

BIG RAPIDS CHARTER TOWNSHIP BOARD
REGULAR MEETING TUESDAY, DECEMBER 4, 2018
BIG RAPIDS TOWNSHIP OFFICES, 14212 NORTHLAND DR.
BIG RAPIDS, MI 49307

AGENDA

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

PUBLIC COMMENT

ADDITIONS TO AGENDA:

CORRESPONDENCE: Letter from Rosemary Jennings: **ITEM A**

APPROVAL OF: November 6th meeting minutes: **ITEM B**

FINANCIAL

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

APPROVAL OF BILLS:

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

MONTHLY REPORTS:

1. Building/Planning Department: **ITEM G**
2. Cemetery and Grounds: **ITEM H**
3. Fire Department: **ITEM I**
4. Sewer Department: **ITEM J**
5. Water Department: **ITEM K**
6. Cemetery Committee: **ITEM L**
7. Cemetery Task Force: **ITEM M**
8. Planning Commission: **ITEM N**
9. Roads Committee: **ITEM O**
10. Utilities Committee: **ITEM P**
11. Zoning Board of Appeals: **ITEM Q**
12. Supervisor: **ITEM R**
13. Other

UNFINISHED BUSINESS:

1. Appropriations Act Resolution for 2019 (Budget) Resolution 2018-8: **ITEM S**
2. Introduction of complete text of Land Usage Ordinance change: **ITEM T**
3. Other:

NEW BUSINESS:

1. Recommendation to add Shane Thatcher to Fire Roster: **ITEM U**
2. Recommendation to add Lindsay Fitzgerald to Fire Roster: **ITEM V**
3. Recommendation from Utilities Committee to add Mission Controls to each lift station From NW Kent for a total of \$27,748: **ITEM W**
4. Recommendation from Utilities Committee to continue with NW Kent for 3 years: **ITEM X**
5. Recommendation from Utilities Committee to not put in a street light at the Brook Driveway:
6. Motion to add Warren Residence Cleanup per court order of \$2000.00 to winter tax bills: **ITEM Y**
7. Resolution 2018-10 Setting Dates for 2019 board meetings: **ITEM Z**
8. Resolution 2018-11 for depositories for 2019: **ITEM AA**
9. Resolution 2018-12 for change to HRA plan for 2019: **ITEM AB**
10. 2018 Budget Adjustments: **ITEM AC**
11. 2019 Committee Appointments: **ITEM AD**
12. Adoption of Employee Manual: **ITEM AE**
13. Recommendation from Fire Department to replace box on grass rig with a flatbed: **ITEM AF**
14. Firearms Policy
15. Web Site provider for next year:
16. 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"

11-13-2018

The enclosed donation is given in memory of Richard Jennings and Susan Jennings — two very special people in my life —

And — in honor of Big Rapids Township officials and staff who have taken such wonderful care of Highland View Cemetery. With your care and concern it is a beautiful, well kept cemetery.

I say "Thank You" to ALL of you.

Brandon — Thanks for caring — thanks for your love of the cemetery. You amaze me with your understanding and knowledge of what the cemetery "is about"!

Thanks To ALL
Sue May Jennings

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

Item "B"

CALL TO ORDER: 7:00 p.m. ROLL CALL: Stanek, Fountain, Bean, Everett, Geib present. Currie absent.
All lead in the Pledge of Allegiance.

PUBLIC COMMENT: John Zimmerman – 220th Avenue.

ADDITIONS TO AGENDA: Add Fire Department Tender under unfinished business.

PUBLIC HEARING ON 2019 BUDGET AND PROPERTY TAX MILLAGE: No public comment. Hearing closed at 7:03 pm.

APOINTMENT TO FILL TRUSTEE VACANCY: Motion to appoint Aaron Holsworth to fill the Trustee vacancy was made by Everett. Motion dies for lack of support. Motion to appoint Chris Merendino to fill Trustee vacancy was made by Bean. Seconded by Everett. Motion passed unanimously on a roll call vote.

SPECIAL APPERANCE: none

CORRESPONDENCE: Damage Assessment Team:
Note from Penny:

APPROVAL OF: October 2nd meeting minutes:

October 17th meeting minutes:

October 23rd meeting minutes: Motion to approve October 2, 2018, October 17, 2018 and October 23, 2018 meeting minutes was made by Everett. Seconded by Geib. Motion passed unanimously.

FINANCIAL

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

APPROVAL OF BILLS:

1. **Accounts Payable:** Motion to approve accounts payable checks #31249-31328 and electronic payments in the amount of \$145,823.75 was made by Bean. Seconded by Geib. Motion passed unanimously on a roll call vote.
2. **Payroll:** A motion to approve payroll checks in the amount of \$22,085.84 #11372 - #11408 and stub 10 was made by Bean. Seconded by Everett. Motion passed unanimously on a roll call vote.

MONTHLY REPORTS:

1. **Building/Planning Department:**
2. **Cemetery and Grounds:**
3. **Fire Department:**
4. **Sewer Department:**
5. **Water Department:**
6. **Cemetery Committee:**
7. **Election Commission:**
8. **Fire Committee:**
9. **Planning Commission:**
10. **Utility Committee:**
11. **Supervisor:**
Approved as printed.

UNFINISHED BUSINESS:

1. **User Charge System:** Motion to accept the User Charge as presented was made by Everett. Seconded by Fountain. Motion passed unanimously on a roll call vote.
2. **Fire Department Tender:** Motion to allocate \$4,616.65 to repair tender allowing for a 10% overrun was made by Bean. Seconded by Everett. Roll call vote: Stanek – yes, Fountain – no, Bean – yes, Everett – yes, Geib – yes. Motion passed.

NEW BUSINESS:

1. **Auditor Bids:** Motion to hire Siegfried Crandall P.C. as Auditors was made by Everett. Seconded by Fountain. Motion passed unanimously on a roll call vote.
2. **Bids to clean up Woodward Property:** Motion to hire New Horizon Landscape to clean up Woodward Property for \$2,000.00 was made by Everett. Seconded by Geib. Motion passed unanimously on a roll call vote.
3. **Resolution in opposition to SB396:**

**BIG RAPIDS CHARTER TOWNSHIP
RESOLUTION NUMBER 2018-08
Opposition to SB 396
Transporting Forest Products**

At the November Board meeting of Big Rapids Charter Board called to order by supervisor William Stanek on November 6, 2018 at 7:00 pm the following resolution was offered by Everett and supported by Fountain.

WHEREAS, Senate Bill (SB) 396 would be beneficial to the logging industry it will be very unfair to the other business in the township that depend on the roads to transport their goods.

WHEREAS, Big Rapids Charter Township dose have a lot of gravel roads and some paved roads that are in pour shape, this would take more upkeep that the residence can afford.

WHEREAS, SB 396 does allow for a token bond this would not cover the cost to repair the damage that may arise if allowed to use at such a critical time of the year.

Whereas, The roads in the township are an important element in providing transportation for our schools, fire protection, and public services it is important that we do not allow one business to have special use of this important necessity in our community.

THEREFORE, BE IT RSOLVED THAT, the Big Rapids Charter Township Board does herby oppose SB 396.

Yeas: Stanek, Everett, Fountain, Bean.

Nays: Geib.

RESOLUTION DECLARED ADOPTED

Rene Fountain, Township Clerk

4. **Motion to add special assessments and pass due water bills (\$110,382.00) to winter tax bills:** Motion to add special assessments and past due water bills in the amount of \$110, 382.00 as presented to winter tax bills was made by Fountain. Seconded by Everett. Motion carried unanimously on a roll call vote.
5. **Ordinance changes from planning commission:** Motion to approve ordinance changes as presented by planning commission was made by Bean. Seconded by Everett. Roll call vote: Stanek – yes, Fountain – no, Bean – yes, Everett – yes, Geib – no. Motion passed.
6. **Zoning Administrator pay rate:** Motion to increase Brent Mason's salary by 2% starting January 1, 2019 was made by Fountain. Seconded by Everett. Motion passed unanimously on a roll call vote.
7. **Other:**

PUBLIC COMMENT: Mitchell Barron – parcel size for towers, Bob Maguire – Payroll, Fire Department, Roads.

ADJOURNMENT: 7:56

Item "C"

GL Number	Description	Beginning Balance
101-000-001.000	Cash - Checking	782,308.96
101-000-001.001	Cash Non-Expendable	
203-000-001.000	CASH	129,143.80
204-000-001.000	CASH	(30,774.85)
206-000-001.000	Cash - Checking	159,148.54
212-000-001.000	Cash - Savings	82.50
246-000-001.000	Cash - Savings	
249-000-001.000	Cash - Savings	135,194.89
271-000-001.000	CASH	71.54
301-000-001.000	Cash - Savings	
401-000-001.000	CASH	25,342.50
590-000-001.000	Cash - Savings	604,988.16
591-000-001.000	CASH	(175,938.76)
593-000-001.000	CASH	
701-000-001.000	Cash - Savings	
708-000-001.000	CASH	44,049.49
711-000-001.000	CASH	
711-000-001.100	HVC Cash Expendable	14,323.72
850-000-001.000	Cash - Savings	(4,038.89)
Beginning GL Balance:		1,683,901.60
Add: Cash Receipts		74,324.04
Less: Cash Disbursements		(107,684.51)
Less: Payroll Disbursements		(21,285.43)
Less: Journal Entries/Other		(150,000.00)
Ending GL Balance:		1,479,255.70

GL Number	Description	Ending Balance
101-000-001.000	Cash - Checking	575,109.36
101-000-001.001	Cash Non-Expendable	
203-000-001.000	CASH	129,143.80
204-000-001.000	CASH	(30,774.85)
206-000-001.000	Cash - Checking	144,140.73
212-000-001.000	Cash - Savings	5,539.05
246-000-001.000	Cash - Savings	
249-000-001.000	Cash - Savings	132,532.74
271-000-001.000	CASH	71.54
301-000-001.000	Cash - Savings	
401-000-001.000	CASH	25,742.50
590-000-001.000	Cash - Savings	616,758.54
591-000-001.000	CASH	(177,375.06)
593-000-001.000	CASH	
701-000-001.000	Cash - Savings	
708-000-001.000	CASH	44,049.49
711-000-001.000	CASH	
711-000-001.100	HVC Cash Expendable	14,323.72
850-000-001.000	Cash - Savings	(5.86)
Ending GL Balance:		1,479,255.70
Ending Bank Balance:		1,481,641.47
Add: Deposits in Transit		
		11/14/2018 *Deposit ID: 248
		725.00
		725.00
Less: Outstanding Checks		

AP Checks

Check Date	Check Number	Name	Amount
05/03/2018	31069	DYKEMA GOSSETT PLLC	57.24
07/17/2018	31170	JANE WILLIAMS	200.00
10/25/2018	31294	CONSUMERS ENERGY	1,408.98
10/31/2018	1152	RENE FOUNTAIN	675.85
10/31/2018	1153	BRENT MASON	90.99

11/19/2018 01:36 PM
User: PENNY
DB: Big Rapids Town

BANK RECONCILIATION FOR BIG RAPIDS TOWNSHIP
Bank GEN (GENERAL TOWNSHIP CHECKING)
FROM 10/01/2018 TO 10/31/2018
Reconciliation Record ID: 79
AP Checks

Page 2/2

Check Date	Check Number	Name	Amount
10/31/2018	1154	BILL STANEK	83.33

Payroll Checks

Check Date	Check Number	Name	Amount
12/31/2017	10970	BEAN, SUSAN	11.01
03/01/2018	11067	MYERS, AARON	43.41
03/02/2018	11068	FITZPATRICK, DUSTIN	13.86
09/01/2018	11318	BEAN, SUSAN	208.00
10/01/2018	11349	BRYANT, ELIZABETH	38.36
10/01/2018	11366	DAVIS, MARY	36.94
10/01/2018	11370	EVERETT, JERALD	128.48
10/15/2018	11371	YEHLE, NATHANIEL	114.32

Total - 14 Outstanding Checks: 3,110.77
Adjusted Bank Balance 1,479,255.70
Unreconciled Difference: 0.00

REVIEWED BY: *Karen Jaurin Penny Currie* DATE: *11/18/18*
11/20/18

11/30/2018 REVENUE AND EXPENDITURE REPORT FOR BIG RAPIDS TOWNSHIP
 PERIOD ENDING 12/31/2018
 % Fiscal Year Completed: 100.00

GL NUMBER	DESCRIPTION	2018		YTD BALANCE 12/31/2018	ACTIVITY FOR MONTH 12/31/2018 INCREASE (DECREASE)	AVAILABLE BALANCE	% BDGT USED
		AMENDED BUDGET	NORMAL (ABNORMAL)				
Fund 101 - GENERAL OPERATING FUND							
Revenues							
Dept 000 - GENERAL							
101-000-402.000	Current Real Property Tax	180,000.00	180,570.19	0.00	(570.19)	100.32	
101-000-441.000	Local Community Stabilization Share Tax	0.00	2,093.10	0.00	(2,093.10)	100.00	
101-000-445.000	Penalties & Interest on Taxes	1,400.00	1,452.45	0.00	(52.45)	103.75	
101-000-447.000	Property Tax Admin Fee	48,000.00	51,750.21	0.00	(3,750.21)	107.81	
101-000-451.000	Business Licenses & Permits	19,800.00	14,341.00	0.00	5,459.00	72.43	
101-000-574.000	State Shared Revenue	340,000.00	234,548.00	0.00	105,452.00	68.98	
101-000-607.000	Ch. for Serv. (fees, zoning)	200.00	3,770.00	0.00	(3,570.00)	1,885.00	
101-000-610.000	School Parcel Fee	5,800.00	6,335.50	0.00	(535.50)	109.23	
101-000-628.000	Ch. for Serv. (copies, ordin.)	50.00	952.43	0.00	(902.43)	1,904.86	
101-000-632.000	Ch. for Serv. (sale cem. lots)	2,500.00	5,600.00	0.00	(3,100.00)	224.00	
101-000-634.000	Ch. for Serv. (grave op & cl)	12,000.00	14,600.00	0.00	(2,600.00)	121.67	
101-000-635.000	Chg For Serv Cem Foun & Misc	3,500.00	5,782.00	0.00	(2,282.00)	165.20	
101-000-640.000	Ch. for Serv. (lot splits)	500.00	375.00	0.00	125.00	75.00	
101-000-664.000	Int. & Div. on Earnings	2,500.00	2,140.32	0.00	359.68	85.61	
101-000-667.000	Rent&Exp Building Dept	7,200.00	5,400.00	0.00	1,800.00	75.00	
101-000-668.000	Sign Rental	4,000.00	4,000.00	0.00	0.00	100.00	
101-000-673.000	Sale of Fixed Assets	0.00	1,550.00	0.00	(1,550.00)	100.00	
101-000-675.020	Cemetery Annuity - Division of Assets	45,000.00	51,849.93	0.00	(6,849.93)	115.22	
101-000-676.000	Reimbursements	2,000.00	6,037.77	0.00	(4,037.77)	301.89	
101-000-687.000	REFUNDS	500.00	144.49	0.00	355.51	28.90	
101-000-697.000	Transfer from other Fund	50,000.00	0.00	0.00	50,000.00	0.00	
101-000-698.000	Advance from Fund Balance	160,000.00	0.00	0.00	160,000.00	0.00	
Total Dept 000 - GENERAL		884,950.00	593,297.39	0.00	291,657.61	67.04	
TOTAL REVENUES		884,950.00	593,297.39	0.00	291,657.61	67.04	
Expenditures							
Dept 101 - TOWNSHIP BOARD							
101-101-702.000	Salary & Wages	7,000.00	6,124.86	437.49	875.14	87.50	
101-101-702.020	Salary & Wages Clerical Help	24,500.00	22,439.99	2,039.99	2,060.01	91.59	
101-101-710.000	Twp. Share Medicare Withholding	460.00	414.16	35.90	45.84	90.03	
101-101-714.000	Health Insurance	4,150.00	5,758.29	0.00	(1,608.29)	138.75	
101-101-715.000	Twp. Share Soc. Sec. Withholdg	2,000.00	1,771.05	153.63	228.95	88.55	
101-101-715.015	Retirement	0.00	1,420.94	346.12	(1,420.94)	100.00	

GL NUMBER	DESCRIPTION	2018		YTD BALANCE 12/31/2018	ACTIVITY FOR MONTH 12/31/2018	AVAILABLE BALANCE	% BDGT USED
		AMENDED BUDGET	NORMAL (ABNORMAL)				
101-101-718.000	Retirement	3,500.00	0.00	0.00	0.00	3,500.00	0.00
101-101-720.000	Medical Reimbursement	750.00	595.26	0.00	0.00	154.74	79.37
101-101-727.000	Office Supplies	800.00	786.80	0.00	0.00	13.20	98.35
101-101-740.000	Operating Supplies	200.00	525.00	0.00	0.00	(325.00)	262.50
101-101-801.000	Professional Services	26,000.00	29,405.72	3,293.56	3,293.56	(3,405.72)	113.10
101-101-850.000	Communication	3,600.00	2,960.92	264.95	264.95	639.08	82.25
101-101-860.000	Transportation	200.00	52.87	0.00	0.00	147.13	26.44
101-101-860.100	Transportation - Census	200.00	0.00	0.00	0.00	200.00	0.00
101-101-880.000	Community Promotion	600.00	0.00	0.00	0.00	600.00	0.00
101-101-881.000	FALL CLEAN-UP	8,000.00	8,198.55	0.00	0.00	(198.55)	102.48
101-101-900.000	Printing & Publishing	2,000.00	1,627.77	314.18	314.18	372.23	81.39
101-101-956.000	Miscellaneous	200.00	0.00	0.00	0.00	200.00	0.00
101-101-958.000	Membership & Dues	3,400.00	3,287.95	0.00	0.00	112.05	96.70
101-101-960.000	Education	2,000.00	618.50	33.50	33.50	1,381.50	30.93
101-101-964.010	Refunds and Rebates	0.00	57.24	0.00	0.00	(57.24)	100.00
101-101-965.000	Insurance & Bonds	9,000.00	7,135.78	183.87	183.87	1,864.22	79.29
101-101-975.000	Capital Outlay under \$10,000	2,000.00	0.00	0.00	0.00	2,000.00	0.00
101-101-999.000	Transfer to Other Fund	0.00	10,000.00	0.00	0.00	(10,000.00)	100.00
Total Dept 101 - TOWNSHIP BOARD		100,560.00	103,181.65	7,103.19	7,103.19	(2,621.65)	102.61
Dept 171 - SUPERVISOR							
101-171-702.000	Salary & Wages	25,000.00	22,916.63	2,083.33	2,083.33	2,083.37	91.67
101-171-702.010	Salary & Wages Deputy	2,500.00	0.00	0.00	0.00	2,500.00	0.00
101-171-702.040	Health Insurance Buyout	5,000.00	4,583.37	416.67	416.67	416.63	91.67
101-171-702.300	Health Insurance Buyout	1,800.00	1,650.00	150.00	150.00	150.00	91.67
101-171-710.000	Twp. Share Medicare Withholding	500.00	422.68	38.43	38.43	77.32	84.54
101-171-715.000	Twp. Share Soc. Sec. Withholdg	2,125.00	1,807.30	164.30	164.30	317.70	85.05
101-171-715.015	Retirement	0.00	1,749.00	437.25	437.25	(1,749.00)	100.00
101-171-720.000	Medical Reimbursement	1,000.00	833.30	0.00	0.00	166.70	83.33
101-171-727.000	Office Supplies	100.00	0.00	0.00	0.00	100.00	0.00
101-171-740.000	Operating Supplies	100.00	0.00	0.00	0.00	100.00	0.00
101-171-801.000	Professional Services	500.00	0.00	0.00	0.00	500.00	0.00
101-171-850.100	Cell Phone	360.00	180.00	0.00	0.00	180.00	50.00
101-171-860.000	Transportation	400.00	102.46	0.00	0.00	297.54	25.62
101-171-874.000	Retirement	5,250.00	0.00	0.00	0.00	5,250.00	0.00
101-171-960.000	Education	1,000.00	868.56	250.00	250.00	131.44	86.86
101-171-975.000	Capital Outlay under \$10,000	1,000.00	979.00	0.00	0.00	21.00	97.90
Total Dept 171 - SUPERVISOR		46,635.00	36,092.30	3,539.98	3,539.98	10,542.70	77.39
Dept 215 - CLERK							
101-215-702.000	Salary & Wages	31,500.00	28,875.00	2,625.00	2,625.00	2,625.00	91.67
101-215-702.010	Salary & Wages Deputy	3,700.00	2,145.50	0.00	0.00	1,554.50	57.99
101-215-702.040	Salary & Wages Cemetery	7,700.00	7,058.37	641.67	641.67	641.63	91.67
101-215-702.300	Health Insurance Buyout	1,800.00	1,650.00	150.00	150.00	150.00	91.67

GL NUMBER	DESCRIPTION	2018		YTD BALANCE		ACTIVITY FOR		AVAILABLE		
		AMENDED BUDGET	NORMAL (ABNORMAL)	12/31/2018	MONTH 12/31/2018	INCREASE (DECREASE)	NORMAL (ABNORMAL)	BALANCE	% BDGT USED	
101-215-710.000	Twp. Share Medicare Withholding	650.00		576.07		49.54		73.93	88.53	
101-215-715.000	Twp. Share Soc. Sec. Withholdg	2,775.00		2,463.19		211.83		311.81	88.76	
101-215-715.015	Retirement	0.00		2,255.00		563.75		(2,255.00)	100.00	
101-215-720.000	Medical Reimbursement	1,000.00		675.85		0.00		324.15	67.59	
101-215-727.000	Office Supplies	700.00		374.88		0.00		325.12	53.55	
101-215-740.000	Operating Supplies	250.00		173.64		0.00		76.36	69.46	
101-215-801.000	Professional Services	2,000.00		2,572.50		0.00		(572.50)	128.63	
101-215-850.000	Cell Phone Reimbursement	360.00		270.00		0.00		90.00	75.00	
101-215-874.000	Retirement	6,765.00		0.00		0.00		6,765.00	0.00	
101-215-960.000	Education	1,000.00		0.00		0.00		1,000.00	0.00	
101-215-975.000	Capital Outlay under \$10,000	500.00		0.00		0.00		500.00	0.00	
Total Dept 215 - CLERK		60,700.00		49,090.00		4,241.79		11,610.00	80.87	
Dept 237 - RETIREMENT BOARD/DEPARTMENT										
101-237-718.000	Retirement	0.00		16,132.54		0.00		(16,132.54)	100.00	
Total Dept 237 - RETIREMENT BOARD/DEPARTMENT		0.00		16,132.54		0.00		(16,132.54)	100.00	
Dept 247 - BOARD OF REVIEW										
101-247-702.000	Salary & Wages	900.00		729.00		0.00		171.00	81.00	
101-247-710.000	Twp. Share Medicare Withholding	15.00		10.57		0.00		4.43	70.47	
101-247-715.000	Twp. Share Soc. Sec. Withholdg	60.00		45.19		0.00		14.81	75.32	
101-247-900.000	Printing & Publishing	75.00		60.63		0.00		14.37	80.84	
101-247-960.000	Education	200.00		0.00		0.00		200.00	0.00	
Total Dept 247 - BOARD OF REVIEW		1,250.00		845.39		0.00		404.61	67.63	
Dept 253 - TREASURER										
101-253-702.000	Salary & Wages	31,200.00		28,600.00		2,600.00		2,600.00	91.67	
101-253-702.010	Salary & Wages Deputy	3,850.00		2,116.38		1,050.00		1,733.62	54.97	
101-253-710.000	Twp. Share Medicare Withholding	510.00		445.35		39.21		64.65	87.32	
101-253-714.000	Health Insurance	5,300.00		5,635.97		0.00		(335.97)	106.34	
101-253-715.000	Twp. Share Soc. Sec. Withholdg	2,175.00		1,904.46		167.71		270.54	87.56	
101-253-715.015	Retirement	0.00		1,716.00		429.00		(1,716.00)	100.00	
101-253-720.000	Medical Reimbursement	800.00		401.76		0.00		398.24	50.22	
101-253-727.000	Office Supplies	1,000.00		760.40		0.00		239.60	76.04	
101-253-740.000	Operating Supplies	600.00		662.00		0.00		(62.00)	110.33	
101-253-801.000	Professional Services	3,800.00		3,188.84		0.00		611.16	83.92	
101-253-874.000	Retirement	5,180.00		0.00		0.00		5,180.00	0.00	
101-253-956.000	Miscellaneous	500.00		0.00		0.00		500.00	0.00	
101-253-960.000	Education	250.00		0.00		0.00		250.00	0.00	
Total Dept 253 - TREASURER		55,165.00		45,431.16		3,340.92		9,733.84	82.36	
Dept 257 - ASSESSOR										
101-257-727.000	SUPPLIES	100.00		0.00		0.00		100.00	0.00	
101-257-740.000	Operating Supplies	200.00		0.00		0.00		200.00	0.00	

GL NUMBER	DESCRIPTION	2018		YTD BALANCE		ACTIVITY FOR		AVAILABLE		
		AMENDED BUDGET	NORMAL (ABNORMAL)	12/31/2018	MONTH 12/31/2018	INCREASE (DECREASE)	NORMAL (ABNORMAL)	BALANCE	% BDGT USED	
101-257-801.000	Professional Services	3,000.00		3,406.96		0.00		(406.96)	113.57	
101-257-801.005	Contractual Assessor	39,500.00		30,333.30		3,033.33		9,166.70	76.79	
101-257-801.006	Tax Tribunal Appeals	1,000.00		0.00		0.00		1,000.00	0.00	
Total Dept 257 - ASSESSOR		43,800.00		33,740.26		3,033.33		10,059.74	77.03	
Dept 262 - ELECTIONS										
101-262-702.000	SALARY AND WAGES	4,800.00		5,989.29		2,251.04		(1,189.29)	124.78	
101-262-710.000	Twp. Share Medicare Withholding	25.00		0.00		0.00		25.00	0.00	
101-262-715.000	Twp. Share Soc. Sec. Withholding	100.00		0.00		0.00		100.00	0.00	
101-262-727.000	SUPPLIES	600.00		362.33		44.91		237.67	60.39	
101-262-740.000	Operating Supplies	1,400.00		1,532.33		343.35		(132.33)	109.45	
101-262-801.000	Professional Services	500.00		1,031.25		1,010.00		(531.25)	206.25	
101-262-900.000	Printing & Publishing	400.00		91.99		33.75		308.01	23.00	
101-262-960.000	Education	250.00		79.53		0.00		170.47	31.81	
101-262-975.000	Capital Outlay under \$10,000	1,000.00		0.00		0.00		1,000.00	0.00	
Total Dept 262 - ELECTIONS		9,075.00		9,086.72		3,683.05		(11.72)	100.13	
Dept 265 - TOWNSHIP HALL & GROUNDS										
101-265-702.000	Salary & Wages	1,000.00		2,505.38		34.00		(1,505.38)	250.54	
101-265-702.200	Salary & Wages Snowplowing	500.00		95.20		32.30		404.80	19.04	
101-265-710.000	Twp. Share Medicare Withholding	25.00		37.71		0.96		(12.71)	150.84	
101-265-715.000	Twp. Share Soc. Sec. Withholdg	95.00		161.24		4.11		(66.24)	169.73	
101-265-715.015	Retirement	0.00		115.79		9.28		(115.79)	100.00	
101-265-740.000	Operating Supplies	200.00		97.51		0.00		102.49	48.76	
101-265-775.000	Repair & Maintenance Supplies	600.00		619.40		256.45		(19.40)	103.23	
101-265-801.000	Professional Services	500.00		83.33		0.00		416.67	16.67	
101-265-920.000	Public Utilities	4,800.00		3,281.16		0.00		1,518.84	68.36	
101-265-930.000	Repair & Maintenance	2,000.00		1,857.50		0.00		142.50	92.88	
101-265-932.000	Grounds maintenance	800.00		590.16		172.90		209.84	73.77	
101-265-956.000	Miscellaneous	100.00		0.00		0.00		100.00	0.00	
101-265-975.000	Capital Outlay under \$10,000	4,000.00		0.00		0.00		4,000.00	0.00	
101-265-978.000	Capital Outlay \$10,000 and above	22,000.00		0.00		0.00		22,000.00	0.00	
Total Dept 265 - TOWNSHIP HALL & GROUNDS		36,620.00		9,444.38		510.00		27,175.62	25.79	
Dept 276 - TOWNSHIP CEMETERIES										
101-276-702.000	Salary & Wages	20,300.00		19,510.11		792.55		789.89	96.11	
101-276-702.015	Salary & Wages Management	28,800.00		12,852.00		2,643.50		15,948.00	44.63	
101-276-702.016	Salary & Wages Clerical Management	12,700.00		7,263.25		153.00		5,436.75	57.19	
101-276-702.100	SALARY & WAGES: UNEMPLOYMENT	4,800.00		4,047.19		0.00		752.81	84.32	
101-276-702.200	Salary & Wages Snowplowing	390.00		95.20		32.30		294.80	24.41	
101-276-710.000	Twp. Share Medicare Withholding	910.00		575.93		52.51		334.07	63.29	
101-276-714.000	Health Insurance	7,300.00		6,892.55		0.00		407.45	94.42	
101-276-715.000	Twp. Share Soc. Sec. Withholdg	3,860.00		2,462.68		224.53		1,397.32	63.80	
101-276-715.015	Retirement	0.00		1,533.09		396.04		(1,533.09)	100.00	

