

# BIG RAPIDS CHARTER TOWNSHIP BOARD REGULAR MEETING TUESDAY, AUGUST 3, 2021

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

## AGENDA

LEDGE OF ALLEGIANCE.

CALL TO ORDER: 7:00 p.m. ROLL CALL: \_\_ Stanek, \_\_ Saez, \_\_ Currie, \_\_ Bean, \_\_ Everett, \_\_ Techno

PUBLIC COMMENT:

ADDITIONS TO AGENDA:

SPECIAL APPEARANCE: Mark Baker-Marijuana request

### CONSENT AGENDA

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

### UNFINISHED BUSINESS:

1. Hall budget for exterior: **ITEM M**
2. Afternoon Position: **ITEM N**
3. Other:

### NEW BUSINESS:

1. Conflict of Interest Policy: **ITEM O**
2. Park Hours:
3. Cemetery Helper request from Marc:
4. Other:

### Financial

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

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, JULY 6, 2021**

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, Bean, Everett, present. Geib absent.

ADDITIONS TO AGENDA: American Rescue Plan Act

SPECIAL APPEARANCE: Morgen Durga, Crusted Creations 231: Noted and filed. No appearance.

**CONSENT AGENDA**

1. June 1, 2021 Meeting Minutes:
2. May Treasurer's Report:
3. June Financial Report:
4. Building Department Report:
5. Cemetery and Grounds Report:
6. Fire Department Report:
7. Planning Commission Minutes:
8. Sewer Department Report:
9. Water Department Report:
10. Supervisor's Report:

A motion was made by Currie to approve of the consent agenda. Seconded by Bean. Motion passed unanimously.

**UNFINISHED BUSINESS:**

1. Budget for hall building: The committee will meet again to further discuss exterior budget to present to board.
2. Other:

**NEW BUSINESS:**

1. 2020 Audit: A motion was made by Currie to approve of the 2020 audit. Seconded by Saez. Motion passed unanimously.
2. Accept Trustee Resignation: A motion was made by Saez to accept Chris Merendino's resignation. Seconded by Bean. Motion passed unanimously.
3. Appointment of trustee to fill until mid-year election: A motion was made by Currie to appoint Chris Teceno as trustee to fill the open position effective immediately. Seconded by Bean. Motion passed unanimously.
4. Land Sale at Industrial Park: Dawn Matheny: Further discussing potential sale of land. No action taken.
5. Industrial Park request: Stanek to pursue and inform the board.
6. Office Manager Position: Will be publishing add in Pioneer and Indeed for Part time position.
7. Fire Department Request for wildfire gear (DNR match): A motion was made by Currie to approve of purchasing the gear for the Fire Department. Seconded by Bean. Motion passed unanimously on a roll call vote. Note that the Board was disappointed with no Fire Report or Representation at the meeting.
8. Gypsy Moth Discussion: Everett to reach out to a company to discuss billing/millage with townships.
9. Other: American Rescue Plan Act: A motion was made by Currie to approve of the application for the ARPA. Seconded by Saez. Motion passed unanimously.

**Financial**

10. Insurance for Fire Department: A motion was made by Saez to approve of the present plan for \$33,696.00. Seconded by Bean. Motion passed unanimously on a roll call vote.
1. I T RIGHT Increase: Noted.
2. Payroll: A motion was made by Bean to approve Payroll in the amount of \$21,368.34. Seconded by Everett. Motion passed unanimously on a roll call vote.
3. Accounts Payable: A motion was made by Bean to approve of Accounts Payables in the amount of \$42,510.49. Seconded by Everett. Motion passed unanimously on a roll call vote.

PUBLIC COMMENT: Discussion on Broadband. ARPA Meeting at Morton Twp on July 26<sup>th</sup>.

**ADJOURNMENT: 8:23p.m.**

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.

**Item "B"**

GL Number	Description	Ending Balance
101-000-001.000	Cash - Checking	550,353.07
101-000-001.001	Cash Non-Expendable	
203-000-001.000	CASH	103,210.19
204-000-001.000	CASH	285,405.82
206-000-001.000	Cash - Checking	280,678.94
212-000-001.000	Cash - Savings	13.75
246-000-001.000	Cash - Savings	
249-000-001.000	Cash - Savings	120,524.87
271-000-001.000	CASH	1,490.07
401-000-001.000	CASH	31,056.70
590-000-001.000	Cash - Savings	276,707.69
591-000-001.000	CASH	(8,261.65)
593-000-001.000	CASH	
701-000-001.000	Cash - Savings	
708-000-001.000	CASH	34,664.78
711-000-001.000	CASH	
711-000-001.100	HVC Cash Expendable	17,469.71
850-000-001.000	Cash - Savings	(18,388.31)
Beginning GL Balance:		1,674,925.63
Add: Cash Receipts		78,565.00
Less: Cash Disbursements		(171,105.33)
Less: Payroll Disbursements		(21,749.38)
Ending GL Balance:		1,560,635.92

GL Number	Description	Ending Balance
101-000-001.000	Cash - Checking	535,467.08
101-000-001.001	Cash Non-Expendable	
203-000-001.000	CASH	103,210.19
204-000-001.000	CASH	285,967.50
206-000-001.000	Cash - Checking	241,057.70
212-000-001.000	Cash - Savings	13.75
246-000-001.000	Cash - Savings	
249-000-001.000	Cash - Savings	120,310.24
271-000-001.000	CASH	1,564.96
401-000-001.000	CASH	31,056.70
590-000-001.000	Cash - Savings	220,097.64
591-000-001.000	CASH	(11,104.13)
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	17,469.71
850-000-001.000	Cash - Savings	(18,508.42)
Ending GL Balance:		1,560,635.92
Ending Bank Balance:		1,578,405.67
Add: Miscellaneous Transactions		1,138.02
Add: Deposits in Transit		0.00
Less: Outstanding Checks		

AP Checks

Check Date	Check Number	Name	Amount
06/24/2021	32762	ACCIDENT FUND COMPANY	1,120.10
06/24/2021	32763	CHARTER COMMUNICATIONS	129.98
06/24/2021	32764	CONSUMERS ENERGY	2,221.60
06/24/2021	32766	CSI EMERGENCY APPARATUS, LLC	107.11
06/24/2021	32767	DTE ENERGY	561.74
06/24/2021	32769	FIRST NATIONAL BANK	143.49
06/24/2021	32770	KEVIN CUSHWAY	520.83
06/24/2021	32771	LIONS CLUB OF BIG RAPIDS	2,500.00
06/24/2021	32772	MECOSTA COUNTY ROAD COMMISSION	165.47

Check Date	Check Number	Name	Amount
06/24/2021	32773	NORTHWEST KENT MECHANICAL CO.	2,068.
06/24/2021	32774	STATE STREET HARDWARE	395.93
06/24/2021	32775	STATE OF MICHIGAN	446.00
06/30/2021	9930214	JOHN HANCOCK LIFE INSURANCE COMPANY	2,069.56
06/30/2021	9930215	STATE OF MICHIGAN	854.10
06/30/2021	9930216	VOYA FINANCIAL	3,945.79
06/30/2021	9930217	BILL STANEK	202.41

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
11/01/2020	12370	FITZGERALD, LINDSAY	68.75
02/01/2021	12442	BIRD, RANDY	10.96
04/01/2021	12510	CHAPMAN, JAMES	136.70
05/01/2021	12547	DAVIS, MARY	46.18
05/01/2021	12551	FITZGERALD, LINDSAY	71.24
06/01/2021	12589	CURRIE, PENNY	758.74
06/01/2021	12594	ECKERT, JAN	210.00
06/01/2021	12596	FITZGERALD, LINDSAY	23.14

Total - 30 Outstanding Checks:  
Adjusted Bank Balance  
Unreconciled Difference:

18,907.77  
1,560,635.00  
0.

REVIEWED BY:

*Hannah Gray* 7/30

DATE:

# Item "C"

07/30/2021 REVENUE AND EXPENDITURE REPORT FOR BIG RAPIDS TOWNSHIP  
 PERIOD ENDING 08/01/2021  
 % Fiscal Year Completed: 58 %

GL NUMBER	DESCRIPTION	2021		YTD BALANCE		ACTIVITY FOR		AVAILABLE		% BDGT
		AMENDED	BUDGET	08/31/2021	NORMAL	MONTH 08/31/21	INCREASE	BALANCE	NORMAL	
					(ABNORMAL)		(DECREASE)	(ABNORMAL)		USED
Revenues										
Dept 000 - GENERAL										
101-000-402.000	Current Real Property Tax	187,500.00		174,343.41		0.00		13,156.59		92.98
101-000-411.000	Delinquent Real Property Tax	0.00		8,908.25		0.00		(8,908.25)		100.00
101-000-445.000	Penalties & Interest on Taxes	2,000.00		1,365.50		0.00		634.50		68.28
101-000-447.000	Property Tax Admin Fee	55,000.00		18,168.53		0.00		36,831.47		33.03
101-000-451.000	Business Licenses & Permits	17,500.00		8,622.48		0.00		8,877.52		49.27
101-000-574.000	State Shared Revenue	296,000.00		260,830.00		0.00		35,170.00		88.12
101-000-607.000	Ch. for Serv. (fees, zoning)	1,000.00		1,700.00		0.00		(700.00)		170.00
101-000-610.000	School Parcel Fee	6,000.00		0.00		0.00		6,000.00		0.00
101-000-632.000	Ch. for Serv. (sale cem. lots)	2,500.00		6,800.00		0.00		(4,300.00)		272.00
101-000-634.000	Ch. for Serv. (grave op & cl)	14,000.00		6,550.00		0.00		7,450.00		46.79
101-000-635.000	Chg For Serv Cem Foun & Misc	4,500.00		3,110.20		0.00		1,389.80		69.12
101-000-640.000	Ch. for Serv. (lot splits)	500.00		225.00		0.00		275.00		45.00
101-000-664.000	Int. & Div. on Earnings	6,000.00		511.43		0.00		5,488.57		8.52
101-000-667.000	Rent&Exp Building Dept	7,200.00		3,750.00		0.00		3,450.00		52.08
101-000-668.000	Sign Rental	4,000.00		4,000.00		0.00		0.00		100.00
101-000-675.020	Cemetery Annuity - Division of Assets	46,000.00		0.00		0.00		46,000.00		0.00
101-000-676.000	Reimbursements	2,000.00		9,536.46		0.00		(7,536.46)		476.82
101-000-687.000	REFUNDS	300.00		3,090.47		0.00		(2,790.47)		1,030.16
101-000-697.000	Transfer from other Fund	76,900.00		0.00		0.00		76,900.00		0.00
101-000-698.000	Advance from Fund Balance	155,000.00		0.00		0.00		155,000.00		0.00
203-000-665.000	SPECIAL ASSESSMENT INTEREST	2,000.00		1,998.88		0.00		1.12		99.94
203-000-672.000	Special Assessment Principle	49,900.00		49,971.56		0.00		(71.56)		100.14
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
206-000-582.000	Contribution Mecosta Co. F.R.	15,000.00		7,386.83		0.00		7,613.17		49.25
206-000-676.000	Reimbursements	0.00		2,011.35		0.00		(2,011.35)		100.00

