

**BIG RAPIDS CHARTER TOWNSHIP BOARD
REGULAR MEETING TUESDAY, APRIL 3, 2018
BIG RAPIDS TOWNSHIP OFFICES, 14212 NORTHLAND DR.
BIG RAPIDS, MI 49307**

AGENDA

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

PUBLIC COMMENT

ADDITIONS TO AGENDA:

SPECIAL APPEARANCE: Drain Commissioner

CORRESPONDENCE:

APPROVAL OF: MARCH 6th MEETING MINUTES: ITEM A

APPROVAL OF: MARCH 15th SPECIAL MEETING MINUTES: ITEM B

FINANCIAL

1. February 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. Cemetery Task Force—Brochure: **ITEM M**
8. Policy Committee: **ITEM N**
9. Supervisor: **ITEM O**
10. Other

UNFINISHED BUSINESS:

1. User Charge: **ITEM P**
2. Tonkin Drain:
3. Roads 2018: **ITEM Q**
4. Roads 2019: **ITEM R**
5. Other:

NEW BUSINESS:

1. Request from Fire Department to add Hannah Sprick: **ITEM S**
2. Lawn mower/tractor bids: **ITEM T**
3. Request from Policy Committee: **ITEM U**
4. Request from Brandon for work at park:
5. Cemetery disinterment rate:
6. Millage renewal for roads: **ITEM V**
7. Millage renewal for fire protection: **ITEM W**
8. Billboard Lease:
9. Other:

PUBLIC COMMENT:

ADJOURNMENT:

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

**BIG RAPIDS CHARTER TOWNSHIP BOARD
REGULAR MEETING TUESDAY, MARCH 6, 2018
UNAPPROVED**

Item "A"

CALL TO ORDER: 7:00 p.m.

ROLL CALL: Stanek, Fountain, Currie, Bean, Everett, Geib, Williams present.
All lead in the pledge of Allegiance.

PUBLIC COMMENT: None

ADDITIONS TO AGENDA: Discussion of Preferred Vendors added under new business.

APPROVAL OF: FEBRUARY 6th MEETING MINUTES: A motion to approve the February 6, 2018 meeting minutes was made by Bean. Seconded by Currie. Motion passed unanimously.

FINANCIAL

1. **January Treasurer Report:** A motion to approve the January Treasurers Report was made by Bean. Seconded by Everett. Motion passed unanimously.
2. **Financial Report:** Approved as printed.

APPROVAL OF BILLS:

1. **Accounts Payable:** A motion to approve accounts payable checks numbered 30903-30950 in the amount of \$87,823.16 was made by Currie. Seconded by Everett. Motion carried unanimously on a roll call vote.
2. **Payroll:** A motion to approve payroll checks numbered 11029-11066 in the amount of \$21,727.89 was made by Everett. Seconded by Currie. Motion carried 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 Task Force:**
7. **Fire Committee:**
8. **Policy Committee:**
9. **Roads Committee:**
10. **Supervisor:**
Approved as printed.

UNFINISHED BUSINESS:

1. **User Charge:** A motion to approve the User Charge methodology with the new computation of percentage of flow to the water treatment plant was made by Everett. Seconded by Currie.
2. **Lawn Mower Purchase:** A motion to purchase a Husqvarna mower in the amount of \$9,039.20 from State Street Hardware was made by Bean. Seconded by Everett. Motion carried unanimously on a roll call vote.

NEW BUSINESS:

1. **Adding Paul Haney and Adam Perez to our fire roster:** A motion to add Paul Haney and Adam Perez to the fire department roster was made by Geib. Seconded by Everett. Motion carried unanimously on a roll call vote.
2. **Request from Fire Department for 1 set of Air Tanks:** No Action
3. **Recommendation from road committee:** A motion to contract with the road commission to mill Isabella Dr. from Waldron Way to Walmart in the amount of \$18,814.85 and overlay Campus View with the township share being \$16,116.00 with amount due from residents on completion with a two year payment plan was made by Currie. Seconded by Bean. Motion carried unanimously on a roll call vote.
4. **Tokin Drain Petition:** No action.
5. **Preferred Vendor List:** Referred to policy committee.

PUBLIC COMMENT: Rick Outman – Road funding, running for Senate seat. Bob Maguire – Road funding.

ADJOURNMENT: 8:50 p.m.

**BIG RAPIDS CHARTER TOWNSHIP BOARD
SPECIAL MEETING – THURSDAY, MARCH 15, 2018
HELD AT BIG RAPIDS TOWNSHIP OFFICES
UNAPPROVED**

CALL TO ORDER: 7:00 p.m.

ROLL CALL: Stanek, Fountain, Currie, Bean, Everett, Geib present. Williams absent.

Pledge of Allegiance

**THE PURPOSE OF THIS SPECIAL MEETING IS A WORKSESSION TO DISCUSS
FIRE DEPARTMENT BUDGET.**

The fire department budget was discussed focused on the wage line items. Alternative options to pay fire fighters were discussed along with possible implementation. A point system of pay was agreed upon to be presented at the April 3, 2018 regular board meeting for approval.

PUBLIC COMMENT: Bob Maguire-Fire Department. Brent Mason -Offered his assistance in the discussed changes.

ADJOURNMENT: 8:42 p.m.

Item "D"

03/30/2018 REVENUE AND EXPENDITURE REPORT FOR BIG RAPIDS TOWNSHIP
 PERIOD ENDING 04/30/2018
 % Fiscal Year Completed: 32.88

GL NUMBER	DESCRIPTION	2018		ACTIVITY FOR MONTH 04/30/2018 INCREASE (DECREASE)	AVAILABLE BALANCE	% BDGT USED
		AMENDED BUDGET	YTD BALANCE 04/30/2018 NORMAL (ABNORMAL)			
Fund 101 - GENERAL OPERATING FUND						
Revenues						
Dept 000-GENERAL						
101-000-402.000	Current Real Property Tax	180,000.00	134,346.00	0.00	45,654.00	74.64
101-000-441.000	Local Community Stabilization Share Tax	0.00	2,093.10	0.00	(2,093.10)	100.00
101-000-445.000	Penalties & Interest on Taxes	1,400.00	816.56	0.00	583.44	58.33
101-000-447.000	Property Tax Admin Fee	48,000.00	13,427.76	0.00	34,572.24	27.97
101-000-451.000	Business Licenses & Permits	19,800.00	4,715.92	0.00	15,084.08	23.82
101-000-574.000	State Shared Revenue	340,000.00	116,728.00	0.00	223,272.00	34.33
101-000-607.000	Ch. for Serv. (fees, zoning)	200.00	560.00	0.00	(360.00)	280.00
101-000-610.000	School Parcel Fee	5,800.00	0.00	0.00	5,800.00	0.00
101-000-628.000	Ch. for Serv. (copies, ordin.)	50.00	0.00	0.00	50.00	0.00
101-000-632.000	Ch. for Serv. (sale cem. lots)	2,500.00	800.00	0.00	1,700.00	32.00
101-000-634.000	Ch. for Serv. (grave op & cl)	12,000.00	200.00	0.00	11,800.00	1.67
101-000-635.000	Chg For Serv Cem Foun & Misc	3,500.00	0.00	0.00	3,500.00	0.00
101-000-640.000	Ch. for Serv. (lot splits)	500.00	225.00	0.00	275.00	45.00
101-000-664.000	Int. & Div. on Earnings	2,500.00	242.15	0.00	2,257.85	9.69
101-000-667.000	Rent&Exp Building Dept	7,200.00	0.00	0.00	7,200.00	0.00
101-000-668.000	Sign Rental	4,000.00	0.00	0.00	4,000.00	0.00
101-000-675.020	Cemetery Annuity - Division of Assets	45,000.00	0.00	0.00	45,000.00	0.00
101-000-676.000	Reimbursements	2,000.00	0.00	0.00	2,000.00	0.00
101-000-687.000	REFUNDS	500.00	0.00	0.00	500.00	0.00
101-000-697.000	Transfer from other Fund	50,000.00	0.00	0.00	50,000.00	0.00
101-000-698.000	Advance from Fund Balance	160,000.00	0.00	0.00	160,000.00	0.00
Total Dept 000-GENERAL		884,950.00	274,154.49	0.00	610,795.51	30.98
TOTAL REVENUES		884,950.00	274,154.49	0.00	610,795.51	30.98
Expenditures						
Dept 101-TOWNSHIP BOARD						
101-101-702.000	Salary & Wages	7,000.00	1,749.96	583.32	5,250.04	25.00
101-101-702.020	Salary & Wages Clerical Help	24,500.00	6,120.00	2,040.00	18,380.00	24.98
101-101-710.000	Twp. Share Medicare Withholding	460.00	114.11	38.03	345.89	24.81
101-101-714.000	Health Insurance	4,150.00	1,622.78	0.00	2,527.22	39.10
101-101-715.000	Twp. Share Soc. Sec. Withholdg	2,000.00	487.92	162.64	1,512.08	24.40
101-101-718.000	Retirement	3,500.00	1,777.48	0.00	1,722.52	50.79
101-101-720.000	Medical Reimbursement	750.00	0.00	0.00	750.00	0.00

GL NUMBER	DESCRIPTION	2018		ACTIVITY FOR		AVAILABLE		% BDCGT USED
		AMENDED BUDGET	YTD BALANCE 04/30/2018	MONTH 04/30/2018	BALANCE	NORMAL (ABNORMAL)	NORMAL (ABNORMAL)	
101-101-727.000	Office Supplies	800.00	586.80	0.00	213.20	73.35		
101-101-740.000	Operating Supplies	200.00	0.00	0.00	200.00			
101-101-801.000	Professional Services	26,000.00	7,692.33	6,381.25	18,307.67	29.59		
101-101-850.000	Communication	3,600.00	743.50	248.06	2,856.50	20.65		
101-101-860.000	Transportation	200.00	52.87	0.00	147.13	26.44		
101-101-860.100	Transportation - Census	200.00	0.00	0.00	200.00	0.00		
101-101-880.000	Community Promotion	600.00	0.00	0.00	600.00	0.00		
101-101-881.000	FALL CLEAN-UP	8,000.00	0.00	0.00	8,000.00	0.00		
101-101-900.000	Printing & Publishing	2,000.00	227.94	50.63	1,772.06	11.40		
101-101-956.000	Miscellaneous	200.00	0.00	0.00	200.00	0.00		
101-101-958.000	Membership & Dues	3,400.00	0.00	0.00	3,400.00	0.00		
101-101-960.000	Education	2,000.00	0.00	0.00	2,000.00	0.00		
101-101-965.000	Insurance & Bonds	9,000.00	214.82	0.00	8,785.18	2.39		
101-101-975.000	Capital Outlay under \$10,000	2,000.00	0.00	0.00	2,000.00	0.00		
101-101-999.000	Transfer to Other Fund	0.00	10,000.00	0.00	(10,000.00)	100.00		
Total Dept 101-TOWNSHIP BOARD		100,560.00	31,390.51	9,503.93	69,169.49	31.22		
Dept 171-SUPERVISOR								
101-171-702.000	Salary & Wages	25,000.00	6,249.99	2,083.33	18,750.01	25.00		
101-171-702.010	Salary & Wages Deputy	2,500.00	0.00	0.00	2,500.00	0.00		
101-171-702.040	Salary & Wages Cemetery	5,000.00	1,250.01	416.67	3,749.99	25.00		
101-171-702.300	Health Insurance Buyout	1,800.00	450.00	150.00	1,350.00	25.00		
101-171-710.000	Twp. Share Medicare Withholding	500.00	115.28	38.43	384.72	23.06		
101-171-715.000	Twp. Share Soc. Sec. Withholdg	2,125.00	492.90	164.30	1,632.10	23.20		
101-171-720.000	Medical Reimbursement	1,000.00	0.00	0.00	1,000.00	0.00		
101-171-727.000	Office Supplies	100.00	0.00	0.00	100.00	0.00		
101-171-740.000	Operating Supplies	100.00	0.00	0.00	100.00	0.00		
101-171-801.000	Professional Services	500.00	0.00	0.00	500.00	0.00		
101-171-850.100	Cell Phone	360.00	90.00	90.00	270.00	25.00		
101-171-860.000	Transportation	400.00	0.00	0.00	400.00	0.00		
101-171-874.000	Retirement	5,250.00	1,627.69	0.00	3,622.31	31.00		
101-171-960.000	Education	1,000.00	418.00	418.00	582.00	41.80		
101-171-975.000	Capital Outlay under \$10,000	1,000.00	979.00	0.00	21.00	97.90		
Total Dept 171-SUPERVISOR		46,635.00	11,672.87	3,360.73	34,962.13	25.03		
Dept 215-CLERK								
101-215-702.000	Salary & Wages	31,500.00	7,875.00	2,625.00	23,625.00	25.00		
101-215-702.010	Salary & Wages Deputy	3,700.00	854.00	395.50	2,846.00	23.08		
101-215-702.040	Salary & Wages Cemetery	7,700.00	1,925.01	641.67	5,774.99	25.00		
101-215-702.300	Health Insurance Buyout	1,800.00	450.00	150.00	1,350.00	25.00		
101-215-710.000	Twp. Share Medicare Withholding	650.00	161.01	55.28	488.99	24.77		
101-215-715.000	Twp. Share Soc. Sec. Withholdg	2,775.00	688.45	236.35	2,086.55	24.81		
101-215-720.000	Medical Reimbursement	1,000.00	0.00	0.00	1,000.00	0.00		
101-215-727.000	Office Supplies	700.00	9.30	0.00	690.70	1.33		

GL NUMBER	DESCRIPTION	2018		YTD BALANCE		ACTIVITY FOR		AVAILABLE		% BDGT USED
		AMENDED BUDGET	04/30/2018	NORMAL (ABNORMAL)	04/30/2018	INCREASE (DECREASE)	NORMAL (ABNORMAL)	BALANCE		
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	842.00		0.00		1,158.00		42.10	
101-215-850.000	Cell Phone Reimbursement	360.00	90.00		90.00		270.00		25.00	
101-215-874.000	Retirement	6,765.00	2,440.46		0.00		4,324.54		36.07	
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	15,508.87		4,193.80		45,191.13		25.55	
Dept 237-RETIREMENT BOARD/DEPARTMENT										
101-237-718.000	Retirement	0.00	6,914.03		2,306.56		(6,914.03)		100.00	
Total Dept 237-RETIREMENT BOARD/DEPARTMENT		0.00	6,914.03		2,306.56		(6,914.03)		100.00	
Dept 247-BOARD OF REVIEW										
101-247-702.000	Salary & Wages	900.00	729.00		729.00		171.00		81.00	
101-247-710.000	Twp. Share Medicare Withholding	15.00	10.57		10.57		4.43		70.47	
101-247-715.000	Twp. Share Soc. Sec. Withholdg	60.00	45.19		45.19		14.81		75.32	
101-247-900.000	Printing & Publishing	75.00	0.00		0.00		75.00		0.00	
101-247-960.000	Education	200.00	0.00		0.00		200.00		0.00	
Total Dept 247-BOARD OF REVIEW		1,250.00	784.76		784.76		465.24		62.78	
Dept 253-TREASURER										
101-253-702.000	Salary & Wages	31,200.00	7,800.00		2,600.00		23,400.00		25.00	
101-253-702.010	Salary & Wages Deputy	3,850.00	808.50		168.00		3,041.50		21.00	
101-253-710.000	Twp. Share Medicare Withholding	510.00	124.81		40.13		385.19		24.47	
101-253-714.000	Health Insurance	5,300.00	(382.72)		0.00		5,682.72		(7.22)	
101-253-715.000	Twp. Share Soc. Sec. Withholdg	2,175.00	533.74		171.62		1,641.26		24.54	
101-253-720.000	Medical Reimbursement	800.00	0.00		0.00		800.00		0.00	
101-253-727.000	Office Supplies	1,000.00	498.65		0.00		501.35		49.87	
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	0.00		0.00		3,800.00		0.00	
101-253-874.000	Retirement	5,180.00	1,413.34		0.00		3,766.66		27.28	
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	11,458.32		2,979.75		43,706.68		20.77	
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	
101-257-801.000	Professional Services	3,000.00	2,071.96		1,213.96		928.04		69.07	
101-257-801.005	Contractual Assessor	39,500.00	9,099.99		3,033.33		30,400.01		23.04	
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	11,171.95		4,247.29		32,628.05		25.51	
Dept 262-ELECTIONS										

