

**BIG RAPIDS CHARTER TOWNSHIP BOARD  
REGULAR MEETING TUESDAY, DECEMBER 15, 2020**

**Virtually.**  
BIG RAPIDS, MI 49307

**AGENDA**

PLEDGE OF ALLEGIANCE.

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

PUBLIC COMMENT

ADDITIONS TO AGENDA:

SPECIAL APPEARANCE: Jackie Holmes

CORRESPONDENCE:

CONSENT AGENDA

1. November 3, Meeting Minutes: **ITEM A**
2. November 11, Meeting Minutes: **ITEM B**
3. November Financial Report: **ITEM C**
4. Treasure's report-October: **ITEM D**
2. Building Department Report: **ITEM E**
3. Cemetery and Grounds Report: **ITEM F**
4. Fire Department Report: **ITEM G**
5. Sewer Department Report: **ITEM H**
6. Water Department Report: **ITEM I**
7. Planning Commission Minutes: **ITEM J**
10. Supervisor's Report: **ITEM K**

UNFINISHED BUSINESS:

1. Resolution 2020-2 2021 Wages: **ITEM L**
2. Resolution 2020-3 Appropriations: **ITEM M**
3. Mower Quote: **ITEM N**
4. Other:

NEW BUSINESS:

1. Resolution 2020-4 2021 meeting dates: **ITEM O**
2. Resolution 2020-5 Depositories: **ITEM P**
3. Resolution 2020-6 Health Insurance: **ITEM Q**
4. Statutory appointments for 2021: **ITEM R**
5. 2020 budget adjustments: **ITEM S**
6. Other:

Financial

1. Payroll: **ITEM T**
2. Accounts Payable: **ITEM U**
3. December mid-month Payables: **ITEM V**

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. For this zoom meeting please call the office at 2361 796 3603 for log in information.

**BIG RAPIDS CHARTER TOWNSHIP BOARD  
REGULAR MEETING TUESDAY, NOVEMBER 3, 2020  
UNAPPROVED**

**Item "A"**

**PLEDGE OF ALLEGIANCE.**

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

**PUBLIC COMMENT: None**

**SPECIAL APPEARANCE: Anthony Amine**

**CORRESPONDENCE: None**

**PUBLIC HEARING ON 2021 BUDGET: Open hearing - 7:00pm; Adjourned 7:01pm.**

**CONSENT AGENDA**

1. October 6, Meeting Minutes:
2. October Financial Report:
3. Building Department Report:
4. Cemetery and Grounds Report:
5. Fire Department Report:
6. Sewer Department Report:
7. Water Department Report:
8. Cemetery Committee Report:
9. Election Commission Minutes:
11. Planning Commission Minutes:
12. Gypsy Moth Control:
13. Supervisor Report:

**A motion to approve of the consent agenda was made by Everett. Seconded by Merendino. Motion passed unanimously.**

**UNFINISHED BUSINESS:**

1. Hills of Mitchell Creek Progress Report: Noted.
2. Other:

**NEW BUSINESS:**

1. Accepting updated Cell Tower Agreement: A motion was made by Bean to accept the updated Cell Tower Agreement. Seconded by Everett. Motion passed unanimously on a roll call vote.
2. Adding Ian McArthur and Scott Belka to Fire Roster: A motion was made by Everett to approve of the hiring of McArthur and Belka to the Fire Roster. Seconded by Merendino. Motion passed unanimously on a roll call vote.
3. Adoption of Master Plan: A motion was made by Everett to approve of the Master Plan as presented. Seconded by Bean. Motion passed unanimously.
4. Adoption of 2021 Wastewater User Charge Report: A Special Meeting was requested for 11/11/2020 at 11:00am for the recommended Wastewater User Charge, the recommended Sewer rates, a Line Item Review of the Budget, a Review of the HSA vs HRA, and the current Health Insurance Ordinance.
5. Request to add Delinquent Sewer Bills to 2020 Winter Taxes: A motion was made by Everett to add the delinquent sewer bills to the 2020 Winter Tax roll. Seconded by Merendino. Motion passed unanimously on a roll call vote.
6. Other:

**Financial**

1. Payroll: A motion was made by Bean to approve Payroll in the amount of \$21,611.68. Seconded by Currie. Motion passed unanimously on a roll call vote.
2. Accounts Payable: A motion was made by Everett to approve Accounts Payable in the amount of \$71,103.44. Seconded by Merendino. Motion passed unanimously on a roll call vote.

**PUBLIC COMMENT:**

**ADJOURNMENT: 8:48pm**

**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  
SPECIAL MEETING**

**WEDNESDAY, NOVEMBER 11, 2020 11:00 a.m.**  
**BIG RAPIDS TOWNSHIP OFFICES, 14212 NORTHLAND DR.**  
**BIG RAPIDS, MI 49307**  
**UNAPPROVED**

**CALL TO ORDER: 11:02am**

**ROLL CALL: Stanek, Saez, Currie, Bean, Everett,  
Geib, Merendino present.**

**PLEDGE OF ALLEGIANCE.**

**ITEMS OF BUSINESS:**

**1. DISCUSS AND SET THE WASTEWATER USER CHARGE**

A motion was made by Currie to approve the wastewater user charge for 2021 as presented. Seconded by Bean. Motion passed unanimously on a roll call vote.

**2. DISCUSS AND SET THE RECOMMENDED SEWER RATES**

A motion was made by Bean to approve and set the sewer rates as unchanged effective 12/1/2020. Seconded by Currie. Motion passed unanimously on a roll call vote.

**3. REVIEW THE HRA VS. HSA AND REVIEW THE CURRENT HEALTH INSURANCE ORDINANCE AND DISCUSS AND SET EMPLOYEE COVERAGE**

A motion was made by Bean to introduce an update to Ordinance 32.09 to require elected/hourly employees to pay 20 percent of the premium costs for themselves and their dependents, and the Township to pay for 80 percent. Seconded by Geib. Motion passed 5:1. Merendino-yes, Saez-yes, Currie-yes, Bean-yes, Geib-yes. Stanek, no.

Request for our Insurance Group Plan benefit provider to attend the December meeting to discuss rates and options for further approval and adoption of the update to the Ordinance.

**4. LINE ITEM REVIEW OF 2021 BUDGET**

A motion was made by Bean to approve the 2021 budget with changes noted. Seconded by Currie. Motion passed unanimously.

**PUBLIC COMMENT: None.**

**ADJOURNMENT: 1:42pm**

Big Rapids Charter Township will provide necessary reasonable auxiliary aids and services to individuals with disabilities at a meeting or hearing upon advance notice to the Township. Individuals with disabilities requiring auxiliary aids or services should contact the township by writing or calling the ADA coordinator, Hannah Saez, Big Rapids Charter Township Clerk.

11/30/2020

## REVENUE AND EXPENDITURE REPORT FOR BIG RAPIDS TOWNSHIP

PERIOD ENDING 12/31/2020

% Fiscal Year Completed: 100.00

Item "C"

GL NUMBER	DESCRIPTION	2020 amended budget	YTD BALANCE 12/31/2020 NORMAL (ABNORM)	ACTIVITY FOR INTH 12/31/20 RELEASE (DECREAS)	AVAILABLE BALANCE NORMAL (ABNORM)	% BDGT USEC
<b>Revenues</b>						
<b>Dept 000 - GENERAL</b>						
101-000-402.000	Current Real Property Tax	190,500.00	177,217.42	0.00	13,282.58	93.03
101-000-411.000	Delinquent Real Property Tax	0.00	13.37	0.00	(13.37)	100.00
101-000-441.000	Local Community Stabilization Shar	2,000.00	0.00	0.00	2,000.00	0.00
101-000-445.000	Penalties & Interest on Taxes	1,500.00	2,884.17	0.00	(1,384.17)	192.28
101-000-447.000	Property Tax Admin Fee	55,000.00	59,438.34	0.00	(4,438.34)	108.07
101-000-451.000	Business Licenses & Permits	19,000.00	13,051.09	0.00	5,948.91	68.69
101-000-574.000	State Shared Revenue	370,000.00	371,693.00	0.00	(1,693.00)	100.46
101-000-607.000	Ch. for Serv. (fees, zoning)	1,500.00	1,200.00	0.00	300.00	80.00
101-000-610.000	School Parcel Fee	5,500.00	6,417.00	0.00	(917.00)	116.67
101-000-632.000	Ch. for Serv. (sale cem. lots)	3,000.00	2,800.00	0.00	200.00	93.33
101-000-634.000	Ch. for Serv. (grave op & cl)	12,000.00	11,900.00	0.00	100.00	99.17
101-000-635.000	Chg For Serv Cem Foun & Misc	4,000.00	6,299.50	0.00	(2,299.50)	157.49
101-000-640.000	Ch. for Serv. (lot splits)	500.00	375.00	0.00	125.00	75.00
101-000-664.000	Int. & Div. on Earnings	14,000.00	3,542.78	0.00	10,457.22	25.31
101-000-667.000	Rent&Exp Building Dept	7,200.00	7,425.00	0.00	(225.00)	103.13
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 Assc	52,500.00	53,627.80	0.00	(1,127.80)	102.15
101-000-676.000	Reimbursements	0.00	11,845.61	0.00	(11,845.61)	100.00
101-000-687.000	REFUNDS	300.00	1,484.84	0.00	(1,184.84)	494.95
101-000-697.000	Transfer from other Fund	50,000.00	0.00	0.00	50,000.00	0.00
203-000-665.000	SPECIAL ASSESSMENT INTEREST	3,000.00	2,826.82	0.00	173.18	94.23
203-000-672.000	Special Assessment Principle	50,000.00	47,113.67	0.00	2,886.33	94.23
204-000-405.000	B.R.T. Road Millage	228,000.00	212,678.32	0.00	15,321.68	93.28
206-000-403.000	Current Real Property Tax	228,000.00	212,169.00	0.00	15,831.00	93.06
206-000-582.000	Contribution Mecosta Co. F.R.	15,000.00	13,804.18	0.00	1,195.82	92.03
206-000-664.000	Int. & Div. on Earnings	500.00	341.47	0.00	158.53	68.29
206-000-673.000	Sale of Fixed Assests	0.00	5,600.00	0.00	(5,600.00)	100.00
206-000-676.000	Reimbursements	0.00	5,666.00	0.00	(5,666.00)	100.00
206-000-687.000	REFUNDS	0.00	509.32	0.00	(509.32)	100.00
212-000-574.000	State Shared Revenue	5,600.00	6,160.55	0.00	(560.55)	110.01
249-000-608.000	Ch. for Serv.Fees/Bldg.Permits	55,000.00	41,792.00	0.00	13,208.00	75.99
249-000-699.100	Advance from Fund Balance	5,500.00	0.00	0.00	5,500.00	0.00
271-000-402.000	Current Real Property Tax	30,400.00	28,351.92	0.00	2,048.08	93.26
401-000-674.000	CONTRIBUTIONS AND DONATIONS	25,000.00	1,505.00	0.00	23,495.00	6.02
401-000-699.000	Transfers From Other Funds	15,000.00	0.00	0.00	15,000.00	0.00
401-000-699.100	Advance from Fund Balance	33,500.00	0.00	0.00	33,500.00	0.00
590-000-539.010	SAW GRANT	0.00	11,075.09	0.00	(11,075.09)	100.00
590-000-625.000	TAP IN FEES	5,000.00	15,375.00	0.00	(10,375.00)	307.50
590-000-626.000	Charg. for Serv. (utilities)	595,000.00	468,558.40	0.00	126,441.60	78.75
590-000-627.000	Penalty on Delinquent Utility Bills	7,500.00	9,901.40	0.00	(2,401.40)	132.02
590-000-664.000	Int. & Div. on Earnings	15,000.00	13,450.81	0.00	1,549.19	89.67
590-000-676.000	Reimbursements	0.00	8,671.00	0.00	(8,671.00)	100.00