GL NUMBER	DESCRIPTION	2021		YTD BALANCE		ACTIVITY FOR		AVAILABLE		% BDGT
		AMENDED	BUDGET	08/31/2021	08/31/21	MONTH	08/31/21	BALANCE	USED	
				NORMAL	(ABNORMAL)	INCREASE	(DECREASE)	NORMAL	(ABNORMAL)	
212-000-574.000	State Shared Revenue	5,600.00		13.75		0.00		5,586.25		0.25
249-000-608.000	Ch. for Serv.Fees/Bldg.Permits	55,000.00		34,176.00		0.00		20,824.00		62.14
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		0.00		0.00		7,500.00		0.00
590-000-626.000	Charg. for Serv. (utilities)	573,000.00		315,705.43		0.00		257,294.57		55.10
590-000-627.000	Penalty on Delinquent Utility Bills	7,500.00		5,255.87		0.00		2,244.13		70.08
590-000-664.000	Int. & Div. on Earnings	12,500.00		690.92		0.00		11,809.08		5.53
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		416.00		0.00		584.00		41.60
591-000-627.000	Pen. & Int. Delinquent Bills	0.00		2.88		0.00		(2.88)		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		1,304.80		0.00		(1,304.80)		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		113.34		0.00		1,636.66		6.48
Total Dept 000 - GENERAL		2,192,650.00		1,407,182.61		0.00		785,467.39		64.18
TOTAL REVENUES		2,192,650.00		1,407,182.61		0.00		785,467.39		64.18
Expenditures										
Dept 000 - GENERAL										
708-000-801.000	Professional Services	3,500.00		631.78		0.00		2,868.22		18.05
Total Dept 000 - GENERAL		3,500.00		631.78		0.00		2,868.22		18.05
Dept 101 - TOWNSHIP BOARD										
101-101-702.000	Salary & Wages	7,000.00		3,937.45		583.32		3,062.55		56.25
101-101-702.020	Salary & Wages Clerical Help	10,000.00		4,560.75		573.75		5,439.25		45.61
101-101-710.000	Twp. Share Medicare Withholding	250.00		123.19		16.76		126.81		49.28
101-101-715.000	Twp. Share Soc. Sec. Withholdg	1,060.00		526.88		71.73		533.12		49.71
101-101-720.000	Medical Reimbursement	0.00		7.98		0.00		(7.98)		100.00
101-101-727.000	Office Supplies	800.00		745.34		79.58		54.66		93.17

GL NUMBER	DESCRIPTION	2021		YTD BALANCE		ACTIVITY FOR		AVAILABLE		% BDGT
		AMENDED		08/31/2021		MONTH 08/31/21		BALANCE		
		BUDGET		NORMAL	(ABNORMAL)	INCREASE	(DECREASE)	NORMAL	(ABNORMAL)	
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		17,260.48		377.67		10,739.52		61.64
101-101-850.000	Communication	3,500.00		2,193.79		0.00		1,306.21		62.68
101-101-860.000	Transportation	500.00		0.00		0.00		500.00		0.00
101-101-880.000	Community Promotion	600.00		88.19		88.19		511.81		14.70
101-101-881.000	FALL CLEAN-UP	8,000.00		0.00		0.00		8,000.00		0.00
101-101-900.000	Printing & Publishing	1,600.00		645.80		0.00		954.20		40.36
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		6,794.04		0.00		2,205.96		75.49
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		40,132.76		1,791.00		36,827.24		52.15
Dept 171 - SUPERVISOR										
101-171-702.000	Salary & Wages	30,000.00		17,500.00		2,500.00		12,500.00		58.33
101-171-702.010	Salary & Wages Deputy	3,000.00		0.00		0.00		3,000.00		0.00
101-171-702.040	Salary & Wages Cemetery	5,000.00		2,916.69		416.67		2,083.31		58.33
101-171-702.300	Health Insurance Buyout	1,800.00		1,050.00		150.00		750.00		58.33
101-171-710.000	Twp. Share Medicare Withholding	580.00		311.27		44.47		268.73		53.67
101-171-715.000	Twp. Share Soc. Sec. Withhold	2,590.00		1,330.93		190.13		1,259.07		51.39
101-171-720.000	Medical Reimbursement	1,500.00		750.00		0.00		750.00		50.00
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		0.00		0.00		200.00		0.00
101-171-850.100	Cell Phone	360.00		180.00		0.00		180.00		50.00
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		24,097.13		3,301.27		22,532.87		51.68
Dept 215 - CLERK										
101-215-702.000	Salary & Wages	39,200.00		22,866.69		3,266.67		16,333.31		58.33
101-215-702.010	Salary & Wages Deputy	3,700.00		1,684.00		284.00		2,016.00		45.51
101-215-710.000	Twp. Share Medicare Withholding	625.00		355.99		51.49		269.01		56.96
101-215-714.000	Health Insurance	8,000.00		10,789.17		1,584.42		(2,789.17)		134.86

GL NUMBER	DESCRIPTION	2021		YTD BALANCE		ACTIVITY FOR		AVAILABLE		% BDGT
		AMENDED	BUDGET	08/31/2021		MONTH 08/31/21		BALANCE		
				NORMAL	(ABNORMAL)	INCREASE	(DECREASE)	NORMAL	(ABNORMAL)	
101-215-715.000	Twp. Share Soc. Sec. Withholdg	2,660.00		1,522.14		220.14		1,137.86		57.22
101-215-720.000	Medical Reimbursement	1,500.00		87.95		0.00		1,412.05		5.86
101-215-727.000	Office Supplies	700.00		34.75		9.49		665.25		4.96
101-215-740.000	Operating Supplies	300.00		296.11		0.00		3.89		98.70
101-215-801.000	Professional Services	2,600.00		1,334.21		0.00		1,265.79		51.32
101-215-850.000	Cell Phone Reimbursement	360.00		180.00		0.00		180.00		50.00
101-215-960.000	Education	700.00		0.00		0.00		700.00		0.00
Total Dept 215 - CLERK		60,345.00		39,151.01		5,416.21		21,193.99		64.88
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
101-247-900.000	Printing & Publishing	100.00		70.75		0.00		29.25		70.75
101-247-960.000	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		18,200.00		2,600.00		13,000.00		58.33
101-253-702.010	Salary & Wages Deputy	3,850.00		2,272.00		228.00		1,578.00		59.01
101-253-710.000	Twp. Share Medicare Withholding	510.00		296.82		41.00		213.18		58.20
101-253-714.000	Health Insurance	6,400.00		2,615.54		384.10		3,784.46		40.87
101-253-715.000	Twp. Share Soc. Sec. Withholdg	2,175.00		1,269.28		175.33		905.72		58.36
101-253-720.000	Medical Reimbursement	1,200.00		60.93		0.00		1,139.07		5.08
101-253-727.000	Office Supplies	450.00		420.95		0.00		29.05		93.54
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		1,919.20		0.00		2,830.80		40.40
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		27,664.33		3,428.43		25,120.67		52.41
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		2,100.93		0.00		1,899.07		52.52
101-257-801.005	Contractual Assessor	40,000.00		18,199.98		0.00		21,800.02		45.50



GL NUMBER	DESCRIPTION	2021		YTD BALANCE		ACTIVITY FOR		AVAILABLE		% BDGT
		AMENDED	BUDGET	08/31/2021		MONTH 08/31/21		BALANCE		
				NORMAL	(ABNORMAL)	NORMAL	(DECREASE)	NORMAL	(ABNORMAL)	
101-257-801.006	Tax Tribunal Appeals	15,000.00		11,982.00		0.00		3,018.00		79.88
101-257-860.000	MILEAGE	2,000.00		0.00		0.00		2,000.00		0.00
Total Dept 257 - ASSESSOR		61,300.00		32,282.91		0.00		29,017.09		52.66
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
101-262-860.000	MILEAGE	50.00		0.00		0.00		50.00		0.00
101-262-900.000	Printing & Publishing	100.00		0.00		0.00		100.00		0.00
101-262-960.000	Education	100.00		0.00		0.00		100.00		0.00
Total Dept 262 - ELECTIONS		4,900.00		4,263.76		0.00		636.24		87.02
Dept 265 - TOWNSHIP HALL & GROUNDS										
101-265-702.000	Salary & Wages	2,500.00		370.50		48.75		2,129.50		14.82
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		9.15		0.71		15.85		36.60
101-265-715.000	Twp. Share Soc. Sec. Withholdg	100.00		39.08		3.02		60.92		39.08
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		0.00		0.00		400.00		0.00
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		2,546.47		32.90		1,453.53		63.66
101-265-930.000	Repair & Maintenance	2,000.00		1,383.87		0.00		616.13		69.19
101-265-932.000	Grounds maintenance	500.00		0.00		0.00		500.00		0.00
101-265-933.000	Snowplowing	0.00		193.28		0.00		(193.28)		100.00
101-265-978.000	Capital Outlay \$10,000 and above	155,000.00		147,266.56		0.00		7,733.44		95.01
Total Dept 265 - TOWNSHIP HALL & GROUNDS		165,275.00		152,068.85		85.38		13,206.15		92.01
Dept 276 - TOWNSHIP CEMETERIES										
101-276-702.000	Salary & Wages	8,500.00		5,086.13		2,177.25		3,413.87		59.84
101-276-702.015	Salary & Wages Mangement	26,000.00		13,940.08		3,044.44		12,059.92		53.62
101-276-702.016	Salary & Wages Clerical Mangement	9,000.00		6,942.01		156.00		2,057.99		77.13
101-276-702.020	Salary & Wages Clerical Help	6,500.00		2,974.88		316.88		3,525.12		45.77

