

BIG RAPIDS CHARTER TOWNSHIP BOARD
REGULAR MEETING TUESDAY, JULY 2, 2019
BIG RAPIDS TOWNSHIP OFFICES, 14212 NORTHLAND DR.
BIG RAPIDS, MI 49307

AGENDA

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

PUBLIC COMMENT

ADDITIONS TO AGENDA:

CORRESPONDENCE: Mecosta County Road Commission: **ITEM A**
State Street Outdoor Power Equipment: **ITEM B**
United States Department of Agriculture: **ITEM C**

APPROVAL OF: June 4th meeting minutes: **ITEM D**

FINANCIAL

1. Treasurer Report May: **ITEM E**
2. Financial Report: **ITEM F**

APPROVAL OF BILLS:

1. Accounts Payable: **ITEM G**
2. Payroll: **ITEM H**

MONTHLY REPORTS:

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

UNFINISHED BUSINESS:

1. Resolution to approve Marijuana Ordinance # 94.00: **ITEM R**
2. Other:

NEW BUSINESS:

1. Request from cemetery committee to establish a scatter grounds: **ITEM S**
2. Request from cemetery committee to spend money on a deck:
3. Request from fire committee to purchase 5 radios: **ITEM T**
4. Mecosta County Development Corporation 2019 support: **ITEM U**
5. Hazardous Waste Cleanup support request: **ITEM V**
6. AT & T Metro Act extension: **ITEM W**
7. Office cleaning continuation for another year: **ITEM X**
8. 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.



Item "A"

MECOSTA COUNTY ROAD COMMISSION

COMMISSIONERS:

VAN JOHNSON
CHAIRMAN
JOHN R. CURRIE
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
MANAGER SUPERINTENDENT
AMY KAILING
FINANCE DIRECTOR

ATTENTION MECOSTA COUNTY RESIDENTS

Due to a lack of funding and an unusually high number of potholes this year the Mecosta County Road Commission unfortunately has decided it is necessary to pulverize approximately 12 miles of our paved roads into gravel. Earlier this year we made some decisions to move funds that were allocated for preventative maintenance to help take care of some bad stretches of road. Although this has helped to improve nearly 12 miles we have many more distressed miles of road we are unable to properly improve as a paved road. The 12 miles of pulverizing is not something we take lightly or want to do; however, it is currently our best option to improve the driving conditions of these particular roads. Below is a list of roads that we will be pulverizing over the next several weeks this summer.

220th from 22 Mile road to Meceola in Green Township
3 Mile from 85th to 100th in Hinton Township
110th from 5 Mile to 6 mile in Hinton Township
200th from 6 Mile to 8 Mile in Mecosta township
6 Mile from 200th to 205th in Mecosta township
Hayes from Northland Drive to 205th in Mecosta township
140th from Pierce to 6 Mile in Austin township
155th from 3 Mile to 5 Mile in Deerfield Township

Again, please know that this is not a decision we took lightly. If we were fiscally able to repair these roads we would have much rather made that decision.

If you have any questions or concerns, please contact our Big Rapids office.

Thank you.

Tim Nestle
Superintendent Manager
Mecosta County Road Commission
231-796-2611

Item "B"



Husqvarna



GRAVELLY

**State Street
Outdoor Power Equipment
Sales & Service
Since 1951**

Thank you for your recent purchase of Outdoor Power Equipment.
We are here to meet all of your Outdoor Power Equipment needs!

Ernie & Trent



United States Department of Agriculture

Item "C"

County Committee ELECTIONS 2019



June 14, 2019 Beginning of nomination period
Forms available at fsa.usda.gov/elections

Aug. 1, 2019 Last day to file nomination forms at the local
FSA county office

Nov. 4, 2019 Ballots mailed to eligible voters

Dec. 2, 2019 Last day to return voted ballots to the local FSA county office

Jan. 1, 2020 Newly elected county committee members take office

**FSA COUNTS ON YOU:
NOMINATE AND VOTE!**

USDA is an equal opportunity provider, employer, and lender.

**BIG RAPIDS CHARTER TOWNSHIP BOARD
REGULAR MEETING TUESDAY, JUNE 4, 2019
UNAPPROVED**

Item "D"

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

PUBLIC COMMENT: Tom O'Neil – County hired a Dispatch Administrator.

ADDITIONS TO AGENDA: New Business: 2020 Census

CORRESPONDENCE:

SPECIAL APPEARANCE: Dan Veldhuizen – Siegfried Crandall P.C. 2018 Audit Dan Veldhuizen discussed and answered questions regarding the 2018 Audit.

APPROVAL OF: May 7 2019, meeting minutes: A motion to approve the May 7, 2019 meeting minutes as printed was made by Currie. Seconded by Everett. Motion passed unanimously.

FINANCIAL

1. **Treasurer Report April:** Approved as printed.
2. **Financial Report:** Approved as printed.

APPROVAL OF BILLS:

1. **Accounts Payable:** A motion to pay accounts payable in the amount of \$89,615.07 checks #31576-31610, HRA ck #1167 and 4 EFT's was made by Currie. Seconded by Geib. Motion passed unanimously on a roll call vote.
2. **Payroll:** A motion to approve payroll in the amount of \$21,405.82 checks #11655-11696 and stub 17 was made by Currie. Seconded by Bean. Motion passed unanimously on a roll call vote.

MONTHLY REPORTS:

1. **Building/Planning Department:**
2. **Cemetery and Grounds:**
3. **Fire Department:**
4. **Sewer Department:**
5. **Water Department:**
6. **Fire Committee:**
7. **Planning Commission:**
8. **Supervisor:**

Approved as printed.

A motion to hire Grayson Marshall as a part paid volunteer fire fighter was made by Bean. Seconded by Geib. Motion passed unanimously.

UNFINISHED BUSINESS:

1. **Trailer bids:** A motion to sell the trailer to Todd Sajnenkoff in the amount of \$625.00 was made by Geib. Seconded by Currie. Motion passed unanimously on a roll call vote with Bean abstaining because Sajnenkoff is his son in law.
2. **Recreational Marijuana Ordinance:** A motion to publish Ordinance 94.00 the Prohibition of Recreational Marijuana Establishments Ordinance was made by Everett. Seconded by Currie. Motion passed unanimously on a roll call vote.

NEW BUSINESS:

1. **Acceptance of Audit:** A motion to accept the 2018 Audit was made by Currie. Seconded by Merendino. Motion passed unanimously.
2. **Capital Improvement Plan 2020-2025:** A motion to approve the Capital Improvement Plan for the year 2020-2025 was made by Currie. Seconded by Everett. Motion passed unanimously on a roll call vote.
3. **2020 Census discussion:** no action.

PUBLIC COMMENT: none

ADJOURNMENT: 8:10

06/12/2019 02:47 PM
 User: PENNY
 DB: Big Rapids Town

BANK RECONCILIATION FOR BIG RAPIDS TOWNSHIP
 Bank GEN (GENERAL TOWNSHIP CHECKING)
 FROM 05/01/2019 TO 05/31/2019
 Reconciliation Record ID: 87

Item "E"

GL Number	Description	Beginning Balance
101-000-001.000	Cash - Checking	590,517.46
101-000-001.001	Cash Non-Expendable	
203-000-001.000	CASH	183,113.08
204-000-001.000	CASH	237,917.67
206-000-001.000	Cash - Checking	217,615.97
212-000-001.000	Cash - Savings	
246-000-001.000	Cash - Savings	
249-000-001.000	Cash - Savings	121,453.65
271-000-001.000	CASH	1,096.25
301-000-001.000	Cash - Savings	
401-000-001.000	CASH	30,281.70
590-000-001.000	Cash - Savings	485,193.76
591-000-001.000	CASH	(66,981.45)
593-000-001.000	CASH	
701-000-001.000	Cash - Savings	
708-000-001.000	CASH	15,846.38
711-000-001.000	CASH	
711-000-001.100	HVC Cash Expendable	15,315.50
850-000-001.000	Cash - Savings	(4,023.18)
Beginning GL Balance:		1,827,346.79
Add: Cash Receipts		142,984.26
Less: Cash Disbursements		(110,704.05)
Less: Payroll Disbursements		(19,076.20)
Ending GL Balance:		1,840,550.80

GL Number	Description	Ending Balance
101-000-001.000	Cash - Checking	605,338.55
101-000-001.001	Cash Non-Expendable	
203-000-001.000	CASH	183,113.08
204-000-001.000	CASH	237,917.67
206-000-001.000	Cash - Checking	187,328.62
212-000-001.000	Cash - Savings	96.25
246-000-001.000	Cash - Savings	
249-000-001.000	Cash - Savings	123,274.66
271-000-001.000	CASH	1,096.25
301-000-001.000	Cash - Savings	
401-000-001.000	CASH	31,481.70
590-000-001.000	Cash - Savings	503,074.97
591-000-001.000	CASH	(68,483.22)
593-000-001.000	CASH	
701-000-001.000	Cash - Savings	
708-000-001.000	CASH	20,996.77
711-000-001.000	CASH	
711-000-001.100	HVC Cash Expendable	15,315.50
850-000-001.000	Cash - Savings	

Ending GL Balance:		1,840,550.80
Ending Bank Balance:		1,801,389.30
Add: Miscellaneous Transactions		41,400.30
Add: Deposits in Transit		
JE NEED MARY SMITH CHECK ERROR X 2 <i>Uncleared & canceled</i>		(80.00)
		<i>6/20/2019</i>
Less: Outstanding Checks		(80.00)

AP Checks

Check Date	Check Number	Name	Amount
05/03/2018	31069	DYKEMA GOSSETT PLLC	57.24
05/07/2019	31545	RANDY BIRD	100.00
05/07/2019	31562	MECOSTA COUNTY ASSESSOR'S ASSO	67.15

Payroll Checks

Check Date	Check Number	Name	Amount
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BANK RECONCILIATION FOR BIG RAPIDS TOWNSHIP
Bank GEN (GENERAL TOWNSHIP CHECKING)
FROM 05/01/2019 TO 05/31/2019
Reconciliation Record ID: 87

12/31/2017	10970	BEAN, SUSAN	11.01
03/01/2018	11067	MYERS, AARON	43.41
03/02/2018	11068	FITZPATRICK, DUSTIN	13.86
09/01/2018	11318	BEAN, SUSAN	208.00
03/01/2019	11577	MERENDINO, CHRISTOPHER	128.47
04/01/2019	11583	PEREZ, ADAM	96.23
05/01/2019	11623	PEREZ, ADAM	271.04
05/01/2019	11632	BRYANT, ELIZABETH	6.02
05/01/2019	11646	CURRIE, PENNY	899.45
05/01/2019	11653	EVERETT, JERALD	128.46
05/01/2019	11654	MERENDINO, CHRISTOPHER	128.46

Total - 14 Outstanding Checks: 2,158.80
Adjusted Bank Balance 1,840,550.80
Unreconciled Difference: 0.00

REVIEWED BY:

Renz Tautai
6/19/19

Penny Currie
6/12/19

DATE:

Item "F"

06/28/2019 REVENUE AND EXPENDITURE REPORT FOR BIG RAPIDS TOWNSHIP

PERIOD ENDING 07/31/2019
% Fiscal Year Completed: 58.08

GL NUMBER	DESCRIPTION	AMENDED BUDGET 2019	YTD BALANCE 07/31/2019		ACTIVITY FOR MONTH 07/31/2019 INCREASE (DECREASE)	AVAILABLE BALANCE		% BDGT USED
			NORMAL (ABNORMAL)	NORMAL (ABNORMAL)		NORMAL (ABNORMAL)	USED	
Fund 101 - GENERAL OPERATING FUND								
Revenues								
Dept 000 - GENERAL								
101-000-402.000	Current Real Property Tax	185,000.00	169,722.42	0.00	0.00	15,277.58	91.74	0.00
101-000-441.000	Local Community Stabilization Share Tax	2,000.00	0.00	0.00	0.00	2,000.00	0.00	0.00
101-000-445.000	Penalties & Interest on Taxes	1,400.00	1,435.40	0.00	0.00	(35.40)	102.53	0.00
101-000-447.000	Property Tax Admin Fee	48,500.00	17,766.58	0.00	0.00	30,733.42	36.63	0.00
101-000-451.000	Business Licenses & Permits	19,500.00	4,502.54	0.00	0.00	14,997.46	23.09	0.00
101-000-574.000	State Shared Revenue	364,000.00	56,348.00	0.00	0.00	307,652.00	15.48	0.00
101-000-607.000	Ch. for Serv. (fees, zoning)	1,500.00	680.00	0.00	0.00	820.00	45.33	0.00
101-000-610.000	School Parcel Fee	6,200.00	0.00	0.00	0.00	6,200.00	0.00	0.00
101-000-628.000	Ch. for Serv. (copies, ordin.)	300.00	0.00	0.00	0.00	300.00	0.00	0.00
101-000-632.000	Ch. for Serv. (sale cem. lots)	4,000.00	1,200.00	0.00	0.00	2,800.00	30.00	0.00
101-000-634.000	Ch. for Serv. (grave op & cl)	12,000.00	9,000.00	0.00	0.00	3,000.00	75.00	0.00
101-000-635.000	Chg For Serv Cem Foun & Misc	3,500.00	2,894.00	0.00	0.00	606.00	82.69	0.00
101-000-640.000	Ch. for Serv. (lot splits)	500.00	375.00	0.00	0.00	125.00	75.00	0.00
101-000-664.000	Int. & Div. on Earnings	6,500.00	5,344.07	0.00	0.00	1,155.93	82.22	0.00
101-000-667.000	Rent&Exp Building Dept	7,200.00	0.00	0.00	0.00	7,200.00	0.00	0.00
101-000-668.000	Sign Rental	4,000.00	4,000.00	0.00	0.00	0.00	100.00	100.00
101-000-673.000	Sale of Fixed Assets	0.00	987.00	0.00	0.00	(987.00)	100.00	0.00
101-000-675.020	Cemetery Annuity - Division of Assets	52,000.00	0.00	0.00	0.00	52,000.00	0.00	0.00
101-000-676.000	Reimbursements	0.00	7,471.86	0.00	0.00	(7,471.86)	100.00	0.00
101-000-687.000	REFUNDS	500.00	113.67	0.00	0.00	386.33	22.73	0.00
101-000-697.000	Transfer from other Fund	50,000.00	0.00	0.00	0.00	50,000.00	0.00	0.00
101-000-698.000	Advance from Fund Balance	180,000.00	0.00	0.00	0.00	180,000.00	0.00	0.00
Total Dept 000 - GENERAL		948,600.00	281,840.54	0.00	0.00	666,759.46	29.71	0.00
TOTAL REVENUES		948,600.00	281,840.54	0.00	0.00	666,759.46	29.71	0.00
Expenditures								
Dept 101 - TOWNSHIP BOARD								
101-101-702.000	Salary & Wages	7,000.00	3,499.92	583.32	0.00	3,500.08	50.00	0.00
101-101-702.020	Salary & Wages Clerical Help	24,970.00	12,484.81	2,080.80	0.00	12,485.19	50.00	0.00
101-101-710.000	Twp. Share Medicare Withholding	465.00	231.79	38.65	0.00	233.21	49.85	0.00
101-101-714.000	Health Insurance	4,410.00	3,064.53	0.00	0.00	1,345.47	69.49	0.00
101-101-715.000	Twp. Share Soc. Sec. Withholdg	1,985.00	991.06	165.17	0.00	993.94	49.93	0.00
101-101-715.015	Retirement	4,590.00	2,110.98	351.83	0.00	2,479.02	45.99	0.00