GL NUMBER	DESCRIPTION	2020 amended budget	YTD BALANCE 12/31/2020 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 12/31/20 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
590-000-687.000	REFUNDS	0.00	10.00	0.00	(10.00)	100.00
590-000-699.100	Advance from Fund Balance	220,000.00	0.00	0.00	220,000.00	0.00
591-000-626.000	Charg. for Serv. (utilities)	900.00	704.35	0.00	195.65	78.26
591-000-627.000	Pen. & Int. Delinquent Bills	0.00	3.39	0.00	(3.39)	100.00
591-000-699.000	Transfer from other Fund	26,500.00	0.00	0.00	26,500.00	0.00
594-000-664.000	Int. & Div. on Earnings	75.00	33.82	0.00	41.18	45.09
594-000-672.000	Special Assessment	54,450.00	52,926.64	0.00	1,523.36	97.20
594-000-699.000	Transfer from other Fund	234,925.00	0.00	0.00	234,925.00	0.00
703-000-445.000	Penalties & Interest on Taxes	1,000.00	969.25	0.00	30.75	96.93
708-000-576.000	METRO Revenue	7,000.00	6,174.78	0.00	825.22	88.21
711-000-664.000	Int. & Div. on Earnings	1,750.00	1,074.14	0.00	675.86	61.38
711-000-698.000	Advance from Fund Balance	13,250.00	0.00	0.00	13,250.00	0.00
Total Dept 000 - GENERAL		2,669,350.00	1,902,661.24	0.00	766,688.76	71.28
TOTAL REVENUES		2,669,350.00	1,902,661.24	0.00	766,688.76	71.28

#### Expenditures

##### Dept 000 - GENERAL

703-000-700.000	Expenditure Control	1,000.00	0.00	0.00	1,000.00	0.00
711-000-975.000	Capital Outlay under \$10,000	15,000.00	0.00	0.00	15,000.00	0.00
Total Dept 000 - GENERAL		16,000.00	0.00	0.00	16,000.00	0.00

##### Dept 101 - TOWNSHIP BOARD

101-101-702.000	Salary & Wages	7,000.00	6,416.59	583.32	583.41	91.67
101-101-702.020	Salary & Wages Clerical Help	16,000.00	7,158.24	656.64	8,841.76	44.74
101-101-702.090	Salary & Wages Census	2,000.00	0.00	0.00	2,000.00	0.00
101-101-710.000	Twp. Share Medicare Withholding	365.00	239.79	17.96	125.21	65.70
101-101-715.000	Twp. Share Soc. Sec. Withholdg	1,550.00	1,025.29	76.90	524.71	66.15
101-101-720.000	Medical Reimbursement	0.00	12.25	0.00	(12.25)	100.00
101-101-727.000	Office Supplies	800.00	1,631.04	17.97	(831.04)	203.88
101-101-740.000	Operating Supplies	200.00	105.55	0.00	94.45	52.78
101-101-801.000	Professional Services	28,000.00	23,755.54	0.00	4,244.46	84.84
101-101-850.000	Communication	3,400.00	3,421.52	0.00	(21.52)	100.63
101-101-860.000	Transportation	600.00	0.00	0.00	600.00	0.00
101-101-860.100	Transportation - Census	300.00	0.00	0.00	300.00	0.00
101-101-880.000	Community Promotion	600.00	63.70	0.00	536.30	10.62
101-101-881.000	FALL CLEAN-UP	8,000.00	7,713.40	535.00	286.60	96.42
101-101-900.000	Printing & Publishing	1,800.00	2,111.66	0.00	(311.66)	117.31
101-101-956.000	Miscellaneous	100.00	0.00	0.00	100.00	0.00
101-101-958.000	Membership & Dues	3,450.00	3,076.21	0.00	373.79	89.17
101-101-960.000	Education	2,500.00	0.00	0.00	2,500.00	0.00
101-101-965.000	Insurance & Bonds	9,000.00	7,387.38	122.67	1,612.62	82.08
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		86,665.00	64,118.16	2,010.46	22,546.84	73.98

##### Dept 171 - SUPERVISOR

101-171-702.000	Salary & Wages	25,000.00	22,916.63	2,083.33	2,083.37	91.67
101-171-702.010	Salary & Wages Deputy	2,000.00	1,260.00	0.00	740.00	63.00

GL NUMBER	DESCRIPTION	2020 amended budget	YTD BALANCE 12/31/2020 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 12/31/20 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
101-171-702.040	Salary & Wages Cemetery	5,000.00	4,583.37	416.67	416.63	91.67
101-171-702.300	Health Insurance Buyout	1,800.00	1,650.00	150.00	150.00	91.67
101-171-710.000	Twp. Share Medicare Withholding	500.00	440.95	38.43	59.05	88.19
101-171-715.000	Twp. Share Soc. Sec. Withholdg	2,100.00	1,885.42	164.30	214.58	89.78
101-171-720.000	Medical Reimbursement	1,500.00	1,125.00	0.00	375.00	75.00
101-171-727.000	Office Supplies	50.00	228.73	65.50	(178.73)	457.46
101-171-740.000	Operating Supplies	50.00	0.00	0.00	50.00	0.00
101-171-801.000	Professional Services	400.00	0.00	0.00	400.00	0.00
101-171-850.100	Cell Phone	360.00	270.00	0.00	90.00	75.00
101-171-860.000	Transportation	450.00	0.00	0.00	450.00	0.00
101-171-960.000	Education	1,250.00	353.00	0.00	897.00	28.24
101-171-975.000	Capital Outlay under \$10,000	500.00	0.00	0.00	500.00	0.00
Total Dept 171 - SUPERVISOR		40,960.00	34,713.10	2,918.23	6,246.90	84.75
Dept 215 - CLERK						
101-215-702.000	Salary & Wages	39,200.00	35,933.37	3,266.67	3,266.63	91.67
101-215-702.010	Salary & Wages Deputy	5,000.00	3,276.00	136.80	1,724.00	65.52
101-215-702.300	Health Insurance Buyout	3,600.00	0.00	0.00	3,600.00	0.00
101-215-710.000	Twp. Share Medicare Withholding	650.00	568.53	49.34	81.47	87.47
101-215-714.000	Health Insurance	8,000.00	7,267.19	0.00	732.81	90.84
101-215-715.000	Twp. Share Soc. Sec. Withholdg	2,775.00	2,430.98	211.01	344.02	87.60
101-215-720.000	Medical Reimbursement	1,500.00	147.40	0.00	1,352.60	9.83
101-215-727.000	Office Supplies	700.00	426.70	0.00	273.30	60.96
101-215-740.000	Operating Supplies	300.00	200.36	0.00	99.64	66.79
101-215-801.000	Professional Services	2,600.00	2,396.00	0.00	204.00	92.15
101-215-850.000	Cell Phone Reimbursement	360.00	270.00	0.00	90.00	75.00
101-215-960.000	Education	1,000.00	297.85	0.00	702.15	29.79
101-215-975.000	Capital Outlay under \$10,000	500.00	0.00	0.00	500.00	0.00
Total Dept 215 - CLERK		66,185.00	53,214.38	3,663.82	12,970.62	80.40
Dept 247 - BOARD OF REVIEW						
101-247-702.000	Salary & Wages	900.00	577.20	0.00	322.80	64.13
101-247-710.000	Twp. Share Medicare Withholding	15.00	8.37	0.00	6.63	55.80
101-247-715.000	Twp. Share Soc. Sec. Withholdg	60.00	35.78	0.00	24.22	59.63
101-247-900.000	Printing & Publishing	75.00	70.75	0.00	4.25	94.33
101-247-960.000	Education	500.00	0.00	0.00	500.00	0.00
Total Dept 247 - BOARD OF REVIEW		1,550.00	692.10	0.00	857.90	44.65
Dept 253 - TREASURER						
101-253-702.000	Salary & Wages	31,200.00	28,600.00	2,600.00	2,600.00	91.67
101-253-702.010	Salary & Wages Deputy	3,850.00	2,368.80	388.80	1,481.20	61.53
101-253-710.000	Twp. Share Medicare Withholding	510.00	449.01	43.33	60.99	88.04
101-253-714.000	Health Insurance	6,400.00	5,438.19	0.00	961.81	84.97
101-253-715.000	Twp. Share Soc. Sec. Withholdg	2,175.00	1,920.11	185.31	254.89	88.28
101-253-720.000	Medical Reimbursement	1,195.00	129.43	0.00	1,065.57	10.83
101-253-727.000	Office Supplies	1,250.00	110.49	0.00	1,139.51	8.84
101-253-740.000	Operating Supplies	450.00	211.80	0.00	238.20	47.07
101-253-801.000	Professional Services	4,750.00	3,379.62	0.00	1,370.38	71.15
101-253-960.000	Education	0.00	99.00	99.00	(99.00)	100.00

GL NUMBER	DESCRIPTION	2020 amended budget	YTD BALANCE 12/31/2020 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 12/31/20 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
101-253-975.000	Capital Outlay under \$10,000	2,000.00	0.00	0.00	2,000.00	0.00
Total Dept 253 - TREASURER		53,780.00	42,706.45	3,316.44	11,073.55	79.41
Dept 257 - ASSESSOR						
101-257-740.000	Operating Supplies	200.00	426.45	0.00	(226.45)	213.23
101-257-801.000	Professional Services	4,500.00	1,476.55	0.00	3,023.45	32.81
101-257-801.005	Contractual Assessor	40,000.00	34,262.63	0.00	5,737.37	85.66
101-257-801.006	Tax Tribunal Appeals	1,000.00	0.00	0.00	1,000.00	0.00
Total Dept 257 - ASSESSOR		45,700.00	36,165.63	0.00	9,534.37	79.14
Dept 262 - ELECTIONS						
101-262-702.000	SALARY AND WAGES	6,750.00	6,681.00	2,811.43	69.00	98.98
101-262-710.000	Twp. Share Medicare Withholding	100.00	0.00	0.00	100.00	0.00
101-262-715.000	Twp. Share Soc. Sec. Withholding	420.00	0.00	0.00	420.00	0.00
101-262-727.000	SUPPLIES	1,200.00	557.38	0.00	642.62	46.45
101-262-740.000	Operating Supplies	7,750.00	5,457.45	310.77	2,292.55	70.42
101-262-801.000	Professional Services	450.00	300.00	0.00	150.00	66.67
101-262-810.000	Election Workers	0.00	477.98	209.98	(477.98)	100.00
101-262-860.000	MILEAGE	150.00	0.00	0.00	150.00	0.00
101-262-900.000	Printing & Publishing	500.00	220.32	0.00	279.68	44.06
101-262-960.000	Education	500.00	0.00	0.00	500.00	0.00
101-262-975.000	Capital Outlay under \$10,000	2,000.00	1,798.00	0.00	202.00	89.90
Total Dept 262 - ELECTIONS		19,820.00	15,492.13	3,332.18	4,327.87	78.16
Dept 265 - TOWNSHIP HALL & GROUNDS						
101-265-702.000	Salary & Wages	2,200.00	626.88	0.00	1,573.12	28.49
101-265-702.200	Salary & Wages Snowplowing	400.00	0.00	0.00	400.00	0.00
101-265-710.000	Twp. Share Medicare Withholding	40.00	9.09	0.00	30.91	22.73
101-265-715.000	Twp. Share Soc. Sec. Withholdg	165.00	38.88	0.00	126.12	23.56
101-265-740.000	Operating Supplies	200.00	820.99	0.00	(620.99)	410.50
101-265-775.000	Repair & Maintenance Supplies	500.00	7.62	0.00	492.38	1.52
101-265-801.000	Professional Services	500.00	0.00	0.00	500.00	0.00
101-265-920.000	Public Utilities	4,000.00	3,005.70	147.00	994.30	75.14
101-265-930.000	Repair & Maintenance	3,000.00	2,046.60	0.00	953.40	68.22
101-265-932.000	Grounds maintenance	600.00	828.94	0.00	(228.94)	138.16
101-265-933.000	Snowplowing	0.00	800.00	0.00	(800.00)	100.00
101-265-956.000	Miscellaneous	100.00	0.00	0.00	100.00	0.00
101-265-978.000	Capital Outlay \$10,000 and above	6,000.00	0.00	0.00	6,000.00	0.00
Total Dept 265 - TOWNSHIP HALL & GROUNDS		17,705.00	8,184.70	147.00	9,520.30	46.23
Dept 276 - TOWNSHIP CEMETERIES						
101-276-702.000	Salary & Wages	8,000.00	7,614.75	572.00	385.25	95.18
101-276-702.015	Salary & Wages Mangement	23,000.00	25,934.01	3,254.06	(2,934.01)	112.76
101-276-702.016	Salary & Wages Clerical Mangemer	8,500.00	1,185.00	0.00	7,315.00	13.94
101-276-702.020	Salary & Wages Clerical Help	2,000.00	4,772.16	437.76	(2,772.16)	238.61
101-276-702.100	SALARY & WAGES: UNEMPLOYMEN	5,100.00	2,523.39	2.56	2,576.61	49.48
101-276-702.200	Salary & Wages Snowplowing	400.00	0.00	0.00	400.00	0.00
101-276-702.300	Health Insurance Buyout	1,800.00	1,350.00	150.00	450.00	75.00
101-276-710.000	Twp. Share Medicare Withholding	580.00	549.46	64.01	30.54	94.73



