description: heat pump, gas fireplace,1 inspection.				
PM18-0100	LEE'S RAPID WASH, INC.	14493 NORTHLAND DRIVE	\$105.00	\$0
Work Description: Gas burning furnace, inspection.				
PM18-0101	ADEYANJU MATTHEW & RAC	20782 EDGEWOOD DRIVE	\$80.00	\$0
Work Description: Generator fuel line.				
PM18-0102	HARRIS GHERETTA R	14101 RIVERSWAY	\$80.00	\$0
Work Description: Generator fuel line.				

Total Permits For Type: 11
Total Fees For Type: \$1,135.00
Total Const. Value For Type: \$0

Zoning Clearance

Permit #	Contractor	Job Address	Fee Total	Const. Value
PZ18-0042	MCNALLY JOSEPH & KAREN	1411 NORTH STATE STREET	\$25.00	\$0
Work Description: Addition of 2 porches to an existing commercial use structure.				

Total Permits For Type: 1
Total Fees For Type: \$25.00
Total Const. Value For Type: \$0

Report Summary

Grand Total Fees:	\$3,634.00
Grand Total Permits:	22
Grand Total Const. Value:	\$110,275

Population: All Records
 Permit.DateIssued Between
 12/1/2018 12:00:00 AM AND
 12/31/2018 11:59:59 PM

Big Rapids Charter Township

Cemetery and Grounds Year-End Report 2018

December activity:

- 0 deceased interred to cemetery vault
- Total of 0 burials

Highlights of the month:

December 2018 has been, without question, the slowest winter month I have experienced since working for the township. The unusually low amount of snowfall has kept the plow truck well rested. That is not to say that I have had nothing to do this month. With the slow outdoor activity, I have been able to scan and save all of our interment orders since 1997 into our new computer program. There were over 700 documents total. Also, I have been doing the same with our foundation orders. By the end of this winter, the cemetery records should be 100% virtual between the cemetery office and the clerk's office.

Highlights of the year:

2018 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 33 Burials
 - 16 Regular
 - 16 Cremain
 - 1 infant Reinterment
- Headstone Foundations poured: 20
- Received help from community service organizations. Total of roughly 1,340 hrs.

Looking ahead:

Looking forward to 2019, a couple of projects on the forefront include improving the trails at Highbanks park by rehabilitating the two wood bridges; as well as rehabilitating the landscaping at the fire hall.

To conclude this report, I would like to thank the board for their support of me and the Grounds Department as a whole. I look forward to 2019 being another successful year of keeping the township looking beautiful.

Respectfully submitted,

Brandon Maneke
Cemetery and Grounds Manager

FIRE DEPARTMENT REPORT
JANUARY 2019

Item "I"

General:

The department continues to run well. 2018 was surely an eventful year for the department with many changes happening along the way. Our call volume was significantly less than last year and ended with a total of 387 calls for service.

Call Volume:

Total calls for the month of December 2018: 28

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

Year to Date Call volume 2018: 387

Year to Date Response Times:

Turnout Time (dispatch to truck en-route): 4 minutes and 47 seconds.

Response Time (dispatch to on scene): 10 minutes and 36 seconds.

Year to Date Call Locations:

Austin	1
Barton	3
Big Prairie	1
BR TWP	340
City of Big Rapids	7
Colfax	3
Ewart	2
Grant	1
Green	11
Mecosta	4
Morley	3
Morton	1
Norwich	4
Osceola County	1

Personnel:

We named our 2018 Firefighter of the Year a little early. On December 19th, Dryden Hauger was given the award. Dryden has gone above and beyond in his service to the department and the community. We normally announce the Firefighter of the year at our annual Christmas party in mid-January, but due to his departure from the department to enlist in the U.S. Army, we decided to present the award while he was here to accept it. That being said, we have accepted Dryden's resignation at this time and wish him luck in his career with the U.S. Army. We expect that once he has completed his enlistment term, he will return to the area and re-join the department.

Training:

Training this month consisted of monthly truck checks, annual recap and review of incidents and expectations for the upcoming year.

Repairs Completed:

Tender 3 was back in the shop for a short time in December. The main ground wire was rotted through and caused several other issues. The alternator was rebuilt, and the regulator was replaced.

We purchased the flat bed for the grass rig and have it mounted at this time. It was determined that the mounting was better suited for a professional due to the need for bracing and fitment of the bed rails to the frame. This was completed and the remaining work that can be completed in house will be done soon.

Station Maintenance:

Nothing to report

Budget/Purchasing over \$2,500.00:

No requests at this time.



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 27, 2018

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

RE: Monthly Lift Station Report

Dear Bill,

We had another quiet month at the lift stations. Jim took an alarm call for an over temp at Industrial Park lift station, I put in the spare heater and ordered two more. While doing PMs during the week of the 17th, at Hills of Mitchell Creek, I found both pumps not running. I called DuBois Cooper for a wiring diagram and we worked through it over the phone and found a bad voltage relay. I jumped out the relay to make it work temporarily and picked up and installed a new relay Friday the 21st. The Mission units arrived last week, so we are planning on getting started on them after the first of the year, weather permitting. Overall the lift stations are functioning properly.

Sincerely,

Todd Shank
Northwest Kent Mechanical Co.

Monthly Report for Big Rapids Township Industrial Park

Water Plant

December 2018

All operations normal at the plant. All booster pumps and Jockey pump working good, well Pump Number 2 working good producing a good flow. All Variable frequency drives for well pump and booster pumps working good. All other electronics and electronic monitoring Systems working good, Hach chlorine analyzer working good and just received another shipment of chemical reagents from Hach for the analyzer. Generator checks and working good, about ¾ of a tank of diesel fuel in tank. Maintenance by Cummins done recently . Maintaining a chlorine residual of right around .35 parts per million (mg/L) . There will be some more sampling based on 3 year intervals coming up in the first quarter of 2019, 3 samples or so. Sensaphone working good and no other problems to report.

Big Rapids Charter Township Board of Review

December 11, 2018 Minutes

Alice Bandstra called the December Board of Review meeting to order a 9:00 am on December 11, 2018 at the Big Rapids Charter Township hall, 14212 Northland Drive, Big Rapids, Michigan

Bandstra, Bean, and Jacobs present: Videtich absent.

Also, present were Supervisor, Bill Stanek and Amanda Wethington, representing David Kirwin.

Bean moved that July 17, 2018 Minutes be approved, Jacobs supported, passed

No public comment

Mrs. Wethington presented DBOR18-01 and DBOR18-02 for Veteran Exemption

Jacobs moved, Bean supported that both of these be granted, passed

DBOR18-01	05 010 000 040 (after split) Hills Development LLC/Pamela Holland 20595 Rolling Hills Lane	Assessed Value Taxable Value	90,000.00 to 0.00 90,000.00 to 0.00
	2018 Disabled Veteran (part Year)		

DBOR18-02	05 039 042 000 Crockett, Walter B Et UX 18631 Arthur Road	Assessed Value Taxable Value	72,000.00 to 0.00 62,987.00 to 0.00
	2018 Disabled Veteran		

Mrs. Wethington presented DBOR18-03 to the board to consider for a poverty exemption.

Jacobs moved that the exemption be granted, Bean supported, passed

DBOR18-03	05 039 031 000 Kilbourne, Kenneth 18519 Arthur Road	Assessed Value Taxable Value	44,800.00 to 0.00 39,996.00 to 0.00
	2018 Poverty Exemption		

Mrs. Wethington presented DBOR18-04 thru09 for PRE's

Bean moved to accept all, Jacobs supported, passed

DBOR18-04	05 027 100 004 Fath, Brad & Sara 20725 14 Mile Road	Assessed Value Taxable Value	118,800.00 to 0.00 118,800.00 to 0.00
	2018 PRE-100%		

DBOR18-05	05 023 009 000 Spencer, William & Theresa 19101 Arrowhead Lane	Assessed Value Taxable Value	77,000.00 to 0.00 77,000.00 to 0.00
	2018 PRE-100%		

DBOR18-06	05 084 007 150 McKinley, Alexander J III 617 W Bridge Street	Assessed Value Taxable Value	17,100.00 to 0.00 17,000.00 to 0.00
	2018 PRE-100%		

DBOR18-07	05 020 005 001 Rehkopf, John J & Tiffany J 14870 225 th Ave 2018 PRE-100%	Assessed Value Taxable Value	115,500.00 to 0.00 112,681.00 to 0.00
DBOR18-08	05 081 043 000 Mcinnis, Robert & Katie 19256 Fox Glove Circle 2018 PRE-100%	Assessed Value Taxable Value	122,600.00 to 0.00 116,496.00 to 0.00
DBOR18-09	05 024 032 100 Jaques, Derrick & Marcy 18020 McKinley Road 2018 PRE-100%	Assessed Value Taxable Value	77,700.00 to 0.00 77,000.00 to 0.00

Mrs. Wethington presented DBOR18-10 for a Clerical Error
Bean Moved that this property be changed from Commercial Forrest to Qualified Forest, Jacobs supported, passed

DBOR18-10	05 029 004 000 Schwaderer, Barber A ET Al 14 Mile Road 2018 Mutual mistake of fact	Assessed Value Taxable Value	0.00 to 41,300.00 0.00 to 19,778.00
-----------	--	---------------------------------	--

Jacobs moved, Bean supported that we set the March 2019 B O R dates for:

Organization meeting	Tuesday March 5, 2019 at 9:00 am
Required meetings	Monday March 11, 2019 1:00 pm to 4:00 pm
	Monday March 11, 2019 6:00 pm to 9:00 pm
	Tuesday March 12, 2019 9:00 am to 12:00 noon
	Tuesday March 12, 2019 1:00 pm to 4:00 pm
Recap meeting	Wednesday March 13, 2019 9:00 am

Bandstra declared the meeting adjourned at 9:18 am

Bill Stanek, secretary

**FIRE COMMITTEE MEETING MINUTES
DECEMBER 6, 2018**

Present: Tom Crandell, Perry Douglass, Jim Tubbs, and Carman Bean

Also, present were Bill Stanek and Bob Maguire

The first item of discussion was the accident with the pick up and trailer. Bill asked if Pat Currie had any recommendations. Jim said he would stop and talk to him tomorrow. Unless he has a better supplier, Perry will go down and pick up a steel flatbed from Hoekstra Equipment next week.

The next item of discussion was a weapons policy. Carman and Jim each presented a policy that they had prepared. The main thing Carman wanted was that the policy not be just related to the fire department but for all township properties. After much discussion it was decided to take some of each recommendation and mix them together. Jim will do this and e-mail it to each member for comments. After review it will be recommended to the board in January to be added to the employee manual.

The tender is back on the road and passed the MDOT inspection. The generator has been repaired and is back in the truck. The only other major equipment that needs repaired is the Foam Pro System on engine one. Perry estimates that it will cost around \$6100.00 to repair. He will have estimates for the board in January.

Jim and Perry are concerned with the air intakes on the new part of the building. This is something that they overlooked when the punch list was completed. They will look at the infiltration and maybe talk to Kevin at the State of the Township address.

Bill advised that the State of the Township will be at the Fire hall on January 15th, building will be clean and ready.

The roster is still down with only 21 on at this time.

Perry informed the committee that they are receiving a DNR 50-50 grant for some wild land gear. The grant will be for \$1032.00 and with our match should get up to 5 sets of gear.

Perry had prices on replacing the tender with a new chassis and reusing the tank we had. CSI who built the tank we have has given us a price of \$64,491.77 to rebuild and switch the tank to another chassis. With three quotes on chassis it was recommended that they recommend to the board the lowest price chassis, from Freightliner for \$92,962.00. This would be a total cost of \$157,453.77. Financing options were discussed and Bill suggested that they ask the board for a \$75,000 loan from their revolving loan fund. Carman though this could be done interest free for a period of 4 years. The rest would come from the fire fund and this is doable.