GL NUMBER	DESCRIPTION	2019		YTD BALANCE		ACTIVITY FOR		AVAILABLE		% BDGT USED
		AMENDED BUDGET	07/31/2019	NORMAL (ABNORMAL)	07/31/2019	INCREASE (DECREASE)	NORMAL (ABNORMAL)	BALANCE		
101-101-720.000	Medical Reimbursement	835.00	429.76		12.25		405.24	51.47		
101-101-727.000	Office Supplies	800.00	433.82		0.00		366.18	54.23		
101-101-740.000	Operating Supplies	200.00	0.00		0.00		200.00	0.00		
101-101-801.000	Professional Services	28,000.00	14,373.75		395.97		13,626.25	51.33		
101-101-850.000	Communication	3,400.00	1,617.01		0.00		1,782.99	47.56		
101-101-860.100	Transportation - Census	2,000.00	0.00		0.00		2,000.00	0.00		
101-101-880.000	Community Promotion	600.00	68.90		0.00		531.10	11.48		
101-101-881.000	FALL CLEAN-UP	7,500.00	0.00		0.00		7,500.00	0.00		
101-101-900.000	Printing & Publishing	2,000.00	554.08		0.00		1,445.92	27.70		
101-101-956.000	Miscellaneous	100.00	0.00		0.00		100.00	0.00		
101-101-958.000	Membership & Dues	0.00	2,967.00		0.00		(2,967.00)	100.00		
101-101-960.000	Education	1,500.00	0.00		0.00		1,500.00	0.00		
101-101-965.000	Insurance & Bonds	9,000.00	3,803.33		0.00		5,196.67	42.26		
101-101-975.000	Capital Outlay under \$10,000	1,000.00	0.00		0.00		1,000.00	0.00		
Total Dept 101 - TOWNSHIP BOARD		100,355.00	46,630.74		3,627.99		53,724.26	46.47		
Dept 171 - SUPERVISOR										
101-171-702.000	Salary & Wages	25,000.00	12,499.98		2,083.33		12,500.02	50.00		
101-171-702.010	Salary & Wages Deputy	2,000.00	0.00		0.00		2,000.00	0.00		
101-171-702.040	Salary & Wages Cemetery	5,000.00	2,500.02		416.67		2,499.98	50.00		
101-171-702.300	Health Insurance Buyout	1,800.00	900.00		150.00		900.00	50.00		
101-171-710.000	Twp. Share Medicare Withholding	500.00	230.55		38.42		269.45	46.11		
101-171-715.000	Twp. Share Soc. Sec. Withholdg	2,100.00	985.80		164.30		1,114.20	46.94		
101-171-715.015	Retirement	5,250.00	2,623.50		437.25		2,626.50	49.97		
101-171-720.000	Medical Reimbursement	1,500.00	0.00		0.00		1,500.00	0.00		
101-171-727.000	Office Supplies	100.00	5.99		0.00		94.01	5.99		
101-171-740.000	Operating Supplies	100.00	0.00		0.00		100.00	0.00		
101-171-801.000	Professional Services	400.00	0.00		0.00		400.00	0.00		
101-171-850.100	Cell Phone	360.00	120.00		0.00		240.00	33.33		
101-171-860.000	Transportation	400.00	125.28		0.00		274.72	31.32		
101-171-960.000	Education	1,000.00	708.00		329.00		292.00	70.80		
101-171-975.000	Capital Outlay under \$10,000	500.00	0.00		0.00		500.00	0.00		
Total Dept 171 - SUPERVISOR		46,010.00	20,699.12		3,618.97		25,310.88	44.99		
Dept 215 - CLERK										
101-215-702.000	Salary & Wages	31,500.00	15,750.00		2,625.00		15,750.00	50.00		
101-215-702.010	Salary & Wages Deputy	3,700.00	216.00		0.00		3,484.00	5.84		
101-215-702.040	Salary & Wages Cemetery	7,700.00	3,850.02		641.67		3,849.98	50.00		
101-215-702.300	Health Insurance Buyout	1,800.00	900.00		150.00		900.00	50.00		
101-215-710.000	Twp. Share Medicare Withholding	650.00	300.38		49.54		349.62	46.21		
101-215-715.000	Twp. Share Soc. Sec. Withholdg	2,775.00	1,284.39		211.83		1,490.61	46.28		
101-215-715.015	Retirement	6,765.00	3,382.50		563.75		3,382.50	50.00		
101-215-720.000	Medical Reimbursement	1,500.00	409.07		0.00		1,090.93	27.27		
101-215-727.000	Office Supplies	700.00	290.54		0.00		409.46	41.51		

GL NUMBER	DESCRIPTION	2019 AMENDED BUDGET	YTD BALANCE 07/31/2019		ACTIVITY FOR MONTH 07/31/2019 INCREASE (DECREASE)	AVAILABLE BALANCE		% BDGT USED
			NORMAL (ABNORMAL)	(ABNORMAL)		NORMAL (ABNORMAL)	(ABNORMAL)	
101-215-740.000	Operating Supplies	250.00	139.12		0.00	110.88	55.65	
101-215-801.000	Professional Services	2,000.00	862.00		0.00	1,138.00	43.10	
101-215-850.000	Cell Phone Reimbursement	360.00	180.00	90.00		180.00	50.00	
101-215-960.000	Education	1,000.00	0.00	0.00		1,000.00	0.00	
101-215-975.000	Capital Outlay under \$10,000	500.00	0.00	0.00		500.00	0.00	
Total Dept 215 - CLERK		61,200.00	27,564.02	4,331.79		33,635.98	45.04	
Dept 247 - BOARD OF REVIEW								
101-247-702.000	Salary & Wages	900.00	568.60	0.00		331.40	63.18	
101-247-710.000	Twp. Share Medicare Withholding	15.00	8.24	0.00		6.76	54.93	
101-247-715.000	Twp. Share Soc. Sec. Withholding	60.00	35.25	0.00		24.75	58.75	
101-247-900.000	Printing & Publishing	75.00	67.15	0.00		7.85	89.53	
101-247-960.000	Education	200.00	0.00	0.00		200.00	0.00	
Total Dept 247 - BOARD OF REVIEW		1,250.00	679.24	0.00		570.76	54.34	
Dept 253 - TREASURER								
101-253-702.000	Salary & Wages	31,200.00	15,600.00	2,600.00		15,600.00	50.00	
101-253-702.010	Salary & Wages Deputy	3,850.00	939.60	0.00		2,910.40	24.41	
101-253-710.000	Twp. Share Medicare Withholding	510.00	239.80	37.70		270.20	47.02	
101-253-714.000	Health Insurance	6,925.00	3,605.38	0.00		3,319.62	52.06	
101-253-715.000	Twp. Share Soc. Sec. Withholding	2,175.00	1,025.48	161.20		1,149.52	47.15	
101-253-715.015	Retirement	5,180.00	2,574.00	429.00		2,606.00	49.69	
101-253-720.000	Medical Reimbursement	1,195.00	0.00	0.00		1,195.00	0.00	
101-253-727.000	Office Supplies	1,000.00	797.11	66.65		202.89	79.71	
101-253-740.000	Operating Supplies	700.00	118.65	0.00		581.35	16.95	
101-253-801.000	Professional Services	4,750.00	1,398.00	720.00		3,352.00	29.43	
101-253-975.000	Capital Outlay under \$10,000	2,000.00	0.00	0.00		2,000.00	0.00	
Total Dept 253 - TREASURER		59,485.00	26,298.02	4,014.55		33,186.98	44.21	
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	50.00	0.00		150.00	25.00	
101-257-801.000	Professional Services	3,500.00	2,541.48	0.00		958.52	72.61	
101-257-801.005	Contractual Assessor	39,500.00	15,166.65	3,033.33		24,333.35	38.40	
101-257-801.006	Tax Tribunal Appeals	1,000.00	0.00	0.00		1,000.00	0.00	
Total Dept 257 - ASSESSOR		44,300.00	17,758.13	3,033.33		26,541.87	40.09	
Dept 262 - ELECTIONS								
101-262-702.000	SALARY AND WAGES	1,800.00	865.05	0.00		934.95	48.06	
101-262-727.000	SUPPLIES	150.00	99.80	0.00		50.20	66.53	
101-262-740.000	Operating Supplies	1,650.00	717.29	0.00		932.71	43.47	
101-262-900.000	Printing & Publishing	100.00	79.30	0.00		20.70	79.30	
101-262-960.000	Education	250.00	0.00	0.00		250.00	0.00	
Total Dept 262 - ELECTIONS		3,950.00	1,761.44	0.00		2,188.56	44.59	

GL NUMBER	DESCRIPTION	2019		YTD BALANCE		ACTIVITY FOR		AVAILABLE	
		AMENDED BUDGET	07/31/2019	07/31/2019	MONTH 07/31/2019	NORMAL (ABNORMAL)	NORMAL (ABNORMAL)	BALANCE	% BDGT USED
Dept 265 - TOWNSHIP HALL & GROUNDS									
101-265-702.000	Salary & Wages	2,200.00	415.63	122.50	1,784.37	18.89			
101-265-702.200	Salary & Wages Snowplowing	400.00	306.26	0.00	93.74	76.57			
101-265-710.000	Twp. Share Medicare Withholding	40.00	10.45	1.77	29.55	26.13			
101-265-715.000	Twp. Share Soc. Sec. Withholdg	165.00	44.77	7.60	120.23	27.13			
101-265-715.015	Retirement	0.00	101.06	17.15	(101.06)	100.00			
101-265-740.000	Operating Supplies	200.00	122.50	0.00	77.50	61.25			
101-265-801.000	Professional Services	500.00	0.00	0.00	500.00	0.00			
101-265-920.000	Public Utilities	4,500.00	1,964.14	125.46	2,535.86	43.65			
101-265-930.000	Repair & Maintenance	2,600.00	1,403.90	0.00	1,196.10	54.00			
101-265-932.000	Grounds maintenance	800.00	171.86	0.00	628.14	21.48			
101-265-956.000	Miscellaneous	100.00	0.00	0.00	100.00	0.00			
101-265-978.000	Capital Outlay \$10,000 and above	20,000.00	0.00	0.00	20,000.00	0.00			
Total Dept 265 - TOWNSHIP HALL & GROUNDS		31,505.00	4,540.57	274.48	26,964.43	14.41			
Dept 276 - TOWNSHIP CEMETERIES									
101-276-702.000	Salary & Wages	12,000.00	2,884.38	1,053.13	9,115.62	24.04			
101-276-702.015	Salary & Wages Mangement	23,000.00	9,187.51	2,533.13	13,812.49	39.95			
101-276-702.016	Salary & Wages Clerical Mangement	8,500.00	7,282.21	67.81	1,217.79	85.67			
101-276-702.100	SALARY & WAGES: UNEMPLOYMENT	4,800.00	0.00	0.00	4,800.00	0.00			
101-276-702.200	Salary & Wages Snowplowing	400.00	306.26	0.00	93.74	76.57			
101-276-710.000	Twp. Share Medicare Withholding	650.00	285.09	52.99	364.91	43.86			
101-276-714.000	Health Insurance	7,200.00	4,506.71	0.00	2,693.29	62.59			
101-276-715.000	Twp. Share Soc. Sec. Withholdg	2,750.00	1,218.92	226.54	1,531.08	44.32			
101-276-715.015	Retirement	5,250.00	2,348.65	364.13	2,901.35	44.74			
101-276-720.000	Medical Reimbursement	1,500.00	0.00	0.00	1,500.00	0.00			
101-276-727.000	Office Supplies	300.00	184.99	0.00	115.01	61.66			
101-276-740.000	Operating Supplies	4,000.00	1,192.20	708.53	2,807.80	29.81			
101-276-775.000	Repair & Maintenance Supplies	0.00	96.58	96.58	(96.58)	100.00			
101-276-801.000	Professional Services	2,000.00	615.00	0.00	1,385.00	30.75			
101-276-801.010	MANPOWER	2,000.00	1,218.00	1,218.00	782.00	60.90			
101-276-801.020	PROF. SERVICES GRAVE OPENING/CLOSING	10,000.00	5,250.00	5,250.00	4,750.00	52.50			
101-276-850.000	Communication	1,000.00	661.52	0.00	338.48	66.15			
101-276-850.100	Cell Phone	360.00	180.00	90.00	180.00	50.00			
101-276-860.000	Transportation	100.00	0.00	0.00	100.00	0.00			
101-276-900.000	Printing & Publishing	100.00	67.10	0.00	32.90	67.10			
101-276-920.000	Public Utilities	2,500.00	1,364.31	80.95	1,135.69	54.57			
101-276-930.000	Repair & Maintenance	7,000.00	3,546.34	247.82	3,453.66	50.66			
101-276-933.000	Snowplowing	350.00	0.00	0.00	350.00	0.00			
101-276-960.000	Education	500.00	0.00	0.00	500.00	0.00			
101-276-965.000	Insurance & Bonds	3,000.00	1,063.64	0.00	1,936.36	35.45			
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	2,000.00	2,481.48	0.00	(481.48)	124.07			

GL NUMBER	DESCRIPTION	2019		YTD BALANCE		ACTIVITY FOR		AVAILABLE	
		AMENDED BUDGET	07/31/2019	07/31/2019	MONTH 07/31/2019	BALANCE	% BDGT	USED	% USED
			NORMAL (ABNORMAL)	INCREASE (DECREASE)	NORMAL (ABNORMAL)				
101-276-978.000	Capital Outlay \$10,000 and above	25,000.00	10,676.72	0.00	14,323.28		42.71		
Total Dept 276 - TOWNSHIP CEMETERIES		126,760.00	56,617.61	11,989.61	70,142.39		44.67		
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									
101-448-920.000	Public Utilities	9,500.00	4,309.36	0.00	5,190.64		45.36		
Total Dept 448 - STREET LIGHTS		9,500.00	4,309.36	0.00	5,190.64		45.36		
Dept 450 - IND. PARK INFRASTRUCTURE									
101-450-990.100	Ind. Park Infrastructure	50,100.00	0.00	0.00	50,100.00		0.00		
Total Dept 450 - IND. PARK INFRASTRUCTURE		50,100.00	0.00	0.00	50,100.00		0.00		
Dept 721 - PLANNING COMMISSION									
101-721-702.000	SALARY AND WAGES	8,160.00	4,080.00	680.00	4,080.00		50.00		
101-721-702.030	Salary & Wages Per Diems	3,250.00	906.40	164.80	2,343.60		27.89		
101-721-710.000	Twp. Share Medicare Withholding	165.00	72.30	12.26	92.70		43.82		
101-721-715.000	Twp. Share Soc. Sec. Withholding	710.00	309.15	52.37	400.85		43.54		
101-721-715.015	Retirement	1,120.00	571.20	95.20	548.80		51.00		
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	300.00	0.00	0.00	300.00		0.00		
101-721-900.000	Printing & Publishing	500.00	152.50	0.00	347.50		30.50		
101-721-960.000	Education	1,000.00	692.00	0.00	308.00		69.20		
Total Dept 721 - PLANNING COMMISSION		18,305.00	6,783.55	1,004.63	11,521.45		37.06		
Dept 728 - ECONOMIC-INDUSTRIAL DEVELOPMT									
101-728-801.000	Professional Services	500.00	0.00	0.00	500.00		0.00		
101-728-880.000	Community Promotion	4,200.00	0.00	0.00	4,200.00		0.00		
101-728-930.000	Repair & Maintenance	200.00	0.00	0.00	200.00		0.00		
Total Dept 728 - ECONOMIC-INDUSTRIAL DEVELOPMT		4,900.00	0.00	0.00	4,900.00		0.00		
Dept 751 - PARKS & RECREATION									
101-751-702.000	Salary & Wages	600.00	237.50	75.00	362.50		39.58		
101-751-702.015	Salary & Wages Mangement	1,000.00	192.50	35.00	807.50		19.25		
101-751-702.070	Park Supvr	2,575.00	772.50	515.00	1,802.50		30.00		
101-751-710.000	Twp. Share Medicare Withholding	60.00	17.44	9.07	42.56		29.07		
101-751-715.000	Twp. Share Soc. Sec. Withholdg	260.00	74.55	38.75	185.45		28.67		
101-751-715.015	Retirement	0.00	26.95	4.90	(26.95)		100.00		
101-751-740.000	Operating Supplies	500.00	26.07	26.07	473.93		5.21		
101-751-920.000	Public Utilities	300.00	129.61	0.00	170.39		43.20		

