

# BIG RAPIDS CHARTER TOWNSHIP BOARD REGULAR MEETING TUESDAY, October 1, 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: \_\_Bean, \_\_Saez, \_\_ Marek, \_\_ Teceno, \_\_ Everett,\_\_Geib, \_\_ Bechaz

PUBLIC COMMENT:

CORRESPONDENCE: Deshano Development Corp.

### CONSENT AGENDA

1. September 3, 2024 Meeting Minutes:
2. September 18, Special Meeting Minutes:
3. September 25, Election Commission Minutes:
4. August Financial Report:
5. Sheriff's Report:
6. Building Department Report:
7. Planning Commission Minutes:
8. Fall Clean up Summary:
5. Cemetery and Grounds Report:
6. Fire Department Report:
7. Sewer Department Report:
8. Water Department Report:

### UNFINISHED BUSINESS:

1. Sidewalk Revision/Bid Packet: Update from Bechaz on potential bids:
2. Electric Gate for Highbanks: Ordinance Review update from Bean:
3. Other:

### NEW BUSINESS:

1. Office Cleaning Company, Hope Network closure:
2. Picometry Flyover collaboration with City:
3. Zoning Administrator/Administrative Assistant discussion:
4. Supervisor Updates:

### 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.



325 Commerce Court PO Box 539 Gladwin, Michigan 48624

989-426-2521 Fax: 989-426-0526 [www.deshanodevelopment.com](http://www.deshanodevelopment.com)

9.9.2024

Charter Township of Big Rapids

14212 Northland Drive

Big Rapids, MI 49307

Re: Request for Payment in Lieu of Taxes (PILOT) for Ryan Creek III Apartments

Dear Staff,

Please accept this letter as our formal request for a PILOT ordinance on the proposed development known as Ryan Creek III Apartments. We intend to submit an application to the Michigan State Housing Development Authority (MSHDA) for Low Income Housing Tax Credits (LIHTC) in the October 1<sup>st</sup> 2024 funding round.

The development will consist of (42) 1-, 2- and 3-bedroom apartments as well as a community room. It will provide much needed additional affordable housing to 42 working class families earning between 20% and 60% of the area median income. Phase I and II of Ryan Creek have both experienced operational success and always have waiting lists of applicants providing a great precedence for this project.

Tax credits are awarded to developers through a highly competitive funding process. The program is typically oversubscribed on a 3:1 ratio in any given funding round. As applications are ranked on a points basis, it becomes necessary for developers to obtain as many points as possible to have a competitive application. Submitting an approved PILOT ordinance with the application gains us an additional 3 points and could be the difference between receiving an award or not.

Additionally, PILOT's reduce operational risk and provide sponsors with stable expectations that can be used for modeling and investor relations purposes. The ordinance would only go into effect after an award of credit was received from MSHDA and the property was placed into service.

We hereby propose a PILOT rate of 9.00% of shelter rents less utilities which would create approximately \$25,500.00 in tax revenue to the township in the first full year of operations.

Thank you for considering our request, we hope to obtain an approved ordinance by October 1<sup>st</sup>, 2024. I am available at your convenience should you need further explanation of how the PILOT would work, and can provide you with any necessary metrics.

Sincerely,

A handwritten signature in black ink, appearing to read 'Boone DeShano', enclosed within a hand-drawn oval.

Boone DeShano

The Charter Township of Big Rapids

ORDINANCE NO. \_\_\_\_\_

**TAX EXEMPTION ORDINANCE**

ADOPTED: \_\_\_\_\_

An Ordinance to provide for a service charge in lieu of taxes for a housing project for low income persons and families to be financed with a federally-aided Mortgage Loan pursuant to the provisions of the State Housing Development Authority Act of 1966 (1966 PA 346, as amended; MCL 125.1401, *et seq*) (the "Act").

THE CHARTER TOWNSHIP OF BIG RAPIDS ORDAINS:

**SECTION 1.** This Ordinance shall be known and cited as the Charter Township of Big Rapids Tax Exemption Ordinance – Ryan Creek III Apartments.

**SECTION 2.** Preamble.

It is acknowledged that it is a proper public purpose of the State of Michigan and its political subdivisions to provide housing for its low income persons and families and to encourage the development of such housing by providing for a service charge in lieu of property taxes in accordance with the Act. The Charter Township of Big Rapids ("Township") is authorized by this Act to establish or change the service charge to be paid in lieu of taxes by any or all classes of housing exempt from taxation under this Act at any amount it chooses, not to exceed the taxes that would be paid but for this Act. It is further acknowledged that such housing for low income persons and families is a public necessity, and as the Charter Township of Big Rapids will be benefited and improved by such housing, the encouragement of the same by providing real estate tax exemption for such housing is a valid public purpose. It is further acknowledged that the continuance of the provisions of this Ordinance for tax exemption and the service charge in lieu of all *ad valorem* taxes during the period contemplated in this Ordinance are essential to the determination of economic feasibility of the housing projects that is constructed or rehabilitated with financing extended in reliance on such tax exemption.

The Township acknowledges that the Sponsor (as defined below) has offered, subject to receipt of an allocation under the LIHTC Program by the Michigan State Housing Development Authority, to construct, own and operate a housing project identified as Ryan Creek III Apartments on certain property located at 18914 16 Mile Road in the Township to serve low income persons and families, and that the Sponsor has offered to pay the Township on account of this housing project an annual service charge for public services in lieu of all *ad valorem* property taxes.

**SECTION 3.** Definitions.

A. Authority means the Michigan State Housing Development Authority.

B. Annual Shelter Rent means the total collections during an agreed annual period from or paid on behalf of all occupants of a housing project representing rent or occupancy charges, exclusive of Utilities.

D. LIHTC Program means the Low Income Housing Tax Credit program administered by the Authority under Section 42 of the Internal Revenue Code of 1986, as amended.

E. Low Income Persons and Families means persons and families eligible to move into a housing project.

F. Mortgage Loan means a loan that is Federally-Aided (as defined in Section 11 of the Act) or a loan or grant made or to be made by the Authority to the Sponsor for the construction, rehabilitation, acquisition and/or permanent financing of a housing project, and secured by a mortgage on the housing project.

G. Sponsor means DeShano Development Corporation and any entity that receives or assumes a Mortgage Loan.

H. Utilities means charges for gas, electric, water, sanitary sewer and other utilities furnished to the occupants that are paid by the housing project.

#### **SECTION 4. Class of Housing Projects.**

It is determined that the class of housing projects to which the tax exemption shall apply and for which a service charge shall be paid in lieu of such taxes shall be housing projects for Low Income Persons and Families that are financed with a Mortgage Loan. It is further determined that Ryan Creek III Apartments is of this class.

#### **SECTION 5. Establishment of Annual Service Charge.**

The housing project identified as Ryan Creek III Apartments and the property on which it will be located shall be exempt from all *ad valorem* property taxes from and after the completion of construction. The Township acknowledges that the Sponsor and the Authority have established the economic feasibility of the housing project in reliance upon the enactment and continuing effect of this Ordinance, and the qualification of the housing project for exemption from all *ad valorem* property taxes and a payment in lieu of taxes as established in this Ordinance. Therefore, in consideration of the Sponsor's offer to construct and operate the housing project, the Township agrees to accept payment of an annual service charge for public services in lieu of all *ad valorem* property taxes. Subject to receipt of a Mortgage Loan, the annual service charge shall be equal to 9% of the Annual Shelter Rents actually collected by the housing project during each operating year minus utilities.

#### **SECTION 6. Contractual Effect of Ordinance.**

Notwithstanding the provisions of section 15(a)(5) of the Act to the contrary, a contract

between the Township and the Sponsor with the Authority as third party beneficiary under the contract, to provide tax exemption and accept payments in lieu of taxes, as previously described, is effectuated by enactment of this Ordinance.

**SECTION 7.        Limitation on the Payment of Annual Service Charge.**

Notwithstanding Section 5, the service charge to be paid each year in lieu of taxes for the part of the housing project that is tax exempt but which is occupied by other than low income persons or families shall be equal to the full amount of the taxes which would be paid on that portion of the housing project if the housing project were not tax exempt.

**SECTION 8.        Payment of Service Charge.**

The annual service charge in lieu of taxes as determined under this Ordinance shall be payable in the same manner as general property taxes are payable to the Township and distributed to the several units levying the general property tax in the same proportion as prevailed with the general property tax in the previous calendar year. The annual payment for each operating year shall be paid on or before March 1<sup>st</sup> of the following year. Collection procedures shall be in accordance with the provisions of the General Property Tax Act (1893 PA 206, as amended; MCL 211.1, *et seq*).

