

BIG RAPIDS CHARTER TOWNSHIP BOARD
REGULAR MEETING TUESDAY, NOVEMBER 5, 2019
BIG RAPIDS TOWNSHIP OFFICES, 14212 NORTHLAND DR.
BIG RAPIDS, MI 49307

AGENDA

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

PUBLIC COMMENT

ADDITIONS TO AGENDA:

PUBLIC HEARING: BUDGET

CORRESPONDENCE: Mecosta County Drain Commissioner-- IVES DRAIN-- **ITEM A**

SPECIAL APPEARANCE:

APPROVAL OF: October 1st meeting minutes: **ITEM B**
October 9th special meeting minutes: **ITEM C**

FINANCIAL

1. Treasurer Report August: **ITEM D**
2. Financial Report: **ITEM E**

APPROVAL OF BILLS:

1. Accounts Payable: **ITEM F**
2. Payroll: **ITEM G**

MONTHLY REPORTS:

1. Building Department: **ITEM H**
2. Cemetery and Grounds: **ITEM I**
3. Fire Department: **ITEM J**
4. Sewer Department: **ITEM K**
5. Water Department: **ITEM L**
6. Cemetery Committee: **ITEM M**
7. Election Committee: **ITEM N**
8. Fire Committee: **ITEM O**
9. Planning Commission: **ITEM P**
10. Utilities Committee: **ITEM Q**
11. Supervisor: **ITEM R**

UNFINISHED BUSINESS:

1. Hills of Mitchel Creek Sewer problems:
2. Other:

NEW BUSINESS:

1. Recommendation to hire Zoning Administrator: **ITEM S**
2. Recommendation to hire Office Manager: **ITEM T**
3. Recommendation from Utilities Committee to accept 2020 Wastewater User Charge System: **e-mailed earlier**
4. Recommendation from Utilities Committee to set our sewer rates: **ITEM U**
5. Formal acceptance of Supervisors station, Second addendum: **ITEM V**
6. Acceptance of resignation of Clerk: **ITEM W**
7. Appointment of Clerk: **ITEM X**
8. Discussion on Smoke Test problem across the street:
9. Other:

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 Rene Fountain, Big Rapids Charter Township Clerk, 14212 Northland Drive, Big Rapids, Mi 49307- call 231 796 3603 or fax request to 231 796 2533.



MECOSTA COUNTY DRAIN COMMISSIONER

Item "A"

IVES DRAIN

NOTIFICATION OF NECESSITY

TO: BIG RAPIDS CHARTER TOWNSHIP SUPERVISOR

This is to notify you that on October 16, 2019, a Board of Determination ordered and determined that the location, establishment and construction of the Ives Drain is necessary and conducive to the public health, convenience or welfare. You are further notified that on October 22, 2019, the Drain Commissioner determined the Ives Drain will benefit public health in the following municipalities:

Big Rapids Charter Township

City of Big Rapids

A copy of the Order of Necessity and the Order of Public Health Determination is attached for your review. Big Rapid Charter Township will be liable to pay a portion of the cost of this project by reason of benefits at large for public health.

Dated: October 22, 2019

Karla Miller
Karla Miller
Mecosta County Drain Commissioner

Personally Served On: October 23, 2019



MECOSTA COUNTY DRAIN COMMISSIONER

IVES DRAIN

ORDER OF PUBLIC HEALTH DETERMINATION

WHEREAS, a petition, dated August 1, 2019, has been made and filed with the Mecosta County Drain Commissioner for the location, establishment and construction of the Ives Drain pursuant to Chapter 4 of Public Act 40 of 1956, as amended; and

WHEREAS, the petition was signed by a sufficient number of freeholders with lands liable for assessment in the Ives Drain Drainage District; and

WHEREAS, the Board of Determination, at a meeting held on October 16, 2019, by a majority vote of the Board, determined that the proposed drain is necessary and conducive to the public health, convenience, or welfare.

NOW, THEREFORE, the Ives Drain having been determined to be necessary and conducive to the public health, convenience, or welfare, I do hereby determine that the location, establishment and construction of the Ives Drain shall benefit public health in the following cities, townships and villages that shall be liable for an at-large assessment:

***Big Rapids Charter Township
City of Big Rapids***

Dated: October 22, 2019


Karla Miller
Mecosta County Drain Commissioner



MECOSTA COUNTY DRAIN COMMISSIONER

ORDER OF NECESSITY

IVES DRAIN

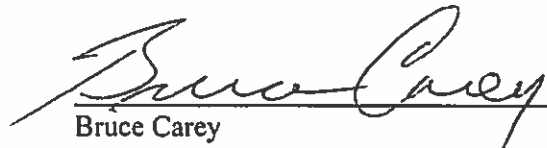
WHEREAS, a meeting was held by the Board of Determination on October 16, 2019, at the Mecosta County Services Building, 14485 Northland Drive, Big Rapids, Michigan; and

WHEREAS, said Board of Determination received evidence and heard testimony regarding the petition, dated August 1, 2019, to locate, establish and construct a drain and after receiving evidence and hearing testimony made its determination whether the proposed drain is necessary and conducive to the public health, convenience, or welfare pursuant to Chapter 4 of Public Act 40 of 1956, as amended.

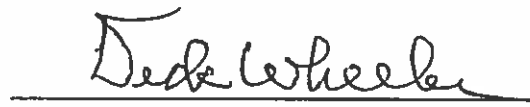
NOW, THEREFORE, IT IS HEREBY ORDERED AND DETERMINED that the proposed drain as set forth in the petition is necessary and conducive to the public health, convenience, or welfare.

DATED: October 16, 2019

BOARD OF DETERMINATION


Bruce Carey


Jerry Williams


Dick Wheeler

**BIG RAPIDS CHARTER TOWNSHIP BOARD
REGULAR MEETING TUESDAY, OCTOBER 1, 2019
UNAPPROVED**

Item "B"

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

PUBLIC COMMENT: None

ADDITIONS TO AGENDA: Approval of L4029, Addition of Special Assessments to Winter 2019 Tax Bills.

CORRESPONDENCE: Mecosta County Drain Commissioner Ives Drain.

SPECIAL APPEARANCE: Roger Cole, Superintendent Morley Stanwood Schools Roger Cole discussed the Morley Stanwood Schools Bond Plan.

APPROVAL OF: September 3rd meeting minutes: A motion to approve the September 3, 2019 minutes as printed was made by Everett. Seconded by Merendino. Motion passed unanimously.

FINANCIAL

1. **Treasurer Report August and Investment 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 \$80,874.03 as printed from September 4, 2019 through October 1, 2019 was made by Currie. Seconded by Bean. Motion passed unanimously on a roll call vote.
2. **Payroll:** A motion to approve payroll in the amount of \$21,460.96 as printed was made by Currie. Seconded by Bean. Motion passed unanimously on a roll call vote.

MONTHLY REPORTS:

1. **Building Department:**
2. **Cemetery and Grounds:**
3. **Fire Department:**
4. **Sewer Department:**
5. **Water Department:**
6. **Fall Cleanup:**
7. **Fire Committee:**
8. **Planning Commission:**
9. **Roads Committee:**
10. **Supervisor:**
Approved as printed.

UNFINISHED BUSINESS:

1. **Hills of Mitchel Creek Sewer problems:** no action.

NEW BUSINESS:

1. **Request to add Dawson Neibarger to Fire Roster:** A motion to add Dawson Neibarger to the fire roster was made by Fountain. Seconded by Currie. Motion passed unanimously.
2. **Request to add Ethan Davis to Fire Roster:** A motion to add Ethan Davis to the fire roster was made by Fountain. Seconded by Everett. Motion passed unanimously.
3. **Emergency repair of rescue unit:** no action.
4. **Request from Planning Commission to hire Dave Bee of WMRPC to help with master plan:** A motion to hire Mr. Bee from the WMRPC office to assist with the Master Plan and engagement not to exceed \$6,540.00 was made by Merendino. Seconded by Everett. Motion passed unanimously on a roll call vote with Bean abstaining.
5. **Recommendation from Roads Committee to add funds not spent this year to the 2020 budget:** A motion to move funds not spent on roads in 2019 to the 2020 budget was made by Everett. Motion dies for lack of support.
- 5.5 A motion to add the 2 Special Assessments plus the delinquent sewer bills to the 2019 winter tax bills was made by Currie. Seconded by Fountain. Motion passed unanimously.
6. **Set wages for 2020:** A motion to approve increases to wages for 2020:

Planning Commission members /ZBA and BBA	\$50.00
Cemetery helper hourly cemetery & park	\$13.00
Cemetery helper open/close park	\$2,650.00

and make changes in budget was made by Currie. Seconded by Fountain. Motion passed unanimously on a roll call vote.
7. **Set public hearing for 2020 budget including required taxing amounts to support budget:** A motion to approve the L4029 2019 Tax Rate Request in the amount of Operating at 1.25 Mills, Fire Dept at 1.5 Mills, Road

Mileage at 1.5 Mills and Library Mileage at .2 Mills was made by Fountain. Seconded by Currie. Motion passed unanimously on a roll call vote.

A motion to hold a Public Hearing on November 5, 2019 at the regular board meeting for the 2020 Draft Budget and Truth in Taxation in the amount of Operating at 1.25 Mills, Fire Dept at 1.5 Mills, Road Mileage at 1.5 Mills and Library Mileage at .2 Mills was made by Fountain. Seconded by Bean. Motion passed unanimously on a roll call vote.

PUBLIC COMMENT: Maneke – Wages and evaluations.

ADJOURNMENT: 9:20

Item "C"

**BIG RAPIDS CHARTER TOWNSHIP BOARD
SPECIAL MEETING - WEDNESDAY, OCTOBER 9, 2019 7:00 p.m.
BIG RAPIDS TOWNSHIP OFFICES
UNAPPROVED**

CALL TO ORDER: 7:00 p.m.

ROLL CALL: Stanek, Fountain, Currie, Bean, Everett, Geib present. Merendino absent.

PLEDGE OF ALLIGENANCE:

Special meeting requested by Currie and Fountain.

THE PURPOSE OF THIS SPECIAL MEETING IS TO ACCEPT THE RESIGNATION OF BRENT MASON AND TO DISCUSS AND TAKE ACTION ON THE OPEN POSITION OF ADMINISTRATIVE ASSISTANT/ZONING ADMINISTRATOR.

PUBLIC COMMENT: None

1. Accept the resignation of Brent Mason. A motion to accept the resignation of Brent Mason effective October 25, 2019 and approve Resolution 2019-4 commending Brent for his service was made by Bean. Seconded by Geib. Motion passed unanimously on a roll call vote.

2. Discuss and take action on the open position of Administrative Assistant/Zoning Administrator. A motion to advertise in the Pioneer for 2 positions a part-time Clerical Position and a part-time Building and Zoning Administrator the hours as discussed from 8:00 a.m. to 1 p.m. and 12:30 p.m. to 4:30 p.m. was made by Bean. Seconded by Geib. Motion passed unanimously on a roll call vote.

ADJOURNMENT: 8:20 p.m.

BIG RAPIDS CHARTER
TOWNSHIP
RESOLUTION #2019-4

WHEREAS: Brent Mason has faithfully served the Township as the Office manager/Zoning administrator for over 6 years and








WHEREAS: Brent Mason has, during his employment with the Township, given freely and unselfishly of his time, experience and personal resources which have contributed significantly to the development, improvement and operation of the Charter Township of Big Rapids, now

THEREFORE BE IT RESOLVED: That Big Rapids Charter Township does hereby express sincere gratitude for the faithful and dedicated contributions which Brent Mason has made and

BE IT FURTHER RESOLVED: That this resolution be made a permanent part of the proceedings of the board and that a true copy be given to Brent Mason of his exemplary service

Motion carried unanimously at the special meeting of the board on October 9, 2019

Signature

10/21/2019 02:25 PM
 User: PENNY
 DB: Big Rapids Town

BANK RECONCILIATION FOR BIG RAPIDS TOWNSHIP
 Bank GEN (GENERAL TOWNSHIP CHECKING)
 FROM 09/01/2019 TO 09/30/2019
 Reconciliation Record ID: 91

Item "D"

GL Number	Description	Beginning Balance
101-000-001.000	Cash - Checking	577,217.03
101-000-001.001	Cash Non-Expendable	
203-000-001.000	CASH	183,113.08
204-000-001.000	CASH	94,241.53
206-000-001.000	Cash - Checking	153,270.23
212-000-001.000	Cash - Savings	6,671.50
246-000-001.000	Cash - Savings	
249-000-001.000	Cash - Savings	122,051.28
271-000-001.000	CASH	1,427.52
301-000-001.000	Cash - Savings	
401-000-001.000	CASH	33,251.70
590-000-001.000	Cash - Savings	549,865.13
591-000-001.000	CASH	(72,065.65)
593-000-001.000	CASH	
701-000-001.000	Cash - Savings	
708-000-001.000	CASH	20,996.77
711-000-001.000	CASH	
711-000-001.100	HVC Cash Expendable	15,819.61
850-000-001.000	Cash - Savings	(6,548.53)
Beginning GL Balance:		1,679,311.20
Add: Cash Receipts		157,397.28
Less: Cash Disbursements		(64,077.59)
Less: Payroll Disbursements		(21,241.51)
Ending GL Balance:		1,751,389.38

GL Number	Description	Ending Balance
101-000-001.000	Cash - Checking	636,527.11
101-000-001.001	Cash Non-Expendable	
203-000-001.000	CASH	183,113.08
204-000-001.000	CASH	94,241.53
206-000-001.000	Cash - Checking	143,116.33
212-000-001.000	Cash - Savings	6,671.50
246-000-001.000	Cash - Savings	
249-000-001.000	Cash - Savings	125,817.72
271-000-001.000	CASH	1,427.52
301-000-001.000	Cash - Savings	
401-000-001.000	CASH	33,251.70
590-000-001.000	Cash - Savings	467,359.31 - 567,359.31
591-000-001.000	CASH	(73,025.88)
593-000-001.000	CASH	
701-000-001.000	Cash - Savings	
708-000-001.000	CASH	20,996.77
711-000-001.000	CASH	
711-000-001.100	HVC Cash Expendable	15,819.61
850-000-001.000	Cash - Savings	(3,926.92)
Ending GL Balance:		1,751,389.38
Ending Bank Balance:		1,636,456.11
Add: Deposits in Transit		
SEWER FUND TO SEWER CE		★ - 100,000.00
9-30 OUTSTANDING DEPOSIT		20,626.37
		120,626.37

Less: Outstanding Checks

AP Checks

Check Date	Check Number	Name	Amount
05/03/2018	31069	DYKEMA GOSSETT PLLC	57.24
09/30/2019	9930084	VOYA FINANCIAL	3,926.92

Payroll Checks

Check Date	Check Number	Name	Amount
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BANK RECONCILIATION FOR BIG RAPIDS TOWNSHIP
Bank GEN (GENERAL TOWNSHIP CHECKING)
FROM 09/01/2019 TO 09/30/2019
Reconciliation Record ID: 91
Payroll Checks