GL NUMBER	DESCRIPTION	2021		YTD BALANCE		ACTIVITY FOR		AVAILABLE		% BDGT
		AMENDED		08/31/2021		MONTH 08/31/21		BALANCE		
		BUDGET		NORMAL	(ABNORMAL)	INCREASE	(DECREASE)	NORMAL	(ABNORMAL)	
101-276-702.100	SALARY & WAGES: UNEMPLOYMENT	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		1,050.00		150.00		750.00		58.33
101-276-710.000	Twp. Share Medicare Withholding	760.00		438.68		84.74		321.32		57.72
101-276-715.000	Twp. Share Soc. Sec. Withholdg	3,245.00		1,875.72		362.36		1,369.28		57.80
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		578.84		0.00		(378.84)		289.42
101-276-740.000	Operating Supplies	4,000.00		2,020.09		297.66		1,979.91		50.50
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/CLOSI	10,000.00		4,450.00		1,650.00		5,550.00		44.50
101-276-850.000	Communication	1,350.00		1,001.78		0.00		348.22		74.21
101-276-850.100	Cell Phone	360.00		180.00		0.00		180.00		50.00
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		1,335.74		0.00		1,164.26		53.43
101-276-930.000	Repair & Maintenance	6,000.00		3,302.55		236.36		2,697.45		55.04
101-276-960.000	Education	500.00		0.00		0.00		500.00		0.00
101-276-965.000	Insurance & Bonds	3,000.00		945.96		0.00		2,054.04		31.53
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		49,721.57		8,475.69		64,893.43		43.38
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		27,997.58		3,998.72		20,002.42		58.33
206-336-702.025	Salary & Wages Reports	1,200.00		696.00		123.00		504.00		58.00
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		11,667.05		1,666.62		8,332.95		58.34
206-336-702.080	Chief Salary & Wages	12,875.00		7,291.69		1,041.67		5,583.31		56.63

GL NUMBER	DESCRIPTION	2021		YTD BALANCE		ACTIVITY FOR		AVAILABLE		% BDGT
		AMENDED		08/31/2021		MONTH 08/31/21		BALANCE		
		BUDGET		NORMAL	(ABNORMAL)	INCREASE	(DECREASE)	NORMAL	(ABNORMAL)	
206-336-702.085	Ass't Chiefs Salary & Wages	10,300.00		6,008.31		858.33		4,291.69		58.33
206-336-702.200	Salary & Wages Snowplowing	500.00		0.00		0.00		500.00		0.00
206-336-710.000	Twp. Share Medicare Withholding	1,385.00		778.09		111.49		606.91		56.18
206-336-715.000	Twp. Share Soc. Sec. Withholdg	5,920.00		3,326.96		476.67		2,593.04		56.20
206-336-727.000	Office Supplies	500.00		301.05		0.00		198.95		60.21
206-336-740.000	Operating Supplies	14,000.00		7,210.86		234.51		6,789.14		51.51
206-336-801.000	Professional Services	1,500.00		460.02		0.00		1,039.98		30.67
206-336-850.000	Communication	4,000.00		2,117.02		49.02		1,882.98		52.93
206-336-860.000	Transportation	100.00		0.00		0.00		100.00		0.00
206-336-880.000	Community Promotion	750.00		679.00		679.00		71.00		90.53
206-336-900.000	Printing & Publishing	50.00		0.00		0.00		50.00		0.00
206-336-920.000	Public Utilities	10,000.00		4,626.82		16.45		5,373.18		46.27
206-336-930.000	Repair & Maintenance	22,000.00		15,022.97		1,592.24		6,977.03		68.29
206-336-933.000	Snowplowing	0.00		74.90		0.00		(74.90)		100.00
206-336-935.000	Bldg. & Grounds Repair & Maintenance	1,000.00		0.00		0.00		1,000.00		0.00
206-336-958.000	Membership & Dues	300.00		0.00		0.00		300.00		0.00
206-336-960.000	Education	2,500.00		1,958.84		1,625.00		541.16		78.35
206-336-965.000	Insurance & Bonds	29,000.00		47,021.80		0.00		(18,021.80)		162.14
206-336-975.000	Capital Outlay under \$10,000	20,000.00		0.00		0.00		20,000.00		0.00
206-336-994.000	Contract Payment Principal	25,000.00		0.00		0.00		25,000.00		0.00
Total Dept 336 - FIRE DEPARTMENT		233,380.00		137,238.96		12,472.72		96,141.04		58.80
Dept 371 - BUILDING INSPECTION DEPARTMENT										
249-371-702.000	Salary & Wages	10,000.00		5,161.00		663.00		4,839.00		51.61
249-371-702.020	Salary & Wages Clerical Help	17,500.00		9,999.38		984.38		7,500.62		57.14
249-371-703.000	Salary & Wages Electrical Insp	4,500.00		4,212.43		597.60		287.57		93.61
249-371-704.000	Salary & Wages Plbg-Mech Insp	7,600.00		7,672.74		701.75		(72.74)		100.96
249-371-705.000	SAL & WAGES SITE PLAN REVIEW	3,000.00		1,700.00		500.00		1,300.00		56.67
249-371-710.000	Twp. Share Medicare Withholding	445.00		416.79		49.96		28.21		93.66
249-371-715.000	Twp. Share Soc. Sec. Withholdg	1,900.00		1,782.23		213.70		117.77		93.80
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		0.00		0.00		1,000.00		0.00
249-371-850.100	Cell Phone	180.00		105.00		15.00		75.00		58.33

GL NUMBER	DESCRIPTION	2021		YTD BALANCE		ACTIVITY FOR		AVAILABLE		% BDGT
		AMENDED		08/31/2021		MONTH 08/31/21		BALANCE		
		BUDGET		NORMAL	(ABNORMAL)	INCREASE	(DECREASE)	NORMAL	(ABNORMAL)	
249-371-860.000	Transportation	1,500.00		683.20		94.08		816.80		45.55
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		3,750.00		0.00		3,750.00		50.00
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		35,547.77		3,819.47		21,377.23		62.45
Dept 444 - SIDEWALKS										
203-444-991.050	LOAN PAYMENT (to revolving loan fund)	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		12,000.22		0.00		112,999.78		9.60
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		237,000.22		0.00		112,999.78		67.71
Dept 448 - STREET LIGHTS										
101-448-920.000	Public Utilities	9,500.00		4,287.08		39.47		5,212.92		45.13
Total Dept 448 - STREET LIGHTS		9,500.00		4,287.08		39.47		5,212.92		45.13
Dept 521 - SEWER FUND										
590-521-702.000	Salary & Wages	8,000.00		4,666.69		666.67		3,333.31		58.33
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		71.46		9.67		53.54		57.17
590-521-714.000	Health Insurance	1,600.00		1,307.72		192.04		292.28		81.73
590-521-715.000	Twp. Share Soc. Sec. Withholdg	530.00		305.42		41.33		224.58		57.63
590-521-720.000	Medical Reimbursement	300.00		20.00		0.00		280.00		6.67
590-521-740.000	Operating Supplies	800.00		275.69		181.85		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		11,353.92		0.00		8,646.08		56.77
590-521-801.050	Miss Digg's	2,500.00		105.00		0.00		2,395.00		4.20
590-521-804.000	Contract Payment to City B.R.	300,000.00		199,586.38		0.00		100,413.62		66.53
Total Dept 521 - SEWER FUND		24,000.00		10,159.35		0.00		13,840.65		42.33

GL NUMBER	DESCRIPTION	2021		YTD BALANCE		ACTIVITY FOR		AVAILABLE		% BDGT
		AMENDED		08/31/2021		MONTH 08/31/21		BALANCE		
		BUDGET		NORMAL	(ABNORMAL)	INCREASE	(DECREASE)	NORMAL	(ABNORMAL)	
590-521-805.100	Extra Contractual Services	17,000.00		3,981.81		0.00		13,018.19		23.42
590-521-920.000	Public Utilities	30,000.00		15,444.85		56.46		14,555.15		51.48
590-521-930.000	Repair & Maintenance	28,000.00		2,421.68		0.00		25,578.32		8.65
590-521-935.000	Bldg. & Grounds Repair & Maintenance	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		252,494.91		1,148.02		380,310.09		39.90
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		1,978.41		0.00		(578.41)		141.32
591-536-801.000	Professional Services	225.00		38.00		0.00		187.00		16.89
591-536-805.000	Contractual Services	10,000.00		3,744.98		520.83		6,255.02		37.45
591-536-920.000	Public Utilities	7,500.00		4,519.20		415.38		2,980.80		60.26
591-536-930.000	Repair & Maintenance	1,500.00		2,440.07		0.00		(940.07)		162.67
Total Dept 536 - WATER		21,000.00		12,720.66		936.21		8,279.34		60.57
Dept 567 - CEMETERY										
401-567-978.000	Capital Outlay \$10,000 and above	35,000.00		0.00		0.00		35,000.00		0.00
Total Dept 567 - CEMETERY		35,000.00		0.00		0.00		35,000.00		0.00
Dept 721 - PLANNING COMMISSION										
101-721-702.000	SALARY AND WAGES	7,500.00		2,647.51		393.75		4,852.49		35.30
101-721-702.030	Salary & Wages Per Diems	3,500.00		1,500.00		300.00		2,000.00		42.86
101-721-710.000	Twp. Share Medicare Withholding	160.00		60.18		10.07		99.82		37.61
101-721-715.000	Twp. Share Soc. Sec. Withholding	690.00		257.14		43.01		432.86		37.27
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		122.08		0.00		277.92		30.52