GL NUMBER	DESCRIPTION	2018		YTD BALANCE		ACTIVITY FOR		AVAILABLE		% BDGT USED
		AMENDED BUDGET	NORMAL (ABNORMAL)	12/31/2018	INCREASE (DECREASE)	MONTH 12/31/2018	NORMAL (ABNORMAL)	BALANCE		
101-276-720.000	Medical Reimbursement	1,000.00		290.00	0.00	0.00		710.00	29.00	
101-276-727.000	Office Supplies	800.00		244.27	100.99	100.99		555.73	30.53	
101-276-740.000	Operating Supplies	4,000.00		4,167.55	164.55	164.55		(167.55)	104.19	
101-276-775.000	Repair & Maintenance Supplies	4,000.00		3,709.01	55.89	55.89		290.99	92.73	
101-276-801.000	Professional Services	3,500.00		698.33	0.00	0.00		2,801.67	19.95	
101-276-801.010	MANPOWER	2,000.00		2,200.40	822.89	822.89		(200.40)	110.02	
101-276-801.020	PROF. SERVICES GRAVE OPENING/CLOSING	10,000.00		9,600.00	900.00	900.00		400.00	96.00	
101-276-850.000	Communication	1,000.00		979.78	0.00	0.00		20.22	97.98	
101-276-850.100	Cell Phone	360.00		300.00	0.00	0.00		60.00	83.33	
101-276-860.000	Transportation	100.00		0.00	0.00	0.00		100.00	0.00	
101-276-874.000	Retirement	3,950.00		0.00	0.00	0.00		3,950.00	0.00	
101-276-900.000	Printing & Publishing	100.00		206.25	0.00	0.00		(106.25)	206.25	
101-276-920.000	Public Utilities	2,800.00		1,871.82	149.68	149.68		928.18	66.85	
101-276-930.000	Repair & Maintenance	3,000.00		3,482.78	539.95	539.95		(482.78)	116.09	
101-276-933.000	Snowplowing	300.00		49.00	0.00	0.00		251.00	16.33	
101-276-958.000	Membership & Dues	100.00		0.00	0.00	0.00		100.00	0.00	
101-276-960.000	Education	500.00		265.67	33.50	33.50		234.33	53.13	
101-276-965.000	Insurance & Bonds	2,300.00		2,504.46	272.78	272.78		(204.46)	108.89	
101-276-971.000	Re Purchase Cemetery Lots	500.00		0.00	0.00	0.00		500.00	0.00	
101-276-975.000	Capital Outlay under \$10,000	12,000.00		11,106.17	0.00	0.00		893.83	92.55	
Total Dept 276 - TOWNSHIP CEMETERIES		131,370.00		96,907.49	7,334.66	7,334.66		34,462.51	73.77	
Dept 446 - HIGHWAYS & STREETS										
101-446-801.000	Professional Services	2,000.00		0.00	0.00	0.00		2,000.00	0.00	
101-446-805.000	Contractual Services Roads	280,000.00		118,112.58	22,575.61	22,575.61		161,887.42	42.18	
Total Dept 446 - HIGHWAYS & STREETS		282,000.00		118,112.58	22,575.61	22,575.61		163,887.42	41.88	
Dept 448 - STREET LIGHTS										
101-448-805.000	Contractual Services	100.00		0.00	0.00	0.00		100.00	0.00	
101-448-920.000	Public Utilities	9,400.00		7,576.15	34.69	34.69		1,823.85	80.60	
Total Dept 448 - STREET LIGHTS		9,500.00		7,576.15	34.69	34.69		1,923.85	79.75	
Dept 450 - IND. PARK INFRASTRUCTURE										
101-450-990.100	Ind. Park Infrastructure	50,800.00		0.00	0.00	0.00		50,800.00	0.00	
Total Dept 450 - IND. PARK INFRASTRUCTURE		50,800.00		0.00	0.00	0.00		50,800.00	0.00	
Dept 721 - PLANNING COMMISSION										
101-721-702.000	SALARY AND WAGES	8,000.00		7,333.37	666.67	666.67		666.63	91.67	
101-721-702.030	Salary & Wages Per Diems	3,360.00		2,680.00	360.00	360.00		680.00	79.76	
101-721-710.000	Twp. Share Medicare Withholding	165.00		145.23	14.89	14.89		19.77	88.02	
101-721-715.000	Twp. Share Soc. Sec. Withholding	705.00		620.79	63.65	63.65		84.21	88.06	
101-721-715.015	Retirement	0.00		373.32	93.33	93.33		(373.32)	100.00	
101-721-740.000	Operating Supplies	100.00		11.96	0.00	0.00		88.04	11.96	
101-721-801.000	Professional Services	3,000.00		4,734.20	1,565.20	1,565.20		(1,734.20)	157.81	

GL NUMBER	DESCRIPTION	2018		YTD BALANCE 12/31/2018	ACTIVITY FOR MONTH 12/31/2018		AVAILABLE BALANCE	% BDGT USED
		AMENDED BUDGET	NORMAL (ABNORMAL)		INCREASE (DECREASE)	NORMAL (ABNORMAL)		
101-721-860.000	MILEAGE	250.00	418.60	0.00	(168.60)	167.44	0.00	
101-721-874.000	Retirement	800.00	0.00	0.00	800.00	0.00	0.00	
101-721-900.000	Printing & Publishing	400.00	503.56	67.50	(103.56)	125.89	0.00	
101-721-956.000	Miscellaneous	50.00	0.00	0.00	50.00	0.00	0.00	
101-721-960.000	Education	1,000.00	293.00	0.00	707.00	29.30	0.00	
101-721-964.010	Refunds and Rebates	0.00	400.00	0.00	(400.00)	100.00	0.00	
Total Dept 721 - PLANNING COMMISSION		17,830.00	17,514.03	2,831.24	315.97	98.23		
Dept 728 - ECONOMIC-INDUSTRIAL DEVELOPMT								
101-728-801.000	Professional Services	500.00	0.00	0.00	500.00	0.00	0.00	
101-728-880.000	Community Promotion	4,200.00	4,000.00	0.00	200.00	95.24	0.00	
101-728-930.000	Repair & Maintenance	500.00	0.00	0.00	500.00	0.00	0.00	
Total Dept 728 - ECONOMIC-INDUSTRIAL DEVELOPMT		5,200.00	4,000.00	0.00	1,200.00	76.92		
Dept 751 - PARKS & RECREATION								
101-751-702.000	Salary & Wages	500.00	615.43	0.00	(115.43)	123.09	0.00	
101-751-702.015	Salary & Wages Mangement	1,000.00	799.00	0.00	201.00	79.90	0.00	
101-751-702.070	Park Supvr	2,500.00	2,500.00	0.00	0.00	100.00	0.00	
101-751-710.000	Twp. Share Medicare Withholding	60.00	56.77	0.00	3.23	94.62	0.00	
101-751-715.000	Twp. Share Soc. Sec. Withholdg	250.00	242.69	0.00	7.31	97.08	0.00	
101-751-715.015	Retirement	0.00	27.37	0.00	(27.37)	100.00	0.00	
101-751-740.000	Operating Supplies	500.00	440.87	0.00	59.13	88.17	0.00	
101-751-775.000	Repair & Maintenance Supplies	500.00	251.58	0.00	248.42	50.32	0.00	
101-751-900.000	Printing & Publishing	0.00	78.76	0.00	(78.76)	100.00	0.00	
101-751-920.000	Public Utilities	350.00	168.93	0.00	181.07	48.27	0.00	
101-751-930.000	Repair & Maintenance	600.00	130.00	0.00	470.00	21.67	0.00	
101-751-975.000	Capital Outlay under \$10,000	7,000.00	4,962.00	0.00	2,038.00	70.89	0.00	
101-751-978.000	Capital Outlay \$10,000 and above	18,000.00	17,250.00	0.00	750.00	95.83	0.00	
Total Dept 751 - PARKS & RECREATION		31,260.00	27,523.40	0.00	3,736.60	88.05		
TOTAL EXPENDITURES								
		881,765.00	574,678.05	58,228.46	307,086.95	65.17		
Fund 101 - GENERAL OPERATING FUND:								
TOTAL REVENUES		884,950.00	593,292.39	0.00	291,657.61	67.04		
TOTAL EXPENDITURES		881,765.00	574,678.05	58,228.46	307,086.95	65.17		
NET OF REVENUES & EXPENDITURES		3,185.00	18,614.34	(58,228.46)	(15,429.34)	584.44		
Fund 203 - PERRY STREET CORRIDOR SIDEWALK								
Revenues								
Dept 000 - GENERAL								
203-000-665.000	SPECIAL ASSESSMENT INTEREST	5,000.00	27,283.58	0.00	(22,283.58)	545.67		
203-000-672.000	Special Assessment	50,000.00	29,132.71	0.00	20,867.29	58.27		
Total Dept 000 - GENERAL		55,000.00	56,416.29	0.00	(1,416.29)	102.58		

GL NUMBER	DESCRIPTION	2018		YTD BALANCE 12/31/2018	ACTIVITY FOR MONTH 12/31/2018 INCREASE (DECREASE)	AVAILABLE BALANCE	% BODGT USED
		AMENDED BUDGET	NORMAL (ABNORMAL)				
TOTAL REVENUES		55,000.00		56,416.29	0.00	(1,416.29)	102.58
Expenditures							
Dept 444 - SIDEWALKS							
203-444-991.050	LOAN PAYMENT (to revolving loan fund)	50,000.00		0.00	0.00	50,000.00	0.00
203-444-996.050	INTEREST (to revolving loan fund)	5,000.00		(12,100.00)	0.00	17,100.00	(242.00)
Total Dept 444 - SIDEWALKS		55,000.00		(12,100.00)	0.00	67,100.00	(22.00)
TOTAL EXPENDITURES				(12,100.00)	0.00	67,100.00	(22.00)
Fund 203 - PERRY STREET CORRIDOR SIDEWALK:							
TOTAL REVENUES		55,000.00		56,416.29	0.00	(1,416.29)	102.58
TOTAL EXPENDITURES		55,000.00		(12,100.00)	0.00	67,100.00	22.00
NET OF REVENUES & EXPENDITURES		0.00		68,516.29	0.00	(58,516.29)	100.00
Fund 204 - MUNICIPAL STREET FUND							
Revenues							
Dept 000 - GENERAL							
204-000-405.000	B. R. T. Road Millage	215,000.00		180,374.16	0.00	34,625.84	83.89
Total Dept 000 - GENERAL		215,000.00		180,374.16	0.00	34,625.84	83.89
TOTAL REVENUES		215,000.00		180,374.16	0.00	34,625.84	83.89
Expenditures							
Dept 446 - HIGHWAYS & STREETS							
204-446-805.000	Contractual Services	215,000.00		215,000.00	0.00	0.00	100.00
Total Dept 446 - HIGHWAYS & STREETS		215,000.00		215,000.00	0.00	0.00	100.00
TOTAL EXPENDITURES		215,000.00		215,000.00	0.00	0.00	100.00
Fund 204 - MUNICIPAL STREET FUND:							
TOTAL REVENUES		215,000.00		180,374.16	0.00	34,625.84	83.89
TOTAL EXPENDITURES		215,000.00		215,000.00	0.00	0.00	100.00
NET OF REVENUES & EXPENDITURES		0.00		(34,625.84)	0.00	34,625.84	100.00
Fund 206 - FIRE FUND							
Revenues							
Dept 000 - GENERAL							
206-000-403.000	Current Real Property Tax	215,000.00		252,996.73	0.00	(37,996.73)	117.67

GL NUMBER	DESCRIPTION	2018		YTD BALANCE		ACTIVITY FOR		AVAILABLE		% BDT USED
		AMENDED BUDGET	NORMAL (ABNORMAL)	12/31/2018	MONTH 12/31/2018 INCREASE (DECREASE)	NORMAL (ABNORMAL)	BALANCE			
206-000-582.000	Contribution Mecosta Co. F.R.	15,980.00		12,360.40	0.00	3,619.60	77.35			
206-000-664.000	Int. & Div. on Earnings	20.00		1,788.94	0.00	(1,768.94)	8,944.70			
206-000-676.000	Reimbursements	0.00		75.55	0.00	(75.55)	100.00			
Total Dept 000 - GENERAL		231,000.00		267,221.62	0.00	(36,221.62)	115.68			
TOTAL REVENUES		231,000.00		267,221.62	0.00	(36,221.62)	115.68			

Expenditures										
Dept 336 - FIRE DEPARTMENT										
GL NUMBER	DESCRIPTION	2018		YTD BALANCE		ACTIVITY FOR		AVAILABLE		% BDT USED
		AMENDED BUDGET	NORMAL (ABNORMAL)	12/31/2018	MONTH 12/31/2018 INCREASE (DECREASE)	NORMAL (ABNORMAL)	BALANCE			
206-336-702.000	Salary & Wages	67,500.00		53,324.61	4,499.70	14,175.39	79.00			
206-336-702.025	Salary & Wages Reports	1,200.00		1,062.00	87.00	138.00	88.50			
206-336-702.030	Salary & Wages Preincident Surveys	3,000.00		2,475.00	300.00	525.00	82.50			
206-336-702.050	Salary & Wages First Responder	22,000.00		18,174.73	2,000.22	3,825.27	82.61			
206-336-702.080	Chief Salary & Wages	7,500.00		10,028.67	1,089.81	(2,528.67)	133.72			
206-336-702.085	Asst Chief's Salary & Wages	4,800.00		7,189.25	812.75	(2,389.25)	149.78			
206-336-702.200	Salary & Wages Snowplowing	500.00		95.20	32.30	404.80	19.04			
206-336-710.000	Twp. Share Medicare Withholding	1,550.00		1,339.10	127.97	210.90	86.39			
206-336-715.000	Twp. Share Soc. Sec. Withhold	6,600.00		5,725.67	546.96	874.33	86.75			
206-336-715.015	Retirement	0.00		4.52	4.52	(4.52)	100.00			
206-336-727.000	Office Supplies	1,500.00		1,013.55	0.00	486.45	67.57			
206-336-740.000	Operating Supplies	15,500.00		7,606.40	316.55	7,893.60	49.07			
206-336-775.000	Repair & Maintenance Supplies	1,500.00		643.08	22.99	856.92	42.87			
206-336-801.000	Professional Services	2,000.00		1,767.76	629.75	232.24	88.39			
206-336-850.000	Communication	2,750.00		2,510.93	233.40	239.07	91.31			
206-336-860.000	Transportation	100.00		59.29	0.00	40.71	59.29			
206-336-880.000	Community Promotion	1,000.00		945.00	0.00	55.00	94.50			
206-336-900.000	Printing & Publishing	100.00		0.00	0.00	100.00	0.00			
206-336-920.000	Public Utilities	9,000.00		7,929.65	49.02	1,070.35	88.11			
206-336-930.000	Repair & Maintenance	12,500.00		22,800.88	9,007.70	(10,300.88)	182.41			
206-336-932.000	Grounds maintenance	300.00		332.34	122.50	(32.34)	110.78			
206-336-933.000	Snowplowing	0.00		49.00	0.00	(49.00)	100.00			
206-336-935.000	Blgd. & Grounds Repair & Maintenance	1,500.00		2,200.02	23.38	(700.02)	146.67			
206-336-956.000	Miscellaneous	100.00		0.00	0.00	100.00	0.00			
206-336-958.000	Membership & Dues	500.00		0.00	0.00	500.00	0.00			
206-336-960.000	Education	4,000.00		2,783.50	33.50	1,216.50	69.59			
206-336-965.000	Insurance & Bonds	27,000.00		49,310.56	856.65	(22,310.56)	182.63			
206-336-975.000	Capital Outlay under \$10,000	17,000.00		2,761.49	829.99	14,238.51	16.24			
Total Dept 336 - FIRE DEPARTMENT		211,000.00		202,132.20	21,626.66	8,867.80	95.80			
TOTAL EXPENDITURES		211,000.00		202,132.20	21,626.66	8,867.80	95.80			

Fund 206 - FIRE FUND:
TOTAL REVENUES 231,000.00 267,221.62 0.00 (36,221.62) 115.68

GL NUMBER	DESCRIPTION	2018	12/31/2018	MONTH 12/31/2018	ACTIVITY FOR	AVAILABLE	% BDGT
TOTAL EXPENDITURES		AMENDED BUDGET	NORMAL (ABNORMAL)	INCREASE (DECREASE)	NORMAL (ABNORMAL)	BALANCE	USED
NET OF REVENUES & EXPENDITURES		211,000.00	207,132.20	21,626.66		8,867.80	95.80
		20,000.00	65,089.42	(21,626.66)		(45,089.42)	325.45

Fund 212 - LIQUOR LAW ENFORCEMENT FUND

Revenues

Dept 000 - GENERAL		5,600.00	5,539.05	0.00		60.95	98.91
212-000-574.000	State Shared Revenue			0.00		60.95	98.91
Total Dept 000 - GENERAL		5,600.00	5,539.05	0.00		60.95	98.91

TOTAL REVENUES

		5,600.00	5,539.05	0.00		60.95	98.91
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Expenditures

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

TOTAL EXPENDITURES

		5,600.00	5,539.05	0.00		60.95	98.91
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Fund 212 - LIQUOR LAW ENFORCEMENT FUND:

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

Fund 246 - TOWNSHIP IMPROV REV. FUND

Revenues

Dept 000 - GENERAL		50,000.00	0.00	0.00		50,000.00	0.00
246-000-663.000	Received from Sidewalk Fund			0.00		5,000.00	0.00
246-000-664.000	Int. & Div. on Earnings	5,000.00	0.00	0.00		5,000.00	0.00
Total Dept 000 - GENERAL		55,000.00	0.00	0.00		55,000.00	0.00

TOTAL REVENUES

		55,000.00	0.00	0.00		55,000.00	0.00
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Expenditures

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

TOTAL EXPENDITURES

		55,000.00	0.00	0.00		55,000.00	0.00
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GL NUMBER	DESCRIPTION	2018	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT
Fund 246 - TOWNSHIP IMPROV REV. FUND:		AMENDED BUDGET	12/31/2018	MONTH 12/31/2018	BALANCE	USED
			NORMAL (ABNORMAL)	INCREASE (DECREASE)	NORMAL (ABNORMAL)	
TOTAL REVENUES		55,000.00	0.00	0.00	55,000.00	0.00
TOTAL EXPENDITURES		55,000.00	0.00	0.00	55,000.00	0.00
NET OF REVENUES & EXPENDITURES		0.00	0.00	0.00	0.00	0.00

Fund 249 - BUILDING INSPECTION FUND						
Revenues						
Dept 000 - GENERAL						
249-000-608.000	Ch. for Serv.Fees/Bldg Permits	58,900.00	95,447.50	0.00	(36,547.50)	162.05
249-000-664.000	Int. & Div. on Earnings	100.00	0.00	0.00	100.00	0.00
249-000-699.100	Advance from Fund Balance	7,500.00	0.00	0.00	7,500.00	0.00
Total Dept 000 - GENERAL		66,500.00	95,447.50	0.00	(28,947.50)	143.53
TOTAL REVENUES		66,500.00	95,447.50	0.00	(28,947.50)	143.53

Expenditures						
Dept 237 - RETIREMENT BOARD/DEPARTMENT						
249-237-718.000	Retirement	0.00	940.80	0.00	(940.80)	100.00
Total Dept 237 - RETIREMENT BOARD/DEPARTMENT		0.00	940.80	0.00	(940.80)	100.00

Dept 371 - BUILDING INSPECTION DEPARTMENT						
249-371-702.000						
249-371-702.020	Salary & Wages	10,000.00	9,764.57	602.75	235.43	97.65
249-371-703.000	Salary & Wages Clerical Help	11,500.00	10,560.01	960.01	939.99	91.83
249-371-704.000	Salary & Wages Electrical Insp	9,000.00	9,180.70	632.20	(180.70)	102.01
249-371-705.000	SAL & WAGES SITE PLAN REVIEW	4,500.00	6,750.00	528.20	(2,800.80)	125.46
249-371-710.000	Twp. Share Medicare Withholding	500.00	725.81	40.20	(225.81)	145.16
249-371-714.000	Health Insurance	1,925.00	1,134.26	0.00	790.74	58.92
249-371-715.000	Twp. Share Soc. Sec. Withholdg	2,110.00	3,103.48	171.94	(993.48)	147.08
249-371-715.015	Retirement	0.00	537.60	134.40	(537.60)	100.00
249-371-720.000	Medical Reimbursement	250.00	249.99	0.00	0.01	100.00
249-371-727.000	Office Supplies	150.00	886.83	0.00	(736.83)	591.22
249-371-740.000	Operating Supplies	400.00	26.89	0.00	373.11	6.72
249-371-801.000	Professional Services	500.00	971.68	0.00	(471.68)	194.34
249-371-850.100	Cell Phone	180.00	465.00	15.00	(285.00)	258.33
249-371-860.000	Transportation	1,500.00	2,151.10	121.54	(651.10)	143.41
249-371-874.000	Retirement	1,150.00	0.00	0.00	1,150.00	0.00
249-371-900.000	Printing & Publishing	100.00	0.00	0.00	100.00	0.00
249-371-940.000	Rent & Expenses	7,200.00	5,400.00	0.00	1,800.00	75.00
249-371-958.000	Membership & Dues	200.00	200.00	0.00	0.00	100.00
249-371-960.000	Education	750.00	740.76	0.00	9.24	98.77
249-371-964.000	Refunds	0.00	125.00	0.00	(125.00)	100.00

GL NUMBER	DESCRIPTION	2018		ACTIVITY FOR		AVAILABLE BALANCE	% BGDG USED
		AMENDED BUDGET	NORMAL (ABNORMAL)	12/31/2018	MONTH 12/31/2018 INCREASE (DECREASE)		
249-371-975.000	Capital Outlay under \$10,000	3,200.00	0.00	0.00	0.00	3,200.00	0.00
Total Dept 371 - BUILDING INSPECTION DEPARTMENT		66,115.00	66,774.48	66,774.48	3,256.24	(659.48)	101.00
TOTAL EXPENDITURES		66,115.00	67,715.28	67,715.28	3,256.24	(1,600.28)	102.42

Fund 249 - BUILDING INSPECTION FUND:							
TOTAL REVENUES		66,500.00	95,447.50	0.00	(28,947.50)	143.53	
TOTAL EXPENDITURES		66,115.00	67,715.28	3,256.24	(1,600.28)	102.42	
NET OF REVENUES & EXPENDITURES		385.00	27,732.22	(3,256.24)	(27,347.22)	7,203.17	

Fund 271 - LIBRARY FUND

Revenues							
Dept 000 - GENERAL	Current Real Property Tax	28,600.00	28,878.98	0.00	(278.98)	100.98	
271-000-402.000		28,600.00	28,878.98	0.00	(278.98)	100.98	
Total Dept 000 - GENERAL		28,600.00	28,878.98	0.00	(278.98)	100.98	
TOTAL REVENUES		28,600.00	28,878.98	0.00	(278.98)	100.98	

Expenditures							
Dept 000 - GENERAL	CONTRACT PAYMENT BIG RAPIDS PUBLIC LIBRA	27,180.00	0.00	0.00	27,180.00	0.00	
271-000-991.010		27,180.00	0.00	0.00	27,180.00	0.00	
271-000-991.020	CONTRACT PAYMENT WALTON ERICKSON LIBRAR	1,420.00	0.00	0.00	1,420.00	0.00	
Total Dept 000 - GENERAL		28,600.00	0.00	0.00	28,600.00	0.00	

Dept 790 - LIBRARY							
271-790-991.010	Contract Payment BIG RAPIDS PUB LIB	0.00	27,923.98	0.00	(27,923.98)	100.00	
271-790-991.020	CONTRACT PAYMENT WALTON ERICKSON LIB	0.00	2,428.17	0.00	(2,428.17)	100.00	
Total Dept 790 - LIBRARY		0.00	30,352.15	0.00	(30,352.15)	100.00	
TOTAL EXPENDITURES		28,600.00	30,352.15	0.00	(1,752.15)	106.13	

Fund 271 - LIBRARY FUND:							
TOTAL REVENUES		28,600.00	28,878.98	0.00	(278.98)	100.98	
TOTAL EXPENDITURES		28,600.00	30,352.15	0.00	(1,752.15)	106.13	
NET OF REVENUES & EXPENDITURES		0.00	(1,473.17)	0.00	1,473.17	100.00	

Fund 401 - CEMETERY ENTRANCE BUILDING

Revenues							
Dept 000 - GENERAL	CONTRIBUTIONS AND DONATIONS	0.00	17,100.00	0.00	(17,100.00)	100.00	
401-000-674.000		0.00	17,100.00	0.00	(17,100.00)	100.00	
401-000-699.000	Transfers From Other Funds	0.00	10,000.00	0.00	(10,000.00)	100.00	

