

# BIG RAPIDS CHARTER TOWNSHIP BOARD REGULAR MEETING TUESDAY, NOVEMBER 2, 2021

BIG RAPIDS TOWNSHIP OFFICES, 14212 NORTHLAND DR.  
BIG RAPIDS, MI 49307  
7:00 PM

## AGENDA

PLEDGE OF ALLEGIANCE.

CALL TO ORDER: 7:00 p.m. ROLL CALL: \_\_Stanek,\_\_Saez,\_\_Currie,\_\_Bean,\_\_Everett,\_\_Geib\_\_Teceno

PUBLIC HEARING: 2022 APPROPRIATIONS ACT AND SUPORTING TAXES

PUBLIC COMMENT:

ADDITIONS TO AGENDA:

CORRESPONDENCE:

SPECIAL APPEARANCE:

### CONSENT AGENDA

1. October 5, 2021 Meeting Minutes: **ITEM A**
2. September Treasurers Report: **ITEM B**
3. October Financial Report: **ITEM C**
4. Building Department Report: **ITEM D**
5. Cemetery and Grounds Report: **ITEM E**
6. Fire Department Report: **ITEM F**
7. Sewer Department Report: **ITEM G**
8. Water Department Report: **ITEM H**
9. Cemetery Committee Minutes: **ITEM I**
10. Fire Committee Minutes: **ITEM J**
11. Planning Commission Minutes: **ITEM K**
12. Roads Committee Minutes: **ITEM L**
13. Supervisor's Report: **ITEM M**

### UNFINISHED BUSINESS:

1. Other:

### NEW BUSINESS:

1. 2021 Budget Adjustments: **ITEM N**
2. Quote on Generator Repair: **ITEM O**
3. Request to add Marissa Baas as a Cadet Fire Fighter: **ITEM P**
4. Request to add Christian Schoemaker as a Junior Fire Fighter:
5. Request to add Delinquent Sewer Bills to 2021 Winter Taxes:
6. Other:

### Financial

1. Payroll: **ITEM Q**
2. Accounts Payable: **ITEM R**

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 Hannah Saez, Big Rapids Charter Township Clerk, 14212 Northland Drive, Big Rapids, MI 49307- call 231 796 3603 or fax request to 231 796 2533.

**BIG RAPIDS CHARTER TOWNSHIP BOARD  
REGULAR MEETING TUESDAY, OCTOBER 5, 2021**

**Item "A"**

BIG RAPIDS TOWNSHIP OFFICES, 14212 NORTHLAND DR.  
BIG RAPIDS, MI 49307  
7:00 PM  
UNAPPROVED

PLEDGE OF ALLEGIANCE.

CALL TO ORDER: 7:00 p.m. ROLL CALL: Stanek, Saez, Currie, Everett, Geib, Teceno, present. Bean, absent.

PUBLIC COMMENT:

ADDITIONS TO AGENDA:

**SPECIAL APPEARANCE:** **Crusted Creations:** A motion was made by Geib to approve of the recommendation for Crusted Creations to obtain their Class C Liquor License. Seconded by Currie. Motion passed unanimously on a roll call vote.  
**White Pine Trails:** A motion was made by Currie to approve of Resolution 2021-06 Regarding improvements to the White Pine Trails. Seconded by Saez. Motion passed unanimously on a roll call vote.

CONSENT AGENDA

1. September 7, 2021 Meeting Minutes:
2. August Treasurers Report:
3. September Financial Report:
4. Building Department Report:
5. Cemetery and Grounds Report:
6. Fire Department Report:
7. Sewer Department Report:
8. Water Department Report:
9. Fire Committee Minutes:
10. Supervisor's Report:

A motion was made by Currie to approve of the Consent Agenda. Seconded by Teceno. Motion passed unanimously.

UNFINISHED BUSINESS:

1. **Other:** Fire Department Basement leakage discussion with Jim. Working out other options to save money fixing the issue. Supervisor to look over options/prices and for them to get started before cold weather hits. Will try to have experienced helpers on the day chosen.

NEW BUSINESS:

1. **Mecosta County Development Corporation Invoice:** A motion was made by Saez to approve of the MDCDC invoice for their services in 2021. Seconded by Everett. Motion passed unanimously on a roll call vote.
2. **Fire Department Request for purchasing a Drone:** A motion was made by Everett to approve of the \$329.57 purchase of a drone from DJI company including the \$5,000 grant awarded. Seconded by Teceno. Motion passed unanimously on a roll call vote.
3. **Next month meeting date, no elections so we can move to the 2<sup>nd</sup>:** A motion was made by Saez to move the November board meeting date to Tuesday, November 2. Supported by Currie. Motion passed unanimously.
4. **Other:**

FINANCIAL:

1. **Payroll:** A motion was made by Geib to approve Payroll in the amount of \$20,022.91. Seconded by Everett. Motion passed unanimously on a roll call vote.
2. **Accounts Payable:** A motion was made by Geib to approve of Accounts Payables in the amount of \$54,729.85. Seconded by Teceno. Motion passed unanimously on a roll call vote.

2022 Budget Work Session:

1. **Recommendation for public hearing:** A motion was made by Geib to set the public hearing for the Budget on November 2, 2021. Seconded by Everett. Motion passed unanimously.

Review of 2022 budget held.

ADJOURNMENT: 9:15 pm.

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 Hannah Saez, Big Rapids Charter Township Clerk, 14212 Northland Drive, Big Rapids, MI 49307- call 231 796 3603 or fax request to 231 796 2533.

**Big Rapids Township  
Resolution No 2021-06**

**MEETING OF THE BOARD OF TRUSTEES OF BIG RAPIDS TOWNSHIP  
IMPROVEMENTS TO STATE PARKS AND TRAILS**

**WHEREAS**, on June 10, 2021 as part of Governor Whitmer's plan for the allocation of American Recovery dollars, she proposed a significant and essential investment of \$250 million for infrastructure improvements to State Parks and Trails to boost local economies and enhance tourism; and

**WHEREAS**, the 92-mile Fred Meijer White Pine Trail Linear State Park passes through Big Rapids Charter Township and would be a prime candidate for these proposed funds; and

**WHEREAS**, twenty-three years ago in 1998, the first 13-mile section of the White Pine Trail was paved from Big Rapids to Reed City and since then fifty additional miles of the Trail have been paved; and

**WHEREAS**, twenty-nine miles remain unpaved from the City Big Rapids south to the Village of Sand Lake; and

**WHEREAS**, while visitors to State Parks and Trails continue to grow in Michigan, there is an opportunity to enhance and promote the access for all types of non-motorized trail use, specifically the bicyclists who struggle to ride the trail in its current state of mixed dirt/gravel surface; and

**WHEREAS**, this unimproved or varying surface portion of trail results in many local and regional residents and visitors choosing not to use this community trail for their recreational, physical and mental health needs (i.e. motorized and non-motorized wheel chair users, parents with baby strollers, individuals who rely on walkers, roller bladders, skate boarders, young children riding their bikes, etc.); and

**WHEREAS**, Big Rapids Charter Township recognizes how vital to the local economic health this trail would be if paved the entire length; now

**THEREFORE, BE IT RESOLVED**, that Big Rapids Charter Township encourages our Governor and Michigan Legislators to designate enough funding of the proposed \$250 million investment in modernizing State Parks and Trails in the effort to enhance tourism, boost local economies and increase the quality of life for surrounding communities, by paving the remaining 29 miles of the Fred Meijer White Pine Trail Liner State Park from the City of Big Rapids south to the Village of Sand Lake.

The foregoing resolution offered by Currie, and supported by Saez.

Ayes: Currie, Saez, Teceno, Everett, Geib, Stanek. Bean, absent.

The Supervisor declared the resolution adopted.

  
Hannah Saez, Clerk

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 Board meeting on October 5, 2021 at which meeting a quorum was present by a roll call vote of said members as hereinbefore set forth; that said resolution was ordered to take immediate effect. 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

  
Hannah Saez, Clerk  
Big Rapids Township

GL Number	Description	Beginning Balance
101-000-001.000	Cash - Checking	549,589.27
101-000-001.001	Cash Non-Expendable	
203-000-001.000	CASH	103,210.19
204-000-001.000	CASH	60,967.50
206-000-001.000	Cash - Checking	187,068.73
212-000-001.000	Cash - Savings	5,953.20
246-000-001.000	Cash - Savings	
249-000-001.000	Cash - Savings	122,474.99
271-000-001.000	CASH	1,564.96
401-000-001.000	CASH	31,056.70
590-000-001.000	Cash - Savings	309,064.28
591-000-001.000	CASH	(12,658.69)
593-000-001.000	CASH	
701-000-001.000	Cash - Savings	
708-000-001.000	CASH	34,033.00
711-000-001.000	CASH	
711-000-001.100	HVC Cash Expendable	17,507.52
850-000-001.000	Cash - Savings	(19,975.22)

Beginning GL Balance:	1,389,856.43
Add: Cash Receipts	165,373.72
Less: Cash Disbursements	(40,804.81)
Less: Payroll Disbursements	(21,062.90)
Ending GL Balance:	1,493,362.44

GL Number	Description	Ending Balance
101-000-001.000	Cash - Checking	613,626.71
101-000-001.001	Cash Non-Expendable	
203-000-001.000	CASH	103,210.19
204-000-001.000	CASH	60,967.50
206-000-001.000	Cash - Checking	178,783.58
212-000-001.000	Cash - Savings	5,953.20
246-000-001.000	Cash - Savings	
249-000-001.000	Cash - Savings	127,734.37
271-000-001.000	CASH	1,564.96
401-000-001.000	CASH	31,056.70
590-000-001.000	Cash - Savings	352,312.71
591-000-001.000	CASH	(13,811.05)
593-000-001.000	CASH	
701-000-001.000	Cash - Savings	
708-000-001.000	CASH	34,033.00
711-000-001.000	CASH	
711-000-001.100	HVC Cash Expendable	17,507.52
850-000-001.000	Cash - Savings	(19,576.95)

Ending GL Balance:	1,493,362.44
Ending Bank Balance:	1,448,928.39

Add: Deposits in Transit	
09/13/2021 Deposit ID: 376	97,629.02
10/04/2021 *Deposit ID: 380	38,269.67
10/04/2021 *Deposit ID: 379	28,225.14
10/04/2021 *Deposit ID: 378	1,238.11
deposit cleared bank 9-8-2021	(97,629.02)
	67,732.92

Less: Outstanding Checks

Check Date	Check Number	Name	Amount
09/15/2021	32888	PENNY CURRIE	286.65
09/15/2021	32896	MECOSTA COUNTY ROAD COMMISSION	315.08
09/29/2021	32901	ACCIDENT FUND COMPANY	1,120.10
09/29/2021	32902	ACTIVE911, INC	390.00

User: PENNY

Bank GEN (GENERAL TOWNSHIP CHECKING)