**SECTION 9.        Duration.**

This Ordinance shall remain in effect for a period of 20 years after completion of construction, so long as a Mortgage Loan remains outstanding and unpaid and the housing project remains subject to income and rent restrictions under the LIHTC Program.

**SECTION 10.      Severability.**

The various sections and provisions of this Ordinance shall be deemed to be severable, and should any section or provision of this Ordinance be declared by any court of competent jurisdiction to be unconstitutional or invalid the same shall not affect the validity of this Ordinance as a whole or any section or provision of this Ordinance, other than the section or provision so declared to be unconstitutional or invalid.

**SECTION 11.      Inconsistent Ordinances.**

All ordinances or parts of ordinances inconsistent or in conflict with the provisions of this Ordinance are repealed to the extent of such inconsistency or conflict.

**Section 12.        Effective Date.**

This Ordinance shall become effective on \_\_\_\_\_, as provided in the Township Charter.

TOWNSHIP CLERK

Clerk

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**From:** Boone DeShano <Boone@deshano.com>  
**Sent:** Monday, September 9, 2024 3:03 PM  
**To:** Chris Elder; Clerk; Supervisor  
**Cc:** Chad Ross; Mark Justin; Lori Cameron; Chad DeShano  
**Subject:** PILOT Request for Ryan Creek III  
**Attachments:** Cover Letter.pdf; PILOT draft.doc

**CAUTION: This email originated from outside the Township of Big Rapids. Maintain caution when opening external links/attachments**

Dear Staff of Big Rapids Charter Township,  
Pursuant to conversations occurring last week, our desired path forward for this development is as follows:

1. Adjust the property split to increase the size of parcel 1 such that we have enough room to accommodate 42 units.
  - a. Lapham Engineering has/will provide an adjusted land split to reflect this change.
2. Remove building 4 from the proposed site plan so that our request includes only 42 units.
  - a. Lapham Engineering has provided an adjusted site plan to reflect this change.
3. Request a PILOT on parcel 1.
  - a. A draft of this ordinance is attached as well as a letter outlining our formal request.
  - b. It is our hope that a special meeting will be called in the month of September to review and vote on the PILOT ordinance. We can be available at any time for such a meeting.

Thank you for all of your efforts and consideration of our development.

**Boone DeShano**

[www.deshanodevelopment.com](http://www.deshanodevelopment.com)



325 Commerce Court | Gladwin, Michigan 48624

**BIG RAPIDS CHARTER TOWNSHIP BOARD**  
**REGULAR MEETING TUESDAY, September 3, 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, Marek, Teceno, Everett, Geib, Bechaz present.**

**PUBLIC COMMENT: Aubrey Adams, question on taxes/assessing - shared the assessor's contact information.**

**CORRESPONDENCE:**

**CONSENT AGENDA**

1. **August 7, 2024 Meeting Minutes:**
2. **August 14, Special Meeting Minutes:**
3. **July Financial Report:**
4. **Sheriff's Report:**
5. **Building Department Report:**
6. **Cemetery and Grounds Report:**
7. **Fire Department Report:**
8. **Sewer Department Report:**
9. **Water Department Report:**

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

**UNFINISHED BUSINESS:**

1. **Sidewalk Revision/Bid Packet:** Bechaz to follow up.
2. **Electric Gate for Highbanks:** Bean to look into Ordinance to see if leaving gate unlocked is a possibility or not. Still waiting on a quote from Cook's welding as well.
3. **Committee Meeting updates:** Cemetery committee meeting minutes shared from Chris Teceno, Saez to update the board packet available online.
4. **Other:**

**NEW BUSINESS:**

1. **Fire Department Retirement Announcement:** Upon notice of the Chief's retirement, Bean - after FD retirement announcement - dropping calls, 21 over last month and even 2 today. Resolution in front of you is a 60-day agreement with the city of BR to provide administrative services - Chief Schroeder would be our acting Chief until we decide what we are going to do. This would require a second FD committee meeting. Bean out of office on 11/20 and would like to wrap it up beforehand. Initial desire would be to get a good history on all inspections on equipment to see if up to date/road worthy. Bean requests that the board act on this resolution (2024-04) drafted by Eric Williams. Marek - asks Bean to back up and explain the effect of the dropped calls.

Bean - dept will get paged - central dispatch will wait for a certain amount of time, page again, wait a little longer and the 3rd time will page a backup. City, Mecosta Township, someone else is covering the calls that we should be covering on occasion. 19 times we haven't responded as we should have and I cannot accept that. People are calling and not getting the service that they have paid for and we need to do something about it as a board.

Bechaz - I think it should go to the township vote if implementing any change.

Bean - Don't think that I want to cut our services, I have no desire to do that, I want our department to be efficient, effective and provide the services that the citizens would like. That's my only objective. We only have a set number of days to implement something to make the agreement legal.

A motion was made by Everett and supported by Marek to approve of Resolution 2024-04, a Resolution authorizing a 60-day Fire Administration Contract with the City of Big Rapids. Motion passed unanimously on a roll call vote.

2. **3rd Brine Request:** A motion was made by Teceno and supported by Bechaz to have a 3rd brine done on the Township gravel roads. Motion passed unanimously on a roll call vote.
3. **Electric quotes for handicap door opener at hall:** A motion was made by Teceno and supported by Bechaz to accept the Battle electric quote to have the handicap door opener at the hall installed. Motion passed unanimously on a roll call vote.
4. **Supervisor Updates:** Bean - Next month would like to discuss roads expense estimates, FD generator repair, side by side for plowing and discussing the contract for plowing sidewalks with the city/township responsibility, and the Grounds position. The Board needs to have a separate meeting moving forward with grounds and planning and zoning. Taxable values increased 10k this year from 191 million to 201 million, which generates a revenue increase to look at to decide if there are some worthwhile projects.



Marek - last year 4.6 million and this year 2.7 million to date, due to new construction. Taxable value of township properties exceeds those of the city by about 10 million.

**Fire department committee meeting set for Monday, 9/9 at 7pm.**

**Financial**

1. **Payroll:** A motion was made by Teceno to approve of Payroll in the amount of \$40,257.20. Supported by Everett. Motion passed unanimously on a roll call vote.
2. **Accounts Payable:** A motion was made by Marek to approve of Accounts Payables in the amount of \$67,363.43. Supported by Geib. Motion passed unanimously on a roll call vote.

**PUBLIC COMMENT:** Saez - reminder to public there will be no fall clean up postcards mailed this year, we will have a master list and be checking ID's, along with sending out a text alert reminder. Fall Clean-up will be at the Industrial Park, on Saturday September 21st from 9am-noon open to all Township Residents. A full list of accepted items is on the website.

Marek - asks Bean for an update on the zoning violation issue. Bean - he had 50 days to correct, 50 days are not up yet.

Barbara Peacock - Millage wording won't have an effect on the Fire Department changes? Bean - No changes for the Fire Dept and First Responder services. There will always be a department so long as the millage passes.

Tim Hahn - Resolution voted on here also the same as the one that the city voted on tonight?

Bean - Yes, the reason it occurred like this, is because it must occur within a certain time. Neither of us had a meeting scheduled after. If either voted no, there would be no agreement.

Tim Hahn - Department is not aware that Tubbs has resigned yet?

Bean - Yes, they are.

**ADJOURNMENT:** A motion was made by Teceno to adjourn at 7:44. Supported by Everett.

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**BIG RAPIDS CHARTER TOWNSHIP BOARD  
SPECIAL MEETING WEDNESDAY, SEPTEMBER 18, 2024  
BIG RAPIDS CHARTER TOWNSHIP HALL  
14230 NORTHLAND DRIVE, BIG RAPIDS MI 49307  
4:30PM  
UNAPPROVED**

**PLEDGE OF ALLEGIANCE.**

**CALL TO ORDER: 4:30pm ROLL CALL: Bean, Saez, Marek, Teceno, Everett, Geib, Bechaz present.**

**PUBLIC COMMENT:**

**ADDITIONS TO AGENDA: Fire Department Budget Amendment**

**This Special meeting was called by Supervisor Bean to discuss the following:**

**Items of Business:**

1. **Grounds Position** - A motion was made by Teceno to approve of setting the Grounds Maintenance Manager Pay Rate to \$20 an hour. Supported by Bechaz. Motion passed unanimously on a roll call vote.
2. **Sidewalks/Plowing/Side by Side** - Discussed briefly; postponed until October meeting. Saez to bring past years expenses on the plowing contract with City. Saez moves to recess the meeting at 4:46pm, supported by Everett. Saez moves to resume the meeting at 4:57pm, supported by Teceno.
3. **Fire Department Budget Amendment** - Discussion on Fire Department assessment from Chief Schroeder, the need for new hoses, and estimated expenses. Bean estimates an additional \$60,000 to the Fire Department budget should cover updated hoses expense to get two of our trucks operational. Saez moves to approve of a budget amendment to the Fire Department Operating supplies/Repair and Maintenance budget by an additional \$60,000. Supported by Teceno. Motion passed unanimously on a roll call vote.