GL NUMBER	DESCRIPTION	2019		YTD BALANCE		ACTIVITY FOR		AVAILABLE	
		AMENDED BUDGET	07/31/2019	NORMAL (ABNORMAL)	07/31/2019	MONTH 07/31/2019	NORMAL (ABNORMAL)	BALANCE	% BDGT
						INCREASE (DECREASE)			USED
101-751-930.000	Repair & Maintenance	800.00	49.89		0.00		750.11		6.24
	Total Dept 751 - PARKS & RECREATION	6,095.00	1,527.01		703.79		4,567.99		25.05
TOTAL EXPENDITURES		845,715.00	215,168.81		32,599.14		630,546.19		25.44
Fund 101 - GENERAL OPERATING FUND:									
TOTAL REVENUES		948,600.00	281,840.54		0.00		666,759.46		29.71
TOTAL EXPENDITURES		845,715.00	215,168.81		32,599.14		630,546.19		25.44
NET OF REVENUES & EXPENDITURES		102,885.00	66,671.73		(32,599.14)		36,213.27		64.80
Fund 203 - PERRY STREET CORRIDOR SIDEWALK									
Revenues									
Dept 000 - GENERAL		4,000.00	33,673.11		0.00		(29,673.11)		841.83
203-000-665.000 SPECIAL ASSESSMENT INTEREST									
203-000-672.000 Special Assessment		50,000.00	17,209.65		0.00		32,790.35		34.42
Total Dept 000 - GENERAL		54,000.00	50,882.76		0.00		3,117.24		94.23
TOTAL REVENUES		54,000.00	50,882.76		0.00		3,117.24		94.23
Expenditures									
Dept 444 - SIDEWALKS		50,000.00	0.00		0.00		50,000.00		0.00
203-444-991.050 LOAN PAYMENT (to revolving loan fund)									
203-444-996.050 INTEREST (to revolving loan fund)		4,000.00	0.00		0.00		4,000.00		0.00
Total Dept 444 - SIDEWALKS		54,000.00	0.00		0.00		54,000.00		0.00
TOTAL EXPENDITURES		54,000.00	0.00		0.00		54,000.00		0.00
Fund 203 - PERRY STREET CORRIDOR SIDEWALK:									
TOTAL REVENUES		54,000.00	50,882.76		0.00		3,117.24		94.23
TOTAL EXPENDITURES		54,000.00	0.00		0.00		54,000.00		0.00
NET OF REVENUES & EXPENDITURES		0.00	50,882.76		0.00		(50,882.76)		100.00
Fund 204 - MUNICIPAL STREET FUND									
Revenues									
Dept 000 - GENERAL		215,000.00	203,668.69		0.00		11,331.31		94.73
204-000-405.000 B.R.T. Road Millage									
Total Dept 000 - GENERAL		215,000.00	203,668.69		0.00		11,331.31		94.73
TOTAL REVENUES		215,000.00	203,668.69		0.00		11,331.31		94.73

GL NUMBER	DESCRIPTION	2019		YTD BALANCE		ACTIVITY FOR		AVAILABLE		% BDGT USED
		AMENDED BUDGET	07/31/2019	NORMAL (ABNORMAL)	07/31/2019	MONTH 07/31/2019	INCREASE (DECREASE)	NORMAL (ABNORMAL)	BALANCE	
Expenditures										
Dept 446 - HIGHWAYS & STREETS										
204-446-805.000	Contractual Services	215,000.00	146,160.62		146,160.62		146,160.62		68,839.38	67.98
Total Dept 446 - HIGHWAYS & STREETS		215,000.00	146,160.62		146,160.62		146,160.62		68,839.38	67.98
TOTAL EXPENDITURES										
		215,000.00	146,160.62		146,160.62		146,160.62		68,839.38	67.98
Fund 204 - MUNICIPAL STREET FUND:										
TOTAL REVENUES		215,000.00	203,668.69		0.00		0.00		11,331.31	94.73
TOTAL EXPENDITURES		215,000.00	146,160.62		146,160.62		146,160.62		68,839.38	67.98
NET OF REVENUES & EXPENDITURES		0.00	57,508.07		(146,160.62)				(57,508.07)	100.00
Fund 206 - FIRE FUND										
Revenues										
Dept 000 - GENERAL										
206-000-403.000	Current Real Property Tax	215,000.00	160,212.45		0.00		0.00		54,787.55	74.52
206-000-411.000	Delinquent Real Property Tax	0.00	43,456.24		0.00		0.00		(43,456.24)	100.00
206-000-582.000	Contribution Mecosta Co. F.R.	15,000.00	2,718.93		0.00		0.00		12,281.07	18.13
206-000-664.000	Int. & Div. on Earnings	500.00	1,854.68		0.00		0.00		(1,354.68)	370.94
206-000-699.000	Transfer from other Fund	100,000.00	0.00		0.00		0.00		100,000.00	0.00
206-000-699.100	Advance from Fund Balance	90,000.00	0.00		0.00		0.00		90,000.00	0.00
Total Dept 000 - GENERAL		420,500.00	208,242.30		0.00		0.00		212,257.70	49.52
TOTAL REVENUES										
		420,500.00	208,242.30		0.00		0.00		212,257.70	49.52
Expenditures										
Dept 336 - FIRE DEPARTMENT										
206-336-702.000	Salary & Wages	48,000.00	24,002.26		3,999.60		3,999.60		23,997.74	50.00
206-336-702.025	Salary & Wages Reports	1,200.00	561.00		84.00		84.00		639.00	46.75
206-336-702.030	Salary & Wages Preincident Surveys	3,000.00	1,350.00		450.00		450.00		1,650.00	45.00
206-336-702.050	Salary & Wages First Responder	20,000.00	10,000.38		1,666.56		1,666.56		9,999.62	50.00
206-336-702.080	Chief Salary & Wages	12,500.00	6,307.78		1,032.04		1,032.04		6,192.22	50.46
206-336-702.085	Ass't Chiefs Salary & Wages	10,000.00	4,975.30		837.45		837.45		5,024.70	49.75
206-336-702.200	Salary & Wages Snowplowing	500.00	367.51		0.00		0.00		132.49	73.50
206-336-710.000	Twp. Share Medicare Withholding	1,375.00	689.64		116.97		116.97		685.36	50.16
206-336-715.000	Twp. Share Soc. Sec. Withholdg	5,875.00	2,948.98		500.31		500.31		2,926.02	50.20
206-336-715.015	Retirement	0.00	51.45		0.00		0.00		(51.45)	100.00
206-336-727.000	Office Supplies	1,500.00	368.40		0.00		0.00		1,131.60	24.56
206-336-740.000	Operating Supplies	15,500.00	10,686.09		498.74		498.74		4,813.91	68.94
206-336-801.000	Professional Services	0.00	868.00		498.00		498.00		(868.00)	100.00
206-336-850.000	Communication	2,750.00	1,183.54		0.00		0.00		1,566.46	43.04
206-336-860.000	Transportation	100.00	294.18		0.00		0.00		(194.18)	294.18

GL NUMBER	DESCRIPTION	2019 AMENDED BUDGET	YTD BALANCE 07/31/2019 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 07/31/2019 INCREASE (DECREASE)	NORMAL (ABNORMAL)	AVAILABLE BALANCE	% BDGT USED
206-336-880.000	Community Promotion	1,000.00	0.00	0.00	1,000.00	0.00	0.00
206-336-900.000	Printing & Publishing	100.00	0.00	0.00	100.00	0.00	0.00
206-336-920.000	Public Utilities	10,000.00	6,113.89	681.84	3,886.11	61.14	61.14
206-336-930.000	Repair & Maintenance	14,000.00	14,754.33	45.31	(754.33)	105.39	105.39
206-336-935.000	Bldg. & Grounds Repair & Maintenance	3,800.00	151.40	0.00	3,648.60	3.98	3.98
206-336-956.000	Miscellaneous	100.00	0.00	0.00	100.00	0.00	0.00
206-336-958.000	Memberships & Dues	500.00	75.00	0.00	425.00	15.00	15.00
206-336-960.000	Education	4,000.00	1,600.00	0.00	2,400.00	40.00	40.00
206-336-965.000	Insurance & Bonds	28,500.00	33,487.95	0.00	(4,987.95)	117.50	117.50
206-336-975.000	Capital Outlay under \$10,000	20,800.00	7,407.52	2,060.00	13,392.48	35.61	35.61
206-336-978.000	Capital Outlay \$10,000 and above	165,000.00	16,122.00	0.00	148,878.00	9.77	9.77
206-336-980.001	CAPITAL OUTLAY DNR GRANT	0.00	1,673.52	0.00	(1,673.52)	100.00	100.00
	Total Dept 336 - FIRE DEPARTMENT	370,100.00	146,040.12	12,470.82	224,059.88	39.46	39.46
	TOTAL EXPENDITURES	370,100.00	146,040.12	12,470.82	224,059.88	39.46	39.46
	Fund 206 - FIRE FUND:						
	TOTAL REVENUES	420,500.00	208,242.30	0.00	212,257.70	49.52	49.52
	TOTAL EXPENDITURES	370,100.00	146,040.12	12,470.82	224,059.88	39.46	39.46
	NET OF REVENUES & EXPENDITURES	50,400.00	62,202.18	(12,470.82)	(11,802.18)	123.42	123.42
	Fund 212 - LIQUOR LAW ENFORCEMENT FUND						
	Revenues						
	Dept 000 - GENERAL						
	212-000-574.000	5,600.00	96.25	0.00	5,503.75	1.72	1.72
	Total Dept 000 - GENERAL	5,600.00	96.25	0.00	5,503.75	1.72	1.72
	TOTAL REVENUES	5,600.00	96.25	0.00	5,503.75	1.72	1.72
	Expenditures						
	Dept 330 - LIQUOR LAW ENFORCEMENT						
	212-330-801.000	5,600.00	0.00	0.00	5,600.00	0.00	0.00
	Professional Services	5,600.00	0.00	0.00	5,600.00	0.00	0.00
	Total Dept 330 - LIQUOR LAW ENFORCEMENT	5,600.00	0.00	0.00	5,600.00	0.00	0.00
	TOTAL EXPENDITURES	5,600.00	0.00	0.00	5,600.00	0.00	0.00
	Fund 212 - LIQUOR LAW ENFORCEMENT FUND:						
	TOTAL REVENUES	5,600.00	96.25	0.00	5,503.75	1.72	1.72
	TOTAL EXPENDITURES	5,600.00	0.00	0.00	5,600.00	0.00	0.00
	NET OF REVENUES & EXPENDITURES	0.00	96.25	0.00	(96.25)	100.00	100.00
	Fund 246 - TOWNSHIP IMPROV REV. FUND						

GL NUMBER	DESCRIPTION	2019 AMENDED BUDGET	YTD BALANCE 07/31/2019		ACTIVITY FOR MONTH 07/31/2019		AVAILABLE BALANCE		% BDGT USED
			NORMAL (ABNORMAL)	NORMAL (ABNORMAL)	INCREASE (DECREASE)	NORMAL (ABNORMAL)	NORMAL (ABNORMAL)		
Revenues									
Dept 000 - GENERAL									
246-000-663.000	Received from Sidewalk Fund	50,000.00	0.00	0.00	0.00	0.00	50,000.00	0.00	0.00
246-000-664.000	Int. & Div. on Earnings	4,000.00	0.00	0.00	0.00	0.00	4,000.00	0.00	0.00
Total Dept 000 - GENERAL		54,000.00	0.00	0.00	0.00	0.00	54,000.00	0.00	0.00
TOTAL REVENUES									
		54,000.00	0.00	0.00	0.00	0.00	54,000.00	0.00	0.00
Expenditures									
Dept 000 - GENERAL									
246-000-996.100	Interest Payment	4,000.00	0.00	0.00	0.00	0.00	4,000.00	0.00	0.00
246-000-999.000	Trans to other fund	50,000.00	0.00	0.00	0.00	0.00	50,000.00	0.00	0.00
Total Dept 000 - GENERAL		54,000.00	0.00	0.00	0.00	0.00	54,000.00	0.00	0.00
TOTAL EXPENDITURES									
		54,000.00	0.00	0.00	0.00	0.00	54,000.00	0.00	0.00
Fund 246 - TOWNSHIP IMPROV REV. FUND:									
TOTAL REVENUES									
		54,000.00	0.00	0.00	0.00	0.00	54,000.00	0.00	0.00
TOTAL EXPENDITURES									
		54,000.00	0.00	0.00	0.00	0.00	54,000.00	0.00	0.00
NET OF REVENUES & EXPENDITURES									
		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Fund 249 - BUILDING INSPECTION FUND									
Revenues									
Dept 000 - GENERAL									
249-000-608.000	Ch. for Serv.Fees/Bldg.Permits	60,375.00	19,980.00	0.00	0.00	0.00	40,395.00	33.09	0.00
249-000-664.000	Int. & Div. on Earnings	50.00	0.00	0.00	0.00	0.00	50.00	0.00	0.00
249-000-676.000	Reimbursements	0.00	339.37	0.00	0.00	0.00	(339.37)	100.00	0.00
Total Dept 000 - GENERAL		60,425.00	20,319.37	0.00	0.00	0.00	40,105.63	33.63	0.00
TOTAL REVENUES									
		60,425.00	20,319.37	0.00	0.00	0.00	40,105.63	33.63	0.00
Expenditures									
Dept 371 - BUILDING INSPECTION DEPARTMENT									
249-371-702.000	Salary & Wages	10,000.00	4,978.42	546.26	5,021.58	49.78	5,021.58	49.78	50.00
249-371-702.020	Salary & Wages Clerical Help	11,750.00	5,875.19	979.20	5,874.81	50.00	5,874.81	50.00	32.89
249-371-703.000	Salary & Wages Electrical Insp	6,100.00	2,006.50	430.00	4,093.50	43.95	4,093.50	43.95	32.22
249-371-704.000	Salary & Wages Plbg-Mech Insp	8,600.00	3,779.90	664.20	4,820.10	44.08	4,820.10	44.08	53.30
249-371-705.000	SAL & WAGES SITE PLAN REVIEW	4,500.00	1,450.00	300.00	3,050.00	32.22	3,050.00	32.22	44.08
249-371-710.000	Twp. Share Medicare Withholding	595.00	262.30	42.33	332.70	44.08	332.70	44.08	53.30
249-371-714.000	Health Insurance	2,580.00	1,375.13	0.00	1,204.87	53.30	1,204.87	53.30	53.30