Check Date	Check Number	Name	Amount
12/31/2017	10970	BEAN, SUSAN	11.01
03/01/2018	11067	MYERS, AARON	43.41
09/01/2018	11318	BEAN, SUSAN	208.00
05/01/2019	11632	BRYANT, ELIZABETH	6.02
07/01/2019	11709	BRYANT, ELIZABETH	72.65
08/01/2019	11759	MERENDINO, CHRISTOPHER	128.48
09/01/2019	11776	THATCHER, SHANE	244.08
09/01/2019	11777	BUYS, RANDALL	374.50
09/01/2019	11779	MARSHALL, GRAYSON	363.85
09/01/2019	11794	EVERETT, JERALD	128.47
09/01/2019	11795	MERENDINO, CHRISTOPHER	128.47

Total - 13 Outstanding Checks: 5,693.10
Adjusted Bank Balance 1,751,389.38
Unreconciled Difference: 0.00

REVIEWED BY: *Penniferne* *Renz Toussaint* DATE: _____
CLERK

Item "E"

REVENUE AND EXPENDITURE REPORT FOR BIG RAPIDS TOWNSHIP
 PERIOD ENDING 11/30/2019
 % Fiscal Year Completed: 91.51

11/01/2019

GL NUMBER	DESCRIPTION	2019		YTD BALANCE		ACTIVITY FOR		AVAILABLE		
		AMENDED BUDGET	11/30/2019	NORMAL (ABNORMAL)	11/30/2019	MONTH 11/30/2019	INCREASE (DECREASE)	BALANCE	% BDGT USED	
Fund 101 - GENERAL OPERATING FUND										
Revenues										
Dept 000 - GENERAL										
101-000-402.000	Current Real Property Tax	185,000.00	171,375.73		0.00		0.00	13,624.27	92.64	
101-000-441.000	Local Community Stabilization Share Tax	2,000.00	0.00		0.00		0.00	2,000.00	0.00	
101-000-445.000	Penalties & Interest on Taxes	1,400.00	2,073.45		0.00		0.00	(673.45)	148.10	
101-000-447.000	Property Tax Admin Fee	48,500.00	57,691.48		0.00		0.00	(9,191.48)	118.95	
101-000-451.000	Business Licenses & Permits	19,500.00	8,951.87		0.00		0.00	10,548.13	45.91	
101-000-574.000	State Shared Revenue	364,000.00	176,230.00		0.00		0.00	187,770.00	48.41	
101-000-607.000	Ch. for Serv. (fees, zoning)	1,500.00	1,005.00		0.00		0.00	495.00	67.00	
101-000-610.000	School Parcel Fee	6,200.00	5,587.00		0.00		0.00	613.00	90.11	
101-000-628.000	Ch. for Serv. (copies, ordin.)	300.00	0.00		0.00		0.00	300.00	0.00	
101-000-632.000	Ch. for Serv. (sale cem. lots)	4,000.00	1,600.00		0.00		0.00	2,400.00	40.00	
101-000-634.000	Ch. for Serv. (grave op & cl)	12,000.00	15,300.00		0.00		0.00	(3,300.00)	127.50	
101-000-635.000	Chg For Serv Cem Foun & Misc	3,500.00	5,848.00		0.00		0.00	(2,348.00)	167.09	
101-000-640.000	Ch. for Serv. (lot splits)	500.00	825.00		0.00		0.00	(325.00)	165.00	
101-000-664.000	Int. & Div. on Earnings	6,500.00	9,945.62		0.00		0.00	(3,445.62)	153.01	
101-000-667.000	Rent&Exp Building Dept	7,200.00	0.00		0.00		0.00	7,200.00	0.00	
101-000-668.000	Sign Rental	4,000.00	4,000.00		0.00		0.00	0.00	100.00	
101-000-673.000	Sale of Fixed Assets	0.00	987.00		0.00		0.00	(987.00)	100.00	
101-000-675.020	Cemetery Annuity - Division of Assets	52,000.00	52,731.37		0.00		0.00	(731.37)	101.41	
101-000-676.000	Reimbursements	0.00	9,502.06		0.00		0.00	(9,502.06)	100.00	
101-000-687.000	REFUNDS	500.00	227.39		0.00		0.00	272.61	45.48	
101-000-697.000	Transfer from other Fund	50,000.00	0.00		0.00		0.00	50,000.00	0.00	
101-000-698.000	Advance from Fund Balance	180,000.00	0.00		0.00		0.00	180,000.00	0.00	
Total Dept 000 - GENERAL		948,600.00	523,880.97		0.00		0.00	424,719.03	55.23	
TOTAL REVENUES		948,600.00	523,880.97		0.00		0.00	424,719.03	55.23	
Expenditures										
Dept 101 - TOWNSHIP BOARD										
101-101-702.000	Salary & Wages	7,000.00	5,833.20		583.32		583.32	1,166.80	83.33	
101-101-702.020	Salary & Wages Clerical Help	24,970.00	21,336.18		2,609.01		2,609.01	3,633.82	85.45	
101-101-710.000	Twp. Share Medicare Withholding	465.00	393.97		46.31		46.31	71.03	84.72	
101-101-714.000	Health Insurance	4,410.00	4,841.33		0.00		0.00	(431.33)	109.78	
101-101-715.000	Twp. Share Soc. Sec. Withholdg	1,985.00	1,684.49		197.92		197.92	300.51	84.86	
101-101-715.015	Retirement	4,590.00	3,592.25		425.78		425.78	997.75	78.26	

GL NUMBER	DESCRIPTION	2019		YTD BALANCE		ACTIVITY FOR		AVAILABLE	
		AMENDED BUDGET	11/30/2019	NORMAL (ABNORMAL)	11/30/2019	INCREASE (DECREASE)	NORMAL (ABNORMAL)	BALANCE	% BDGT USED
101-101-720.000	Medical Reimbursement	835.00	783.67					51.33	93.85
101-101-727.000	Office Supplies	800.00	628.74					171.26	78.59
101-101-740.000	Operating Supplies	200.00	0.00					200.00	0.00
101-101-801.000	Professional Services	28,000.00	20,048.92			362.73		7,951.08	71.60
101-101-850.000	Communication	3,400.00	2,591.07			0.00		808.93	76.21
101-101-860.100	Transportation - Census	2,000.00	0.00			0.00		2,000.00	0.00
101-101-880.000	Community Promotion	600.00	123.20			0.00		476.80	20.53
101-101-881.000	FALL CLEAN-UP	7,500.00	6,862.85			380.00		637.15	91.50
101-101-900.000	Printing & Publishing	2,000.00	846.88			0.00		1,153.12	42.34
101-101-956.000	Miscellaneous	100.00	0.00			0.00		100.00	0.00
101-101-958.000	Membership & Dues	0.00	3,367.00			125.00		(3,367.00)	100.00
101-101-960.000	Education	1,500.00	70.00			0.00		1,430.00	4.67
101-101-965.000	Insurance & Bonds	9,000.00	4,506.53			140.64		4,493.47	50.07
101-101-975.000	Capital Outlay under \$10,000	1,000.00	0.00			0.00		1,000.00	0.00
Total Dept 101 - TOWNSHIP BOARD		100,355.00	77,510.28			4,870.71		22,844.72	77.24
Dept 171 - SUPERVISOR									
101-171-702.000	Salary & Wages	25,000.00	20,833.30			2,083.33		4,166.70	83.33
101-171-702.010	Salary & Wages Deputy	2,000.00	0.00			0.00		2,000.00	0.00
101-171-702.040	Salary & Wages Cemetery	5,000.00	4,166.70			416.67		833.30	83.33
101-171-702.300	Health Insurance Buyout	1,800.00	1,500.00			150.00		300.00	83.33
101-171-710.000	Twp. Share Medicare Withholding	500.00	384.25			38.42		115.75	76.85
101-171-715.000	Twp. Share Soc. Sec. Withholdg	2,100.00	1,643.00			164.30		457.00	78.24
101-171-715.015	Retirement	5,250.00	4,372.50			437.25		877.50	83.29
101-171-720.000	Medical Reimbursement	1,500.00	1,125.00			0.00		375.00	75.00
101-171-727.000	Office Supplies	100.00	30.99			0.00		69.01	30.99
101-171-740.000	Operating Supplies	100.00	34.50			34.50		65.50	34.50
101-171-801.000	Professional Services	400.00	0.00			0.00		400.00	0.00
101-171-850.100	Cell Phone	360.00	240.00			0.00		120.00	66.67
101-171-860.000	Transportation	400.00	288.26			0.00		111.74	72.07
101-171-960.000	Education	1,000.00	982.46			0.00		17.54	98.25
101-171-975.000	Capital Outlay under \$10,000	500.00	0.00			0.00		500.00	0.00
Total Dept 171 - SUPERVISOR		46,010.00	35,600.96			3,324.47		10,409.04	77.38
Dept 215 - CLERK									
101-215-702.000	Salary & Wages	31,500.00	26,914.70			3,170.90		4,585.30	85.44
101-215-702.010	Salary & Wages Deputy	3,700.00	216.00			0.00		3,484.00	5.84
101-215-702.040	Salary & Wages Cemetery	7,700.00	6,416.70			641.67		1,283.30	83.33
101-215-702.300	Health Insurance Buyout	1,800.00	1,500.00			150.00		300.00	83.33
101-215-710.000	Twp. Share Medicare Withholding	650.00	508.19			57.46		141.81	78.18
101-215-715.000	Twp. Share Soc. Sec. Withholdg	2,775.00	2,172.94			245.68		602.06	78.30
101-215-715.015	Retirement	6,765.00	5,637.50			563.75		1,127.50	83.33
101-215-720.000	Medical Reimbursement	1,500.00	1,125.00			0.00		375.00	75.00
101-215-727.000	Office Supplies	700.00	444.91			154.37		255.09	63.56

GL NUMBER	DESCRIPTION	2019		YTD BALANCE		ACTIVITY FOR		AVAILABLE		% BDGT USED
		AMENDED BUDGET	11/30/2019	NORMAL (ABNORMAL)	11/30/2019	INCREASE (DECREASE)	NORMAL (ABNORMAL)	BALANCE		
101-215-740.000	Operating Supplies	250.00	139.12		0.00		110.88	55.65		
101-215-801.000	Professional Services	2,000.00	862.00		0.00		1,138.00	43.10		
101-215-850.000	Cell Phone Reimbursement	360.00	270.00		0.00		90.00	75.00		
101-215-960.000	Education	1,000.00	0.00		0.00		1,000.00	0.00		
101-215-975.000	Capital Outlay under \$10,000	500.00	0.00		0.00		500.00	0.00		
Total Dept 215 - CLERK		61,200.00	46,207.06		4,983.83		14,992.94	75.50		
Dept 247 - BOARD OF REVIEW										
101-247-702.000	Salary & Wages	900.00	568.60		0.00		331.40	63.18		
101-247-710.000	Twp. Share Medicare Withholding	15.00	8.24		0.00		6.76	54.93		
101-247-715.000	Twp. Share Soc. Sec. Withholdg	60.00	35.25		0.00		24.75	58.75		
101-247-900.000	Printing & Publishing	75.00	67.15		0.00		7.85	89.53		
101-247-960.000	Education	200.00	0.00		0.00		200.00	0.00		
Total Dept 247 - BOARD OF REVIEW		1,250.00	679.24		0.00		570.76	54.34		
Dept 253 - TREASURER										
101-253-702.000	Salary & Wages	31,200.00	26,000.00		2,600.00		5,200.00	83.33		
101-253-702.010	Salary & Wages Deputy	3,850.00	2,480.40		0.00		1,369.60	64.43		
101-253-710.000	Twp. Share Medicare Withholding	510.00	412.94		37.70		97.06	80.97		
101-253-714.000	Health Insurance	6,925.00	5,695.74		0.00		1,229.26	82.25		
101-253-715.000	Twp. Share Soc. Sec. Withholdg	2,175.00	1,765.82		161.21		409.18	81.19		
101-253-715.015	Retirement	5,180.00	4,290.00		429.00		890.00	82.82		
101-253-720.000	Medical Reimbursement	1,195.00	0.00		0.00		1,195.00	0.00		
101-253-727.000	Office Supplies	1,000.00	1,321.01		333.90		(321.01)	132.10		
101-253-740.000	Operating Supplies	700.00	118.65		0.00		581.35	16.95		
101-253-801.000	Professional Services	4,750.00	2,606.09		725.00		2,143.91	54.87		
101-253-975.000	Capital Outlay under \$10,000	2,000.00	0.00		0.00		2,000.00	0.00		
Total Dept 253 - TREASURER		59,485.00	44,690.65		4,286.81		14,794.35	75.13		
Dept 257 - ASSESSOR										
101-257-727.000	SUPPLIES	100.00	0.00		0.00		100.00	0.00		
101-257-740.000	Operating Supplies	200.00	50.00		0.00		150.00	25.00		
101-257-801.000	Professional Services	3,500.00	3,876.48		0.00		(376.48)	110.76		
101-257-801.005	Contractual Assessor	39,500.00	30,333.30		6,066.66		9,166.70	76.79		
101-257-801.006	Tax Tribunal Appeals	1,000.00	0.00		0.00		1,000.00	0.00		
Total Dept 257 - ASSESSOR		44,300.00	34,259.78		6,066.66		10,040.22	77.34		
Dept 262 - ELECTIONS										
101-262-702.000	SALARY AND WAGES	1,800.00	865.05		0.00		934.95	48.06		
101-262-727.000	SUPPLIES	150.00	199.60		99.80		(49.60)	133.07		
101-262-740.000	Operating Supplies	1,650.00	999.36		209.11		650.64	60.57		
101-262-900.000	Printing & Publishing	100.00	79.30		0.00		20.70	79.30		
101-262-960.000	Education	250.00	0.00		0.00		250.00	0.00		
Total Dept 262 - ELECTIONS		3,950.00	2,143.31		308.91		1,806.69	54.26		