**PUBLIC COMMENT:**

**ADJOURNMENT: 5:30pm**

**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

Wednesday, September 25, 2024

12pm

UNAPPROVED

Call to order: 12:30pm Saez, Everett, Geib

1. Appointment of Election Inspectors for the November 5, 2024 General Election:

Election Inspectors:

- D Debra Iafrate
- R Andrea Cooley
- D Cheryl Kondziolka
- D Laurie Daniels
- R Rachel Vodry
- R Tom Streeter
- R Cindy Streeter
- D Sue Lenahan
- D Carol Hillman
- R Julie McHugh
- R Sue Bean
- R Joanne Merry

Closers: Sue B, Sue L

Alternates: Jenna Kondziolka, Rene Fountain, Vicki Alber, Delphine Defever

2. Appointment of Election AVCB Inspectors for the November 5, 2024 General Election:

AVCB Inspectors from 5-9pm:

- D Laurie Daniels
- D Debra Iafrate
- R Rachel Vodry
- R Julie McHugh
- R Joanne Merry

Closers: Julie, Deb

Alternates: Jenna Kondziolka, Rene Fountain, Vicki Alber, Delphine Defever

3. Appointment of Receiving board for the November 5, 2024 General Election:

Receiving Board:

- R Rachel Vodry
- D Cheryl Kondziolka

4. Appointment of Election Inspectors for Early Voting on 10/30 from 8-4:30pm and Early Counting on 11/4 from 8-finished processing, of the Absentee ballots for Big Rapids Township:

- D Cheryl Kondziolka
- D Debra Iafrate
- D Laurie Daniels
- R Julie McHugh
- R Joanne Merry

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. The AVCB will process AV Ballots on Monday, November 4th, 2024 for early processing.

A motion was made by Everett to approve of the Election Inspectors as presented. Supported by Geib. Motion passed unanimously.

The public test of the Dominion voting equipment was conducted on 9/25/24.

Adjourned: 12:32pm

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09/09/2024 12:42 PM  
User: Dena Marek  
DB: Big Rapids Towns

BANK RECONCILIATION FOR BIG RAPIDS TOWNSHIP  
Bank TAX (CURRENT TAX FUND)  
FROM 08/01/2024 TO 08/31/2024  
Reconciliation Record ID: 178

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Beginning GL Balance:		472,536.45
Add: Cash Receipts		1,262,875.47
Add: Tax Receipts		203,457.06
Less: Cash Disbursements		(774,914.93)
Add: Journal Entries/Other		665.17
		<hr/>
Ending GL Balance:		1,164,619.22
Ending Bank Balance:		1,330,108.25
Add: Deposits in Transit		
	09/06/2024 *Deposit ID: 542	197,394.93
	09/05/2024 *Deposit ID: 538	157,970.80
	Internet payments already received	(195,443.02)
		<hr/>
		159,922.71
Less: 6 AP Outstanding Checks		325,411.74
Less: 0 PR Outstanding Checks		
Adjusted Bank Balance		1,164,619.22
Unreconciled Difference:		0.00

*Dena Marek*

REVIEWED BY: \_\_\_\_\_

DATE: 09-09-2024

09/09/2024 12:24 PM  
User: Dena Marek  
DB: Big Rapids Towns

BANK RECONCILIATION FOR BIG RAPIDS TOWNSHIP  
Bank PCI (PERPETUAL CARE)  
FROM 05/01/2024 TO 08/31/2024  
Reconciliation Record ID: 177  
Finalized

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Beginning GL Balance:	<u>4,482.10</u>
Ending GL Balance:	4,482.10
Ending Bank Balance:	4,482.10
Add: Deposits in Transit	0.00
Less: Outstanding Checks	
Total - 0 Outstanding Checks:	
Adjusted Bank Balance	4,482.10
Unreconciled Difference:	0.00

REVIEWED BY: \_\_\_\_\_

*Dena Marek*

DATE: \_\_\_\_\_

09-09-2024

GL Number	Description	Beginning Balance
101-000-001.000	GENERAL FUND Cash - Checking	882,167.15
204-000-001.000	MUNICIPAL STREET FUND - CASH	445,543.70
206-000-001.000	FIRE FUND Cash - Checking	281,472.09
212-000-001.000	LIQUOR LAW FUND Cash - Savings	4,326.30
249-000-001.000	BUILDING INSP FUND Cash - Savings	131,179.75
271-000-001.000	LIBRARY FUND CASH	1,154.20
401-000-001.000	CEMETERY ENTRANCE FUND CASH	7,769.54
402-000-001.000	FIRE REPLACEMENT FUND CASH	44,159.30
590-000-001.000	SEWER FUND Cash - Savings	674,344.90
591-000-001.000	WATER FUND - CASH	(10,508.17)
708-000-001.000	METRO FUND CASH	53,900.54
711-000-001.000	HIGHLAND VIEW - CASH	1,073.34
711-000-001.100	HVC Cash Expendable	21,275.33
850-000-001.000	PAYROLL CLEARING FUND Cash - Savings	(5,072.34)

Beginning GL Balance:	2,532,785.63
Add: Cash Receipts	102,941.91
Less: Cash Disbursements	(262,481.48)
Less: Payroll Disbursements	(32,701.12)
Less: Journal Entries/Other	(72.00)
Ending GL Balance:	2,340,472.94

GL Number	Description	Ending Balance
101-000-001.000	GENERAL FUND Cash - Checking	845,570.76
204-000-001.000	MUNICIPAL STREET FUND - CASH	275,229.54
206-000-001.000	FIRE FUND Cash - Checking	278,438.52
212-000-001.000	LIQUOR LAW FUND Cash - Savings	5,550.05
249-000-001.000	BUILDING INSP FUND Cash - Savings	128,985.46
271-000-001.000	LIBRARY FUND CASH	1,154.79
401-000-001.000	CEMETERY ENTRANCE FUND CASH	7,782.06
402-000-001.000	FIRE REPLACEMENT FUND CASH	44,159.30
590-000-001.000	SEWER FUND Cash - Savings	708,089.90
591-000-001.000	WATER FUND - CASH	(12,086.28)
708-000-001.000	METRO FUND CASH	53,987.36
711-000-001.000	HIGHLAND VIEW - CASH	1,073.34
711-000-001.100	HVC Cash Expendable	21,311.33
850-000-001.000	PAYROLL CLEARING FUND Cash - Savings	(18,773.19)

Ending GL Balance: 2,340,472.94

Ending Bank Balance: 2,322,855.02

Add: Deposits in Transit		
	SEPT Payroll Early	27,529.66
		27,529.66

Less: Outstanding Checks

AP Checks

Check Date	Check Number	Name	Amount
08/12/2024	34490	CHARTER COMMUNICATIONS	963.80
08/22/2024	34514	CONSUMERS ENERGY	2,255.92
08/22/2024	34518	THE PIONEER GROUP	70.11
08/30/2024	9930533	JOHN HANCOCK LIFE INSURANCE COMPANY	3,144.49
08/30/2024	9930534	STATE OF MICHIGAN	1,331.47
08/30/2024	9930535	VOYA FINANCIAL	1,673.87

Payroll Checks

Check Date	Check Number	Name	Amount
07/01/2024	13594	BUYS, EMILY	190.18
07/02/2024	13614	SWEPPENHEISER, MARK	46.18
07/02/2024	13617	PEREZ, ADAM	118.10
07/02/2024	13618	PEREZ, ADAM	46.16
07/02/2024	13619	PEREZ, ADAM	71.46

09/05/2024 09:17 PM  
User: Dena Marek  
DB: Big Rapids Towns

BANK RECONCILIATION FOR BIG RAPIDS TOWNSHIP  
Bank GEN (GENERAL TOWNSHIP CHECKING)  
FROM 08/01/2024 TO 08/31/2024  
Reconciliation Record ID: 176

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Total - 11 Outstanding Checks:  
Adjusted Bank Balance  
Unreconciled Difference:

9,911.74  
2,340,472.94  
0.00

REVIEWED BY: \_\_\_\_\_

*Dena Marek*

DATE: \_\_\_\_\_

09-05-24

# **MECOSTA COUNTY SHERIFF'S OFFICE**

Sheriff Brian Miller

225 S. Stewart Avenue, Big Rapids, MI, 49307

**(231) 592-0150 Fax (231) 796-5577**

## **Big Rapids Township Monthly Report: August 2024**

Traffic Stops-43

Traffic Tickets-3

Appearance Tickets-2

Property Damage Crashes-9

Physical Arrests-4

Animal Control-0

Total MCSO Complaints-63

### **Activities/Information:**

On 08-03-2024 at 0136 hours a deputy was dispatched to a disorderly complaint on Waldron Way. After arriving and investigating the matter, a 57-year-old female was arrested on an outstanding probation violation warrant.