Acting Secretary, Bill Stanek



CSI Emergency Apparatus, LLC
 2332 Dupont Street Phone: 989-348-2877
 Grayling, MI 49738 Fax: 989-348-8233

Service Order Number: **ESTIMATE**

Notes:
 Rechassis / Refurbish
 Tender 11-3

State Repair Facility Number: F155529

BILL TO:
 Big Rapids Twp. Fire Department
 14212 Northland Drive
 Big Rapids, MI 49307
 Attn: Perry Douglass, Deputy Chief

SHIP TO:
 Same

INVOICE DATE	SHIP VIA	DATE		FOB	SERVICE TYPE	
	Best Way	11/26/18		Grayling, MI	<input checked="" type="checkbox"/> In House Service	
P.O. NO.		TERMS	S.O. NO.	QUOTE PREPARED BY	<input type="checkbox"/> Mobile Service	
		N30		Mark Brown		
QTY	DESCRIPTION				EACH COST	TOTAL PRICE
1	LED warning lights & siren package, includes the following: 56" Whelen LED Justice series NFPA light bar (8) Whelen C7 series LED lower warning lights with chrome bezels, Red (2) Whelen R31 LED upper rear beacons, Red (1) Whelen 295 HFS2 series siren with (1) 100-watt siren speaker					
1	Aluminum cab console for switches, siren, radios, ajar light and map pocket. Console is finished with black Zolatone finish and provided with a forward hinging access top.					
2	2-1/2" Akon Brass ball intake valves with manual handles (side direct tank fills)					
1	Stainless steel rear manual dump valve with 36" stainless steel telescoping chute					
2	Stainless steel side dump valves with electric actuators					
1	Stainless steel rear tank access ladder with Whelen LED under rung lighting					
2	Stainless steel upper tank rails					
2	Rear body cast aluminum fenderettes					
1	Diamond plate compartment tops, rear bulkhead, inner door panels, body / tailboard subframes					
1	Inner fender liner, driver side rear					
2	Rear mud flaps					
1	FRC LED Tankvision water level gauge					
1	Door ajar switches, ajar light, etc.					
1	Electrical system, harness, relays, breakers, connectors, loom, switches, etc.					
1	Door hardware, hinges, latches, pins, handles, gasketing, black floor tiles, interior lights, etc.					
1	Complete repaint and finish of lower body single color red, new Zolatone compartment interiors. Exterior red to match new chassis lower color.					
1	LED DOT lighting, brake, turn-tail, back-up lights, fender scenes, wing scene lights					
1	Lettering & graphics, reflective body striping, rear upper tank Chevron					
1	Miscellaneous shop supplies, consumables, etc.					

Freight - Truck + Tank Total \$157,453 ??

1	<p>Labor Description Disconnect all body mounts, electrical from current chassis. Remove existing body and tank from old chassis, add temporary brake/turn lights to back of old chassis to be driven away by customer. Inspect all body and tank mounts for condition & wear, clean and treat any areas of surface corrosion prior to setting body and tank on new chassis. Remove existing wiring from body and wire in complete new electrical system to accommodate LED lights, new dump valves, siren, portabale pump power, etc. Fabricate and install a new center console inside chassis cab, between the front bucket seats. Inspect inside of stainless steel tank for condition of baffles, tank structure, corrosion and report back to customer if areas of concern exist (tank repairs not included in quote). Body to be stripped of all diamond plate & components, body to be completely repainted to match new chassis. Inside of compartments to be finished with new Zolatone finish. Fabricate and install new aluminum body & tailboard lower subframe. Install new diamond plate on entire body. Reinstall existing fold down tank rack (no new diamond plate). Refinish lower rub rails with DA sanded exterior, install after paint. Install new fender liner on driver side, new fenderette trim on both sides. Fab & install new dump doors, install new rear mud flaps. Install new stainless steel fender dumps, manual stainless steel rear dump with 36" chute. Install (2) new Akron front tank fill valves. Fabricate and install new upper stainless steel tank railing and rear stainless access ladder with rear ladder LED under rung lights. Install new door hardware with new diamond plate door panels. Install new LED light bar, LED lower warning lights, LED fender scene lights, LED wing scene, LED DOT lights, LED B/T/T lights, LED interior compartment lights. Install door lettering, unit number, 4" front and side white reflective striping to match original layout, Chevron the entire upper rear stainless tank with 6" Red/Fluorescent 3M Diamond grade NFPA compliant striping. Install body and tank on new chassis. Test complete function of truck prior to delivery.</p>		
<p>All parts and repairs listed are in compliance with Michigan State Repair ACT (P.A. 300). All parts are new unless noted otherwise.</p> <p>You are entitled by law to the return of all parts replaced, except those which are to heavy or large, and those required to be sent back to the manufacturer or distributor because of warranty work or an exchange agreement. You are entitled to inspect the parts which cannot be returned to you.</p> <p>CSI has quoted only the work specified above. Any additional Items found in need of repair or replacement during the course of repair will be quoted to you prior to those repairs being made.</p>			
<p>Signature _____ Date _____</p>		<p>Sub Total: \$64,491.77 Sales Tax: 0.00% \$0.00</p>	<p>TOTAL: \$64,491.77</p>

Prepared for:
Mark Brown
CSI Emergency Apparatus
2332 Dupont Street
Graling, MI 49738
Phone: 989-348-2877



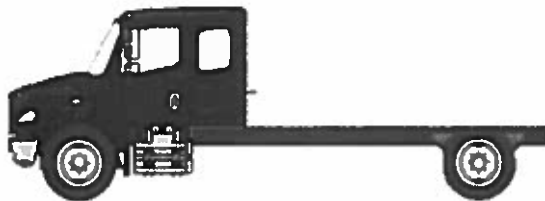
Prepared by:
Mike Denno
D and K TRUCK COMPANY
3020 Snow Rd
LANSING, MI 48917
Phone: 517-449-2329

A proposal for
CSI Emergency Apparatus

Prepared by
D and K TRUCK COMPANY
Mike Denno

Nov 09, 2018

Freightliner M2 106



Components shown may not reflect all spec'd options and are not to scale



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Prepared by:
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Q U O T A T I O N

M2 106 CONVENTIONAL CHASSIS

SET BACK AXLE - TRUCK
 CUM L9 350EV HP @ 2000 RPM, 2200 GOV RPM , 1000
 LB/FT @ 1400 RPM
 ALLISON 3000 EVS AUTOMATIC TRANSMISSION WITH
 PTO PROVISION
 RS-26-185 26,000# T-SERIES SINGLE REAR AXLE
 26,000# FLAT LEAF SPRING REAR SUSPENSION WITH
 HELPER AND RADIUS ROD

DETROIT DA-F-14.7-3 14,700# FF1 71.5 KPI/3.74 DROP
 SINGLE FRONT AXLE
 14,600# TAPERLEAF FRONT SUSPENSION
 132 INCH BBC HIGH-ROOF EXTENDED ALUMINUM
 CONVENTIONAL CAB
 5375MM (212 INCH) WHEELBASE
 11/32X3-1/2X10-15/16 INCH STEEL FRAME
 (8.73MMX277.8MM/0.344X10.94 INCH) 120KSI
 1525MM (60 INCH) REAR FRAME OVERHANG

		PER UNIT		TOTAL
VEHICLE PRICE	TOTAL # OF UNITS (1)	\$ 92,947	\$	92,947
EXTENDED WARRANTY		\$ 0	\$	0
DEALER INSTALLED OPTIONS		\$ 0	\$	0
CUSTOMER PRICE BEFORE TAX		\$ 92,947	\$	92,947
TAXES AND FEES				
TAXES AND FEES		\$ 15	\$	15
OTHER CHARGES		\$ 0	\$	0
TRADE-IN				
TRADE-IN ALLOWANCE		\$ (0)	\$	(0)
BALANCE DUE	(LOCAL CURRENCY)	\$ 92,962	\$	92,962

APPROVAL: Please indicate your acceptance of this quotation by signing below:

Customer: X _____ Date: ___ / ___ / ___.



Prepared for:
Mark Brown
CSI Emergency Apparatus
2332 Dupont Street
Graling, MI 49738
Phone: 989-348-2877



Prepared by:
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D and K TRUCK COMPANY
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LANSING, MI 48917
Phone: 517-449-2329

QUOTATION DETAILS

TAXES AND FEES			
Title	\$	15	\$ 15

Daimler Truck Financial
Financing that works for you.

See your local dealer for a competitive quote from Daimler Truck Financial, or contact us at Information@dtoffers.com.

Daimler Truck Financial offers a variety of finance, lease and insurance solutions to fit your business needs. For more information about our products and services, visit our website at www.daimler-truckfinancial.com.



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S P E C I F I C A T I O N P R O P O S A L

Description	Weight Front	Weight Rear
Price Level		
M2 PRL-18M (EFF:04/17/18)		
Data Version		
SPECPRO21 DATA RELEASE VER 029		
Interior Convenience/Driver Retention Package		
INTERIOR CONVENIENCE PACKAGE		
Vehicle Configuration		
M2 106 CONVENTIONAL CHASSIS	5,759	3,503
2020 MODEL YEAR SPECIFIED		
SET BACK AXLE - TRUCK		
STRAIGHT TRUCK PROVISION		
LH PRIMARY STEERING LOCATION		
General Service		
TRUCK CONFIGURATION		
DOMICILED, USA (EXCLUDING CALIFORNIA AND CARB OPT-IN STATES)		
FIRE SERVICE		
EMERGENCY VEHICLES BUSINESS SEGMENT		
LIQUID BULK COMMODITY		
TERRAIN/DUTY: 100% (ALL) OF THE TIME, IN TRANSIT, IS SPENT ON PAVED ROADS		
MAXIMUM 8% EXPECTED GRADE		
SMOOTH CONCRETE OR ASPHALT PAVEMENT - MOST SEVERE IN-TRANSIT (BETWEEN SITES) ROAD SURFACE		
MEDIUM TRUCK WARRANTY		
EXPECTED FRONT AXLE(S) LOAD : 14000.0 lbs		
EXPECTED REAR DRIVE AXLE(S) LOAD : 26000.0 lbs		
EXPECTED GROSS VEHICLE WEIGHT CAPACITY : 40000.0 lbs		

Application Version 10.1.105
 Data Version PRL-18M.029
 Big Rapids Twp. Fire Dept



11/09/2018 5:45 PM

Prepared for:
 Mark Brown
 CSI Emergency Apparatus
 2332 Dupont Street
 Graling, MI 49738
 Phone: 989-348-2877



Prepared by:
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 D and K TRUCK COMPANY
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 LANSING, MI 48917
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Description	Weight Front	Weight Rear
Truck Service		
FIRE TANK/PUMPER - MAIN DRIVELINE DRIVEN SPLIT-SHAFT PTO/PUMP EXPECTED TRUCK BODY LENGTH : 20.0 ft DEALER STOCK TRUCK - UPFIT UNDETERMINED EXPECTED BODY/PAYLOAD CG HEIGHT ABOVE FRAME "XX" INCHES : 32.0 in		
Engine		
CUM L9 350EV HP @ 2000 RPM, 2200 GOV RPM , 1000 LB/FT @ 1400 RPM	640	30
Electronic Parameters		
60 MPH ROAD SPEED LIMIT PTO MODE ENGINE RPM LIMIT - 1100 RPM PTO RPM WITH CRUISE SET SWITCH - 700 RPM PTO RPM WITH CRUISE RESUME SWITCH - 800 RPM PTO MODE CANCEL VEHICLE SPEED - 5 MPH PTO GOVERNOR RAMP RATE - 250 RPM PER SECOND ONE REMOTE PTO SPEED PTO SPEED 1 SETTING - 900 RPM PTO MINIMUM RPM - 700 REGEN INHIBIT SPEED THRESHOLD - 5 MPH		
Engine Equipment		
2016 ONBOARD DIAGNOSTICS/2010 EPA/CARB/FINAL GHG17 CONFIGURATION NO 2008 CARB EMISSION CERTIFICATION STANDARD OIL PAN ENGINE MOUNTED OIL CHECK AND FILL ONE PIECE VALVE COVER SIDE OF HOOD AIR INTAKE WITH NFPA COMPLIANT EMBER SCREEN AND FIRE RETARDANT DONALDSON AIR CLEANER LN 12V 270 AMP 4949PGH PAD MOUNT ALTERNATOR WITH AC TAPS	10	
(3) DTNA GENUINE, FLOODED STARTING, MIN 2250CCA, 510RC, THREADED STUD BATTERIES BATTERY BOX FRAME MOUNTED STANDARD BATTERY JUMPERS	40	20