GL NUMBER	DESCRIPTION	2019		YTD BALANCE		ACTIVITY FOR		AVAILABLE		% BGDG USED
		AMENDED BUDGET	11/30/2019	NORMAL (ABNORMAL)	11/30/2019	MONTH 11/30/2019	BALANCE	NORMAL (ABNORMAL)	INCREASE (DECREASE)	
Dept 265 - TOWNSHIP HALL & GROUNDS										
101-265-702.000	Salary & Wages	2,200.00	1,222.82		161.88	977.18		55.58		
101-265-702.200	Salary & Wages Snowplowing	400.00	306.26		0.00	93.74		76.57		
101-265-710.000	Twp. Share Medicare Withholding	40.00	22.16		2.34	17.84		55.40		
101-265-715.000	Twp. Share Soc. Sec. Withholdg	165.00	94.82		10.04	70.18		57.47		
101-265-715.015	Retirement	0.00	214.06		22.66	(214.06)		100.00		
101-265-740.000	Operating Supplies	200.00	122.50		0.00	77.50		61.25		
101-265-775.000	Repair & Maintenance Supplies	0.00	96.00		0.00	(96.00)		100.00		
101-265-801.000	Professional Services	500.00	83.33		0.00	416.67		16.67		
101-265-920.000	Public Utilities	4,500.00	2,851.57		48.03	1,648.43		63.37		
101-265-930.000	Repair & Maintenance	2,600.00	2,493.82		603.77	106.18		95.92		
101-265-932.000	Grounds maintenance	800.00	171.86		0.00	628.14		21.48		
101-265-956.000	Miscellaneous	100.00	0.00		0.00	100.00		0.00		
101-265-978.000	Capital Outlay \$10,000 and above	20,000.00	0.00		0.00	20,000.00		0.00		
Total Dept 265 - TOWNSHIP HALL & GROUNDS		31,505.00	7,679.20		848.72	23,825.80		24.37		
Dept 276 - TOWNSHIP CEMETERIES										
101-276-702.000	Salary & Wages	12,000.00	8,193.77		1,406.25	3,806.23		68.28		
101-276-702.015	Salary & Wages Mangement	23,000.00	20,278.14		3,093.13	2,721.86		88.17		
101-276-702.016	Salary & Wages Clerical Management	8,500.00	7,597.21		0.00	902.79		89.38		
101-276-702.100	SALARY & WAGES: UNEMPLOYMENT	4,800.00	2,587.00		0.00	2,213.00		53.90		
101-276-702.200	Salary & Wages Snowplowing	400.00	306.26		0.00	93.74		76.57		
101-276-710.000	Twp. Share Medicare Withholding	650.00	527.46		65.25	122.54		81.15		
101-276-714.000	Health Insurance	7,200.00	7,119.63		0.00	80.37		98.88		
101-276-715.000	Twp. Share Soc. Sec. Withholdg	2,750.00	2,255.27		278.97	494.73		82.01		
101-276-715.015	Retirement	5,250.00	3,945.44		433.04	1,304.56		75.15		
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	275.44		0.00	24.56		91.81		
101-276-740.000	Operating Supplies	4,000.00	4,134.35		947.87	(134.35)		103.36		
101-276-775.000	Repair & Maintenance Supplies	0.00	169.02		72.44	(169.02)		100.00		
101-276-801.000	Professional Services	2,000.00	2,648.33		1,000.00	(648.33)		132.42		
101-276-801.010	MANPOWER	2,000.00	5,923.25		1,370.25	(3,923.25)		296.16		
101-276-801.020	PROF. SERVICES GRAVE OPENING/CLOSING	10,000.00	8,600.00		1,650.00	1,400.00		86.00		
101-276-850.000	Communication	1,000.00	1,101.44		0.00	(101.44)		110.14		
101-276-850.100	Cell Phone	360.00	270.00		0.00	90.00		75.00		
101-276-860.000	Transportation	100.00	0.00		0.00	100.00		0.00		
101-276-900.000	Printing & Publishing	100.00	67.10		0.00	32.90		67.10		
101-276-920.000	Public Utilities	2,500.00	1,671.94		73.10	828.06		66.88		
101-276-930.000	Repair & Maintenance	7,000.00	7,039.60		1,153.11	(39.60)		100.57		
101-276-933.000	Snowplowing	350.00	0.00		0.00	350.00		0.00		
101-276-960.000	Education	500.00	0.00		0.00	500.00		0.00		
101-276-965.000	Insurance & Bonds	3,000.00	2,019.44		191.16	980.56		67.31		
101-276-971.000	Re Purchase Cemetery Lots	500.00	0.00		0.00	500.00		0.00		

GL NUMBER	DESCRIPTION	2019		YTD BALANCE		ACTIVITY FOR		AVAILABLE		
		AMENDED BUDGET	2019	NORMAL (ABNORMAL)	11/30/2019	MONTH 11/30/2019	INCREASE (DECREASE)	NORMAL (ABNORMAL)	BALANCE	% BDDT
										USED
101-276-975.000	Capital Outlay under \$10,000	2,000.00		2,481.48		0.00		(481.48)		124.07
101-276-978.000	Capital Outlay \$10,000 and above	25,000.00		10,676.72		0.00		14,323.28		42.71
Total Dept 276 - TOWNSHIP CEMETERIES		126,760.00		99,888.29		11,734.57		26,871.71		78.80
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	280,000.00		184,914.45		184,914.45		95,085.55		66.04
Total Dept 446 - HIGHWAYS & STREETS		282,000.00		184,914.45		184,914.45		97,085.55		65.57
Dept 448 - STREET LIGHTS										
101-448-920.000	Public Utilities	9,500.00		7,124.19		54.59		2,375.81		74.99
Total Dept 448 - STREET LIGHTS		9,500.00		7,124.19		54.59		2,375.81		74.99
Dept 450 - IND. PARK INFRASTRUCTURE										
101-450-990.100	Ind. Park Infrastructure	50,100.00		0.00		0.00		50,100.00		0.00
Total Dept 450 - IND. PARK INFRASTRUCTURE		50,100.00		0.00		0.00		50,100.00		0.00
Dept 721 - PLANNING COMMISSION										
101-721-702.000	SALARY AND WAGES	8,160.00		6,800.00		680.00		1,360.00		83.33
101-721-702.030	Salary & Wages Per Diem	3,250.00		1,524.40		247.20		1,725.60		46.90
101-721-710.000	Twp. Share Medicare Withholding	165.00		120.69		13.43		44.31		73.15
101-721-715.000	Twp. Share Soc. Sec. Withholding	710.00		516.13		57.51		193.87		72.69
101-721-715.015	Retirement	1,120.00		952.00		95.20		168.00		85.00
101-721-740.000	Operating Supplies	100.00		0.00		0.00		100.00		0.00
101-721-801.000	Professional Services	3,000.00		0.00		0.00		3,000.00		0.00
101-721-860.000	MILEAGE	300.00		0.00		0.00		300.00		0.00
101-721-900.000	Printing & Publishing	500.00		152.50		0.00		347.50		30.50
101-721-960.000	Education	1,000.00		692.00		0.00		308.00		69.20
Total Dept 721 - PLANNING COMMISSION		18,305.00		10,757.72		1,093.34		7,547.28		58.77
Dept 728 - ECONOMIC-INDUSTRIAL DEVELOPMT										
101-728-801.000	Professional Services	500.00		0.00		0.00		500.00		0.00
101-728-880.000	Community Promotion	4,200.00		4,000.00		0.00		200.00		95.24
101-728-930.000	Repair & Maintenance	200.00		0.00		0.00		200.00		0.00
Total Dept 728 - ECONOMIC-INDUSTRIAL DEVELOPMT		4,900.00		4,000.00		0.00		900.00		81.63
Dept 751 - PARKS & RECREATION										
101-751-702.000	Salary & Wages	600.00		381.25		0.00		218.75		63.54
101-751-702.015	Salary & Wages Mangement	1,000.00		494.38		48.13		505.62		49.44
101-751-702.070	Park Supvr	2,575.00		2,575.00		257.50		0.00		100.00
101-751-710.000	Twp. Share Medicare Withholding	60.00		50.03		4.43		9.97		83.38
101-751-715.000	Twp. Share Soc. Sec. Withholdg	260.00		213.92		18.94		46.08		82.28
101-751-715.015	Retirement	0.00		69.22		6.74		(69.22)		100.00
101-751-740.000	Operating Supplies	500.00		376.14		48.55		123.86		75.23

GL NUMBER	DESCRIPTION	2019		YTD BALANCE		ACTIVITY FOR		AVAILABLE	
		AMENDED BUDGET	NORMAL (ABNORMAL)	11/30/2019	NORMAL (ABNORMAL)	MONTH 11/30/2019	NORMAL (ABNORMAL)	BALANCE	% BDGT
						INCREASE (DECREASE)			USED
101-751-920.000	Public Utilities	300.00	240.12			26.32		59.88	80.04
101-751-930.000	Repair & Maintenance	800.00	309.45			64.89		490.55	38.68
Total Dept 751 - PARKS & RECREATION		6,095.00	4,709.51			475.50		1,385.49	77.27
TOTAL EXPENDITURES		845,715.00	560,164.64			222,962.56		285,550.36	66.24
Fund 101 - GENERAL OPERATING FUND:									
TOTAL REVENUES		948,600.00	523,880.97			0.00		424,719.03	55.23
TOTAL EXPENDITURES		845,715.00	560,164.64			222,962.56		285,550.36	66.24
NET OF REVENUES & EXPENDITURES		102,885.00	(36,283.67)			(222,962.56)		139,168.67	35.27
Fund 203 - PERRY STREET CORRIDOR SIDEWALK									
Revenues									
Dept 000 - GENERAL									
203-000-665.000	SPECIAL ASSESSMENT INTEREST	4,000.00	33,673.11			0.00		(29,673.11)	841.83
203-000-672.000	Special Assessment	50,000.00	17,209.65			0.00		32,790.35	34.42
Total Dept 000 - GENERAL		54,000.00	50,882.76			0.00		3,117.24	94.23
TOTAL REVENUES		54,000.00	50,882.76			0.00		3,117.24	94.23
Expenditures									
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)	4,000.00	0.00			0.00		4,000.00	0.00
Total Dept 444 - SIDEWALKS		54,000.00	0.00			0.00		54,000.00	0.00
TOTAL EXPENDITURES		54,000.00	0.00			0.00		54,000.00	0.00
Fund 203 - PERRY STREET CORRIDOR SIDEWALK:									
TOTAL REVENUES		54,000.00	50,882.76			0.00		3,117.24	94.23
TOTAL EXPENDITURES		54,000.00	0.00			0.00		54,000.00	0.00
NET OF REVENUES & EXPENDITURES		0.00	50,882.76			0.00		(50,882.76)	100.00
Fund 204 - MUNICIPAL STREET FUND									
Revenues									
Dept 000 - GENERAL									
204-000-405.000	B.R.T. Road Millage	215,000.00	205,652.67			0.00		9,347.33	95.65
Total Dept 000 - GENERAL		215,000.00	205,652.67			0.00		9,347.33	95.65
TOTAL REVENUES		215,000.00	205,652.67			0.00		9,347.33	95.65

GL NUMBER	DESCRIPTION	2019 AMENDED BUDGET	YTD BALANCE 11/30/2019		ACTIVITY FOR MONTH 11/30/2019	AVAILABLE BALANCE		% BGDG USED
			NORMAL (ABNORMAL)	NORMAL (ABNORMAL)		INCREASE (DECREASE)	NORMAL (ABNORMAL)	
Expenditures								
Dept 446 - HIGHWAYS & STREETS								
204-446-805.000	Contractual Services	215,000.00	215,000.00		68,839.38	0.00	0.00	100.00
Total Dept 446 - HIGHWAYS & STREETS		215,000.00	215,000.00		68,839.38	0.00	0.00	100.00
TOTAL EXPENDITURES								
		215,000.00	215,000.00		68,839.38	0.00	0.00	100.00
Fund 204 - MUNICIPAL STREET FUND:								
TOTAL REVENUES								
215,000.00		215,000.00	205,652.67		0.00	9,347.33	9,347.33	95.65
TOTAL EXPENDITURES								
215,000.00		215,000.00	215,000.00		68,839.38	0.00	0.00	100.00
NET OF REVENUES & EXPENDITURES								
0.00		0.00	(9,347.33)		(68,839.38)	9,347.33	9,347.33	100.00
Fund 206 - FIRE FUND								
Revenues								
Dept 000 - GENERAL								
206-000-403.000	Current Real Property Tax	215,000.00	162,196.43		0.00	52,803.57	52,803.57	75.44
206-000-411.000	Delinquent Real Property Tax	0.00	43,456.24		0.00	(43,456.24)	(43,456.24)	100.00
206-000-502.000	FEMA GRANT	0.00	997.11		0.00	(997.11)	(997.11)	100.00
206-000-582.000	Contribution Mecosta Co. F.R.	15,000.00	8,891.34		0.00	6,108.66	6,108.66	59.28
206-000-664.000	Int. & Div. on Earnings	500.00	2,936.89		0.00	(2,436.89)	(2,436.89)	587.38
206-000-699.000	Transfer from other Fund	100,000.00	0.00		0.00	100,000.00	100,000.00	0.00
206-000-699.100	Advance from Fund Balance	90,000.00	0.00		0.00	90,000.00	90,000.00	0.00
Total Dept 000 - GENERAL		420,500.00	218,478.01		0.00	202,021.99	202,021.99	51.96
TOTAL REVENUES								
		420,500.00	218,478.01		0.00	202,021.99	202,021.99	51.96
Expenditures								
Dept 336 - FIRE DEPARTMENT								
206-336-702.000	Salary & Wages	48,000.00	40,002.17		4,001.40	7,997.83	7,997.83	83.34
206-336-702.025	Salary & Wages Reports	1,200.00	1,080.00		117.00	120.00	120.00	90.00
206-336-702.030	Salary & Wages Preincident Surveys	3,000.00	2,925.00		- 0.00	75.00	75.00	97.50
206-336-702.050	Salary & Wages First Responder	20,000.00	16,668.76		1,667.22	3,331.24	3,331.24	83.34
206-336-702.080	Chief Salary & Wages	12,500.00	10,435.94		1,032.04	2,064.06	2,064.06	83.49
206-336-702.085	Ass't Chiefs Salary & Wages	10,000.00	8,325.10		837.45	1,674.90	1,674.90	83.25
206-336-702.200	Salary & Wages Snowplowing	500.00	367.51		0.00	132.49	132.49	73.50
206-336-710.000	Twp. Share Medicare Withholding	1,375.00	1,157.12		110.97	217.88	217.88	84.15
206-336-715.000	Twp. Share Soc. Sec. Withholdg	5,875.00	4,947.90		474.65	927.10	927.10	84.22
206-336-715.015	Retirement	0.00	51.45		0.00	(51.45)	(51.45)	100.00
206-336-727.000	Office Supplies	1,500.00	574.37		0.00	925.63	925.63	38.29
206-336-740.000	Operating Supplies	15,500.00	16,588.89		1,386.11	(1,088.89)	(1,088.89)	107.03
206-336-801.000	Professional Services	0.00	1,418.13		224.00	(1,418.13)	(1,418.13)	100.00