GL NUMBER	DESCRIPTION	2021 AMENDED BUDGET	YTD BALANCE 08/31/2021		ACTIVITY FOR MONTH 08/31/21		AVAILABLE BALANCE		% BDGT USED
			NORMAL	(ABNORMAL)	INCREASE	(DECREASE)	NORMAL	(ABNORMAL)	
101-721-900.000	Printing & Publishing	400.00	167.70	0.00	0.00	232.30	41.93		
101-721-960.000	Education	1,500.00	0.00	0.00	0.00	1,500.00	0.00		
Total Dept 721 - PLANNING COMMISSION		19,350.00	5,018.01	746.83		14,331.99	25.93		
Dept 728 - ECONOMIC-INDUSTRIAL DEVELOPMT									
101-728-801.000	Professional Services	500.00	0.00	0.00	0.00	500.00	0.00		
101-728-880.000	Community Promotion	3,000.00	2,500.00	0.00	0.00	500.00	83.33		
101-728-930.000	Repair & Maintenance	500.00	0.00	0.00	0.00	500.00	0.00		
Total Dept 728 - ECONOMIC-INDUSTRIAL DEVELOPMT		4,000.00	2,500.00	0.00	0.00	1,500.00	62.50		
Dept 751 - PARKS & RECREATION									
101-751-702.000	Salary & Wages	600.00	243.00	121.50		357.00	40.50		
101-751-702.015	Salary & Wages Mangement	2,000.00	687.38	87.75		1,312.62	34.37		
101-751-702.070	Park Supvr	2,700.00	1,500.00	600.00		1,200.00	55.56		
101-751-710.000	Twp. Share Medicare Withholding	65.00	35.24	11.73		29.76	54.22		
101-751-715.000	Twp. Share Soc. Sec. Withholdg	270.00	150.68	50.17		119.32	55.81		
101-751-740.000	Operating Supplies	300.00	0.00	0.00	0.00	300.00	0.00		
101-751-801.000	Professional Services	500.00	0.00	0.00	0.00	500.00	0.00		
101-751-801.010	Manpower	300.00	0.00	0.00	0.00	300.00	0.00		
101-751-920.000	Public Utilities	325.00	216.43	31.50		108.57	66.59		
101-751-930.000	Repair & Maintenance	500.00	41.55	0.00	0.00	458.45	8.31		
101-751-975.000	Capital Outlay under \$10,000	2,000.00	0.00	0.00	0.00	2,000.00	0.00		
Total Dept 751 - PARKS & RECREATION		9,560.00	2,874.28	902.65		6,685.72	30.07		
Dept 790 - LIBRARY									
271-790-991.010	Contract Payment BIG RAPIDS PUB LIB	27,600.00	29,122.86	0.00	0.00	(1,522.86)	105.52		
271-790-991.020	CONTRACT PAYMENT WALTON ERICKSO	2,400.00	2,532.42	0.00	0.00	(132.42)	105.52		
Total Dept 790 - LIBRARY		30,000.00	31,655.28	0.00	0.00	(1,655.28)	105.52		
TOTAL EXPENDITURES		2,047,155.00	1,099,237.15	42,563.35		947,917.85	53.70		
TOTAL REVENUES - ALL FUNDS									
TOTAL EXPENDITURES - ALL FUNDS		2,192,650.00	1,407,182.61	0.00	0.00	785,467.39	64.18		
NET OF REVENUES & EXPENDITURES		2,047,155.00	1,099,237.15	42,563.35		947,917.85	53.70		
		145,495.00	307,945.46	(42,563.35)		(162,450.46)			

**Work Description:** 200 AMP SERVICE, 1 CIRCUIT, 220 OUTLET, 1 INSPECTION

PE21-0040 LANGWORTHY THEODORE 16698 220TH AVE \$85.00 \$0

**Work Description:** SERVICE, 1 INSPECTION

PE21-0041 KAILING TERRY E & AMY J 22330 14 MILE RD \$86.00 \$0

**Work Description:** 1 CIRCUIT, LIGHTING FIXTURES, 1 INSPECITON

PE21-0042 FRATERNAL ORDER OF EAGL 18361 16 MILE RD \$85.00 \$0

**Work Description:** SIGN, 1 INSPECTION

PE21-0043 O'NEIL ERIC J 14680 SQUAW LN \$290.00 \$0

**Work Description:** 200 AMP SERVICE, 20 CIRCUITS, LIGHTING FIXTURES, DISHWASHER, 2 220 OUTLETS, 3 INSPECTIONS

**Total Permits For Type: 8**  
**Total Fees For Type: \$1,186.00**  
**Total Const. Value For Type: \$0**

## Mechanical

Permit #	Contractor	Job Address	Fee Total	Const. Value
PM21-0067	KLEIN JOEL	12574 183RD AVE	\$80.00	\$0
<b>Work Description:</b> WATER HEATER, 1 INSPECTION				
PM21-0068	PEOPLES PAUL N & PATRICIA	22234 13 MILE RD	\$100.00	\$0
<b>Work Description:</b> GAS FURNACE, GAS PIPING, 1 INSPECTION				
PM21-0069	DOXSEE, CHARLES D. & SHAR	13324 WOODLAND CT	\$105.00	\$0
<b>Work Description:</b> AIR CONDITIONING, 1 INSPECTION				
PM21-0070	WALSH, LEVI & MERANDA	18400 ARTHUR ROAD	\$225.00	\$0
<b>Work Description:</b> HEATING SYSTEM, GAS PIPING, AIR CONDITIONING, 4 EXHAUST, 2 INSPECTIONS				
PM21-0071	CURTIS, JAMES	14893 190TH AVENUE	\$215.00	\$0
<b>Work Description:</b> HEATING SYSTEM, WATER HEATER, AIR CONDITIONING, 3 EXHAUST, 2 INSPECTIONS				
PM21-0072	Darnell, Jordan	14610 WIGWAM LN	\$105.00	\$0
<b>Work Description:</b> FURNACE, 1 INSPECTION				
PM21-0073	DAKIN ROBERT B & JANA R	19355 GOLFOVIEW DR	\$105.00	\$0
<b>Work Description:</b> FURNACE, 1 INSPECTION				
PM21-0074	RICHARDS, TIMOTHY D. ET U	23220 13 MILE RD	\$105.00	\$0
<b>Work Description:</b> AIR CONDITIONING, 1 INSPECTION				
PM21-0075	MECOSTA-OSCEOLA INTERME	14670 TOMAHAWK LANE	\$180.00	\$0
<b>Work Description:</b> RESIDENTIAL HEATING SYSTEM, GAS PIPING, AIR CONDITIONING, 2 EXHAUST, 2 INSPECTIONS				

**Total Permits For Type: 9**  
**Total Fees For Type: \$1,220.00**  
**Total Const. Value For Type: \$0**

## Plumbing

Permit #	Contractor	Job Address	Fee Total	Const. Value
PP21-0014	CURTIS, JAMES	14893 190TH AVENUE	\$194.00	\$0
<b>Work Description:</b> 12 FIXTURES, 3 STACKS, EJECTOR, WATER DISTRIBUTION, 2 INSPECTIONS				

**Total Permits For Type: 1**  
**Total Fees For Type: \$194.00**  
**Total Const. Value For Type: \$0**

## Zoning Clearance

Permit #	Contractor	Job Address	Fee Total	Const. Value
PZ21-0007	BUNCE, PATRICIA C.	13581 SENECA PKWY	\$25.00	\$0
<b>Work Description:</b> ZONING CLEARANCE FOR PRE-BUILT SHED				
PZ21-0009	ALEXIS HAZEN	13692 NORTHLAND DRIVE	\$25.00	\$0
<b>Work Description:</b> ZONING CLEARANCE FOR NEW RESIDENCE				

**Total Permits For Type: 2**  
**Total Fees For Type: \$50.00**  
**Total Const. Value For Type: \$0**

## Report Summary

Population: All Records  
Permit.DateIssued Between  
7/1/2021 12:00:00 AM AND  
7/31/2021 11:59:59 PM

**Grand Total Fees: \$5,953.00**  
**Grand Total Permits: 29**  
**Grand Total Const. Value: \$401,560**



# Monthly Permit List

07/30/2021

## Building

Item "D"

