

**BIG RAPIDS CHARTER TOWNSHIP BOARD
REGULAR MEETING TUESDAY, JULY 7, 2020
BIG RAPIDS TOWNSHIP OFFICES, 14212 NORTHLAND DR.
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:

CORRESPONDENCE: Audit Report: **ITEM A**

CONSENT AGENDA

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

UNFINISHED BUSINESS:

1. Cell Tower Proposal:
2. 17 Mile Road:
3. Gilbert Road:
4. Woodward Property report:
5. Dangerous Buildings report: **Tim**
6. Mecosta County Conservation District Request: **ITEM N**
7. Sidewalk Snow Removal:
8. Other

NEW BUSINESS:

1. Request for Liquor Licenses: **ITEM O**
2. Capital Improvement Plan: **ITEM P**
3. Bond Payoff and ending Special Assessment for Industrial Park: **ITEM Q**
4. Budget adjustment recommendations due to less State Revenue Sharing: **ITEM R**
5. Grounds Person Evaluation: **ITEM S**
6. Personal Policy Change to add Bereavement Pay
7. Other:

Financial

1. Fire Department Bills for work shirts: **ITEM T**
2. Payroll: **ITEM U**
3. Accounts Payable: **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.

Siegfried Crandall PC

Certified Public Accountants & Advisors

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May 8, 2020

To the Board of Trustees
Charter Township of Big Rapids

We have audited the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the Charter Township of Big Rapids for the year ended December 31, 2019. Professional standards require that we provide you with information about our responsibilities under auditing standards generally accepted in the United States of America, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated November 18, 2019. Professional standards also require that we communicate to you the following information related to our audit.

Significant Audit Findings

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the Charter Township of Big Rapids are described in Note 1 to the financial statements. No new accounting policies were adopted, except as discussed in Note 12 to the financial statements, and the application of existing policies was not changed during 2019. We noted no transactions entered into by the Charter Township of Big Rapids during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimate affecting the financial statements was capital asset depreciation.

Management's estimate of the capital asset depreciation is based on the estimated useful lives of the Township's capital assets. We evaluated the key factors and assumptions used to develop the capital asset depreciation in determining that they are reasonable in relation to the financial statements taken as a whole.

The financial statement disclosures are neutral, consistent, and clear.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

To the Board of Trustees
Charter Township of Big Rapids
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Audit Adjustments

For purposes of this letter, professional standards define an audit adjustment as a proposed correction of the financial statements that, in our judgment, may not have been detected except through our auditing procedures. Management has recorded all of our proposed audit adjustments.

Disagreements with Management

For purposes of this letter, professional standards define a disagreement with management as a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated May 8, 2020.

Other Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the Charter Township of Big Rapids' auditor. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

Other Matters

We applied certain limited procedures to management's discussion and analysis and the budgetary comparison schedule, which are required supplementary information (RSI) that supplements the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's response to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

We were engaged to report on the combining balance sheet and combining statement of revenues, expenditures, and changes in fund balances for the nonmajor governmental funds (supplementary information), which accompany the financial statements but are not RSI. With respect to the supplementary information accompanying the financial statements, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

Communication Regarding Internal Control

In planning and performing our audit of the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the Charter Township of Big Rapids as of and for the year ended December 31, 2019, in accordance with auditing standards generally accepted in the United States of America, we considered the Charter Township of Big Rapids' internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Township's internal control. Accordingly, we do not express an opinion on the effectiveness of the Township's internal control.

Our consideration of internal control was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and, therefore, material weaknesses or significant deficiencies may exist that were not identified. In addition, because of the inherent limitations in internal control, including the possibility of management override of controls, misstatements due to error or fraud may occur and not be detected by such controls. However, as discussed below, we have identified a deficiency in internal control that we consider to be a material weakness.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A material weakness is a deficiency, or combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the Township's financial statements will not be prevented, or detected and corrected, on a timely basis. We consider the following deficiency in the Charter Township of Big Rapids' internal control to be a material weakness.

Material audit adjustments and financial statement preparation:

Criteria: All governmental units in Michigan are required to prepare financial statements in accordance with generally accepted accounting principles (GAAP). This is the responsibility of management. The preparation of financial statements in accordance with GAAP requires internal controls over both (1) recording, processing, and summarizing accounting data (i.e. maintaining internal accounting records), and (2) reporting government-wide and fund financial statements, including the related notes to the financial statements (i.e. external financial reporting).

Condition: We identified and proposed several material audit adjustments that management reviewed and approved. Adjustments were recorded to:

- Accrue receivables at year end
- Correct property tax revenues, receivables, and related deferred inflows of resources at year end
- Correct assessment revenues, receivables, and related deferred inflows of resources at year end
- Accrue the unbilled accrual for sewer charges at year end
- Correct prepaids at year end
- Reclassify capital asset acquisitions in the enterprise fund
- Provide for depreciation on capital assets recorded in the enterprise fund
- Accrue payables at year end
- Correct the cash and liability balances of the Tax Fund
- Convert the fund-based data necessary to prepare the government-wide financial statements

To the Board of Trustees
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As is the case with many small and medium-sized governmental units, the Township has historically relied on its independent external auditor to assist with the preparation of the financial statements, the related notes, and the management's discussion and analysis as part of its external financial reporting process. Accordingly, the Township's ability to prepare financial statements in accordance with GAAP is based, in part, on its reliance on its external auditor, who cannot, by definition, be considered part of the Township's internal controls.

Cause: This condition was caused by the Township's decision to outsource the preparation of its annual financial statements to the external auditor rather than incur the costs of obtaining the necessary training and expertise required for the Township to perform this task internally because outsourcing the task is considered more cost effective.

Effect: The Township's accounting records were initially misstated by amounts material to the financial statements. In addition, the Township lacks complete internal controls over the preparation of its financial statements in accordance with GAAP, and, instead, relies, at least in part, on assistance from its external auditor for assistance with this task.

Auditor's Recommendation: We recommend that management continue to monitor the relative costs and benefits of securing the internal or other external resources necessary to develop material adjustments and prepare a draft of the Township's annual financial statements versus contracting with its auditor for these services.

Management Response: Management has made an ongoing evaluation of the respective costs and benefits of obtaining internal or external resources, specifically for the preparation of financial statements, and has determined that the additional benefits derived from implementing such a system would not outweigh the costs incurred to do so. Management will continue to review the draft financial statements and notes prior to approving them and accepting responsibility for their content and presentation.

The Charter Township of Big Rapids' response to the internal control finding described above was not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on it.

Restriction on Use

This information is intended solely for the use of the Board of Trustees of the Charter Township of Big Rapids and the State of Michigan Department of Treasury and is not intended to be, and should not be, used by anyone other than these specified parties.

Sigfried Crandall P.C.

**BIG RAPIDS CHARTER TOWNSHIP BOARD
REGULAR MEETING TUESDAY, JUNE 2, 2020
UNAPPROVED**

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

PUBLIC COMMENT: Jared Christiansan introduces himself as running for Sheriff. Bill Larson introduces himself running for road commissioner.

SPECIAL APPEARANCE: Introduction of Marc Veldman

CORRESPONDENCE: Report form MEDC:
Assessing Report:
Noted and filed.

CONSENT AGENDA- A motion to approve of the consent agenda and all reports as listed was made by Bean. Seconded by Everett. Motion passed unanimously on a roll call vote.

1. **May 5, Meeting Minutes:**
2. **May Financial Report:**
3. **April Treasurer Report:**
4. **Building Department Report:**
5. **Cemetery and Grounds Report:**
6. **Fire Department Report:**
7. **Sewer Department Report:**
8. **Water Department Report:**
9. **Fire Committee Report:**
10. **Planning Commission Report:**
11. **Supervisor Report:**

UNFINISHED BUSINESS:

1. **Cell Tower Proposal:** A motion was made to continue forward with the cell tower contract to sign the 1 year purchase option agreement, if approved from the township attorney and if agreed to pay the current legal fees up to \$10,000 was made by Geib. Seconded by Merendino. Motion passed unanimously on a roll call vote.
2. **17 Mile Road:** A motion was made by Currie to approve the paving of 17 mile road as estimated at \$358,729.32 contingent upon looking over the budget. Seconded by Bean. Motion passed unanimously on a roll call vote.
3. **Gilbert Road:** No action taken.
4. **Afternoon Office Person:** A motion was made by Bean to bring Jami Haner back to work on Monday, June 8th. Seconded by Saez. Motion passed unanimously.
5. **Request from Bill & Melissa Schriver:** A motion was made by Bean to issue a citation to a property on Woodward Avenue as a second offense for junk accumulation that has been recurring for the past 11 years, and issue an additional citation every 14 days after if not taken care of. Seconded by Currie. Motion passed unanimously.
An additional motion was made by Bean to issue a citation to the same property for safety violations, and again if not resolved issue another after 14 days. Seconded by Geib. Motion passed unanimously.
6. **Other:** None.

NEW BUSINESS:

1. **Adding Emily Buys as a Cadet to the Fire Department:** A motion was made to add Emily Buys to the Fire Roster as a junior Firefighter by Currie. Seconded by Bean. Motion passed unanimously.
2. **Extending Do-All-Doug's contract:** A motion was made to renew the grave digging contract with Do-All-Doug's rates as printed by Saez. Seconded by Bean. Motion passed unanimously on a roll call vote.
3. **Budget adjustment recommendations:** A motion was made by Currie to approve of the budget adjustment recommendations. Seconded by Merendino. Motion passed unanimously on a roll call vote.
4. **Discussion on clearing sidewalks for this winter:** Discussion of exploring different businesses and speaking with Ferris on sidewalk clearing.
5. **Fall Clean Up September 19, 2020:** Noted and filed.
6. **Other:**

APPROVAL OF BILLS:

1. **Payroll:** A motion to approve payroll in the amount of \$19,900.29 checks #12114-12154 and stub 29 was made by Geib. Seconded by Everett. Motion passed unanimously on a roll call vote.
2. **Accounts Payable:** A motion to pay accounts payable in the amount of \$78,757.35 was made by Geib. Seconded by Bean. Motion passed unanimously on a roll call vote.

PUBLIC COMMENT: none

ADJOURNMENT: 8:32

07/02/2020

REVENUE AND EXPENDITURE REPORT FOR BIG RAPIDS TOWNSHIP

PERIOD ENDING 07/31/2020

Item "C"

GL NUMBER	DESCRIPTION	YTD BALANCE		ACTIVITY FOR		AVAILABLE		% BDGT	
		2020	07/31/2020	MONTH 07/31/2020	INCREASE (DECREASE)	BALANCE	NORMAL (ABNORMAL)		USED
		AMENDED BUDGET	NORMAL (ABNORMAL)			NORMAL (ABNORMAL)			
Revenues									
Dept 000 - GENERAL									
101-000-402.000	Current Real Property Tax	190,500.00	176,792.99	0.00	0.00	13,707.01	13,707.01	92.80	
101-000-411.000	Delinquent Real Property Tax	0.00	13.37	0.00	0.00	(13.37)	(13.37)	100.00	
101-000-441.000	Local Community Stabilization Share Tax	2,000.00	0.00	0.00	0.00	2,000.00	2,000.00	0.00	
101-000-445.000	Penalties & Interest on Taxes	1,500.00	2,459.97	0.00	0.00	(959.97)	(959.97)	164.00	
101-000-447.000	Property Tax Admin Fee	55,000.00	18,902.70	0.00	0.00	36,097.30	36,097.30	34.37	
101-000-451.000	Business Licenses & Permits	19,000.00	8,763.29	0.00	0.00	10,236.71	10,236.71	46.12	
101-000-574.000	State Shared Revenue	370,000.00	191,685.00	0.00	0.00	178,315.00	178,315.00	51.81	
101-000-607.000	Ch. for Serv. (fees, zoning)	1,500.00	100.00	0.00	0.00	1,400.00	1,400.00	6.67	
101-000-610.000	School Parcel Fee	5,500.00	0.00	0.00	0.00	5,500.00	5,500.00	0.00	
101-000-632.000	Ch. for Serv. (sale cem. lots)	3,000.00	0.00	0.00	0.00	3,000.00	3,000.00	0.00	
101-000-634.000	Ch. for Serv. (grave op & cl)	12,000.00	5,500.00	0.00	0.00	6,500.00	6,500.00	45.83	
101-000-635.000	Chg For Serv Cem Foun & Misc	4,000.00	1,522.00	0.00	0.00	2,478.00	2,478.00	38.05	
101-000-640.000	Ch. for Serv. (lot splits)	500.00	300.00	0.00	0.00	200.00	200.00	60.00	
101-000-664.000	Int. & Div. on Earnings	14,000.00	2,911.62	0.00	0.00	11,088.38	11,088.38	20.80	
101-000-667.000	Rent&Exp Building Dept	7,200.00	3,675.00	0.00	0.00	3,525.00	3,525.00	51.04	
101-000-668.000	Sign Rental	4,000.00	4,000.00	0.00	0.00	0.00	0.00	100.00	
101-000-675.020	Cemetery Annuity - Division of Assets	52,500.00	0.00	0.00	0.00	52,500.00	52,500.00	0.00	
101-000-676.000	Reimbursements	0.00	3,973.82	0.00	0.00	(3,973.82)	(3,973.82)	100.00	
101-000-687.000	REFUNDS	300.00	0.00	0.00	0.00	300.00	300.00	0.00	
101-000-697.000	Transfer from other Fund	50,000.00	0.00	0.00	0.00	50,000.00	50,000.00	0.00	
203-000-665.000	SPECIAL ASSESSMENT INTEREST	3,000.00	2,826.82	0.00	0.00	173.18	173.18	94.23	
203-000-672.000	Special Assessment Principle	50,000.00	47,113.67	0.00	0.00	2,886.33	2,886.33	94.23	
204-000-405.000	B.R.T. Road Millage	228,000.00	212,169.00	0.00	0.00	15,831.00	15,831.00	93.06	
206-000-403.000	Current Real Property Tax	228,000.00	212,169.00	0.00	0.00	15,831.00	15,831.00	93.06	
206-000-582.000	Contribution Mecosta Co. F.R.	15,000.00	7,926.36	0.00	0.00	7,073.64	7,073.64	52.84	
206-000-664.000	Int. & Div. on Earnings	500.00	341.47	0.00	0.00	158.53	158.53	68.29	
212-000-574.000	State Shared Revenue	5,600.00	0.00	0.00	0.00	5,600.00	5,600.00	0.00	
249-000-608.000	Ch. for Serv.Fees/Bldg.Permits	55,000.00	22,354.00	0.00	0.00	32,646.00	32,646.00	40.64	
249-000-699.100	Advance from Fund Balance	5,500.00	0.00	0.00	0.00	5,500.00	5,500.00	0.00	

GL NUMBER	DESCRIPTION	2020		YTD BALANCE		ACTIVITY FOR		AVAILABLE		% BDGT
		AMENDED BUDGET	07/31/2020	NORMAL (ABNORMAL)	07/31/2020	INCREASE (DECREASE)	NORMAL (ABNORMAL)	BALANCE	USED	
271-000-402.000	Current Real Property Tax	30,400.00	28,284.01		0.00		2,115.99		93.04	
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	5,000.00		0.00		0.00		100.00	
590-000-626.000	Charg. for Serv. (utilities)	595,000.00	251,354.56		0.00		343,645.44		42.24	
590-000-627.000	Penalty on Delinquent Utility Bills	7,500.00	6,232.61		0.00		1,267.39		83.10	
590-000-664.000	Int. & Div. on Earnings	15,000.00	8,711.54		0.00		6,288.46		58.08	
590-000-676.000	Reimbursements	0.00	8,661.00		0.00		(8,661.00)		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	401.70		0.00		498.30		44.63	
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	32.82		0.00		42.18		43.76	
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	29.20		0.00		970.80		2.92	
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	997.38		0.00		752.62		56.99	
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	1,306,889.80		0.00		1,362,460.20		48.96	
TOTAL REVENUES		2,669,350.00	1,306,889.80		0.00		1,362,460.20		48.96	
Expenditures										
Dept 000 - GENERAL										
271-000-991.010	CONTRACT PAYMENT BIG RAPIDS PUBLIC LIBRA	0.00	30,669.61		0.00		(30,669.61)		100.00	
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	30,669.61		0.00		(14,669.61)		191.69	
Dept 101 - TOWNSHIP BOARD										
101-101-702.000	Salary & Wages	7,000.00	3,499.96		583.33		3,500.04		50.00	
101-101-702.020	Salary & Wages Clerical Help	16,000.00	6,202.80		921.60		9,797.20		38.77	

