

**BIG RAPIDS CHARTER TOWNSHIP BOARD**  
**REGULAR MEETING TUESDAY, FEBRUARY 4, 2021**  
**VIRTUALLY MEETING**

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

**AGENDA**

PLEDGE OF ALLEGIANCE.

CALL TO ORDER: 7:00 p.m. ROLL CALL: \_\_Stanek,\_\_Saez,\_\_ Currie,\_\_ Bean,\_\_ Everett,\_\_ Geib,\_\_ Merendino

PUBLIC COMMENT:

ADDITIONS TO AGENDA:

SPECIAL APPEARANCE:

**CONSENT AGENDA**

1. January 5, Meeting Minutes: **ITEM A**
2. January Financial Report: **ITEM B**
3. Treasure's report-December: **ITEM C**
2. Building Department Report: **ITEM D**
3. Cemetery and Grounds Report: **ITEM E**
4. Fire Department Report: **ITEM F**
5. Planning Commission January Minutes: **ITEM G**
6. 2020 Planning Commission Report: **ITEM H**
7. Sewer Depart Report: **ITEM I**
6. Water Department Report: **ITEM J**
7. Supervisor's Report: **ITEM K**

**UNFINISHED BUSINESS:**

1. Hemlock Park discussion:
2. Tax Tribunal update:
3. Junk problem on Woodward Ave: **ITEM L**
4. Other:

**NEW BUSINESS:**

1. Resolution No 2021-01 Wage Correction: **ITEM M**
2. Resolution No 2021-02 Protest in Writing: **ITEM N**
3. Resolution No 2021-03 Poverty Exemption Carry Forward: **ITEM O**
4. Resolution No 2021-04 Poverty Guidelines: **ITEM P**
5. 2021 Budget adjustment: **ITEM Q**
6. Other:

**Financial**

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

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.

Join Zoom Meeting

<https://us02web.zoom.us/j/6883493462?pwd=enNjJtVjJOU8rK3lXa3BQRTRKNWxrZz09>

Meeting ID: 688 349 3462

Passcode: aBH61Q

**BIG RAPIDS CHARTER TOWNSHIP BOARD  
REGULAR MEETING TUESDAY, JANUARY 5, 2021  
VIRTUAL MEETING  
UNAPPROVED**

**PLEDGE OF ALLEGIANCE.**

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

**PUBLIC COMMENT**

**ADDITIONS TO AGENDA: David Kirwin on Tax Tribunal cases discussion**

**A motion was made by Currie to approve of hiring Eric Williams as the attorney in the tax tribunal cases. Seconded by Saez. Motion passed unanimously on a roll call vote. David to bring quotes on an appraiser and a Special Meeting to be set.**

**SPECIAL APPEARANCE: Jon Coles on Hemlock Park Improvement Project – Getting some questions answered for us before we make a decision to contribute and will possibly join an additional meeting in the future.**

**CORRESPONDENCE: Siegfried Crandall: Noted and filed.**

**CONSENT AGENDA**

1. December 15, Meeting Minutes:
2. December Financial Report:
3. Board of Review Minutes:
4. Treasure's report-November:
2. Building Department Report:
3. Cemetery and Grounds Report:
4. Fire Department Report:
5. Sewer Department Report:
6. Water Department Report:
7. Supervisor's Report:

**A motion was made by Bean to approve of the Consent Agenda. Seconded by Geib. Motion passed unanimously.**

**UNFINISHED BUSINESS:**

1. Other:

**NEW BUSINESS:**

1. **Water Operator Contract:** A motion was made by Bean to approve of the Water Operator Contract from February 1, 2021 to January 31, 2022. Motion passed unanimously on a roll call vote.
2. **Millage Rate for 2021 .56 per mile:** A motion was made by Geib to approve of the 2021 IRS mileage rate. Seconded by Saez. Motion passed unanimously.
3. **Committee appointments for 2021:**
4. **Other:**

**Financial**

1. **Payroll:** A motion was made by Currie to approve of December Payroll in the amount of 19,146.01. Seconded by Everett. Motion passed unanimously on a roll call vote.
2. **Accounts Payable:** A motion was made by Bean to approve of Accounts Payables in the amount of \$72,835.81. Seconded by Everett. Motion passed unanimously on a roll call vote.

**PUBLIC COMMENT:**

**ADJOURNMENT: 8:21pm**

**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.**

01/29/2021

## REVENUE AND EXPENDITURE REPORT FOR BIG RAPIDS TOWNSHIP

PERIOD ENDING 02/28/2021

% Fiscal Year Completed: 16.16

GL NUMBER	DESCRIPTION	2021 AMENDED BUDGET	YTD BALANCE 02-28-2021 NORMAL	ACTIVITY FOR MONTH 02-28- 2021 INCREASE	AVAILABLE BALANCE NORMAL (ADNORMAL)	% BDGT USED
Revenues						
Dept 000 - GENERAL						
101-000-402.000	Current Real Property Tax	187,500.00	64,545.14	0.00	122,954.86	34.42
101-000-445.000	Penalties & Interest on Taxes	2,000.00	162.20	0.00	1,837.80	8.11
101-000-447.000	Property Tax Admin Fee	55,000.00	6,146.11	0.00	48,853.89	11.17
101-000-451.000	Business Licenses & Permits	17,500.00	0.00	0.00	17,500.00	0.00
101-000-574.000	State Shared Revenue	296,000.00	70,714.00	0.00	225,286.00	23.89
101-000-607.000	Ch. for Serv. (fees, zoning)	1,000.00	100.00	0.00	900.00	10.00
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	0.00	0.00	2,500.00	0.00
101-000-634.000	Ch. for Serv. (grave op & cl)	14,000.00	0.00	0.00	14,000.00	0.00
101-000-635.000	Chg For Serv Cem Foun & Misc	4,500.00	0.00	0.00	4,500.00	0.00
101-000-640.000	Ch. for Serv. (lot splits)	500.00	0.00	0.00	500.00	0.00
101-000-664.000	Int. & Div. on Earnings	6,000.00	0.00	0.00	6,000.00	0.00
101-000-667.000	Rent&Exp Building Dept	7,200.00	0.00	0.00	7,200.00	0.00
101-000-668.000	Sign Rental	4,000.00	0.00	0.00	4,000.00	0.00
101-000-675.020	Cemetery Annuity - Division of Asset	46,000.00	0.00	0.00	46,000.00	0.00
101-000-676.000	Reimbursements	2,000.00	0.00	0.00	2,000.00	0.00
101-000-687.000	REFUNDS	300.00	0.00	0.00	300.00	0.00
101-000-697.000	Transfer from other Fund	76,900.00	0.00	0.00	76,900.00	0.00
203-000-665.000	SPECIAL ASSESSMENT INTEREST	2,000.00	648.64	0.00	1,351.36	32.43
203-000-672.000	Special Assessment Principle	49,900.00	16,215.84	0.00	33,684.16	32.50
204-000-405.000	B.R.T. Road Millage	225,000.00	77,454.97	0.00	147,545.03	34.42
206-000-403.000	Current Real Property Tax	225,000.00	77,454.97	0.00	147,545.03	34.42
206-000-582.000	Contribution Mecosta Co. F.R.	15,000.00	0.00	0.00	15,000.00	0.00
212-000-574.000	State Shared Revenue	5,600.00	0.00	0.00	5,600.00	0.00
249-000-608.000	Ch. for Serv.Fees/Bldg.Permits	55,000.00	10,768.00	0.00	44,232.00	19.58
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	10,325.23	0.00	19,674.77	34.42
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	43,055.53	0.00	529,944.47	7.51
590-000-627.000	Penalty on Delinquent Utility Bills	7,500.00	377.79	0.00	7,122.21	5.04
590-000-664.000	Int. & Div. on Earnings	12,500.00	0.00	0.00	12,500.00	0.00
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	65.15	0.00	934.85	6.52
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	221.96	0.00	(221.96)	100.00
708-000-576.000	METRO Revenue	6,000.00	0.00	0.00	6,000.00	0.00
711-000-664.000	Int. & Div. on Earnings	1,750.00	37.39	0.00	1,712.61	2.14
Total Dept 000 - GENERAL		2,037,650.00	378,292.92	0.00	1,659,357.08	18.57
TOTAL REVENUES		2,037,650.00	378,292.92	0.00	1,659,357.08	18.57