GL NUMBER	DESCRIPTION	2019		YTD BALANCE		ACTIVITY FOR		AVAILABLE	
		AMENDED BUDGET	07/31/2019	NORMAL (ABNORMAL)	07/31/2019	MONTH 07/31/2019	NORMAL (ABNORMAL)	BALANCE	% BDGT
	Twp. Share Soc. Sec. Withholdg	2,540.00	1,121.57		181.02		1,418.43	44.16	
249-371-715.000	Retirement	1,620.00	822.54		137.09		797.46	50.77	
249-371-720.000	Medical Reimbursement	400.00	207.49		0.00		192.51	51.87	
249-371-727.000	Office Supplies	200.00	127.31		0.00		72.69	63.66	
249-371-740.000	Operating Supplies	200.00	0.00		0.00		200.00	0.00	
249-371-801.000	Professional Services	500.00	0.00		0.00		500.00	0.00	
249-371-850.100	Cell Phone	540.00	90.00		15.00		450.00	16.67	
249-371-860.000	Transportation	2,000.00	718.62		86.42		1,281.38	35.93	
249-371-900.000	Printing & Publishing	150.00	0.00		0.00		150.00	0.00	
249-371-940.000	Rent & Expenses	7,200.00	0.00		0.00		7,200.00	0.00	
249-371-958.000	Membership & Dues	200.00	62.50		0.00		137.50	31.25	
249-371-960.000	Education	750.00	317.99		0.00		432.01	42.40	
	Total Dept 371 - BUILDING INSPECTION DEPARTMENT	60,425.00	23,195.46		3,381.52		37,229.54	38.39	
	TOTAL EXPENDITURES	60,425.00	23,195.46		3,381.52		37,229.54	38.39	
	Fund 249 - BUILDING INSPECTION FUND:								
	TOTAL REVENUES	60,425.00	20,319.37		0.00		40,105.63	33.63	
	TOTAL EXPENDITURES	60,425.00	23,195.46		3,381.52		37,229.54	38.39	
	NET OF REVENUES & EXPENDITURES	0.00	(2,876.09)		(3,381.52)		2,876.09	100.00	
	Fund 271 - LIBRARY FUND								
	Revenues								
	Dept 000 - GENERAL								
	271-000-402.000	28,900.00	27,147.25		0.00		1,752.75	93.94	
	Total Dept 000 - GENERAL	28,900.00	27,147.25		0.00		1,752.75	93.94	
	TOTAL REVENUES	28,900.00	27,147.25		0.00		1,752.75	93.94	
	Expenditures								
	Dept 000 - GENERAL								
	271-000-991.010	26,588.00	0.00		0.00		26,588.00	0.00	
	271-000-991.020	2,312.00	0.00		0.00		2,312.00	0.00	
	Total Dept 000 - GENERAL	28,900.00	0.00		0.00		28,900.00	0.00	
	CONTRACT PAYMENT BIG RAPIDS PUBLIC LIBRA								
	CONTRACT PAYMENT WALTON ERICKSON LIBRAR								
	Contract Payment BIG RAPIDS PUB LIB	0.00	26,767.57		0.00		(26,767.57)	100.00	
	CONTRACT PAYMENT WALTON ERICKSON LIB	0.00	2,327.62		0.00		(2,327.62)	100.00	
	Total Dept 790 - LIBRARY	0.00	29,095.19		0.00		(29,095.19)	100.00	
	TOTAL EXPENDITURES	28,900.00	29,095.19		0.00		(195.19)	100.68	

GL NUMBER	DESCRIPTION	2019 AMENDED BUDGET	YTD BALANCE 07/31/2019 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 07/31/2019 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDOT USED
TOTAL REVENUES		1,600.00	424.30	0.00	1,175.70	26.52
Expenditures						
Dept 536 - WATER						
591-536-702.200	Salary & Wages Snowplowing	200.00	306.26	0.00	(106.26)	153.13
591-536-710.000	Twp. Share Medicare Withholding	5.00	4.45	0.00	0.55	89.00
591-536-715.000	Twp. Share Soc. Sec. Withholding	15.00	18.98	0.00	(3.98)	126.53
591-536-715.015	Retirement	0.00	42.87	0.00	(42.87)	100.00
591-536-740.000	Operating Supplies	1,500.00	266.90	133.45	1,233.10	17.79
591-536-775.000	Repair & Maintenance Supplies	200.00	0.00	0.00	200.00	0.00
591-536-801.000	Professional Services	300.00	0.00	0.00	300.00	0.00
591-536-805.000	Contractual Services	12,500.00	5,250.00	708.33	7,250.00	42.00
591-536-920.000	Public Utilities	7,200.00	3,595.09	309.65	3,604.91	49.93
591-536-930.000	Repair & Maintenance	2,000.00	61.87	0.00	1,938.13	3.09
591-536-968.000	Depreciation	4,200.00	0.00	0.00	4,200.00	0.00
Total Dept 536 - WATER		28,120.00	9,546.42	1,151.43	18,573.58	33.95
TOTAL EXPENDITURES		28,120.00	9,546.42	1,151.43	18,573.58	33.95
Fund 591 - WATER FUND:						
TOTAL REVENUES		1,600.00	424.30	0.00	1,175.70	26.52
TOTAL EXPENDITURES		28,120.00	9,546.42	1,151.43	18,573.58	33.95
NET OF REVENUES & EXPENDITURES		(26,520.00)	(9,122.12)	(1,151.43)	(17,397.88)	34.40
Fund 594 - 2013 Debt Refunding/Debit Retirement						
Revenues						
Dept 000 - GENERAL						
594-000-664.000	Int. & Div. on Earnings	0.00	46.16	0.00	(46.16)	100.00
594-000-672.000	Special Assessment	53,380.00	52,698.58	0.00	681.42	98.72
Total Dept 000 - GENERAL		53,380.00	52,744.74	0.00	635.26	98.81
TOTAL REVENUES		53,380.00	52,744.74	0.00	635.26	98.81
Expenditures						
Dept 909 - 2013 DEBT FUNDING/DEBT RETIREMENT						
594-909-801.000	Professional Services	350.00	0.00	0.00	350.00	0.00
594-909-992.000	Bond Principal Payment	45,000.00	45,000.00	0.00	0.00	100.00
594-909-996.000	Bond Interest Payment	8,030.00	3,060.75	0.00	4,969.25	38.12
Total Dept 909 - 2013 DEBT FUNDING/DEBT RETIREMENT		53,380.00	48,060.75	0.00	5,319.25	90.04
TOTAL EXPENDITURES		53,380.00	48,060.75	0.00	5,319.25	90.04

GL NUMBER	DESCRIPTION	2019		YTD BALANCE		ACTIVITY FOR		AVAILABLE		
		AMENDED BUDGET	07/31/2019	NORMAL (ABNORMAL)	07/31/2019	MONTH 07/31/2019	NORMAL (ABNORMAL)	BALANCE	% BDGT	
						INCREASE (DECREASE)			USED	
Fund 594 - 2013 Debt Refunding/Debit Retirement :										
TOTAL REVENUES		53,380.00	52,744.74		0.00		635.26		98.81	
TOTAL EXPENDITURES		53,380.00	48,060.75		0.00		5,319.25		90.04	
NET OF REVENUES & EXPENDITURES		0.00	4,683.99		0.00		(4,683.99)		100.00	
Fund 703 - CURRENT TAX COLLECTION FUND										
Revenues										
Dept 000 - GENERAL		1,000.00	1,739.24		0.00		(739.24)		173.92	
703-000-445.000	Penalties & Interest on Taxes									
Total Dept 000 - GENERAL		1,000.00	1,739.24		0.00		(739.24)		173.92	
TOTAL REVENUES		1,000.00	1,739.24		0.00		(739.24)		173.92	
Expenditures										
Dept 000 - GENERAL		1,000.00	0.00		0.00		1,000.00		0.00	
703-000-700.000	Expenditure Control									
Total Dept 000 - GENERAL		1,000.00	0.00		0.00		1,000.00		0.00	
TOTAL EXPENDITURES		1,000.00	0.00		0.00		1,000.00		0.00	
Fund 703 - CURRENT TAX COLLECTION FUND:										
TOTAL REVENUES		1,000.00	1,739.24		0.00		(739.24)		173.92	
TOTAL EXPENDITURES		1,000.00	0.00		0.00		1,000.00		0.00	
NET OF REVENUES & EXPENDITURES		0.00	1,739.24		0.00		(1,739.24)		100.00	
Fund 708 - METRO FUND										
Revenues										
Dept 000 - GENERAL		5,100.00	6,947.28		0.00		(1,847.28)		136.22	
708-000-576.000	METRO Revenue									
Total Dept 000 - GENERAL		5,100.00	6,947.28		0.00		(1,847.28)		136.22	
TOTAL REVENUES		5,100.00	6,947.28		0.00		(1,847.28)		136.22	
Fund 708 - METRO FUND:										
TOTAL REVENUES		5,100.00	6,947.28		0.00		(1,847.28)		136.22	
TOTAL EXPENDITURES		0.00	0.00		0.00		0.00		0.00	
NET OF REVENUES & EXPENDITURES		5,100.00	6,947.28		0.00		(1,847.28)		136.22	
Fund 711 - HIGHLAND VIEW CEMETERY										

GL NUMBER	DESCRIPTION	2019		YTD BALANCE		ACTIVITY FOR		AVAILABLE		
		AMENDED BUDGET	07/31/2019	NORMAL (ABNORMAL)	07/31/2019	MONTH 07/31/2019	NORMAL (ABNORMAL)	BALANCE	% BDGT	
						INCREASE (DECREASE)			USED	
Revenues										
Dept 000 - GENERAL										
711-000-664.000	Int. & Div. on Earnings	900.00	494.09		0.00	0.00	405.91	54.90		
Total Dept 000 - GENERAL		900.00	494.09		0.00	0.00	405.91	54.90		
TOTAL REVENUES										
Fund 711 - HIGHLAND VIEW CEMETERY:										
TOTAL REVENUES		900.00	494.09		0.00	0.00	405.91	54.90		
TOTAL EXPENDITURES		0.00	0.00		0.00	0.00	0.00	0.00		
NET OF REVENUES & EXPENDITURES		900.00	494.09		0.00	0.00	405.91	54.90		
TOTAL REVENUES - ALL FUNDS		2,497,005.00	1,155,607.09		0.00	0.00	1,341,397.91	46.28		
TOTAL EXPENDITURES - ALL FUNDS		2,348,665.00	865,116.12		205,445.15	205,445.15	1,483,548.88	36.83		
NET OF REVENUES & EXPENDITURES		148,340.00	290,490.97		(205,445.15)	(205,445.15)	(142,150.97)	195.83		

Check Date	Bank	Check	Vendor	Vendor Name	Amount
Bank GEN GENERAL TOWNSHIP CHECKING					
06/05/2019	GEN	1168	FOUNTAIN	RENE FOUNTAIN	219.03
06/05/2019	GEN	1169	MASON	BRENT MASON	126.10
06/10/2019	GEN	31611	CHA01	CHARTER COMMUNICATIONS	548.30
06/10/2019	GEN	31612	CON00	CONSUMERS ENERGY	761.40
06/10/2019	GEN	31613	HOPE	HOPE NETWORK WEST MICHIGAN	189.00
06/10/2019	GEN	31614	PIO00	THE PIONEER GROUP	97.60
06/19/2019	GEN	31615	ACC00	ACCIDENT FUND COMPANY	1,437.00
06/19/2019	GEN	31616	BIG01	BIG RAPIDS TWP SEWER REC. FUND	43.12
06/19/2019	GEN	31617	CHA01	CHARTER COMMUNICATIONS	109.98
06/19/2019	GEN	31618	CIT02	BIG RAPIDS CITY TREASURER	26,649.84
06/19/2019	GEN	31619	DTE00	DTE ENERGY	345.14
06/19/2019	GEN	31620	GRANGER	GRANGER	219.84
06/19/2019	GEN	31621	PRIORITY H	PRIORITY HEALTH	1,959.69
07/02/2019	GEN	31622	BED00	THE BEDROOM CENTER	437.50
07/02/2019	GEN	31623	BS&00	BS&A SOFTWARE	3,033.33
07/02/2019	GEN	31624	CON00	CONSUMERS ENERGY	1,995.73
07/02/2019	GEN	31625	DIETRICH	GEORGE DIETRICH	101.42
07/02/2019	GEN	31626	DO ALL DOU	DO ALL DOUG	5,250.00
07/02/2019	GEN	31627	FIR00	FIRST NATIONAL BANK	913.64
07/02/2019	GEN	31628	FOUNTAIN	RENE FOUNTAIN	90.00
07/02/2019	GEN	31629	HAC00	HACH COMPANY	133.45
07/02/2019	GEN	31630	KCI	KCI	720.00
07/02/2019	GEN	31631	KEVIN C	KEVIN CUSHWAY	708.33
07/02/2019	GEN	31632	MANEKE	BRANDON MANEKE	90.00
07/02/2019	GEN	31633	MANPOWER	MANPOWER	1,218.00
07/02/2019	GEN	31634	MEC01	MECOSTA COUNTY ROAD COMMISSION	146,838.54
07/02/2019	GEN	31635	MOS00	MICHIGAN OFFICE SOLUTIONS	143.47
07/02/2019	GEN	31636	MRW01	MICHIGAN RURAL WATER ASSOCIATION	340.00
07/02/2019	GEN	31637	NORTHWEST	NORTHWEST KENT MECHANICAL CO.	3,034.67
07/02/2019	GEN	31638	PRO00	PROGRESSIVE AE	3,902.50
07/02/2019	GEN	31639	SBS00	SMALL BUSINESS ADMIN SERVICES LLC	52.50
07/02/2019	GEN	31640	SHBROCC	SPECTRUM HEALTH BR OCCUPATIONAL HEA	103.00
07/02/2019	GEN	31641	SIG00	SIEGFRIED CRANDALL, PC	200.00
07/02/2019	GEN	31642	STA01	STATE STREET HARDWARE	487.78
07/02/2019	GEN	31643	BIG RAPIDS	BIG RAPIDS FLEET & AUTO REPAIR, INC	45.31
07/02/2019	GEN	31644	BLACK DIAM	BLACK DIAMOND	395.00
07/02/2019	GEN	31645	CIT00	CITY OF BIG RAPIDS	36.63
07/02/2019	GEN	31646	DIGICOM	DIGICOM GLOBAL INC.	2,060.00
07/02/2019	GEN	31647	MEN00	MENARDS	235.50
07/02/2019	GEN	31648	UST01	UNITED STATES TREASURY	12.25
06/28/2019	GEN	9930069 (E)	VOYA	VOYA FINANCIAL	4,059.48
07/01/2019	GEN	9930070 (E)	CHE00	CHEMICAL BANK CENTRAL	5,592.90
07/01/2019	GEN	9930071 (E)	JHI00	JOHN HANCOCK LIFE INSURANCE COMPANY	2,510.30
07/01/2019	GEN	9930072 (E)	STA00	STATE OF MICHIGAN	819.45

GEN TOTALS:

Total of 44 Checks:	218,266.72
Less 0 Void Checks:	0.00
Total of 44 Disbursements:	218,266.72

06/28/2019 09:50 AM

Check Register Report For Big Rapids Charter
 For Payroll ID: 220 Check Date: 07/01/2019 Pay Period

Item "H"

