

BIG RAPIDS CHARTER TOWNSHIP BOARD REGULAR MEETING WEDNESDAY, April 9, 2025

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: __Borkovich, __ Bechaz, __ Everett, __ Marek, __ Saez, __ Teceno, __Welch,

PUBLIC COMMENT:

ADDITIONS TO AGENDA:

CORRESPONDENCE: Mecosta Conservation District Hall use request:
Highbanks Park:

CONSENT AGENDA

1. March 4, 2025 Meeting Minutes:
2. First Quarter Revenue & Expenditure Report:
3. February Financial Report:
4. Cash Summary by Bank Report:
5. Sheriff's Report:
6. Cemetery and Grounds Report:
7. Sewer Department Report:
8. Water Department Report:
9. Planning Commission Minutes:
10. Building Department Report:
11. Supervisor Report:

UNFINISHED BUSINESS:

1. Industrial Park Marketing and Sale:
2. Wind, Solar, Storage Ordinances: Update in Supervisor Report
3. Building/Zoning Admin Discussion:
4. Assessor Contract Updated Parcel Count:
5. Other:

NEW BUSINESS:

1. 2025 Fireworks Pyrotechnico Permit:
2. Resolution 2025-05 Bank Depositories Update:
3. Fall Clean up vendor update:
4. New quotes for Lift Station cleanings/Jetting:
5. 2025 Road Brining:
6. Tree Cutting Quotes for Highland View & Van Guilder Cemeteries:
7. Gator Replacement:
8. 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.

Clerk

From: Brook Baumann <brook.baumann@macd.org>
Sent: Friday, March 14, 2025 3:06 PM
To: Clerk
Subject: Mushroom 103 Class Location

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

Hi Hannah,

While wrapping up the 102 Mushroom class, there was a lot of interest in a 103 class. Since we've already held the 101 and 102 classes at the Big Rapids Township Hall, it makes sense to continue there for consistency. However, I'm open to using another facility if that works better.

Some townships appreciate hosting events for promotion and recognition, but I know it can also be a hassle to get approval. I wanted to check with you first—I definitely don't want to create extra work for anyone or ask for too much.

This event will be held on **Sunday, June 1st**. I'm really surprised (in a good way!) by how much interest there is in this topic from the community. Let me know what you think!

Brook Baumann
Mecosta Conservation District
brook.baumann@macd.org
(989) 309-9229
www.mecostacd.org



Clerk

From: everett01@charter.net
Sent: Monday, March 31, 2025 12:01 PM
To: Supervisor; ctecono@yahoo.com; Treasurer; Clerk; trusteeeverett@gmail.com; ronwelch1988@gmail.com; jbechaz12@gmail.com
Subject: Highbanks Park & Possible Softball Field Expansion

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

Dear BRT Supervisor Borkovich and Board Members,

I'm hoping you will think long and hard before considering a second softball field with possible parking lot expansion within our township's one and only park (as was brought up at last February's monthly meeting). The recent park improvements have been wonderful additions. Since our house is just steps away from the park entrance, we can easily walk there for an afternoon of fun outdoor activities, and we do so on a weekly basis during warmer weather. While there with grandkids, I have casually talked with many people from the community and beyond. They expressed surprise and gratitude that such a quiet little park even exists. They weren't referencing the softball field, but rather the rustic charm that this park offers. Families can hike, wade in the river, play on a unique playground, tube down the river, kayak, or picnic under a covered shelter with family and friends.

Improvements to the softball field were also made in 2023, and I'm sure they are appreciated by parents and children who participate in this sport. But are two fields necessary or even prudent in this location? When games are in session, the park takes on a completely different atmosphere. It is very congested and noisy--the one narrow road leading into the park is an endless stream of vehicles during these games. Adding a second field would only compound the problem. Anyone familiar with softball game hours thinks twice about visiting Highbanks Park then because it is so overcrowded with people and cars.

Our township park is small and irregularly shaped. Adding another field or enlarging the parking lot would certainly limit other ways this park can be enjoyed, and destroy the natural habitat that currently exists. A directory of local Little League fields currently lists at least 12 in use, and most sites only accommodate one field (<https://www.bigrapidslittleleague.com/Default.aspx?tabid=734966>). Vogel Field, which is not included on that list, is only about 1/2 mile away from Highbanks Park, and it offers two softball fields.

Big Rapids Township had the foresight to design a park that has something for everyone, including one softball field. I hope it continues to remain that way so that all can enjoy what this park has to offer, and without showing partiality. I have also included past emails between Penny Currie and myself (see below) which address the same concern.

Thanks for your consideration.

Sincerely,

Terri Everett

19240 Ottawa Lane/Big Rapids/231-796-0257

From: treasurer@bigrapidstowship.net <treasurer@bigrapidstowship.net>
Sent: Thursday, December 8, 2022 1:17 PM
To: everett01@charter.net
Subject: RE: Highbanks Park Improvements

BIG RAPIDS CHARTER TOWNSHIP BOARD
REGULAR MEETING TUESDAY, March 4, 2025
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: Borkovich, Bechaz, Everett, Marek, Saez, Teceno, Welch, present.

PUBLIC COMMENT:

ADDITIONS TO AGENDA: April Meeting Date Change
Board of Review member Addition

CORRESPONDENCE: Meals on Wheels Mecosta County:

Mecosta Conservation District Hazardous Waste Disposal: A motion was made by Teceno to contract with the Conservation District in the amount of \$4,000 for the hazardous waste disposal. Supported by Saez. Motion passed unanimously on a roll call vote.

CONSENT AGENDA

1. **February 4, 2024 Meeting Minutes:**
2. **December and January Financial Report:**
3. **Sheriff's Report:**
4. **Cemetery and Grounds Report:**
5. **Sewer Department Report:**
6. **Water Department Report:**
7. **Planning Commission Minutes:**
8. **Building Department Report:**
9. **Supervisor Report:**

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

NEW BUSINESS:

1. **Drain Commissioner Presentation:** Presentation to be linked to website. Webinar on 4/30/35 at 6pm, direct questions to drain@mecostacounty.org
2. **Big Rapids City Airport Runway Extension:** A motion was made by Teceno to allow the airport extension project to utilize a Township fire hydrant via J&M Construction. Supported by Everett. Motion passed unanimously on a roll call vote.
3. **2025 Fireworks:** A motion was made by Saez to contract for 2025 Fireworks in the amount of \$5,000. Supported by Teceno. Motion passed unanimously on a roll call vote.
4. **Road Upgrades for 2025:** A motion was made by Teceno to approve of the 2025 Roads Contracts in the amount of \$475,000 with approximately \$175,000 from the general fund. Supported by Everett. Motion passed unanimously on a roll call vote. A second motion was made by Marek to approve of getting quotes for lighting at intersections as noted in the roads committee minutes. Supported by Bechaz. Motion passed.
5. **Assessor Contract Renewal:** A motion was made by Teceno to approve of the Assessor Contract Renewal with a 2.3% COL increase. Supported by Welch. Motion passed unanimously on a roll call vote.
6. **Pancake Meet & Greet/Fall Clean up date setting:** Pancake Meet & Greet put on by the Board will be on Saturday, June 7th, from 9-11am. Fall clean up will be Saturday, September 20th, from 9am-noon.
7. **April Meeting Date Change:** Due to MTA annual conference dates this year, the April board meeting date will be moved to Wednesday, April 9th at 7pm.
8. **Board of Review Addition:** A motion was made by Marek to appoint Laurie Daniels to the Board of Review. Supported by Everett. Motion passed unanimously.

UNFINISHED BUSINESS:

1. **Industrial Park Intent:** Potential Special Meeting to discuss intent/Supervisor findings.
2. **Wind, Solar, Storage Ordinances:** Update from Supervisor – moving forward with Ordinances. In hands of attorney.
3. **MCDC Membership Contribution:** A motion was made by Bechaz to not participate with the MCDC at this time. Supported by Everett. Motion passed unanimously.
4. **Building/Zoning Admin Position/Wage:** Postponed.
5. **Building Inspector Position/Wage:** Postponed.
6. **Park Updates/ Committee Meeting:** Discussed updates; to hold a committee meeting.
7. **Other:**

Financial

1. **Payroll:** A motion was made by Marek to approve of Payroll in the amount of \$26,496.64. Supported by Teceno. 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 \$143,349.04. Supported by Teceno. Motion passed unanimously on a roll call vote.

PUBLIC COMMENT: Greg Vodry – If looking into additional ball field at Highbanks, look into extra parking.
Brook Baumann – Asked about tree removal at park; noted they have a Forrester on staff.

ADJOURNMENT:8:37pm

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User: HANNAH DB: Big Rapids Town PERIOD ENDING 03/31/2025