GL NUMBER	DESCRIPTION	2021 AMENDED BUDGET	YTD BALANCE 02-28-2021 NORMAL	ACTIVITY FOR MONTH 02-28- 2021 INCREASE	AVAILABLE BALANCE NORMAL (ADNORMAL)	% BDGT USED
<b>Expenditures</b>						
<b>Dept 101 - TOWNSHIP BOARD</b>						
101-101-702.000	Salary & Wages	7,000.00	583.32	583.32	6,416.68	8.33
101-101-702.020	Salary & Wages Clerical Help	10,000.00	713.25	713.25	9,286.75	7.13
101-101-710.000	Twp. Share Medicare Withholding	250.00	18.78	18.78	231.22	7.51
101-101-715.000	Twp. Share Soc. Sec. Withholdg	1,060.00	80.38	80.38	979.62	7.58
101-101-727.000	Office Supplies	800.00	116.91	116.91	683.09	14.61
101-101-740.000	Operating Supplies	200.00	0.00	0.00	200.00	0.00
101-101-801.000	Professional Services	28,000.00	930.17	0.00	27,069.83	3.32
101-101-850.000	Communication	3,500.00	281.37	0.00	3,218.63	8.04
101-101-860.000	Transportation	500.00	0.00	0.00	500.00	0.00
101-101-880.000	Community Promotion	600.00	0.00	0.00	600.00	0.00
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	136.10	0.00	1,463.90	8.51
101-101-958.000	Membership & Dues	3,450.00	0.00	0.00	3,450.00	0.00
101-101-960.000	Education	2,000.00	0.00	0.00	2,000.00	0.00
101-101-965.000	Insurance & Bonds	9,000.00	122.67	122.67	8,877.33	1.36
101-101-975.000	Capital Outlay under \$10,000	1,000.00	0.00	0.00	1,000.00	0.00
<b>Total Dept 101 - TOWNSHIP BOARD</b>		<b>76,960.00</b>	<b>2,982.95</b>	<b>1,635.31</b>	<b>73,977.05</b>	<b>3.88</b>
<b>Dept 171 - SUPERVISOR</b>						
101-171-702.000	Salary & Wages	30,000.00	2,500.00	2,500.00	27,500.00	8.33
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	416.67	416.67	4,583.33	8.33
101-171-702.300	Health Insurance Buyout	1,800.00	150.00	150.00	1,650.00	8.33
101-171-710.000	Twp. Share Medicare Withholding	580.00	44.47	44.47	535.53	7.67
101-171-715.000	Twp. Share Soc. Sec. Withholdg	2,590.00	190.13	190.13	2,399.87	7.34
101-171-720.000	Medical Reimbursement	1,500.00	0.00	0.00	1,500.00	0.00
101-171-727.000	Office Supplies	100.00	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	0.00	0.00	360.00	0.00
101-171-860.000	Transportation	450.00	0.00	0.00	450.00	0.00
101-171-960.000	Education	1,000.00	0.00	0.00	1,000.00	0.00
<b>Total Dept 171 - SUPERVISOR</b>		<b>46,630.00</b>	<b>3,301.27</b>	<b>3,301.27</b>	<b>43,328.73</b>	<b>7.08</b>
<b>Dept 215 - CLERK</b>						
101-215-702.000	Salary & Wages	39,200.00	3,266.67	3,266.67	35,933.33	8.33
101-215-702.010	Salary & Wages Deputy	3,700.00	0.00	0.00	3,700.00	0.00
101-215-710.000	Twp. Share Medicare Withholding	625.00	47.37	47.37	577.63	7.58
101-215-714.000	Health Insurance	8,000.00	548.71	548.71	7,451.29	6.86
101-215-715.000	Twp. Share Soc. Sec. Withholdg	2,660.00	202.53	202.53	2,457.47	7.61
101-215-720.000	Medical Reimbursement	1,500.00	0.00	0.00	1,500.00	0.00
101-215-727.000	Office Supplies	700.00	0.00	0.00	700.00	0.00
101-215-740.000	Operating Supplies	300.00	18.00	18.00	282.00	6.00
101-215-801.000	Professional Services	2,600.00	890.00	890.00	1,710.00	34.23

GL NUMBER	DESCRIPTION	2021 AMENDED BUDGET	YTD BALANCE 02-28-2021 NORMAL	ACTIVITY FOR MONTH 02-28- 2021 INCREASE	AVAILABLE BALANCE NORMAL (ADNORMAL)	% BDGT USED
101-215-850.000	Cell Phone Reimbursement	360.00	0.00	0.00	360.00	0.00
101-215-960.000	Education	700.00	0.00	0.00	700.00	0.00
Total Dept 215 - CLERK		60,345.00	4,973.28	4,973.28	55,371.72	8.24
Dept 247 - BOARD OF REVIEW						
101-247-702.000	Salary & Wages	900.00	0.00	0.00	900.00	0.00
101-247-710.000	Twp. Share Medicare Withholding	15.00	0.00	0.00	15.00	0.00
101-247-715.000	Twp. Share Soc. Sec. Withholdg	60.00	0.00	0.00	60.00	0.00
101-247-900.000	Printing & Publishing	100.00	0.00	0.00	100.00	0.00
101-247-960.000	Education	750.00	190.00	190.00	560.00	25.33
Total Dept 247 - BOARD OF REVIEW		1,825.00	190.00	190.00	1,635.00	10.41
Dept 253 - TREASURER						
101-253-702.000	Salary & Wages	31,200.00	2,600.00	2,600.00	28,600.00	8.33
101-253-702.010	Salary & Wages Deputy	3,850.00	360.00	360.00	3,490.00	9.35
101-253-710.000	Twp. Share Medicare Withholding	510.00	42.92	42.92	467.08	8.42
101-253-714.000	Health Insurance	6,400.00	365.81	365.81	6,034.19	5.72
101-253-715.000	Twp. Share Soc. Sec. Withholdg	2,175.00	183.52	183.52	1,991.48	8.44
101-253-720.000	Medical Reimbursement	1,200.00	0.00	0.00	1,200.00	0.00
101-253-727.000	Office Supplies	450.00	0.00	0.00	450.00	0.00
101-253-740.000	Operating Supplies	1,250.00	0.00	0.00	1,250.00	0.00
101-253-801.000	Professional Services	4,750.00	701.00	701.00	4,049.00	14.76
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	4,253.25	4,253.25	48,531.75	8.06
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	909.00	909.00	3,091.00	22.73
101-257-801.005	Contractual Assessor	40,000.00	0.00	0.00	40,000.00	0.00
101-257-801.006	Tax Tribunal Appeals	3,000.00	0.00	0.00	3,000.00	0.00
Total Dept 257 - ASSESSOR		47,300.00	909.00	909.00	46,391.00	1.92
Dept 262 - ELECTIONS						
101-262-702.000	SALARY AND WAGES	2,500.00	0.00	0.00	2,500.00	0.00
101-262-727.000	SUPPLIES	200.00	0.00	0.00	200.00	0.00
101-262-740.000	Operating Supplies	1,750.00	0.00	0.00	1,750.00	0.00
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	0.00	0.00	4,900.00	0.00
Dept 265 - TOWNSHIP HALL & GROUNDS						
101-265-702.000	Salary & Wages	3,000.00	0.00	0.00	3,000.00	0.00
101-265-702.200	Salary & Wages Snowplowing	400.00	259.94	259.94	140.06	64.99
101-265-710.000	Twp. Share Medicare Withholding	25.00	3.77	3.77	21.23	15.08

GL NUMBER	DESCRIPTION	2021 AMENDED BUDGET	YTD BALANCE 02-28-2021 NORMAL	ACTIVITY FOR MONTH 02-28- 2021 INCREASE	AVAILABLE BALANCE NORMAL (ADNORMAL)	% BDGT USED
101-265-715.000	Twp. Share Soc. Sec. Withholdg	100.00	16.12	16.12	83.88	16.12
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	421.41	103.58	3,578.59	10.54
101-265-930.000	Repair & Maintenance	2,000.00	237.10	0.00	1,762.90	11.86
101-265-932.000	Grounds maintenance	500.00	0.00	0.00	500.00	0.00
101-265-933.000	Snowplowing	0.00	48.06	0.00	(48.06)	100.00
Total Dept 265 - TOWNSHIP HALL & GROUNDS		10,775.00	986.40	383.41	9,788.60	9.15
Dept 276 - TOWNSHIP CEMETERIES						
101-276-702.000	Salary & Wages	8,500.00	0.00	0.00	8,500.00	0.00
101-276-702.015	Salary & Wages Mangement	26,000.00	0.00	0.00	26,000.00	0.00
101-276-702.016	Salary & Wages Clerical Mangement	9,000.00	2,271.75	2,271.75	6,728.25	25.24
101-276-702.020	Salary & Wages Clerical Help	6,500.00	475.50	475.50	6,024.50	7.32
101-276-702.100	SALARY & WAGES: UNEMPLOYMENT	6,000.00	0.00	0.00	6,000.00	0.00
101-276-702.200	Salary & Wages Snowplowing	500.00	260.13	260.13	239.87	52.03
101-276-702.300	Health Insurance Buyout	1,800.00	150.00	150.00	1,650.00	8.33
101-276-710.000	Twp. Share Medicare Witholding	760.00	45.79	45.79	714.21	6.03
101-276-715.000	Twp. Share Soc. Sec. Withholdg	3,245.00	195.76	195.76	3,049.24	6.03
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	0.00	0.00	200.00	0.00
101-276-740.000	Operating Supplies	4,000.00	0.00	0.00	4,000.00	0.00
101-276-801.000	Professional Services	3,200.00	0.00	0.00	3,200.00	0.00
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/CL	10,000.00	0.00	0.00	10,000.00	0.00
101-276-850.000	Communication	1,350.00	119.98	0.00	1,230.02	8.89
101-276-850.100	Cell Phone	360.00	0.00	0.00	360.00	0.00
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	205.79	164.93	2,294.21	8.23
101-276-930.000	Repair & Maintenance	6,000.00	197.17	197.17	5,802.83	3.29
101-276-960.000	Education	500.00	0.00	0.00	500.00	0.00
101-276-965.000	Insurance & Bonds	3,000.00	173.20	173.20	2,826.80	5.77
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	0.00	0.00	2,000.00	0.00
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	4,095.07	3,934.23	110,519.93	3.57
Dept 330 - LIQUOR LAW ENFORCEMENT						
212-330-801.000	Professional Services	5,600.00	6,311.80	6,311.80	(711.80)	112.71
Total Dept 330 - LIQUOR LAW ENFORCEMENT		5,600.00	6,311.80	6,311.80	(711.80)	112.71
Dept 336 - FIRE DEPARTMENT						
206-336-702.000	Salary & Wages	48,000.00	3,998.74	3,998.74	44,001.26	8.33
206-336-702.025	Salary & Wages Reports	1,200.00	117.00	117.00	1,083.00	9.75