GL NUMBER	DESCRIPTION	2018		YTD BALANCE		ACTIVITY FOR		AVAILABLE		% BDGT USED
		AMENDED BUDGET	04/30/2018	NORMAL (ABNORMAL)	04/30/2018	INCREASE (DECREASE)	NORMAL (ABNORMAL)	BALANCE		
101-262-702.000	SALARY AND WAGES	4,800.00	0.00	0.00	0.00	0.00	4,800.00	0.00	0.00	
101-262-710.000	Twp. Share Medicare Withholding	25.00	0.00	0.00	0.00	0.00	25.00	0.00	0.00	
101-262-715.000	Twp. Share Soc. Sec. Withholding	100.00	0.00	0.00	0.00	0.00	100.00	0.00	0.00	
101-262-727.000	SUPPLIES	600.00	0.00	0.00	0.00	0.00	600.00	0.00	0.00	
101-262-740.000	Operating Supplies	1,400.00	205.11	205.11	205.11	0.00	1,194.89	14.65	0.00	
101-262-801.000	Professional Services	500.00	0.00	0.00	0.00	0.00	500.00	0.00	0.00	
101-262-900.000	Printing & Publishing	400.00	0.00	0.00	0.00	0.00	400.00	0.00	0.00	
101-262-960.000	Education	250.00	79.53	79.53	79.53	0.00	170.47	31.81	0.00	
101-262-975.000	Capital Outlay under \$10,000	1,000.00	0.00	0.00	0.00	0.00	1,000.00	0.00	0.00	
Total Dept 262-ELECTIONS		9,075.00	284.64	284.64	284.64	0.00	8,790.36	3.14	0.00	
Dept 265-TOWNSHIP HALL & GROUNDS										
101-265-702.000	Salary & Wages	1,000.00	656.63	656.63	85.00	0.00	343.37	65.66	0.00	
101-265-702.200	Salary & Wages Snowplowing	500.00	62.90	62.90	0.00	0.00	437.10	12.58	0.00	
101-265-710.000	Twp. Share Medicare Withholding	25.00	10.43	10.43	1.23	0.00	14.57	41.72	0.00	
101-265-715.000	Twp. Share Soc. Sec. Withholdg	95.00	44.61	44.61	5.27	0.00	50.39	46.96	0.00	
101-265-740.000	Operating Supplies	200.00	0.00	0.00	0.00	0.00	200.00	0.00	0.00	
101-265-775.000	Repair & Maintenance Supplies	600.00	359.61	359.61	0.00	0.00	240.39	59.94	0.00	
101-265-801.000	Professional Services	500.00	0.00	0.00	0.00	0.00	500.00	0.00	0.00	
101-265-920.000	Public Utilities	4,800.00	1,202.40	1,202.40	187.92	0.00	3,597.60	25.05	0.00	
101-265-930.000	Repair & Maintenance	2,000.00	704.50	704.50	378.00	0.00	1,295.50	35.23	0.00	
101-265-932.000	Grounds maintenance	800.00	106.84	106.84	24.93	0.00	693.16	13.36	0.00	
101-265-956.000	Miscellaneous	100.00	0.00	0.00	0.00	0.00	100.00	0.00	0.00	
101-265-975.000	Capital Outlay under \$10,000	4,000.00	0.00	0.00	0.00	0.00	4,000.00	0.00	0.00	
101-265-978.000	Capital Outlay \$10,000 and above	22,000.00	0.00	0.00	0.00	0.00	22,000.00	0.00	0.00	
Total Dept 265-TOWNSHIP HALL & GROUNDS		36,620.00	3,147.92	3,147.92	682.35	0.00	33,472.08	8.60	0.00	
Dept 276-TOWNSHIP CEMETERIES										
101-276-702.000	Salary & Wages	20,300.00	2,890.00	2,890.00	1,853.00	0.00	17,410.00	14.24	0.00	
101-276-702.015	Salary & Wages Mangement	28,800.00	369.75	369.75	0.00	0.00	28,430.25	1.28	0.00	
101-276-702.016	Salary & Wages Clerical Mangement	12,700.00	4,704.75	4,704.75	1,054.00	0.00	7,995.25	37.05	0.00	
101-276-702.100	SALARY & WAGES: UNEMPLOYMENT	4,800.00	0.00	0.00	0.00	0.00	4,800.00	0.00	0.00	
101-276-702.200	Salary & Wages Snowplowing	390.00	62.90	62.90	0.00	0.00	327.10	16.13	0.00	
101-276-710.000	Twp. Share Medicare Withholding	910.00	116.40	116.40	42.16	0.00	793.60	12.79	0.00	
101-276-714.000	Health Insurance	7,300.00	1,823.37	1,823.37	0.00	0.00	5,476.63	24.98	0.00	
101-276-715.000	Twp. Share Soc. Sec. Withholdg	3,860.00	497.70	497.70	180.23	0.00	3,362.30	12.89	0.00	
101-276-720.000	Medical Reimbursement	1,000.00	20.00	20.00	0.00	0.00	980.00	2.00	0.00	
101-276-727.000	Office Supplies	800.00	0.00	0.00	0.00	0.00	800.00	0.00	0.00	
101-276-740.000	Operating Supplies	4,000.00	64.31	64.31	35.32	0.00	3,935.69	1.61	0.00	
101-276-775.000	Repair & Maintenance Supplies	4,000.00	416.32	416.32	179.42	0.00	3,583.68	10.41	0.00	
101-276-801.000	Professional Services	3,500.00	0.00	0.00	0.00	0.00	3,500.00	0.00	0.00	
101-276-801.010	MANPOWER	2,000.00	0.00	0.00	0.00	0.00	2,000.00	0.00	0.00	
101-276-801.020	PROF. SERVICES GRAVE OPENING/CLOSING	10,000.00	0.00	0.00	0.00	0.00	10,000.00	0.00	0.00	
101-276-850.000	Communication	1,000.00	209.94	209.94	0.00	0.00	790.06	20.99	0.00	

GL NUMBER	DESCRIPTION	2018		YTD BALANCE		ACTIVITY FOR		AVAILABLE		% BDCGT USED
		AMENDED BUDGET	04/30/2018	NORMAL (ABNORMAL)	04/30/2018	INCREASE (DECREASE)	NORMAL (ABNORMAL)	BALANCE		
101-276-850.100	Cell Phone	360.00	120.00		90.00		240.00	33.33		
101-276-860.000	Transportation	100.00	0.00		0.00		100.00	0.00		
101-276-874.000	Retirement	3,950.00	1,981.20		0.00		1,968.80	50.16		
101-276-900.000	Printing & Publishing	100.00	206.25		206.25		(106.25)	206.25		
101-276-920.000	Public Utilities	2,800.00	799.51		155.79		2,000.49	28.55		
101-276-930.000	Repair & Maintenance	3,000.00	616.30		24.93		2,383.70	20.54		
101-276-933.000	Snowplowing	300.00	49.00		0.00		251.00	16.33		
101-276-958.000	Membership & Dues	100.00	0.00		0.00		100.00	0.00		
101-276-960.000	Education	500.00	0.00		0.00		500.00	0.00		
101-276-965.000	Insurance & Bonds	2,300.00	322.22		0.00		1,977.78	14.01		
101-276-971.000	Re Purchase Cemetery Lots	500.00	0.00		0.00		500.00	0.00		
101-276-975.000	Capital Outlay under \$10,000	12,000.00	979.00		0.00		11,021.00	8.16		
Total Dept 276-TOWNSHIP CEMETERIES		131,370.00	16,248.92		3,821.10		115,121.08	12.37		
Dept 446-HIGHWAYS & STREETS										
101-446-801.000	Professional Services	2,000.00	0.00		0.00		2,000.00	0.00		
101-446-805.000	Contractual Services Roads	280,000.00	0.00		0.00		280,000.00	0.00		
Total Dept 446-HIGHWAYS & STREETS		282,000.00	0.00		0.00		282,000.00	0.00		
Dept 448-STREET LIGHTS										
101-448-805.000	Contractual Services	100.00	0.00		0.00		100.00	0.00		
101-448-920.000	Public Utilities	9,400.00	1,954.31		650.90		7,445.69	20.79		
Total Dept 448-STREET LIGHTS		9,500.00	1,954.31		650.90		7,545.69	20.57		
Dept 450-IND. PARK INFRASTRUCTURE										
101-450-990.100	Ind. Park Infrastructure	50,800.00	0.00		0.00		50,800.00	0.00		
Total Dept 450-IND. PARK INFRASTRUCTURE		50,800.00	0.00		0.00		50,800.00	0.00		
Dept 721-PLANNING COMMISSION										
101-721-702.000	SALARY AND WAGES	8,000.00	2,000.01		666.67		5,999.99	25.00		
101-721-702.030	Salary & Wages Per Diems	3,360.00	760.00		240.00		2,600.00	22.62		
101-721-710.000	Twp. Share Medicare Withholding	165.00	40.03		13.15		124.97	24.26		
101-721-715.000	Twp. Share Soc. Sec. Withholding	705.00	171.11		56.21		533.89	24.27		
101-721-740.000	Operating Supplies	100.00	0.00		0.00		100.00	0.00		
101-721-801.000	Professional Services	3,000.00	0.00		0.00		3,000.00	0.00		
101-721-860.000	MILEAGE	250.00	79.56		0.00		170.44	31.82		
101-721-874.000	Retirement	800.00	454.41		0.00		345.59	56.80		
101-721-900.000	Printing & Publishing	400.00	149.18		84.38		250.82	37.30		
101-721-956.000	Miscellaneous	50.00	0.00		0.00		50.00	0.00		
101-721-960.000	Education	1,000.00	20.00		20.00		980.00	2.00		
Total Dept 721-PLANNING COMMISSION		17,830.00	3,674.30		1,080.41		14,155.70	20.61		
Dept 728-ECONOMIC-INDUSTRIAL DEVELOPMT										
101-728-801.000	Professional Services	500.00	0.00		0.00		500.00	0.00		

GL NUMBER	DESCRIPTION	2018		ACTIVITY FOR		AVAILABLE BALANCE	% BDGT USED
		AMENDED BUDGET	04/30/2018	MONTH 04/30/2018	INCREASE (DECREASE)		
101-728-880.000	Community Promotion	4,200.00	0.00	0.00	0.00	4,200.00	0.00
101-728-930.000	Repair & Maintenance	500.00	0.00	0.00	0.00	500.00	0.00
Total Dept 728-ECONOMIC-INDUSTRIAL DEVELOPMT		5,200.00	0.00	0.00	0.00	5,200.00	0.00
Dept 751-PARKS & RECREATION							
101-751-702.000	Salary & Wages	500.00	0.00	0.00	0.00	500.00	0.00
101-751-702.015	Salary & Wages Mangement	1,000.00	0.00	0.00	0.00	1,000.00	0.00
101-751-702.070	Park Supvr	2,500.00	0.00	0.00	0.00	2,500.00	0.00
101-751-710.000	Twp. Share Medicare Witholding	60.00	0.00	0.00	0.00	60.00	0.00
101-751-715.000	Twp. Share Soc. Sec. Withholdg	250.00	0.00	0.00	0.00	250.00	0.00
101-751-740.000	Operating Supplies	500.00	0.00	0.00	0.00	500.00	0.00
101-751-775.000	Repair & Maintenance Supplies	500.00	0.00	0.00	0.00	500.00	0.00
101-751-920.000	Public Utilities	350.00	0.00	0.00	0.00	350.00	0.00
101-751-930.000	Repair & Maintenance	600.00	0.00	0.00	0.00	600.00	0.00
101-751-975.000	Capital Outlay under \$10,000	7,000.00	0.00	0.00	0.00	7,000.00	0.00
101-751-978.000	Capital Outlay \$10,000 and above	18,000.00	0.00	0.00	0.00	18,000.00	0.00
Total Dept 751-PARKS & RECREATION		31,260.00	0.00	0.00	0.00	31,260.00	0.00
TOTAL EXPENDITURES		881,765.00	114,211.40	33,896.22		767,553.60	12.95
Fund 101 - GENERAL OPERATING FUND:							
TOTAL REVENUES		884,950.00	274,154.49	0.00		610,795.51	30.98
TOTAL EXPENDITURES		881,765.00	114,211.40	33,896.22		767,553.60	12.95
NET OF REVENUES & EXPENDITURES		3,185.00	159,943.09	(33,896.22)		(156,758.09)	5,021.76
Fund 203 - PERRY STREET CORRIDOR SIDEWALK							
Revenues							
Dept 000-GENERAL							
203-000-665.000	SPECIAL ASSESSMENT INTEREST	5,000.00	25,500.56	0.00		(20,500.56)	510.01
203-000-672.000	Special Assessment	50,000.00	10,847.71	0.00		39,152.29	21.70
Total Dept 000-GENERAL		55,000.00	36,348.27	0.00		18,651.73	66.09
TOTAL REVENUES		55,000.00	36,348.27	0.00		18,651.73	66.09
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	0.00	0.00		5,000.00	0.00
Total Dept 444-SIDEWALKS		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		
		AMENDED BUDGET	04/30/2018	NORMAL (ABNORMAL)	04/30/2018	INCREASE (DECREASE)	NORMAL (ABNORMAL)	BALANCE	% BDGT	USED
Fund 203 - PERRY STREET CORRIDOR SIDEWALK:										
TOTAL REVENUES		55,000.00	36,348.27		0.00		0.00	18,651.73	66.09	
TOTAL EXPENDITURES		55,000.00	0.00		0.00		0.00	55,000.00	0.00	
NET OF REVENUES & EXPENDITURES		0.00	36,348.27		0.00		0.00	(36,348.27)	100.00	
Fund 204 - MUNICIPAL STREET FUND										
Revenues										
Dept 000-GENERAL										
204-000-405.000	B.R.T. Road Millage	215,000.00	124,905.51		0.00		0.00	90,094.49	58.10	
Total Dept 000-GENERAL		215,000.00	124,905.51		0.00		0.00	90,094.49	58.10	
TOTAL REVENUES		215,000.00	124,905.51		0.00		0.00	90,094.49	58.10	
Expenditures										
Dept 446-HIGHWAYS & STREETS										
204-446-805.000	Contractual Services	215,000.00	0.00		0.00		0.00	215,000.00	0.00	
Total Dept 446-HIGHWAYS & STREETS		215,000.00	0.00		0.00		0.00	215,000.00	0.00	
TOTAL EXPENDITURES		215,000.00	0.00		0.00		0.00	215,000.00	0.00	
Fund 204 - MUNICIPAL STREET FUND:										
TOTAL REVENUES		215,000.00	124,905.51		0.00		0.00	90,094.49	58.10	
TOTAL EXPENDITURES		215,000.00	0.00		0.00		0.00	215,000.00	0.00	
NET OF REVENUES & EXPENDITURES		0.00	124,905.51		0.00		0.00	(124,905.51)	100.00	
Fund 206 - FIRE FUND										
Revenues										
Dept 000-GENERAL										
206-000-403.000	Current Real Property Tax	215,000.00	197,527.13		0.00		0.00	17,472.87	91.87	
206-000-582.000	Contribution Mecosta Co. F.R.	15,980.00	4,862.50		0.00		0.00	11,117.50	30.43	
206-000-664.000	Int. & Div. on Earnings	20.00	242.14		0.00		0.00	(222.14)	1,210.70	
206-000-676.000	Reimbursements	0.00	70.55		0.00		0.00	(70.55)	100.00	
Total Dept 000-GENERAL		231,000.00	202,702.32		0.00		0.00	28,297.68	87.75	
TOTAL REVENUES		231,000.00	202,702.32		0.00		0.00	28,297.68	87.75	
Expenditures										
Dept 336-FIRE DEPARTMENT										
206-336-702.000	Salary & Wages	67,500.00	18,030.00		4,410.00		4,410.00	49,470.00	26.71	
206-336-702.025	Salary & Wages Reports	1,200.00	303.00		87.00		87.00	897.00	25.25	