DB: Big Rapids Town

FROM 09/01/2021 TO 09/30/2021

Reconciliation Record ID: 125

AP Checks

Check Date	Check Number	Name	Amount
09/29/2021	32903	APEX SOFTWARE	235.00
09/29/2021	32904	BIG RAPIDS TWP SEWER REC. FUND	57.80
09/29/2021	32905	BIG RAPIDS CITY TREASURER	36.00
09/29/2021	32906	CONSUMERS ENERGY	2,509.85
09/29/2021	32908	GREAT LAKES ENERGY	19.80
09/29/2021	32909	PRIORITY HEALTH	2,700.71
09/29/2021	32910	XEROX FINANCIAL SERVICES	377.67
09/30/2021	9930234	CHEMICAL BANK CENTRAL	5,975.51
09/30/2021	9930235	JOHN HANCOCK LIFE INSURANCE COMPANY	2,473.52
09/30/2021	9930236	STATE OF MICHIGAN	806.89
09/30/2021	9930237	VOYA FINANCIAL	4,061.21

Payroll Checks

Check Date	Check Number	Name	Amount
03/01/2018	11067	MYERS, AARON	43.41
05/01/2019	11632	BRYANT, ELIZABETH	6.02
11/01/2019	11836	AMBLER, ALLEN	36.68
03/01/2020	12012	HAWLEY, CRYSTAL	10.90
06/01/2020	12130	HAWLEY, CRYSTAL	15.69
10/01/2020	12289	SCHROEDER, BRODY	16.53
12/01/2020	12370	FITZGERALD, LINDSAY	68.75
04/01/2021	12510	CHAPMAN, JAMES	136.70
05/01/2021	12551	FITZGERALD, LINDSAY	71.24
06/01/2021	12596	FITZGERALD, LINDSAY	23.19
07/01/2021	12643	JORDAN, CHASTITY	17.79
08/01/2021	12678	HAWLEY, CRYSTAL	38.59
09/01/2021	12705	CURRIE, PENNY	758.74
09/01/2021	12713	MARSHALL, GRAYSON	2.65
09/01/2021	12714	PEREZ, ADAM	555.09
09/01/2021	12716	SPRIK, HANNAH	2.64
09/01/2021	12718	TECENO, CHRISTOPHER	128.47

Total - 32 Outstanding Checks: 23,298.87  
Adjusted Bank Balance 1,493,362.44  
Unreconciled Difference: 0.00

REVIEWED BY:

DATE:

10/14/21

# Item "C"

10/29/2021 REVENUE AND EXPENDITURE REPORT FOR BIG RAPIDS TOWNSHIP  
 PERIOD ENDING 11/30/2021  
 % Fiscal Year Completed: 83.3

GL NUMBER	DESCRIPTION	2021	YTD BALANCE		ACTIVITY FOR		AVAILABLE	
			AMENDED BUDGET	11/01/2021	MONTH 11/30/2021	BALANCE	% BDGT	
			(ABNORMAL)	NORMAL	INCREASE	(DECREASE)	(ABNORMAL)	USED
Revenues								
Dept 000 - GENERAL								
101-000-402.000	Current Real Property Tax	187,500.00	174,343.41	0.00	0.00	0.00	13,156.59	92.98
101-000-411.000	Delinquent Real Property Tax	0.00	8,908.25	0.00	0.00	0.00	(8,908.25)	100.00
101-000-445.000	Penalties & Interest on Taxes	2,000.00	1,365.50	0.00	0.00	0.00	634.50	68.28
101-000-447.000	Property Tax Admin Fee	55,000.00	58,040.01	0.00	0.00	0.00	(3,040.01)	105.53
101-000-451.000	Business Licenses & Permits	17,500.00	12,789.14	0.00	0.00	0.00	4,710.86	73.08
101-000-574.000	State Shared Revenue	296,000.00	337,881.00	0.00	0.00	0.00	(41,881.00)	114.15
101-000-607.000	Ch. for Serv. (fees, zoning)	1,000.00	2,350.00	0.00	0.00	0.00	(1,350.00)	235.00
101-000-610.000	School Parcel Fee	6,000.00	5,614.00	0.00	0.00	0.00	386.00	93.57
101-000-632.000	Ch. for Serv. (sale cem. lots)	2,500.00	10,400.00	0.00	0.00	0.00	(7,900.00)	416.00
101-000-634.000	Ch. for Serv. (grave op & cl)	14,000.00	11,800.00	0.00	0.00	0.00	2,200.00	84.29
101-000-635.000	Chg For Serv Cem Foun & Misc	4,500.00	6,546.20	0.00	0.00	0.00	(2,046.20)	145.47
101-000-640.000	Ch. for Serv. (lot splits)	500.00	300.00	0.00	0.00	0.00	200.00	60.00
101-000-664.000	Int. & Div. on Earnings	6,000.00	693.73	0.00	0.00	0.00	5,306.27	11.56
101-000-667.000	Rent&Exp Building Dept	7,200.00	5,625.00	0.00	0.00	0.00	1,575.00	78.13
101-000-668.000	Sign Rental	4,000.00	4,000.00	0.00	0.00	0.00	0.00	100.00
101-000-675.020	Cemetery Annuity - Division of Asse:	46,000.00	0.00	0.00	0.00	0.00	46,000.00	0.00
101-000-676.000	Reimbursements	2,000.00	10,206.46	0.00	0.00	0.00	(8,206.46)	510.32
101-000-687.000	REFUNDS	300.00	3,090.47	0.00	0.00	0.00	(2,790.47)	1,030.16
101-000-697.000	Transfer from other Fund	76,900.00	0.00	0.00	0.00	0.00	76,900.00	0.00
101-000-698.000	Advance from Fund Balance	155,000.00	0.00	0.00	0.00	0.00	155,000.00	0.00
203-000-665.000	SPECIAL ASSESSMENT INTEREST	2,000.00	1,998.88	0.00	0.00	0.00	1.12	99.94
203-000-672.000	Special Assessment Principle	49,900.00	49,971.56	0.00	0.00	0.00	(71.56)	100.14

GL NUMBER	DESCRIPTION	2021	AMENDED BUDGET		ACTIVITY FOR		AVAILABLE		% BDGT
			YTD BALANCE	11/01/2021	MONTH 11/30/2021	BALANCE	11/30/2021	USED	
			NORMAL	(ABNORMAL)	INCREASE	(DECREASE)	NORMAL	(ABNORMAL)	
204-000-405.000	B.R.T. Road Millage	225,000.00	219,907.19		0.00		5,092.81		97.74
206-000-403.000	Current Real Property Tax	225,000.00	209,217.14		0.00		15,782.86		92.99
206-000-411.000	Delinquent Real Property Tax	0.00	10,690.05		0.00		(10,690.05)		100.00
206-000-502.000	FEMA GRANT	0.00	5,000.00		0.00		(5,000.00)		100.00
206-000-582.000	Contribution Mecosta Co. F.R.	15,000.00	14,305.06		0.00		694.94		95.37
206-000-676.000	Reimbursements	0.00	3,511.17		0.00		(3,511.17)		100.00
212-000-574.000	State Shared Revenue	5,600.00	5,953.20		0.00		(353.20)		106.31
249-000-608.000	Ch. for Serv.Fees/Bldg.Permits	55,000.00	55,292.45		0.00		(292.45)		100.53
249-000-699.100	Advance from Fund Balance	2,000.00	0.00		0.00		2,000.00		0.00
271-000-402.000	Current Real Property Tax	30,000.00	29,315.66		0.00		684.34		97.72
401-000-674.000	CONTRIBUTIONS AND DONATIONS	2,000.00	0.00		0.00		2,000.00		0.00
401-000-699.100	Advance from Fund Balance	33,000.00	0.00		0.00		33,000.00		0.00
590-000-625.000	TAP IN FEES	7,500.00	2,500.00		0.00		5,000.00		33.33
590-000-626.000	Charg. for Serv. (utilities)	573,000.00	454,013.15		0.00		118,986.85		79.23
590-000-627.000	Penalty on Delinquent Utility Bills	7,500.00	7,347.66		0.00		152.34		97.97
590-000-664.000	Int. & Div. on Earnings	12,500.00	772.98		0.00		11,727.02		6.18
590-000-699.100	Advance from Fund Balance	35,000.00	0.00		0.00		35,000.00		0.00
591-000-626.000	Charg. for Serv. (utilities)	1,000.00	627.40		0.00		372.60		62.74
591-000-627.000	Pen. & Int. Delinquent Bills	0.00	5.14		0.00		(5.14)		100.00
591-000-699.000	Transfer from other Fund	20,000.00	0.00		0.00		20,000.00		0.00
703-000-445.000	Penalties & Interest on Taxes	0.00	1,375.36		0.00		(1,375.36)		100.00
708-000-576.000	METRO Revenue	6,000.00	7,493.23		0.00		(1,493.23)		124.89
711-000-664.000	Int. & Div. on Earnings	1,750.00	151.38		0.00		1,598.62		8.65
Total Dept 000 - GENERAL		2,192,650.00	1,733,401.83		0.00		459,248.17		79.06
TOTAL REVENUES		2,192,650.00	1,733,401.83		0.00		459,248.17		79.06

Expenditures  
Dept 000 - GENERAL

GL NUMBER	DESCRIPTION	2021		YTD BALANCE		ACTIVITY FOR		AVAILABLE		
		AMENDED BUDGET		11/01/2021		MONTH 11/30/2021		BALANCE		
				NORMAL	(ABNORMAL)	INCREASE	(DECREASE)	NORMAL	(ABNORMAL)	USED
										% BDGT
Total Dept 000 - GENERAL		3,500.00	3,500.00	631.78	631.78	0.00	0.00	2,868.22	18.05	
Dept 101 - TOWNSHIP BOARD										
101-101-702.000	Salary & Wages	7,000.00		5,687.44		583.33		1,312.56	81.25	
101-101-702.020	Salary & Wages Clerical Help	10,000.00		5,905.69		373.13		4,094.31	59.06	
101-101-702.095	Clerical Help	0.00	0.00	10.00		10.00		(10.00)	100.00	
101-101-702.300	Health Insurance Buyout	0.00	0.00	90.00		30.00		(90.00)	100.00	
101-101-710.000	Twp. Share Medicare Withholding	250.00		169.39		14.32		80.61	67.76	
101-101-715.000	Twp. Share Soc. Sec. Withholdg	1,060.00		724.34		61.16		335.66	68.33	
101-101-720.000	Medical Reimbursement	0.00	0.00	7.98		0.00		(7.98)	100.00	
101-101-727.000	Office Supplies	800.00		1,006.45		0.00		(206.45)	125.81	
101-101-740.000	Operating Supplies	200.00		24.61		0.00		175.39	12.31	
101-101-801.000	Professional Services	28,000.00		25,182.81		0.00		2,817.19	89.94	
101-101-850.000	Communication	3,500.00		3,157.84		0.00		342.16	90.22	
101-101-860.000	Transportation	500.00		0.00		0.00		500.00	0.00	
101-101-880.000	Community Promotion	600.00		3,622.19		1,034.00		(3,022.19)	603.70	
101-101-881.000	FALL CLEAN-UP	8,000.00		1,411.02		0.00		6,588.98	17.64	
101-101-900.000	Printing & Publishing	1,600.00		848.25		0.00		751.75	53.02	
101-101-958.000	Membership & Dues	3,450.00		3,199.26		0.00		250.74	92.73	
101-101-960.000	Education	2,000.00		25.00		0.00		1,975.00	1.25	
101-101-965.000	Insurance & Bonds	9,000.00		7,130.04		112.00		1,869.96	79.22	
101-101-975.000	Capital Outlay under \$10,000	1,000.00		0.00		0.00		1,000.00	0.00	
Total Dept 101 - TOWNSHIP BOARD		76,960.00		58,202.31		2,217.94		18,757.69	75.63	
Dept 171 - SUPERVISOR										
101-171-702.000	Salary & Wages	30,000.00		25,000.00		2,500.00		5,000.00	83.33	
101-171-702.010	Salary & Wages Deputy	3,000.00		576.00		576.00		2,424.00	19.20	
101-171-702.040	Salary & Wages Cemetery	5,000.00		4,166.70		416.67		833.30	83.33	
101-171-702.300	Health Insurance Buyout	1,800.00		1,500.00		150.00		300.00	83.33	