GL NUMBER	DESCRIPTION	YTD BALANCE		ACTIVITY FOR		AVAILABLE		% BDGT USED	
		2018	12/31/2018	MONTH 12/31/2018	INCREASE (DECREASE)	BALANCE			
Total Dept 000 - GENERAL		AMENDED BUDGET	NORMAL (ABNORMAL)			NORMAL (ABNORMAL)			
TOTAL REVENUES		0.00	27,100.00	0.00	0.00	(27,100.00)	100.00		
Expenditures									
Dept 567 - CEMETERY	Printing & Publishing	0.00	157.50	0.00	0.00	(157.50)	100.00		
401-567-900.000		0.00	157.50	0.00	0.00	(157.50)	100.00		
Total Dept 567 - CEMETERY		0.00	157.50	0.00	0.00	(157.50)	100.00		
TOTAL EXPENDITURES		0.00	157.50	0.00	0.00	(157.50)	100.00		
Fund 401 - CEMETERY ENTRANCE BUILDING:									
TOTAL REVENUES		0.00	27,100.00	0.00	0.00	(27,100.00)	100.00		
TOTAL EXPENDITURES		0.00	157.50	0.00	0.00	(157.50)	100.00		
NET OF REVENUES & EXPENDITURES		0.00	26,942.50	0.00	0.00	(26,942.50)	100.00		
Fund 590 - SEWER FUND									
Revenues									
Dept 000 - GENERAL	SAW GRANT	70,000.00	14,305.85	0.00	0.00	55,694.15	20.44		
590-000-539.010		30,000.00	78,300.00	0.00	0.00	(48,300.00)	261.00		
590-000-625.000	TAP IN FEES	588,000.00	506,529.93	0.00	0.00	81,470.07	86.14		
590-000-626.000	Charg. for Serv. (utilities)	4,000.00	7,930.53	0.00	0.00	(3,930.53)	198.26		
590-000-627.000	Penalty on Delinquent Utility Bills	1,000.00	5,519.55	0.00	0.00	(4,519.55)	551.96		
590-000-664.000	Int. & Div. on Earnings	693,000.00	612,585.86	0.00	0.00	80,414.14	88.40		
Total Dept 000 - GENERAL		693,000.00	612,585.86	0.00	0.00	80,414.14	88.40		
TOTAL REVENUES		693,000.00	612,585.86	0.00	0.00	80,414.14	88.40		
Expenditures									
Dept 237 - RETIREMENT BOARD/DEPARTMENT	Retirement	0.00	770.00	0.00	0.00	(770.00)	100.00		
590-237-718.000		0.00	770.00	0.00	0.00	(770.00)	100.00		
Total Dept 237 - RETIREMENT BOARD/DEPARTMENT		0.00	770.00	0.00	0.00	(770.00)	100.00		
Dept 521 - SEWER FUND									
590-521-702.000	Salary & Wages	60,000.00	7,333.37	666.67	52,666.63	12.22			
590-521-702.200	Salary & Wages Snowplowing	800.00	95.20	32.30	704.80	11.90			
590-521-710.000	Twp. Share Medicare Withholding	880.00	107.76	10.14	772.24	12.25			
590-521-714.000	Health Insurance	13,000.00	1,529.64	0.00	11,470.36	11.77			
590-521-715.000	Twp. Share Soc. Sec. Withholdg	3,750.00	460.53	43.33	3,289.47	12.28			
590-521-715.015	Retirement	0.00	444.52	114.52	(444.52)	100.00			
590-521-720.000	Medical Reimbursement	970.00	0.00	0.00	970.00	0.00			

GL NUMBER	DESCRIPTION	2018		YTD BALANCE 12/31/2018	ACTIVITY FOR MONTH 12/31/2018	AVAILABLE BALANCE	% BDT USED
		AMENDED BUDGET	NORMAL (ABNORMAL)				
590-521-727.000	Office Supplies	1,000.00	225.95	774.05	22.60		
590-521-740.000	Operating Supplies	2,400.00	0.00	2,400.00	0.00		
590-521-775.000	Repair & Maintenance Supplies	3,000.00	254.15	2,745.85	8.47		
590-521-801.000	Professional Services	20,000.00	15,868.27	4,111.73	79.44		
590-521-801.050	Miss Diggs	0.00	3,885.00	(3,885.00)	100.00		
590-521-804.000	Contract Payment to City B.R.	330,000.00	254,088.58	75,911.42	77.00		
590-521-805.000	Contractual Services	25,000.00	28,817.20	(3,817.20)	115.27		
590-521-805.100	Extra Contractual Services	20,000.00	14,321.16	5,678.84	71.61		
590-521-836.000	Refunds	100.00	2,716.40	(2,616.40)	2,716.40		
590-521-874.000	Retirement	6,100.00	0.00	6,100.00	0.00		
590-521-900.000	Printing & Publishing	100.00	0.00	100.00	0.00		
590-521-920.000	Public Utilities	30,000.00	28,437.10	1,562.90	94.79		
590-521-930.000	Repair & Maintenance	19,000.00	17,217.02	1,782.98	90.62		
590-521-933.000	Snowplowing	0.00	415.73	(415.73)	100.00		
590-521-935.000	Bldg. & Grounds Repair & Maintenance	360.00	49.00	311.00	13.61		
590-521-958.000	Membership & Dues	320.00	330.00	(10.00)	103.13		
590-521-960.000	Education	2,000.00	0.00	2,000.00	0.00		
590-521-965.000	Insurance & Bonds	3,200.00	2,331.00	869.00	72.84		
590-521-967.001	SAW GRANT	70,000.00	22,183.37	1,067.20	31.69		
590-521-968.000	Depreciation	69,000.00	0.00	69,000.00	0.00		
590-521-975.000	Capital Outlay under \$10,000	12,000.00	0.00	12,000.00	0.00		
590-521-978.000	Capital Outlay \$10,000 and above	0.00	10,766.00	(10,766.00)	100.00		
590-521-996.000	Bond Interest Payment	20.00	0.00	20.00	0.00		
Total Dept 521 - SEWER FUND		693,000.00	411,896.95	281,103.05	59.44		
TOTAL EXPENDITURES		693,000.00	412,666.95	7,595.98	280,333.05	59.55	
Fund 590 - SEWER FUND:							
TOTAL REVENUES		693,000.00	612,585.86	0.00	80,414.14	88.40	
TOTAL EXPENDITURES		693,000.00	412,666.95	7,595.98	280,333.05	59.55	
NET OF REVENUES & EXPENDITURES		0.00	199,918.91	(7,595.98)	(199,918.91)	100.00	
Fund 591 - WATER FUND							
Revenues							
Dept 000 - GENERAL							
591-000-626.000	Charge for Serv. (utilities)	2,000.00	785.40	0.00	1,214.60	39.27	
591-000-627.000	Pen. & Int. Delinquent Bills	0.00	5.55	0.00	(5.55)	100.00	
Total Dept 000 - GENERAL		2,000.00	790.95	0.00	1,209.05	39.55	
TOTAL REVENUES		2,000.00	790.95	0.00	1,209.05	39.55	
Expenditures							

GL NUMBER	DESCRIPTION	2018		YTD BALANCE 12/31/2018	ACTIVITY FOR MONTH 12/31/2018	AVAILABLE BALANCE	% BDGT USED
		AMENDED BUDGET	NORMAL (ABNORMAL)				
Dept 536 - WATER							
591-536-702.200	Salary & Wages Snowplowing	100.00	95.20	32.30	4.80	95.20	
591-536-710.000	Twp. Share Medicare Withholding	0.00	1.38	0.47	(1.38)	100.00	
591-536-715.000	Twp. Share Soc. Sec. Withholding	0.00	5.90	2.00	(5.90)	100.00	
591-536-715.015	Retirement	0.00	4.52	4.52	(4.52)	100.00	
591-536-740.000	Operating Supplies	1,500.00	2,003.34	602.11	(503.34)	133.56	
591-536-775.000	Repair & Maintenance Supplies	200.00	98.00	0.00	102.00	49.00	
591-536-801.000	Professional Services	400.00	162.00	0.00	238.00	40.50	
591-536-805.000	Contractual Services	12,500.00	11,458.37	1,041.67	1,041.63	91.67	
591-536-920.000	Public Utilities	7,000.00	5,181.80	319.73	1,818.20	74.03	
591-536-930.000	Repair & Maintenance	2,000.00	1,111.44	0.00	888.56	55.57	
591-536-968.000	Depreciation	4,200.00	0.00	0.00	4,200.00	0.00	
Total Dept 536 - WATER		27,900.00	20,121.95	2,002.80	7,778.05	72.12	
TOTAL EXPENDITURES							
Fund 591 - WATER FUND:		27,900.00	20,121.95	2,002.80	7,778.05	72.12	
TOTAL REVENUES		2,000.00	790.95	0.00	1,209.05	39.55	
TOTAL EXPENDITURES		27,900.00	20,121.95	2,002.80	7,778.05	72.12	
NET OF REVENUES & EXPENDITURES		(25,900.00)	(19,531.00)	(2,002.80)	(6,569.00)	74.64	
Fund 594 - 2013 Debt Refunding/Debit Retirement							
Revenues							
Dept 000 - GENERAL							
594-000-664.000	Int. & Div. on Earnings	0.00	26.09	0.00	(26.09)	100.00	
594-000-672.000	Special Assessment	53,000.00	51,220.16	0.00	1,779.84	96.64	
Total Dept 000 - GENERAL		53,000.00	51,246.25	0.00	1,753.75	96.69	
TOTAL REVENUES		53,000.00	51,246.25	0.00	1,753.75	96.69	
Expenditures							
Dept 909 - 2013 DEBT FUNDING/DEBT RETIREMENT							
594-909-801.000	Professional Services	200.00	350.00	0.00	(150.00)	175.00	
594-909-992.000	Bond Principal Payment	44,000.00	44,000.00	0.00	0.00	100.00	
594-909-996.000	Bond Interest Payment	8,800.00	4,398.50	0.00	4,401.50	49.98	
Total Dept 909 - 2013 DEBT FUNDING/DEBT RETIREMENT		53,000.00	48,748.50	0.00	4,251.50	91.98	
TOTAL EXPENDITURES		53,000.00	48,748.50	0.00	4,251.50	91.98	
Fund 594 - 2013 Debt Refunding/Debit Retirement :							
TOTAL REVENUES		53,000.00	51,246.25	0.00	1,753.75	96.69	
TOTAL EXPENDITURES		53,000.00	48,748.50	0.00	4,251.50	91.98	

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

Fund 703 - CURRENT TAX COLLECTION FUND

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

TOTAL REVENUES

Expenditures

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

Fund 703 - CURRENT TAX COLLECTION FUND:

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

Fund 708 - METRO FUND

Revenues

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

TOTAL REVENUES

Expenditures

Dept 000 - GENERAL	Professional Services	0.00	30,000.00	30,000.00	30,000.00	(30,000.00)	100.00
708-000-801.000		0.00	30,000.00	30,000.00	30,000.00	(30,000.00)	100.00
Total Dept 000 - GENERAL		0.00	30,000.00	30,000.00	30,000.00	(30,000.00)	100.00

Fund 708 - METRO FUND:

TOTAL REVENUES		5,020.00	5,091.12	0.00	0.00	(71.12)	101.42
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GL NUMBER	DESCRIPTION	YTD BALANCE		ACTIVITY FOR		AVAILABLE		% BDTG USED	
		2018	12/31/2018	MONTH 12/31/2018	INCREASE (DECREASE)	NORMAL (ABNORMAL)	BALANCE		
TOTAL EXPENDITURES		AMENDED BUDGET	NORMAL (ABNORMAL)						
NET OF REVENUES & EXPENDITURES		0.00	30,000.00	30,000.00	(30,000.00)	29,928.88	100.00	496.19	
		5,020.00	(24,908.88)	(30,000.00)					
Fund 711 - HIGHLAND VIEW CEMETERY									
Revenues									
Dept 000 - GENERAL									
711-000-664.000	Int. & Div. on Earnings	500.00	1,258.06	0.00		(758.06)	251.61		
Total Dept 000 - GENERAL		500.00	1,258.06	0.00		(758.06)	251.61		
TOTAL REVENUES		500.00	1,258.06	0.00		(758.06)	251.61		
Fund 711 - HIGHLAND VIEW CEMETERY:									
TOTAL REVENUES		500.00	1,258.06	0.00		(758.06)	251.61		
TOTAL EXPENDITURES		0.00	0.00	0.00		0.00	0.00		
NET OF REVENUES & EXPENDITURES		500.00	1,258.06	0.00		(758.06)	251.61		
TOTAL REVENUES - ALL FUNDS									
TOTAL EXPENDITURES - ALL FUNDS		2,296,170.00	1,926,742.50	0.00		369,427.50	83.91		
NET OF REVENUES & EXPENDITURES		2,292,980.00	1,595,011.63	122,710.14		697,968.37	69.56		
		3,190.00	331,730.87	(122,710.14)		(328,540.87)	10,399.09		

11/30/2018 11:36 AM
 User: RENE
 DB: Big Rapids Twp

CHECK REGISTER FOR BIG RAPIDS TOWNSHIP
 CHECK DATE FROM 11/07/2018 - 12/04/2018

Page: 1/1

Item "E"

Check Date	Bank	Check	Vendor	Vendor Name	Amount
Bank GEN GENERAL TOWNSHIP CHECKING					
11/19/2018	GEN	31329	AME00	AT & T	994.59
11/19/2018	GEN	31330	BIG01	BIG RAPIDS TWP SEWER REC. FUND	62.00
11/19/2018	GEN	31331	CIT02	BIG RAPIDS CITY TREASURER	26,337.74
11/19/2018	GEN	31332	CON00	CONSUMERS ENERGY	715.88
11/19/2018	GEN	31333	DTE00	DTE ENERGY	386.30
11/19/2018	GEN	31334	GRANGER	GRANGER	120.00
11/19/2018	GEN	31335	HOPE	HOPE NETWORK WEST MICHIGAN	126.00
11/19/2018	GEN	31336	MEC01	MECOSTA COUNTY ROAD COMMISSION	279.85
11/19/2018	GEN	31337	PRIORITY H	PRIORITY HEALTH	2,725.34
11/19/2018	GEN	31338	CON00	CONSUMERS ENERGY	1,580.83
12/04/2018	GEN	31339	ACC00	ACCIDENT FUND COMPANY	1,313.30
12/04/2018	GEN	31340	BIG RAPIDS	BIG RAPIDS FLEET & AUTO REPAIR, INC	6,128.27
12/04/2018	GEN	31341	BIG04	BIG RAPIDS AUTO AND TRUCK PARTS	22.99
12/04/2018	GEN	31342	BIG06	BIG RAPIDS TIRE	1,830.02
12/04/2018	GEN	31343	BLACK DIAM	BLACK DIAMOND	336.00
12/04/2018	GEN	31344	BS&00	BS&A SOFTWARE	3,033.33
12/04/2018	GEN	31345	CHA01	CHARTER COMMUNICATIONS	498.35
12/04/2018	GEN	31346	CON00	CONSUMERS ENERGY	629.95
12/04/2018	GEN	31347	DIETRICH	GEORGE DIETRICH	136.54
12/04/2018	GEN	31348	DO ALL DOU	DO ALL DOUG	900.00
12/04/2018	GEN	31349	FAR01	BIG RAPIDS FARM & GARDEN	245.00
12/04/2018	GEN	31350	FAS00	FASTENAL COMPANY	28.22
12/04/2018	GEN	31351	FIR00	FIRST NATIONAL BANK	2,344.39
12/04/2018	GEN	31352	INTEGRITY	INTEGRITY TREE SERVICES	193.50
12/04/2018	GEN	31353	KEVIN C	KEVIN CUSHWAY	1,041.67
12/04/2018	GEN	31354	MANPOWER	MANPOWER	822.89
12/04/2018	GEN	31355	MCS01	MICHIGAN CHAMBER SERVICES, INC.	100.50
12/04/2018	GEN	31356	MCT02	MECOSTA COUNTY CLERK	1,010.00
12/04/2018	GEN	31357	MEC01	MECOSTA COUNTY ROAD COMMISSION	52,914.72
12/04/2018	GEN	31358	MEN00	MENARDS	97.16
12/04/2018	GEN	31359	MER00	MICHIGAN ELECTION RESOURCES	343.35
12/04/2018	GEN	31360	MIK00	MIKA, MEYERS, BECKETT & JONES	889.00
12/04/2018	GEN	31361	NORTHWEST	NORTHWEST KENT MECHANICAL CO.	5,285.07
12/04/2018	GEN	31362	PIO00	THE PIONEER GROUP	415.43
12/04/2018	GEN	31363	PRO00	PROGRESSIVE AE	2,232.40
12/04/2018	GEN	31364	SBS00	SMALL BUSINESS ADMIN SERVICES LLC	52.50
12/04/2018	GEN	31365	SMART	SMART POWER SYSTEMS	1,223.36
12/04/2018	GEN	31366	STATEDEQ	STATE OF MICHIGAN	602.11
12/04/2018	GEN	31367	XEROX	XEROX FINANCIAL SERVICES	352.06
12/04/2018	GEN	31368	CIT00	CITY OF BIG RAPIDS	26.73
12/04/2018	GEN	31369	ESRI	ENVIRONMENTAL SYSTEMS RESEARCH INST	400.00
12/04/2018	GEN	31370	NEW00	NEW HORIZON LANDSCAPE	2,050.40
11/30/2018	GEN	9930036 (E)	VOYA	VOYA FINANCIAL	4,016.28
11/30/2018	GEN	9930037 (E)	CHE00	CHEMICAL BANK CENTRAL	5,787.50
11/30/2018	GEN	9930038 (E)	JHI00	JOHN HANCOCK LIFE INSURANCE COMPANY	2,532.73
11/30/2018	GEN	9930039 (E)	STA00	STATE OF MICHIGAN	852.43

GEN TOTALS:

Total of 46 Checks:	134,016.68
Less 0 Void Checks:	0.00
Total of 46 Disbursements:	134,016.68

Check Date	Bank	Check Number	Name	Check Gross	Physical Check Amount
12/01/2018	GEN	11409	MASON, BRENT	3,666.67	3,063.7
12/01/2018	GEN	11410	STANEK, WILLIAM F	2,650.00	641.0
12/01/2018	GEN	11411	LUCHIES, MARY	230.75	230.7
12/01/2018	GEN	11412	ECKERT, JAN	248.50	248.5
12/01/2018	GEN	11413	BOUWMAN, KATHY	230.75	230.7
12/01/2018	GEN	11414	SCHUMACHER, RACHEL L	289.25	289.2
12/01/2018	GEN	11415	SLICK, REBECCA A	195.00	195.0
12/01/2018	GEN	11416	PURCELL, KYLEE M	53.04	53.0
12/01/2018	GEN	11417	SWANSON, JUNE D	230.75	230.7
12/01/2018	GEN	11418	ERBES, CINDY	230.75	230.7
12/01/2018	GEN	11419	DOUGLASS, PERRY IV A	1,118.75	864.2
12/01/2018	GEN	11420	AMBLER, ALLEN S	239.10	208.2
12/01/2018	GEN	11421	TUBBS, JAMES	1,089.81	991.7
12/01/2018	GEN	11422	PEREZ, ADAM	156.86	136.6
12/01/2018	GEN	11423	WILLIAMS, TRAVIS A	348.72	307.2
12/01/2018	GEN	11424	JOHNSON, CARMELITA S.	172.92	142.6
12/01/2018	GEN	11425	CHAPMAN, JAMES M	497.84	438.6
12/01/2018	GEN	11426	BIRD, RANDY	190.94	168.2
12/01/2018	GEN	11427	SUGGATE, ALAYNA	549.82	431.7
12/01/2018	GEN	11428	LOWNEY, AUSTIN M	390.77	336.0
12/01/2018	GEN	11429	PRANGER, RYAN E	408.56	314.8
12/01/2018	GEN	11430	WINDER-RUDD, DOMINIC D	258.86	228.0
12/01/2018	GEN	11431	HAUGER, DRYDEN O	427.62	364.8
12/01/2018	GEN	11432	WYMA, NICHOLAS A	482.12	424.7
12/01/2018	GEN	11433	JONES, JERRAD C	716.63	590.5
12/01/2018	GEN	11434	HANEY, PAUL J	221.78	178.9
12/01/2018	GEN	11435	SPRIK, HANNAH M	708.88	584.4
12/01/2018	GEN	11436	HAGGARD, JAMES P	186.78	162.6
12/01/2018	GEN	11437	KRAUSENECK, SHANE C	622.72	517.1
12/01/2018	GEN	11438	GILBERT, SHERRI S	311.50	311.5
12/01/2018	GEN	11439	FOUNTAIN, RENE M	3,416.67	2,582.8
12/01/2018	GEN	11440	BEAN, SUSAN	230.75	230.7
12/01/2018	GEN	11441	DIETRICH, GEORGE	652.75	572.8
12/01/2018	GEN	11442	ANTOR, GERALD A	528.20	487.7
12/01/2018	GEN	11443	CALIFF, MICHAEL H	632.20	524.5
12/01/2018	GEN	11444	CURRIE, PENNY M	3,266.67	897.3
12/01/2018	GEN	11445	BECHAZ, MARY L	105.00	92.5
12/01/2018	GEN	11446	WINGET, SCOTT A	792.55	704.4
12/01/2018	GEN	11447	MANEKE, BRANDON K	2,992.00	2,229.5
12/01/2018	GEN	11448	DEFEVER, KEVIN J	40.00	35.2
12/01/2018	GEN	11449	OLIVER, GORDON	40.00	35.2

11/30/2018 10:43 AM

Check Register Report For Big Rapids Charter Township
For Payroll ID: 212 Check Date: 12/01/2018 Pay Period End Date: 11/30/2018

Check Date	Bank	Check Number	Name	Check Gross	Physical Check Amount
12/01/2018	GEN	11450	ZIMMERMAN JR., JOHN D.	40.00	36.94
12/01/2018	GEN	11451	SWEPPENHEISER, MARK A	40.00	36.94
12/01/2018	GEN	11452	DAVIS, MARY B	40.00	36.94
12/01/2018	GEN	11453	COOK, ZACHARY F	40.00	36.94
12/01/2018	GEN	11454	WETHINGTON, AMANDA R	80.00	70.48
12/01/2018	GEN	11455	HAMPSON, ROBERT J	40.00	36.94
12/01/2018	GEN	11456	GEIB, ANTHONY C	145.83	128.47
12/01/2018	GEN	11457	EVERETT, JERALD D	145.83	128.47
12/01/2018	GEN	STUB11	BEAN, CARMEN	145.83	0.00

Totals: Number of Checks: 050 30,540.72 22,021.99

Total Physical Checks: 49

Total Check Stubs: 1

Item "G"

Building & Zoning Department Report to the Board of Trustees:

For the month ending November 30, 2018

The Building and Zoning Department did not issue any building permits for the month of November. Revenue for November was \$ 943.00 in permit fees and \$ 200.00 for a Variance Application. The total revenue for the department was \$ 1,143.00 (see attached). Year to date revenue is \$97,856.50 with \$ 2,900.00 being Zoning fees.

The Planning Commission held their regular meeting on November 13, 2018. A Public Hearing was held for a Gravel Mining operation SUP request by Rieth-Riley. Since we anticipated a large group, the meeting was held at the Mecosta County Services Building in the large conference room. The Commission heard from Rieth-Riley and also from several neighboring property owners. The process was very orderly and all information was taken into consideration. The Planning Commission did take action to approve the Gravel Mining SUP unanimously with six votes of the members present.

I reviewed properties on Golfview, 190th Avenue, Madison Avenue and Monroe Street for violations of the zoning ordinance. I have written notices and mailed them to the owner and occupants of the Golfview, Monroe and 190th Avenue properties. I have not been able to verify any violations at the Madison property so far, but I will continue to monitor the situation.

New Horizon's Landscape completed the court ordered clean-up for the Warren/Fowler property at 22420 Woodward Avenue on November 20, 2018. I visited the property that morning and verified that the clean-up was completed as specified. Unfortunately, Mr. Schriver was not able to view the property with me, as he was leaving town for the thanksgiving holiday. While I was there, I noticed that some recent trash has been piled up on the back porch of the residence. The dumpster was still on the property, so hopefully the occupants utilized it to dispose of their trash.

The request from Aldi Inc. for a dimensional variance to their property at 21481 Perry Avenue was heard by the ZBA on Tuesday, November 20, 2018 at 7:30 p.m. at the township hall. The ZBA took action to approve the dimensional variance unanimously. The Site Plan review for the two-phase project will be taken up by the Planning Commission sometime in early 2019.

Sincerely,



Brent R. Mason
Zoning Administrator,
Building and Zoning Department

Monthly Permit List

11/29/2018

Electrical

Permit #	Contractor	Job Address	Fee Total	Const. Value
PE18-0068	SANDERS, DARREN S & RHON	18880 15 MILE ROAD	\$266.00	\$0

Work Description: 15 circuits, 200 amp service, 25 light fixtures, 1 furnace, 1 - 220v outlet, 3 inspections.

Total Permits For Type:	1
Total Fees For Type:	\$266.00
Total Const. Value For Type:	\$0

Mechanical

Permit #	Contractor	Job Address	Fee Total	Const. Value
PM18-0087	BASSETT, CHRISTINE	18865 GARFIELD ROAD	\$110.00	\$0

Work Description: Residential Boiler, gas piping, 1 inspection.

PM18-0088	OSBURN, ERNEST F. & SUSAN	23859 18 MILE ROAD	\$95.00	\$0
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Work Description: Above ground tank, 1 inspection.

PM18-0089	ROSHAK MARTIN J.	13019 190TH AVENUE	\$105.00	\$0
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Work Description: Residential boiler, 1 inspection.

PM18-0090	KIRKWOOD, FRAN A.	19590 OTTAWA LANE	\$105.00	\$0
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Work Description: Gas burning fireplace, 1 inspection.

PM18-0091	MEHL JEFFERY J & AMY M	15485 OLD MILLPOND ROAD	\$105.00	\$0
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Work Description: Gas burning furnace, 1 inspection.

Total Permits For Type:	5
Total Fees For Type:	\$520.00
Total Const. Value For Type:	\$0

Plumbing

Permit #	Contractor	Job Address	Fee Total	Const. Value
PP18-0038	L&M JOHNSON PROP LLC	1305 NORTH STATE STREET	\$157.00	\$0

Work Description: 5 fixtures, 4 stacks, 1 sewer connection, 2 inspections.

Total Permits For Type:	1
Total Fees For Type:	\$157.00
Total Const. Value For Type:	\$0

Zoning Clearance

Permit #	Contractor	Job Address	Fee Total	Const. Value
PZ18-0041	ALDI INC	21481 PERRY AVENUE	\$200.00	\$0
Work Description: 2, 148 sq. ft. addition to existing Grocery Market. Request for variance to dimensional setbacks. After variance action, site plan will go to the planning commission for approval.				

Total Permits For Type:	1
Total Fees For Type:	\$200.00
Total Const. Value For Type:	\$0

Report Summary

Population: All Records
Permit.DateIssued Between
11/1/2018 12:00:00 AM AND
11/30/2018 11:59:59 PM

Grand Total Fees:	\$1,143.00
Grand Total Permits:	8
Grand Total Const. Value:	\$0

Big Rapids Charter Township

Cemetery and Grounds Monthly Report

November 2018

November activity:

- Total of 1 burial
 - 1 Regular
 - 0 Cremain
- Received help from MOISD Career Center. Roughly 120 participants for 5 hours
- Dismissed seasonal workers Nov. 16th
- Purchased 1¼ tons of rock salt from Big Rapids Farm & Garden. Total cost: \$245.00
- New bolts installed on snow plow harness

Month summary:

The first two weeks of November were packed with leaves at the cemetery. All fall cleanup was completed on the 13th. On the 16th, we dismissed the seasonal workers for yet another winter season. My greatest thanks, appreciation and praise goes out to these two workers, Scott Winget and Kody Hall. A huge debt of gratitude goes out the MOISD Career Center as well. For the second year now, they sent over 100 high schoolers to rake the cemetery.

Following the 16th, I took a week vacation, essentially the only time of the year that the work slows enough to do so. The Monday following thanksgiving was our first plow of the season. All equipment is in good working order.

Respectfully submitted,

Brandon Maneke
Cemetery and Grounds Manager

FIRE DEPARTMENT REPORT
DECEMBER, 2018

General:

The department continues to run well. We participated in the Santa Parade on November 17th as well as the grand opening of the new Belle Tire. An incident report was forwarded to Supervisor Stanek for review and it should have been made available to the board at this time as well.