GL NUMBER	DESCRIPTION	2020 amended budget	YTD BALANCE 12/31/2020 NORMAL (ABNORM/)	ACTIVITY FOR MONTH 12/31/20 RELEASE (DECREAS)	AVAILABLE BALANCE NORMAL (ABNORM)	% BDGT USE
101-276-714.000	Health Insurance	1,500.00	0.00	0.00	1,500.00	0.00
101-276-715.000	Twp. Share Soc. Sec. Withholdg	2,480.00	2,349.40	273.65	130.60	94.73
101-276-720.000	Medical Reimbursement	1,500.00	0.00	0.00	1,500.00	0.00
101-276-727.000	Office Supplies	300.00	75.37	0.00	224.63	25.12
101-276-740.000	Operating Supplies	4,000.00	3,055.04	176.17	944.96	76.38
101-276-801.000	Professional Services	3,500.00	5,797.75	2,643.75	(2,297.75)	165.65
101-276-801.010	MANPOWER	7,000.00	5,622.38	72.50	1,377.62	80.32
101-276-801.020	PROF. SERVICES GRAVE OPENING/c	10,000.00	7,380.00	900.00	2,620.00	73.80
101-276-850.000	Communication	1,350.00	1,309.78	0.00	40.22	97.02
101-276-850.100	Cell Phone	360.00	210.00	0.00	150.00	58.33
101-276-860.000	Transportation	200.00	0.00	0.00	200.00	0.00
101-276-900.000	Printing & Publishing	200.00	0.00	0.00	200.00	0.00
101-276-920.000	Public Utilities	2,500.00	1,783.55	160.23	716.45	71.34
101-276-930.000	Repair & Maintenance	9,000.00	7,093.91	564.96	1,906.09	78.82
101-276-933.000	Snowplowing	0.00	30.00	0.00	(30.00)	100.00
101-276-960.000	Education	500.00	0.00	0.00	500.00	0.00
101-276-965.000	Insurance & Bonds	3,000.00	1,867.04	173.20	1,132.96	62.23
101-276-971.000	Re Purchase Cemetery Lots	400.00	306.00	0.00	94.00	76.50
101-276-975.000	Capital Outlay under \$10,000	4,000.00	0.00	0.00	4,000.00	0.00
101-276-978.000	Capital Outlay \$10,000 and above	15,000.00	0.00	0.00	15,000.00	0.00
Total Dept 276 - TOWNSHIP CEMETERIES		116,170.00	80,808.99	9,444.85	35,361.01	69.56
Dept 330 - LIQUOR LAW ENFORCEMENT						
212-330-801.000	Professional Services	5,600.00	0.00	0.00	5,600.00	0.00
Total Dept 330 - LIQUOR LAW ENFORCEMENT		5,600.00	0.00	0.00	5,600.00	0.00
Dept 336 - FIRE DEPARTMENT						
206-336-702.000	Salary & Wages	48,000.00	43,999.07	3,999.55	4,000.93	91.66
206-336-702.025	Salary & Wages Reports	1,200.00	948.00	111.00	252.00	79.00
206-336-702.030	Salary & Wages Preincident Survey	3,000.00	1,950.00	0.00	1,050.00	65.00
206-336-702.050	Salary & Wages First Responder	20,000.00	18,333.75	1,667.16	1,666.25	91.67
206-336-702.080	Chief Salary & Wages	12,500.00	11,458.37	1,041.67	1,041.63	91.67
206-336-702.085	Ass't Chiefs Salary & Wages	10,000.00	9,166.63	833.33	833.37	91.67
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	1,380.00	1,244.92	110.97	135.08	90.21
206-336-715.000	Twp. Share Soc. Sec. Withholdg	5,880.00	5,323.06	474.48	556.94	90.53
206-336-727.000	Office Supplies	800.00	115.51	0.00	684.49	14.44
206-336-740.000	Operating Supplies	15,500.00	10,055.09	3,529.80	5,444.91	64.87
206-336-801.000	Professional Services	2,000.00	400.00	0.00	1,600.00	20.00
206-336-850.000	Communication	2,500.00	3,272.06	49.02	(772.06)	130.88
206-336-860.000	Transportation	100.00	0.00	0.00	100.00	0.00
206-336-880.000	Community Promotion	750.00	0.00	0.00	750.00	0.00
206-336-900.000	Printing & Publishing	100.00	0.00	0.00	100.00	0.00
206-336-920.000	Public Utilities	11,200.00	5,924.49	278.56	5,275.51	52.90
206-336-930.000	Repair & Maintenance	20,000.00	21,488.64	1,551.06	(1,488.64)	107.44
206-336-933.000	Snowplowing	0.00	800.00	0.00	(800.00)	100.00
206-336-935.000	Bldg. & Grounds Repair & Mainteni	2,000.00	0.00	0.00	2,000.00	0.00
206-336-958.000	Membership & Dues	300.00	0.00	0.00	300.00	0.00
206-336-960.000	Education	2,700.00	3,739.29	1,575.00	(1,039.29)	138.49



GL NUMBER	DESCRIPTION	2020 amended budget	YTD BALANCE 12/31/2020 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 12/31/20 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BGDY USED
206-336-965.000	Insurance & Bonds	29,000.00	16,666.08	905.53	12,333.92	57.47
206-336-975.000	Capital Outlay under \$10,000	15,000.00	2,736.99	234.99	12,263.01	18.25
206-336-978.000	Capital Outlay \$10,000 and above	0.00	49,538.82	0.00	(49,538.82)	100.00
206-336-994.000	Contract Payment Principal	25,000.00	0.00	0.00	25,000.00	0.00
Total Dept 336 - FIRE DEPARTMENT		229,410.00	207,160.77	16,362.12	22,249.23	90.30
Dept 371 - BUILDING INSPECTION DEPARTMENT						
249-371-702.000	Salary & Wages	10,000.00	7,611.24	767.00	2,388.76	76.11
249-371-702.020	Salary & Wages Clerical Help	18,800.00	14,979.96	1,368.00	3,820.04	79.68
249-371-703.000	Salary & Wages Electrical Insp	4,500.00	4,532.70	459.90	(32.70)	100.73
249-371-704.000	Salary & Wages Plbg-Mech Insp	7,600.00	7,108.59	794.99	491.41	93.53
249-371-705.000	SAL & WAGES SITE PLAN REVIEW	3,000.00	3,182.00	100.00	(182.00)	106.07
249-371-710.000	Twp. Share Medicare Withholding	640.00	542.51	50.59	97.49	84.77
249-371-715.000	Twp. Share Soc. Sec. Withholdg	2,730.00	2,319.70	216.38	410.30	84.97
249-371-727.000	Office Supplies	200.00	0.00	0.00	200.00	0.00
249-371-740.000	Operating Supplies	200.00	0.00	0.00	200.00	0.00
249-371-801.000	Professional Services	500.00	857.00	0.00	(357.00)	171.40
249-371-850.100	Cell Phone	540.00	165.00	15.00	375.00	30.56
249-371-860.000	Transportation	2,000.00	1,029.79	136.27	970.21	51.49
249-371-900.000	Printing & Publishing	150.00	24.00	0.00	126.00	16.00
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	0.00	0.00	200.00	0.00
249-371-960.000	Education	1,500.00	245.00	0.00	1,255.00	16.33
249-371-975.000	Capital Outlay under \$10,000	0.00	919.00	0.00	(919.00)	100.00
Total Dept 371 - BUILDING INSPECTION DEPARTMENT		60,060.00	49,141.49	3,908.13	10,918.51	81.82
Dept 444 - SIDEWALKS						
203-444-991.050	LOAN PAYMENT (to revolving loan)	50,000.00	0.00	0.00	50,000.00	0.00
203-444-996.050	INTEREST (to revolving loan fund)	3,000.00	0.00	0.00	3,000.00	0.00
Total Dept 444 - SIDEWALKS		53,000.00	0.00	0.00	53,000.00	0.00
Dept 446 - HIGHWAYS & STREETS						
101-446-801.000	Professional Services	2,000.00	0.00	0.00	2,000.00	0.00
101-446-805.000	Contractual Services Roads	180,000.00	125,188.58	0.00	54,811.42	69.55
204-446-805.000	Contractual Services	228,000.00	228,000.00	0.00	0.00	100.00
Total Dept 446 - HIGHWAYS & STREETS		410,000.00	353,188.58	0.00	56,811.42	86.14
Dept 448 - STREET LIGHTS						
101-448-920.000	Public Utilities	9,000.00	7,781.98	58.73	1,218.02	86.47
Total Dept 448 - STREET LIGHTS		9,000.00	7,781.98	58.73	1,218.02	86.47
Dept 450 - IND. PARK INFRASTRUCTURE						
101-450-990.100	Ind. Park Infrastructure	53,150.00	350.00	0.00	52,800.00	0.66
Total Dept 450 - IND. PARK INFRASTRUCTURE		53,150.00	350.00	0.00	52,800.00	0.66
Dept 521 - SEWER FUND						
590-521-702.000	Salary & Wages	8,000.00	7,333.37	666.67	666.63	91.67
590-521-702.200	Salary & Wages Snowplowing	500.00	0.00	0.00	500.00	0.00
590-521-710.000	Twp. Share Medicare Withholding	125.00	106.37	9.67	18.63	85.10