Prepared for:
 Mark Brown
 CSI Emergency Apparatus
 2332 Dupont Street
 Graling, MI 49738
 Phone: 989-348-2877



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Description	Weight Front	Weight Rear
SINGLE BATTERY BOX FRAME MOUNTED LH SIDE UNDER CAB		
WIRE GROUND RETURN FOR BATTERY CABLES WITH ADDITIONAL FRAME GROUND RETURN		
NON-POLISHED BATTERY BOX COVER		
CAB AUXILIARY POWER CABLE	5	
POSITIVE LOAD DISCONNECT WITH CAB MOUNTED CONTROL SWITCH WITH LOCKING PROVISION MOUNTED OUTBOARD DRIVER SEAT	8	
POSITIVE AND NEGATIVE POSTS FOR JUMPSTART LOCATED ON FRAME NEXT TO STARTER	2	
CUMMINS TURBOCHARGED 18.7 CFM AIR COMPRESSOR WITH INTERNAL SAFETY VALVE		
STANDARD MECHANICAL AIR COMPRESSOR GOVERNOR		
AIR COMPRESSOR DISCHARGE LINE		
GVG, FIRE AND EMERGENCY SERVICE VEHICLES ENGINE WARNING		
C-BRAKE BY JACOBS WITH LOW/OFF/HIGH BRAKING DASH SWITCH, ACTIVATES STOP LAMPS	80	
RH OUTBOARD UNDER STEP MOUNTED HORIZONTAL AFTERTREATMENT SYSTEM ASSEMBLY WITH RH HORIZONTAL TAILPIPE EXITING FORWARD OF REAR TIRES	10	5
ENGINE AFTERTREATMENT DEVICE, AUTOMATIC OVER THE ROAD ACTIVE REGENERATION AND DASH MOUNTED SINGLE REGENERATION REQUEST/INHIBIT SWITCH		
STANDARD EXHAUST SYSTEM LENGTH		
RH HORIZONTAL TAILPIPE, EXIT FORWARD OF REAR TIRES AT 90 DEGREES	20	20
13 GALLON DIESEL EXHAUST FLUID TANK	35	10
100 PERCENT DIESEL EXHAUST FLUID FILL		
POLISHED ALUMINUM DIESEL EXHAUST FLUID TANK COVER	15	5
LH MEDIUM DUTY STANDARD DIESEL EXHAUST FLUID TANK LOCATION		
STANDARD DIESEL EXHAUST FLUID PUMP MOUNTING		
STANDARD DIESEL EXHAUST FLUID TANK CAP		
HORTON DRIVEMASTER ADVANTAGE ON/OFF FAN DRIVE		



Prepared for:
 Mark Brown
 CSI Emergency Apparatus
 2332 Dupont Street
 Grailing, MI 49738
 Phone: 989-348-2877



Prepared by:
 Mike Denno
 D and K TRUCK COMPANY
 3020 Snow Rd
 LANSING, MI 48917
 Phone: 517-449-2329

Description	Weight Front	Weight Rear
AUTOMATIC FAN CONTROL WITHOUT DASH SWITCH, NON ENGINE MOUNTED		
CUMMINS SPIN ON FUEL FILTER		
COMBINATION FULL FLOW/BYPASS OIL FILTER		
1100 SQUARE INCH ALUMINUM RADIATOR	20	
ANTIFREEZE TO -34F, OAT (NITRITE AND SILICATE FREE) EXTENDED LIFE COOLANT		
GATES BLUE STRIPE COOLANT HOSES OR EQUIVALENT		
CONSTANT TENSION HOSE CLAMPS FOR COOLANT HOSES		
AUXILIARY ENGINE COOLING USING WATER FROM FIRE PUMP	10	
LOWER RADIATOR GUARD		
ALUMINUM FLYWHEEL HOUSING		
ELECTRIC GRID AIR INTAKE WARMER		
DELCO 12V 38MT HD STARTER WITH INTEGRATED MAGNETIC SWITCH		

Transmission

ALLISON 3000 EVS AUTOMATIC TRANSMISSION WITH PTO PROVISION	200	60
--	-----	----

Transmission Equipment

ALLISON VOCATIONAL PACKAGE 170 - AVAILABLE ON 3000/4000 PRODUCT FAMILIES WITH VOCATIONAL MODEL RDS AND EVS

ALLISON VOCATIONAL RATING FOR FIRE TRUCK/EMERGENCY VEHICLE APPLICATIONS AVAILABLE WITH ALL PRODUCT FAMILIES

PRIMARY MODE GEARS, LOWEST GEAR 1, START GEAR 1, HIGHEST GEAR 6, AVAILABLE FOR 3000/4000 PRODUCT FAMILIES ONLY

SECONDARY MODE GEARS, LOWEST GEAR 1, START GEAR 1, HIGHEST GEAR 5, AVAILABLE FOR 3000/4000 PRODUCT FAMILIES ONLY

PRIMARY SHIFT SCHEDULE RECOMMENDED BY DTNA AND ALLISON, THIS DEFINED BY ENGINE AND VOCATIONAL USAGE

SECONDARY SHIFT SCHEDULE RECOMMENDED BY DTNA AND ALLISON, THIS DEFINED BY ENGINE AND VOCATIONAL USAGE

PRIMARY SHIFT SPEED RECOMMENDED BY DTNA AND ALLISON, THIS DEFINED BY ENGINE AND VOCATIONAL USAGE



Prepared for:
 Mark Brown
 CSI Emergency Apparatus
 2332 Dupont Street
 Graling, MI 49738
 Phone: 989-348-2877



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 D and K TRUCK COMPANY
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 LANSING, MI 48917
 Phone: 517-449-2329

Description	Weight Front	Weight Rear
SECONDARY SHIFT SPEED RECOMMENDED BY DTNA AND ALLISON, THIS DEFINED BY ENGINE AND VOCATIONAL USAGE		
ENGINE BRAKE RANGE PRESELECT RECOMMENDED BY DTNA AND ALLISON, THIS DEFINED BY ENGINE AND VOCATIONAL USAGE		
ENGINE BRAKE RANGE ALTERNATE PRESELECT RECOMMENDED BY DTNA AND ALLISON, THIS DEFINED BY ENGINE AND VOCATIONAL USAGE		
DISABLE - LOAD BASED SHIFT SCHEDULE, DISABLE - VEHICLE ACCELERATION CONTROL		
NEUTRAL AT STOP - DISABLED, FUELSENSE - DISABLED		
DRIVER SWITCH INPUT - DEFAULT - NO SWITCHES		
VEHICLE INTERFACE WIRING CONNECTOR WITH PDM AND NO BLUNT CUTS, AT BACK OF CAB		
ELECTRONIC TRANSMISSION CUSTOMER ACCESS CONNECTOR FIREWALL MOUNTED		
(2) CUSTOMER INSTALLED CHELSEA 277 SERIES PTO'S		
PTO MOUNTING, LH AND RH SIDES OF MAIN TRANSMISSION		
MAGNETIC PLUGS, ENGINE DRAIN, TRANSMISSION DRAIN, AXLE(S) FILL AND DRAIN		
PUSH BUTTON ELECTRONIC SHIFT CONTROL, DASH MOUNTED		
TRANSMISSION PROGNOSTICS - ENABLED 2013		
WATER TO OIL TRANSMISSION COOLER, IN RADIATOR END TANK		
TRANSMISSION OIL CHECK AND FILL WITH ELECTRONIC OIL LEVEL CHECK		
SYNTHETIC TRANSMISSION FLUID (TES-295 COMPLIANT)		

Front Axle and Equipment

DETROIT DA-F-14.7-3 14,700# FF1 71.5 KPI/3.74
 DROP SINGLE FRONT AXLE
 MERITOR 16.5X5 Q+ CAST SPIDER CAM FRONT BRAKES, DOUBLE ANCHOR, FABRICATED SHOES
 FIRE AND EMERGENCY SEVERE SERVICE, NON-ASBESTOS FRONT LINING
 CONMET CAST IRON FRONT BRAKE DRUMS



Prepared for:
 Mark Brown
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 Graling, MI 49738
 Phone: 989-348-2877



Prepared by:
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 D and K TRUCK COMPANY
 3020 Snow Rd
 LANSING, MI 48917
 Phone: 517-449-2329

Description	Weight Front	Weight Rear
FRONT BRAKE DUST SHIELDS	5	
FRONT OIL SEALS		
VENTED FRONT HUB CAPS WITH WINDOW, CENTER AND SIDE PLUGS - OIL		
STANDARD SPINDLE NUTS FOR ALL AXLES		
MERITOR AUTOMATIC FRONT SLACK ADJUSTERS		
TRW TAS-85 POWER STEERING	40	
POWER STEERING PUMP		
2 QUART SEE THROUGH POWER STEERING RESERVOIR		
SYNTHETIC 75W-90 FRONT AXLE LUBE		
Front Suspension		
14,600# TAPERLEAF FRONT SUSPENSION	170	
MAINTENANCE FREE RUBBER BUSHINGS - FRONT SUSPENSION		
FRONT SHOCK ABSORBERS		
Rear Axle and Equipment		
RS-26-185 26,000# T-SERIES SINGLE REAR AXLE		255
6.14 REAR AXLE RATIO		
IRON REAR AXLE CARRIER WITH STANDARD AXLE HOUSING		
MXL 17T MERITOR EXTENDED LUBE MAIN DRIVELINE WITH HALF ROUND YOKES	20	20
DRIVER CONTROLLED TRACTION DIFFERENTIAL - SINGLE REAR AXLE		20
(1) DRIVER CONTROLLED DIFFERENTIAL LOCK REAR VALVE FOR SINGLE DRIVE AXLE		
BLINKING LAMP WITH EACH MODE SWITCH, DIFFERENTIAL UNLOCK WITH IGNITION OFF, ACTIVE <5 MPH		
MERITOR 16.5X7 Q+ CAST SPIDER CAM REAR BRAKES, DOUBLE ANCHOR HEAVY DUTY BRAKE AND SHOES		40
FIRE AND EMERGENCY SEVERE SERVICE NON- ASBESTOS REAR BRAKE LINING		
BRAKE CAMS AND CHAMBERS ON FORWARD SIDE OF DRIVE AXLE(S)		
WEBB HEAVY WEIGHT CAST IRON REAR BRAKE DRUMS		80
REAR BRAKE DUST SHIELDS		5
REAR OIL SEALS		

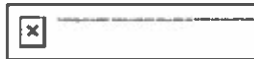


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Description	Weight Front	Weight Rear
WABCO TRISTOP D LONGSTROKE 1-DRIVE AXLE SPRING PARKING CHAMBERS HALDEX AUTOMATIC REAR SLACK ADJUSTERS SYNTHETIC 75W-90 REAR AXLE LUBE		
Rear Suspension		
26,000# FLAT LEAF SPRING REAR SUSPENSION WITH HELPER AND RADIUS ROD SPRING SUSPENSION - NO AXLE SPACERS STANDARD AXLE SEATS IN AXLE CLAMP GROUP FORE/AFT CONTROL RODS		170
Brake System		
AIR BRAKE PACKAGE WABCO 4S/4M ABS WITH TRACTION CONTROL, WITH ATC OFF-ROAD SWITCH REINFORCED NYLON, FABRIC BRAID AND WIRE BRAID CHASSIS AIR LINES FIBER BRAID PARKING BRAKE HOSE STANDARD BRAKE SYSTEM VALVES STANDARD AIR SYSTEM PRESSURE PROTECTION SYSTEM STD U.S. FRONT BRAKE VALVE RELAY VALVE WITH 5-8 PSI CRACK PRESSURE, NO REAR PROPORTIONING VALVE BW AD-9SI BRAKE LINE AIR DRYER WITH HEATER AIR DRYER MOUNTED UNDER HOOD STEEL AIR TANKS MOUNTED AFT INSIDE AND/OR BELOW FRAME JUST FORWARD OF REAR SUSPENSION, NO TRIPLE OR TORPEDO TANKS CLEAR FRAME RAILS FROM BACK OF CAB TO FRONT REAR SUSPENSION BRACKET, BOTH RAILS OUTBOARD BW DV-2 AUTO DRAIN VALVE WITHOUT HEATER ON ALL TANK(S)		
Trailer Connections		
UPGRADED CHASSIS MULTIPLEXING UNIT UPGRADED BULKHEAD MULTIPLEXING UNIT		



