

BIG RAPIDS CHARTER TOWNSHIP BOARD REGULAR MEETING TUESDAY, FEBRUARY 1, 2022

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

AGENDA

PLEDGE OF ALLEGIANCE.

CALL TO ORDER: 7:00 p.m. ROLL CALL: __Stanek,__Saez,__Currie,__Bean,__Everett,__Geib__ Teceno

PUBLIC COMMENT:

ADDITIONS TO AGENDA:

CORRESPONDENCE:

SPECIAL APPEARANCE:

CONSENT AGENDA

1. January 4, 2022 Meeting Minutes: **ITEM A**
2. January 11, 2022 Meeting Minutes: **ITEM B**
3. November Treasurers Report: **ITEM C**
4. January Financial Report: **ITEM D**
5. Building Department Report: **ITEM E**
5. Cemetery and Grounds Report: **ITEM F**
6. Fire Department Report: **ITEM G**
7. Sewer Department Report: **ITEM H**
8. Water Department Report: **ITEM I**
9. Planning Commission Minutes: **ITEM J**
10. Supervisor's Report: **ITEM K**

UNFINISHED BUSINESS:

1. Other:

NEW BUSINESS:

1. Audit agreement: **ITEM L**
2. Other:

Financial

1. Payroll: **ITEM M**
2. Accounts Payable: **ITEM N**

PUBLIC COMMENT:

ADJOURNMENT:

Big Rapids Charter Township will provide necessary and reasonable auxiliary aids and services, such as signers for the hearing impaired and audiotapes of printed material, if individuals with disabilities, upon five business days notice to the township. Individuals requiring auxiliary aids or services should contact Hannah Saez, Big Rapids Charter Township Clerk, 14212 Northland Drive, Big Rapids, Mi 49307- call 231 796 3603 or fax request to 231 796 2533.

BIG RAPIDS CHARTER TOWNSHIP BOARD REGULAR MEETING TUESDAY, JANUARY 4, 2022

Item "A"

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

PLEDGE OF ALLEGIANCE.

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

ADDITIONS TO AGENDA: Bean – notes tables/chairs needing replaced at fire department. To be discussed at committee of the whole meeting.

CONSENT AGENDA

1. December 7, 2021 Meeting Minutes:
2. November Treasurers Report:
3. December Financial Report:
4. Building Department Report:
5. Cemetery and Grounds Report:
6. Fire Department Report:
7. Sewer Department Report:
8. Water Department Report:
9. Board of Review Minutes:
10. Planning Commission Minutes:
10. Supervisor's Report:

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

UNFINISHED BUSINESS:

1. **Merritt raises for Marc Veldman and Mark Moss:** A motion was made by Bean to increase Marc Veldman's pay from \$19.50/hr to \$21.00/hr, and Mark Moss's pay from \$22.00/hr to \$23.50/hr effective January 1, 2022. Supported by Teceno. Motion passed unanimously on a roll call vote.

NEW BUSINESS:

1. **Proclamation of Recognition:** Signed.
2. **2021 Budget Adjustment:** A motion was made by Currie to approve of the Budget adjustment to elections – professional services. Supported by Bean. Motion passed unanimously.
3. **Extension of option for cell tower:** A motion was made by Currie to allow the extension of the cell tower agreement in lieu of \$3,000. Supported by Geib. Motion passed unanimously on a roll call vote.
4. **Water Plant operator contract for 2022:** A motion was made by Bean to extend the water plant contract through 01/21/2023. Supported by Saez. Motion passed unanimously on a roll call vote.
5. **Statutory Committee Appointments:** A motion was made by Bean to accept the committee appointments through the terms listed on the schedule. Supported by Geib. Motion passed unanimously.
6. **Insulation Quote for Hall Building:** Noted.
7. **Motion to set Mileage rate for 2022 at 58.5 cents per mile:** A motion was made by Geib to set the Mileage rate at 58.5 cents for 2022. Supported by Teceno. Motion passed unanimously.
8. **Other:**

Financial

1. **Payroll:** A motion was made by Bean to approve Payroll in the amount of \$21,988.17. Supported by Geib. Motion passed unanimously on a roll call vote.
2. **Accounts Payable:** A motion was made by Geib to approve of Accounts Payables in the amount of \$79,256.78. Supported by Teceno. Motion passed unanimously on a roll call vote.

PUBLIC COMMENT: None.

ADJOURNMENT: 7:19 p.m.

Big Rapids Charter Township will provide necessary and reasonable auxiliary aids and services, such as signers for the hearing impaired and audiotapes of printed material, if individuals with disabilities, upon five business days notice to the township. Individuals requiring auxiliary aids or services should contact Hannah Saez, Big Rapids Charter Township Clerk, 14212 Northland Drive, Big Rapids, Mi 49307- call 231 796 3603 or fax request to 231 796 2533.

**BIG RAPIDS CHARTER TOWNSHIP BOARD
REGULAR MEETING TUESDAY, JANUARY 11, 2022
JOINT MEETING OF BOARD OF TRUSTEES AND PLANNING COMMISSION
UNAPPROVED**

CALL TO ORDER: Board of Trustees 7:00 p.m.

ROLL CALL: Stanek, Bean, Everett, Teceno, Saez, present. Currie, Geib absent.

All lead in the Pledge of Allegiance.

CALL TO ORDER: Planning Commission

ROLL CALL: Bean, Oliver, Sweppenheiser, Cook, present. Wethington, Davis, Bigford absent.

State of the Township Address given by Supervisor Stanek.

Oaths of Office were given by Supervisor Stanek to returning appointees Mark Sweppenheiser and Gordon Oliver of the Planning Commission, Mark MacIver of the Zoning Board of Appeals, and the Construction Board of Appeals.

Public Comment: None.

Adjournment: 7:33 p.m.