GL NUMBER	DESCRIPTION	2020 amended budget	YTD BALANCE 12/31/2020 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 12/31/20 INCREASE (DECREASE)	AVAILABLE BALANCE (ABNORMAL)	% BDCGT USED
590-521-714.000	Health Insurance	1,600.00	1,404.37	0.00	195.63	87.77
590-521-715.000	Twp. Share Soc. Sec. Withholdg	530.00	454.63	41.33	75.37	85.78
590-521-720.000	Medical Reimbursement	310.00	4.43	0.00	305.57	1.43
590-521-727.000	Office Supplies	800.00	109.08	0.00	690.92	13.64
590-521-740.000	Operating Supplies	800.00	618.81	12.73	181.19	77.35
590-521-775.000	Repair & Maintenance Supplies	800.00	534.40	0.00	265.60	66.80
590-521-801.000	Professional Services	16,000.00	35,968.97	1,982.99	(19,968.97)	224.81
590-521-801.050	Miss Digg's	3,500.00	805.00	0.00	2,695.00	23.00
590-521-804.000	Contract Payment to City B.R.	320,000.00	170,570.06	0.00	149,429.94	53.30
590-521-805.000	Contractual Services	24,000.00	24,350.77	1,906.67	(350.77)	101.46
590-521-805.100	Extra Contractual Services	18,000.00	8,061.36	0.00	9,938.64	44.79
590-521-920.000	Public Utilities	32,000.00	20,489.86	1,327.88	11,510.14	64.03
590-521-930.000	Repair & Maintenance	20,000.00	23,550.02	3,018.55	(3,550.02)	117.75
590-521-933.000	Snowplowing	600.00	400.00	0.00	200.00	66.67
590-521-935.000	Bldg. & Grounds Repair & Mainteni	350.00	0.00	0.00	350.00	0.00
590-521-958.000	Membership & Dues	350.00	0.00	0.00	350.00	0.00
590-521-965.000	Insurance & Bonds	3,200.00	2,460.00	0.00	740.00	76.88
590-521-968.000	Depreciation	81,000.00	0.00	0.00	81,000.00	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	300,000.00	357,239.07	34,761.33	(57,239.07)	119.08
Total Dept 521 - SEWER FUND		834,465.00	654,460.57	43,727.82	180,004.43	78.43
Dept 536 - WATER						
591-536-702.200	Salary & Wages Snowplowing	500.00	0.00	0.00	500.00	0.00
591-536-710.000	Twp. Share Medicare Withholding	10.00	0.00	0.00	10.00	0.00
591-536-715.000	Twp. Share Soc. Sec. Withholding	30.00	0.00	0.00	30.00	0.00
591-536-740.000	Operating Supplies	1,200.00	1,679.02	585.00	(479.02)	139.92
591-536-801.000	Professional Services	0.00	(244.00)	0.00	244.00	100.00
591-536-805.000	Contractual Services	12,500.00	5,916.63	520.83	6,583.37	47.33
591-536-920.000	Public Utilities	7,000.00	6,193.80	558.93	806.20	88.48
591-536-930.000	Repair & Maintenance	2,000.00	1,185.00	410.00	815.00	59.25
591-536-933.000	Snowplowing	0.00	560.00	0.00	(560.00)	100.00
591-536-968.000	Depreciation	4,000.00	0.00	0.00	4,000.00	0.00
Total Dept 536 - WATER		27,240.00	15,290.45	2,074.76	11,949.55	56.13
Dept 567 - CEMETERY						
401-567-978.000	Capital Outlay \$10,000 and above	73,500.00	3,800.00	0.00	69,700.00	5.17
Total Dept 567 - CEMETERY		73,500.00	3,800.00	0.00	69,700.00	5.17
Dept 721 - PLANNING COMMISSION						
101-721-702.000	SALARY AND WAGES	5,000.00	4,092.66	342.00	907.34	81.85
101-721-702.030	Salary & Wages Per Diems	4,500.00	1,850.00	250.00	2,650.00	41.11
101-721-710.000	Twp. Share Medicare Withholding	140.00	86.18	8.59	53.82	61.56
101-721-715.000	Twp. Share Soc. Sec. Withholding	590.00	368.44	36.70	221.56	62.45
101-721-740.000	Operating Supplies	200.00	15.46	0.00	184.54	7.73
101-721-801.000	Professional Services	6,500.00	3,520.20	0.00	2,979.80	54.16
101-721-860.000	MILEAGE	300.00	145.48	27.60	154.52	48.49
101-721-900.000	Printing & Publishing	500.00	219.30	0.00	280.70	43.86
101-721-960.000	Education	2,000.00	369.00	0.00	1,631.00	18.45

GL NUMBER	DESCRIPTION	2020 amended budget	YTD BALANCE 12/31/2020 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 12/31/20 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Total Dept 721 - PLANNING COMMISSION		19,730.00	10,666.72	664.89	9,063.28	54.06
Dept 728 - ECONOMIC-INDUSTRIAL DEVELOPMT						
101-728-801.000	Professional Services	100.00	0.00	0.00	100.00	0.00
101-728-880.000	Community Promotion	4,000.00	4,000.00	0.00	0.00	100.00
101-728-930.000	Repair & Maintenance	300.00	0.00	0.00	300.00	0.00
Total Dept 728 - ECONOMIC-INDUSTRIAL DEVELOPMT		4,400.00	4,000.00	0.00	400.00	90.91
Dept 751 - PARKS & RECREATION						
101-751-702.000	Salary & Wages	600.00	585.00	0.00	15.00	97.50
101-751-702.015	Salary & Wages Mangement	1,000.00	1,664.63	0.00	(664.63)	166.46
101-751-702.070	Park Supvr	2,650.00	2,385.00	0.00	265.00	90.00
101-751-710.000	Twp. Share Medicare Withholding	65.00	67.20	0.00	(2.20)	103.38
101-751-715.000	Twp. Share Soc. Sec. Withholdg	265.00	287.35	0.00	(22.35)	108.43
101-751-740.000	Operating Supplies	300.00	116.89	0.00	183.11	38.96
101-751-801.000	Professional Services	1,000.00	0.00	0.00	1,000.00	0.00
101-751-900.000	Printing & Publishing	100.00	0.00	0.00	100.00	0.00
101-751-920.000	Public Utilities	325.00	305.50	28.85	19.50	94.00
101-751-930.000	Repair & Maintenance	1,200.00	430.39	0.00	769.61	35.87
Total Dept 751 - PARKS & RECREATION		7,505.00	5,841.96	28.85	1,663.04	77.84
Dept 790 - LIBRARY						
271-790-991.010	Contract Payment BIG RAPIDS PUB	27,968.00	30,669.61	0.00	(2,701.61)	109.66
271-790-991.020	CONTRACT PAYMENT WALTON ERI	2,432.00	2,666.92	0.00	(234.92)	109.66
Total Dept 790 - LIBRARY		30,400.00	33,336.53	0.00	(2,936.53)	109.66
Dept 909 - 2013 DEBT FUNDING/DEBT RETIREMENT						
594-909-801.000	Professional Services	0.00	30.00	0.00	(30.00)	100.00
594-909-992.000	Bond Principal Payment	284,000.00	295,000.00	0.00	(11,000.00)	103.87
594-909-996.000	Bond Interest Payment	5,450.00	4,605.33	0.00	844.67	84.50
Total Dept 909 - 2013 DEBT FUNDING/DEBT RETIREME		289,450.00	299,635.33	0.00	(10,185.33)	103.52
TOTAL EXPENDITURES		2,571,445.00	1,980,750.02	91,658.28	590,694.98	77.03
TOTAL REVENUES - ALL FUNDS		2,669,350.00	1,902,661.24	0.00	766,688.76	71.28
TOTAL EXPENDITURES - ALL FUNDS		2,571,445.00	1,980,750.02	91,658.28	590,694.98	77.03
NET OF REVENUES & EXPENDITURES		97,905.00	(78,088.78)	(91,658.28)	175,993.78	79.76

GL Number	Description	Beginning Balance
101-000-001.000	Cash - Checking	450,484.23
101-000-001.001	Cash Non-Expendable	
203-000-001.000	CASH	51,239.75
204-000-001.000	CASH	37,292.71
206-000-001.000	Cash - Checking	158,848.93
212-000-001.000	Cash - Savings	6,201.80
246-000-001.000	Cash - Savings	
249-000-001.000	Cash - Savings	123,204.89
271-000-001.000	CASH	70.05
301-000-001.000	Cash - Savings	
401-000-001.000	CASH	34,856.70
590-000-001.000	Cash - Savings	199,659.58
591-000-001.000	CASH	(72,487.93)
593-000-001.000	CASH	
701-000-001.000	Cash - Savings	27,171.55
708-000-001.000	CASH	
711-000-001.000	CASH	17,357.52
711-000-001.100	HVC Cash Expendable	(12,248.74)
850-000-001.000	Cash - Savings	
Beginning GL Balance:		
Add: Cash Receipts		1,021,651.04
Less: Cash Disbursements		198,673.93
Less: Payroll Disbursements		(82,291.43)
Ending GL Balance:		(20,519.22)
		<u>1,117,514.32</u>
GL Number	Description	Ending Balance
101-000-001.000	Cash - Checking	540,978.69
101-000-001.001	Cash Non-Expendable	
203-000-001.000	CASH	51,239.75
204-000-001.000	CASH	37,292.71
206-000-001.000	Cash - Checking	153,645.57
212-000-001.000	Cash - Savings	6,311.80
246-000-001.000	Cash - Savings	
249-000-001.000	Cash - Savings	124,296.94
271-000-001.000	CASH	70.05
301-000-001.000	Cash - Savings	
401-000-001.000	CASH	31,056.70
590-000-001.000	Cash - Savings	214,167.66
591-000-001.000	CASH	(73,506.51)
593-000-001.000	CASH	
701-000-001.000	Cash - Savings	27,171.55
708-000-001.000	CASH	
711-000-001.000	CASH	17,395.33
711-000-001.100	HVC Cash Expendable	(12,605.92)
850-000-001.000	Cash - Savings	

Bank GEN (GENERAL TOWNSHIP CHECKING)

FROM 10/01/2020 TO 10/31/2020

Reconciliation Record ID: 113

Ending GL Balance: 1,117,514.32

Ending Bank Balance: 1,022,466.50

Add: Deposits in Transit

11/05/2020 \*Deposit ID: 338

11/03/2020 \*Deposit ID: 339

Less: Outstanding Checks

Check Date	Check Number	Name	AP Checks	Amount
05/03/2018	31069	DYKEMA GOSSETT PLLC		57.24
01/10/2020	31939	THE PIONEER GROUP		189.10
05/08/2020	32133	CONSUMERS ENERGY		674.66
10/10/2020	32375	VOID		0.00
10/30/2020	32417	CITY OF BIG RAPIDS		52.62
10/30/2020	9930165	JOHN HANCOCK LIFE INSURANCE COMPANY		2,138.14
10/30/2020	9930166	STATE OF MICHIGAN		817.04
10/30/2020	9930167	VOYA FINANCIAL		3,773.57
			VOIDED 10/10/2020	

Payroll Checks

Check Date	Check Number	Name	Payroll Checks	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
12/01/2019	11912	MERENDINO, CHRISTOPHER		128.47
03/01/2020	12012	HAWLEY, CRYSTAL		10.90
06/01/2020	12128	THATCHER, SHANE		29.92
06/01/2020	12130	HAWLEY, CRYSTAL		15.69
07/01/2020	12164	CHAPMAN, JAMES		89.74
07/31/2020	12207	BIRD, RANDY		171.54
09/01/2020	12242	PEREZ, ADAM		196.68
09/01/2020	12246	BIRD, RANDY		28.42
09/01/2020	12253	DAVIS, ETHAN		13.46
10/01/2020	12277	PEREZ, ADAM		31.66
10/01/2020	12281	BIRD, RANDY		16.54
10/01/2020	12289	SCHROEDER, BRODY		16.53
10/01/2020	12302	DAVIS, MARY		46.17
10/01/2020	12305	BIGFORD, MICHAEL		46.17

Total - 25 Outstanding Checks: 8,630.37  
 Adjusted Bank Balance 1,117,514.32  
 Unreconciled Difference: 0.00

REVIEWED BY: [Signature] DATE: 11/22/2020

# Monthly Permit List

Item "E"