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Description	Weight Front	Weight Rear
Wheelbase & Frame		
5375MM (212 INCH) WHEELBASE		
11/32X3-1/2X10-15/16 INCH STEEL FRAME (8.73MMX277.8MM/0.344X10.94 INCH) 120KSI	220	130
1525MM (60 INCH) REAR FRAME OVERHANG		
FRAME OVERHANG RANGE: 51 INCH TO 60 INCH	10	-40
CALC'D BACK OF CAB TO REAR SUSP C/L (CA) : 120.46 in		
CALCULATED EFFECTIVE BACK OF CAB TO REAR SUSPENSION C/L (CA) : 117.46 in		
CALC'D FRAME LENGTH - OVERALL : 300.99		
CALC'D SPACE AVAILABLE FOR DECKPLATE : 120.86 in		
CALCULATED FRAME SPACE LH SIDE : 103.62 in		
CALCULATED FRAME SPACE RH SIDE : 216.38 in		
SQUARE END OF FRAME		
FRONT CLOSING CROSSMEMBER		
LIGHTWEIGHT HEAVY DUTY ALUMINUM ENGINE CROSSMEMBER	-12	
STANDARD CROSSMEMBER BACK OF TRANSMISSION		
STANDARD MIDSHIP #1 CROSSMEMBER(S)		
STANDARD REARMOST CROSSMEMBER		
STANDARD SUSPENSION CROSSMEMBER		
Chassis Equipment		
THREE-PIECE 14 INCH CHROMED STEEL BUMPER WITH COLLAPSIBLE ENDS	30	
FRONT TOW HOOKS - FRAME MOUNTED	15	
FENDER AND FRONT OF HOOD MOUNTED FRONT MUDFLAPS		
GRADE 8 THREADED HEX HEADED FRAME FASTENERS		
TANK BODY 1501 TO 3000 GALLONS		
Fuel Tanks		
50 GALLON/189 LITER SHORT RECTANGULAR ALUMINUM FUEL TANK - LH	20	
RECTANGULAR FUEL TANK(S)		



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Description	Weight Front	Weight Rear
PLAIN ALUMINUM/PAINTED STEEL FUEL/HYDRAULIC TANK(S) WITH PAINTED BANDS		
FUEL TANK(S) FORWARD		
PLAIN STEP FINISH		
FUEL TANK CAP(S)		
DETROIT FUEL/WATER SEPARATOR WITH WATER IN FUEL SENSOR	-5	
EQUIFLO INBOARD FUEL SYSTEM		
NO NATURAL GAS VEHICLE FUEL TANK VENT LINE/STACK		
HIGH TEMPERATURE REINFORCED NYLON FUEL LINE		
Tires		
MICHELIN XZE 12R22.5 16 PLY RADIAL FRONT TIRES	50	
MICHELIN X WORKS Z 12R22.5 16 PLY RADIAL REAR TIRES		152
Hubs		
CONMET PRESET PLUS PREMIUM IRON FRONT HUBS		
CONMET PRESET PLUS PREMIUM IRON REAR HUBS		
Wheels		
ALCOA LVL ONE 88367X 22.5X8.25 10-HUB PILOT 5.79 INSET ALUMINUM DISC FRONT WHEELS	-50	
ALCOA LVL ONE 88367X 22.5X8 25 10-HUB PILOT ALUMINUM DISC REAR WHEELS		-100
POLISHED FRONT WHEELS; OUTSIDE ONLY		
POLISHED REAR WHEELS; OUTSIDE OF OUTER WHEELS ONLY		
FRONT WHEEL MOUNTING NUTS		
REAR WHEEL MOUNTING NUTS		
Cab Exterior		
132 INCH BBC HIGH-ROOF EXTENDED ALUMINUM CONVENTIONAL CAB	200	50
AIR CAB MOUNTING		
CAB ROOF REINFORCEMENTS FOR ROOF MOUNTED COMPONENTS	2	
NONREMOVABLE BUGSCREEN MOUNTED BEHIND GRILLE		



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Description	Weight Front	Weight Rear
LH AND RH GRAB HANDLES		
HOOD MOUNTED CHROMED PLASTIC GRILLE		
CHROME HOOD MOUNTED AIR INTAKE GRILLE		
FIBERGLASS HOOD		
DUAL 25 INCH ROUND STUTTER TONE HOOD MOUNTED AIR HORNS WITH DUAL LANYARDS	8	
SINGLE ELECTRIC HORN		
DUAL HORN SHIELDS		
DOOR LOCKS AND IGNITION SWITCH KEYED THE SAME		
REAR LICENSE PLATE MOUNT END OF FRAME		
INTEGRAL HEADLIGHT/MARKER ASSEMBLY WITH CHROME BEZEL		
LED AERODYNAMIC MARKER LIGHTS		
DAYTIME RUNNING LIGHTS		
OMIT STOP/TAIL/BACKUP LIGHTS AND PROVIDE WIRING WITH SEPARATE STOP/TURN WIRES TO 4 FEET BEYOND END OF FRAME		-5
STANDARD FRONT TURN SIGNAL LAMPS		
DUAL WEST COAST BRIGHT FINISH HEATED MIRRORS WITH LH AND RH REMOTE		
DOOR MOUNTED MIRRORS		
102 INCH EQUIPMENT WIDTH		
LH AND RH 8 INCH BRIGHT FINISH CONVEX MIRRORS MOUNTED UNDER PRIMARY MIRRORS		
RH DOWN VIEW MIRROR		
STANDARD SIDE/REAR REFLECTORS		
DUAL LEVEL CAB ENTRY STEPS ON BOTH SIDES		
ELECTRIC HORN WARNING SYSTEM FOR PARK BRAKE NOT SET WITH DOOR OPEN AND ALL IGNITION KEY POSITIONS		
63X14 INCH TINTED REAR WINDOW		
TINTED DOOR GLASS LH AND RH WITH TINTED NON-OPERATING WING WINDOWS		
RH AND LH ELECTRIC POWERED WINDOWS	4	
20X23 INCH LH AND RH TINTED SIDE WINDOWS		
TINTED WINDSHIELD		
2 GALLON WINDSHIELD WASHER RESERVOIR WITHOUT FLUID LEVEL INDICATOR, FRAME MOUNTED		



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Description	Weight Front	Weight Rear
Cab Interior		
OPAL GRAY VINYL INTERIOR		
MOLDED PLASTIC DOOR PANEL WITHOUT VINYL INSERT WITH ALUMINUM KICKPLATE LOWER DOOR		
MOLDED PLASTIC DOOR PANEL WITHOUT VINYL INSERT WITH ALUMINUM KICKPLATE LOWER DOOR		
BLACK MATS WITH SINGLE INSULATION		
FORWARD ROOF MOUNTED CONSOLE WITH UPPER STORAGE COMPARTMENTS AND ADDITIONAL CENTER COMPARTMENT WITHOUT NETTING		
IN DASH STORAGE BIN		
(2) CUP HOLDERS LH AND RH DASH		
GRAY/CHARCOAL FLAT DASH		
HEATER, DEFROSTER AND AIR CONDITIONER		
STANDARD HVAC DUCTING		
MAIN HVAC CONTROLS WITH RECIRCULATION SWITCH		
STANDARD HEATER PLUMBING		
DENSO HEAVY DUTY AIR CONDITIONER COMPRESSOR		
BINARY CONTROL, R-134A		
STANDARD INSULATION		
SOLID-STATE CIRCUIT PROTECTION AND FUSES		
12V NEGATIVE GROUND ELECTRICAL SYSTEM		
DOOR ACTIVATED DOME/RED MAP LIGHTS, FORWARD LH AND RH AND REAR CENTER		
LH AND RH ELECTRIC DOOR LOCKS		
SEATS INC 911 UNIVERSAL SERIES HIGH BACK AIR SUSPENSION DRIVER SEAT WITH NFPA 1901-2009/2016 COMPLIANT SEAT SENSOR	50	
SEATS INC 911 UNIVERSAL SERIES HIGH BACK NON SUSPENSION PASSENGER SEAT WITH UNDERSEAT STORAGE AND NFPA 1901-2009/2016 COMPLIANT SEAT SENSOR	25	10
LH AND RH INTEGRAL DOOR PANEL ARMRESTS		
BLACK CORDURA PLUS CLOTH DRIVER SEAT COVER		
BLACK CORDURA PLUS CLOTH PASSENGER SEAT COVER		



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Description	Weight Front	Weight Rear
NFPA 1901-2009 HIGH VISIBILITY ORANGE SEAT BELTS		
ADJUSTABLE TILT AND TELESCOPING STEERING COLUMN	10	
4-SPOKE 18 INCH (450MM) STEERING WHEEL		
DRIVER AND PASSENGER INTERIOR SUN VISORS		

Instruments & Controls

WOODGRAIN DRIVER INSTRUMENT PANEL		
WOODGRAIN CENTER INSTRUMENT PANEL		
BLACK GAUGE BEZELS		
LOW AIR PRESSURE INDICATOR LIGHT AND AUDIBLE ALARM		
2 INCH PRIMARY AND SECONDARY AIR PRESSURE GAUGES		
DASH MOUNTED AIR RESTRICTION INDICATOR WITH GRADUATIONS		
97 DB BACKUP ALARM		3
NO SPEED CONTROL		
KEY OPERATED IGNITION SWITCH AND INTEGRAL START POSITION; 4 POSITION OFF/RUN/START/ACCESSORY		
ICU3S, 132X48 DISPLAY WITH DIAGNOSTICS, 28 LED WARNING LAMPS AND DATA LINKED		
HEAVY DUTY ONBOARD DIAGNOSTICS INTERFACE CONNECTOR LOCATED BELOW LH DASH		
2 INCH ELECTRIC FUEL GAUGE		
PROGRAMMABLE RPM CONTROL - ELECTRONIC ENGINE		
ELECTRICAL ENGINE COOLANT TEMPERATURE GAUGE		
2 INCH TRANSMISSION OIL TEMPERATURE GAUGE		
ENGINE AND TRIP HOUR METERS INTEGRAL WITHIN DRIVER DISPLAY		
CUSTOMER FURNISHED AND INSTALLED PTO CONTROLS		
ELECTRONIC STABILITY CONTROL		
ELECTRIC ENGINE OIL PRESSURE GAUGE		
NO OVERHEAD INSTRUMENT PANEL		
NFPA VEHICLE DATA RECORDER AND SEATBELT DISPLAY		



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Description	Weight Front	Weight Rear
AM/FM/WB WORLD TUNER RADIO WITH AUXILIARY INPUT, J1939 DASH MOUNTED RADIO (2) RADIO SPEAKERS IN CAB AM/FM ANTENNA MOUNTED ON FORWARD LH ROOF ELECTRONIC MPH SPEEDOMETER WITH SECONDARY KPH SCALE, WITHOUT ODOMETER STANDARD VEHICLE SPEED SENSOR ELECTRONIC 3000 RPM TACHOMETER IDLE LIMITER, ELECTRONIC ENGINE PRE-TRIP LAMP INSPECTION, ALL OUTPUTS FLASH, WITH SMART SWITCH (2) OVERHEAD MOUNTED LANYARD CONTROLS: (1) OFFICER AIR HORN AND (1) DRIVER AIR HORN DIGITAL VOLTAGE DISPLAY INTEGRAL WITH DRIVER DISPLAY SINGLE ELECTRIC WINDSHIELD WIPER MOTOR WITH DELAY MARKER LIGHT SWITCH INTEGRAL WITH HEADLIGHT SWITCH ONE VALVE PARKING BRAKE SYSTEM WITH WARNING INDICATOR SELF CANCELING TURN SIGNAL SWITCH WITH DIMMER, WASHER/WIPER AND HAZARD IN HANDLE INTEGRAL ELECTRONIC TURN SIGNAL FLASHER WITH HAZARD LAMPS OVERRIDING STOP LAMPS	10	

Design

TWO COLOR CUSTOM PAINT

Color

CAB COLOR A: L0327EB SABLE MET ELITE BC
 CAB COLOR B: L3761EB FLAME RED ELITE BC
 BLACK, HIGH SOLIDS POLYURETHANE CHASSIS PAINT
 STANDARD E COAT/UNDERCOATING

Certification / Compliance

U. S. FMVSS CERTIFICATION, EXCEPT SALES CABS AND GLIDER KITS



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Weight Summary

	Weight Front	Weight Rear	Total Weight
Factory Weight ⁺	7676 lbs	4443 lbs	12119 lbs
Total Weight⁺	7676 lbs	4443 lbs	12119 lbs

(+) Weights shown are estimates only.
If weight is critical, contact Customer Application Engineering.