GL Number	Description	Beginning Balance
101-000-001.000	Cash - Checking	570,586.52
101-000-001.001	Cash Non-Expendable	
203-000-001.000	CASH	103,210.19
204-000-001.000	CASH	60,967.50
206-000-001.000	Cash - Checking	164,213.23
212-000-001.000	Cash - Savings	5,953.20
246-000-001.000	Cash - Savings	
249-000-001.000	Cash - Savings	124,450.44
271-000-001.000	CASH	1,564.96
285-000-001.000	CASH	
401-000-001.000	CASH	31,056.70
590-000-001.000	Cash - Savings	375,348.08
591-000-001.000	CASH	(14,322.78)
593-000-001.000	CASH	
701-000-001.000	Cash - Savings	
708-000-001.000	CASH	34,033.00
711-000-001.000	CASH	
711-000-001.100	HVC Cash Expendable	17,545.33
850-000-001.000	Cash - Savings	(5,823.86)
Beginning GL Balance:		1,468,782.51
Add: Cash Receipts		420,600.26
Less: Cash Disbursements		(105,529.99)
Less: Payroll Disbursements		(20,319.60)
Ending GL Balance:		1,763,533.18

GL Number	Description	Ending Balance
101-000-001.000	Cash - Checking	648,094.40
101-000-001.001	Cash Non-Expendable	
203-000-001.000	CASH	103,210.19
204-000-001.000	CASH	60,967.50
206-000-001.000	Cash - Checking	151,759.70
212-000-001.000	Cash - Savings	
246-000-001.000	Cash - Savings	
249-000-001.000	Cash - Savings	123,962.96
271-000-001.000	CASH	1,564.96
285-000-001.000	CASH	253,664.00
401-000-001.000	CASH	31,056.70
590-000-001.000	Cash - Savings	373,574.76
591-000-001.000	CASH	(16,419.66)
593-000-001.000	CASH	
701-000-001.000	Cash - Savings	
708-000-001.000	CASH	34,033.00
711-000-001.000	CASH	(10.00)
711-000-001.100	HVC Cash Expendable	17,545.33
850-000-001.000	Cash - Savings	(19,470.66)
Ending GL Balance:		1,763,533.18
Ending Bank Balance:		1,707,509.85
Add: Deposits in Transit		
12/07/2021 *Deposit ID: 386		68,926.22
12/07/2021 *Deposit ID: 387		2,850.40
		71,776.62

Less: Outstanding Checks

AP Checks

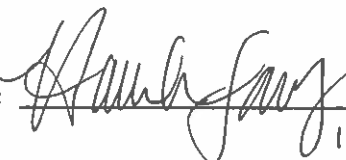
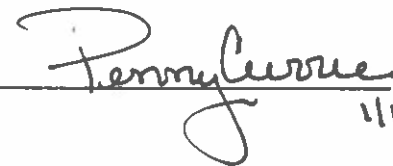
Check Date	Check Number	Name	Amount
11/03/2021	32984	STATE STREET HARDWARE	49.99
11/11/2021	32997	MECOSTA COUNTY ROAD COMMISSION	295.86
11/15/2021	9930266	HUNTINGTON BANK	10.00
11/22/2021	33002	BIG RAPIDS TWP SEWER REC. FUND	49.35
11/22/2021	33003	CHARTER COMMUNICATIONS	129.98

Check Date	Check Number	Name	Amount
11/22/2021	33008	STATE STREET HARDWARE	49.99
11/22/2021	33009	ERIC D. WILLIAMS	280.00
11/30/2021	9930250	HUNTINGTON BANK	5,650.74
11/30/2021	9930251	JOHN HANCOCK LIFE INSURANCE COMPANY	2,668.74
11/30/2021	9930252	STATE OF MICHIGAN	774.37
11/30/2021	9930253	VOYA FINANCIAL	4,116.99

Payroll Checks

Check Date	Check Number	Name	Amount
03/01/2018	11067	MYERS, AARON	43.41
05/01/2019	11632	BRYANT, ELIZABETH	6.02
11/01/2019	11836	AMBLER, ALLEN	36.68
03/01/2020	12012	HAWLEY, CRYSTAL	10.90
06/01/2020	12130	HAWLEY, CRYSTAL	15.69
10/01/2020	12289	SCHROEDER, BRODY	16.53
12/01/2020	12370	FITZGERALD, LINDSAY	68.75
04/01/2021	12510	CHAPMAN, JAMES	136.70
05/01/2021	12551	FITZGERALD, LINDSAY	71.24
06/01/2021	12596	FITZGERALD, LINDSAY	23.19
07/01/2021	12643	JORDAN, CHASTITY	17.79
09/01/2021	12713	MARSHALL, GRAYSON	2.65
09/01/2021	12716	SPRIK, HANNAH	2.64
11/01/2021	12761	BIGFORD, MICHAEL	46.17
11/01/2021	12769	CURRIE, PENNY	758.73
11/01/2021	12783	PEREZ, ADAM	420.19

Total - 27 Outstanding Checks: 15,753.29
Adjusted Bank Balance 1,763,533.18
Unreconciled Difference: 0.00

REVIEWED BY:   DATE: 11/7/22 11/6/2022

01/28/2022

REVENUE AND EXPENDITURE REPORT FOR BIG RAPIDS TOWNSHIP

Item "D"

PERIOD ENDING 02/01/2022

Fiscal Year Completed: 8%

GL NUMBER	DESCRIPTION	YTD BALANCE		ACTIVITY FOR	AVAILABLE	
		2022	02/28/2022	MONTH	BALANCE	% BDGT
		AMENDED	NORMAL	INCREASE	NORMAL	USED
		BUDGET	(ABNORMAL)	(DECREASE)	(ABNORMAL)	
Revenues						
Dept 000 - GENERAL						
590-000-626.000	Charg. for Serv. (utilities)	0.00	44,955.19	0.00	(44,955.19)	100.00
590-000-627.000	Penalty on Delinquent Utility Bills	0.00	960.93	0.00	(960.93)	100.00
591-000-626.000	Charg. for Serv. (utilities)	0.00	59.50	0.00	(59.50)	100.00
711-000-632.000	Ch. for Serv. (sale cem. lots)	0.00	(10.00)	0.00	10.00	100.00
Total Dept 000 - GENERAL		0.00	45,965.62	0.00	(45,965.62)	100.00
TOTAL REVENUES		0.00	45,965.62	0.00	(45,965.62)	100.00
Expenditures						
Dept 101 - TOWNSHIP BOARD						
101-101-702.000	Salary & Wages	0.00	583.32	583.32	(583.32)	100.00
101-101-702.020	Salary & Wages Clerical Help	0.00	580.31	580.31	(580.31)	100.00
101-101-702.300	Health Insurance Buyout	0.00	30.00	30.00	(30.00)	100.00
101-101-710.000	Twp. Share Medicare Withholding	0.00	17.29	17.29	(17.29)	100.00
101-101-715.000	Twp. Share Soc. Sec. Withholdg	0.00	74.00	74.00	(74.00)	100.00
101-101-801.000	Professional Services	0.00	636.85	0.00	(636.85)	100.00
101-101-850.000	Communication	0.00	321.35	0.00	(321.35)	100.00
101-101-900.000	Printing & Publishing	0.00	409.05	351.00	(409.05)	100.00
101-101-965.000	Insurance & Bonds	0.00	112.00	112.00	(112.00)	100.00
Total Dept 101 - TOWNSHIP BOARD		0.00	2,764.17	1,747.92	(2,764.17)	100.00
Dept 171 - SUPERVISOR						
101-171-702.000	Salary & Wages	0.00	2,500.00	2,500.00	(2,500.00)	100.00
101-171-702.010	Salary & Wages Deputy	0.00	320.00	320.00	(320.00)	100.00
101-171-702.040	Salary & Wages Cemetery	0.00	416.67	416.67	(416.67)	100.00
101-171-702.300	Health Insurance Buyout	0.00	150.00	150.00	(150.00)	100.00
101-171-710.000	Twp. Share Medicare Withholding	0.00	49.11	49.11	(49.11)	100.00
101-171-715.000	Twp. Share Soc. Sec. Withholdg	0.00	209.97	209.97	(209.97)	100.00
Total Dept 171 - SUPERVISOR		0.00	3,645.75	3,645.75	(3,645.75)	100.00
Dept 215 - CLERK						
101-215-702.000	Salary & Wages	0.00	3,266.67	3,266.67	(3,266.67)	100.00
101-215-702.010	Salary & Wages Deputy	0.00	568.00	568.00	(568.00)	100.00
101-215-710.000	Twp. Share Medicare Withholding	0.00	55.61	55.61	(55.61)	100.00
101-215-714.000	Health Insurance	0.00	1,584.42	1,584.42	(1,584.42)	100.00
101-215-715.000	Twp. Share Soc. Sec. Withholdg	0.00	237.75	237.75	(237.75)	100.00