GL NUMBER	DESCRIPTION	2019		YTD BALANCE		ACTIVITY FOR		AVAILABLE	
		AMENDED BUDGET	11/30/2019	NORMAL (ABNORMAL)	11/30/2019	INCREASE (DECREASE)	NORMAL (ABNORMAL)	BALANCE	% BDGT USED
206-336-850.000	Communication	2,750.00	2,143.15		0.00		606.85	77.93	
206-336-860.000	Transportation	100.00	294.18		0.00		(194.18)	294.18	
206-336-880.000	Community Promotion	1,000.00	300.00		0.00		700.00	30.00	
206-336-900.000	Printing & Publishing	100.00	0.00		0.00		100.00	0.00	
206-336-920.000	Public Utilities	10,000.00	7,767.21		123.41		2,232.79	77.67	
206-336-930.000	Repair & Maintenance	14,000.00	26,572.02		5,633.16		(12,572.02)	189.80	
206-336-935.000	Bldg. & Grounds Repair & Maintenance	3,800.00	1,285.70		1,134.30		2,514.30	33.83	
206-336-956.000	Miscellaneous	100.00	0.00		0.00		100.00	0.00	
206-336-958.000	Membership & Dues	500.00	75.00		0.00		425.00	15.00	
206-336-960.000	Education	4,000.00	1,600.00		0.00		2,400.00	40.00	
206-336-965.000	Insurance & Bonds	28,500.00	38,105.45		923.50		(9,605.45)	133.70	
206-336-975.000	Capital Outlay under \$10,000	20,800.00	8,472.98		0.00		12,327.02	40.74	
206-336-978.000	Capital Outlay \$10,000 and above	165,000.00	109,084.00		92,962.00		55,916.00	66.11	
206-336-980.001	CAPITAL OUTLAY DNR GRANT	0.00	1,673.52		0.00		(1,673.52)	100.00	
	Total Dept 336 - FIRE DEPARTMENT	370,100.00	301,915.55		110,627.21		68,184.45	81.58	
	TOTAL EXPENDITURES	370,100.00	301,915.55		110,627.21		68,184.45	81.58	
	Fund 206 - FIRE FUND:								
	TOTAL REVENUES	420,500.00	218,478.01		0.00		202,021.99	51.96	
	TOTAL EXPENDITURES	370,100.00	301,915.55		110,627.21		68,184.45	81.58	
	NET OF REVENUES & EXPENDITURES	50,400.00	(83,437.54)		(110,627.21)		133,837.54	165.55	
	Fund 212 - LIQUOR LAW ENFORCEMENT FUND								
	Revenues								
	Dept 000 - GENERAL								
	212-000-574.000	State Shared Revenue	6,671.50		0.00		(1,071.50)	119.13	
	Total Dept 000 - GENERAL	5,600.00	6,671.50		0.00		(1,071.50)	119.13	
	TOTAL REVENUES	5,600.00	6,671.50		0.00		(1,071.50)	119.13	
	Expenditures								
	Dept 330 - LIQUOR LAW ENFORCEMENT								
	212-330-801.000	Professional Services	0.00		0.00		5,600.00	0.00	
	Total Dept 330 - LIQUOR LAW ENFORCEMENT	5,600.00	0.00		0.00		5,600.00	0.00	
	TOTAL EXPENDITURES	5,600.00	0.00		0.00		5,600.00	0.00	
	Fund 212 - LIQUOR LAW ENFORCEMENT FUND:								
	TOTAL REVENUES	5,600.00	6,671.50		0.00		(1,071.50)	119.13	
	TOTAL EXPENDITURES	5,600.00	0.00		0.00		5,600.00	0.00	
	NET OF REVENUES & EXPENDITURES	0.00	6,671.50		0.00		(6,671.50)	100.00	

GL NUMBER	DESCRIPTION	2019		YTD BALANCE		ACTIVITY FOR		AVAILABLE	
		AMENDED BUDGET	11/30/2019	NORMAL (ABNORMAL)	11/30/2019	MONTH 11/30/2019	NORMAL (ABNORMAL)	BALANCE	% BDGT
						INCREASE (DECREASE)			USED
Fund 246 - TOWNSHIP IMPROV REV. FUND									
Revenues									
Dept 000 - GENERAL									
246-000-663.000	Received from Sidewalk Fund	50,000.00	0.00		50,000.00	0.00		50,000.00	0.00
246-000-664.000	Int. & Div. on Earnings	4,000.00	0.00		4,000.00	0.00		4,000.00	0.00
Total Dept 000 - GENERAL		54,000.00	0.00		54,000.00	0.00		54,000.00	0.00
TOTAL REVENUES									
		54,000.00	0.00		54,000.00	0.00		54,000.00	0.00
Expenditures									
Dept 000 - GENERAL									
246-000-996.100	Interest Payment	4,000.00	0.00		4,000.00	0.00		4,000.00	0.00
246-000-999.000	Trans to other fund	50,000.00	0.00		50,000.00	0.00		50,000.00	0.00
Total Dept 000 - GENERAL		54,000.00	0.00		54,000.00	0.00		54,000.00	0.00
TOTAL EXPENDITURES									
		54,000.00	0.00		54,000.00	0.00		54,000.00	0.00
Fund 246 - TOWNSHIP IMPROV REV. FUND:									
TOTAL REVENUES									
TOTAL EXPENDITURES									
NET OF REVENUES & EXPENDITURES									
		0.00	0.00		0.00	0.00		0.00	0.00
Fund 249 - BUILDING INSPECTION FUND									
Revenues									
Dept 000 - GENERAL									
249-000-608.000	Ch. for Serv.Fees/Bldg.Permits	60,375.00	48,301.00		12,074.00	0.00		12,074.00	80.00
249-000-664.000	Int. & Div. on Earnings	50.00	0.00		50.00	0.00		50.00	0.00
249-000-676.000	Reimbursements	0.00	339.37		(339.37)	0.00		(339.37)	100.00
Total Dept 000 - GENERAL		60,425.00	48,640.37		11,784.63	0.00		11,784.63	80.50
TOTAL REVENUES									
		60,425.00	48,640.37		11,784.63	0.00		11,784.63	80.50
Expenditures									
Dept 371 - BUILDING INSPECTION DEPARTMENT									
249-371-702.000	Salary & Wages	10,000.00	9,087.79		912.21	1,266.33		912.21	90.88
249-371-702.020	Salary & Wages Clerical Help	11,750.00	10,040.60		1,709.40	1,227.77		1,709.40	85.45
249-371-703.000	Salary & Wages Electrical Insp	6,100.00	4,114.90		1,985.10	761.00		1,985.10	67.46
249-371-704.000	Salary & Wages Plbg-Mech Insp	8,600.00	6,273.70		2,326.30	747.20		2,326.30	72.95
249-371-705.000	SAL & WAGES SITE PLAN REVIEW	4,500.00	4,150.00		350.00	800.00		350.00	92.22

GL NUMBER	DESCRIPTION	2019		YTD BALANCE		ACTIVITY FOR		AVAILABLE	
		AMENDED BUDGET	11/30/2019	NORMAL (ABNORMAL)	11/30/2019	MONTH 11/30/2019	NORMAL (ABNORMAL)	BALANCE	% BDGT
						INCREASE (DECREASE)			USED
249-371-710.000	Twp. Share Medicare Withholding	595.00	488.18		69.64		106.82	82.05	
249-371-714.000	Health Insurance	2,580.00	2,211.25		0.00		368.75	85.71	
249-371-715.000	Twp. Share Soc. Sec. Withholdg	2,540.00	2,087.34		297.74		452.66	82.18	
249-371-715.015	Retirement	1,620.00	1,405.70		171.89		214.30	86.77	
249-371-720.000	Medical Reimbursement	400.00	307.30		0.00		92.70	76.83	
249-371-727.000	Office Supplies	200.00	127.31		0.00		72.69	63.66	
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	150.00		15.00		390.00	27.78	
249-371-860.000	Transportation	2,000.00	1,531.78		318.42		468.22	76.59	
249-371-900.000	Printing & Publishing	150.00	0.00		0.00		150.00	0.00	
249-371-940.000	Rent & Expenses	7,200.00	5,400.00		5,400.00		1,800.00	75.00	
249-371-958.000	Membership & Dues	200.00	62.50		0.00		137.50	31.25	
249-371-960.000	Education	750.00	623.29		305.30		126.71	83.11	
	Total Dept 371 - BUILDING INSPECTION DEPARTMENT	60,425.00	48,061.64		11,380.29		12,363.36	79.54	
	TOTAL EXPENDITURES	60,425.00	48,061.64		11,380.29		12,363.36	79.54	
	Fund 249 - BUILDING INSPECTION FUND:								
	TOTAL REVENUES	60,425.00	48,640.37		0.00		11,784.63	80.50	
	TOTAL EXPENDITURES	60,425.00	48,061.64		11,380.29		12,363.36	79.54	
	NET OF REVENUES & EXPENDITURES	0.00	578.73		(11,380.29)		(578.73)	100.00	
	Fund 271 - LIBRARY FUND								
	Revenues								
	Dept 000 - GENERAL								
	271-000-402.000		27,411.79		0.00		1,488.21	94.85	
	Total Dept 000 - GENERAL	28,900.00	27,411.79		0.00		1,488.21	94.85	
	TOTAL REVENUES	28,900.00	27,411.79		0.00		1,488.21	94.85	
	Expenditures								
	Dept 000 - GENERAL								
	271-000-991.010	26,588.00	0.00		0.00		26,588.00	0.00	
	271-000-991.020	2,312.00	0.00		0.00		2,312.00	0.00	
	Total Dept 000 - GENERAL	28,900.00	0.00		0.00		28,900.00	0.00	
	Dept 790 - LIBRARY								
	271-790-991.010	0.00	26,767.57		0.00		(26,767.57)	100.00	
	271-790-991.020	0.00	2,327.62		0.00		(2,327.62)	100.00	
	Total Dept 790 - LIBRARY	0.00	29,095.19		0.00		(29,095.19)	100.00	

GL NUMBER	DESCRIPTION	2019		YTD BALANCE		ACTIVITY FOR		AVAILABLE		
		AMENDED BUDGET	NORMAL (ABNORMAL)	11/30/2019	NORMAL (ABNORMAL)	MONTH 11/30/2019	NORMAL (ABNORMAL)	BALANCE	% BDGT	
TOTAL EXPENDITURES		28,900.00	29,095.19	29,095.19	(195.19)	0.00	(195.19)	100.68		
Fund 271 - LIBRARY FUND:										
TOTAL REVENUES		28,900.00	27,411.79	1,488.21	94.85					
TOTAL EXPENDITURES		28,900.00	29,095.19	(195.19)	100.68					
NET OF REVENUES & EXPENDITURES		0.00	(1,683.40)	1,683.40	100.00					
Fund 401 - CEMETERY ENTRANCE BUILDING										
Revenues										
Dept 000 - GENERAL										
401-000-674-000	CONTRIBUTIONS AND DONATIONS	0.00	6,620.00	(6,620.00)	100.00					
Total Dept 000 - GENERAL		0.00	6,620.00	(6,620.00)	100.00					
TOTAL REVENUES		0.00	6,620.00	(6,620.00)	100.00					
Expenditures										
Dept 567 - CEMETERY										
401-567-880-000	Community Promotion	0.00	335.80	(335.80)	100.00					
Total Dept 567 - CEMETERY		0.00	335.80	(335.80)	100.00					
TOTAL EXPENDITURES		0.00	335.80	(335.80)	100.00					
Fund 401 - CEMETERY ENTRANCE BUILDING:										
TOTAL REVENUES		0.00	6,620.00	(6,620.00)	100.00					
TOTAL EXPENDITURES		0.00	335.80	(335.80)	100.00					
NET OF REVENUES & EXPENDITURES		0.00	6,284.20	(6,284.20)	100.00					
Fund 590 - SEWER FUND										
Revenues										
Dept 000 - GENERAL										
590-000-539-010	SAW GRANT	30,000.00	43,575.30	(13,575.30)	145.25					
590-000-625-000	TAP IN FEES	15,000.00	17,500.00	(2,500.00)	116.67					
590-000-626-000	Charg. for Serv. (utilities)	595,000.00	437,921.63	157,078.37	73.60					
590-000-627-000	Penalty on Delinquent Utility Bills	5,000.00	9,620.43	(4,620.43)	192.41					
590-000-664-000	Int. & Div. on Earnings	3,000.00	13,615.57	(10,615.57)	453.85					
590-000-676-000	Reimbursements	0.00	5,160.23	(5,160.23)	100.00					
Total Dept 000 - GENERAL		648,000.00	527,393.16	120,606.84	81.39					
TOTAL REVENUES		648,000.00	527,393.16	120,606.84	81.39					

GL NUMBER	DESCRIPTION	2019		YTD BALANCE		ACTIVITY FOR		AVAILABLE		% BGDG USED
		AMENDED BUDGET	11/30/2019	NORMAL (ABNORMAL)	11/30/2019	INCREASE (DECREASE)	NORMAL (ABNORMAL)	BALANCE		
Expenditures										
Dept 521 - SEWER FUND										
590-521-702.000	Salary & Wages	8,000.00	6,666.70		666.67		1,333.30	83.33		
590-521-702.200	Salary & Wages Snowplowing	500.00	306.26		0.00		193.74	61.25		
590-521-710.000	Twp. Share Medicare Withholding	125.00	101.14		9.67		23.86	80.91		
590-521-714.000	Health Insurance	1,775.00	1,423.89		0.00		351.11	80.22		
590-521-715.000	Twp. Share Soc. Sec. Withholdg	530.00	432.30		41.33		97.70	81.57		
590-521-715.015	Retirement	1,320.00	1,142.88		110.00		177.12	86.58		
590-521-720.000	Medical Reimbursement	310.00	0.00		0.00		310.00	0.00		
590-521-727.000	Office Supplies	800.00	1,088.71		333.90		(288.71)	136.09		
590-521-740.000	Operating Supplies	1,200.00	294.89		0.00		905.11	24.57		
590-521-775.000	Repair & Maintenance Supplies	1,000.00	0.00		0.00		1,000.00	0.00		
590-521-801.000	Professional Services	15,000.00	15,456.41		2,175.78		(456.41)	103.04		
590-521-801.050	Miss Digg's	4,000.00	1,470.00		245.00		2,530.00	36.75		
590-521-804.000	Contract Payment to City B.R.	332,000.00	253,607.02		0.00		78,392.98	76.39		
590-521-805.000	Contractual Services	30,000.00	17,160.03		1,906.67		12,839.97	57.20		
590-521-805.100	Extra Contractual Services	20,000.00	7,472.00		1,156.00		12,528.00	37.36		
590-521-836.000	Refunds	575.00	0.00		0.00		575.00	0.00		
590-521-900.000	Printing & Publishing	100.00	0.00		0.00		100.00	0.00		
590-521-920.000	Public Utilities	32,000.00	17,368.25		200.06		14,631.75	54.28		
590-521-930.000	Repair & Maintenance	26,000.00	4,709.80		250.00		21,290.20	18.11		
590-521-933.000	Snowplowing	600.00	437.50		0.00		162.50	72.92		
590-521-935.000	Bldg. & Grounds Repair & Maintenance	350.00	0.00		0.00		350.00	0.00		
590-521-958.000	Membership & Dues	340.00	340.00		0.00		0.00	100.00		
590-521-960.000	Education	500.00	0.00		0.00		500.00	0.00		
590-521-965.000	Insurance & Bonds	2,400.00	2,046.66		0.00		353.34	85.28		
590-521-967.001	SAW GRANT	30,000.00	50,053.30		10,260.00		(20,053.30)	166.84		
590-521-968.000	Depreciation	79,000.00	0.00		0.00		79,000.00	0.00		
590-521-975.000	Capital Outlay under \$10,000	4,000.00	0.00		0.00		4,000.00	0.00		
590-521-978.000	Capital Outlay \$10,000 and above	40,000.00	34,682.83		0.00		5,317.17	86.71		
Total Dept 521 - SEWER FUND		632,425.00	416,260.57		17,355.08		216,164.43	65.82		
TOTAL EXPENDITURES		632,425.00	416,260.57		17,355.08		216,164.43	65.82		
Fund 590 - SEWER FUND:										
TOTAL REVENUES			527,393.16		0.00		120,606.84	81.39		
TOTAL EXPENDITURES		632,425.00	416,260.57		17,355.08		216,164.43	65.82		
NET OF REVENUES & EXPENDITURES		15,575.00	111,132.59		(17,355.08)		(95,557.59)	713.53		
Fund 591 - WATER FUND										
Revenues										
Dept 000 - GENERAL										
591-000-626.000	Charg. for Serv. (utilities)	1,600.00	712.65		0.00		887.35	44.54		