GL NUMBER	DESCRIPTION	2018		YTD BALANCE		ACTIVITY FOR		AVAILABLE	
		AMENDED BUDGET	04/30/2018	NORMAL (ABNORMAL)	04/30/2018	INCREASE (DECREASE)	NORMAL (ABNORMAL)	BALANCE	% BDGT USED
206-336-702.030	Salary & Wages Precipitent Surveys	3,000.00	375.00		375.00			2,625.00	12.50
206-336-702.050	Salary & Wages First Responder	22,000.00	3,234.00		1,103.00			18,766.00	14.70
206-336-702.080	Chief Salary & Wages	7,500.00	1,800.00		600.00			5,700.00	24.00
206-336-702.085	Ass't Chiefs Salary & Wages	4,800.00	1,125.00		375.00			3,675.00	23.44
206-336-702.200	Salary & Wages Snowplowing	500.00	62.90		0.00			437.10	12.58
206-336-710.000	Twp. Share Medicare Withholding	1,550.00	361.48		100.77			1,188.52	23.32
206-336-715.000	Twp. Share Soc. Sec. Withholdg	6,600.00	1,545.69		430.90			5,054.31	23.42
206-336-727.000	Office Supplies	1,500.00	101.74		0.00			1,398.26	6.78
206-336-740.000	Operating Supplies	15,500.00	2,540.15		582.53			12,959.85	16.39
206-336-775.000	Repair & Maintenance Supplies	1,500.00	272.38		154.44			1,227.62	18.16
206-336-801.000	Professional Services	2,000.00	75.67		64.00			1,924.33	3.78
206-336-850.000	Communication	2,750.00	647.65		233.21			2,102.35	23.55
206-336-860.000	Transportation	100.00	59.29		0.00			40.71	59.29
206-336-880.000	Community Promotion	1,000.00	0.00		0.00			1,000.00	0.00
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	3,762.27		463.48			5,237.73	41.80
206-336-930.000	Repair & Maintenance	12,500.00	5,055.12		637.95			7,444.88	40.44
206-336-932.000	Grounds maintenance	300.00	106.84		24.93			193.16	35.61
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	2,143.08		0.00			(643.08)	142.87
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	2,690.00		245.00			1,310.00	67.25
206-336-965.000	Insurance & Bonds	27,000.00	997.36		0.00			26,002.64	3.69
206-336-975.000	Capital Outlay under \$10,000	17,000.00	0.00		0.00			17,000.00	0.00
Total Dept 336-FIRE DEPARTMENT		211,000.00	45,337.62		9,887.21			165,662.38	21.49
TOTAL EXPENDITURES		211,000.00	45,337.62		9,887.21			165,662.38	21.49
Fund 206 - FIRE FUND:									
TOTAL REVENUES		231,000.00	202,702.32		0.00			28,297.68	87.75
TOTAL EXPENDITURES		211,000.00	45,337.62		9,887.21			165,662.38	21.49
NET OF REVENUES & EXPENDITURES		20,000.00	157,364.70		(9,887.21)			(137,364.70)	786.82
Fund 212 - LIQUOR LAW ENFORCEMENT FUND									
Revenues									
Dept 000-GENERAL									
212-000-574.000	State Shared Revenue	5,600.00	0.00		0.00			5,600.00	0.00
Total Dept 000-GENERAL		5,600.00	0.00		0.00			5,600.00	0.00
TOTAL REVENUES		5,600.00	0.00		0.00			5,600.00	0.00

GL NUMBER	DESCRIPTION	2018		YTD BALANCE		ACTIVITY FOR		AVAILABLE		
		AMENDED BUDGET	04/30/2018	NORMAL (ABNORMAL)	04/30/2018	MONTH 04/30/2018	INCREASE (DECREASE)	NORMAL (ABNORMAL)	BALANCE	% BDGT USED
Fund 330 - LIQUOR LAW ENFORCEMENT										
Expenditures										
Dept 330-801.000	Professional Services	5,600.00	0.00		0.00	0.00		5,600.00	0.00	0.00
Total Dept 330-LIQUOR LAW ENFORCEMENT		5,600.00	0.00		0.00	0.00		5,600.00	0.00	0.00
TOTAL EXPENDITURES										
		5,600.00	0.00		0.00	0.00		5,600.00	0.00	0.00
Fund 212 - LIQUOR LAW ENFORCEMENT FUND:										
TOTAL REVENUES										
		5,600.00	0.00		0.00	0.00		5,600.00	0.00	0.00
TOTAL EXPENDITURES										
		5,600.00	0.00		0.00	0.00		5,600.00	0.00	0.00
NET OF REVENUES & EXPENDITURES										
		0.00	0.00		0.00	0.00		0.00	0.00	0.00
Fund 246 - TOWNSHIP IMPROV REV. FUND										
Revenues										
Dept 000-GENERAL										
246-000-663.000	Received from Sidewalk Fund	50,000.00	0.00		0.00	0.00		50,000.00	0.00	0.00
246-000-664.000	Int. & Div. on Earnings	5,000.00	0.00		0.00	0.00		5,000.00	0.00	0.00
Total Dept 000-GENERAL		55,000.00	0.00		0.00	0.00		55,000.00	0.00	0.00
TOTAL REVENUES										
		55,000.00	0.00		0.00	0.00		55,000.00	0.00	0.00
Expenditures										
Dept 000-GENERAL										
246-000-996.100	Interest Payment	5,000.00	0.00		0.00	0.00		5,000.00	0.00	0.00
246-000-999.000	Trans to other fund	50,000.00	0.00		0.00	0.00		50,000.00	0.00	0.00
Total Dept 000-GENERAL		55,000.00	0.00		0.00	0.00		55,000.00	0.00	0.00
TOTAL EXPENDITURES										
		55,000.00	0.00		0.00	0.00		55,000.00	0.00	0.00
Fund 246 - TOWNSHIP IMPROV REV. FUND:										
TOTAL REVENUES										
		55,000.00	0.00		0.00	0.00		55,000.00	0.00	0.00
TOTAL EXPENDITURES										
		55,000.00	0.00		0.00	0.00		55,000.00	0.00	0.00
NET OF REVENUES & EXPENDITURES										
		0.00	0.00		0.00	0.00		0.00	0.00	0.00
Fund 249 - BUILDING INSPECTION FUND										
Revenues										
Dept 000-GENERAL										
249-000-608.000	Ch. for Serv.Fees/Bldg.Permits	58,900.00	44,646.00		0.00	0.00		14,254.00	75.80	0.00
249-000-664.000	Int. & Div. on Earnings	100.00	0.00		0.00	0.00		100.00	0.00	0.00
249-000-699.100	Advance from Fund Balance	7,500.00	0.00		0.00	0.00		7,500.00	0.00	0.00
Total Dept 000-GENERAL		66,500.00	44,646.00		0.00	0.00		21,854.00	67.14	0.00

GL NUMBER	DESCRIPTION	2018 AMENDED BUDGET	YTD BALANCE 04/30/2018		ACTIVITY FOR MONTH 04/30/2018		AVAILABLE BALANCE		% BODGT USED
			NORMAL (ABNORMAL)	NORMAL (ABNORMAL)	INCREASE (DECREASE)	INCREASE (DECREASE)	NORMAL (ABNORMAL)	NORMAL (ABNORMAL)	
TOTAL REVENUES		66,500.00	44,646.00	0.00	0.00	21,854.00	67.14		
Expenditures									
Dept 237-RETIREMENT BOARD/DEPARTMENT									
249-237-718.000	Retirement	0.00	403.20	134.40	134.40	(403.20)	100.00		
Total Dept 237-RETIREMENT BOARD/DEPARTMENT		0.00	403.20	134.40	134.40	(403.20)	100.00		
Dept 371-BUILDING INSPECTION DEPARTMENT									
249-371-702.000	Salary & Wages	10,000.00	2,519.50	675.08	675.08	7,480.50	25.20		
249-371-702.020	Salary & Wages Clerical Help	11,500.00	2,880.00	960.00	960.00	8,620.00	25.04		
249-371-703.000	Salary & Wages Electrical Insp	9,000.00	2,872.10	1,291.00	1,291.00	6,127.90	31.91		
249-371-704.000	Salary & Wages Plbg-Mech Insp	11,000.00	4,722.45	2,358.80	2,358.80	6,277.55	42.93		
249-371-705.000	SAL & WAGES SITE PLAN REVIEW	4,500.00	2,550.00	900.00	900.00	1,950.00	56.67		
249-371-710.000	Twp. Share Medicare Witholding	500.00	225.40	89.69	89.69	274.60	45.08		
249-371-714.000	Health Insurance	1,925.00	200.59	0.00	0.00	1,724.41	10.42		
249-371-715.000	Twp. Share Soc. Sec. Withholdg	2,110.00	963.73	383.46	383.46	1,146.27	45.67		
249-371-720.000	Medical Reimbursement	250.00	0.00	0.00	0.00	250.00	0.00		
249-371-727.000	Office Supplies	150.00	886.83	0.00	0.00	(736.83)	591.22		
249-371-740.000	Operating Supplies	400.00	0.00	0.00	0.00	400.00	0.00		
249-371-801.000	Professional Services	500.00	150.68	150.68	150.68	349.32	30.14		
249-371-850.100	Cell Phone	180.00	105.00	15.00	15.00	75.00	58.33		
249-371-860.000	Transportation	1,500.00	651.26	211.45	211.45	848.74	43.42		
249-371-874.000	Retirement	1,150.00	669.66	0.00	0.00	480.34	58.23		
249-371-900.000	Printing & Publishing	100.00	0.00	0.00	0.00	100.00	0.00		
249-371-940.000	Rent & Expenses	7,200.00	1,800.00	1,800.00	1,800.00	5,400.00	25.00		
249-371-958.000	Membership & Dues	200.00	125.00	0.00	0.00	75.00	62.50		
249-371-960.000	Education	750.00	62.50	0.00	0.00	687.50	8.33		
249-371-975.000	Capital Outlay under \$10,000	3,200.00	0.00	0.00	0.00	3,200.00	0.00		
Total Dept 371-BUILDING INSPECTION DEPARTMENT		66,115.00	21,384.70	8,835.16	8,835.16	44,730.30	32.34		
TOTAL EXPENDITURES		66,115.00	21,787.90	8,969.56	8,969.56	44,327.10	32.95		
Fund 249 - BUILDING INSPECTION FUND:									
TOTAL REVENUES		66,500.00	44,646.00	0.00	0.00	21,854.00	67.14		
TOTAL EXPENDITURES		66,115.00	21,787.90	8,969.56	8,969.56	44,327.10	32.95		
NET OF REVENUES & EXPENDITURES		385.00	22,858.10	(8,969.56)	(8,969.56)	(22,473.10)	5,937.17		
Fund 271 - LIBRARY FUND									
Revenues									
Dept 000-GENERAL									
271-000-402.000	Current Real Property Tax	28,600.00	21,491.10	0.00	0.00	7,108.90	75.14		

GL NUMBER	DESCRIPTION	2018		YTD BALANCE		ACTIVITY FOR		AVAILABLE		
		AMENDED BUDGET	04/30/2018	NORMAL (ABNORMAL)	04/30/2018	INCREASE (DECREASE)	NORMAL (ABNORMAL)	BALANCE	% BODGT	USED
Total Dept 000-GENERAL		28,600.00	21,491.10		0.00		7,108.90		75.14	
TOTAL REVENUES		28,600.00	21,491.10		0.00		7,108.90		75.14	
Expenditures										
Dept 000-GENERAL										
271-000-991.010	CONTRACT PAYMENT BIG RAPIDS PUBLIC LIBRA	27,180.00	0.00		0.00		27,180.00		0.00	
271-000-991.020	CONTRACT PAYMENT WALTON ERICKSON LIBRAR	1,420.00	0.00		0.00		1,420.00		0.00	
Total Dept 000-GENERAL		28,600.00	0.00		0.00		28,600.00		0.00	
TOTAL EXPENDITURES		28,600.00	0.00		0.00		28,600.00		0.00	
Fund 271 - LIBRARY FUND:										
TOTAL REVENUES		28,600.00	21,491.10		0.00		7,108.90		75.14	
TOTAL EXPENDITURES		28,600.00	0.00		0.00		28,600.00		0.00	
NET OF REVENUES & EXPENDITURES		0.00	21,491.10		0.00		(21,491.10)		100.00	
Fund 401 - CEMETERY ENTRANCE BUILDING										
Revenues										
Dept 000-GENERAL										
401-000-674.000	CONTRIBUTIONS AND DONATIONS	0.00	1,000.00		0.00		(1,000.00)		100.00	
401-000-699.000	Transfers From Other Funds	0.00	10,000.00		0.00		(10,000.00)		100.00	
Total Dept 000-GENERAL		0.00	11,000.00		0.00		(11,000.00)		100.00	
TOTAL REVENUES		0.00	11,000.00		0.00		(11,000.00)		100.00	
Fund 401 - CEMETERY ENTRANCE BUILDING:										
TOTAL REVENUES		0.00	11,000.00		0.00		(11,000.00)		100.00	
TOTAL EXPENDITURES		0.00	0.00		0.00		0.00		0.00	
NET OF REVENUES & EXPENDITURES		0.00	11,000.00		0.00		(11,000.00)		100.00	
Fund 590 - SEWER FUND										
Revenues										
Dept 000-GENERAL										
590-000-539.010	SAW GRANT	70,000.00	6,600.85		0.00		63,399.15		9.43	
590-000-625.000	TAP IN FEES	30,000.00	65,000.00		0.00		(35,000.00)		216.67	
590-000-626.000	Charg. for Serv. (utilities)	588,000.00	155,619.52		0.00		432,380.48		26.47	
590-000-627.000	Penalty on Delinquent Utility Bills	4,000.00	1,941.66		0.00		2,058.34		48.54	
590-000-664.000	Int. & Div. on Earnings	1,000.00	625.36		0.00		374.64		62.54	
Total Dept 000-GENERAL		693,000.00	229,787.39		0.00		463,212.61		33.16	

GL NUMBER	DESCRIPTION	2018		YTD BALANCE		ACTIVITY FOR		AVAILABLE	
		AMENDED BUDGET	04/30/2018	NORMAL (ABNORMAL)	04/30/2018	INCREASE (DECREASE)	NORMAL (ABNORMAL)	BALANCE	% BODG
TOTAL REVENUES		693,000.00	229,787.39					463,212.61	33.16
Expenditures									
Dept 237-RETIREMENT BOARD/DEPARTMENT									
590-237-718.000	Retirement	0.00	330.00		110.00		(330.00)		100.00
Total Dept 237-RETIREMENT BOARD/DEPARTMENT		0.00	330.00		110.00		(330.00)		100.00
Dept 521-SEWER FUND									
590-521-702.000	Salary & Wages	60,000.00	2,000.01		666.67		57,999.99		3.33
590-521-702.200	Salary & Wages Snowplowing	800.00	62.90		0.00		737.10		7.86
590-521-710.000	Twp. Share Medicare Withholding	880.00	29.93		9.67		850.07		3.40
590-521-714.000	Health Insurance	13,000.00	601.75		0.00		12,398.25		4.63
590-521-715.000	Twp. Share Soc. Sec. Withholdg	3,750.00	127.89		41.33		3,622.11		3.41
590-521-720.000	Medical Reimbursement	970.00	0.00		0.00		970.00		0.00
590-521-727.000	Office Supplies	1,000.00	0.00		0.00		1,000.00		0.00
590-521-740.000	Operating Supplies	2,400.00	0.00		0.00		2,400.00		0.00
590-521-775.000	Repair & Maintenance Supplies	3,000.00	254.15		254.15		2,745.85		8.47
590-521-801.000	Professional Services	20,000.00	4,490.00		805.00		15,510.00		22.45
590-521-801.050	Miss Digg's	0.00	420.00		210.00		(420.00)		100.00
590-521-804.000	Contract Payment to City B.R.	330,000.00	81,783.13		0.00		248,216.87		24.78
590-521-805.000	Contractual Services	25,000.00	8,675.76		2,879.92		16,324.24		34.70
590-521-805.100	Extra Contractual Services	20,000.00	4,207.75		0.00		15,792.25		21.04
590-521-836.000	Refunds	100.00	0.00		0.00		100.00		0.00
590-521-874.000	Retirement	6,100.00	577.29		0.00		5,522.71		9.46
590-521-900.000	Printing & Publishing	100.00	0.00		0.00		100.00		0.00
590-521-920.000	Public Utilities	30,000.00	9,048.34		1,784.86		20,951.66		30.16
590-521-930.000	Repair & Maintenance	19,000.00	6,784.14		5,756.45		12,215.86		35.71
590-521-933.000	Snowplowing	0.00	49.00		0.00		(49.00)		100.00
590-521-935.000	Bldg. & Grounds Repair & Maintenance	360.00	0.00		0.00		360.00		0.00
590-521-958.000	Membership & Dues	320.00	0.00		0.00		320.00		0.00
590-521-960.000	Education	2,000.00	0.00		0.00		2,000.00		0.00
590-521-965.000	Insurance & Bonds	3,200.00	0.00		0.00		3,200.00		0.00
590-521-967.001	SAW GRANT	70,000.00	14,937.10		1,282.50		55,062.90		21.34
590-521-968.000	Depreciation	69,000.00	0.00		0.00		69,000.00		0.00
590-521-975.000	Capital Outlay under \$10,000	12,000.00	0.00		0.00		12,000.00		0.00
590-521-996.000	Bond Interest Payment	20.00	0.00		0.00		20.00		0.00
Total Dept 521-SEWER FUND		693,000.00	134,049.14		13,690.55		558,950.86		19.34
TOTAL EXPENDITURES									
		693,000.00	134,379.14		13,800.55		558,620.86		19.39
Fund 590 - SEWER FUND:									
TOTAL REVENUES		693,000.00	229,787.39		0.00		463,212.61		33.16
TOTAL EXPENDITURES		693,000.00	134,379.14		13,800.55		558,620.86		19.39

