

BIG RAPIDS CHARTER TOWNSHIP BOARD REGULAR MEETING TUESDAY, FEBRUARY 6, 2024

BIG RAPIDS TOWNSHIP HALL, 14230 NORTHLAND DR.
BIG RAPIDS, MI 49307
7:00 PM

AGENDA

PLEDGE OF ALLEGIANCE.

CALL TO ORDER: 7:00 p.m. ROLL CALL: __Bechaz, __ Currie, __ Everett, __ Geib, __ Saez, __ Teceno, __ Bean

PUBLIC COMMENT:

ADDITIONS TO AGENDA:

CORRESPONDENCE:

CONSENT AGENDA

1. January 2, Regular Board Meeting Minutes:
2. January 8, Special Meeting Minutes:
3. January 26, Election Commission Minutes:
4. October Treasurers Report:
5. November Treasurers Report:
6. Building Department Report:
5. Cemetery and Grounds Report:
6. Fire Department Report:
7. Sewer Department Report:
8. Water Department Report:
11. Planning Commission Minutes:

UNFINISHED BUSINESS:

1. Fire & First Responder Services:
2. Other:

NEW BUSINESS:

1. Planning Commission Training:
2. Wind/Solar Ordinance:
3. Brining of Gravel Roads:
4. Wastewater Agreement:
5. Ordinance Revision:
6. Other:

Financial

1. Payroll:
2. Accounts Payable:

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 2, 2024
BIG RAPIDS TOWNSHIP HALL, 14230 NORTHLAND DR.
BIG RAPIDS, MI 49307
7:00 PM
UNAPPROVED

PLEDGE OF ALLEGIANCE.

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

PUBLIC COMMENT: Chris Vodry - Assessor hours on website? Saez - they are as of last week along with a contact forum.

ADDITIONS TO AGENDA:

CORRESPONDENCE: Montross – board of review opening. Noted. Only one additional member is now needed for the last opening.

SPECIAL APPEARANCE: Eric Williams – Tax Tribunal Appeals- Unable to attend, moving to a Special Meeting.
Text My Gov: John Kenna – Presentation - Moved to a Special Meeting.
Josh Chandler – Fire Department Roster Request - A motion was made to approve of adding Josh Chandler to the Fire Roster by Currie. Supported by Teceno. Motion passed unanimously.

CONSENT AGENDA

1. **December 5, 2023 Meeting Minutes:**
2. **November Treasurer's 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:**
10. **Planning Commission Minutes:**

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

UNFINISHED BUSINESS:

1. **Trustee Vacancy** -A motion was made by Saez to accept Routley's resignation due to relocation. Supported by Teceno. Motion passed unanimously.
A motion was made by Everett to appoint Joe Bechaz to the Trustee Vacancy. Supported by Currie. Motion dies.
A motion was made by Currie to appoint Dakota Ross Trustee Vacancy. Supported by Geib. Motion dies.
A motion was made by Geib to appoint Dakota Ross Trustee Vacancy. Supported by Currie. Motion dies.
A motion was made by Currie to Joe Bechaz to the Trustee Vacancy. Supported by Everett. Motion passes 4-2. Saez, Teceno, no.
2. **Resolution 2023-10 2024 Wages:** A motion was made by Currie to approve of a 3.5% cost of living increase in wages, in addition to merit raises when applicable, with the exception of the Fire Department before evaluations are completed, along with the Treasurer and Supervisor. Motion passed unanimously on a roll call vote.

NEW BUSINESS:

1. **Water Plant operator contract for 2024:** Moved to a Special Meeting.
2. **Fire and First Responder Services:** Bean discussed graphs on the call response rate and Chief not meeting 9.9% of all calls, and the required 25% not being met. Discussed disappointment regarding many situations recently with the Fire Department.
3. **Computer for Cemetery**
4. **Board of Review Positions** - Currie supports Bean's decision for new board of review members.

FINANCIAL:

1. **Payroll:** A motion was made by Saez to approve of Payroll in the amount of \$33,622.89. Supported by Geib. Motion passed unanimously on a roll call vote.
2. **Accounts Payable:** A motion to approve of Accounts Payables in the amount of \$116,714.94 was made by Currie with the note that they had hoped to have the Cemetery arch finishing costs included in the 2023 budget, but were unable to complete so those costs will be included in 2024. Supported by Geib. Motion passed unanimously on a roll call vote.

PUBLIC COMMENT:

Brian Miller - monthly Sheriff reports, includes significant complaints. Saez supports including reports in monthly packets.

Chris Vodry - on AP - the healing center - Saez - physicals.

Computer for cemetery - board has iPads - does board use them? Bean - yes very handy

Greg Vodry- What's going on with ARC? Bean - Township requested site plans and the request was handled incorrectly, which has delayed the process. Meeting next week.

ADJOURNMENT: 8:35pm

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

**BIG RAPIDS CHARTER TOWNSHIP BOARD
SPECIAL MEETING MONDAY, JANUARY 8, 2024
BIG RAPIDS CHARTER TOWNSHIP OFFICES
14212 NORTHLAND DRIVE, BIG RAPIDS MI 49307
1:00PM
UNAPPROVED**

PLEDGE OF ALLEGIANCE.

CALL TO ORDER: 1:00PM ROLL CALL: Bean, Saez, Currie, Teceno, Everett, Geib, Bechaz present.

PUBLIC COMMENT:

ADDITIONS TO AGENDA:

Items of Business:

1. **Tax Tribunal Appeals – Eric Williams** – thought cases were settled, got a letter that defaulted. Staff discovered defaulted on Walmart Case. Motioned to set aside defaults. David believes they filed a repeat for the numbers we already gave them. Waiting on emails back from them to drop the cases. (Since received as of 1/15/24).
2. **TextMyGov Presentation – John Kenna** – A motion was made by Saez to approve of the contract with TextMyGov for the services agreed to including the addition of integrating the contacts. Supported by Teceno. Motion passed unanimously on a roll call vote.
3. **Water Plant contract for 2024** – A motion was made by Saez to approve of the Water Treatment Contract for 2024 with James Bouman. Supported by Bechaz. Motion passed unanimously on a roll call vote.

Bean – on integrating fire services/discussion at the February meeting, enhancing mutual aid with the City.

Teceno – question on street lights/costs – inquiring about having one on cross street of 215^h and 13 Mile. Geib – upgrades brought by Consumers, but can request upgrades.

PUBLIC COMMENT:

ADJOURNMENT: 2:12pm.

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 ELECTION COMMISSION MEETING

Friday, January 26 2024

12pm

UNAPPROVED

Call to order: 12:35 pm Saez, Everett, Geib

1. Appointment of Election Inspectors for the February 27, Presidential Primary:

Election Inspectors:

- D Vicki Alber
- R Sue Bean
- R Andrea Cooley
- D Dena Marek
- R Jan Eckert
- D Cheryl Kondziolka

Alternates: Jenna Kondziolka, Rachel Vodry, Rene Fountain, Carol Hillman, Hannah Kaverman, Rylie Olds

2. Appointment of Election AVCB Inspectors for the February 27, Presidential Primary:

AVCB Inspectors:

- D Sue Lenahan
- D Debra Iafrate
- R Laurie Daniels
- R Rachel Vodry
- R Hannah Saez

Alternates: Jenna Kondziolka, Rachel Vodry, Rene Fountain, Carol Hillman, Hannah Kaverman, Rylie Olds

3. Appointment of Receiving board for the February 27, Presidential Primary:

Receiving Board:

- R Hannah Saez
- D Cheryl Kondziolka

4. Appointment of Election Inspectors for Early Voting for Big Rapids Township:

- D Carol Hillman
- D Debra Iafrate
- R Laurie Daniels
- R Hannah Saez

5. Allowance of processing Absentee Ballots the day prior to the election if Clerk shall choose, now allowed for jurisdictions under 5,000 voters the day prior to elections.

A motion was made by Geib to approve of the Election inspectors, alternates, receiving board, AVCB, and day before processing of AVCB. Supported by Jerry. Motion passed unanimously.

The public test of the Dominion voting equipment was conducted on 1/26/24.

Adjourned: 12:38pm

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OCT 23
 Gen Fund

BIG RAPIDS CHARTER TOWNSHIP
 14212 NORTHLAND DR
 BIG RAPIDS MI 49307-2319

Have a Question or Concern?