GL NUMBER	DESCRIPTION	2025 AMENDED BUDGET	YTD BALANCE 03/31/2025	ACTIVITY FOR MONTH 03/31/20	AVAILABLE BALANCE
				INCREASE (DECR)	(ABNORM)
Fund 101 - GENERAL OPERATING FUND					
Account Type: Revenue					
101-000-402.000	Current Real Property Tax	249,435.00	206,957.62	51,376.97	42,477.38
101-000-434.000	MOBILE HOME TAX	0.00	40.00	0.00	(40.00)
101-000-445.000	Penalties & Interest on Taxes	1,600.00	645.79	226.57	954.21
101-000-447.000	Property Tax Admin Fee	71,032.00	18,795.26	4,685.94	52,236.74
101-000-451.000	Business Licenses & Permits	16,000.00	3,854.81	0.00	12,145.19
101-000-573.000	LCSA PPT Reimbursement	0.00	504.71	504.71	(504.71)
101-000-574.000	State Shared Revenue	422,470.00	139,133.00	71,181.00	283,337.00
101-000-607.000	Ch. for Serv. (fees, zoning)	2,000.00	50.00	50.00	1,950.00
101-000-610.000	School Parcel Fee	6,436.00	0.00	0.00	6,436.00
101-000-632.000	Ch. for Serv. (sale cem. lots)	10,000.00	400.00	0.00	9,600.00
101-000-634.000	Ch. for Serv. (grave op & cl)	12,000.00	1,200.00	0.00	10,800.00
101-000-635.000	Chg For Serv Cem Foun & Misc	12,000.00	144.00	144.00	11,856.00
101-000-640.000	Ch. for Serv. (lot splits)	700.00	150.00	150.00	550.00
101-000-664.000	Int. & Div. on Earnings	28,000.00	8,572.79	0.00	19,427.21
101-000-667.000	Rent&Exp Building Dept	9,300.00	150.00	150.00	9,150.00
101-000-667.010	Township Hall Rental	1,800.00	1,300.00	0.00	500.00
101-000-668.000	Sign Rental	4,000.00	4,000.00	0.00	0.00
101-000-675.020	Cemetery Annuity - Division of Assets	64,000.00	0.00	0.00	64,000.00
101-000-676.000	Reimbursements	12,000.00	1,008.40	0.00	10,991.60
101-000-680.000	OTHER REVENUES	100.00	0.00	0.00	100.00
101-000-687.000	REFUNDS	2,000.00	2,477.83	172.93	(477.83)
101-000-689.000	Cash Over or Short	5.00	0.45	0.00	4.55
	Total Revenue:	924,878.00	389,384.66	128,642.12	535,493.34
Account Type: Expenditure					
101-000-836.000	Refunds	0.00	200.00	0.00	(200.00)
101-101-702.000	Salary & Wages	14,000.00	2,333.36	0.00	11,666.64
101-101-702.020	Salary & Wages Clerical Help	25,000.00	4,374.38	0.00	20,625.62
101-101-710.000	Twp. Share Medicare Withholding	500.00	97.27	0.00	402.73
101-101-715.000	Twp. Share Soc. Sec. Withholdg	2,340.00	415.90	0.00	1,924.10
101-101-715.015	Retirement	0.00	303.35	0.00	(303.35)
101-101-727.000	Office Supplies	3,200.00	358.66	240.50	2,841.34
101-101-740.000	Operating Supplies	2,200.00	0.00	0.00	2,200.00
101-101-801.000	Professional Services	40,000.00	18,941.71	16,893.82	21,058.29
101-101-850.000	COMMUNICATION	18,000.00	7,468.47	2,044.19	10,531.53
101-101-860.000	Transportation	0.00	352.85	352.85	(352.85)
101-101-880.000	Community Promotion	1,200.00	0.00	0.00	1,200.00
101-101-881.000	FALL CLEAN-UP	9,500.00	0.00	0.00	9,500.00
101-101-900.000	Printing & Publishing	1,600.00	317.35	64.50	1,282.65
101-101-956.000	Miscellaneous	750.00	0.00	0.00	750.00
101-101-958.000	Membership & Dues	4,000.00	0.00	0.00	4,000.00
101-101-960.000	Education	3,200.00	0.00	0.00	3,200.00
101-101-964.010	Refunds and Rebates	200.00	0.00	0.00	200.00
101-101-965.000	Insurance & Bonds	14,000.00	130.94	0.00	13,869.06
101-101-975.000	Capital Outlay under \$10,000	0.00	1,567.76	1,567.76	(1,567.76)
101-101-999.000	Transfer to Other Fund	28,660.00	0.00	0.00	28,660.00
101-171-702.000	Salary & Wages	41,600.00	6,933.34	0.00	34,666.66
101-171-702.010	Salary & Wages Deputy	1,000.00	0.00	0.00	1,000.00
101-171-702.040	Salary & Wages Cemetery	6,100.00	1,016.66	0.00	5,083.34
101-171-702.300	Health Insurance Buyout	1,800.00	600.00	0.00	1,200.00
101-171-710.000	Twp. Share Medicare Withholding	720.00	123.98	0.00	596.02
101-171-710.000	Twp. Share Soc. Sec. Withholdg	3,070.00	530.10	0.00	2,539.90
101-171-715.000	Retirement	8,165.00	1,410.76	0.00	6,754.24
101-171-715.015	Medical Reimbursement	1,500.00	96.08	0.00	1,403.92
101-171-727.000	Office Supplies	100.00	58.85	0.00	41.15
101-171-740.000	Operating Supplies	100.00	134.00	0.00	(34.00)
101-171-801.000	Professional Services	500.00	0.00	0.00	500.00

User: HANNAH DB: Big Rapids Town PERIOD ENDING 03/31/2025

GL NUMBER	DESCRIPTION	2025		YTD BALANCE 03/31/2025	ACTIVITY FOR MONTH 03/31/20	AVAILABLE BALANCE
		AMENDED BUDGET	NORMAL (ABNORM INCREASE (DECR NORMAL (ABNORM			
Fund 101 - GENERAL OPERATING FUND						
101-171-850.100	Cell Phone	360.00	0.00	0.00	0.00	360.00
101-171-860.000	Transportation	200.00	0.00	0.00	0.00	200.00
101-171-960.000	Education	1,000.00	400.00	0.00	0.00	600.00
101-215-702.000	Salary & Wages	50,950.00	8,491.56	0.00	0.00	42,458.44
101-215-702.010	Salary & Wages Deputy	4,000.00	742.50	0.00	0.00	3,257.50
101-215-710.000	Twp. Share Medicare Withholding	760.00	119.63	0.00	0.00	640.37
101-215-714.000	Health Insurance	23,500.00	4,274.62	2,306.68	0.00	19,225.38
101-215-715.000	Twp. Share Soc. Sec. Withholdg	3,240.00	511.51	0.00	0.00	2,728.49
101-215-715.015	Retirement	7,900.00	1,401.10	0.00	0.00	6,498.90
101-215-720.000	Medical Reimbursement	1,500.00	125.00	0.00	0.00	1,375.00
101-215-727.000	Office Supplies	200.00	0.00	0.00	0.00	200.00
101-215-740.000	Operating Supplies	400.00	180.88	3.15	0.00	219.12
101-215-801.000	Professional Services	2,500.00	1,500.00	0.00	0.00	1,000.00
101-215-850.000	Cell Phone Reimbursement	360.00	0.00	0.00	0.00	360.00
101-215-860.000	Transportation	200.00	0.00	0.00	0.00	200.00
101-215-960.000	Education	500.00	0.00	0.00	0.00	500.00
101-215-975.000	Capital Outlay under \$10,000	500.00	0.00	0.00	0.00	500.00
101-247-702.000	Salary & Wages	1,600.00	0.00	0.00	0.00	1,600.00
101-247-710.000	Twp. Share Medicare Withholding	25.00	0.00	0.00	0.00	25.00
101-247-715.000	Twp. Share Soc. Sec. Withholdg	100.00	0.00	0.00	0.00	100.00
101-247-900.000	Printing & Publishing	200.00	0.00	0.00	0.00	200.00
101-247-956.000	Miscellaneous	200.00	0.00	0.00	0.00	200.00
101-247-960.000	Education	400.00	0.00	0.00	0.00	400.00
101-253-702.000	Salary & Wages	39,380.00	6,563.52	0.00	0.00	32,816.48
101-253-702.010	Salary & Wages Deputy	4,000.00	697.50	0.00	0.00	3,302.50
101-253-710.000	Twp. Share Medicare Withholding	700.00	93.87	0.00	0.00	606.13
101-253-714.000	Health Insurance	14,000.00	3,402.75	1,828.40	0.00	10,597.25
101-253-715.000	Twp. Share Soc. Sec. Withholdg	2,700.00	401.38	0.00	0.00	2,298.62
101-253-715.015	Retirement	6,400.00	1,082.98	0.00	0.00	5,317.02
101-253-720.000	Medical Reimbursement	1,500.00	125.00	0.00	0.00	1,375.00
101-253-727.000	Office Supplies	500.00	92.46	92.46	0.00	407.54
101-253-740.000	Operating Supplies	600.00	134.00	134.00	0.00	466.00
101-253-801.000	Professional Services	8,000.00	1,264.45	0.00	0.00	6,735.55
101-253-850.000	Cell Phone Reimbursement	360.00	0.00	0.00	0.00	360.00
101-253-960.000	Education	800.00	25.00	25.00	0.00	775.00
101-257-702.000	SALARY AND WAGES	36,000.00	5,821.76	0.00	0.00	30,178.24
101-257-710.000	Twp. Share Medicare Withholding	525.00	84.42	0.00	0.00	440.58
101-257-715.000	Twp. Share Soc. Sec. Withholding	2,235.00	360.95	0.00	0.00	1,874.05
101-257-740.000	Operating Supplies	500.00	0.00	0.00	0.00	500.00
101-257-801.000	Professional Services	4,500.00	2,166.11	0.00	0.00	2,333.89
101-257-801.006	Tax Tribunal Appeals	2,000.00	0.00	0.00	0.00	2,000.00
101-257-850.000	Cell Phone	360.00	0.00	0.00	0.00	360.00
101-257-960.000	Education	500.00	44.00	0.00	0.00	456.00
101-257-975.000	Capital Outlay under \$10,000	5,000.00	0.00	0.00	0.00	5,000.00
101-262-702.000	SALARY AND WAGES	4,000.00	0.00	0.00	0.00	4,000.00
101-262-740.000	Operating Supplies	2,000.00	27.70	27.70	0.00	1,972.30
101-262-801.000	Professional Services	1,000.00	1,029.90	0.00	0.00	(29.90)
101-262-810.000	Election Workers	200.00	0.00	0.00	0.00	200.00
101-262-900.000	Printing & Publishing	200.00	0.00	0.00	0.00	200.00
101-265-702.000	Salary & Wages	4,000.00	3,671.86	0.00	0.00	328.14
101-265-702.200	Salary & Wages Snowplowing	500.00	0.00	0.00	0.00	500.00
101-265-710.000	Twp. Share Medicare Withholding	70.00	53.24	0.00	0.00	16.76
101-265-715.000	Twp. Share Soc. Sec. Withholdg	280.00	227.66	0.00	0.00	52.34
101-265-715.015	Retirement	650.00	503.98	0.00	0.00	146.02
101-265-740.000	Operating Supplies	2,400.00	192.19	192.19	0.00	2,207.81
101-265-801.000	Professional Services	1,500.00	0.00	0.00	0.00	1,500.00
101-265-920.000	Public Utilities	8,000.00	2,875.02	977.17	0.00	5,124.98