Check Date	Bank	Check Number	Name	Check Gross	Physical Check Amount
07/01/2019	GEN	11697	MASON, BRENT	3,740.00	3,128.31
07/01/2019	GEN	11698	STANEK, WILLIAM F	2,650.00	643.16
07/01/2019	GEN	11699	DOUGLASS, PERRY IV A	1,299.45	1,003.07
07/01/2019	GEN	11700	AMBLER, ALLEN S	509.18	443.50
07/01/2019	GEN	11701	TUBBS, JAMES	1,041.04	950.99
07/01/2019	GEN	11702	PEREZ, ADAM	166.67	145.17
07/01/2019	GEN	11703	WILLIAMS, TRAVIS A	345.54	304.41
07/01/2019	GEN	11704	JOHNSON, CARMELITA S.	72.72	50.19
07/01/2019	GEN	11705	CHAPMAN, JAMES M	154.59	136.20
07/01/2019	GEN	11706	BIRD, RANDY	157.64	138.81
07/01/2019	GEN	11707	SUGGATE, ALAYNA	824.31	647.21
07/01/2019	GEN	11708	PRANGER, RYAN E	357.52	280.21
07/01/2019	GEN	11709	BRYANT, ELIZABETH L	109.08	72.61
07/01/2019	GEN	11710	WYMA, NICHOLAS A	493.83	435.01
07/01/2019	GEN	11711	JONES, JERRAD C	675.83	559.41
07/01/2019	GEN	11712	HANEY, PAUL J	90.90	64.91
07/01/2019	GEN	11713	SPRIK, HANNAH M	778.92	640.01
07/01/2019	GEN	11714	KRAUSENECK, SHANE C	360.64	313.31
07/01/2019	GEN	11715	FITZGERALD, LINDSAY P	90.90	80.01
07/01/2019	GEN	11716	BUYS, RANDALL J	228.78	211.21
07/01/2019	GEN	11717	HAWLEY, CRYSTAL A	145.44	132.81
07/01/2019	GEN	11718	MARSHALL, GRAYSON L	166.67	146.81
07/01/2019	GEN	11719	FOUNTAIN, RENE M	3,416.67	2,570.91
07/01/2019	GEN	11720	DIETRICH, GEORGE	846.26	746.71
07/01/2019	GEN	11721	ANTOR, GERALD A	664.20	613.31
07/01/2019	GEN	11722	CALIFF, MICHAEL H	430.00	367.51
07/01/2019	GEN	11723	CURRIE, PENNY M	3,266.67	899.41
07/01/2019	GEN	11724	WINGET, SCOTT A	1,643.13	1,415.71
07/01/2019	GEN	11725	MANEKE, BRANDON K	2,758.44	2,208.61
07/01/2019	GEN	11726	OLIVER, GORDON	41.20	36.31
07/01/2019	GEN	11727	SWEPPENHEISER, MARK A	41.20	38.01
07/01/2019	GEN	11728	DAVIS, MARY B	41.20	38.01
07/01/2019	GEN	11729	WETHINGTON, AMANDA R	41.20	36.31
07/01/2019	GEN	11730	GEIB, ANTHONY C	145.83	128.41
07/01/2019	GEN	11731	EVERETT, JERALD D	145.83	128.41
07/01/2019	GEN	11732	MERENDINO, CHRISTOPHER B	145.83	128.41
07/01/2019	GEN	STUB18	BEAN, CARMEN	145.83	0.01

Totals:		Number of Checks: 037	28,233.14	19,884.41
Total Physical Checks:		36		
Total Check Stubs:		1		

Monthly Permit List

Building

Permit #	Contractor	Job Address	Fee Total	Const. Value
PB18-0042	SPEDOWSKI JOSEPH & NANCY	23400 13 MILE RD	\$312.00	\$18,720
Work Description: Addition of new 36' x 28' attached garage to existing single family dwelling.				
PB19-0016	BRININSTOOL MARY E & KEN	17943 205TH AVE	\$1,569.00	\$222,515
Work Description: 3 new construction commercial storage buildings. 1,400 sq. ft., 1,440 sq. ft. and 1,820 sq.ft.				
PB19-0017	DOREY STEVEN J & AMY M	23223 15 MILE RD	\$212.00	\$7,680
Work Description: 16' x 24' above ground swimming pool addition to single family dwelling.				
PB19-0018	LIFE RESOURCES OF NORTHE	14321 NORTHLAND DR	\$181.00	\$1,500
Work Description: Installation of new sign for Chiropractic Office				
PB19-0019	SUPERCUTS	15238 ISABELLA DRIVE SUITE C	\$193.00	\$3,665
Work Description: Replacement of Signage for name change on a commercial occupancy.				

Total Permits For Type: 5

Total Fees For Type: \$2,467.00

Total Const. Value For Type: \$254,080

Electrical

Permit #	Contractor	Job Address	Fee Total	Const. Value
PE19-0020	ALTERCARE OF BIG RAPIDS	805 WEST AVE	\$125.00	\$0
Work Description: Fire Alarm System alteration, up to 10 stations, 1 inspection.				
PE19-0021	VANDERHOOF, TRAVIS M	14932 OLD MILLPOND RD	\$131.00	\$0
Work Description: 200 amp service panel alteration, 25 light fixtures, 2 inspections.				
PE19-0022	MCCOURT KENNETH E REV T	19188 FOX GLOVE CIRCLE	\$383.00	\$0
Work Description: 200 amp service, 35 circuits, 25 light fixtures, 1 dishwasher, 1 furnace, 3 - 220 v outlets, 1 - 20 kva motor, 3 inspections.				
PE19-0023	LACROSS CHRISTINA TARA	20201 ARTHUR RD	\$85.00	\$0
Work Description: 200 amp service replacement.				
PE19-0024	MEIJER INC	15400 WALDRON WAY	\$100.00	\$0
Work Description: 5 circuits, 1 inspection.				
PE19-0025	STREAM, TIM	1512 N STATE ST	\$85.00	\$0
Work Description: 200 amp Service upgrade, 1 inspection.				

PE19-0026 SUPERCUTS 15238 ISABELLA DRIVE SUITE C \$85.00 \$0

Work Description: 1 Sign Circuit, 1 inspection.

Total Permits For Type: 7
Total Fees For Type: \$994.00
Total Const. Value For Type: \$0

Mechanical

Permit #	Contractor	Job Address	Fee Total	Const. Value
PM19-0027	KNAPE JORDAN J & JAIME	12580 230TH AVENUE	\$185.00	\$0
Work Description: Residential Heating system, 3 gas pipe openings, air conditioning, 3 exhaust fans, 1 inspection.				
PM19-0028	CIRCLE DRIVE PARK	12380 185TH AVE LOT 01	\$105.00	\$0
Work Description: Gas burning furnace, 1 inspection.				
PM19-0030	PRICE, TIMOTHY A & LISA M	14590 190TH AVE	\$145.00	\$0
Work Description: Kitchen Exhaust, Duct, 2 inspections. (kitchen remodel)				
PM19-0031	TAYLOR, SCOTT E. & JANET	12021 183RD AVE	\$80.00	\$0
Work Description: Generator gas line, 1 inspection.				
PM19-0032	OZENGHAR-PROCTOR, LINDA	13987 NEW MILLPOND ROAD	\$105.00	\$0
Work Description: Air conditioning, 1 inspection.				

Total Permits For Type: 5
Total Fees For Type: \$620.00
Total Const. Value For Type: \$0

Plumbing

Permit #	Contractor	Job Address	Fee Total	Const. Value
PP19-0013	PRICE, TIMOTHY A & LISA M	14590 190TH AVE	\$140.00	\$0
Work Description: 3 fixtures, 1 sewer connection, 1 water dist. sys., 2 inspections. (kitchen remodel)				
PP19-0014	VANDERHOOF, TRAVIS M	14932 OLD MILLPOND RD	\$145.00	\$0
Work Description: 4 fixtures, 1 sewer connection, .75" water dist. sys., 2 inspections.				
PP19-0015	BIG VALUE CENTER LLC	14249 NORTHLAND DR	\$85.00	\$0
Work Description: 2 - Back Flow preventers, 1 inspection.				

Total Permits For Type: 3
Total Fees For Type: \$370.00
Total Const. Value For Type: \$0

Zoning Clearance

Permit #	Contractor	Job Address	Fee Total	Const. Value
PZ19-0016	BRININSTOOL MARY E & KEN	17943 205TH AVE	\$0.00	\$0
Work Description: Commercial Site Plan Review for 3 additional Storage buildings (Transferred info from PZ18-0030). Approved by BRT Planning Commission on August 14, 2018. \$100.00 fee was paid on 08/06/2018.				
PZ19-0017	DOREY STEVEN J & AMY M	23223 15 MILE RD	\$0.00	\$0
Work Description: 16' x 24' above ground pool (384 sq.ft.)				
PZ19-0018	LIFE RESOURCES OF NORTHE	14321 NORTHLAND DR	\$0.00	\$1,500
Work Description: Installation of new sign for Chiropratic Office.				
PZ19-0019	MINNESOTA REGIS CORP	15238 ISABELLA DRIVE SUITE C	\$0.00	\$0
Work Description: Replace signage for name change.				

Total Permits For Type:	4
Total Fees For Type:	\$0.00
Total Const. Value For Type:	\$1,500

Report Summary

Population: All Records
 Permit.DateIssued Between
 6/1/2019 12:00:00 AM AND
 6/30/2019 11:59:59 PM

Grand Total Fees:	\$4,451.00
Grand Total Permits:	24
Grand Total Const. Value:	\$255,580

Big Rapids Charter Township

Cemetery and Grounds Monthly Report

June 2019

June activity:

- Total of 4 burials
 - 4 cremain
 - 0 regular
- Purchased new string trimmer from State. St. Hardware. Cost of \$239.99

Month summary:

June was a rather uneventful month for the Grounds Department. Routine mowing and trimming continue, and the grounds are in good condition. The above average rainfall this year has been quite a pain for operations. Working around this weather pattern, while maintaining the standard that we have set, is quite a challenge.

The only thing to bring before the board this month is the request to authorize a cremation scatter area within Highlandview Cemetery. More details on this can be obtained from the cemetery committee and supervisor reports. A prospective area has been marked by the committee. The scattering of cremated remains is a growing, and popular, practice for the disposal of a cremated person. Currently, the township cemetery ordinance does not have any strict regulations toward cremation burials. Urns, vaults, and other containers are not required at Highlandview for cremation burials.

On a personal note, I am very happy to report that on the 22nd of the month, I got married; on a day where, for what felt like the first time this year, the weather was impeccable, and everything went perfectly. We took a very brief trip up north for the weekend, then it was back to work on Wednesday the 26th. Sometime around mid-august we are planning on a trip to Ireland, and are very much looking forward to it.

Respectfully submitted,

Brandon Maneke

Grounds Manager

FIRE DEPARTMENT REPORT
JULY 2, 2019

Item "K"

General:

The department continues to run well. We continue to have a fairly steady call volume and are still averaging better than one call per day. We have many projects going on at the station at this time. The tank is starting to come together for the new DOD truck. We started working on the portable light generator units as well. We have a couple busy months ahead of us with public relations events. The Airfest was this past Saturday and we attended and did some vehicle extrication demonstrations along with touring the trucks. The 4th of July parade and fireworks are coming up and the Mecosta County Fair is in a few days as well.

Call Volume:

Total calls for the month of June 2019: 29

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

Year to Date Call volume 2018: 195

Year to Date Response Times:

Turnout Time (dispatch to truck en-route): 5 minutes and 6 seconds.

Response Time (dispatch to on scene): 10 minutes and 30 seconds.

Year to Date Call Locations:

BR TWP	162
City of Big Rapids	4
Evart	1
Grant	2
Green	10
Isabella County	1
Mecosta TWP	7
Morley	2
Newaygo County	2
Osceola County	1

Personnel:

No issues to report and no members to add at this time.

Training:

Training this month consisted of monthly truck checks, project work session, rope rescue, utilities and addressing.

Repairs Completed:

The extrication equipment (Jaws of Life) was serviced this month. We will need to replace the hose lines for most of the equipment soon. Our hydraulic ram was taken out of service due to a leak around the activation handle and will need to be repaired or replaced.

Station Maintenance:

Nothing to report

Budget/Purchasing over \$2,500.00:

We are requesting to purchase 5 new VHF radios through Grand Traverse Mobile Communications. The quote was \$609.99 each with \$104.00 for the speaker microphones for a total of \$713.99 each. The total purchase will be \$3,569.95.



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

June 26, 2019

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

RE: Monthly Lift Station Report

Dear Bill,

During the month of June we cleaned a few of the lift stations. I worked with Ryan's to clean the High School lift station, Menards lift station, Venlo and Gilbert St lift station. We visited Gilbert a second time due to the heavy build up of solids but they couldn't get it completely cleaned out. When Ryan's comes back in three months to jet the force main on Perry St., we will finish cleaning the Gilbert St. station. I expect to hear from DuBois Cooper this week on pump status for Venlo.

Otherwise, the stations are functioning properly.

Sincerely,

Todd Shank
Northwest Kent Mechanical Co.

Big Rapids Township Industrial Park Water Treatment Plant Monthly Report

June 2019

All operations are normal at the plant. Maintaining a chlorine residual of about 0.32 MG/L or Parts per million. A bit more demand for chlorine for disinfection during warm summer months. well number 2 working good and providing ample water for system. All other electronics working well and Sensaphone goes off and online usually 1 time a day but in a few hours still comes back online and will call out as needed for systems problems, they've made some changes and we'll eventually probably have to update through Sensaphone. We have a little less than ¾ tank of diesel fuel for plant back up generator. I would expect they Cummins Bridgeway will be by to service in the next few months. Plans to purchase and do some painting in chemical room and remove rust areas and repaint. Got parts from Lincoln Dickinson from Engineered solutions to fix leaky copper and brass fittings at pressure gauges. Got it all fixed and corrosion and leaks are gone. Will need to do another quarterly bacteriological sample next quarter in July, those samples are 18 dollars to run. All other pumps , Variable Frequency Drives and valves functioning normally.

Bill Stanek

From: Mary H. <maryk@chartermi.net>
Sent: Saturday, June 15, 2019 2:47 PM
To: supervisorstanek@bigrapidstownship.net
Subject: Cemetery Minutes

Highland View Cemetery Advisory Committee
Big Rapids Charter Township
Minutes: June 11, 2019

Attending: Bill Stanek, RoseMary Jennings, Brandon Maneke, Gary Gawne, Mary Hively

Meeting called to order: By Chairperson Gary Gawne at 2:00 pm in Highland View Cemetery. Secretarial minutes approved.

Announcements: Our Highland View Cemetery is absolutely beautiful this spring. Grounds Manager Brandon Maneke deserves high praise for his organizational skills and ability to plan ahead. A mature young man; thoughtful in decision making and allocation of resources. Whether it be spring rains, summer heat, or inundated with falling leaves, Brandon and his crew of two can be counted on to get the job done and done on time. The Highland View Cemetery Advisory Committee is very pleased with his performance.

Old Business: None

The 1921 Building & Task Force Committee has collected \$31,725. Our goal is to reach the \$80,000 mark before construction can begin; hopefully, by fall 2019

State of the Cemetery:

1) **Scattering of Ashes-** An area located in the central aspect of the cemetery has been selected by the Committee for the sole purpose of cremain scattering. This high grassy knoll will be planted with wild flowers; daisies and poppies. Under the leadership of Gary Gawne, a viewing platform with railing, 20ftX12ft, will be built of synthetic product. A simple monument of sorts with names of deceased is being considered.