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D I M E N S I O N S

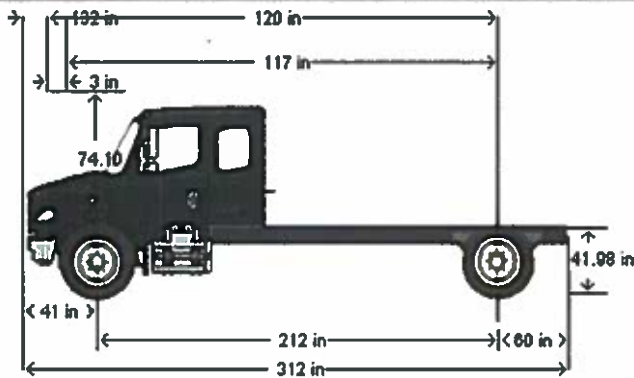


TABLE SUMMARY - DIMENSIONS

Dimensions	Inches
Bumper to Back of Cab (BBC)	131.9
Bumper to Centerline of Front Axle (BA)	40.7
Min. Cab to Body Clearance (CB)	3.0
Back of Cab to Centerline of Rear Axle(s) (CA)	120.5
Effective Back of Cab to Centerline of Rear Axle(s) (Effective CA)	117.5
Back of Cab Protrusions (Exhaust/Intake) (CP)	0.0
Back of Cab Protrusions (Side Extenders/Trim Tab) (CP)	0.0
Back of Cab Protrusions (CNG Tank)	0.0
Back of Cab Clearance (CL)	3.0
Back of Cab to End of Frame	180.5
Cab Height (CH)	74.1
Wheelbase (WB)	211.6
Frame Overhang (OH)	60.0
Overall Length (OAL)	312.3
Rear Axle Spacing	0.0
Unladen Frame Height at Centerline of Rear Axle	42.0

Performance calculations are estimates only. If performance calculations are critical, please contact Customer Application Engineering.



MINUTES
BIG RAPIDS CHARTER TOWNSHIP
PLANNING COMMISSION

Tuesday, December 11, 2018 --- 7:30 p.m.

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

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

Chairman Amanda Wethington called the regular meeting of the Big Rapids Charter Township Planning Commission to order at the Big Rapids Township Hall on Tuesday, December 11, 2018 at 7:30 p.m.

II. ROLL CALL:

Present: Carman Bean, Zach Cook, Mary Davis, Gordon Oliver and Amanda Wethington. Bob Hampson and Mark Sweppenheiser were excused. The record shows a quorum is present. Also Present: Zoning Administrator and Recording Secretary, Brent Mason.

III. CONFLICTS OF INTEREST:

Mrs. Wethington 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:

Mrs. Wethington asked the Commission to review the minutes of the November 13, 2018 regular meeting. The members took several moments to review the document, then Mr. Cook made a motion to approve the November 13, 2018 minutes as submitted. Mrs. Davis seconded the motion. There was no further discussion. The motion passed unanimously with five ayes.

V. PUBLIC COMMENT:

There was no public comment.

VI. NEW BUSINESS.

Item 1. Citizens Advisory Committee for Gravel Pit:

Mr. Mason presented a request from Mr. Dave Hamelund that the Planning Commission consider forming an advisory committee for the Rieth-Riley Gravel Mine at 18220 Taft Road to include membership of a variety of individuals to include a member of our Planning Commission, the Township Board of Trustees, the County Planning Commission or staff, members of the neighborhood and a member of Rieth-Riley Management.

Mr. Hamelund stated that the thought behind the request is that when there is a concern about the gravel pit operation, such as dust, noise, hours of operation, etc., if the concern is not addressed at the time of the initial complaint, rather than having to take two or three months to resolve the concern through the ordinance process, he would like an advisory committee to follow up on the complaint and get an answer to resolve the issue. That would allow all the parties to hear the complaint and a decision could be rendered on the legitimacy of the complaint, which could lead to earlier resolution of the complaint. He feels that it could streamline the process for dealing with potential issues.

Mrs. Davis asked how the current process worked for dealing with complaints regarding gravel pits. Mr. Mason explained that currently, complaints would come to him for determination of

enforcement and he would contact the management at Rieth-Riley to explain the complaint and advise them what the expectations for a resolution would be.

Mr. Bean asked if this authority extended beyond the provisions of the ordinance and Mr. Mason stated that the enforcement authority fell only to the provisions of the ordinance and any special provisions that the Planning Commission may have imposed during the approval of the permit. Mr. Mason stated that the special provisions were the implementation of the recommendations from the Progressive AE letter dated November 5, 2018, specifically that the suggested reclamation bond be required and that vegetation be planted on reclamation to specifically include coniferous shrubs/trees to provide a wind block for the roadway on the east side of the property. Mr. Mason also advised that the permit will contain attachments that include all the documents Rieth-Riley presented during the fact finding of the application process. The project will conform to all requirements of the Mineral Mining Zoning Control Ordinance. Mr. Bean and Mr. Hamelund discussed the authority the proposed committee would have. Mr. Hamelund feels that the committee would either agree with the administrator or take the position that the administrator's assessment of an issue was wrong, thereby prompting action at a different level.

Mr. Davis stated that she believes that usually, getting more people involved in making a decision makes it more difficult, not better. Mr. Hamelund responded by saying that all the members would have a different "voice" that would allow all points of view to be taken into consideration. Mr. Hamelund feels strongly that this process would encourage a timelier resolution of complaints (at the moment) as opposed to the current process provided for in the ordinance, which may take several days or more to resolve.

Mrs. Davis reiterated that she feels the proposed committee would slow the process down as opposed to speed up the handling of concerns. Mr. Hamelund wants to have an option available when following the procedure doesn't resolve the complaint. Mrs. Davis mentioned that if she has a complaint that isn't resolved, she continues to call until she gets an explanation. Township Supervisor Stanek stated that he would prefer that many neighbors call with the complaint rather than have a committee meet for each complaint. Mr. Bean stated that he feels that a citizen's committee of the neighbors from Big Rapids Township and Colfax Township be set up to forward concerns that haven't been dealt with through the current channels. Further discussion amongst the members and the public solidified the thinking that an informal citizen's committee is an acceptable solution to for neighborhood concerns that don't get addressed in a timely manner. Mr. Mason stated that he will do his very best to investigate any complaint in a very timely manner. He is hopeful that between his investigations and Rieth-Riley's response, most issues will be resolved rapidly and to the satisfaction of the neighbors.

Item 2: Language changes for Zoning Ordinance Amendment ZOA 18-002:

Mr. Mason reviewed the request from the Board of Trustees to review a small change to the language that was forwarded to the Board for Trustees for action in December.

The Township Board of Trustees unanimously approved a motion to change the wording in the Land Usage Ordinance Section 153.130 (F)(4) by removing "Township Board" and adding "Zoning Board of Appeals" and send back to the Planning Commission.

This change brings the language in line with the original intent of the ordinance.

(4) The applicant or any aggrieved party may appeal a decision to the (Township Board of Trustees) Zoning Board of Appeals. The application for an appeal will be delivered to the zoning administrator within 21 days of the approval of the minutes for the meeting in which the decision was made.

Mr. Bean made a motion to accept the suggestion of the Board of Trustees on the change of the language for the Land Use Ordinance Section 153.130 (F)(4) by removing "Township Board of Trustees" and adding "Zoning Board of Appeals."

The motion was seconded by Mr. Oliver. The motion was approved unanimously with five ayes.

Item 3 – Review for the Master Plan:

Mr. Mason started that discussion about the review of the 2020 Master Land Use Plan by suggesting that a larger group of citizens needs to be involved in the process. He feels that a sub-committee or advisory committee should be developed to review and suggest changes for the plan update or rewrite. Mr. Mason did acknowledge that in the past, it has been difficult to solicit members by advertising to the general public for volunteer participant committees. He suggested that the Planning Commission members consider recruiting volunteers from the community by directly inviting citizens to participate. We need business people, educators, representatives from the different districts and residents that live and work here, as well as work elsewhere. The more diverse a group we can get to participate, the more accurate the direction of the Master Plan will be. The last version of the Master Plan had input from the Planning Commission and staff only, as no one else responded to the requests for input. Mr. Mason closed by stating that this is an important item that will directly affect the future land use maps and land use ordinance development for the township.

Mr. Stanek mentioned some information he learned at a recent training session he attended. He said that a master plan shouldn't take less than 14 months to review and prepare, and gathering information should be the goal for the first 10 months, then the public hearings and the preparing of the new maps, if applicable, should occur later. These recruits will be sitting and reviewing our plan as well as other plans for information that might be useful in the preparation of a new plan.

Mr. Bean mentioned that the neighboring jurisdictions must be notified that we are beginning the process and have an opportunity to comment on our plan. Mr. Stanek asked if the Planning Commission would like to pursue professional assistance from Dave Bee with the West Michigan Regional Planning Consortium. Mr. Bean thought that might be a good idea. Mr. Bean also mentioned that Mark Sweppenheiser has a lot of experience in that realm. Mr. Stanek said we would still need to do the work and Mr. Bean suggested that we could divvy the process up so that the amount of work each person has to do would be less daunting. Mr. Mason continued by saying that there isn't any action needed tonight, just to keep the process in the back of everyone's mind so that new ideas and recruiting are being done. The process will continue to move on from here.

Item 4 – Preliminary review of the Planning Commission 2018 Annual Report:

Mr. Mason discussed the draft of the 2018 Planning Commission Annual Report. It contains information about 2018 Planning Commission business in a report format for the Board of

Trustees. The members briefly discussed the content of the report and agreed that this report format is acceptable and to continue forward to the January meeting.

Item 5 – Planning Commission Schedule for 2019.

Mr. Mason presented the proposed Planning Commission Schedule for 2019. Mr. Bean moved that the Planning Commission approve the meeting schedule for calendar year 2019 and January 2020. The motion was seconded by Mrs. Davis. The motion was approved unanimously with five ayes.

VI. OTHER BUSINESS:

Mr. Mason advised the Planning Commission members that the Zoning Board of Appeals met on November 20th to hear the dimensional variance request for Aldi Inc. at 21481 Perry Avenue. The request was approved and the final site plan will be prepared for review by Progressive AE. It may be possible that the site plan could be on the PC's January agenda.

Mr. Mason also mentioned the list of legal and legislative issues that he printed for the members to review, so that they would be current on items of concern in the legal arena for planning and zoning.

Mr. Mason mentioned the Big Rapids Public Schools High School additions and facility changes that included a stadium, soccer field and baseball diamond upgrades, including a substantial amount of stormwater work at the site. The site plan is currently being reviewed by the Drain Commissioner and by our engineer. The site plan approval process will require that it be reviewed by the Planning Commission after it is reviewed.

VIII. ADJOURNMENT:

Hearing no further business for the Planning Commission, Mrs. Wethington adjourned the meeting at 8:25 p.m.