User: HANNAH DB: Big Rapids Town PERIOD ENDING 03/31/2025

GL NUMBER	DESCRIPTION	2025		ACTIVITY FOR MONTH 03/31/20	AVAILABLE BALANCE
		AMENDED BUDGET NORMAL	(ABNORM INCREASE (DECR NORMAL (ABNORM		
Fund 101 - GENERAL OPERATING FUND					
101-265-930.000	Repair & Maintenance	6,500.00	1,893.10	1,387.44	4,606.90
101-265-932.000	Grounds maintenance	600.00	0.00	0.00	600.00
101-265-933.000	Snowplowing	300.00	867.96	409.45	(567.96)
101-265-975.000	Capital Outlay under \$10,000	6,000.00	0.00	0.00	6,000.00
101-265-978.000	Capital Outlay \$10,000 and above	10,000.00	0.00	0.00	10,000.00
101-276-702.000	Salary & Wages	26,000.00	4,389.38	0.00	21,610.62
101-276-702.015	Salary & Wages Mangement	30,575.00	0.00	0.00	30,575.00
101-276-702.016	Salary & Wages Clerical Mangement	7,645.00	0.00	0.00	7,645.00
101-276-702.020	Salary & Wages Clerical Help	4,515.00	225.19	0.00	4,289.81
101-276-702.200	Salary & Wages Snowplowing	500.00	0.00	0.00	500.00
101-276-702.300	Health Insurance Buyout	1,800.00	600.00	0.00	1,200.00
101-276-710.000	Twp. Share Medicare Withholding	997.00	75.61	0.00	921.39
101-276-714.000	Health Insurance	800.00	0.00	0.00	800.00
101-276-715.000	Twp. Share Soc. Sec. Withholdg	4,200.00	323.30	0.00	3,876.70
101-276-715.015	Retirement	8,200.00	690.95	0.00	7,509.05
101-276-720.000	Medical Reimbursement	1,650.00	0.00	0.00	1,650.00
101-276-740.000	Operatng Supplies	7,500.00	491.14	0.00	7,008.86
101-276-801.000	Professional Services	1,680.00	0.00	0.00	1,680.00
101-276-801.020	PROF. SERVICES GRAVE OPENING/CLOSING	7,500.00	900.00	0.00	6,600.00
101-276-850.000	Communication	1,680.00	399.96	140.00	1,280.04
101-276-850.100	Cell Phone	360.00	0.00	0.00	360.00
101-276-920.000	Public Utilities	2,600.00	1,079.49	514.38	1,520.51
101-276-930.000	Repair & Maintenance	32,500.00	1,032.38	632.40	31,467.62
101-276-933.000	Snowplowing	500.00	437.75	394.75	62.25
101-276-965.000	Insurance & Bonds	2,500.00	198.96	0.00	2,301.04
101-276-971.000	Re Purchase Cemetery Lots	400.00	0.00	0.00	400.00
101-277-740.000	Operating Supplies	2,000.00	0.00	0.00	2,000.00
101-277-930.000	Repair & Maintenance	3,000.00	1,250.00	1,250.00	1,750.00
101-446-805.000	Contractual Services Roads	200,000.00	0.00	0.00	200,000.00
101-448-920.000	Public Utilities	9,200.00	2,479.58	99.99	6,720.42
101-721-702.000	SALARY AND WAGES	7,200.00	505.38	0.00	6,694.62
101-721-702.030	Salary & Wages Per Diems	2,200.00	220.00	0.00	1,980.00
101-721-710.000	Twp. Share Medicare Withholding	120.00	10.53	0.00	109.47
101-721-715.000	Twp. Share Soc. Sec. Withholding	520.00	44.97	0.00	475.03
101-721-801.000	Professional Services	2,000.00	482.50	482.50	1,517.50
101-721-860.000	MILEAGE	200.00	0.00	0.00	200.00
101-721-900.000	Printing & Publishing	300.00	0.00	0.00	300.00
101-721-960.000	Education	2,000.00	0.00	0.00	2,000.00
101-728-801.000	Professional Services	2,500.00	0.00	0.00	2,500.00
101-728-880.000	Community Promotion	1,500.00	0.00	5,000.00	(3,500.00)
101-751-702.000	Salary & Wages	8,600.00	11.00	0.00	8,589.00
101-751-702.015	Salary & Wages Mangement	700.00	0.00	0.00	700.00
101-751-710.000	Twp. Share Medicare Withholding	150.00	0.16	0.00	149.84
101-751-715.000	Twp. Share Soc. Sec. Withholdg	600.00	0.68	0.00	599.32
101-751-715.015	Retirement	200.00	1.54	0.00	198.46
101-751-740.000	Operating Supplies	800.00	0.00	0.00	800.00
101-751-920.000	Public Utilities	750.00	227.93	0.00	522.07
101-751-930.000	Repair & Maintenance	2,300.00	0.00	0.00	2,300.00
101-751-975.000	Capital Outlay under \$10,000	200.00	0.00	0.00	200.00
101-751-978.000	Capital Outlay \$10,000 and above	20,000.00	0.00	0.00	20,000.00
Total Expenditure:		923,502.00	120,293.71	37,195.28	803,208.29
Fund 101 - GENERAL OPERATING FUND:					
TOTAL REVENUES		924,878.00	389,384.66	128,642.12	535,493.34

User: HANNAH DB: Big Rapids Town PERIOD ENDING 03/31/2025

GL NUMBER	DESCRIPTION	2025 AMENDED BUDGET NORMAL	YTD BALANCE 03/31/2025 MONTH	ACTIVITY FOR INCREASE (DECR)	AVAILABLE BALANCE (ABNORM)
Fund 101 - GENERAL OPERATING FUND					
TOTAL EXPENDITURES					
	NET OF REVENUES & EXPENDITURES	923,502.00	120,293.71	37,195.28	803,208.29
		1,376.00	269,090.95	91,446.84	(267,714.95)
Fund 204 - MUNICIPAL STREET FUND					
Account Type: Revenue					
204-000-405.000	B.R.T. Road Millage	299,325.00	248,350.68	61,652.85	50,974.32
204-000-573.000	LCSA PPT Reimbursement	0.00	605.65	605.65	(605.65)
204-000-664.000	Int. & Div. on Earnings	8,000.00	1,392.77	0.00	6,607.23
	Total Revenue:	307,325.00	250,349.10	62,258.50	56,975.90
Account Type: Expenditure					
204-446-805.000	Contractual Services	299,325.00	0.00	0.00	299,325.00
	Total Expenditure:	299,325.00	0.00	0.00	299,325.00
Fund 204 - MUNICIPAL STREET FUND:					
TOTAL REVENUES					
	TOTAL EXPENDITURES	307,325.00	250,349.10	62,258.50	56,975.90
	NET OF REVENUES & EXPENDITURES	8,000.00	250,349.10	62,258.50	(242,349.10)
Fund 206 - FIRE FUND					
Account Type: Revenue					
206-000-403.000	Current Real Property Tax	299,325.00	248,350.68	61,652.85	50,974.32
206-000-573.000	LCSA PPT Reimbursement	0.00	605.65	605.65	(605.65)
206-000-582.000	Contribution Mecosta Co. F.R.	600.00	1,526.00	0.00	(1,526.00)
206-000-664.000	Int. & Div. on Earnings	0.00	1,174.24	0.00	(574.24)
206-000-687.000	REFUNDS	0.00	100.75	0.00	(100.75)
206-000-699.000	Transfer from other Fund	31,000.00	0.00	0.00	31,000.00
	Total Revenue:	330,925.00	251,757.32	62,258.50	79,167.68
Account Type: Expenditure					
206-336-801.000	Professional Services	279,325.00	0.00	0.00	279,325.00
206-336-804.000	Contract Payment to City B.R.	0.00	139,662.52	0.00	(139,662.52)
206-336-850.000	Communication	0.00	795.65	250.39	(795.65)
206-336-920.000	Public Utilities	8,000.00	2,639.80	1,417.70	5,360.20
206-336-930.000	Repair & Maintenance	0.00	2,948.98	2,070.91	(2,948.98)
206-336-933.000	Snowplowing	500.00	960.97	898.97	(460.97)
206-336-935.000	Bldg. & Grounds Repair & Maintenance	41,100.00	0.00	0.00	41,100.00
206-336-965.000	Insurance & Bonds	2,000.00	994.80	0.00	1,005.20
	Total Expenditure:	330,925.00	148,002.72	4,637.97	182,922.28
Fund 206 - FIRE FUND:					
TOTAL REVENUES					
	TOTAL EXPENDITURES	330,925.00	251,757.32	62,258.50	79,167.68
	NET OF REVENUES & EXPENDITURES	0.00	148,002.72	4,637.97	182,922.28
Fund 212 - LIQUOR LAW ENFORCEMENT FUND					
Account Type: Revenue					
212-000-574.000	State Shared Revenue	5,600.00	110.00	0.00	5,490.00
212-000-664.000	Int. & Div. on Earnings	0.00	0.29	0.00	(0.29)
	Total Revenue:	5,600.00	110.29	0.00	5,489.71
Account Type: Expenditure					
212-000-664.000	Int. & Div. on Earnings	0.00	0.29	0.00	(0.29)
	Total Expenditure:	0.00	0.29	0.00	(0.29)

User: HANNAH DB: Big Rapids Town PERIOD ENDING 03/31/2025

GL NUMBER	DESCRIPTION	2025	YTD BALANCE	ACTIVITY FOR	AVAILABLE
		AMENDED BUDGET NORMAL (ABNORM INCREASE (DECR NORMAL (ABNORM	03/31/2025 MONTH 03/31/20	BALANCE	BALANCE
Fund 212 - LIQUOR LAW ENFORCEMENT FUND					
Total Revenue: 5,600.00 110.29 0.00 5,489.71					
Account Type: Expenditure					
212-330-801.000	Professional Services	5,600.00	0.00	0.00	5,600.00
Total Expenditure: 5,600.00 0.00 0.00 5,600.00					
Fund 212 - LIQUOR LAW ENFORCEMENT FUND:					
TOTAL REVENUES 5,600.00 110.29 0.00 5,489.71					
TOTAL EXPENDITURES 5,600.00 0.00 0.00 5,600.00					
NET OF REVENUES & EXPENDITURES 0.00 110.29 0.00 (110.29)					
Fund 249 - BUILDING INSPECTION FUND					
Account Type: Revenue					
249-000-608.000	Ch. for Serv.Fees/Bldg.Permits	50,000.00	7,486.00	4,349.00	42,514.00
249-000-664.000	Int. & Div. on Earnings	2,000.00	681.24	0.00	1,318.76
Total Revenue: 52,000.00 8,167.24 4,349.00 43,832.76					
Account Type: Transfers-In					
249-000-699.100	Advance from Fund Balance	12,500.00	0.00	0.00	12,500.00
Total Transfers-In: 12,500.00 0.00 0.00 12,500.00					
Account Type: Expenditure					
249-371-702.000	Salary & Wages	6,800.00	905.25	0.00	5,894.75
249-371-702.020	Salary & Wages Clerical Help	23,000.00	1,126.17	0.00	21,873.83
249-371-702.030	Salary & Wages Per Diems	200.00	0.00	0.00	200.00
249-371-703.000	Salary & Wages Electrical Insp	6,000.00	697.40	0.00	5,302.60
249-371-704.000	Salary & Wages Plbg-Mech Insp	7,200.00	1,219.00	0.00	5,981.00
249-371-705.000	SAL & WAGES SITE PLAN REVIEW	3,500.00	300.00	0.00	3,200.00
249-371-710.000	Twp. Share Medicare Withholding	600.00	61.60	0.00	538.40
249-371-715.000	Twp. Share Soc. Sec. Withholdg	2,200.00	263.37	0.00	1,936.63
249-371-740.000	Operating Supplies	150.00	24.00	0.00	126.00
249-371-801.000	Professional Services	4,000.00	0.00	0.00	4,000.00
249-371-850.100	Cell Phone	360.00	0.00	0.00	360.00
249-371-860.000	Transportation	500.00	58.10	15.40	441.90
249-371-940.000	Rent & Expenses	7,500.00	0.00	0.00	7,500.00
249-371-960.000	Education	1,000.00	0.00	0.00	1,000.00
Total Expenditure: 63,010.00 4,654.89 15.40 58,355.11					
Fund 249 - BUILDING INSPECTION FUND:					
TOTAL REVENUES 64,500.00 8,167.24 4,349.00 56,332.76					
TOTAL EXPENDITURES 63,010.00 4,654.89 15.40 58,355.11					
NET OF REVENUES & EXPENDITURES 1,490.00 3,512.35 4,333.60 (2,022.35)					
Fund 271 - LIBRARY FUND					
Account Type: Revenue					
271-000-402.000	Current Real Property Tax	39,967.00	33,160.84	8,231.99	6,806.16
271-000-573.000	LCSA PPT Reimbursement	0.00	80.88	80.88	(80.88)
Total Revenue: 39,967.00 33,241.72 8,312.87 6,725.28					
Account Type: Expenditure					
271-790-991.010	Contract Payment BIG RAPIDS PUB LIB	36,769.64	0.00	0.00	36,769.64
271-790-991.020	CONTRACT PAYMENT WALTON ERICKSON LIB	3,197.36	0.00	0.00	3,197.36