2) **Clean & Preserve** existing gravestones. Volunteers are too be organized and instructed in the refurbishing of gravestones under the tutorage of Gary Gawne

3) **Cemetery part-time employees:** Scott Winget and Isaiah Brown of Manpower

4) A "controlled burn" of refuge pile/fallen limbs and twigs/ to be requested of Township Fire Department by Bill Stanek

5) There are a good number of trees within Highland Cemetery needing to be felled. Bids will be sought from local companies, such as Cooks and Sky Guys.

6) Road pot holes are in need of repair

7) Brandon Maneke stated all motorized equipment is in good running/working order and readied for the season.

****Unless otherwise notified, the Next Meeting of the Cemetery Committee will be held at 2PM on Tuesday, July 9th, 2019 at Highland View Cemetery. Our meetings are normally held on the second Tuesday of every month.**

Respectively submitted,
Mary K. Hively, Secretary

Item "O"

Fire Committee Meeting
Big Rapids Township Hall
6-20-19 7:00 pm

Tom Crandall, Perry Douglas, Jim Tubbs and Bill Stanek present.
Arron Holsworth and Carman Bean absent

Perry presented some information and prices on radios. We have a need for five radios. We had information on some different radios with different options. The committee will recommend that we purchase the Kenwood NX-3200K 2 package with speaker/mic option at \$713.99.

Jim reported that the tank for the big truck is coming along fine and that he will be purchasing the paint within the next week or so.

Perry is waiting for one more invoice and then we should be able to close out the DNR grant.

The department will try to schedule a burn at the cemetery so we can get rid of the brush before the pile gets as big as it was last time.

Perry reported that we did get another ATV for free use from Lakeside. They have the lights on it and it is ready for service. They are also making a small trailer out of one of the light generators that they received. This could be used to transport someone out of a remote area. Otherwise they are still looking for glow plugs for the generator motors on the light bars.

Everything else is going fine with a busy month coming up. Bill thanked them for working with the city on welcoming Chase Fuller home. Jim and Perry both said the relationship with the city is better than it has been in a long time.

Meeting adjourned at 8:05.

Bill Stanek, acting secretary

MINUTES
BIG RAPIDS CHARTER TOWNSHIP
PLANNING COMMISSION

Tuesday, June 11, 2019 --- 7:30 p.m.

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

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

Chairman Amanda Wethington called the regular meeting of the Big Rapids Charter Township Planning Commission to order at the township hall on Tuesday, June 11, 2019 at 7:30 p.m.

II. ROLL CALL:

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

III. CONFLICTS OF INTEREST:

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

IV. MINUTES:

Mrs. Wethington asked the Commission members to review the minutes of the May 14, 2019 regular meeting. Mr. Bean made a motion to approve the May 14, 2019 minutes as submitted. Mr. Oliver supported the motion. There was no further discussion. The motion passed unanimously with five ayes.

V. PUBLIC COMMENT:

There was no public comment.

VI. OTHER BUSINESS:

Mr. Mason presented the members with copies of the required information for current compliance needed for inclusion in the 2020 Draft Master Plan and highlighted the areas of concern that he has with the draft. He will publish a notice of intent to review the Master Land Use Plan and notify the adjoining communities and utilities that provide service to the township.

Mrs. Wethington asked Mr. Stanek about Dave Bee from the West Michigan Regional Planning Consortium, and wondered if he should be invited to a Planning Commission Meeting to share his knowledge with the members. Mr. Stanek mentioned that the cost to the Township would be minimal. Mr. Bee happened to drop in at the Township Offices last week, but Mr. Mason wasn't in, so a copy of our present plan wasn't passed on to Mr. Bee. Mrs. Wethington stated that she would like to get his impression of our plan and the direction that we should go in preparing the next plan. Mr. Sweppenheiser mentioned that Mr. Bee essentially wrote the City's Master Plan.

Mr. Mason and Mr. Stanek covered the recent history of our current plan and how it came to be. Mr. Stanek will be seeing Mr. Bee later in the week and will attempt to schedule a date for him to meet with the Planning Commission to go over the master plan process. There was discussion about how detailed the plan may need to be as long as it covers all the required information and sometimes, the simpler it is, the easier it will be to work with.

Mr. Mason told the members that he does feel that our area will become a regional retail and service hub as more people choose to live away from Grand Rapids and are looking for rural living with retail and service facilities nearby.

Mr. Mason mentioned the soon to be adopted Township marijuana ordinance which opts out of the provisions for recreational marijuana. Mr. Bean expounded on the information that the Board used in pursuing this course of action. Since the State of Michigan still doesn't have everything figured out yet, the Township Board is choosing to opt out at this time and will be able to reconsider if they choose, once more information becomes available.

Mr. Mason presented other information about the Complete Streets initiative and form-based zoning for community centers so that everyone would at least have some background on the subjects. Mr. Mason advised that we are trying to implement some of the concepts during the Road Commission's rebuild of 15 Mile Road near the Big Rapids High School.

Mr. Stanek asked if the notice of intent to review the Big Rapids Township Master Plan has been sent out. Mr. Mason stated that he was waiting until there was a document to review. Mr. Bean mentioned that at the training he recently attended he believes that there are several times when notices need to be made during the master plan process. Mr. Stanek will check with Mr. Bee and ask him to attend our next meeting.

The Master Plan is posted on the website. Mr. Mason stated that all the information provided during the review process would be available on the Township website. Mr. Mason is hoping that he will receive some interest from the local residents and the airport expansion effort.

Mr. Mason reviewed an upcoming training opportunity at Shanty Creek in Bellaire next month, put on by the Michigan Township Association. He would like to attend the Township Planning and Zoning Team retreat on July 9 & 10. This would provide needed information that could be beneficial during the Master Plan review process. July 9th is the night of the next scheduled Planning Commission meeting, so we may need to reschedule that meeting.

Mr. Mason reported about the current enforcement actions that are occurring in the township on N. State Street, 190th Avenue and 15 Mile Road. Mrs. Davis asked about the property at the corner of 12 Mile and 215th Avenue. Mr. Mason said he was actually pleased with the condition of that particular property as it was much better than it had been in years past.

Mr. Stanek mentioned that a new tenant (Edward Jones) would be moving into the building in front of the Township Hall. Mr. Mason mentioned that D.P. Tire has broken ground and Ludington Self Storage and Four Seasons Rental have both started site prep work. Other discussion occurred about the changes that are occurring in the local commercial districts.

VII. ADJOURNMENT:

Hearing no further business for the Planning Commission, Mrs. Wethington adjourned the meeting at 8:04p.m.

Motion to approve the Planning Commission minutes of June 11, 2019 by: Mr. _____.
Seconded by: Mr. _____. Roll call vote carried with _____ ayes.

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

July 9, 2019
Date Approved

Supervisor's Report June 2019

June has gone by very fast. Progressive Engineering has updated the sewer maps on my computer, and they look great. They are nearing the end of the grant. I have asked if there was any money left that we try to do some smoke testing. We still have a lot of I & I at the industrial park, and it looks like it is somewhat related to rainfall. We also have more I & I than we should have on the Perry Street segment. We have definitely improved the I & I situation, but we still need to go further.

The city has finished the lift station at supervisor station. Thursday the 27th they ran a test run with clean water and Norwest Kent on hand. They have gone over the operation with Todd. He has the mission unit installed and they are programing all our information into the system. The city engineers decided to leave the old one in place until after the fourth of July, just in case there are in problems. Then they will decommission the old station. The station will now be ours to maintain. Robinson Electric, who did the Perry Street lift station for us, did the work on this new one and have done a good job.

On the 17th of May one of our younger residents was in a serious accident at the corner of 14 Mile and Northland Drive. Mark Gifford from the city called me and asked if he could be of help in having MDOT look at the traffic problems we have been having at Gilbert and 14 Mile. The young lady was a good friend of his daughters, and he wants to help in any way he can to keep this from happing to someone else that may not be as fortunate. Ferris security has also offered to help, so we ended up having a couple of people from MDOT at our monthly city, county, Ferris, and township meeting on the 27th. A lot of ideas were tossed out including not having two lanes until after 14 Miles so traffic from 14 Mile could enter Northland going north. A round-about at 14 Mile with Gilbert Dr. having a right turn only, and turning Northland Dr. into three lanes instead of five were a couple others. The last one was from MDOT stating that we do not have the business or traffic here to support five lanes, and that three lanes would make it much safer.

MDOT is going to try to come up with the money to do a road safety audit as soon as Ferris is back in session. They said this could run up to \$50,000 for the audit. Ferris offered to pitch in if they could not come up with the entire amount. If this happens, we may be asked to contribute towards it also.

The cemetery committee is asking for approval for a scatter ground with a deck on top. The committee is willing to build the deck, and I told them I would price out the material. The material for a 12' x 20' deck using treated wood would cost between \$1800 and \$1900. If a composite material is used, it will bring the cost up to \$4,100.00. They would like composite material so there would be less upkeep, which I agree with, but I also could see more expensive repairs if there was any damage. Also, since this is in a wooded area, wood may look better.

This month I was able to attend the cemetery and fire committee meetings as well as our planning commission. I also attended the MEDC general meeting and the cemetery building fundraiser meeting. Other meetings I attended were the city/ Green Township/our township and the county/city/Ferris/ township meeting. I also took off a few separate days this month. In July I will be attending the MTA training for supervisors on the 11th and 12th.

Bill

Item "R"

RESOLUTION NUMBER 2019-01

A RESOLUTION TO ADOPT ORDINANCE NO. 94.00 PROHIBITION OF RECREATIONAL MARIHUANA ESTABLISHMENTS ORDINANCE

WHEREAS, the Township Board held a First Reading of the Prohibition of Recreational Marihuana Establishments Ordinance on June 4, 2019,

WHEREAS, the township published a summary of the Prohibition of Recreational Marihuana Establishments Ordinance on June 7, 2019 in The Pioneer newspaper and on the township website,

THEREFORE, BE IT RESOLVED, that Ordinance No. 94.00 Entitled Prohibition of Recreational Marihuana Establishments Ordinance is hereby adopted:

An ordinance to provide a title for the ordinance; to define words; to prohibit marihuana establishments within the boundaries of Big Rapids Charter Township pursuant to Initiated Law 1 of 2018, MCL 333.27951, *et seq.*, as may be amended; to provide penalties for violation of this ordinance; to provide for severability; to repeal all ordinances or parts of ordinances in conflict therewith; and to provide an effective date.

THE CHARTER TOWNSHIP OF BIG RAPIDS, MECOSTA COUNTY, MICHIGAN

ORDAINS:

SECTION I TITLE

This ordinance shall be known as and may be cited as the Big Rapids Charter Township Prohibition of Marihuana Establishments Ordinance.

SECTION II DEFINITIONS

Words used herein shall have the definitions as provided for in Initiated Law 1 of 2018, MCL 333.27951, *et seq.*, as may be amended.

SECTION III NO MARIHUANA ESTABLISHMENTS

Big Rapids Charter Township hereby prohibits all marihuana establishments within the boundaries of the Township pursuant to Initiated Law 1 of 2018, MCL 333.27951, *et seq.*, as may be amended.

SECTION IV VIOLATIONS AND PENALTIES

1. Any person who disobeys neglects or refuses to comply with any provision of this ordinance or who causes allows or consents to any of the same shall be deemed to be responsible for the violation of this ordinance. A violation of this ordinance is deemed to be a nuisance per se.

2. A violation of this ordinance is a municipal civil infraction, for which the fines shall not be less than \$100 nor more than \$500, in the discretion of the Court. The foregoing sanctions

shall be in addition to the rights of the Township to proceed at law or equity with other appropriate and proper remedies. Additionally, the violator shall pay costs which may include all expenses, direct and indirect, which the Township incurs in connection with the municipal civil infraction.

3. Each day during which any violation continues shall be deemed a separate offense.

4. In addition, the Township may seek injunctive relief against persons alleged to be in violation of this ordinance, and such other relief as may be provided by law.

5. This ordinance shall be administered and enforced by the Ordinance Enforcement Officer of the Township or by such other person (s) as designated by the Township Board from time to time.

SECTION V
SEVERABILITY

The provisions of this ordinance are hereby declared to be severable. If any clause, sentence, word, section or provision is hereafter declared void or unenforceable for any reason by a court of competent jurisdiction, it shall not affect the remainder of such ordinance which shall continue in full force and effect.

SECTION VI
REPEAL

All ordinance or parts of ordinances in conflict herewith are hereby repealed.

SECTION VII
EFFECTIVE DATE

This ordinance shall take effect August 1, 2019.

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

RESOLUTION DECLARED ADOPTED.

Rene Fountain, Township Clerk

STATE OF MICHIGAN)
) SS
COUNTY OF MECOSTA)

I, the undersigned, the duly qualified and acting Clerk of Charter Township of Big Rapids, Mecosta County, Michigan do hereby certify that the foregoing is a true and complete copy of a Resolution adopted by the Township Board at a regular meeting on July 2, 2019, the original of which is on file in my office. Public notice of said meeting was given pursuant to and in full compliance with Act No 267, Public Acts of Michigan, 1976 as amended, including in the case of a special or rescheduled meeting, notice by posting at least eighteen (18) hours prior to the time set for the meeting.

IN WITNESS WHEREOF, I have hereto affixed by official signature on this 2nd day of July 2019.

Rene Fountain, Clerk
Charter Township of Big Rapids

Highlandview Cemetery Scatter Grounds

The cemetery committee would like to establish an area in the cemetery where human cremains could be scattered.

This would be placed on the hillside in block 15 just north of graves A79 and A80. This is an area that has always been hard to weed whack and keep looking nice. Wild flowers would be planted in this area and a deck put at the top where the cremains could be scattered from. This would also allow loved ones to have a place to view this area. There are only a couple of graves in this area with plenty of aisle room to get to the viewing platform. The aisle way could have some small stone or walking stones on it.

The idea would be to charge a small fee of \$100.00 or whatever the board decided for the paper work and keeping the records. The possibility of putting a single grave stone with brass name plaques will be looked into if the board allows the scatter grounds. If we did this there would be a charge for a portion of the stone. This would be more economical for people and allow another option for many, wondering what to do with the cremains of their loved ones.

The committee is willing to help plant the flowers and build a platform at the top of the hill. The committee would prefer a platform made of composite material if it is affordable, as it would cut down on the cost of upkeep.

Bill Stanek will come up with prices for each for a 12 x 20 platform with railings.

Using Menard's and Lows online prices, the material for the platform with railing would cost between \$1800 to \$1900 for treated wood, or \$4100 to \$4200 for composite material.