On 08-03-2024 at 1337 hours a deputy was dispatched to Waldron Way reference a stolen vehicle. The caller / vehicle owner advised that his Mazda CX-5, white in color, had been taken from the gas station. The caller advised that he had his keys and had left the vehicle running when he stepped into the store. The suspect was described as a male wearing a camo shirt around his waist, a wide-brim fishing hat on his head, and was about 6' tall with a skinnier build. The suspect was last seen driving the vehicle north on Waldron Way. After the deputy had been dispatched, he then traveled westbound on Woodward Ave from State St towards Waldron Way. Upon driving past Bailey Dr in Big Rapids, near the top of the hill on Woodward Ave he located the white Mazda CX-5, parked, unoccupied, on the south side of the roadway and was facing eastbound. A K9 track was conducted, with other law enforcement units searching the area also. The suspect was unable to be located.

On 08-05-2024, while investigating a fatal PIA, a deputy discovered that a trailer that was involved in the crash was stolen out of Indiana. Further investigation led



to a 47-year-old male being arrested for possession of stolen property at an address on 18 Mile Rd near Northland Dr.

On 08-12-2024 at 1201 hours a deputy was dispatched to the Mecosta County Sheriff's Office lobby reference a walk-in domestic dispute complaint that had reportedly occurred on Northland Dr near 14 Mile Rd on 08-06-2024 at approximately 1200 hours. The 39 year old female complainant sustained a small bruise on her left shoulder blade in which she claimed her 45 year old boyfriend, had thrown a large lug nut at her. Anna additionally had three small bruises approximately 2-3 inches apart to her left side near the abdominal area in which she claimed her boyfriend had grabbed ahold of her and hit her. She also advised Paul had grabbed ahold of her neck, but no marks were observed. The male half was spoken to and denied the allegations. A copy of the report has been forwarded to the prosecutor's office with a warrant request for the male for domestic assault.

On 08-16-2024 at approximately 1158 hours a deputy was asked to assist MDOC Probation & Parole agents at an address on 16 Mile Rd near 190<sup>th</sup> Ave in making contact with a 41-year-old male who lived there. He was found to be intoxicated and in violation of his probation. He was subsequently arrested for the violation. Agent POULOS and Agent WEIN at address 18699 - 16 Mile Rd.

On 08-18-2024 at approximately 0946 hours a deputy responded to Bulldog Lane for a malicious destruction of property, tires being slashed that occurred earlier that morning at 0345 hours. After a review of video was completed, a 24-year-old male was identified as the suspect. A warrant request has been submitted to the prosecutor's office for a review of charges.

On 08-25-2024 at 0344 hours, deputies were dispatched to Rolling Hills Lane For two males fighting. Upon arrival on scene, one of the males, 43 years old, ran out of the residence holding a firearm. He then threw it on the ground stating that he had just taken it from, the other half of the fight, a 42-year-old male. One of the deputies secured the firearm. After investigating the matter, it appeared there were different observations of what had occurred. Warrant requests have been submitted for both men.

On 08-27-2024 at 1206 hours a business on Perry near 215<sup>th</sup> Ave reported a black male who stole a couple bottles of liquor, before leaving in a dark colored Nissan Rogue or Murano, heading in the direction of the highway. The suspect has not been identified at this time.

On 08-28-2024, at approximately 1632 hours, a deputy was dispatched to a residence on Sheridan St reference a civil complaint. While investigating, a 45-year-old male was found to have an outstanding warrant for his arrest and was subsequently arrested for the warrant.

On 08-28-2024 at 1638 hours a deputy made a traffic stop on Northland Dr near 13 Mile Rd for a speeding vehicle, which resulted in the 25-year-old male driver being arrested for no insurance.

On 08-29-2024 at 1726 hours a deputy made a traffic stop on Northland Dr near 13 Mile Rd, which resulted in the 27-year-old female driver being given an appearance ticket for no insurance.

## Building

Permit #	Contractor	Job Address	Fee Total	Const. Value
PB24-0042	EDWARDS WILLIAM SYLVIA T	21315 14 MILE ROAD	\$399.00	\$25,000

**Work Description:** POLE BARN 30'X48'

<b>Total Permits For Type:</b>	<b>1</b>
<b>Total Fees For Type:</b>	<b>\$399.00</b>
<b>Total Const. Value For Type:</b>	<b>\$25,000</b>

## Electrical

Permit #	Contractor	Job Address	Fee Total	Const. Value
PE24-0042	ADEMA DEVIN & EMILY	16454 BIRCH TOP RIDGE	\$123.00	\$0

**Work Description:** POLE BARN: 6 CIRCUITS, LIGHTING FIXTURES, FURNACE UNIT HEATER, 220 OUTLET, 1 INSPECTION

PE24-0043	ELDER STEVEN & JODIE	19205 FOX GLOVE CIRCLE	\$286.00	\$0
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**Work Description:** NEW CONSTRUCTION: SERVICE, 25 CIRCUITS, LIGHTING, DISHWASHER, FURNACE, 2 220 OUTLETS, 3 INSPECTIONS

PE24-0044	BISHOP, DAVID & MARY	13445 SYMONDS DR	\$91.00	\$0
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**Work Description:** GENERATOR INSTALL: SERVICE, BUSS DUCT, 1 INSPECTION

PE24-0045	MCNALLY GROUP PROPERTIE	1411 N STATE ST	\$105.00	\$0
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**Work Description:** VERIZON EQUIPMENT: SERVICE, 7 CIRCUITS, 1 INSPECTION

PE24-0046	NUTTER DAVID & SARAH	13904 NORTHLAND DR	\$105.00	\$0
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**Work Description:** VERIZON EQUIPMENT: SERVICE, 4 CIRCUITS, 1 INSPECTION

PE24-0047	VALLADE KRISTEN	12945 NORTHLAND DRIVE	\$105.00	\$0
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**Work Description:** TEMPORARY POLE: SERVICE, 2 CIRCUITS, 1 INSPECTION

<b>Total Permits For Type:</b>	<b>6</b>
<b>Total Fees For Type:</b>	<b>\$815.00</b>
<b>Total Const. Value For Type:</b>	<b>\$0</b>

## Mechanical

Permit #	Contractor	Job Address	Fee Total	Const. Value
PM24-0053	TENNANT DALE & TRACY	13907 190TH AVENUE	\$220.00	\$0

**Work Description:** NEW CONSTRUCTION: HEATING SYSTEM, GAS PIPING, AIR CONDITIONING, 3 EXHAUST, 2 INSPECTIONS

PM24-0054	POULOS CHRISTOPHER & TRI	19077 FOX GLOVE CIR	\$195.00	\$0
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**Work Description:** NEW RESIDENCE: HEATING SYSTEM, AIR CONDITIONING, 2 INSPECTIONS

PM24-0055	BISHOP, DAVID & MARY	13445 SYMONDS DR	\$80.00	\$0
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Work Description: GENERATOR INSTALL: GAS PIPING, 1 INSPECTION

Total Permits For Type: 3  
Total Fees For Type: \$495.00  
Total Const. Value For Type: \$0

## PLAN REVIEW FEE

Permit #	Contractor	Job Address	Fee Total	Const. Value
P000000000006	DESHANO DEVELOPMENT CO	16 MILE RD	\$100.00	\$0

Work Description: RYAN CREEK APARTMENTS PHASE III - SITE PLAN REVIEW

9-10-24 Planning Commission approved site plan

P000000000007	DESHANO DEVELOPMENT CO	16 MILE RD	\$100.00	\$0
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Work Description: RYAN CREEK DUPLEXES - SITE PLAN REVIEW

9-10-24 Planning Commission approved site plan

Total Permits For Type: 2  
Total Fees For Type: \$200.00  
Total Const. Value For Type: \$0

## Report Summary

Population: All Records  
Permit.DateIssued Between  
9/1/2024 12:00:00 AM AND  
9/30/2024 11:59:59 PM

Grand Total Fees: \$1,909.00  
Grand Total Permits: 12  
Grand Total Const. Value: \$25,000

**MINUTES  
BIG RAPIDS CHARTER TOWNSHIP  
PLANNING COMMISSION**

**Tuesday, September 10, 2024 --- 7:00 p.m.**

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

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

Mr. Oosterhouse called the regular meeting of the Big Rapids Charter Township Planning Commission to order at the township hall on Tuesday, September 10, 2024 at 7:00 p.m.