GL NUMBER	DESCRIPTION	2018		YTD BALANCE		ACTIVITY FOR		AVAILABLE				
		AMENDED BUDGET	04/30/2018	NORMAL	ABNORMAL	MONTH 04/30/2018	INCREASE (DECREASE)	NORMAL	ABNORMAL	BALANCE	% BDGT	USED
NET OF REVENUES & EXPENDITURES		0.00	95,408.25		(13,800.55)				(95,408.25)		100.00	

Fund 591 - WATER FUND

Revenues												
Dept 000-GENERAL												
591-000-626.000	Charg. for Serv. (utilities)	2,000.00	197.75		0.00		1,802.25		9.89			
Total Dept 000-GENERAL		2,000.00	197.75		0.00		1,802.25		9.89			
TOTAL REVENUES		2,000.00	197.75		0.00		1,802.25		9.89			

Expenditures

Dept 536-WATER												
591-536-702.200	Salary & Wages Snowplowing	100.00	62.90		0.00		37.10		62.90			
591-536-710.000	Twp. Share Medicare Withholding	0.00	0.91		0.00		(0.91)		100.00			
591-536-715.000	Twp. Share Soc. Sec. Withholding	0.00	3.90		0.00		(3.90)		100.00			
591-536-740.000	Operating Supplies	1,500.00	879.86		38.00		620.14		58.66			
591-536-775.000	Repair & Maintenance Supplies	200.00	49.00		0.00		151.00		24.50			
591-536-801.000	Professional Services	400.00	0.00		0.00		400.00		0.00			
591-536-805.000	Contractual Services	12,500.00	3,125.01		1,041.67		9,374.99		25.00			
591-536-920.000	Public Utilities	7,000.00	2,443.78		677.03		4,556.22		34.91			
591-536-930.000	Repair & Maintenance	2,000.00	1,111.44		1,029.53		888.56		55.57			
591-536-968.000	Depreciation	4,200.00	0.00		0.00		4,200.00		0.00			
Total Dept 536-WATER		27,900.00	7,676.80		2,786.23		20,223.20		27.52			

TOTAL EXPENDITURES

		27,900.00	7,676.80		2,786.23		20,223.20		27.52			
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Fund 591 - WATER FUND:

TOTAL REVENUES												
TOTAL EXPENDITURES												
NET OF REVENUES & EXPENDITURES		(25,900.00)	(7,479.05)		(2,786.23)		(18,470.95)		28.88			

Fund 594 - 2013 Debt Refunding/Debit Retirement

Revenues												
Dept 000-GENERAL												
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	51,220.16		0.00		1,779.84		96.64			
TOTAL REVENUES		53,000.00	51,220.16		0.00		1,779.84		96.64			

Expenditures

GL NUMBER	DESCRIPTION	2018		YTD BALANCE		ACTIVITY FOR		AVAILABLE		
		AMENDED BUDGET	04/30/2018	NORMAL (ABNORMAL)	04/30/2018	MONTH 04/30/2018	INCREASE (DECREASE)	NORMAL (ABNORMAL)	BALANCE	% BDGT USED
Fund 909-2013 DEBT FUNDING/DEBT RETIREMENT										
Dept 909-801.000	Professional Services	200.00	0.00	0.00	0.00	0.00	0.00	200.00	0.00	0.00
594-909-992.000	Bond Principal Payment	44,000.00	0.00	0.00	0.00	0.00	0.00	44,000.00	0.00	0.00
594-909-996.000	Bond Interest Payment	8,800.00	0.00	0.00	0.00	0.00	0.00	8,800.00	0.00	0.00
Total Dept 909-2013 DEBT FUNDING/DEBT RETIREMENT		53,000.00	0.00	0.00	0.00	0.00	0.00	53,000.00	0.00	0.00
TOTAL EXPENDITURES		53,000.00	0.00	0.00	0.00	0.00	0.00	53,000.00	0.00	0.00
Fund 594 - 2013 Debt Refunding/Debit Retirement :										
TOTAL REVENUES		53,000.00	51,220.16	0.00	0.00	0.00	0.00	1,779.84	96.64	96.64
TOTAL EXPENDITURES		53,000.00	0.00	0.00	0.00	0.00	0.00	53,000.00	0.00	0.00
NET OF REVENUES & EXPENDITURES		0.00	51,220.16	0.00	0.00	0.00	0.00	(51,220.16)	100.00	100.00
Fund 703 - CURRENT TAX COLLECTION FUND										
Revenues										
Dept 000-GENERAL										
703-000-445.000	Penalties & Interest on Taxes	1,000.00	1,195.12	0.00	0.00	0.00	0.00	(195.12)	119.51	119.51
Total Dept 000-GENERAL		1,000.00	1,195.12	0.00	0.00	0.00	0.00	(195.12)	119.51	119.51
TOTAL REVENUES		1,000.00	1,195.12	0.00	0.00	0.00	0.00	(195.12)	119.51	119.51
Expenditures										
Dept 000-GENERAL										
703-000-700.000	Expenditure Control	1,000.00	0.00	0.00	0.00	0.00	0.00	1,000.00	0.00	0.00
Total Dept 000-GENERAL		1,000.00	0.00	0.00	0.00	0.00	0.00	1,000.00	0.00	0.00
TOTAL EXPENDITURES		1,000.00	0.00	0.00	0.00	0.00	0.00	1,000.00	0.00	0.00
Fund 703 - CURRENT TAX COLLECTION FUND:										
TOTAL REVENUES		1,000.00	1,195.12	0.00	0.00	0.00	0.00	(195.12)	119.51	119.51
TOTAL EXPENDITURES		1,000.00	0.00	0.00	0.00	0.00	0.00	1,000.00	0.00	0.00
NET OF REVENUES & EXPENDITURES		0.00	1,195.12	0.00	0.00	0.00	0.00	(1,195.12)	100.00	100.00
Fund 708 - METRO FUND										
Revenues										
Dept 000-GENERAL										
708-000-576.000	METRO Revenue	5,000.00	0.00	0.00	0.00	0.00	0.00	5,000.00	0.00	0.00
708-000-664.000	Int. & Div. on Earnings	20.00	0.00	0.00	0.00	0.00	0.00	20.00	0.00	0.00
Total Dept 000-GENERAL		5,020.00	0.00	0.00	0.00	0.00	0.00	5,020.00	0.00	0.00
TOTAL REVENUES		5,020.00	0.00	0.00	0.00	0.00	0.00	5,020.00	0.00	0.00

GL NUMBER	DESCRIPTION	2018 AMENDED BUDGET	YTD BALANCE 04/30/2018		ACTIVITY FOR MONTH 04/30/2018		AVAILABLE BALANCE		% BODGT USED
			NORMAL (ABNORMAL)	NORMAL (ABNORMAL)	INCREASE (DECREASE)	INCREASE (DECREASE)	NORMAL (ABNORMAL)	NORMAL (ABNORMAL)	
Fund 708 - METRO FUND:									
	TOTAL REVENUES	5,020.00	0.00	0.00	0.00	0.00	5,020.00	0.00	0.00
	TOTAL EXPENDITURES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	NET OF REVENUES & EXPENDITURES	5,020.00	0.00	0.00	0.00	0.00	5,020.00	0.00	0.00
Fund 711 - HIGHLAND VIEW CEMETERY									
Revenues									
	Dept 000-GENERAL								
	711-000-664.000 Int. & Div. on Earnings	500.00	125.02	0.00	0.00	0.00	374.98	25.00	25.00
	Total Dept 000-GENERAL	500.00	125.02	0.00	0.00	0.00	374.98	25.00	25.00
	TOTAL REVENUES	500.00	125.02	0.00	0.00	0.00	374.98	25.00	25.00
Fund 711 - HIGHLAND VIEW CEMETERY:									
	TOTAL REVENUES	500.00	125.02	0.00	0.00	0.00	374.98	25.00	25.00
	TOTAL EXPENDITURES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	NET OF REVENUES & EXPENDITURES	500.00	125.02	0.00	0.00	0.00	374.98	25.00	25.00
TOTAL REVENUES - ALL FUNDS									
	TOTAL REVENUES - ALL FUNDS	2,296,170.00	997,773.13	0.00	0.00	0.00	1,298,396.87	43.45	43.45
	TOTAL EXPENDITURES - ALL FUNDS	2,292,980.00	323,392.86	69,339.77	69,339.77	1,969,587.14	1,969,587.14	14.10	14.10
	NET OF REVENUES & EXPENDITURES	3,190.00	674,380.27	(69,339.77)	(69,339.77)	(671,190.27)	21,140.45	21,140.45	21,140.45

Item "E"

Check Date	Bank	Check Number	Name	Check Gross	Physical Check Amount
04/01/2018	GEN	11071	MASON, BRENT	3,666.67	3,063.74
04/01/2018	GEN	11072	STANEK, WILLIAM F	2,650.00	641.06
04/01/2018	GEN	11073	DOUGLASS, PERRY IV A	1,242.00	958.03
04/01/2018	GEN	11074	AMBLER, ALLEN S	85.50	74.48
04/01/2018	GEN	11075	TUBBS, JAMES	1,029.00	938.76
04/01/2018	GEN	11076	PEREZ, ADAM	173.00	150.68
04/01/2018	GEN	11077	WILLIAMS, TRAVIS A	288.83	254.45
04/01/2018	GEN	11078	JOHNSON, CARMELITA S.	195.00	163.08
04/01/2018	GEN	11079	CHAPMAN, JAMES M	244.50	215.41
04/01/2018	GEN	11080	BIRD, RANDY	145.50	128.19
04/01/2018	GEN	11081	SUGGATE, ALAYNA	69.00	60.79
04/01/2018	GEN	11082	MILKEY, ANDREW	33.00	29.07
04/01/2018	GEN	11083	LOWNEY, AUSTIN M	180.00	158.58
04/01/2018	GEN	11084	PRANGER, RYAN E	285.00	46.42
04/01/2018	GEN	11085	SIMPSON, SCOTT E	394.50	338.94
04/01/2018	GEN	11086	KOPF, STEVEN J	468.00	396.34
04/01/2018	GEN	11087	HYDE, DAVID D	175.00	70.39
04/01/2018	GEN	11088	MAKI, BRANDON T	215.00	198.55
04/01/2018	GEN	11089	VANSICKLE, ETHAN T	189.00	166.51
04/01/2018	GEN	11090	YEHLE, NATHANIEL J	518.00	435.38
04/01/2018	GEN	11092	HAUGER, DRYDEN O	375.00	323.70
04/01/2018	GEN	11093	BRYANT, ELIZABETH L	30.00	19.98
04/01/2018	GEN	11094	WYMA, NICHOLAS A	141.00	124.23
04/01/2018	GEN	11095	JONES, JERRAD C	375.00	323.70
04/01/2018	GEN	11096	HANEY, PAUL J	60.00	38.05
04/01/2018	GEN	11097	GILBERT, SHERRI S	395.50	348.44
04/01/2018	GEN	11098	FOUNTAIN, RENE M	3,416.67	2,582.87
04/01/2018	GEN	11099	JACOBS, PHYLLIS R.	182.00	168.08
04/01/2018	GEN	11100	VIDETICH, GREGORY J	196.00	181.01
04/01/2018	GEN	11101	BANDSTRA, ALICE J	182.00	160.34
04/01/2018	GEN	11102	BEAN, SUSAN	169.00	148.89
04/01/2018	GEN	11103	DIETRICH, GEORGE	1,575.08	1,385.97
04/01/2018	GEN	11104	CAMPBELL, STEVEN R.	1,291.00	1,152.80
04/01/2018	GEN	11105	ANTOR, GERALD A	2,358.80	1,959.25
04/01/2018	GEN	11106	CURRIE, PENNY M	3,266.67	897.36
04/01/2018	GEN	11107	BECHAZ, MARY L	168.00	148.01
04/01/2018	GEN	11108	MANEKE, BRANDON K	2,992.00	2,229.56
04/01/2018	GEN	11109	KEATING, PHILIP	40.00	36.94
04/01/2018	GEN	11110	OLIVER, GORDON	40.00	35.24
04/01/2018	GEN	11111	SWEPENHEISER, MARK A	40.00	36.94
04/01/2018	GEN	11112	DAVIS, MARY B	40.00	36.94

Check Date	Bank	Check Number	Name	Check Gross	Physical Check Amount
04/01/2018	GEN	11113	COOK, ZACHARY F	40.00	36.94
04/01/2018	GEN	11114	WETHINGTON, AMANDA R	40.00	35.24
04/01/2018	GEN	11115	GEIB, ANTHONY C	145.83	128.48
04/01/2018	GEN	11116	EVERETT, JERALD D	145.83	128.48
04/01/2018	GEN	11117	WINDER-RUDD, DOMINIC D	185.00	162.98
04/01/2018	GEN	STUB3	BEAN, CARMEN	145.83	0.00
Totals:				30,282.71	21,319.27
		Number of Checks: 047			
Total Physical Checks:		46			
Total Check Stubs:		1			

Check Date	Bank	Check	Vendor	Vendor Name	Amount
Bank GEN GENERAL TOWNSHIP CHECKING					
03/09/2018	GEN	30951	CHA01	CHARTER COMMUNICATIONS	69.98
03/09/2018	GEN	30952	CON00	CONSUMERS ENERGY	175.40
03/21/2018	GEN	30953	AME00	AT &T	90.09
03/21/2018	GEN	30954	AME00	AT &T	93.17
03/21/2018	GEN	30955	AME00	AT &T	89.63
03/21/2018	GEN	30956	AME00	AT &T	90.09
03/21/2018	GEN	30957	AME00	AT &T	90.09
03/21/2018	GEN	30958	AME00	AT &T	90.07
03/21/2018	GEN	30959	AME00	AT &T	93.87
03/21/2018	GEN	30960	AME00	AT &T	110.21
03/21/2018	GEN	30961	AME00	AT &T	80.51
03/21/2018	GEN	30962	CIT02	BIG RAPIDS CITY TREASURER	28,521.69
03/21/2018	GEN	30963	DTE00	DTE ENERGY	856.91
03/21/2018	GEN	30964	GRANGER	GRANGER	66.00
03/21/2018	GEN	30965	PRIORITY H	PRIORITY HEALTH	2,599.64
04/02/2018	GEN	9929998(E)	VOYA	VOYA FINANCIAL	4,229.20
04/02/2018	GEN	9929999(E)	CHE00	CHEMICAL BANK CENTRAL	6,142.35
04/02/2018	GEN	9930000(E)	JHI00	JOHN HANCOCK LIFE INSURANCE COMPANY	2,550.96
04/02/2018	GEN	9930001(E)	STA00	STATE OF MICHIGAN	882.03
04/03/2018	GEN	30966	BIG RAPIDS	BIG RAPIDS FLEET & AUTO REPAIR, INC	32.42
04/03/2018	GEN	30967	BIG01	BIG RAPIDS TWP SEWER REC. FUND	53.08
04/03/2018	GEN	30968	BIG06	BIG RAPIDS TIRE	20.00
04/03/2018	GEN	30969	BIN00	BINNEY AUTO PARTS INC.	44.90
04/03/2018	GEN	30970	BRT00	BIG RAPIDS TOWNSHIP GEN. FUND	1,800.00
04/03/2018	GEN	30971	BS&00	BS&A SOFTWARE	3,033.33
04/03/2018	GEN	30972	CHA01	CHARTER COMMUNICATIONS	481.27
04/03/2018	GEN	30973	CON00	CONSUMERS ENERGY	3,773.24
04/03/2018	GEN	30974	CUM00	CUMMINS BRIDGEWAY, LLC	5,918.15
04/03/2018	GEN	30975	CUR00	CURRIE'S AMOCO	9.50
04/03/2018	GEN	30976	FIR00	FIRST NATIONAL BANK	625.45
04/03/2018	GEN	30977	FOUNTAIN	RENE FOUNTAIN	169.53
04/03/2018	GEN	30978	GAGLIARDO	ANTHONY GAGLIARDO	187.19
04/03/2018	GEN	30979	GRE02	GREAT LAKES ENERGY	19.69
04/03/2018	GEN	30980	H&S00	H&S COMPANIES	5,000.00
04/03/2018	GEN	30981	HOPE	HOPE NETWORK WEST MICHIGAN	91.00
04/03/2018	GEN	30982	KCI	KCI	1,213.96
04/03/2018	GEN	30983	KEVIN C	KEVIN CUSHWAY	1,041.67
04/03/2018	GEN	30984	MANEKE	BRANDON MANEKE	90.00
04/03/2018	GEN	30985	MEC01	MECOSTA COUNTY ROAD COMMISSION	555.15
04/03/2018	GEN	30986	MER00	MICHIGAN ELECTION RESOURCES	205.11
04/03/2018	GEN	30987	MOS00	MICHIGAN OFFICE SOLUTIONS	147.22
04/03/2018	GEN	30988	MUNSON	MUNSON MEDICAL CENTER	245.00
04/03/2018	GEN	30989	NAPO0	BIG RAPIDS AUTO & TRUCK PARTS	29.96
04/03/2018	GEN	30990	NORTHWEST	NORTHWEST KENT MECHANICAL CO.	4,747.57
04/03/2018	GEN	30991	PIO00	THE PIONEER GROUP	341.26
04/03/2018	GEN	30992	PRO00	PROGRESSIVE AE	1,432.50
04/03/2018	GEN	30993	RYA00	RYAN'S MODERN SEWER CLEANING	655.00
04/03/2018	GEN	30994	SBS00	SMALL BUSINESS ADMIN SERVICES LLC	161.50
04/03/2018	GEN	30995	SPECTRUM	SPECTRUM HEALTH BIG RAPIDS HOSPITAL	64.00
04/03/2018	GEN	30996	STA01	STATE STREET HARDWARE	258.38
04/03/2018	GEN	30997	STANEK	BILL STANEK	90.00
04/03/2018	GEN	30998	WEB00	WEBFOOT SOLUTIONS	540.00
04/03/2018	GEN	30999	WEST MICH	WEST MICHIGAN EXTERIOR PRODUCTS, LL	287.00
04/03/2018	GEN	31000	XEROX	XEROX FINANCIAL SERVICES	342.53
04/03/2018	GEN	31001	CHIEF	CHIEF LAW ENFORCEMENT SUPPLY	102.99
04/03/2018	GEN	31002	CIT00	CITY OF BIG RAPIDS	26.47
04/03/2018	GEN	31003	DIETRICH	GEORGE DIETRICH	189.94
04/03/2018	GEN	31004	ITR00	I. T. RIGHT	190.00

GEN TOTALS:

Total of 58 Checks:	81,137.85
Less 0 Void Checks:	0.00
Total of 58 Disbursements:	81,137.85

Building & Zoning Department Report to the Board of Trustees:

For the month ending March 31, 2018

March picked back up slightly for the Building and Zoning Department. We issued six new building permits this month and four others are awaiting payment (they will be included in April's permits). Revenue for February was \$4,116.00 in permit fees and \$225.00 for zoning clearances, totaling \$4,341.00 (see attached).