GL NUMBER	DESCRIPTION	2019		YTD BALANCE		ACTIVITY FOR		AVAILABLE		
		AMENDED BUDGET	11/30/2019	NORMAL (ABNORMAL)	11/30/2019	MONTH 11/30/2019	NORMAL (ABNORMAL)	BALANCE	% BDGT USED	
591-000-676.000	Reimbursements	0.00	450.00		0.00		(450.00)		100.00	
Total Dept 000 - GENERAL		1,600.00	1,162.65		0.00		437.35		72.67	
TOTAL REVENUES		1,600.00	1,162.65		0.00		437.35		72.67	
Expenditures										
Dept 536 - WATER										
591-536-702.200	Salary & Wages Snowplowing	200.00	306.26		0.00		(106.26)		153.13	
591-536-710.000	Twp. Share Medicare Withholding	5.00	4.45		0.00		0.55		89.00	
591-536-715.000	Twp. Share Soc. Sec. Withholding	15.00	18.98		0.00		(3.98)		126.53	
591-536-715.015	Retirement	0.00	42.87		0.00		(42.87)		100.00	
591-536-740.000	Operating Supplies	1,500.00	400.35		0.00		1,099.65		26.69	
591-536-775.000	Repair & Maintenance Supplies	200.00	0.00		0.00		200.00		0.00	
591-536-801.000	Professional Services	300.00	0.00		0.00		300.00		0.00	
591-536-805.000	Contractual Services	12,500.00	8,083.32		708.33		4,416.68		64.67	
591-536-920.000	Public Utilities	7,200.00	4,555.45		282.37		2,644.55		63.27	
591-536-930.000	Repair & Maintenance	2,000.00	3,875.92		1,534.25		(1,875.92)		193.80	
591-536-968.000	Depreciation	4,200.00	0.00		0.00		4,200.00		0.00	
Total Dept 536 - WATER		28,120.00	17,287.60		2,524.95		10,832.40		61.48	
TOTAL EXPENDITURES		28,120.00	17,287.60		2,524.95		10,832.40		61.48	
Fund 591 - WATER FUND:										
TOTAL REVENUES		1,600.00	1,162.65		0.00		437.35		72.67	
TOTAL EXPENDITURES		28,120.00	17,287.60		2,524.95		10,832.40		61.48	
NET OF REVENUES & EXPENDITURES		(26,520.00)	(16,124.95)		(2,524.95)		(10,395.05)		60.80	
Fund 594 - 2013 Debt Refunding/Debit Retirement										
Revenues										
Dept 000 - GENERAL										
594-000-664.000	Int. & Div. on Earnings	0.00	69.16		0.00		(69.16)		100.00	
594-000-672.000	Special Assessment	53,380.00	52,698.58		0.00		681.42		98.72	
Total Dept 000 - GENERAL		53,380.00	52,767.74		0.00		612.26		98.85	
TOTAL REVENUES		53,380.00	52,767.74		0.00		612.26		98.85	
Expenditures										
Dept 909 - 2013 DEBT FUNDING/DEBT RETIREMENT										
594-909-801.000	Professional Services	350.00	350.00		0.00		0.00		100.00	
594-909-992.000	Bond Principal Payment	45,000.00	45,000.00		0.00		0.00		100.00	
594-909-996.000	Bond Interest Payment	8,030.00	3,060.75		0.00		4,969.25		38.12	

GL NUMBER	DESCRIPTION	2019 AMENDED BUDGET	YTD BALANCE 11/30/2019		ACTIVITY FOR MONTH 11/30/2019		AVAILABLE BALANCE		% BDGT USED
			NORMAL (ABNORMAL)	NORMAL (ABNORMAL)	INCREASE (DECREASE)	NORMAL (ABNORMAL)	NORMAL (ABNORMAL)		
Total Dept 909 - 2013 DEBT FUNDING/DEBT RETIREMENT									
	TOTAL EXPENDITURES	53,380.00	48,410.75	48,410.75	0.00	0.00	4,969.25	90.69	
Fund 594 - 2013 Debt Refunding/Debit Retirement :									
	TOTAL REVENUES	53,380.00	52,767.74	52,767.74	0.00	0.00	612.26	98.85	
	TOTAL EXPENDITURES	53,380.00	48,410.75	48,410.75	0.00	0.00	4,969.25	90.69	
	NET OF REVENUES & EXPENDITURES	0.00	4,356.99	4,356.99	0.00	0.00	(4,356.99)	100.00	
Fund 703 - CURRENT TAX COLLECTION FUND									
	Revenues								
	Dept 000 - GENERAL								
	703-000-445.000	1,000.00	1,739.24	1,739.24	0.00	0.00	(739.24)	173.92	
	Total Dept 000 - GENERAL	1,000.00	1,739.24	1,739.24	0.00	0.00	(739.24)	173.92	
	TOTAL REVENUES	1,000.00	1,739.24	1,739.24	0.00	0.00	(739.24)	173.92	
	Expenditures								
	Dept 000 - GENERAL								
	703-000-700.000	1,000.00	0.00	0.00	0.00	0.00	1,000.00	0.00	
	Total Dept 000 - GENERAL	1,000.00	0.00	0.00	0.00	0.00	1,000.00	0.00	
	TOTAL EXPENDITURES	1,000.00	0.00	0.00	0.00	0.00	1,000.00	0.00	
Fund 703 - CURRENT TAX COLLECTION FUND:									
	TOTAL REVENUES	1,000.00	1,739.24	1,739.24	0.00	0.00	(739.24)	173.92	
	TOTAL EXPENDITURES	1,000.00	0.00	0.00	0.00	0.00	1,000.00	0.00	
	NET OF REVENUES & EXPENDITURES	0.00	1,739.24	1,739.24	0.00	0.00	(1,739.24)	100.00	
Fund 708 - METRO FUND									
	Revenues								
	Dept 000 - GENERAL								
	708-000-576.000	5,100.00	6,947.28	6,947.28	0.00	0.00	(1,847.28)	136.22	
	Total Dept 000 - GENERAL	5,100.00	6,947.28	6,947.28	0.00	0.00	(1,847.28)	136.22	
	TOTAL REVENUES	5,100.00	6,947.28	6,947.28	0.00	0.00	(1,847.28)	136.22	
Fund 708 - METRO FUND:									
	TOTAL REVENUES	5,100.00	6,947.28	6,947.28	0.00	0.00	(1,847.28)	136.22	
	TOTAL EXPENDITURES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
	NET OF REVENUES & EXPENDITURES	5,100.00	6,947.28	6,947.28	0.00	0.00	(1,847.28)	136.22	

GL NUMBER	DESCRIPTION	2019 AMENDED BUDGET	YTD BALANCE 11/30/2019		ACTIVITY FOR MONTH 11/30/2019		AVAILABLE BALANCE		% BDGT USED
			NORMAL (ABNORMAL)	NORMAL (ABNORMAL)	INCREASE (DECREASE)	NORMAL (ABNORMAL)	NORMAL (ABNORMAL)		
Fund 711 - HIGHLAND VIEW CEMETERY									
Revenues									
Dept 000 - GENERAL		900.00	1,503.06	(603.06)	0.00	(603.06)			167.01
711-000-664.000	Int. & Div. on Earnings								
Total Dept 000 - GENERAL		900.00	1,503.06	(603.06)	0.00	(603.06)			167.01
TOTAL REVENUES									
		900.00	1,503.06	(603.06)	0.00	(603.06)			167.01
Fund 711 - HIGHLAND VIEW CEMETERY:									
TOTAL REVENUES									
		900.00	1,503.06	(603.06)	0.00	(603.06)			167.01
TOTAL EXPENDITURES									
		0.00	0.00	0.00	0.00	0.00			0.00
NET OF REVENUES & EXPENDITURES									
		900.00	1,503.06	(603.06)	0.00	(603.06)			167.01
TOTAL REVENUES - ALL FUNDS									
		2,497,005.00	1,679,751.20	817,253.80	0.00	817,253.80			67.27
TOTAL EXPENDITURES - ALL FUNDS									
		2,348,665.00	1,636,531.74	712,133.26	433,689.47	712,133.26			69.68
NET OF REVENUES & EXPENDITURES									
		148,340.00	43,219.46	105,120.54	(433,689.47)	105,120.54			29.14

10/31/2019 02:07 PM
 User: RENE
 DB: Big Rapids Twp

CHECK REGISTER FOR BIG RAPIDS TOWNSHIP
 CHECK DATE FROM 10/02/2019 - 11/05/2019

Item "F"

Check Date	Bank	Check	Vendor	Vendor Name	Amount
Bank GEN GENERAL TOWNSHIP CHECKING					
10/02/2019	GEN	1178	FOUNTAIN	RENE FOUNTAIN	125.00
10/02/2019	GEN	1179	MASON	BRENT MASON	357.68
10/02/2019	GEN	1180	STANEK	BILL STANEK	125.00
10/16/2019	GEN	31786	CHA01	CHARTER COMMUNICATIONS	626.83
10/16/2019	GEN	31787	CIT02	BIG RAPIDS CITY TREASURER	40,239.30
10/16/2019	GEN	31788	CON00	CONSUMERS ENERGY	682.34
10/16/2019	GEN	31789	SUN00	REPUBLIC SERVICES #239	6,057.12
10/22/2019	GEN	31790	CON00	CONSUMERS ENERGY	1,588.85
10/22/2019	GEN	31791	PRIORITY H	PRIORITY HEALTH	1,959.69
11/05/2019	GEN	31792	ACC00	ACCIDENT FUND COMPANY	1,255.30
11/05/2019	GEN	31793	BADER	BADER & SONS CO.	263.06
11/05/2019	GEN	31794	BIG RAPIDS	BIG RAPIDS FLEET & AUTO REPAIR, INC	5,185.51
11/05/2019	GEN	31795	BIG01	BIG RAPIDS TWP SEWER REC. FUND	43.12
11/05/2019	GEN	31796	BIG06	BIG RAPIDS TIRE	380.00
11/05/2019	GEN	31797	BRT00	BIG RAPIDS TOWNSHIP GEN. FUND	5,400.00
11/05/2019	GEN	31798	BS&00	BS&A SOFTWARE	6,066.66
11/05/2019	GEN	31799	CHA00	MECOSTA COUNTY AREA CHAMBER	125.00
11/05/2019	GEN	31800	CIT00	CITY OF BIG RAPIDS	42.96
11/05/2019	GEN	31801	CIT02	BIG RAPIDS CITY TREASURER	4.94
11/05/2019	GEN	31802	CON00	CONSUMERS ENERGY	566.58
11/05/2019	GEN	31803	CON00	VOID	0.00 V
11/05/2019	GEN	31804	COO00	COOK'S BLACKSMITH WELDING INC.	336.82
11/05/2019	GEN	31805	CSI	CSI EMERGENCY APPARATUS, LLC	93,609.85
11/05/2019	GEN	31806	DIETRICH	GEORGE DIETRICH	638.72
11/05/2019	GEN	31807	DINGES	DINGES FIRE COMPANY	99.84
11/05/2019	GEN	31808	DO ALL DOU	DO ALL DOUG	1,650.00
11/05/2019	GEN	31809	DTE00	DTE ENERGY	74.36
11/05/2019	GEN	31810	FIR00	FIRST NATIONAL BANK	1,941.75
11/05/2019	GEN	31811	GRANGER	GRANGER	162.74
11/05/2019	GEN	31812	GRE02	GREAT LAKES ENERGY	19.96
11/05/2019	GEN	31813	KCI	KCI	725.00
11/05/2019	GEN	31814	KEVIN C	KEVIN CUSHWAY	708.33
11/05/2019	GEN	31815	MANPOWER	MANPOWER	1,370.25
11/05/2019	GEN	31816	MEC01	MECOSTA COUNTY ROAD COMMISSION	255,187.71
11/05/2019	GEN	31817	MEC01	VOID	0.00 V
11/05/2019	GEN	31818	MEN00	MENARDS	436.37
11/05/2019	GEN	31819	MER00	MICHIGAN ELECTION RESOURCES	209.11
11/05/2019	GEN	31820	MICHIGAN D	MI DEPT OF LICENSING AND REG AFFAIR	60.00
11/05/2019	GEN	31821	MIK00	MIKA, MEYERS, BECKETT & JONES	102.00
11/05/2019	GEN	31822	MTA00	MICHIGAN TOWNSHIP ASSOCIATION	34.50
11/05/2019	GEN	31823	NORTHWEST	NORTHWEST KENT MECHANICAL CO.	5,381.45
11/05/2019	GEN	31824	OVE00	OVERHEAD DOOR COMPANY	166.84
11/05/2019	GEN	31825	PRO00	PROGRESSIVE AE	10,260.00
11/05/2019	GEN	31826	SHBROCC	SPECTRUM HEALTH BR OCCUPATIONAL HEA	224.00
11/05/2019	GEN	31827	SKY	SKY GUYS LLC	1,000.00
11/05/2019	GEN	31828	STA01	STATE STREET HARDWARE	125.43
11/05/2019	GEN	31829	SUMMIT	SUMMIT COMPANIES	455.00
11/05/2019	GEN	31830	THE DRAIN	THE DRAIN DOCTOR	250.00
11/05/2019	GEN	31831	THE DRAIN	THE DRAIN DOCTOR	750.00
11/05/2019	GEN	31832	WOL01	WOLVERINE POWER SYSTEMS	1,534.25
11/05/2019	GEN	31833	XEROX	XEROX FINANCIAL SERVICES	362.73
10/16/2019	GEN	9930089(E)	SBS00	SMALL BUSINESS ADMIN SERVICES LLC	52.50
10/16/2019	GEN	9930090(E)	SBS00	SMALL BUSINESS ADMIN SERVICES LLC	52.50
10/31/2019	GEN	9930091(E)	JHI00	JOHN HANCOCK LIFE INSURANCE COMPANY	2,695.31
10/31/2019	GEN	9930092(E)	VOYA	VOYA FINANCIAL	3,989.43
11/01/2019	GEN	9930093(E)	CHE00	CHEMICAL BANK CENTRAL	6,286.80
11/01/2019	GEN	9930094(E)	STA00	STATE OF MICHIGAN	940.24

GEN TOTALS:

Total of 57 Checks:	462,988.73
Less 2 Void Checks:	0.00
Total of 55 Disbursements:	462,988.73