**II. ROLL CALL:**

Present: Zach Cook, Jerry Everett, John Montross, Gordon Oliver, Jeff Oosterhouse and Barbara Peacock. The record shows there is a quorum. Also present: Timothy Kleinheksel, Zoning Administrator and Recording Secretary.

**III. CONFLICTS OF INTEREST:**

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

**IV. MINUTES:**

The Commission members reviewed the minutes of the June 11, 2024 meeting. Mr. Montross made a motion to approve the June 11, 2024 minutes as submitted. Mr. Oliver supported the motion. There was no further discussion. The motion passed unanimously with six ayes.

**V. SITE PLAN REVIEW – RYAN CREEK PHASE III:**

Mr. Daniel Martin, Lapham Associates, along with Mr. Chad Ross, Deshano Development presented the site plans for project number P-240117 dated August 8, 2024 for an apartment project proposed for a parcel off a private road on the North side of 16 Mile Road in Big Rapids Township. The proposed project is Ryan Creek Phase III of the apartment development project by Deshano Development and will include 42 apartment units in three (3) buildings on the 6.42-acre parcel. The project is expected to break ground in 2025. Mr. Michael Oezer, Township Engineer with Progressive Companies presented his review of the project. Highlights included Site Layout, Grading Plan, Site Access, Utilities, Storm Sewer, Lighting and Landscaping. The review from Mr. Oezer, dated September 3, 2024, included several recommendations to update the Lapham site plans. After discussion by the Planning Commission members, Mr. Cook made a motion to approve the site plan with stipulation that the site plans be updated with the recommendations by the Township Engineer. Mr. Montross supported the motion. There was no further discussion. The motion passed unanimously with six ayes via roll call vote.

**VI. SITE PLAN REVIEW – RYAN CREEK DUPLEXES:**

Mr. Martin and Mr. Ross presented the site plans for project number P-240117 dated August 8, 2024 for a proposed duplex project in Big Rapids Township. The project is Ryan Creek Duplexes proposed for a parcel on the North side of 16 Mile Road near Belmont Drive. The proposed project is part of an overall development project underway by Deshano Development and will include 12 duplex units in six (6) buildings on the 5.74-acre parcel. The project is expected to break ground in 2025. Mr. Oezer presented his review, dated September 3, 2024, including several recommendations to update the Lapham site plans. After discussion by the Planning Commission members, Mr. Oliver made a motion to approve the site plan with stipulation that the site plans be updated with the recommendations by the Township Engineer. Mr. Cook supported the motion. There was no further discussion. The motion passed unanimously with six ayes via roll call vote.

**VII. PUBLIC COMMENT:**

There was no public comment.

**VIII. ADJOURNMENT:**

Mr. Oosterhouse adjourned the meeting at 8:08 p.m.

# Fall Clean Up

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## **Nearly 100 vehicles/families participated.**

Everything ran smoothly. The turnout was a little less than average but we aren't always lucky to have such great weather this late in September. I would like to purchase some signage for next year, for the end of Pioneer Drive. I would also like to continue the post cards next year, in addition to the text alerts – it makes for a much easier check in process and it's a small cost for a great service to our residents.

I have reached out to the Conservation District to see if there is any way we can collaborate and set up a collection station for the hazardous materials, or maybe we can combine events somehow during the years that their collection event is held in Big Rapids. We had a few people looking to dispose of oil, stain and batteries.

I would like to give a special thanks to Carman, Bruce and his wife Vickie, Joe Bechaz, Brett, Zach and Blake from the Cemetery, Nick Wyma, his family and other firefighters who came to help unload vehicles. It was a great event and everyone was so thankful. We wouldn't be able to do it without the help of the volunteers.

Hannah Saez, Clerk

# Big Rapids Charter Township

## Cemetery and Grounds Monthly Report

*Sept. 2024*

### Activity:

- 1- Grounds at cemetery.
- 2- Grounds at parks/township/FD.
- 3- Covered for zoning when able.
- 4- Full Burials = 2. Cremains. =3.
- 5- Foundation completed =6.

### Month summary:

We worked on a lot of the storm cleanup this month with giant branches / leads breaking off of trees. We lacquered 4 benches at Highbanks Park as well as cleaned up the sidewalk over by Meijer. We spent one full week stump grinding roughly 40 stumps inside and out of the cemetery. We cleaned up behind the house office / work shop at the cemetery. We cleaned out the neglected hills and ditches around the cemetery full of leaves. Cleaned park bathrooms for consumer party as well as taking tires from township trash day.

Brett Phillips  
Grounds Manager



**Big Rapids Twp. Fire Rescue Dept.**  
14212 Northland Drive  
Big Rapids, MI 49307

Phone: (231) 796-1749



**Steve Schroeder**  
Fire Chief  
**Nick Wyma**  
Captain  
**Jarred Jones**  
Lieutenant

## Fire Department Report

**Operations:** There was an increase in Fire Department responses in September compared to previous years and above average for this year. The average Dispatch to Enroute times remained the same as the previous month. The average Dispatch to On-scene time is slightly higher due to some requests for the Drone that had a thirty-minute or more response time from the station. For calls within Big Rapids Charter Township, the response times meet NFPA requirements. There were eight calls within the Township which the fire department did not have personnel available for. Five of those calls were turned over to the City. The other three calls, EMS disregarded first responder response prior to acknowledging the dispatch of turning the call over.

Big Rapids Township Fire was requested with the drone to aid in the search of a missing person in Lake County and again for the search of a missing person on Little Evens Lake in Martiny Township.

Big Rapids Township Fire assisted with structure fires in the city of Big Rapids and Morley.

Big Rapids Township First Responders have been at the Big Rapids High School home football games on medical standby when available.

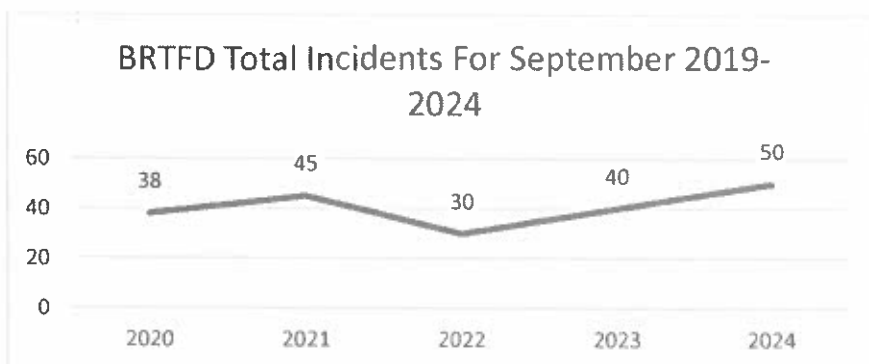
Members of the Fire Department assisted with the Fall Clean Up event at the Industrial Park on Sept 21<sup>st</sup>.