GL NUMBER	DESCRIPTION	2020		YTD BALANCE		ACTIVITY FOR		AVAILABLE		% BDGT
		AMENDED BUDGET	07/31/2020	NORMAL (ABNORMAL)	07/31/2020	INCREASE (DECREASE)	NORMAL (ABNORMAL)	BALANCE	USED	
101-101-702.090	Salary & Wages Census	2,000.00	0.00	0.00	0.00	0.00	2,000.00	0.00	0.00	
101-101-710.000	Twp. Share Medicare Withholding	365.00	140.70	140.70	21.84	21.84	224.30	38.55	38.55	
101-101-715.000	Twp. Share Soc. Sec. Withholdg	1,550.00	601.57	601.57	93.30	93.30	948.43	38.81	38.81	
101-101-720.000	Medical Reimbursement	0.00	12.25	12.25	12.25	12.25	(12.25)	100.00	100.00	
101-101-727.000	Office Supplies	800.00	199.98	199.98	96.99	96.99	600.02	25.00	25.00	
101-101-740.000	Operating Supplies	200.00	105.55	105.55	103.55	103.55	94.45	52.78	52.78	
101-101-801.000	Professional Services	28,000.00	14,987.02	14,987.02	0.00	0.00	13,012.98	53.53	53.53	
101-101-850.000	Communication	3,400.00	1,883.22	1,883.22	0.00	0.00	1,516.78	55.39	55.39	
101-101-860.000	Transportation	600.00	0.00	0.00	0.00	0.00	600.00	0.00	0.00	
101-101-860.100	Transportation - Census	300.00	0.00	0.00	0.00	0.00	300.00	0.00	0.00	
101-101-880.000	Community Promotion	600.00	63.70	63.70	0.00	0.00	536.30	10.62	10.62	
101-101-881.000	FALL CLEAN-UP	8,000.00	0.00	0.00	0.00	0.00	8,000.00	0.00	0.00	
101-101-900.000	Printing & Publishing	1,800.00	720.05	720.05	0.00	0.00	1,079.95	40.00	40.00	
101-101-956.000	Miscellaneous	100.00	0.00	0.00	0.00	0.00	100.00	0.00	0.00	
101-101-958.000	Membership & Dues	3,450.00	3,076.21	3,076.21	0.00	0.00	373.79	89.17	89.17	
101-101-960.000	Education	2,500.00	0.00	0.00	0.00	0.00	2,500.00	0.00	0.00	
101-101-965.000	Insurance & Bonds	9,000.00	6,775.68	6,775.68	414.68	414.68	2,224.32	75.29	75.29	
101-101-975.000	Capital Outlay under \$10,000	1,000.00	0.00	0.00	0.00	0.00	1,000.00	0.00	0.00	
Total Dept 101 - TOWNSHIP BOARD		86,665.00	38,268.69	38,268.69	2,247.54	2,247.54	48,396.31	44.16	44.16	
Dept 171 - SUPERVISOR										
101-171-702.000	Salary & Wages	25,000.00	12,499.98	12,499.98	2,083.33	2,083.33	12,500.02	50.00	50.00	
101-171-702.010	Salary & Wages Deputy	2,000.00	1,216.80	1,216.80	0.00	0.00	783.20	60.84	60.84	
101-171-702.040	Salary & Wages Cemetery	5,000.00	2,500.02	2,500.02	416.67	416.67	2,499.98	50.00	50.00	
101-171-702.300	Health Insurance Buyout	1,800.00	900.00	900.00	150.00	150.00	900.00	50.00	50.00	
101-171-710.000	Twp. Share Medicare Withholding	500.00	248.19	248.19	38.42	38.42	251.81	49.64	49.64	
101-171-715.000	Twp. Share Soc. Sec. Withholdg	2,100.00	1,061.24	1,061.24	164.30	164.30	1,038.76	50.54	50.54	
101-171-720.000	Medical Reimbursement	1,500.00	500.00	500.00	125.00	125.00	1,000.00	33.33	33.33	
101-171-727.000	Office Supplies	50.00	145.79	145.79	0.00	0.00	(95.79)	291.58	291.58	
101-171-740.000	Operating Supplies	50.00	0.00	0.00	0.00	0.00	50.00	0.00	0.00	
101-171-801.000	Professional Services	400.00	0.00	0.00	0.00	0.00	400.00	0.00	0.00	
101-171-850.100	Cell Phone	360.00	180.00	180.00	90.00	90.00	180.00	50.00	50.00	
101-171-860.000	Transportation	450.00	0.00	0.00	0.00	0.00	450.00	0.00	0.00	
101-171-960.000	Education	1,250.00	353.00	353.00	0.00	0.00	897.00	28.24	28.24	
101-171-975.000	Capital Outlay under \$10,000	500.00	0.00	0.00	0.00	0.00	500.00	0.00	0.00	
Total Dept 171 - SUPERVISOR		40,960.00	19,605.02	19,605.02	3,067.72	3,067.72	21,354.98	47.86	47.86	

GL NUMBER	DESCRIPTION	2020		ACTIVITY FOR		AVAILABLE		% BDGT
		AMENDED BUDGET	YTD BALANCE 07/31/2020	MONTH 07/31/2020 INCREASE (DECREASE)	NORMAL (ABNORMAL)	BALANCE	NORMAL (ABNORMAL)	
Dept 215 - CLERK								
101-215-702.000	Salary & Wages	31,500.00	15,750.00	2,625.00	15,750.00	50.00		
101-215-702.010	Salary & Wages Deputy	3,700.00	1,738.80	453.60	1,961.20	46.99		
101-215-702.040	Salary & Wages Cemetery	7,700.00	3,850.02	641.67	3,849.98	50.00		
101-215-702.300	Health Insurance Buyout	1,800.00	0.00	0.00	1,800.00	0.00		
101-215-710.000	Twp. Share Medicare Withholding	650.00	309.41	53.94	340.59	47.60		
101-215-714.000	Health Insurance	0.00	1,959.69	0.00	(1,959.69)	100.00		
101-215-715.000	Twp. Share Soc. Sec. Withholdg	2,775.00	1,323.01	230.66	1,451.99	47.68		
101-215-720.000	Medical Reimbursement	1,500.00	(125.00)	0.00	1,625.00	(8.33)		
101-215-727.000	Office Supplies	700.00	220.71	13.57	479.29	31.53		
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	878.00	0.00	1,722.00	33.77		
101-215-850.000	Cell Phone Reimbursement	360.00	180.00	90.00	180.00	50.00		
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		55,085.00	26,582.85	4,108.44	28,502.15	48.26		
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	15,600.00	2,600.00	15,600.00	50.00		
101-253-702.010	Salary & Wages Deputy	3,850.00	709.20	0.00	3,140.80	18.42		
101-253-710.000	Twp. Share Medicare Withholding	510.00	236.46	37.70	273.54	46.36		
101-253-714.000	Health Insurance	6,400.00	2,547.62	0.00	3,852.38	39.81		
101-253-715.000	Twp. Share Soc. Sec. Withholdg	2,175.00	1,011.19	161.20	1,163.81	46.49		
101-253-720.000	Medical Reimbursement	1,195.00	0.00	0.00	1,195.00	0.00		
101-253-727.000	Office Supplies	1,250.00	58.94	0.00	1,191.06	4.72		
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	1,431.00	0.00	3,319.00	30.13		

GL NUMBER	DESCRIPTION	2020		YTD BALANCE		ACTIVITY FOR		AVAILABLE		% BDGT
		AMENDED BUDGET	07/31/2020	NORMAL (ABNORMAL)	07/31/2020	INCREASE (DECREASE)	NORMAL (ABNORMAL)	BALANCE	USED	
101-253-975.000	Capital Outlay under \$10,000	2,000.00	0.00	0.00	0.00	0.00	2,000.00	0.00	0.00	0.00
Total Dept 253 - TREASURER		53,780.00	21,806.21	2,798.90	31,973.79	40.55				
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	1,241.55	0.00	3,258.45	27.59				
101-257-801.005	Contractual Assessor	40,000.00	22,129.31	6,066.66	17,870.69	55.32				
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	23,797.31	6,066.66	21,902.69	52.07				
Dept 262 - ELECTIONS										
101-262-702.000	SALARY AND WAGES	6,750.00	782.92	0.00	5,967.08	11.60				
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	950.00	557.38	0.00	392.62	58.67				
101-262-740.000	Operating Supplies	1,750.00	2,115.84	60.76	(365.84)	120.91				
101-262-801.000	Professional Services	1,750.00	0.00	0.00	1,750.00	0.00				
101-262-810.000	Election Workers	0.00	1,481.80	0.00	(1,481.80)	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	25.00	0.00	475.00	5.00				
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		14,870.00	6,760.94	60.76	8,109.06	45.47				
Dept 265 - TOWNSHIP HALL & GROUNDS										
101-265-702.000	Salary & Wages	2,200.00	529.38	166.25	1,670.62	24.06				
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	7.68	2.41	32.32	19.20				
101-265-715.000	Twp. Share Soc. Sec. Withholdg	165.00	32.83	10.31	132.17	19.90				
101-265-740.000	Operating Supplies	200.00	743.91	50.36	(543.91)	371.96				
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	1,647.68	16.45	2,352.32	41.19				
101-265-930.000	Repair & Maintenance	3,000.00	1,173.35	126.00	1,826.65	39.11				
101-265-932.000	Grounds maintenance	600.00	738.94	142.24	(138.94)	123.16				
101-265-933.000	Snowplowing	0.00	800.00	0.00	(800.00)	100.00				

GL NUMBER	DESCRIPTION	2020		YTD BALANCE		ACTIVITY FOR		AVAILABLE		% BDGT
		AMENDED BUDGET	07/31/2020	NORMAL (ABNORMAL)	07/31/2020	INCREASE (DECREASE)	NORMAL (ABNORMAL)	BALANCE	USED	
101-265-956.000	Miscellaneous	100.00	0.00	0.00	0.00	0.00	100.00	0.00	0.00	
101-265-978.000	Capital Outlay \$10,000 and above	6,000.00	0.00	0.00	0.00	0.00	6,000.00	0.00	0.00	
Total Dept 265 - TOWNSHIP HALL & GROUNDS		17,705.00	5,681.39	514.02	12,023.61				32.09	
Dept 276 - TOWNSHIP CEMETERIES										
101-276-702.000	Salary & Wages	8,000.00	2,746.25	1,638.00	5,253.75				34.33	
101-276-702.015	Salary & Wages Mangement	23,000.00	9,393.13	2,725.63	13,606.87				40.84	
101-276-702.016	Salary & Wages Clerical Mangement	8,500.00	892.50	0.00	7,607.50				10.50	
101-276-702.100	SALARY & WAGES: UNEMPLOYMENT	3,600.00	7,560.00	0.00	(3,960.00)				210.00	
101-276-702.200	Salary & Wages Snowplowing	400.00	0.00	0.00	400.00				0.00	
101-276-702.300	Health Insurance Buyout	0.00	600.00	150.00	(600.00)				100.00	
101-276-710.000	Twp. Share Medicare Withholding	580.00	197.66	65.44	382.34				34.08	
101-276-714.000	Health Insurance	8,000.00	1,927.03	0.00	6,072.97				24.09	
101-276-715.000	Twp. Share Soc. Sec. Withholdg	2,480.00	845.18	279.85	1,634.82				34.08	
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	834.29	61.80	3,165.71				20.86	
101-276-801.000	Professional Services	2,500.00	654.00	0.00	1,846.00				26.16	
101-276-801.010	MANPOWER	7,000.00	351.63	351.63	6,648.37				5.02	
101-276-801.020	PROF. SERVICES GRAVE OPENING/CLOSING	10,000.00	3,030.00	1,200.00	6,970.00				30.30	
101-276-850.000	Communication	1,350.00	709.88	0.00	640.12				52.58	
101-276-850.100	Cell Phone	360.00	120.00	90.00	240.00				33.33	
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	1,257.77	0.00	1,242.23				50.31	
101-276-930.000	Repair & Maintenance	9,000.00	2,223.33	1,672.72	6,776.67				24.70	
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	1,002.72	465.18	1,997.28				33.42	
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		116,370.00	34,756.74	8,700.25	81,613.26				29.87	
Dept 330 - LIQUOR LAW ENFORCEMENT										
212-330-801.000	Professional Services	5,600.00	0.00	0.00	5,600.00				0.00	

GL NUMBER	DESCRIPTION	2020		YTD BALANCE		ACTIVITY FOR		AVAILABLE		% BDGT USED
		AMENDED BUDGET	07/31/2020	NORMAL (ABNORMAL)	07/31/2020	INCREASE (DECREASE)	NORMAL (ABNORMAL)	BALANCE		
Total Dept 330 - LIQUOR LAW ENFORCEMENT		5,600.00	0.00	0.00	0.00	0.00	5,600.00	0.00	0.00	
Dept 336 - FIRE DEPARTMENT										
206-336-702.000	Salary & Wages	48,000.00	23,999.26		3,998.55		24,000.74		50.00	
206-336-702.025	Salary & Wages Reports	1,200.00	489.00		108.00		711.00		40.75	
206-336-702.030	Salary & Wages Preincident Surveys	3,000.00	1,350.00		0.00		1,650.00		45.00	
206-336-702.050	Salary & Wages First Responder	20,000.00	9,999.78		1,666.62		10,000.22		50.00	
206-336-702.080	Chief Salary & Wages	12,500.00	6,250.02		1,041.67		6,249.98		50.00	
206-336-702.085	Ass't Chiefs Salary & Wages	10,000.00	4,999.98		833.33		5,000.02		50.00	
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	682.78		110.88		697.22		49.48	
206-336-715.000	Twp. Share Soc. Sec. Withholdg	5,880.00	2,919.45		474.19		2,960.55		49.65	
206-336-727.000	Office Supplies	800.00	115.51		115.51		684.49		14.44	
206-336-740.000	Operating Supplies	15,500.00	3,841.99		46.57		11,658.01		24.79	
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	1,721.72		49.02		778.28		68.87	
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	4,025.43		16.45		7,174.57		35.94	
206-336-930.000	Repair & Maintenance	20,000.00	15,919.93		7,638.60		4,080.07		79.60	
206-336-933.000	Snowplowing	0.00	800.00		0.00		(800.00)		100.00	
206-336-935.000	Bldg. & Grounds Repair & Maintenance	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	2,164.29		0.00		535.71		80.16	
206-336-965.000	Insurance & Bonds	29,000.00	12,140.10		1,197.54		16,859.90		41.86	
206-336-975.000	Capital Outlay under \$10,000	15,000.00	1,500.00		0.00		13,500.00		10.00	
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	142,858.06		17,296.93		86,551.94		62.27	
Dept 371 - BUILDING INSPECTION DEPARTMENT										
249-371-702.000	Salary & Wages	10,000.00	3,893.24		728.00		6,106.76		38.93	
249-371-702.020	Salary & Wages Clerical Help	18,800.00	7,950.24		1,604.34		10,849.76		42.29	
249-371-703.000	Salary & Wages Electrical Insp	4,500.00	2,088.05		488.50		2,411.95		46.40	
249-371-704.000	Salary & Wages Plbg-Mech Insp	7,600.00	3,895.47		1,279.45		3,704.53		51.26	