12/01/2020

## Building

Permit #	Contractor	Job Address	Fee Total	Const. Value
PB20-0045	FATH BRAD & SARA	20725 14 MILE RD	\$368.00	\$22,000
<b>Work Description:</b> ENCLOSE EXISTING DECK TO 3 SEASON ROOM				

**Total Permits For Type: 1**  
**Total Fees For Type: \$368.00**  
**Total Const. Value For Type: \$22,000**

## Electrical

Permit #	Contractor	Job Address	Fee Total	Const. Value
PE20-0060	BYERS JOHN W & PAULA L	23595 17 MILE RD	\$96.00	\$0
<b>Work Description:</b> 200 AMP SERVICE, 1 CIRCUIT, LIGHTING FIXTURES, 1 INSPECTION				
PE20-0061	SHROYER, JAMES A. & DIANE	18380 GRASS LAKE RD	\$81.00	\$0
<b>Work Description:</b> GENERATOR, 1 INSPECTION				
PE20-0062	GATES MIKE & LORI	14625 TOMAHAWK LN	\$85.00	\$0
<b>Work Description:</b> GENERATOR, 1 INSPECTION				
PE20-0063	MCNAMARA SUSAN MEGAN	20641 14 MILE RD	\$127.00	\$0
<b>Work Description:</b> 200 AMP SERVICE TO GARAGE, 5 CIRCUITS, LIGHTING FIXTURES, ELECTRIC HEATING UNIT, 220 OUTLET, 1 INSPECTION				
PE20-0064	EKKEL, PERRY B	12835 230TH AVENUE	\$447.00	\$0
<b>Work Description:</b> 200 AMP SERVICE, 40 CIRCUITS, LIGHTING FIXTURES, DISHWASHER, FURNACE, 2 220 OUTLETS, WELL PUMP, 4 INSPECTIONS				

**Total Permits For Type: 5**  
**Total Fees For Type: \$836.00**  
**Total Const. Value For Type: \$0**

## Mechanical

Permit #	Contractor	Job Address	Fee Total	Const. Value
PM20-0083	KRUEGER CHARLES MAUREE	16160 230TH AVE	\$105.00	\$0
<b>Work Description:</b> GAS/OIL BURNING FURNACE, 1 INSPECTION				
PM20-0084	ALTERCARE OF BIG RAPIDS	805 WEST AVE	\$200.00	\$0
<b>Work Description:</b> AIR HANDLER, GAS PIPING, DUCT WORK, 2 INSPECTIONS				
PM20-0085	OUELLETTE CLIFFORD & DAN	22415 WOODWARD AVE	\$95.00	\$0
<b>Work Description:</b> PROPANE TANK, 1 INSPECTION				
PM20-0086	MAHBEER ROBERT	22852 15 MILE RD	\$140.00	\$0
<b>Work Description:</b> SWITCH TO NATURAL GAS, GAS PIPING, 1 INSPECTION				



**Total Permits For Type:** 4  
**Total Fees For Type:** \$540.00  
**Total Const. Value For Type:** \$0

## Plumbing

Permit #	Contractor	Job Address	Fee Total	Const. Value
PP20-0016	OWENS PAUL S & SUSAN J	23350 MAPLE HILL DR	\$80.00	\$0
Work Description: 1 FIXTURE, 1 INSPECTION				

**Total Permits For Type:** 1  
**Total Fees For Type:** \$80.00  
**Total Const. Value For Type:** \$0

## Report Summary

Population: All Records  
 Permit.DateIssued Between  
 11/1/2020 12:00:00 AM AND  
 11/30/2020 11:59:59 PM

<b>Grand Total Fees:</b>	<b>\$1,824.00</b>
<b>Grand Total Permits:</b>	<b>11</b>
<b>Grand Total Const. Value:</b>	<b>\$22,000</b>

## Item "F"

### Big Rapids Charter Township

#### Cemetery and Grounds Monthly Report

Nov. 2020

#### Activity:

- 1- Worked on outdoor equipment. And winter equipment.
- 2- Burials = 0 cremains. = 1 full.
- 3- Foundation orders = 2

#### Month summary:

Little bit of a struggle with leaves this year for a few reasons. 1- shorthanded, but the weather was great. I think with the 3 of us and the help of Doug trailering leaves it went well. The cemetery is completed as of Nov. 16<sup>th</sup> a few areas need a little bit of picking up (sticks). 2- Had the billy goat axel snap on us. (fixed and repaired now). Scott's last day for the year was Nov. 13<sup>th</sup>. Manpower employees last day was Nov. 10<sup>th</sup>. Worked on 3 lift stations to seal them from mice and for winter. Reseeded and raked lawn in Mitchell Creek. Installed signs in Mitchell Creek marking main sewer lines. Put all plow markers in all lift stations and drives for winter plowing. Put dump truck away for winter and installed plow on truck. Fixed fascia on township hall also found shingles blown off peak of roof. Working on the park to try to get a step ahead for next year. Plowing snow, happened also.

Marc Veldman  
Grounds Manager



## 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](http://www.nwkentmech.com)

November 29, 2020

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

RE: Monthly Lift Station Report

Dear Bill,

November saw a little more action than normal with the lift stations. As you are aware, the Gilbert St. lift station generator failed to run when power was lost. Jim was able to get up there for support while I was able to get in touch with Wolverine power to mobilize to the station. Fortunately, they were able to get the generator running before there was a major problem.

I worked with Ron Oudbier to get a pulse counter at the Gilbert St. lift station so we can see how much the station is pumping. We also worked together to install a pulse board from the flow meter to the Mission unit at the Perry st station.

The Hills of Mitchell Creek project wrapped up this month as well and we are waiting to receive word that the air reliefs are reinstalled in their perspective locations. We will then go in and secure the units to the structure.

Otherwise, the stations are all functioning properly.

Sincerely,

Todd Shank  
Northwest Kent Mechanical Co.

Big Rapids Township Industrial Park Water Treatment Plant Treatment Monthly Report

November 2020

All operations are normal at the plant. Maintaining chlorine residuals of about 0.22 ppm or mg/l. PFAS tests all came back good, they were submitted the middle of October. Sensaphone has gone offline a few times but come back on a few hours later. Did some more painting on floor in South end of chemical/ chlorine room, higher rate of corrosion in there, trying to keep ahead of it. Well number 2 providing ample water for the distribution system. All hydrants are drained down for winter. Will check the ones again that have been used more frequently in the past, to make sure there is no water up at ground level in the barrel of the hydrant. We are still at around a quarter of a tank of diesel fuel. Fixed a leaky coolant line connection on generator, put a stainless steel clamp on , we will want to be sure and have a new heavier duty stainless clamp on when Cummins comes again for service. It is checked regularly and is not leaking. I think vibration causes some of the clamps to crack. All other electronics, pumps, chemical feeders , VFD's and such are all working as they should.

**MINUTES  
BIG RAPIDS CHARTER TOWNSHIP  
PLANNING COMMISSION**

**Tuesday, November 10, 2020 --- 7:00 p.m.**

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

**I. CALL TO ORDER:**

Chairperson Amanda Wethington called the regular meeting of the Big Rapids Charter Township Planning Commission to order at the township hall on Tuesday, November 10, 2020 at 7:00 p.m.

**II. ROLL CALL:**

Present: Mike Bigford, Zach Cook, Mary Davis, Gordon Oliver, and Amanda Wethington. Carman Bean and Mark Sweppenheiser are 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 October 13, 2020 meeting. Mr. Cook made a motion to approve the October 13, 2020 minutes as submitted. Mr. Oliver supported the motion. There was no further discussion. The motion passed unanimously with five ayes.

**V. PUBLIC COMMENT**

Mr. Stanek stated that with Veterans Day being tomorrow, he wanted to thank all Veterans of the armed forces for their service and made a special thank-you to Mr. Oliver who served in the Navy.

**VI. NEW BUSINESS**

**SUP20-004 Buschmann**

Chairperson Wethington recognized Mr. Aaron Buschmann of 22671 14 Mile Road. Mr. Buschmann is requesting to utilize the detached guest house as additional storage for his previously approved internet business, RootNaturally.com. (SUP20-001 approved by the Planning Commission on June 9, 2020) Mr. Buschmann stated that he wants to utilize the garage and walk-out basement of the guest house on his property so that they can park vehicles in the garage attached to the main house especially during the winter months. Mr. Bigford inquired about the prognosis for the future of the business. Mr. Buschmann stated that things are going as well as expected and that they do not have need for further expansion. Mr. Oliver made a motion to approve SUP20-004 as submitted. Mrs. Davis supported the motion. There was no further discussion. The motion passed unanimously via roll call vote with five ayes.





## **Supervisor's Report**

### **NOVEMBER 2020**

November has been very slow. I was able to take a few days off at the beginning of the month.

Friday the 27<sup>th</sup> Freedom Utility Placement finished up at the Hills of Mitchell Creek. I met them up there with the last of the parts that had been shipped to us. They finished the air relief valves. Their part of the project is now complete and their bill is less than what they had estimated. The total ended up just under \$35,000. I am attaching their final report to this report. Marc and I were able to go up and put in the location markers that they had ordered. I think we can feel very comfortable now in allowing anyone to hook in to the pressure line as well as the gravity. This was a big investment, but I think we did the right thing. This company has been so good to work with. They kept me informed of what they were doing and when we had an area pressure tested. They have also passed this information along to Progressive Engineering so it can be put into the online information we have. Northwest Kent has a few little things to finish up there and this project will be complete.

The cell tower contract has been signed and mailed in to the company. The next step will be for them to request a special use permit for the project. This will need to go before the planning commission as well as the zoning board of approval. We did get them to remove the reference to Ferris.

Having a little extra time this month, I have been looking at 2020 budget adjustments which I will have ready for this meeting now that it has been delayed. One big improvement this year is that the fire department has done a better job of watching their expenses. Repair and maintenance has been very high this year as some of our vehicles are getting older. With this up they have been careful to keep other accounts under. We need to watch our expenses but not allow the safety of our employees to be compromised.

Due to some of the fire department needing to quarantine, we cancelled this month's fire committee meeting. I did attend our planning commission, the MEDC, the city meeting with Green Township, and the City/County/Ferris meetings.

Thanks, Bill

## Bill Stanek

---

**From:** Chace Beddingfield <info@freedomutility.com>  
**Sent:** Monday, November 30, 2020 8:10 AM  
**To:** Bill Stanek; Mike Oezer; 'Todd Shank'  
**Subject:** HOMC Final Report  
**Attachments:** Air Release Valve.pdf; WWAR-OM1-3.pdf; ARV pictures.pdf

We completed the upgrades on the air release valves as well as a backflushing procedure and bench test. All went well. There was very little debris noted during the backflush and the valves are functioning properly. The air release valves were re-installed at HOMC on Friday 11/27. We did observe them to function properly and immediately release air from the sewer mains upon being put back into service. The valves definitely need some bracing/support, especially the one at Lot 21.

In the future, please note that one of the ports on the top of the air release valves must remain open to atmosphere at all times for air purging. As such, I did not supply a valve or cap on that port. Please see the attached file "Air Release Valve.pdf" showing the air release port. I am also attaching a copy of the manufacturer's operation and maintenance manual for the air release valves. The valves at HOMC are 2", 150 PSI, Model 48A by ValMatic Corp. ValMatic recommends that the air release valves be backflushed and inspected on an annual basis. This is covered in the manual.

All of Freedom's work is now complete and this will be my final report. It has been a pleasure meeting and working with all of you. This project went very smoothly thanks to all of your assistance. Thank you again for the opportunity to work on this project and establish a relationship with all of you. I will look forward to working with you again in the future. Please let me know if you have any questions or concerns going forward.