Motion to approve the Planning Commission minutes of December 11, 2018 by: Mr. _____.
Seconded by: Mr. _____. Roll call vote carried with _____ ayes.

Brent R. Mason, Recording Secretary
BIG RAPIDS CHARTER TOWNSHIP
PLANNING COMMISSION

Date Approved

Supervisor's Report December 2018

For me this was a very short month. I started it out by sending out letters thanking each one that serves on committees and informing them of their new appointments. I also had the opportunity to administer the oath of office to many of those that needed it.

This month I did attend the monthly meeting with the city and Green Township. I was also able to attend one city commission meeting. Other meetings I was able to attend this month were the planning commission and fire committee.

We also had our December Board of Review meeting this month and took care of a few requests.

The other major item that I worked on was preparing for the State of the Township address that will be January 15th at the fire hall.

My vacation was nice; Hawaii was great. We flew into Honolulu and spent a couple of days, then we did a 7-day cruise around to four of the islands. We were able to spend our 50th anniversary on the cruise. We then met our daughter and family from Michigan in California at our other daughter's place for 6 days. It was great to have all the family together for Christmas and celebrate our anniversary with them.

Have a great New Year,

Bill

Item "P"

Listing of proposed changes for the ZOA 18-002 text amendments to the Zoning Ordinance.

Change No.	Page No.	Reference	From	To
1	33	153.017 (A)(10)	Zoning Board	Planning Commission
2	45	153.020 (B)(2)	Zoning Board	Planning Commission
3	46	153.020 (B)(3)(b)	Zoning Board	Planning Commission
4	46	153.020 (B)(3)(d)	Zoning Board	Planning Commission
5	49	153.021 (C)	Zoning Board	Planning Commission
6	60	153.130 (F)(1)	Zoning Board	Planning Commission
7	60	153.130 (F)(1)	Zoning Board	Planning Commission
8	60	153.130 (F)(4)	Planning Commission	Zoning Board of Appeals
9	60	153.130 (F)(4)	Edit text	Add language (see text)
10	61	153.147 (B)(2)	Zoning Board	Planning Commission
11	61	153.147 (B)(2)	Zoning Board	Planning Commission
12	61	153.147 (B)(3)(a)	Zoning Board	Planning Commission
13	61	153.148	Zoning Board	Planning Commission
14	61	153.148	Zoning Board	Planning Commission
15	81	153.246 (A)(1)	Edit text	Add language (see text)
16	81	153.246 (B)(1)	Edit text	Add and delete Language
17	83	153.246 (B)(20)	Edit text	Add "commercial"

153.017 B-RESIDENTIAL DISTRICT (USES AND DIMENSION REGULATIONS).

The following uses and dimension regulations shall apply in B-Residential District.

(A) *Permitted uses.*

- (1) Single-family dwellings;
- (2) Two-family dwellings;
- (3) Boarding houses or rooming houses subject to the provision of 153.130;
- (4) Multi-family dwellings;
- (5) Gardening, farming and small household pets, but not including the commercial raising of animals;
- (6) Nursing or convalescent homes or homes for the aged or infirm or indigent;
- (7) Office of a physician, lawyer, dentist, veterinarian, surveyor, architect or other professional person resident on the premises;
- (8) Manufacturing and sale of handicraft, or home-craft products, providing that such products are manufactured and sold by a person residing on the premises and not employing more than one employee;
- (9) Churches or schools subject to the provisions of 153.130;
- (10) Year-round mobile home parks licensed annually by the state shall be allowed in B Residential District by special permit from the ~~Zoning-Board~~Planning Commission, subject to the provisions of 153.130; and
- (11) Mobile homes not in mobile home parks, shall be subject to the provisions of 153.035.

(B) *Permitted accessory uses.*

- (1) Any other structure or use clearly accessory and incidental to a permitted use, but not including an additional dwelling unit; and
- (2) Parking for automobiles owned and used by a person(s) residing on the premises, but not including more than two commercial vehicles per family dwelling.

(C) *Minimum lot size.*

- (1) Fifteen thousand square feet for single-family dwellings, existing separately owned lots, and platted lots excepted;
- (2) Eighteen thousand square feet for two-family dwellings;

153.020 INDUSTRIAL DISTRICT.

(A) *Intent.* A district designed for manufacturing, assembling and fabricating businesses, resource extraction, storage and other commercial activities which may require larger sites and isolation from any other kinds of land uses; and to make provisions for commercial uses which are necessary to service the immediate needs of an industrial area.

(B) The following uses and regulations shall apply in the Industrial District.

(1) *Permitted uses.*

- (a) Lumber yards;
- (b) Sand and gravel extraction and processing; and outside storage;
- (c) Concrete and asphalt plants, research, experimental or testing laboratories;
- (d) Gasoline sales, used and new car sales;
- (e) Agricultural operations; and

(f) Any of the following types of uses when carried out within an enclosed building; however, incidental outside storage is permitted:

- 1. Manufacturing, compounding, processing, packaging, assembling and fabrication operations;
- 2. Tool and die operations;
- 3. Warehousing;
- 4. Auto body and paint shops; and
- 5. Auto service stations.

(2) *Special uses.* The following uses may be permitted as a special use permit upon specific approval by the ~~Zoning Board~~ Planning Commission, provided they are found to be in accordance with the provisions of the zoning regulations:

(a) Storage for all controlled toxic or hazardous materials including gasoline and petroleum storage, chemical storage and disposal, and similar uses;

(b) Any other use, which emits or creates noise, smoke, odors, dust, dirt, gases, glare, heat or vibration beyond the boundary of the premises;

(c) An industrial park (a complex or development of a multiple number permitted or designed special uses) which may not comply with all conditions and limitations pertinent thereto, but still complies with the spirit of this chapter, as reviewed by the Zoning Commission;

(d) Aircraft landing fields and associated uses;

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- (e) Eating and drinking establishments and similar commercial uses which primarily serve the district;
- (f) Junkyards;
- (g) Sand, gravel extraction and other mineral extraction and processing; and
- (h) Rendering and slaughtering houses.

(3) *District regulations.*

(a) There shall be no minimum parcel size, however all structures shall be provided with or otherwise guaranteed, access to their rear yard, with a minimum of 30 feet clear and unobstructed accessway or easement. The ratio of length to width may be increased by the Zoning Board of Appeals provided there is a finding that topographic characteristics, unique natural features, or other similar physical limitation exist on the parcel that will physically limit reasonable use of the site. Setbacks from any existing residential parcels shall be: 50 feet for all buildings; 25 feet for driveways, entrances or exits; and ten feet for parking areas. All parcels shall have a minimum lot width of 100 feet with maximum ground coverage of 70% and a five to one length to width ratio. There shall be a 75-foot setback from any dedicated road right-of-way and a 25-foot rear setback for all structures. A 30-foot setback shall be required for all structures from the right-of-way line of any limited access expressway.

(b) Where outdoor storage is permitted, an enclosed barrier or fence of at least eight feet in height may be required; if the ~~Zoning Board~~ Planning Commission following site plan review finds that the exposed material poses a hazard or threat to the public health, safety, general welfare or character of the zoning district. Enclosed materials shall not be stacked or stored so as to exceed a reasonable height as compared to other area district uses.

(c) Residential uses shall not be permitted, except where they are consistent with the existing general character of adjoining land uses.

(d) All activities in this District shall comply with the requirements for screening, lighting, plantings and drainage as reviewed by the ~~Zoning Board~~ Planning Commission.

(4) *Zoning district boundary setbacks (green belt).* When parcels in the Commercial and Industrial Districts abut an A- or B-Residential District, the following setback requirements shall be met with regards to the commercial or industrial uses.

(a) No structure shall be erected or maintained within 50 feet of the affected property line.

(b) Parking areas shall be no closer to the lot line than the minimum yard depth (setback) requirements for said zoning districts.

(c) A non-penetrable plant screen of sufficient length, height and opacity to interfere with the view of the adjoining district boundary line, except where the view is interrupted by change in grade or other natural human-made features. Plant screen shall be located within the first five feet of the affected property line; however, screening shall not inhibit entrances or exits. Where, because of intense shade or soil conditions, the planting screen cannot be expected to thrive, a wooden fence, masonry wall or vegetative controlled earthen berm may be substituted.

153.021 HIGHWAY INTERCHANGE DISTRICT (HI).

(A) *Intent.* To establish and maintain areas, adjacent to limited access highway interchanges, which service the functional purpose of the highway and the needs of the traveling public using the limited access highway; to ensure smooth, safe traffic flow along major access routes and at the interchanges; and to provide for individual sites designs which will be appropriately planned to ensure mutual compatibility between adjacent land uses.

(B) *Permitted uses.*

- (1) Gasoline and automotive service stations;
- (2) Restaurants;
- (3) Hotels and motels;
- (4) Retail stores; and

(5) Gift, souvenir and similar road-user oriented retail uses will be permitted only when associated with and accessory to permitted uses.

(C) *Uses by special permit.* The following uses may be permitted upon specific approval by the ~~Zoning Board~~ **Planning Commission**, provided they are found to be in accordance with other general and/or specific special use standards of this chapter:

- (1) Truck-stop service centers;
- (2) Transportation oriented industrial uses;
- (3) Other non-listed commercial uses;
- (4) Residential uses;
- (5) Campground and similar open recreational uses;

(6) Dwellings as permitted in 153.017, churches, nursing homes, schools, municipal facilities, and other similar institutional or semi-institutional uses; and

(7) Any planned complex, including two or more permitted uses or uses by special permit, to be located on one parcel.

(D) *District regulations.* All uses shall be subject to Class B site plan review by the Planning Commission, and shall meet any specific site/design standards as outlined in this chapter in addition to the general district requirements listed below:

- (1) The following minimum lot size and road frontage standards apply:

(a) When the use of parcel fronts on the main access road (meaning a major arterial public road, which intersects the limited access highway) two-acre lot size and 300 feet road frontage; or

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(D) Application for a special use permit shall be made to the Township Planning Commission.

(E) The Planning Commission shall hold a public hearing on each request for a special use permit following proper notice of said public hearing in the same manner as provided for 153.278.

(F) (1) Where the Planning Commission determines that a special use is consistent with the standards outlined in this section and all other ordinances and regulations of the township, it shall issue a special use permit modified as the ~~Zoning Board~~ **Planning Commission** may require and containing any conditions or restrictions which the ~~Zoning Board~~ **Planning Commission** may consider necessary to carry out the purpose of this chapter.

(2) Where the conditions set forth under the permit anticipate a future compliance, the failure of which would impart jeopardy, injury or aggravation to adjoining permitted land uses, the Planning Commission shall have the authority to require such guarantees (in form of performance bonds or escrow funds) as may be deemed necessary to remove, alleviate or remedy the conflicting use.

(3) A denial of the special use permit shall be in writing, setting forth the reason for denial.

(4) The applicant ~~or any aggrieved party~~ may appeal ~~a decision a denial~~ to the **Planning Commission** ~~Township Zoning Board of Appeals~~. ~~The application for an appeal will be delivered to the Zoning Administrator within 21 days of the approval of the minutes for the meeting in which the decision was made.~~

(Ord. 2, passed 8-12-1971; Ord. 3, passed 8-8-1974; Ord. 3.08, passed 3-7-1978; Ord. 3.13, passed 8-7-1979)

PLANNED UNIT DEVELOPMENT

153.145 INTENT.

To permit through the special use permit procedure, planned unit development, which includes flexibility in the use and design of structures and land in situations where modifications of specific provisions of the township zoning regulations will not be contrary to its intent and purpose or significantly inconsistent with the planning on which it is based, and which will not be harmful to the neighborhood in which they occur.