GL NUMBER	DESCRIPTION	2021 AMENDED BUDGET	YTD BALANCE 02-28-2021 NORMAL	ACTIVITY FOR MONTH 02-28- 2021 INCREASE	AVAILABLE BALANCE NORMAL (ADNORMAL)	% BDGT USED
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	1,666.96	1,666.96	18,333.04	8.33
206-336-702.080	Chief Salary & Wages	12,875.00	1,041.67	1,041.67	11,833.33	8.09
206-336-702.085	Ass't Chiefs Salary & Wages	10,300.00	858.33	858.33	9,441.67	8.33
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	111.41	111.41	1,273.59	8.04
206-336-715.000	Twp. Share Soc. Sec. Withholdg	5,920.00	476.33	476.33	5,443.67	8.05
206-336-727.000	Office Supplies	500.00	207.38	0.00	292.62	41.48
206-336-740.000	Operating Supplies	14,000.00	1,664.08	1,161.46	12,335.92	11.89
206-336-801.000	Professional Services	1,500.00	95.00	95.00	1,405.00	6.33
206-336-850.000	Communication	4,000.00	312.17	49.02	3,687.83	7.80
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	50.00	0.00	0.00	50.00	0.00
206-336-920.000	Public Utilities	10,000.00	885.71	121.16	9,114.29	8.86
206-336-930.000	Repair & Maintenance	22,000.00	2,518.39	313.97	19,481.61	11.45
206-336-935.000	Bldg. & Grounds Repair & Maintenar	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	212.00	212.00	2,288.00	8.48
206-336-965.000	Insurance & Bonds	29,000.00	905.53	905.53	28,094.47	3.12
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	15,070.70	11,128.58	218,309.30	6.46
Dept 371 - BUILDING INSPECTION DEPARTMENT						
249-371-702.000	Salary & Wages	10,000.00	624.00	624.00	9,376.00	6.24
249-371-702.020	Salary & Wages Clerical Help	17,500.00	1,341.19	1,341.19	16,158.81	7.66
249-371-703.000	Salary & Wages Electrical Insp	4,500.00	734.40	734.40	3,765.60	16.32
249-371-704.000	Salary & Wages Plbg-Mech Insp	7,600.00	3,149.30	3,149.30	4,450.70	41.44
249-371-705.000	SAL & WAGES SITE PLAN REVIEW	3,000.00	300.00	300.00	2,700.00	10.00
249-371-710.000	Twp. Share Medicare Withholding	445.00	89.16	89.16	355.84	20.04
249-371-715.000	Twp. Share Soc. Sec. Withholdg	1,900.00	381.23	381.23	1,518.77	20.06
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	15.00	15.00	165.00	8.33
249-371-860.000	Transportation	1,500.00	64.40	64.40	1,435.60	4.29
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	0.00	0.00	7,500.00	0.00
249-371-958.000	Membership & Dues	200.00	0.00	0.00	200.00	0.00
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	6,698.68	6,698.68	50,226.32	11.77
Dept 444 - SIDEWALKS						
203-444-991.050	LOAN PAYMENT (to revolving loan ft	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

GL NUMBER	DESCRIPTION	2021 AMENDED BUDGET	YTD BALANCE 02-28-2021 NORMAL	ACTIVITY FOR MONTH 02-28- 2021 INCREASE	AVAILABLE BALANCE NORMAL (ADNORMAL)	% BDGT USED
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	100,000.00	0.00	0.00	100,000.00	0.00
204-446-805.000	Contractual Services	225,000.00	0.00	0.00	225,000.00	0.00
Total Dept 446 - HIGHWAYS & STREETS		325,000.00	0.00	0.00	325,000.00	0.00
Dept 448 - STREET LIGHTS						
101-448-920.000	Public Utilities	9,500.00	686.02	39.08	8,813.98	7.22
Total Dept 448 - STREET LIGHTS		9,500.00	686.02	39.08	8,813.98	7.22
Dept 521 - SEWER FUND						
590-521-702.000	Salary & Wages	8,000.00	666.67	666.67	7,333.33	8.33
590-521-702.200	Salary & Wages Snowplowing	500.00	259.94	259.94	240.06	51.99
590-521-710.000	Twp. Share Medicare Withholding	125.00	13.44	13.44	111.56	10.75
590-521-714.000	Health Insurance	1,600.00	182.90	182.90	1,417.10	11.43
590-521-715.000	Twp. Share Soc. Sec. Withholdg	530.00	57.44	57.44	472.56	10.84
590-521-720.000	Medical Reimbursement	300.00	0.00	0.00	300.00	0.00
590-521-740.000	Operating Supplies	800.00	93.84	0.00	706.16	11.73
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	1,367.50	0.00	18,632.50	6.84
590-521-801.050	Miss Digg's	2,500.00	0.00	0.00	2,500.00	0.00
590-521-804.000	Contract Payment to City B.R.	300,000.00	13,353.07	0.00	286,646.93	4.45
590-521-805.000	Contractual Services	24,000.00	1,906.67	0.00	22,093.33	7.94
590-521-805.100	Extra Contractual Services	17,000.00	1,217.48	0.00	15,782.52	7.16
590-521-920.000	Public Utilities	30,000.00	2,367.41	378.26	27,632.59	7.89
590-521-930.000	Repair & Maintenance	28,000.00	0.00	0.00	28,000.00	0.00
590-521-935.000	Bldg. & Grounds Repair & Maintenar	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	0.00	0.00	3,000.00	0.00
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	21,486.36	1,558.65	611,318.64	3.40
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	0.00	0.00	1,400.00	0.00
591-536-801.000	Professional Services	225.00	0.00	0.00	225.00	0.00
591-536-805.000	Contractual Services	10,000.00	520.83	520.83	9,479.17	5.21
591-536-920.000	Public Utilities	7,500.00	797.01	797.01	6,702.99	10.63
591-536-930.000	Repair & Maintenance	1,500.00	0.00	0.00	1,500.00	0.00
Total Dept 536 - WATER		21,000.00	1,317.84	1,317.84	19,682.16	6.28



GL NUMBER	DESCRIPTION	2021 AMENDED BUDGET	YTD BALANCE 02-28-2021 NORMAL	ACTIVITY FOR MONTH 02-28- 2021 INCREASE	AVAILABLE BALANCE NORMAL (ADNORMAL)	% BDGT USED
<b>Dept 567 - CEMETERY</b>						
401-567-978.000	Capital Outlay \$10,000 and above	35,000.00	0.00	0.00	35,000.00	0.00
<b>Total Dept 567 - CEMETERY</b>		<b>35,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>35,000.00</b>	<b>0.00</b>
<b>Dept 721 - PLANNING COMMISSION</b>						
101-721-702.000	SALARY AND WAGES	7,500.00	335.25	335.25	7,164.75	4.47
101-721-702.030	Salary & Wages Per Diems	3,500.00	300.00	300.00	3,200.00	8.57
101-721-710.000	Twp. Share Medicare Withholding	160.00	9.24	9.24	150.76	5.78
101-721-715.000	Twp. Share Soc. Sec. Wlthholding	690.00	39.39	39.39	650.61	5.71
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	0.00	0.00	5,000.00	0.00
101-721-860.000	MILEAGE	400.00	20.16	20.16	379.84	5.04
101-721-900.000	Printing & Publishing	400.00	0.00	0.00	400.00	0.00
101-721-960.000	Education	1,500.00	0.00	0.00	1,500.00	0.00
<b>Total Dept 721 - PLANNING COMMISSION</b>		<b>19,350.00</b>	<b>704.04</b>	<b>704.04</b>	<b>18,645.96</b>	<b>3.64</b>
<b>Dept 728 - ECONOMIC-INDUSTRIAL DEVELOPMT</b>						
101-728-801.000	Professional Services	500.00	0.00	0.00	500.00	0.00
101-728-880.000	Community Promotion	3,000.00	0.00	0.00	3,000.00	0.00
101-728-930.000	Repair & Maintenance	500.00	0.00	0.00	500.00	0.00
<b>Total Dept 728 - ECONOMIC-INDUSTRIAL DEVELOPMT</b>		<b>4,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>4,000.00</b>	<b>0.00</b>
<b>Dept 751 - PARKS &amp; RECREATION</b>						
101-751-702.000	Salary & Wages	600.00	0.00	0.00	600.00	0.00
101-751-702.015	Salary & Wages Mangement	1,000.00	0.00	0.00	1,000.00	0.00
101-751-702.070	Park Supvr	2,700.00	0.00	0.00	2,700.00	0.00
101-751-710.000	Twp. Share Medicare Withholding	65.00	0.00	0.00	65.00	0.00
101-751-715.000	Twp. Share Soc. Sec. Withholdg	270.00	0.00	0.00	270.00	0.00
101-751-740.000	Operating Supplies	300.00	0.00	0.00	300.00	0.00
101-751-801.000	Professional Services	500.00	0.00	0.00	500.00	0.00
101-751-801.010	Manpower	300.00	0.00	0.00	300.00	0.00
101-751-920.000	Public Utilities	325.00	29.13	29.13	295.87	8.96
101-751-930.000	Repair & Maintenance	500.00	0.00	0.00	500.00	0.00
101-751-975.000	Capital Outlay under \$10,000	2,000.00	0.00	0.00	2,000.00	0.00
<b>Total Dept 751 - PARKS &amp; RECREATION</b>		<b>8,560.00</b>	<b>29.13</b>	<b>29.13</b>	<b>8,530.87</b>	<b>0.34</b>
<b>Dept 790 - LIBRARY</b>						
271-790-991.010	Contract Payment BIG RAPIDS PUB L	27,600.00	0.00	0.00	27,600.00	0.00
271-790-991.020	CONTRACT PAYMENT WALTON ERIC	2,400.00	0.00	0.00	2,400.00	0.00
<b>Total Dept 790 - LIBRARY</b>		<b>30,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>30,000.00</b>	<b>0.00</b>
<b>TOTAL EXPENDITURES</b>		<b>1,849,155.00</b>	<b>73,995.79</b>	<b>47,367.55</b>	<b>1,775,159.21</b>	<b>4.00</b>
<b>TOTAL REVENUES - ALL FUNDS</b>		<b>2,037,650.00</b>	<b>378,292.92</b>	<b>0.00</b>	<b>1,659,357.08</b>	<b>18.57</b>
<b>TOTAL EXPENDITURES - ALL FUNDS</b>		<b>1,849,155.00</b>	<b>73,995.79</b>	<b>47,367.55</b>	<b>1,775,159.21</b>	<b>4.00</b>
<b>NET OF REVENUES &amp; EXPENDITURES</b>		<b>188,495.00</b>	<b>304,297.13</b>	<b>(47,367.55)</b>	<b>(115,802.13)</b>	

BANK RECONCILIATION FOR BIG RAPIDS TOWNSHIP  
 Bank GEN (GENERAL TOWNSHIP CHECKING)  
 FROM 12/01/2020 TO 12/31/2020  
 Reconciliation Record ID: 115

01/26/2021 04:25 PM  
 User: PENNY  
 DB: Big Rapids Town

GL Number	Description	Beginning Balance
101-000-001.000	Cash - Checking	507,057.87
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 - Checkings	143,624.23
212-000-001.000	Cash - Savings	6,311.80
246-000-001.000	Cash - Savings	
249-000-001.000	Cash - Savings	120,636.68
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	212,944.01
591-000-001.000	CASH	(74,358.09)
593-000-001.000	CASH	
701-000-001.000	Cash - Savings	27,171.55
708-000-001.000	CASH	
711-000-001.000	CASH	
711-000-001.100	HVC Cash Expendable	17,395.33
850-000-001.000	Cash - Savings	(11,843.00)