GL NUMBER	DESCRIPTION	2020		YTD BALANCE		ACTIVITY FOR		AVAILABLE		% BDGT
		AMENDED BUDGET	07/31/2020	NORMAL (ABNORMAL)	07/31/2020	INCREASE (DECREASE)	NORMAL (ABNORMAL)	BALANCE	USED	
249-371-705.000	SAL & WAGES SITE PLAN REVIEW	3,000.00	1,600.00		250.00		1,400.00		53.33	
249-371-710.000	Twp. Share Medicare Withholding	640.00	281.70		63.09		358.30		44.02	
249-371-715.000	Twp. Share Soc. Sec. Withholdg	2,730.00	1,204.48		269.72		1,525.52		44.12	
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	0.00		0.00		500.00		0.00	
249-371-850.100	Cell Phone	540.00	105.00		15.00		435.00		19.44	
249-371-860.000	Transportation	2,000.00	600.28		121.32		1,399.72		30.01	
249-371-900.000	Printing & Publishing	150.00	24.00		24.00		126.00		16.00	
249-371-940.000	Rent & Expenses	7,500.00	3,750.00		1,875.00		3,750.00		50.00	
249-371-958.000	Membership & Dues	200.00	0.00		0.00		200.00		0.00	
249-371-960.000	Education	1,500.00	80.00		0.00		1,420.00		5.33	
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	26,391.46		6,718.42		33,668.54		43.94	
Dept 444 - SIDEWALKS										
203-444-991.050	LOAN PAYMENT (to revolving loan fund)	50,000.00	0.00		0.00		50,000.00		0.00	
203-444-996.050	INTEREST (to revolving loan fund)	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	0.00		0.00		180,000.00		0.00	
204-446-805.000	Contractual Services	228,000.00	0.00		0.00		228,000.00		0.00	
Total Dept 446 - HIGHWAYS & STREETS		410,000.00	0.00		0.00		410,000.00		0.00	
Dept 448 - STREET LIGHTS										
101-448-920.000	Public Utilities	9,000.00	4,317.20		19.80		4,682.80		47.97	
Total Dept 448 - STREET LIGHTS		9,000.00	4,317.20		19.80		4,682.80		47.97	
Dept 450 - IND. PARK INFRASTRUCTURE										
101-450-990.100	Ind. Park Infrastructure	53,150.00	0.00		0.00		53,150.00		0.00	
Total Dept 450 - IND. PARK INFRASTRUCTURE		53,150.00	0.00		0.00		53,150.00		0.00	
Dept 521 - SEWER FUND										
590-521-702.000	Salary & Wages	8,000.00	4,000.02		666.67		3,999.98		50.00	

GL NUMBER	DESCRIPTION	2020		YTD BALANCE		ACTIVITY FOR		AVAILABLE		% BDGT USED
		AMENDED BUDGET	07/31/2020	NORMAL (ABNORMAL)	07/31/2020	INCREASE (DECREASE)	NORMAL (ABNORMAL)	BALANCE		
590-521-702.200	Salary & Wages Snowplowing	500.00	0.00	0.00	0.00	0.00	500.00	0.00	0.00	
590-521-710.000	Twp. Share Medicare Withholding	125.00	58.02		9.67		66.98	46.42	46.42	
590-521-714.000	Health Insurance	1,600.00	620.54		0.00		979.46	38.78	38.78	
590-521-715.000	Twp. Share Soc. Sec. Withholdg	530.00	247.98		41.33		282.02	46.79	46.79	
590-521-720.000	Medical Reimbursement	310.00	(125.00)		0.00		435.00	(40.32)	(40.32)	
590-521-727.000	Office Supplies	800.00	0.00		0.00		800.00	0.00	0.00	
590-521-740.000	Operating Supplies	800.00	429.28		13.96		370.72	53.66	53.66	
590-521-775.000	Repair & Maintenance Supplies	800.00	0.00		0.00		800.00	0.00	0.00	
590-521-801.000	Professional Services	16,000.00	10,821.00		4,160.75		5,179.00	67.63	67.63	
590-521-801.050	Miss Digg's	3,500.00	385.00		0.00		3,115.00	11.00	11.00	
590-521-804.000	Contract Payment to City B.R.	320,000.00	65,176.63		17,383.79		254,823.37	20.37	20.37	
590-521-805.000	Contractual Services	24,000.00	13,717.42		0.00		10,282.58	57.16	57.16	
590-521-805.100	Extra Contractual Services	18,000.00	7,395.36		0.00		10,604.64	41.09	41.09	
590-521-920.000	Public Utilities	32,000.00	11,668.78		0.00		20,331.22	36.46	36.46	
590-521-930.000	Repair & Maintenance	20,000.00	19,310.39		4,771.60		689.61	96.55	96.55	
590-521-933.000	Snowplowing	600.00	400.00		0.00		200.00	66.67	66.67	
590-521-935.000	Bldg. & Grounds Repair & Maintenance	350.00	0.00		0.00		350.00	0.00	0.00	
590-521-958.000	Membership & Dues	350.00	0.00		0.00		350.00	0.00	0.00	
590-521-965.000	Insurance & Bonds	3,200.00	2,460.00		0.00		740.00	76.88	76.88	
590-521-968.000	Depreciation	81,000.00	0.00		0.00		81,000.00	0.00	0.00	
590-521-975.000	Capital Outlay under \$10,000	2,000.00	0.00		0.00		2,000.00	0.00	0.00	
590-521-978.000	Capital Outlay \$10,000 and above	300,000.00	112,706.74		75,883.00		187,293.26	37.57	37.57	
Total Dept 521 - SEWER FUND		834,465.00	249,272.16		102,930.77		585,192.84	29.87	29.87	
Dept 536 - WATER										
591-536-702.200	Salary & Wages Snowplowing	500.00	0.00		0.00		500.00	0.00	0.00	
591-536-710.000	Twp. Share Medicare Withholding	10.00	0.00		0.00		10.00	0.00	0.00	
591-536-715.000	Twp. Share Soc. Sec. Withholding	30.00	0.00		0.00		30.00	0.00	0.00	
591-536-740.000	Operating Supplies	1,200.00	725.33		282.28		474.67	60.44	60.44	
591-536-801.000	Professional Services	0.00	(244.00)		0.00		244.00	100.00	100.00	
591-536-805.000	Contractual Services	12,500.00	3,312.48		520.83		9,187.52	26.50	26.50	
591-536-920.000	Public Utilities	7,000.00	4,044.75		24.95		2,955.25	57.78	57.78	
591-536-930.000	Repair & Maintenance	2,000.00	775.00		610.00		1,225.00	38.75	38.75	
591-536-933.000	Snowplowing	0.00	560.00		0.00		(560.00)	100.00	100.00	
591-536-968.000	Depreciation	4,000.00	0.00		0.00		4,000.00	0.00	0.00	
Total Dept 536 - WATER		27,240.00	9,173.56		1,438.06		18,066.44	33.68	33.68	

GL NUMBER	DESCRIPTION	2020		YTD BALANCE		ACTIVITY FOR		AVAILABLE		% BDGT
		AMENDED BUDGET	07/31/2020	NORMAL (ABNORMAL)	07/31/2020	INCREASE (DECREASE)	BALANCE	NORMAL (ABNORMAL)	USED	
Dept 567 - CEMETERY										
401-567-978.000	Capital Outlay \$10,000 and above	73,500.00	0.00	0.00	0.00	0.00	0.00	73,500.00	0.00	0.00
Total Dept 567 - CEMETERY		73,500.00	0.00	0.00	0.00	0.00	0.00	73,500.00	0.00	0.00
Dept 721 - PLANNING COMMISSION										
101-721-702.000	SALARY AND WAGES	5,000.00	2,335.14	401.04	401.04	2,664.86	46.70	2,664.86	46.70	46.70
101-721-702.030	Salary & Wages Per Diems	4,500.00	1,100.00	300.00	300.00	3,400.00	24.44	3,400.00	24.44	24.44
101-721-710.000	Twp. Share Medicare Withholding	140.00	49.81	10.14	10.14	90.19	35.58	90.19	35.58	35.58
101-721-715.000	Twp. Share Soc. Sec. Withholding	590.00	212.97	43.46	43.46	377.03	36.10	377.03	36.10	36.10
101-721-740.000	Operating Supplies	200.00	7.35	0.00	0.00	192.65	3.68	192.65	3.68	3.68
101-721-801.000	Professional Services	6,500.00	250.20	0.00	0.00	6,249.80	3.85	6,249.80	3.85	3.85
101-721-860.000	MILEAGE	300.00	69.58	47.73	47.73	230.42	23.19	230.42	23.19	23.19
101-721-900.000	Printing & Publishing	500.00	96.75	0.00	0.00	403.25	19.35	403.25	19.35	19.35
101-721-960.000	Education	2,000.00	275.00	0.00	0.00	1,725.00	13.75	1,725.00	13.75	13.75
Total Dept 721 - PLANNING COMMISSION		19,730.00	4,396.80	802.37	802.37	15,333.20	22.28	15,333.20	22.28	22.28
Dept 728 - ECONOMIC-INDUSTRIAL DEVELOPMT										
101-728-801.000	Professional Services	100.00	0.00	0.00	0.00	100.00	0.00	100.00	0.00	0.00
101-728-880.000	Community Promotion	4,000.00	0.00	0.00	0.00	4,000.00	0.00	4,000.00	0.00	0.00
101-728-930.000	Repair & Maintenance	300.00	0.00	0.00	0.00	300.00	0.00	300.00	0.00	0.00
Total Dept 728 - ECONOMIC-INDUSTRIAL DEVELOPMT		4,400.00	0.00	0.00	0.00	4,400.00	0.00	4,400.00	0.00	0.00
Dept 751 - PARKS & RECREATION										
101-751-702.000	Salary & Wages	600.00	65.00	0.00	0.00	535.00	10.83	535.00	10.83	10.83
101-751-702.015	Salary & Wages Mangement	1,000.00	1,430.63	148.75	148.75	(430.63)	143.06	(430.63)	143.06	143.06
101-751-702.070	Park Supvr	2,650.00	530.00	530.00	530.00	2,120.00	20.00	2,120.00	20.00	20.00
101-751-710.000	Twp. Share Medicare Withholding	65.00	29.37	9.85	9.85	35.63	45.18	35.63	45.18	45.18
101-751-715.000	Twp. Share Soc. Sec. Withholdg	265.00	125.58	42.08	42.08	139.42	47.39	139.42	47.39	47.39
101-751-740.000	Operating Supplies	300.00	99.89	10.00	10.00	200.11	33.30	200.11	33.30	33.30
101-751-801.000	Professional Services	1,000.00	0.00	0.00	0.00	1,000.00	0.00	1,000.00	0.00	0.00
101-751-900.000	Printing & Publishing	100.00	0.00	0.00	0.00	100.00	0.00	100.00	0.00	0.00
101-751-920.000	Public Utilities	325.00	155.01	0.00	0.00	169.99	47.70	169.99	47.70	47.70
101-751-930.000	Repair & Maintenance	1,200.00	120.84	0.00	0.00	1,079.16	10.07	1,079.16	10.07	10.07
Total Dept 751 - PARKS & RECREATION		7,505.00	2,556.32	740.68	740.68	4,948.68	34.06	4,948.68	34.06	34.06

GL NUMBER	DESCRIPTION	2020 AMENDED BUDGET	YTD BALANCE 07/31/2020		ACTIVITY FOR MONTH 07/31/2020 INCREASE (DECREASE)	AVAILABLE BALANCE		% BDGT USED
			NORMAL (ABNORMAL)	NORMAL (ABNORMAL)		NORMAL (ABNORMAL)	NORMAL (ABNORMAL)	
Dept 790 - LIBRARY								
271-790-991.010	Contract Payment BIG RAPIDS PUB LIB	27,968.00	0.00	0.00	0.00	27,968.00	0.00	
271-790-991.020	CONTRACT PAYMENT WALTON ERICKSON LIB	2,432.00	2,666.92	0.00	0.00	(234.92)	109.66	
Total Dept 790 - LIBRARY		30,400.00	2,666.92	0.00	0.00	27,733.08	8.77	
Dept 909 - 2013 DEBT FUNDING/DEBT RETIREMENT								
594-909-801.000	Professional Services	0.00	30.00	0.00	0.00	(30.00)	100.00	
594-909-992.000	Bond Principal Payment	284,000.00	46,000.00	0.00	0.00	238,000.00	16.20	
594-909-996.000	Bond Interest Payment	5,450.00	3,574.75	0.00	0.00	1,875.25	65.59	
Total Dept 909 - 2013 DEBT FUNDING/DEBT RETIREMENT		289,450.00	49,604.75	0.00	0.00	239,845.25	17.14	
TOTAL EXPENDITURES		2,555,595.00	699,858.09	157,511.32		1,855,736.91	27.39	
TOTAL REVENUES - ALL FUNDS								
TOTAL EXPENDITURES - ALL FUNDS		2,669,350.00	1,306,889.80	0.00		1,362,460.20	48.96	
NET OF REVENUES & EXPENDITURES		113,755.00	607,031.71	(157,511.32)		(493,276.71)	27.39	

Item "D"

BANK RECONCILIATION FOR BIG RAPIDS TOWNSHIP
 Bank GEN (GENERAL TOWNSHIP CHECKING)
 FROM 05/01/2020 TO 05/31/2020
 Reconciliation Record ID: 105

User: PENNY
 DB: Big Rapids Town

GL Number	Description	Beginning Balance
101-000-001.000	Cash - Checking	483,392.33
101-000-001.001	Cash Non-Expendable	
203-000-001.000	CASH	236,082.93
204-000-001.000	CASH	254,415.57
206-000-001.000	Cash - Checking	210,877.70
212-000-001.000	Cash - Savings	151.25
246-000-001.000	Cash - Savings	
249-000-001.000	Cash - Savings	121,014.80
271-000-001.000	CASH	31,956.67
301-000-001.000	Cash - Savings	
401-000-001.000	CASH	34,856.70
590-000-001.000	Cash - Savings	415,420.25
591-000-001.000	CASH	(66,954.96)
593-000-001.000	CASH	4.70
701-000-001.000	Cash - Savings	
708-000-001.000	CASH	21,496.77
711-000-001.000	CASH	
711-000-001.100	HVC Cash Expendable	17,319.71
850-000-001.000	Cash - Savings	(11,182.84)

Beginning GL Balance: 1,748,851.58
 Add: Cash Receipts 157,904.20
 Less: Cash Disbursements (94,549.53)
 Less: Payroll Disbursements (16,755.79)
 Less: Journal Entries/Other (9.56)
 Ending GL Balance: 1,795,440.90

GL Number	Description	Ending Balance
101-000-001.000	Cash - Checking	525,996.62
101-000-001.001	Cash Non-Expendable	
203-000-001.000	CASH	236,082.93
204-000-001.000	CASH	264,767.34
206-000-001.000	Cash - Checking	201,889.69
212-000-001.000	Cash - Savings	151.25
246-000-001.000	Cash - Savings	
249-000-001.000	Cash - Savings	126,500.49
271-000-001.000	CASH	
301-000-001.000	Cash - Savings	
401-000-001.000	CASH	34,856.70
590-000-001.000	Cash - Savings	440,729.57
591-000-001.000	CASH	(68,313.95)
593-000-001.000	CASH	
701-000-001.000	Cash - Savings	
708-000-001.000	CASH	27,171.55
711-000-001.000	CASH	
711-000-001.100	HVC Cash Expendable	17,319.71
850-000-001.000	Cash - Savings	(11,711.00)