(Ord. 3.09, passed 6-6-1978; Ord. 3.31, passed 12-3-2002)

153.146 MODIFICATION POWERS.

In acting upon the PUD application, the Planning Commission may alter setback requirements, height, lot and building size limits, off-street parking regulations, landscaping rules, and the intensity of the permitted density limits of the district where the lot is located, providing such uses are desirable or convenient for the users of the PUD as developed, or for the immediate neighborhood, and provided that such uses are planned so as to assure that they will not material alter the existing character of the neighborhood, as provided in 153.130. Further, no PUD shall create demands on other existing public services in excess of current capacity, not provide for uses that will be detrimental to the health, safety or welfare of persons or property through excessive production of traffic, noise, smoke, odor, fumes or glare. However, uses not otherwise permitted in the district where the lot is located shall not be permitted to occupy more than 15% of the lot area nor more than 15% of the total floor area of all structures erected thereon.

(Ord. 3.09, passed 6-6-1978; Ord. 3.31, passed 12-3-2002)

153.147 APPLICATION PROCEDURE.

(A) The provisions of this section shall be applied to the existing zoning district, as defined on the zoning map where the PUD is to be located.

(B) Applications may be made for any lot exceeding two acres in size, the application procedure is as follows.

(1) *Preliminary conference.* Prior to preparing formal application, the applicant shall meet with the Zoning Administrator to discuss the proposed development.

(2) *Preliminary applications.* The applicant shall prepare and submit seven copies of preliminary development plan which shall include a description of the PUD and its intended uses; a detailed site plan, drawn to a scale not smaller than 40 feet to the inch, certified by a licensed architect, a registered land surveyor or professional engineer; location of and restriction on open space within the PUD including all maintenance agreements; a development schedule; a list of covenants or deed restrictions for the development; and the type of financial guarantees to be utilized to assure development of the site in accordance with plan. In addition, the applicant shall furnish such other information as the **Zoning Board/Planning Commission** may reasonably require. The **Zoning Board/Planning Commission**, after a hearing, shall approve or deny said application.

(3) *Final application.*

(a) The applicant shall prepare and submit eight copies of the final development plan which shall include a detailed site plan, drawn to a scale not smaller than 40 feet to the inch, certified by a licensed architect, a registered land surveyor or professional engineer. Final development plan shall also include detailed plans for all buildings and structure certified by an architect; detailed evaluations or perspective drawings of all buildings and improvements, sufficient to show the developers intent; a development schedule; deed restrictions and covenant; any other plans, documentation or specification, which the **Zoning Board/Planning Commission** may require, that may be necessary for final engineering review and approval of drainage, street design and other facilities, by township and county officials; and a sufficient financial guarantee or letter of credit to insure completion of any required public facilities or improvements in conformance with the stated development schedule.

(b) Upon receipt of the final development plan, the Planning Commission shall hold a second hearing and shall determine whether or not the final plans substantially conform to the approved preliminary plan and to the other provisions of this section.
(Ord. 3.09, passed 6-6-1978; Ord. 3.31, passed 12-3-2002)

153.148 REVIEW PROCEDURE.

In making its review of any portion of the PUD application, the Planning Commission shall first determine that the PUD is consistent with the standards outlined in 153.130 and this subchapter, and all other ordinances and regulations of the township. Where the **Zoning Board/Planning Commissions** determines that this application is consistent with this section and with the other requirements hereof, it shall issue a special planned unit permit authorizing development and use in accordance with the final development plan contained in this application, modified as the Planning Commission may require to carry out the intent and purpose of this section and containing any conditions or restrictions which the **Zoning Board/Planning Commission** may consider necessary to carry out the purposes of this chapter and to protect the public health, safety and welfare. A denial of the

COMMUNICATION TOWERS**153.245 COMMUNICATION TOWERS.**

In order to accommodate the communication needs of residents and business while protecting the public health, safety and general welfare of the community, the Township Board finds that these regulations are necessary in order to:

- (A) Facilitate the provision of wireless telecommunication services to the residents and businesses of the township;
- (B) Minimize adverse visual effects of towers through careful design and siting standards;
- (C) Avoid potential damage to adjacent properties from tower failure through structural standards and setback requirements; and
- (D) Maximize the use of existing and approved towers and buildings to accommodate new wireless telecommunication antennas in order to reduce the number of towers needed to serve the community. (Ord. 3.24, passed 6-1-1999)

153.246 QUALIFYING CONDITIONS.

- (A) The following site and developmental requirements shall apply.

(1) All tower sites ~~requiring a Special Use Permit shall be on parcels of at least ten acres in size and shall have a minimum area sufficient to contain the tower and its accessory uses. The site shall have permanent deeded access to a public road.~~

(2) The use of guy wires is prohibited within residential districts.

(3) The base of the tower and wire cable supports shall be fenced with a minimum five-foot high fence.

(4) All towers over 30 feet in height shall require a special use permit (153.130).

- (B) Special performance standards.

(1) The tower must be set back from all property lines ~~a minimum of 150 feet or a distance equal to its height, whichever is greater, unless engineering plans and specifications have been verified by the Township Engineer that the structural integrity of the tower will withstand high winds and icing impacts and the likelihood of a tower failure is minimal. The applicant shall incur all cost associated with township engineering review.~~

(2) All tower, wire cable supports, equipment and accessory structures associated with the operation of the tower shall not be located any closer than 30 feet to any property line or within the zoning district setback. Nothing shall prevent an applicant from applying to the Board of Appeals for a setback variance.

(3) Accessory structures shall not exceed 600 square feet of gross building area.

be subject to revocation by the Township Board. Cost for testing and verification of compliance shall be borne by the operator of the antenna.

(18) There shall be no employees located on the site on a permanent basis to service or maintain the antenna.

(19) Where the property adjoins any residentially zoned property or land use, the tower owner shall provide and maintain appropriate screening harmonious to the area.

(20) The tower shall be removed by the property owner or lessee within six months of being abandoned by all commercial users. A performance bond sufficient to cover the cost of removal of the tower may be required as a condition of the special use permit.

(21) All steel towers and structures must be inspected at least every three years in compliance with the T.I.A./E.I.A. standards and such inspection compliance certified to the township.

(22) (a) All wireless communications service providers shall cooperate with other wireless communications service providers in co-locating additional antennas on antenna support structure and/or existing buildings or other alternative antenna support structures.

(b) A wireless communications service provider shall exercise good faith in co-locating with other service providers and sharing antenna sites, provided that such shared uses does not give rise to substantial technical level impairment of the ability to provide that such shared use does not give rise to a substantial technical level impairment of the ability to provide wireless communications service.

(c) Such good faith shall include sharing of technical information to evaluate the feasibility of co-location. In the event that a dispute arises as to whether a provider has exercised good faith in accommodating other providers, the township may require a third party technical study at the expense of either or both of such providers.

(Ord. 3.24, passed 6-1-1999) Penalty, see 153.999

Holidays

Item "Q"

The Township observes the following holidays: New Year's Day, Memorial Day, Independence Day (4th of July), Labor Day, Thanksgiving Day, Christmas Eve Day, Christmas Day. Only these approved holidays are observed on a paid basis for all eligible employees. Full time employees are eligible for paid holiday benefits.

When the holiday falls on a Saturday the holiday will be the Friday before. When the holiday falls on a Sunday the holiday will be the Monday after.

Vacation Benefits

The Township provides, as a benefit, paid vacations for its eligible employees. Forward requests for time off in advance to the Supervisor, who may approve or deny the request based on Township resources. The Township is flexible in approving time off when doing so would not interfere with Township operations. Vacation days are granted only on a full day or half-day basis. A regular full-time employee will earn 1 day per month and is eligible to receive paid time off after 1 month of full-time service. Accrued time off may be taken after 1 month. Employees must earn and accrue vacation benefits before they may be used. Employees should consult the Township Clerk regarding the amount of vacation leave they accrue each pay period. A maximum of 6 days of vacation may be carried forward into the next year.

Upon termination of employment accrued unused vacation leave will be paid out at 100%.

Sick Leave

The Township requests that employees provide notification to their supervisor/department head as soon as practicable when taking sick time off. Sick days are granted on a paid basis to regular full-time and regular part-time employees.

A regular full-time hourly and salaried employee will earn 1 paid sick day per month and may not use paid sick days until time is earned.

A regular part-time hourly employee will earn 1 hour of paid sick leave for every 30 hours worked.

A maximum of 12 sick days may be carried over to the next year.

Employee may be required to provide medical certification supporting the request for paid sick leave when requested by the Supervisor/Department head.

Leave without pay

Leave without pay may be taken after paid sick leave and paid vacation time are

other benefit of employment on the basis of such membership. Furthermore, no person will be subjected to retaliation or adverse employment action because such person has exercised his or her rights under applicable law or Township policy. If any employee believes that he or she has been subjected to discrimination in violation of Township policy, the employee should immediately contact the Township Supervisor.

Employees taking part in a variety of military duties may be eligible for unpaid military leave under this policy. Such military duties include leaves of absence taken by members of the uniformed services, including Reservists and National Guard members, for training, periods of active military service and funeral honors duty, as well as time spent being examined to determine fitness to perform such service.

Employees requesting leave for military duty should contact the Township Supervisor to request leave as soon as they are aware of the need for leave.

Family Medical Leave Act Leave

The Family Medical Leave Act applies during any calendar year when the Township employees 50 or more employees (including part-time employees) each working day during 20 or more calendar weeks in the current or preceding calendar year.

At this time Family Medical Leave Act Leave does not apply to Big Rapids Charter Township Employees.

~~The Township offers leave consistent with the requirements of the federal Family and Medical Leave Act (FMLA). Under the FMLA, an employee may be eligible for an unpaid family and medical leave of absence under certain circumstances, if the employee works within a seventy-five (75) mile radius of fifty (50) or more Township employees.~~

~~Under the federal FMLA, a person who has worked as an employee of this Township for at least 1,250 hours in the previous twelve months is eligible for FMLA leave. Up to twelve weeks of unpaid leave per year is available for the following reasons:~~

- ~~• The birth of a child and to care for the newborn child;~~
- ~~• Placement of a child into adoptive or foster care with the employee;~~
- ~~• Care for a spouse, son, daughter or parent who has a serious health condition; or~~
- ~~• Care for the employee's own serious health condition.~~
- ~~• To care for a spouse, son, daughter, parent, or next of kin (defined as the nearest blood relative) who is a "covered service member" and who has incurred an injury or illness in the line of duty while on active duty in the Armed Forces provided that such injury or illness may render the family member medically unfit to perform duties of member's office, grade, rank or rating.~~

~~If the need for leave is foreseeable, employees should notify a supervisor 30 days prior to taking FMLA leave. If the need for FMLA leave arises unexpectedly, employees should notify a supervisor as soon as practicable, giving as much notice to the Township as possible.~~

~~Employees may be required to provide: medical certifications supporting the need for leave if the leave is due to a serious health condition of the employee or employee's family member; periodic recertification of the serious health condition; and periodic reports during the leave regarding the employee's status and intent to return to work. Employees must return to work immediately after the serious health condition ceases, and employees who have taken leave because of their own serious health condition must submit a fitness-for-duty certification before being allowed to return to work.~~

~~Leave may be taken on an intermittent or reduced schedule to care for an illness; yet, may not be taken intermittently for the care of a newborn or newly adopted child. When leave is taken intermittently, the Township may transfer the employee to another position with equivalent pay and benefits, which is better suited to periods of absence.~~

~~Subject to certain conditions, the employee or the Township may choose to use accrued paid leave (such as sick leave or vacation leave) concurrent with FMLA leave.~~

~~The Township will maintain group health insurance coverage for an employee on family and medical leave on the same terms as if the employee had continued work. When applicable, arrangements will be made for the employee to pay their share of health insurance premiums while on leave. The Township may recover premiums paid to maintain health coverage for an employee who fails to return to work from family and medical leave.~~

~~If an employee would like the Township to maintain other paid benefits during the period of leave, premiums and charges which are partially or wholly paid by the employee must continue to be paid by the employee during the leave time.~~

~~Family and medical leave will not result in the loss of any employment benefit accrued prior to the date on which the leave commenced. However, an employee on family and medical leave does not continue to accrue benefits (e.g., sick leave or vacation leave) during the period of family and medical leave. Questions regarding particular benefits should be directed to undefined.~~

~~Upon returning from FMLA leave, an employee will be restored to his/her original job or an equivalent job with equivalent benefits, pay, seniority, and other employment terms and conditions as provided by the Family and Medical Leave Act.~~

~~Taking another job while on family or medical leave or any other authorized leave may lead to disciplinary action, up to and including discharge.~~

Prohibition of Weapons

DEFINITIONS:

For the purpose of this policy, a weapon is defined as:

- Any device that shoots a bullet, pellet, flare or any other projectile, whether loaded or unloaded, including those powered by CO2. This includes but is not limited to rifles, shotguns, handguns or other firearm, BB/pellet gun, flare gun, stun gun or dart gun and any ammunition for any such device. Any replica of the foregoing is also prohibited.
- Any explosive device including firecrackers and black powder.
- Any device that is designed or traditionally used to inflict harm including but not limited to any knife with a blade longer than three inches, hunting knife, throwing knives, dagger, razor, or other cutting instrument the blade of which is exposed. This shall not apply to tools of the fire trade which may incidentally meet this description.