During the March 13, 2018 Planning Commission meeting, a public hearing was held for a Special Use Permit (SUP18-001) requested by Chaille Tower Consultants, representing Cellco Partnership (dba Verizon Wireless). A tremendous amount of information was presented from the applicant and from many concerned neighbors. After more than 2 hours of testimony, the Planning Commission decided to postpone their decision in order to process the information. They will revisit the SUP request at their meeting on April 18, 2018, and they will continue their review of the site plan at that time.

Resurrection Life Church at 14734 – 215th Avenue requested a site plan review for an addition that they originally proposed in 2015. The Planning Commission approved the site plan at the March 13, 2018 meeting and a demolition permit has been taken out for the location. Construction on the new addition will commence when the original section of the building demo is completed, which should be within the next month or so.

The Belle Tire project is also starting to move forward, and they have requested their storm water review from the Mecosta County Drain Commissioner's office. The sewer tap-in fee still needs to be calculated, and the architectural drawing will need to be reviewed, but I expect that they will be applying for a building permit very soon.

Sincerely,

A handwritten signature in black ink, appearing to read "Brent R. Mason", followed by a long horizontal line extending to the right.

Brent R. Mason
Zoning Administrator,
Building and Zoning Department

Building

Permit #	Contractor	Job Address	Fee Total	Const. Value
PB18-0016	CIRCLE DRIVE PARK	12380 185TH AVE LOT 06	\$295.00	\$29,400
Work Description: Placement of a rehabilitated 1984 Liberty (SN 21682) 14' x 70' (980 sq. ft.) MH on existing site in MH Park. Unit is HUD compliant after rehabilitation.				
PB18-0017	CIRCLE DRIVE PARK	12380 185TH AVE LOT 01	\$307.00	\$33,600
Work Description: Placement of rehabilitated 1989 Patriot (SN SA77433) 14' x 80' (1,120 sq. ft.) MH on existing lot in MH Park. MH meets HUD requirements after rehabilitation.				
PB18-0018	DEAL BRADLEY C & KATHY L	13395 GOLFVIEW DRIVE	\$401.00	\$32,000
Work Description: New construction 20' x 30' storage building with a 12' x 30' lean-to.				
PB18-0019	MEIJER INC	15400 WALDRON WAY	\$420.00	\$48,000
Work Description: Multiple sign replacements and updates on existing retail store and gas station.				
PB18-0020	ALDRICH, GERALD L.	18961 HARDING ROAD	\$298.00	\$30,720
Work Description: New 48' x 32' Pole Construction storage building with a lean-to				
PB18-0021	RESURRECTION LIFE CHURCH	14734 215TH AVENUE	\$100.00	\$0
Work Description: Demolition of 6,450 sq.ft. of an existing church structure so new construction addition can be located in its place.				

Total Permits For Type: 6
Total Fees For Type: \$1,821.00
Total Const. Value For Type: \$173,720

Electrical

Permit #	Contractor	Job Address	Fee Total	Const. Value
PE18-0020	BROOKS MATTHEW & LEAH	15925 220TH AVENUE	\$352.00	\$0
Work Description: 200 amp service, 36 circuits, 50 light fixtures, dishwasher, 1 commercial hood, furnace, 1 baseboard heating unit, 3 - 220 v outlets,				
PE18-0021	RESURRECTION LIFE CHURCH	14734 215TH AVENUE	\$707.00	\$0
Work Description: 800 amp service, 42 circuits, 200 lights, 6 - 220v outlets, 2 - 20 kva motors, up to 20 stations Fire Alarm system, 6 inspections.				
PE18-0022	SIMS DAVID J. & CARLA J. LIFE	22233 13 MILE ROAD	\$85.00	\$0
Work Description: 200 amp service				
PE18-0023	MEIJER INC	15400 WALDRON WAY	\$130.00	\$0
Work Description: 3 sign circuits and 2 inspections for Meijer Store and Gas Station sign update project.				
PE18-0024	MYERS, JOSEPH	13514 215TH AVENUE	\$156.00	\$0
Work Description: 200 amp. service, 5 circuits, 25 light fixtures, 2 inspections.				
PE18-0025	CHRISTENSEN, ED & TRACY	21160 12 MILE ROAD	\$148.00	\$0
Work Description: 20 amp service, 1 additional breaker, 50 ft feeder/bus duct, 2 - 20kva motors, 2 inspections.				

Total Permits For Type: 6
Total Fees For Type: \$1,578.00
Total Const. Value For Type: \$0

Mechanical

Permit #	Contractor	Job Address	Fee Total	Const. Value
PM18-0027	GREGORY, JILL L	14275 MILLPOND ROAD	\$105.00	\$0
Work Description: Gas/Oil burning furnace.				
PM18-0028	CHRISTENSEN, ED & TRACY	21160 12 MILE ROAD	\$110.00	\$0
Work Description: 1 gas pipe opening, airconditioning system, 1 inspection.				
PM18-0029	GREENBAY, DARYLE L & KAR	16721 220TH AVENUE	\$95.00	\$0
Work Description: Tanks, above ground piping				

Total Permits For Type: 3
Total Fees For Type: \$310.00
Total Const. Value For Type: \$0

Plumbing

Permit #	Contractor	Job Address	Fee Total	Const. Value
PP18-0018	BROOKS MATTHEW & LEAH	15925 220TH AVENUE	\$272.00	\$0
Work Description: 15 fixtures, 4 stacks, 2 ejector pumps, 1 sub-soil drain, water service 2", septic connection, 0.75" water distribution system, 3 inspections				
PP18-0019	CHRISTENSEN, ED & TRACY	21160 12 MILE ROAD	\$135.00	\$0
Work Description: 10 fixtures, septic connection, .75" water distribution system, 1 inspection.				

Total Permits For Type: 2
Total Fees For Type: \$407.00
Total Const. Value For Type: \$0

Zoning Clearance

Permit #	Contractor	Job Address	Fee Total	Const. Value
PZ18-0004	DEAL BRADLEY C & KATHY L	13395 GOLFOVIEW DRIVE	\$25.00	\$0
Work Description: Construction of new 20' x 30' Frame storage building with 12' x 30' lean-to on the back.				
PZ18-0005	ROSEBERRY-MILLER ASHLEY	21170 14 MILE ROAD	\$0.00	\$0
Work Description: Construction of 42' x 56' x 12' Pole Agricultural building to replace one that was destroyed by fire in 2017. Ag exemption form on File. Approved on 03/09/2018. No Zoning or building fees collected.				
PZ18-0006	ALDRICH, GERALD L.	18961 HARDING ROAD	\$25.00	\$0
Work Description: construction of a new 32' x 48' Pole storage building.				
PZ18-0007	RESURRECTION LIFE CHURCH	14734 215TH AVENUE	\$100.00	\$0
Work Description: Demolition and new addition to existing Church in AG district. Planning Commission approved site plan presented at the 03/13/2018 PC meeting as presented without any modifications or stipulations.				

PZ18-0008	AKERS, PAUL F.	13065 190TH AVENUE	\$25.00	\$0
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Work Description: Master bedroom and laundry room addition and retaining wall to existing single family dwelling.

PZ18-0009	MYERS, KENNETH J.	18683 MILTON AVENUE	\$25.00	\$0
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Work Description: 32' x 16' sun room addition to existing residential dwelling on full basement.

PZ18-0010	STRALEY EDWARD & KATHER	16674 MITCHELL CREEK TRAIL	\$25.00	\$0
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Work Description: Zoning Clearance for New construction single family dwelling and shed in the Hills of Mitchell Creek. Lot 25.

Total Permits For Type:	7
Total Fees For Type:	\$225.00
Total Const. Value For Type:	\$0

Report Summary

Population: All Records
Permit.DateIssued Between
3/1/2018 12:00:00 AM AND
3/31/2018 11:59:59 PM

Grand Total Fees:	\$4,341.00
Grand Total Permits:	24
Grand Total Const. Value:	\$173,720

Big Rapids Charter Township

Cemetery and Grounds Monthly Report

March 2018

March activity:

- Total of 4 deceased people interred to cemetery vault
- Total of 1 burial
 - 1 Regular
 - 0 Cremain
- Purchased new zero-turn mower

Highlights of the month:

March is preparation month for the Grounds Department. All machines have been tuned up and are ready to roll as soon as the grass begins growing. There are no further items to report outside of day-to-day operations. The department is running very smoothly.

Along with this report, I would like to make a request to the board that we advertise for bids concerning the restroom renovation project at Highbanks Park. This project is in our CIP, and we have \$25,000 in capital outlay budgeted for the park. A sum of the project details includes widening the doors, installing new sinks, toilets, grab bars, and other necessary items to make the park ADA compliant. Further, it was discussed that when undertaking this task, we would explore having a new well drilled at the park. The current well is showing signs of age and is not producing as it should. I would recommend that we advertise a separate bid for this project.

Respectfully submitted,

Brandon Maneke
Cemetery and Grounds Manager

FIRE DEPARTMENT REPORT
APRIL 3, 2018

Item "J"

General:

The department continues to run well. We have seen a reduction in call volume this month as of 3/26/18 and our payroll reflects the same. We met with the board for a work session and the resulting consensus was to move payroll to a points system. This will give us the ability to know exactly what we spend for payroll each year. Chief has researched the system and received a great response for help from Ithaca Fire Department. They run a very similar system to what we expect to use. They provided their spreadsheet and operating procedure as well which will greatly help the transition. The firefighters were accepting of this change and greatly appreciate that payroll will still be run monthly.

Call Volume:

Total calls for the month of March 2018: 32

13 Medical, 2 Structure Fire, 3 Grass Fire/Controlled Burn, 3 Auto Accident, 0 Power Line Down, 0 Vehicle Fire, 0 Smoke/Odor, 1 Dumpster Fire, 1 Standby, 0 Collapse, 0 Gas Leak, 0 Inspection, 0 Airport Emergency, 0 Fire Alarm, 0 Water Rescues, 1 Service Call, 0 Fire Investigation, 1 Elevator/Technical Rescue and 2 Drone Activations.

Year to Date Call volume 2018: 102

Year to Date Response Times:

Turnout Time (dispatch to truck en-route): 4 minutes and 49 seconds.

Response Time (dispatch to on scene): 11 minutes and 40 seconds.

Year to Date Call Locations:

Austin	1
Barton	2
BR TWP	76
City of Big Rapids	3
Colfax	1
Ewart	1
Grant	1
Green	4
Mecosta	2
Morley	2
Morton	1
Norwich	1

Note: These numbers are as of 3/26/2017.

Personnel:

We would like board approval to hire Hannah Sprik. She comes fully trained to our minimum standards with EMT Basic, Firefighter 1 and 2 as well as Hazardous Materials certifications.

Training:

Training this month consisted of monthly truck checks, CPR recertification, Wildland Fires and Rural Tactics.

Repairs Completed:

None to report.

Station Maintenance:

No repairs to report. We did finally receive the door opener remotes for the two new openers.

Budget/Purchasing over \$2,500.00:

None at this time.

The budget program is still working well for us. A monthly total and budget report will be provided upon the closure of the month.



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

March 28, 2018

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

RE: Monthly Lift Station Report

Dear Bill,

March was a lot quieter of month for the lift stations. Jim did make two trips to the Venlo station for a controls issue. We are working on the problem and getting a quote for replacement parts. We should get that taken care of next week. Otherwise, the stations have been operating normally.

Sincerely,

Todd Shank
Northwest Kent Mechanical Co.

Big Rapids Charter Township Industrial Park Water Treatment Plant Monthly Report

March 2018

All operations at the plant are normal, Sensaphone call-out system working good, no alarms this month. Water use report would not submit online so it was emailed to proper person at DEQ Water use reporting department. Usage was 226,000 gallons for 2017, that's water leaving the plant, some of that water was used in hydrant flushing and any other fire department use in their tenders for area fires. Picked up 4 gallons of NSF 60 food grade chlorine for the plant at Skips pool and supply, will be getting more soon as chlorine use /demand increases significantly in warmer weather. All chemical pumps, VFD drives, and motors working good as well as other electronic controls and displays. Well 2 working good. Sweeping floor weekly, lots of flies and bugs collect on floor on a regular basis. Regular chlorine injection reports turned in at the beginning of every month to the Health Department.

Big Rapids Charter Township

Board of Review Minutes

March 6, 2018

Greg Videtich call the board of review organizational meeting to order at 9:00 am at the township offices at, 14212 Northland Drive, Big Rapids Michigan.

Bandstra, Videtich and Bean were present. Others present were assessor David Kirwin and supervisor Bill Stanek. Jacobs called and said she would be late.

There was no public comment.

David presented his analysis for equalized valuation and told the board that he was between the 49 and 50 % that he needed to be.

David then presented forms L-4037 for Ad Valorem, IFT and DNR to the board.

David also presented a L4022 for each.

Jacobs arrived at 9:30

All reports were accepted by the board

A map was then presented where all the current sales had taken place and we were informed that in the last two years that we had around 160 good sales for comparisons. This is about 10% of our residential properties.

Alice moved, Phyllis supported that we set a time limit of 10 minutes per request. Passed

Greg asked what this years cost of living cap was. David replied that it was 1.009

Meeting adjourned at 9:45

Bill Stanek, secretary

Corrected 3-12-18

Big Rapids Charter Township

March Board of Review minutes

Greg Videtich call the Board of Review meeting to order at 9:00 am on March 12, 2018 at the Big Rapids Township hall, 14212 Northland Drive, Big Rapids Michigan.

Bandstra, Bean, Jacobs and Videtich present: Also present were Assessor, David Kirwin, and Supervisor, Bill Stanek.