Permit #	Contractor	Job Address	Fee Total	Const. Value
PB21-0016	WALSH, LEVI & MERANDA	18400 ARTHUR ROAD	\$960.00	\$170,000
<b>Work Description:</b> NEW RESIDENCE, MAIN 75,020 SQFT, BASEMENT 40,820 SQFT, 2ND FLOOR 33,000 SQFT, GARAGE 16,240 SQFT, DECK 4,320 SQFT				
PB21-0021	HOLSWORTH AARON JANELL	14722 WIGWAM LN	\$158.00	\$7,000
<b>Work Description:</b> LEAN-TO ADDITION TO DETACHED GARAGE				
PB21-0022	BUNCE, PATRICIA C.	13581 SENECA PKWY	\$162.00	\$8,000
<b>Work Description:</b> PRE-BUILT SHED 14' X 28'				
PB21-0028	STACEY, EDWARD W JR & DAR	12120 183RD AVE	\$100.00	\$0
<b>Work Description:</b> DEMOLISH HOUSE				
PB21-0029	ALEXIS HAZEN	13692 NORTHLAND DRIVE	\$1,032.00	\$209,000
<b>Work Description:</b> NEW RESIDENCE: 1,468 SQFT MAIN, 1,294 SQFT SECOND FLOOR, 1,368 SQFT BASEMENT, 770 SQFT GARAGE				
PB21-0030	ALEXIS HAZEN	13692 NORTHLAND DRIVE	\$250.00	\$0
<b>Work Description:</b> MOVE EXISTING BILLBOARD TO NE CORNER OF PROPERTY				
PB21-0031	JOYNER ANDREW R	18429 GARFIELD RD	\$184.00	\$960
<b>Work Description:</b> BASEMENT ENTRY REMODEL				
PB21-0032	KAILING TERRY E & AMY J	22330 14 MILE RD	\$257.00	\$6,600
<b>Work Description:</b> SUN ROOM ADDTION TO DECK - 10X12				
PB21-0036	FRATERNAL ORDER OF EAGL	18361 16 MILE RD	\$200.00	\$0
<b>Work Description:</b> 6.15'X6.3' NEW SIGN				

<b>Total Permits For Type:</b>	<b>9</b>
<b>Total Fees For Type:</b>	<b>\$3,303.00</b>
<b>Total Const. Value For Type:</b>	<b>\$401,560</b>

## Electrical

Permit #	Contractor	Job Address	Fee Total	Const. Value
PE21-0036	PEOPLES PAUL N & PATRICIA	22234 13 MILE RD	\$91.00	\$0
<b>Work Description:</b> 200 AMP SERVICE, BUS DUCT, 1 INSPECTION				
PE21-0037	PELLERITO RYAN & KARA	18685 GARFIELD ROAD	\$367.00	\$0
<b>Work Description:</b> 200 AMP SERVICE, (35) CIRCUITS, LIGHTING FIXTURES, DISHWASHER, GARBAGE DISPOSAL, FURNACE, (4) 220 OUTLETS, (2) INSPECTIONS				
PE21-0038	BOTMA, WANDA	18385 15 MILE ROAD	\$85.00	\$0
<b>Work Description:</b> SERVICE, 1 INSPECTION				
PE21-0039	CALDWELL MELISSA J & ANDR	18405 MILTON AVE	\$97.00	\$0

**BIG RAPIDS CHARTER TOWNSHIP**  
**JULY 2021 BOARD OF REVIEW**  
**14212 Northland Drive, Big Rapids, MI 49307**  
**July 20, 2021**  
**Minutes**

Meeting called to order at 9:00 am by chairperson Greg Videtich

Present were: Alice Bandstra, Phyllis Jacobs, Sue Bean, and Greg Videtich

Also present were: David Kirwin, assessor, and Bill Stanek, supervisor

Public Comment: None

David presented the following for the board to consider:

<b>JBOR21-01</b>	<b>54 05 002 006 000</b>	<b>Dick's Dozing Inc</b>	<b>19081 Harding Road</b>	<b>2020</b>
	Assessed Value:	from	83,700 to 83,700	
	Taxable Value:	from	83,700 to 83,700	
	PRE		0% to 52%	
<b>JBOR21-02</b>	<b>54 05 002 006 000</b>	<b>Dick's Dozing Inc</b>	<b>19081 Harding Road</b>	<b>2021</b>
	Assessed Value:	from	93,900 to 93,900	
	Taxable Value:	from	84,871 to 84,871	
	PRE		0% to 52%	
<b>JBOR21-03</b>	<b>54 05 028 200 006</b>	<b>Matthew Myers</b>	<b>14 Mile Road</b>	<b>2020</b>
	Assessed Value:	from	27,300 to 27,300	
	Taxable Value:	from	27,300 to 27,300	
	PRE	from	0.00% to 100.00%	
<b>JBOR21-04</b>	<b>54 05 028 200 006</b>	<b>Matthew Myers</b>	<b>14 Mile Road</b>	<b>2021</b>
	Assessed Value:	from	32,300 to 32,300	
	Taxable Value:	from	27,682 to 27,682	
	PRE	from	0.00% to 100.00%	
<b>JBOR21-05</b>	<b>54 05 024 031 000</b>	<b>Beth Windquist</b>	<b>14333 New Millpond Road</b>	<b>2021</b>
	Assessed Value:	from	113,700 to 113,700	
	Taxable Value:	from	66,271 to 66,271	
	PRE	from	0.00% to 100.00%	
<b>JBOR21-06</b>	<b>54 05 033 018 000</b>	<b>Todd &amp; Ashley Miller</b>	<b>21106 12 Mile Road</b>	<b>2020</b>
	Assessed Value:	from	131,000 to 131,000	
	Taxable Value:	from	131,000 to 131,000	
	PRE	from	0.00% to 100.00%	

<b>JBOR21-07</b>	54 05 062 024 000	Jean Snider		18981 Winding Brook		<b>2021</b>
		Assessed Value:	from	51,900	to	51,900
		Taxable Value:	from	45,874	to	45,874
		PRE	from	0.00%	to	100.00%
		Motion to approve JBOR21-01 thru 07 by: Phyllis				
		Seconded by: Alice				
		Passed				
<b>JBOR21-08</b>	54 05 025 007 000	Michael & Mary Chaffee		13616 New Millpond Road		<b>2020</b>
		Assessed Value:	from	102,800	to	102,800
		Taxable Value:	from	46,859	to	102,800
		Clerical Error				
<b>JBOR21-09</b>	54 05 025 007 000	Michael & Mary Chaffee		13616 New Millpond Road		<b>2021</b>
		Assessed Value:	from	101,300	to	101,300
		Taxable Value:	from	47,515	to	101,300
		Clerical Error				
		Motion to approve JBOR201-08 & 09 by: Phyllis				
		Seconded by: Alice				
		Passed				
<b>JBOR21-10</b>	54 05 040 075 000	Leslie & Eric Anderson		Arthur Road		<b>2020 ?</b>
		Assessed Value:	from	0	to	600
		Taxable Value:	from	0	to	600
		Clerical Error				
		Motion to approve by: Phyllis				
		Seconded by: Alice				
		Passed				
<b>JBOR21-11</b>	54 05 064 077 000	William & Debra Whitman		14745 Brave Lane		<b>2020</b>
		Assessed Value:	from	69,700	to	0
		Taxable Value:	from	67,613	to	0
		Veterans Exemption				
<b>JBOR21-12</b>	54 05 020 017 900	Scott & Marlee Purcey		14375 220th Ave		<b>2021</b>
		Assessed Value:	from	61,600	to	61,600
		Taxable Value:	from	61,600	to	61,600
		Veterans Exemption				
<b>JBOR21-13</b>	54 05 071 017 000	Patrick & Jamie Leonard		15190 Oakwood Drive		<b>2020</b>
		Assessed Value:	from	152,100	to	0
		Taxable Value:	from	151,683	to	0
		Veterans Exemption				
		Motion to approve JBOR21-10 thru 13 by: Phyllis				
		Seconded by: Alice				
		Passed				

<b>JBOR21-14</b>	54 05 042 044 000	Angela Gray			Oak Hollow Drive	<b>2021</b>
		Assessed Value:	from	13,000	to 13,000	
		Taxable Value:	from	10,342	to 10,342	
		PRE	from	0.00%	to 100.00%	
<b>JBOR21-15</b>	54 05 042 044 000	Angela Gray			Oak Hollow Drive	<b>2020</b>
		Assessed Value:	from	10,200	to 10,200	
		Taxable Value:	from	10,200	to 10,200	
		PRE	from	0.00%	to 100.00%	
<b>JBOR21-16</b>	54 05 042 044 000	Angela Gray			Oak Hollow Drive	<b>2019</b>
		Assessed Value:	from	10,600	to 10,600	
		Taxable Value:	from	10,600	to 10,600	
		PRE	from	0.00%	to 100.00%	
<b>JBOR21-17</b>	54 05 042 044 000	Angela Gray			Oak Hollow Drive	<b>2018</b>
		Assessed Value:	from	10,600	to 10,600	
		Taxable Value:	from	10,600	to 10,600	
		PRE	from	0.00%	to 100.00%	
		Motion to approve JBOR2114 thru 17 by:		Alice		
		Seconded by: Phyllis				
		Passed				
<b>JBOR21-18</b>	54 05 040 051 000	Joann Bigford			Arthur Road	<b>2020</b>
		Assessed Value:	from	0	to 500	
		Taxable Value:	from	0	to 500	
		Clerical Error				
<b>JBOR21-19</b>	54 05 040 051 000	Joann Bigford			Arthur Road	<b>2021</b>
		Assessed Value:	from	0	to 500	
		Taxable Value:	from	0	to 500	
		Clerical Error				
<b>JBOR21-20</b>	54 05 040 059 000	Joann Bigford			Arthur Road	<b>2020</b>
		Assessed Value:	from	0	to 1,000	
		Taxable Value:	from	0	to 1,000	
		Clerical Error				
<b>JBOR21-21</b>	54 05 040 059 000	Joann Bigford			Arthur Road	<b>2021</b>
		Assessed Value:	from	0	to 1,000	
		Taxable Value:	from	0	to 1,000	
		Clerical Error				
<b>JBOR21-22</b>	54 05 040 000 000	Joann Bigford			Arthur Road	<b>2020</b>
		Assessed Value:	from	0	to 800	
		Taxable Value:	from	0	to 800	
		Clerical Error				