User: HANNAH DB: Big Rapids Town PERIOD ENDING 03/31/2025

GL NUMBER	DESCRIPTION	YTD BALANCE		ACTIVITY FOR		AVAILABLE
		2025	03/31/2025	MONTH	03/31/20	
		AMENDED BUDGET NORMAL (ABNORM INCREASE (DECR NORMAL (ABNORM				
Fund 271 - LIBRARY FUND						
Total Expenditure:		39,967.00	0.00	0.00	0.00	39,967.00
Fund 271 - LIBRARY FUND:						
TOTAL REVENUES		39,967.00	33,241.72	8,312.87	8,312.87	6,725.28
TOTAL EXPENDITURES		39,967.00	0.00	0.00	0.00	39,967.00
NET OF REVENUES & EXPENDITURES		0.00	33,241.72	8,312.87	8,312.87	(33,241.72)
Fund 590 - SEWER FUND						
Account Type: Revenue		10,000.00	0.00	0.00	0.00	10,000.00
590-000-625.000	TAP IN FEES					
590-000-626.000	Charg. for Serv. (utilities)	640,000.00	164,059.65	53,872.36	53,872.36	475,940.35
590-000-627.000	Penalty on Delinquent Utility Bills	5,000.00	893.73	78.95	78.95	4,106.27
590-000-664.000	Int. & Div. on Earnings	40,000.00	10,479.96	0.00	0.00	29,520.04
590-000-699.000	Transfer from other Fund	0.00	700,000.00	700,000.00	700,000.00	(700,000.00)
Total Revenue:		695,000.00	875,433.34	753,951.31	753,951.31	(180,433.34)
Account Type: Expenditure		9,845.00	1,640.88	0.00	0.00	8,204.12
590-521-702.000	Salary & Wages	600.00	0.00	0.00	0.00	600.00
590-521-702.200	Salary & Wages Snowplowing	135.00	20.94	0.00	0.00	114.06
590-521-710.000	Twp. Share Medicare Withholding	6,000.00	871.87	478.28	478.28	5,128.13
590-521-714.000	Health Insurance	650.00	89.54	0.00	0.00	560.46
590-521-715.000	Twp. Share Soc. Sec. Withholdg	1,850.00	270.74	0.00	0.00	1,579.26
590-521-715.015	Retirement	300.00	0.00	0.00	0.00	300.00
590-521-720.000	Medical Reimbursement	1,400.00	674.55	674.55	674.55	725.45
590-521-740.000	Operating Supplies	24,000.00	1,136.95	0.00	0.00	22,863.05
590-521-801.000	Professional Services	920.00	315.00	140.00	140.00	605.00
590-521-801.050	Miss Digg's	420,000.00	83,516.87	28,724.83	28,724.83	336,483.13
590-521-804.000	Contract Payment to City B.R.	28,000.00	6,222.19	2,100.00	2,100.00	21,777.81
590-521-805.000	Contractual Services	15,000.00	10,087.95	0.00	0.00	4,912.05
590-521-805.100	Extra Contractual Services	200.00	0.00	0.00	0.00	200.00
590-521-836.000	Refunds	31,000.00	7,378.26	4,076.73	4,076.73	23,621.74
590-521-920.000	Public Utilities	22,000.00	0.00	0.00	0.00	22,000.00
590-521-930.000	Repair & Maintenance	500.00	122.93	71.00	71.00	377.07
590-521-933.000	Snowplowing	4,200.00	0.00	0.00	0.00	4,200.00
590-521-965.000	Insurance & Bonds	120,000.00	0.00	0.00	0.00	120,000.00
590-521-968.000	Depreciation	686,600.00	112,348.67	36,265.39	36,265.39	574,251.33
Total Expenditure:		695,000.00	112,348.67	36,265.39	36,265.39	574,251.33
Fund 590 - SEWER FUND:						
TOTAL REVENUES		695,000.00	875,433.34	753,951.31	753,951.31	(180,433.34)
TOTAL EXPENDITURES		686,600.00	112,348.67	36,265.39	36,265.39	574,251.33
NET OF REVENUES & EXPENDITURES		8,400.00	763,084.67	717,685.92	717,685.92	(754,684.67)
Fund 591 - WATER FUND						
Account Type: Revenue		1,200.00	362.85	178.35	178.35	837.15
591-000-626.000	Charg. for Serv. (utilities)	0.00	0.63	0.00	0.00	(0.63)
591-000-627.000	Pen. & Int. Delinquent Bills	28,660.00	0.00	0.00	0.00	28,660.00
591-000-699.000	Transfer from other Fund	29,860.00	363.48	178.35	178.35	29,496.52
Total Revenue:		29,860.00	363.48	178.35	178.35	29,496.52

User: HANNAH DB: Big Rapids Town PERIOD ENDING 03/31/2025

GL NUMBER	DESCRIPTION	2025 AMENDED BUDGET NORMAL	YTD BALANCE 03/31/2025 MONTH	ACTIVITY FOR MONTH 03/31/20	AVAILABLE BALANCE
				INCREASE (DECR)	NORMAL (ABNORM)
Fund 591 - WATER FUND					
Account Type: Expenditure					
591-536-702.200	Salary & Wages Snowplowing	300.00	0.00	0.00	300.00
591-536-710.000	Twp. Share Medicare Withholding	5.00	0.00	0.00	5.00
591-536-715.000	Twp. Share Soc. Sec. Withholding	20.00	0.00	0.00	20.00
591-536-715.015	Retirement	50.00	0.00	0.00	50.00
591-536-740.000	Operating Supplies	0.00	127.00	110.00	(127.00)
591-536-801.000	Professional Services	980.00	0.00	0.00	980.00
591-536-805.000	Contractual Services	12,000.00	2,083.32	2,083.32	9,916.68
591-536-920.000	Public Utilities	8,500.00	2,260.51	1,197.83	6,239.49
591-536-930.000	Repair & Maintenance	8,000.00	357.15	36.00	7,642.85
591-536-933.000	Snowplowing	5.00	83.25	53.25	(78.25)
	Total Expenditure:	29,860.00	4,911.23	3,480.40	24,948.77
Fund 591 - WATER FUND:					
TOTAL REVENUES		29,860.00	363.48	178.35	29,496.52
TOTAL EXPENDITURES		29,860.00	4,911.23	3,480.40	24,948.77
NET OF REVENUES & EXPENDITURES		0.00	(4,547.75)	(3,302.05)	4,547.75
Fund 708 - METRO FUND					
Account Type: Revenue					
708-000-576.000	METRO Revenue	9,200.00	0.00	0.00	9,200.00
708-000-664.000	Int. & Div. on Earnings	1,000.00	224.21	0.00	775.79
708-000-699.000	Advance from Fund Balance	51,000.00	0.00	0.00	51,000.00
	Total Revenue:	61,200.00	224.21	0.00	60,975.79
Account Type: Expenditure					
708-000-801.000	Professional Services	800.00	0.00	0.00	800.00
708-446-805.000	Contractual Services	60,400.00	0.00	0.00	60,400.00
	Total Expenditure:	61,200.00	0.00	0.00	61,200.00
Fund 708 - METRO FUND:					
TOTAL REVENUES		61,200.00	224.21	0.00	60,975.79
TOTAL EXPENDITURES		61,200.00	0.00	0.00	61,200.00
NET OF REVENUES & EXPENDITURES		0.00	224.21	0.00	(224.21)
Fund 711 - HIGHLAND VIEW CEMETERY					
Account Type: Revenue					
711-000-664.000	Int. & Div. on Earnings	5,000.00	679.80	0.00	4,320.20
	Total Revenue:	5,000.00	679.80	0.00	4,320.20
Fund 711 - HIGHLAND VIEW CEMETERY:					
TOTAL REVENUES		5,000.00	679.80	0.00	4,320.20
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES		5,000.00	679.80	0.00	4,320.20

User: HANNAH DB: Big Rapids Town PERIOD ENDING 03/31/2025

GL NUMBER	DESCRIPTION	2025	YTD BALANCE 03/31/2025	ACTIVITY FOR MONTH 03/31/20	AVAILABLE BALANCE
		AMENDED BUDGET NORMAL (ABNORM INCREASE (DECR NORMAL (ABNORM			
TOTAL REVENUES - ALL FUNDS		2,464,255.00	1,809,711.16	1,019,950.65	654,543.84
TOTAL EXPENDITURES - ALL FUNDS		2,439,989.00	390,211.22	81,594.44	2,049,777.78
NET OF REVENUES & EXPENDITURES		24,266.00	1,419,499.94	938,356.21	(1,395,233.94)

GL Number	Description	Beginning Balance
101-000-001.000	GENERAL FUND Cash - Checking	807,186.26
204-000-001.000	MUNICIPAL STREET FUND - CASH	309,489.41
206-000-001.000	FIRE FUND Cash - Checking	306,059.78
212-000-001.000	LIQUOR LAW FUND Cash - Savings	192.50
249-000-001.000	BUILDING INSP FUND Cash - Savings	121,561.10
271-000-001.000	LIBRARY FUND CASH	18,648.72
590-000-001.000	SEWER FUND Cash - Savings	829,760.33
591-000-001.000	WATER FUND - CASH	394.20
701-000-001.000	TRUST & AGENCY CASH	
708-000-001.000	METRO FUND CASH	
711-000-001.000	HIGHLAND VIEW - CASH	54,492.90
711-000-001.100	HVC Cash Expendable	3,199.66
711-000-002.200	HVC - PRICE CASH EXPENDABLE	21,404.41
711-000-002.201	HVC - PRICE CASH NON-EXPENDABLE	356.87
711-000-002.300	HVC - COOKINGHAM CASH EXPENDABLE	500.00
711-000-002.301	HVC - COOKINGHAM CASH NON-EXPENDABLE	550.25
711-000-002.400	HVC - SHEPHERD CASH EXPENDABLE	500.00
711-000-002.401	HVC - SHEPHERD CASH NON-EXPENDABLE	132.30
711-000-002.500	HVC - LYDELL CASH EXPENDABLE	500.00
711-000-002.501	HVC - LYDELL CASH NON-EXPENDABLE	38.22
711-000-002.600	HVC - LEWIS CASH EXPENDABLE	500.00
711-000-002.601	HVC - LEWIS CASH NON-EXPENDABLE	410.72
850-000-001.000	PAYROLL CLEARING FUND Cash - Savings	1,000.00
		(2,401.14)
	Beginning GL Balance:	2,474,476.49
	Add: Cash Receipts	344,345.17
	Less: Cash Disbursements	(136,732.16)
	Less: Payroll Disbursements	(20,245.33)
	Add: Journal Entries/Other	1,061,608.34
	Ending GL Balance:	3,723,452.51