GL NUMBER	DESCRIPTION	2021 AMENDED BUDGET	YTD BALANCE 11/01/2021		ACTIVITY FOR MONTH 11/30/2021		AVAILABLE BALANCE		% BDGT
			NORMAL (ABNORMAL)	(ABNORMAL)	INCREASE (DECREASE)	NORMAL (ABNORMAL)	USED		
101-171-710.000	Twp. Share Medicare Withholding	580.00	453.02		52.82		126.98	78.11	
101-171-715.000	Twp. Share Soc. Sec. Withholdg	2,590.00	1,937.05		225.85		652.95	74.79	
101-171-720.000	Medical Reimbursement	1,500.00	1,125.00		0.00		375.00	75.00	
101-171-727.000	Office Supplies	100.00	0.00		0.00		100.00	0.00	
101-171-740.000	Operating Supplies	50.00	0.00		0.00		50.00	0.00	
101-171-801.000	Professional Services	200.00	20.00		0.00		180.00	10.00	
101-171-850.100	Cell Phone	360.00	270.00		0.00		90.00	75.00	
101-171-860.000	Transportation	450.00	58.24		0.00		391.76	12.94	
101-171-960.000	Education	1,000.00	0.00		0.00		1,000.00	0.00	
Total Dept 171 - SUPERVISOR		46,630.00	35,106.01		3,921.34		11,523.99	75.29	
Dept 215 - CLERK									
101-215-702.000	Salary & Wages	39,200.00	32,666.70		3,266.67		6,533.30	83.33	
101-215-702.010	Salary & Wages Deputy	3,700.00	2,392.00		312.00		1,308.00	64.65	
101-215-710.000	Twp. Share Medicare Withholding	625.00	508.35		51.89		116.65	81.34	
101-215-714.000	Health Insurance	8,000.00	15,542.43		1,584.42		(7,542.43)	194.28	
101-215-715.000	Twp. Share Soc. Sec. Withholdg	2,660.00	2,173.64		221.88		486.36	81.72	
101-215-720.000	Medical Reimbursement	1,500.00	771.95		0.00		728.05	51.46	
101-215-727.000	Office Supplies	700.00	113.95		0.00		586.05	16.28	
101-215-740.000	Operating Supplies	300.00	572.73		0.00		(272.73)	190.91	
101-215-801.000	Professional Services	2,600.00	2,422.21		0.00		177.79	93.16	
101-215-850.000	Cell Phone Reimbursement	360.00	270.00		0.00		90.00	75.00	
101-215-860.000	Transportation	0.00	101.92		101.92		(101.92)	100.00	
101-215-960.000	Education	700.00	0.00		0.00		700.00	0.00	
Total Dept 215 - CLERK		60,345.00	57,535.88		5,538.78		2,809.12	95.34	
Dept 247 - BOARD OF REVIEW									
101-247-702.000	Salary & Wages	900.00	1,220.00		0.00		(320.00)	135.56	
101-247-710.000	Twp. Share Medicare Withholding	15.00	17.69		0.00		(2.69)	117.93	
101-247-715.000	Twp. Share Soc. Sec. Withholdg	60.00	75.64		0.00		(15.64)	126.07	

GL NUMBER	DESCRIPTION	2021		YTD BALANCE		ACTIVITY FOR		AVAILABLE	
		AMENDED BUDGET		11/01/2021		MONTH 11/30/2021		BALANCE	
				NORMAL	(ABNORMAL)	INCREASE	(DECREASE)	NORMAL	(ABNORMAL)
	Printing & Publishing	100.00		70.75		0.00		29.25	70.75
	Education	750.00		190.00		0.00		560.00	25.33
	Total Dept 247 - BOARD OF REVIEW	1,825.00		1,574.08		0.00		250.92	86.25
Dept 253 - TREASURER									
101-253-702.000	Salary & Wages	31,200.00		26,000.00		2,600.00		5,200.00	83.33
101-253-702.010	Salary & Wages Deputy	3,850.00		3,052.00		780.00		798.00	79.27
101-253-710.000	Twp. Share Medicare Withholding	510.00		421.22		49.01		88.78	82.59
101-253-714.000	Health Insurance	6,400.00		3,767.84		384.10		2,632.16	58.87
101-253-715.000	Twp. Share Soc. Sec. Withholdg	2,175.00		1,801.26		209.57		373.74	82.82
101-253-720.000	Medical Reimbursement	1,200.00		485.98		0.00		714.02	40.50
101-253-727.000	Office Supplies	450.00		528.95		0.00		(78.95)	117.54
101-253-740.000	Operating Supplies	1,250.00		609.61		0.00		640.39	48.77
101-253-801.000	Professional Services	4,750.00		2,681.20		0.00		2,068.80	56.45
101-253-975.000	Capital Outlay under \$10,000	1,000.00		0.00		0.00		1,000.00	0.00
	Total Dept 253 - TREASURER	52,785.00		39,348.06		4,022.68		13,436.94	74.54
Dept 257 - ASSESSOR									
101-257-740.000	Operating Supplies	300.00		0.00		0.00		300.00	0.00
101-257-801.000	Professional Services	4,000.00		3,065.93		0.00		934.07	76.65
101-257-801.005	Contractual Assessor	40,000.00		27,299.97		0.00		12,700.03	68.25
101-257-801.006	Tax Tribunal Appeals	15,000.00		21,302.00		8,855.00		(6,302.00)	142.01
101-257-860.000	MILEAGE	2,000.00		0.00		0.00		2,000.00	0.00
	Total Dept 257 - ASSESSOR	61,300.00		51,667.90		8,855.00		9,632.10	84.29
Dept 262 - ELECTIONS									
101-262-702.000	SALARY AND WAGES	2,500.00		1,678.65		0.00		821.35	67.15
101-262-727.000	SUPPLIES	200.00		18.99		0.00		181.01	9.50
101-262-740.000	Operating Supplies	1,750.00		2,566.12		0.00		(816.12)	146.64
101-262-801.000	Professional Services	200.00		0.00		0.00		200.00	0.00

GL NUMBER	DESCRIPTION	2021 AMENDED BUDGET	YTD BALANCE		ACTIVITY FOR		AVAILABLE		
			11/01/2021 NORMAL (ABNORMAL)	0.00 0.00 0.00	MONTH 11/30/2021 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	% BDGT		
101-262-860.000	MILEAGE	50.00	0.00	0.00	0.00	50.00	0.00	0.00	
101-262-900.000	Printing & Publishing	100.00	0.00	0.00	0.00	100.00	0.00	0.00	
101-262-960.000	Education	100.00	0.00	0.00	0.00	100.00	0.00	0.00	
Total Dept 262 - ELECTIONS		4,900.00	4,263.76	0.00	0.00	636.24	87.02		
Dept 265 - TOWNSHIP HALL & GROUNDS									
101-265-702.000	Salary & Wages	2,500.00	625.33	1.33	1,874.67	25.01			
101-265-702.200	Salary & Wages Snowplowing	400.00	259.94	0.00	140.06	64.99			
101-265-710.000	Twp. Share Medicare Withholding	25.00	12.85	0.02	12.15	51.40			
101-265-715.000	Twp. Share Soc. Sec. Withholdg	100.00	54.88	0.08	45.12	54.88			
101-265-740.000	Operating Supplies	250.00	0.00	0.00	250.00	0.00			
101-265-775.000	Repair & Maintenance Supplies	400.00	82.80	0.00	317.20	20.70			
101-265-801.000	Professional Services	100.00	0.00	0.00	100.00	0.00			
101-265-920.000	Public Utilities	4,000.00	3,642.41	32.90	357.59	91.06			
101-265-930.000	Repair & Maintenance	2,000.00	1,870.02	0.00	129.98	93.50			
101-265-932.000	Grounds maintenance	500.00	0.00	0.00	500.00	0.00			
101-265-933.000	Snowplowing	0.00	511.29	0.00	(511.29)	100.00			
101-265-978.000	Capital Outlay \$10,000 and above	155,000.00	159,376.50	0.00	(4,376.50)	102.82			
Total Dept 265 - TOWNSHIP HALL & GROUNDS		165,275.00	166,436.02	34.33	(1,161.02)	100.70			
Dept 276 - TOWNSHIP CEMETERIES									
101-276-702.000	Salary & Wages	8,500.00	10,371.39	1,380.38	(1,871.39)	122.02			
101-276-702.015	Salary & Wages Mangement	26,000.00	23,595.02	3,029.81	2,404.98	90.75			
101-276-702.016	Salary & Wages Clerical Mangement	9,000.00	7,302.76	97.50	1,697.24	81.14			
101-276-702.020	Salary & Wages Clerical Help	6,500.00	3,647.44	186.56	2,852.56	56.11			
101-276-702.100	SALARY & WAGES: UNEMPLOYMEN'	6,000.00	2,625.98	0.00	3,374.02	43.77			
101-276-702.200	Salary & Wages Snowplowing	500.00	260.13	0.00	239.87	52.03			
101-276-702.300	Health Insurance Buyout	1,800.00	1,545.00	165.00	255.00	85.83			
101-276-710.000	Twp. Share Medicare Withholding	760.00	677.48	70.46	82.52	89.14			
101-276-715.000	Twp. Share Soc. Sec. Withholdg	3,245.00	2,896.77	301.27	348.23	89.27			