BANK RECONCILIATION FOR BIG RAPIDS TOWNSHIP
 Bank GEN (GENERAL TOWNSHIP CHECKING)
 FROM 05/01/2020 TO 05/31/2020
 Reconciliation Record ID: 105

Ending GL Balance: 1,795,440.90
 Ending Bank Balance: 1,821,008.01
 Add: Miscellaneous Transactions (4.86)
 Add: Deposits in Transit 12,802.82
 ACH DEBIT MBI SETTL. MED-I-BANK 4-2020 *Deposit ID: 319 375.00
 ACH DEBIT MBI SETTL. MED-I-BANK 5-1-2020 POSTED 6-2020 125.00
 DEBIT CHK # 32134 RETURNED - GRANGER POSTED 6-2020 (169.95)
 13,132.87

AP Checks

Check Date	Check Number	Name	Amount
05/03/2018	31069	DYKEMA GOSSETT PLLC	57.24
01/10/2020	31939	THE PIONEER GROUP	189.10
04/01/2020	9930130	STATE OF MICHIGAN	2,520.00
04/04/2020	9930122	UNEMPLOYMENT INSURANCE AGENCY	2,520.00
05/05/2020	32122	CHARTER TWP OF HARING FIRE DEPT	1,500.00
05/08/2020	32133	CONSUMERS ENERGY	674.66
05/08/2020	32134	GRANGER	169.95
05/08/2020	32135	MECOSTA COUNTY ASSESSOR'S ASSO	70.75
05/08/2020	32136	THE PIONEER GROUP	51.60
05/08/2020	32137	SIEGFRIED CRANDALL, PC	0.00
05/08/2020	32138	WALTON ERICKSON PUBLIC LIBRARY	2,666.92
05/08/2020	32139	XEROX FINANCIAL SERVICES	0.00
05/15/2020	32142	BIG RAPIDS CITY TREASURER	7,704.66
05/15/2020	32144	DTE ENERGY	575.42
05/15/2020	32149	SPECTRUM PRINTERS INC	146.47
05/27/2020	32150	ACCIDENT FUND COMPANY	1,201.40
05/27/2020	32151	BOICE COMMUNICATIONS	50.00
05/27/2020	32152	CONSUMERS ENERGY	2,552.22
05/27/2020	32153	VOID	0.00
05/27/2020	32154	DTE ENERGY	79.82
05/27/2020	32155	FIRST NATIONAL BANK	484.93
05/27/2020	32156	NORTHWEST KENT MECHANICAL CO.	2,356.14
05/29/2020	9930131	CHEMICAL BANK CENTRAL	5,347.40
05/29/2020	9930132	JOHN HANCOCK LIFE INSURANCE COMPANY	2,040.69
05/29/2020	9930133	STATE OF MICHIGAN	732.82
05/29/2020	9930134	VOYA FINANCIAL	3,745.73

DUPLICATE?
 VOIDED 7/1/2020

VOIDED 06/12/2020
 VOIDED 05/28/2020
 VOIDED 06/04/2020
 VOIDED 05/29/2020
 VOIDED 05/27/2020

Payroll Checks

Check Date	Check Number	Name	Amount
03/01/2018	11067	MYERS, AARON	43.41
05/01/2019	11632	BRYANT, ELIZABETH	6.02
07/01/2019	11709	BRYANT, ELIZABETH	72.65
11/01/2019	11836	AMBLER, ALLEN	36.68

User: PENNY
DB: Big Rapids Town
Bank GEN (GENERAL TOWNSHIP CHECKING)
FROM 05/01/2020 TO 05/31/2020
Reconciliation Record ID: 105
Payroll Checks

Check Date	Check Number	Name	Amount
12/01/2019	11912	MERENDINO, CHRISTOPHER	128.47
03/01/2020	12012	HAWLEY, CRYSTAL	10.90
03/01/2020	12029	BIGFORD, MICHAEL	46.18
04/01/2020	12050	PRANGER, RYAN	94.49
04/01/2020	12055	FITZGERALD, LINDSAY	44.64
04/01/2020	12062	BERENS, DYLAN	159.01
04/01/2020	12063	GILBERT, SHERRI	214.40
05/01/2020	12088	PEREZ, ADAM	249.00
05/01/2020	12096	FITZGERALD, LINDSAY	46.52
05/01/2020	12112	EVERETT, JERALD	128.46

Total - 40 Outstanding Checks: 38,718.75
Adjusted Bank Balance 1,795,417.27
Unreconciled Difference: (23.63)

REVIEWED BY: *Anna J. Jay* *Penny Curcio* DATE: 7/1/2020

BIG RAPIDS CHARTER TOWNSHIP
May 31, 2020

Date	Description	Additions	Subtractions	Balance
05-15	Return Item	400.00 ✓		1,841,713.46
	CHECK 32137			
05-15	ACH Debit		-52.50 ✓	1,841,660.96
	Kushner & Co Kushner 200515			
05-15	Check 32119		-1,280.00	1,840,380.96
05-15	Check 32127		-16,643.00	1,823,737.96
05-15	Check 32134		-169.95	1,823,568.01
05-18	Return Item	169.95 ✓		1,823,737.96
	CHECK 32134			
05-18	Check 32132		-30,671.55	1,793,066.41
05-18	Check 12064		-244.80	1,792,821.61
05-19	Check 12085		-73.93	1,792,747.68
05-19	Check 12092		-184.73	1,792,562.95
05-19	Check 32131		-535.56	1,792,027.39
05-20	Check 12097		-23.00	1,792,004.39
05-21	Check 32124		-343.30	1,791,661.09
05-21	Check 12084		-644.84	1,791,016.25
05-22	Check 32140		-3,687.33	1,787,328.92
05-22	Check 32147		-1,306.46	1,786,022.46
05-26	Deposit	32,855.43 ✓		1,818,877.89
05-27	Check 32141		-119.98	1,818,757.91
05-27	Check 32143		-754.63	1,818,003.28
05-27	Check 32148		-2,734.00	1,815,269.28
05-28	Check 32146		-89.27	1,815,180.01
05-29	ACH Credit	5,674.78 ✓		1,820,854.79
	LOCAL LCSA PMT 200529 54-1030			
05-31	Interest Payment	153.22 ✓		1,821,008.01
	Denr.			
05-31	Ending totals	150,399.22	-96,280.33	\$1,821,008.01 ✓

CHECKS

Number	Date	Amount	Number	Date	Amount
12004 ✓	05-11	37.49	12091 ✓	05-01	323.99
12032 ✓	05-07	128.47	12092 ✓	05-19	184.73
12051 ✓	05-13	150.63	12093 ✓	05-06	550.20
12058 ✓	05-12	27.49	12095 ✓	05-13	490.74
12064 ✓	05-18	244.80	12097 ✗	05-20	23.00
12076 ✓	05-08	900.28	12098 ✓	05-12	373.58
12082 ✓	05-11	1,076.18	12099 ✓	05-12	36.16
12083 ✓	05-04	643.99	12100 ✓	05-04	525.85
12084 ✓	05-21	644.84	12101 ✓	05-08	25.99
12085 ✓	05-19	73.93	12102 ✓	05-05	104.66
12086 ✓	05-04	954.30	12105 ✓	05-04	2,528.42
12087 ✓	05-05	339.87	12106 ✓	05-05	176.21
12089 ✓	05-04	551.32	12107 ✓	05-12	210.11
12090 ✓	05-01	825.03	12108 ✓	05-11	1,737.10

01. Deposit 12.000

Building

Permit #	Contractor	Job Address	Fee Total	Const. Value
PB20-0019	HAMPSON, PAULA J. & ROBER	17964 RIVER'S EDGE DR	\$150.00	\$0
Work Description: DEMOLISH 1/3 OF GARAGE, ENCLOSING END WALL, 2 INSPECTIONS				
PB20-0020	BIG RAPIDS ASSISTED LIVING	18900 16 MILE RD	\$100.00	\$0
Work Description: SIGN, 1 INSPECTION				
PB20-0022	GATES MIKE & LORI	14625 TOMAHAWK LN	\$460.00	\$0
Work Description: ADDITION TO EXISTING HOUSE				
PB20-0023	DAVILA MARIO F & KIMBERLY	18885 14 MILE RD	\$276.00	\$0
Work Description: 30X40 POLE BARN, 2 INSPECTIONS				
Total Permits For Type:				4
Total Fees For Type:				\$986.00
Total Const. Value For Type:				\$0

Electrical

Permit #	Contractor	Job Address	Fee Total	Const. Value
PE20-0022	WDS VENTURES LLC	21445 PERRY AVE	\$143.00	\$0
Work Description: CHARGING STATIONS, 2 INSPECTIONS				
PE20-0023	JOHNSON MICHELLE	12185 NORTHLAND DR	\$170.00	\$0
Work Description: POLE BUILDING,(5) CIRCUIT BREAKERS, LIGHTING FIXTURES, (2) 220 OUTLETS, SIGN CIRCUIT, 2 INSPECTIONS				
PE20-0024	GATES MIKE & LORI	14625 TOMAHAWK LN	\$221.00	\$0
Work Description: RESIDENTIAL ADDITION: SERVICE, 10 CIRCUITS, LIGHTING FIXTURES, 3 INSPECTIONS				
PE20-0026	GATES MIKE & LORI	14625 TOMAHAWK LN	\$146.00	\$0
Work Description: GARAGE, SERVICE, 3 CIRCUITS, 6 LIGHTING FIXTURES, 2 INSPECTIONS				
PE20-0028	CAMPBELL REBECCA L	18875 16 MILE ROAD	\$85.00	\$0
Work Description: SERVICE, 1 INSPECTION				
PE20-0030	HAMPSON, PAULA J. & ROBER	17964 RIVER'S EDGE DR	\$81.00	\$0
Work Description: ALTERATION TO EXISTING GARAGE UNIT, REDUCE TO TWO BAYS, LIGHTING FIXTURES, 1 INSPECTION				
PE20-0031	ZADVINSKIS PETER X & LIND	17777 TRESTLE BEND DR	\$414.00	\$0
Work Description: 200 AMP SERVICE, 40 CIRCUITS, LIGHTING FIXTURES, DISHWASHER, FURNACE, 3 220 OUTLETS, MOTOR, 3 INSPECTIONS				
Total Permits For Type:				7
Total Fees For Type:				\$1,260.00
Total Const. Value For Type:				\$0

Mechanical

Permit #	Contractor	Job Address	Fee Total	Const. Value
PM20-0051	KAILING TERRY E & AMY J	22330 14 MILE RD	\$110.00	\$0
Work Description: GAS BURNING FIREPLACE, GAS PIPING, 1 INSPECTION				
PM20-0052	CONGER CHRISTOPHER & CA	15870 230TH AVE	\$105.00	\$0
Work Description:				
PM20-0053	KAILING TERRY E & AMY J	22330 14 MILE RD	\$205.00	\$0
Work Description: RESIDENTIAL HEATING, WATER HEATER, AIR CONDITIONING, EXHAUST, 2 INSPECTIONS				
PM20-0054	WIRTH, RONALD OTTO ET AL	22618 WOODWARD AVE	\$80.00	\$0
Work Description: GAS PIPING TO GENERATOR, 1 INSPECTION				
PM20-0055	STANEK, WILLIAM F. ET U X	18840 WINDING BRK	\$105.00	\$0
Work Description: AIR CONDITIONING, 1 INSPECTION				
PM20-0056	EASTLEY, ROBERT C. & JANIC	19547 GOLFVIEW DR	\$105.00	\$0
Work Description: AIR CONDITIONING, 1 INSPECTION				
PM20-0057	CONRAD, JEROME A. ET UX	14785 TOMAHAWK LN	\$100.00	\$0
Work Description: NATURAL GAS PIPING, 1 INSPECTION				
PM20-0058	BARCEL RICH & KAREN	18855 13 MILE RD	\$145.00	\$0
Work Description: GAS BURNING FIREPLACE, 2 INSPECTIONS				
PM20-0060	RENNE ED & BARB	14653 WIGWAM LN	\$110.00	\$0
Work Description: GAS BURINING FIREPLACE, GAS PIPING, 1 INSPECTION				
PM20-0061	HIMES TINA	19071 ARROWHEAD LN	\$105.00	\$0
Work Description: GAS FURNACE, 1 INSPECTION				
PM20-0062	ARMSTRONG ZACHARY A & ST	19378 GOLFVIEW DR	\$105.00	\$0
Work Description: GAS BURNING FURNACE, 1 INSPECTION				

Total Permits For Type:	11
Total Fees For Type:	\$1,275.00
Total Const. Value For Type:	\$0

Plumbing

Permit #	Contractor	Job Address	Fee Total	Const. Value
PP20-0008	ZADVINSKIS PETER X & LIND	17777 TRESTLE BEND DR	\$231.00	\$0
Work Description: (1) FIXTURES, (2) STACKS, EJECTOR, CONNECTION, 3/4" DISTRIBUTION, (3) INSPECTIONS				

Total Permits For Type:	1
Total Fees For Type:	\$231.00
Total Const. Value For Type:	\$0

TAP IN FEE

Permit #	Contractor	Job Address	Fee Total	Const. Value
PT19-0004	GLATZ, SUSAN	20570 Rolling Hills LN	\$0.00	\$0
Work Description: TAP IN FEE FOR 20570 ROLLING HILLS LANE \$2,500 RECEIVED 06-10-20 RECEIPT #20219 FOR BOTH UNITS				
PT20-0001	SILVERHAWK HOUSING LLC	20570 Rolling Hills LN	\$0.00	\$0
Work Description: TAP IN FEE FOR 20580 ROLLING HILLS LANE \$2,500 RECEIVED 06-10-20 RECEIPT #20219 FOR BOTH UNITS				

Total Permits For Type: 2
Total Fees For Type: \$0.00
Total Const. Value For Type: \$0

Zoning Clearance

Permit #	Contractor	Job Address	Fee Total	Const. Value
PZ20-0004	GATES MIKE & LORI	14625 TOMLAHAWK LN	\$25.00	\$0
Work Description: ZONING CLEARANCE FOR 10X20 OUT BUILDING, 24x35 (est) GARAGE, 8 FT ADDITION TO GARAGE				

Total Permits For Type: 1
Total Fees For Type: \$25.00
Total Const. Value For Type: \$0

Report Summary

Grand Total Fees: \$3,777.00
Grand Total Permits: 26
Grand Total Const. Value: \$0

Population: All Records
 Permit.DateIssued Between
 6/1/2020 12:00:00 AM AND
 6/30/2020 11:59:59 PM AND
 Permit.Status = ISSUED

Big Rapids Charter Township

Cemetery and Grounds Monthly Report
June 2020

activity:

- 1- Received a manpower temp. person on 6-15-20.
- 2- Trimmed trees in park & cemetery.
- 3- Had 1 mower broke down.
- 4- Worked on all outdoor equipment blades once a week.
- 5- Mowed cemetery, park and industrial park and townhall.
- 6- Burials = 8 cremains. 2 full.
- 7- Foundation orders = 7

Month summary:

- With help we got the cemetery back into shape. Worked on cutting low hanging branches in cemetery and in the park entrance. Completed 7 foundation orders. 2 full burials and 8 cremains. Had newest mower break down on 6-9-20. Got it back on 6-25-20. It broke a traction arm on right side and it ended up putting a hole in transmission case. I sharpen or replace blades once a week per on all mowers. Had a new tree / stump service come out and they are going to start on stumps next week 6-29-20 and on July 6th. There are several stumps already marked, they are taking out 51 stumps and 12 trees by the (new wild flower garden). I would like to look into a cement mixer for use on foundation, this would save a lot of time. Right now, we are mixing in a wheel barrel with a shovel.