Call Volume:

Total calls for the month of November 2018: 29

20 Medical, 1 Structure Fire, 1 Grass Fire/Controlled Burn, 2 Auto Accident, 0 Power Line Down, 1 Vehicle Fire, 0 Smoke/Odor, 0 Dumpster Fire, 2 Standby, 0 Collapse, 0 Gas Leak, 0 Inspection, 0 Airport Emergency, 1 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: 362

Year to Date Response Times:

Turnout Time (dispatch to truck en-route): 4 minutes and 46 seconds.

Response Time (dispatch to on scene): 10 minutes and 42 seconds.

Year to Date Call Locations:

Austin	1
Barton	3
Big Prairie	1
BR TWP	315
City of Big Rapids	7
Colfax	3
Ewart	2
Grant	1
Green	11
Mecosta	4
Morley	3
Morton	1
Norwich	4
Osceola County	1

Personnel:

We are requesting approval to hire Shane Thatcher and Lindsey Fitzgerald at this time. Both have been interviewed by Supervisor Stanek and have the recommendation of the Fire Department.

We have received and accepted resignations from Christopher London and James Haggard. We wish them both the best in their future endeavors.

Training:

Training this month consisted of monthly truck checks, NFPA 1981 and 1982, Search and Rescue, Mass Casualty Incidents and Highway Traffic Safety.

Repairs Completed:

Tender 3 is back in service as of 11/29/18. We are still hoping to be able to replace this apparatus in the near future and have some quotes back for refurbishing it with a new chassis and keeping the old tank as well as full replacement.

Station Maintenance:

Nothing to report

Budget/Purchasing over \$2,500.00:

We are requesting to purchase a new flat bed for Grass Rig 4. The grass rig was involved in a single vehicle accident on 11/11/2018. The truck was hauling the Air Trailer to a structure fire and road conditions were very poor. The trailer came around on the driver and jack-knifed into the truck causing damage to both the truck and

trailer. We have a quote of \$3000.00 to repair the bed on the truck and have quotes for a flat bed replacement of \$2450.00. We were informed by the body shop that the current bed is starting to rot on the crossmembers and likely will need repair or replacement very soon.



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

November 30, 2018

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

RE: Monthly Lift Station Report

Dear Bill,

November was another rather quiet month for the lift stations. We had very few calls this month. Jim was called out a couple times to Industrial Park for a temp alarm, for some reason the heater was off. We may have to switch out the GFI receptacles for new ones. Otherwise, not much else happened.

Overall, the lift stations are functioning properly.

Sincerely,

Todd Shank
Northwest Kent Mechanical Co.

Item "K"

Big Rapids Charter Township Industrial Park Water Treatment Plant Monthly Report

November 2018

All operations at the plant are normal. Only one call out from Sensaphone because it went offline, quickly came back online and no other problems. Let Perry at Township Fire know that all hydrants were flushed and barrel pumped down so they don't freeze. Normal plant generator checks all good. Maintaining a chlorine residual of around .35 parts per million (mg/l) leaving plant for disinfection. Will be needing to order more Hach Chlorine Analyzer chemical reagents sometime in December. All electronics and variable frequency drives working good. All other electronics, pumps, motors, valves and well pump number 2 working good. Regular snow removal and shoveling, thanks to Brandon for plowing.

supervisorstanek@bigrapidstownship.net

From: Mary Hively <maryk@chartermi.net>
Sent: Friday, November 16, 2018 3:18 PM
To: 'Rene Fountain'; glgawne@gmail.com; 'Brandon Maneke'; 'Gordon Telfer'; supervisorstanek@bigrapidstownship.net; maryk@chartermi.net
Subject: cemetery minutes Nov 13, 2018

Highland View Cemetery Advisory Committee
Big Rapids Charter Township
Minutes: November 13, 2018

Attending: Bill Stanek, Gordon Telfer, RoseMary Jennings, Brandon Maneke, Mary Hively

Meeting called to order: By Chairperson Gordon Telfer at 2:10 pm at Big Rapids Township Hall. Secretary minutes accepted by majority vote.

Announcements: The next scheduled meeting of the Cemetery Advisory Committee will be held on Tuesday, April 30, 2019 at 2pm in the Township Hall. An Ad hoc meeting may be called during the interim of December 2018 through April 2019 should any Cemetery Committee member desire to do so.

Old Business: None

New Business: The 1921 Building & Task Force Committee has collected approximately \$40,000 in pledges. The committee is in the process of applying for grants with Trans Canada, Walmart, Lowes, Meijers, and a \$5000 grant from the Mecosta County Foundation.

State of the Cemetery: Grounds Manager, Brandon Maneke reports the fall leaf removal is near completion; Brandon met his target date of mid-November. The Career Center once again volunteered 100+ students for one day and FSU supplied the rakes. A 5-year old lawn mower is leaking considerable amount of oil from the crank case. Mower is to be inspected by State Street Hardware with great possibility of needed replacement of same lawn mower in the spring of 2019. MTA cemetery authority Cindy Dodge toured Highland View Cemetery in October and declared our monuments and terrain of our cemetery to be beautiful.

Green Burials: Brandon Maneke inquired of both Mohnke Funeral Home and Daggett-Gilbert Funeral Home, whether they had any future interest or consideration of involvement with Green Burials should they come to pass in Highland View Cemetery. Mike Mohnke said, "No." Daggett-Gilbert Funeral Home said they've had two inquiries over the past few years; they are interested in concept of green burials, but not yet a definite yes in the providing of green burial service to the population.

Goals of Highland View Cemetery Committee for the Year 2019:

- 1) **Scattering of Ashes-** Develop a defined area within Highland View Cemetery for sole purpose of scattering ashes. Possibly erect a monument whereby names of the deceased are proclaimed.
- 2) **Promote salvaging/rebuilding of 1921** brick building located at entrance to Highland View. The purpose/design of the building will allow an area for reflection, also storage of cremains/urns/columbarium. Promote Year 2021 as official 100-year "Centennial Celebration"
- 3) **Clean & Preserve** existing gravestones. Organize and instruct volunteers under the tutorage of Gary Gawne

****Unless otherwise notified, the Next Meeting of the Cemetery Committee will be held at 2PM on Tuesday, April 30, 2019 at Big Rapids Township Hall. Our meetings are normally held on the second Tuesday of every month. As of May 2018 there will be no future cemetery meetings held during the months of December, January, February and March. The April 2019 meeting will be held on the last Tuesday of April. No May 2019 meeting.**

Respectively submitted, Mary K. Hively, Secretary

Item "M"

Highlandview Development Committee Minutes

Wednesday, November 7, 2018, 5 pm

Warba Law, 115 Ives Ave., Big Rapids

- I. **Call to order:** Tom called the meeting to order at 5 p.m.

- II. **Progress with solicitation:** Report experiences and conclusions per our list. Identify solicitation opportunities that can be done in the next two months. Tom noted that he contacted Jane Rogers Johansen who indicated interest. Brandon commented that the latest article in the Pioneer garnered at least one donation by check and also that Mike Mohnke has indicated that the Mecosta County Community Foundation would forward funds in the amount of \$2500. Trans-Canada has declined our grant request. Jeanette noted that she has scheduled two meetings at WalMart but that the manager did not keep these appointments. She will focus on corporate process rather than continue to act locally. In all, it appears that we have grants, pledges and gifts in the approximate amount of \$40,000.

- III. **Determine added actions and resources required:**
 - a. Mailing or contact with families-status of mailing: completed with one or two responses so far
 - b. Grant projects: Jeanette and Tom: as noted above
 - c. Future opportunities:
 1. Public campaign: 450 gifts of \$100, 900 gifts of \$50. Discussion resulted in continuation of current practice. A public campaign would be difficult at this time but may prove necessary if no progress as of spring 2019.
 2. Civic groups and veterans: AmVets, Eagles, Lions, Legion, DAR. Tom and others will pursue as they can, but most groups do not include our project in their missions. Still a viable means for getting the word out.
 3. Seek alternative grant prospects: MTA, USDA. Bill agreed to pursue with representatives. MTA Rep has toured and photographed Highlandview.
 4. Present opportunities to municipalities for added consideration: Most vested interest, most oversight, most opportunity to fine-tune bids and phase project. Deferred until we are sure that major gifts are all in.

- IV. **Adjournment:** Next meeting at 5 p.m. January 9, at Warba Law.

Happy Thanksgiving, Merry Christmas and the best of the holiday season to all!

Submitted by Tom Hogenson

Item "N"

MINUTES
BIG RAPIDS CHARTER TOWNSHIP
PLANNING COMMISSION

Tuesday, November 13, 2018 --- 7:30 p.m.

Mecosta County Services Building, 14485 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 Mecosta County Service Building Conference room on Tuesday, November 13, 2018 at 7:30 p.m.

II. ROLL CALL:

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

III. CONFLICTS OF INTEREST:

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

IV. MINUTES:

Mrs. Wethington asked the Commission to review the minutes of the October 9, 2018 regular meeting. Mr. Sweppenheiser made a motion to approve the October 9, 2018 minutes as submitted. Mrs. Davis seconded the motion. There was no further discussion. The motion passed unanimously with six ayes.

V. PUBLIC COMMENT:

There was no public comment.

VI. PUBLIC HEARING ON SUP 18-003: Rieth-Riley Mining Application.

Mrs. Wethington called the Public Hearing to order at 7:32 p.m. for SUP 18-003, Rieth-Riley Construction's request to operate a gravel mine on property they own at 18220 Taft Road in Big Rapids Township. Gary Schenk, representing Rieth-Riley spoke first regarding the application and the proposed operation. The parcel is approximately 40 acres in size and gravel mining will take place in two phases on a total of 22.4 acres. Approximately 800,000 tons of material will be extracted. Over 90% of that material will be used by Rieth-Riley for road construction at their Big Rapids plant. Each phase will be a separate and distinct phase, but when the entire mining operation is completed, there will be an approximately 15-acre lake near the center of the property and five to seven residential lots on the property, which are permitted by the zoning ordinance in the Agricultural district. This is in line with the township's master plan, which shows this area as future residential use. There will be a 150-foot setback around the entire site with a 40-foot-wide by 10-foot-tall berm to control access, noise and dust. There has already been a permanent fence constructed around the property. Mr. Schenk gave a brief overview of why Rieth-Riley needs this material now due to the closing of a major gravel pit that they have been mining for the past 15 years, and that their existing mine in Paris is also running out of the material that they need. This material is required for road construction in the state and the increase in tax dollars for roads and bridges is increasing the demand for this material. Rieth-Riley has a substantial commitment to the Big Rapids area

and provides 25 direct jobs and many indirect jobs through other contractors. The Big Rapids office is the district office for West Central Michigan.

The proposed plan is very similar to the project presented and approved in 2003. It meets all the requirements of the ordinance as confirmed by the township engineer's review. Rieth-Riley has taken care of verifying that they checked all the boxes required to meet the zoning ordinance requirements. They do accept and will agree to all the proposed conditions that are required for a mining operation. The only major change is the location of the access driveway. The proposed access is now along the east side of the property and will access M-20 at the corner of 180th Avenue and Taft Road. This road was previously used to access a former gravel pit adjacent to this proposed site. The appropriate driveway permits have been obtained, and this drive will be paved to reduce noise and dust. The roadway will be easy to keep swept and clean, diminishing the amount of material that might get deposited on the public roadways from the trucks leaving the site. They have contacted the neighbors to the east in Colfax Township and they are satisfied with this solution for dust and noise. This location is much better than having the trucks enter M-20 directly from the existing property driveway, west of the corner. This will provide for better site lines for the trucks entering the M-20 traffic and provide for a smoother operation. Traffic has been looked at and they don't believe that this will increase traffic congestion at all. The haul route will be the same, running along M-20 to the west, then north on Business route 131 and east on 19 Mile Road to their plant. Noise control is a big concern and they will take noise attenuating and dust control measures very seriously. They want to minimize the impact on the neighbors.

Mr. Schenk continued by stating that this area has remained pretty much the same since the 2003 permit was issued. He doesn't believe that this request will create any greater impact than the approved project would have in 2003. Operationally, they will start in the center of the site and work down to the floor of the material, then work out to the sides of the site. This will essential cause them to be operating in a bowl that will be enclosed by the berm. They will be using state of the art equipment that produces less noise than in the past.

There is a wetland in the Northwest corner of the site, and they will not disturb that wetland. Mr. Schenk has heard that there is a concern about the water wells in the area. Their excavation will probably be in the range of about 20 feet deep. There may be areas where it goes deeper when the material is deeper, but they would not anticipate being over 40 feet deep. The lake will be formed by water that comes out of the sandstone that is there. They are not punching into aquifers. There will not be any chemicals used on the site. They will make the same offer that they made in 2003. If somebody comes to them with evidence that what they are doing has impacted their well, we will replace the well. They acknowledged that wells get old and fail, so if someone comes to them with evidence that their well failed because of something Rieth-Riley did, they will replace the well. If this needs to be a condition of the permit, they will accept it just as they did in 2003.

Equipment on site initially will be a bulldozer and a scraper to remove the overburden and build the berm. The actual excavation will be accomplished with a front-end loader, and a second front-end loader during the times that they are processing material in the center of the site. They anticipate that they will have the material removed from the site before the end of the 10-year SUP period. They realize that they have to reapply every 2 years, and feel that is a good system for checks and balances. They will not be using any potable water on site and will not be taking any water from the site. They will not be using any chemicals on the site. The previous permanent structures from this property have been removed and Rieth-Riley will not

be building any structures on this site. Noise attenuation will be accomplished by the berm, operating in the bowl, the relatively small size of the site and the state-of-the-art back-up alarms. They will provide noise monitoring and reporting as required by the township at their expense. They historically operate under the required noise limit at 150 feet, and will be operating further from the property line than that most of the time.

The benefits of having this material available in the area provides for good roads, bridges and other construction that are important to the community. Both engineering report agree on one thing. There are no serious consequences arising from this proposed operation. A property value impact analysis has been provided and prepared by a certified real estate appraiser who has done a great deal of study in this area. He concluded that there would be no adverse impacts. We out together a plan that minimizes the negative impact to the area and helps us continue to operate as a good neighbor. We hope you see that too. He thanked the Planning Commission for the opportunity to present this application and offered to answer any questions.

Mrs. Wethington went over the rules for public comment and asked for anyone else to speak in favor of the project. There was no one that wished to speak in favor, so she opened the floor to those who were opposed.

Mr. David Hamelund of 18256 Taft Road was recognized by Mrs. Wethington. He stated that he was that pesky guy to the west of the proposed site. He asked whether he should read his letter to the Planning Commission or highlight the points of concern. The members of the public asked him to read his letter and Mrs. Wethington allowed him do that.

November 13, 2018

Good evening Madam Chair,

Please let me start tonight with thanking the board for this opportunity to address my concerns about the special use permit request for mining in my neighborhood.

Reith Riley is a good solid company that has been a good customer of mine for over 30 years and whose products we all enjoy. I would also like to state that if I had to have company mining sand and gravel next to me I would want it to be Reith Riley and its manager Chad Waldo.

The State of Michigan has decreed that gravel extraction, when done for a profit, cannot be stopped unless very serious consequences would result. The state law in my opinion is design to weigh the public interest of finding material for roads against the private interest of keeping any neighborhood intact. God has blessed Mecosta County many veins of gravel, many of these are closer in distance and richer in mineral content than this site.

I believe the adjacent property owners have been very patience with considering the public need for road material. This tract of land is not in a favorable location for Reith Riley to extract gravel. This is the primary reason this land and special use permit was abandoned the last time. I am very concerned that this may happen again, this time possibly after they have opened the pit up knowing they could always come back for an extension. Tonight, I cannot prove that "very serious consequences" as defined legally would happen. But please let me use a more common-sense approach to looking at this matter as this property is on the Big Rapids Township east boundary and the west boundary of the Township of Colfax. These townships have two very significant differences in regulation regarding mining. It would make no sense at all to win the battle in Big Rapids Township merely to have Reith Riley move the piles of sand and gravel to the 15 acres they own along with a grandfathered mining permit in force. I believe a comprise is in order so that the neighbors have as good a life as possible with something big,

noisy and dusty as gravel pit.

My understanding of this procedure tonight is to review the items the applicant must meet to be issued a special use permit. Tonight, is not about likes and dislikes but what is permitted use and what is not permitted uses.

Below are sections taken from the current special use permit section 153.130 USES BY SPECIAL USE PERMIT.
153.130 USES BY SPECIAL PERMIT.

Prior to approval of a special use permit, the Planning Commission shall ensure that the standards specified in this section, as well as standards established elsewhere in this chapter shall be satisfied. All Uses by special permit shall comply with each of the following standards and requirements as Listed in this division (1) The nature, location and size of the special use shall not change the essential character of

of the Surroundings area, nor disrupt the orderly and proper development of the district as a whole. The use shall not

be in conflict with, or discourage the adjacent or neighboring use of lands or buildings.

(A) I have pictures to show what the essential character of the surrounding area is now and a list of property owners and when they got title to the adjunct land.

All of these folks chose to live where they are because of how the area existed then and how it has basically remain unchanged. Low density residential housing, farm land and yes, a gravel pit on a hill with the last operator being a two-man outfit with a single front end loader and a single axle truck

(B) The essential character of the neighborhood will be forever changed by this gravel pit. (I don't buy into the promise of lake front property and beautiful single family homes after Reith Riley are done. I believe, at best, there will be an empty pit with limited vegetation growing on it and a small brown water pot hole

(C) This gravel pit has been on the minds of this neighborhood for the past 15 years.

(2) The special use shall not diminish the value of the land, buildings or structures in the neighborhood.

We believed housing values of the surrounding land and the homes will be reduced in a great amount during the actual working of the pit. I have a letter from a local real estate broker giving a professional opinion of adjacent property values during the actual mining process. Depending on whether the water pond develops or not would determine if the long-term value goes up or down. Please just think of yourself and if you had a choice of buying a house both of equal value and general location. One is located next to a gravel pit and the other is located in a large tract residential setting. Which one would you buy? Any person who is in the real estate business will tell you noise; truck traffic and dust have an adverse effect on pricing. We will have all three.

(3) The special use shall not increase traffic hazards or cause congestion on the public highways or streets of the area. Adequate access to the parcel shall be furnished.

The location of this 40 acre pit on Taft Road/M20, which is a 2 lane public highway will cause slow noisy truck traffic on the curves on 180th Ave. to 15 mile Road. This will increase the chances of traffic backups, stone damage to other vehicles, and property damage accidents.

(4) The water supply and sewage disposal system shall be adequate for the proposed special use by conforming to

State and County Health Department requirements, and the special use shall not overburden any existing services or facilities.

I have a detailed list of wells in the area showing some of the domestic water wells that surround this proposed pit. I believe the public health could be in serious jeopardy if the depth of the extraction goes deep enough to puncture the water aquifer that the surrounding neighbors have their domestic well drawing from (see attached well list). We are concerned that our wells could dry up or diminish the amount water in the draw tube. Another commonsense

issue would be wells downstream of the pit being contaminated with VOC's etc. from an opening in the same water level. We are also concerned about current ground contamination because we know that snow from the City of Big Rapids has been dumped on the field numerous times over the last few years.

(5) Uses by special permit shall not be significantly more objectionable to nearby properties by reason of traffic, noise, vibrations, dust, fumes, odor, smoke, glare, lights or disposal of waste than the operation of any principal permitted use, nor shall the special use increase hazards from fire or other dangers to either the property or adjacent property.

I appeal to your common sense that with any gravel pit of this size will come with noise, dust and increased traffic all of which are objectionable hazards in a residential area. With the piles of gravel as high as the applicant's drawings shows and the amount of men working that in the pit on any given day, you will absolutely affect the quality of life enjoyed in adjacent homes and the yards. One of these homes houses children and is located easterly about 100 feet from the proposed sand piles. I have also attached an analysis from the W.E. Upjohn Institute for Employment research that gives a different perspective of gravel mining.

(6) The Planning Commission may require that the premises be permanently screened from adjoining or contiguous properties by a wall, fence, plant screen and/or other approved enclosure when deemed necessary to buffer the surrounding uses from objectionable noise, light and the like created by the special use.

I believe Reith Riley has proposed a berm that will begin to address the visual part intent of this section

(7) The special use shall be consistent with the intent and purpose of this chapter and with the intent of the land use plan for the township. The special use shall be compatible with the natural Environment and shall not inimical to the public health, safety and general welfare.

(1) The 50 year master plan, of 30 years ago, shows residential zones for the area we are discussing. This master plan really has not been updated for many years. This is because there always seemed to be issues that took precedent, mainly the township's very limited resources.

(2) The size of the piles of sand/gravel located on any edge of this property is a huge dust issue for the people living in the homes located immediately to the east of these piles. To help lessen the dust, please do not allow the pile of sand/gravel to be any higher than the perimeter sod covered berms.

SUMMARY

I believe the applicant does not meet most of your own township requirements for a special use permit. It should be noted that any one of these is sufficient to deny the request. I understand the state law overrides the township ordinances in this case so the board has only one choice and that is to approve the special use permit for mining this property. To do otherwise would invite a lawsuit that the township would lose. With that said, the state law and the townships own zoning ordinances gives the township planning commission the right and duty to regulate the said mining operation. It is not this body's job to ensure that the applicant makes a large profit or no profit, but rather to allow this operation if they can do so by their own choice for a profit.

(1) This body needs to set perimeters that are in line with what a reasonable person, zoning ordinances, and state law would allow. Giving the applicant the same conditions and length of time and the hope of coming back for additional time because they find a better pit to draw from is not what adjacent property owners and I believe a reasonable person would want to happen. The applicant has had a special use permit that was issued in 2003 and it was good for 7 years. The actual mining allowed in this special use permit was not even started. I believe the neighborhood has been anxious about when they were going to start mining for all of that time. What year was it going to happen? How long is this going to be allowed? Should we sell before they start mining or wait until they have completed mining? I believe the planning

commission has already been very reasonable in allowing the mining on the property. Now as part of this new special use permit one of the conditions should be a short finite duration, 3 years, for the mining process to occur and then no renewal. By accepting this special use permit Reith Riley agrees not to ask for any extension in time. The applicant has had plenty of time to mine this property and now adjacent property rights should be given greater consideration.

(2) I believe a statement from Reith Riley stating they will accept responsibility for anything that adversely affects a well within 1 mile of this pit. A performance bond in the amount of 1 million dollars would ensure the replacement of the wells. A second proposal would be water quality and flow rate testing overseen by the township or a third party to establish a base line for future reference.

(3) In addition to the requests in the above sections (wells, dust, and traffic control) another point to consider this property's unique geographic location bordering two different townships with two entirely different rules would be the day to day questions and actual enforcement of the mining ordinance. By appointing a committee of the various different views these parties could bring a workable solution to issues that will happen during the operation of the mining pit. Based on what I have witnessed firsthand with other zoning issues along with many discussions with the supervisor and the zoning administrator I am very concern that very little will be done to actually enforce the decision of this commission. This proposed committee is a way of dealing with an issue before it becomes a problem. The committee would be advisory in scope, would be appointed by the township board and would work under the freedom of information act.

(4) The planning commission will not issue any statements that are in conflict with the township mining ordinance as this document was reviewed by many different points of view including myself and Reith Riley over a six-month period. All the invited parties agreed that ordinance was reasonable and that it could be enforced as written.

(5) I would also ask that the special use permit be tabled until this the commission has time to research this and give neighbors of the property time to process and discuss what they have seen and learn here tonight. We are at the end of a construction year nothing is going to be mined until next spring no matter what happens here tonight. Let's us not rush this process. This planning commission will make its decision and none of you are living or will live next to this pit. We are VERY concerned about the depth of mining, the character and tranquility of our neighborhood. What long term effects will be from opening the different aquifers? Please consider when do the rights as long term adjacent property owners match those of a relatively new comer to the neighborhood?

Sincerely yours,
David Hamelund
18256 Taft Road
Big Rapids

Brian Cady of 15380 – 180th Avenue on the east side of the proposed site. He disagrees that there has been no change in the area. He purchased his property in 2004 and was unaware of the of proposed mining operation. He believes that the proposed access from M-20 will create problems and is very dangerous at times. Some traffic misses that curve and may create a safety issue that should be addressed. He is also concerned about having to prove that their wells have been affected by the operation. He doesn't want to have to follow legal pursuits if his well goes bad after Rieth-Riley begins mining. He understands that the gravel pit is probably going in and he appreciates everything Rieth-Riley is doing to minimize that effect on the neighbors.

Mr. Schenk asked Mrs. Wethington if he could respond and she allowed his reply. Mr. Schenk restated that if you could demonstrate that your well problem was reasonably caused by Rieth-Riley they would not dispute it. He did mention that he has been doing this for over 40 years and he has yet to see one well failure caused by a gravel mining operation but nevertheless if a reasonable request is presented, they will cover it. We are good neighbors and will continue to be good neighbors. The driveway that is proposed is better than the previous plan and the sight lines are good and their drivers will be careful entering and exiting the site.

John Monahan of 15600 – 180th Avenue asked about the hours of operation. Mr. Schenk replied that the ordinance sets the hours. Mr. Mason replied that the hours are 7 am to 7 pm Monday through Friday and 7 to noon on Saturdays. No operations on Sundays or holidays. Mr. Monahan asked about the development of the property after the mining is completed. Is Rieth-Riley developing those 5 to 7 lots themselves and will they be selling them. Mr. Schenk said that the property is valuable to Rieth-Riley just as it would be to anybody else, and they will not leave it in poor shape. The berms will be removed and used to reclaim the property. Mr. Monahan wondered how this might affect his ability to hunt with the new housing coming to the area.

Mr. Cady asked how the wildlife in the wetland area might be affected, and Mr. Schenk assured him that they will not disturb the wetlands. Wildlife in other areas of mining are not usually affected much, and the deer, coyotes and turkeys often come out into the gravel pits. Mr. Cady wondered if the existing osprey nest on the corner would be affected, and Mr. Schenk said that their operation will not be disturbing or encroaching on that nest. Mr. Cady mentioned that the osprey nest has become a "tourist attraction" and could create traffic concerns. Mr. Schenk said that they don't expect to drive off any of the wildlife and don't anticipate any impact.

Doreen Figg of 15140 180th Avenue is concerned about property values. She and her husband are approaching the time that they may want to sell their property and don't wish to have the value of their property decrease. Mr. Schenk gave information from a certified appraiser that the property values near a gravel mine do not decrease over time and many exclusive and expensive properties exist in close proximity to gravel pits in the state. Mrs. Wethington asked what would happen to the site if a lake doesn't form. Mr. Schenk stated that the groundwater on the property is pretty uniform, so there should be a lake, but if it doesn't form, they will level off the property for uniform lot development. She asked if it would drain the wetlands, and Mr. Schenk reiterated that the water for the lake will come from the limestone and not the wetlands, and it will be less than 5 acres in size.

Rich Andres of 18645 – 16 Mile Road asked if the DNR had approved mining near the wetlands, and Mr. Schenk advised that they didn't need to because they aren't operating in the wetlands. Mr. Andres agrees that there will be a lake but he doesn't think there is any gravel there. Mr. Schenk advised that the borings assure that gravel is present.

Tom Harvey of 1195 West Lake Drive in Novi, his family owns the property directly to the north of this property. He is concerned that their property will lose value if the gravel pit operates, and the view will be of a gravel pit. He is requested that a decision be postponed because he feels that the property is being changed from residential to industrial. He is requesting that a conversation be kept going with the operators and the neighbors. The text of his lawyer's letter is here.