GL Number	Description	Ending Balance
101-000-001.000	GENERAL FUND Cash - Checking	1,916,538.19
204-000-001.000	MUNICIPAL STREET FUND - CASH	404,394.29
206-000-001.000	FIRE FUND Cash - Checking	331,908.82
212-000-001.000	LIQUOR LAW FUND Cash - Savings	192.79
249-000-001.000	BUILDING INSP FUND Cash - Savings	121,280.12
271-000-001.000	LIBRARY FUND CASH	31,235.53
590-000-001.000	SEWER FUND Cash - Savings	837,738.95
591-000-001.000	WATER FUND - CASH	(44.58)
701-000-001.000	TRUST & AGENCY CASH	
708-000-001.000	METRO FUND CASH	
711-000-001.000	HIGHLAND VIEW - CASH	54,579.86
711-000-001.100	HVC Cash Expendable	3,199.66
711-000-002.200	HVC - PRICE CASH EXPENDABLE	21,404.41
711-000-002.201	HVC - PRICE CASH NON-EXPENDABLE	356.87
		500.00

GL Number	Description	Ending Balance
711-000-002.300	HVC - COOKINGHAM CASH EXPENDABLE	550.25
711-000-002.301	HVC - COOKINGHAM CASH NON-EXPENDABLE	500.00
711-000-002.400	HVC - SHEPHERD CASH EXPENDABLE	132.30
711-000-002.401	HVC - SHEPHERD CASH NON-EXPENDABLE	500.00
711-000-002.500	HVC - LYDELL CASH EXPENDABLE	38.22
711-000-002.501	HVC - LYDELL CASH NON-EXPENDABLE	500.00
711-000-002.600	HVC - LEWIS CASH EXPENDABLE	410.72
711-000-002.601	HVC - LEWIS CASH NON-EXPENDABLE	1,000.00
850-000-001.000	PAYROLL CLEARING FUND Cash - Savings	(3,463.89)
Ending GL Balance:		3,723,452.51
Ending Bank Balance:		3,716,787.50

Add: Deposits in Transit

03/03/2025 *Deposit ID: 644

Consumers Energy Posted to March, withdrawn Feb 7,968.98
 DTE Posted to March, withdrawn Feb 4,063.03
 1,064.87

13,096.88

Less: Outstanding Checks

Check Date	Check Number	Name	Amount
11/01/2024	34820	JAMES BOUMAN	1,041.66
01/21/2025	34772	STATE OF MICHIGAN	0.00
02/10/2025	34805	JAMES BOUMAN	14.15
02/17/2025	34814	MECOSTA COUNTY ROAD COMMISSION	90.65
02/25/2025	34835	MECOSTA COUNTY TREASURER	200.00
02/28/2025	9930588	JOHN HANCOCK LIFE INSURANCE COMPANY	2,925.80
02/28/2025	9930589	STATE OF MICHIGAN	972.83
02/28/2025	9930590	VOYA FINANCIAL	1,042.25
02/28/2025	9930596	BRUCE BORKOVICH	96.08

AP Checks

Check Date	Check Number	Name	Amount
01/31/2025	13677	PEACOCK, BARBARA	48.45

Payroll Checks

Total - 10 Outstanding Checks: 6,431.87
 Adjusted Bank Balance 3,723,452.51
 Unreconciled Difference: 0.00

REVIEWED BY: Dena Havel DATE: 3/18/25

Number	Description	Beginning Balance
703-000-001.000	Cash - SAVINGS+CHECKING TAX	390,487.57
Beginning GL Balance:		390,487.57
Add: Cash Receipts		737,592.07
Add: Tax Receipts		94,655.05
Less: Cash Disbursements		(718,439.65)
Add: Journal Entries/Other		631.41
Ending GL Balance:		504,926.45

GL Number	Description	Ending Balance
703-000-001.000	Cash - SAVINGS+CHECKING TAX	504,926.45
Ending GL Balance:		504,926.45
Ending Bank Balance:		775,709.74
Add: Deposits in Transit		
	03/03/2025 *Deposit ID: 643	13,221.47
	03/03/2025 *Deposit ID: 645	153,750.11
	Ryan Creek Deposit not posted	(27,302.06)
	Stripe (BS&A payments) Deposits posted in March	(3,234.62)
		136,434.90
Less: Outstanding Checks		

Check Date	Check Number	Name	AP Checks	Amount
01/14/2025	4348	ESTES ROBERT		76.27
01/31/2025	4356	COBB RONALD L		3.00
02/18/2025	4362	BIG RAPIDS PUBLIC SCHOOL		1,935.48
02/18/2025	4366	MECOSTA COUNTY DRAIN COMMISSIONER		1,013.65
02/18/2025	4367	MECOSTA COUNTY TREASURER		26,479.26
02/18/2025	4369	MOISD		161,480.67
02/18/2025	4371	STATE LAND BANK AUTHORITY		3.92
02/25/2025	4372	BIG RAPIDS PUBLIC SCHOOL		2,071.28
02/25/2025	4374	MCMULLEN DOUGLAS AND THERESA		160.54
02/25/2025	4375	MECOSTA COUNTY AREA TRANSIT		15,303.92
02/25/2025	4376	MECOSTA COUNTY DRAIN COMMISSIONER		1,374.56
02/25/2025	4377	MECOSTA COUNTY TREASURER		31,747.01
02/25/2025	4378	MOISD		153,778.19
02/25/2025	4379	MORLEY-STANWOOD PUBLIC SCHOOLS		11,695.09
02/25/2025	4380	WORDEN WILLIAM & LISA		95.35

Total - 15 Outstanding Checks: 407,218.19
 Adjusted Bank Balance 504,926.45
 Unreconciled Difference: 0.00

REVIEWED BY: Dena Marek [Signature]

DATE: 03/10/25

Bank Code Fund	Description	Beginning Balance 01/01/2025	Total Debits	Total Credits	Ending Balance 03/31/2025
CD	CERTIFICATE OF DEPOSIT				
101	GENERAL OPERATING FUND	350,000.00	0.00	350,000.00	0.00
590	SEWER FUND	1,213,000.00	0.00	700,000.00	513,000.00
		<u>1,563,000.00</u>	<u>0.00</u>	<u>1,050,000.00</u>	<u>513,000.00</u>
GEN	GENERAL TOWNSHIP CHECKING				
101	GENERAL OPERATING FUND	694,850.13	1,443,128.89	830,101.94	1,307,877.08
204	MUNICIPAL STREET FUND	216,303.69	250,349.10	0.00	466,652.79
206	FIRE FUND	287,049.67	252,228.76	149,749.08	389,529.35
212	LIQUOR LAW ENFORCEMENT FUND	82.50	110.29	0.00	192.79
249	BUILDING INSPECTION FUND	122,101.37	8,191.24	4,678.89	125,613.72
271	LIBRARY FUND	6,306.68	33,241.72	0.00	39,548.40
590	SEWER FUND	798,154.20	870,174.93	117,498.84	1,550,830.29
591	WATER FUND	1,206.93	810.79	5,575.17	(3,557.45)
708	METRO FUND	54,355.65	224.21	0.00	54,579.86
711	HIGHLAND VIEW CEMETERY	29,092.43	0.00	0.00	29,092.43
850	PAYROLL CLEARING FUND	(3,191.85)	21,765.15	31,809.84	(13,236.54)
		<u>2,206,311.40</u>	<u>2,880,225.08</u>	<u>1,139,413.76</u>	<u>3,947,122.72</u>
TAX	CURRENT TAX FUND				
703	CURRENT TAX COLLECTION FUND	637,018.18	1,296,207.55	1,925,725.73	7,500.00
		<u>637,018.18</u>	<u>1,296,207.55</u>	<u>1,925,725.73</u>	<u>7,500.00</u>
T-BILL	T-BILL				
711	HIGHLAND VIEW CEMETERY	99,254.92	1,359.60	679.80	99,934.72
		<u>99,254.92</u>	<u>1,359.60</u>	<u>679.80</u>	<u>99,934.72</u>
	TOTAL - ALL FUNDS	<u>4,505,584.50</u>	<u>4,177,792.23</u>	<u>4,115,819.29</u>	<u>4,567,557.44</u>

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: February 2025

Traffic Stops-46

Traffic Tickets-13

Appearance Tickets-2

Property Damage Crashes-10

Physical Arrests-2

Animal Control-0

Total MCSO Complaints-53

Activities/Information:

On 02-02-2025 at 1200 hours a deputy was advised of a UDAA from the Park & Ride on Perry Ave near US 131. The deputy found through speaking to the complainant that he parked his 2008 black Ford Explorer at the Perry Park & Ride on Friday at 1600 hours and when he returned to pick it up today on 02-02-2025 at 1200 hours the vehicle was gone. The vehicle was entered into LEIN, and later on 02-07-2025, the MCSO received information that the vehicle had been found alongside the roadway in Lake County. Items from the car were seized and sent to the lab to be analyzed for the possibility of prints or DNA being able to be extracted from them. There are no suspects at this time.

On 02-05-2025 at 1448 hours, a deputy was contacted by the National Insurance Crime Bureau. The agent reported that they had a License Plate Reader hit that put the address of Bulldog Lane. The agent sent the deputy an email with the LPR Hit Report providing a Florida registration which came back on a black Nissan SUV. The image obtained by the LPR showed it to be in front of Campus Creek Apartments. The deputy responded to the area and was able to locate the vehicle. In doing so, he found that there was no one around the vehicle and he could see snow around where no fresh tracks had been around the vehicle. He checked the vehicle and found it unlocked and confirmed the

VIN. Dispatch confirmed that the vehicle showed to be stolen out of Barry County, and they were able to confirm the information with Barry County. A search of the vehicle was done, with no personal items being found. The deputy did swab the interior of the vehicle, so to submit to the lab for analysis in an attempt to identify who may have been in it. Barry County made arrangements to take possession of the vehicle.

On 02-05-2025, at approximately 1629 hours, Central Dispatch requested a Tx. The deputy then contacted Central Dispatch via Tx, at which time they advised that they had been contacted a 24-year-old female identified who was being stalked by a 25-year-old male. The caller advised that she was currently being pursued by the male, who consistently followed her around and did not leave her alone, and she was very frightened of the male. The caller advised that she was going to go to the Sheriff's Office and was so uncomfortable that she requested an escort into the building out of fear of the male who was pursuing her. The deputy met with the female who provided history about what had been occurring. Contact with the male took place, who denied the allegations. The female was directed to get a PPO, and the male was warned about having any further contact with the complainant.

On 02-05-2025 at 1757 hours, deputies were dispatched to an address on Woodward Ave near 225th Ave for a disorderly complaint. The caller advised that girlfriend's son, 22 years old, is flipping out and throwing stuff around the residence. The caller then advised that the male is upset about some missing Pokemon cards and advised that he has mental health issues. The caller advised that no assault took place. The caller then advised that he believed that the suspect may have had a knife at some point. After investigating further, the male was arrested for aggravated assault.

On 02-10-2025 at approximately 1250 hours deputies took a domestic violence assault between a 42-year-old mother and her 20-year-old daughter. The mother, who is a parole absconder out of Muskegon County, had fled the scene prior to the deputies arrival and was not able to be located. The deputies took a statement from the daughter and sent the report and a warrant request to the prosecutor's office for a review of charges for Domestic Assault.

On 02-13-2025 at approximately 1654 hours a deputy was dispatched to a PDA located at New Millpond Rd and McKinley Rd. The driver, a 42-year-old female, had no insurance on her vehicle and was subsequently cited for no insurance as the registered owner and speeding.