Stop by your nearest
 Huntington office or
 contact us at:

1-800-480-2001

www.huntington.com/
 businessresources

Huntington PublicFund Business Interest Checking Account: -----5812

| | | | |
|---|--|----------------------------------|-----------------------|
| Statement Activity From: 10/01/23 to 10/31/23 | | Beginning Balance | \$2,283,864.50 |
| Days in Statement Period 31 | | Credits (+) | 88,477.52 |
| Average Ledger Balance* 2,096,187.07 | | Regular Deposits | 84,928.43 |
| Average Collected Balance* 2,089,383.97 | | Interest Earned | 3,549.09 |
| * The above balances correspond to the service charge cycle for this account. | | Debits (-) | 479,380.18 |
| | | Regular Checks Paid | 419,286.19 |
| | | Electronic Withdrawals | 19,208.69 |
| | | Other Debits | 40,885.30 |
| | | Total Service Charges (-) | 42.50 |
| | | Ending Balance | \$1,892,919.34 |

Average Percentage Yield Earned this period 2.018%

Deposits (+) Account:-----5812

| Date | Amount | Serial # | Type | Date | Amount | Serial # | Type |
|-------|-----------|----------|----------|-------|-----------|----------|----------|
| 10/05 | 19,708.41 | 198 | Brch/ATM | 10/27 | 15,325.91 | 203 | Brch/ATM |
| 10/05 | 13,462.18 | 200 | Brch/ATM | 10/27 | 4,734.14 | 202 | Brch/ATM |
| 10/18 | 31,697.79 | 201 | Brch/ATM | | | | |

Other Credits (+) Account:-----5812

| Date | Amount | Description |
|-------|----------|------------------|
| 10/31 | 3,549.09 | INTEREST PAYMENT |

Done

Checks (-) Account:-----5812

| Date | Amount | Check # | Date | Amount | Check # |
|-------|----------|----------|-------|----------|----------|
| 10/05 | 246.72 | 1252 | 10/10 | 181.13 | 13503 ✓ |
| 10/10 | 40.00 | 1253 | 10/12 | 1,275.62 | 13504 ✓ |
| 10/10 | 125.00 | 1254 | 10/06 | 1,363.83 | 13505 ✓ |
| 10/18 | 1,125.00 | 1255 | 10/12 | 88.10 | 13506 ✓ |
| 10/06 | 212.50 | 13484* ✓ | 10/12 | 88.10 | 13507 ✓ |
| 10/23 | 92.35 | 13500* ✓ | 10/11 | 88.10 | 13509 ✓ |
| 10/06 | 1,275.61 | 13502* ✓ | 10/04 | 1,100.00 | 33968* ✓ |

13508

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BANK RECONCILIATION FOR BIG RAPIDS TOWNSHIP
 User: PENNY Bank GEN (GENERAL TOWNSHIP CHECKING)
 DB: Big Rapids Town FROM 10/01/2023 TO 10/31/2023
 Reconciliation Record ID: 154

| GL Number | Description | Beginning Balance |
|-----------------------------|---------------------|-------------------|
| 101-000-001.000 | Cash - Checking | 582,647.78 |
| 101-000-001.001 | Cash Non-Expendable | |
| 203-000-001.000 | CASH | |
| 204-000-001.000 | CASH | |
| 206-000-001.000 | Cash - Checking | 340,526.60 |
| 212-000-001.000 | Cash - Savings | 200,479.83 |
| 246-000-001.000 | Cash - Savings | 5,663.90 |
| 249-000-001.000 | Cash - Savings | |
| 271-000-001.000 | CASH | 138,785.61 |
| 285-000-001.000 | CASH | 88.43 |
| 401-000-001.000 | CASH | 275,949.56 |
| 402-000-001.000 | CASH | 31,056.70 |
| 590-000-001.000 | Cash - Savings | 569,480.55 |
| 591-000-001.000 | CASH | (10,651.42) |
| 593-000-001.000 | CASH | |
| 701-000-001.000 | Cash - Savings | 45,896.01 |
| 708-000-001.000 | CASH | |
| 711-000-001.000 | CASH | 19,994.78 |
| 711-000-001.100 | HVC Cash Expendable | (3,278.01) |
| 850-000-001.000 | Cash - Savings | |
| Beginning GL Balance: | | |
| Add: Cash Receipts | | 2,196,640.32 |
| Less: Cash Disbursements | | 80,199.28 |
| Less: Payroll Disbursements | | (442,641.26) |
| Add: Journal Entries/Other | | (25,036.76) |
| Ending GL Balance: | | 26,000.00 |
| | | 1,835,161.58 |
| GL Number | Description | Ending Balance |
| 101-000-001.000 | Cash - Checking | 382,720.48 |
| 101-000-001.001 | Cash Non-Expendable | |
| 203-000-001.000 | CASH | |
| 204-000-001.000 | CASH | |
| 206-000-001.000 | Cash - Checking | 156,868.28 |
| 212-000-001.000 | Cash - Savings | 154,213.64 |
| 246-000-001.000 | Cash - Savings | |
| 249-000-001.000 | Cash - Savings | 140,212.38 |
| 271-000-001.000 | CASH | 88.43 |
| 285-000-001.000 | CASH | 275,949.56 |
| 401-000-001.000 | CASH | 31,056.70 |
| 402-000-001.000 | CASH | 52,000.00 |
| 590-000-001.000 | Cash - Savings | 593,832.80 |
| 591-000-001.000 | CASH | (12,793.28) |
| 593-000-001.000 | CASH | |
| 701-000-001.000 | Cash - Savings | 45,286.01 |
| 708-000-001.000 | CASH | |
| 711-000-001.000 | CASH | |

User: PENNY
 DB: Big Rapids Town
 Bank GEN (GENERAL TOWNSHIP CHECKING)
 FROM 10/01/2023 TO 10/31/2023
 Reconciliation Record ID: 154

| GL Number | Description | Ending Balance |
|-----------------|------------------------------------|----------------|
| 711-000-001.100 | HVC Cash Expendable | 19,994.78 |
| 850-000-001.000 | Cash - Savings | (4,268.20) |
| | Ending GL Balance: | 1,835,161.58 |
| | Ending Bank Balance: | 1,892,919.34 |
| | Add: Deposits in Transit | |
| | 11/06/2023 *Deposit ID: 478 | 11,430.17 |
| | * MAY RECONCILIATION | 489.04 |
| | OUTSTANDING CREDIT TBILL #2 | (350,000.00) |
| | OUTSTANDING CREDIT INTEREST TBILL2 | (16,022.62) |
| | OUTSTANDING DEBIT TBILL #2 | 389,820.53 |
| | OUTSTANDING TBILL PC | (100,000.00) |
| | NOVEMBER PAYROLL CASHED EARLY | 20,385.16 |
| | NOVEMBER VOYA CASHED EARLY | 5,197.67 |
| | NOVEMBER JOHN HANCOCK CASHED EARLY | 3,088.53 |
| | *OCT | (1,626.58) |
| | Less: Outstanding Checks | (37,238.10) |

| Check Date | Check Number | Name | Amount |
|------------|--------------|-------------------------------------|----------|
| 11/03/2021 | 32984 | STATE STREET HARDWARE | 49.99 |
| 07/12/2022 | 33343 | DISTRICT HEALTH DEPARTMENT NO. 10 | 0.00 |
| 03/16/2023 | 33720 | US POSTAL SERVICE | 500.00 |
| 05/30/2023 | 33827 | MICH DEPT OF ENV, GREAT LAKES, ENER | 0.00 |
| 05/30/2023 | 33837 | BIG RAPIDS AUTO & TRUCK PARTS | 285.78 |
| 07/03/2023 | 9930410 | STATE OF MICHIGAN | 0.00 |
| 08/03/2023 | 33920 | OLSSON CONCRETE CONSTRUCTION LLC | 2,900.00 |
| 08/15/2023 | 33937 | USABLUBOOK | 0.00 |
| 10/03/2023 | 33988 | ELECTION SOURCE | 0.00 |
| 10/11/2023 | 34014 | JAMES BOUMAN | 0.00 |
| 10/11/2023 | 34017 | MECOSTA COUNTY ROAD COMMISSION | 520.83 |
| 10/11/2023 | 34021 | THE PIONEER GROUP | 194.31 |
| 10/11/2023 | 34026 | REPUBLIC SERVICES | 368.32 |
| 10/24/2023 | 34027 | ACCIDENT FUND COMPANY | 6,886.27 |
| 10/24/2023 | 34030 | ALAYNA FARMER | 1,326.40 |
| 10/24/2023 | 34032 | MECOSTA COUNTY SHERIFF DEPT. | 50.00 |
| | | Payroll Checks | 5,663.90 |

| Check Date | Check Number | Name | Amount |
|------------|--------------|-------------------|--------|
| 07/01/2021 | 12643 | JORDAN, CHASTITY | 17.79 |
| 09/01/2021 | 12713 | MARSHALL, GRAYSON | 2.65 |
| 09/01/2021 | 12716 | SPRIK, HANNAH | 2.64 |
| 12/31/2021 | 12831 | BEAN, SUSAN | 26.42 |
| 12/31/2021 | 12851 | MARSHALL, GRAYSON | 18.64 |