GL NUMBER	DESCRIPTION	2022	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT
		AMENDED	02/28/2022	MONTH	BALANCE	
		BUDGET	NORMAL	02/28/2022	NORMAL	USED
			(ABNORMAL)	INCREASE	(ABNORMAL)	
				(DECREASE)		
101-215-727.000	Office Supplies	0.00	42.19	16.93	(42.19)	100.00
101-215-801.000	Professional Services	0.00	919.00	0.00	(919.00)	100.00
Total Dept 215 - CLERK		0.00	6,673.64	5,729.38	(6,673.64)	100.00
Dept 253 - TREASURER						
101-253-702.000	Salary & Wages	0.00	2,600.00	2,600.00	(2,600.00)	100.00
101-253-702.010	Salary & Wages Deputy	0.00	320.00	320.00	(320.00)	100.00
101-253-710.000	Twp. Share Medicare Withholding	0.00	42.34	42.34	(42.34)	100.00
101-253-714.000	Health Insurance	0.00	384.10	384.10	(384.10)	100.00
101-253-715.000	Twp. Share Soc. Sec. Withholdg	0.00	181.04	181.04	(181.04)	100.00
101-253-801.000	Professional Services	0.00	1,193.17	469.17	(1,193.17)	100.00
Total Dept 253 - TREASURER		0.00	4,720.65	3,996.65	(4,720.65)	100.00
Dept 257 - ASSESSOR						
101-257-801.000	Professional Services	0.00	939.00	0.00	(939.00)	100.00
101-257-801.005	Contractual Assessor	0.00	3,033.33	0.00	(3,033.33)	100.00
Total Dept 257 - ASSESSOR		0.00	3,972.33	0.00	(3,972.33)	100.00
Dept 265 - TOWNSHIP HALL & GROUNDS						
101-265-702.000	Salary & Wages	0.00	3,961.50	3,961.50	(3,961.50)	100.00
101-265-702.200	Salary & Wages Snowplowing	0.00	240.98	240.98	(240.98)	100.00
101-265-710.000	Twp. Share Medicare Withholding	0.00	60.93	60.93	(60.93)	100.00
101-265-715.000	Twp. Share Soc. Sec. Withholdg	0.00	260.56	260.56	(260.56)	100.00
101-265-740.000	Operating Supplies	0.00	149.56	149.56	(149.56)	100.00
101-265-920.000	Public Utilities	0.00	765.15	32.90	(765.15)	100.00
101-265-930.000	Repair & Maintenance	0.00	135.10	0.00	(135.10)	100.00
101-265-978.000	Capital Outlay \$10,000 and above	0.00	17,848.90	8,308.90	(17,848.90)	100.00
Total Dept 265 - TOWNSHIP HALL & GROUNDS		0.00	23,422.68	13,015.33	(23,422.68)	100.00
Dept 276 - TOWNSHIP CEMETERIES						
101-276-702.015	Salary & Wages Mangement	0.00	68.25	68.25	(68.25)	100.00
101-276-702.020	Salary & Wages Clerical Help	0.00	290.25	290.25	(290.25)	100.00
101-276-702.200	Salary & Wages Snowplowing	0.00	79.80	79.80	(79.80)	100.00
101-276-702.300	Health Insurance Buyout	0.00	165.00	165.00	(165.00)	100.00
101-276-710.000	Twp. Share Medicare Withholding	0.00	8.75	8.75	(8.75)	100.00
101-276-715.000	Twp. Share Soc. Sec. Withholdg	0.00	37.40	37.40	(37.40)	100.00
101-276-775.000	Repair & Maintenance Supplies	0.00	132.06	132.06	(132.06)	100.00
101-276-850.000	Communication	0.00	129.98	0.00	(129.98)	100.00
101-276-920.000	Public Utilities	0.00	211.58	170.37	(211.58)	100.00
101-276-930.000	Repair & Maintenance	0.00	97.85	0.00	(97.85)	100.00
101-276-965.000	Insurance & Bonds	0.00	168.02	168.02	(168.02)	100.00
Total Dept 276 - TOWNSHIP CEMETERIES		0.00	1,388.94	1,119.90	(1,388.94)	100.00
Dept 336 - FIRE DEPARTMENT						
206-336-702.000	Salary & Wages	0.00	4,000.20	4,000.20	(4,000.20)	100.00