Employer Requirements:

Members and employees of Big Rapids Township are permitted to carry a knife in their personal protective equipment and/or as part of the department uniform for the sole use of performing their job duties.

Any employee, is prohibited from carrying, maintaining, or storing a firearm or weapon on any property owned or leased by Big Rapids Township unless that employee holds firearms concealed carry licensure issued by the State of Michigan with exempt status or is a law enforcement officer who is in uniform and/or required to carry a weapon as a condition of their employment.

Firearms on Big Rapids Township property or at such an incident is limited to those designed for and carried in a concealed manner. Such firearms shall always remain concealed unless their deployment is a matter of life safety as authorized by Michigan Statute.

An employee's personal vehicle is recognized as an extension of their personal home. Upon arrival at a Fire Incident as an employee of the Big Rapids Township Fire Department or upon arrival at any property owned by Big Rapids Township as an employee of Big Rapids Township, the employee will secure any and all firearms or described weapons in a locked case. For the purpose of this policy a lockable portion of the employee's personal vehicle is recognized as a locked case when locked.

Exemptions:

These restrictions shall not apply to any law enforcement officer who is in uniform and/or required to carry a weapon as a condition of their employment.

Sanctions:

Any employee who possesses a weapon or firearm on any property owned or leased by Big Rapids Township in violation of this policy shall face disciplinary action up to and including termination of employment.

investigation of the alleged harassment.

Supervisors and department heads are responsible for implementing this policy in their departments, keeping the workplace free from any form of harassment, ensuring that all associates, contractors and temporary workers understand this policy, taking complaints about harassment seriously and notifying Human Resources immediately about any complaints of sexual or other forms of harassment.

Workplace Violence

It is Big Rapids Charter Township's policy that any threats, threatening language or any other acts of aggression or violence made toward or by any Township employee will not be tolerated. Violations of this policy may lead to disciplinary action, up to and including immediate termination of employment.

Employees have a duty to warn their supervisors/department head, of any suspicious behavior, situations or incidents that they observe or that they are aware of that involve other employees, former employees, customers, suppliers, visitors or other parties. These situations include, for example, threats or acts of violence, aggressive behavior, offensive acts, threatening or offensive comments or remarks, or similar behavior. Employee reports made pursuant to this policy will be held in confidence to the maximum possible extent. The Township will not permit any form of retaliation against any employee for filing a report under this policy.

Big Rapids Charter Township will promptly and thoroughly investigate all reports of threats of violence or incidents of actual violence and of suspicious individuals or activities. The identity of the individual making a report will be protected as much as possible. In order to maintain workplace safety and the integrity of its investigation, the Township may suspend employees suspected of workplace violence or threats of violence, either with or without pay, pending investigation.

Anyone found to be responsible for threats of or actual violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action up to and including termination of employment.

Employee Conduct and Work Rules

Big Rapids Charter Township expects its employees to behave professionally and with integrity to ensure that the work environment is safe, comfortable and productive. Employees should be respectful, courteous, and mindful of others' feelings and needs in order to maintain a positive work environment.

While it is not possible to list all forms of unacceptable workplace behavior, the following examples of misconduct are strictly prohibited and anyone who violates these rules may be subject to immediate termination. These examples are not

intended to be an all-inclusive list, but are based on common sense and our Township's culture, honesty and ethics. Any questions about the conduct policy should be directed to the Township Supervisor. Be reminded that all employees are employed at-will, and Big Rapids Charter Township reserves the right to terminate an employee for any reason at any time.

- Theft, removal or defacement of Township or a co-worker's property, and/or disclosure of confidential information.
- Falsification or modification of Township or personal records. This includes obtaining employment on the basis of false or misleading information.
- Working under the influence of alcohol, marijuana, or illegal drugs
- Possession, distribution, sale, transfer, or use of alcoholic, marijuana, or illegal drugs in the workplace, while on duty, or while operating employer-owned vehicles or equipment (see Substance Abuse Policy)
- Fighting or threatening violence in the workplace
- Violations of safety or health rules
- Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace
- Absent from work for three (3) consecutive work days without notifying appropriate management
- Sleeping while on duty
- Direct Insubordination
- Creating or contributing to unsanitary condition
- Smoking in prohibited areas
- Sexual or other unlawful harassment
- Excessive absenteeism (authorized or unauthorized)
- Unauthorized absence from work station during the work day
- Unauthorized use of telephones, mail system, computers, or other employer owned equipment
- Unauthorized disclosure of confidential information
- Violation of personnel policies
- Unsatisfactory performance or conduct
- Repeated Verbal Warnings
- Repeated Written Warnings
- Failing to report on-the-job injuries immediately to your supervisor, his/her immediate supervisor or replacement.
- Unruly or disruptive activity in the workplace, or disrupting the work of others
- Negligence or improper conduct leading to property damage or personal injury
- Failing to follow instructions of your supervisor or manager
- Profanity or abusive language to an employee, supervisor or manager.
- Horseplay, pranks, practical jokes
- Gambling on Township property
- Comments, statements, or other actions which are disparaging or derogatory of any person's sex, race, ethnic origin, age, or sexual orientation.
- Other disrespectful conduct or threatening or intimidating management,

supervisors, or fellow workers.

- Failure to report any fraudulent behavior, activities, and unsafe acts.

This statement of prohibited conduct does not alter or limit the employment at-will relationship between the Township and an employee.

Use of Communication and Computer Systems

The Township retains the right to access all Township property including computers, desks, file cabinets, storage facilities, equipment, vehicles, telephones, software and files and folders, electronic or otherwise, at any time. Employees should maintain an expectation of privacy when on Township grounds or while using Township property. All documents, files, voice-mails and electronic information, including e-mails and other communications, created, received or maintained on or through Township property are the property of the Township, not the employee.

Computer Systems are to be used strictly for Township business, and are not permitted off grounds unless authorized. Township property must be used in the manner for which it was intended. Upon termination, employees are required to surrender any Township property they possess. Employees are not permitted to download any "pirated" software, files or programs and must receive permission from a supervisor before installing any new software on a Township computer. Files or programs stored on Township computers may not be copied for personal use. You agree and understand that as an Employee of this Township, you are responsible for obeying all local, state, federal, and international laws regarding the use of our computers. Any attempt to break those laws through the use of the Township's computers or networks may result in charges and fines being levied against you. In such an event, you agree and understand that the Township will fully cooperate with authorities to provide any information necessary. The Township's e-mail and Internet access systems (which are provided for your use) are for business use only. As such, you agree and understand that the Township may monitor email and Internet access systems at will, including the full content of any messages therein, without further disclosure to you. The following rules regarding Computer Systems Policy are in no way an exhaustive list. If you have any questions about Computer Systems Policy, please contact the Township Supervisor.

1. Do not share your user login credentials or passwords with anyone, with the exception of authorized IT personnel.
2. Do not delete, examine, copy or modify files and/or data belonging to other users without their consent.
3. Do not use Township computers for other commercial purposes or for personal profit.
4. Do not send harassing, obscene, sexually explicit, and/or other threatening email. Use of Township computers for immoral, illegal or unethical purposes is prohibited and may result in immediate termination.
5. Files imported or transferred in must be checked for viruses prior to being

**BIG RAPIDS CHARTER TOWNSHIP ROADS COMMITTEE
SCHEDULED MEETING MONDAY November 26, 2018
HELD AT THE BIG RAPIDS TOWNSHIP OFFICES**

CALL TO ORDER: 12:00 p.m.

ROLL CALL: Dave Molnar, present. Jerry Everett-Trustee, Bill Stanek-Supervisor, Tim Nestle-Mecosta County Road Commission (MCRC) Superintendent Manager also present. Roger Schneidt, Bob Persons not present.

ACCEPTANCE OF MINUTES: Motion to accept minutes from Road Committee meetings of February 21 and May 14 by Everett, seconded by Molnar. Motion passed.

SUMMARY OF REPORTS AND UPDATES:

The Township has invested significantly more in the past 5 years than years prior. Several reports were reviewed and discussed regarding MCRC contributions with each township.

PASER Ratings (a tool for evaluating road quality) for 2018 were presented by MCRC. Committee was informed of the Board resolution against SB 396. All proposed 2018 road work has been completed.

5 YEAR PLAN RECOMMENDATION: The Road Committee discussed extensively the 5 Year Plan and what adjustments should be made at this time with the current information that we have. A brief summary of this proposed schedule is as follows:

2019

- Pulverize and pave Madison Avenue between 220th Avenue and the city limits
 - As tentatively approved at the June 5, 2018 Board meeting.
- Pulverize and pave 17 Mile Road between 220th and 230th Avenue.
 - As tentatively approved at the June 5, 2018 Board meeting.
- The two projects recommended above will take up most of the budget proposed for roads in 2019. This does not leave much room for chip and fog treatments, which is by far the best way to maintain good roads. It is the committee's understanding that with the adequate amount of preventative maintenance done in previous years and with a commitment to continue the preventative maintenance after 2019, there will be no adverse effect.
- MCRC has received funding for the reconstruction of 15 Mile Road between 205th Avenue and 215th Avenue. This project requires a local match.

2020

- Pulverize and pave approximately one mile of 17 Mile Road east of 220th Avenue.
 - This will complement the work recently completed on 220th Avenue between 17 Mile and Woodward.
- Pulverize and pave Gilbert Drive west of Northland Drive.
 - With the understanding the apartment complex is done developing at this time.

- Approve a larger than typical list of recommendations for chip and fog treatments to make up for a lack of preventative maintenance in 2019. These will be provided by MCRC at a later date.

2021

- Pulverize and pave the rest of 17 Mile Road from the work done in 2020 to the City limits.
- Pulverize and pave 230th Avenue between Woodward Avenue and 17 Mile Road
- Approve the list of recommendations for chip and fog treatments that the MCRC will provide at a later date.
- Complete tree clearing on 220th Avenue between 13 Mile Road and 14 Mile Road.

2022

- Pulverize and pave 230th Avenue between 17 Mile Road and 18 Mile Road.
- Pulverize and pave Woodward Avenue between 230th Avenue and 220th Avenue.
- Approve the list of recommendations for chip and fog treatments that the MCRC will provide at a later date.

2023

- Pulverize and pave 215th Avenue between 13 Mile Road and 14 Mile Road.
- Approve the list of recommendations for chip and fog treatments that the MCRC will provide at a later date.

Recommendations are primarily based on safety, PASER ratings, annual traffic data, and population. The committee relies on many years of related experience. Requests from residents, as well as location of past projects are also included in the decision-making process.

TOWNSHIP ROAD QUALITY TRENDS: Committee prepared a graphic of pie charts representing the trends of road quality over the past five years. The percentage of good roads have reached a record high, while the percentage of poor roads have reached a record low. Continued, diligent efforts to maintain good and fair roads with preventative maintenance while incrementally reconstructing poor roads will continue to improve the Township road quality.

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, 2019 and ending January 31, 2020.

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@bigrapidstownship.net

2018 Recommended Budget Adjustments

		deduct	add
101-171-702.010	Supervisor Deputy	\$ 2,500.00	
101-101-975.000	Township Board-capital outlay		\$ 400.00
101-721-801.000	Planning Commission-Prof. Ser		\$ 4,000.00