| Check Date | Check Number | Name | Amount |
|------------|--------------|---------------------|--------|
| 05/01/2022 | 13010 | MARSHALL, GRAYSON | 29.87 |
| 05/01/2022 | 13018 | SWEPPENHEISER, MARK | 46.18 |
| 06/01/2022 | 13051 | MARSHALL, GRAYSON | 59.07 |
| 07/01/2022 | 13067 | BAAS, MARISSA | 23.18 |
| 07/01/2022 | 13087 | MARSHALL, GRAYSON | 23.18 |
| 08/01/2022 | 13105 | BUYS, EMILY | 187.84 |
| 08/01/2022 | 13121 | MARSHALL, GRAYSON | 40.73 |
| 10/01/2022 | 13199 | METZ, APRIL | 44.60 |
| 11/01/2022 | 13218 | BUYS, EMILY | 89.61 |
| 11/01/2022 | 13232 | MARSHALL, GRAYSON | 59.74 |
| 11/01/2022 | 13238 | PEREZ, ADAM | 118.10 |
| 11/01/2022 | 13275 | LENAHAN, SUE | 183.75 |
| 11/01/2022 | 13284 | PEREZ, ADAM | 46.16 |
| 12/31/2022 | 13319 | PEREZ, ADAM | 71.46 |
| 04/01/2023 | 13404 | BUYS, EMILY | 239.29 |
| 09/01/2023 | 13483 | BEAN, CARMAN | 0.01 |
| 09/01/2023 | 13485 | BUYS, EMILY | 159.17 |
| 10/01/2023 | 13499 | BUYS, EMILY | 99.08 |
| 10/01/2023 | 13501 | DAVIS, MARY | 92.35 |
| 10/01/2023 | 13508 | SWEPPENHEISER, MARK | 92.35 |

Total - 41 Outstanding Checks: 20,519.66
 Adjusted Bank Balance 1,835,161.58
 Unreconciled Difference: 0.00

REVIEWED BY: _____ DATE: _____



Nov 23
 Gen Fund

BIG RAPIDS CHARTER TOWNSHIP
 14212 NORTHLAND DR
 BIG RAPIDS MI 49307-2319

Have a Question or Concern?

Stop by your nearest
 Huntington office or
 contact us at:

1-800-480-2001

www.huntington.com/
 businessresources

Huntington Public Fund Business Interest Checking Account: -----5812

| | | | |
|---|--|----------------------------------|-------------------------|
| Statement Activity From: 11/01/23 to 11/30/23 | | Beginning Balance | \$1,892,919.34 |
| Days in Statement Period 30 | | Credits (+) | 949,805.97 |
| Average Ledger Balance* 2,175,329.99 | | Regular Deposits | 196,258.55 |
| Average Collected Balance* 2,158,015.19 | | Electronic Deposits | 750,000.00 |
| * The above balances correspond to the service charge cycle for this account. | | Interest Earned | 3,547.42 |
| | | Debits (-) | 608,821.95 |
| | | Regular Checks Paid | 81,963.70 |
| | | Electronic Withdrawals | 507,861.09 |
| | | Other Debits | 18,997.16 |
| | | Total Service Charges (-) | 57.25 |
| | | Ending Balance | \$2,233,846.11 ✱ |

Average Percentage Yield Earned this period 2.018%

Deposits (+) Account:-----5812

| Date | Amount | Serial # | Type | Date | Amount | Serial # | Type |
|-------|--------------|----------|----------|-------|-----------|----------|----------|
| 11/06 | 11,430.17 ✓ | 204 | Brch/ATM | 11/29 | 17,755.32 | 206 | Brch/ATM |
| 11/10 | 156,115.27 ✓ | 205 | Brch/ATM | 11/29 | 10,957.79 | 207 | Brch/ATM |

OS. Hannah

Other Credits (+) Account:-----5812

| Date | Amount | Description |
|---------|------------|---|
| ✓ 11/09 | 487,935.85 | HUNTINGTON BANKL BROK.TRANS HCS-001467-1 - 590 Maturity |
| ✓ 11/09 | 12,064.15 | HUNTINGTON BANKL BROK.TRANS HCS-001467-1 + Interest #1 > 500,000- |
| ✓ 11/16 | 243,790.69 | HUNTINGTON BANKL BROK.TRANS HCS-001467-1 590 Maturity |
| ✓ 11/16 | 6,209.31 | HUNTINGTON BANKL BROK.TRANS HCS-001467-1 + Interest #3 > 250,000 |
| 11/30 | 3,547.42 ✓ | INTEREST PAYMENT |

Checks (-) Account:-----5812

| Date | Amount | Check # | Date | Amount | Check # |
|-------|----------|---------|-------|------------|---------|
| 11/09 | 125.00 ✓ | 1257 | 11/07 | 419.17 ✓ | 13510* |
| 11/13 | 125.00 ✓ | 1258 | 11/10 | 46.18 ✓ | 13513* |
| 11/07 | 159.17 ✓ | 13485* | 11/02 | 1,275.61 ✓ | 13515* |
| 11/13 | 92.35 ✓ | 13508* | 11/03 | 233.65 ✓ | 13516 |

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| GL Number | Description | Beginning Balance |
|-----------------|---------------------|-------------------|
| 101-000-001.000 | Cash - Checking | 382,720.48 |
| 101-000-001.001 | Cash Non-Expendable | |
| 203-000-001.000 | CASH | |
| 204-000-001.000 | CASH | |
| 206-000-001.000 | Cash - Checking | 156,868.28 |
| 212-000-001.000 | Cash - Savings | 154,213.64 |
| 246-000-001.000 | Cash - Savings | |
| 249-000-001.000 | Cash - Savings | |
| 271-000-001.000 | CASH | 140,212.38 |
| 285-000-001.000 | CASH | 88.43 |
| 401-000-001.000 | CASH | 275,949.56 |
| 402-000-001.000 | CASH | 31,056.70 |
| 590-000-001.000 | Cash - Savings | 52,000.00 |
| 591-000-001.000 | CASH | 593,832.80 |
| 593-000-001.000 | CASH | (12,793.28) |
| 701-000-001.000 | Cash - Savings | |
| 708-000-001.000 | CASH | 45,286.01 |
| 711-000-001.000 | CASH | 19,994.78 |
| 711-000-001.100 | HVC Cash Expendable | (4,268.20) |
| 850-000-001.000 | Cash - Savings | |

Beginning GL Balance:
 Add: Cash Receipts 1,835,161.58
 Less: Cash Disbursements 202,286.63
 Less: Payroll Disbursements (85,606.10)
 Ending GL Balance: (25,425.25)
 1,926,416.86

| GL Number | Description | Ending Balance |
|-----------------|---------------------|----------------|
| 101-000-001.000 | Cash - Checking | 471,882.53 |
| 101-000-001.001 | Cash Non-Expendable | |
| 203-000-001.000 | CASH | |
| 204-000-001.000 | CASH | |
| 206-000-001.000 | Cash - Checking | 156,868.28 |
| 212-000-001.000 | Cash - Savings | 144,273.92 |
| 246-000-001.000 | Cash - Savings | 13.75 |
| 249-000-001.000 | Cash - Savings | |
| 271-000-001.000 | CASH | 138,881.73 |
| 285-000-001.000 | CASH | 88.43 |
| 401-000-001.000 | CASH | 275,949.56 |
| 402-000-001.000 | CASH | 31,056.70 |
| 590-000-001.000 | Cash - Savings | 52,000.00 |
| 591-000-001.000 | CASH | 607,946.34 |
| 593-000-001.000 | CASH | (14,547.18) |
| 701-000-001.000 | Cash - Savings | |
| 708-000-001.000 | CASH | 45,286.01 |
| 711-000-001.000 | CASH | |
| 711-000-001.100 | HVC Cash Expendable | 19,994.78 |

GL Number Description Ending Balance
 850-000-001.000 Cash - Savings (3,277.99)

Ending GL Balance: 1,926,416.86

Ending Bank Balance: 2,233,846.11
 Add: Miscellaneous Transactions 32,260.53
 Add: Deposits in Transit