Best Regards,

Chace Beddingfield  
Freedom Utility Placement, LLC  
9760 N Wheeler Lake Rd. NE  
Mancelona, MI 49659  
Ph. 231-676-9221  
Fax. 231-358-5902  
[info@freedomutility.com](mailto:info@freedomutility.com)



**BIG RAPIDS TOWNSHIP  
RESOLUTION NUMBER 2020-2  
RESOLUTION TO APPROVE 2021 WAGES**

**WHEREAS**, the proposed 2021 Wages by and between Charter Township of Big Rapids (the "Township") have been submitted to the Township Board; and

**NOW, THEREFORE, IT IS HEREBY RESOLVED THAT:**

1. The 2021 Wages
2. The Township Supervisor and Clerk are hereby authorized and directed to execute the 2021 Wages and to deliver the same on behalf of the Township with such immaterial additions and deletions to the 2021 Wages.
3. All resolutions or parts of resolutions in conflict herewith shall be in the same are hereby rescinded.

Supervisor	\$35,000.00
Clerk	\$39,200.00
Treasurer	\$39,200.00
Trustees	\$1,750.00
Deputy Clerk	\$16.00 per hour
Deputy Treasurer	\$16.00 per hour
Deputy Supervisor	\$16.00 per hour
Planning Commission/ZBA/BBA	\$42.00 per meeting
Board of Review Chairperson	\$16.00 per hour
Board of Review Members	\$15.00 per hour
Election Chairperson	\$16.00 per hour
Election Workers	\$15.00 per hour
Jami Haner	\$15.00 per hour
Tim Kleinheksel	\$18.75 per hour
Marc Veldman	\$19.50 per hour
Scott Winget	\$13.50 per hour
Parks opening/closing	\$3,000.00 per season

Fire Department

Chief \$12,500.00

Assistant Chief \$10,300.00

Fire Fighters

Point system

Building Inspector \$26.00 per hour

Plan reviews \$100.00 per hour

Electrical Inspector

60% of charge

Plan reviews \$100 per hour

Plumbing/Mechanical Inspector

60% of charge

Plan reviews \$100 per hour

RESOLUTION

\_\_\_\_\_  
Hannah Saez, Township Clerk

STATE OF MICHIGAN )  
 ) SS  
COUNTY OF MECOSTA )

I, the undersigned, the duly qualified and acting Clerk of Big Rapids Township, Mecosta County, Michigan do hereby certify that the foregoing is a true and complete copy of a Resolution adopted by the Township Board at a Regular Board meeting on December 15, 2020 of which the original of which is on file in my office. Public notice of said meeting was given pursuant to and in full compliance with Act No 267, Public Acts of Michigan, 1976 as amended, including in the case of a special or rescheduled meeting, notice by posting at least eighteen(18) hours prior to the time set for the meeting.

IN WITNESS WHEREOF, I have hereto affixed by official signature on this 15th day of December, 2020.

\_\_\_\_\_  
Hannah Saez, Clerk  
Big Rapids Township

**Item "M"**

**RESOLUTION NUMBER 2020-3**

**A RESOLUTION ADOPTING A GENERAL APPROPRIATIONS ACT (BUDGET) FOR THE BIG RAPIDS CHARTER TOWNSHIP, BIG RAPIDS, MICHIGAN, FOR THE CALENDAR YEAR BEGINNING ON THE FIRST DAY OF JANUARY, 2021, AND ENDING ON THE LAST DAY OF DECEMBER, 2021.**

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

**WHEREAS**, the Township Supervisor has submitted a proposed budget to the Board of Trustees on September 1, 2020 for its consideration, and;

**WHEREAS**, "Pursuant to MCLA 141.412, notice of a public hearing on the proposed budget was published in a newspaper of general circulation on October 4, 2020 and a public hearing on the proposed budget was held on November 3, 2020";

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

**NOW, THEREFORE, BE IT RESOLVED BY THE** Board of Trustees of Big Rapids Charter Township, that they hereby approve and adopt the 2021 fiscal year budget by cost centers. Estimated township revenues for fiscal year 2021, include an allocated millage of 1.25 mills for general fund, 1.50 mills for fire fund, 1.50 mills for township roads and .20 mills for library services.

Ayes: Nays: Abstain: Absent:

RESOLUTION DECLARED

\_\_\_\_\_  
Hannah Saez, Township Clerk

STATE OF MICHIGAN     )  
  ) SS  
COUNTY OF MECOSTA    )

I, the undersigned, the duly qualified and acting Clerk of Charter Township of Big Rapids, Mecosta County, Michigan do hereby certify that the foregoing is a true and complete copy of a Resolution adopted by the Township Board at a regular meeting on December 15, 2020, the original of which is on file in my office. Public notice of said meeting was given pursuant to and in full compliance with Act No 267, Public Acts of Michigan, 1976 as amended, including in the case of a special or rescheduled meeting, notice by posting at least eighteen(18) hours prior to the time set for the meeting.

IN WITNESS WHEREOF, I have hereto affixed by official signature on this 15th day of December, 2020

\_\_\_\_\_  
Hannah Saez, Clerk  
Charter Township of Big Rapids

Item "N"

# PRO-TURN® 600

**SURPASSING EXPECTATIONS WAS A GIVEN.  
OUR GOAL WAS TO REDEFINE THEM.**

Introducing the New Pro-Turn® 600, the latest and greatest addition to our lineup of the world's greatest lawnmowers. We've pulled out all the stops to build a commercial machine focused on operator comfort without sacrificing its superior performance, and we wrapped it all up in a sleek new design. You'll cut more acreage faster yet feel less fatigued when you trailer-up for the night. Once you hop on board this new standard for commercial mowers you'll never look back.

**5YR**  
FIVE YEAR OR 1500 HOUR  
WARRANTY  
NO HOUR LIMIT FOR THE FIRST TWO YEARS  
LIMITED LIFETIME DECK SHELL & FRAME



**A NEW SUSPENSION SYSTEM** is designed to feel like you're part of the machine giving you more control and comfort by removing bumps and jolts, even while mowing at higher speeds. That means less fatigue by the end of the day. It's also specially designed to self-adjust for less maintenance.

**A NEW DECK** has been completely redesigned for better grass dispersion. Its new look is constructed from seven-gauge steel to deliver years of solid performance.

**NEW STYLE** has the Pro-Turn 600 looking just as good as the lawns it mows.

**LARGE DIAMETER TIRES** on both the front and rear provide a smoother ride and more traction on varying conditions.

**DIAL-A-HEIGHT** lets the operator easily adjust the deck height by quarter-inch increments.

**AUTOMOTIVE-STYLE TUBULAR FRAME** is unique to the mowing industry. It increases durability by withstanding force from any direction. This high-strength, premium frame is positioned with a lower center of gravity to improve stability while mowing on hillsides.

 **GRAVELY.**



# PRO-TURN<sup>®</sup> 600



	652	660	660	672	672
<b>MODEL NUMBER</b>	992500	992501	992503	992502	992504
<b>ENGINE</b>	KAWASAKI <sup>®</sup> FX850	KAWASAKI <sup>®</sup> FX1000	KAWASAKI <sup>®</sup> FX1000 EFI	KAWASAKI <sup>®</sup> FX1000	KAWASAKI <sup>®</sup> FX1000 EFI
<b>HORSEPOWER</b>	27 HP	35 HP	38.5 HP	35 HP	38.5 HP
<b>DISPLACEMENT</b>	852 CC	999 CC	999 CC	999 CC	999 CC
<b>DRIVE SYSTEM</b>	PARKER HTG TRANSMISSION				
<b>FUEL CAPACITY</b>	12.7 GAL.				
<b>GROUND SPEED</b> (Approx. Mph) (Forward/Reverse)	15 MPH / 7 MPH				
<b>DECK</b>	7 GA. STEEL WITH 25 IN. SPINDLE REINFORCEMENT				
<b>DECK CONSTRUCTION</b>	FABRICATED X-FACTOR III				
<b>NUMBER OF SPINDLES</b>	3				
<b>BLADE TIP SPEED</b> (FPM)	18,000				
<b>SPINDLE HOUSING MATERIAL</b>	FORGED ALUMINUM				
<b>SPINDLE BEARINGS</b>	BALL BEARING				
<b>DECK ENGAGEMENT</b>	ELECTRIC CLUTCH OGURA <sup>®</sup> GT 3.5				
<b>CUTTING WIDTH</b>	52 IN.	60 IN.	60 IN.	72 IN.	72 IN.
<b>CUTTING HEIGHTS</b>	1.0 IN. - 5.5 IN.				
<b>CUTTING POSITIONS</b>	17				
<b>WHEELS</b>	FIXED, GREASEABLE CASTER FORK TUBES				
<b>FRONT AXLE</b>	SMOOTH 15 X 6-6 SEMI PNEUMATIC				
<b>REAR AXLE</b>	RADIAL TURF 26 X 12-16				
<b>SEAT</b>	HIGH BACK BOLSTERED WITH SUSPENSION POD SYSTEM				
<b>FOLDABLE ROPS</b>	STANDARD				
<b>MACHINE WEIGHT</b>	1486 LBS.	1631 LBS.	1631 LBS.	1815 LBS.	1815 LBS.
<b>LENGTH</b>	83 IN.				
<b>WIDTH (W/O CHUTE)</b>	53 IN.	63 IN.	63 IN.	75 IN.	75 IN.
<b>WIDTH (W/ CHUTE)</b>	63 IN.	75 IN.	75 IN.	87 IN.	87 IN.
<b>HEIGHT (W/ ROPS DOWN)</b>	47.8 IN.				
<b>HEIGHT (W/ ROPS UP)</b>	71.5 IN.				
<b>WARRANTY</b>	5 YEAR / 1500 HOUR COMMERCIAL / NO HOUR LIMIT FIRST 2 YEARS				
<b>DECK SHELL &amp; FRAME</b>	LIMITED LIFETIME				
<b>ATTACHMENTS &amp; ACCESSORIES</b>	MULCHING KIT, 3-BUCKET BAGGER, MULCHING KIT, OCDB KIT, TRAILER HITCH KIT, LED HEADLIGHT KIT, TWEEL TIRE KIT, LASEREDGE BLADE KITS, TRAILER HITCH KIT, HEADLIGHT KIT, STRIPING KIT, 3-BUCKET BAGGER (12BU.)				

GRAVELY.COM  
AN ARIENS|CO BRAND

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SCAN TO VIEW  
PRODUCT ONLINE



State Street Outdoor Power  
 Equipment  
 614 N State Street  
 Big Rapids, Michigan 49307  
 StateStreetHardware.com  
 231-796-8122

Quote # 146  
 Quote Date 11-18-20  
 Total \$12,086.31

Big Rapids Township  
 14212 Northland Drive  
 Big Rapids, MI 49307 269-331-1014

Item	Description	Unit Cost	Quantity	Line Total
Equipment	Gravely Pro-Turn 652 p/n-992500 Originally \$11,799.00, bid assist of 18%	\$9,675.18	1.0	\$9,675.18
Equipment	Gravely collection system 892053 Originally \$2,599.00, bid assist of 18%	\$2,131.18	1.0	\$2,131.18
Small Engine	completion kit 792212	\$199.95	1.0	\$199.95
Service Labor	installation	\$80.00	1.0	\$80.00

**THIS IS AN EQUIPMENT QUOTE**

Subtotal \$12,086.31  
 Tax \$0.00  
 Quote Total \$12,086.31

**Disclaimer**

This is an equipment quote for the listed units only, freight and/or shipping and handling costs may be included and are subject to change. Sale is subject to a 3% office charge fee added on all equipment sales. All bid assist purchases due within 15 days upon receiving equipment. All equipment quotes valid for 30 days.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_



**CHARTER TOWNSHIP OF BIG RAPIDS  
RESOLUTION TO SET BOARD MEETING DATES FOR 2021**

**RESOLUTION NO 2020-4**

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

NOW THEREFORE BE IT RESOLVED, that the regular meeting dates for Big Rapids Charter Township be as follows for the year 2021:

- Tuesday, January 5, 2021
- Tuesday, January 12, 2021 (this will be a joint meeting with the Planning Commission held at the Fire Hall)
- Tuesday, February 2, 2021
- Tuesday, March 2, 2021
- Tuesday, April 6, 2021
- Monday, May 3, 2021
- Tuesday, June 1, 2021
- Tuesday, July 6, 2021
- Monday, August 2, 2021
- Tuesday, September 7, 2021
- Tuesday, October 5, 2021
- Monday, November 1, 2021
- Tuesday, December 7, 2021

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

Ayes: Nays: Abstain: Absent:

RESOLUTION DECLARED

---

Hannah Saez, Township Clerk

STATE OF MICHIGAN )

) SS

COUNTY OF MECOSTA )

I, the undersigned, the duly qualified and acting Clerk of Charter Township of Big Rapids, Mecosta County, Michigan do hereby certify that the foregoing is a true and complete copy of a Resolution adopted by the Township Board at a regular meeting on December 15, 2020, the original of which is on file in my office. Public notice of said meeting was given pursuant to and in full compliance with Act No 267, Public Acts of Michigan, 1976 as amended, including in the case of a special or rescheduled meeting, notice by posting at least eighteen(18) hours prior to the time set for the meeting.