David presented seven Disabled Veterans Exemptions. MBOR18-01 thru MBOR18-7 for the board's decision. Phyllis moved that all be accepted in full, supported by Alice, passed as follows:

MBOR18-01	05 073 013 000 Spedowski, Nancy K 17592 River Bluff Drive	Assessed Value Taxable Value	84,200 to 0.00 74,688 to 0.00
MBOR18-02	05 064 077 000 Whitman, William 14745 Brave Lane	Assessed Value Taxable Value	70,000 to 0.00 64,798 to 0.00
MBOR18-03	05 030 010 500 Spedowski, Joseph 23400 13 Mile Rd	Assessed Value Taxable Value	92,400 to 0.00 90,946 to 0.00
MBOR18-04	05 038 003 000 Russell, Benjamin 15971 Belmont Drive	Assessed Value Taxable Value	38,800 to 0.00 33,787 to 0.00
MBOR18-05	05 071 005 000 Rybicki, Brandyn 15056 Oakwood Drive	Assessed Value Taxable Value	134,000 to 0.00 134,000 to 0.00
MBOR18-06	05 042 005 000 Ballard, Steve 20600 Edgewood Drive	Assessed Value Taxable Value	77,400 to 0.00 77,400 to 0.00
MBOR18-07	05 090 013 300 O'Connor, Michael 13401 Executive Drive	Assessed Value Taxable Value	74,600 to 0.00 72,313 to 0.00

Meeting was recessed at 12:00 noon for one hour
Greg called the meeting back to order at 1:00 all present

Meeting was recessed at 4:00 pm until Tuesday at 2:00 pm
Greg called the meeting back together at 2:00 pm, on March 13, 2018, all present

David presented two Disabled Veterans Exemptions. MBOR18-08 and MBOR18-9 for the board's decision. Alice moved that both be accepted in full, supported by Phyllis, passed as follows:

MBOR18-08	05 017 012 002 Conger, Christopher 15870 230 th Avenue	Assessed Value Taxable Value	70,600 to 0.00 70,571 to 0.00
MBOR18-09	05 028 003 000 Walls, James 13500 215 th Avenue	Assessed Value Taxable Value	139,200 to 0.00 134,710 to 0.00

Keven DeFever came before the board with three requests .MBOR18-10 thru MBOR18-12

Meeting was recessed at 5:00 pm for one hour

Greg called the meeting back to order at 6:00 pm, all present

MBOR18-10	05 071 001 000 DeFever & Watson Dev.	Assessed Value	14,700
	15 Mile Rd	Taxable Value	6,615

Alice moved, Phyllis supported that the assessed value be lowered to 7,500.00, passed

MBOR18-11	05 071 033 000 DeFever & Watson Dev.	Assessed Value	13,700
	15 Mile Rd	Taxable Value	6,165

Phyllis moved, Alice supported that the assessed value be lowered to 7,500.00, passed

BOR18-12	05 071 036 000 DeFever & Watson Dev.	Assessed Value	15,700
	15 Mile Rd	Taxable Value	7,064

Alice moved, Phyllis supported that the assessed value be lowered to 7,500.00, passed

Sue was excused at 7:30 pm

Meeting was recessed at 9:00 pm. Until Wednesday morning at 9:00 am

Greg reconvened the meeting at 9:00 am on March 14, 2018, all present

MBOR18-13	05 062 006 000 Wells, Patrick	Assessed Value	77,200
	10755 Winding Brook Place	Taxable Value	77,200

Alice moved, Phyllis supported that petition be denied, Passed

David printed off the Board of Review L-4037s and they were signed by the board.

Next meeting 9:00am, July 17, 2018, at the township hall.

December Meeting will be at 9:00 am December 11, at the township hall.

Meeting Adjourned at 9:40 am.

Bill Stanek, secretary

ORDINANCE/POLICY REVIEW COMMITTEE

Tuesday March 13, 2018.

Meeting opened at 4:00 p.m.

Present: Woolen, Fountain, Stanek, Clark present.

Absent: Fleury, Spedowski

Recommended Section 6 and Section 7 for board approval.

Meeting adjourned at 5:30.

Supervisor's Report March 2018

March has gone by very fast with a couple big events. This year's Board of Review was the slowest that I have seen in the last six years. We still had to be available for the normal amount of hours, but we only had two people actually come in---one walk in and one by appointment. With most people's taxes going up this speaks very highly of our accessor. We did have the disabled veterans that had turned in paper work ahead of time. Another item that was added this month was our work session. I was very pleased with this and the results we have come up with. Thanks for all your input and cooperation.

I presented the adjusted figures to the city on the user charge and they have updated the User Charge Report. This is ready for our approval, then the city will approve.

I started the month with a meeting with our engineers in Grand Rapids on the 5th. We spent time going over the SAW project and also started conversations on what it would take to put a master meter on the Sheridan lift station. They would like to come up and meet with Northwest Kent and me. I will schedule this for when I get back from vacation. Concerning the extra I & I at Sheridan in February, I talked to John Currie and they are going to put caps on the sewer inlets. The problem is not the big campground, but where they used to allow the carnival crew to camp along West Avenue. Now it is only used by a couple of campers during fair week. The problem is they are at ground level and open. John said they would take care of sealing these off.

I was able to attend the planning commission meeting this month, and since then I have been working with Brent and Phil. We will be having a phone conversation with our attorney on Monday the 2nd. This is dealing with the request for a cell tower on Madison Avenue.

At this month's cemetery task force we finalized a brochure that we will use for the fund raising campaign. Thanks goes to Brandon for all of his work. Mr. Warba and I are scheduled to make a presentation to the city next Monday evening, April 2nd, to request that they match our seed money of \$10,000.

I was able to attend one city commission meeting this month as well as the MCDC general meeting. At the Big Rapids City Commission meeting I was able to take part in their work session on the Ives drain possibility. I was also able to attend most of the policy committee meeting this month. Even with all this activity I was able to spend many hours on attaching the cemetery deeds to the graves in the computer. I now have this portion of the attachments done.

Even with a busy month here I was able to take off for multiple doctor appointments. I had a CAT scan that came back clear of cancer. It has been over a year since my last episode and my oncologist has decided to wait six months for my next appointment. I did have some minor surgery on the 21st and was off a couple of days. I will be gone from April 11 through April 22 for my Spain mission trip, and then I will be at the MTA conference April 23 through April 25.

Thanks, Bill

**MECOSTA COUNTY ROAD COMMISSION
ESTIMATE**

Item "Q"

PROJECT DESCRIPTION

TOWNSHIP: Big Rapids
 PROJECT NAME: 14 Mile
 LOCATION: NLD - Seam at Oakwood
 DATE: 12/1/2017

ITEM DESCRIPTION	ESTIMATED QUANTITY	UNIT PRICE	EXTENDED PRICE
Mill (1400' x 24')	4,825	SQYD \$ 0.55	\$ 2,653.94
HMA, (1400' x 220 lb)	531	TON \$ 65.00	\$ 34,515.00
Gravel (1400' x 3' wd x 2")	90	CYD \$ 5.75	\$ 517.50
Centerline Paint (Lineal Feet)	2,800	LF \$ 0.0425	\$ 119.00
		Total	\$ 37,805.44

Unit pricing based on best available data and subject to change.

**MECOSTA COUNTY ROAD COMMISSION
ESTIMATE**

PROJECT DESCRIPTION

TOWNSHIP: Big Rapids
 PROJECT NAME: 185th
 LOCATION: Twp Line - Garfield
 DATE: 12/1/2017

ITEM DESCRIPTION	ESTIMATED QUANTITY	UNIT	PRICE	EXTENDED PRICE
HMA, Pulverize (3054' x 22')	8,212	SQYD	\$ 0.33	\$ 2,709.96
HMA, (3054' x 22' wd x 330 lb)	1,355	TON	\$ 52.00	\$ 70,460.00
HMA intersections	100	TON	\$ 52.00	\$ 5,200.00
Shoulder Gravel (2 x 3054' x 3' wd x 3")	225	CYD	\$ 5.75	\$ 1,293.75
Centerline Paint (Lineal Feet)	6,108	LF	\$ 0.0425	\$ 259.59
			Total	\$ 79,923.30

Unit pricing based on best available data and subject to change.

**MECOSTA COUNTY ROAD COMMISSION
ESTIMATE**

PROJECT DESCRIPTION

TOWNSHIP: Big Rapids
 PROJECT NAME: Garfield, 183rd
 LOCATION: Seam on Garfield to Township Line on 183rd
 DATE: 12/1/2017

ITEM DESCRIPTION	ESTIMATED QUANTITY	UNIT	PRICE	EXTENDED PRICE
HMA, Pulverize (4265' x 22')	11,468	SQYD	\$ 0.33	\$ 3,784.44
HMA, (4265' x 22' wd x 330 lb)	1,892	TON	\$ 52.00	\$ 98,384.00
HMA intersections	50	TON	\$ 52.00	\$ 2,600.00
Shoulder Gravel (2 x 4265' x 3' wd x 3")	300	CYD	\$ 5.75	\$ 1,725.00
Centerline Paint (Lineal Feet)	8,530	LF	\$ 0.0425	\$ 362.53
			Total	\$ 106,855.97

Unit pricing based on best available data and subject to change.

**MECOSTA COUNTY ROAD COMMISSION
ESTIMATE**

PROJECT DESCRIPTION

TOWNSHIP: Big Rapids
 PROJECT NAME: 215th
 LOCATION: Perry - Menards
 DATE: 12/1/2017

ITEM DESCRIPTION	ESTIMATED QUANTITY	UNIT PRICE	EXTENDED PRICE
Mill Curbed Areas	14,520	SQYD \$ 0.55	\$ 7,986.00
HMA, 4213'	2,450	TON \$ 52.00	\$ 127,400.00
Gravel (4213' x 3' wd x 2")	253	CYD \$ 5.75	\$ 1,454.75
Centerline Paint (Lineal Feet)	16,852	LF \$ 0.0425	\$ 716.21
		Total	\$ 137,556.96

Unit pricing based on best available data and subject to change.

**MECOSTA COUNTY ROAD COMMISSION
ESTIMATE**

PROJECT DESCRIPTION

TOWNSHIP: Big Rapids
 PROJECT NAME: 14 Mile
 LOCATION: 205th-215th
 DATE: 12/4/2017

ITEM DESCRIPTION	ESTIMATED QUANTITY		UNIT PRICE	EXTENDED PRICE
Chip Fog 5280	14,197	SQYD	\$ 1.77	\$ 25,185.48
Centerline Paint Lineal Feet	10,560	LF	\$ 0.0425	\$ 448.80
Township Total				\$ 25,634.28

Unit pricing based on best available data and subject to change.

**MECOSTA COUNTY ROAD COMMISSION
ESTIMATE**

PROJECT DESCRIPTION

TOWNSHIP: Big Rapids
 PROJECT NAME: 15 Mile-190th-Arowhead
 LOCATION: Old millpond - Highbanks
 DATE: 12/4/2017

ITEM DESCRIPTION	ESTIMATED QUANTITY		UNIT PRICE	EXTENDED PRICE
Chip Fog 3960	10,640	SQYD	\$ 1.77	\$ 18,875.36
Centerline Paint Lineal Feet	7,920	LF	\$ 0.0425	\$ 336.60
Township Total				\$ 19,211.96

Unit pricing based on best available data and subject to change.

**MECOSTA COUNTY ROAD COMMISSION
ESTIMATE**

PROJECT DESCRIPTION

TOWNSHIP: Big Rapids
 PROJECT NAME: Arthur
 LOCATION: 205th-NLD
 DATE: 12/4/2017

ITEM DESCRIPTION	ESTIMATED QUANTITY		UNIT PRICE	EXTENDED PRICE
Chip Fog 4262	11,460	SQYD	\$ 1.77	\$ 20,330.04
Centerline Paint Lineal Feet	8,524	LF	\$ 0.0425	\$ 362.27
Township Total				\$ 20,692.31

Unit pricing based on best available data and subject to change.

**MECOSTA COUNTY ROAD COMMISSION
ESTIMATE**

PROJECT DESCRIPTION

TOWNSHIP: Big Rapids
 PROJECT NAME: Golfview
 LOCATION: NLD-End
 DATE: 12/4/2017

ITEM DESCRIPTION	ESTIMATED QUANTITY		UNIT PRICE	EXTENDED PRICE
Chip Fog 7260	19,521	SQYD	\$ 1.77	\$ 34,630.25
Centerline Paint Lineal Feet	14,520	LF	\$ 0.0425	\$ 617.10
Township Total				\$ 35,247.35

Unit pricing based on best available data and subject to change.

Paser Rating	Suggested Maintenance	Base Costs/Mile
	Check Gravel Road	-
9 & 10	No Maintenance Required	-
7 & 8	Crack Seal	\$ 4,000.00
5 & 6	Chip & Fog	\$ 30,000.00
4	Overlay	\$ 95,000.00
3	Wedge & Overlay or Mill & Fill	\$ 105,000.00
2	Pulse & Pave	\$ 150,000.00
1	Reconstruct Base & Pave	\$ 300,000.00

Township	Road Type	Location	Section	Latest Construction	Year	Paser	Paser Year	Notes
Big Rapids	Local	15 Mile	New Millpond - M-20	No Data	-	2	2017	
Big Rapids	Local	17 Mile	230th - City Limits	No Data	-	2	2017	
Big Rapids	Local	180th	Townline Lk. Rd - 16 Mile	Chip & Fog	2011	2	2017	
Big Rapids	Local	183rd	North of Garfield to end	No Data	-	2	2017	
Big Rapids	Local	183rd & 185th	South of Garfield	No Data	-	2	2017	
Big Rapids	Local	197th	Twp. Line - City Limits	Pave	2000	2	2017	
Big Rapids	Local	215th	14 Mile - University Dr.	Chip & Fog	2013	2	2017	
Big Rapids	Local	215th	University Dr. - 13 Mile	Chip & Fog	2013	2	2017	
Big Rapids	Local	230th	17 Mile - 18 Mile	Wedge	2004	2	2017	
Big Rapids	Local	230th	17 Mile - Woodward Ave	Sealcoat	2010	2	2017	
Big Rapids	Local	Arnold Rd & West Highland Dr	New Millpond - End	No Data	-	2	2017	
Big Rapids	Local	Campus View (1st, 2nd, 3rd)	East of 205th	No Data	-	2	2017	
Big Rapids	Local	Edgewood Dr.	West of 205th	Sealcoat	2008	2	2017	
Big Rapids	Local	Garfield Rd	183rd - Seam East of 185th	No Data	-	2	2017	
Big Rapids	Local	Gilbert Dr.	west of NLD	No Data	-	2	2017	
Big Rapids	Local	Madison	220th - City Limits	No Data	-	2	2017	
Big Rapids	Local	Oakhollow Dr	14 Mile - Dead End	No Data	-	2	2017	
Big Rapids	Local	Trillium Ln, Fox Glove, Riversway	North of 14 Mile	No Data	-	2	2017	
Big Rapids	Local	Woodward Ave	220th - 225th	Sealcoat	2008	2	2017	
Big Rapids	Local	Woodward Ave	225th - 230th	Sealcoat	2008	2	2017	
Big Rapids	Local	215th	14 Mile - 15 Mile	Chip & Fog	2013	3	2017	
Big Rapids	Local	Waldron Way	Culver's - Woodward	Chip & Fog	2013	3	2017	
Big Rapids	Local	14 Mile	NLD - Oakwood Apt.	Crack Seal	2012	4	2017	
Big Rapids	Local	215th	Perry - 15 Mile	Crack Seal	2013	4	2017	
Big Rapids	Local	Arthur & Symonds Dr.	West of New Millpond	Chip & Fog	2015	4	2017	
Big Rapids	Local	12 Mile	NLD - 190th	Wedge & Chip fog	2015	6	2017	Crack Seal
Big Rapids	Local	12 Mile	US-131 - NLD	Wedge & Chip fog	2015	6	2017	
Big Rapids	Local	14 Mile	205th - 215th	Crack Seal	2016	6	2017	

Big Rapids	Local	Mitchell Creek Trl., Canyon Cv., Birch To Rdg., Rolling Hills Ln	Crack Seal	2013	6	2017
Big Rapids	Local	Old Millpond, 15 Mile, 190th, Arrowhead	Crack Seal	2016	6	2017
Big Rapids	Local	Chula Vista	Chip & Fog	2015	7	2017
Big Rapids	Local	Garfield	Chip & Fog	2015	7	2017
Big Rapids	Local	Golfview Dr, Woodland Ct	Crack Seal	2016	7	2017
Big Rapids	Local	Pioneer Dr.	Chip & Fog	2015	7	2017
Big Rapids	Local	University Dr., Executive Dr.	Chip & Fog	2013	7	2017
Big Rapids	Local	Arthur	Pulve & Pave	2015	8	2017
Big Rapids	Local	Belmont St	Chip & Fog	2015	8	2017
Big Rapids	Local	Glenwood	Chip & Fog	2015	8	2017
Big Rapids	Local	Old Millpond	Crack Seal	2014	8	2017
Big Rapids	Local	Ryan Creek Way	Chip & Fog	2015	8	2017
Big Rapids	Local	14 Mile	Pulve & Pave	2017	9	2017
Big Rapids	Local	190th	Pulve & Pave	2017	9	2017
Big Rapids	Local	220th	Crush & Shape	2016	9	2017
Big Rapids	Local	Seneca Pkwy	285# Overlay	2016	9	2017
Big Rapids	Local	Thornapple	285# Overlay	2016	9	2017
Big Rapids	Local	Waldron Way	Mill & Fill	2017	9	2017

**MECOSTA COUNTY ROAD COMMISSION
ESTIMATE**

Item "R"

PROJECT DESCRIPTION

TOWNSHIP: Big Rapids
 PROJECT NAME: 17 Mile
 LOCATION: NLD-230th
 DATE: 12/1/2017

ITEM DESCRIPTION	ESTIMATED QUANTITY	UNIT PRICE	EXTENDED PRICE
HMA, Pulverize (14893' x 22')	40,384	SQYD \$ 0.33	\$ 13,326.72
HMA, (14893' x 22' wd x 330 lb)	6,900	TON \$ 52.00	\$ 358,800.00
HMA intersections	150	TON \$ 52.00	\$ 7,800.00
Culverts 8' DEQ	58	FT \$ 120.00	\$ 6,960.00
Shoulder Gravel (2 x 14893' x 3' wd x 3") (adams)	1,035	CYD \$ 5.75	\$ 5,951.25
Centerline Paint (Lineal Feet)	29,786	LF \$ 0.0425	\$ 1,265.91
		Total	\$ 394,103.88

Unit pricing based on best available data and subject to change.