**Call Volume:** Total responses from Aug 26<sup>th</sup> thru Sept 24<sup>th</sup> 2024: 50 YTD: 334

**Call time to Dispatch:** Month average: 4 minutes YTD average: 6 minutes

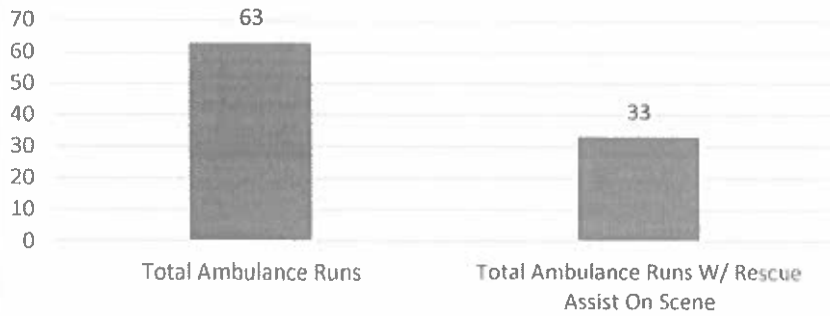
**Dispatch to Enroute:** Month average: 8 minutes YTD average: 6 minutes

**Dispatch to On Scene:** Month average: 15 minutes YTD average: 11 minutes



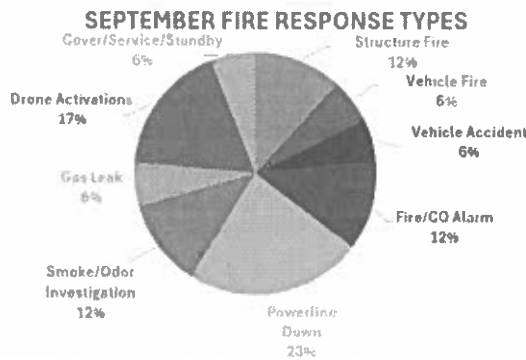
This graph shows call volume trends for this month over the past six years.

### Total EMS Calls in Big Rapids Township for Month of August



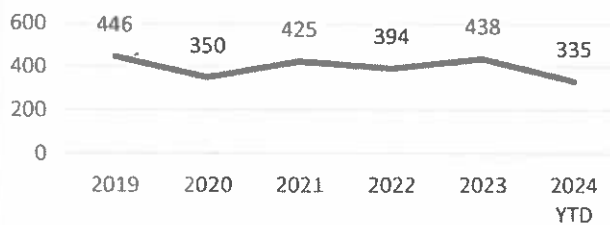
This graph shows number of calls for the EMS system within the Township and the number of those calls the Fire Department responded to assist EMS.

Structure Fire	2
Vehicle Fire	1
Grass/Wildland Fire	
Dumpster Fire	
Vehicle Accident	1
Fire/CO Alarm	2
Powerline Down	4
Smoke/Odor Investigation	2
Gas Leak	1
Haz-Mat	
Elevator/Technical Rescue	
Drone Activations	3
Airport Emergency	
Cover/Service/Standby	1



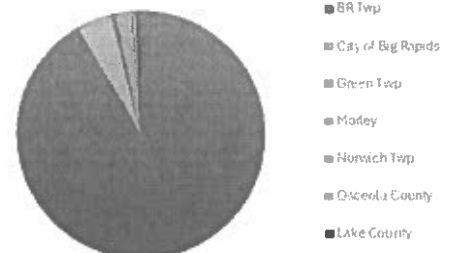
This graph breaks down the type of fire calls for the past month.

### BRTFD Yearly Call Volume: 2019-2024



BR Twp	303
Barton Twp	
Big Prairie Twp	
City of Big Rapids	15
Collax Twp	
Green Twp	2
Mecosta Twp	
Morley	7
Nonrich Twp	1
Osceola County	1
Lake County	2
Other	4

### Year to Date Call Locations



**Administrative Operations:** Chief Schroeder started Sept 4<sup>th</sup> and has met with all department members and has been getting to know them.

Fire Prevention Week is October 6<sup>th</sup> through the 12<sup>th</sup>. We are scheduling times with some daycare facilities for firefighters to stop in and talk to kids about fire prevention and let them see out trucks and equipment.

Pizza Hut has reached out to host a fire prevention touch-a-truck event, so we are scheduling that as well.

**Training:** Department training this month consisted of the following:

- Driver's training

Collaborative training conducted with City Fire

- Tool familiarization, use and maintenance
- Use of ground ladders
- Deployment and loading of fire hoses

**Personnel:** The department is accepting applications for firefighters and first responders. We have two individuals who will be interviewing soon.

**Fire Department Fleet, Gear & Equipment:** All of the ground ladders were third-party tested and passed and meet NFPA standards.

Engine 1 and Engine 2 water pumps were third-party tested: resulting in both passing. This testing meets the NFPA standards for Type 1 Pumper Engines.

Engine 1 had our new air tanks for the breaks installed along with repair to the wear and tear of the door handles, as well as heater valve for the front window defroster.

**Station Maintenance:** The laminate flooring in the men's bathroom has bubbled up with water from a leak at the sink and failing wax ring under the toilet. A bid for leak and floor repair should be coming in soon.

A drop-down retractable air hose reel for the air brakes shoreline for Engine 2 was installed to get the original hose off the ground for safety.

**Anticipated Expenditures/Purchasing over \$2,500:** Chief Schroeder is submitting a request for bids for the replacement fire hose. This replacement fire hose would be replacing fire hose that has been manufactured prior to 1987 to fit within NFPA standards.



## 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](http://www.nwkentmech.com)

September 27, 2024

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

RE: Monthly Lift Station Report

Dear Carman:

Another month has gone by with no major issues to report, which is good news. We noticed that Pump #1 at Gilbert Street Station has a little vibration to it. We were going to pull it to inspect, but discovered that the station too is missing its davit socket, not sure why? Would suggest having another concrete socket installed, would think cost would be the same as before but will confirm and let you know. At Menards Station we have one of the Air Pumps for the level control that is becoming increasingly noisy so will get a couple on order so that we can replace one and have one for a spare at the Maintenance barn. We had a couple alarm events, but no site visits were required, monitoring. Also had a few Miss Digs to respond to as well.

Overall, the Stations are in good general condition. If you have any questions, please feel free to reach out to me. It's always a pleasure to serve the Township and Community in this capacity.

Sincerely,

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



# 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

## BIG RAPIDS CHARTER TOWNSHIP SEWAGE LIFT STATION REPORT

Date: 9-25-2024

Completion by Service Technician: Jim Arends

### MONTHLY SERVICE REPORT

#### #1 SHERIDAN STREET LIFT STATION

Station Generally:			
Pump 1:	HOURS:	AMPS:	L1: 4.4 L2: 4.7 L3: 4.5
Pump 2:	HOURS:	AMPS:	L1: 4.8 L2: 4.9 L3: 4.7
Pump Operations	✓		
Pump 1 PSIG:	15		
Pump 2 PSIG:	15		
Electrical:	✓		
Controls:	✓		
Wet Well:	✓		
Notes & Recommendations			

#### #2 05-978 VENLO LIFT STATION

Station Generally:			
Pump 1:	HOURS:	AMPS:	L1: 4.5 L2: 4.3 L3: 4.4
Pump 2:	HOURS:	AMPS:	L1: 4.1 L2: 4.2 L3: 4.0
Pump Operations	✓		
Pump 1 PSIG:	N/A		
Pump 2 PSIG:	N/A		
Electrical:	✓		
Controls:	✓		
Wet Well:	✓		
Notes & Recommendations			

### #3 01-694 PERRY STREET LIFT STATION

Station Generally:		
Pump 1:	HOURS: 10503	AMPS: L1: 31.4 L2: 31.2 L3: 31.0
Pump 2:	HOURS: 11877	AMPS: L1: 33.6 L2: 34.4 L3: 35.5
Pump Operations	✓	
Pump 1 PSIG:	—	
Pump 2 PSIG:	—	
Electrical:	✓	
Controls:	✓	
Wet Well:	✓	
Notes & Recommendations		

### #4 96-284 BIG RAPIDS HIGH SCHOOL LIFT STATION

Station Generally:		
Pump 1:	HOURS: 2229	AMPS: L1: 8.0 L2: 8.6 L3: 8.7
Pump 2:	HOURS: 2453	AMPS: L1: 8.4 L2: 9.0 L3: 9.2
Pump Operations		
Pump 1 PSIG:	25	
Pump 2 PSIG:	25	
Electrical:	✓	
Controls:	✓	
Wet Well:	✓	
Notes & Recommendations		

### #8 05-1004 HILLS AT MITCHELL CREEK LIFT STATION

Station Generally:		
Pump 1:	HOURS: 524	AMPS: L1: 6.0 L2: 5.8 L3: 6.1
Pump 2:	HOURS: 726	AMPS: L1: 6.1 L2: 5.5 L3: 5.9
Pump Operations	✓	
Pump 1 PSIG:	20	
Pump 2 PSIG:	20	
Electrical:	✓	
Controls:	✓	
Wet Well:	✓	
Notes & Recommendations		

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

Station Generally:	
Pump 1:	HOURS: 410 AMPS: L1: 18.4 L2: 19.1 L3: 19.4
Pump 2:	HOURS: 417 AMPS: L1: 19.1 L2: 19.4 L3: 19.3
Pump Operations	✓
Pump 1 PSIG:	75' WC
Pump 2 PSIG:	75' WC
Electrical:	✓
Controls:	✓
Wet Well:	✓
Notes & Recommendations	