IN WITNESS WHEREOF, I have hereto affixed by official signature on this 15th day of December, 2020

---

Hannah Saez, Clerk

Charter Township of Big Rapids

**CHARTER TOWNSHIP OF BIG RAPIDS  
RESOLUTION TO NAME BANK DEPOSITORIES FOR 2021**

**RESOLUTION NO 2020-5**

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

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

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

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

Ayes: Nays:

RESOLUTION DECLARED

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Hannah Saez, Township Clerk

STATE OF MICHIGAN )

) SS

COUNTY OF MECOSTA

I, the undersigned, the duly qualified and acting Clerk of Charter Township of Big Rapids, Mecosta County, Michigan do hereby certify that the foregoing is a true and complete copy of a Resolution adopted by the Township Board at a regular meeting on December 15, 2020, the original of which is on file in my office. Public notice of said meeting was given pursuant to and in full compliance with Act No 267, Public Acts of Michigan, 1976 as amended, including in the case of a special or rescheduled meeting, notice by posting at least eighteen (18) hours prior to the time set for the meeting.

IN WITNESS WHEREOF, I have hereto affixed by official signature on this 15th day of December, 2020

---

Hannah Saez, Clerk

Charter Township of Big Rapids

**BIG RAPIDS TOWNSHIP  
FORMAL RECORD OF ACTION  
RESOLUTION NUMBER 2020-6**

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

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

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

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

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

Dated this 15th day of December 2020.

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

RESOLUTION DECLARED \_\_\_\_\_.

STATE OF MICHIGAN     )  
  ) SS  
COUNTY OF MECOSTA    )

\_\_\_\_\_  
Hannah Saez, Township 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 meeting on December 15, 2020 of which the original of which is on file in my office. Public notice of said meeting was given pursuant to and in full compliance with Act No 267, Public Acts of Michigan, 1976 as amended, including in the case of a special or rescheduled meeting, notice by posting at least eighteen(18) hours prior to the time set for the meeting.

IN WITNESS WHEREOF, I have hereto affixed by official signature on this 15th day of December 2020.

\_\_\_\_\_  
Hannah Saez, Clerk  
Big Rapids Township



**Current Ordinance:**

**32.09 TOWNSHIP CONTRIBUTION FOR THOSE EMPLOYED AFTER APRIL 30, 2012.**

Effective May 1, 2012, newly elected/appointed officers/hourly employees shall be responsible for 100% of the premium costs for their dependents. This charge shall be deducted from their pay by the Township Clerk. Current elected officials that are reelected shall be accepted.

(Ord. 31, passed 5182009; Ord. 31.01, passed 3-6-2012)

**Proposed updated Ordinance:** This ordinance will be considered for adoption at the 12/1/2020 Township Board Meeting, at 7pm.

**32.09 TOWNSHIP CONTRIBUTION FOR THOSE EMPLOYED AFTER APRIL 30, 2012.**

Effective January 1, 2021, newly elected/appointed officers/hourly employees shall be responsible for 20% of the premium costs for themselves and their dependents. This charge shall be deducted from their pay by the Township Clerk. Current elected officials that are reelected shall be accepted.

## 2021 Committee Appointment

## Statutory Committees

			Term Expires	Term
Planning Commission				
Mike Bigford	18694 13 Mile Rd	MI	12/31/2023	3 yrs
Mary Davis	20182 12 Mile Rd	MI	12/31/2023	3 yrs
Board Of Review				
Alice Bandstra	18830 Winding Br Pl	MI	12/31/2022	2 yrs
Phyllis Jacobs	19091 Arrowhead Lane	MI	12/31/2022	2 yrs
Greg Videtich	14891 Chula Vista Drive	MI	12/31/2022	2 yrs
Sue Bean	Alternate 12021 Madison Ave	MI	12/31/2022	2 yrs
Election Commission				
Hannah Saez	Chair	MI	12/31/2021	1 yr
Jerald Everett	19240 Ottawa Lane	MI	12/31/2021	1 yr
Tony Geib	13649 220th Ave	MI	12/31/2021	1 yr
Zoning Board of Appeals				
John Zimmerman	13781 220th Ave	MI	12/31/2023	3 yrs
Construction Board Of Appeals	(building board of appeals)			
Chad Root	23100 17 Mile Rd	MI	12/31/2022	2 yrs
Blain Rocky	19070 Arrowhead	MI	12/31/2022	2 yrs

## Statutory Committees

Term

Planning Commission					
zachary Cook	<a href="mailto:cookzach1@gmail.com">cookzach1@gmail.com</a>	16500 230th Big Rapids	MI	12/31/2022	3 yrs
Amanda Wethington	<a href="mailto:awethingtc@bigrapids.com">awethingtc@bigrapids.com</a>	616 644 674 19063 Fox G Big Rapids	MI	12/31/2022	3 yrs
Mark Sweppenheiser	<a href="mailto:mwspep@bigrapids.com">mwspep@bigrapids.com</a>	231 679 129 22689 17 Mi Big Rapids	MI	12/31/2021	3 yrs
Gordon Oliver	<a href="mailto:gordonolive@bigrapids.com">gordonolive@bigrapids.com</a>	231 796 230 14851 230th Big Rapids	MI	12/31/2021	3 yrs
Mike Bigford		231 206 022 18694 13 Mi Big Rapids	MI	12/31/2023	3 yrs
Mary Davis	<a href="mailto:jimdavisfam@bigrapids.com">jimdavisfam@bigrapids.com</a>	231 592 551 20182 12 Mi Big Rapids	MI	12/31/2023	3 yrs
Carman Bea board Rep	<a href="mailto:crbean@yaf.com">crbean@yaf.com</a>	231 796 747 21021 Madi: Big Rapids	MI		
Board Of Review					
Alice Bandstra	<a href="mailto:ibandstr@ct.com">ibandstr@ct.com</a>	231 796 250 18830 Wind Big Rapids	MI	12/31/2022	2 yrs
Phyllis Jacobs	<a href="mailto:Phyllis.Jacot@bigrapids.com">Phyllis.Jacot@bigrapids.com</a>	231 250 016 19091 Arrov Big Rapids	MI	12/31/2022	2 yrs
Greg Videtich	<a href="mailto:alvidetich@bigrapids.com">alvidetich@bigrapids.com</a>	231 349 182 14891 Chula Big Rapids	MI	12/31/2022	2 yrs
Sue Bean	<a href="mailto:Alternate.sbean@yahoo.com">Alternate.sbean@yahoo.com</a>	231 796 747 12021 Madi: Big Rapids	MI	12/31/2022	2 yrs
Election Commission					
Hannah Saez	Chair	<a href="mailto:clerk@bigrapidstowship.net">clerk@bigrapidstowship.net</a>	Big Rapids	MI	12/31/2021
Jerald Everett		<a href="mailto:everett01@bigrapids.com">everett01@bigrapids.com</a>	231 796 025 19240 Ottav Big Rapids	MI	12/31/2021
Tony Geib		<a href="mailto:tinkerpeete@bigrapids.com">tinkerpeete@bigrapids.com</a>	231 629 219 13649 220th Big Rapids	MI	12/31/2021
Zoning Board of Appeals					
Planning commission Chair		<a href="mailto:awethingtor@bigrapids.com">awethingtor@bigrapids.com</a>	616 644 674 19063 Fox G Big Rapids	MI	12/31/2021
Mark Maciver		231 796 307 20747 Madi: Big Rapids	MI	12/31/2022	3 yrs
Kevin DeFever		231 250 117 23200 Timbr Big Rapids	MI	12/31/2022	3 yrs
John Zimmerman		231 796 015 13781 220th Big Rapids	MI	12/31/2023	3 yrs
Construction Board Of Appeals (building board of appeals)					
Kevin DeFever		231 250 117 23200 Timbr Big Rapids	MI	12/31/2021	2 yrs
Mark Maciver	<a href="mailto:mdmaciver@bigrapids.com">mdmaciver@bigrapids.com</a>	231 349 969 20747 Madi: Big Rapids	MI	12/31/2021	2 yrs
Chad Root	349-2199	231 592 473 23100 17 Mi Big Rapids	MI	12/31/2022	2 yrs
Blain Rockey		231 527 560 19070 Arrov Big Rapids	MI	12/31/2022	2 yrs

## Item "S"

### 2020 Budget Adjustment

#### General Fund

101-448-920.000	Street Lights Public Utilities	add	200.00
	to accommodate street light cost		

#### Fire Department

206-336-978.000	Capital Outlay 10,000 and above	add	49,500.00
	truck conversion that was expected to be done in 2019, billed in April		

206-336-930.000	Repair & Maintenance	add	6,000.00
206-336-740.000	Operating Supplies	subtract	4,500.00
206-336-702.030	Salary-precent surveys	subtract	1,500.00
	to better show actual expenses		

#### Liquar Law Fund

212-000-574.000	State Shared Revenue	add	800.00
212-330-801.000	Professional Services	add	800.00
	to allow extra money received to be paid out		

#### Library Fund

271-000-669.000	Advance From Fund Balance	add	4,000.00
271-790-991.010	Contract Payment BR	add	2,750.00
271-790-991.020	Contract Payment MS	add	250.00
	to balance out money in fund		

#### Building Fund

249-000-699.100	Advance From Fund Balance	add	5,000.00
	to use fund balance for down turn in permits		

#### Sewer Fund

590-521-804.000	Contrace Payment City of BR	substact	60,000.00
590-521-978.000	Capital Outlay 10,000 and above	add	60,000.00
	to cover Capital at Sheridian and Hills of Mitchel Creek		