**Beginning GL Balance:** 1,068,599.59  
**Add: Cash Receipts** 128,369.20  
**Less: Cash Disbursements** (147,794.61)  
**Less: Payroll Disbursements** (41,526.32)  
**Ending GL Balance:** 1,007,647.86

GL Number	Description	Ending Balance
101-000-001.000	Cash - Checking	486,388.87
101-000-001.001	Cash Non-Expendable	
203-000-001.000	CASH	51,239.75
204-000-001.000	CASH	66,060.31
206-000-001.000	Cash - Checkings	114,309.83
212-000-001.000	Cash - Savings	6,311.80
246-000-001.000	Cash - Savings	
249-000-001.000	Cash - Savings	115,131.76
271-000-001.000	CASH	3,904.58
301-000-001.000	Cash - Savings	
401-000-001.000	CASH	31,056.70
590-000-001.000	Cash - Savings	166,709.78
591-000-001.000	CASH	(78,032.40)
593-000-001.000	CASH	
701-000-001.000	Cash - Savings	27,171.55
708-000-001.000	CASH	
711-000-001.000	CASH	
711-000-001.100	HVC Cash Expendable	17,395.33
850-000-001.000	Cash - Savings	

Ending GL Balance: 1,007,647.86  
 Ending Bank Balance: 1,053,831.34  
 Add: Deposits in Transit 1,678.91  
 Less: Outstanding Checks 1,678.91

01/22/2021 \*Deposit ID: 344

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
12/01/2020	32463	OUDBIER INSTRUMENT CO.		800.00
12/17/2020	32496	ENVIRONMENTAL SYSTEMS RESEARCH INST		400.00
12/17/2020	32498	MECOSTA COUNTY EQUALIZATION		58.83
12/17/2020	32504	UNITED STATES TREASURY		13.06
12/31/2020	1195	HANNAH SAEZ		497.00
12/31/2020	32506	ACCIDENT FUND COMPANY		1,201.40
12/31/2020	32507	BS&A SOFTWARE		3,033.33
12/31/2020	32508	JAMES CHAPMAN		119.87
12/31/2020	32509	CITY OF BIG RAPIDS		39.28
12/31/2020	32510	CONSUMERS FENERGY		3,018.70
12/31/2020	32511	VOID	VOIDED 12/31/2020	0.00
12/31/2020	32512	GEORGE DIETRICH		98.38
12/31/2020	32513	DINGES FIRE COMPANY		3,034.87
12/31/2020	32514	MICH DEPT OF ENV, GREAT LAKES, ENER		290.00
12/31/2020	32515	FIRST NATIONAL BANK		1,670.93
12/31/2020	32516	VOID	VOIDED 12/31/2020	0.00
12/31/2020	32517	GTW		41.86
12/31/2020	32518	HACH COMPANY		151.17
12/31/2020	32519	KEVIN CUSHWAY		520.83
12/31/2020	32520	TIMOTHY KLEINHEKSEL		27.03
12/31/2020	32521	MECOSTA COUNTY ROAD COMMISSION		201.03
12/31/2020	32522	MICHIGAN STATE FIREMEN'S ASSOC		75.00
12/31/2020	32523	MICHIGAN OFFICE SOLUTIONS		226.84
12/31/2020	32524	PRIORITY HEALTH		1,045.16
12/31/2020	32525	EMERGENCY REPORTING		2,975.74
12/31/2020	32526	HANNAH SAEZ		90.00
12/31/2020	32527	BILL STANEK		90.00
12/31/2020	32528	MARC VELDMAN		90.00
12/31/2020	9930177	JOHN HANCOCK LIFE INSURANCE COMPANY		2,153.49
12/31/2020	9930178	STATE OF MICHIGAN		748.33
12/31/2020	9930179	VOYA FINANCIAL		3,777.96

Payroll Checks

Check Date	Check Number	Name	Amount
12/31/2020	9930179	VOYA FINANCIAL	3,777.96

BANK RECONCILIATION FOR BIG RAPIDS TOWNSHIP

Bank GEN (GENERAL TOWNSHIP CHECKING)

FROM 12/01/2020 TO 12/31/2020

Reconciliation Record ID: 115

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
09/01/2020	12253	DAVIS, ETHAN	13.46
10/01/2020	12289	SCHROEDER, BRODY	16.53
12/01/2020	12347	ECKERT, JAN	209.98
12/01/2020	12351	COOLEY, ANDREA	184.25
12/01/2020	12353	RISON, DIANNA	190.95
12/01/2020	12370	FITZGERALD, LINDSAY	68.75
12/01/2020	12372	MARSHALL, GRAYSON	22.25
12/01/2020	12376	MCARTHUR, IAN	28.31
12/01/2020	12380	BEAN, SUSAN	209.98
12/31/2020	12397	HANER, JAMI	991.97
12/31/2020	12398	STANEK, WILLIAM	643.99
12/31/2020	12399	DOUGLASS, PERRY IV	644.84
12/31/2020	12400	AMBLER, ALLEN	64.15
12/31/2020	12401	TUBBS, JAMES	951.56
12/31/2020	12402	PARKER, THOMAS	363.12
12/31/2020	12403	PEREZ, ADAM	653.38
12/31/2020	12404	LEE, JOSEPH	507.96
12/31/2020	12405	WILLIAMS, TRAVIS	268.68
12/31/2020	12406	CHAPMAN, JAMES	541.99
12/31/2020	12407	WYMA, NICHOLAS	443.84
12/31/2020	12408	JONES, JERRAD	338.11
12/31/2020	12409	SPRIK, HANNAH	426.11
12/31/2020	12410	FITZGERALD, LINDSAY	28.42
12/31/2020	12411	BUYS, RANDALL	187.18
12/31/2020	12412	MARSHALL, GRAYSON	315.94
12/31/2020	12413	VELTING, BRYAR	310.35
12/31/2020	12414	BERENS, DYLAN	541.15
12/31/2020	12415	BELKA, SCOT	14.20
12/31/2020	12416	SAEZ, HANNAH	2,528.42
12/31/2020	12417	KONDIOLKA, CHERYL	106.39
12/31/2020	12418	JACOBS, PHYLLIS	24.75
12/31/2020	12419	VIDETICH, GREGORY	13.29
12/31/2020	12420	BANDSTRA, ALICE	23.61
12/31/2020	12421	BEAN, SUSAN	23.61
12/31/2020	12422	DIFTRICH, GEORGE	955.13
12/31/2020	12423	ANTOR, GERALD	792.06
12/31/2020	12424	CALIFF, MICHAEL	218.58

Bank GEN (GENERAL TOWNSHIP CHECKING)  
FROM 12/01/2020 TO 12/31/2020  
Reconciliation Record ID: 115  
Payroll Checks

Check Date	Check Number	Name	Amount
12/31/2020	12425	KLEINHEKSEL, TIMOTHY	1,547.43
12/31/2020	12426	CURRIE, PENNY	900.28
12/31/2020	12427	BECHAZ, MARY	313.99
12/31/2020	12428	VELDMAN, MARC	3,076.09
12/31/2020	12429	GEIB, ANTHONY	128.48
12/31/2020	12430	EVERETT, JERALD	128.48
12/31/2020	12431	MERENDINO, CHRISTOPHER	128.48

Total - 86 Outstanding Checks: 47,862.39  
Adjusted Bank Balance 1,007,647.86  
Unreconciled Difference: 0.00

REVIEWED BY: Chandra Jay 12/21 Penny Currie DATE: 1/26/21

## Monthly Permit List

## Building

Permit #	Contractor	Job Address	Fee Total	Const. Value
PB20-0055	LAMB KEVIN & COLLEEN	13120 NORTHLAND DR	\$1,053.00	\$216,000
<b>Work Description:</b> REMODEL OF EXISTING 80 X 130 STRUCTURE - DWELLING 6,793 SQFT, GARAGE 2,824 SQFT				
PB21-0001	GFJ BR COTTAGES LLC	14135 BULLDOG LANE Clubhouse	\$150.00	\$57,235
<b>Work Description:</b> WALLS FOR TWO ENCLOSURES				
PB21-0002	CURTIS, JAMES	14893 190TH AVENUE	\$751.00	\$131,000
<b>Work Description:</b> NEW RESIDENCE - DWELLING 1,32 SQFT, BASEMENT 1,328 SQFT, GARAGE & THREE SEASON ROOM 906 SQFT				
PB21-0003	FANTASIES FANASIES UNLIMI	13472 NORTHLAND DRIVE	\$200.00	\$0
<b>Work Description:</b> SIGN - BUILDING MOUNTED				
PB21-0004	FANTASIES FANASIES UNLIMI	13454 NORTHLAND DR	\$200.00	\$0
<b>Work Description:</b> SIGN - THE PURPLE DOOR				

<b>Total Permits For Type:</b>	<b>5</b>
<b>Total Fees For Type:</b>	<b>\$2,354.00</b>
<b>Total Const. Value For Type:</b>	<b>\$404,235</b>

## Electrical

Permit #	Contractor	Job Address	Fee Total	Const. Value
PE21-0001	LAMB KEVIN & COLLEEN	13120 NORTHLAND DR	\$304.00	\$0
<b>Work Description:</b> 200 AMP SERVICE, 20 CIRCUITS, LIGHTING FIXTURES, DISHWASHER, 3 FURNANCES, 220 OUTLET, 3 INSPECTIONS				
PE21-0002	GFJ BR COTTAGES LLC	14135 BULLDOG LANE Clubhouse	\$131.00	\$0
<b>Work Description:</b> 2 CIRCUITS, LIGHTING FIXTURES, 2 INSPECTIONS				
PE21-0004	MANNING, MARK S & MARLIE	13709 190TH AVE	\$148.00	\$0
<b>Work Description:</b> 4 CIRCUITS, LIGHTING FIXTURES, 220 OUTLET, 2 INSPECTIONS				
PE21-0005	EDWARDS, WILLIAM J. & SYLVI	17888 230TH AVE	\$96.00	\$0
<b>Work Description:</b> 200 AMP SERVICE, 1 CIRCUIT, BUSS DUCT, 1 INSPECTION				
PE21-0006	CASERTA, JOHN P.	22242 12 MILE RD	\$169.00	\$0
<b>Work Description:</b> 4 CIRCUITS, LIGHTING FIXTURES, 4 220 OUTLETS, 2 INSPECTIONS				
PE21-0007	WHITE MARK USA LLC	16688 CANYON COVE	\$195.00	\$0
<b>Work Description:</b> 200 AMP SERVICE, 10 CIRCUITS, LIGHTING FIXTURES, 2 220 OUTLETS, 2 INSPECTIONS				
PE21-0008	ZIMMERMAN, GLENN	19122 FOX GLOVE CIR	\$85.00	\$0
<b>Work Description:</b> GENERATOR, 1 INSPECTION				
PE21-0009	FANTASIES FANASIES UNLIMI	13472 NORTHLAND DRIVE	\$327.00	\$0