### #10 06-1552 UNIVERSITY PARK SUITS LIFT STATION

Station Generally:	
Pump 1:	HOURS: 2361 AMPS: L1: 21.0 L2: 21.9 L3: 20.0
Pump 2:	HOURS: 2623 AMPS: L1: 20.4 L2: 20.1 L3: 19.6
Pump Operations	✓
Pump 1 PSIG:	60' WC
Pump 2 PSIG:	60' WC
Electrical:	✓
Controls:	✓
Wet Well:	✓
Notes & Recommendations	

### #11 06-1215 MENARDS LIFT STATION

Station Generally:	
Pump 1:	HOURS: 2321 AMPS: L1: 5.6 L2: 5.2 L3: 5.4
Pump 2:	HOURS: 1235 AMPS: L1: 9.9 L2: 10.2 L3: 10.1
Pump Operations	✓
Pump 1 PSIG:	25' WC
Pump 2 PSIG:	35' WC
Electrical:	✓
Controls:	✓
Wet Well:	✓
Notes & Recommendations	Air pump noisy

### #12 10-1374 GILBERT DRIVE LIFT STATION

Station Generally:			
Pump 1:	HOURS: 7438	AMPS: L1: 32.6 L2: 33.4 L3: 34.9	
Pump 2:	HOURS: 6839	AMPS: L1: 32.7 L2: 31.6 L3: 32.4	
Pump Operations	✓		
Pump 1 PSIG:	✓		
Pump 2 PSIG:	—		
Electrical:	✓		
Controls:	✓		
Wet Well:	✓		
Notes & Recommendations	Pump # 1 Noisy		

### #13 NORTH STATE LIFT STATION

Station Generally:			
Pump 1:	HOURS: —	AMPS: L1: 9.0 L2: 10.0 L3: 9.6	
Pump 2:	HOURS: —	AMPS: L1: 9.2 L2: 9.8 L3: 9.5	
Pump Operations	✓		
Pump 1 PSIG:	13		
Pump 2 PSIG:	13		
Electrical:	✓		
Controls:	✓		
Wet Well:	✓		
Notes & Recommendations			



# Big Rapids Township Industrial Park Water Plant Monthly Report

September 2024

All operations are normal at the plant. Well number 2 has been working great and producing ample water for the distribution system, the chlorine residual has been fluctuating at 0.9 to 0.6 mg/L or parts per million.

The 3<sup>rd</sup> Quarter bacteriological samples were taken, and the results sent into the Health Department. The State of Michigan is requiring a service line inspection report so I have been going into all of the distribution locations to take pictures and document where the service lines come into each of the buildings so I can get that report sent in.

The diesel fuel is just a little bit over 3/4 full for the generator and the distribution pumps and motors are all working well.

## Clerk

---

**From:** Assessing  
**Sent:** Tuesday, September 17, 2024 7:27 PM  
**To:** dkirwin@cityofbr.org  
**Cc:** Supervisor; Clerk; Treasurer  
**Subject:** FW: potential for doing project with the City

Hi Dan,

Thank you for thinking of us for this project. From an assessors point of view it sounds great. Ive included our Supervisor, Clerk and Treasurer on this email. Please let us know costs when you know.

Thank you

---

**From:** Dan Kirwin <dkirwin@cityofbr.org>  
**Sent:** Tuesday, September 17, 2024 12:15 PM  
**To:** Assessing <assessing@bigrapidstownshipmi.gov>  
**Cc:** Elizabeth Zalenski <ezalenski@cityofbr.org>  
**Subject:** potential for doing project with the City

**CAUTION: This email originated from outside the Township of Big Rapids. Maintain caution when opening external links/attachments**

Chris, about 10 years ago the City and the Township went together on a Pictometry (now called Eagleview) flyover with 3D aerial and it also gave up a Change Finder layer of any building footprint that was different that a flight 10 years prior to the new aerial.

Do you think the township would be interested again? I know the last time the City of Big Rapids paid most of the bill for the project.

We are getting a quote for 3" density and 1" density and are leaning toward 1" because the cost has come down on aerial flights.

Dan

Check Date	Bank	Check Number	Name	Check Gross	Physical Check Amount
10/01/2024	GEN	13637	CHANDLER, JOSHUA J	776.13	676.01
10/01/2024	GEN	13638	MONTROSS, JOHN	51.75	45.59
10/01/2024	GEN	13639	OLIVER, GORDON	51.75	45.60
10/01/2024	GEN	13640	COOK, ZACHARY F	51.75	47.79
10/01/2024	GEN	13641	OOSTERHOUSE, JEFFREY S	51.75	45.59
10/01/2024	GEN	13642	PEACOCK, BARBARA	51.75	45.59
10/01/2024	GEN	DD519	BEAN, CARMAN	4,125.00	0.00
10/01/2024	GEN	DD520	ELDER, CHRISTOPHER A	2,910.88	0.00
10/01/2024	GEN	DD521	BORKOVICH, BRUCE W	246.40	0.00
10/01/2024	GEN	DD522	MAREK, DENA R	3,975.00	0.00
10/01/2024	GEN	DD523	AMBLER, ALLEN S	161.92	0.00
10/01/2024	GEN	DD524	PARKER, THOMAS	980.49	0.00
10/01/2024	GEN	DD525	WYMA, NICHOLAS A	518.40	0.00
10/01/2024	GEN	DD526	JONES, JERRAD C	243.86	0.00
10/01/2024	GEN	DD527	LENTINE, JOSEPH E	1,022.93	0.00
10/01/2024	GEN	DD528	BALLARD , MIA L	799.80	0.00
10/01/2024	GEN	DD529	SNYDER, RACHEL ANN	644.74	0.00
10/01/2024	GEN	DD530	LAMMERS, DRAKE A	821.44	0.00
10/01/2024	GEN	DD531	WYMA, KAITLYN M	30.12	0.00
10/01/2024	GEN	DD532	SAEZ, HANNAH C	4,114.13	0.00
10/01/2024	GEN	DD533	KONDZIOLKA, CHERYL L	391.60	0.00
10/01/2024	GEN	DD534	ANTOR, GERALD A	551.50	0.00
10/01/2024	GEN	DD535	CALIFF, MICHAEL H	431.70	0.00
10/01/2024	GEN	DD536	KLEINHEKSEL, TIMOTHY J	3,116.36	0.00
10/01/2024	GEN	DD537	MOSS , MARK E	694.87	0.00
10/01/2024	GEN	DD538	VELDMAN, MARC	5,372.88	0.00
10/01/2024	GEN	DD539	BARD, BLAKE A	2,281.23	0.00
10/01/2024	GEN	DD540	SMITH, ZACHARIAH JOSEPH	1,950.00	0.00
10/01/2024	GEN	DD541	PHILLIPS, BRETT D	2,360.56	0.00
10/01/2024	GEN	DD542	GEIB, ANTHONY C	159.56	0.00
10/01/2024	GEN	DD543	EVERETT, JERALD D	159.56	0.00
10/01/2024	GEN	DD544	TECENO, CHRISTOPHER S	159.56	0.00
10/01/2024	GEN	DD545	BECHAZ, JOSEPH	159.56	0.00

Totals:		Number of Checks: 033	39,418.93	906.17
Total Physical Checks:		6		
Total Check Stubs:		27		