<b>JBOR21-23</b>	54 05 040 000 000	Joann Bigford		Arthur Road		<b>2021</b>
		Assessed Value:	from	0	to	800
		Taxable Value:	from	0	to	800
		Clerical Error				
<b>JBOR21-24</b>	54 05 040 064 000	Joann Bigford		Arthur Road		<b>2020</b>
		Assessed Value:	from	0	to	300
		Taxable Value:	from	0	to	300
		Clerical Error				
<b>JBOR21-25</b>	54 05 040 064 000	Joann Bigford		Arthur Road		<b>2021</b>
		Assessed Value:	from	0	to	300
		Taxable Value:	from	0	to	300
		Clerical Error				
<b>JBOR21-26</b>	54 05 040 066 000	Joann Bigford		Arthur Road		<b>2020</b>
		Assessed Value:	from	0	to	300
		Taxable Value:	from	0	to	300
		Clerical Error				
<b>JBOR21-27</b>	54 05 040 066 000	Joann Bigford		Arthur Road		<b>2021</b>
		Assessed Value:	from	0	to	300
		Taxable Value:	from	0	to	300
		Clerical Error				
<b>JBOR21-28</b>	54 05 040 071 000	Joann Bigford		Arthur Road		<b>2020</b>
		Assessed Value:	from	0	to	500
		Taxable Value:	from	0	to	500
		Clerical Error				
<b>JBOR21-29</b>	54 05 040 071 000	Joann Bigford		Arthur Road		<b>2021</b>
		Assessed Value:	from	0	to	500
		Taxable Value:	from	0	to	500
		Clerical Error				
<b>JBOR21-30</b>	54 05 040 074 000	Joann Bigford		Arthur Road		<b>2020</b>
		Assessed Value:	from	0	to	500
		Taxable Value:	from	0	to	500
		Clerical Error				

**JBOR21-31** 54 05 040 074 000 Joann Bigford Arthur Road **2021**

Assessed Value: from 0 to 500

Taxable Value: from 0 to 500

Clerical Error

Motion to approve JBOR21-18 thru 31 by: Alice

Seconded by: Phyllis

Passed

Public comment: none

Meeting adjourned at 9:35 am

Bill Stanek, Secretary

**Big Rapids Charter Township**

**Cemetery and Grounds Monthly Report**  
*July 2021*

**Activity:**

- 1- Mowing. Weed eating.
- 2- Low branch cutting.
- 3- Full Burials = 3 cremains. = 3.
- 4- Foundation orders = 5

**Month summary:**

Been ok on the burials this month, worked on several foundations. Had a couple rain days, allows me to work on equipment. All equipment is working great. Had tree snap and block road on block 15 and 1<sup>st</sup> add. From storm. Continued trimming low hanging branches throughout cemetery. Mowing and weed whacking in cemetery, park, township office and Ind. Park. Had somebody cut chain and or the lock at the park on the 16<sup>th</sup>. I am requesting to the board if we should leave the park unlocked for the summer? Last year we had several break outs and I rammed gate trying to get in and bent gate. Since I am in the requesting mode. I would also like to ask the board that Gavin be given a \$1.50 to \$2.00 raise. He is very dependable stays busy at all times, has been a great asset to BRT.

Marc Veldman  
Grounds Manager

**FIRE DEPARTMENT REPORT**  
**AUGUST 3, 2021**

**Item "G"**

**General:**

The department continues to run well. We saw an above average call volume for July. We conducted Standby at the Fair all week and it was relatively uneventful. We did notice that attendance at the fair seemed to be higher than years past. The grandstand events were packed with spectators. We also assisted with the 4<sup>th</sup> of July fireworks and noted a great turnout there as well.

The Mecosta County Fire Chief's Assistance To Firefighters Grant through FEMA is still pending. This is the Grant to replace our outdated and partially unserviceable SCBA packs. We hope to hear more positive news soon.

**Call Volume:**

Total calls for the month of July 2021: 41

19 Medical, 2 Structure Fire, 2 Grass Fire/Controlled Burn, 1 Auto Accident, 0 Power Line Down, 1 Vehicle Fire, 0 Smoke/Odor, 2 Dumpster Fire, 11 Cover/Service/Standby, 0 Collapse, 0 Gas Leak, 0 Inspection, 0 Airport Emergency, 1 Fire Alarm, 0 Water Rescues, 0 Fire Investigation, 0 Haz-Mat, 0 Elevator/Technical Rescue and 1 Drone Activations.

Year to Date Call volume 2021: 228

Year to Date Response Times:

Turnout Time (dispatch to truck en-route): 5 minutes and 30 seconds.

Response Time (dispatch to on scene): 11 minutes and 10 seconds.

Year to Date Call Locations:

BR TWP	200
Austin	
Barryton	1
Big Prairie	
City of Big Rapids	14
Evart	
Colfax TWP	2
Green	4
Mecosta TWP	
Morley	
Morton TWP	1
Barton TWP	2
Norwich TWP	1
Reed City	

**Personnel:**

We are currently at a roster of 21.

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 Drone Pilot and Spotter and Truck Checks.

**Repairs Completed:**

Engine 1 had the primary air tank for the air brake system go out. It was replaced with a temporary tank but will need to be repaired with a direct fit replacement when they become available. The tanks are currently on back order from 4 to 6 months.

**Station Maintenance:**

The basement leak is still an issue. We have someone coming to give us an estimate in the next week or so to see what needs to be done.



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

We need to purchase new turnout gear and had quotes to submit for this month but were advised that the quotes were no longer valid as the supplier had increased the pricing. We should have new quotes before next months meeting. The price per set at this time was +-\$3000 per set.

**MINUTES  
BIG RAPIDS CHARTER TOWNSHIP  
PLANNING COMMISSION**

**Tuesday, July 13, 2021 --- 7:00 p.m.**

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

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

Chairman Amanda Wethington called the regular meeting of the Big Rapids Charter Township Planning Commission to order at the township hall on Tuesday, July 13, 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 June 8, 2021 meeting. Mrs. Davis made a motion to approve the June 8, 2021 minutes as submitted. Mr. Oliver supported the motion. There was no further discussion. The motion passed unanimously with six ayes.

**V. PUBLIC HEARING:**

SUP21-004 Bulldog Self Storage – Mr. Mark Baker, owner of Bulldog Square, is requesting a Special Use Permit in the Commercial (COM) District to operate a self-storage business at 14311 Northland Drive, Big Rapids, MI Parcel #05 022 013 500. Mrs. Wethington called the Public Hearing to order at 7:02 p.m. Mr. Baker presented the plan for the renovation explaining that the space that was previously approved for Phase I is being offered to a different Tennent. With no public comment, the Public Hearing was closed at 7:05 p.m. Mrs. Davis asked about the front access to the storage business. Mr. Baker stated that he will be working with a security company to develop safe access to the area. Mr. Bigford inquired about forklift accessibility. Mr. Baker stated forklift activity would be very limited because of safety regulations. The Planning Commission members reviewed the following standards and requirements of a Special Use request: (1) The nature, location, and size of the special use shall not change the essential character of the surrounding 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. (2) The special use shall not diminish the value of the land, buildings or structures in the neighborhood. (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. (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. (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. (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. (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 the Township. The special use shall be compatible with the natural environment and shall not be inimical to the public health, safety and general welfare. Mr. Bigford made a motion to approve SUP21-004 as submitted. Mr. Oliver supported the motion. There was no further discussion. The motion passed unanimously with six ayes via roll call vote.

#### **VI. SITE PLAN APPROVALS:**

SUP21-004 Bulldog Self Storage, 14311 Northland Drive, Big Rapids, MI. Mr. Mark Baker presented the site plan for the self-storage business. After discussion, Mr. Oliver made a motion to approve the site plan for SUP21-004 Bulldog Self Storage. Mr. Bigford supported the motion. There was no further discussion. The motion passed unanimously with six ayes via roll call vote.

SUP21-003 Paul Naseman – A1 Auto Service, 14315 Northland Drive, Big Rapids, MI. Mr. Paul Naseman presented the site plan for the auto repair business. Mr. Sweppenheiser asked how many vehicles would be expected in the parking lot at any given time. Mr. Naseman stated that he is expecting only a minimal amount because most repairs would be finished withing a few hours and will be drive-in and drive-out customers. Mr. Bigford interjected the possibility of delays due to parts on order. Mr. Naseman did not expect those type of delays as most repairs would be simple in nature. Mrs. Davis expressed concern over the storage of “project cars” that are worked on by mechanics between jobs. Mr. Naseman stated that there is no intention of “project cars”. After further discussion, Mrs. Davis made a motion to approve the site plan for SUP21-003 A1 Auto Service. Mr. Cook supported the motion. The motion passed unanimously with six ayes via roll call vote.

#### **VII. PUBLIC COMMENT:**

There was no public comment.

#### **VIII. ADJOURNMENT:**

Hearing no further business for the Planning Commission, Mrs. Wethington adjourned the meeting at 7:29 p.m.



## **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**

July 28, 2021

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

RE: Monthly Lift Station Report

Dear Bill,

July was another quiet month for the lift stations. We cleaned the Gilbert St. lift station earlier this month. Other than that, there is nothing more to report. All of the lift stations are working well.

Sincerely,

Todd Shank  
Northwest Kent Mechanical Co.

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

July 2021

All operations at the plant are normal. Maintaining a chlorine residual of around .5 mg/L or .5 parts per million . Diesel fuel at around 7/8 tank full. Sent in Third Quarter PFAS sample to State EGLE laboratory in Lansing a few days ago. Fixed leaking ½ inch brass ball valve that had cracked and was leaking on the suction side of gauges, water all over floor, got it fixed and working fine. There was a minimal pressure drop in the system to around 50 lbs pressure so it made it easier to replace, normal running pressure is around 70 psi. Notified the businesses and Roben Hood Airport about possible pressure drops. Sensphone still occassionally goes off-line but comes back. Chlorine analyzer is having sensor problems and not reading correct chlorine residuals, it looks like it may have a bad sensor. I am checking chlorines with the portable Hach ‘color wheel’ dpd test kit, it works fine until we can figure out whats wrong with Automatic Hach Chlorine analyzer and is easy to use. All other pumps, motors, valves, pumps and electronics are operating normally. Well number 2 providing ample water for the distribution system.