GL NUMBER	DESCRIPTION	2022	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED	02/28/2022	MONTH	BALANCE	
		BUDGET	NORMAL	02/28/2022	NORMAL	
			(ABNORMAL)	(INCREASE	(ABNORMAL)	
				(DECREASE)		
206-336-702.025	Salary & Wages Reports	0.00	81.00	81.00	(81.00)	100.00
206-336-702.050	Salary & Wages First Responder	0.00	1,666.70	1,666.70	(1,666.70)	100.00
206-336-702.080	Chief Salary & Wages	0.00	1,041.67	1,041.67	(1,041.67)	100.00
206-336-702.085	Ass't Chiefs Salary & Wages	0.00	858.33	858.33	(858.33)	100.00
206-336-702.200	Salary & Wages Snowplowing	0.00	119.70	119.70	(119.70)	100.00
206-336-710.000	Twp. Share Medicare Withholding	0.00	112.63	112.63	(112.63)	100.00
206-336-715.000	Twp. Share Soc. Sec. Withholdg	0.00	481.58	481.58	(481.58)	100.00
206-336-740.000	Operating Supplies	0.00	628.22	10.56	(628.22)	100.00
206-336-850.000	Communication	0.00	299.01	49.02	(299.01)	100.00
206-336-920.000	Public Utilities	0.00	756.95	16.45	(756.95)	100.00
206-336-930.000	Repair & Maintenance	0.00	1,970.41	1,946.44	(1,970.41)	100.00
206-336-935.000	Bldg. & Grounds Repair & Mainte	0.00	2,527.18	0.00	(2,527.18)	100.00
206-336-960.000	Education	0.00	615.00	0.00	(615.00)	100.00
206-336-965.000	Insurance & Bonds	0.00	840.08	840.08	(840.08)	100.00
Total Dept 336 - FIRE DEPARTMENT		0.00	15,998.66	11,224.36	(15,998.66)	100.00
Dept 371 - BUILDING INSPECTION DEPARTMENT						
249-371-702.000	Salary & Wages	0.00	470.00	470.00	(470.00)	100.00
249-371-702.020	Salary & Wages Clerical Help	0.00	1,450.88	1,450.88	(1,450.88)	100.00
249-371-702.300	Health Insurance Buyout	0.00	75.00	75.00	(75.00)	100.00
249-371-703.000	Salary & Wages Electrical Insp	0.00	639.20	639.20	(639.20)	100.00
249-371-704.000	Salary & Wages Plbg-Mech Insp	0.00	751.00	751.00	(751.00)	100.00
249-371-705.000	SAL & WAGES SITE PLAN REVIEW	0.00	150.00	150.00	(150.00)	100.00
249-371-710.000	Twp. Share Medicare Withholding	0.00	51.28	51.28	(51.28)	100.00
249-371-715.000	Twp. Share Soc. Sec. Withholdg	0.00	219.24	219.24	(219.24)	100.00
249-371-801.000	Professional Services	0.00	1,145.00	1,145.00	(1,145.00)	100.00
249-371-860.000	Transportation	0.00	15.21	15.21	(15.21)	100.00
Total Dept 371 - BUILDING INSPECTION DEPARTMENT		0.00	4,966.81	4,966.81	(4,966.81)	100.00
Dept 448 - STREET LIGHTS						
101-448-920.000	Public Utilities	0.00	69.59	39.49	(69.59)	100.00
Total Dept 448 - STREET LIGHTS		0.00	69.59	39.49	(69.59)	100.00
Dept 521 - SEWER FUND						
590-521-702.000	Salary & Wages	0.00	666.67	666.67	(666.67)	100.00
590-521-702.200	Salary & Wages Snowplowing	0.00	79.80	79.80	(79.80)	100.00
590-521-710.000	Twp. Share Medicare Withholding	0.00	10.83	10.83	(10.83)	100.00
590-521-714.000	Health Insurance	0.00	192.04	192.04	(192.04)	100.00
590-521-715.000	Twp. Share Soc. Sec. Withholdg	0.00	46.28	46.28	(46.28)	100.00
590-521-801.000	Professional Services	0.00	945.00	0.00	(945.00)	100.00
590-521-801.050	Miss Digg's	0.00	35.00	0.00	(35.00)	100.00
590-521-804.000	Contract Payment to City B.R.	0.00	24,442.54	0.00	(24,442.54)	100.00
590-521-805.000	Contractual Services	0.00	1,906.67	0.00	(1,906.67)	100.00
590-521-920.000	Public Utilities	0.00	2,182.00	360.16	(2,182.00)	100.00
Total Dept 521 - SEWER FUND		0.00	30,506.83	1,355.78	(30,506.83)	100.00

GL NUMBER	DESCRIPTION	2022	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT
		AMENDED	02/28/2022	MONTH	BALANCE	
		BUDGET	NORMAL	02/28/2022	NORMAL	USED
			(ABNORMAL)	INCREASE	(ABNORMAL)	
				(DECREASE)		
Dept 536 - WATER						
591-536-702.200	Salary & Wages Snowplowing	0.00	59.85	59.85	(59.85)	100.00
591-536-710.000	Twp. Share Medicare Withholding	0.00	0.87	0.87	(0.87)	100.00
591-536-715.000	Twp. Share Soc. Sec. Withholding	0.00	3.71	3.71	(3.71)	100.00
591-536-805.000	Contractual Services	0.00	521.00	521.00	(521.00)	100.00
591-536-920.000	Public Utilities	0.00	826.14	826.14	(826.14)	100.00
Total Dept 536 - WATER		0.00	1,411.57	1,411.57	(1,411.57)	100.00
Dept 721 - PLANNING COMMISSION						
101-721-702.000	SALARY AND WAGES	0.00	580.31	580.31	(580.31)	100.00
101-721-702.030	Salary & Wages Per Diems	0.00	150.00	150.00	(150.00)	100.00
101-721-702.300	Health Insurance Buyout	0.00	30.00	30.00	(30.00)	100.00
101-721-710.000	Twp. Share Medicare Withholding	0.00	11.03	11.03	(11.03)	100.00
101-721-715.000	Twp. Share Soc. Sec. Withholding	0.00	47.14	47.14	(47.14)	100.00
101-721-900.000	Printing & Publishing	0.00	58.05	0.00	(58.05)	100.00
Total Dept 721 - PLANNING COMMISSION		0.00	876.53	818.48	(876.53)	100.00
Dept 751 - PARKS & RECREATION						
101-751-920.000	Public Utilities	0.00	29.36	29.36	(29.36)	100.00
Total Dept 751 - PARKS & RECREATION		0.00	29.36	29.36	(29.36)	100.00
TOTAL EXPENDITURES		0.00	100,447.51	49,100.78	(100,447.51)	100.00
TOTAL REVENUES - ALL FUNDS		0.00	45,965.62	0.00	(45,965.62)	100.00
TOTAL EXPENDITURES - ALL FUNDS		0.00	100,447.51	49,100.78	(100,447.51)	100.00
NET OF REVENUES & EXPENDITURES		0.00	(54,481.89)	(49,100.78)	54,481.89	

Monthly Permit List

Item "E"

Building

Permit #	Contractor	Job Address	Fee Total	Const. Value
PB21-0055	CHAFFEE MICHAEL D & MARY	14223 NEW MILLPOND RD	\$262.00	\$22,000
Work Description: Pole Barn				
PB21-0071	BIG RAPIDS CHARTER TOWNS	14212 NORTHLAND DR	\$250.00	\$80,000
Work Description: INSTALLATION OF COMMUNICATION TOWER - SE CORNER OF TOWNSHIP PROPERTY				

Total Permits For Type: 2
Total Fees For Type: \$512.00
Total Const. Value For Type: \$102,000