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
09/10/2024	GEN	34531	ACC00	ACCIDENT FUND COMPANY	MONTHLY INS INSTALLMENT	2,644.40
09/10/2024	GEN	34532	BIG RAPIDS	BIG RAPIDS FLEET & AUTO REPAIR, INC	FULL PM SERVICE/DOT INSPECTION	1,666.49
09/10/2024	GEN	34533	CHA01	CHARTER COMMUNICATIONS	FIRE DPT, CEM, TWP OFFICES	1,927.60
09/10/2024	GEN	34534	CIT02	BIG RAPIDS CITY TREASURER	TWP SEWER USAGE	27,947.59
09/10/2024	GEN	34535	CON00	CONSUMERS ENERGY	TWP HALL BLDG	1,022.21
09/10/2024	GEN	34536	DIC00	DICK'S DOZING, INC.	SAND FOR CEM	200.00
09/10/2024	GEN	34537	DINGES	DINGES FIRE COMPANY	HELMET	258.31
09/10/2024	GEN	34538	DO ALL DOU	DO ALL DOUG	FULTON BURIAL	600.00
09/10/2024	GEN	34539	DTE00	DTE ENERGY	MENARDS LS	412.31
09/10/2024	GEN	34540	DTE00	VOID		0.00
09/10/2024	GEN	34541	EGLE	MICH DEPT OF ENV, GREAT LAKES, ENER	WATER PLANT TEST SAMPLES	175.00
09/10/2024	GEN	34542	GRANGER	GRANGER	HIGHLANDVIEW CEMETARY GARBAGE SERVICE	198.59
09/10/2024	GEN	34543	GREG2	GREAT LAKES ENERGY	AUG 24	24.96
09/10/2024	GEN	34544	JBOUMAN	JAMES BOUMAN	AUG WATER TREAT SVCS	1,041.66
09/10/2024	GEN	34545	KLEIN	TIMOTHY KLEINHEKSEL	AUG 24 MILEAGE	25.63
09/10/2024	GEN	34546	MEC01	MECOSTA COUNTY ROAD COMMISSION	215TH, WOODWARD, ARNOLD, 205TH 183RD RA	108,319.02
09/10/2024	GEN	34547	MEN00	MENARDS	WATER, KEYPAD	314.78
09/10/2024	GEN	34548	NAP00	BIG RAPIDS AUTO & TRUCK PARTS	HEADLIGHT KIT	7.99
09/10/2024	GEN	34549	READYROLL	READY ROLLOFFS	15 YRD DUMPSTER FOR FD CLEAN OUT	450.00
09/10/2024	GEN	34550	STA01	STATE STREET HARDWARE	MOWER BLADES	243.91
09/10/2024	GEN	34551	WOL01	WOLVERINE POWER SYSTEMS	UPS LS	3,043.63
09/10/2024	GEN	34552	CIT00	CITY OF BIG RAPIDS	AUG 24 CITY INCOME TAXES	78.06
09/10/2024	GEN	9930536(E)	KLEIN	TIMOTHY KLEINHEKSEL	AUG HRA REIMBURSEMENT	125.91
09/10/2024	GEN	9930537(E)	SAEZ	HANNAH SAEZ	AUG HRA REIMBURSEMENT	125.00
09/10/2024	GEN	9930538(E)	SBS00	SMALL BUSINESS ADMIN SERVICES LLC	SBAM SVC FEE HRA	67.50
09/10/2024	GEN	9930539(E)	VELD01	MARC VELDMAN	AUG HRA REIMBURSEMENT	134.94
09/18/2024	GEN	34553	APE00	APEX SOFTWARE	ANNUAL MAINT RENEWAL	260.00
09/18/2024	GEN	34554	BIG01	BIG RAPIDS TWP SEWER REC. FUND	SEWER USAGE	51.21
09/18/2024	GEN	34555	CON00	CONSUMERS ENERGY	MITCHELL CREEK LS	2,762.30
09/18/2024	GEN	34556	CON00	VOID		0.00
09/18/2024	GEN	34557	ELECTION S	ELECTION SOURCE	ICPP TAPE	81.82
09/18/2024	GEN	34558	JOEL	JOE LENAHAN	34.5 HOURS, GAS AND PAINT BRUSHES	634.97
09/18/2024	GEN	34559	JOHN DEERE	JOHN DEERE FINANCIAL	BACKPACK BLOWER	629.99
09/18/2024	GEN	34560	MEC01	MECOSTA COUNTY ROAD COMMISSION	FUEL USAGE AUG	180,119.91
09/18/2024	GEN	34561	MEN00	MENARDS	FD CLEANING SUPPLIES, CHAIN SHARPENER	119.64
09/18/2024	GEN	34562	NORTHWEST	NORTHWEST KENT MECHANICAL CO.	MAINT, 2 MISS DIGS	2,092.79
09/18/2024	GEN	34563	PI000	THE PIONEER GROUP	AUG MTG MINS, SPC MTG	83.85
09/18/2024	GEN	34564	PI000	THE PIONEER GROUP	NEWSPAPER SUBSCRIPTIONS	181.48
09/18/2024	GEN	34565	PRO00	PROGRESSIVE AE	SANITARY SEWER STUDY, RYAN CREEK APTS	762.20
09/18/2024	GEN	34566	STA01	STATE STREET HARDWARE	MOWER BLADE,	138.93
09/18/2024	GEN	34567	USA00	USABIBOOK	WATERPLANT SUPPLIES	294.73
09/18/2024	GEN	34568	VC3	VC3	365 MICROSOFT AGREEMENT	236.50
09/18/2024	GEN	34569	WIL02	ERIC D. WILLIAMS	FD COMPLAINT, EMAILS, EXEMPTION APP,	975.00
09/18/2024	GEN	34570	WOL01	WOLVERINE POWER SYSTEMS	STATE ST LS	1,102.49
09/18/2024	GEN	34571	XEROX	XEROX FINANCIAL SERVICES	MONTHLY CONTRACT PAYMENT	489.07
09/26/2024	GEN	34572	BEAN	CARMAN BEAN	REIMBURSEMENT FOR FD ROLLOFF DUMPSTER	450.00
09/26/2024	GEN	34573	BIG00	BIG RAPIDS FLEET & AUTO REPAIR, INC	2007 SPARTAN NEW HEATER VALVE, 3 NEW AI	2,241.33
09/26/2024	GEN	34574	BRT00	BIG RAPIDS TOWNSHIP GEN. FUND	JULY-SEPT BUILDING DEPT RENT	1,875.00
09/26/2024	GEN	34575	CIT00	CITY OF BIG RAPIDS	SEPT 24 CITY TAX WH	60.14
09/26/2024	GEN	34576	CIT02	BIG RAPIDS CITY TREASURER	2 WATER TESTS	36.00
09/26/2024	GEN	34577	CON00	CONSUMERS ENERGY	HIGHBANKS PARK	93.60
09/26/2024	GEN	34578	DINGES	DINGES FIRE COMPANY	PPE GEAR	89.46
09/26/2024	GEN	34579	DMAREK	DENA MAREK	JULY-SEPT PHONE REIMBURSEMENT	90.00
09/26/2024	GEN	34580	ELDER	CHRIS ELDER	JULY-SEPT PHONE REIMBURSEMENT	90.00
09/26/2024	GEN	34581	FIR00	FIRST NATIONAL BANK	STAMPS, OFFICE SUPPLIES, TWP SHIRTS, BU	3,988.77
09/26/2024	GEN	34582	FIR00	VOID		0.00
09/26/2024	GEN	34583	KLEIN	TIMOTHY KLEINHEKSEL	SEPT 24 MILEAGE	42.50

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
09/26/2024	GEN	34584	MD BUILDIN	MD BUILDING AND REMODELING	OUTLET FOR SUB PUMP MOVED IN BASEMENT,	495.00
09/26/2024	GEN	34585	MEC01	MECOSTA COUNTY ROAD COMMISSION	SEPT FUEL USAGE	212.26
09/26/2024	GEN	34586	MOSS01	MARK MOSS	MILEAGE SEPT 24	86.27
09/26/2024	GEN	34587	PRIORITY H	PRIORITY HEALTH	MONTHLY HEALTH INSURANCE	6,887.77
09/26/2024	GEN	34588	SAEZ	HANNAH SAEZ	JULY-SEPT PHONE REIMBURSEMENT	90.00
09/26/2024	GEN	34589	STA01	STATE STREET HARDWARE	NEW DOOR CODES AND KEYS	222.76
09/26/2024	GEN	34590	VC3	STATE STREET HARDWARE	NEW COMP FOR CEM	1,214.00
09/26/2024	GEN	34591	VELD01	MARC VELDMAN	JULY-SEPT PHONE REIMBURSEMENT	90.00
09/26/2024	GEN	34592	WYMA	NICK WYMA	JULY-SEPT PHONE REIMBURSEMENT	60.00
10/01/2024	GEN	9930540(E)	CHE00	HUNTINGTON BANK	SEPT FED TAX WH EFTPS	7,716.27
10/01/2024	GEN	9930541(E)	JHT00	JOHN HANCOCK LIFE INSURANCE COMPANY	401A DEDUCTION	3,283.63
10/01/2024	GEN	9930542(E)	STA00	STATE OF MICHIGAN	SEPT STATE TAX WH	1,448.63
10/01/2024	GEN	9930543(E)	VOYA	VOYA FINANCIAL	VOYA 457 DEDUCTION	1,715.35

GEN TOTALS:

Total of 70 Checks: 374,650.20  
 Less 3 Void Checks: 0.00

Total of 67 Disbursements: 374,650.20