Check Date	Bank	Check Number	Name	Check Gross	Physical Check Amount
11/01/2019	GEN	11833	MASON, BRENT	4,516.78	3,708.35
11/01/2019	GEN	11834	STANEK, WILLIAM F	2,650.00	643.16
11/01/2019	GEN	11835	DOUGLASS, PERRY IV A	852.45	657.43
11/01/2019	GEN	11836	AMBLER, ALLEN S	42.12	36.68
11/01/2019	GEN	11837	TUBBS, JAMES	1,032.04	942.77
11/01/2019	GEN	11838	PEREZ, ADAM	184.48	160.70
11/01/2019	GEN	11839	LEE, JOSEPH W	302.68	276.49
11/01/2019	GEN	11840	WILLIAMS, TRAVIS A	158.42	139.56
11/01/2019	GEN	11841	CHAPMAN, JAMES M	430.98	379.69
11/01/2019	GEN	11842	PRANGER, RYAN E	525.42	396.96
11/01/2019	GEN	11843	WINDER-RUDD, DOMINIC D	443.08	377.72
11/01/2019	GEN	11844	WYMA, NICHOLAS A	596.24	525.30
11/01/2019	GEN	11845	JONES, JERRAD C	514.26	433.30
11/01/2019	GEN	11846	SPRIK, HANNAH M	718.48	592.79
11/01/2019	GEN	11847	FITZGERALD, LINDSAY P	285.70	251.70
11/01/2019	GEN	11848	THATCHER, SHANE W	155.42	135.37
11/01/2019	GEN	11849	BUYS, RANDALL J	299.74	276.80
11/01/2019	GEN	11850	HAWLEY, CRYSTAL A	44.08	40.28
11/01/2019	GEN	11851	MARSHALL, GRAYSON L	42.12	37.11
11/01/2019	GEN	11852	VELTING, BRYAR S	616.32	486.86
11/01/2019	GEN	11853	ROMAN, SCOTT A	142.36	130.05
11/01/2019	GEN	11854	DAVIS, ETHAN R	154.44	136.06
11/01/2019	GEN	11855	NEIBARGER, DAWSON D	114.28	99.53
11/01/2019	GEN	11856	FOUNTAIN, RENE M	3,416.67	2,570.95
11/01/2019	GEN	11857	SAEZ, HANNAH C	545.90	480.94
11/01/2019	GEN	11858	DIETRICH, GEORGE	2,066.33	1,783.31
11/01/2019	GEN	11859	ANTOR, GERALD A	747.20	689.44
11/01/2019	GEN	11860	CALIFF, MICHAEL H	761.00	626.01
11/01/2019	GEN	11861	CURRIE, PENNY M	3,266.67	899.44
11/01/2019	GEN	11862	WINGET, SCOTT A	1,663.75	1,431.66
11/01/2019	GEN	11863	MANEKE, BRANDON K	3,303.14	2,610.95
11/01/2019	GEN	11864	OLIVER, GORDON	41.20	36.29
11/01/2019	GEN	11865	SWEPPENHEISER, MARK A	41.20	38.05
11/01/2019	GEN	11866	DAVIS, MARY B	41.20	38.05
11/01/2019	GEN	11867	WETHINGTON, AMANDA R	41.20	36.29
11/01/2019	GEN	11868	BIGFORD, MICHAEL R	82.40	76.10
11/01/2019	GEN	11869	GEIB, ANTHONY C	145.83	128.47
11/01/2019	GEN	11870	EVERETT, JERALD D	145.83	128.47
11/01/2019	GEN	11871	MERENDINO, CHRISTOPHER B	145.83	128.47
11/01/2019	GEN	STUB22	BEAN, CARMEN	145.83	0.00

Check Date	Bank	Check Number	Name	Check Gross	Physical Check Amount
Totals:				31,423.07	22,567.55
		Number of Checks:	040		
		Total Physical Checks:	39		
		Total Check Stubs:	1		

Monthly Permit List

Building

Permit #	Contractor	Job Address	Fee Total	Const. Value
PB19-0036	DESHANO DEVELOPMENT CO	18900 16 MILE RD	\$6,846.00	\$1,617,000
Work Description: New construction of 13,684 sq.ft. Senior assisted living center.				
PB19-0037	WILBER, CURT B.	17790 195TH AVE	\$136.00	\$1,280
Work Description: Addition of 64 sq.ft. wheelchair ramp.				
PB19-0038	MECOSTA-OSCEOLA INTERME	14670 TOMAHAWK LANE	\$1,044.00	\$197,640
Work Description:				
PB19-0039	SZYNKOWSKI, ROBERT M.	18895 14 MILE ROAD	\$823.00	\$140,280
Work Description: New construction 2,176 sq.ft. single family dwelling with 1,020 sq.ft. attached garage and 600 sq.ft screened porch.				
PB19-0040	HUMPHREYS, AARON	21790 17 MILE RD	\$832.00	\$158,400
Work Description: New construction 2,624 sq.ft. single family dwelling and 704 sq.ft. attached garage.				

Total Permits For Type: 5

Total Fees For Type: \$9,681.00

Total Const. Value For Type: \$2,114,600

Electrical

Permit #	Contractor	Job Address	Fee Total	Const. Value
PE19-0043	STRALEY EDWARD & KATHER	16674 MITCHELL CREEK TRL	\$96.00	\$0
Work Description: Generator Service, 1 inspection.				
PE19-0044	LAMB KEVIN & COLLEEN	18754 TAFT ROAD	\$171.00	\$0
Work Description: 2 circuits, up to 25 lights, 1 inspection.				
PE19-0045	MALONE, DANIEL R. ET UX	15085 180TH AVE	\$96.00	\$0
Work Description: 3 circuits, up to 25 lights, 1 inspection.				
PE19-0046	SMITH, ROBERT W. ET UX	18491 ARTHUR RD	\$86.00	\$0
Work Description: Furnace, 20 kva motor, 1 inspection.				
PE19-0047	NOLAN JAMES & WILSON ALIC	17750 195TH AVE	\$174.00	\$0
Work Description: 100 amp service, 6 circuits, 1 - 220 v outlet, 100 ft feeder, 2 inspections.				
PE19-0048	WARD JERRY G. & FRANCES F.	23380 16 MILE RD	\$91.00	\$0
Work Description: Service, 1 inspection.				
PE19-0049	MYERS, MARY E	13665 215TH AVE	\$85.00	\$0
Work Description: 200 amp service, 1 inspection.				
PE19-0050	MECOSTA COUNTY BOARD O	14485 NORTHLAND DR	\$86.00	\$0
Work Description: 1 CIRCUIT BREAKER, 1 HOOD, 1 INSPECTION				
PE19-0051	DESHANO DEVELOPMENT CO	18900 16 MILE RD	\$115.00	\$0

Work Description: TEMP SERVICE, 1 INSPECTION

PE19-0052 SZYNKOWSKI, ROBERT M. 18895 14 MILE ROAD \$283.00 \$0

Work Description: 1 service, 20 circuit breakers, 3 light fixtures, 1 dishwasher, 1 furnace, 5 motors, 2 inspections

Total Permits For Type: 10

Total Fees For Type: \$1,283.00

Total Const. Value For Type: \$0

Mechanical

Permit #	Contractor	Job Address	Fee Total	Const. Value
PM19-0052	UNIVERSITY CLUB ESTATES	21595 UNIVERSITY DR	\$175.00	\$0
Work Description: Residential heating system, 4 gas piping openings, 1 air conditioning, 1 inspection.				
PM19-0053	BAUMUNK FAMILY TRUST	18031 16 MILE RD	\$105.00	\$0
Work Description: Gas burning furnace, 1 inspection.				
PM19-0054	STRALEY EDWARD & KATHER	16674 MITCHELL CREEK TRL	\$100.00	\$0
Work Description: Gas piping, generator, 1 inspection.				
PM19-0055	JACKSON DANIEL QUADE & K	21320 FOREST LAKE DR	\$80.00	\$0
Work Description: Generator gas piping, 1 inspection.				
PM19-0056	DUFFETT RICHARD P J & CON	23274 TIMBER RIDGE DR	\$135.00	\$0
Work Description: Gas burning furnace, air conditioning, 1 inspection.				
PM19-0057	MATZEN NICKOLAS JOHN & H	12365 235TH AVE	\$95.00	\$0
Work Description: LP Tank set-up, 1 inspection.				
PM19-0058	ERICKSON CORY & EMILY	14230 TRILLIUM LANE	\$190.00	\$0
Work Description: Residential heating system, 4 gas piping, 1 heat pump, 3 exhaust, 1 inspection.				
PM19-0059	KANTAR, ANDREW & FRANCE	18970 WINDING BRK	\$110.00	\$0
Work Description: Gas burning furnace Gas piping 1 inspection				
PM19-0060	DEREVAGE, ROSALIE J.	13420 SYMONDS DR	\$105.00	\$0
Work Description: Gas Burning furnace, 1 inspection				
PM19-0061	LAND MANAGEMENT, L.C.	21380 PERRY AVE	\$105.00	\$0
Work Description: REFRIGERATION, 1 INSPECTION				
PM19-0062	LINNEN JOHN & GRUNST MIC	18904 WINDING BRK	\$105.00	\$0
Work Description: Gas Furnace, 1 inspection				
PM19-0063	MATZEN NICKOLAS JOHN & H	12365 235TH AVE	\$105.00	\$0
Work Description: RESIDENTIAL BOILER, 1 INSPECTION				
PM19-0064	WARD JERRY G. & FRANCES F.	23380 16 MILE RD	\$110.00	\$0
Work Description: Gas burning furnace, gas piping, 1 inspection.				
PM19-0065	POTTER, GREGG S. & NANCY	23285 MAPLE HILL DR	\$105.00	\$0
Work Description: gas furnace, 1 inspection				

PM19-0066 RAMPANELLI, MICHAEL J 20850 EDGEWOOD DR \$135.00 \$0

Work Description: GAS FURNACE, 1 INSPECTION

PM19-0067 SZYNKOWSKI, ROBERT M. 18895 14 MILE ROAD \$510.00 \$0

Work Description: 1 Residential heating, 1 residential boiler, 3 water heater, 4 gas piping, 1 air test, 3 bath exhaust, 1 underground piping, 4400' piping, 1 underground inspection, 1 inspection

Total Permits For Type: 16
Total Fees For Type: \$2,270.00
Total Const. Value For Type: \$0

Plumbing

Permit # Contractor Job Address Fee Total Const. Value

PP19-0022 SZYNKOWSKI, ROBERT M. 18895 14 MILE ROAD \$218.00 \$0

Work Description: 12 fixtures, 1 stack, 1 service, 1 sewer, 1 distribution, 1 additional inspection, 1 final inspection

Total Permits For Type: 1
Total Fees For Type: \$218.00
Total Const. Value For Type: \$0

Zoning Clearance

Permit # Contractor Job Address Fee Total Const. Value

PZ19-0035 BIG VALUE CENTER LLC 18690 16 MILE RD \$0.00 \$0

Work Description: Operating a cleaning business and equipment storage from this location. Issued a Zoning Clearance for placement of Banner type signs on the existing building.

PZ19-0036 DESHANO DEVELOPMENT CO 18900 16 MILE RD \$100.00 \$0

Work Description: Deshano Development is proposing a senior housing/assisted living facility on property they own on 16 Mile Road near Ryan Creek Apartments. Planning Commission will review the site plan at their regular meeting on June 12, 2018.
Construction of a new Adult Assisted Living Facility. Phase 1 final approval by the Planning Commission on September 11, 2018. Construction to start in the spring of 2019.
Transferred Zoning Clearance to PZ19-0036 on 9/6/2019 to coincide with building Permit PB19-0036 being entered on that date.

PZ19-0038 MECOSTA-OSCEOLA INTERME 14670 TOMAHAWK LANE \$25.00 \$0

Work Description: New Construction 1,976 sq.ft. 1 story single family dwelling with full basement, 1,164 sq. ft. attached garage and fireplace.

PZ19-0039 SZYNKOWSKI, ROBERT M. 18895 14 MILE ROAD \$25.00 \$0

Work Description: New construction 2,176 sq.ft. single family dwelling with 1,020 sq.ft. attached garage and 600 sq.ft. screened porch.

PZ19-0040 HUMPHREYS, AARON 21790 17 MILE RD \$25.00 \$0

Work Description: New construction 2,624 sq.ft. single family dwelling and 704 sq.ft. attached garage.

Total Permits For Type: 5
Total Fees For Type: \$175.00
Total Const. Value For Type: \$0

Report Summary

Population: All Records
Permit.DateIssued Between
10/1/2019 12:00:00 AM AND
10/31/2019 11:59:59 PM

Grand Total Fees:	\$13,627.00
Grand Total Permits:	37
Grand Total Const. Value:	\$2,114,600

Big Rapids Charter Township

Cemetery and Grounds Monthly Report

October 2019

October activity:

- Total of 7 burials
 - 5 Cremain
 - 2 Traditional
- Poured 2 headstone foundations
- Shut off water and blew out lines
- Closed Highbanks Park for season
- Installed letters above township hall entrance
- Re-stained wood at township hall entrance
- Received help from County Corrections recorded total of 12 days, for cemetery leaf cleanup
- Prepared snow equipment for winter season

Month summary:

October was an overfull month, as it always is for the township grounds. Mowing has been finished, and Highbanks Park is closed for another winter season. The leaves at Highlandview Cemetery fell about 1-2 weeks later than usual, but fell faster than usual once they did. This drop rate helped us significantly. Our annual goal is to have the cemetery cleaned of leaves by Halloween. This year, we were only a couple of days shy of that goal. Last year, leaf cleanup was not completed until November 15th, and a similar time the year before.

This month, we have received an abundant amount of help from the county corrections department. In years past, we have averaged having 4-6 work crews help us with leaves. This year we had well over a dozen. Since I took over this position in 2016, I have made it a personal mission to strengthen our relationship with the corrections department. This year shows that to be proven. Before we had to call a month in advance to schedule a crew, now they show up at random and try to help us as much as their schedule allows.

We had one leaf blower go down with a bad cylinder. This leaf blower has been retired, as the repair cost outweighs replacement. All other equipment is in good working order.

Respectfully submitted,

Brandon Maneke

Grounds Manager

FIRE DEPARTMENT REPORT
NOVEMBER 5, 2019

Item "J"

General:

The department continues to run well. October was Fire Prevention Month. We were busy with visits to local day care centers and businesses to promote fire safety. The new chassis for Tender 3 arrived at CSI. We are waiting for them to prep the new chassis before we take Tender 3 up to them. Our annual Halloween party was a huge success. With the addition of new sponsors and the hard work of several members, we were able to host over 900 people with games, treats and a new "haunted" maze. One member deserves special recognition. Nick Wyma spent countless hours tracking down sponsors and putting the haunted maze together.

Call Volume:

Total calls for the month of October 2019: 43

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

Year to Date Call volume 2019: 374

Year to Date Response Times:

Turnout Time (dispatch to truck en-route): 4 minutes and 15 seconds.

Response Time (dispatch to on scene): 9 minutes and 42 seconds.

Year to Date Call Locations:

BR TWP	327
Austin	1
City of Big Rapids	10
Evart	1
Grant	2
Green	11
Isabella County	1
Mecosta TWP	9
Morley	2
Morton	1
Newaygo County	2
Osceola County	2

Personnel:

No issues to report.

Training:

Training this month consisted of monthly truck checks, hose testing, ladders, and county wide water shuttle. The county wide water shuttle was an ISO test to determine how much water we could flow for a set time. We do not have the results as yet but will share them once we get them. The more water we can flow as a county, the more points we receive on our ISO ratings.

Repairs Completed:

Rescue Squad 5 was repaired and returned to service on 10/5/19.

Station Maintenance:

The basement flooding continues to be an issue. We have a steady flow of water coming in from the drain tiles to the crock and through the walls. Our sump pump was unable to keep up. We have replaced the sump pump but need to work on a solution for sealing the walls and possibly diverting the water from the building to alleviate the flow. We will be contacting basement sealing contractors to see what our options are.