# Fire Committee Meeting

7-22-2021

7:00 PM

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

Also, present was Nick Wyma

Bill asked for an update on the grants. Jim said they have not received an answer on the one they went into jointly with the rest of the department. Perry has information for Hannah on the DNR wild fire gear they received. Bill then asked about the one from our insurance company that our agent wanted us to apply for. Jim said the person that was working on it never finished it and he didn't know it until it was too late.

Jim said nothing has been done on the problem with the basement. Aaron and Chuck had some names of people that fix leaks, but everyone felt that the first then we needed to do was get the water away from the wall and we should start with eaves troughs. Aaron and Chuck will get a price on that part of it. Chuck also offered to bring his equipment over and help on the outside of the building. If we seal it from the in-side we still need to have the ground brought up so that water will flow away.

Bill said he has been in contact with the lock company and they are waiting on one part yet, then they will schedule us in.

Bill brought up the fact they we need to have more communication from the department and that we must have a report every month.

Perry went over the problems we are having with trucks. Engine # 1 is having a lot of problems, #2 has a leak, the new tender tank is oxidizing. He is still looking for a rear end for the DNR pick up.

This led into discussion on the need for a new engine and how to pay for it. It will take too long to save up money, so we should take out a loan for one, but have no idea where the money will come from to make payments. They feel they just don't have enough money. There was discussion on an equipment millage. Maybe going from 1 ½ now to 1 mill for operations and 1 mill for equipment. Jim and Perry feel that the people would pass a millage.

The Roster is OK with the possibility of a couple that were in Monday putting in applications.

Perry asked if we could put them on our copy machine plan. They spend a lot of money on ink. Bill said he would ask Hannah if she would be willing to look into it.

All went over the 2022 budget.

Meeting ended at 8:50 pm.

Bill Stanek, acting secretary

# Supervisor's Report

## July 2021

July was very different. With the MCDC not having an executive director, I have been doing a lot of extra work as an officer of the corporation. The board of the MCDC has interviewed more candidates and even offered the job to one person who did not even respond to our offer.

After meeting with Penny, Hannah, and Marc, I have upgraded the building budget for just the exterior. We have made some changes in windows and added some extra PVC boards around the windows and fascia. The committee decided that we should look at hiring someone to do some of the outside work as small projects.

I have started working on the 2022 budget and have given department heads the request forms. I will have the rough budget to you by the next meeting.

Penny, Hannah, and I interviewed a few individuals for the afternoon position. A couple of these people would be qualified, but I would still like to request that we put Tim on full time. He was on vacation last week, and it does make it hard for me when he is gone, but training a new person will take a lot more of my time. Tim has been covering the afternoons, and it's worked well.

I have worked with Hannah to apply for the American Rescue Plan Act Funds. MTA has put on a couple of webinars to go over the application and what the money can be used for. At first I was hoping that we could use the loss of sewer income as a means to open up the use of this money, but that is a no for now. I still think that I can show some loss of income, but it will take some more work on it when I have time. The way it looks is that we can use the money on remodeling the hall building, our sewer improvement projects that Progressive Engineering has been working on, and maybe some broad band solutions. We had a fellow from MTA at our county quarterly meeting that shared a lot about what we could use the money for. We have until the end of 2024 to commit the money and two more years to spend it. We also had a presentation on broad band at the meeting.

I have used my assistant a little lately. He is pulling together a couple of committees that I just have not had time to do. We are still working on a bus route from the campus to apartment complexes.

This month I attended one of the city commission meetings and heard a great presentation on the gypsy moth situation from a DNR spokesperson. Basically, it is a normal happening that handles itself and we should not interfere, even though it is a nuisance. Other meetings I attended were with the city/Green Township; Ferris, county and city; the 131 Corridor; our planning commission and fire committee; and a couple MCDC meetings.

Thanks for the opportunity to serve with you,  
Bill



# Item "M"

## TOWNSHIP HALL BUDGET

### Exterior

Drainage around back of building	1,500.00	
Doors & Windows	3,000.00	x
Stack stone 42" heigh w/ vinyl siding above	8,975.00	
Remove Parking lot	1,500.00	x
Sidewalk-8' from building on south extending to east drive including a sidewalk to existing doors and new door	3,000.00	
Paved parking south of sidewalk	15,000.00	
Landscape South Side	600.00	
Seal Roof	9,000.00	x
Repair sign with new face	2,575.00	x
Demo inside	500.00	x
Labor	14,000.00	
Miscellaneous	2,350.00	
	62,000.00	

**Proposal to Big Rapids Township Board of Trustees – Presented by Timothy Kleinheksel**

Proposal: Hire Timothy Kleinheksel full-time in lieu of replacing Jami Haner

**Historical typical work hours:**

Tim: 8:00am-12:45pm	23.75 hours/week @ 18.75	\$445.31
Jami: 12:30pm-4:30pm	20 hours/week @ 16.00	\$320.00
Total Weekly Payroll		\$765.31 x 52 weeks = \$39,796 annually

Actual gross payroll 2020	Tim	\$20,748.24
	Jami	\$13,082.40
	Total 2020 Payroll	\$33,830.64
	Unpaid COVID Factor \$2,220	\$36,050.64

**Proposed work hours: Tim: Mon-Fri 8:00am-4:30pm 30-minute lunch break**

40 hours/week @ 18.75      \$750.00 x 52 weeks = \$39,000 annually

Township Employee Handbook designates 30+ hours per week as “Regular Full-Time” with the following benefits:

- Paid Holidays – 8 paid holidays – Cost included in \$39,000
- Vacation – 96 hours per year – Cost included in \$39,000
- Sick Leave – 8 hours per month – Zero sick days to date – Cost included in \$39,000
- Insurance opt-out \$1,800/yr – I am willing to reduce hourly pay to subsidize opt-out dollars through 2022

**Advantages to combining the two part-time positions to one Full-time position:**

- Training – No learning curve costs
- Proven reliable attendance – I have had zero sick days and 100% on-time
- Increased customer satisfaction – Less call backs, less messages, less chance for error
- Continuity of afternoon permits, inspections and Building Department transactions
- Retention of a professional, experienced and satisfied employee
- Vacation coverage – I took a week of vacation July 18-24 with successful coverage by township employees
- Historical – Brent had vacations covered successfully

# Timothy Kleinheksel

## Building and Zoning Administrator

Mon-Fri 8:00am-4:30pm 30-minute lunch break

### Job Description:

- Front-line person for township
- Building/Zoning Department Supervisor
- Secretary to the Planning Commission, Zoning and Building Boards of Appeal, and Cemetery Committee
- Must take oath of office and be bonded
- Reports directly to township supervisor

### Responsibilities:

- Greet and direct visitors at the township office
- Answer and direct incoming telephone calls
- Answer questions or forward to applicable department
- Communicate with township residents and contractors
- Supervise building inspectors and officials
- Issue building, electrical, mechanical and plumbing permits
- Communicate inspections for building, electrical, mechanical and plumbing
- Keep building and zoning databases up-to-date and filed properly
- Prepare agendas for Planning Commission meetings
- Attend monthly Planning Commission meetings
- Record, document and post Planning Commission meeting minutes
- Assign new property addresses
- Administer and enforce Zoning Ordinance
- Work with supervisor on Zoning complaints received
- Inspect and approve Zoning setbacks
- Process special use requests
- Oversee MISS DIG
- Prepare agendas for Zoning Board of Appeals and Building Board of Appeals
- Prepare report on building projects for monthly Board meeting
- Administer and record Cemetery lot sales and interments
- Record, document and post Cemetery Committee meeting minutes
- Inventory and purchase office supplies
- Keep copy and fax machines supplied with paper
- Keep bulletin board postings current
- Work with IT contractors to keep website up-to-date
- Cooperate with and assist Treasurer, Clerk and Assessor as needed
- Perform other duties that may be assigned by the township supervisor

## Big Rapids Charter Township Federal Procurement Conflict of Interest Policy

### I. Purpose

The purpose of this policy is to establish conflicts of interest guidelines that meet or exceed the requirements under state law and local policy when procuring goods (apparatus, supplies, materials, and equipment), services, and construction or repair projects paid for in part or whole by federal funds and required under [2 C.F.R. § 200.318\(c\)\(1\)](#).

### II. Policy

This policy applies when procuring goods (apparatus, supplies, materials, and equipment), services, and construction or repair projects funded in part or whole with federal financial assistance (direct or reimbursed). This policy also applies to any subrecipient of the funds.

The employee responsible for managing the federal financial assistance award shall review the notice of award to identify any additional conflicts of interest prohibitions or requirements associated with the award, and shall notify all employees, officers, and agents, including subrecipients, of the requirements of this policy and any additional prohibitions or requirements.

**A. Conflicts of Interest.** In addition to the prohibition against self-benefiting from a public contract under Public Act 317 of 1968 and other applicable state law, no officer, employee, or agent of Big Rapids Charter Township may participate directly or indirectly in the selection, award, or administration of a contract supported by a federal award if he or she has a real or apparent conflict of interest. A real or apparent conflict exists when any of the following parties has a financial or other interest in or receives a tangible personal benefit from a firm considered for award of a contract:

1. the employee, officer, or agent involved in the selection, award, or administration of a contract;
2. any member of his or her immediate family;
3. his or her partner; or
4. an organization which employs or is about to employ any of these parties.

Any officer, employee, or agent with an actual, apparent, or potential conflict of interest as defined in this policy shall report the conflict to his or her immediate supervisor. Any such conflict shall be disclosed in writing to the federal award agency or pass-through entity in accordance with applicable Federal awarding agency policy.