GL NUMBER	DESCRIPTION	2021		YTD BALANCE		ACTIVITY FOR		AVAILABLE		% BDGT
		AMENDED BUDGET		11/01/2021		MONTH 11/30/2021		BALANCE		
				NORMAL	(ABNORMAL)	INCREASE	(DECREASE)	NORMAL	(ABNORMAL)	
101-276-720.000	Medical Reimbursement	1,500.00		0.00		0.00		1,500.00		0.00
101-276-727.000	Office Supplies	200.00		178.84		0.00		21.16		89.42
101-276-740.000	Operating Supplies	4,000.00		3,892.75		83.32		107.25		97.32
101-276-801.000	Professional Services	3,200.00		663.00		0.00		2,537.00		20.72
101-276-801.010	MANPOWER	6,000.00		0.00		0.00		6,000.00		0.00
101-276-801.020	PROF. SERVICES GRAVE OPENING/CI	10,000.00		5,550.00		0.00		4,450.00		55.50
101-276-850.000	Communication	1,350.00		1,261.74		0.00		88.26		93.46
101-276-850.100	Cell Phone	360.00		270.00		0.00		90.00		75.00
101-276-860.000	Transportation	200.00		0.00		0.00		200.00		0.00
101-276-900.000	Printing & Publishing	100.00		0.00		0.00		100.00		0.00
101-276-920.000	Public Utilities	2,500.00		1,628.34		0.00		871.66		65.13
101-276-930.000	Repair & Maintenance	6,000.00		5,023.08		0.00		976.92		83.72
101-276-960.000	Education	500.00		0.00		0.00		500.00		0.00
101-276-965.000	Insurance & Bonds	3,000.00		1,450.02		168.02		1,549.98		48.33
101-276-971.000	Re Purchase Cemetery Lots	400.00		0.00		0.00		400.00		0.00
101-276-975.000	Capital Outlay under \$10,000	2,000.00		50.00		0.00		1,950.00		2.50
101-276-978.000	Capital Outlay \$10,000 and above	11,000.00		0.00		0.00		11,000.00		0.00
	Total Dept 276 - TOWNSHIP CEMETERIES	114,615.00		72,889.74		5,482.32		41,725.26		63.60
Dept 330 - LIQUOR LAW ENFORCEMENT										
212-330-801.000	Professional Services	5,600.00		6,311.80		0.00		(711.80)		112.71
	Total Dept 330 - LIQUOR LAW ENFORCEMENT	5,600.00		6,311.80		0.00		(711.80)		112.71
Dept 336 - FIRE DEPARTMENT										
206-336-702.000	Salary & Wages	48,000.00		39,999.29		4,000.50		8,000.71		83.33
206-336-702.025	Salary & Wages Reports	1,200.00		1,065.00		120.00		135.00		88.75
206-336-702.030	Salary & Wages Preincident Surveys	2,500.00		0.00		0.00		2,500.00		0.00
206-336-702.050	Salary & Wages First Responder	20,000.00		16,666.87		1,666.56		3,333.13		83.33
206-336-702.080	Chief Salary & Wages	12,875.00		10,416.70		1,041.67		2,458.30		80.91
206-336-702.085	Ass't Chiefs Salary & Wages	10,300.00		8,583.30		858.33		1,716.70		83.33

GL NUMBER	DESCRIPTION	2021 AMENDED BUDGET	YTD BALANCE 11/01/2021		ACTIVITY FOR MONTH 11/30/2021		AVAILABLE BALANCE		% BDGT
			NORMAL (ABNORMAL)	0.00	INCREASE (DECREASE)	0.00	NORMAL (ABNORMAL)	USED	
206-336-702.200	Salary & Wages Snowplowing	500.00	0.00	0.00	0.00	500.00	0.00	0.00	
206-336-710.000	Twp. Share Medicare Withholding	1,385.00	1,112.60	111.47	111.47	272.40	80.33	80.33	
206-336-715.000	Twp. Share Soc. Sec. Withholdg	5,920.00	4,757.32	476.58	476.58	1,162.68	80.36	80.36	
206-336-727.000	Office Supplies	500.00	541.58	0.00	0.00	(41.58)	108.32	108.32	
206-336-740.000	Operating Supplies	14,000.00	10,186.30	291.35	291.35	3,813.70	72.76	72.76	
206-336-801.000	Professional Services	1,500.00	955.02	0.00	0.00	544.98	63.67	63.67	
206-336-850.000	Communication	4,000.00	2,766.34	0.00	0.00	1,233.66	69.16	69.16	
206-336-860.000	Transportation	100.00	0.00	0.00	0.00	100.00	0.00	0.00	
206-336-880.000	Community Promotion	750.00	679.00	0.00	0.00	71.00	90.53	90.53	
206-336-900.000	Printing & Publishing	50.00	0.00	0.00	0.00	50.00	0.00	0.00	
206-336-920.000	Public Utilities	10,000.00	5,694.93	16.45	16.45	4,305.07	56.95	56.95	
206-336-930.000	Repair & Maintenance	22,000.00	16,875.16	832.18	832.18	5,124.84	76.71	76.71	
206-336-933.000	Snowplowing	0.00	74.90	0.00	0.00	(74.90)	100.00	100.00	
206-336-935.000	Bldg. & Grounds Repair & Maintena	1,000.00	700.00	0.00	0.00	300.00	70.00	70.00	
206-336-958.000	Membership & Dues	300.00	0.00	0.00	0.00	300.00	0.00	0.00	
206-336-960.000	Education	2,500.00	1,958.84	0.00	0.00	541.16	78.35	78.35	
206-336-965.000	Insurance & Bonds	29,000.00	49,542.04	840.08	840.08	(20,542.04)	170.83	170.83	
206-336-975.000	Capital Outlay under \$10,000	20,000.00	500.00	0.00	0.00	19,500.00	2.50	2.50	
206-336-980.003	CAPITAL OUTLAY TRANSCANADA GR	0.00	5,000.00	0.00	0.00	(5,000.00)	100.00	100.00	
206-336-994.000	Contract Payment Principal	25,000.00	0.00	0.00	0.00	25,000.00	0.00	0.00	
Total Dept 336 - FIRE DEPARTMENT		233,380.00	178,075.19	10,255.17	10,255.17	55,304.81	76.30	76.30	
Dept 371 - BUILDING INSPECTION DEPARTMENT									
249-371-702.000	Salary & Wages	10,000.00	6,789.00	517.00	517.00	3,211.00	67.89	67.89	
249-371-702.020	Salary & Wages Clerical Help	17,500.00	13,361.82	932.81	932.81	4,138.18	76.35	76.35	
249-371-702.300	Health Insurance Buyout	0.00	625.00	75.00	75.00	(625.00)	100.00	100.00	
249-371-703.000	Salary & Wages Electrical Insp	4,500.00	6,144.73	713.50	713.50	(1,644.73)	136.55	136.55	
249-371-704.000	Salary & Wages Pibg-Mech Insp	7,600.00	10,069.74	875.40	875.40	(2,469.74)	132.50	132.50	
249-371-705.000	SAL & WAGES SITE PLAN REVIEW	3,000.00	2,500.00	200.00	200.00	500.00	83.33	83.33	
249-371-710.000	Twp. Share Medicare Withholding	445.00	572.61	48.05	48.05	(127.61)	128.68	128.68	

GL NUMBER	DESCRIPTION	2021	YTD BALANCE		ACTIVITY FOR		AVAILABLE		
			AMENDED BUDGET	11/01/2021	MONTH 11/30/2021	BALANCE	% BDGT		
				NORMAL	INCREASE	NORMAL	(ABNORMAL)	USED	
				(ABNORMAL)	(DECREASE)	(ABNORMAL)			
249-371-715.000	Twp. Share Soc. Sec. Withholdg	1,900.00	2,448.40	205.44	(548.40)	128.86			
249-371-727.000	Office Supplies	150.00	0.00	0.00	150.00	0.00			
249-371-740.000	Operating Supplies	150.00	0.00	0.00	150.00	0.00			
249-371-801.000	Professional Services	1,000.00	869.00	0.00	131.00	86.90			
249-371-850.100	Cell Phone	180.00	165.00	30.00	15.00	91.67			
249-371-860.000	Transportation	1,500.00	958.16	52.64	541.84	63.88			
249-371-900.000	Printing & Publishing	100.00	0.00	0.00	100.00	0.00			
249-371-940.000	Rent & Expenses	7,500.00	5,625.00	0.00	1,875.00	75.00			
249-371-958.000	Membership & Dues	200.00	65.00	0.00	135.00	32.50			
249-371-960.000	Education	1,200.00	0.00	0.00	1,200.00	0.00			
Total Dept 371 - BUILDING INSPECTION DEPARTMENT		56,925.00	50,193.46	3,649.84	6,731.54	88.17			
Dept 444 - SIDEWALKS									
203-444-991.050	LOAN PAYMENT (to revolving loan f	49,900.00	0.00	0.00	49,900.00	0.00			
203-444-996.050	INTEREST (to revolving loan fund)	2,000.00	0.00	0.00	2,000.00	0.00			
Total Dept 444 - SIDEWALKS		51,900.00	0.00	0.00	51,900.00	0.00			
Dept 446 - HIGHWAYS & STREETS									
101-446-805.000	Contractual Services Roads	125,000.00	19,600.22	0.00	105,399.78	15.68			
204-446-805.000	Contractual Services	225,000.00	225,000.00	0.00	0.00	100.00			
Total Dept 446 - HIGHWAYS & STREETS		350,000.00	244,600.22	0.00	105,399.78	69.89			
Dept 448 - STREET LIGHTS									
101-448-920.000	Public Utilities	9,500.00	6,491.41	38.95	3,008.59	68.33			
Total Dept 448 - STREET LIGHTS		9,500.00	6,491.41	38.95	3,008.59	68.33			
Dept 521 - SEWER FUND									
590-521-702.000	Salary & Wages	8,000.00	6,666.70	666.67	1,333.30	83.33			
590-521-702.200	Salary & Wages Snowplowing	500.00	259.94	0.00	240.06	51.99			
590-521-710.000	Twp. Share Medicare Withholding	125.00	100.47	9.67	24.53	80.38			