Item "T"

Bid opening 03/08/2018 at 2 p.m.

ZERO-TURN MOWER

Larry Jorgensen \$1,200.00

Kelly Cushway \$1,132.00

KUBOTA TRACTOR

Larry Jorgensen \$300.00

Present: Rene Fountain
 Bill Stanek
 Sherri Gilbert

6.1 Applicability

This records management policy shall apply to all officials, appointees, employees, agents, independent contractors and volunteers of the township. Each individual who creates, sends or receives official records is responsible for retaining those records in accordance with this policy.

6.2 Records Management Responsibilities

The clerk shall be responsible for coordinating all records management procedures and activities for township offices, departments or services. Duties include the:

- Distribution of approved general record retention schedules
- Development, review and approval of township-specific record retention schedules
- Distribution of policies, guidelines and standards published by the State of Michigan, the township and other parties
- ~~Arranging off site storage facilities for inactive records~~
- Arranging ~~microfilm and~~ digital imaging services
- Arranging the destruction of confidential records with a vendor
- Coordinating all litigation holds to prevent the destruction of records that are relevant to a Freedom of Information Act request, investigation or litigation

6.3 Responsibility to Enforce

The clerk shall ensure that township officials, appointees and employees are aware of and implement the township's record management policies. They shall ensure that the township has the most updated record retention schedules that cover all records (regardless of form or format) that are created and used by the township.

The clerk shall ensure that the digital files and e-mail (and other records) of former officials, appointees, employees, volunteers and consultants are retained in accordance with approved record retention schedules.

6.4 Separation from Township

Township officials, appointees, employees, volunteers and consultants/contractors shall not take public records with them when they terminate office, employment or contract with the township, and they shall not destroy records that have not yet fulfilled their approved retention period. The clerk is responsible for ensuring that the records, including e-mail and other digital records, of employees who are separating from the township are retained in accordance with the township's record retention policies.

6.5 Failure to Adhere to This Records Management Policy

Failure to adhere to the township's records management policies may result in applicable discipline, up to and including discharge from employment, termination of the contractor status, or termination of the volunteer relationship. Further, the removal, mutilation or destruction of public records may result in civil and criminal liability, up to and including a penalty of not more than two years in state prison or a fine of not more than \$1,000.

6.6 Records Are Maintained and Stored to Ensure Township Compliance with Law

Township officials, appointees, employees, volunteers and consultants/contractors shall create, develop, organize, maintain, retain and store all township records to accommodate public inspection, FOIA compliance, record retention requirements, and minimize the township's exposure to litigation and risk.

The ~~clerk~~/FOIA coordinator shall develop procedures to accommodate access for the purpose of public inspection of records, FOIA requests, and discovery or other litigation-related requests, when:

- Specific records are required by law or township policy to have limited access
- Specific records contain information exempt from disclosure

6.7 Record Retention Schedules

All township records shall be retained in accordance with an approved record retention schedule. Records not listed on an approved record retention schedule are considered permanent records and may not be disposed of until a schedule is approved.

6.8 Litigation, Investigations and Freedom of Information Act Requests

The ~~clerk~~ FOIA coordinator shall keep a copy of all written requests for public records on file for no less than one year.

No records that are the subject of litigation, a pending investigation request or a pending FOIA request shall be destroyed until the legal action or activity has ended, even if the records are otherwise scheduled for destruction pursuant to a relevant record retention schedule.

Any individual with knowledge of pending litigation, a pending investigation or a FOIA request shall immediately inform the ~~clerk~~ FOIA coordinator. In consultation with the township attorney, the ~~clerk~~ FOIA coordinator shall direct all relevant individuals to immediately cease disposal of all records relevant to the pending litigation, pending investigation or FOIA request. If the relevant records are in electronic form (including e-mail), the ~~clerk~~ FOIA coordinator shall notify the computer technician for retrieval procedures.

If questions arise as to what records are relevant to a pending litigation, pending investigation, or FOIA request, the ~~clerk~~ FOIA coordinator shall direct the immediate cessation of the disposal of *all* records. The moratorium on the disposal of all records relevant to the pending litigation, pending investigation or FOIA request shall remain in effect for the duration of the litigation or investigation, or until the FOIA request has been fully processed.

Inspection of Records

6.9 Public Inspection of Records

Upon receiving a verbal request to inspect township records, the township shall furnish the requesting person with a reasonable opportunity and reasonable facilities for inspection and examination of its public records.

A person shall be allowed to inspect public records during usual business hours, not less than four hours per day. The public does not have unlimited access to township offices or facilities, and a person may be required to inspect records at a specified counter or table, and in view of township personnel.

Township officials, appointees, staff or consultants/contractors assisting with inspection of public records shall inform any person inspecting records that only pencils, and no pens or ink, may be used to take notes.

The clerk/FOIA coordinator is responsible for identifying if records or information requested by the public is stored in digital files or e-mail, even if the public does not specifically request a digital file or e-mail.

A person cannot remove books, records or files from the place the township has provided for the inspection.

No documents shall be removed from the office of the custodian of those documents without permission of that custodian, except by court order, subpoena or for audit purposes. The official shall be given a receipt listing the records being removed. Documents may be removed from the office of the custodian of those documents with permission of that custodian to accommodate public inspection of those documents.

6.10 Copies May Be Required to Enable Public Inspection of Records

In coordination with the official responsible for the records, the clerk/FOIA coordinator will determine on a case-by-case basis when the township will provide copies of original records, to allow for blacking out exempt information, to protect old or delicate original records, or because the original record is a digital file or database not available for public inspection.

A fee ~~will~~ may be charged for copies made to enable public inspection of records, according to the township's FOIA policy.

6.11 Record Fees

In all cases, township personnel shall use the most economical means available to make copies of public records, including digital copies of documents or recordings. E-mail may be used to distribute or mail records.

~~“Actual, incremental cost” means the cost to the township over and above the cost to the township if the request had not been made. Overhead costs shall not be included in an “actual, incremental cost.”~~

~~The township shall charge the actual, incremental copying cost to make a copy subject to a FOIA request for a copy or made to accommodate a request to inspect.~~

~~The township shall charge a labor cost to make the copy, which is the hourly wage of the lowest paid township employee capable of making the copy, as determined for each request.~~

~~Labor costs are charged in 15-minute increments.~~

Fees will be charged according to the current Freedom of Information Act (see Appendix A)

~~**Fees for Copying Records or Notices for FOIA or Open Meetings Act Subscriptions:** The township shall charge the actual, incremental cost to make the copy.~~

~~**Mailing Fees:** The township shall charge actual postage or shipping costs and the actual cost of the envelope or mailer.~~

~~**Fees for Separating Exempt From Non-Exempt Information:** A fee shall not be charged for the cost to search, examine, review, and delete, separate or redact exempt from non-exempt information unless failure to charge a fee would result in unreasonably high costs to the township because of the nature of the specific request.~~

~~The clerk/FOIA coordinator shall determine if a fee will be charged under this section.~~

~~When the clerk/FOIA coordinator determines that a fee will be charged under this section, the clerk/FOIA coordinator shall specifically identify the nature of the unreasonably high costs of the specific request on the written response to the FOIA request.~~

~~The township shall charge a labor cost to search, examine, review, and delete, separate or redact exempt from non-exempt information which is the hourly wage of the lowest paid township employee capable of making the copy, as determined for each request.~~

~~Labor costs are charged in 15-minute increments.~~

~~6.12 Costs Waived Due to Indigency of Person Making FOIA Request~~

~~A public record search shall be made and a copy of a public record shall be furnished without charge for the first \$20 of the fee for each request to a person who is entitled to information under the FOIA and who submits an affidavit stating that, at the time the request is submitted, the person is either receiving public assistance or is unable to pay the cost because of indigency.~~

~~"Indigency" is determined by the township's poverty guidelines annually adopted for property tax poverty exemption applications (or "the federal poverty thresholds annually compiled and published by the Bureau of the Census prior to December 31 of each year").~~

~~6.13 Fifty-Percent Good Faith Deposit for Costs Over \$50~~

~~If the costs estimated for a specific FOIA request exceed \$50, the person requesting the record(s) shall make a good faith deposit before the township will process the request. The deposit shall not exceed one-half (50%) of the total fee.~~

~~6.14 Unpaid FOIA Requests Are Not Considered When Responding to a Subsequent FOIA Request for Different Records~~

~~The unpaid balance of a previous FOIA request shall not be deducted from separate or later FOIA requests for different records submitted by the same person. The unpaid balance of a previous FOIA request shall not be deducted from any other fees, taxes, charges or other bills paid to the township by that person.~~

Digital Files and E-mail Retention

6.15 12 E-mail Defined

Electronic mail (e-mail) is a means of exchanging messages and documents using telecommunications equipment and computers. A complete e-mail message not only includes the contents of the communication, but also the transactional information (dates and times that messages were sent, received, opened, deleted, etc., as well as aliases and names of members of groups), and any attachments.

6.16 13 Digital Files and E-mail Messages May Be Public Records

A digital file or e-mail message is a public record if it is prepared, owned, used, in the possession of or retained by a public body in the performance of an official function, from the time it is created.

6.17 14 Digital Files and E-mail Messages Are Public Property

All digital files and e-mail messages that are created, received or stored by the township are the property of the township. They are not the property of the township officials, appointees, employees, volunteers, consultants/contractors, vendors or customers. E-mail accounts are provided to township staff for conducting public business. No one should have an expectation of privacy when using the township's computer resources.

6.18 15 Digital Files and E-mail Retention and Disposal Schedules

Digital files and e-mail shall be retained according to the applicable record retention schedule for the type of record the digital file or e-mail represents.

Individual employees or consultants are responsible for deleting digital files and e-mail messages in accordance with the appropriate record retention schedule. The computer technician shall ensure that messages deleted in compliance with the appropriate record retention schedule are rendered unrecoverable within one week of deletion.

6.19 16 Digital Files and E-mail Storage and Maintenance

The township shall retain its digital files and e-mail by

- Storing digital files or e-mail on hard drives or peripheral drives (information technology staff or other township designees must specify which drive to use; shared servers are recommended). E-mail account holders are encouraged to establish folders for arranging digital files or e-mail according to their content, and they are responsible for disposing of digital files or e-mail that has met all of its retention requirements.

Record Storage and Maintenance

~~6.20~~ 17 Record Storage

Township officials, appointees, employees, ~~volunteers, consultants/contractors~~ and departments shall organize records to promote fast and efficient retrieval of information. Appropriate and cost-effective office equipment, indexes and tools shall be used to maintain records.

The township clerk shall periodically evaluate and make recommendations to the township board on the method(s) to be used to maintain and store records for their minimum retention periods. Records that will be retained for more than 10 years shall be stored in an environment that facilitates the security and stability of the storage media. The township may utilize low-cost storage facilities for inactive records that have not fulfilled their retention requirements.

The clerk shall work in conjunction with the computer technician to determine the most cost-effective and reliable method of maintaining digital and electronic records for their full retention period, so technology changes do not render them in accessible and unusable.

When reproducing township records for storage purposes, the township shall comply with the applicable State of Michigan standards and best practices for record reproduction, as authorized by the Records Reproduction Act, MCL 24.401, *et seq.*

Records containing sensitive or confidential information shall be protected against unauthorized access, especially records that are protected by state or federal laws, records containing private information, financial information, background checks, medical information and Social Security numbers. Individuals and offices shall employ appropriate locks, passwords and other devices to protect the privacy of this information.

~~6.21~~ 18 Record Disposal

Public records that have reached their minimum retention period, and which are no longer required for the efficient operation of the township, may be disposed of. All township offices shall routinely review all records (regardless of format) to identify those that have fulfilled their retention requirements.

Disposal shall be made by a method that is guaranteed to ensure the privacy of sensitive or confidential information. Records that contain confidential information will be disposed of in a manner that ensures they cannot be reconstructed.

- The township shall destroy sensitive or confidential information by ~~rotary~~ shredding.
- The township shall destroy open records by recycling or regular trash disposal.

Some records possess permanent or historical value. These records may be designated for eventual transfer to the Archives of Michigan for permanent preservation. The township shall follow the Archives' procedures for transferring records.

~~6.22~~ 19 Disaster Prevention and Recovery

Township records, books and papers shall not be kept where they will be exposed to ~~an unusual~~ the hazard of fire, ~~or~~ theft or other damage.

In the event of damage to township records, township personnel, at the direction of the clerk shall:

- Contact the township's risk manager and insurance agent
- Determine the type of damage to records (fire, smoke, chemical, clean water, dirty water, heat, humidity)
- Determine which records have been damaged
- Determine the types of materials that have been damaged (paper, film/microfiche, computer files, CDs/DVDs, etc.)
- Begin salvage according to applicable State of Michigan standards and best practices for document salvage

APPENDIX A

CHARTER TOWNSHIP OF BIG RAPIDS

SUMMARY OF FREEDOM OF INFORMATION ACT PROCEDURES AND GUIDELINES

The Freedom of Information Act, being 1976 PA 442 (MCL 15.231 to 15.246) (“FOIA” or the “Act”) mandates disclosure of most public records. To fulfill this mandate, the Township adopted “Freedom of Information Act Procedures and Guidelines” (the “Procedures”) for handling FOIA requests. This document summarizes the Township’s Procedures in accordance with FOIA.

I. Submitting a FOIA Request

You must submit a request for Township records in writing to the Township’s FOIA Coordinator. The Township Clerk has been designated by the Township Board as the Township’s FOIA Coordinator. You may request either (a) to receive a copy of Township records, or (b) to review Township records.

You may submit the written FOIA request for records in person, by mail or via electronic means (i.e., fax, e-mail or other electronic means). Written requests submitted in person or by mail are deemed received as of the date of receipt. Requests submitted to the Township via electronic means are deemed received by the FOIA Coordinator one business day after the date the electronic transmission is made.

II. Township’s Response to a FOIA Request

Once the Township receives your FOIA request, the Township must respond to your request within five business days, unless the Township extends the period to respond to the request by not more than ten business days, in addition to the usual five business days.

In response to a FOIA request, the Township may: (1) grant the request (and provide either a copy of the requested record or the opportunity to review the record, in accordance with your request); (2) deny the request if no such record exists or the record is exempt pursuant to one of the 16 exemptions under the Act that are applicable to the Township; or (3) grant the request in part and deny the request in part.

If the Township issues a ten business day extension to respond to the FOIA request, the Township’s written response to a FOIA request will include (1) an estimate as to when the Township will provide the requested records to you, and (2) if there is a charge to respond to the request, a detailed summary on the estimate of cost to provide the records to you.

Please note that FOIA does not require the Township to make a compilation, summary or report of the information.

III. Reviewing Township Records

You may request to review Township records. If you make such a request, the Township will make facilities available to inspect the requested records during the Township’s normal business hours and when the records can be reasonably made available. You must submit a request form describing the requested documents prior to the Township allowing the inspection of the records.

You cannot write or take any notes on original Township records that you are reviewing and you will only be allowed to have an erasable pencil with you to take notes. No pens or indelible writing instruments are allowed. A Township official will be present during the inspection of Township records if original records are involved and you may be charged a fee to defray the Township’s cost of the monitoring service to protect the records from loss, unauthorized alteration, mutilation, or destruction. Original records cannot be removed from the area provided for inspection and note taking.

IV. Requesting Copies of Township Records

You may request to receive copies of Township records. The Township will review the available records and provide you with copies of the records unless the records do not exist, are not in possession of the Township, or exempt from disclosure under FOIA.

V. Calculation and Payment of Fees; Deposit

Under FOIA, the Township may charge a fee for providing you with a copy of a public record, including labor costs, where the failure to charge a fee would result in unreasonably high costs to the Township because of the nature of your request. If the time required to respond to a FOIA request exceeds one-half hour, the request will be deemed to result in unreasonably high costs to the Township. Prior to responding to a request, the Township will provide you with a written estimate of the applicable fees. The Township may require the payment of a deposit or, in certain circumstances, waive payment of the fee altogether.