FISCHER, FRANKLIN & FORD

Attorneys and Counsellors
GUARDIAN BUILDING, SUITE 3500
500 GRISWOLD STREET
DETROIT, MICHIGAN 48226-3808

Telephone (313) 962-5210
Facsimile (313) 962-4559

HARVY A. FISCHER
(1900-1977)
LEO I. FRANKLIN
(1904-1980)
RICHARD C. FORD
(1908-1985)

ARTHUR J. LeVASSEUR
MATTHEW M. PECK
TROY C. OTTO

SIDNEY M. BERMAN*
*Of Counsel

November 9, 2018

Mr. Brent Mason
Zoning Administrator
Big Rapids Charter Township
14212 Northland Drive
Big Rapids, MI 49307

Re: Application for Special Use Permit SUP 18-003

Dear Mr. Mason:

The undersigned represents Thomas Harvey, beneficial owner of a 20 acre parcel of land abutting the property that is the subject of the pending application filed by Reith-Riley Construction Company for a special use permit to operate a gravel mine. My client's property is immediately north of the east half of the subject property, with a common boundary line being the south line of my client's parcel. Pursuant to the Notice of Public Hearing, I am submitting these comments on behalf of Mr. Harvey for consideration by the Big Rapids Township Planning Commission at its November 13, 2018 at 7:30 p.m. meeting where this application will be considered.

Pursuant to Section 3.13 of the Big Rapids Township Zoning Ordinance, uses requiring special permits are those uses of land which are not essentially incompatible with the uses permitted in a zoning district, but possess characteristics or locational qualities which require individual review and restriction in order to avoid incompatibility with the character of the surrounding area, public services and facilities, and adjacent uses of land. Subsection 3.13(b) states that "the special use shall not diminish the value of the land, buildings or structures in the neighborhood."

The Applicant has failed to demonstrate its proposed use will meet the requirements of Subsection 3.13 (b). Presumably to establish compliance with this requirement, the Applicant has submitted an Impact Report prepared by James Van Stensel that purports to address this issue. However, by its terms the Impact Report expressly excludes any analysis of the impact potential environmental contamination from the mining operations may have on the value of adjacent property. Indeed, item 10 of the "Assumptions and Limiting Conditions" section states that "all influences on value resulting from potential ... environmental contamination ... are excluded from this report." It further states that assessing or measuring the impact that adverse environmental conditions may have on value "is beyond the scope of the appraiser's expertise

Mr. Brent Mason
Zoning Administrator
November 9, 2018
Page 2

and beyond the scope of this report.” Given this limitation, the appraiser’s conclusion that the proposed mining operations will not negatively impact the marketability of properties adjoining or within close proximity to the subject property cannot be accepted and the Impact Report fails to show the proposed use will conform to the requirements of Section 3.13(b).

While a bag of gravel may look fairly benign, the process of getting it has many significant environmental impacts. Studies have shown that creating the pits requires the removal of virtually all natural vegetation, top soil and subsoil to reach the aggregate underneath. Not only does this lead to a loss of existing animal wildlife, it also leads to a huge loss of biodiversity as plants and habitats are destroyed. Moreover, adjacent eco-systems are affected by noise, dust, pollution and contaminated water. Pits disrupt the existing movement of surface water and groundwater; they interrupt natural water recharge and can lead to reduced quantity and quality of drinking water for residents and wildlife near a gravel mining site. Furthermore, most old pits are not properly rehabilitated. Of course, each pit or quarry has unique characteristics and impacts, but every pit or quarry will degrade the natural environment. See Winfield, M and A. Taylor. *Rebalancing the Load: The need for an aggregates conservation strategy for Ontario*, 2005. The Pembina Institute, pgs. 8-9.

Furthermore, open gravel mining presents significant health risks. In Michigan as of 2016, there were 413 active mines of which 366 were surface sand and gravel operations. From 1-1-2015 through 2-20-2018, according to the Mine Safety and Health Administration (MSHA) on-line Mine Data Retrieval System (MDRS), 213 of mine locations in Michigan had at least one silica air measurement above the current allowable level of 0.05 mg/m³, which indicates a risk to miners of silicosis, and the other conditions associated with exposure to silica including COPD, lung cancer, rheumatoid arthritis, scleroderma, chronic renal failure and active tuberculosis. Source: Michigan State University, College of Human Medicine, Occupational and Environmental Medicine, Project Sensor News. Fall, 2018.
<https://oem.msu.edu/images/newsletter/ProjectSensor/v29n4.pdf>

Despite the clearly documented adverse impact that gravel mining has on the environment and public health the Impact Report submitted in support of the application, by its author’s own admission simply excludes these factors in reaching its conclusion regarding property valuation. Under these circumstances, the Planning Commission should deny the application. In the alternative, the Commission should defer any decision until the applicant provides a full impact report that specifically includes an assessment of the potential environmental and health impact of the proposed mining operations and how these factors may influence property values in the vicinity. Furthermore, the Commission should insist that this report be prepared by someone other than Mr. Van Stensel as he has acknowledged that he is not qualified to make such an assessment.

Likewise, Section 3.13 (e) of the zoning ordinance states that “[u]ses by special permit shall not be significantly more objectionable to nearby properties by reason of traffic, noise, vibrations, dust, fumes, odor, smoke, glare, lights, or disposal of waste than the operation

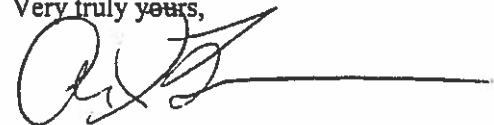
Mr. Brent Mason
Zoning Administrator
November 9, 2018
Page 2

of any principal permitted use, nor shall the special use increase hazards from fire or other dangers to either the property or adjacent property." The Applicant has failed to demonstrate compliance with this requirement.

Finally, the commencement of gravel mining operations on the subject property and the corresponding heavy truck and equipment traffic on the adjacent roads will send a clear signal to residential developers that this area of the township is becoming somewhat industrial in nature and should be avoided for residential development. This will reduce the desirability of vacant land adjacent to the subject property for residential development, including but not limited to my client's parcel.

In summary, the Applicant has failed to demonstrate that the proposed use of the property satisfies the requirements for a special use permit in an Agricultural District. Therefore, the application should be denied.

Very truly yours,

A handwritten signature in black ink, appearing to read 'Arthur J. LeVasseur', with a long horizontal line extending to the right.

Arthur J. LeVasseur

AJL:dmm

Mrs. Wethington asked Mr. Schenk about the Colfax Twp. property that was a pit, and Mr. Schenk stated that Rieth-Riley had purchased that parcel about a year ago, planning to redevelop it along with this parcel.

Laura Monahan of 15600 – 180th Avenue asked about the hours of operation for crushing and processing. Mr. Schenk stated that the processing operation occurs sporadically to build up stockpiles of materials and then it ceases until the stock is depleted.

Mr. Schenk responded to a question from Mr. Hamelund about noise levels during the crushing operations, and he replied that they still need to meet the 75-decibel level at the property line while crushing is going on.

Robert Maguire of 15059 -180th Avenue gave Rieth-Riley credit for the plan they presented, as opposed to a different company that got a mining permit earlier. He feels that Rieth-Riley is honest. He feels that this decision will be difficult. He told the Commission that they have a responsibility to consider this decision carefully.

Mrs. Wethington asked if there were any more comments, and hearing none, closed the public hearing at 8:44 p.m.

VII. OTHER BUSINESS: SUP 18-003 - Rieth-Riley Gravel Mining Permit.

Discussion began based on the information that was presented during the public hearing and delivered to the Commission by the Applicant and by the Township's engineer. Mr. Hampson asked if there was any state law that needed to be considered in the decision-making process. Mr. Mason replied that the Zoning Enabling Act has language that requires a mining operation to be approved unless it can be shown that "very serious consequences" will result. Mr. Hampson explained that very serious consequences are beyond normal or even serious consequences that would occur normally. Mrs. Davis asked about the engineer's report, and Mr. Mason advised that Progressive AE reviewed the mining application and found it that Rieth-Riley met all the requirements of the mining ordinance language.

Mrs. Wethington began by reviewing the SUP questions from the ordinance 153.130 (C).

1. The nature, location, and size of the special use shall not change the essential character of the surroundings area, nor disrupt the orderly and proper development of the district as a whole. The use shall not be in conflict with, or discourage the adjacent or neighboring lands or buildings.

The members discussed whether the essential character will be changed and whether they can show very serious consequences will occur. It is temporary in nature and these are huge conflicts. The berm and setbacks are meant to minimize the change. It is allowed by SUP. The end result will be positive.

2. The special use shall not diminish the value of the land, buildings or structures in the neighborhood.

The commission members acknowledged that the information Rieth-Riley provided supported the fact that the property values most likely will not be affected negatively.

3. The special use shall not increase traffic hazards or cause congestion on the public highways or streets of the area. Adequate access to the parcel shall be furnished.

The Commission asked how many trips will be entering and exiting on an average day. Mr. Schenk stated that there would be 25 trip per day for about seven month of the year.

4. The water supply and sewage disposal system shall be adequate for the proposed special use by conforming to State and County Health Department requirements, and the special use shall not over-burden any existing services or facilities.

Not Applicable. No water or sewer will be used on site. Portable toilet facility will be provided.

5. Uses by special permit shall not be significantly more objectionable to nearby properties by reason of traffic, noise, vibrations, dust, fumes, odor, smoke, glare, lights, or disposal of waste than the operation of any principal permitted use, nor shall the special use increase hazards from fire or other dangers to either the property or adjacent property.

Mrs. Davis asked about request for noise monitoring and Mr. Mason advised that the ordinance provides for township requested monitoring once per month at the operator's expense.

6. The Planning Commission may require that the premises be permanently screened from adjoining or contiguous properties by a wall, fence, plant screen and/or other approved enclosure when deemed necessary to buffer the surrounding uses from objectionable noise, light, etc., created by the special use.

Provided for by the fence and the berm.

7. The special use shall be consistent with the intent and purpose of this Ordinance and with the intent of the Land Use Plan for Big Rapids Township. The special use shall be compatible with the natural environment and shall not be inimical to the public health, safety and general welfare.

Reclamation plan is in place and provides for residential usage, which is consistent with the master plan

The Commission members reviewed the zoning ordinance language for the Mineral Mining ordinance licensing procedure. Fence and berm were discussed. Mr. Sweppenheiser asked if any of the adjacent property owners preferred something other than a berm for screening. Conifer trees were mentioned for after the berm is removed. Mr. Monahan wants some type of wind protection for snow issues with his driveway. Mr. Hamelund wants the berm to be as high as possible. It was mentioned that when the reclamation occurs, the trees would probably be lost. Discussion continued about the property line, the location of the berm and the potential placement of trees. Mr. Monahan is concerned for his driveway only on the reclamation. Mr. Schenk agreed that a row of shrubs could be planted during restoration after the berm is removed. Mr. Sweppenheiser suggested that the recommendations from Progressive AE be included in the conditions for approval. The remaining discussion was based on the review of the engineer's report.

Mr. Sweppenheiser moved to approve SUP 18-003 at 18220 Taft Road with the following requirements.

1. The project shall conform to all the requirement of the Big Rapids Township Mineral Mining control Zoning Ordinance.

2. The applicant's SUP Application, Project description narrative, M-20 Big Rapids Impact Study and the three engineering drawings for the project shall be referenced as exhibits to the permit.

3. All permits required for the project shall obtained and copies submitted to the Big Rapids Township prior to the beginning of any work on the project.

4. All recommendations provided within the Progressive review letter dated November 5, 2018, specifically the bond for reclamation and revegetation with the inclusion of coniferous shrubs and or trees to be planted on the east side of the property at reclamation.

Mr. Cook seconded the motion. There was no further discussion.

Mrs. Wethington asked for a roll call vote:

Mr. Hampson	Yes
Mr. Sweppenheiser	Yes
Mrs. Davis	Yes
Mr. Cook	Yes
Mr. Oliver	Yes
Mrs. Wethington	Yes

The motion passed unanimously with six ayes.

Mrs. Wethington asked if there was any other business. Mr. Mason informed the members that the Woodward property clean-up was progressing well and the contractor that was awarded the project is expected to start before the end of the week. The Aldi project is going to the ZBA on November 20, 2018 for a dimensional variance. Mr. Sweppenheiser thanked the staff for getting all the information out to the members early because there was so much information to review.

VIII. ADJOURNMENT:

Hearing no further business for the Planning Commission, Mrs. Wethington adjourned the meeting at 9:31 p.m.

Motion to approve the Planning Commission minutes of November 13, 2018 by: Mr. _____ Seconded by: Mr. _____. Roll call vote carried with _____ ayes.

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

Date Approved

Item "O"

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

CALL TO ORDER: 12:00 p.m.

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

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

SUMMARY OF REPORTS AND UPDATES:

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

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

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

2019

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

2020

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

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

2021

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

2022

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

2023

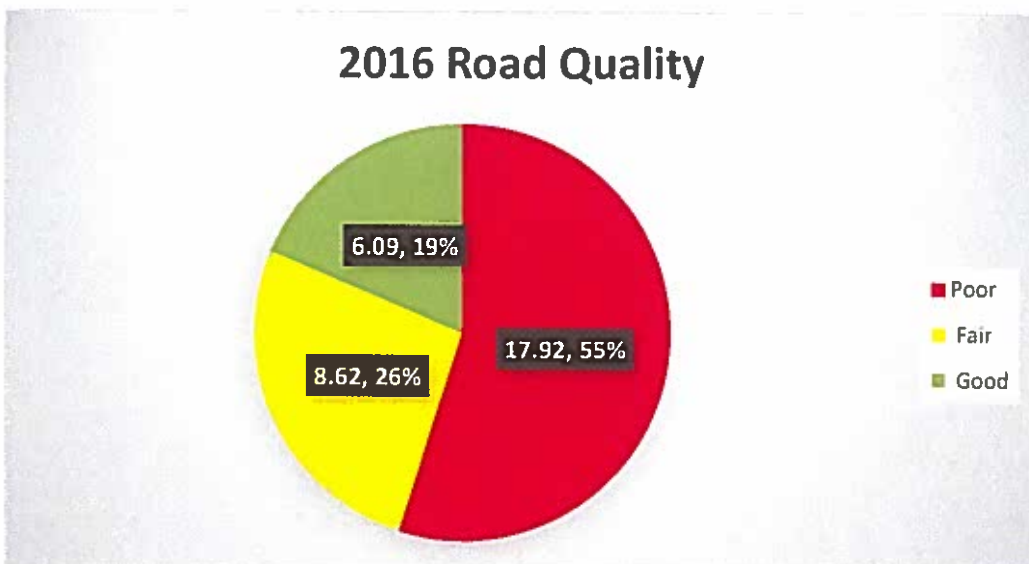
- Pulverize and pave 215th Avenue between 13 Mile Road and 14 Mile Road.
- Approve the list of recommendations for chip and fog treatments that the MCRC will provide at a later date.

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

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

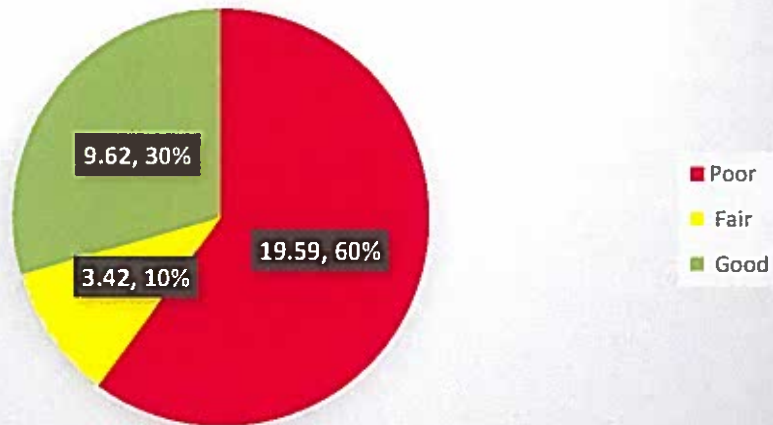


Note: Over half of the roads are in poor condition and 38% are close to poor condition.



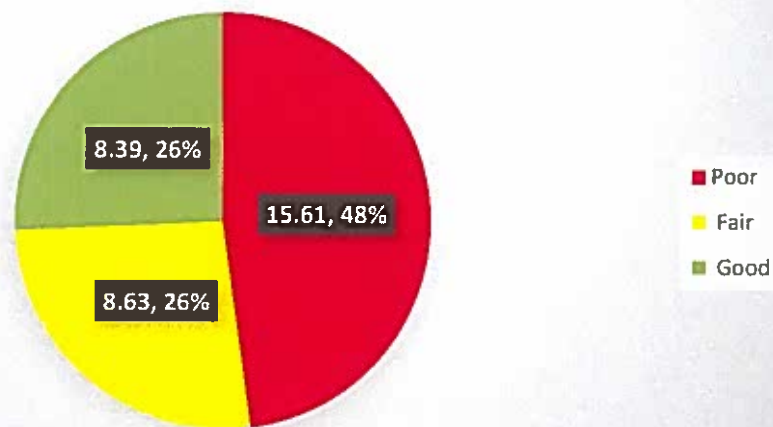
Note: The amount of roads in poor condition is trending down and the distribution of poor and good roads is in better proportions (that is to say that there are almost as many good road miles than fair road miles).

2015 Road Quality



Note: Roads in poor condition increased to 60% (meaning many of the fair roads in 2014 degraded to poor), lots of chip and fog treatments were done this year which shows up as in good condition for about 1-2 years.

2017 Road Quality



Note: Roads in poor condition are under 50% for the first time in 4 years, there is a very good distribution of good roads compared to fair roads. Fair roads can be maintained the cheapest with chip and fog treatments. Good roads last longest when crack sealing is done appropriately.

2018 Road Quality



Note: Roads in good condition have increased significantly by 17%. Roads in poor condition have reached it lowest in 5 years to 41%. Continued efforts to maintain good and fair roads with preventative maintenance, along with incrementally reconstructing poor roads, will continue to improve these trends.

Item "P"

Big Rapids Charter Township Utilities Committee Meeting Minutes November 19, 2018

Attending:

Penny Currie – board member (treasurer)

Mel Seiter – community volunteer

Jerry Everett – board member (trustee)

Todd Shank from Northwest Kent Mechanical Co.

Bill Stanek – board member (supervisor)

Bruce Sczepanak – community volunteer

Richard Lapierre – Mission Communications

(via phone call)

- 1) Reviewed 4 quotes from 3 vendors for remote monitoring of the 9 township lift stations and agreed to recommend the quote from NW Kent using Mission Communications hardware and services.
 - i) All solutions will provide enhanced information concerning the nature of alarms and allow NW Kent to avoid unnecessary dispatching after hours which will save the township premium after-hours labor amounts.
 - ii) All vendors' RTU's (Remote Terminal Units) are expandable to accommodate future applications
- b) Mission Communications - NW Kent recommendation (24/7 technical support included in cost)
 - i) **Total installation costs = \$27,748.**
 - ii) **Total cellular communications costs = \$2,995/year** after the 1st year which is included in the installation amount.
 - (1) ATT charges from November 2017 – October 2018 = \$10,892
 - (2) \$10,892 (ATT) - \$2,995 (Mission) = savings of \$7,897/year
 - (3) Projected return on investment for communications only:
 - (a) 1st year communications costs are included in installation savings = \$10,892
 - (i) \$27,748 Equip and labor - \$10,892 not spent with AT&T = \$16,856
 - (b) 2nd year return on investment
 - (i) \$16,856 (remaining orig. cost) - \$7,897 (savings) = \$8,959
 - (c) 3rd year return on investment
 - (i) \$8,959 (remaining orig. cost) - \$7,897 (savings) = \$1,062
 - (d) 4th year will realize a total return on the original investment when considering only communications costs. The township will realize a savings of \$6,835 for year 4 while saving \$7,897 every year after that.
 - c) Integrated Controls Inc. suggested two solutions:
 - i) 1st solution connects to the city WIFI network via combinations of existing towers with the possibility of the township having to add a \$2,500, 40' tower.
 - (1) **Total installation costs = \$108,480**
 - (2) **Yearly support charges = \$2,400 + (?)\$City WIFI support**
 - (3) Unknown if the city will charge the township for use of their WIFI
 - (4) Return on original investment:
 - (a) **Savings = \$10,892/yr. - \$2,400 support/yr. = \$8,492/yr.**
 - (b) **Total return on this investment: \$108,480/\$8492/yr. = 12.8 years**
 - ii) 2nd solution connects to city WIFI network with 3 stations and 6 stations using cellular
 - (1) **Total installation costs = \$95,000**
 - (2) **Yearly charges = \$2,400 + (?)City WIFI support + \$1,008 cellular = \$3,408**
 - (3) Return on original investment
 - (a) **Savings = \$10,892 - \$3,408 = \$7,484/yr.**
 - (b) **Total return on this investment: \$95,000/\$7,484/yr. = 7.5 years**
 - d) Kennedy Industries solution provides communications via cellular service and limited to 1 GB/month without additional monthly fees.
 - i) **Total installation charges = \$25,974**
 - ii) **Recurring Costs = \$7,020/yr.**
 - iii) Return on original investment:
 - (1) **Savings = \$10,892/yr. - \$7,484/yr. = \$ 3,408**

(2) Total return on investment = $\$25,974/\$3,408/\text{yr.} = 7.6$ years.

- 2) Committee recommends acceptance of new 3-year contract with NW Kent for sewer maintenance at a cost of \$1,906.67/month or \$22,880/year. Differences between new and old contract:
 - a) New \$22,880/year - Old \$33,695/year
 - b) Hourly labor charges not covered under contract: new \$68/hr. – old \$64.50/hr.
 - c) OT hourly labor charges: new \$86/hour – old \$78.50/hour
 - d) Sunday & Holiday labor charges: new \$108/hr. – old no special charges noted in contract
 - e) Weekly individual station visits: new 1/week – old 2/week (somewhere in a scope of work document)
 - f) Attend township meetings without charge: new (nothing specified) – old 2/year
 - g) Markup on parts prices: new 12% - old 15%
 - h) Duration of contract: new 3 years – old 1 year
- 3) Bill presented an update on the SAW grant work. He met with representatives in Grand Rapids last week and they are addressing several issues Bill identified.
- 4) Bill shared the waste water agreement with the city with township volunteers Mel Seiter and Bruce Sczapanak.
- 5) The committee reviewed the request for a street light at the driveway for The Brook and recommends that The Brook arrange for and pay for any street light they want at their facility.

MINUTES
BIG RAPIDS TOWNSHIP
ZONING BOARD OF APPEALS
Big Rapids Township Hall – 14212 Northland Drive
November 13, 2018 – 7:30 p.m.

Item “Q”

I. CALL TO ORDER: 7:30 p.m.

Chairman Defever called the meeting of the Big Rapids Township Zoning Board of Appeals to order.

II. ROLL CALL:

Present: Kevin Defever, John Zimmerman, Mark MacIver and Amanda Wethington. Also present: Brent Mason, Zoning Administrator and recording secretary.

III. APPROVAL OF MINUTES:

Minutes of January 9, 2018

John Zimmerman moved that the minutes of the annual meeting of the Zoning Board of Appeals of January 09, 2018 be accepted as submitted; seconded by Kevin Defever; motion carried unanimously with four ayes.

IV. PUBLIC COMMENT: None.

VI. ZBA 18-001 (PZ18-0041) REQUEST FOR DIMENSIONAL VARIANCE:

Christopher Grzenkowicz, P.E. of Dezine Inc. is representing Aldi Inc. and is requesting a variance to the rear setback for their property at 21481 Perry Avenue. They are proposing a 2,148 sq. ft. addition to their existing grocery store on property owned by them in the Highway Interchange District. The original site plan was approved by the Planning Commission on October 16, 2012, prior to an engineering review and the approval created a what appears to be a non-conforming parcel with a rear setback (the south side of the building) of 8.7 feet when 50 feet is required by ordinance. The new addition would require an 8-foot setback that allows for no impingement on an 8-foot utility easement on the south side (rear) of the property. This variance would allow for the property to be expanded by removing the non-conforming condition and creating a record of the variance. Mark MacIver mentioned that he had a concern about providing for protection of the building on the south side near the west corner by installing a guardrail or other device. This would decrease the possibility of vehicle impacts into the building in that area. Chris Grzenkowicz acknowledged that issue, and Brent Mason suggested that the information should go to the Planning Commission for consideration. John Zimmerman moved to approve the dimensional variance for Aldi Inc. at 21481 Perry Avenue as requested based on the presentation. The motion was seconded by Mark MacIver. There was no further discussion. The motion was approved unanimously with four ayes.

VII. ADJOURNMENT:

As no additional items were before the board, Chairman Defever adjourned the meeting at 7:40 p.m. The next meeting will be held during a joint meeting at the State of The Township Address on January 15, 2018.

Motion to approve the minutes of November 13, 2018 meeting of the Zoning Board of Appeals by: _____ . Seconded by: _____ . **ROLL CALL VOTE:**

Kevin Defever, Chairman

Date Approved

Supervisor's Report November 2018

This month has been very busy. I finally took the time to check out the information that Progressive AE has been working on for the SAW grant. They have a lot of the information on the ESRI Arcmap, a GIS program. It took me about 60 hours to go over each of the 190 manholes locations and each line coming in and going out. We have over 14 miles of sewer lines in the township. As I started looking at this, I found many items that I needed to checked over. This may have been something that they would have done more checking on, but I probably had the most information of what our system consists of. So, I simply made a list of about 50 items that they need to check and make changes on. Some were simple typos, others had sewage flowing up hill. Some places they had assumed that there were lines that we do not have. So, I spent a couple hours down at Progressive with Mike Ozer, and they will be checking these concerns. Mike was very appreciative and a little embarrassed that we had to find these. When they get this finished it will be wonderful. I have shown it to Northwest Kent, and they are excited to have it finished. The last part of the SAW Grant is the most important, and they are starting to work on it. This will be a report for us that will show if we are charging enough and if we have capital funds to sustain our system.

Cooks Blacksmith has had the railing out here a couple of times. It is now off to the powder coater before they install it, hopefully next week.

I have also spent a lot of time studying out our roads and preparing information for our roads committee. Because of such a long agenda for this meeting, I will put off the 2020 recommendation from the committee until our January meeting.

This month I was able to attend the monthly meeting with the city and Green Township. I was at the city commission meeting where they approved the 2019 wastewater agreement. I was in attendance at the MEDC executive meeting this month, the county emergency management meeting, as well as our planning commission meeting. I also attended the cemetery committee, the cemetery task force, and utilities committee meetings.

A special privilege this month was to be able to speak at the grand opening of Belle Tire. We also had representatives from our fire department as well as the sheriff department there. The weather was not the best, but the event went very well.

Also keeping me busy this month was contacting the individuals that serve on our committees. Not a one of the people serving turned down the offer to serve another term. Thanks to all that have and continue to serve. Besides this I also took two days to attend some training put on by MTA in Mount Pleasant. One day the topic was on township finances and the other on land use.

It was also great to have some time off for Thanksgiving. I hope everyone had a great Thanksgiving. I will be gone December 13th through the end of the year to celebrate my and my wife's 50th wedding anniversary and spend Christmas with family.

Thanks, Bill

Item "S"

RESOLUTION NUMBER 2018-9

A RESOLUTION ADOPTING A GENERAL APPROPRIATIONS ACT (BUDGET) FOR THE BIG RAPIDS CHARTER TOWNSHIP, BIG RAPIDS, MICHIGAN, FOR THE CALENDAR YEAR BEGINNING ON THE FIRST DAY OF JANUARY, 2019, AND ENDING ON THE LAST DAY OF DECEMBER, 2019.