**Work Description:** 200AMP SERVICE, 25 CIRCUITS, LIGHTING FIXTURES, 220 OUTLET, SIGN CIRCUIT, 3 INSPECTIONS

PE21-0010 WHITE MARK USA LLC 16688 CANYON COVE \$240.00 \$0

**Work Description:** 200 AMP SERVICE, 10 CIRCUITS, LIGHTING FIXTURES, FURNACE, 2 220 OUTLETS, 3 INSPECTIONS

PE21-0011 FATH BRAD & SARA 20725 14 MILE RD \$136.00 \$0

**Work Description:** 2 CIRCUITS, LIGHTING FIXTURES, FURNACE, 2 INSPECTIONS

PE21-0012 FANTASIES FANASIES UNLIMI 13454 NORTHLAND DR \$95.00 \$0

**Work Description:** SIGN CIRCUIT, 1 INSPECTION

**Total Permits For Type: 11**

**Total Fees For Type: \$1,926.00**

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

## Mechanical

Permit #	Contractor	Job Address	Fee Total	Const. Value
PM21-0001	GATES MIKE & LORI	14625 TOMAHAWK LN	\$110.00	\$0
<b>Work Description:</b> GENERATOR, PIPING, 1 INSPECTION				
PM21-0003	WALLACE, ROBERT W. ET UX	22050 17 MILE RD	\$105.00	\$0
<b>Work Description:</b> GAS/OIL BURNING FURNACE, 1 INSPECTION				
PM21-0004	MILLER ROBERT & CARLA LIF	19400 OTTAWA LN	\$110.00	\$0
<b>Work Description:</b> GAS BURNING FIREPLACE, GAS PIPING, 1 INSPECTION				
PM21-0005	WELCH, RONALD	19168 SENECA LN	\$110.00	\$0
<b>Work Description:</b> GAS FURNACE, WATER HEATER, 1 INSPECTION				
PM21-0006	HAMELUND JOSEPH FRANK	18281 TAFT RD	\$110.00	\$0
<b>Work Description:</b> GAS FURNACE, GAS PIPING, 1 INSPECTION				
PM21-0007	SHETTY, PRABHAKARA H. ET	14580 TOMAHAWK LN	\$80.00	\$0
<b>Work Description:</b> WATER HEATER, 1 INSPECTION				
PM21-0008	COTTRELL, SCOTT	22183 14 MILE RD	\$80.00	\$0
<b>Work Description:</b> WATER HEATER, 1 INSPECTION				
PM21-0009	LAVALLEE GARROLD & JEAN	13972 220TH AVE	\$105.00	\$0
<b>Work Description:</b> GAS BURNING FIREPLACE, 1 INSPECTION				
PM21-0010	OZENGHAR-PROCTOR, LINDA	13987 NEW MILLPOND ROAD	\$105.00	\$0
<b>Work Description:</b> GAS BURING FURNACE, 1 INSPECTION				
PM21-0011	LAFORGE, GERALD E. & MAD	16110 220TH AVENUE	\$105.00	\$0
<b>Work Description:</b> GAS BURNING FURNACE, 1 INSPECTION				
PM21-0012	HIMES TINA	19071 ARROWHEAD LN	\$105.00	\$0
<b>Work Description:</b> AIR CONDITIONING, 1 INSPECTION				
PM21-0013	BEHLING, KRISTON T.& SHAN	21943 MADISON AVE	\$105.00	\$0
<b>Work Description:</b> AIR CONDITIONING, 1 INSPECTION				
PM21-0014	BURANDT, JAMES O & DEBRA	18820 WINDING BRK	\$105.00	\$0

**Work Description:** AIR CONDITIONING, 1 INSPECTION

PM21-0016	ZIMMERMAN, GLENN	19122 FOX GLOVE CIR	\$110.00	\$0
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**Work Description:** GENERATOR, GAS PIPING, 1 INSPECTION

PM21-0017	GLATZ, SUSAN	17900 205TH AVE	\$105.00	\$0
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**Work Description:** RESIDENTIAL BOILER, 1 INSPECTION

PM21-0018	RESURRECTION LIFE CHURCH	14734 215TH AVE	\$105.00	\$0
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**Work Description:** HEAT PUMP, 1 INSPECTION

PM21-0019	FANTASIES FANASIES UNLIMI	13472 NORTHLAND DRIVE	\$80.00	\$0
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**Work Description:** GAS PIPING, 1 INSPECTION

PM21-0020	FATH BRAD & SARA	20725 14 MILE RD	\$105.00	\$0
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**Work Description:** AIR CONDITIONING, 1 INSPECTION

PM21-0021	MANNING, MARK S & MARLIE	13709 190TH AVE	\$160.00	\$0
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**Work Description:** FURNACE, AIR CONDITIONING, DUCTS, 1 INSPECTION

**Total Permits For Type: 19**

**Total Fees For Type: \$2,000.00**

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

## Plumbing

Permit #	Contractor	Job Address	Fee Total	Const. Value
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PP21-0001	LAMB KEVIN & COLLEEN	13120 NORTHLAND DR	\$195.00	\$0
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**Work Description:** FIXTURES, DRAINS, STACKS, SUMP, WATER DISTRIBUTION, 3 INSPECTIONS

PP21-0002	MANNING, MARK S & MARLIE	13709 190TH AVE	\$133.00	\$0
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**Work Description:** 2 FIXTURES, 1 STACK, 3/4" WATER DISTRIBUTION, 2 INSPECTIONS

**Total Permits For Type: 2**

**Total Fees For Type: \$328.00**

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

## Zoning Clearance

Permit #	Contractor	Job Address	Fee Total	Const. Value
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PZ21-0001	BIG VALUE CENTER LLC	14315 NORTHLAND DRIVE	\$100.00	\$0
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**Work Description:** COMMERCIAL SITE PLAN REVIEW - BULLDOG SELF STORAGE

**Total Permits For Type: 1**

**Total Fees For Type: \$100.00**

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

# Report Summary



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

<b>Grand Total Fees:</b>	<b>\$6,708.00</b>
<b>Grand Total Permits:</b>	<b>38</b>
<b>Grand Total Const. Value:</b>	<b>\$404,235</b>

## Big Rapids Charter Township

### Cemetery and Grounds Monthly Report

*Jan 2021*

#### Activity:

- 1- Plowing / salting / shoveling
- 2- Continued down stairs clean up. Burning old paper work.
- 3- Logging BRT assets.
- 4- Burials = 0 cremains. = 0 full.
- 5- Foundation orders = 0

#### Month summary:

Continuing the cleaning up of the down stairs/dumping of trash. Also helping Clerk burn old paper work from years past. Plow snow and salt, shovel. Working on the logging and picture taking of all assets for BRT. Township offices upstairs and down. Ind. Park, cemetery and Fire Dept.

Marc Veldman

Grounds Manager

**FIRE DEPARTMENT REPORT**  
**FEBRUARY 2, 2021**

**General:**

The department continues to run well. We saw an uptick in call volume during January. We closed out 2020 with a total of 353 calls for service. We have members attending a Fire Instructor 1 class as a prerequisite to obtaining their officer credentials. We have two newer members attending Firefighter 1 and 2 class in Osceola county as well. We are currently obtaining quotes for turnout gear and wildland gear to purchase. The wildland gear will be paid in part by the DNR grant we received this year. We are also joining with other local departments on a FEMA AFG grant for SCBA packs again this year. We were close to receiving the grant last year but funding ran out before our number was called.

**Call Volume:**

Total calls for the month of January 2021: 38

25 Medical, 3 Structure Fire, 0 Grass Fire/Controlled Burn, 6 Auto Accident, 0 Power Line Down, 1 Vehicle Fire, 0 Smoke/Odor, 0 Dumpster Fire, 1 Cover/Service/Standby, 0 Collapse, 0 Gas Leak, 0 Inspection, 0 Airport Emergency, 2 Fire Alarm, 0 Water Rescues, 0 Fire Investigation, 0 Haz-Mat, 0 Elevator/Technical Rescue and 0 Drone Activations.

Year to Date Call volume 2021: 38

Year to Date Response Times:

Turnout Time (dispatch to truck en-route): 5 minutes and 51 seconds.

Response Time (dispatch to on scene): 11 minutes and 34 seconds.

Year to Date Call Locations:

BR TWP	35
Austin	
Big Prairie	
City of Big Rapids	2
Evart	
Grant	
Green	
Mecosta TWP	
Morley	
Newaygo County	
Norwich TWP	1
Reed City	

**Personnel:**

No issues or additions at this time. We have a roster of 22 currently.

**Training:**

Training this month consisted of Truck Checks, Incident Command, Hazmat and a walk through of Big Rapids Fields Assisted Living.

**Repairs Completed:**

DOT inspections and annual maintenance was completed on Engine 1 and Rescue 5.

**Station Maintenance:**

Nothing to report.

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

None at this time.

**MINUTES  
BIG RAPIDS CHARTER TOWNSHIP  
PLANNING COMMISSION**

**Tuesday, January 12, 2021 --- 7:00 p.m.  
VIRTUAL MEETING**

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

**I. CALL TO ORDER:**

Recording Secretary, Timothy Kleinheksel called the virtual meeting of the Big Rapids Charter Township Planning Commission to order via Zoom on Tuesday, January 12, 2021 at 7:00 p.m.