A. Calculation of Fee

The Township may charge you a fee for searching, reviewing, redacting, copying and mailing requested records. The fee will be limited to actual mailing costs, and to the actual incremental cost of duplication or publication including labor, the cost of search, examination, review, and the deletion and separation of exempt from nonexempt information pursuant to Section 14 of FOIA. The Township will mail the available requested records to you upon payment of the applicable fees. The fees charged by the Township for responding to your request may include:

- a fee for the Township's labor costs directly associated with (1) making copies (including paper or digital copies), (2) searching for, locating, and examining the requested records, and (3) for the necessary review of and separation and deletion of exempt information from nonexempt information. You will not be charged for the redaction of documents if the Township previously redacted the public record in question and the redacted version is still in the Township's possession.
- the Township's actual cost of mailing for sending the records to you. The Township will not send documents via overnight delivery service or expedited shipping (or obtain shipping insurance on such mailing) unless you specifically request such services in writing and agree to pay for such costs.
- the cost to copy the records. The incremental cost of copying the records is ten cents per 8 1/2" x 11" or 8 1/2" x 14" sheet of paper. The Township may copy records using double-sided printing (if available). If the Township needs to send the records to a commercial copy center for copying, you will be charged for those costs.
- the Township's actual costs to copy photographs, audio or videotapes, microforms, maps or plans including any costs incurred to have a third-party make such copies. If a Township official or employee is required to deliver and/or pick up the public records and/or copies of public records, you will be charged for the labor hours (calculated in accordance with the Procedures), spent and applicable mileage (at the then-current IRS mileage reimbursement rate).

For labor costs to comply with a request, the Township will charge the hourly wage of its lowest-paid employee capable of performing the necessary task regardless of whether that person is available or who actually performs the labor. The labor charges will be billed in increments of 15 minutes or more and all partial time increments will be rounded downward. The labor charge will include an amount equal to one-half (50%) of the applicable hourly wage to cover (or partially cover) the cost of the fringe benefits (if any) for the lowest-paid employee; provided, however, that such amount will not exceed the actual costs of the fringe benefits.

The review and separation of exempt from non-exempt information may be performed by a Township official or employee or, if necessary, outside legal counsel. For services performed by outside

legal counsel, the Township may charge the legal counsel's time; the charge will not exceed an amount equal to six times the then-current state minimum hourly wage rate. The Township will provide you with a notice as to the name of the contracted person or firm in the Township's detailed itemization of costs. The charges for such services will be billed in increments of 15 minutes or more and all partial time increments will be rounded downward.

B. Fee Waiver

The Township may waive all or a portion of the fees for the search and copying of records if the Township determines that a waiver or reduction of the fee is in the public interest because searching for or furnishing copies of the public record can be considered as primarily benefiting the general public. A public record search shall be made and a copy of a public record shall be furnished without charge for the first \$20.00 of the fee for each request by either: (a) person submits an affidavit stating that they are indigent and receiving specific public assistance, or (b) if not receiving public assistance, stating facts showing inability to pay the cost because of indigency. If a requesting person is ineligible for a discount, the Township shall provide written notice of ineligibility and the reasons for ineligibility in the Township's response to the FOIA request.

Under the Procedures, you may be ineligible for a fee reduction or waiver if: (a) you previously received discounted copies of public records from the Township twice during the calendar year; (b) you are making the records request in conjunction with outside parties who are offering or providing payment or other remuneration to you to make the request; or (c) you are a specific type of nonprofit corporation (as provided in FOIA and the Procedures).

C. Deposit

If it is anticipated that a charge will exceed Fifty and 00/100 (\$50.00) Dollars, you may be required to pay a good faith deposit prior to the Township fulfilling the request for the records, but the deposit will not exceed one-half of the total anticipated fee. In certain circumstances, the Township may require payment of a deposit equal to 100% of the estimate charge for fulfilling your request for records, if you previously failed to pay the total amount due from a prior FOIA request to the Township.

VI. Rights to Appeal

You can appeal decisions made with respect to the records that you requested, if the request was denied or denied in part, or the amount of the calculated fee for responding to your request. An appeal from a determination by the FOIA Coordinator or from a decision of the Township Board may be taken to the Mecosta County Circuit Court.

A. Appeal of Denial of Records (in whole or in part)

You have the right to submit to the Township Board, a written appeal that specifically states the word "appeal" and identifies the reason or reasons that you assert in support of reversal of the failure of disclosure of the public records that were not disclosed. In the alternative, you have the right to seek judicial review of the denial or nondisclosure.

Under Section 10 of FOIA, you have the right to receive attorney fees and damages, if, after judicial review, the Mecosta County Circuit Court determines that the Township has not complied with Section 5 of FOIA and that the court orders disclosure of all or a portion of a public record that had not been disclosed to you by the Township.

B. Appeal of Calculation of Fee

A requesting person may appeal the amount of a fee to the Township Board or the Mecosta County Circuit Court if that fee exceeds the amount permitted under these Procedures and FOIA.

An appeal on the amount of the fee to the Township Board must specifically include the word "appeal" and identify how the required fee exceeds the amount permitted under the Procedures or the Act.

If you the requesting person files a fee appeal with the Circuit Court, the Township will not complete the processing of the written request for the public record at issue until the court resolves the fee dispute.

Within 10 business days after receiving a written appeal of the fee, the Township Board is required to: (1) Waive the fee; or (2) reduce the fee and provide written notice as to the basis for the remaining fee; or (3) uphold the fee and provide written notice as to the basis for the fee; or (4) issue a notice extending for not more than 10 business days the period during which the Township Board must respond to the appeal (the notice will include a detailed reason or reasons why the extension is necessary).

Any appeal will be deemed received as of the date of the first regularly scheduled meeting of the Township Board following submission of the written appeal.

A deposit required to be paid by the Township is considered a "fee."

VII. Additional Information; Revisions to Summary and Procedures

Additional information may be found in the Township's Procedures, which may be obtained from the Township at 14212 Northland Dr., Big Rapids, MI 49307 at no charge.

This Summary and the Procedures may also be found on the Township's website at: www.bigrapidstowship.net.

This Summary and the Procedures may be modified from time to time by the Township Board and without notice.

Public Information Officer

7.1 Public Information Officer

The supervisor shall be the public information officer for the township.

The Township Supervisor shall be the public information officer for the Township and shall be responsible for preparing public service announcements and media releases on Township government events and responding to inquiries from the media or referring contact to other appropriate Township officials. Township employees will notify the public information officer prior to making any statements to the news media.

~~The public information officer shall be responsible for supervising the content disseminated as approved by the township board through the township newsletter, website, public service announcements and press releases on township government events, and responding to inquiries from the media or referring contact to other appropriate township officials. The public information officer shall review the content of these materials for:~~

- ~~▲ potential violations of the Campaign Finance Act~~
- ~~▲ political preference or support~~
- ~~▲ promotion of private interests~~
- ~~▲ misrepresentation of township board actions or policy~~
- ~~▲ statements that could expose the township to legal liability~~

~~The public information officer is authorized to determine in his or her sole discretion, whether such content will be removed or edited out, submitted to the township legal counsel for a further opinion, directed to the township board for a final determination, or returned to the author for revision.~~

~~The public information officer shall advise township board members and other appropriate staff of all press releases and other media contacts at the time of release.~~

~~Board members, department heads, township officials, employees and volunteers will notify the public information officer of all media contacts made in their township capacity.~~

Note:

The purpose of this policy is to ensure accuracy and consistency in public information by having at least one township position coordinating information on specific township issues or messages. It is not intended to restrict the speech of township officials, employees or volunteers on matters of public concern. Township officials and other township personnel do not lose their individual rights regarding free speech because they hold a position with the township, but the township also has rights as an employer and as a government entity to protect the township's image and effectiveness of public services. The balancing of the public and private interests depends on many factors, and may vary with the type of township position.

Public Notice

7.2 Public Notice

The clerk shall be responsible for giving public notice of all meetings of all public bodies of the township in conformance with the Open Meetings Act and other state laws.

The chairperson of each public body shall notify the township clerk of that body's regular meeting schedule within 2 days after it is adopted, and of any special or rescheduled meeting at least 24 hours (at a minimum) prior to that meeting.

The clerk shall also be responsible for publishing and mailing all public notices required by state law. The chairperson shall notify the clerk when a public notice is required to be mailed or published with sufficient lead time for the notice to be provided in compliance with applicable laws.

Mail

7.3 Incoming Mail

Correspondence shall be sorted and distributed immediately to the various township offices. Mail addressed to the township board shall be forwarded to the clerk, who shall provide a copy to each board member.

Correspondence addressed to the board, but requiring action typically handled by a particular official (such as a Freedom of Information Act request or subpoena), shall be immediately forwarded to that official, as well.

7.4 Township Letterhead

The township board shall approve the design of all letterhead stationery. Statements made on township stationery may be construed as the official position of the township, so all officials, appointees and employees shall make written statements representing the township only within the scope of their authority when using township stationery.

7.5 Outgoing Correspondence

All correspondence should be considered a public document, unless the contents are specifically excluded from disclosure by state law. Copies of correspondence will be provided to any board member or the public on request.

Department heads shall provide the township board, via the clerk, with a copy of all correspondence that addresses a citizen complaint or when the content may result in a lawsuit against the township. Where a department head is unsure of the necessity to provide the board with a copy of correspondence, department heads should err on the side of caution.

Public Contacts

7.6 Courtesy and Customer Service

The primary goal of the township is to serve the public. All officials and employees will respond to requests for township information from members of the public with courtesy and efficiency.

All officials and employees shall communicate with the public in such a way as to portray the image of the township government as friendly, courteous and efficient.

All visitors to the township hall shall be greeted in a friendly, helpful manner. Under the day-to-day supervision of the supervisor, the administrative assistant shall assist the public by directing them to the appropriate official, employee or department.

Phone calls to the township shall be answered, for example: "Big Rapids Charter Township, how may I direct your call?" or "Big Rapids Charter Township, how may I help you?"

Township officials and employees shall make every effort to see visitors who need their assistance. When workload or other commitments do not allow for an immediate meeting, the visitor will be asked to make an appointment at a mutually convenient time.

Board members and other key officials shall post office hours or contact information to arrange appointments.

7.7 Complaints and Problems

If an official or employee receives a citizen complaint that is outside their authority or responsibility, the official or employee shall direct the citizen to the appropriate official, employee or department head.

Complaints or other concerns received from a citizen shall be received with courtesy. The official or employee will make every effort to resolve a complaint or problem, within the official's or employee's scope of authority. Department heads will be notified of all complaints.

The township board shall also be notified in writing of any citizen complaint arising from official or employee conduct or the administration of a department or township board policy or procedure. The notice shall include the name and address of the citizen, the nature of the complaint and how the complaint was resolved. The township board shall assign a township board member, if necessary, to make a subsequent inquiry with the citizen to determine whether the issue was resolved and whether any additional action is required.

RESOLUTION NUMBER 2018-03

**PROPOSED RENEWAL OF ROAD MILLAGE TO BE PLACE ON THE AUGUST 7,
2018 PRIMARY ELECTION BALLOT FOR THE CHARTER TOWNSHIP OF BIG
RAPIDS**

PROPOSED RENEWAL OF ROAD MILLAGE

Shall the previously voted increase in the tax limitation imposed under Article IX, Section 6 of the Michigan Constitution on general ad valorem taxes within the Charter Township of Big Rapids, Mecosta County, be renewed at 1.5 mills (\$1.50 on each \$1000.00 of taxable valuation) for a period of six (6) years, 2019 through 2024, to provide funds for road construction, maintenance and repair within the Township, and shall the Township levy such renewal in millage for said purposed, thereby raising in the 2019 calendar year an estimated of \$226,000.00.

NOW THEREFORE, BE IT RESOLVED: The Board of Trustees of Big Rapids Charter Township hereby _____ the placement of the proposed renewal of road millage on the August 7, 2018 Primary Election Ballot.

The foregoing resolution was offered by _____ and supported by _____.

Ayes:

Nays:

Abstain:

Absent:

RESOLUTION DECLARED ADOPTED.

Rene Fountain, Township Clerk

RESOLUTION NUMBER 2018-04

**PROPOSED RENEWAL OF FIRE-RESCUE DEPARTMENT MILLAGE TO BE PLACE
ON THE AUGUST 7, 2018 PRIMARY ELECTION BALLOT FOR THE CHARTER
TOWNSHIP OF BIG RAPIDS**

PROPOSED RENEWAL OF FIRE-RESCUE DEPARTMENT MILLAGE

Shall the previously voted increase in the tax limitation imposed under Article IX, Section 6 of the Michigan Constitution on general ad valorem taxes within the Charter Township of Big Rapids, Mecosta County, be renewed at 1.5 mills (\$1.50 on each \$1000.00 of taxable valuation) for a period of six (6) years, 2019 through 2024, to provide funds for Fire-Rescue Department purposes, and shall the Township levy such renewal in millage for said purposed, thereby raising in the 2019 calendar year an estimated of \$226,000.00.

NOW THEREFORE, BE IT RESOLVED: The Board of Trustees of Big Rapids Charter Township hereby _____ the placement of the proposed renewal of road millage on the August 7, 2018 Primary Election Ballot.

The foregoing resolution was offered by _____ and supported by _____.

- Ayes:
- Nays:
- Abstain:
- Absent:

RESOLUTION DECLARED ADOPTED.

Rene Fountain, Township Clerk

**HIGHLAND VIEW CEMETERY
FEES AND CHARGES
EFFECTIVE DATE: JUNE 6, 2017**

- | | | |
|-----|---|--------------------------|
| 1. | Purchase price for a single burial lot | \$400.00 |
| 2. | Installation of foundation for markers and monuments | \$0.50/sq. in. (Jun. 08) |
| 3. | Burial of cremains April-October | |
| | a) Weekday | \$200.00 |
| | b) Saturday | \$250.00 |
| | c) Sunday & Holidays | \$350.00 |
| 4. | Burial of cremains November-March | |
| | a) Weekday | \$400.00 |
| | b) Saturday | \$500.00 |
| | c) Sunday & Holidays | \$600.00 |
| 5. | Full burial of an adult April-October | |
| | a) Weekday | \$650.00 |
| | b) Saturday | \$700.00 |
| | c) Sunday & Holidays (includes Good Friday) | \$850.00 |
| 6. | Full burial of an adult November-March | |
| | a) Weekday | \$1000.00 |
| | b) Saturday | \$1050.00 |
| | c) Sunday & Holidays | \$1200.00 |
| 7. | Full burial of an infant April-October | |
| | a) Weekday | \$300.00 |
| | b) Saturday | \$350.00 |
| | c) Sunday & Holidays (includes Good Friday) | \$400.00 |
| 8. | Full burial of an infant November-March | |
| | a) Weekday | \$450.00 |
| | b) Saturday | \$500.00 |
| | c) Sunday & Holidays | \$600.00 |
| 9. | Sunday and holiday burials shall be done at the discretion of the Cemetery Sexton and Township Board at a fee established by the authorizing agent. | |
| 10. | The fee for any disinterment or reinternment shall be determined by the Township Board. | |
| 11. | Tree, Shrub and stump removal as per current contract with tree removal service. | |
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MECOSTA COUNTY ROAD COMMISSION

COMMISSIONERS:

JOHN R. CURRIE
CHAIRMAN
VAN JOHNSON
VICE-CHAIRMAN
MIKE WERNETTE
MEMBER

120 North DeKrafft Avenue
Big Rapids, MI 49307
PH: 231-796-2611 FAX: 231-796-5287
www.mecostaroads.org

STAFF:

TIM NESTLE
SUPERINTENDENT MANAGER
ELIZABETH BRAMER
FINANCE DIRECTOR

2018 DUST CONTROL CONTRACT

With
BIG RAPIDS TOWNSHIP

General Terms & Conditions:

- * The Mecosta County Road Commission will apply dust control for the first round at 100% cost to the Road Commission.
- * Each party to this agreement acknowledges that the below listed Cost is for dust control for the additional applications.
- * The Mecosta County Road Commission shall apply dust control to the below mentioned miles of Township Roads for the 2018 Season not to exceed two (2) additional applications per season (a total of three (3) applications).
- * The Mecosta County Road Commission will invoice the Township after all additional applications have been completed for said Township.
- * The roads to be brined will be done solid with no spot application.

General Description of Program:

- * Big Rapids Township has 20 Miles of Certified Gravel Roads at \$100.00/Mile

\$2000.00 per application

_____ One (1) additional application

_____ Two (2) additional applications

Note: Township line roads typically for the interior township are the South and West Township line. For the Exterior Townships it could also include the East or North Township line.

MECOSTA COUNTY ROAD COMMISSION

BIG RAPIDS TOWNSHIP

Chairman

Supervisor

Vice Chair

Clerk

Member

Treasurer

Trustee

Trustee

Date

Date