WHEREAS, the duty of the Township Supervisor of Big Rapids Charter Township is to prepare and submit a proposed budget to the Big Rapids Board of Trustees at the proper time; and

WHEREAS, the Township Supervisor has submitted a proposed budget to the Board of Trustees on October 2, 2018 for its consideration, and;

WHEREAS, "Pursuant to MCLA 141.412, notice of a public hearing on the proposed budget was published in a newspaper of general circulation on October 22, 2018 and a public hearing on the proposed budget was held on November 6, 2018";

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

NOW, THEREFORE, BE IT RESOLVED BY THE Board of Trustees of Big Rapids Charter Township, that they hereby approve and adopt the 2019 fiscal year budget by cost centers. Estimated township revenues for fiscal year 2019, include an allocated millage of 1.25 mills for general fund, 1.50 mills for fire fund, 1.50 mills for township roads and .20 mills for library services.

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

Ayes: Nays: Abstain: Absent:

RESOLUTION DECLARED _____.

Rene Fountain, Township Clerk

STATE OF MICHIGAN)
) SS
COUNTY OF MECOSTA)

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

IN WITNESS WHEREOF, I have hereto affixed by official signature on this 4th day of December, 2018.

Rene Fountain, Clerk
Charter Township of Big Rapids

BIG RAPIDS TOWNSHIP FIRE DEPARTMENT
Employment Application



APPLICANT INFORMATION

Last Name Thatcher First Shane M.I. W Date 10/22/2018
 Street Address 202 Sanborn Ave. Apartment/Unit # 3
 City Big State MI ZIP 49307
 Phone (517) 285-2409 E-mail Address Thatchs2@ferris.edu
 Date Available _____
 Position Applied for _____

Are you a citizen of the United States? YES NO If no, are you authorized to work in the U.S.? YES NO
 Have you ever worked for this company? YES NO If so, when? _____
 Have you ever been convicted of a felony? YES NO If yes, explain _____

EDUCATION

High School Okemos High School Address _____
 From sep. 2012 To May 2013 Did you graduate? YES NO Degree B
 College Ferris State University Address _____
 From Aug 2017 To present Did you graduate? YES NO Degree Nursing
 (In progress)

EMPLOYMENT HISTORY

Company Okemos Community Church Phone 517-349-4220
 Address 4734 Okemos Rd, Okemos, MI Supervisor Stephanie Shaffer
 Job Title custodian, soundboard operator
 Responsibilities General cleaning

From _____ To _____ Reason for Leaving moved

Company Buddies Pub and Grill Phone (517) 347-0443
 Address 1937 W. Grand River Ave., Supervisor ERN WILBERT
Okemos MI
 Job Title Server/Host

Responsibilities Serve and seat customers

From _____ To _____ Reason for Leaving moved

May we contact your previous employers for a reference? YES NO

MILITARY SERVICE *None*

Branch

From To

Rank at Discharge

Type of Discharge

If other than honorable, explain

CERTIFICATIONS (FIRE FIGHTER 1 AND 2, MFR, EMT, HAZ-MAT, ETC.)

EMT - B

REFERENCES

Please list three non-related professional references.

Full Name	Title
Company	Phone
Address	
Full Name	Title
Company	Phone
Address	
Full Name	Title
Company	Phone
Address	

DISCLAIMER AND SIGNATURE

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature 

Date *10/22/2018*

BIG RAPIDS TOWNSHIP FIRE DEPARTMENT

Employment Application



APPLICANT INFORMATION

Last Name Fitzgerald First Lindsay M.I. _____ Date 09-11-2018
 Street Address 26107 21 mile Rd Apartment/Unit # _____
 City Big Rapids State Michigan ZIP 49307
 Phone 231-250-7495 E-mail Address Lfitzgerald2285
 Date Available now
 Position Applied for fire Dept, Emt
 Are you a citizen of the United States? YES NO _____ If no, are you authorized to work in the U.S.? YES _____ NO _____
 Have you ever worked for this company? YES _____ NO If so, when? _____
 Have you ever been convicted of a felony? YES _____ NO If yes, explain _____

EDUCATION

High School Pine River High School Address 17445 Pine River School Rd, LeRay
 From 1999 To 2003 Did you graduate? YES NO _____ Degree _____
 College Baker College Address 9600 E 13th St. Cadillac
 From 2003 To 2004 Did you graduate? YES _____ NO Degree _____

EMPLOYMENT HISTORY

Company Spectrum Health Phone 231-592-4250
 Address 6005 Oak St Supervisor Walt Hartline
 Job Title Nurse Technician
 Responsibilities Blood draw, catheters, vitals, EKG's, splinting,
 From 2015 To now Reason for Leaving Still there
 Company Wolverine World wide Phone 231-796-5828
 Address 1005 Baldwin St. Supervisor Brenda Bower
 Job Title line stitcher
 Responsibilities help the line keep moving, know all jobs on line
 From 2010 To 2015 Reason for Leaving Don't hire anyone, temps
 May we contact your previous employers for a reference? YES NO _____

MILITARY SERVICE

Branch N/A

From To

Rank at Discharge

Type of Discharge

If other than honorable, explain

CERTIFICATIONS (FIRE FIGHTER 1 AND 2, MFR, EMT, HAZ-MAT, ETC.)

CNA

Hospital Emergency Response training for mass Casualty Incidents

Personal Protective measures for Biological Events

Integrated Capstone Event (HERT)

HERT: Basic, Indirect Delivery / CBRNE standard awareness

IS 100 / IS 200 / IS 700 / IS 800

26 hr Search and Rescue Class

REFERENCES

Please list three non-related professional references.

Full Name	<u>Walt Hartline</u>	Title	<u>ED manager</u>
Company	<u>Spectrum Health</u>	Phone	<u>231-592-4250</u>

Address 605 Oak St

Full Name	<u>Erin Griffes</u>	Title	<u>Nursing Supervisor</u>
Company	<u>Spectrum Health</u>	Phone	<u>231-592-4250</u>

Address 605 Oak St

Full Name	<u>Mark Watkins</u>	Title	<u>Assistant Chief Hershey Fire</u>
Company	<u>Hershey Township Fire Dept</u>	Phone	<u>231-912-0559</u>

Address

DISCLAIMER AND SIGNATURE

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature Ainsley Fitzgerald

Date 9-11-2018

★ moving to 23170 18 mile Rd. Big Rapids
Oct 1st 2018



Northwest Kent Mechanical **Item "W"**

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

July 2, 2018

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

RE: Lift Station Monitoring Upgrades

Dear Bill,

Following is our pricing for the Lift Station Monitoring Upgrades per your request. For your (2) Larger Stations (Perry and Gilbert) we are proposing the Mission 800 Alarm System and for the remaining (7) other stations, we are proposing the Mission 110 Alarm System. Please let us know if you have any questions.

LIFT STATION MONITORING UPGRADES:

(2) Mission 800 Alarm System
(7) Mission 110 Alarm System
1-Year Cellular Service for each Station
Installation & Setup

ALL FOR: \$27,748.00

NOTE:

Following are the monthly rates for Cellular Service after the first year:

-800 Alarm System = \$46.95 per month for each Station

-110 Alarm System = \$28.95 per month for each Station

Sincerely,

Todd Shank
Northwest Kent Mechanical Co.

Item "X"



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

Big Rapids Township Sewer Maintenance Contract

Visit each station once per week. This would be a yearly charge of \$22,880.00/\$1906.67 per month.

For work not covered under this our hourly charge would be \$68.00 regular time and \$86.00 for overtime. Sunday and holiday would be at \$108.00 per hour.

There would be a markup of 12% on all parts and material furnished by our firm.

We propose this contract to be good for 3 years with a 3% increase each year.

Respectfully
NORTHWEST KENT MECHANICAL CO.

Dale Larson



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

August 7, 2018

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

Re: Sewer Maintenance Contract

Dear Bill,

Hope all is going well. In regards to the sewer maintenance we don't feel it is necessary to visit the lift station twice a week. When we took over a lot of items were not working that well and some of the alarms did not work. We think now with the alarm system working and a lot of repairs made we feel one visit a week will be adequate. We offer you a new proposal based on that. If you have any questions please feel free to call.

Respectfully
NORTHWEST KENT MECHANICAL CO.

A handwritten signature in black ink that reads "Dale Larson".

Dale Larson

DL/vk

NEW HORIZON LANDSCAPE
 15433 220th Avenue
 Big Rapids, MI 49307

Item "Y"
INVOICE

DATE	INVOICE #
11/21/2018	112018-L2

BILL TO
Attn: Brent Mason Big Rapids Township 14212 Northland Drive Big Rapids, MI 49307

PROJECT LOCATION
Warren Residence 22420 Woodward Ave Big Rapids, MI 49307

P.O. NO.	DUE DATE	PROJECT
	12/6/2018	

DESCRIPTION	SERVICED	AMOUNT
Clean-up Property as per Specifications - Bill Add to december agenda - Special Assessment Per Court order.	11/20/2018	2,000.00 2018
Accounts past 31 days charged 2% fee.		TOTAL DUE \$2,000.00

**CHARTER TOWNSHIP OF BIG RAPIDS
RESOLUTION TO SET BOARD MEETING DATES FOR 2018**

RESOLUTION NO 2018-10

WHEREAS, Public Act 267 of 1976 requires a resolution setting meeting dates.

NOW THEREFORE BE IT RESOLVED, that the regular meeting dates for Big Rapids Charter Township be as follows for the year 2019:

Tuesday, January 8, 2019
Tuesday, January 15, 2019 (this will be a joint meeting with the Planning Commission held at the Fire Hall)
Tuesday, February 5, 2019
Tuesday, March 5, 2019
Tuesday, April 2, 2019
Tuesday, May 7, 2019
Tuesday, June 4, 2019
Tuesday, July 2, 2018
Tuesday, August 6, 2019
Tuesday, September 3, 2019
Tuesday, October 1, 2019
Tuesday, November 5, 2019
Tuesday, December 3, 2019

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

The foregoing resolution was offered by _____ and supported by_____.
Ayes: Nays:

RESOLUTION DECLARED ADOPTED.

Rene Fountain, Clerk
Big Rapids Charter Township

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

RESOLUTION NO 2018-11

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

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

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

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

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

Ayes: Nays:

RESOLUTION DECLARED adopted.

Rene Fountain, Clerk
Big Rapids Charter Township

Item "AB"

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

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

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

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

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

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

Dated this 4th day of December, 2018.

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

RESOLUTION DECLARED _____.

Rene Fountain, Township Clerk

STATE OF MICHIGAN)
) SS
COUNTY OF MECOSTA)

I, the undersigned, the duly qualified and acting Clerk of Big Rapids Township, Mecosta County, Michigan do hereby certify that the foregoing is a true and complete copy of a Resolution adopted by the Township Board at a regular meeting on December 4, 2018 the original of which is on file in my office. Public notice of said meeting was given pursuant to and in full compliance with Act No 267, Public Acts of Michigan, 1976 as amended, including in the case of a special or rescheduled meeting, notice by posting at least eighteen(18) hours prior to the time set for the meeting.

IN WITNESS WHEREOF, I have hereto affixed by official signature on this 4th day of December 2018.

Rene Fountain, Clerk
Big Rapids Township

BIG RAPIDS TOWNSHIP HRA

SUMMARY PLAN DESCRIPTION

01/01/2019

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Kushner & Company

BIG RAPIDS TOWNSHIP HRA
SUMMARY PLAN DESCRIPTION
TABLE OF CONTENTS

INTRODUCTION	1
ELIGIBILITY FOR PARTICIPATION	1
Eligible Employee	1
HEALTH REIMBURSEMENT BENEFITS	1
Health Reimbursement Account	1
Limits on Reimbursement	1
Deductibles	1
Eligible Expenses	1
Coordination with Other Plans	2
Limits on Certain Employees	2
CLAIMS	2
Deadlines	2
Documentation of Claims	2
Method and Timing of Payment	2
Where to Submit Claims	2
Refunds/Indemnification	2
Beneficiary	2
Claim Procedures for Health Benefits	2
CONTINUATION RIGHTS	3
Military Service	3
COBRA	4
FMLA	4
YOUR RIGHTS UNDER ERISA	4
MISCELLANEOUS	5
Qualified Medical Child Support Orders	5
Special Enrollment Rights	5
Loss of Benefit	5
Amendment and Termination	5
Administrator Discretion	5
Taxation	5
Privacy	5
ADMINISTRATIVE INFORMATION	6

INTRODUCTION

Big Rapids Township (the "Company") established the Big Rapids Township HRA (the "Plan") effective 08/01/1999. This Summary Plan Description describes the Plan as amended and restated effective 01/01/2019.

This revised Summary Plan Description supersedes all previous Summary Plan Descriptions. Although the purpose of this document is to summarize the more significant provisions of the Plan, the Plan document will prevail in the event of any inconsistency.

ELIGIBILITY FOR PARTICIPATION

Eligible Employee

You are an "Eligible Employee" if you are eligible to receive benefits from the Big Rapids Township group health insurance plan. However, you are not an Eligible Employee if you are a self-employed individual (including a partner), or a person who owns (or is deemed to own) more than 2 percent of the outstanding stock of an S corporation.

You will stop being a participant eligible to receive benefits from the Plan on the date you are no longer an Eligible Employee or the date you terminate employment with the Company.

HEALTH REIMBURSEMENT BENEFITS

Health Reimbursement Account

When you become eligible to participate in the Plan, the Plan will establish a health reimbursement account in your name. You will be entitled to receive reimbursement from this account for Eligible Expenses incurred by you, your spouse and dependents, if any (Covered Persons). A dependent is generally someone who you may claim as a dependent on your federal tax return and also includes a child who is under the age of 27 through the end of the calendar year. You may receive reimbursement for Eligible Expenses incurred at a time when you are actively participating in the Plan. The amount of reimbursement for Eligible Expenses is limited to the remaining balance in your account.

Limits on Reimbursement

The annual limit on reimbursement is \$1,500.

One twelfth of the limit specified above will be credited to your account at the beginning of each calendar month during the Plan Year. If you enter the Plan at a time other than the beginning of each calendar month, the amounts credited to your account will be reduced to reflect the time of actual participation.

Any amounts remaining in your account at the end of the Plan Year and any balance remaining in your account on the date you terminate employment with the Company will be forfeited after all claims are paid.

Deductible

The annual Plan deductible is \$N/A.

You must meet the annual deductible above before your Plan will reimburse for Eligible Expenses. Please note that the deductible above is for this plan (the Health Reimbursement Account) and NOT the deductible(s) for Company-sponsored health plan(s).

Once the deductible is met, the plan will cover 100% of eligible expenses.

Eligible Expenses

During the time you are eligible to participate in the Plan, the Plan will reimburse all medical expenses for Covered Persons that are listed on the Eligible Expenses Appendix. The Plan will not reimburse you for the cost of medicines or drugs unless such medicine or drug is a prescribed drug (determined without regard to whether such drug is available without a prescription) or is insulin. However, qualified long term care services are not eligible for reimbursement under the Plan. You will not be reimbursed for any expenses that are (i) not incurred in the Plan Year, (ii) incurred before or after you are eligible to participate in the Plan, (iii) attributable to a tax deduction you take in a prior taxable year, or (iv) covered, paid or reimbursed from any other source.

Coordination with Other Plans

All claims for benefits that are covered by an insurance policy must be made to the insurance company issuing such insurance policy.

Limits on Certain Employees

If you are a highly paid employee or an owner of the Company, federal law may impose limits on your eligibility to participate in the Plan and/or the benefits you may receive from the Plan.

CLAIMS

Deadlines

You must submit claims for reimbursement within 60 days after the end of the Plan Year. However, if you terminate employment you must submit claims for reimbursement within 60 days after your date of termination.

Documentation of Claims

Any claim for benefits must include all information and evidence that the Plan Administrator deems necessary to properly evaluate the merits of the claim. The Plan Administrator may request any additional information necessary to evaluate the claim.

Method and Timing of Payment

To the extent that the Plan Administrator approves a claim, the Company may either (i) reimburse you, or (ii) pay the service provider directly. The Plan Administrator will pay claims at least once per year. The Plan Administrator may provide that payments/reimbursements of less than a certain amount will be carried forward and aggregated with future claims until the reimbursable amount is greater than a minimum amount. In any event, the entire amount of payments/reimbursements outstanding at the end of the Plan Year will be reimbursed without regard to the minimum payment amount.

Where to Submit Claims

All claims must be submitted to Kushner & Company at 2427 West Centre Avenue, Portage, MI 49024. The telephone number is (269) 342-1700.

Refunds/Indemnification

You must immediately repay any excess payments/reimbursements. You must reimburse the Company for any liability the Company may incur for making such payments, including but not limited to, failure to withhold or pay payroll or withholding taxes from such payments or reimbursements. If you fail to timely repay an excess amount and/or make adequate indemnification, the Plan Administrator may: (i) to the extent permitted by applicable law, offset your salary or wages, and/or (ii) offset other benefits payable under this Plan.

Beneficiary

If you die, your beneficiaries may submit claims for Eligible Expenses for the portion of the Plan Year preceding the date of your death. You may designate a specific beneficiary for this purpose provided that such beneficiary is your spouse or one or more of your dependents. If no beneficiary is specified, the Plan Administrator may pay any amount due to your spouse or, if there is no spouse, to your dependents in equal shares.

Claim Procedures for Health Benefits

Application for Benefits. You or any other person entitled to benefits from the Plan (a "Claimant") may apply for such benefits by completing and filing a claim with the Plan Administrator. Any such claim must be in writing and must include all information and evidence that the Plan Administrator deems necessary to properly evaluate the merit of and to make any necessary determinations on a claim for benefits. The Plan Administrator may request any additional information necessary to evaluate the claim.

Timing of Notice of Denied Claim. The Plan Administrator shall notify the Claimant of any adverse benefit determination within a reasonable period of time, but not later than 30 days after receipt of the claim. This period may be extended one time by the Plan for up to 15 days, provided that the Plan Administrator both determines that such an extension is

necessary due to matters beyond the control of the Plan and notifies the Claimant, prior to the expiration of the initial 30-day period, of the circumstances requiring the extension of time and the date by which the Plan expects to render a decision. If such an extension is necessary due to a failure of the Claimant to submit the information necessary to decide the claim, the notice of extension shall specifically describe the required information, and the Claimant shall be afforded at least 45 days from receipt of the notice within which to provide the specified information.

Content of Notice of Denied Claim. If a claim is wholly or partially denied, the Plan Administrator shall provide the Claimant with a notice identifying (1) the reason or reasons for such denial, (2) the pertinent Plan provisions on which the denial is based, (3) any material or information needed to grant the claim and an explanation of why the additional information is necessary, (4) an explanation of the steps that the Claimant must take if he wishes to appeal the denial including a statement that the Claimant may bring a civil action under ERISA, and (5): (A) If an internal rule, guideline, protocol, or other similar criterion was relied upon in making the adverse determination, either the specific rule, guideline, protocol, or other similar criterion; or a statement that such a rule, guideline, protocol, or other similar criterion was relied upon in making the adverse determination and that a copy of such rule, guideline, protocol, or other criterion will be provided free of charge to the Claimant upon request; or (B) if the adverse benefit determination is based on a medical necessity or experimental treatment or similar exclusion or limit, either an explanation of the scientific or clinical judgment for the determination, applying the terms of the Plan to the Claimant's medical circumstances, or a statement that such explanation will be provided free of charge upon request.

Appeal of Denied Claim. If a Claimant wishes to appeal the denial of a claim, he shall file an appeal with the Plan Administrator on or before the 180th day after he receives the Plan Administrator's notice that the claim has been wholly or partially denied. The appeal shall identify both the grounds and specific Plan provisions upon which the appeal is based. The Claimant shall be provided, upon request and free of charge, documents and other information relevant to his claim. An appeal may also include any comments, statements or documents that the Claimant may desire to provide. The Plan Administrator shall consider the merits of the Claimant's presentations, the merits of any facts or evidence in support of the denial of benefits, and such other facts and circumstances as the Plan Administrator may deem relevant. In considering the appeal, the Plan Administrator shall:

(1) Provide for a review that does not afford deference to the initial adverse benefit determination and that is conducted by an appropriate named fiduciary of the Plan who is neither the individual who made the adverse benefit determination that is the subject of the appeal, nor the subordinate of such individual;

(2) Provide that, in deciding an appeal of any adverse benefit determination that is based in whole or in part on a medical judgment, including determinations with regard to whether a particular treatment, drug, or other item is experimental, investigational, or not medically necessary or appropriate, the appropriate named fiduciary shall consult with a health care professional who has appropriate training and experience in the field of medicine involved in the medical judgment;

(3) Provide for the identification of medical or vocational experts whose advice was obtained on behalf of the Plan in connection with a Claimant's adverse benefit determination, without regard to whether the advice was relied upon in making the benefit determination; and

(4) Provide that the health care professional engaged for purposes of a consultation under Subsection (2) shall be an individual who is neither an individual who was consulted in connection with the adverse benefit determination that is the subject of the appeal, nor the subordinate of any such individual.

The Plan Administrator shall notify the Claimant of the Plan's benefit determination on review within 60 days after receipt by the Plan of the Claimant's request for review of an adverse benefit determination. The Claimant shall lose the right to appeal if the appeal is not timely made.

Denial of Appeal. If an appeal is wholly or partially denied, the Plan Administrator shall provide the Claimant with a notice identifying (1) the reason or reasons for such denial with a discussion of the decision, (2) the pertinent Plan provisions on which the denial is based, (3) a statement that the Claimant is entitled to receive, upon request and free of charge, reasonable access to, and copies of, all documents, records, and other information relevant to the Claimant's claim for benefits, and (4) a statement describing the Claimant's right to bring an action under section 502(a) of ERISA and to the external appeals process. The determination rendered by the Plan Administrator shall be binding upon all parties.

CONTINUATION RIGHTS

Military Service

If you serve in the United States Armed Forces and must miss work as a result of such service, you may be eligible to continue to receive benefits with respect to any qualified military service.

COBRA

Under Federal law, you, your spouse, and your dependents may be entitled to COBRA continuation coverage in certain circumstances. Please see the "COBRA NOTICE" that is attached to the end of this Summary Plan Description for important information about your right to COBRA continuation coverage, which is a temporary extension of coverage under the Plan. The COBRA NOTICE generally explains COBRA continuation coverage and when it may become available to you. The Plan Administrator will inform you of these rights, if any, when you terminate employment.

FMLA

If you go on unpaid leave that qualifies as family leave under the Family and Medical Leave Act you may be able to continue receiving benefits.

YOUR RIGHTS UNDER ERISA

As a participant, you are entitled to certain rights and protections under the Employee Retirement Income Security Act of 1974 (ERISA). This federal law provides that you have the right to:

Examine, without charge, at the Plan Administrator's office and at other specified locations, such as worksites and union halls, all documents governing the Plan, including insurance contracts and collective bargaining agreements, and a copy of the latest annual report (Form 5500 Series) filed by the Plan with the U.S. Department of Labor and available at the Public Disclosure Room of the Employee Benefits Security Administration if a 5500 is required to be filed by the plan.

Obtain, upon written request to the Plan Administrator, copies of documents governing the operation of the Plan, including insurance contracts and collective bargaining agreements, and copies of the latest annual report (Form 5500 Series) and updated summary plan description. The Plan Administrator may make a reasonable charge for the copies.

Receive a summary of the Plan's annual financial report. The Plan Administrator is required by law to furnish each participant with a copy of this summary annual report.

Continue health care coverage for yourself, spouse or dependents if there is a loss of coverage under the plan as a result of a qualifying event. You or your dependents may have to pay for such coverage. Review this Summary Plan Description and the documents governing the plan on the rules governing your COBRA continuation coverage rights.

Reduction or elimination of exclusionary periods of coverage for preexisting conditions under your group health plan, if you have creditable coverage from another plan. You should be provided a certificate of creditable coverage, free of charge, from your group health plan or health insurance issuer when you lose coverage under the plan, when you become entitled to elect COBRA continuation coverage, when your COBRA continuation coverage ceases, if you request it before losing coverage, or if you request it up to 24 months after losing coverage. Without evidence of creditable coverage, you may be subject to a preexisting condition exclusion for 12 months (18 months for late enrollees) after your enrollment date in your coverage. (Certificates of creditable coverage are no longer required after December 31, 2014.)

In addition, ERISA imposes duties upon the people who are responsible for the operation of the Plan. The people who operate the Plan, called "fiduciaries" of the Plan, have a duty to do so prudently and in the interest of you and other Plan participants and beneficiaries. No one, including your employer, your union, or any other person, may fire you or otherwise discriminate against you in any way to prevent you from obtaining your benefits or exercising your rights under ERISA.

If your claim for a benefit is denied or ignored, in whole or in part, you have a right to know why this was done, to obtain copies of documents relating to the decision without charge, and to appeal any denial, all within certain time schedules. Under ERISA, there are steps you can take to enforce the above rights. For instance, if you request a copy of Plan documents or the latest annual report from the Plan and do not receive them within 30 days, you may file suit in a Federal court. In such a case, the court may require the Plan Administrator to provide the materials and pay you up to \$110 a day until you receive the materials, unless the materials were not sent because of reasons beyond the control of the Plan Administrator.

If you have a claim for benefits which is denied or ignored, in whole or in part, you may file suit in a state or Federal court. In addition, if you disagree with the Plan's decision or lack thereof concerning the qualified status of a medical child support order, you may file suit in Federal court. If it should happen that Plan fiduciaries misuse the Plan's money, or if you are discriminated against for asserting your rights, you may seek assistance from the U.S. Department

of Labor, or you may file suit in a Federal court. The court will decide who should pay court costs and legal fees. If you are successful the court may order the person you have sued to pay these costs and fees. If you lose, the court may order you to pay these costs and fees, for example, if it finds your claim is frivolous.

If you have any questions about the Plan, you should contact the Plan Administrator. If you have any questions about this statement or about your rights under ERISA, or if you need assistance in obtaining documents from the Plan Administrator, you should contact the nearest office of the Employee Benefits Security Administration, U.S. Department of Labor, listed in your telephone directory or the Division of Technical Assistance and Inquiries, Employee Benefits Security Administration, U.S. Department of Labor, 200 Constitution Avenue N.W., Washington, D.C. 20210. You may also obtain certain publications about your rights and responsibilities under ERISA by calling the publications hotline of the Employee Benefits Security Administration.

MISCELLANEOUS

Qualified Medical Child Support Orders

In certain circumstances you may be able to enroll a child in the Plan if the Plan receives a Qualified Medical Child Support Order (QMCSO). You may obtain a copy of the QMCSO procedures from the Plan Administrator, free of charge.

Special Enrollment Rights

If you are declining enrollment for yourself or your dependents (including your spouse) because of other health insurance coverage, you may in the future be able to enroll yourself or your dependents in this plan, provided that you request enrollment within 30 days after your other coverage ends. If you or your dependents become ineligible for Medicaid or a state child health program (CHIP) or become eligible for premium assistance under Medicaid or a state child health program (CHIP), you must request enrollment within 60 days. In addition, if you have a new dependent as a result of marriage, birth, adoption, or placement for adoption, you may be able to enroll yourself and your dependents, provided that you request enrollment within 30 days after the marriage, birth, adoption, or placement for adoption.

Loss of Benefit

You may lose all or part of your account if the unused balance is forfeited at the end of a Plan Year and if we cannot locate you when your benefit becomes payable to you.

You may not alienate, anticipate, commute, pledge, encumber or assign any of the benefits or payments which you may expect to receive, contingently or otherwise, under the Plan, except that you may designate a Beneficiary.

Amendment and Termination

The Company may amend, terminate or merge the Plan at any time.

Administrator Discretion

The Plan Administrator has the authority to make factual determinations, to construe and interpret the provisions of the Plan, to correct defects and resolve ambiguities in the Plan and to supply omissions to the Plan. Any construction, interpretation or application of the Plan by the Plan Administrator is final, conclusive and binding.