Check Date	Bank	Check	Vendor	Vendor Name	Amount
Bank GEN GENERAL TOWNSHIP CHECKING					
11/07/2020	GEN	1193	CURRIE P	PENNY CURRIE	258.86
11/07/2020	GEN	1194	SAEZ	HANNAH SAEZ	20.00
11/08/2020	GEN	32418	BS&00	BS&A SOFTWARE	5,966.00
11/08/2020	GEN	32419	CHA01	CHARTER COMMUNICATIONS	543.72
11/08/2020	GEN	32420	CON00	CONSUMERS ENERGY	636.96
11/08/2020	GEN	32421	HOPE	HOPE NETWORK WEST MICHIGAN	189.00
11/08/2020	GEN	32422	MANPOWER	MANPOWER	253.75
11/08/2020	GEN	32423	PRIORITY H	PRIORITY HEALTH	1,502.43
11/08/2020	GEN	32424	STA01	STATE STREET HARDWARE	106.97
11/08/2020	GEN	32425	TRI COUNTY	TRI COUNTY EQUIPMENT & REPAIR	803.06
11/08/2020	GEN	32426	XEROX	XEROX FINANCIAL SERVICES	377.67
11/16/2020	GEN	32427	BS&00	BS&A SOFTWARE	3,033.33
11/16/2020	GEN	32428	CHA01	CHARTER COMMUNICATIONS	119.98
11/16/2020	GEN	32429	CIT02	BIG RAPIDS CITY TREASURER	23,524.75
11/16/2020	GEN	32430	CON00	CONSUMERS ENERGY	390.54
11/16/2020	GEN	32431	DTE00	DTE ENERGY	552.57
11/16/2020	GEN	32432	DTE00	VOID	0.00
Void Reason: Created From Check Run Process					
11/16/2020	GEN	32433	GRANGER	GRANGER	169.95
11/16/2020	GEN	32434	ITR00	I. T. RIGHT	305.00
11/16/2020	GEN	32435	MANPOWER	MANPOWER	290.00
11/16/2020	GEN	32436	MEC01	MECOSTA COUNTY ROAD COMMISSION	135.74
11/16/2020	GEN	32437	OU000	OUDBIER INSTRUMENT CO.	534.40
11/16/2020	GEN	32438	PIO00	THE PIONEER GROUP	237.35
11/16/2020	GEN	32439	SPECPRINT	SPECTRUM PRINTERS INC	494.00
11/17/2020	GEN	32440			0.00
Void Reason: VOIDED CHECK FOR CELL TOWER AGREEMENT					
12/01/2020	GEN	32441	ACC00	ACCIDENT FUND COMPANY	1,201.40
12/01/2020	GEN	32442	BIG06	BIG RAPIDS TIRE	535.00
12/01/2020	GEN	32443	CIT00	CITY OF BIG RAPIDS	38.94
12/01/2020	GEN	32444	CIT02	BIG RAPIDS CITY TREASURER	1.13
12/01/2020	GEN	32445	CON00	CONSUMERS ENERGY	2,489.35
12/01/2020	GEN	32446	CON00	VOID	0.00
Void Reason: Created From Check Run Process					
12/01/2020	GEN	32447	DIETRICH	GEORGE DIETRICH	151.27
12/01/2020	GEN	32448	DINGES	DINGES FIRE COMPANY	809.58
12/01/2020	GEN	32449	DO ALL DOU	DO ALL DOUG	3,893.75
12/01/2020	GEN	32450	EGLE	MICH DEPT OF ENV, GREAT LAKES, ENER	585.00
12/01/2020	GEN	32451	FIR00	FIRST NATIONAL BANK	1,209.85
12/01/2020	GEN	32452	FREEDOM	FREEDOM UTILITY PLACEMENT LLC	34,761.33
12/01/2020	GEN	32453	GRE02	GREAT LAKES ENERGY	19.80
12/01/2020	GEN	32454	GTW	GTW	43.25
12/01/2020	GEN	32455	KEVIN C	KEVIN CUSHWAY	520.83
12/01/2020	GEN	32456	KLEIN	TIMOTHY KLEINHEKSEL	27.60
12/01/2020	GEN	32457	MANPOWER	MANPOWER	72.50
12/01/2020	GEN	32458	MEC01	MECOSTA COUNTY ROAD COMMISSION	107.11
12/01/2020	GEN	32459	MIGHTY	MIGHT MUFFLER & BRAKE	683.28
12/01/2020	GEN	32460	MIS00	MISS DIG SYSTEM, INC.	1,549.16
12/01/2020	GEN	32461	MOR00	MORNINGSTAR ENTERPRISES, INC.	139.27
12/01/2020	GEN	32462	NORTHWEST	NORTHWEST KENT MECHANICAL CO.	1,906.67
12/01/2020	GEN	32463	OU000	OUDBIER INSTRUMENT CO.	800.00
12/01/2020	GEN	32464	PRAETORIAN	PRAETORIAN DIGITAL	1,575.00
12/01/2020	GEN	32465	PRO00	PROGRESSIVE AE	433.83
12/01/2020	GEN	32466	STA01	STATE STREET HARDWARE	12.98
12/01/2020	GEN	32467	STA07	STATE OF MICHIGAN	2.56
12/01/2020	GEN	32468	SUMMIT	SUMMIT COMPANIES	81.00
12/01/2020	GEN	32469	TSL00	TARGETSOLUTIONS LEARNING, LLC	2,495.00
12/01/2020	GEN	32470	WES01	WEST SHORE FIRE, INC.	565.55
12/01/2020	GEN	32471	WOL01	WOLVERINE POWER SYSTEMS	2,793.55
12/01/2020	GEN	32472	WOL01	VOID	0.00
Void Reason: Created From Check Run Process					
12/08/2020	GEN	32473	BADER	BADER & SONS CO.	329.97
12/08/2020	GEN	32474	BS&00	BS&A SOFTWARE	3,033.33
12/08/2020	GEN	32475	CHA01	CHARTER COMMUNICATIONS	543.72
12/08/2020	GEN	32476	CHA03	JAMES CHAPMAN	1,380.35
12/08/2020	GEN	32477	CIT02	BIG RAPIDS CITY TREASURER	4.52
12/08/2020	GEN	32478	HES00	MECOSTA COUNTY CLERK	600.00
12/08/2020	GEN	32479	HOPE	HOPE NETWORK WEST MICHIGAN	63.00
12/08/2020	GEN	32480	KCI	KCI	566.68
12/08/2020	GEN	32481	MED00	MEDLER ELECTRIC CO.	15.00
12/08/2020	GEN	32482	MIK00	MIKA, MEYERS, BECKETT & JONES	493.00
12/08/2020	GEN	32483	MISSION	MISSION COMMUNICATIONS	4,554.00
12/08/2020	GEN	32484	PICTOMETRY	PICTOMETRY	1,100.00
12/08/2020	GEN	32485	STA01	STATE STREET HARDWARE	1,709.99
12/08/2020	GEN	32486	STA07	STATE OF MICHIGAN	60.03
12/08/2020	GEN	32487	XEROX	XEROX FINANCIAL SERVICES	377.67

12/10/2020 05:47 PM  
User: HANNAH  
DB: Big Rapids Twp

CHECK REGISTER FOR BIG RAPIDS TOWNSHIP  
CHECK DATE FROM 11/04/2020 - 12/10/2020

Page: 2/2

Check Date	Bank	Check	Vendor	Vendor Name	Amount
GEN TOTALS:					
Total of 72 Checks:					114,782.83
Less 4 Void Checks:					0.00
Total of 68 Disbursements:					<u>114,782.83</u>

Check Date	Bank	Check Number	Name	<b>Item "U"</b>	Check Gross	Physical Check Amount
12/01/2020	GEN	12345	HANER, JAMI L		1,094.40	947.3
12/01/2020	GEN	12346	STANEK, WILLIAM F		2,650.00	643.9
12/01/2020	GEN	12347	ECKERT, JAN		209.98	209.9
12/01/2020	GEN	12348	VODRY , RACHEL L		226.80	226.8
12/01/2020	GEN	12349	ALBER, VICKI		184.25	184.2
12/01/2020	GEN	12350	KONDZIOLKA, JENNA L		146.33	146.3
12/01/2020	GEN	12351	COOLEY, ANDREA L		184.25	184.2
12/01/2020	GEN	12352	MAREK, DENA R		209.84	209.8
12/01/2020	GEN	12353	RISON, DIANNA L		190.95	190.9
12/01/2020	GEN	12354	KUEHN, MARY		154.10	154.1
12/01/2020	GEN	12355	KUEHN, JOHN F		154.10	154.1
12/01/2020	GEN	12356	COOLEY, EMILY R		184.25	184.2
12/01/2020	GEN	12357	CARTER, ROBERT L		154.10	154.1
12/01/2020	GEN	12358	HILLMAN, CAROL A		190.95	190.9
12/01/2020	GEN	12359	DOUGLASS, PERRY IV A		836.33	644.8
12/01/2020	GEN	12360	AMBLER, ALLEN S		51.65	44.9
12/01/2020	GEN	12361	TUBBS, JAMES		1,041.67	951.5
12/01/2020	GEN	12362	PARKER, THOMAS		291.52	243.9
12/01/2020	GEN	12363	PEREZ, ADAM		336.29	292.9
12/01/2020	GEN	12364	LEE, JOSEPH W		704.09	643.1
12/01/2020	GEN	12365	WILLIAMS, TRAVIS A		508.11	447.6
12/01/2020	GEN	12366	CHAPMAN, JAMES M		708.46	624.1
12/01/2020	GEN	12367	WYMA, NICHOLAS A		934.41	823.2
12/01/2020	GEN	12368	JONES, JERRAD C		459.95	390.8
12/01/2020	GEN	12369	SPRIK, HANNAH M		269.75	237.6
12/01/2020	GEN	12370	FITZGERALD, LINDSAY P		78.04	68.7
12/01/2020	GEN	12371	BUYS, RANDALL J		316.78	292.5
12/01/2020	GEN	12372	MARSHALL, GRAYSON L		25.26	22.2
12/01/2020	GEN	12373	VELTING, BRYAR S		238.74	187.9
12/01/2020	GEN	12374	BERENS, DYLAN I		721.97	595.5
12/01/2020	GEN	12375	BELKA, SCOT A		97.55	85.9
12/01/2020	GEN	12376	MCARTHUR, IAN D		32.14	28.3
12/01/2020	GEN	12377	FOUNTAIN, RENE M		209.98	209.9
12/01/2020	GEN	12378	SAEZ, HANNAH C		3,266.67	2,528.4
12/01/2020	GEN	12379	KONDZIOLKA, CHERYL L		548.35	537.8
12/01/2020	GEN	12380	BEAN, SUSAN		209.98	209.9
12/01/2020	GEN	12381	DIETRICH, GEORGE		867.00	767.4
12/01/2020	GEN	12382	ANTOR, GERALD A		794.99	734.0
12/01/2020	GEN	12383	CALIFF, MICHAEL H		459.90	390.8
12/01/2020	GEN	12384	KLEINHEKSEL, TIMOTHY J		1,710.00	1,579.1
12/01/2020	GEN	12385	CURRIE, PENNY M		3,266.67	900.2
12/01/2020	GEN	12386	BECHAZ, MARY L		388.80	342.5

Check Register Report For Big Rapids Charter Township  
 For Payroll ID: 237 Check Date: 12/01/2020 Pay Period End Date: 11/30/2020

Check Date	Bank	Check Number	Name	Check Gross	Physical Check Amount
12/01/2020	GEN	12387	WINGET, SCOTT A	572.00	515.0
12/01/2020	GEN	12388	VELDMAN, MARC	3,404.06	2,645.2
12/01/2020	GEN	12389	OLIVER, GORDON	50.00	44.0
12/01/2020	GEN	12390	DAVIS, MARY B	50.00	46.1
12/01/2020	GEN	12391	COOK, ZACHARY F	50.00	46.1
12/01/2020	GEN	12392	WETHINGTON, AMANDA R	50.00	44.0
12/01/2020	GEN	12393	BIGFORD, MICHAEL R	50.00	46.1
12/01/2020	GEN	12394	GEIB, ANTHONY C	145.83	128.4
12/01/2020	GEN	12395	EVERETT, JERALD D	145.83	128.4
12/01/2020	GEN	12396	MERENDINO, CHRISTOPHER B	145.83	128.4
12/01/2020	GEN	STUB35	BEAN, CARMAN	145.83	0.0

Totals: Number of Checks: 053 30,118.73 22,380.3

Total Physical Checks: 52

Total Check Stubs: 1