Additionally, the boiler and hot water heater are located in the basement and are at risk from the flooding. The boiler inspection revealed that there are some issues with it due to the flooding. We are looking at possible solutions for that as well.



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

October 29, 2019

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

RE: Monthly Lift Station Report

Dear Bill,

October was another quiet month for the lift stations. We have materials for the manhole repair project and are slated to do that by the end of this week. We did a draw down on the North State St lift station and adjusted the GPM from 120 to 140 on the Mission site for volumetric calculation.

Overall, the lift stations are functioning properly.

Sincerely,

Todd Shank
Northwest Kent Mechanical Co.

Big Rapids Township Industrial Park Water Treatment Plant Monthly Report

October 2019

All operations are normal at the plant. Maintained a Chlorine residual of about .33 MG/L or Parts per million. Well number 2 is functioning normally and providing ample water for the distribution system. All other electronics working well and functioning normally. Still a call here and there for Sensaphone going offline but it comes back online usually shortly thereafter. Diesel fuel in generator at about half a tank, block heater fixed and working as normal. Quarterly sample taken and came back good from Airport in distribution system, and submitted to district 10 health department . All other pumps, VFDs and valves functioning normally. All hydrants were flushed and pumped down for the winter, any use of hydrants will require pumping down from this point on through the winter months.

**Cemetery Committee
October 8, 2019**

Meeting was called to order by Gordy Telfer at 2:00 pm. at the cemetery building.

Present were Telfer, Jennings, Maneke, and Stanek

Gawne, Fountain, and Hively absent.

Bill thanked the committee for meeting at the cemetery today because the hall parking lot is a mess, with construction going on.

Minutes of the August 13 meeting and Sextons August and September reports were accepted as printed.

Brandon showed the committee the new blower that he purchased, it is a little heavier than the others, but it has a lot more supports and padding and is much more comfortable to use.

The wild flowers for the hillside were discussed and Brandon will check into more details.

Brandon has 6 work crews lined up to help with leaves this month. The leaves are at least two weeks behind. It may be a problem if we get an early snow.

Will wait to set a time in the spring for some training on grave stone cleaning.

Brandon has all the footings in and the water is shut off and drained.

Next meeting will be December 10th at the township hall at 2:00 pm.

Bill Stanek, acting secretary

**BIG RAPIDS CHARTER TOWNSHIP
ELECTION COMMISSION MEETING October 1, 2019
BIG RAPIDS TOWNSHIP HALL**

Township Clerk Fountain called the meeting to order at 6:30 p.m. Fountain, Everett, and Geib were present.

ITEMS OF BUSINESS:

Fountain presented the following list of people for consideration of being appointed to perform the duties of election inspector for Precinct 1 on the November 5, 2019 Special Election:

Hannah Saez - Dem Chairperson
Sherri Gilbert - Dem
Jan Eckert - Rep
Rachel Schumacher - Rep
Mackenzie Gilbert - Dem
Sue Bean - Rep
Kylee Purcell – Rep
Richelle Boerma - Dem

Cindy Erbes – Dem - Alternate
June Swanson – Dem - Alternate
Kathy Bouwman - Rep Alternate
Kim Pellerito - Dem Alternate
Jill Ruppel - Dem Alternate

Everett moved that these people be appointed to work as Election Inspectors at the May 7, 2019 Special School Election. Seconded by Geib. Motion passed unanimously.

Fountain presented the following list for approval as the receiving board for the November 5, 2019 School Election:

Kylee Purcell - Rep
Hannah Saez - Dem

Geib moved that these people be approved as the receiving board for the November 5, 2019 Special Election. Seconded by Everett.

The public test of the Dominion voting equipment will be conducted on October 15, 2019 at 11:00 a.m.

Adjourned: 6:36

Bill Stanek

From: Jim Tubbs <chief11.c1@gmail.com>
Sent: Friday, October 18, 2019 12:46 PM
To: Bill Stanek
Subject: Re: Committee meeting

It was just Tom and I at the meeting last night. We discussed the chassis arriving for the tender and the F800 painting and tank build.

On Tue, Oct 15, 2019, 10:40 Bill Stanek <supervisorstanek@bigrapidstowship.net> wrote:

Good Morning

Our fire committee meeting is this Thursday at 7:00 pm. I will not be there so could someone takes some notes of what you do. Jim has key to the office.

Bill

MINUTES
BIG RAPIDS CHARTER TOWNSHIP
PLANNING COMMISSION

Tuesday, October 8, 2019 --- 7:30 p.m.

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

I. CALL TO ORDER: 7:30 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, October 8, 2019 at 7:30 p.m.

II. ROLL CALL:

Present: Carman Bean, Mike Bigford, Mary Davis, Gordon Oliver, Mark Sweppenheiser and Amanda Wethington. Zach Cook is excused. The record shows there is a quorum. Also present: Zoning Administrator and Recording Secretary, Brent Mason.

III. CONFLICTS OF INTEREST:

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

IV. MINUTES:

Mrs. Wethington asked the Commission members to review the minutes of the September 10, 2019. Mr. Bean made a motion to approve the September 10, 2019 minutes as submitted. Mr. Oliver supported the motion. There was no further discussion. The motion passed unanimously with six ayes.

V. PUBLIC COMMENT:

Mr. Mason advised the Planning Commission members that he would be leaving employment with the Township at the end of the month. There was no other public comment.

VI. OTHER BUSINESS:

Mr. Dave Bee from the West Michigan Regional Planning Commission is attending tonight following the Board of Trustees approval of his services to assist the Planning Commission in the review of the 2020 Master Plan. Mr. Bee began by thanking the Planning Commission members for supporting his offer and recommending his proposal.

Mr. Bee started by giving the PC members some homework. He would like the PC members to undertake a review of the Community Survey that was sent out back in 2003. It asks for input on strengths, weaknesses, land use, community services and brief demographics of the respondents. He requested that members make suggestions to be used in the new survey. Mr. Bigford asked if a comment section could be included that would allow for additional input. Mr. Bigford asked how the analytical information would be ranked and weighted so that the information would be more usable and applicable. Mr. Bee stated that all those concerns would be taken into consideration.

The second homework assignment is to pick two days for interviewing residents and members of the public. Mr. Bee requested that lists of names and contact information be forwarded to him for key persons to interview. It was determined that the dates would be November 6th and 7th from 10 am to 8 pm.

Mr. Bee explained how he would run the interviews, defining terminology and processes so that the participants would be responding to open ended questioning.

Mr. Bee also requested to schedule public input workshops after the individual interviews. After a brief discussion, the Planning Commission members agreed that Wednesday, December 4th from 1 to 4 pm and 6 to 8 pm would likely be a good date. Mr. Stanek said he would reserve the Mecosta County Services meeting room.

Mr. Sweppenheiser asked about the demographic section questions and wondered if they could be modified so that they weren't so cumbersome. Mr. Bee stated that the rationale was to make sure that entire township was represented fairly. The members made several suggestions that could streamline the process and maintain the information gathering process so that the data would represent the township citizens accurately. Mr. Bee went through some of the results from the 2003 survey and said that he would look at modifying some of the questions.

The PC members and Mr. Bee briefly discussed the Industrial Park. Mr. Bee advised that he found out the property needed to remain an industrial park for 20 years.

Mrs. Davis asked Mr. Bee how many individuals he was looking to interview. Mr. Bee replied that he wanted a total of approximately 40 people. The Township Board and Planning Commission members are included in that number. Mr. Bee requested contact information also be included so that he doesn't have to track it down.

Mr. Bigford asked how the citizens would be able to access the survey. It was suggested that the survey be accessible online via the township website and through social media, such as Facebook. Mr. Mason stated that developing a fillable survey form was doable and it could be placed online in those sites. Mr. Bee advised that paper surveys have worked well for most jurisdictions and that in 2003, there were over 220 surveys returned in Big Rapids Township representing over 18 percent of the households. Mr. Bigford suggested that we were missing a large opportunity for connecting with the public if we didn't have an online social media presence.

Mr. Bee reiterated that the dates of the interviews would be November 6 & 7 and that we would continue to work on the survey questions and distribution methods. Comments were made about survey monkey, how it works and whether it would function for us.

Mr. Bee mentioned the Old US 131/Northland Drive corridor committee from Howard City to Reed City will be starting up this fall to discuss the development along that roadway and look at traffic flow issues. The Rural Task Forces will also be starting soon as well.

The members of the Planning Commission thanked Mr. Bee for his time and talent. Mrs. Wethington and the other members thanked Mr. Mason for all the work he did for the Planning Commission. Mr. Mason acknowledged the recognition and thanked the

members for allowing him to serve them. He offered to assist in any way he could during the transition period.

VIII. ADJOURNMENT:

Hearing no further business for the Planning Commission, Mrs. Wethington adjourned the meeting at 8:20 p.m.

Motion to approve the Planning Commission minutes of October 8, 2019 by: Mr. _____ . Seconded by: Mr. _____ . Roll call vote carried with _____ ayes.

Brent R. Mason, Recording Secretary
BIG RAPIDS CHARTER TOWNSHIP
PLANNING COMMISSION

November 12, 2019
Date Approved

Utilities Committee Meeting
October 10, 2019
1:00 PM
Minutes

Bruce Sczepaniak, Penny Currie, Bill Stanek and Todd Shank present.
Jerry Everett and Mel Seiter absent.

Bill reviewed the problems that have happened at the Hills of Mitchel Creek. There should be more progress next week on resolving the problem.

Lift station on Northland Drive (Supervisor station) is under our control and everything is working fine. Todd was asked if he thought the calibration was correct. He is going to do more checking before we start using it for billing purposes.

Bill went over the smoke testing report and told how it was done. The committee went over each item:

Issue # 1 & 2—NW Kent will do the work

Issue # 3 & 4—NW Kent will do the work

3 & 4 is probably where most of our I & I has been coming from

Issue # 5 – NW Kent will take care of.

Issue # 6—Isabella Bank has been notified and are working on the problem

Issue # 7—Bill will talk to Aldi

Issue # 8 & 9 NW Kent to do anything they can temporarily

This is what we are looking at redoing completely next year.

Issue # 8.1—The Fair Board has already taken care of

Issue # 10—Not sure of ownership-Bill will follow up

Issue # 11 & 12—Dealership is working on.

Issue #13 & 14—Campus Creek Apartment complex is working on

Issue # 15—Major Problem, needs board decision

Issue # 16—Probably not a problem other than summertime.

Issue # 17 & 18—City has taken care of already.

Todd was excused

Wastewater User Charge

After discussion, the committee is recommending this to the board for approval.

Upcoming rates were also discussed and it was decided to recommend to the board that the following rates be adopted.

Base Rate \$8.00 no change

City Rate \$4.69 down \$0.59 or 11% (pass thru from city)

Township Rate \$3.69 down \$0.07 or 2%

Flat rate \$36.75 no change

Meeting adjourned at 2:10 pm.

Bill Stanek, acting secretary

Supervisor's Report October 2019

October was a very busy month. I started out with one full day of MTA training that was very good. A big advantage of this type of training is networking with local township officials. Along this same line, I was able to attend the ground breaking for the Dragon. This gave me the opportunity to network with our state officials as well as others in the community. The Dragon should be a big help to us in economical development in our township as well as communities around the river. It is expected to bring in over a hundred thousand people for different events that will be held on the trail. This will be an international competition trail, and it's being built in our back yard.

After the conversation at our last meeting, I did make personal visits with the people at Campus View. One paid, one said they had talked to the treasurer who had said it would be OK to wait until they pay their winter taxes, and the other said he has been talking to Carman on this.

I am still working with Terry Weaver and the problems at the Hills of Mitchell Creek. We are making progress and have sewage flowing in the right direction. They are doing some of the work and Northwest Kent is doing some additional work to keep lines from freezing. We will keep involved until we have every thing working.

There was a public meeting held for the Ives drain which I attended. There were a lot of city residents there but very few from the township. It was determined that a drain district was needed, and we will end up being a part of it and be liable for our portion of the district. This will put two drain districts in our township.

With Brent leaving, I spent a lot of time working with him the last couple of weeks he was here. Since he left, I have been busy with building and zoning work. Not being used to doing it probably takes me a little longer, but it has been a very busy month in that department. Rene, Penny, and I have spent a lot of time going over resumés. We had over 200 and then interviewed 13 people. The three of us feel very comfortable with the two people we are recommending. Both of them are available to start right away, so we will be busy training over the next couple of months.

This quarter's County Township Association meeting was very interesting. We had two speakers that each talked over a half hour. One was from the census bureau. He brought us up-to-date on the effort to get a complete count and again stressed the importance of it. The other speaker was from the Michigan State Police, and he talked about how speed limits are set. I have attended other sessions on speed studies and how they are done, but this was so much more in depth and very interesting.

It seems like I spent a lot of time learning this month, but I also had a good training session that was free put on by Mika Meyers, our attorneys. This was three intense hours but very good. Besides all of this, I was able to attend the city/Ferris/township meeting, two meetings with the city and Green Township concerning the user charge and other updates, the MEDC meeting, and one city commission meeting. I also attended our Planning Commission, cemetery, and utilities committee meetings. I did miss the fire committee meeting this month due to other commitments.

New this month was a meeting I attended for the Northland Drive corridor. We had about 20 people from Howard City to Reed City involved. We hope to be working on safety issues as well as economical development along this route. Along this same line, I have been working with MDOT, and they will be using our office for a couple of days in November while working on a traffic audit for Northland Drive from Arthur Drive to Knollview Drive. This audit is being paid for by MDOT at the cost of about \$50,000. They will have one public meeting on Tuesday morning the 19th, work out of office Tuesday, Tuesday evening, and Wednesday and then have another meeting here Wednesday afternoon.

We also have Dave Bee interviewing people in our office November 6th and 7th for our master plan. In December we have two open meetings scheduled to meet with public for their input.

This month has been a little overwhelming, but I still enjoy serving our residents.
Thank you.

Bill

Building and Zoning Administrator

Job Description and Duties

Job Description

Oversees office
Front-line person for township
Building/Zoning Department supervisor
Secretary to the Planning Commission
Must take oath of office and be bonded
Reports directly to township supervisor

Duties

Greet and direct visitors to the township
Answer questions if knowledgeable or directs the person to the one who can
Answer phones
Oversee MISS DIG (notify operator if in an area we cover)
Issues all building permits and receives payment
Assign all new addresses
Responsible for the administration and enforcement of the Zoning Ordinance
Handle all zoning requests
Must be able to communicate well with township residents and contractors
Responsible for Planning Commission agenda and all notices
Responsible to attend monthly Planning Commission meeting
Must have Planning Commission minutes printed within 10 days of meeting
Prepares agenda for Zoning Board of Appeal and Building Board of Appeal
Works with supervisor on all Zoning complaints received
Supervises building inspectors and officials
Prepares a monthly report on building projects for township board meeting
Keeps all building /zoning records up-to-date and filed properly
Must be willing to attend training locally and out of town
Works with IT contractors to keep up website
Cooperates with and helps the clerk, treasure, and assessor as available
Perform other duties that may be assigned by township supervisor

Z or/and 0

IN PERSON ①

T I M O T H Y K L E I N H E K S E L

14095 Nancy Drive • Big Rapids, Michigan 49307

(616) 405-4705 • t.kleinheksel@gmail.com

October 7, 2019

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

I am applying for the open position of Administrative Assistant. I have excellent organizational and office management skills and learn quickly in new experiences. My work history shows me to possess a solid work ethic with dependable and punctual attendance in addition to a positive attitude.