**B. Gifts.** In addition to the prohibition against accepting gifts and favors from vendors and contractors under state law, officers, employees, and agents of Big Rapids Charter Township are prohibited from accepting or soliciting gifts, gratuities, favors, or anything of monetary value from contractors, suppliers, or parties to subcontracts. Items of nominal value valued at less than \$30.00, which fall into one of the following categories may be accepted:

1. promotional items;
2. honorariums for participation in meetings; or
3. meals furnished at banquets

Any officer, employee or agent who knowingly accepts an item of nominal value allowed under this policy shall report the item to his or her immediate supervisor.

### **III. Violation**

Employees violating this policy will be subject to discipline up to and including termination. Contractors violating this policy will result in termination of the contract and may not be eligible for future contract awards.

Check Date	Bank	Check Number	Name	Check Gross	Physical Check Amount
08/01/2021	GEN	12660	AMBLER, ALLEN S	547.03	476.47
08/01/2021	GEN	12661	ANTOR, GERALD A	701.75	648.07
08/01/2021	GEN	12662	BECHAZ, MARY L	228.00	200.88
08/01/2021	GEN	12663	BERENS, DYLAN I	934.36	762.65
08/01/2021	GEN	12664	BIGFORD, MICHAEL R	50.00	46.17
08/01/2021	GEN	12665	BOOHER, GAVIN M	1,158.00	904.31
08/01/2021	GEN	12666	BUYS, RANDALL J	814.03	751.76
08/01/2021	GEN	12667	CALIFF, MICHAEL H	597.60	499.65
08/01/2021	GEN	12668	CHAPMAN, JAMES M	376.25	331.48
08/01/2021	GEN	12669	COOK, ZACHARY F	50.00	46.18
08/01/2021	GEN	12670	CROCKETT, JARED N	159.05	60.59
08/01/2021	GEN	12671	CURRIE, PENNY M	3,266.67	758.74
08/01/2021	GEN	12672	DAVIS, MARY B	50.00	46.17
08/01/2021	GEN	12673	DIETRICH, GEORGE	1,163.00	1,029.32
08/01/2021	GEN	12674	DOUGLASS, PERRY IV A	864.33	667.96
08/01/2021	GEN	12675	EVERETT, JERALD D	145.83	128.48
08/01/2021	GEN	12676	GEIB, ANTHONY C	145.83	128.48
08/01/2021	GEN	12677	HANER, JAMI L	300.00	262.50
08/01/2021	GEN	12678	HAWLEY, CRYSTAL A	42.24	38.59
08/01/2021	GEN	12679	JONES, JERRAD C	618.35	515.84
08/01/2021	GEN	12680	KLEINHEKSEL, TIMOTHY J	1,968.76	1,818.15
08/01/2021	GEN	12681	KONDZIOLKA, CHERYL L	284.00	262.27
08/01/2021	GEN	12682	MARSHALL, GRAYSON L	320.06	281.96
08/01/2021	GEN	12683	OLIVER, GORDON	50.00	44.04
08/01/2021	GEN	12684	PEREZ, ADAM	869.45	757.30
08/01/2021	GEN	12685	SAEZ, HANNAH C	3,266.67	2,135.56
08/01/2021	GEN	12686	SPRIK, HANNAH M	59.32	52.26
08/01/2021	GEN	12687	STANEK, WILLIAM F	3,066.67	795.05
08/01/2021	GEN	12688	SWEPPENHEISER, MARK A	50.00	46.17
08/01/2021	GEN	12689	TECENO, CHRISTOPHER S	145.83	128.48
08/01/2021	GEN	12690	TUBBS, JAMES	1,041.67	951.57
08/01/2021	GEN	12691	VELDMAN, MARC	3,486.94	2,709.27
08/01/2021	GEN	12692	WETHINGTON, AMANDA R	50.00	44.05
08/01/2021	GEN	12693	WILLIAMS, TRAVIS A	70.40	62.03
08/01/2021	GEN	12694	WINGET, SCOTT A	1,740.75	1,514.38
08/01/2021	GEN	12695	WYMA, NICHOLAS A	971.80	856.15
08/01/2021	GEN	STUB43	BEAN, CARMAN	145.83	0.00

Totals: Number of Checks: 037 29,800.47 20,762.98

Total Physical Checks: 36

Total Check Stubs: 1

Check Date	Bank	Check	Vendor	Vendor Name	Amount
Bank GEN GENERAL TOWNSHIP CHECKING					
07/08/2021	GEN	32792	ACC00	ACCIDENT FUND COMPANY	770.00
07/08/2021	GEN	32793	BRG00	BIG RAPIDS GENERAL FUND	1,906.14
07/08/2021	GEN	32794	BS&00	BS&A SOFTWARE	3,033.33
07/08/2021	GEN	32795	BUR00	BURNHAM & FLOWER OF MICHIGAN	33,696.00
07/08/2021	GEN	32796	CON00	CONSUMERS ENERGY	984.83
07/08/2021	GEN	32797	HOPE	HOPE NETWORK WEST MICHIGAN	126.00
07/08/2021	GEN	32798	KCI	KCI	461.20
07/08/2021	GEN	32799	MEC01	MECOSTA COUNTY ROAD COMMISSION	237,000.22
07/08/2021	GEN	32800	MOS00	MICHIGAN OFFICE SOLUTIONS	148.19
07/08/2021	GEN	32801	NORTHWEST	NORTHWEST KENT MECHANICAL CO.	2,841.17
07/08/2021	GEN	32802	RYA00	RYAN'S MODERN SEWER CLEANING	2,007.75
07/08/2021	GEN	32803	SIG00	SIEGFRIED CRANDALL, PC	250.00
07/08/2021	GEN	32804	XEROX	XEROX FINANCIAL SERVICES	377.67
07/14/2021	GEN	32805	CHA01	CHARTER COMMUNICATIONS	583.25
07/14/2021	GEN	32806	CIT00	CITY OF BIG RAPIDS	1.13
07/14/2021	GEN	32807	CON00	CONSUMERS ENERGY	54.66
07/14/2021	GEN	32808	DTE00	DTE ENERGY	439.76
07/14/2021	GEN	32809	DTE00	VOID	0.00 V
Void Reason: Created From Check Run Process					
07/14/2021	GEN	32810	GRANGER	GRANGER	211.50
07/14/2021	GEN	32811	MEC01	MECOSTA COUNTY ROAD COMMISSION	255.20
07/14/2021	GEN	32812	PIO00	THE PIONEER GROUP	161.25
07/15/2021	GEN	9930218(E)	SBS00	SMALL BUSINESS ADMIN SERVICES LLC	52.50
07/19/2021	GEN	9930219(E)	TCF BANK	TCF BANK	37.00
07/20/2021	GEN	32813	ACC00	ACCIDENT FUND COMPANY	1,120.10
07/20/2021	GEN	32814	BOICE	BOICE COMMUNICATIONS	134.38
07/20/2021	GEN	32815	CHA01	CHARTER COMMUNICATIONS	243.52
07/20/2021	GEN	32816	CON00	CONSUMERS ENERGY	1,988.95
07/20/2021	GEN	32817	CON00	VOID	0.00 V
Void Reason: Created From Check Run Process					
07/20/2021	GEN	32818	DINGES	DINGES FIRE COMPANY	2,999.64
07/20/2021	GEN	32819	DTE00	DTE ENERGY	34.99
07/20/2021	GEN	32820	STA01	STATE STREET HARDWARE	47.94
07/20/2021	GEN	32821	STA07	STATE OF MICHIGAN	2,625.98
07/20/2021	GEN	32822	WIL02	ERIC D. WILLIAMS	864.00
08/01/2021	GEN	9930220(E)	CHE00	CHEMICAL BANK CENTRAL	5,897.42
08/01/2021	GEN	9930221(E)	JHI00	JOHN HANCOCK LIFE INSURANCE COMPANY	2,132.69
08/01/2021	GEN	9930222(E)	STA00	STATE OF MICHIGAN	809.44
08/01/2021	GEN	9930223(E)	VOYA	VOYA FINANCIAL	3,963.83
08/03/2021	GEN	32823	ALE00	ALERT-ALL CORPORATION	679.00
08/03/2021	GEN	32824	BIG RAPIDS	BIG RAPIDS FLEET & AUTO REPAIR, INC	1,592.24
08/03/2021	GEN	32825	BIG01	BIG RAPIDS TWP SEWER REC. FUND	49.35
08/03/2021	GEN	32826	CIT00	CITY OF BIG RAPIDS	26.80
08/03/2021	GEN	32827	CON00	CONSUMERS ENERGY	517.86
08/03/2021	GEN	32828	DIETRICH	GEORGE DIETRICH	109.08
08/03/2021	GEN	32829	DO ALL DOU	DO ALL DOUG	1,650.00
08/03/2021	GEN	32830	FIR00	FIRST NATIONAL BANK	669.44
08/03/2021	GEN	32831	KEVIN C	KEVIN CUSHWAY	520.83
08/03/2021	GEN	32832	MEC01	MECOSTA COUNTY ROAD COMMISSION	382.04
08/03/2021	GEN	32833	MOR00	MORNINGSTAR ENTERPRISES, INC.	150.13
08/03/2021	GEN	32834	PRAETORIAN	LEXIPOL	1,625.00
08/03/2021	GEN	32835	PRIORITY H	PRIORITY HEALTH	2,700.71
08/03/2021	GEN	32836	XEROX	XEROX FINANCIAL SERVICES	377.67
08/03/2021	GEN	32837	MISDU	MICHIGAN STATE DISBURSEMENT UNIT	79.53

GEN TOTALS:

Total of 52 Checks:	319,391.31
Less 2 Void Checks:	0.00
Total of 50 Disbursements:	<u>319,391.31</u>