Marc Veldman
Grounds Manager

FIRE DEPARTMENT REPORT
JULY 7, 2020

Item "G"

General:

The department continues to run well. We saw an uptick in calls for service in June. Likely this is due to the Stay Home order being lifted by the Governor and people getting out and about more. June was about average for call volume in past years. We are currently working on getting the F800 painted so we can finish the project. It is taped off and ready to go to paint but we are waiting for the painter to have time to fit it in.

Call Volume:

Total calls for the month of June 2020: 36

19 Medical, 2 Structure Fire, 4 Grass Fire/Controlled Burn, 1 Auto Accident, 2 Power Line Down, 1 Vehicle Fire, 0 Smoke/Odor, 1 Dumpster Fire, 5 Cover/Service/Standby, 0 Collapse, 1 Gas Leak, 0 Inspection, 0 Airport Emergency, 0 Fire Alarm, 0 Water Rescues, 0 Fire Investigation, 0 Haz-Mat, 0 Elevator/Technical Rescue and 0 Drone Activations.

Year to Date Call volume 2020: 158

Year to Date Response Times:

Turnout Time (dispatch to truck en-route): 5 minutes and 12 seconds.

Response Time (dispatch to on scene): 9 minutes and 20 seconds.

Year to Date Call Locations:

BR TWP	131
Austin	
Big Prairie	
City of Big Rapids	5
Ewart	2
Grant	
Green	1
Mecosta TWP	3
Morley	2
Newaygo County	1
Norwich TWP	1
Reed City	1

Personnel:

No issues or additions at this time. We have a roster of 23 currently.

Training:

Training this month consisted of Water Shuttle, Pumps, Reading Smoke, and Drone Observer/Pilot training. We also conducted 1 training burn/brush pile this month.

Repairs Completed:

11-2 is back in service. The pump issue was not as extensive as West Shore originally thought and they were able to repair it. We have tested the pump during training and it is working better than it was before we had any issues with it. The repair invoice came in substantially under the original quote as well and has been submitted for payment with the June bills.

Station Maintenance:

Nothing to report.

Budget/Purchasing over \$2,500.00:

None at this time.



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

June 29, 2020

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

RE: Monthly Lift Station Report

Dear Bill,

June was another quiet month for the lift stations. We had an issue with the Mission at North St lift station that did not affect the station. I believe it was just a glitch; Mark went to make sure everything was fine.

I did some troubleshooting at Gilbert with Tim Oudbier on the phone last week and diagnosed a faulty pulse board in the meter converter. Tim is ordering a new board and will let me know when that comes in. Otherwise, it was a rather uneventful month.

At this time, the stations are all functioning properly.

Sincerely,

Todd Shank
Northwest Kent Mechanical Co.

Big Rapids Industrial Park Water Treatment Plant Monthly Report

June 2020

All operations are normal at the plant . Maintaining a chlorine residual of about .31 parts per Million (MG/L) . Quarterly bacteriological sample will be grabbed and submitted in July to District 10 Health Dept. 6 lead copper samples were drawn and I delivered them to EGLE (DEQ) State Lab in Lansing in June, as well as 1 Partial Chemistry Sample. All samples came back good. Sensaphone occasionally goes offline and calls out , usually goes back on line after a while, no problems though. Worked on some leaky sample taps in plant, also worked on chlorine feeder pump fittings. Pulled some weeds around ground storage tank. All variable frequency motor drives, electronics, valves and pumps working good. Well pump number 2 providing ample water for the system as usual.

Cemetery Committee

Minutes

June 9, 2020

4:00 pm

Chair Garry Gawn called the meeting to order at the cemetery
Penny Currie, Rosemary Jennings, Gary Gawne, Alma Wortley, and Marc Veldman present
Mary Hively absent
Also present was Bill Stanek, supervisor

1. Alma Wortley was introduced as a new member, as well as are new sexton, Marc Veldman
2. Penny moved, Rosemary supported, that the February 18, 2020 minutes be accepted, passed
3. Bill passed out the reports that Marc had given to the board for the last three months.
4. Bill reported that we have not hired a third person for the summer or had any help from community service yet.
5. Marc reported that he is working on getting someone to grind some stumps. He also reported that we lost a large limb that took him and Scott a whole day to clean up. No grave stones damaged.
6. March reported that one mower is in for repairs. Otherwise equipment is working well. Penny asked about an inventory of equipment and Gary and Rosemary volunteered to do one.
7. Gary is going to do a grave stone training class on August 13, at 9:00 am. This will be so volunteers can see how to clean up a marker.
8. Gary and Marc will look into more information on wildflowers for a scatter ground. Will have information for next meeting
9. We still have three bodies in storage from this winter.
10. Next meeting will be August 11 at 4:00 here.
11. Adjourned at 5:15
12. After adjourning we toured the area where Gary had cleaned some stones, as well as where he would do the class.

Bill Stanek, acting secretary

Fire Committee Meeting

6-18-2020

7:00 PM

Perry Douglass, Jim Tubbs, Jerry Everett, and Bill Stanek present
Aaron Holsworth absent

George Meier from West Shore Fire came to the meeting and talked to us about Engine # 2 that they repaired the pump on. He is the salesman that sold us that truck 30 years ago. He said they were able to weld the pump and it works fine. He was amazed that the truck is in such good shape. He had his people go through and fix anything else they could at their expense. He still didn't have a price for welding the pump. He said for a back up truck we should get 10 to 15 more years out of that truck. He couldn't believe how well we take of our units.

Bill talked to Jim about the 3 bills for work shirts. Jim had asked for permission to go over his \$500.00 limit and was turned down. He said the shirts were already ordered. These were from Kyle Luce, supervisor of Barton Township and averaged \$50.00 each. The bills will be brought to the board at the next meeting.

Equipment is all working well and staffing is fine.

There was a lot of discussion on billing for some of our calls. Arron had recommended this before. Jim and Perry will get information from other departments and bring it to the next committee meeting.

Bill thanked the department for burning the brush at the cemetery.

Still waiting on help to paint the big truck.

Perry is looking into writing a small grant for so gear.

Bill Stanek, acting secretary

**MINUTES
BIG RAPIDS CHARTER TOWNSHIP
PLANNING COMMISSION**

Tuesday, June 9, 2020 --- 7:00 p.m.

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

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

Chairman Amanda Wethington called the regular meeting of the Big Rapids Charter Township Planning Commission to order at the township hall on Tuesday, June 9, 2020 at 7:00 p.m.

II. ROLL CALL:

Present: Carman Bean, Mike Bigford, Zach Cook, Mary Davis, Gordon Oliver, Mark Sweppenheiser and Amanda Wethington. 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 May 19, 2020 meeting. Mr. Sweppenheiser made a motion to approve the May 19, 2020 minutes as submitted. Mr. Bean supported the motion. There was no further discussion. The motion passed unanimously with seven ayes.

V. OTHER BUSINESS:

Mr. Kleinheksel updated the Commission on the 2020 Master Plan Project stating that Mr. Bee is not able to attend because he will be busy for the next two years working with the Federal Government on the CARES Act. The next step in the Master Plan Project will involve collecting community data and developing maps. This will be done with GIS/Mapping. It will also involve gathering/updating data that was in the 2015 plan. Census information will probably not be available until the middle of next year since they haven't been knocking on doors as of yet. Mr. Bigford asked if Mr. Bee has fulfilled the contract to completion. Mr. Stanek stated that Mr. Bee has not fulfilled the contract nor has he been paid. Mr. Sweppenheiser inquired as to the due date of the Project. Mr. Kleinheksel stated that it needs to be finalized by the end of this year.

Mr. Stanek presented information on the proposed communication tower to be erected on Township property. The project has been approved by the Township Board and a Special Use Permit public hearing will be scheduled as soon as the application is made from the tower owner. This is expected to be a go by August, 2020.

VI. PUBLIC HEARING-CAPITAL IMPROVEMENT PLAN

Chairman Amanda Wethington called the public hearing for the Capital Improvement Plan to order at 7:15 P.M. Upon hearing no public comment, Mrs. Wethington declared the public hearing closed at 7:16 P.M. Mr. Kleinheksel referred to the Capital Improvement request spreadsheet that was updated with the rankings as decided in the May 19, 2020 Planning Commission meeting. Mr. Kleinheksel noted that at that meeting we assigned ranking to each item using one as low priority and five as high. In reality the scale in the database was one as high priority and five as low. When updating the database, ones were entered as fives, twos as fours, etc. Discussion followed. Mr. Bean made a motion to recommend the Capital Improvement Plan to the Big Rapids Charter Township Board of Trustees as submitted. Mr. Oliver supported the motion. There was no further discussion. The motion passed unanimously with seven ayes.

VII. PUBLIC HEARING-SUP20-001 BUSCHMANN

Chairman Amanda Wethington called the public hearing for Special Use Permit SUP20-001 to order at 7:30 P.M. a request by Mr. Aaron Buschmann to operate an internet retail operation from 22671 14 Mile Road located in the Agricultural (AG) district. Parcel # 54 05 029 003 400. Mr. Buschmann was present for discussion via Zoom, an internet video and audio conferencing application. Mrs. Wethington allowed Mr. Buschmann to introduce his business as rootnaturally.com, an internet based organic fertilizer retailer selling primarily via Amazon. The product is delivered by truck, typically a small box truck and occasionally a 48 foot semi trailer. Mr. Buschmann stated that there is adequate driveway for accommodating this type of equipment. Mrs. Wethington asked for public input from anyone opposing the permit and upon receiving none, she asked if there were any public support for the permit. There was no public support. Mrs. Wethington acknowledged two Township residents who indicated that they were present only to observe. Mrs. Wethington closed the public hearing at 7:39 P.M. The Planning Commission then verbalized the following discussions: Mr. Bigford asked if the business was a wholesale distributor with no re-packaging done on site. Mr. Buschmann stated that there would be no re-packaging of products. Mr. Bigford asked how much product would be stored at any given time. Mr. Buschmann stated that typically approximately ten pallets of product would be in storage. Mr. Bean asked if any products would be stored outside. Mr. Buschmann stated that the products cannot be exposed to the elements and that they would always be stored indoors. Mrs. Davis asked if there was an objectionable odor to the products. Mr. Buschmann stated that the products are packaged in sealed bags and odor was minimal. Mr. Bigford inquired about the possibility in the future that if the business outgrows the existing facility, would construction of a new pole barn be allowable with just a building permit. Mr. Stanek stated that a new application for a Special Use Permit would be necessary at that time. Mr. Bigford inquired as to the flammability of the products. Mr. Buschmann stated that the products are not flammable. Mrs. Davis asked if there would be a retail outlet at this address. Mr. Buschmann stated there would not be any retail business at this address, only online. Mr. Stanek asked Mr. Buschmann if the business was owned by him alone. Mr. Buschmann stated that the business was owned by himself and his brother. Mrs. Wethington read the following verbiage from the Township Ordinance asking Planning Commission members for comment.

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

lands or buildings.

2. The special use shall not diminish the value of the land, buildings or structures in the neighborhood.
3. The special use shall not increase traffic hazards or cause congestion on the public highways or streets of the area. Adequate access to the parcel shall be furnished.
4. The water supply and sewage disposal system shall be adequate for the proposed special use by conforming to State and County Health Department requirements, and the special use shall not over-burden any existing services or facilities.
5. Uses by special permit shall not be significantly more objectionable to nearby properties by reason of traffic, noise, vibrations, dust, fumes, odor, smoke, glare, lights, or disposal of waste than the operation of any principal permitted use, nor shall the special use increase hazards from fire or other dangers to either the property or adjacent property.
6. The Planning Commission may require that the premises be permanently screened from adjoining or contiguous properties by a wall, fence, plant screen and/or other approved enclosure when deemed necessary to buffer the surrounding uses from objectionable noise, light, etc., created by the special use.
7. The special use shall be consistent with the intent and purpose of this Ordinance and with the intent of the Land Use Plan for Big Rapids Township. The special use shall be compatible with the natural environment and shall not be inimical to the public health, safety and general welfare.

After discussion by the Planning Commission members, there were no issues or conflicts with any of the seven conditions that had not been previously addressed. Mrs. Wethington welcomed two residents of Big Rapids Township and asked if they had any comments or objections. Ms. Barbara Schwaderer replied that their only concern was the additional road traffic that the business would produce. They had no objections. Mr. Bean made a motion to approve SUP20-001 as submitted with the stipulation that no product would be stored outside. Mrs. Davis supported the motion. There was no further discussion. The motion passed unanimously with seven ayes via roll call vote.

VII. PUBLIC COMMENT:

There was no public comment.

VIII. ADJOURNMENT:

Hearing no further business for the Planning Commission, Mrs. Wethington adjourned the meeting at 7:53 p.m.

Motion to approve the Planning Commission minutes of June 9, 2020 by: Mr. _____.
Seconded by: Mr. _____. Roll call vote carried with _____ ayes.

Timothy Kleinheksel, Recording Secretary
BIG RAPIDS CHARTER TOWNSHIP
PLANNING COMMISSION

Date Approved

Supervisor's Report June 2020

It is nice to have help in the office. We have had a little more traffic in this month. It is great to see all of your names on the primary ballot; thank you.

I have made many trips out to Indian Village this month. We still have some problems between neighbors, but I think by me going out and talking with a couple of them that it is getting better. This was after a call to 911 and having the fire department respond to a huge brush fire that turned out to be a small contained pile of leaves. I let them know that the neighbors are doing everything by the books and have pulled all the permits. I also let them know that I was monitoring it myself.

I did have a call from an out of town party that said we do not have enough signage on our speed bumps at the park. As he was going out, he broke the springs on his car by hitting one. In talking with a neighbor out there that heard him hit the bump, it sounds like he was just going too fast.

I finished all ten of the classes that MTA offered free. They were very informative. I hope the rest of you were able to take advantage of their offer. After seven years I feel I still have a lot to learn. I also took advantage of one of MTA's webinars this month.

The work on the Sheridan Street lift station should be started around the 6th of July. All the major equipment has been delivered to the contractor. They are only scheduling a few weeks for this project.

The cemetery is looking great, and I think Marc has a good handle on everything out there. We are starting to see a little activity from community service but not much yet.

The bad news that I received this month after all the work with the tower company is that they are putting the project on hold for now. I have asked for payment for our attorney expenses, and I think we will be getting most of our cost covered.

I have been looking at the advantage of paying off the bonds on the Industrial Park. We can save around \$19,000 in interest if we pay them off right away. We have the money sitting in the sidewalk fund that we can transfer back to the general fund or use it to pay this off. We only have three parcels out there that pay the special assessment, and I think if we could eliminate the assessment it may be encouraging for these people to build or sell. It will make it easier to market the property we have also.

We finally received the prints on the cemetery building that the engineering firm that the city uses and volunteered to help with the specs. They think it might be a lot more than what we estimated a few years ago. We put it out for bids so we can at least see where we are.

I have still been attending some meetings this month by Zoom and others in person. I was gone most of a day this week when my mother passed away. I will be taking off the 16th and 17th for the funeral.

Thanks, Bill

Clerk

From: Brook Baumann <brook.baumann@macd.org>
Sent: Monday, June 15, 2020 1:40 PM
To: treasurer@bigrapidstowship.net; Clerk
Subject: HHW follow up

Good Afternoon,

I hope this email finds you well. I am following up on the household hazardous waste support letter that was mailed to you at the end of January. I know offices got a little scattered when the COVID-19 pandemic hit.

We are beginning to plan the 2020 HHW (household hazardous waste) collection. The letter was a request for financial support. I was wondering if your township would like to be a contributor this year as you have been a reliable source of funding for this project in the past.

If your township has questions, please feel free to contact me. I am willing to come inform your township a little bit more about this program if they would like more information. I appreciate your consideration. Have a great day!