On 02-26-2025 at approximately 1412 hours a deputy made a traffic stop on Northland Dr near 14 Mile Rd, which resulted in the 71-year-old male driver being given an appearance ticket for No Insurance and his 47-year-old male passenger being arrested on an outstanding warrant.

Big Rapids Charter Township

Cemetery and Grounds Monthly Report

March, 2025

Activity:

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

Month summary:

This month the weather is getting better, and I was finally able to get some maintenance work done. I took the dump truck into the mechanics twice, took the gator in to be serviced upon request from my supervisor, and fixed the taillights on the trailer. Replaced spark plugs, fuel filters, anti-scalping wheels, and cleaned cooler fins on two of the mowers. I replaced the battery with one mower as well as finishing a hydro fluid and oil change. Finally drilled through one broken bolt and started on the second. I'll have to tap the holes when I finish drilling.

I had all the fire extinguishers replaced at the township office, hall, cemetery and industrial park garage. Hung signs for all the fire extinguishers and installed two fire extinguishers with signs at the water plant. Cleaned out the gutters, replaced burnt bulbs in stairwell, replaced a few bulbs in the basement, fixed a light shade, cleaned out bathroom fans, knocked down cobwebs in basement, vacuumed lady bugs in basement, cleaned front office sign, cleaned pot light, fixed loose siding, repaired the holes in siding with silicone, cleaned / vacuumed the floor and ceiling vents all at the township office. I've also been on the township office roof twice this month to repair shingles that blew off during the windstorms.

I dug a 40ft trench and put in a drainpipe for a sump pump at the fire department. Painted and set two posts at the township buildings. Packed two full trash bags along Meijer sidewalk and replaced ceiling tiles in the township hall. I spent a lot of time this month picking up branches and trash after the windstorms as well.

Brett Phillips
Grounds Manager



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

March 28, 2025

Mr. Bruce Borkovich
Big Rapids Township
14212 Northland Drive
Big Rapids, MI 49307

RE: Monthly Lift Station Report

Dear Bruce:

Another month has passed with no red flags to report. There are a few maintenance issues that will need to be addressed. First we still have Gilbert Street Lift Station that needs to be cleaned, we had to pull Pump #2 on March 5th to clear debris from the impeller. Also, Perry Street Lift Station could use cleaning as well. We have been experiencing more phase loss call out from Missions at Gilbert Street on 3-12/3-13 and 3-24/3-25, we will need to investigate further as to probable cause. University Park Station Air Pump #2 is not working and will need to be replaced along with Venlo Station Air Pump #1. We had 3 Miss Diggs this month to address as well.

All Stations are in good physical condition and operating as designed at this time.

As always, it is a pleasure to serve both you and the Township in this capacity. If you have any questions or concerns, please feel free to reach out to me.

Sincerely,

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

Big Rapids Township Industrial Park Water Plant Monthly Report

March 2025

All operations are normal at the plant. Well number 2 has been working great and producing plenty of water for the distribution system, the chlorine residual has been maintaining at 0.6 to 0.8 mg/L or parts per million.

I got the sample results back for the 1st Quarter Bacti samples. All of the results were good, and I sent them into the Health Department. I also filled out and sent in the 2024 annual water use report to EGLE for the distribution system.

The diesel fuel is around 3/4 full for the generator and the distribution pumps and motors are all working well.

MINUTES
BIG RAPIDS CHARTER TOWNSHIP
PLANNING COMMISSION

Tuesday, March 11, 2025 --- 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, March 11, 2025 at 7:00 p.m.

II. ROLL CALL:

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

III. INTRODUCTION OF NEW MEMBER – DAKOTA ROSS:

Mr. Ross was absent and will be introduced at the next meeting.

IV. 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.

V. MINUTES:

The Commission members reviewed the minutes of the January 14, 2025 meeting. Mr. Oliver made a motion to approve the January 14, 2025 minutes as submitted. Mr. Everett supported the motion. There was no further discussion. The motion passed unanimously with six ayes.

VI. REVIEW OF PROPOSED ZONING ORDINANCES:

Mr. Borkovich presented the proposed verbiage for the Wind, Solar, and Energy Storage ordinances along with comments from the Township Attorney. After discussion, the Planning Commission members agreed that they would individually review the proposed ordinances and bring their comments and changes to a special Planning Commission meeting to be held at 7pm on March 18, 2025.

VII. PUBLIC COMMENT:

There was no public comment.

VIII. ADJOURNMENT:

Mr. Oosterhouse adjourned the meeting at 7:44 p.m.

Monthly Permit List

03/26/2025

Building

Permit #	Contractor	Job Address	Fee Total	Const. Value
PB25-0003	T-MOBILE - SUITE J	15190 ISABELLA DRIVE - SUITE J	\$200.00	\$3,715
Work Description: BUILDING MOUNTED SIGN				
PB25-0004	CHRIS BAKER, 14120 NORTHLA	14120 NORTHLAND DR	\$200.00	\$5,000
Work Description: BUILDING MOUNTED SIGN				
PB25-0008	DEAN RYAN & SARA	21900 FOREST LAKE DRIVE	\$461.00	\$52,272
Work Description: POLE BARN 48'X32'				
PB25-0010	HABITAT FOR HUMANITY ME	15200 220TH AVE	\$610.00	\$120,000
Work Description: REMODEL OF EXISTING BUILDING				

Total Permits For Type: 4
Total Fees For Type: \$1,471.00
Total Const. Value For Type: \$180,987

Electrical

Permit #	Contractor	Job Address	Fee Total	Const. Value
PE25-0005	CHRIS BAKER, 14120 NORTHLA	14120 NORTHLAND DR	\$85.00	\$0
Work Description: BUILDING MOUNTED SIGN, 1 INSPECTION				
PE25-0008	CRANNEY DUANE & BONNIE	19199 14 MILE RD	\$101.00	\$0
Work Description: 4 circuits, lightening fixtures, final inspection				
PE25-0009	O'BRIEN ADAM T/MICHELE M	21160 WOODWARD AVE	\$85.00	\$0
Work Description: SERVICE - CONSUMERS, 1 INSPECTION				
PE25-0010	COOK ZACHARY F & SARAH R	16500 230TH AVE	\$100.00	\$0
Work Description: service, circuits (3), final inspection				

Total Permits For Type: 4
Total Fees For Type: \$371.00
Total Const. Value For Type: \$0

Mechanical

Permit #	Contractor	Job Address	Fee Total	Const. Value
PM25-0008	THE HILLS OF MITCHELL CRE	16659 CANYON COVE	\$195.00	\$0
Work Description: HVAC HEATING AND COOLING INSTALLATION AND INSPECTIONS				

Total Permits For Type: 1
Total Fees For Type: \$195.00

Total Const. Value For Type: \$0

Plumbing

Permit #	Contractor	Job Address	Fee Total	Const. Value
PP25-0005	LANGWORTHY DAVID J & CH	19138 FOX GLOVE CIRCLE	\$259.00	\$0
Work Description: Fixtures (17), Stacks (3), Connection Building, 3/4" water distribution, inspections (2), final inspection				
PP25-0006	OSBUN NICHOLAS	12000 183RD AVE	\$155.00	\$0
Work Description: fixtures (6), sewers (1), water distributing pipe system (1), rough-in inspection, final inspection				

Total Permits For Type: 2

Total Fees For Type: \$414.00

Total Const. Value For Type: \$0

Zoning Clearance

Permit #	Contractor	Job Address	Fee Total	Const. Value
PZ25-0001	LANGWORTHY DAVID J & CH	19138 FOX GLOVE CIRCLE	\$25.00	\$0
Work Description: ZONING CLEARANCE FOR NEW CONSTRUCTION				
PZ25-0002	DEAN RYAN & SARA	21900 FOREST LAKE DRIVE	\$25.00	\$0
Work Description: ZONING CLEARANCE				

Total Permits For Type: 2

Total Fees For Type: \$50.00

Total Const. Value For Type: \$0

Report Summary

Grand Total Fees: \$2,501.00

Grand Total Permits: 13

Grand Total Const. Value: \$180,987

Population: All Records
Permit.DateIssued Between
3/1/2025 12:00:00 AM AND
3/31/2025 11:59:59 PM

March 31, 2025

BRCT SUPERVISORS REPORT

It has been a busy month! The following is a synopsis of what I have been working on...

- I am delighted to report that a committee approved, planning commission approved, and attorney approved set of wind, solar, and storage ordinances has been finalized! The next step is public notice, and then board approval. This has been lots of work but it will position us well as we move into the future, especially considering the impact of PA 233, the lawsuit against the Act, and the potential political change that could occur in Michigan in 2026
- I have been working on a solution for our zoning and building departments that is in the best interests of the township- I have a proposal in the board packet for the April 9 meeting regarding the zoning department that I think will serve us well
- I am excited to finally address the needs of the very neglected Highlandview Cemetery- I wrote a request for proposal (RFP) for tree cutting/removal, and submitted the RFP to three professional tree removal companies, with a deadline for bid no later than April 2 at 5 pm- these bids will be in the board packet for approval. I requested a per-day bid, which I think is in the best interests of the township. I anticipate that phase one (2025) of this project will take about 5 days. There are many historically significant people buried in this cemetery, and I am brainstorming the possibility of forming a community task force to look into what might be done moving forward to make the cemetery a historical/landmark destination- more to come
- It seems like we (Dena, Hannah, and I) are almost daily dealing with sewer issues- we have maintenance that needs to be done this summer, and we are in communication with several companies, including Northwest Kent, who does our contractual services, to save money where possible
- We need to replace our old Gator that is used at the cemetery- I have been working with the local Hutson dealer and I think I have a pretty good solution that you will have to consider for the April 9 meeting
- Also, you will see an agenda item in your packet regarding the Industrial Park development- please take a good look at it and be ready to get things moving as we are in April and it's a great time to market that property
- We held the Board of Review for March as required by law- this is two days scheduled to provide the taxpayers a chance to challenge their property taxes- the supervisor is responsible for taking minutes at each BOR
- Dena, Hannah and I met to finalize a long project- changes to the employee policy manual
- I am heading out on 3-31 for Grand Rapids for the annual MTA conference- returning on 4-3

March 31, 2025

TO: BRCT Board
FROM: Bruce Borkovich
RE: Marketing/Sale of Industrial Park Property

As you recall, the board approved the concept that the BRCT Industrial Park was created to attract the appropriate industrial growth in the township. Our job now is to determine, as a board, how to market and sell the property.

The township attorney advised that we have two options; the township (board) could open the property up for sale, and take "bids", and then handle the sale by the township, or we could hire a realtor to market and sell the property. The other decision that the board has to make is to decide how the land should be sold- should it be marketed as one piece, made into splits and sold in pieces, or a combination of both? These issues will be discussed, and hopefully resolved, at the April 9 meeting.

In the spirit of facilitating and speeding up the process, I am going to weigh in with my position concerning the sale of the property. As you may recall, we have a total of 135 acres- I like to view the 135 acres as the 100 acres that is off of 18-mile road, to the south, and the 35 acres that is along 18-mile road. These two parcels are not contiguous. At this time, I think it is wise to start with the development/sale of the 35 acres along the road. This parcel would accommodate a larger scale business, but it could also include smaller businesses if we decided to market it as 35 acres/will divide. If we market it in this manner, it would be available for a larger project, but still available for smaller business ventures. If we were to market it as 35 acres only, we may miss opportunities for smaller businesses.