12/07/2023 *Deposit ID: 480
 DECEMBER PAYROLL CASHED EARLY # 13527 13,910.83
 DECEMBER CHECK CASHED EARLY #34095 1,275.62
 *PC TBILL DEPOSIT INTO 101 - PC CEMETERY 841.06
 *PC TBILL DEPOSIT INTO 101 - PC CEMETERY (97,704.82)
 * SEWER #3 DEPOSITED INTO 101 (2,295.18)
 * SEWER #3 DEPOSITED INTO 101 (243,790.69)
 * SEWER #1 DEPOSITED INTO 101 (6,209.31)
 * SEWER #1 INTEREST DEPOSITED INTO 101 (487,935.85)
 * SEWER #1 INTEREST DEPOSITED INTO 101 (12,064.15)
 * SEWER #1 WITHDRAWAL TO TBILL 499,990.23
 * DECEMBER EFT PAYROLL CASHED EARLY 18,997.16
 * NOVEMBER BANK REC (1,256.71)
 (316,241.81)

Less: Outstanding Checks

AP Checks

| Check Date | Check Number | Name | Amount | VOIDED | VOIDED DATE |
|------------|--------------|-------------------------------------|----------|--------|-------------|
| 11/03/2021 | 32984 | STATE STREET HARDWARE | 49.99 | VOIDED | 07/26/2023 |
| 07/12/2022 | 33343 | DISTRICT HEALTH DEPARTMENT NO. 10 | 0.00 | VOIDED | 07/26/2023 |
| 03/16/2023 | 33720 | US POSTAL SERVICE | 500.00 | VOIDED | 06/21/2023 |
| 05/30/2023 | 33827 | MICH DEPT OF ENV, GREAT LAKES, ENER | 0.00 | VOIDED | 07/26/2023 |
| 05/30/2023 | 33837 | BIG RAPIDS AUTO & TRUCK PARTS | 285.78 | VOIDED | 07/26/2023 |
| 07/03/2023 | 9930410 | STATE OF MICHIGAN | 0.00 | VOIDED | 09/07/2023 |
| 08/03/2023 | 33920 | OLSSON CONCRETE CONSTRUCTION LLC | 2,900.00 | VOIDED | 10/10/2023 |
| 08/15/2023 | 33937 | USABLUBOOK | 0.00 | VOIDED | 11/29/2023 |
| 10/03/2023 | 33988 | ELECTION SOURCE | 0.00 | VOIDED | 11/29/2023 |
| 10/11/2023 | 34026 | REPUBLIC SERVICES | 6,886.27 | VOIDED | 11/29/2023 |
| 11/01/2023 | 9930444 | JOHN HANCOCK LIFE INSURANCE COMPANY | 3,088.53 | VOIDED | 11/29/2023 |
| 11/01/2023 | 9930446 | VOYA FINANCIAL | 5,197.67 | VOIDED | 11/29/2023 |
| 11/01/2023 | 9930447 | PENNY CURRIE | 896.23 | VOIDED | 11/29/2023 |
| 11/01/2023 | 9930450 | HUNTINGTON BANK | 0.00 | VOIDED | 11/29/2023 |
| 11/01/2023 | 9930451 | JOHN HANCOCK LIFE INSURANCE COMPANY | 0.00 | VOIDED | 11/29/2023 |
| 11/01/2023 | 9930452 | STATE OF MICHIGAN | 0.00 | VOIDED | 11/29/2023 |
| 11/01/2023 | 9930453 | VOYA FINANCIAL | 0.00 | VOIDED | 11/29/2023 |
| 11/07/2023 | 34057 | ERIC D. WILLIAMS | 1,477.50 | VOIDED | 01/02/2024 |
| 11/14/2023 | 34060 | CITY OF BIG RAPIDS | 51.04 | VOIDED | 01/02/2024 |
| 11/14/2023 | 34070 | THE PIONEER GROUP | 471.50 | VOIDED | 01/02/2024 |
| 11/30/2023 | 9930470 | HUNTINGTON BANK | 42.25 | VOIDED | 01/02/2024 |
| 11/30/2023 | 9930471 | HUNTINGTON BANK | 15.00 | VOIDED | 01/02/2024 |

| Check Date | Check Number | Name | Amount |
|------------|--------------|--------------------|--------|
| 07/01/2021 | 12643 | JORDAN, CHASTITY | 17.79 |
| 09/01/2021 | 12713 | MARSHALL, GRAYSON | 2.65 |
| 09/01/2021 | 12716 | SPRIK, HANNAH | 2.64 |
| 12/31/2021 | 12831 | BEAN, SUSAN | 26.42 |
| 12/31/2021 | 12851 | MARSHALL, GRAYSON | 18.64 |
| 05/01/2022 | 13010 | MARSHALL, GRAYSON | 29.87 |
| 05/01/2022 | 13018 | SWEPENHEISER, MARK | 46.18 |
| 06/01/2022 | 13051 | MARSHALL, GRAYSON | 59.07 |
| 07/01/2022 | 13067 | BAAS, MARISSA | 23.18 |
| 07/01/2022 | 13087 | MARSHALL, GRAYSON | 23.18 |
| 08/01/2022 | 13105 | BUYS, EMILY | 187.84 |
| 08/01/2022 | 13121 | MARSHALL, GRAYSON | 40.73 |
| 10/01/2022 | 13199 | METZ, APRIL | 44.60 |
| 11/01/2022 | 13218 | BUYS, EMILY | 89.61 |
| 11/01/2022 | 13232 | MARSHALL, GRAYSON | 59.74 |
| 11/01/2022 | 13238 | PEREZ, ADAM | 118.10 |
| 11/01/2022 | 13275 | LENAHAN, SUE | 183.75 |
| 11/01/2022 | 13284 | PEREZ, ADAM | 46.16 |
| 12/31/2022 | 13319 | PEREZ, ADAM | 71.46 |
| 04/01/2023 | 13404 | BUYS, EMILY | 239.29 |
| 09/01/2023 | 13483 | BEAN, CARMAN | 0.01 |
| 10/01/2023 | 13499 | BUYS, EMILY | 99.08 |
| 10/01/2023 | 13501 | DAVIS, MARY | 92.35 |
| 11/01/2023 | 13511 | BEAN, CARMAN | 0.01 |
| 11/01/2023 | 13512 | BUYS, EMILY | 17.69 |
| 11/01/2023 | 13514 | DAVIS, MARY | 46.17 |

Total - 48 Outstanding Checks: 23,447.97
 Adjusted Bank Balance 1,926,416.86
 Unreconciled Difference: 0.00

REVIEWED BY: *Penny Curran* DATE: 12-31-23

Monthly Permit List

01/29/2024

Building

| Permit # | Contractor | Job Address | Fee Total | Const. Value |
|--|------------------------|--------------------------|------------|--------------|
| PB23-0017 | HILLS DEVELOPMENT LLC | 16473 MITCHELL CREEK TRL | \$1,507.00 | \$383,648 |
| Work Description: NEW RESIDENCE - MAIN 1,600 SQFT, BASEMENT 1,600 SQFT, GARAGE 576 SQFT, DECK 160 SQFT | | | | |
| PB24-0001 | MECOSTA COUNTY MEDICAL | 14755 215TH AVE | \$400.00 | \$24,552 |
| Work Description: MONUMENT SIGN, 2 INSPECTIONS BUILDING MOUNTED SIGN, 1 INSPECTION | | | | |
| PB24-0002 | SIVERTSEN, STEPHEN L | 21171 17 MILE RD | \$360.00 | \$35,000 |
| Work Description: POLE BARN - 30'X40' | | | | |
| PB24-0003 | BEJCEK BRIAN C & BETH | 17964 TRESTLE BEND DR | \$250.00 | \$15,000 |
| Work Description: NEW CONSTRUCTION - FOUNDATION ONLY AT THIS TIME OWNERS WILL UPDATE TO FULL CONSTRUCTION IN SPRING 2024 | | | | |

Total Permits For Type: 4
Total Fees For Type: \$2,517.00
Total Const. Value For Type: \$458,200

Electrical

| Permit # | Contractor | Job Address | Fee Total | Const. Value |
|---|--------------------------|-------------------|-----------|--------------|
| PE24-0001 | DOWNING, RICHARD D. ET U | 23989 15 MILE RD | \$91.00 | \$0 |
| Work Description: GENERATOR, FEEDER BUS DUCT, 1 INSPECTION | | | | |
| PE24-0002 | EICHLER RYAN M | 12950 220TH AVE | \$116.00 | \$0 |
| Work Description: POLE BARN: SERVICE, 5 CIRCUITS, LIGHTING, 1 INSPECTION | | | | |
| PE24-0003 | ROBISON, PATRICK | 21195 MADISON AVE | \$91.00 | \$0 |
| Work Description: BATHROOM: SERVICE, FEEDER BUS DUCT, 1 INSPECTION | | | | |
| PE24-0004 | COREWELL HEALTH | 14755 215TH AVE | \$105.00 | \$0 |
| Work Description: 3 signs per circuit 1 inspec. | | | | |