Brook Baumann
Mecosta Conservation District
brook.baumann@macd.org
(989) 309-92293

**BIG RAPIDS CHARTER TOWNSHIP BOARD
REGULAR MEETING TUESDAY, MARCH 3, 2020
APPROVED**

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

PUBLIC COMMENT: Brian Miller and James Taylor introduce themselves as running for Sheriff in the upcoming vacancy. Wendy Nystrom spoke on behalf of a drain commissioner.

ADDITIONS TO AGENDA: None.

CORRESPONDENCE: Ryan Pranger resignation noted and filed.

APPROVAL OF: February 4, meeting minutes: A motion to approve the February 4, 2020 meeting minutes was made by Everett. Seconded by Bean. Motion passed unanimously.

FINANCIAL

1. **January Treasurer Report:** approved as printed.
2. **Financial Report:** approved as printed.

APPROVAL OF BILLS:

1. **Accounts Payable:** A motion to approve accounts payable in the amount of \$60,357.29 checks #31990-#32028 plus 4 EFTs was made by Currie. Seconded by Geib. Motion passed unanimously on a roll call vote.
2. **Payroll:** A motion to approve payroll in the amount of \$16,802.54 checks #11993-12032 was made by Bean. Seconded by Currie. Motion passed unanimously on a roll call vote.

MONTHLY REPORTS:

1. **Building Department:**
2. **Fire Department:**
3. **Sewer Department:**
4. **Water Department:**
5. **Cemetery committee:**
6. **Fire Committee:**
7. **Planning Commission annual report:**
8. **Supervisor:**
9. **Other**
Approved as printed.

UNFINISHED BUSINESS:

1. **Mecosta Conservation District: Brook Baumann Agreement to discuss budget increases at a later date to contribute to the MCD for Big Rapids Township Residents costs/usages associated with the program.**
2. **Fire Truck Sale:** A motion was made by Geib to sell the fire truck through Phil Currie's Auction Site with a 10% commission for the best price bid. Seconded by Merendino. Motion passed unanimously on a roll call vote.

NEW BUSINESS:

1. **Cell Tower Presentation: Anthony Amine:** A motion was made by Bean for approval to move forward with the cell tower right of entry and testing agreement for parcel number 05023013250. Seconded by Merendino. Discussion of negotiating attorney fees to be included. Motion passed unanimously on a roll call vote.
 - a. **Right of Entry and Testing Agreement:**
 - b. **Easement Option Purchase Agreement:**
2. **Resolution 2020-1 Poverty Exemption:** A motion to adopt Resolution 2020-1 for Poverty Exemption Income Guidelines was made by Merendino. Seconded by Currie. Motion passed unanimously on a roll call vote.

RESOLUTION NUMBER 2020-1

Township Board 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.

Mika Meyers PLC

Daniel J. Parmeter, Jr.
Direct Dial/Fax (810) 632-8020
E-mail dparmeter@mikameyers.com

900 Monroe Ave NW Grand Rapids, MI 49503
Tel (616) 632-8000 Fax (616) 632-8002
Web mikameyers.com

Attorneys at Law

June 4, 2020

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

supervisorstanek@bigrapidstowship.net

Re: Liquor License Application

Dear Mr. Stanek:

As we discussed on the telephone yesterday, The Board of Trustees of Ferris State University ("Ferris") intends to apply to the Michigan Liquor Control Commission (the "MLCC") for a Class C Redevelopment Liquor Licenses issued under MCL 436.1521a(1)(a) and a SDM Liquor License for use at its Katke Golf Course (the "Licenses"). While the clubhouse for Katke Golf Course is located in the City of Big Rapids, Ferris also intends to apply for a golf permit to allow it to serve alcohol on the entire golf course. As you are aware, a portion of the golf course extends into the Charter Township of Big Rapids (the "Township"); and therefore, Ferris is seeking the Township's recommendation to the MLCC for the issuance of the Licenses.

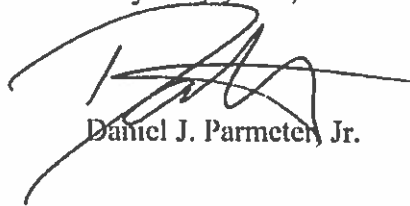
I have enclosed a copy of the New On-Premises Redevelopment or Development District License Questionnaire (LLC-109b) and the Retail License & Permit Application (LCC-100), together with the related materials, which Ferris intends to submit to the MLCC for the Licenses. Since, however, these are new Licenses, Ferris needs to also include the Township's recommendation with the applications. Accordingly, Ferris is requesting the Township to recommend approval to the MLCC for the issuing of the Licenses at its next meeting of the Township Trustees.

I have also enclosed a partially completed Local Government Approval (LCC-106). Following the consideration and vote by the Trustees, please have the Township Clerk complete the form and return a copy of the completed form to me. A PDF copy of the completed form will be sufficient.

Mr. Bill Stanek
Township Supervisor
June 4, 2020
Page 2

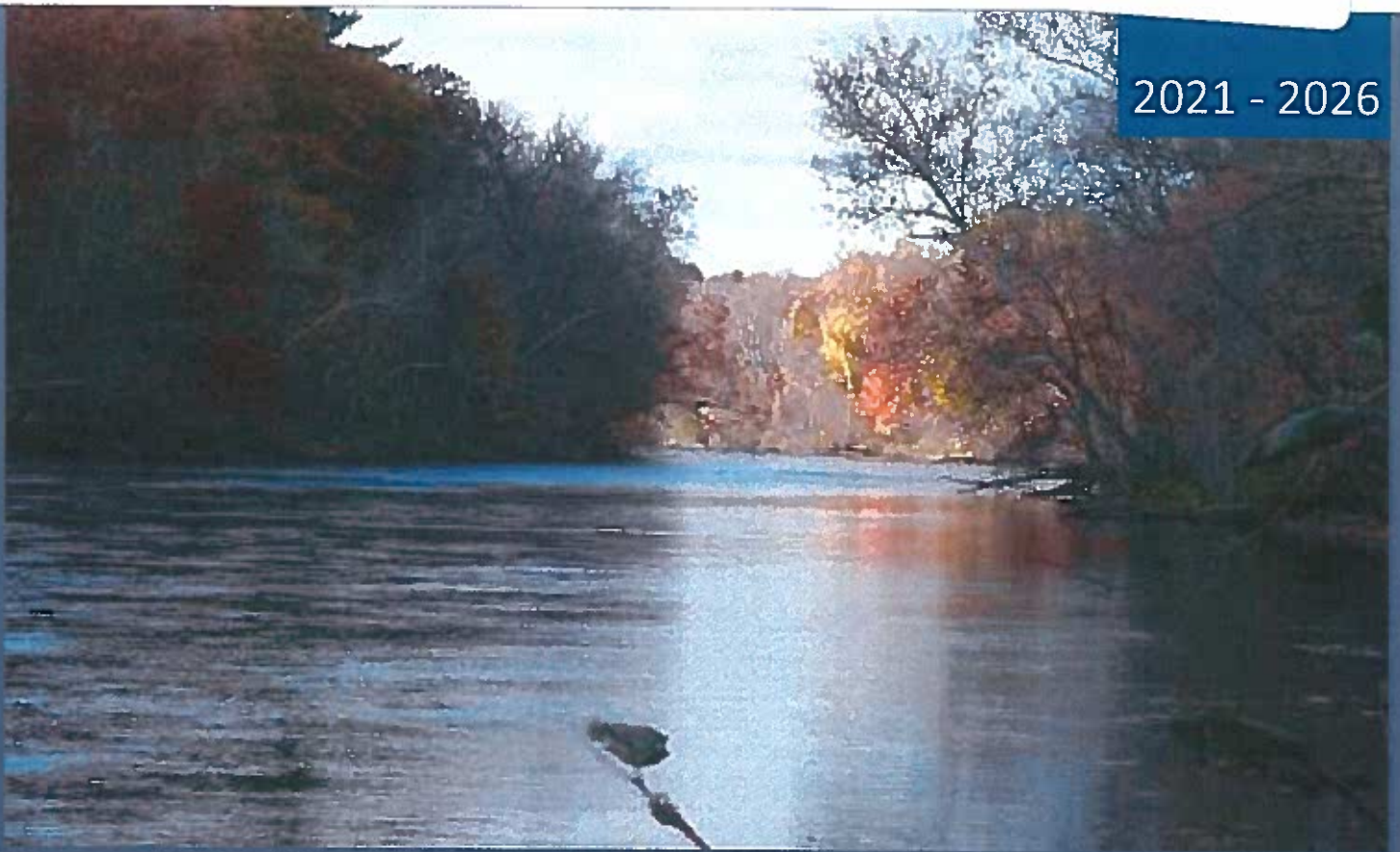
Thank you for your assistance with this matter. Please do not hesitate to contact me with any questions, comments or concerns you have.

Very truly yours,

A handwritten signature in black ink, appearing to read 'D. Parmeter, Jr.', written over a horizontal line.

Daniel J. Parmeter, Jr.

Cc: Ken Plas, Ferris State University
Miles Postema, Ferris State University



Capital Improvement Plan

AMANDA WETHINGTON, PLANNING COMMISSION CHAIRPERSON
TIMOTHY KLEINHEKSEL, ZONING ADMINISTRATOR

BIG RAPIDS CHARTER TOWNSHIP | 14212 Northland Drive, Big Rapids, MI 49307

Acknowledgements

Board of Trustees

William Stanek, Supervisor
Hannah Saez, Clerk
Penny Currie, Treasurer
Carman Bean
Jerry Everett
Tony Geib
Chris Merendino

Planning Commission

Amanda Wethington, Chair
Zachary Cook, Vice Chair
Carman Bean, Board Rep.
Mark Sweppenheiser
Mary Davis
Mike Bigford
Gordon Oliver

Departments

James Tubbs, Fire Chief
Marc Veldman, Cemetery and Grounds Manager
Timothy Kleinheksel, Building and Zoning Department Manager
David Molnar, Road Committee Chair

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Introduction

A Capital Improvement Plan (CIP) is a multi-year planning instrument used to identify needs and financing sources for public infrastructure improvements. The purpose of a CIP is to facilitate the orderly planning of infrastructure improvements; to maintain, preserve, and protect the Big Rapids Charter Township existing infrastructure system; and to provide for the acquisition or scheduled replacement of equipment to ensure the efficient delivery of services to the community. The CIP is also utilized to ensure that capital improvements are fiscally sound and consistent with the goals and policies of the governing body and the residents of the community. A comprehensive CIP is an essential tool for the planning and development of the social, physical, and economic wellbeing of the community. This process is a necessary step in an organized effort to strengthen the quality of public facilities and services; provide a framework for the realization of community goals and objectives; and provide a sound basis on which to build a healthy and vibrant community. The CIP informs Big Rapids Charter Township residents and stakeholders on how the municipality plans to address significant capital needs over the next six years. The CIP can also influence growth because infrastructure can impact development patterns. Some of the many benefits that the CIP provides for the residents and stakeholders include:

- Optimize the uses of revenue
- Focus attention on community goals, needs, and capabilities
- Guide future growth and development
- Encourage efficient government
- Improve intergovernmental and regional cooperation
- Help maintain a sound and stable financial program
- Enhance opportunities for the participation in federal and/or state grant programs

The projects identified in the CIP represent the community's plan to serve residents and anticipate the needs of a dynamic community. Projects are guided by various development plans and policies established by the Township Board of Trustees, Planning Commission and Administration. Plans and policies include:

- Big Rapids Township Master Plan
- Goals and Objectives of the Board of Trustees
- Administrative Policies

Mission Statement

Preparation of the CIP is done under the authority of the Michigan Planning Enabling Act (PA 33 of 2008). The goal of the CIP is to implement the master plan and to assist in the community's financial planning. The CIP is dynamic. Each year all projects included within the CIP are reviewed, a call for new projects is made, and adjustments are made to existing projects arising from changes in the amount of funding required, conditions, or time line. A new year of programming is added each year to replace the year funded in the annual operating budget. The CIP program continues to develop over time by adding features to gradually improve quality and sophistication. Greater attention is devoted to provide more detailed information about individual project requests, program planning, fiscal analysis, fiscal policies, and developing debt strategy.

CIP and Budget Process

The CIP plays a significant role in the implementation of a master plan by providing the link between planning and budgeting for capital projects. The CIP process precedes the budget process and is used to develop the capital project portion of the annual budget. Recommending approval of the CIP by the Planning Commission does not mean that they grant final approval of all projects contained within the plan. Rather, by recommending approval of the CIP, the Planning Commission acknowledges that these projects represent a reasonable interpretation of the upcoming needs for the community and that projects contained in the first year of the plan are suitable for inclusion in the upcoming budget. Priority rankings do not necessarily correspond to funding sequence. For example, a road widening project which is ranked lower than a park project may be funded before the park project because the road project has access to a restricted revenue source, whereas a park project may have to compete for funding from other revenue sources. A project's funding depends upon a number of factors—not only its merit, but also its location, cost, funding source, and logistics. Big Rapids Charter Township strives to maximize resources by maintaining a balance between operating and capital budgets. A continuous relationship exists between the CIP and the annual budget. A direct link can be seen between the two documents, as should be in a strategic planning environment. Budget appropriations lapse at the end of the fiscal year

as the operating budget is funded with recurring annual revenues such as taxes, licenses, fines, user fees, and interest income.

Definition

For the purpose of developing a Capital Improvement Plan (CIP), the Township Board of Trustees has defined capital improvements as - facilities, structures, equipment, and improvements thereto having a useful life of at least five years and an acquisition cost of at least \$5,000.

CIP Process

The Planning Commission: reviews the policy, develops the project rating and weighting criteria, rates and weights project applications, conducts workshops as necessary, reviews funding options, and presents the recommendation by bringing the CIP draft forward at the public hearing, receives public input, clarifies any issues, finalizes the ratings, adopts the plan, and makes recommendations to the Board of Trustees to consider incorporating funding for the first-year projects into the budget plan.

Board of Trustees: uses the CIP as a tool in the adoption of the annual budget process in accordance with the governing body goals and objectives.

Residents: encouraged to participate in plan development by working with various committees, at the Planning Commission workshops, the Planning Commission public hearings, and at the governing body's budget workshops and public hearings. As always, communication is open between residents, governing body representatives, Planning Commission members, and staff.

Project Analysis and Prioritization

Upon receiving requests from various Departments for capital improvement funding, the Planning Commission engages in a process of project prioritization utilizing the following review criteria:

1. Is the project needed to comply with local, state, or federal law.
2. Does the project reduce future costs.
3. Does the project implement provisions of the Master Plan.
4. Does the project deliver a level of service desired by community.
5. Will the project result in Economic Development.

Projects are ranked on a scale from 1-5, with 1 being the highest priority and 5 being the lowest priority.

Capital Improvement Approval

While the Planning Commission plays an important role in developing a CIP, recommendations coming from the Planning Commission to the Board of Trustees are purely advisory in nature. It is the sole responsibility of the Board of Trustees to approve and adopt a CIP for any given year.

Table 1. Summary of Available Funds for each budget year.

	Budget Year						TOTAL
	2021	2022	2023	2024	2025	2026	
CIP Funds Budgeted	\$ 600,000	\$ 550,000	\$ 650,000	\$ 600,000	\$ 1,300,000	\$ 600,000	\$ 4,300,000
Total CIP Request	\$ 620,000	\$ 517,000	\$ 1,100,000	\$ 450,000	\$ 1,315,000	\$ 460,000	\$ 4,462,000
(Over)/Under	(\$20,000)	\$33,000	(\$450,000)	\$150,000	(\$15,000)	\$140,000	(\$162,000)

Table 2. Summary of CIP requests for each budget year.