As per my attached resume, I have proven skills in Microsoft Office applications including Word, Excel, and Power Point as well as other software applications. I have strong verbal and written communication skills and enjoy interacting with the general public.

Please contact me at (616) 405-4705 or t.kleinheksel@gmail.com to arrange a personal interview where I can introduce myself and learn more about this position.

Sincerely,

Timothy J. Kleinheksel

3:15

INTERVIEWED 10/23/19

T I M O T H Y K L E I N H E K S E L

14095 Nancy Drive ♦ Big Rapids, Michigan 49307
(616) 405-4705 ♦ t.cleinheksel@gmail.com

Work Experience: **Trinity Fellowship Church**, Big Rapids, MI

06/2019-Present *Custodian and Maintenance*

Part time job (25-30 hours)

Assure daily cleanliness of entire facility including:

Sanctuary, Kitchen, Classrooms, Restrooms

Youth Ministry Building:

Café, Auditorium, Restrooms

Maintain safety and appearance of all facilities including:

Light fixtures and bulbs, Sidewalks and concrete approaches,

Ceiling tiles and all Floor coverings

Menard, Inc., Big Rapids, MI

06/2008-06/2019 *Manager, Hardware Department*

Supervise departmental staff of 6-8 team members

Attend weekly Management Staff Meetings

Assure timely completion of GO directed tasks

Apply daily retail price changes

Process guest orders

Previous job assignment: Manager, Building Materials

Dynamite Trucking, Big Rapids, MI

02/2008-06/2008 *Accounting/Dispatch*

Process weekly time sheets and mileage reports for payroll

Search load boards online for profitable loads

Dispatch loads to truck drivers and owner operators

Process drivers Log Books and IFTA mileage reports

Ensure compliance with Federal and State safety regulations

Daily AP and AR processing in Quickbooks

Credit and collections

Pattie Drug of Baldwin, Baldwin, MI

10/2006-02/2008 *Inventory/Clerical*

Inventory management utilizing RMS computer software

Process incoming OTC and GM orders and stock shelves

Inventory, order and stock soda, beer and liquor items

Process third party AR receipts

Nestle Waters North America, Stanwood, MI

03/2003-10/2006

Dock Coordinator

Coordinate loads to maximize loading efficiency
Oversee daily operations of warehouse movements
Continuous Improvement of dock office operations

Warehouse Technician

Fill orders from pick tickets and assist in loading trucks
Assist in inventory cycle count to ensure inventory accuracy
Member of safety committee

Automation Ideas, Rockford, MI

02/2002-03/2003

Manager of Purchasing/Inventory

Purchase and expedite all materials needed for production of OEM machinery
Negotiate long term blanket orders with vendors
Maintain spare parts inventory levels

Genzink Steel Supply and Welding, Holland, MI

03/1991-02/2002

Material Planner/Manufacturing Engineer

Review project launch data to determine time frame, procedures and staffing requirements
Create financial budgets for projects to ensure profitability
Procure outside services including pre-machining, post-machining, material treatments

Project Manager

Plan, direct and coordinate projects to ensure customer satisfaction
Review project proposals to determine time frame, procedures and staffing requirements
Procure outside services including pre-machining, post-machining, material treatments

Education:

Hamilton High School, Hamilton, MI

High School Diploma

College Preparatory Curriculum

Davenport College of Business, Grand Rapids, MI

Associate in Science Degree in Business Administration

Major: Transportation and Distribution Management

Minor: Accounting

Davenport College Outreach, Grand Rapids, MI

Computer Programming

Lotus and Microsoft

H & R Block, Holland, MI

Income Tax Preparation

**Clerical Office Position
Job Description and Duties**

Job Description

Front-line person for township
Must take oath of office and be bonded
Reports directly to township supervisor

Duties

Greet and direct visitors to the township
Answer questions if knowledgeable or directs the person to the one who can
Answer phones
Must be able to communicate well with township residents and contractors
Must be willing to attend training locally and out of town
Works with IT contractors to keep up website
Cooperates with and helps the clerk, treasure, and assessor as available
Perform other duties that may be assigned by township supervisor

October 28, 2019

Big Rapids Charter Township Offices
Attn: Supervisor Stanek
14212 Northland Drive
Big Rapids, MI 49307

RE: PART-TIME CLERICAL POSITION

Dear Supervisor Stanek:

Please accept this resume and letter of reference in consideration for the part-time clerical position available with Big Rapids Charter Township. I am currently working for Mark W. Viel, P.C. as his Legal Secretary, however, Mr. Viel is retiring on December 31, 2019. With that being said, my position will be exhausted, therefore I am seeking a position that I can continue using my skills and abilities elsewhere.

You will note on my resume that I did not work between November 1996 and August of 2009, at which time, I was raising my four children. Throughout this time, I did volunteer my clerical and organization skills to local organizations as craft leader, assistant coordinator, and coordinator.

I look forward to speaking with you further regarding this position.

Sincerely,



Jami L. Haner

Jami Lynn Haner

514 Mecosta Avenue, Big Rapids, MI 49307
#231-796-1173 email: jlhaner7270@hotmail.com

OBJECTIVE:

Seeking a secretarial position where I can utilize my clerical and organization skills, as well as contribute my past experience, knowledge and abilities to help benefit another work environment.

WORK EXPERIENCE:

Legal Secretary, Mark W. Viel, P.C., Big Rapids, Michigan

June 2014 to present (*office will be closing as of 12/31/19 as a result of Mr. Viel's retirement*)

Job Duties:

- Provide secretarial support for attorney
- Answer phone calls and administer incoming client inquiries
- Interact with clients from point of referral to post-hearing
- Review and submit confidential client medical records and information to the Social Security Administration
- Schedule hearings, telephone, and office conferences
- Maintain attorney calendar
- Transcription
- Manage correspondences
- Maintain deadlines between judges, clients, and medical providers
- Process mail

Title I/Special Education Paraprofessional

Crossroads Charter Academy, Big Rapids, Michigan

September 2009 – September 2013

Job Duties:

- One-on-one interaction/intervention with students in Special Education/classroom setting
- Lesson planning and implementation
- Reading intervention with Title I students
- Planning and implementing reading activities
- Assisting in classroom activities/support
- Administering standardized reading testing for students under Title I teacher

Secretary, Alexander Business Machines, Oscoda, Michigan

May 1995 to November 1996

Job Duties:

- Billing
- Word processing

- Filing
- Answering phones
- Scheduling copier repairs and maintenance
- Office supply sales
- Preparing supplies for copy technician calls

TECHNICAL SKILLS:

MS Word, Excel, Outlook, Adobe Acrobat

EDUCATION:

September of 1991 to May of 1994- Central Michigan University, Mt. Pleasant, MI.

- Elementary Education

September of 1990 to June of 1991 -Oakland Community College, Union Lake, MI.

- Dean's List, Oakland Community College

June of 1990 - Graduated with honors from Lakeland High School, White Lake, MI.

- Member of Lakeland High School's chapter of the National Honors Society.

REFERENCES:

Dawn M. Younge – 231-679-8028 (*letter of recommendation attached*)

Sharron Alexander – 989-739-9178

Mark W. Viel – 231-349-1500

MARK W. VIEL, P.C

Big Rapids: (231) 796-0001 / Traverse City: (231) 947-0313

Toll Free: (800) 924-2915/ Fax: (231) 796-5956

contact@markviel.com

October 28, 2019

To Whom it May Concern:

As of 12/31/19, Attorney Mark Viel will be retiring and closing his practice, which leaves Jami Haner to explore employment options. As a productive and achieving member to our small team, it is my pleasure to provide this letter of recommendation on behalf of Jami.

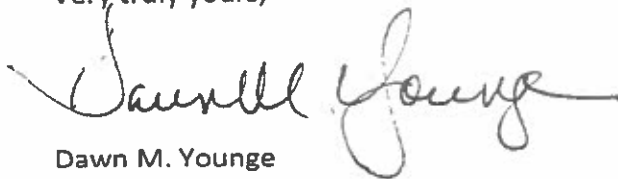
I have had the good fortune to work alongside Jami, at the Law Office of Mark W. Viel since 2014. Throughout the years, Jami has had to adapt to many job duties, as a result of several changes within the office, which she continued to administer her strengths professionally and personally. She is very detail-oriented, thorough, and always performed tasks accurately. She is compassionate, reliable, a team worker, and always willing to lend a hand.

Jami is our front runner in the lines of communications with our clients; answering calls, addressing any concerns, following through with their needs, this is a great advantage to our office, and I am certain that she will display these abilities elsewhere.

Jami has a very pleasant demeanor which is easily displayed. With all her assets and experience, while working for the Law Office of Mark W. Viel, I believe she will be a great benefit to any employer.

Please feel free to contact me if you should require any further information. Thank you.

Very truly yours,



Dawn M. Younge

231-679-8028

Legal Secretary/Office Manager

Law Office of Mark W. Viel

Sewer Rate recommendation from Utilities Committee

	current charge	recommendation rates	change	%
Base Rate	8.00	8.00	0.00	0%
City Billing	5.28	4.69	-0.59	-11%
Twp. Billing	3.76	3.69	-0.07	-2%
Flat Rate	36.75	36.75	0.00	0%

WASTEWATER TREATMENT AGREEMENT BETWEEN THE CITY OF BIG RAPIDS AND THE CHARTER TOWNSHIP OF BIG RAPIDS

SECOND ADDENDUM acknowledging that the Supervisor's Park Lift Station has been upgraded by the City and accepted by the Township as of _____, 2019.

CHARTER TOWNSHIP OF BIG RAPIDS:

Dated: _____

William Stanek, Supervisor

Dated: _____

Renee Fountain, Clerk

CITY OF BIG RAPIDS:

Dated: _____

Thomas Hogenson, Mayor

Dated: _____

Tammy Gillis, Clerk

Rene Fountain
23332 12 Mile Road
Big Rapids, MI 49307

October 30, 2019

Board Members
Big Rapids Charter Township
14212 Northland Drive
Big Rapids, MI 49307

Dear Board Members:

Please accept this letter as my formal resignation as Clerk of Big Rapids Charter Township effective December 31, 2019.

I have enjoyed working with each of you on the Board and appreciate all the knowledge you bring to the variety of decisions we as a board have made.

Sincerely,

A handwritten signature in cursive script that reads "Rene Fountain".

Rene Fountain
Clerk

HANNAH SAEZ

scheid93@gmail.com ♦ 18845 Windingbrook Rd Big Rapids, MI ♦ (231)-408-8725

EDUCATION

Ferris State University

COLLEGE OF BUSINESS - BACHELORS OF SCIENCE – HOSPITALITY - 2017

- Major – Resort Management
- Minor – Club Management
- Minor – Special Events & Meeting Planning

MECOSTA OSCEOLA CAREER CENTER – CULINARY ARTS

- Culinary Arts Certification – 2011- Honors
- Servsafe Certification – 2011

CERTIFICATIONS

- Front Office Accounting – 2013
- CVENT Supplier Network Certificate of Excellence – 2013
- NEHA Certificate of Food Handler Training - 2013
- Gold Service Plus Certification – 2015
- TIPS Certification – 2015
- Convention Management and Service - 2015
- AHLEI Contemporary Club Management - 2016

EXPERIENCE

Isabella Bank♦ Big Rapids, MI

Teller–January 2019 - Present

Duties: Providing account services to customers by receiving deposits and loan payments. Cashing checks, issuing withdrawals, recording night and mail deposits, selling cashier's checks, and money orders. Recording transactions by logging cashier's checks, money orders, and other special services, and preparing currency transaction reports. Reconciling cash drawer by proving cash transactions, counting and packaging currency and coins, reconciling loan coupons and other transactions, turning in excess cash and mutilated currency to head teller, and maintaining supply of cash and currency. Following compliance with bank operations and security procedures by participating in all dual-control functions, maintaining customer traffic surveys, and auditing other tellers' currency. Maintaining customer confidence and protects bank operations by keeping information confidential. Contributing to team effort by accomplishing related results as needed.

Planet Fitness♦ Big Rapids, MI

Shift Lead Manager– February 2018 – January 2019

Duties: •Overseeing employees and helping them meet expectations. Reading and preparing material, scanning and indexing, filing electronically, organizing mail, sending service letters, and interviewing potential employees. Full use of computer communication and writing skills daily, learning and applying latest corporate policies. Completing daily deposits and statistics tracking. Utilizing all leadership resources and

attending numerous leadership training conferences. Obtaining secure and private information, while maintaining security standards.

Cornerstone Coffee – Reed City ♦ Reed City, MI
Manager - May 2017-September 2017

Duties: Tracking inventory, ordering supplies, publicizing promotions and specials, social media accounts and advertising, city wide collaboration, handling all aspects of customer service, implementing new menu items, manage other employees, maintain a clean, organized and prepared store environment, adhering to all health, safety and sanitation guidelines.

**Ferris State University – Center for Leadership, Activities,
& Career Services ♦ Big Rapids, MI**
Student Leadership Assistant Events Intern - May 2016-2017

Duties: Organizing yearly events, planning and implementing new annual events and reaching our target audience. Creating contracts with guest keynotes, meeting with catering, guest speakers, and organizing decoration for all events. Monitoring success of events as well as audience satisfaction. Implementing more leadership focuses campus wide, and collaborating with the University. Utilizing a variety of marketing techniques to exceed attendance, and assess overall budget. Obtaining sponsorships and donations in coordination with events.

Ferris State University – Health Professions ♦ Big Rapids, MI
Student Office Assistant - June 2012-2017

Duties: Answering phone calls and direction transferring, filing, scanning and indexing all official documents, scheduling appointments, making copies, editing and revising papers, ordering supplies, organizing semester orientations, customer service, and many other secretarial type duties.

Ferris State University – Registrar’s Office ♦ Big Rapids, MI
Student Office Assistant - January 2012-January 2015

Duties: Answering phone calls and direction transferring, filing, scanning and indexing all official documents, scheduling appointments, making copies, editing and revising papers, ordering supplies, organizing semester orientations, customer service, and many other secretarial type duties.

Boyne Mountain – Front Desk ♦ Boyne Falls, MI
Front Desk Intern - January 2015 – March 2015

Duties: Phone operator, creating weekly employee schedules, organizing check in pamphlets, checking in guests and reviewing accounts and charges in the process, checking out guests, directing guests, handling unhappy and happy guests and providing exceptional service at all times, organizing and reading to children for the reading nights, editing and revising of the employee handbook, working early morning opening shift and closing accounting shifts. Coordinating housekeeping services to meet guest needs, maintaining record of guest meeting times, schedules and conference room availability.

References:

Matthew Adeyanju – Prior Dean of College of Health Professions
740-591-2562

Karen Ottobre – Secretary, College of Pharmacy
231-591-2252

Angela Roman – Director of Center for Leadership, Activity & Career Services
231-591-2674

Richelle Williams – Secretary, College of Health Professions
231-591-2263