**II. ROLL CALL:**

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

**III. ELECTION OF OFFICES:**

Mr. Kleinheksel asked the Commission members to elect the 2021 Planning Commission Chairperson. Mr. Oliver made a motion to elect Mrs. Wethington as Chairperson. Mr. Bigford supported the motion. There was no further discussion. The motion passed via roll call vote with six ayes. Mrs. Wethington then asked for nominations for Vice Chairperson and Secretary. Mrs. Davis made a motion to elect Mr. Sweppenheiser as Vice Chairperson. Mr. Bean supported the motion. There was no further discussion. The motion passed via roll call vote with six ayes. Mrs. Wethington made a motion to elect Mr. Cook as Secretary. Mrs. Davis supported the motion. There was no further discussion. The motion passed via roll call vote with six ayes.

**IV. 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.

**V. MINUTES:**

Mrs. Wethington asked the Commission members to review the minutes of the November 10, 2020. Mr. Cook made a motion to approve the November 10, 2020 minutes as submitted. Mr. Sweppenheiser supported the motion. There was no further discussion. The motion passed unanimously with seven ayes.

**VI. ACTION ON 2020 PLANNING COMMISSION REPORT:**

Mrs. Wethington asked the Commission members to review the 2020 Planning Commission Report. Mrs. Davis made a motion to submit the 2020 Planning Commission Report to the Board of Trustees as submitted. Mr. Oliver supported the motion. The motion passed unanimously with six ayes with Mr. Bean abstaining being that he will act on the motion at the Board meeting.

## **VII. SET MEETING DATES FOR 2021:**

Mrs. Wethington asked the Commission members to review the meeting date schedule for 2021. Mr. Oliver made a motion to accept the Planning Commission meeting schedule for 2021 as submitted. Mr. Cook supported the motion. There was no further discussion. The motion passed unanimously with seven ayes.

## **VIII. NEW BUSINESS:**

### **BULLDOG STORAGE SITE PLAN REVIEW**

Mr. Mark Baker of Big Value Center presented an application for a Commercial Site Plan Review for Bulldog Self Storage at 14315 Northland Drive, Big Rapids, MI. Mr. Baker is proposing to open a self-storage business in the Northern section of the building stating that the storage units in Phase One will be located in an indoor climate-controlled space with individual storage units separated by walls with burglar bars on the top. There will be electronic access to the facility via a portal at the entrance. Mr. Baker said a lot of time was spent designing and laying out of the facility and he is excited to get the project started. Mr. Bigford stated that because he is currently in Florida, he was not able to see the site plan prints that were submitted. Mr. Baker made the prints available for the members to view on the Zoom screen. Mr. Baker pointed out that this area was the former K-Mart garden center area and the plan is to erect a canopy at the entrance for customers to drive under for convenience of entry and for inclement weather protection. Mr. Bigford inquired as to the size of the storage units. Mr. Baker stated the units vary in size with the most common being 10'x10', 10'x15', 5'x10' and 10'x20'. Phase Two of the project is the next space South of Phase One and will be for larger storage units with access from the loading docks at the West end of the facility. Mr. Bean asked why the Planning Commission needs to be involved in the permitting of this facility. Mr. Stanek stated that the facility was never approved for storage in the past. After discussion, Mr. Bigford made a motion to approve the Commercial Site Plan for Phase One and Phase Two as submitted to allow for changing the designated use from retail to use for public access storage units. Mr. Bean supported the motion. The motion carried unanimously with seven ayes via roll call vote.

### **SOLAR ENERGY SYSTEMS ORDINANCE**

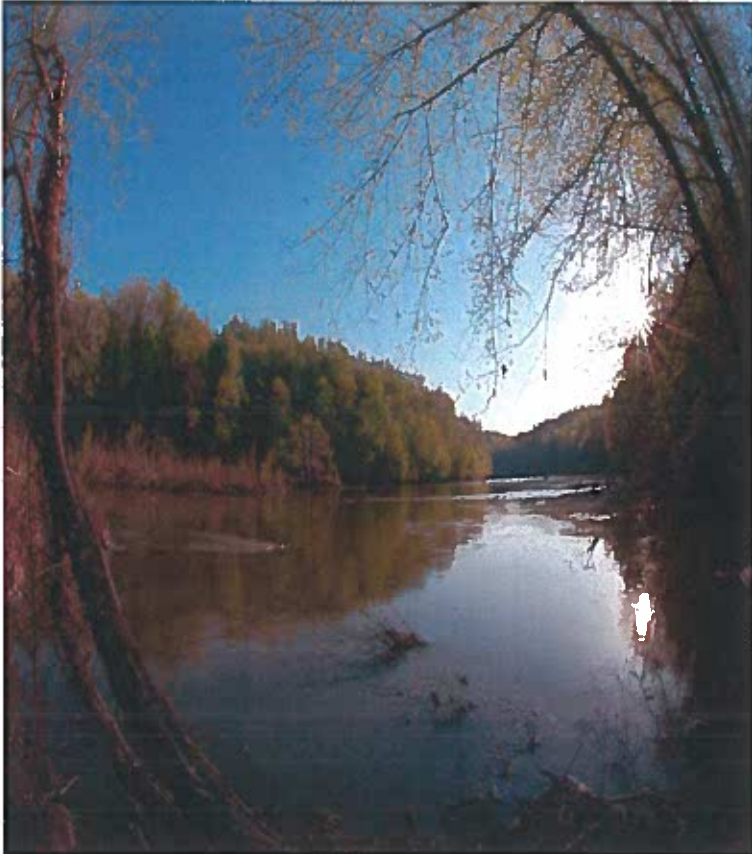
Mr. Kleinheksel presented an outline of the proposed addition of a Solar Energy Systems Ordinance. Discussion followed. Mr. Kleinheksel will be compiling the verbiage for the new ordinance and will present the same at the next regular meeting. There was no action required at this time.

## **IX. PUBLIC COMMENT:**

There was no public comment.

## **X. ADJOURNMENT:**

Hearing no further business for the Planning Commission, Mrs. Wethington adjourned the meeting at 7:57 p.m.



## **2020 ANNUAL REPORT**

**BIG RAPIDS CHARTER TOWNSHIP  
PLANNING COMMISSION**

Big Rapids Charter Township  
14212 Northland Drive  
Big Rapids, MI 49307  
(231) 796-3603

# 2020 Planning Commission Annual Report

## 2020 Planning Commission:

Amanda Wethington, Chairperson

Mark Sweppenheiser, Vice Chair

Carman Bean, Trustee Rep.

Mike Bigford

Zachary Cook

Mary Davis

Gordon Oliver

## Building, Planning & Zoning Department Staff:

Timothy Kleinheksel, Zoning Administrator

Brent Mason, Deputy Supervisor

## 2020 Big Rapids Township Board

William Stanek, Supervisor

Hannah Saez, Clerk

Penny Currie, Treasurer

Carman Bean, Trustee

Jerry Everett, Trustee

Tony Geib, Trustee

Chris Merendino, Trustee

## 2020 Activity:

The Big Rapids Charter Township Planning Commission is pleased to provide this Annual Report of its activities for calendar year 2020. This report is being submitted in fulfillment of Article II, Section 19 of Public Act 33 of 2008 (Michigan Planning Enabling Act) and pursuant to Section (3) (A) of the Planning Commission's By-Laws.

The Michigan Planning Enabling Act states that "a planning commission shall make an annual written report to the legislative body concerning its operations and the status of planning activities, including recommendations regarding actions by the legislative body relating to planning and development."

With the COVID pandemic, calendar year 2020 presented new challenges for the Big Rapids Charter Township Planning Commission. The Spring season saw stay at home orders along with shutdowns to construction and other businesses. The March and April meetings were cancelled and subsequent activity for agendas were minimized.

The following is a listing of Planning Commission business for the 2020 year.

### Capital Improvement Plan (CIP):

The 2021-2026 Capital Improvement Plan (CIP) for Big Rapids Charter Township was approved by the Planning Commission following a public hearing during the June 9, 2020 regular meeting. Items of interest included increasing capacity at the Perry Street sewer lift station, repairing of manholes, replacement of sewer lift station pumps, extending sidewalk from the high school to ALDI, replacement of one of the Township's pick-up trucks, replacement of zero turn lawn mowers for the Cemetery department, repairing roads in Highlandview Cemetery and approval of annual road repair.

### Master (Land Use) Plan:

The Michigan Planning Enabling Act requires that the Planning Commission review the Master (Land Use) Plan at least every 5 years after adoption and determine whether to amend the master plan or adopt a new master plan.

The 2020 Master Plan went through extensive research and development including a survey to Township residents, interviews and round table discussions, and issue identification workshops. The final draft was reviewed at the October 13, 2020 meeting of the Planning Commission and forwarded to the Board of Trustees who approved the amended plan on November 3, 2020. After final 2020 census data is received from the Census Bureau, we will submit another amendment to the plan.



## Site Plan and Special Land Use Permit Reviews for 2020:

The Planning Commission reviewed the following site plans and SUP requests during 2020:

SUP 20-001 was considered at a public hearing on June 9, 2020. Applicant Aaron Buschmann requested permission to operate an online organic fertilizer business as a home occupation at his property at 22671 14 Mile Road. The request was approved.

SUP 20-002 was presented at a public hearing on September 8, 2020. Christine Huntley requested approval to operate a childcare business on the existing property at 14514 220<sup>th</sup> Avenue. The project was approved as submitted. The building permit was issued for the renovation and construction is nearing completion.

SUP 18-003 – Rieth-Riley mining permit – On September 8, 2020 Chad Waldo of Rieth-Riley Construction and Gary Schenk, attorney for Rieth-Riley presented an update on the mining operation at 18220 Taft Road. The project is proceeding as planned including paving of the road, installation of berms and fences, and processing machinery moving onto the property. The Planning Commission approved the two-year renewal of the mining permit through December of 2022.

SUP 20-003 a Special Use Permit was requested in the Highway Interchange District by Jeffery Thorne to operate a truck rental business at the existing property at 15200 220<sup>th</sup> Avenue. A Public hearing for SUP 20-003 was held on October 13, 2020. The permit was approved as submitted.

SUP 20-004 – A special use permit was granted to Aaron Buschmann to utilize the detached guest house garage and walk-out basement as additional storage for the previously approved internet business. Approved by action of the Planning Commission at the November 10, 2020 regular meeting.