Item "T"

KENWOOD Grand Traverse Mobile Communications

Critical Radio Systems
Authorized Dealer

1670 Barlow Street, Ste. 1, Traverse City, Michigan 49686
Phone: 231.947.9851 Fax: 231.947.9077
sales@fireradios.com

13-Jun-19

Deputy Chief Perry Douglass
Big Rapids Township FD
14212 Northland Drive
Big Rapids, MI 49307

Kenwood NX-3200K2 Radio Package

VHF 5 Watt, 512 Channel, Dual Priority Scan, CTCSS and DCS Signaling, Two-Tone encode/decode, MDC 1200, IP67 Immersion Rated, Monochrome-Display, MIL STD 810 G, Bluetooth, GPS, Recording, Dual-Mic ANR, Satisfaction Guaranteed, 3-Year Transceiver Warranty

QTY	ITEM NUMBER	DESCRIPTION	LIST	MI DEAL	TOTAL
1	NX-3200K2	Kenwood Analog/Digital Portable Radio	\$ 641.70	\$ 449.19	\$ 449.19
1	KRA-26M	Kenwood Standard VHF Antenna	\$ 14.00	\$ 9.80	\$ 9.80
1	KNB-78LM	Kenwood 2860mAh Li-Ion Battery	\$ 131.70	\$ 92.19	\$ 92.19
1	KSC-25LSK	Kenwood Rapid Rate Battery Charger	\$ 48.30	\$ 33.81	\$ 33.81
1	PROGRAM	Programming of Radios from Existing Template		\$ 25.00	\$ 25.00
TOTAL DUE AT INVOICE					\$ 609.99

Kenwood NX-5200K2 Radio Package

VHF 5 Watt, 1024 Channel, Dual Priority Scan, CTCSS and DCS Signaling, Two-Tone encode/decode, MDC 1200, IP68 Immersion Rated, Full Color Display, MIL STD 810 G, Bluetooth, GPS, Dual-Mic ANR, Satisfaction Guaranteed, 3-Year Transceiver Warranty

QTY	ITEM NUMBER	DESCRIPTION	LIST	MI DEAL	TOTAL
1	NX-5200K2	Kenwood Analog/Digital Portable Radio	\$ 825.00	\$ 577.50	\$ 577.50
1	KRA-26M	Kenwood Standard VHF Antenna	\$ 14.00	\$ 9.80	\$ 9.80
1	KNB-L2M	Kenwood 2600mAh Li-Ion Smart Battery	\$ 135.00	\$ 94.50	\$ 94.50
1	KSC-Y32K	Kenwood Smart Battery Charger (Long Life Battery Mode)	\$ 115.00	\$ 80.50	\$ 80.50
1	PROGRAM	Programming of Radios from Existing Template		\$ 25.00	\$ 25.00
TOTAL DUE AT INVOICE					\$ 787.30

Options

KMC-70M	Kenwood IP68 Speaker/Mic W/3 Programmable Buttons	\$ 130.00	\$ 104.00
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Quote By: Neil Pickard
Quote Valid: 30 Days

713.99



7860 Morrison Lake Road
Saranac, MI 48881
Phone: (616) 642-3881
Fax: (616) 642-6008

QUOTATION
116000086

Page 1
Date: 06/17/2019

Bill To:
BIG RAPIDS TWP FIRE & RESCUE
14212 NORTHLAND DR
BIG RAPIDS, MI 49307-0000

Ship To:
BIG RAPIDS TWP FIRE & RESCUE
14212 NORTHLAND DR
BIG RAPIDS, MI 49307-0000

Contact: PERRY
Contact #:

Contact: PERRY
Contact #:

Customer #: 5017		Customer Rep: KEVIN COURTNEY	Terms: NET 10 DAYS	
Qty	Item	Description	Unit Price	Extended
1	AAH02JDH9VA1	XPR3500e PORTABLE RADIO 128 CHANNEL - MONOCHROME DISPLAY IP57 RATING - LIMITED KEYPAD	575.00	575.00
1	QA02772AA+AA	ADD: IMPRES NOISE-CANCELLING REMOTE SPEAKER MICROPHONE	85.00	85.00

Quote valid for 60 days

Subtotal : \$660.00
Tax : \$0.00
Total Quote : \$660.00

Accepted By: _____ Date: _____

PO #: _____

KENWOOD

NEXEDGE® NX-3200/3300

VHF/UHF MULTI-PROTOCOL DIGITAL & ANALOG PORTABLE RADIOS

This versatile handheld radio supports both NXDN® and DMR digital protocols as well as mixed digital & FM analog operation, enabling it to serve with distinction in a wide range of enterprise and operation-critical applications. Compact yet designed with durability in mind, it's packed with convenient features like Bluetooth® for hands-free operation and built-in GPS. Three different models with 14-pin Universal connector are available: Full Keypad model with LCD, Standard Keypad model with LCD and a large 4-way D-pad, and the Basic Model without LCD or keypad. Additionally, for expansion capability a software license certification system facilitates extensive customization.



Full Keypad Model
Standard & Basic Models



7-color Light
Bar Indicator

14-pin Universal Connector
offers reliable connectivity
even in harsh environment
with a wide-range of
accessories

FEATURES

- Multi-protocol digital radio: Designed to operate under NXDN® or DMR digital, and FM analog protocols
- NXDN Conventional and Type-C & Gen2 Trunking
- DMR Tier II & Site Roaming
- Mixed Digital & FM Analog Operation allows gradual migration at your own pace
- 4-Line Basic Frame (2-Line Main/Sub-LCD, icon & key guide) / 14 Characters
- 5-Line Text Message Frame (3 Lines of Text, icon & key guide)
- 7-color Light Bar Indicator on the top panel
- 4-way Directional-pad (D-pad) for intuitive control and operation
- Built-in GPS Receiver/Antenna for effective fleet management
- Built-in Bluetooth for hands-free operation – Applicable Bluetooth profiles: HSP (Headset Profile provided) and SPP (Serial Port Profile available as an option)
- Renowned KENWOOD Audio Quality achieved with Active Noise Reduction (ANR) that utilizes built-in DSP
- Optional DES and AES Encryption
- Built-in Motion Sensor (Man-down, Stationary and Motion Detection)
- IP54/55/67 and MIL-STD-810 C/D/E/F/G
- 1 Watt Audio Output Power
- UHF: 120 MHz capability
- Available models: Full Keypad (w/ LCD and full keypad), Standard Keypad (w/ LCD and 4-way large D-pad/4 key), and Basic (w/o LCD and keypad)
- 512 CH/128 Zones (64 CH/4 Zones for Basic model)
- Maximum of 1,000 CH/Radio with option

- Intrinsically Safe Option (Available later)
- Paging Call
- Emergency Call
- Status/Text Message
- Remote Stun/Kill/Check

DIGITAL – NXDN® MODE

- NXDN Type-C & Gen2 Trunked
- NXDN Conventional
- 6.25 & 12.5 kHz Channels
- All Group Call
- Over-the-Air Alias (OAA)
- Over-the-Air Programming (OTAP)

DIGITAL – DMR MODE

- Complies with ETSI DMR Tier II standards
- Two-slot TDMA in 12.5 kHz channels
- Call Interruption
- Dual-slot Direct Mode
- Optional ARC4 Encryption
- Energy Efficient

ANALOG - FM MODE

- Conventional & LTR Trunking
- FleetSync/II: PTT ID ANI / Caller ID Display, Selective Group Call, Emergency Status / Text Messages
- MDC-1200: PTT ID ANI / Caller ID Display, Emergency, Radio Check / Inhibit
- QT / DQT, 2-Tone
- Built-in Voice Inversion Scrambler



Multi-Protocol

Unsurpassed interoperability for Public Safety and Enterprise radio users with the freedom to migrate at your own pace.



Gen2

Scalable server-based system architecture for management of NEXEDGE wide area digital communications systems.



Klarity

The ultimate level of sound clarity technology combining Optimization, advanced Sound Analysis and Active Noise Reduction.

NXDN®

DMR



Bluetooth® GPS FleetSync®

JVCENWOOD

Accessories

NX-3200/3300 Portable Radios

<ul style="list-style-type: none"> ■ KNB-55L/57L/78L Li-ion Battery Pack (7.4V/1480mAh, 7.4V/2000mAh, 7.4V/2860mAh) ■ KNB-56N Ni-MH Battery Pack (7.2V/1400 mAh) ■ KNB-79LC* Li-ion Battery Pack (7.4 V/2860 mAh, Intrinsically Safe) ■ KBP-5 Battery Case (6 AA) ■ KSC-25LSK/25S Rapid Charger (Li-ion Only/TiN-Chem) 	<ul style="list-style-type: none"> ■ KSC-256K Multiple Charger (6-pocket) ■ KMB-30 Mounting Bracket (for KSC-256) ■ KVC-23 Vehicular Charger ■ KRA-22 VHF Low Profile Helical Antenna ■ KRA-23 UHF Low Profile Helical Antenna 	<ul style="list-style-type: none"> ■ KRA-25 High Gain Whip Antenna ■ KRA-26 VHF Helical Antenna ■ KRA-27 UHF Whip Antenna ■ KRA-28 Broadband VHF Whip Antenna ■ KRA-41 VHF/UHF Stubby Antenna 	<ul style="list-style-type: none"> ■ KRA-42 VHF/UHF Stubby Antenna ■ KEP-1 Earphone (3.5mm) ■ KMC-41D Speaker Microphone (IP54/55) ■ KMC-54WD Speaker Microphone (with dual-sided 2-mic for superior ANR, IP67) 	<ul style="list-style-type: none"> ■ KBH-11 Belt Clip (2.5") ■ KPG-180P OTAP Manager ■ KLH-206 Leather Case ■ KLH-207 Nylon Case
--	--	---	---	--

* Available Later

All accessories may not be available in all markets.
Contact an authorized Kenwood dealer for details and complete list of all accessories.

Specifications

	NX-3200	NX-3300
GENERAL		
Frequency Range	136-174 MHz	400-520 MHz
Max. Channels Per Radio	Up to 1000 CH with option	
Number of Channels	512 (64 for no LCD models)	
Number of Zones	128 (4 for no LCD models)	
Channel Spacing		
Analog	12.5/15/25*/30* kHz	
Digital	6.25 kHz/12.5 kHz	
Power Supply	7.5V DC ± 20%	
Battery Life 5-5-90 (FDMA / TDMA)		
KNB-55L (1,480 mAh)	Approx. 8 hours / Approx. 9.5 hours	
KNB-56N (1,400 mAh)	Approx. 8 hours / Approx. 9 hours	
KNB-57L (2,000 mAh)	Approx. 11 hours / Approx. 13.5 hours	
Operating Temperature	22°F to +140°F (-30°C to +60°C)	
Frequency Stability	±2.0 ppm	±1.0 ppm
Dimensions	(W x H x D) Projections Not Included	
Radio Only	2.20 x 4.71 x 1.43 in (56 x 119.6 x 36.4 mm)	
KNB-55L (1,480 mAh)	2.20 x 4.71 x 1.43 in (56 x 119.6 x 36.4 mm)	
KNB-56N (1,400 mAh)	2.20 x 4.71 x 1.68 in (56 x 119.6 x 42.7 mm)	
KNB-57L (2,000 mAh)	2.20 x 4.71 x 1.53 in (56 x 119.6 x 39 mm)	
Weight Radio Only	7.8 oz (220 g)	
KNB-55L (1,480 mAh)	11.1 oz (315 g)	
KNB-56N (1,400 mAh)	14.5 oz (410 g)	
KNB-57L (2,000 mAh)	12.0 oz (340 g)	
FCC ID	K44479000	K44479100
IC Certification	282F-479000	282F-479100

* 12.5 and 30 kHz are not included in the models sold in the USA or US territories.
Analog measurements made per TIA603. Specifications are measured according to applicable standards.
Specifications shown are typical and subject to change without notice, due to advancements in technology.

	NX-3200	NX-3300
RECEIVER		
Sensitivity		
NXDN® 6.25 kHz Digital (3% BER)	0.20 µV	
NXDN® 12.5 kHz Digital (3% BER)	0.25 µV	
DMR 12.5 kHz Digital (5% BER)	0.30 µV	
DMR 12.5 kHz Digital (1% BER)	0.45 µV	
Analog (12dB SINAD)	0.25 µV	
Selectivity		
Analog @ 12.5 kHz	65 dB	
Analog @ 25 kHz	72 dB	
Intermodulation	70 dB	
Spurious Rejection	70 dB	
Audio Distortion	3%	
Audio Output Power	500 mW/8Ω (3% Distortion) / 1,000 mW/8Ω (5% Distortion)	
TRANSMITTER		
RF Power Output (High / Mid / Low)	5W / 4W / 1W	
Spurious Emission	70 dB	
FM Hum & Noise		
Analog @ 12.5 kHz	40 dB	
Analog @ 25kHz	45 dB	
Audio Distortion	less than 3%	
Digital Protocol	ETSI TS 102 361-1, -2, -3	
Emission Designator	16K0F3E*, 11K0F3E, 8K30F1E, 8K30F1D, 8K30F7W, 7K60FXD, 7K60FXE, 4K00F1E, 4K00F1D, 4K00F7W, 4K00F2D	

The Bluetooth word mark and logos are registered trademarks owned by the Bluetooth SIG, Inc.
NXDN® is a registered trademark of JVCKENWOOD Corporation and Icom Inc.
NEXEDGE® & FleetSync® are a registered trademarks of JVCKENWOOD Corporation.
All other trademarks are the property of their respective holders.

MIL-STD & IP

MIL Standard	MIL 810C Methods/Procedures	MIL 810D Methods/Procedures	MIL 810E Methods/Procedures	MIL 810F Methods/Procedures	MIL 810G Methods/Procedures
Low Pressure	500.1/Procedure I	500.2/Procedure I, II	500.3/Procedure I, II	500.4/Procedure I, II	500.5/Procedure I, II
High Temperature	501.1/Procedure I, II	501.2/Procedure I, II	501.3/Procedure I, II	501.4/Procedure I, II	501.5/Procedure I, II
Low Temperature	502.1/Procedure I	502.2/Procedure I, II	502.3/Procedure I, II	502.4/Procedure I, II	502.5/Procedure I, II
Temperature Shock	503.1/Procedure I	503.2/Procedure I	503.3/Procedure I	503.4/Procedure I, II	503.5/Procedure I
Solar Radiation	505.1/Procedure I	505.2/Procedure I	505.3/Procedure I	505.4/Procedure I	505.5/Procedure I
Rain	506.1/Procedure I, II	506.2/Procedure I, II	506.3/Procedure I, II	506.4/Procedure I, III	506.5/Procedure I, III
Humidity	507.1/Procedure I, II	507.2/Procedure II, III	507.3/Procedure II, III	507.4	507.5/Procedure II
Salt Fog	509.1/Procedure I	509.2/Procedure I	509.3/Procedure I	509.4	509.5
Dust	510.1/Procedure I	510.2/Procedure I	510.3/Procedure I	510.4/Procedure I, III	510.5/Procedure I
Vibration	514.2/Procedure VIII, X	514.3/Procedure I	514.4/Procedure I	514.5/Procedure I	514.6/Procedure I
Shock	516.2/Procedure I, II, V	516.3/Procedure I, IV	516.4/Procedure I, IV	516.5/Procedure I, IV	516.6/Procedure I, IV
International Protection Standard					
Dust & Water Protection*	IP54/55/67				

* Radio must equip accessory cover

KENWOOD

JVCKENWOOD USA Corporation
Communications Sector Headquarters

3970 Johns Creek Court, Suite 100, Suwanee, GA 30074-1265

Order Administration/Distribution

P.O. BOX 22745, 2201 East Dominguez St., Long Beach, CA 90801-5745

www.kenwood.com/usa

JVCKENWOOD Canada Inc.

Canadian Headquarters and Distribution

6070 Kestrel Road, Mississauga, Ontario, Canada L5T 1S8

www.kenwood.com/ca



ISO9001 Registered
JVCKENWOOD Corporation

ADS435717 Printed in USA



www.mecostaedc.com

James M. Sandy, President

14330 Northland Drive, Big Rapids, MI 49307 ph: (231)592-3403 email: jsandy@mecostacounty.org

June 25, 2019

Mr. William Stanek, Supervisor
Big Rapids Township
14212 Northland Dr.
Big Rapids, MI 49307

Dear Bill,

The Mecosta County Development Corporation (MCDC) has partnered with leaders and organizations that have an interest and believe in the economic future of Mecosta. Your past personal leadership and commitment to the organization is a testimony to the value of working together for the benefit of the region and we appreciate your service. Big Rapids Township has stepped in a major way to promote growth and provide leadership. MCDC is currently engaged in a number of economic development projects that will positively impact the county and the residents of Big Rapids Township for years to come. I would like to request that the township continue to contract with MCDC and support this effort because we are stronger when we work together.