GL NUMBER	DESCRIPTION	2021		ACTIVITY FOR		AVAILABLE			
		AMENDED BUDGET		MONTH 11/30/2021		BALANCE			
				INCREASE	(DECREASE)	NORMAL	(ABNORMAL)	USED	
								% BDGT	
590-521-714.000	Health Insurance	1,600.00	1,883.84	192.04		(283.84)	117.74		
590-521-715.000	Twp. Share Soc. Sec. Withholdg	530.00	429.41	41.33		100.59	81.02		
590-521-720.000	Medical Reimbursement	300.00	126.26	0.00		173.74	42.09		
590-521-727.000	Office Supplies	0.00	400.00	0.00		(400.00)	100.00		
590-521-740.000	Operating Supplies	800.00	275.69	0.00		524.31	34.46		
590-521-775.000	Repair & Maintenance Supplies	800.00	0.00	0.00		800.00	0.00		
590-521-801.000	Professional Services	20,000.00	13,809.17	0.00		6,190.83	69.05		
590-521-801.050	Miss Digg's	2,500.00	350.00	0.00		2,150.00	14.00		
590-521-804.000	Contract Payment to City B.R.	300,000.00	215,814.23	0.00		84,185.77	71.94		
590-521-805.000	Contractual Services	24,000.00	17,519.76	0.00		6,480.24	73.00		
590-521-805.100	Extra Contractual Services	17,000.00	6,069.17	0.00		10,930.83	35.70		
590-521-920.000	Public Utilities	30,000.00	21,109.45	57.78		8,890.55	70.36		
590-521-930.000	Repair & Maintenance	28,000.00	3,557.12	0.00		24,442.88	12.70		
590-521-933.000	Snowplowing	0.00	287.50	0.00		(287.50)	100.00		
590-521-935.000	Bldg. & Grounds Repair & Maintena	300.00	0.00	0.00		300.00	0.00		
590-521-958.000	Membership & Dues	350.00	0.00	0.00		350.00	0.00		
590-521-965.000	Insurance & Bonds	3,000.00	2,535.00	0.00		465.00	84.50		
590-521-968.000	Depreciation	83,000.00	0.00	0.00		83,000.00	0.00		
590-521-975.000	Capital Outlay under \$10,000	2,000.00	0.00	0.00		2,000.00	0.00		
590-521-978.000	Capital Outlay \$10,000 and above	110,000.00	0.00	0.00		110,000.00	0.00		
Total Dept 521 - SEWER FUND		632,805.00	291,193.71	967.49		341,611.29	46.02		
Dept 536 - WATER									
591-536-702.200	Salary & Wages Snowplowing	350.00	0.00	0.00		350.00	0.00		
591-536-710.000	Twp. Share Medicare Withholding	5.00	0.00	0.00		5.00	0.00		
591-536-715.000	Twp. Share Soc. Sec. Withholding	20.00	0.00	0.00		20.00	0.00		
591-536-740.000	Operating Supplies	1,400.00	2,014.41	0.00		(614.41)	143.89		
591-536-801.000	Professional Services	225.00	931.11	603.11		(706.11)	413.83		
591-536-805.000	Contractual Services	10,000.00	5,307.47	520.83		4,692.53	53.07		
591-536-920.000	Public Utilities	7,500.00	5,732.52	387.37		1,767.48	76.43		



GL NUMBER	DESCRIPTION	2021 AMENDED BUDGET	YTD BALANCE		ACTIVITY FOR		AVAILABLE	
			11/01/2021 NORMAL (ABNORMAL)	11/01/2021 NORMAL (ABNORMAL)	MONTH 11/30/2021 INCREASE (DECREASE)	MONTH 11/30/2021 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	% BDGT USED
591-536-930.000	Repair & Maintenance	1,500.00	2,440.07	0.00	0.00	(940.07)	162.67	
Total Dept 536 - WATER		21,000.00	16,425.58	1,511.31		4,574.42	78.22	
Dept 567 - CEMETERY								
401-567-978.000	Capital Outlay \$10,000 and above	35,000.00	0.00	0.00	0.00	35,000.00	0.00	
Total Dept 567 - CEMETERY		35,000.00	0.00	0.00	0.00	35,000.00	0.00	
Dept 721 - PLANNING COMMISSION								
101-721-702.000	SALARY AND WAGES	7,500.00	4,092.64	373.13		3,407.36	54.57	
101-721-702.030	Salary & Wages Per Diems	3,500.00	2,050.00	300.00		1,450.00	58.57	
101-721-702.300	Health Insurance Buyout	0.00	290.00	30.00		(290.00)	100.00	
101-721-710.000	Twp. Share Medicare Withholding	160.00	93.29	10.19		66.71	58.31	
101-721-715.000	Twp. Share Soc. Sec. Withholding	690.00	398.82	43.60		291.18	57.80	
101-721-740.000	Operating Supplies	200.00	0.00	0.00		200.00	0.00	
101-721-801.000	Professional Services	5,000.00	263.40	0.00		4,736.60	5.27	
101-721-860.000	MILEAGE	400.00	179.20	26.32		220.80	44.80	
101-721-900.000	Printing & Publishing	400.00	277.35	0.00		122.65	69.34	
101-721-960.000	Education	1,500.00	0.00	0.00		1,500.00	0.00	
Total Dept 721 - PLANNING COMMISSION		19,350.00	7,644.70	783.24		11,705.30	39.51	
Dept 728 - ECONOMIC-INDUSTRIAL DEVELOPMT								
101-728-801.000	Professional Services	500.00	0.00	0.00		500.00	0.00	
101-728-880.000	Community Promotion	3,000.00	4,000.00	0.00		(1,000.00)	133.33	
101-728-930.000	Repair & Maintenance	500.00	0.00	0.00		500.00	0.00	
Total Dept 728 - ECONOMIC-INDUSTRIAL DEVELOPMT		4,000.00	4,000.00	0.00		0.00	100.00	
Dept 751 - PARKS & RECREATION								
101-751-702.000	Salary & Wages	600.00	847.13	141.75		(247.13)	141.19	
101-751-702.015	Salary & Wages Mangement	2,000.00	804.38	39.00		1,195.62	40.22	
101-751-702.070	Park Supvr	2,700.00	3,000.00	300.00		(300.00)	111.11	



GL NUMBER	DESCRIPTION	2021	YTD BALANCE		ACTIVITY FOR		AVAILABLE		% BDGT
			11/01/2021	11/30/2021	MONTH 11/30/2021	BALANCE	INCREASE	(ABNORMAL)	
		AMENDED BUDGET	(ABNORMAL)	(DECREASE)	(ABNORMAL)	(DECREASE)	(ABNORMAL)	(ABNORMAL)	
101-751-710.000	Twp. Share Medicare Withholding	65.00	67.45	6.98	(2.45)	103.77			
101-751-715.000	Twp. Share Soc. Sec. Withholdg	270.00	288.39	29.81	(18.39)	106.81			
101-751-740.000	Operating Supplies	300.00	39.82	0.00	260.18	13.27			
101-751-801.000	Professional Services	500.00	0.00	0.00	500.00	0.00			
101-751-801.010	Manpower	300.00	0.00	0.00	300.00	0.00			
101-751-920.000	Public Utilities	325.00	310.74	31.32	14.26	95.61			
101-751-930.000	Repair & Maintenance	500.00	553.65	0.00	(53.65)	110.73			
101-751-975.000	Capital Outlay under \$10,000	2,000.00	0.00	0.00	2,000.00	0.00			
Total Dept 751 - PARKS & RECREATION		9,560.00	5,911.56	548.86	3,648.44	61.84			
Dept 790 - LIBRARY									
271-790-991.010	Contract Payment BIG RAPIDS PUB I	27,600.00	29,122.86	0.00	(1,522.86)	105.52			
271-790-991.020	CONTRACT PAYMENT WALTON ERIC	2,400.00	2,532.42	0.00	(132.42)	105.52			
Total Dept 790 - LIBRARY		30,000.00	31,655.28	0.00	(1,655.28)	105.52			
TOTAL EXPENDITURES		2,047,155.00	1,330,158.45	47,827.25	716,996.55	64.98			
TOTAL REVENUES - ALL FUNDS		2,192,650.00	1,733,401.83	0.00	459,248.17	79.06			
TOTAL EXPENDITURES - ALL FUNDS		2,047,155.00	1,330,158.45	47,827.25	716,996.55	64.98			
NET OF REVENUES & EXPENDITURES		145,495.00	403,243.38	(47,827.25)	(257,748.38)				

**Building**

Permit #	Contractor	Job Address	Fee Total	Const. Value
PB21-0054	Zho, Yu or Stella	14692 205TH AVE	\$156.00	\$19,200
<b>Work Description:</b> METAL CARPORT - 24'X40'				
PB21-0056	TENWALDE, JASON	20449 THORNAPPLE LANE	\$595.00	\$80,000
<b>Work Description:</b> NEW RESIDENCE: MAIN 1,353 SQFT, BASEMENT 1,353 SQFT, GARAGE 277 SQFT				
PB21-0057	WALTERS-DIMMICK PETROLE	21445 PERRY AVENUE	\$200.00	\$4,850
<b>Work Description:</b> SIGN - JIMMY JOHN'S				
PB21-0058	BIG VALUE CENTER LLC	14299 NORTHLAND DRIVE	\$287.45	\$8,000
<b>Work Description:</b> ALTERATION TO EXISTING, WALLS, ETC.				
PB21-0059	GARRETT, JEFF & KELSEY	12325 NORTHLAND DR	\$298.00	\$30,720
<b>Work Description:</b> POLE BARN 32'X48'				

**Total Permits For Type: 5**  
**Total Fees For Type: \$1,536.45**  
**Total Const. Value For Type: \$142,770**

**Electrical**

Permit #	Contractor	Job Address	Fee Total	Const. Value
PE21-0058	PEAK PROPERTIES LLC	18061 MILTON AVE	\$85.00	\$0
<b>Work Description:</b> SERVICE, 1 INSPECTION				
PE21-0059	COOK ZACHARY F & SARAH R	16726 230TH AVE	\$90.00	\$0
<b>Work Description:</b> Change Service				
PE21-0060	BOUMAN, JERRY	18031 16 MILE RD	\$92.00	\$0
<b>Work Description:</b> SERVICE, 220 OUTLET, 1 INSPECTION				
PE21-0061	SCHAPER MARLENE L	18600 GARFIELD RD	\$151.00	\$0
<b>Work Description:</b> 200 AMP SERVICE, LIGHTING FIXTURES, 2 220 OUTLETS, FEEDER/BUSS DUCT, 2 INSPECTIONS				

**Total Permits For Type: 4**  
**Total Fees For Type: \$418.00**  
**Total Const. Value For Type: \$0**

**Mechanical**

Permit #	Contractor	Job Address	Fee Total	Const. Value
PM21-0087	SCHAPER MARLENE L	18600 GARFIELD RD	\$175.00	\$0
<b>Work Description:</b> RESIDENTIAL HEATING SYSTEM, WATER HEATER, GAS PIPING, AIR CONDITIONING, 1 INSPECTION				

PM21-0088 CHIPMAN DAVID & KRISTI 14971 190TH AVE \$165.00 \$0

**Work Description:** GAS/OIL BURNING FURNACE, CHIMNEY, GAS PIPING, AIR CONDITIONING, 1 INSPECTION

PM21-0089 HAWLEY, ANDY & JESSICA 13421 WOODLAND CT \$105.00 \$0

**Work Description:** GAS/OIL BURNING FURNACE, 1 INSPECTION

PM21-0090 ALEXIS HAZEN 13692 NORTHLAND DRIVE \$240.00 \$0

**Work Description:** RESIDENTIAL HEATING, GAS/OIL BURNING, AIR CONDITIONING, 3 EXHAUST, 2 INSPECTIONS

**Total Permits For Type: 4**

**Total Fees For Type: \$685.00**

**Total Const. Value For Type: \$0**

## Plumbing

**Permit # Contractor Job Address Fee Total Const. Value**

PP21-0019 BIG VALUE CENTER LLC 14315 NORTHLAND DRIVE \$130.00 \$0

**Work Description:** 3 FIXTURES, 2 INSPECTIONS

PP21-0020 BIG VALUE CENTER LLC 14299 NORTHLAND DRIVE \$150.00 \$0

**Work Description:** RENOVATION TO HAIR SOLON: 6 FIXTURES, 2 INSPECTIONS

**Total Permits For Type: 2**

**Total Fees For Type: \$280.00**

**Total Const. Value For Type: \$0**

## Zoning Clearance

**Permit # Contractor Job Address Fee Total Const. Value**

PZ21-0021 CHAFFEE MICHAEL D & MARY 14223 NEW MILLPOND RD \$25.00 \$0

**Work Description:** Pole Barn

PZ21-0022 TENWALDE, JASON 20449 THORNAPPLE LANE \$25.00 \$0

**Work Description:** SETBACK FOR NEW HOME

PZ21-0023 GARRETT, JEFF & KELSEY 12325 NORTHLAND DR \$25.00 \$0

**Work Description:** ZONING CLEARANCE FOR POLE BARN

**Total Permits For Type: 3**

**Total Fees For Type: \$75.00**

**Total Const. Value For Type: \$0**

# Report Summary

**Grand Total Fees: \$2,994.45**

**Grand Total Permits: 18**

**Grand Total Const. Value: \$142,770**

**Big Rapids Charter Township**

**Cemetery and Grounds Monthly Report**  
*OCT. 2021*

Activity:

- 1- Mowing. Blowing leaves.
- 2- Low branch cutting. Picking up sticks
- 3- Full Burials = 1. Cremains. = 4.
- 4- Foundation orders = 5

Month summary:

Replumbed main water line with Bill, still has small drip. 4 rain days this month, still mowing in first half on this month due to warm weather and no leaves have fallen. Got all blowers up and running ready for leaves. Rewired LED lights in BRT sign. Started blowing leaves on the 14<sup>th</sup>. Blew out water lines @ cemetery and park on the 27<sup>th</sup>. As of the 27<sup>th</sup> of Oct., We still have trees with ½ to ¾ of their leaves still in the trees.