As a reminder, we currently have water, sewer, gas, and three-phase electric (necessary for many modern manufacturing operations) along this stretch of 18-mile road.

I also advocate for marketing and selling this property using a professional real estate agent. I personally do not have training or expertise in marketing and selling real estate, and I do not know of any board members who do. If we do decide to sell it ourselves, we would need to have an attorney handle the sale. If the board decides to list the property with a real estate agent, I would like to restrict the process to allow only those licensed real estate agents who reside, as their permanent residence, in Big Rapids Charter Township. I did confirm with legal counsel that we can restrict those applying for and being awarded the contract in this manner.

If we sell it ourselves, we avoid the real estate commission, but we would still have attorney expenses for the sale and closing of the property. If we hire a realtor, we would have to pay real estate commissions, but the realtor would handle the sale and closing. Also, anticipated real estate commissions can be built onto the sale price, as could attorney costs if we decide to sell it within the township.

If we move forward with this process, we would also have to have a survey of the property, and/or any splits decided upon. I did have a local surveyor, who resides in BRCT, do some preliminary work to help us make decisions regarding the property. I will have his drawings available at the April 9 meeting.

At this time, I am still waiting to hear from the MCDC regarding the transfer of the two smaller parcels, directly west of our 35 acres. These two parcels would not be considered at this time as we do not currently own them. The last word that I had from the MCDC was that they were working on the legal process to make the transfer.

I am hopeful that this facilitates and accelerates the discussion at the April 9 board meeting-
Thanks!

Bruce

March 25, 2025

BRCT ZONING ADMINISTRATOR

TO: BRCT Board of Trustees
FROM: Bruce Borkovich
RE: Zoning Administrator Position

As you know, our current zoning administrator has transitioned to working M-Th., 8 am to 12:00 pm. He is looking forward to retirement, and I feel it important to re-energize our zoning department as we look forward to reasonable development in the township.

I was initially working on a plan re re-establish a full-time zoning administrator/clerical/office position. The person in this position would be responsible for all zoning, but also responsible for assisting in various office operations. To find a person with the necessary zoning certifications, I envisioned a salary in the range of \$50,000 per year, with full benefits. Based upon most employment models, benefits cost at least 75% of the salary, so the cost to the township for adding this position would be approximately \$87,500 annually.

After researching what some other townships do with their zoning administrator position, and considering the "zoning workload" that we have, it became apparent to me that a part time option would not only serve the zoning needs of the township, but also save thousands of dollars annually. Based upon our zoning workload, and comparable positions in similar townships in Mecosta County, I would estimate that we would need the services of a zoning administrator for approximately 15 hours per week. These hours would totally be at the discretion of the zoning administrator, and they would not be responsible for certain "office hours". The current zoning office would remain for the zoning administrator and the building official as needed. Although the zoning administrator would be a direct report to the supervisor, they would have full responsibility and authority for zoning in the township.

There are two essential qualifications/certifications required for this position. A zoning administrator needs to have a Master Citizen Planner certification. Also, they need a Michigan Zoning Administrator Certificate. These are unique and technical certifications. Also, if the board approves this position, prior experience would be a preferred qualification, but not required. Other considerations would be communication skills, professionalism, ability to work with other officials, and a public-service attitude. The zoning administrator would be responsible for their own transportation and equipment necessary to perform the job. This position would not include any benefits.

I propose that this position would pay no less than \$30.00 per hour, for a 15 hour work week; this would be the compensation regardless of whether the zoning administrator had to work

“extra hours” based upon a unique project or problem. I can report that this position in several surrounding townships pays from \$33-34 per hour.

So, the monthly cost to the township, based upon the minimum recommended \$30.00 per hour, would be \$450.00 per week, with an annual cost of \$21,600 (FYI, Green Township pays their zoning administrator \$24,000 per year, with a lighter workload than BRCT). If the hourly rate were \$34.00 per hour, the annual cost for the position would be \$24,480.

I respectfully request that the board consider this proposal for the position, and if approved, consider a minimum of \$30.00 per hour, with a preference for \$34.00 per hour.

Thanks,

Bruce Borkovich, Supervisor

Big Rapids Township
April 1st 2025-March 31st 2026

**"Assessing Services"
Proposal to:**

**Big Rapids Township
Osceola County, Michigan**

And

Assessor – Chris Elder

April 1st 2025

Through

March 31st 2026

PROPOSAL - SPECIFICATIONS

This proposal is offered by Chris Elder herein Assessor, to the Big Rapids Township, Mecosta County, Michigan, herein the Township. By way of this proposal the following services are offered to be performed utilizing the following specifications for the Townships benefit:

1. Assessor of Record - During the term of this proposal/agreement, a minimum of a certified MCAO, shall act as the assessor of record and supervise the preparation of the assessment roll, utilizing the services and personnel proposed herein. Chris Elder shall be designated as the Assessor of Record for the Township. If Assessor should become unavailable during the term of the contract, for any reason, the Township or Assessor has full rights to terminate the contract.
 2. Public Relations - Advice shall be given to the Township in the development of a public relations program that may be carried out by the staff of the Township under the direction of the Supervisor.
 3. Personnel - Assessor shall be professional in manner, appearance, and shall be trained in appraisal techniques. Not all staff working on this project will be Michigan Certified Assessors, but all work will be reviewed by Certified Staff. The Township shall provide a letter of introduction or identification indicating that Assessor is an authorized representatives for the Township in the performance of the terms of this agreement.
- Final values shall be developed by no less than a MCAO and all final values shall be approved by no less than MCAO.
4. Qualifications - Assessor represents to be familiar with the laws, regulations, and directives regarding the appraisal of real property for assessment purposes within the State of Michigan. Assessor further represents that he is qualified and experienced in appraising any and all types of property located within the boundaries of the Township.
 5. Office Space - The Township shall provide office space within the Township Hall or other Township owned or leased building *for* the completion of the terms of this proposal / agreement.
 6. New Construction, Demolitions, Property Splits - During the term of the proposal/agreement Assessor shall oversee the Assessment Administration Process. Various tasks, such as, site inspections, data updates, property record card preparation, and property splits may be designated to other Township Appraisers if applicable. Assessor shall then revalue said new construction, property splits and demolitions. Assessor, or designated Township staff, shall review land division applications and master deed descriptions.
 7. Manuals and Appraisal Program - For those properties to be appraised under the terms of this proposal/agreement the modified cost approach (utilizing the Economic Condition Factor) to value shall be utilized. New construction shall continue to be valued via those manuals/appraisal software currently utilized by the Township.
 8. Market Studies and Analysis - Neighborhood market studies and analysis of land values shall be performed for the assessment year to determine accurate adjustments to be made to assessments.
 9. Personal Property - Personal property forms submitted to the Township for the assessment roll shall be processed utilizing appropriate multipliers published by the Michigan State Tax Commission. Assessor shall review for new businesses within the Township for inclusion on the Assessment Roll. Assessor shall estimate personal property of businesses that do not file personal property statements.

10. Preparation of the Assessment Roll - As the assessor of record, the assessment roll of the Township shall be prepared by Assessor by entering and utilizing those assessed values arrived at through the market studies and analysis, as provided herein.

11. County Equalization and Required Forms - The Assessor shall review and analyze all studies conducted by the County Equalization Department. As assessor of record, all required equalization and State Tax Commission forms shall be prepared by the Assessor.

12. Photographs - A new photograph of each property inspected for new construction and/or demolition shall be taken by the Assessor.

13. Consulting - Assessor will meet as needed with the Supervisor and/or other designated staff of the Township to review progress that has made towards meeting the terms of this proposal/agreement, the preparation of the assessment roll, and other matters that the Assessor and the Township deems necessary to review.

The Assessor shall also discuss with the Supervisor what areas of the assessor's office and assessment system should be upgraded, and estimated cost of said upgrading.

14. Records and Computations to become property of Township - The original records and computations, in respect to any appraisal of property or other work in the Township prepared by Assessor, shall be left in the custody of the Township as belonging to the Township.

15. Record Cards - The Township shall furnish the existing completed property record cards for each separate real property within the Township. These cards shall be formatted so as to meet the approval of the Michigan State Tax Commission and shall provide an area on the record card which indicates the owner's name, the legal description, property dimensions, available street number and mailing address, a column for summarizing total land and building value, and an area to list important information for determining land value. The record card shall also be formatted to show all descriptive information connected with the construction, age, condition, and depreciation of the structure(s), an area for outline sketch, and an area to provide for the listing of any other important information needed in the valuation of the properties included in this proposed project.

16. Board of Review - The Assessor shall also work with and attend the July and December Board of Reviews. The Assessor will be available to meet with the Board of Review for the March organizational meeting along with any reconcile/decision making meetings. The Assessor or (or an agreed upon person) shall be available for at least two regular meetings of the March Board of Review. Staff of the Township shall assist Assessor with the set-up and organization of the Board of Reviews.

17. Defense of Values - Assessor will monitor the defense of values to the Michigan Tax Tribunal. Assessor, shall be responsible for the timely preparation of responses to the small claims division of the MTT. Assessor shall be available, to attend and defend assessments to the Michigan Tax Tribunal (small claims division) as needed during the term of this proposal/agreement. Assessor shall provide said services at a fee of \$25.00 per hour plus expenses.

Responses to the Full Michigan Tax Tribunal shall be prepared by Townships' legal counsel and monitored by Assessor. Assessor shall provide full cooperation with said legal counsel. Should legal counsel not be utilized by the Township for preparation of responses, attendance at counsel conferences, pre-hearings or hearings to the Full Michigan Tax Tribunal, Assessor shall provide said services at a fee of \$100.00 per hour plus expenses. However, in those cases where legal counsel is required and the

service is of a legal nature and in excess of the ability of the Assessor, the Township shall be advised of such. In those cases the Township shall provide legal counsel.

Should expert witness and/or preparation of detailed appraisals to the Full Michigan Tax Tribunal be required, Assessor will advise the Supervisor of such requirement. At the option of the Township, Assessor shall provide said service at a mutually agreed upon fee.

18. Insurance and Indemnification Township shall carry public liability and workers' compensation insurance and shall defend, claims, demands, payments, suits, actions, recoveries and judgments of every kind and description brought against it by reason of negligent acts or omissions of Assessor or agents. The Township shall pay or reimburse all overpaid taxes as a result of a judgment or settlement of a claim, appeal or the result of a mistake or error.

19. Termination of Agreement - Either party may terminate this agreement upon giving a 30 day notice to the other party. Thirty days after the receipt of such notice this agreement shall automatically terminate without further obligation of the parties. All Township records shall be delivered to the Township within a 30 day period after notice.

20. Time of Performance - Assessors time of performance is conditioned upon the non-occurrence of an act of God, or other causes beyond the control of the Assessor. They shall not be liable for delays caused by reason of war, strike, order of court, or other public authority (including the Township) or any act of god.