Taxation

The Company intends that all benefits provided under the Plan will not be taxable to you under federal tax law. However, the Company does not represent or guarantee that any particular federal, state or local income, payroll, personal property or other tax consequence will result from participation in this Plan. You should consult with your professional tax advisor to determine the tax consequences of your participation in this Plan.

Privacy

The Plan is required under federal law to take sufficient steps to protect any individually identifiable health information to the extent that such information must be kept confidential. The Plan Administrator will provide you with more information about the Plan's privacy practices.

ADMINISTRATIVE INFORMATION

1. The Plan Sponsor and Plan Administrator is Big Rapids Township.
Its address is 14212 Northland Drive, Big Rapids, Michigan 49307.
Its telephone number is 231-796-3603.
Its Employer Identification Number is 38-1998040.
2. The Plan is a welfare benefit plan which has been designated by the sponsor as its plan number is 501.
3. The Plan's designated agent for service of legal process is the chief officer of the entity named in number 1. Any legal papers should be delivered to him or her at the address listed in number 1. However, service may also be made upon the Plan Administrator.
4. The Company's fiscal year and the plan year end on 12/31.

Eligible Expenses Appendix

In and out of network deductible expenses, co-insurance expenses, office visit copays, prescriptions, dental expenses including orthodontia, and vision expenses including glasses and contacts are eligible for reimbursement. EOB is required for deductible and co-insurance expenses only.

COBRA NOTICE

Introduction

You're getting this notice because you recently gained coverage under a group health plan (the Plan). This notice has important information about your right to COBRA continuation coverage, which is a temporary extension of coverage under the Plan. **This notice explains COBRA continuation coverage, when it may become available to you and your family, and what you need to do to protect your right to get it.** When you become eligible for COBRA, you may also become eligible for other coverage options that may cost less than COBRA continuation coverage.

The right to COBRA continuation coverage was created by a federal law, the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA). COBRA continuation coverage can become available to you and other members of your family when group health coverage would otherwise end. For more information about your rights and obligations under the Plan and under federal law, you should review the Plan's Summary Plan Description or contact the Plan Administrator.

You may have other options available to you when you lose group health coverage. For example, you may be eligible to buy an individual plan through the Health Insurance Marketplace. By enrolling in coverage through the Marketplace, you may qualify for lower costs on your monthly premiums and lower out-of-pocket costs. Additionally, you may qualify for a 30-day special enrollment period for another group health plan for which you are eligible (such as a spouse's plan), even if that plan generally doesn't accept late enrollees.

What is COBRA Continuation Coverage?

COBRA continuation coverage is a continuation of Plan coverage when it would otherwise end because of a life event. This is also called a "qualifying event." Specific qualifying events are listed later in this notice. After a qualifying event, COBRA continuation coverage must be offered to each person who is a "qualified beneficiary." You, your spouse, and your dependent children could become qualified beneficiaries if coverage under the Plan is lost because of the qualifying event. Under the Plan, qualified beneficiaries who elect COBRA continuation coverage must pay for COBRA continuation coverage.

If you're an employee, you'll become a qualified beneficiary if you lose your coverage under the Plan because of the following qualifying events:

- Your hours of employment are reduced, or
- Your employment ends for any reason other than your gross misconduct.

If you're the spouse of an employee, you'll become a qualified beneficiary if you lose your coverage under the Plan because of the following qualifying events:

- Your spouse dies;
- Your spouse's hours of employment are reduced;
- Your spouse's employment ends for any reason other than his or her gross misconduct;
- Your spouse becomes entitled to Medicare benefits (under Part A, Part B, or both); or
- You become divorced or legally separated from your spouse.

Your dependent children will become qualified beneficiaries if they lose coverage under the Plan because of the following qualifying events:

- The parent-employee dies;

The parent-employee's hours of employment are reduced;

The parent-employee's employment ends for any reason other than his or her gross misconduct;

The parent-employee becomes entitled to Medicare benefits (Part A, Part B, or both);

The parents become divorced or legally separated; or

The child stops being eligible for coverage under the plan as a "dependent child."

When is COBRA Continuation Coverage Available?

The Plan will offer COBRA continuation coverage to qualified beneficiaries only after the Plan Administrator has been notified that a qualifying event has occurred. The employer must notify the Plan Administrator of the following qualifying events:

The end of employment or reduction of hours of employment; Death of the employee; The employee's becoming entitled to Medicare benefits (under Part A, Part B, or both).

For all other qualifying events (divorce or legal separation of the employee and spouse or a dependent child's losing eligibility for coverage as a dependent child), you must notify the Plan Administrator within 60 days after the qualifying event occurs. You must provide this notice to the Company at 14212 Northland Drive, Big Rapids, Michigan 49307. The Company's telephone number is 231-796-3603.

How is COBRA Continuation Coverage Provided?

Once the Plan Administrator receives notice that a qualifying event has occurred, COBRA continuation coverage will be offered to each of the qualified beneficiaries. Each qualified beneficiary will have an independent right to elect COBRA continuation coverage. Covered employees may elect COBRA continuation coverage on behalf of their spouses, and parents may elect COBRA continuation coverage on behalf of their children.

COBRA continuation coverage is a temporary continuation of coverage that generally lasts for 18 months due to employment termination or reduction of hours of work. Certain qualifying events, or a second qualifying event during the initial period of coverage, may permit a beneficiary to receive a maximum of 36 months of coverage.

There are also ways in which this 18-month period of COBRA continuation coverage can be extended:

Disability extension of 18-month period of COBRA continuation coverage

If you or anyone in your family covered under the Plan is determined by Social Security to be disabled and you notify the Plan Administrator in a timely fashion, you and your entire family may be entitled to get up to an additional 11 months of COBRA continuation coverage, for a maximum of 29 months. The disability would have to have started at some time before the 60th day of COBRA continuation coverage and must last at least until the end of the 18-month period of COBRA continuation coverage.

Second qualifying event extension of 18-month period of continuation coverage

If your family experiences another qualifying event during the 18 months of COBRA continuation coverage, the spouse and dependent children in your family can get up to 18 additional months of COBRA continuation coverage, for a maximum of 36 months, if the Plan is properly notified about the second qualifying event. This extension may be available to the spouse and any dependent children getting COBRA continuation coverage if the employee or former employee dies; becomes entitled to Medicare benefits (under Part A, Part B, or both); gets divorced or legally separated; or if the dependent child stops being eligible under the Plan as a dependent child. This extension is only available if the second qualifying event would have caused the spouse or dependent child to lose coverage under the Plan had the first qualifying event not occurred.

Are there other coverage options besides COBRA Continuation Coverage?

Yes. Instead of enrolling in COBRA continuation coverage, there may be other coverage options for you and your family through the Health Insurance Marketplace, Medicaid, or other group health plan coverage options (such as a spouse's plan) through what is called a "special enrollment period." Some of these options may cost less than COBRA continuation coverage. You can learn more about many of these options at www.healthcare.gov.

If You Have Questions

Questions concerning your Plan or your COBRA continuation coverage rights should be addressed to the contact or contacts identified below. For more information about your rights under the Employee Retirement Income Security Act (ERISA), including COBRA, the Patient Protection and Affordable Care Act, and other laws affecting group health plans, contact the nearest Regional or District Office of the U.S. Department of Labor's Employee Benefits Security Administration (EBSA) in your area or visit www.dol.gov/ebsa. (Addresses and phone numbers of Regional and District EBSA Offices are available through EBSA's website.) For more information about the Marketplace, visit www.HealthCare.gov.

Keep Your Plan Informed of Address Changes

To protect your family's rights, let the Plan Administrator know about any changes in the addresses of family members. You should also keep a copy, for your records, of any notices you send to the Plan Administrator.

Plan Contact Information

**Sherri Gilbert
14212 Northland Drive
Big Rapids, Michigan 49307
231-796-3603.**

V-3.00

SPD MODIFICATIONS FOR THE INTEGRATION ADDENDUM

Eligible Employee

You are an "Eligible Employee" if you are enrolled in the Company health plan or enrolled in another group health plan as long as that health plan provides minimum value.

Date of Participation

You will become a Participant eligible to receive benefits from the Plan upon your enrollment in the Company health plan or enrollment in another group health plan as long as that health plan provides minimum value.

Opt Out/Dis-enrollment

You may elect to opt out of Participation in this Plan on an annual basis. Any election to opt out must be returned to the Plan Administrator by the date specified on the form.

If a change in group health plan coverage results in you no longer qualifying as an Eligible Employee for this Plan, your participation in this plan will cease as of the effective date of such coverage change.

Eligible Expenses

The Plan will reimburse the following expenses:

* In and out of network deductible expenses, co-insurance expenses, office visit copays, prescriptions, dental expenses including orthodontia, and vision expenses including glasses and contacts are eligible for reimbursement. EOB is required for deductible and co-insurance expenses only.

Dollar limits on reimbursements and other limitations on reimbursements described in the Summary Plan Description continue to apply.

WAIVER OF PARTICIPATION

This form must be returned no later than the first day of the plan year.

The Big Rapids Township Group Health Plan with HRA (the "Plan") provides that a Plan participant may waive participation in the Plan.

I hereby waive participation in the Plan, ___ Group Health Plan and HRA or ___ HRA Only

[] For the ___ Plan Year

In making this waiver I understand and represent that:

1. I am giving up a valuable benefit.
2. My waiver of this benefit is irrevocable. Even if I change my mind I will not be allowed to participate in the Plan.
3. I am making this waiver before I first become eligible under the Plan.
4. I have been given ample time to read and consider this waiver.
5. I am giving this waiver freely and no one has pressured me into signing the waiver.

Dated _____

Participant Signature

Print Participant Name

Item "AC"**2018 Recommended Budget Adjustments**

		deduct	add
101-101-999.000	Transfer to other funds		\$ 10,000.00
101-262-702.000	Salary & wages		\$ 500.00
101-265-978.000	Capital out lay \$10,000 and above	\$ 10,500.00	
206-336-702.080	Chief Salary & Wages		\$ 3,700.00
206-336-702.085	Ass't Chief Salary & Wages		\$ 3,700.00
206-336-710.000	Twp Share Medicare Withholding		\$ 110.00
206-336-715.000	Twp Share Soc. Sec. Withholding		\$ 490.00
249-000-608.000	Ch. For Serv. Fee/Bldg permits		\$ 16,000.00
249-371-702.000	Salary & Wages		\$ 2,000.00
249-371-703.000	Salary & Wages Electrical Inspector		\$ 1,400.00
249-371-704.000	Salary & Wages Plbg-Mech Inspector		\$ 5,000.00
249-371-705.000	Salary & Wages site plan reviews		\$ 3,000.00
249-371-710.000	Twp Share Medicare Withholding		\$ 300.00
249-375-715.000	Twp Share Soc. Sec. Withholding		\$ 1,400.00
249-371-727.000	Office Supplies		\$ 800.00
249-375-801.000	Professional Services		\$ 740.00
249-371-850.100	Cell Phone		\$ 360.00
249-371-860.000	Transportation		\$ 1,000.00
708-000-801.000	Professional Services		\$ 30,000.00

Item "AD"**Statutory Committees**

Term

Expires

Planning Commission

zachary Cook	3 yrs	12/31/2019
Amanda Wethington	3 yrs	12/31/2019
Mark Sweppenheiser	3 yrs	12/31/2021
Gordon Oliver	3 yrs	12/31/2021
Bob Hampson	3 yrs	12/31/2020
Mary Davis	3 yrs	12/31/2020
Carman Be board Rep		

Board Of Review

Alice Bandstra	2 yrs	12/31/2020
Phyllis Jacobs	2 yrs	12/31/2020
Greg Videtich	2 yrs	12/31/2020
Sue Bean	2 yrs	12/31/2020

Election Commission

Rene Fountain	1 yr	12/31/2019
Jerald Everett	1 yr	12/31/2019
Tony Geib	1 yr	12/31/2019

Zoning Board of Appeals

Planning commission Chair		
Mark Maciver	3 yrs	12/31/2021
Kevin DeFever	3 yrs	12/31/2019
John Zimmerman	3 yrs	12/31/2020

Construction Board Of Appeals

Kevin DeFever	2 yrs	12/31/2019
Mark Maciver	2 yrs	12/31/2019
Chad Root	2 yrs	12/31/2020
Blain Rockey	2 yrs	12/31/2020

Advisory Committees

Cemetery Committee	1 yr	
Douglas Ha Emeritus		12/31/2045
Gordon Telfer*		12/31/2019
Mary Hively		12/31/2019
Rosemary Jennings*		12/31/2019
Gary Gawne		12/31/2019
Rene Foutz Board Representative		12/31/2019
Brandon Maneke		
Industrial Park Committee	1 yr	
Bill Schriver		12/31/2019
Pete Kent		12/31/2019
Jerry Garner*		12/31/2019
Todd Cserinai		12/31/2019
Chris Mere Board Representative		12/31/2019
Carman Be Board Representative		12/31/2019
Jim Sandy* MEDC		
Utilities Committee	1 yr	
Mel Seiter		12/31/2019
Bruce Sezepaniak		12/31/2019
Jerald Ever Board Representative		12/31/2019
Penny Curr Board Representative		12/31/2019
Bill Stanek Supervisor		12/31/2019
Fire Department Committee	1 yr	
Tom Crandell		12/31/2019
Aaron Holsworth		12/31/2019
Carman Be Board Representative		12/31/2019
Jim Tubs		12/31/2019
Park Committee		
Jerald Ever Board Representative		12/31/2019
Chris Merendo		12/31/2019
Brandon Maneke		
Road Committee	1 yr	
Dave Molnar*		12/31/2019
Bob Persons		12/31/2019
Roger Schneidt		12/31/2019
Jerald Everett		12/31/2019
FOIA officer		
Rene Fountain		

* non township residents

Item "AE"

**Big Rapids Charter Township
Employee Handbook**

January 1, 2019

With suggested revisions:

Bill Stanek

Rene Fountain

Penny Curria

Table of Contents

Section 1 - Introduction

Welcome Statement
Equal Employment Opportunity
Employment At-Will
Open Door Policy

Section 2 - Employment Policies

Employee Categories
Performance Reviews
Introductory Period
Progressive Discipline Policy

Section 3 - Time Away From Work and Other Benefits

Benefits Overview
Holidays
Vacation Benefits
Sick Days
Leave Without Pay
Insurance Benefits
Jury Duty
Military Leave
Family Medical Leave Act Leave
Workers' Compensation

Section 4 - On the Job Practices and Policies

Employment Records
Pay Day
Overtime
Timekeeping
Working Schedule
Lactation Breaks
Township Vehicles

Section 5 - Standards of Conduct

Non-Harassment Policy / Non-Discrimination Policy
Sexual Harassment
Responsibilities
Workplace Violence
Employee Conduct and Work Rules
Use of Communication and Computer Systems
Punctuality and Attendance
Personal and Township Owned Communication Devices
Inspections
Smoking
Confidential Township Information

No Solicitation / No Distribution
Conflict of Interest and Business Ethics
Equipment and Property Including Intellectual Property
Health and Safety
Hiring Relatives
Employee Relationships
Business Expense Reimbursement
References
Social Media Policy

Section 6 - Acknowledgements

General Handbook Acknowledgment
Receipt of Non Harassment Policy
Receipt of Sexual Harassment Policy

Section 1 - Introduction

Welcome Statement

On behalf of Big Rapids Charter Township, let us extend a warm and sincere welcome. We hope you will enjoy your work here and we are glad to have you with us.

This handbook was developed to describe the policies, programs, and benefits available to eligible employees. It is important to read, understand, and comply with all provisions of the handbook.

Equal Employment Opportunity

Big Rapids Charter Township is an equal opportunity employer and does not unlawfully discriminate against employees or applicants for employment on the basis of an individual's race, creed, gender, sex, color, religion, national origin, age, disability, marital status, veteran status or any other status protected by applicable law. This policy applies to all terms, conditions and privileges of employment, including recruitment, hiring, placement, compensation, promotion, discipline and termination.

Big Rapids Charter Township is committed to complying with all applicable provisions of the Americans with Disabilities Act (ADA). It is our policy not to discriminate against any qualified employee or applicant with regard to any terms or conditions of employment because of such individual's disability. Consistent with this policy of non-discrimination, the Township will provide reasonable accommodations to a qualified individual with a disability, as defined in the ADA, who has made the Township aware of his or her disability, provided such accommodation does not constitute an undue hardship to the Township.

Any employee or job applicant who has questions regarding this policy or believes that he or she has been discriminated against should notify their supervisor/department head or the Township Clerk.

Employment At-Will

Employment with Big Rapids Charter Township may be terminated for any reason, with or without cause or notice, at any time, by you or the Township. Nothing in this Employee Handbook or in any oral or written statement shall limit the right to terminate employment at will. This policy of at-will employment is the sole and entire agreement between you and Big Rapids Charter Township as to the duration of employment and the circumstances under which your employment may be terminated.

With the exception of employment at will, terms and conditions of employment with Big Rapids Charter Township may be modified at the sole discretion of the Township, with or without cause or notice, at any time. No implied contract

concerning any employment- related decision or term or condition of employment can be established by any other statement, conduct, policy, or practice.

This handbook states only general Township guidelines. Big Rapids Charter Township may, at any time, in its sole discretion, modify or vary from anything stated in this handbook, with or without notice, except for the rights of the parties to terminate employment at will.

This handbook supersedes and replaces any and all personnel policies and manuals previously distributed or made available to employees.

Open Door Policy

The Township has an open door policy and takes employee concerns and problems seriously. Every employee is encouraged to speak with his or her immediate supervisor/department head at any time with questions or problems relating to the job while employed. If you are unable to satisfactorily resolve your question or problem with your supervisor/department head, you can request a meeting with the Township Supervisor.

Section 2 - Employment Policies

Employee Categories

All employees are designated as either nonexempt or exempt under state and federal wage and hour laws. These classifications do not guarantee employment for any specified period of time. The right to terminate the employment-at-will relationship at any time is retained by both the employee and Big Rapids Charter Township.

Each employee is designated as either NON-EXEMPT or EXEMPT from federal and state wage and hour laws. NON-EXEMPT employees are entitled to overtime pay under the specific provisions of federal and state laws. EXEMPT employees are excluded from specific provisions of federal and state wage and hour laws. An employee's EXEMPT or NON-EXEMPT classification may be changed only upon written notification by Big Rapids Charter Township management based on the Fair Labor Standards Act guidelines only.

In addition to the above categories, each employee will belong to one of the following employment categories:

Regular Full-Time: These are employees who are not in a temporary or probationary status and who are regularly scheduled to work the organization's full-time schedule (30 hours or more per week).

Salaries Full-Time: These are employees who are not in a temporary or probationary status and who are regularly scheduled to work the organization's full-time schedule (40 hours or more per week).

Regular Part-Time: A part-time employee is an individual who is hired for an indefinite period, but who works less than 30 hours per week. **Volunteer Firefighters are not considered in this classification.**

Short Term Employee: A "short term employee" shall mean an individual whose employment is limited in duration and is hired for a specific short-term project, or on a short-term freelance, per diem or temporary basis. Short-term employees are not eligible for Township benefits.

Temporary: Employees engaged to work full-time or part-time for the township with the understanding that their employment will be terminated upon completion of a specific assignment or at the conclusion of a specified time period. Such employees maybe "exempt" or "non-exempt" as defined below. (Employees hired from a temporary employment agency are employees of the respective agency and not that of the township.) Temporary employees are not eligible for township benefits.

Non-exempt Employees: Employees who are required to be paid overtime at the rate of one and one-half (1 - 1/2 times) their regular rate of pay for all hours actually worked beyond forty (40) hours in a work week in accordance with applicable federal wage and hour laws.

Exempt Employees: Employees who are not required to be paid overtime in accordance with applicable federal wage and hour laws.

Part Paid Volunteer: Part paid volunteer are volunteers that are paid a nominal fee for serving as a volunteer fire fighter. Part paid volunteers are not eligible for Township benefits. This would include all ranks of fire fighters except the Chief and Assistant Chief.

Performance Reviews

The Township may periodically, but not less than annually, evaluate an employee's performance. The goal of a performance review is to identify areas where an employee excels and areas that need improvement. Employees should note that a performance review does not guarantee a pay increase. Written performance evaluations may be made at any time to advise employees of unacceptable performance.

Performance appraisals are conducted every year. The performance review will be discussed, and both the employee and supervisor/department head will sign the form to ensure that all strengths, areas for improvement and job goals for the next review period have been clearly communicated. Performance evaluation forms will be retained in the employee's personnel file.

In addition to these formal performance evaluations, the Township encourages you and your Supervisor/department head to discuss your job performance on a frequent and ongoing basis.

Progressive Discipline Policy

The Township enforces a policy of progressive discipline in which it attempts to provide employees with notice of deficiencies and an opportunity to improve. Disciplinary action is any one of a number of options used to correct unacceptable behavior or actions. Discipline may take the form of oral warnings, written warnings, probation, suspension, demotion, discharge, removal or some other disciplinary action, in no particular order. The course of action will be determined by the Township at its sole discretion as it deems appropriate. The discipline imposed under this policy will be determined based on the severity of the violation. The following progressive disciplinary steps may be utilized for breach of policy or violation of rule(s): First offense: Verbal counseling/warning Second offense: Written warning Third offense: Suspension (length to be determined by Township Board Supervisor) Fourth offense: Termination Note that each offense need not be for violation of the same policy or procedure. First time violations of different policies or procedures may count as second, third or fourth offenses. All violations will be filed in the employee's personnel file. The employee may ask for a copy of the warning at any time. Employees, although they may not necessarily agree with the disciplinary action, are expected to sign the form acknowledging that disciplinary action has been taken against them and add any comments they deem necessary. While the Township provides this policy as a guide for the administration and enforcement of its policies and procedures, the severity and circumstances surrounding a particular violation may warrant imposition of a more serious form of discipline, even in situations where the violation is a first offense. Accordingly, the Township reserves the right to accelerate disciplinary measures to deal with the severity of the infraction. Furthermore, there are some situations which the Township believes are so detrimental to the integrity of its operations and personnel that immediate termination may be required (see Standards of Conduct).

Section 3 - Time Away From Work and Other Benefits

Benefits Overview

This handbook contains descriptions of some of our current employee benefits. Many of the Township's benefit plans are described in more formal plan documents available from the Township Clerk. In the event of any inconsistencies between this handbook or any other oral or written description of benefits and a formal plan document, the formal plan document will govern.

The information presented here is intended to serve only as an overview. The details of specific benefit plans are available from the Township Clerk. Although Big Rapids Charter Township plans to maintain these employee benefits, it reserves the right to modify, amend or terminate these benefits at any time and for any reason.

Holidays

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

Vacation Benefits

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

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

Sick Leave / **Approved Personal Days**

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

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

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

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

Only after 5 years of service will accrued sick leave be paid out upon termination. Maximum number of days to be paid out will be twenty four (24) at 50%.

A maximum of 12 sick days may be carried over to the next year. **to be used as Sick Days / Preapproved Personal Days.**

Upon termination of employment and completion of 5 years of service accrued unused sick leave will be paid out at 50%.

Upon termination of employment and completion of 5 years of service accrued

~~Unused sick leave will be paid out at 50%.~~

Leave without pay

Leave without pay may be taken after paid sick leave and paid vacation time are exhausted upon written request.

~~Leave without pay will also apply to non-observed Holidays, or days when work was unattended, due to, but not limited to closing.~~

Reduction in pay for hourly employees will be their hourly rate of pay, at time of leave, multiplied by hours of leave without pay. Reduction in pay for salaried employees will be calculated by dividing salary, at time of leave, by 2080 to determine an hourly rate multiplied by hours of leave without pay.

Insurance Benefits

The Township makes group health benefits available to eligible full-time employees and their family members. Upon becoming eligible to participate in these plans, you will receive additional information about plan benefits and enrollment. If you have questions about our insurance programs, please contact the Township Clerk. COBRA Continuation of Health Benefits: Under the federal Consolidated Omnibus Budget Reconciliation Act (COBRA), a qualified employee who terminates employment (for reasons other than gross misconduct on the employee's part) or who loses health and dental coverage due to a reduction in work hours may temporarily continue group health and dental coverage for him/herself, his/her spouse, and any covered dependent children at the full premium rate plus administrative fees. That eligibility normally extends for a period of eighteen (18) months from the qualifying date. For more information regarding COBRA health insurance benefits, see the Township Clerk.

Jury Duty

Big Rapids Charter Township understands that it is the obligation of all U.S. citizens to serve on a jury when summoned to do so. All employees will be allowed time off to perform such civic service as required by law.

It is the policy of the Township to comply with all federal and state rules and regulations regarding jury service.

Employees who are selected for jury duty must provide a copy of their jury summons to their supervisor. Time taken for jury duty is granted on an unpaid basis. Employees released from jury duty are expected to return to work.

Military Leave

Big Rapids Charter Township is committed to protecting the job rights of employees absent on military leave. In accordance with federal and state law, it is the

Township's policy that no employee or prospective employee will be subjected to any form of discrimination on the basis of that person's membership in or obligation to perform service for any of the Uniformed Services of the United States. Specifically, no person will be denied employment, reemployment, promotion or other benefit of employment on the basis of such membership. Furthermore, no person will be subjected to retaliation or adverse employment action because such person has exercised his or her rights under applicable law or Township policy. If any employee believes that he or she has been subjected to discrimination in violation of Township policy, the employee should immediately contact the Township Supervisor.

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

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

Family Medical Leave Act Leave

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

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

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

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

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

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

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

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

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

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

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

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

Workers' Compensation

As required by law, the Township provides workers' compensation benefits for the protection of employees with work-related injuries or illnesses. Workers' compensation insurance provides coverage to employees who receive job-related injuries or illnesses. If an employee is injured or becomes ill as a result of his/her job, it is the employee's responsibility to immediately notify a supervisor of their injury in order to receive benefits. Report every injury or illness to a supervisor/department head, regardless of severity. Additional information regarding workers' compensation is available from the Township Clerk.

Section 4 - On the Job Practices and Policies

Employment Records

In order to obtain employment, you provided the Township with personal information such as your address and telephone number. This information is saved in your personnel records. Please inform the Township Clerk of any changes to your personal employment information, including your emergency contact. Changes to your address, marital status, etc. can affect your withholding tax and benefit coverage.

Upon written request, the Township will permit employees to inspect their personnel records. Employees should contact the Township Clerk to schedule a time to view personnel records. Inspections will occur in the presence of the Township Clerk. If an employee disagrees with any portion of the personnel record and a correction cannot be agreed upon, the employee may submit an explanatory statement to be attached to the records.

Pay Day

All employees of the Township are paid on the first day of the month with the exception of January pay day is December 31st. The employer takes all reasonable steps to assure that employees receive the correct amount of pay in each paycheck and that employees are paid promptly on the scheduled payday.

By law, the Township is required to make deductions for Social Security, federal income tax and any other appropriate taxes. These required deductions also may include any court-ordered garnishments. Your payroll stub will also differentiate between regular pay received and overtime pay received. If you believe there is an error in your pay, bring the matter to the attention of the Township Clerk immediately so the Township can resolve the issue as quickly as possible.

Overtime

If you are classified as a non-exempt employee (see Employment Categories section), you will receive compensation for approved overtime work as follows:

1. You will be paid at straight time (i.e., your regular hourly rate of pay) for all regular hours worked in a workweek totaling a forty (40) hour week.

2. You will be paid one and one-half times (1 ½) your regular hourly rate of pay for all hours worked beyond the fortieth (40) hour in any given workweek.

Your Supervisor is responsible for monitoring business activity and requesting overtime work if it is necessary. Effort will be made to provide you with advance notice in such situations. Please remember, however, that advance notice may not always be possible and overtime work may be required to meet production or staffing requirements.