Electrical

Permit #	Contractor	Job Address	Fee Total	Const. Value
PE21-0074	BIG RAPIDS CHARTER TOWNS	14212 NORTHLAND DR	\$95.00	\$0
Work Description: ELECTRICAL SERVICE FOR COMMUNICATIONS TOWER - 1 INSPECTION				
PE22-0001	CHASSEUR MICHAEL A TRUST	23500 12 MILE RD	\$85.00	\$0
Work Description: GENERATOR, 1 INSPECTION				
PE22-0002	SCHAPER MARLENE	18600 GARFIELD RD	\$86.00	\$0
Work Description: GARAGE, 1 CIRCUIT, LIGHTING FIXTURES, 1 INSPECTION				
PE22-0003	WALTERS-DIMMICK PETROLE	21445 PERRY AVENUE	\$339.00	\$0
Work Description: JIMMY JOHNS, 30 CIRCUITS, 100 LIGHTING FIXTURES, 3 INSPECTIONS				
PE22-0004	BIG RAPIDS CHARTER TOWNS	14212 NORTHLAND DR	\$0.00	\$0
Work Description: FRONT BUILDING - 7 CIRCUITS, LIGHTING FIXTURES, 3 INSPECTIONS				
PE22-0005	MCKINLEY ALEXANDER J III	617 W BRIDGE ST	\$125.00	\$0
Work Description: SERVICE REPAIR - MAKE SAFE DUE TO FIRE, 1 INSPECTION				

Total Permits For Type: 6
Total Fees For Type: \$730.00
Total Const. Value For Type: \$0

Mechanical

Permit #	Contractor	Job Address	Fee Total	Const. Value
PM22-0001	CHASSEUR MICHAEL A TRUST	23500 12 MILE RD	\$110.00	\$0
Work Description: GAS/OIL BURNING FURNACE, GAS PIPING, 1 INSPECTION				
PM22-0002	WALTERS-DIMMICK PETROLE	21445 PERRY AVENUE	\$220.00	\$0
Work Description: WATER HEATER, GAS PIPING, DUCT WORK, 2 REFRIGERATION, 2 INSPECTIONS				
PM22-0003	BIG RAPIDS CHARTER TOWNS	14212 NORTHLAND DR	\$0.00	\$0

Total Permits For Type: 3
Total Fees For Type: \$330.00
Total Const. Value For Type: \$0

Plumbing

Permit #	Contractor	Job Address	Fee Total	Const. Value
PP22-0001	BISHOP, MICHAEL E. ET UX	20420 MULBERRY LN	\$80.00	\$0

Work Description: WATER HEATER HOOK UP, 1 INSPECTION

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

Report Summary

Population: All Records
Permit.DateIssued Between
1/1/2022 12:00:00 AM AND
1/31/2022 11:59:59 PM

Grand Total Fees: \$1,652.00
Grand Total Permits: 12
Grand Total Const. Value: \$102,000

Big Rapids Charter Township

Cemetery and Grounds Monthly Report
Jan. 2022

Activity:

- 1- Snow plow/salting.
- 2- Work on new building.
- 3- Full Burials =0. Cremains. = 0.
- 4- Foundation orders = 0

Month summary:

- Snow plowing and salting. Worked on new building the balance of my month.

Marc Veldman
Grounds Manager

FIRE DEPARTMENT REPORT
JANUARY, 2022

Item "G"

General:

The department continues to run well. January saw a more normal call volume for the department. We finished 2021 with 435 calls for service which is a 23 percent increase from 2020. We are looking forward to a great year with safety as our number 1 priority.

Call Volume:

Total calls for the month of January 2022: 26

13 Medical, 3 Structure Fire, 0 Grass Fire/Controlled Burn, 2 Auto Accident, 0 Power Line Down, 0 Vehicle Fire, 1 Smoke/Odor, 0 Dumpster Fire, 5 Cover/Service/Standby, 0 Collapse, 0 Gas Leak, 0 Inspection, 0 Airport Emergency, 2 Fire Alarm, 0 Water Rescues, 0 Fire Investigation, 0 Haz-Mat, 1 Elevator/Technical Rescue and 0 Drone Activations.

Year to Date Call volume 2022: 26

Year to Date Response Times:

Turnout Time (dispatch to truck en-route): 8 minutes and 52 seconds.

Response Time (dispatch to on scene): 16 minutes and 43 seconds.

Year to Date Call Locations:

BR TWP	20
Austin	
Barryton	
Big Prairie	
City of Big Rapids	3
Ewart	
Colfax TWP	
Green	1
Mecosta TWP	
Morley	
Morton TWP	
Barton TWP	
Norwich TWP	1
Reed City	

Personnel:

We are currently at a roster of 20. We are seeking applicants at this time.

Our command staff are Chief Tubbs, Deputy Chief Douglass, Captain Jim Chapman, Lieutenant Nick Wyma and Lieutenant Adam Perez.

Training:

Training this month consisted of truck checks, Hazmat, Firefighter Right To Know, Bloodborne pathogens and CPR.

Repairs Completed:

Repairs to lights on Engine 1 were completed in house.

Station Maintenance:

None to report

Budget/Purchasing over \$2,500.00:

None to report.

Bill Stanek

From: Todd Shank <todd@NWKentMech.com>
Sent: Friday, January 28, 2022 10:29 AM
To: Bill Stanick
Subject: January report

Dear Bill,

January had a little more action with the lift stations. Perry station has both pumps running simultaneously, so I ordered a new alternator, still waiting on that.

University had alarms last week Thursday, both pumps failed to run from the controls but pump 1 would run on float back up. Fixed the pump 2 issue, ordered a new starter and installed for pump 1. During the install, I found that pump 1 has a motor winding issue. We will schedule to pull and take into motor shop.

Otherwise the stations are running properly.

Sincerely,

Todd Shank
Northwest Kent mechanical

Sent from my iPhone

Item "I"

Big Rapids Charter Township Industrial Park Water Treatment Plant Monthly Report

January 25th 2022

All operations are normal at the plant. Sensaphone is temporarily off line due to necessary upgrades and new modem picked up today at Township offices, to hopefully be installed this week. Diesel fuel is at about ½ tank , Chlorine is running at about a 0.1 mg/L or ppm. Quarterly bacterial sample taken from Kitchen sink at Roben-Hood Airport came back good, results submitted to the District 10 Health Department. Flow total at plant is 104,000 for Jan 1, 2021 to Jan 1, 2022, we should be getting a letter from EGLE for the annual Water Usage Report, and it will be submitted in March. There will be a pass word on the EGLE Water Use letter that we'll need to access the EGLE website to report our usage. There should be no fees incurred for water usage as we remain well under the 1.5 million gallon annual usage allowed. All other operations are normal at the plant, wells working good, providing ample water for the distribution system. All other pumps, motors, VFD's and flowmeters, electronics are working good. Hach wall mounted chlorine analyzer remains out of service and may be rebuilt at some point and put back into service, using Hach color wheel at present.