Budget Years CIP Forecast							
CIP Projects	Budget Year					2026	TOTAL
	2021	2022	2023	2024	2025		
Special Fund Items							
Fire Department			\$ 650,000				\$ 650,000
Roads	\$ 230,000	\$ 230,000	\$ 230,000	\$ 230,000	\$ 230,000	\$ 235,000	\$ 1,385,000
Sewer	\$ 110,000	\$ 75,000	\$ 40,000	\$ 30,000	\$ 905,000	\$ 25,000	\$ 1,185,000
Water							
General Fund Items							
Cemetery	\$45,000	\$25,000		\$ 10,000		\$ 35,000	\$ 115,000
Clerk							\$ -
Elections							\$ -
Industrial Development							\$ -
Miscellaneous							\$ -
Parks		\$ 7,000					\$ 7,000
Streets	\$ 180,000	\$ 180,000	\$ 180,000	\$ 180,000	\$ 180,000	\$ 165,000	\$ 1,065,000
Street Lights							\$ -
Sidewalks	\$ 55,000						\$ 55,000
Township Board							\$ -
Township Hall and Grounds							\$ -
Treasurer							\$ -
TOTAL GENERAL FUND	\$ 280,000	\$ 212,000	\$ 180,000	\$ 190,000	\$ 180,000	\$ 200,000	\$ 1,242,000
TOTAL	\$ 620,000	\$ 517,000	\$ 1,100,000	\$ 450,000	\$ 1,315,000	\$ 460,000	\$ 4,462,000

GENERAL FUND

The General Fund is the fund that is responsible for many of the daily operations of Big Rapids Charter Township. The fund has two major revenue sources: property tax and state shared revenue. Collectively, these two revenue items are responsible for over 75% of General Fund income.

Projects marked with ** indicate multiple years of funding.

Projects marked with *** indicate project funding through multiple funds.

GENERAL FUND FISCAL YEAR 2021

Cost	Department	Rank	Description
\$ 10,000	Cemetery	2	Purchase a new zero-turn mower to replace 2013 Husqvarna.
\$ 35,000	Cemetery	2	Purchase new Pick-up truck to replace 2005 GMC.
\$ 55,000	Sidewalks	3	Build Sidewalk from the High School to Aldi.
\$ 180,000	Streets***	1	Annual Road repair work.
\$ 280,000	TOTAL		

GENERAL FUND FISCAL YEAR 2022

Cost	Department	Rank	Description
\$ 10,000	Cemetery	2	Purchase a new zero-turn mower to replace 2018 Gravelly.
\$ 15,000	Cemetery	3	Repair roads in Highland View Cemetery
\$ 7,000	Parks	4	Construct river overlook/fishing platform
\$ 180,000	Streets***	1	Annual Road repair work.
\$ 212,000	TOTAL		

GENERAL FUND FISCAL YEAR 2023

Cost	Department	Rank	Description
\$ 180,000	Streets***	1	Annual Road repair work.
\$ 180,000 TOTAL			

GENERAL FUND FISCAL YEAR 2024

Cost	Department	Rank	Description
\$ 10,000	Cemetery	2	Purchase a new zero-turn mower.
\$ 180,000	Streets***	1	Annual Road repair work.
\$ 190,000 TOTAL			

GENERAL FUND FISCAL YEAR 2025

Cost	Department	Rank	Description
\$ 180,000	Streets***	1	Annual Road repair work.
\$ 180,000 TOTAL			

GENERAL FUND FISCAL YEAR 2026

Cost	Department	Rank	Description
\$ 35,000	Cemetery	3	Purchase a new Pick-up truck to replace .
\$ 165,000	Streets***	1	Annual Road repair work.
\$ 200,000 TOTAL			

FIRE DEPARTMENT FUND

The Big Rapids Township Fire Department provides Fire and Rescue services to the residents and visitors of Big Rapids Charter Township. The Fire Department responds to approximately 400 requests for service each year. The majority of the requests are for medical emergencies followed by vehicle accidents and other rescue related services. Structure fires have diminished significantly in the past decade due to improvements in building codes and other fire prevention related initiatives.

FIRE DEPARTMENT FUND FISCAL YEAR 2023

Cost	Department	Rank	Description
\$ 650,000	Fire Department	2	Purchase replacement for 1991 Ford Fire Engine
\$ 650,000 TOTAL			

ROADS AND STREETS FUND

The Mecosta County Road Commission currently maintains all the public roadways in Big Rapids Charter Township. Township residents consistently rank roads and streets as their biggest concern. In 2015, the voters of Big Rapids Charter Township passed a millage request for 1.5 mills to provide for the repair and maintenance of the township roads. This millage generates approximately \$230,000 per year. The Township Board of Trustees also commits approximately \$180,000 annually from the general fund to supplement road repairs.

ROADS AND STREETS FUND FISCAL YEAR 2021

Cost	Department	Rank	Description
\$ 230,000	Roads***	1	Annual Road repair work.
\$ 230,000 TOTAL			

ROADS AND STREETS FUND FISCAL YEAR 2022

Cost	Department	Rank	Description
\$ 230,000	Roads***	1	Annual Road repair work.
\$ 230,000	TOTAL		

ROADS AND STREETS FUND FISCAL YEAR 2023

Cost	Department	Rank	Description
\$ 230,000	Roads***	1	Annual Road repair work.
\$ 230,000	TOTAL		

ROADS AND STREETS FUND FISCAL YEAR 2024

Cost	Department	Rank	Description
\$230,000	Roads***	1	Annual Road repair work.
\$230,000	TOTAL		

ROADS AND STREETS FUND FISCAL YEAR 2025

Cost	Department	Rank	Description
\$230,000	Roads***	1	Annual Road repair work.
\$230,000	TOTAL		

ROADS AND STREETS FUND FISCAL YEAR 2026

Cost	Department	Rank	Description
\$235,000	Roads***	1	Annual Road repair work.
\$235,000	TOTAL		

SEWER FUND

Big Rapids Charter Township provides a Wastewater Collection System to protect public health and preserve the aquatic environment, thereby enhancing the quality of life for area residents. The entire Wastewater system serves an eleven-square mile area, which encompasses three political entities: Big Rapids Charter Township, the City of Big Rapids and Green Charter Township. Each of these municipalities own and operate their own wastewater collection systems, including gravity sewers, pumping stations, and force mains. The City of Big Rapids owns and operates the Publicly-Owned Treatment Works, known as the Waste Water Treatment Plant (WWTP). Treatment agreements between the City of Big Rapids and the Townships allocate a specified portion of the trunk sewer and treatment plant capacity for use by the Townships. A population of approximately 20,000 is served by the wastewater collection and treatment system. The entire collection system consists of approximately 33 miles of gravity and force sewer mains, including 15 lift stations. Big Rapids Charter Township operates 10 of the lift stations. The majority of Big Rapids Township users are institutional and commercial.

SEWER FUND FISCAL YEAR 2021

Cost	Department	Rank	Description
\$20,000	Sewer	2	Repair manholes on Sheridan Street
\$70,000	Sewer	2	Replace manholes on Northland Drive.
\$20,000	Sewer	2	Replace both pumps at the High School Lift Station.
\$110,000	TOTAL		

SEWER FUND FISCAL YEAR 2022

Cost	Department	Rank	Description
\$40,000	Sewer	2	Replace one pump at the Perry Street Lift Station.
\$30,000	Sewer	2	Add safety guards to lift stations
\$5,000	Sewer	3	Update Software.
\$75,000	TOTAL		

SEWER FUND FISCAL YEAR 2023

Cost	Department	Rank	Description
\$40,000	Sewer	3	Replace 2nd pump at the Perry Street Lift Station.
\$40,000 TOTAL			

SEWER FUND FISCAL YEAR 2024

Cost	Department	Rank	Description
\$30,000	Sewer	4	Replace one pump at the 14 Mile Road Lift Station.
\$30,000 TOTAL			

SEWER FUND FISCAL YEAR 2025

Cost	Department	Rank	Description
\$875,000	Sewer	2	Increase capacity on Perry Street
\$30,000	Sewer	4	Replace 2nd pump at the 14 Mile Road Lift Station.
\$905,000 TOTAL			

SEWER FUND FISCAL YEAR 2026

Cost	Department	Rank	Description
\$25,000	Sewer	2	Replace two pumps at the Menards Lift Station.
\$25,000 TOTAL			

WATER FUND

The Water Fund is responsible for the operation and maintenance of the Township’s Water Treatment Plant and the distribution lines from the plant. The Water Fund’s major revenue source is the rates for usage currently collected from 5 customers, which does not cover costs. Since the Water Treatment Plant is underutilized and needs many additional customers to generate sufficient revenue, the Water Fund is in a deficit, and therefore cannot provide for capital outlay related to the water system. There are no Water Fund projects at this time.

APPROVAL PROCESS

Planning Commission Public Hearing for the 2021-2026 Capital Improvement Plan: Held on June 9, 2020 @ 7:00 p.m.

Planning Commission recommendation to the Board of Trustees: approved & accepted @ regular meeting, June 9, 2020.

The Township Board of Trustees action on the Capital Improvement Plan: Approved @ regular meeting, July 7, 2020

Appendix A 2021-2026 Department Request Spreadsheet

Department	Account	Projected Cost	Dept Rank	P.C. Rank	Sup. Rank	Overall Rank	Budge Year	Completion Date	Description / Justification
Fire Department	206-000-975	\$ 650,000	1	3	2	2	2023	12/31/2023	Replacement of 1991 Ford Engine Vehicle age makes it difficult to maintain as few parts are available.
Department Subtotal		\$ 650,000							
Steweraks	101-000-975	\$ 55,000	3	3	3	3	2021	9/1/2021	Build Sidewalk from the High School to Aldi
Department Subtotal		\$ 55,000							
Roads	204-000-805	\$ 230,000	1	1	1	1	2021	9/1/2021	Annual Road repair work
Roads	204-000-805	\$ 230,000	1	1	1	1	2022	9/1/2022	Annual Road repair work
Roads	204-000-805	\$ 230,000	1	1	1	1	2023	9/1/2023	Annual Road repair work
Roads	204-000-805	\$ 230,000	1	1	1	1	2024	9/1/2024	Annual Road repair work
Roads	204-000-805	\$ 230,000	1	1	1	1	2025	9/1/2025	Annual Road repair work
Roads	204-000-805	\$ 235,000	1	1	1	1	2026	9/1/2026	Annual Road repair work
Department Subtotal		\$ 1,385,000							
Sewer	580-000-975	\$ 20,000	2	3	1	2	2021		Repair manholes on Sheridan Street
Sewer	580-000-975	\$ 70,000	2	2	2	2	2021		Replace manholes on Northland Drive
Sewer	580-000-975	\$ 20,000	2	2	2	2	2021		Replace pumps at High School lift station
Sewer	580-000-975	\$ 40,000	2	2	3	2	2022		Replace 1st pump at Perry Street lift station
Sewer	580-000-975	\$ 30,000	2	2	3	2	2022		Add safety guards to lift stations.
Sewer	580-000-975	\$ 5,000	2	4	4	3	2022		Upgrade Software.
Sewer	580-000-975	\$ 40,000	3	3	3	3	2023		Replace 2nd pump at Perry Street lift station
Sewer	580-000-975	\$ 30,000	3	4	4	4	2024		Replace 1st pump at 14 Mile Road lift station.
Sewer	580-000-975	\$ 30,000	3	4	4	4	2025		Replace 2nd pump at 14 Mile Road lift station.
Sewer	580-000-975	\$ 875,000	3	2	2	2	2025		Increase capacity on Perry Street
Sewer	580-000-975	\$ 25,000	2	3	2	2	2026		Replace 2 pumps at Menards lift station
Department Subtotal		\$ 1,185,000							
Cemetery	101-278-975	\$ 35,000	1	3	3	2	2021	12/31/2021	Purchase new truck. Replace 2005 GMC Pick-up truck (will be over 15 years old in 2021) which has reached its end of life.
Cemetery	101-278-975	\$ 10,000	1	2	3	2	2021	5/31/2021	Purchase new zero turn mower to replace 2013 Husqvarna. The mowers are a critical need in the daily maintenance of the cemetery.
Cemetery	101-278-975	\$ 10,000	1	2	3	2	2022	5/31/2022	Purchase new zero turn mower to replace 2018 Grady. The mowers are a critical need in the daily maintenance of the cemetery.
Cemetery	101-278-975	\$ 15,000	3	3	2	3	2022		Repair roads in Highland View Cemetery for normal maintenance of the cemetery.
Cemetery	101-278-975	\$ 10,000	1	3	3	2	2024		Purchase new zero turn mower. The mowers are a critical need in the daily maintenance of the cemetery.
Cemetery	101-278-975	\$ 35,000	2	4	2	3	2026		Purchase new truck. Replace Pick-up truck which has reached its end of life.
Department Subtotal		\$ 115,000							
Parks	101-751-975	\$ 7,000	4	4	5	4	2022	9/1/2022	Construct river overlook/fishing platform.
Department Subtotal		\$ 7,000							
Streets	101-446-975	\$ 180,000	1	1	1	1	2021	9/1/2021	Annual Road repair work.
Streets	101-446-975	\$ 180,000	1	1	1	1	2022	9/1/2022	Annual Road repair work.
Streets	101-446-975	\$ 180,000	1	1	1	1	2023	9/1/2023	Annual Road repair work.
Streets	101-446-975	\$ 180,000	1	1	1	1	2024	9/1/2024	Annual Road repair work.
Streets	101-446-975	\$ 180,000	1	1	1	1	2025	9/1/2025	Annual Road repair work.
Streets	101-446-975	\$ 165,000	1	1	1	1	2026	9/1/2026	Annual Road repair work.
Department Subtotal		\$ 1,065,000							
TOTAL PROJECTED COSTS:		\$4,462,000							
ALL ACCOUNTS		\$4,462,000							

Pay Off Bonds

July 1, 2020 principal due	\$ 249,000.00
interest for July	\$ 515.29
	<u>\$ 249,515.29</u>

Interest if no early payoff \$ 19,243.50

Savings \$ 18,728.21

Available Funds

Bond debt repayment func	\$ 65,186.40
Sidewalk fund	\$ 184,328.89
	<u>\$ 249,515.29</u>

Item "R"

July Budget Adjustment	change	from	to	difference
101-000-574.000	State shared revenue	370,000.00	345,000.00	25,000.00
101-446-805.000	Highways & Streets	180,000.00	165,000.00	15,000.00
101-276-978.000	Cemetery Capital over \$10,000	15,000.00	5,000.00	10,000.00
				<u>25,000.00</u>

This is based on the current estimate from the state which is \$347,789

This will leave enough in the street's fund to do Gilbert this year if we want to.

Note:

This will probably have a bigger impact of our 2021 budget and especially if our census don't go up. According to MTA the way some townships bring in additional funds would be to charge for fire runs and to charge a late fee on taxes. I will continue to look at what other townships are doing.

BIG RAPIDS CHARTER TOWNSHIP

Item "S"

EMPLOYEE EVALUATION FORM

4 MONTH

~~ANNUAL~~ RIVIEW

DATE 6/30/2020

Employee Name: MARC UELOMAN Job Title GROUND

Department CEMETERY/GROUND Supervisor BILL STANEIS

Purpose: The purpose of conducting the performance appraisal is to: Develop better communication between the employee and the supervisor; Increase productivity; and promote employee development.

Performance Rating Categories: Consider the employee's performance in each category and designate the level of performance that most accurately describes his/her performance.

O-Outstanding. Employee consistently exceeds position expectations with virtually no detected preventable/controllable errors, requiring little or no supervision

E-Exceeds Expectation. Results clearly exceed position requirements on a regular basis. Performance is of high quality and is achieved on a consistent basis.

M-Meets Expectation. Competent & dependable performance level. Meets the performance standards and objectives of the job without constant follow-up / direction.

I-Improvement Needed. Employee does not meet performance objectives on a regular basis and has difficulty following through with tasks. Requires constant follow-up and / or supervision

N/A -Not applicable or too soon to rate.

1. Quality - The extent to which an employee's work is completed thoroughly and correctly following established process & procedures. Required paper work is thorough and neat.