Timekeeping

Employees must keep accurate records of time worked. Non-exempt employees will be paid for all hours worked, including fractional parts of an hour. All employees are expected to be at their workstations, ready to work at the beginning of their shift. It is up to the employee to report all time worked and to work within the scheduled and approved work hours.

Altering, falsifying, tampering with time records, or recording time on another employee's time record may result in disciplinary action, up to and including termination of employment.

It is your responsibility to sign your time record to certify the accuracy of all time recorded. Any errors in your time record should be reported immediately to your Supervisor, who will attempt to correct legitimate errors.

Working Schedule

It is the employee's responsibility to accurately report time worked and to conform to work schedules and overtime policies in effect at the time. Work performed outside of authorized work hours may lead to disciplinary action unless approved by a supervisor in writing.

Employees will be provided meal and rest periods as required by law. Your Supervisor/department head will provide further details.

Lactation Breaks

For up to one year after a child's birth, any employee who is breastfeeding her child will be provided reasonable break time for an employee to express breast milk. If possible, the break time must run concurrently with rest and meal periods already provided to the employee. If the break time cannot run concurrently with rest and meal periods already provided to the employee, the break time will be unpaid, subject to applicable law.

Big Rapids Charter Township will provide a place, other than a bathroom, that is shielded from view and free from intrusion from coworkers and the public for the

employee's use. The Township may not be able to provide additional break time if doing so would seriously disrupt the Township's operations, subject to applicable law.

Please advise the Township Clerk if you need break time and an area for this purpose.

Township Vehicles

Operation of Vehicles: All employees authorized to drive Township-owned or leased vehicles or personal vehicles in conducting Township business must possess a current, valid driver's license and an acceptable driving record. Any change in license status or driving record must be reported to management immediately. A valid driver's license must be in your possession while operating a vehicle off or on **Firm Township** property. It is the responsibility of every employee to drive safely and obey all traffic, vehicle safety, and parking laws or regulations. Drivers must demonstrate safe driving habits at all times. Township-owned or leased vehicles may be used only as authorized by supervisor/department head. Employees who drive on Township business must abide by all state or local laws prohibiting or limiting portable communication device (PCD) use, including cell phones and tablets, while driving. Further, even if use is permitted, employees may choose to refrain from using any PCD while driving.

Section 5 - Standards of Conduct

Non-Harassment Policy / Non-Discrimination Policy

Big Rapids Charter Township believes that each of us should be able to work in an environment free of discrimination and harassment. To this end, the Township prohibits and will not tolerate discrimination or harassment. This policy applies equally to any form of discrimination or harassment based on any legally protected status under local, state and/or federal law, including but not limited to sex, race, color, religion, disability, pregnancy, national origin, age, sexual orientation, or gender identity.

Harassment is verbal or physical conduct designed to threaten, intimidate or coerce. It includes verbal taunting (including racial and ethnic slurs) which impairs an employee's ability to perform his or her job. Harassment includes:

Verbal conduct such as threats, epithets, derogatory comments, or slurs;

Visual conduct such as derogatory posters, photographs, cartoons, drawings, or gestures;

Physical conduct such as assault, unwanted touching, or blocking normal movement.

If you feel that you have been subjected to conduct which violates this policy, you should immediately report the matter to your Supervisor. If you are unable for any reason to contact this person, or if you have not received a satisfactory response, please contact the Township Supervisor.

Sexual Harassment

“Sexual Harassment” is defined as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when (a) submission to or rejection of such advances, requests or conduct is made explicitly or implicitly a term or condition of employment or as a basis for employment decisions; (b) such advances, requests or conduct have the purpose or effect of unreasonably interfering with an individual’s work performance by creating an intimidating, hostile, humiliating, or sexually offensive work environment. Examples of sexual harassment can include but are not limited to: asking for sexual favors in exchange for work benefits; the posting of sexually graphic materials; jokes; stories; comments or innuendoes of a sexual nature; making sexual gestures or expressions; unwanted touching of a person’s clothing or hair; whistling or “cat calls”; staring at someone; or blocking or impeding a person’s path. It is the responsibility of the employee who is subjected to harassment or who witnesses a case of unlawful harassment to report such incident directly to their Supervisor/department head or, if that is not appropriate, to the Township Supervisor.

Reporting:

Any Township employee who feels that he or she has been harassed or discriminated against, or has witnessed or become aware of discrimination or harassment in violation of these policies, should bring the matter to the immediate attention of his or her supervisor/department head or Township Supervisor. The Township will promptly investigate all allegations of discrimination and harassment, and take action as appropriate based on the outcome of the investigation. An investigation and its results will be treated as confidential to the extent feasible, and the Township will take appropriate action based on the outcome of the investigation.

There will be no reprisal or retaliation against anyone who reports such an incident as it is unlawful to retaliate against anyone for filing a complaint or for cooperating in an investigation of a harassment complaint. However, no disciplinary action will be taken without a thorough investigation of the facts which shall include gathering statements from all parties and witnesses involved.

Responsibilities

Employees, contractors, and temporary workers are responsible for complying with this policy by reporting all instances of alleged harassment and cooperating in any investigation of the alleged harassment.

Supervisors and department heads are responsible for implementing this policy in

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

Workplace Violence

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

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

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

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

Employee Conduct and Work Rules

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

While it is not possible to list all forms of unacceptable workplace behavior, the following examples of misconduct are strictly prohibited and anyone who violates these rules may be subject to immediate termination. These examples are not intended to be an all-inclusive list, but are based on common sense and our Township's culture, honesty and ethics. Any questions about the conduct policy should be directed to the Township Supervisor. Be reminded that all employees are

employed at-will, and Big Rapids Charter Township reserves the right to terminate an employee for any reason at any time.

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

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

Use of Communication and Computer Systems

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

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

1. Do not share your user login credentials or passwords with anyone, with the exception of authorized IT personnel.
2. Do not delete, examine, copy or modify files and/or data belonging to other users without their consent.
3. Do not use Township computers for other commercial purposes or for personal profit.
4. Do not send harassing, obscene, sexually explicit, and/or other threatening email. Use of Township computers for immoral, illegal or unethical purposes is prohibited and may result in immediate termination.
5. Files imported or transferred in must be checked for viruses prior to being opened. All computers must have current virus detection software installed by the IT Dept.
6. Any unauthorized, deliberate action, which damages or disrupts a computing

system, alters its normal performance, or causes it to malfunction, is prohibited.

7. Downloading and/or installing any program which has not been approved by the IT department or included with the computer when it was placed into service is prohibited.

8. Attempts at sending unsolicited junk mail, “for-profit” messages or chain letters are prohibited.

9. Dissemination of proprietary or confidential Township information via electronic means without appropriate authorization is prohibited.

10. Use of Township computers for entertainment purposes such as listening to Internet radio, playing Internet games, online gambling, accessing pornographic sites, or participating in Internet chat rooms is prohibited.

Punctuality and Attendance

Scheduled hours may vary depending on work location and job responsibilities. Supervisors/department heads will provide employees with their work schedule. Should an employee have any questions regarding his/her work schedule, the employee should contact the supervisor/department head. The Township does not tolerate absenteeism without excuse. Employees who will be late to or absent from work should notify a supervisor/department head in advance, or as soon as practicable in the event of an emergency. Employees who need to leave early, for illness or otherwise, should inform a supervisor/department head before departure. Unauthorized departures may result in disciplinary action.

Employees are expected to arrive on time and ready for work. An employee who arrives after their scheduled arrival time is considered tardy. The Township recognizes that situations arise which hinder punctuality; regardless, excessive tardiness is prohibited, and may be subject to disciplinary action.

Failure to report to work and not calling to report the absence is a no call/no show and is a serious matter. Any unreported absences are considered job abandonment and will be considered a voluntary resignation of your employment.

We do recognize that there are times when absences and tardiness cannot be avoided. In such cases, you are expected to notify your Supervisor/department head as early as possible, but no later than the start of your work day. ~~Asking another employee, friend or relative to give this notice is improper and constitutes grounds for disciplinary action.~~ Please call, stating the nature of your illness and its expected duration, every day that you are absent.

The Township reserves the right to require reasonable proof of illness or temporary disability. Excessive absences or tardiness will result in disciplinary action up to and including termination.

Personal and Township Owned Communication Devices

The purpose of this policy is to define standards, procedures, and restrictions for end users who have legitimate business uses for connecting a personally-owned mobile device to the Township’s corporate network. This mobile device policy

applies, but is not limited, to all devices and Township media that fit the following classifications:

- Smart phones
- Other mobile/cellular phones
- Tablet computers
- Portable media devices
- PDAs
- Portable gaming devices
- Laptop/notebook computers
- Any mobile device capable of storing corporate data and connecting to a network

The policy applies to any hardware and related software that is not corporately owned or supplied, but could be used to access corporate resources. That is, devices that employees have purchased for personal use but also wish to use in the business environment. The overriding goal of this policy is to protect the integrity of the confidential client and business data that resides within The Township's technology infrastructure. This policy intends to prevent this data from being deliberately or inadvertently stored insecurely on a mobile device or carried over an insecure network where it could potentially be accessed by unsanctioned resources. A breach of this type could result in loss of information, damage to critical applications, loss of revenue, and damage to the Township's public image. Therefore, all users employing a mobile device connected to The Township's corporate network, and/or capable of backing up, storing, or otherwise accessing corporate data of any type, must adhere to Township-defined processes for doing so. For approval and further information, contact your supervisor.

Township-Provided Portable Communication Devices (PCDs), including cell phones, tablets and computers, should be used primarily for business purposes. Employees have no reasonable expectation of privacy in regard to the use of such devices, and all use is subject to monitoring, to the maximum extent permitted by applicable law. This includes as permitted the right to monitor personal communications as necessary. Some employees may be authorized to use their own PCD for business purposes. These employees should work with the IT department to configure their PCD for business use. Communications sent via a personal PCD also may be subject to monitoring if sent through the Township's networks and the PCD must be provided for inspection and review upon request. When sending a text message or using a PCD for business purposes, whether it is a Township-provided or personal device, employees must comply with applicable Township guidelines, including policies on sexual harassment, discrimination, conduct, confidentiality, equipment use and operation of vehicles.

Inspections

Big Rapids Charter Township wishes to maintain a work environment that is free of illegal drugs, alcohol, firearms, explosives, or other improper materials. To this end, Big Rapids Charter Township prohibits the control, possession, transfer, sale, or

use of such materials on its premises and may require employees while on Township or client property, to agree to the inspection of their persons, personal possessions and property, personal vehicles parked on Township or client property, and work areas including lockers, vehicles, desks, cabinets, work stations, packages, handbags, briefcases and other personal possessions or places of concealment, as well as personal email sent to the Township or its clients. The cooperation of all employees is required to successfully administer this policy. Desks, lockers, and other storage devices may be provided for the conveniences of employees but remain the sole property of the employer. Accordingly, any authorized agent or representative of the employer can inspect them, as well as any articles found within them, at any time, either with or without prior notice. Employees are expected to cooperate in the conduct of any search or inspection.

Smoking

The Township is in compliance with the Clean Air Act and has made all our office buildings designated non-smoking areas. Smoking will not be allowed within any office buildings. To those who smoke, we respectfully request your understanding and cooperation and ask that if you need to smoke please do so outside the buildings. This includes "Vaping" or using e-cigarettes. Smoking is prohibited in all Township vehicles.

Confidential Township Information

~~The protection of confidential business information and trade secrets is vital to the interests and the success of this organization. Such confidential information includes but is not limited to the following examples: Customer lists and contact information, Price lists, Financial information, Marketing strategies and Employee information. Anyone who discloses trade secrets or confidential business information will be subject to disciplinary action (including possible discharge), even if he/she does not benefit from the disclosed information. Absence of a confidentiality agreement does not absolve the employee from responsibility.~~

~~Dissemination of proprietary or confidential Township information via electronic or other means without appropriate authorization is prohibited.~~

~~It is extremely important that all confidential information remain so, and particularly not be disclosed to our competitors. Any employee who improperly copies, removes (whether physically or electronically), uses or discloses confidential information to anyone outside of the Township may be subject to disciplinary action up to and including termination. Employees may be required to sign an agreement reiterating these obligations.~~

~~Furthermore,~~ Big Rapids Charter Township maintains a personnel file on each employee. These files are kept confidential. Employees are expected to inform the Township of any change in name, address, home phone number, home address, marital status, number of dependents or emergency contact information.

No Solicitation / No Distribution

The Township is enthused to maintain a pleasant and cooperative relationship with employees in all matters. However, no business relationship can operate efficiently if there are frequent work interruptions. As such, employees may not solicit for any cause, or distribute literature of any kind (for themselves or another employee) for any purpose during working time.

Non-employees are not permitted to solicit employees or distribute materials for any purpose on Township property at any time.

Conflict of Interest and Business Ethics

The Township has an established Ethics Policy, which addresses, among other items, conflict of interest. Please refer to the Policy. (This statement only under Conflict of Interest and Business Ethics)

All active employees must notify the Township before they take outside employment so that the Township will have reasonable notice to make a determination as to whether it sees, at that time, any conflict of interest. An employee may hold a job with another organization as long as he/she satisfactorily performs his/her job responsibilities with the Township including scheduling requirements and that the position is approved in advance. Employees should consider the impact that outside employment may have on their health and physical endurance and safety. All employees will be judged by the same performance standards and will be subject to the employer's scheduling demands, regardless of any existing outside work requirements. The Township retains the right to prohibit second jobs if it considers it to be a safety exposure or if it interferes with current job responsibilities.

The purpose of this policy is to ensure that the Township's reputation is not compromised. The fundamental principle guiding this policy is that no employee should have, or appear to have, personal interests or relationships that actually or potentially conflict with the best interests of the Township.

Employees have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest. Employees can seek further clarification on issues related to the subject of acceptable standards of operation. Situations that would constitute a conflict in most cases include but are not limited to:

- ~~Transactions with outside firms not conducted within a framework established or controlled by the executive level of the organization.~~
- ~~Bribes, bonuses, fringe benefits, unusual price breaks or excess volumes designed to benefit another Township, an employee, relative or acquaintance.~~
- ~~Holding an interest in, or being employed by, any Township that competes with Big Rapids Charter Township. Acceptance of a gift or discount allowing a special privilege, such as an approval of a building or zoning issue.~~
- Acceptance of a meal or other gift in exchange for a service.

No "presumption of guilt" is created by the mere existence of a relationship with outside personnel. However, if an employee has any influence on transactions involving purchases, contracts, or leases, it is imperative that he/she disclose to an officer of the organization as soon as possible the existence of any actual or potential conflict of interest so that safeguards can be established to protect all parties.

A conflict of interest would also exist when a member of an employee's immediate family is involved in situations such as those above. This policy is not intended to prohibit the acceptance of modest courtesies, openly given and accepted as part of the usual business amenities, for example, occasional business-related meals or promotional items of nominal or minor value. It is your responsibility to report any actual or potential conflict that may exist between you (and your immediate family) and the Township.

Equipment and Property Including Intellectual Property

Employees are prohibited from any unauthorized use of the Township's intellectual property, such as audio and video tapes, print materials and software.

Equipment essential in accomplishing job duties is often expensive and difficult to replace. Improper or unsafe use of equipment can result in discipline, up to and including discharge. Employees are expected to follow safety standards and guidelines and to follow all operating instructions. Employees must notify a Supervisor if equipment, machines or Township property appears to be damaged or in need of repair.

Further, the Township is not responsible for any damage to employees' personal belongings unless the employee's Supervisor provided advance approval for the employee to bring the personal property to work.

Health and Safety

The Township takes every reasonable precaution to ensure that employees have a safe working environment. Safety measures and rules are in place for the protection of all employees and it is ultimately the responsibility of each employee to help prevent accidents. To ensure the continuation of a safe workplace, all employees should review and understand all provisions of the Township's workplace safety policy. Employees should use all safety and protective equipment provided to them, and maintain work areas in a safe and orderly manner, free from hazardous conditions. Employees who observe an unsafe practice or condition should report it to a supervisor immediately.

In the event of an accident, employees must notify a supervisor immediately. Report every injury, regardless of how minor, to a supervisor immediately. Physical discomfort caused by repetitive tasks must also be reported.

Employees should recognize any potential fire hazards and be aware of fire escape routes and fire drills. In the event of an emergency, dial 911 immediately. If you

hear a fire alarm or other emergency alert system, proceed quickly and calmly to the nearest exit.

Hiring Relatives

It is well accepted that employment of relatives and personal friends in the same area of an organization can cause serious conflicts and problems. In these circumstances, all parties, including supervisors, leave themselves open to charges of inequitable consideration in decisions.

Big Rapids Charter Township's policy is that relatives or friends or individuals who live with but are not legally related to persons currently employed by the Township may be hired ONLY if they will not be working directly for or supervising a relative or personal friend or will not be working directly above the relative's immediate superior or directly for the relative's immediate subordinate. If already employed, they cannot be transferred into such a reporting relationship. If the relative relationship is established after employment, the individuals concerned will decide who is to be transferred if there is a position opening that the individual is qualified to satisfy. If that decision is not made within 30 days, management will decide. This policy takes effect as of the date this manual was originally distributed. Anyone currently working in a position contrary to this policy will be grandfathered in.

Employee Relationships

A familial relationship among employees can create an actual or at least a potential conflict of interest in the employment setting, especially where one relative supervises another relative. To avoid this problem, Big Rapids Charter Township may refuse to hire or place a relative in a position where the potential for favoritism or conflict exists. In other cases, the parties may be separated by reassignment or terminated from employment, at the discretion of the Township. Accordingly, all parties to any type of intimate personal relationship must inform management.

Business Expense Reimbursement

Employees may be reimbursed for reasonable approved expenses incurred in the course of business. These expenses must be approved by your Supervisor/department head, and may include air travel, hotels, motels, meals, cab fare, rental vehicles, or gas and car mileage for personal vehicles. Contact your Supervisor/department head in advance if you have any questions about whether an expense will be reimbursed. If personal cell phones are used an employee may be reimbursed. The township may disclose of any telephone numbers if the employee receives reimbursement.

References

Big Rapids Charter Township will respond to reference requests through the Township Clerk.

Social Media Policy

Use of Social Media Information published on any social networking site should not reveal any information designated by the Township as confidential and must not disclose any trade secret, such as client information or marketing efforts. This also applies to comments posted on other blogs, forums, and social networking sites. The Township respects the right of any employee to maintain a blog, web page or to participate in a social networking site. However, to protect Township interests and ensure employees focus on their job duties, employees must adhere to the following rules: Employees may not post on a blog or web page or participate on a social networking, Twitter or similar site during working time or at any time with Township equipment or property. All rules regarding confidential and proprietary business information apply in full to blogs, web pages, social networking, Twitter and similar sites. Any information that cannot be disclosed through a conversation, a note or an e-mail also cannot be disclosed in a blog, web page, social networking, Twitter or similar site. Any conduct that is impermissible under the law if expressed in any other form or forum is impermissible if expressed through a blog, web page, social networking, Twitter or similar site. You should not post content about the Township, co-workers or customers that is discriminatory, defamatory, libelous or threatening or a violation of the Township's policies against discrimination on account of race, age, religion, sex, ethnicity, nationality disability or other protected class, status or characteristic. The Township encourages all employees to keep in mind the speed and manner in which information posted on a blog, web page, and/or social networking site is received and often misunderstood by readers. Employees must use their best judgment. Employees with any questions should review the guidelines above and/or consult with their manager. Published information should not reveal confidential information, nor may it disclose any trade secret. Township logos and trademarks may not be used without written consent of an officer of the Township.

Section 6 - Acknowledgements

General Handbook Acknowledgment

This Employee Handbook is intended to provide guidelines and general descriptions only. Individual circumstances may call for individual attention. Because the Township's operations may change, the contents of this Handbook may be changed at any time, with or without notice, in an individual case or generally, at the sole discretion of management. Please read the following statements and sign below to indicate your receipt and acknowledgment of this Employee Handbook.

I have received and read a copy of Big Rapids Charter Township's Employee Handbook. I understand that the policies, rules and benefits described in it are subject to change at the sole discretion of the Township at any time. I further understand that my employment is terminable at will, either by myself or the Township, with or without cause or notice, regardless of the length of my

employment or the granting of benefits of any kind. I understand that no contract of employment other than "at will" has been expressed or implied, and that no circumstances arising out of my employment will alter my "at will" status. I understand that my signature below indicates that I have read and understand the above statements and that I have received a copy of the Township's Employee Handbook.

Employee's Printed Name: _____

Position: _____

Employee Signature: _____ Date: _____

The signed original copy of this acknowledgment should be given to management - it will be filed in your personnel file.

Receipt of Non Harassment Policy

Big Rapids Charter Township prohibits intentional and unintentional harassment of any individual by another person on the basis of any protected classification including, but not limited to, race, color, national origin, disability, religion, marital status, veteran status, sexual orientation or age. The purpose of this policy is to ensure that in the workplace, no one harasses another individual. If you feel that you have been subjected to conduct which violates this policy, you should immediately report the matter to your Supervisor. If you are unable for any reason to contact this person, or if you have not received a satisfactory response after reporting any incident of what you perceive to be harassment, please contact the Township Supervisor. Note: If your supervisor or next level manager is the person toward whom the complaint is directed, you should contact any higher level manager in your reporting chain. Every report of perceived harassment will be fully investigated and corrective action will be taken where appropriate. Violation of this policy will result in disciplinary action, up to and including discharge. All complaints will be kept confidential to the extent possible, but confidentiality cannot be guaranteed. In addition, the Township will not allow any form of retaliation against individuals who report unwelcome conduct to management or who cooperate in the investigations of such reports in accordance with this policy. Employees who make complaints in bad faith may be subject to disciplinary action, up to and including discharge. All employees must cooperate with all investigations.

Employee's Printed Name: _____

Position: _____

Employee Signature: _____ Date: _____

The signed original copy of this receipt should be given to management - it will be filed in your personnel file.

Receipt of Sexual Harassment Policy

Big Rapids Charter Township prohibits harassment of any employee by any Supervisor, employee, customer or vendor on the basis of sex or gender. The purpose of this policy is to ensure that at the Township all employees are free from sexual harassment. While it is not easy to define precisely what types of conduct could constitute sexual harassment, examples of prohibited behavior include unwelcome sexual advances, requests for sexual favors, obscene gestures, displaying sexually graphic magazines, calendars or posters, sending sexually explicit e-mails, text messages and other verbal or physical conduct of a sexual nature, such as uninvited touching of a sexual nature or sexually related comments.

Depending upon the circumstances, improper conduct also can include sexual joking, vulgar or offensive conversation or jokes, commenting about an employee's physical appearance, conversation about your own or someone else's sex life, or teasing or other conduct directed toward a person because of his or her gender which is sufficiently severe or pervasive to create an unprofessional and hostile working environment. If you feel that you have been subjected to conduct which violates this policy, you should immediately report the matter to your Supervisor. If you are unable for any reason to contact this person, or if you have not received a satisfactory response after reporting any incident of what you perceive to be harassment, please contact the Township Supervisor. Note: If your supervisor or next level manager is the person toward whom the complaint is directed, you should contact any higher level manager in your reporting chain. Every report of perceived harassment will be fully investigated and corrective action will be taken where appropriate. Violation of this policy will result in disciplinary action, up to and including discharge. All complaints will be kept confidential to the extent possible, but confidentiality cannot be guaranteed. In addition, the Township will not allow any form of retaliation against individuals who report unwelcome conduct to management or who cooperate in the investigations of such reports in accordance with this policy. Employees who make complaints in bad faith may be subject to disciplinary action, up to and including discharge. All employees must cooperate with all investigations. I have read and I understand Big Rapids Charter Township's Sexual Harassment Policy.

Employee's Printed Name: _____

Position: _____

Employee Signature: _____ Date: _____

The signed original copy of this receipt should be given to management - it will be filed in your personnel file.

Item "AF"



HOEKSTRA EQUIPMENT

260 36TH STREET SE
GRAND RAPIDS, MI 49548
Phone: (616) 241-6664 Fax: (616) 241-1111

Invoice No. E301000870
Date 11/28/2018
Order Type Estimate
Customer ID BIG RAPIDS TWP FIRE DEPT -
Sales Person THORSEN, MICHAEL R ²²⁰³¹

BILL TO
BIG RAPIDS TWP FIRE DEPT
14212 NORTHLADN DRIVE
BIG RAPIDS, MI 49307

DELIVER TO
BIG RAPIDS TWP FIRE DEPT
14212 NORTHLAND DRIVE
BIG RAPIDS, MI 49307
P: (231) 679-4333
F:

DATE SHIPPED	SHIP VIA	DATE INVOICE	UNIT ID	VIN	COMPONENT S/N	TERMS	CUSTOMER REFERENCE
11/26/2018	PICKUP					C-CASH	STEEL RD / PERRY

ESTIMATE

QTY SHP	QTY B/O	ITEM	VMRS	DESCRIPTION	UNIT PRICE	EXTD PRICE
1		1510338		CM RD 8'6"X84" 56/38 FLATBED CM RD MODEL TRUCKBED	2,450.00	2,450.00

Disclaimers of Warranties

Any warranties on the product sold hereby are those made by the manufacturer. The seller hereby expressly disclaims all warranties, either express or implied, including any implied warranty of merchantability or fitness for a particular purpose and the seller neither assumes nor authorizes any other person to assume for it any liability in connections with the sale of said merchandise.

Return Policy

Returns must be made within 30 days of invoice date. The original invoice must be provided along with all original packaging, accessories, manuals and components. Returned parts must be in new and uninstalled condition. No returns accepted on electrical parts. Special ordered, non-stocking items will be subject to a 20% restocking fee. Shipping charges are non-refundable.

SUB-TOTAL	2,450.00
TAX	0.00
SHIPPING	0.00
TOTAL	2,450.00
SALE TYPE	PRET

Please Remit Payment to:
HOEKSTRA TRUCK EQUIPMENT
PO BOX 2246
GRAND RAPIDS, MI 49501-2246
6162416664
6162411111

SIGNATURE X _____

Scientific Brake & Equipment Company

314 W. Genesee Ave
 Saginaw, MI 48602 - Phone: (989) 755-4411
 (800) 292-0235 - FAX: (989) 755-4469



1455 Dickerson Rd
 Gaylord, MI 49735 - Phone: (989) 732-7507
 (800) 292-3081 - FAX: (989) 732-6124

910 Brandon Way
 Mt. Pleasant, MI 48858 - Phone: (989) 817-4200
 (855) 817-4200 - FAX: (989) 220-4338

The Vehicle of Your Success

www.scientificbrake.com

Sales Order #
 Quotation # JR111918
November 19, 2018

Customer Big Rapids Township Fire Dept
 Address 14212 Northland Dr
Big Rapids, Mi 49307

Date _____
 Purchase Order No. _____
 Terms _____
 Cash With Order _____
 Delivery Date Required _____
 Salesman _____

NET CASH ON DELIVERY

Jeff Reed

Customer Phone _____

Quantity	Specifications	Amount
1	CM RD Treadplate Steel Flatbed Body. 7' wide, 8' 6" long. Integral 41" tall bulkhead. Sealed marker light harness. Rub rails and stake pockets. Rear skirt. LED lighting. Gooseneck and rear mounted Reese type hitches installed. Black E coat finish. Not Installed FOB Mt Pleasant MI..... Part Number 1510338	\$2,591.1
*Credit/Debit card purchases will include an additional 2% charge on your card, the additional amount would be:		\$ 51.82
Total Charge on Card		\$ 2,642.82
Year/Make Model		Total Net Labor Included Shop Supplies F.E.T. Sales Tax Total
Paint Code Trans. W.B./C.A. VIN		
		\$2,591. \$0. \$2,591.

Purchased by _____