Total Permits For Type: 4
Total Fees For Type: \$403.00
Total Const. Value For Type: \$0

Mechanical

| Permit # | Contractor | Job Address | Fee Total | Const. Value |
|---|------------------|--------------------|-----------|--------------|
| PM24-0001 | MOSSEL JOHN E | 13700 215TH AVENUE | \$100.00 | \$0 |
| Work Description: underground piping = 1 inspec. | | | | |
| PM24-0002 | PURCELL GRETCHEN | 17300 HARDING DR | \$95.00 | \$0 |

Work Description: above ground tank = 1 inspec.

| | | | | |
|-----------|-------------------------|---------------|---------|-----|
| PM24-0003 | EARNEST, RANDY & SHERRY | 18460 TAFT RD | \$80.00 | \$0 |
|-----------|-------------------------|---------------|---------|-----|

Work Description: water heater = 1 inspec.

| | | | | |
|-----------|------------------|-------------------|----------|-----|
| PM24-0004 | ROBISON, PATRICK | 21195 MADISON AVE | \$175.00 | \$0 |
|-----------|------------------|-------------------|----------|-----|

Work Description: 2 gas fire places, 2 inspections

| | | | | |
|-----------|--------------------------|------------------|----------|-----|
| PM24-0005 | DOWNING, RICHARD D. ET U | 23989 15 MILE RD | \$110.00 | \$0 |
|-----------|--------------------------|------------------|----------|-----|

Work Description: GENERATOR, GAS PIPING, 1 INSPECTION

| | | | | |
|-----------|-----------------|---------------------|----------|-----|
| PM24-0006 | SMITH JIM & SUE | 14192 TRILLIUM LANE | \$210.00 | \$0 |
|-----------|-----------------|---------------------|----------|-----|

Work Description: NEW CONSTRUCTION: HEATING SYSTEM, AIR CONDITIONING, GAS PIPING, 2 INSPECTIONS

| | | | | |
|-----------|-----------------|-----------------|----------|-----|
| PM24-0007 | COREWELL HEALTH | 14755 215TH AVE | \$100.00 | \$0 |
|-----------|-----------------|-----------------|----------|-----|

Work Description: FIRE SUPPRESSION, 8 HEADS, 1 INSPECTION

| | | | | |
|-----------|-----------------|-----------------|----------|-----|
| PM24-0008 | COREWELL HEALTH | 14755 215TH AVE | \$100.00 | \$0 |
|-----------|-----------------|-----------------|----------|-----|

Work Description: Fire suppression X-8. 1 inspec.

| | | | | |
|-----------|------------------------|-------------------|----------|-----|
| PM24-0009 | STERN-LUBAHN CHRISTA L | 21799 MADISON AVE | \$105.00 | \$0 |
|-----------|------------------------|-------------------|----------|-----|

Work Description: 1 heat pump 1 inspec

| | | | | |
|-----------|------------------------|-----------------|---------|-----|
| PM24-0010 | CASAS STEVEN & KRISTIN | 19269 SAUX LANE | \$80.00 | \$0 |
|-----------|------------------------|-----------------|---------|-----|

Work Description: 1 water heater 1 inspec.

Total Permits For Type: 10

Total Fees For Type: \$1,155.00

Total Const. Value For Type: \$0

Zoning Clearance

| Permit # | Contractor | Job Address | Fee Total | Const. Value |
|----------|------------|-------------|-----------|--------------|
|----------|------------|-------------|-----------|--------------|

| | | | | |
|-----------|----------------------|------------------|---------|-----|
| PZ24-0001 | SIVERTSEN, STEPHEN L | 21171 17 MILE RD | \$25.00 | \$0 |
|-----------|----------------------|------------------|---------|-----|

Work Description: ZONING CLEARANCE FOR POLE BARN

| | | | | |
|-----------|-----------------------|-----------------------|---------|-----|
| PZ24-0002 | BEJCEK BRIAN C & BETH | 17964 TRESTLE BEND DR | \$25.00 | \$0 |
|-----------|-----------------------|-----------------------|---------|-----|

Work Description: ZONING CLEARANCE FOR NEW RESIDENCE

Total Permits For Type: 2

Total Fees For Type: \$50.00

Total Const. Value For Type: \$0

Report Summary

Grand Total Fees: \$4,125.00

Grand Total Permits: 20

Grand Total Const. Value: \$458,200

Population: All Records

Permit.DateIssued Between
1/1/2024 12:00:00 AM AND
1/31/2024 11:59:59 PM

Big Rapids Charter Township

Cemetery and Grounds Monthly Report

Jan. 2024

Activity:

- 1- Grounds at cemetery.
- 2- Grounds at parks/township/FD.
- 3- Full Burials =. Cremains. =.
- 4- Foundation completed =0.

Month summary:

A lot of snow plowing and salting in all areas. Washed the truck a couple time in FD. Also set up tables and chairs several times for several meetings and gatherings. Oiled locks on lift stations. Working on security cameras and solar panels, for installing. Balance of time this month training and covering for Tim in Zoning.

Marc Veldman
Grounds Manager

FIRE DEPARTMENT REPORT

February 6, 2024

General:

The department continues to run well. We had a below average call volume for the month of January. We launched First Due on January 1.

Call Volume:

Total calls for the month of January 2024: 19

8 Medical, 3 Structure Fire, 0 Grass Fire/Controlled Burn, 4 Auto Accident, 2 Power Line Down, 0 Vehicle Fire, 0 Smoke/Odor, 0 Dumpster Fire, 0 Cover/Service/Standby, 0 Collapse, 0 Gas Leak, 0 Inspection, 0 Airport Emergency, 1 Fire Alarm, 0 Water Rescues, 0 Fire Investigation, 0 Haz-Mat, 0 Elevator/Technical Rescue and 0 Drone Activations.

Year to Date Call volume 2024: 19

Year to Date Response Times: we will update this section once we build the report in first due.

Turnout Time (dispatch to truck en-route):

Response Time (dispatch to on scene):

Year to Date Call Locations:

| | |
|--------------------|----|
| BR TWP | 13 |
| Barton TWP | |
| Big Prairie TWP | |
| City of Big Rapids | 2 |
| Colfax TWP | |
| Grant TWP | |
| Green TWP | |
| Osceola County | |
| Mecosta TWP | |
| Morley | |
| Norwich TWP | 1 |

Personnel:

We are currently at a roster of 17.

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

Training:

Training this month consisted of Truck Checks, HIPP, Report Writing and CPR.

We have 3 members who we are planning to send to the MFR class that starts in March.

Repairs Completed:

None to report.

Station Maintenance:

We were able to find a contractor to give us an estimate for the work in the basement. It has been provided for the board to consider.

Budget/Purchasing over \$2,500.00:

None at this time.



Northwest Kent Mechanical Co.

Commercial • Industrial • Institutional

P.O. Box 216K • 4095 16 Mile Road

Cedar Springs, MI 49319

(616) 696-9026 • Fax (616) 696-9327

www.nwkentmech.com

January 25, 2024

Mr. Carman Bean
Big Rapids Township
14212 Northland Drive
Big Rapids, MI 49307

RE: Monthly Lift Station Report

Dear Carman:

It's time again for our monthly update report on the Township Lift Stations and it was a busy month. Here is a summary:

**1-2-2024 at 12:30 am – Venlo had a 120 V loss causing level control to not function, issue was resolved

**1-5-2024 – North State Street high water alarm, were onsite and resolved during weekly inspections

**1-7-2024 at 11:34 am – Venlo lost 120 V power again. Addressed issue and we have a replacement breaker ordered for final repair.

**1-9-2024 (12:24 am – 4:00 am) – University Park, Gilbert Street, & Venlo Stations all experienced LW Alarms, phase loss, and/or analog LW Faults. System was monitored remotely through the entire time, all resolved.

**1-12-2024 – University Park had a LW alarm, we were onsite for that during our weekly inspections, all resolved

**1-13-2024 (5:50 am – 4:34 pm) – Perry Street, High School, & Menards Stations all experienced multiple alarms for Phase Loss, LW alarms, monitored remotely, all resolved

**1-24-2024 – High School had a LW alarm, no action needed

As I said, it was a busy month with most of the cause of alarms or failures was from Electrical Service failing from power company and not from failed equipment.

All of the Stations are in good working order at this time with minor repairs to be made once parts arrive. We would advise having the following Stations cleaned; Menards, Hills of Mitchell Creek, Sheridan, and Venlo as Wet Well Conditions show signs of Grease buildup and or debris that should be removed. Also Pump #2 at University Park seems to have a different sound to it and would advise on pulling the pump for Inspection. Again, it seems like a lot, but the

Stations as a whole are in great shape and we are not seeing any red flags to be concerned with other than just the normal wear from operating.