**MINUTES
BIG RAPIDS CHARTER TOWNSHIP
PLANNING COMMISSION**

Tuesday, January 11, 2022 --- 7:00 p.m.

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

I. CALL TO ORDER:

Township Supervisor Bill Stanek called the annual joint meeting with the Big Rapids Township Board of Trustees and the Big Rapids Township Planning Commission to order at the township fire hall on Tuesday, January 11, 2022 at 7:00 p.m.

II. BOARD OF TRUSTEES ROLL CALL:

Roll call of the Board of Trustees was conducted.

III. PLANNING COMMISSION CALL TO ORDER:

Planning Commission Vice-Chairperson Mark Sweppenheiser called the Big Rapids Charter Township Planning Commission to order at the township fire hall on Tuesday, January 11, 2022 at 7:01 p.m.

IV. PLANNING COMMISSION ROLL CALL:

Present: Carman Bean, Zach Cook, Gordon Oliver and Mark Sweppenheiser. Mike Bigford, Mary Davis and Amanda Wethington were absent. The record shows there is a quorum. Also present: Timothy Kleinheksel, Big Rapids Township Zoning Administrator and Recording Secretary.

V. PLEDGE OF ALLEGIANCE:

Pledge of Allegiance was recited.

VI. STATE OF THE TOWNSHIP ADDRESS:

Mr. Stanek presented the 2022 State of the Township address.

VII. PUBLIC COMMENT:

There was no public comment.

VIII. OATH OF OFFICES:

Mr. Stanek gave the oath of office to returning Planning Commission members Mark Sweppenheiser and Gordon Oliver, and returning Zoning Board of Appeals and Construction Board of Appeals member Mark Mclver.

IX. RECESS OF PLANNING COMMISSION:

Mr. Sweppenheiser recessed the Planning Commission members at 7:32 p.m.

X. ADJOURNMENT OF BOARD OF TRUSTEES:

Mr. Stanek adjourned the Board of Trustees at 7:32 p.m.

XI. PLANNING COMMISSION CALLED BACK TO ORDER:

Planning Commission Vice-Chairperson Mark Sweppenheiser called the Big Rapids Charter Township Planning Commission back to order at the township fire hall on Tuesday, January 11, 2022 at 7:48 p.m.

XII. CONFLICTS OF INTEREST:

Mr. Sweppenheiser 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.

XIII. MINUTES:

Mr. Sweppenheiser asked the Commission members to review the minutes of the December 14, 2021 meeting. Mr. Cook made a motion to approve the December 14, 2021 minutes as submitted. Mr. Oliver supported the motion. There was no further discussion. The motion passed unanimously with four ayes.

XIV. ELECTION OF OFFICES:

Mr. Sweppenheiser asked the Commission members to elect the 2022 Planning Commission offices. Mr. Cook made a motion to re-elect Mrs. Wethington as Chairperson stating that she has done an excellent job in this position in the past. Mr. Bean supported the motion. There was no further discussion. The motion passed unanimously with four ayes. Mr. Cook made a motion to re-elect Mr. Sweppenheiser as Vice-Chairperson. Mr. Oliver supported the motion. There was no further discussion. The motion passed unanimously with four ayes. Mr. Oliver made a motion to elect Mrs. Davis as Secretary. Mr. Bean supported the motion. There was no further discussion. The motion passed unanimously with four ayes.

XV. ACTION ON 2021 PLANNING COMMISSION REPORT:

Mr. Sweppenheiser asked the Commission members to review the 2021 Planning Commission Report. Mr. Cook made a motion to approve the 2021 Planning Commission Report as submitted. Mr. Oliver supported the motion. The motion passed unanimously with four ayes.

XVI. SET MEETING DATES FOR 2022:

Mr. Sweppenheiser asked the Commission to review the meeting date schedule for 2022. Mr. Bean made a motion to accept the Planning Commission meeting schedule for 2022. Mr. Cook supported the motion. There was no further discussion. The motion passed unanimously with four ayes.

XVII. ADJOURNMENT:

Hearing no further business for the Planning Commission, Mr. Sweppenheiser adjourned the meeting at 7:57 pm.

Supervisor’s Report

JANUARY 2022

2022 is off to a good start. Winter months are slow times, and that allows me some free time. I have been in and out a lot the last two weeks. I have missionaries from Spain staying with me and have been taking them around the area a lot. I will be leaving Wednesday morning after our board meeting and be out of town for a week and a half.

The building project has been coming along well. The rough-in inspections are complete and drywall is starting to be installed. Mark, Gavin and Brian have been doing a great job. We contracted out the electrical, plumbing, and mechanical as well as the spray insulation. I also have someone lined up to finish the drywall.

I have had Brian working on a getting us connected so we can use the state purchasing program. I will have him try to get some quotes on a plow truck, if they are even available. He is also helping on some work to locate someone for the industrial park. I would like to have several options if we need them to get someone or maybe two up there. I am still involved with the project I have been working on. Brian is also reaching out to the fire department to see if he can help with some grant writing.

We do have one big project coming to the township. Spectrum Health will be coming before the planning commission on the 8th with their plans for a large Primary Care Clinic building to go up next to Menards. Unfortunately, they are a tax-exempt organization. This will still bring people to our area and create other revenue. Their goal is to have the facility open in early 2023.

Several of my regular meetings were cancelled this month due to illness. I was able to attend one city commission meeting and the MCDC meeting. I also had the opportunity to talk about the township at a Rotary Club meeting this month. I was unable to attend the township MTA meeting this quarter.

Thanks for the opportunity to serve.

Bill

January 11, 2022

Board of Trustees
Charter Township of Big Rapids
14212 Northland Dr.
Big Rapids, MI 49307

We are pleased to confirm our understanding of the services we are to provide the Charter Township of Big Rapids for the year ended December 31, 2021.

Audit Scope and Objectives

We will audit the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information, and the disclosures, which collectively comprise the basic financial statements of the Charter Township of Big Rapids as of and for the year ended December 31, 2021. Accounting principles generally accepted in the United States of America (GAAP) provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the Charter Township of Big Rapids' basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the Charter Township of Big Rapids' RSI in accordance with auditing standards generally accepted in the United States of America (GAAS). These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by GAAP and will be subjected to certain limited procedures, but will not be audited:

1. Management's discussion and analysis
2. Budgetary comparison schedules

We have also been engaged to report on supplementary information other than RSI that accompanies the Charter Township of Big Rapids' financial statements. We will subject the supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with GAAS, and will provide an opinion on it in relation to the financial statements as a whole in a report combined with our auditor's report on the financial statements.