Marc Veldman  
Grounds Manager

**FIRE DEPARTMENT REPORT**  
**NOVEMBER 2, 2021**

**Item "F"**

**General:**

The department continues to run well. October was a busy month for the fire department. We conducted several fire safety outreach sessions with the local day cares and retailers. We held our annual Community Halloween Party on the 31<sup>st</sup>. We are struggling to complete the basement project as it seems that we are being directed in several different ways as to how and what needs to be completed.

The Mecosta County Fire Chief's Assistance To Firefighters Grant through FEMA is rumored to have been denied. We have not received official notice of this from the fiduciary department at this time though. This is the Grant to replace our outdated and partially unserviceable SCBA packs. We need to explore options for replacing the air packs on our own at this point. We have the option to purchase outright or finance the purchase. We would be looking at a full replacement of the current Scott SCBA packs and conversion to Draeger SCBA. The Draeger SCBA were sound winners in the evaluation process of all available brands during the FEMA Grant process. At this point we are waiting to hear an official determination on the grant and will likely work with Big Rapids City Fire to make a decision on what brand to proceed with due to our close working nature and the need to be interoperable with them.

**Call Volume:**

Total calls for the month of October 2021:37

24 Medical, 3 Structure Fire, 0 Grass Fire/Controlled Burn, 1 Auto Accident, 0 Power Line Down, 0 Vehicle Fire, 0 Smoke/Odor, 0 Dumpster Fire, 4 Cover/Service/Standby, 0 Collapse, 1 Gas Leak, 0 Inspection, 0 Airport Emergency, 0 Fire Alarm, 0 Water Rescues, 0 Fire Investigation, 0 Haz-Mat, 0 Elevator/Technical Rescue and 0 Drone Activations.

Year to Date Call volume 2021: 349

Year to Date Response Times: ***This section was not updated due to a server error with our reporting system.***

Turnout Time (dispatch to truck en-route): 5 minutes and 26 seconds.

Response Time (dispatch to on scene): 11 minutes and 03 seconds.

Year to Date Call Locations:

BR TWP	269
Austin	
Barryton	2
Big Prairie	
City of Big Rapids	18
Evart	2
Colfax TWP	4
Green	6
Mecosta TWP	
Morley	
Morton TWP	1
Barton TWP	2
Norwich TWP	1
Reed City	

**Personnel:**

We are currently at a roster of 20. We would like to add Marissa Baas to the roster as a Cadet Firefighter. Marissa is a Criminal Justice student at Ferris. We would like to add Christian Schoemaker as a Junior Firefighter. He is a BRHS student and the son of one of our new firefighters, April Metz.

Our command staff are Chief Tubbs, Deputy Chief Douglass, Captain Jim Chapman, Lieutenant Nick Wyma and Lieutenant Adam Perez.

**Training:**

Training this month consisted of truck checks, hose testing and search and rescue.

**Repairs Completed:**

We were able to find a replacement rear end for Grass Rig 7 and have it installed. It is now back in service. Grass Rig 4 is having some electrical issues and will be scheduled for repair this week.

**Station Maintenance:**

We have dug up the basement wall to the level of the leaks. We were in the process of preparing the area for concrete but were advised by Supervisor Stanek to hold off until Clerk Saez husband could come look at the wall and attempt to seal it with cement. That was scheduled to happen on the evening of October 26. Mr. Saez did not show on the 26<sup>th</sup> and we were advised that a discussion with Chuck Bailey from the fire committee was had with Supervisor Stanek and that Mr. Bailey now knew what the plan was. We are quickly running out of time to pour concrete if that is our plan. We could seal the cracks as previously planned and refill the trench with stone and see how that works this winter and spring. If it does not solve the issue then we could proceed in the spring with the full concrete solution that was discussed previously.

**Budget/Purchasing over \$2,500.00:**

None at this time.

October 29, 2021

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

RE: Monthly Lift Station Report

Dear Bill,

The lift stations are working properly for the most part. There is an ongoing issue with Gilbert St that we have narrowed down to a utility power issue. I have contacted Windemuller Electric to install a power monitor to try and pinpoint the problem.

At Menards lift station, the Mission screen has gone blank again. They have shipped us a new screen and we should have that sometime next week.

We are still waiting to hear from Wolverine Power on the parts for the ATS at North State st lift station.

Otherwise, mechanically the lift stations are functioning properly.

Sincerely,

Todd Shank  
Northwest Kent Mechanical Co.

**Big Rapids Township Industrial Park Water Treatment Plant Monthly Report****October 2021**

All operations are normal at the plant. Maintaining a chlorine residual of around 0.6 parts per million or mg/L. Diesel fuel for generator is about 5/8 tank. Well number 1 and 2 are both working good and producing ample water for the system. Sensaphone has been working good and no problems with it. Sent in the fourth quarter PFAS samples to EGLE lab, awaiting the results. Chlorine is being checked regularly with the Hach Color wheel. The Hach automatic chlorine analyzer is still not working properly so we are not using it until we can get it fixed or sent in for service to Hach. Fourth Quarter Bacteriological sample will be due this quarter. All other pumps, valves, motors VFD's and electronics are operating normally. Both wells are providing ample water for the distribution system. More floor paint removal and scraping/rust removal in the chlorine room , and application of 2 part epoxy paint to keep floor rust under control.



## **Cemetery Committee**

### **Meeting**

**October 12, 2021**

**2:00 pm**

**Meeting held at the township office**

Rosemary Jennings, Alma Wortley, and Marc Veldman present.  
Gary Gawne, Mary Hively, Penny Currie, and Carman Bean absent.  
Also present was supervisor Stanek.

Bill Stanek called the meeting to order in the absents of Gary.

Marc's reports for August and September were review.

Marc stated that he is checking out the blowers and getting ready for leaf pickup. He is hoping to get some extra help from a Ferris group and hopefully some community service people. Other-wise he thinks we should be OK for fall.

Bill reported on the Cemetery Building Committee meeting. They are looking into using the money that was given for the entrance building on replacing and improving the entrance. They are looking for prices of what it would cost to take it back to a replica of what it used to look like.

They are recommending that if we do that, that donors will have the option of requesting their money back.

Discussion on a new truck for the cemetery took place, Bill shared that now is not the time to buy a truck, with the shortages and prices.

Marc stated that the wild flowers have been planted and fertilized. They have already started to come up.

Bill brough up the idea of a columbarium and stated that he would to see more information for the December meeting. This would be another possibility besides a scatter ground.

Meeting adjourned at 3:20 pm

Bill Stanek, acting secretary

## Fire Committee Meeting

10-21-2021

7:00 PM

Jim Tubbs, Chuck Bailey, Jerry Everett, and Bill Stanek present  
Hannah Saez, Aaron Holsworth, and Perry Douglas, absent  
Also, present was Adam Perez

Bill thanked the department for their participation in the caravan for Roland Garrett. Received several good comments.

Jim said they are still waiting to hear for sure on the county wide grant, he has heard rumors that we may have been turned down again.

They have not had the time to get the drain pipe under the sidewalk yet. They have started with the repair on the wall, Hannah's husband said he could help on Tuesday afternoon the 26<sup>th</sup>. With all the electrical and gas lines in the area it will probably be best not to cement it. The goal will be to fill the cement, seal coat the wall that is exposed, fill and compact sand, and then cover with some clay so that water will run away from the building.

Bill informed the committee that a new grant cycle is now open for an insurance safety grant.

Adam reported that the ISO inspection went well, but he still needs to get them some additional information.

Jim said he was planning on going to the workshop the city put on, but didn't have time and no one else went. This was on writing grants, budgeting and operating small fire departments.

Current spending is within budget, looks good at this time.

Jim said they are still looking for more people to join the department. They are down to 20 at this time.

Jim said they would have the second bay from the east ready when needed for snow plow truck.

Meeting adjourned at 8:05 pm

Bill Stanek, acting secretary

**MINUTES  
BIG RAPIDS CHARTER TOWNSHIP  
PLANNING COMMISSION**

**Tuesday, October 12, 2021 --- 7:00 p.m.**

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

**I. CALL TO ORDER: 7:00 P.M.**

Chairperson Amanda Wethington called the regular meeting of the Big Rapids Charter Township Planning Commission to order at the township hall on Tuesday, October 12, 2021 at 7:00 p.m.

**II. ROLL CALL:**

Present: Mike Bigford, Zach Cook, Mary Davis, Gordon Oliver, Mark Sweppenheiser and Amanda Wethington. Carman Bean was absent. The record shows there is a quorum. Also present: Zoning Administrator and Recording Secretary, Timothy Kleinheksel and Township Supervisor, Bill Stanek.

**III. CONFLICTS OF INTEREST:**

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

**IV. MINUTES:**

Mrs. Wethington asked the Commission members to review the minutes of the September 14, 2021 meeting. Mr. Oliver made a motion to approve the September 14, 2021 minutes as submitted. Mr. Cook supported the motion. There was no further discussion. The motion passed unanimously with six ayes.

**V. SUP21-005 HARVEY/MAGNUSON LLC:**

Mrs. Amanda Magnuson, co-owner, presented the overview of the "Big Stretch Resort", a dog care and boarding facility at 22566 13 Mile Road, Big Rapids Township. The presentation included options for sound control by the use of insulation and sound absorbing baffles. Much discussion followed with public input from adjoining land owners, and Mr. John Lewis, attorney for a group of neighbors. The majority of the opposition being potential excessive noise levels from the proposed kennels. Adding support and clarification for the applicants was Michelle Radloff, a dog attorney. After lengthy discussion amongst the Planning Commission, Mr. Bigford made a motion to approve the application of SUP21-005 with the stipulations that the capacity at the facility be limited 30 dogs, that the hours of operation be 7:00am to 7:00pm, that there will be no dogs outside after 7:00pm, that the sound dampening baffles be included in the construction, and that landscaping be installed at the property. Mrs. Davis supported the motion. The motion passed unanimously with six ayes via roll call vote.