SUP 20-005 - The Planning Commission approved the proposed ALDI Food Market site plan at their regular meeting on November 10, 2020. ALDI had previously received approval for a remodel and expansion of their existing store at 21481 Perry Avenue. ALDI Inc. has since decided not to expand the store, but instead to remodel the existing store. The building permit is issued and construction has started.

January 29, 2021

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

RE: Monthly Lift Station Report

Dear Bill,

It was another quiet month for the lift stations. We had an alarm call on Perry St. lift station Wednesday the 27<sup>th</sup>. The high and low alarms were tripped but the level was fine according to Mission. Jim was there to reset the switches, but there was no indication of why the high and low both tripped. We will keep an eye on it.

We received an alarm on the 28<sup>th</sup> from the High School lift station of a high alarm, but the level was fine and Jim reset the alarm switch.

Early this morning, the 29<sup>th</sup> of January we received a low temp alarm from North State St. lift station. Jim was able to get there and take care of it.

Otherwise, the stations are all functioning properly.

Sincerely,

Todd Shank  
Northwest Kent Mechanical Co.

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

January 2021

All operations are normal at the Plant. Chlorine residuals at right around .20 parts per million or Mg/L. All valves, motors, pumps and Variable Frequency Drives working good. Well number 2 providing ample water for the distribution system. Distribution sample from Roben Hood Airport kitchen came back good for the first quarter. Generator checks all good on a regular basis, were still showing around a quarter of a tank , will keep an eye on it in case the fuel gauge is stuck at a quarter of a tank. Occasional callouts from the Sensaphone , but it goes back on line shortly thereafter, and snow on the metal building roof seems to make it go offline more frequently. When snow melts and slides off roof it comes back online. Punched in some numbers on the Sensaphone website and downloaded some updates so we should be all up to date for now. Snow removal done regularly by the Township Staff. Keeping up on shovelling and keeping gate from freezing shut. All other operations are normal at the plant as well.

## Supervisor's Report

### JANUARY 2021

January is off to a good start. I was able to send out the State of the Township address on the 12<sup>th</sup>. The Pioneer did a good job of printing some of the highlights. We also posted it on our website. Hopefully next year we can be back in person and forgot about the past year.

We have had people calling and coming in to talk about building with some even pulling permits. This is a surprise to me with the cost of building, but people seem to feel comfortable. We also continue to see a lot of home sales coming through. One of the bigger things I have been working on this month was to work with Tim on a solar ordinance. We now have a rough draft that he will be sending out to the planning commission so that they can add their thoughts. Then we will be bringing it to the board-- hopefully in April or May. There are a lot more people putting up solar panels, and we need to have an ordinance before it gets too far out of hand.

Something else I did this month was to take the training MTA offered for the Board of Review. All Board of Review members must take the class and pass an exam at the end. As I am required to serve as secretary to the board of review, I felt it necessary to take the class as well as the exam. I also felt it necessary to update a couple of our resolutions as well as add the new one that is now being recommended.

We received all the signed paperwork for the cell tower option and the three thousand dollars.

Tim is working on more zoning problems, and some of them have been very successful. The one he is still having problems with is our usual one on Woodward. He has been there in person, and no one would answer the door. He mailed a certified letter and they would not accept it. He finally took them a letter in person.

This month I have attended a lot of meetings by Zoom. I attended both of the city commission meetings. At one of their meetings their engineers gave a report on their SAW grant. They spent a half hour going over the sewer system, and it was very interesting. Other meetings I attended were the one with the city, Green Township, and me that we have every month. I also attended the MCDC and the Northland Drive corridor meetings as well as the city/county/Ferris meeting. Our planning commission was also held by Zoom this month, and I tried to help facilitate it.

On a personal note, I was able to get the first dose of the COVID-19 vaccine, and I am scheduled to receive the second one on the 13<sup>th</sup>.

Thanks,  
Bill

WARREN - 21420 WOODWARD

CERTIFIED LETTER MAILED 12/29/20

STATED DEADLINE 01/29/21

CERTIFIED LETTER RETURNED BY USPS

"UNCLAIMED" 01/18/21

HAND DELIVERED LETTER 01/22/21

-TRASH PILE NOT TOUCHED

# BIG RAPIDS TOWNSHIP

14212 Northland Drive  
Big Rapids, Michigan 49307  
Phone: 231-796-3603 Fax: 231-796-2533  
E-mail: zoning@bigrapidstowship.net

December 28, 2020

Kelly Warren and/or Occupants  
22420 Woodward Avenue  
Big Rapids, MI 49307

**RE: NOTICE OF ORDINANCE VIOLATION – 22420 Woodward Avenue**

Dear Mr. Warren and/or all other Occupants,

This letter is to advise you that you are again in violation of Big Rapids Township Ordinance – Junk Accumulation Chapter 15 Section 154.030 – On Property within Big Rapids Township, which states in part:

It shall be unlawful for a person to store or accumulate junk on land other than that occupied by a licensed, permitted junkyard, except in the following manner:

- A. There shall be no more than two (2) items of junk, - abandoned, scrap, dismantled, inoperable or wrecked (including parts of) automobiles, farm equipment, trailers, and all other machines that are consolidated on one part of the parcel;
- B. The junk shall not be visible from the road or from adjacent parcels; or the junk shall be inside an enclosed building.
- C. The junk shall not be a nuisance to adjoining property owners.

In order for this issue to be resolved, you must clean up all the old and discarded materials including the trash accumulating behind the fence and the tires that have been discarded down the hill toward the North property line. You have until January 29, 2021 to remedy this situation. I will re-inspect your property for compliance at that time and will issue a civil infraction citation if I determine that the situation is not resolved. Vehicles are to be titled as soon as the Secretary of State office is re-opened. Burning of any material other than yard waste or untreated paper and wood is also illegal (see enclosed brochure).

The Township anticipates your cooperation in resolving these matters, however, I must also advise of penalties for non-compliance. Any person, group of persons, or corporation that violates any provision of this ordinance may be fined upon conviction not more than one hundred dollars (\$100.00) for each offense. Each day of the existence of the violation shall be deemed a separate offense.

Failure to comply with the zoning ordinance leaves no alternative but to initiate further action including but not limited to referral to the township attorney. If you have any questions, you may contact me at the township hall by calling (231) 796-3603.

Sincerely,

Timothy Kleinheksel  
Zoning Administrator  
Big Rapids Township

**BIG RAPIDS TOWNSHIP  
RESOLUTION NUMBER 2021-1  
RESOLUTION TO APPROVE 2021 WAGES - CORRECTION**

**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.

Planning Commission/ZBA/BBA \$50.00 per meeting

**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 November 3, 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

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

**Resolution to Allow Local Residents to Protest in Writing to Board of Review**

**WHEREAS**, MCL 211.30 (8) of the General Property Tax Act allows for the board of review to accept protest in writing.

**NOW, THEREFORE, BE IT HEREBY RESOLVED**, that in order to ease the burden on the taxpayers of Big Rapids Charter Township and ensure that all taxpayers have an equal opportunity to be heard by the board of review the township now resolves, that the board of review shall receive letters of protest regarding assessments from resident taxpayers from the first day of March until it adjourns from the public hearings for which it meets to hear such protests.

**BE IT ALSO RESOLVED** that notices of assessment change and all advertisements of board of review meetings are to include a statement that the resident taxpayers may protest by letter to the board of review.

The foregoing resolution offered by Board Member \_\_\_\_\_ and supported by Board Member \_\_\_\_\_.

Ayes \_\_\_\_\_

Nays \_\_\_\_\_

The Supervisor declared the resolution adopted.

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

I, Hannah Saez, the duly elected and acting Clerk of Big Rapids Charter Township, hereby certify that the foregoing resolution was adopted by the township board of said township at the regular meeting of said board held on 2<sup>nd</sup> day of February, 2021, at which meeting a quorum was present by a roll call vote of said members as hereinbefore set forth; that said resolution was ordered to take immediate effect.

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



**Resolution to Allow Poverty Exemptions to Carry Forward**

In order to ease the burden on taxpayers that have been granted a poverty exemption in Big Rapids Charter Township, the Township Board hereby:

Resolves that an exemption granted in 2019 or 2020 may carry forward to the years of 2021, 2022, 2023 for those persons who receive a fixed income solely from, public assistance that is not subject to significant annual increases (Federal Supplemental Security Income, Social Security disability or retirement benefits).

And also, that any new exemptions in 2021, 2022, or 2023 to remain exempt for up to three years for persons who receive only a fixed income from public assistance.

The above is allowed by Public Act 253 of 2020.

The foregoing resolution offered by Board Member \_\_\_\_\_ and supported by Board Member \_\_\_\_\_.

Ayes \_\_\_\_\_

Nays \_\_\_\_\_

The Supervisor declared the resolution adopted.

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

I, Hannah Saez, the duly elected and acting Clerk of Big Rapids Charter Township, hereby certify that the foregoing resolution was adopted by the township board at the regular meeting of said board held on 2<sup>nd</sup> day of February, 2021, at which meeting a quorum was present by a roll call vote of said members as hereinbefore set forth; that said resolution was ordered to take immediate effect.

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

**Resolution No 2021-04**

**Resolution to Adopt Poverty Exemption Income Guidelines and Asset Test**

**WHEREAS**, the homestead of persons who, in the judgment of the supervisor and board of review, by reason of poverty, are unable to contribute to the public charges is eligible for exemption in whole or part from taxation under the General Property Tax Act; and

**WHEREAS**, the township board is required by Section 7u of the General Property Tax Act, Public Act 206 of 1893 (MCL 211.7u), to adopt guidelines for poverty exemptions;

**NOW, THEREFORE, BE IT HEREBY RESOLVED**, pursuant to MCL 211.7u, that Big Rapids Charter Township, Mecosta County, adopts the following guidelines for the supervisor and board of review to implement.

The guidelines shall include but not be limited to the specific income and asset levels of the claimant and all persons residing in the household, including any property tax credit returns, filed in the current or immediately preceding year.