The objectives of our audit are to obtain reasonable assurance as to whether the financial statements as a whole are free from material misstatement, whether due to fraud or error; issue an auditor's report that includes our opinion about whether your financial statements are fairly presented, in all material respects, in conformity with GAAP; and report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements.

Auditor's Responsibilities for the Audit of the Financial Statements

We will conduct our audit in accordance with GAAS and will include tests of your accounting records and other procedures we consider necessary to enable us to express such opinions. As part of an audit in accordance with GAAS, we exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements may not be detected by us, even though the audit is properly planned and performed in accordance with GAAS. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that comes to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts and direct confirmation of certain assets and liabilities by correspondence with selected customers, creditors, and financial institutions. We may also request written representations from your attorneys as part of the engagement and they may bill you for responding to this inquiry.

Audit Procedures - Internal Control

We will obtain an understanding of the government and its environment, including internal control relevant to the audit, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinions. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. An audit is not designed to provide assurance on internal control or to identify deficiencies in internal control. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards.

We have identified the following significant risks of material misstatement as part of our planning.

1. Improper revenue recognition due to fraud
2. Management override of controls

Audit Procedures - Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the Charter Township of Big Rapids' compliance with the provisions of applicable laws, regulations, contracts, and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion.

Other Services

We will also provide the following nonattest services:

- Preparation of depreciation schedules based on useful lives and depreciation methods determined by you
- Preparation of journal entries, other than proposed audit entries, that you will review and approve
- Preparation of the Township's financial statements, in conformity with U.S. generally accepted accounting principles, based on trial balances provided by you
- Preparation of Forms F-65 and 5047 that we will submit to the State after your review

We will perform the services in accordance with applicable professional standards. The other services are limited to the nonattest services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

Responsibilities of Management for the Financial Statements

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for designing, implementing, and maintaining internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including monitoring ongoing activities; for the selection and application of accounting principles; and for the preparation and fair presentation of the financial statements in conformity with accounting principles generally accepted in the United States of America.

Management is responsible for making drafts of financial statements, all financial records, and related information available to us and for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers). You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters; (2) additional information that we may request for the purpose of the audit; and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence. At the conclusion of our audit, we will require certain written representations from you about the financial statements and related matters.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the written representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements of each opinion unit taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the entity complies with applicable laws and regulations.

With regard to including the auditor's report in an exempt offering document, you agree that the aforementioned auditor's report, or reference to Siegfried Crandall P.C., will not be included in any such offering document without our prior permission to consent. Any agreement to perform work in connection with an exempt offering document, including an agreement to provide permission or consent, will be a separate engagement.

You are responsible for the preparation of the supplementary information in conformity with accounting principles generally accepted in the United States of America. You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon. Your responsibilities include acknowledging to us in the representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

You agree to assume all management responsibilities for financial statement preparation services and any other nonattest services we provide; oversee the services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of the services; and accept responsibility for them.

Engagement Administration, Fees, and Other

We understand that your employees will prepare all confirmations we request and will locate any documents selected by us for testing.

Daniel L. Veldhuizen is the engagement shareholder and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it.

Our fee for these services will be based on the actual time spent at our standard hourly rates, which vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. Based on our understanding of the Township's audit requirements, our fee will not exceed \$7,150. This fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

Reporting

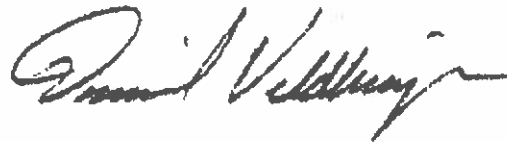
We will issue a written report upon completion of our audit of the Charter Township of Big Rapids' financial statements. Our report will be addressed to the Township Board of the Charter Township of Big Rapids. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add a separate section, or add an emphasis-of-matter or other-matter paragraph to our auditor's report, or if necessary, withdraw from this engagement. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit, or are unable to form or have not formed opinions, we may decline to express opinions, or we may withdraw from this engagement.

Board of Trustees
Charter Township of Big Rapids
Page 5
January 11, 2022

We appreciate the opportunity to be of service to the Charter Township of Big Rapids and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy, and return it to us.

Sincerely,

SIEGFRIED CRANDALL P.C.



Daniel L. Veldhuizen, Shareholder

RESPONSE:

This letter correctly sets forth the understanding of the Charter Township of Big Rapids.

By: _____

Title: _____

Date: _____

Check Date	Bank	Check Number	Name	Check Gross	Physical Check Amount
02/01/2022	GEN	12884	AMBLER, ALLEN S	141.60	123.33
02/01/2022	GEN	12885	ANTOR, GERALD A	751.00	693.55
02/01/2022	GEN	12886	BAAS, MARISSA C	53.10	46.78
02/01/2022	GEN	12887	BECHAZ, MARY L	320.00	281.92
02/01/2022	GEN	12888	BELKA, SCOT A	123.90	109.15
02/01/2022	GEN	12889	BERENS, DYLAN I	882.56	716.69
02/01/2022	GEN	12890	BOOHER, GAVIN M	607.50	552.91
02/01/2022	GEN	12891	BUYS, RANDALL J	194.70	179.81
02/01/2022	GEN	12892	CALIFF, MICHAEL H	639.20	535.46
02/01/2022	GEN	12893	CARR, BRIAN ROBERT	608.00	535.64
02/01/2022	GEN	12894	CHAPMAN, JAMES M	407.62	359.12
02/01/2022	GEN	12895	COOK, ZACHARY F	50.00	46.17
02/01/2022	GEN	12896	CROCKETT, JARED N	995.50	683.92
02/01/2022	GEN	12897	CURRIE, PENNY M	3,266.67	765.41
02/01/2022	GEN	12898	DOUGLASS, PERRY IV A	858.33	666.60
02/01/2022	GEN	12899	EVERETT, JERALD D	145.83	128.48
02/01/2022	GEN	12900	GEIB, ANTHONY C	145.83	128.48
02/01/2022	GEN	12901	JONES, JERRAD C	351.52	309.69
02/01/2022	GEN	12902	KLEINHEKSEL, TIMOTHY J	3,051.75	2,696.22
02/01/2022	GEN	12903	KONZDIOLKA, CHERYL L	568.00	524.54
02/01/2022	GEN	12904	MCARTHUR, IAN D	88.50	77.08
02/01/2022	GEN	12905	METZ, APRIL I	283.20	249.49
02/01/2022	GEN	12906	MOSS , MARK E	620.00	546.22
02/01/2022	GEN	12907	OLIVER, GORDON	50.00	44.04
02/01/2022	GEN	12908	PARKER, THOMAS	445.50	378.03
02/01/2022	GEN	12909	PEREZ, ADAM	463.72	403.90
02/01/2022	GEN	12910	SAEZ, HANNAH C	3,266.67	2,144.64
02/01/2022	GEN	12911	STANEK, WILLIAM F	3,066.67	801.72
02/01/2022	GEN	12912	SWEPPENHEISER, MARK A	50.00	46.17
02/01/2022	GEN	12913	TECENO, CHRISTOPHER S	145.83	128.48
02/01/2022	GEN	12914	TUBBS, JAMES	1,041.67	951.57
02/01/2022	GEN	12915	VELDMAN, MARC	3,864.38	2,993.29
02/01/2022	GEN	12916	WYMA, NICHOLAS A	1,316.48	1,049.31
02/01/2022	GEN	STUB49	BEAN, CARMAN	145.83	0.00