As always, it is a pleasure to serve you and the Township. If you have any questions or concerns, please feel free to contact us.

Sincerely,

Mark Ducat
Northwest Kent Mechanical Co.
616-885-6050



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 www.nwkentmech.com

BIG RAPIDS CHARTER TOWNSHIP SEWAGE LIFT STATION REPORT

Date:

Completion by Service Technician:

MONTHLY SERVICE REPORT

#1 SHERIDAN STREET LIFT STATION *West side of Fairgrounds*

| | | | | | |
|-------------------------|--|-------|-----|-----|-----|
| Station Generally: | | | | | |
| Pump 1: | HOURS: | AMPS: | L1: | L2: | L3: |
| Pump 2: | HOURS: | AMPS: | L1: | L2: | L3: |
| Pump Operations | ✓ | | | | |
| Pump 1 PSIG: | ✓ | | | | |
| Pump 2 PSIG: | ✓ | | | | |
| Electrical: | ✓ | | | | |
| Controls: | ✓ | | | | |
| Wet Well: | ✓ | | | | |
| Notes & Recommendations | <i>Pumps in Auto, Mass in set wet well floating</i> | | | | |

#2 05-978 VENLO LIFT STATION

| | | | | | |
|-------------------------|--|-------|-----|-----|-----|
| Station Generally: | | | | | |
| Pump 1: | HOURS: | AMPS: | L1: | L2: | L3: |
| Pump 2: | HOURS: | AMPS: | L1: | L2: | L3: |
| Pump Operations | ✓ | | | | |
| Pump 1 PSIG: | ✓ | | | | |
| Pump 2 PSIG: | ✓ | | | | |
| Electrical: | ✓ | | | | |
| Controls: | ✓ | | | | |
| Wet Well: | ✓ | | | | |
| Notes & Recommendations | <i>Pumps in Auto, Station should be pumped</i> | | | | |

#3 01-694 PERRY STREET LIFT STATION

| | | | | | |
|-------------------------|---------------|-------|-----|-----|-----|
| Station Generally: | | | | | |
| Pump 1: | HOURS: | AMPS: | L1: | L2: | L3: |
| Pump 2: | HOURS: | AMPS: | L1: | L2: | L3: |
| Pump Operations | ✓ | | | | |
| Pump 1 PSIG: | ✓ | | | | |
| Pump 2 PSIG: | ✓ | | | | |
| Electrical: | ✓ | | | | |
| Controls: | ✓ | | | | |
| Wet Well: | ✓ | | | | |
| Notes & Recommendations | Pumps in Auto | | | | |

#4 96-284 BIG RAPIDS HIGH SCHOOL LIFT STATION

| | | | | | |
|-------------------------|---|-------|-----|-----|-----|
| Station Generally: | | | | | |
| Pump 1: | HOURS: | AMPS: | L1: | L2: | L3: |
| Pump 2: | HOURS: | AMPS: | L1: | L2: | L3: |
| Pump Operations | ✓ | | | | |
| Pump 1 PSIG: | ✓ | | | | |
| Pump 2 PSIG: | ✓ | | | | |
| Electrical: | ✓ | | | | |
| Controls: | ✓ | | | | |
| Wet Well: | ✓ | | | | |
| Notes & Recommendations | Pumps in Auto, Panel Panel Exterior door does not lock | | | | |

#8 05-1004 HILLS AT MITCHELL CREEK LIFT STATION

| | | | | | |
|-------------------------|--|-------|-----|-----|-----|
| Station Generally: | | | | | |
| Pump 1: | HOURS: | AMPS: | L1: | L2: | L3: |
| Pump 2: | HOURS: | AMPS: | L1: | L2: | L3: |
| Pump Operations | ✓ | | | | |
| Pump 1 PSIG: | ✓ | | | | |
| Pump 2 PSIG: | ✓ | | | | |
| Electrical: | ✓ | | | | |
| Controls: | ✓ | | | | |
| Wet Well: | ✓ | | | | |
| Notes & Recommendations | Pumps in Auto, Piece of PVC in bottom of well? | | | | |

#9 05-983 BIG RAPIDS TOWNSHIP INDUSTRIAL PARK (NORTHLAND DRIVE)

| | |
|-------------------------|--------------------------|
| Station Generally: | |
| Pump 1: | HOURS: AMPS: L1: L2: L3: |
| Pump 2: | HOURS: AMPS: L1: L2: L3: |
| Pump Operations | ✓ |
| Pump 1 PSIG: | ✓ |
| Pump 2 PSIG: | ✓ |
| Electrical: | ✓ |
| Controls: | ✓ |
| Wet Well: | ✓ |
| Notes & Recommendations | <i>Pumps in Auto</i> |

#10 06-1552 UNIVERSITY PARK SUITS LIFT STATION

| | |
|-------------------------|-------------------------------------|
| Station Generally: | |
| Pump 1: | HOURS: AMPS: L1: L2: L3: |
| Pump 2: | HOURS: AMPS: L1: L2: L3: |
| Pump Operations | ✓ |
| Pump 1 PSIG: | ✓ |
| Pump 2 PSIG: | ✓ |
| Electrical: | ✓ |
| Controls: | ✓ |
| Wet Well: | ✓ |
| Notes & Recommendations | <i>Pumps in Auto, Pump #2 noisy</i> |

#11 06-1215 MENARDS LIFT STATION

| | |
|-------------------------|---|
| Station Generally: | |
| Pump 1: | HOURS: AMPS: L1: L2: L3: |
| Pump 2: | HOURS: AMPS: L1: L2: L3: |
| Pump Operations | ✓ |
| Pump 1 PSIG: | ✓ |
| Pump 2 PSIG: | ✓ |
| Electrical: | ✓ |
| Controls: | ✓ |
| Wet Well: | ✓ |
| Notes & Recommendations | <i>Pumps in Auto, Some wrappers & debris floating in bottom</i> |

#12 10-1374 GILBERT DRIVE LIFT STATION

| | | | | | | |
|-------------------------|---------------|-------|-----|-----|-----|--|
| Station Generally: | | | | | | |
| Pump 1: | HOURS: | AMPS: | L1: | L2: | L3: | |
| Pump 2: | HOURS: | AMPS: | L1: | L2: | L3: | |
| Pump Operations | ✓ | | | | | |
| Pump 1 PSIG: | ✓ | | | | | |
| Pump 2 PSIG: | ✓ | | | | | |
| Electrical: | ✓ | | | | | |
| Controls: | ✓ | | | | | |
| Wet Well: | ✓ | | | | | |
| Notes & Recommendations | Pumps in Auto | | | | | |

#13 NORTH STATE LIFT STATION

| | | | | | | |
|-------------------------|---------------|-------|-----|-----|-----|--|
| Station Generally: | | | | | | |
| Pump 1: | HOURS: | AMPS: | L1: | L2: | L3: | |
| Pump 2: | HOURS: | AMPS: | L1: | L2: | L3: | |
| Pump Operations | ✓ | | | | | |
| Pump 1 PSIG: | ✓ | | | | | |
| Pump 2 PSIG: | ✓ | | | | | |
| Electrical: | ✓ | | | | | |
| Controls: | ✓ | | | | | |
| Wet Well: | ✓ | | | | | |
| Notes & Recommendations | Pumps in Auto | | | | | |

Big Rapids Township Industrial Park Water Plant Monthly Report

January 2024

All operations are normal at the plant. The faulty UPS was replaced and has no longer been an issue. Well number 2 has been working great and producing ample water for the distribution system, the chlorine residual has been maintaining at 0.45 to 0.5 mg/L or parts per million.

I have been keeping an eye on the diesel fuel for the generator which is close to 1/3rd tank. We will need to order a fill soon before it gets much lower. All other operations are normal at the plant, no alarms with Sensaphone, distribution pumps and motors all working well.

**MINUTES
BIG RAPIDS CHARTER TOWNSHIP
PLANNING COMMISSION**

Tuesday, January 23, 2024 --- 7:00 p.m.

Big Rapids Township Hall, 14230 Northland Drive, Big Rapids, MI 49307

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

Chairperson Amanda Wethington called the regular meeting of the Big Rapids Charter Township Planning Commission to order at the township hall on Tuesday, January 23, 2024, at 7:00 p.m.

II. ROLL CALL:

Present: Jerry Everett, Gordon Oliver, Jeff Oosterhouse, Mark Sweppenheiser and Amanda Wethington. Zach Cook and Mary Davis were absent. The record shows there is a quorum. Also present: Timothy Kleinheksel, Zoning Administrator and Recording Secretary.