The mission of MCDC is: *To facilitate and initiate economic development that expands and diversifies the Mecosta County economy, thereby creating job opportunities for area residents.*

To that end, the organization has three primary areas of focus:

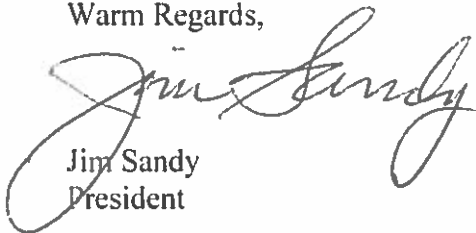
- *Facilitate communication and cooperation between local organizations, business people, communities, and governmental units.*
- *Retain and expand area businesses, bringing together partners capable of meeting their needs.*
- *Market Mecosta County by promoting the attributes that make it a great place for businesses to enhance development opportunities.*

MCDC serves as a central organization for economic development for all of Mecosta County. We are able to provide services and lead initiatives that result in benefits which positively impact the economy in every sector and in every corner of the county. MCDC has worked with manufacturers, government officials, tourism and recreation providers, leaders from higher education and health care, retailers, commercial developers and representatives from the agriculture community to identify and pursue incentives and programs to bring jobs to the area, expand the tax base and promote a vigorous and prosperous economy.

We respectfully invite Big Rapids Township to continue your support of the team in advancing our economy with a Leader Level investment of \$4,000 in 2019. This represents an investment of \$1 per citizen of Big Rapids Township. In turn, MCDC will provide consultation services to the Big Rapids Township economic development committee, promotion and marketing of the industrial park and other commercial properties in the township and act as a liaison with the Michigan Economic Development Corporation (MEDC), the Michigan Department of Agricultural and Rural Development (MDARD), the Economic Development Administration (EDA) of the United States and additional state and federal agencies responsible for economic growth. In addition, MCDC will represent the interest of the township with the West Michigan Regional Planning Commission, the Regional Prosperity Initiative and the Mecosta County Brownfield Redevelopment Authority.

On behalf of the Board of Directors for MCDC, we would like to thank you for your support and for sharing the vision of a more prosperous future for Mecosta County.

Warm Regards,

A handwritten signature in cursive script that reads "Jim Sandy". The signature is written in black ink and is positioned to the right of the typed name and title.

Jim Sandy
President



www.mecostaedc.com

James M. Sandy, President

14330 Northland Drive, Big Rapids, MI 49307 ph: (231)592-3403 email: jsandy@mecostacounty.org

Mecosta County Development Corporation

INVOICE FOR SERVICES

Supporting Organization: Big Rapids Township

June 25, 2019

Description of Services	Amount
Provide consultation services to the Big Rapids Township economic development committee, promotion and marketing of the industrial park and other commercial properties in the township and act as a liaison with the Michigan Economic Development Corporation (MEDC), the Michigan Department of Agricultural and Rural Development (MDARD), the Economic Development Administration (EDA) of the United States and additional state and federal agencies responsible for economic growth. In addition, MCDC will represent the interest of the township with the West Michigan Regional Planning Commission, the Regional Prosperity Initiative and the Mecosta County Brownfield Redevelopment Authority.	\$4,000
Total	\$4,000



Mecosta Conservation District
18260 Northland Drive
Big Rapids, MI 49307
(231) 796-0909 or 796-2650
Fax 855-693-2483
Email: charmaine.lucas@mi.nacdnet.net
www.mecostacd.org

Item "V"

May 31, 2019

Dear Big Rapids Charter Township Board:

The tri-county consortium of Mecosta, Osceola and Lake Counties provides an area-wide program to protect our water from pollution through inappropriately discarded household hazardous waste. Your support is needed for this important program to continue to serve our area. The 17th Annual Household Hazardous Waste Collection will be held on Saturday, October 12, 2019.

These collections provide residents with a safe and effective means for the disposal of toxic and hazardous waste. We contract with companies who are certified and trained in safe and proper recycling and disposal methods. Any other form of disposal (sewer, drain, landfill, dumping on ground) can potentially contaminate our surface and groundwater. The health and safety of our natural resources and future generations depend on proper disposal of these substances. ***In 2018 we collected a total of 41,776 pounds of household hazardous waste in the three counties from 690 households. In addition, we collected 9203 pounds of batteries.***

In the last 16 years, we have seen a significant increase in the number of people bringing materials for proper disposal. This, combined with inflation, increases program costs. At the same time the level of financial support has remained the same or slightly decreased. ***This collection program is not financially sustainable if this trend continues. In order to help alleviate this trend, we are asking townships to review their past level of support and consider a minimum increase of 15%.*** If you increased your support last year, **THANK YOU!** If not, please consider doing so.

We hope you see the importance of these collection programs and want to see them continue. In addition to financial support, volunteers are needed to sit on our committee and help on collection day. If interested, please contact us at the number provided below.

To meet our financial obligations, we ask that checks be mailed within 30 days of receipt of this letter. Make checks payable to Osceola-Lake CD with HHW noted under memo. Mail to Osceola-Lake CD, Attn: Mark Sweppenheiser, 138 W. Upton Ave., Suite 2, Reed City, MI, 49677.

For further information, contact Charmaine Lucas at (231) 796-0909 Ext. 3.

Thank you for your consideration of this request.

Charmaine Lucas,
On Behalf of the Household Hazardous Waste Committee

*Previous support - \$1000
Thank you!*

AGREEMENT FOR SERVICES
BIG RAPIDS CHARTER TOWNSHIP
AND
MECOSTA AND OSCEOLA-LAKE CONSERVATION
DISTRICTS

Big Rapids Charter Township and the Mecosta and Osceola-Lake Conservation Districts desire to act cooperatively to provide the proper disposal of household hazardous waste for residents of Big Rapids Charter Township and Mecosta County. Therefore, Big Rapids Charter Township contracts with Mecosta and Osceola-Lake Conservation Districts for collection and disposal of household hazardous waste in the amount of \$_____. This service agreement will promote the public health, safety, and welfare of Township and County residents.

Date:_____ by:_____
Big Rapids Charter Township Representative

Date:_____ by:_____
Mecosta Conservation District Representative

Date:_____ by:_____
Osceola-Lake Conservation District
Representative



AT&T Michigan
Angela Wesson
METRO Act Administrator
54 N. Mill Street
Mailbox #30
Pontiac, MI 48342

May 22, 2019

Big Rapids Charter Township
14212 Northland Dr
Big Rapids, MI 49307

METRO ACT RIGHT OF WAY PERMIT EXTENSION

Dear Big Rapids Charter Township,

This is a letter agreement which extends the existing METRO Act Permit issued by the Big Rapids Charter Township/Mecosta County to Michigan Bell Telephone Company d/b/a AT&T Michigan ("AT&T") which expires on May 31, 2020. The extension is for a term to end on May 31, 2025.

If this is agreeable, please sign both copies of the extension letter agreement in the place provided below and return to AT&T Michigan at the address on this letterhead. Upon receipt AT&T will acknowledge and return one copy for your files.

Additional information regarding this renewal request may be found at <http://www.michigan.gov/mpsc>. Please click on Telecommunications, METRO Act/Right of Way, and AT&T 5 Year permit extension.

We would appreciate return of the signed copies within 30 days of receiving this request. Your cooperation is appreciated.

If you have any questions feel free to contact Ms. Angela Wesson via e-mail, AD3245@att.com or 248-456-0361.

Agreed to by and on behalf of the
Big Rapids Charter Township

**Michigan Bell Telephone Company d/b/a
AT&T acknowledges receipt of this
Permit Extension granted by the municipality.**

By: _____
Signature

By: _____
Angela Wesson

Its: _____

Its: METRO Act Administrator

Date: _____

Date: _____

WORKSITE AGREEMENT

THIS AGREEMENT is made on between Hope Network Developmental and Community Services a nonprofit Corporation, whose principle business office is located at 795 36th St., Grand Rapids, Michigan, 49501-0141 hereafter referred to as "**Provider**" and Big Rapids Charter Township Hall whose address is 14212 Northland Drive, Big Rapids, MI 49307, hereafter referred to as "**Worksite**."

Provider and Worksite agree as follows:

1. **Services.** During the term of this agreement, Provider shall perform for Worksite the Services ("**Services**") described on Schedule A, attached hereto and made a part of this agreement.
2. **Compensation.** In consideration for Provider's performance of the Services during the term of this agreement, Worksite shall pay to Provider the compensation described or referred to on Schedule B, attached hereto and made a part of this agreement.
3. **Term.** The term of this agreement shall commence July 1st, 2019 and end June 30th, 2020. Upon the written agreement of both parties, there shall be an option to extend this contract for one (1) year.
4. **Warranties, Representations and Agreements.** The Parties mutually represent, warrant and agree as follows:
 - (a) Provider has all the necessary experience, qualifications, expertise, licenses and permits to enable it to provide the Services and Provider shall maintain same during the term of this agreement.
 - (b) Provider shall furnish, at Provider's expense, all training, direct supervision, labor, transportation and other things necessary to perform the Services, except as otherwise expressly provided in this Agreement.
 - (c) The Services shall be performed in a good and workmanlike manner and shall be of a quality that exceeds the quality standards ordinarily expected for similar services in the Worksite's industry
 - (d) Provider is duly organized and validly existing in good standing as a corporation under the laws of the State of Michigan. The signing, delivery and performance of this Agreement by Provider have been duly authorized by all necessary corporate action of Provider and this Agreement is the valid and binding obligation of Provider, enforceable in accordance with its terms.

- (e) Worksite agrees to adhere to all applicable state and federal laws and regulations regarding work place safety, non-discrimination accommodation and physical access.

5. **Independent Contractor.** In the performance of the Services, Provider is and shall be an Independent Contractor. Worksite is interested only in the results to be achieved, and conduct and control of the Services shall be with Provider, subject to the provisions of this agreement.

Notwithstanding, Worksite reserves the right to interview and select among prospective employees of Provider proposed to perform the Services specified herein. Neither Provider, nor any of Provider's employees or agents shall be considered agents or employees of Worksite for any purpose or shall be entitled to any benefits that Worksite provides to its own employees, including, without limitation, worker's compensation and unemployment insurance. Provider shall be solely and entirely responsible for the acts of Provider's employees, agents and subcontractors.

6. **Insurance.** The Provider will obtain, and maintain in effect during the term of this Agreement, workers compensation insurance, professional liability insurance coverage in the form of a claims made policy,

Automobile Liability	\$1M CSL	
General Liability	\$1M per occurrence	\$3M
aggregate		
Workers Compensation	\$500K per accident	
Director & Officers	\$6M per policy year	
Professional Liability	\$1M per occurrence	\$3M
aggregate		
Umbrella	\$15M	
K = thousand and M = million		

The Provider will provide proof of such insurance coverage to Worksite, upon request. The Provider will indemnify Worksite and Worksite's directors, officers, employees, and agents against any cost incurred by any of them (including, without limitation, judgments, amounts paid in settlement, and attorney's fees) arising out of the Provider's performance of the services.

7. **Confidentiality.** In the course of providing the Services to Worksite, Provider may from time to time supply Worksite with information regarding Provider's employees. Worksite agrees to maintain strict confidentiality regarding such information and not to disclose, copy, distribute or disseminate it in any way without the signed, written authorization of Provider.

8. **Performance Measurement Testing.** Provider may from time to time conduct performance measurement testing of its employees to assess their quality and productivity in performing the Services. Worksite agrees to allow representatives of Provider access to Worksite's premises for purposes of observing and assessing performance of Provider's employees.
9. **Supplies, Materials, Tools and Equipment.** Except as may be otherwise specified, Worksite agrees to provide all supplies, materials, tools and equipment, including uniforms and protective equipment required to be worn or used by Provider's employees, necessary to perform the Services described in Schedule A. Upon termination of this agreement, Provider shall return all such supplies, materials and equipment to Worksite.
10. **Indemnity.** Provider shall indemnify and hold Worksite harmless with respect to all liability loss, damage, claims, actions and expenses, based upon or arising out of property damage or personal injury, including death, caused by or sustained in connection with the performance of the services or any activities of Provider in connection with them.
11. **Termination.** Either party may elect to terminate the services under this agreement, without cause, by giving thirty (30) calendar days written notice thereof to the other party.
12. **Notices.** Each notice and other communication under this agreement shall be in writing and shall be personally delivered or sent by first class mail, postage prepaid, to the other party at the address first given above, or to any other address that either party shall specify to the other by written notice.

Any correspondence to Provider should be addressed to:

Hope Network Developmental Services
Attn: Taylor Logan
21685 Northland Drive
P. O. Box 66
Paris, MI 49338

Any correspondence to Worksite should be addressed to:

Big Rapids Charter Township Hall
Attention: Rene Fountain
14212 Northland Drive
Big Rapids, MI 49338

13. **Assignment.** This agreement and the rights and obligations of either party under it may not be assigned or delegated except to any present or future subsidiary or affiliate.
14. **Amendments or Modifications.** No agent, representative or unauthorized employee of Provider may amend or modify any term of this Agreement, or make additional promises, representations or warranties for Provider. No modification of this agreement shall be valid unless in writing, signed by authorized representatives of the parties.
15. **Complete Agreement.** Neither party has made any promises or representations that are not in this Agreement and its attached schedules. This Agreement is the complete agreement of the parties.

Signed and sealed:

Hope Network DCS, Provider

Big Rapids Charter Township, Worksite

By: Deb Mock, Executive Director

By: Rene Fountain, Clerk

Dated: _____

Dated: _____

SCHEDULE A
SERVICES TO BE PROVIDED

Big Rapids Township Hall Services:

- 1) Empty wastebaskets in all areas except locked offices.
- 2) Put all trash in the dumpster
- 3) Clean both bathrooms thoroughly(toilet, sink, mirror, sweep/mop)
- 4) Restock bathrooms if necessary
- 5) Wipe down kitchen area, spot clean walls, and check the refrigerator for items that may need to be disposed of, clean if necessary- inside and out.
- 6) Clean microwave inside and out
- 7) Clean conference room(wipe down table and chairs, windows, baseboards, sweep and mop as needed)
- 8) Sweep and mop entryway and vacuum all rugs
- 9) Vacuum and dust hallways, offices,(do not move anything)
 - a. Large wood doors in office areas only need to be cleaned once a month.
- 10) Clean drinking fountain with antibacterial surface cleanser
- 11) Wash windows and sills
- 12) Clean glass doorways
- 13) Dust all light fixtures and fans
- 14) Wipe down tables and chairs in main area
- 15) Dust high and low and wipe down baseboards
- 16) Sweep and mop stairway down to the basement and entry way/hallway in basement
- 17) Outside: pick up cigarette butts and debris, weed out flower beds.

SCHEDULE B
COMPENSATION

Cost: A Hope Network crew, plus a supervisor will complete these services bi-weekly at an agreed day at a charge of \$36.00 per hour.

Additional requested work outside of the weekly duties will be charged at a rate of \$36.00 per hour.

Worksite will be invoiced monthly by Provider with 5 working days of month-end.

Terms of payment will be Net 30.

Invoices should be mailed to:

Big Rapids Charter Township
Attention: Rene Fountain
14212 Northland Drive
Big Rapids, MI 49338