**VII. PUBLIC COMMENT:**

Public comments for both sides were voiced concerning SUP21-005.

**VIII. ADJOURNMENT:**

Hearing no further business for the Planning Commission, Mrs. Wethington adjourned the meeting at 8:26pm.

**Roads Committee Minutes  
October 28, 2021**

Chris Teceno, Bob Parsons, Tim Nestle, and Bill Stanek Present

Carman Bean and Roger Schneidt absent

Bill presented the Paser Ratings the Road Commission completed this year. He also updated the charts that show how we have improved from year to year with the list of money that has been invested into roads by the township over the years. He also shared what we have in the proposed 2022 budget.

Tim explained the program the County Road Commission is going to do this year. They will give each township \$62,500 for road projects this year but will not be doing any Primary Road work this year. If a township wants primary roads worked on, they will have to pay for it.

Bill also updated the board on the roads that he receives the most complaints on, but told them to do what they felt were the most needs, not the complaints.

They ask Tim to get quotes on: Woodward Ave, 220<sup>th</sup> to 230<sup>th</sup>

215<sup>th</sup>, 13 Mile to 14 Mile

183<sup>rd</sup>, north of Garfield

18 Mile, Northland Dr to 205<sup>th</sup> (Green ask if we would do half)

205<sup>th</sup>, Northland Dr to 18 Mile

A couple of small chip and fog portions

Waldron Way, Culvers to Woodward (only if other funds are not available)

Once the committee receives these estimates they will meet and make their recommendation to the board.

In looking at 2023 and 2024 230<sup>th</sup> Ave from Woodward to 18 Mile, and 180<sup>th</sup> from 16 mile to county line.

The committee also discussed using some Metro Funds to do some tree work on Milton Ave

Bill Stanek, secretary

## Supervisor's Report

### OCTOBER 2021

October has been very smooth compared to last month. Tim came back the second week, four hours a day, and then full time the last couple of weeks. It really helped me appreciate what Tim does for the township.

We have not been able to meet on the user charge with Green and the city, so it will be another month before we have an updated contract to approve. I spent 2 ½ days listening to the tax tribunal case with Walmart. We will not know what the judge decides for a while yet. He has up to 30 days to let us know, but I don't have much hope for them going our way. The appraiser we hired was on the witness stand for most of a day, and their attorney just tore him apart. I hope things come out better than I expect.

I made the changes to the 2022 budget and have an updated copy for the public hearing. I will also be bringing some changes to the board for approval on the current budget.

I finally had some time this month to get some material ordered for the hall building. I have most of the windows and the plywood and insulation to go on the outside. I also have the stack stone ordered for the exterior. Marc has the new light installed in the sign, and it looks great.

I was able to hire a new deputy that has already started. His name is Brian Carr. He will be working with the committee on the cemetery entrance. Mayor Hogenson has made some contacts with a class at Ferris that may be able to do some of the work for us. Brian will be following up on some of this for me. He is also going to be working with the sidewalk/transportation committee. Brent Mason started working with them and did not have the time to follow up with the people involved. Brian has the information that Brent worked on. In Brian's spare time he will be helping me on the hall building.

This month I did attend the city/county/Ferris and two MCDC meetings as well as our planning commission, fire committee, and road committee meetings.

Thanks, Bill

**2021 Budget Amendment Recommendations**

General Fund					change	
101-000-574.000	State Shared Revenue	from	296,000.00	to	401,000.00	105,000.00
101-000-698.000	Advance from Fund Balance	from	155,000.00	to	71,000.00	(84,000.00)
101-215-714.000	Clerk Health Insurance	from	8,000.00	to	19,000.00	11,000.00
101-257-801.000	Tax Tribunal Appeals	from	15,000.00	to	25,000.00	10,000.00
Liquor Law Fund						
212-000-669.100	Liquor law enforcement	from	5,600.00	to	11,920.00	6,320.00
212-300-801.000	Liquor Law Enforcement	from	5,600.00	to	11,920.00	6,320.00
Building Fund						
249-000-608.000	Charge for Services	from	55,000.00	to	61,000.00	6,000.00
249-371-703.000	S & W Electrical Insp	from	4,500.00	to	7,500.00	3,000.00
249-371-704.000	S & W Mechanical Insp	from	7,600.00	to	10,600.00	3,000.00
Library Fund						
271-000-699.100	Advance From Fund Balance	from	0.00	to	2,000.00	2,000.00
271-790-699.010	Contract Big Rapids Library	from	27,600.00	to	29,440.00	1,840.00
271-790-991.020	Contract Walton Erickson	from	2,400.00	to	2,560.00	160.00
ARPA Fund						
285-000-528.000	ARPA income	from	0.00	to	253,500.00	253,500.00



Wolverine Power Systems  
3229 80th Avenue  
Zeeland MI 49464  
(800) 485-8068

# Quote

Order Number: 0676372  
Order Date: 10/8/2021  
Salesperson: WPZ  
Customer Number: BIG003

**Sold To:**  
BIG RAPIDS CHARTER TOWNSHIP  
14212 NORTHLAND DRIVE  
BIG RAPIDS, MI 49307

**Ship To:**  
BIG RAPIDS CHARTER TOWNSHIP  
1338 N. STATE ST.  
STATE ST LIFT STATION  
BIG RAPIDS, MI 49307

**CONFIRM TO:**

Phone: (231) 796-3603 Fax: (231) 796-1887

Customer P.O.	Ship VIA	F.O.B.	Terms
			Net 30

Item Number	Unit	Ordered	Shipped	Back Order	Price	Amount
THIS IS A QUOTE TO PERFORM THE FOLLOWING WORK DURING OUR NORMAL BUSINESS HOURS: -REPLACE CONTROL BOARD -REPLACE PANEL MEMBRANE DISPLAY ***INCLUDES EXPEDITED SHIPPING						
300-5146-01	EACH	1.00	0.00	0.00	1,190.643	1,190.64
PCB ASSY-DIG MDL (TEXT)						
300-5392	EACH	1.00	0.00	0.00	577.314	577.31
PANEL MEMBRANE						
/NRSCALL		1.00	0.00	0.00	300.000	300.00
NON RESIDENTIAL SERVICE CALL						
/NRSLABOR		2.00	0.00	0.00	155.000	310.00
LABOR (NRS)						

THIS QUOTE IS VOID AFTER 30 DAYS AND IS SUBJECT TO PARTS AVAILABILITY. THIS QUOTE DOES NOT INCLUDE ADDITIONAL REPAIRS TO UNFORESEEN DAMAGE OR ADDITIONAL LABOR CAUSED BY CIRCUMSTANCES OUTSIDE OF OUR DIRECT CONTROL. UNLESS SPECIFICALLY LISTED ABOVE, THIS QUOTE DOES NOT INCLUDE ANY PRIOR SITE VISITS OR WORK. CUSTOMER IS RESPONSIBLE FOR ANY AND ALL RESTOCKING FEES, FREIGHT CHARGES, NON-RETURNABLE PARTS AND/OR MATERIALS UPON APPROVING THIS QUOTE AND WILL BE CHARGED ACCORDINGLY IF THIS ORDER IS CANCELLED FOR ANY REASON. WOLVERINE POWER SYSTEMS IS NOT LIABLE FOR LOSSES OR ANY CONTINGENT LIABILITIES ARISING FROM THE OPERATION OF THIS SYSTEM OR THE FAILURE OF THIS SYSTEM TO OPERATE.

APPROVED BY (Please Print): \_\_\_\_\_

CUSTOMER SIGNATURE: \_\_\_\_\_

## GENERATOR SALES - SERVICE - RENTALS - PARTS

Net Order:	2,377.95
Less Discount:	0.00
Freight:	65.00
Sales Tax:	106.08
<b>Order Total:</b>	<b>2,549.03</b>





Employment Application

Full Name: Baas Marissa Date: 9/6/21  
Last First MI

Address: 3663 Merrimont Ct SE  
Street Address Apartment/Unit #  
Kentwood MI 49512  
City State ZIP Code

Phone: (616) 419-0615 Email: marissa.baas2@gmail.com

Date of Birth: 02/12/2001 Driver's License No: \_\_\_\_\_ Issuing State: Michigan

Do you have reliable transportation?  YES  NO

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 yes, when? \_\_\_\_\_

Do you have any traffic violations?  YES  NO If yes, explain: \_\_\_\_\_

Have you ever been convicted of a crime?  YES  NO If yes, explain: \_\_\_\_\_

High School: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate?  YES  NO Diploma: \_\_\_\_\_

College: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate?  YES  NO Degree: \_\_\_\_\_

Other: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate?  YES  NO Degree: \_\_\_\_\_

Big Rapids Township Fire Department operates as an "On Call" service. The type and time of call is variant on emergencies that arise in the community. Firefighters and responders are expected to work in all types of weather conditions and at any type and length of time throughout the day and/or night as required by the emergencies

Is there anything that would restrict you from performing duties? YES  NO  If yes, explain? \_\_\_\_\_

Are there any times of the day/week that you are not available to respond to calls? YES  NO  If yes, when? The Weekends

Do you have any previous Emergency Services experience? YES  NO  If yes, when? \_\_\_\_\_ What Department? \_\_\_\_\_

Supervisor: \_\_\_\_\_ May we contact? YES  NO  Phone Number \_\_\_\_\_

Do you have a current State of Michigan Medical License? YES  NO  If yes, what level? \_\_\_\_\_ Expires \_\_\_\_\_ License # \_\_\_\_\_

Do you have a current CPR/AED Certification? YES  NO  If yes, Expiration \_\_\_\_\_ Michigan Firefighters Certification? YES  NO  If yes, what level? \_\_\_\_\_

List any other type of certifications: \_\_\_\_\_

Branch \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Rank at Discharge \_\_\_\_\_ Type of Discharge \_\_\_\_\_

If other than honorable, explain \_\_\_\_\_

Please list three references that you are not related to

Full Name Randy Tate Relationship Soccer Coach  
Phone (616) 485-5836

Full Name Elizabeth Becker Relationship Work Boss  
Phone (585) 645-2155

Full Name Tim Sibilla Relationship Boyfriends Dad  
Phone (616) 490-5174

# Marissa Baas

Objective: To go into the field of Forensic science and discover new things about the body. I want to be able to solve the puzzle of what happened to this person

3663 Merrimont Ct SE,  
Kentwood, MI 49512  
(616)419-0615  
Marissa.baas2@gmail.com

## EXPERIENCE

### **Avalon Building Concepts, 5017 Division Ave s, Grand Rapids, MI 49548**

July 20, 2017-March 9, 2019

#### **Canvasser**

- Responsible for communication with potential clients
- Talk to homeowners about improving any exterior or interior work on their homes.
- Organize/manage appointments and leads by setting up a time and day for our workers to come out.