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. Mr. Everett and Mr. Sweppenheiser indicated that a conflict of interest existed with the ARC special use permit.

IV. MINUTES:

Mrs. Wethington asked the Commission members to review the minutes of the December 12, 2023 meeting. Mr. Oliver made a motion to approve the December 12, 2023 minutes as submitted. Mr. Sweppenheiser supported the motion. There was no further discussion. The motion passed unanimously with five ayes.

V. PUBLIC COMMENT:

Bill Schoenlein, property owner in the City of Big Rapids across the river from the ARC parcel, requested the Planning Commission deny the Commercial Special use Permit due to the required approval time allowed in the Township Ordinances has been far exceeded without an approved extension by the Planning Commission.

VI. ACTION ON SUP23-008 ARC:

Township Supervisor Carman Bean stated the ARC special use permit request has been a long-drawn-out process. He asked that any and all comments by the public be respectful and directed to the Planning Commission members. He also stated that a stamped site plan is not needed at the time a special use permit is approved, it would be a separate approval upon successful granting of a permit. Mr. Bean is not a member of the Planning Commission and is here this evening only to give some insight regarding the ARC application. Due to the previously

scheduled meeting being delayed by bad weather, the approval process was not able to occur within the 30-day time rule in the Ordinance. Regarding the lack of a quorum for tonight's action, there are two PC members absent and two other members that will not be able to vote on the ARC special use permit due to conflicts of interest. Because the Planning Commission did not have a quorum, there was no action on SUP23-008.

VII. ELECTION OF OFFICES 2024:

Mrs. Wethington asked for nominees for 2024 offices. Mr. Sweppenheiser nominated Mrs. Wethington for the office of chairperson. Supported by Mr. Oliver and approved with five ayes.

Mrs. Wethington nominated Mr. Sweppenheiser for the office of vice chairperson. Supported by Mr. Oliver and approved with five ayes.

Mr. Oliver nominated Mrs. Davis for the office of secretary. Supported by Mrs. Wethington and approved with five ayes.

VIII. ACTION ON 2023 PLANNING COMMISSION REPORT:

The Planning Commission members reviewed the 2023 Planning Commission Report. Mr. Oosterhouse made a motion to forward the 2023 Planning Commission report to the Board of Trustees. Supported by Mr. Oliver and approved with five ayes.

IX. SET MEETING DATES FOR 2024:

The Planning Commission members accepted the 2024 meeting date schedule.

X. PUBLIC COMMENT:

There were several public comments including the question of how the PC can change the rules in the middle of an application process. Mr. Sweppenheiser stated that the Michigan Township Association approved the Township to amend the Commercial Special Use Permit application to require only a preliminary site plan and to create a separate application for a final stamped site plan. Another inquiry was how can it be allowable for a commercial right of way to go through residential property.

XI. ADJOURNMENT:

Mrs. Wethington adjourned the meeting at 7:30pm.



MECOSTA COUNTY ROAD COMMISSION

COMMISSIONERS:

VAN JOHNSON
CHAIRMAN
JOHN R CURRIE
VICE-CHAIRMAN
MIKE WERNETTE
MEMBER

120 North DeKrafft Avenue
Big Rapids, MI 49307
PH: 231-796-2611 FAX: 231-796-5287
www.mecostaroads.org

STAFF:
TIM NESLITE
SUPERINTENDENT MANAGER
AMY KAILING
FINANCE DIRECTOR

2024 DUST CONTROL CONTRACT
With
BIG RAPIDS TOWNSHIP

General Terms & Conditions:

- * The Mecosta County Road Commission will apply dust control for **\$140 per mile for each round of brine.**
- * Each party to this agreement acknowledges that the Cost is for dust control for all approved applications.
- * The Mecosta County Road Commission shall apply dust control to the Township Roads for the 2024 Season not to exceed three (3) applications per season.
- * The Mecosta County Road Commission will invoice the Township after each application has been completed for said Township.
- * The roads to be brined will be done solid with no spot application.

Big Rapids Township approves the following number of rounds to be done in the 2024 Brine season and agrees to pay \$140 per Mile for each application.

_____ One (1) application
\$140 per Mile

_____ Two (2) applications
\$140 per Mile

_____ Three (3) applications
\$140 per Mile

MECOSTA COUNTY ROAD COMMISSION

BIG RAPIDS TOWNSHIP

Chairman

Supervisor

Vice Chair

Clerk

Member

Treasurer

Trustee

Trustee

Date

Date



MECOSTA COUNTY ROAD COMMISSION

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AMY KAILING
FINANCE DIRECTOR

November 27, 2023

TO: TOWNSHIP SUPERVISORS

FROM: MECOSTA COUNTY ROAD COMMISSION

RE: TOWNSHIP PROJECT PRIORITY LIST FOR 2024

For those of you that wish to do any road projects the Mecosta County Road Commission is requesting a project priority list from your Township if you have any light road projects in mind for 2024 and or heavy road projects for 2025.

Please return your list prior to March 2024 so that the Board of Road Commissioners can review and get estimates for the 2024 Construction Season. Estimates will be returned before the end of April in 2024 for your board to review and 2024 construction year planning. We ask that you notify us prior to May of 2024 with your decision so that we can get your projects appropriately scheduled.

We appreciate your commitment thus far in improving the road system of Mecosta County and hope to continue the great work. Our goal is to provide the best roads possible for our residents and visitors, the Townships have been a big part in making this happen.

Thank you.

A handwritten signature in black ink, appearing to be "Tim Nestle", written over a horizontal line.

Tim Nestle
Superintendent Manager



MECOSTA COUNTY ROAD COMMISSION

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FINANCE DIRECTOR

2024 Township Light Road Project Lists (Overlays, wedging, Chip/Fog sealing)

Township: _____

| Road: | To and From: | Project Description: |
|----------|--------------|----------------------|
| 1. _____ | _____ | _____ |
| 2. _____ | _____ | _____ |
| 3. _____ | _____ | _____ |
| 4. _____ | _____ | _____ |

2025 Township Heavy Road Project Lists (Pulverize and Pave, Road Widening, Drainage improvements, etc..)

Township: _____

| Road: | To and From: | Project Description: |
|----------|--------------|----------------------|
| 1. _____ | _____ | _____ |
| 2. _____ | _____ | _____ |
| 3. _____ | _____ | _____ |
| 4. _____ | _____ | _____ |

Check Register Report For Big Rapids Charter Township
For Payroll ID: 280 Check Date: 02/01/2024 Pay Period End Date: 01/31/2024

| Check Date | Bank | Check Number | Name | Check Gross | Physical Check Amount |
|------------|------|--------------|------------------------|-------------|-----------------------|
| 02/01/2024 | GEN | 13545 | BUYS, EMILY M | 27.78 | 24.48 |
| 02/01/2024 | GEN | 13546 | CHANDLER, JOSHUA J | 484.68 | 422.15 |
| 02/01/2024 | GEN | 13547 | KIRWIN, DAVID R | 1,447.92 | 1,275.62 |
| 02/01/2024 | GEN | 13548 | OLIVER, GORDON | 77.63 | 68.39 |
| 02/01/2024 | GEN | 13549 | OOSTERHOUSE, JEFFREY S | 77.63 | 68.39 |
| 02/01/2024 | GEN | 13550 | SWEPPENHEISER, MARK A | 77.63 | 71.69 |
| 02/01/2024 | GEN | 13551 | WETHINGTON, AMANDA R | 77.63 | 68.39 |
| 02/01/2024 | GEN | DD289 | AMBLER, ALLEN S | 55.56 | 0.00 |
| 02/01/2024 | GEN | DD290 | ANTOR, GERALD A | 611.30 | 0.00 |
| 02/01/2024 | GEN | DD291 | BALLARD , MIA L | 478.47 | 0.00 |
| 02/01/2024 | GEN | DD292 | BEAN, CARMAN | 4,125.00 | 0.00 |
| 02/01/2024 | GEN | DD293 | BECHAZ, JOSEPH | 159.56 | 0.00 |
| 02/01/2024 | GEN | DD294 | BELKA, SCOT A | 55.56 | 0.00 |
| 02/01/2024 | GEN | DD295 | BERENS, DYLAN I | 1,462.32 | 0.00 |
| 02/01/2024 | GEN | DD296 | BORKOVICH, BRUCE W | 176.00 | 0.00 |
| 02/01/2024 | GEN | DD297 | CALIFF, MICHAEL H | 564.10 | 0.00 |
| 02/01/2024 | GEN | DD298 | CURRIE, PENNY M | 3,975.00 | 0.00 |
| 02/01/2024 | GEN | DD299 | DOUGLASS, PERRY IV A | 927.50 | 0.00 |
| 02/01/2024 | GEN | DD300 | ELDER, CHRISTOPHER A | 1,447.92 | 0.00 |
| 02/01/2024 | GEN | DD301 | EVERETT, JERALD D | 159.56 | 0.00 |
| 02/01/2024 | GEN | DD302 | GEIB, ANTHONY C | 159.56 | 0.00 |
| 02/01/2024 | GEN | DD303 | JONES, JERRAD C | 429.12 | 0.00 |
| 02/01/2024 | GEN | DD304 | KETCHUM, KAITLYN M | 59.70 | 0.00 |
| 02/01/2024 | GEN | DD305 | KLEINHEKSEL, TIMOTHY J | 3,486.61 | 0.00 |
| 02/01/2024 | GEN | DD306 | LAMMERS, DRAKE A | 609.69 | 0.00 |
| 02/01/2024 | GEN | DD307 | LENTINE, JOSEPH E | 669.39 | 0.00 |
| 02/01/2024 | GEN | DD308 | MAREK, DENA R | 624.80 | 0.00 |
| 02/01/2024 | GEN | DD309 | MOSS , MARK E | 644.87 | 0.00 |
| 02/01/2024 | GEN | DD310 | PARKER, THOMAS | 444.48 | 0.00 |
| 02/01/2024 | GEN | DD311 | SAEZ, HANNAH C | 4,114.13 | 0.00 |
| 02/01/2024 | GEN | DD312 | SNYDER, RACHEL ANN | 429.12 | 0.00 |
| 02/01/2024 | GEN | DD313 | TECENO, CHRISTOPHER S | 159.56 | 0.00 |
| 02/01/2024 | GEN | DD314 | TUBBS, JAMES | 1,159.58 | 0.00 |
| 02/01/2024 | GEN | DD315 | VELDMAN, MARC | 4,473.89 | 0.00 |
| 02/01/2024 | GEN | DD316 | WYMA, NICHOLAS A | 794.40 | 0.00 |