To be eligible, a person shall do all the following on an annual basis:

- 1) Be an owner of and occupy as a homestead the property for which an exemption is requested.
- 2) File a claim with the supervisor or board of review, accompanied by federal and state income tax returns for all persons residing in the homestead, including any property tax credit returns filed in the immediately preceding year or in the current year.
- 3) Produce a valid drivers' license or other form of identification if requested.
- 4) Produce a deed, land contract, or other evidence of ownership of the property for which an exemption is requested if requested.
- 5) Meet the federal poverty income guidelines as defined and determined annually by the United States Office of Management and Budget.
- 6) Have less than the maximum combined assets of \$20,000 for one or two people or \$30,000 for three or more persons residing in the household. The value of the principal residence including up to five acres, one vehicle, and monies received pursuant to MCL206.520 (homestead property tax credit) are excluded. Assets include, but are not limited to, other real estate, personal property, recreational vehicles, checking/savings accounts, stocks, bonds, life insurance, retirement funds, etc.

**BE IT ALSO RESOLVED** that the board of review shall follow the above stated policy and federal guidelines in granting or denying an exemption, unless the board of review determines there are substantial and compelling reasons why there should be a deviation from the policy and federal guidelines and these are communicated in writing to the claimant.

The foregoing resolution offered by Board Member \_\_\_\_\_ and supported by Board Member \_\_\_\_\_.

Ayes \_\_\_\_\_

Nays \_\_\_\_\_

The Supervisor declared the resolution adopted.

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

I, Hannah Saez, the duly elected and acting Clerk of Big Rapids Charter Township, hereby certify that the foregoing resolution was adopted by the township board of said township at the regular meeting of said board held on 2<sup>nd</sup> day of February, 2021, at which meeting a quorum was present by a roll call vote of said members as hereinbefore set forth; that said resolution was ordered to take immediate effect.

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

# 2021 Budget Adjustment

Metro Fund

708-000-801.000	Professional Services	Add	\$3,500.00
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This will allow us to charge the sidewalk snowplowing to the metro funds

Check Date	Bank	Check Number	Name	Check Gross	Physical Check Amount
02/01/2021	GEN	12432	HANER, JAMI L	1,188.75	1,022.95
02/01/2021	GEN	12433	STANEK, WILLIAM F	3,066.67	795.05
02/01/2021	GEN	12434	DOUGLASS, PERRY IV A	858.33	663.26
02/01/2021	GEN	12435	AMBLER, ALLEN S	49.58	43.18
02/01/2021	GEN	12436	TUBBS, JAMES	1,041.67	951.57
02/01/2021	GEN	12437	PARKER, THOMAS	161.00	130.24
02/01/2021	GEN	12438	PEREZ, ADAM	755.80	658.30
02/01/2021	GEN	12439	LEE, JOSEPH W	328.18	299.79
02/01/2021	GEN	12440	WILLIAMS, TRAVIS A	656.22	578.12
02/01/2021	GEN	12441	CHAPMAN, JAMES M	566.76	499.31
02/01/2021	GEN	12442	BIRD, RANDY	12.44	10.96
02/01/2021	GEN	12443	WYMA, NICHOLAS A	612.88	539.94
02/01/2021	GEN	12444	JONES, JERRAD C	433.90	371.80
02/01/2021	GEN	12445	SPRIK, HANNAH M	739.88	610.77
02/01/2021	GEN	12446	BUYS, RANDALL J	421.64	389.39
02/01/2021	GEN	12447	MARSHALL, GRAYSON L	86.78	76.45
02/01/2021	GEN	12448	VELTING, BRYAR S	173.50	131.11
02/01/2021	GEN	12449	BERENS, DYLAN I	672.66	558.27
02/01/2021	GEN	12450	BELKA, SCOT A	74.28	65.43
02/01/2021	GEN	12451	MCARTHUR, IAN D	37.20	32.77
02/01/2021	GEN	12452	SAEZ, HANNAH C	3,266.67	2,394.49
02/01/2021	GEN	12453	DIETRICH, GEORGE	924.00	818.75
02/01/2021	GEN	12454	ANTOR, GERALD A	3,149.30	2,573.41
02/01/2021	GEN	12455	CALIFF, MICHAEL H	734.40	606.49
02/01/2021	GEN	12456	KLEINHEKSEL, TIMOTHY J	1,676.44	1,548.19
02/01/2021	GEN	12457	CURRIE, PENNY M	3,266.67	765.60
02/01/2021	GEN	12458	BECHAZ, MARY L	360.00	317.16
02/01/2021	GEN	12459	VELDMAN, MARC	3,201.76	2,501.79
02/01/2021	GEN	12460	OLIVER, GORDON	50.00	44.04
02/01/2021	GEN	12461	SWEPPENHEISER, MARK A	50.00	46.17
02/01/2021	GEN	12462	DAVIS, MARY B	50.00	46.17
02/01/2021	GEN	12463	COOK, ZACHARY F	50.00	46.17
02/01/2021	GEN	12464	WETHINGTON, AMANDA R	50.00	44.04
02/01/2021	GEN	12465	BIGFORD, MICHAEL R	50.00	46.17
02/01/2021	GEN	12466	GEIB, ANTHONY C	145.83	128.48
02/01/2021	GEN	12467	EVERETT, JERALD D	145.83	128.48
02/01/2021	GEN	12468	MERENDINO, CHRISTOPHER B	145.83	128.48
02/01/2021	GEN	STUB37	BEAN, CARMAN	145.83	0.00

Totals: Number of Checks: 038 29,400.68 20,612.74

Total Physical Checks: 37

Total Check Stubs: 1

01/29/2021 11:11 AM  
 User: HANNAH  
 DB: Big Rapids Twp

CHECK REGISTER FOR BIG RAPIDS TOWNSHIP  
 CHECK DATE FROM 01/06/2021 - 02/02/2021

Item "S"

Check Date	Bank	Check	Vendor	Vendor Name	Amount
Bank GEN GENERAL TOWNSHIP CHECKING					
01/12/2021	GEN	32529	CHA01	CHARTER COMMUNICATIONS	664.50
01/12/2021	GEN	32530	CIT02	BIG RAPIDS CITY TREASURER	1.13
01/12/2021	GEN	32531	CON00	CONSUMERS ENERGY	629.45
01/12/2021	GEN	32532	GRANGER	GRANGER	111.10
01/12/2021	GEN	32533	GRE02	GREAT LAKES ENERGY	17.49
01/12/2021	GEN	32534	HOPE	HOPE NETWORK WEST MICHIGAN	126.00
01/12/2021	GEN	32535	ITR00	I. T. RIGHT	500.00
01/12/2021	GEN	32536	MEC01	MECOSTA COUNTY ROAD COMMISSION	88.81
01/12/2021	GEN	32537	MEN00	MENARDS	160.46
01/12/2021	GEN	32538	NORTHWEST	NORTHWEST KENT MECHANICAL CO.	3,217.99
01/12/2021	GEN	32539	PIO00	THE PIONEER GROUP	136.10
01/12/2021	GEN	32540	RYA00	RYAN'S MODERN SEWER CLEANING	1,155.00
01/12/2021	GEN	32541	XEROX	XEROX FINANCIAL SERVICES	377.67
01/15/2021	GEN	9930181(E)	SBS00	SMALL BUSINESS ADMIN SERVICES LLC	52.50
01/19/2021	GEN	32542	CIT02	BIG RAPIDS CITY TREASURER	13,351.94
01/19/2021	GEN	32543	CON00	CONSUMERS ENERGY	2,262.24
01/19/2021	GEN	32544	DTE00	DTE ENERGY	850.15
01/19/2021	GEN	32545	DTE00	VOID	0.00 V
01/19/2021	GEN	32546	MEC01	MECOSTA COUNTY ROAD COMMISSION	128.76
01/19/2021	GEN	32547	MEN00	MENARDS	380.03
01/19/2021	GEN	32548	PRO00	PROGRESSIVE AE	212.50
01/19/2021	GEN	32549	WES01	WEST SHORE FIRE, INC.	2,204.42
02/01/2021	GEN	9930182(E)	CHE00	CHEMICAL BANK CENTRAL	5,939.66
02/01/2021	GEN	9930183(E)	JHI00	JOHN HANCOCK LIFE INSURANCE COMPANY	2,111.00
02/01/2021	GEN	9930184(E)	STA00	STATE OF MICHIGAN	838.44
02/01/2021	GEN	9930185(E)	VOYA	VOYA FINANCIAL	3,952.42
02/02/2021	GEN	32550	ACC00	ACCIDENT FUND COMPANY	1,201.40
02/02/2021	GEN	32551	ALLIED FIR	ALLIED FIRE SALES & SERVICE LLC	272.09
02/02/2021	GEN	32552	ALLIED100	ALLIED 100	388.00
02/02/2021	GEN	32553	BIG01	BIG RAPIDS TWP SEWER REC. FUND	224.74
02/02/2021	GEN	32554	BS&00	BS&A SOFTWARE	2,500.00
02/02/2021	GEN	32555	CIT00	CITY OF BIG RAPIDS	32.24
02/02/2021	GEN	32556	CON00	CONSUMERS ENERGY	753.05
02/02/2021	GEN	32557	DIETRICH	GEORGE DIETRICH	79.40
02/02/2021	GEN	32558	FIR00	FIRST NATIONAL BANK	869.53
02/02/2021	GEN	32559	KEVIN C	KEVIN CUSHWAY	520.83
02/02/2021	GEN	32560	KLEIN	TIMOTHY KLEINHEKSEL	20.16
02/02/2021	GEN	32561	MCKESSON	MCKESSON MEDICAL SURGICAL	227.89
02/02/2021	GEN	32562	MCS00	MECOSTA COUNTY SHERIFF DEPT.	6,311.80
02/02/2021	GEN	32563	MICHSFA	MICHIGAN STATE FIREMEN'S ASSOC	212.00
02/02/2021	GEN	32564	MIGHTY	MIGHT MUFFLER & BRAKE	313.97
02/02/2021	GEN	32565	PRIORITY H	PRIORITY HEALTH	1,371.78
02/02/2021	GEN	32566	THE HEALIN	THE HEALING CENTER	95.00
02/02/2021	GEN	32567	CON00	CONSUMERS ENERGY	630.41

GEN TOTALS:

Total of 44 Checks:	55,494.05
Less 1 Void Checks:	0.00
Total of 43 Disbursements:	55,494.05