### **Subway, 6748 Kalamazoo Ave SE Caledonia, MI 49508**

August 27, 2018-August 24, 2019

#### **Sandwich Artist**

- Create the customers' sandwiches with speed and efficiency
- Wash up the store and make the store ready for the next day
- End the customers' time with a smile on my face

### **Under Armour, 350 84th St SW Suite 100, Byron Center, MI 49315**

August 26 2019-October 3, 2019

#### **Sales Associates**

- Fold and stock clothing/shoes
- Cash-out the customers and make sure they got what they wanted
- Welcome customers in the store

### **Firerock Grille, 7177 Kalamazoo Ave SE, Caledonia, MI 49316**

October 8, 2019

#### **Banquet Server**

- Clear tables of any finished plates or drinks
- Clean up each room, so it's spotless for the next event
- Set up/ flip the rooms to match the next event

**Volunteering**  
**Cornerstone United**  
**Methodist Church**  
(2011-Present)  
**Rustic Market**  
(2009-2013)

#### **Extracurriculars**

##### **Girl Scouts-Cadet**

7 years

##### **Soccer-Midwest United**

3 years

##### **Ayso**

6 years

##### **Yearbook**

On the design team

Design color, theme, and fonts for the yearbook

**Target, 1925 Marketplace Dr SE, Caledonia, MI 49316**

October 19, 2020-June 4, 2021

***Inbound***

- Putting boxes on the specific cart
- Bringing the cart onto the floor and pushing the shelves with more products
- Backstocking overflow products
- Taking care of repacks and sorting the stuff inside the box to bring to the floor

**EDUCATION**

**West Michigan Aviation Academy, Grand Rapids, MI 49512**

2015-2019

**GPA: 3.6/4.0**

***Coursework Highlights:*** Yearbook, AP Biology, and Creative Writing

**Grand Rapids Community College, Grand Rapids, MI 49503**

2019-2021

**GPA: 3.5/4.0**

***Coursework Highlights:*** African American History, Finite Mathematics, Intro to Humanities

**Ferris State University, Big Rapids, MI 49307**

2021

**GPA:**

***Coursework Highlights:***

**Item "Q"**

Check Date	Bank	Check Number	Name	Check Amount	Physical Check Amount
11/01/2021	GEN	12756	AMBLER, ALLEN S	343.45	299.15
11/01/2021	GEN	12757	ANTOR, GERALD A	875.40	805.94
11/01/2021	GEN	12758	BECHAZ, MARY L	780.00	687.18
11/01/2021	GEN	12759	BELKA, SCOT A	379.31	320.38
11/01/2021	GEN	12760	BERENS, DYLAN I	993.64	799.00
11/01/2021	GEN	12761	BIGFORD, MICHAEL R	50.00	46.17
11/01/2021	GEN	12762	BOOHER, GAVIN M	526.50	437.47
11/01/2021	GEN	12763	BUYS, RANDALL J	394.98	364.76
11/01/2021	GEN	12764	CALIFF, MICHAEL H	713.50	590.17
11/01/2021	GEN	12765	CARR, BRIAN ROBERT	257.33	226.71
11/01/2021	GEN	12766	CHAPMAN, JAMES M	767.03	675.76
11/01/2021	GEN	12767	COOK, ZACHARY F	50.00	46.18
11/01/2021	GEN	12768	CROCKETT, JARED N	133.35	50.81
11/01/2021	GEN	12769	CURRIE, PENNY M	3,266.67	758.73
11/01/2021	GEN	12770	DAVIS, MARY B	50.00	46.17
11/01/2021	GEN	12771	DOUGLASS, PERRY IV A	858.33	663.27
11/01/2021	GEN	12772	EVERETT, JERALD D	145.83	128.47
11/01/2021	GEN	12773	GEIB, ANTHONY C	145.83	128.47
11/01/2021	GEN	12774	JONES, JERRAD C	614.75	513.04
11/01/2021	GEN	12775	KLEINHEKSEL, TIMOTHY J	2,015.63	1,780.81
11/01/2021	GEN	12776	KONZDIOLKA, CHERYL L	312.00	288.14
11/01/2021	GEN	12777	MASON, BRENT	320.00	295.52
11/01/2021	GEN	12778	MCARTHUR, IAN D	131.66	114.66
11/01/2021	GEN	12779	METZ, APRIL I	337.83	297.62
11/01/2021	GEN	12780	METZ, STEVEN L	450.44	396.84
11/01/2021	GEN	12781	MOSS, MARK E	717.00	631.67
11/01/2021	GEN	12782	OLIVER, GORDON	50.00	44.04
11/01/2021	GEN	12783	PEREZ, ADAM	482.42	420.19
11/01/2021	GEN	12784	SAEZ, HANNAH C	3,266.67	2,135.55
11/01/2021	GEN	12785	STANEK, WILLIAM F	3,066.67	795.04
11/01/2021	GEN	12786	SWEPPENHEISER, MARK A	50.00	46.18
11/01/2021	GEN	12787	TECENO, CHRISTOPHER S	145.83	128.46
11/01/2021	GEN	12788	TUBBS, JAMES	1,041.67	951.56
11/01/2021	GEN	12789	VELDMAN, MARC	3,316.31	2,585.14
11/01/2021	GEN	12790	WETHINGTON, AMANDA R	50.00	44.05
11/01/2021	GEN	12791	WINGET, SCOTT A	1,295.63	1,158.80
11/01/2021	GEN	12792	WYMA, NICHOLAS A	758.20	617.50
11/01/2021	GEN	STUB46	BEAN, CARMAN	145.84	0.00

Totals: Number of Checks: 038 29,299.70 20,319.60

Total Physical Checks: 37

Total Check Stubs: 1

Check Date	Bank	Check	Vendor	Vendor Name	
Bank GEN GENERAL TOWNSHIP CHECKING					
10/15/2021	GEN	32931	BS&00	BS&A SOFTWARE	3,033.33
10/15/2021	GEN	32932	CHA01	CHARTER COMMUNICATIONS	451.33
10/15/2021	GEN	32933	CIT02	BIG RAPIDS CITY TREASURER	16,223.75
10/15/2021	GEN	32934	CON00	CONSUMERS ENERGY	868.48
10/15/2021	GEN	32935	DTE00	DTE ENERGY	449.03
10/15/2021	GEN	32936	DTE00	VOID	0.00 V
10/15/2021	GEN	32937	ELITESIGNS	ELITE SIGNS	768.00
10/15/2021	GEN	32938	GRANGER	GRANGER	206.95
10/15/2021	GEN	32939	HOPE	HOPE NETWORK WEST MICHIGAN	126.00
10/15/2021	GEN	32940	MAVERICK	MAVERICK DRONE SYSTEMS	5,239.00
10/15/2021	GEN	32941	MDC00	MECOSTA COUNTY DEVELOPMENT CORP.	4,000.00
10/15/2021	GEN	32942	MEC01	MECOSTA COUNTY ROAD COMMISSION	354.55
10/15/2021	GEN	32943	MIK00	MIKA, MEYERS, BECKETT & JONES	63.00
10/15/2021	GEN	32944	MOS00	MICHIGAN OFFICE SOLUTIONS	147.49
10/15/2021	GEN	32945	NORTHWEST	NORTHWEST KENT MECHANICAL CO.	3,045.96
10/15/2021	GEN	32946	ORKIN	ORKIN	82.80
10/15/2021	GEN	32947	PIO00	THE PIONEER GROUP	109.65
10/15/2021	GEN	32948	STA01	STATE STREET HARDWARE	73.96
10/15/2021	GEN	32949	WOL01	WOLVERINE POWER SYSTEMS	1,135.44
10/15/2021	GEN	9930240(E)	SBS00	SMALL BUSINESS ADMIN SERVICES LLC	52.50
10/19/2021	GEN	32950	BS&00	BS&A SOFTWARE	6,050.00
10/19/2021	GEN	32951	CON00	CONSUMERS ENERGY	1,916.83
10/19/2021	GEN	32952	CON00	VOID	0.00 V
10/19/2021	GEN	32953	ESRI	ENVIRONMENTAL SYSTEMS RESEARCH INST	400.00
10/19/2021	GEN	32954	STANEK	BILL STANEK	1,025.51
10/19/2021	GEN	9930241(E)	FIR00	FIRST NATIONAL BANK	9,863.04
10/29/2021	GEN	32974	CIT00	CITY OF BIG RAPIDS	37.51
10/29/2021	GEN	32975	MISDU	MICHIGAN STATE DISBURSEMENT UNIT	66.68
11/02/2021	GEN	32955	ACC00	ACCIDENT FUND COMPANY	1,120.10
11/02/2021	GEN	32956	ADAMSASSOC	ADAMS & ASSOCIATES APPRAISAL CO LLC	7,825.00
11/02/2021	GEN	32957	BIG RAPIDS	BIG RAPIDS FLEET & AUTO REPAIR, INC	155.00
11/02/2021	GEN	32958	BIG01	BIG RAPIDS TWP SEWER REC. FUND	49.35
11/02/2021	GEN	32959	CON00	CONSUMERS ENERGY	515.42
11/02/2021	GEN	32960	EGLE	MICH DEPT OF ENV, GREAT LAKES, ENER	603.11
11/02/2021	GEN	32961	FERRISPRIN	FERRIS PRINTING SERVICES	265.00
11/02/2021	GEN	32962	KCI	KCI	1,034.00
11/02/2021	GEN	32963	KEVIN C	KEVIN CUSHWAY	520.83
11/02/2021	GEN	32964	KLEIN	TIMOTHY KLEINHEKSEL	26.32
11/02/2021	GEN	32965	KONDZ01	CHERYL KONDZIOLKA	101.92
11/02/2021	GEN	32966	LARA	STATE OF MICHIGAN	10.00
11/02/2021	GEN	32967	MEN00	MENARDS	26.35
11/02/2021	GEN	32968	MIGHTY	MIGHT MUFFLER & BRAKE	653.83
11/02/2021	GEN	32969	MOSS01	MARK MOSS	82.64
11/02/2021	GEN	32970	NAP00	BIG RAPIDS AUTO & TRUCK PARTS	23.35
11/02/2021	GEN	32971	PRIORITY H	PRIORITY HEALTH	2,700.71
11/02/2021	GEN	32972	STA01	STATE STREET HARDWARE	83.32
11/02/2021	GEN	32973	WIL02	ERIC D. WILLIAMS	1,030.00
11/02/2021	GEN	9930242(E)	CHE00	HUNTINGTON BANK	5,718.47
11/02/2021	GEN	9930243(E)	STA00	STATE OF MICHIGAN	821.11
11/02/2021	GEN	9930244(E)	VOYA	VOYA FINANCIAL	4,037.63

GEN TOTALS:

Total of 50 Checks:	83,194.25
Less Void Checks:	0.00
Total of 48 Disbursements:	83,194.25