Outstanding Exceeds Expectations Meet Expectation Improvement Needed Not Applicable

Specific Examples / Comments:

FAST LEARNER

2. Productivity / Independence / Reliability- The extent to which an employee produces a significant volume of work efficiently in a specified period of time. Ability to work independently with little or no direction / follow-up to complete tasks / job assignment.

Outstanding Exceeds Expectations Meet Expectation Improvement Needed Not Applicable

Specific Examples / Comments:

3. Job Knowledge- The extent to which an employee possesses and demonstrates an understanding of the work instructions, processes. Employee possesses the practical and technical knowledge required of the job

Outstanding Exceeds Expectations Meet Expectation Improvement Needed Not Applicable

Specific Examples / Comments:

GREAT WELL ROUNDED KNOWLEDGE

4. Interpersonal Relationships / Cooperation / Commitment- The extent to which employee is willing to cooperate, work with and communicate with coworkers, supervisors, and outside personal.

Outstanding Exceeds Expectations Meet Expectation Improvement Needed Not Applicable

Specific Examples / Comments: _____

5. Attendance- The extent to which an employee is punctual, observes prescribed work break/meal periods and has an acceptable overall attendance record. Employee's willingness to work overtime as required.

Outstanding Exceeds Expectations Meet Expectation Improvement Needed Not Applicable

Specific Examples / Comments: _____

6. Initiative / Creativity- The extent to which an employee seeks out new assignments, proposes improved work methods, suggest ideas to eliminate waste, finds new and better ways of doing thing.

Outstanding Exceeds Expectations Meet Expectation Improvement Needed Not Applicable

Specific Examples / Comments: _____

7. Adherence to Policy- The extent to which the employees follows company policies, procedures and work conduct rules. Complies with and follows all safety rules and regulations.

Outstanding Exceeds Expectations Meet Expectation Improvement Needed Not Applicable

Specific Examples / Comments: _____

8. Leadership- The extent to which the employee demonstrates proper judgment and decision-making skills when directing others. Directs work flow in assigned areas effectively to meet production / area goals.

Outstanding Exceeds Expectations Meet Expectation Improvement Needed Not Applicable

Specific Examples / Comments: _____

OVERALL PERFORMANCE

Outstanding Exceeds Expectations Meet Expectation Improvement Needed Not Applicable

Comments: THANK YOU

Employee's Comments: _____

Discussed/review with employee on: _____ Employee Signature _____

Manager Signature _____

Township Supervisor Signature _____

Invoice

A Luce Rendition, LLC
Custom Repair, Restoration and Fabrication

Date 5/6/2020
Invoice # 83

A Luce Rendition, LLC
11559 2nd St
Spartanburg, SC 29583
Phone: 803-512-0331
www.alucerendition.com

Customer: Big Rapids Charter Township Fire
T. Williams

Qty	Description	Unit Price	Line Total	Unit Price	Line Total
1	Work shirt Works shirts, Embroidered with names XXL	\$50.00	\$50.00		
2	Work shirt Works shirts, Embroidered with names XXL	\$53.00	\$106.00		
			Subtotal		\$156.00
			Sales Tax		.00
			Total		\$156.00

Make all checks payable to: A Luce Rendition, LLC

Thank you for your business!

\$ 156.00

Cost outlay under \$ 10,000 or

received
5-28-20

Ray A. Frank

Invoice

A Luce Rendition, LLC
Custom Repair, Restoration and Fabrication

Date 5/6/2020
Invoice # 86

A Luce Rendition, LLC
11599 Elm Ave.
Paris, MI 49336
Phone 231-598-0851
lucekyed@gmail.com

Customer: Big Rapids Charter Township Fire
T. Williams

Sub Invoice #	Qty	Price/Item	Due Date
KL		Uniform shirts	
8		Womens shirts Embroidered with names S-XL	
		Use Price	Use Total
		\$47.00	\$376.00

Subtotal	\$376.00
Sales Tax	00
Total	\$376.00

Make all checks payable to: A Luce Rendition, LLC
Thank you for your business!

A 376.00

Capt outlay under \$10,000.00

received
5-28-20

Ray J. Spinks

Invoice

A Luce Rendition, LLC Custom Repair, Restoration and Fabrication

Date 5/6/2020
Invoice # 15

A Luce Rendition, LLC
1599 Elm Ave
Paris, MI 49338
Phone 231-598-0851
lucehyled@gmail.com

Customer: Big Rapids Charter Township Fire
T. Williams

Material	Job	Description	Quantity	Unit Price	Line Total	Due Date
KL	Uniform shirts	Work shirts. Embroidered with names S-XL	10	\$47.00	\$470.00	
					Subtotal	\$470.00
					Sales Tax	00
					Total	\$470.00

Thank you for your business!

All checks payable to: A Luce Rendition, LLC

Cap+outlay under \$10,000 = \$470.00
received
 5-28-20
[Signature]

Check Register Report For Big Rapids Charter Township
 For Payroll ID: 232 Check Date: 07/01/2020 Pay Period End Date: 06/30/2020

Item "U"

Check Date	Bank	Check Number	Name	Check Gross	Physical Check Amount
07/01/2020	GEN	12155	HANER, JAMI L	921.60	802.7
07/01/2020	GEN	12156	STANEK, WILLIAM F	2,650.00	643.9
07/01/2020	GEN	12157	DOUGLASS, PERRY IV A	833.33	642.4
07/01/2020	GEN	12158	AMBLER, ALLEN S	46.36	40.3
07/01/2020	GEN	12159	TUBBS, JAMES	1,041.67	951.5
07/01/2020	GEN	12160	PARKER, THOMAS	366.81	309.4
07/01/2020	GEN	12161	PEREZ, ADAM	150.67	131.2
07/01/2020	GEN	12162	LEE, JOSEPH W	900.84	818.2
07/01/2020	GEN	12163	WILLIAMS, TRAVIS A	625.89	551.4
07/01/2020	GEN	12164	CHAPMAN, JAMES M	101.86	89.7
07/01/2020	GEN	12165	WYMA, NICHOLAS A	785.76	692.2
07/01/2020	GEN	12166	JONES, JERRAD C	330.14	289.5
07/01/2020	GEN	12167	SPRIK, HANNAH M	709.37	585.6
07/01/2020	GEN	12168	FITZGERALD, LINDSAY P	185.44	163.3
07/01/2020	GEN	12169	THATCHER, SHANE W	23.18	20.1
07/01/2020	GEN	12170	BUYS, RANDALL J	368.43	340.2
07/01/2020	GEN	12171	HAWLEY, CRYSTAL A	69.54	63.5
07/01/2020	GEN	12172	MARSHALL, GRAYSON L	461.60	392.1
07/01/2020	GEN	12173	VELTING, BRYAR S	99.55	66.7
07/01/2020	GEN	12174	DAVIS, ETHAN R	231.80	204.2
07/01/2020	GEN	12175	BERENS, DYLAN I	292.75	257.9
07/01/2020	GEN	12176	SCHROEDER, BRODY	23.18	20.4
07/01/2020	GEN	12177	SAEZ, HANNAH C	3,266.67	2,528.4
07/01/2020	GEN	12178	KONDZIOLKA, CHERYL L	453.60	418.9
07/01/2020	GEN	12179	DIETRICH, GEORGE	978.00	865.2
07/01/2020	GEN	12180	ANTOR, GERALD A	876.45	805.8
07/01/2020	GEN	12181	CALIFF, MICHAEL H	488.50	413.1
07/01/2020	GEN	12182	KLEINHEKSEL, TIMOTHY J	2,005.38	1,851.9
07/01/2020	GEN	12183	KANOUSE, BRIAN	403.00	337.6
07/01/2020	GEN	12184	CURRIE, PENNY M	3,266.67	900.2
07/01/2020	GEN	12185	WINGET, SCOTT A	2,168.00	1,823.3
07/01/2020	GEN	12186	VELDMAN, MARC	3,190.63	2,489.9
07/01/2020	GEN	12187	OLIVER, GORDON	50.00	44.0
07/01/2020	GEN	12188	SWEPPEHEISER, MARK A	50.00	46.1
07/01/2020	GEN	12189	DAVIS, MARY B	50.00	46.1
07/01/2020	GEN	12190	COOK, ZACHARY F	50.00	46.1
07/01/2020	GEN	12191	WETHINGTON, AMANDA R	50.00	44.0
07/01/2020	GEN	12192	BIGFORD, MICHAEL R	50.00	46.1
07/01/2020	GEN	12193	GEIB, ANTHONY C	145.83	128.4
07/01/2020	GEN	12194	EVERETT, JERALD D	145.83	128.4
07/01/2020	GEN	12195	MERENDINO, CHRISTOPHER B	145.83	128.4
07/01/2020	GEN	STUB30	BEAN, CARMAN	145.84	0.0

Check Register Report For Big Rapids Charter Township
For Payroll ID: 232 Check Date: 07/01/2020 Pay Period End Date: 06/30/2020

Check Date	Bank	Check Number	Name	Check Gross	Physical Check Amount
Totals:		Number of Checks: 042		29,200.00	21,170.4
Total Physical Checks:		41			
Total Check Stubs:		1			

07/02/2020 08:31 AM
 User: HANNAH
 DB: Big Rapids Twp

CHECK REGISTER FOR BIG RAPIDS TOWNSHIP
 CHECK DATE FROM 06/03/2020 - 07/07/2020

Item "V"

Check Date	Bank	Check	Vendor	Vendor Name	Amount
Bank GEN GENERAL TOWNSHIP CHECKING					
06/04/2020	GEN	32170	AUTO	AUTO ZONE	35.98
06/04/2020	GEN	32171	CON00	CONSUMERS ENERGY	655.50
06/04/2020	GEN	32172	CSI	CSI EMERGENCY APPARATUS, LLC	255.77
06/04/2020	GEN	32173	DINGES	DINGES FIRE COMPANY	257.22
06/04/2020	GEN	32174	GRE02	GREAT LAKES ENERGY	19.80
06/04/2020	GEN	32175	NAP00	BIG RAPIDS AUTO & TRUCK PARTS	63.96
06/04/2020	GEN	32176	STA01	STATE STREET HARDWARE	24.99
06/04/2020	GEN	32177	WALT00	WALTON ERICKSON PUBLIC LIBRARY	2,666.92
06/04/2020	GEN	32178	XEROX	XEROX FINANCIAL SERVICES	362.73
06/08/2020	GEN	9930135(E)	STANEK	BILL STANEK	500.00
06/14/2020	GEN	32189	CIT02	BIG RAPIDS CITY TREASURER	1.97
06/14/2020	GEN	32190	GRANGER	GRANGER	102.10
06/15/2020	GEN	32179	CHA01	CHARTER COMMUNICATIONS	655.54
06/15/2020	GEN	32180	CUR00	CURRIE'S BP	2.75
06/15/2020	GEN	32181	CURTCOWLES	CURT COWLES	306.00
06/15/2020	GEN	32182	DTE00	DTE ENERGY	469.76
06/15/2020	GEN	32183	DTE00	VOID	0.00
06/15/2020	GEN	32184	GRANGER	GRANGER	358.64
06/15/2020	GEN	32185	MEC01	MECOSTA COUNTY ROAD COMMISSION	151.56
06/15/2020	GEN	32186	PIO00	THE PIONEER GROUP	116.10
06/15/2020	GEN	32187	PRIORITY H	PRIORITY HEALTH	1,175.81
06/15/2020	GEN	32188	SIG00	SIEGFRIED CRANDALL, PC	100.00
06/15/2020	GEN	9930136(E)	SBS00	SMALL BUSINESS ADMIN SERVICES LLC	52.50
06/17/2020	GEN	9930137(E)	STA07	STATE OF MICHIGAN	2,520.00
06/28/2020	GEN	32191	CON00	CONSUMERS ENERGY	2,293.02
06/28/2020	GEN	32192	CON00	VOID	0.00
06/28/2020	GEN	32193	MEN00	MENARDS	316.03
06/28/2020	GEN	32194	MOS00	MICHIGAN OFFICE SOLUTIONS	103.44
06/28/2020	GEN	32195	NORTHWEST	NORTHWEST KENT MECHANICAL CO.	2,081.67
06/30/2020	GEN	9930138(E)	CHE00	CHEMICAL BANK CENTRAL	5,688.84
06/30/2020	GEN	9930139(E)	JHI00	JOHN HANCOCK LIFE INSURANCE COMPANY	2,040.69
06/30/2020	GEN	9930140(E)	STA00	STATE OF MICHIGAN	770.88
06/30/2020	GEN	9930141(E)	VOYA	VOYA FINANCIAL	3,745.73
07/01/2020	GEN	32196	ACC00	ACCIDENT FUND COMPANY	2,077.40
07/01/2020	GEN	32197	BIG01	BIG RAPIDS TWP SEWER REC. FUND	32.90
07/01/2020	GEN	32198	BIG06	BIG RAPIDS TIRE	83.84
07/01/2020	GEN	32199	BRT00	BIG RAPIDS TOWNSHIP GEN. FUND	1,875.00
07/01/2020	GEN	32200	BS&00	BS&A SOFTWARE	6,066.66
07/01/2020	GEN	32201	CIT02	BIG RAPIDS CITY TREASURER	17,401.79
07/01/2020	GEN	32202	COO00	COOK'S BLACKSMITH WELDING INC.	570.22
07/01/2020	GEN	32203	DIETRICH	GEORGE DIETRICH	136.32
07/01/2020	GEN	32204	DO ALL DOU	DO ALL DOUG	1,200.00
07/01/2020	GEN	32205	EGLE	MICH DEPT OF ENV, GREAT LAKES, ENER	174.00
07/01/2020	GEN	32206	FERRISPRIN	FERRIS PRINTING SERVICES	24.00
07/01/2020	GEN	32207	FIR00	FIRST NATIONAL BANK	819.94
07/01/2020	GEN	32208	GOR00	GORMAN RUPP COMPANY	75,883.00
07/01/2020	GEN	32209	GRE02	GREAT LAKES ENERGY	19.80
07/01/2020	GEN	32210	HOPE	HOPE NETWORK WEST MICHIGAN	108.00
07/01/2020	GEN	32211	KEVIN C	KEVIN CUSHWAY	520.83
07/01/2020	GEN	32212	KLEIN	TIMOTHY KLEINHEKSEL	47.73
07/01/2020	GEN	32213	MANPOWER	MANPOWER	351.63
07/01/2020	GEN	32214	MEC01	MECOSTA COUNTY ROAD COMMISSION	118.37
07/01/2020	GEN	32215	MER00	MICHIGAN ELECTION RESOURCES	18.34
07/01/2020	GEN	32216	PRO00	PROGRESSIVE AE	4,160.75
07/01/2020	GEN	32217	SAEZ	HANNAH SAEZ	90.00
07/01/2020	GEN	32218	SPE00	SPENCER MANUFACTURING, INC	52.68
07/01/2020	GEN	32219	STA01	STATE STREET HARDWARE	1,414.28
07/01/2020	GEN	32220	STANEK	BILL STANEK	90.00
07/01/2020	GEN	32221	STAP0	STAPLES	115.51
07/01/2020	GEN	32222	UST01	UNITED STATES TREASURY	12.25
07/01/2020	GEN	32223	VELD01	MARC VELDMAN	90.00
07/01/2020	GEN	32224	WES01	WEST SHORE FIRE, INC.	5,194.81
07/01/2020	GEN	32225	WOL01	WOLVERINE POWER SYSTEMS	7,202.49
07/01/2020	GEN	32226	WOL01	VOID	0.00
07/01/2020	GEN	9930142(E)	STANEK	BILL STANEK	125.00

GEN TOTALS:

Total of 65 Checks:	153,973.44
Less 3 Void Checks:	0.00
Total of 62 Disbursements:	153,973.44