Totals: Number of Checks: 034 29,011.06 19,897.81

Total Physical Checks: 33

Total Check Stubs: 1

Check Date	Bank	Check	Vendor	Vendor Name	Amount
Bank GEN GENERAL TOWNSHIP CHECKING					
01/06/2022	GEN	9930267 (E)	HUNTINGTON	HUNTINGTON BANK	10.00
01/07/2022	GEN	33077	B&V	B&V MECHANICAL	2,527.18
01/07/2022	GEN	33078	BS&00	BS&A SOFTWARE	3,033.33
01/07/2022	GEN	33079	CHA01	CHARTER COMMUNICATIONS	571.34
01/07/2022	GEN	33080	CIT02	BIG RAPIDS CITY TREASURER	24,440.52
01/07/2022	GEN	33081	CON00	CONSUMERS ENERGY	30.10
01/07/2022	GEN	33082	CROCKETTJ	JARED CROCKETT	615.00
01/07/2022	GEN	33083	GTW	GTW	22.93
01/07/2022	GEN	33084	HOPE	HOPE NETWORK WEST MICHIGAN	63.00
01/07/2022	GEN	33085	MCKESSON	MCKESSON MEDICAL SURGICAL	427.31
01/07/2022	GEN	33086	MEC01	MECOSTA COUNTY ROAD COMMISSION	105.39
01/07/2022	GEN	33087	MOS00	MICHIGAN OFFICE SOLUTIONS	206.68
01/07/2022	GEN	33088	NAP00	BIG RAPIDS AUTO & TRUCK PARTS	23.97
01/07/2022	GEN	33089	NORTHWEST	NORTHWEST KENT MECHANICAL CO.	1,941.67
01/07/2022	GEN	33090	RYA00	RYAN'S MODERN SEWER CLEANING	945.00
01/07/2022	GEN	33091	XEROX	XEROX FINANCIAL SERVICES	377.67
01/15/2022	GEN	9930268 (E)	SBS00	SMALL BUSINESS ADMIN SERVICES LLC	52.50
01/17/2022	GEN	33092	BS&00	BS&A SOFTWARE	2,582.00
01/17/2022	GEN	33093	CHA01	CHARTER COMMUNICATIONS	129.98
01/17/2022	GEN	33094	CIT02	BIG RAPIDS CITY TREASURER	2.02
01/17/2022	GEN	33095	CON00	CONSUMERS ENERGY	2,098.76
01/17/2022	GEN	33096	CON00	VOID	0.00
			Void Reason: Created From Check Run Process		
01/17/2022	GEN	33097	DINGES	DINGES FIRE COMPANY	22.64
01/17/2022	GEN	33098	DTE00	DTE ENERGY	1,237.04
01/17/2022	GEN	33099	DTE00	VOID	0.00
			Void Reason: Created From Check Run Process		
01/17/2022	GEN	33100	GRANGER	GRANGER	169.95
01/17/2022	GEN	33101	INTEGRITY2	INTEGRITY BUSINESS SOLUTIONS	25.26
01/17/2022	GEN	33102	MEN00	MENARDS	39.39
01/17/2022	GEN	33103	PIO00	THE PIONEER GROUP	116.10
01/20/2022	GEN	33104	FUL00	FULLMER & SONS HEATING & COOLING	9,540.00
01/24/2022	GEN	33105		VOID	1,234,567.89
			Void Reason: Test Check From Check Creation Process		
02/01/2022	GEN	33106	ACC00	ACCIDENT FUND COMPANY	1,120.10
02/01/2022	GEN	33107	AUTO	AUTO ZONE	6.85
02/01/2022	GEN	33108	BIG RAPIDS	BIG RAPIDS FLEET & AUTO REPAIR, INC	1,782.72
02/01/2022	GEN	33109	BIG01	BIG RAPIDS TWP SEWER REC. FUND	49.35
02/01/2022	GEN	33110	CIT00	CITY OF BIG RAPIDS	509.37
02/01/2022	GEN	33111	CON00	CONSUMERS ENERGY	1,425.52
02/01/2022	GEN	33112	CON00	VOID	0.00
			Void Reason: Created From Check Run Process		
02/01/2022	GEN	33113	CUR01	CURTIS BROTHERS CONSTRUCTION, INC.	720.00
02/01/2022	GEN	33114	FIR00	FIRST NATIONAL BANK	2,735.61
02/01/2022	GEN	33115	ILTIS CONS	ILTIS CONSTRUCTION, INC	5,068.80
02/01/2022	GEN	33116	KCI	KCI	469.17
02/01/2022	GEN	33117	KEVIN C	KEVIN CUSHWAY	521.00
02/01/2022	GEN	33118	MCKESSON	MCKESSON MEDICAL SURGICAL	10.56
02/01/2022	GEN	33119	MISDU	MICHIGAN STATE DISBURSEMENT UNIT	107.50
02/01/2022	GEN	33120	MOSS01	MARK MOSS	15.21
02/01/2022	GEN	33121	NAP00	BIG RAPIDS AUTO & TRUCK PARTS	82.63
02/01/2022	GEN	33122	PIO00	THE PIONEER GROUP	351.00
02/01/2022	GEN	33123	PRIORITY H	PRIORITY HEALTH	2,700.71
02/01/2022	GEN	33124	SHE00	SHERWIN WILLIAMS	132.06
02/01/2022	GEN	33125	WIL02	ERIC D. WILLIAMS	1,145.00
02/01/2022	GEN	9930269 (E)	CHE00	HUNTINGTON BANK	5,754.67
02/01/2022	GEN	9930270 (E)	JHI00	JOHN HANCOCK LIFE INSURANCE COMPANY	2,612.78
02/01/2022	GEN	9930271 (E)	STA00	STATE OF MICHIGAN	785.45
02/01/2022	GEN	9930272 (E)	VOYA	VOYA FINANCIAL	4,101.00
GEN TOTALS:					
Total of 55 Checks:					83,563.79
Less 4 Void Checks:					0.00
Total of 51 Disbursements:					83,563.79