Totals: Number of Checks: 035 34,727.65 1,999.11

Total Physical Checks: 7

Total Check Stubs: 28

| Check Date | Bank | Check | Vendor | Vendor Name | Description | Amount |
|------------|------|------------|------------|-------------------------------------|---|-----------|
| 01/10/2024 | GEN | 34159 | CHA01 | CHARTER COMMUNICATIONS | FIRE DPT, CEM, TWP OFFICES | 724.56 |
| 01/10/2024 | GEN | 34160 | CT02 | BIG RAPIDS CITY TREASURER | DEC SEWER USAGE | 23,255.80 |
| 01/10/2024 | GEN | 34161 | CON00 | CONSUMERS ENERGY | STREET LIGHTS 7812 | 635.26 |
| 01/10/2024 | GEN | 34162 | EG1E | MICH DEPT OF ENV, GREAT LAKES, ENER | WATER PLANT SAMPLES | 290.00 |
| 01/10/2024 | GEN | 34163 | ELECTION S | ELECTION SOURCE | 24 ANNUAL MAINT CONTRACT | 990.00 |
| 01/10/2024 | GEN | 34164 | GRANGER | GRANGER | HVC | 210.24 |
| 01/10/2024 | GEN | 34165 | GRE02 | GREAT LAKES ENERGY | | 23.19 |
| 01/10/2024 | GEN | 34166 | HOPE | HOPE NETWORK WEST MICHIGAN | CLEANERS 12/8 AND 12/22 | 126.00 |
| 01/10/2024 | GEN | 34167 | KCI | KCI | ELECTION ABSENTEE BALLOT FORMS | 1,797.60 |
| 01/10/2024 | GEN | 34168 | MEC01 | MECOSTA COUNTY ROAD COMMISSION | DEC FUEL USAGE | 38.25 |
| 01/10/2024 | GEN | 34169 | MEN00 | MENARDS | FD WIRE | 8.29 |
| 01/10/2024 | GEN | 34170 | MTA00 | MICHIGAN TOWNSHIP ASSOCIATION | INTRO BOOKS FOR SUP/DEP SUP | 504.00 |
| 01/10/2024 | GEN | 34171 | NAP00 | BIG RAPIDS AUTO & TRUCK PARTS | FD PARTS | 61.65 |
| 01/10/2024 | GEN | 34172 | NORTHWEST | NORTHWEST KENT MECHANICAL CO. | DEC MAINT, 2 MISS DIGS, SVC CALL INDUST | 2,367.49 |
| 01/10/2024 | GEN | 34173 | PIO00 | THE PIONEER GROUP | MIN | 303.80 |
| 01/10/2024 | GEN | 34174 | PS100 | PRINTING SYSTEMS, INC. | TAX FORMS FOR 23 | 170.22 |
| 01/10/2024 | GEN | 34175 | SVEN01 | SVEN'S TREE REMOVAL | 27 TREES AT HVC | 8,100.00 |
| 01/15/2024 | GEN | 9930477(E) | SBS00 | SMALL BUSINESS ADMIN SERVICES LLC | SBAM HRA SVC FEE | 52.50 |
| 02/01/2024 | GEN | 9930478(E) | CHE00 | HUNTINGTON BANK | JAN 24 EFTPS FED TAX DEPOSIT | 6,448.21 |
| 02/01/2024 | GEN | 9930479(E) | JHD00 | JOHN HANCOCK LIFE INSURANCE COMPANY | JAN 24 STATE TAX WH | 3,189.66 |
| 02/01/2024 | GEN | 9930480(E) | STA00 | STATE OF MICHIGAN | JAN 401A DEDUCTION | 1,130.23 |
| 02/01/2024 | GEN | 9930481(E) | VOYA | VOYA FINANCIAL | JAN 457 DEDUCTION | 3,534.53 |
| 02/06/2024 | GEN | 34176 | ACC00 | ACCIDENT FUND COMPANY | MONTHLY INS INSTALLMENT | 1,326.40 |
| 02/06/2024 | GEN | 34177 | BIG RAPIDS | BIG RAPIDS FLEET & AUTO REPAIR, INC | BATTERY | 220.00 |
| 02/06/2024 | GEN | 34178 | BTG01 | BIG RAPIDS TWP SEWER REC. FUND | HALL, OFFICES, FD SEWER USAGE | 51.21 |
| 02/06/2024 | GEN | 34179 | BS&00 | BS&A SOFTWARE | ASSESSING, PAYROLL, TAX SYSTEM | 2,929.00 |
| 02/06/2024 | GEN | 34180 | CON00 | CONSUMERS ENERGY | STREET LIGHTS 6979 | 3,252.19 |
| 02/06/2024 | GEN | 34181 | CON00 | VOID | | 0.00 |
| 02/06/2024 | GEN | 34182 | CSI | CSI EMERGENCY APPARATUS, LLC | FUEL TANK, 2007 SPARTAN | 3,237.10 |
| 02/06/2024 | GEN | 34183 | DINGES | DINGES FIRE COMPANY | REMAINING PPE FROM 2023 ORDERED | 7,100.00 |
| 02/06/2024 | GEN | 34184 | DTE00 | DTE ENERGY | SHERIDAN ST IS | 1,033.47 |
| 02/06/2024 | GEN | 34185 | DTE00 | VOID | | 0.00 |
| 02/06/2024 | GEN | 34186 | FTR00 | FIRST NATIONAL BANK | GROUPS AND CEM OP SUPPLIES | 1,824.40 |
| 02/06/2024 | GEN | 34187 | FTR00 | VOID | | 0.00 |
| 02/06/2024 | GEN | 34188 | MEC01 | MECOSTA COUNTY ROAD COMMISSION | FD AND PLOWING FUEL USAGE | 182.92 |
| 02/06/2024 | GEN | 34189 | MOSS01 | MARK MOSS | JAN MILEAGE | 17.03 |
| 02/06/2024 | GEN | 34190 | PIO00 | THE PIONEER GROUP | NOVEMBER NOTICE OF ELECTION BRT PORTION | 101.25 |
| 02/06/2024 | GEN | 34191 | PRIORITY H | PRIORITY HEALTH | MONTHLY HEALTH INSURANCE | 4,951.05 |
| 02/06/2024 | GEN | 34192 | V03 | V03 | COMPUTER FOR CEM | 1,921.00 |
| 02/06/2024 | GEN | 34193 | WIL02 | ERIC D. WILLIAMS | FOIA CALL, SPECIAL USE PERMIT APP CONVO | 187.50 |
| 02/06/2024 | GEN | 34194 | XEROX | XEROX FINANCIAL SERVICES | JAN COPIER LEASE | 469.65 |

GEN TOTALS:

Total of 41 Checks: 82,765.65
 Less 3 Void Checks: 0.00
 Total of 38 Disbursements: 82,765.65