Should the work be delayed for any of the above reasons, Assessor shall be permitted an extension of time corresponding to any time lost at no expense to Assessor.

21. Employee - The relationship between the Township and Assessor is that of employer and employee and should be construed as such.

22. Responsibilities of Township - The Township shall provide the following to the Assessor in the performance of this project:

- A. Up-to-date tax maps.
- B. A monthly reimbursement of mileage expenses (travel outside of Township)
- C. Postage, envelopes, printing of assessment notices, assessment rolls, tax rolls, etc.
- D. Make available the current property record cards on file for all real and personal property.
- E. Assessment software BS&A Software.
- F. Apex Sketching Software
- G. Pivot Point Software

23. Assignment of Contract - Neither the Township or Assessor shall assign or transfer this agreement or any portion therein without receiving written approval from the other party nor shall Assessor delegate any of the responsibilities described herein except as provided herein to any persons or entities without the written approval of the Township.

24. Fee and Method of Payment - The fee of the services herein described the below fee schedule shall be used:

Rate of \$16.88 Per Parcel (Current Parcel Count 2239) Annual salary - \$37,794.32 paid once per month at the rate of \$3,149.52

Shall be due and payable by the Township to Chris Elder (Assessor) as employee of the township with amount due provided to the township before pay period each month.

25. Term of Agreement - Services to be performed under the terms of this agreement shall commence April 1st and shall be completed March 31. The term of this agreement may be extended, by amendment, if mutually agreed to in writing, by each party.

26. Special Assessments and Industrial Facilities Districts - Assessor shall review and analyze all applications for Industrial Exemption Certificates and furnish all necessary information to the State Tax Commission regarding same. Should the Township require special assessment or industrial facility districts to be set up, Assessor will be available to assist the Township in setting up said districts at no additional fee.

27. Additional Services - Additional services (i.e. narrative appraisals) to be performed by Assessor are available at a fee mutually agreed upon between the parties hereto. Additional services, not contemplated by this agreement, are subject to separate agreement as mutually arranged by the parties.

28. Land Division Act Implementation - Assessor is responsible for administration of the Land Division Act.

29. Requirements - 20% of Township to be physically visited each year as suggested by STC
Act as FOIA coordinator for assessment related requests
Attend regular board meeting as needed.
Maintain the BS&A roll so that it is compliant
Attend or have pre-approved personnel attend STC and Tribunal cases

IN WITNESS WHEREOF, the parties hereto have executed or cause to be executed by their duly authorized official the day, month and year above written.

BY _____ Date _____
Assessor Chris Elder

BY _____ Date _____
Township Supervisor – Bruce Borkovich

Bureau of Fire Services
P.O. Box 30700
Lansing, MI 48909
(517) 241-8847

Authority: 1988 PA 358 Compliance: Voluntary Penalty: Permit will not be issued	The Department of Energy, Labor & Economic Growth will not discriminate against any individual or group because of race, sex, religion, age, national origin, color, material status, disability, or political beliefs. If you need assistance with reading, writing, hearing, etc., under the American with Disabilities Act, you may make your needs known to this agency.
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This permit is not transferable. It authorizes the resident wholesale dealer or jobber named below to have in his or her possession fireworks of any type, for sale only to holders of permits for public display or agriculture control.

Issued To Pyrotecnico Fireworks, Inc.		Age (18 or over) Yes
Address 4369 E Summit Woods Dr NE, Rockford, MI 49341		
Name of Organization, Group, Firm, or Corporation City of Big Rapids, MI		
Address 226 N. Michigan Avenue, Big Rapids MI 49307		
Number and Types of Fireworks Approximately 1750 aerial display shells ranging in size from 1 ¼ inches to 5 inches in diameter.		
Exact Location of Display Mecosta County Fairgrounds, 540 West Avenue, Big Rapids MI 49307		
City, Village, Township Big Rapids Charter Township, MI	Date July 3, 2025 w/ rain date of September 1, 2025	Time Approx. 10:25 pm
Bond or Insurance Filed? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		Amount \$10,000,000.00

Issued by action of the Legislative Body of the

City
 Village
 Township of _____ on the _____ day of _____, 2025
(Name of City, Village, Township)

(Signature and Title of Legislative Body Representative)

Instructions for Application for Fireworks Other Than Consumer or Low Impact

Applications shall be submitted to the legislative body of a city, village or township board. A permit may be issued as a result of official action by the legislative body. A permit shall be valid only for use within the limits of the jurisdiction of the legislative body of a city, village or township board.

1. Type of Permit – check all boxes that may apply to the type of permit needed. You may select several permit types depending on your fireworks display. You may check with your legislative body of a city, village or township board for assistance when making your selection. Please review the following definitions to determine which type of permit to select:
 - Agricultural or Wildlife Fireworks – devices distributed to farmers, ranchers, and growers through a wildlife management program administered by the US Department of Interior or Michigan DNR.
 - Articles Pyrotechnic – 1.4G fireworks for professional use only that is classified as UN0431 or UN0432.
 - Display Fireworks – 1.3G fireworks for professional use only
 - Special Effects Manufactured for Outdoor Pest Control or Agricultural Purposes – devices with a combination of chemical elements or compounds capable of burning independently of the oxygen of the atmosphere and designed and intended to produce an audible, visual, mechanical or thermal effect for pest or animal control.
 - Public Display – a fireworks display that is open to all persons for viewing.
 - Private Display – a fireworks display that is not open to the general public for viewing.
2. Name of applicant – list the name of the applicant. The applicant may be a person representing an organization, group, firm or corporation, or self. If the applicant is also the operator, enter the same name in the operator's section.
3. Address of applicant – complete the address of the applicant; include the street address, city, state and zip code.
4. Name of person or resident agent representing corporation, LLC, DBA or other – list the name of the person or resident agent that represents the corporation, LLC, DBA or other.
5. Address of person or resident agent that represents the corporation, LLC, DBA or other – list the address of the person or resident agent representing the corporation, LLC, DBA or other.
6. Non-resident applicant – list the name of the non-resident applicant. A non-resident applicant shall appoint a Michigan attorney or Michigan resident agent in writing to be the applicant's legal representative upon whom all service of process in any action or proceeding may be served.
7. Name of pyrotechnic operator – list the name of the pyrotechnic operator. The pyrotechnic operator is the person in charge of the display. The legislative body of a city, village or township board shall rule on the competency and qualifications of the operator before granting a permit and may require an affidavit from the applicant as to the operator's experience, former pyrotechnic accidents, criminal record, sobriety, etc.
8. Address of pyrotechnic operator – list the address of the pyrotechnic operator; include the street address, city, state and zip code.
9. Age of the pyrotechnic operator – list the age of the pyrotechnic operator; the operator must be 18 years of age or older.
10. Name of assistant – list the name of the assistant to the pyrotechnic operator;
11. Address of assistant – list the address of the assistant; include the street address, city, state and zip code. If there is more than one assistant, please list additional assistants on a separate sheet and include the address and age of those additional assistants.
12. Age of assistant – list the age of the assistant to the pyrotechnic operator; the assistant must be 18 years or older.
13. Name of other assistant – list the name of other assistant to the pyrotechnic operator.
14. Age of other assistant – list the age of the assistant to the pyrotechnic operator; the assistant must be 18 years or older.
15. Exact location of proposed display – list the address of the exact location of the proposed fireworks display.
16. Date of proposed display – indicate the date of the proposed fireworks display; only one display date can be used per application.
17. Time of proposed display – indicate the time of the proposed fireworks display.
18. Manner and place of storage - indicate the manner and place of storage within the legislative body of a city, village or township board of fireworks that are ready for display, just prior to the display in the area of exhibition. The legislative body of a city, village or township board shall obtain approval from the local fire authorities of the manner and place of storage before any permit is issued.

19. Amount of bond or insurance - the issuing legislative body of a city, village or township board shall set the amount of and proof of bond or insurance for the protection of the public to satisfy claims for damages to property or personal injuries arising out of any act or omission on the part of the person, firm or corporation, or any agent or employee of the applicant. The applicant shall assure the bond or insurance required is provided.
20. Name of bonding corporation or insurance company – provide the name of the bonding corporation or insurance company for which the bond was issued through.
21. Address of bonding corporation or insurance company – list the address of the bonding corporation or insurance company; include the street address, city, state and zip code.
22. Number of fireworks and kind of fireworks to be displayed– indicate the total amount of fireworks proposed for the display or use and a description of the type of fireworks for display; such as 10 aerial bombs, 30 aerial rocket bursts, etc.
23. The application is valid for the calendar year in which the application was received and permit was issued.
24. Permit fees shall be established by the legislative body of a city, village or township board and shall be submitted to and retained by legislative body of a city, village or township board.
25. Permitting will be in compliance with the Michigan Fireworks Safety Act, PA 256 of 2011, MCL 28.466, Section 16.
26. **Mail the application to the legislative body of a city, village or township board within the location jurisdiction of the display.** DO NOT mail the application to the Bureau of Fire Services (BFS). If mailed to the BFS, it will be returned to the sender.

**CHARTER TOWNSHIP OF BIG RAPIDS
RESOLUTION TO NAME BANK DEPOSITORIES FOR 2025**

RESOLUTION NO 2025-05

WHEREAS, the Board of Big Rapids Charter Township, Mecosta County, in exercising its fiduciary responsibilities desires to safeguard the funds of the Township that may be invested from time to time, and,

WHEREAS, Public Act 77 of 1989, MCL 41.77, requires that the Township Board designate the banks or depositories for the money belonging to the Township, in accordance with the Townships Comprehensive Version of Township Investment and Depository Designation Policy.

THEREFORE BE IT RESOLVED that the Board approves the following financial institutions as depositories of township funds: Isabella Bank, Huntington Bank, Lake Osceola Bank, Fifth Third Bank, Horizon, Independent Bank, and Michigan Class.

BE IT FURTHER RESOLVED, That the Township will comply with all applicable statutes related to public fund investments. Any provisions of this resolution in conflict with applicable statutes is void.

Ayes: Nays: Absent:

RESOLUTION DECLARED _____.

Hannah Saez, Township Clerk

STATE OF MICHIGAN)

) SS

COUNTY OF MECOSTA

I, the undersigned, the duly qualified and acting Clerk of Charter Township of Big Rapids, Mecosta County, Michigan do hereby certify that the foregoing is a true and complete copy of a Resolution adopted by the Township Board at a regular meeting on April 9, 2025, the original of which is on file in my office. Public notice of said meeting was given pursuant to and in full compliance with Act No 267, Public Acts of Michigan, 1976 as amended, including in the case of a special or rescheduled meeting, notice by posting at least eighteen (18) hours prior to the time set for the meeting.

IN WITNESS WHEREOF, I have hereto affixed by official signature on this 9th day of April, 2025.

Hannah Saez, Clerk

Charter Township of Big Rapids

Clerk

From: Ben <samsdisposal@mail.com>
Sent: Monday, March 24, 2025 5:21 PM
To: Clerk
Subject: 2025 township bid.

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

Bid for Big Rapids township 2025 cleanup.

Thank you for reaching out to us for a request for a bid on the upcoming cleanup.

Based on your previous cleanup this proposal will meet the demand of the volume the township brought in last year.

3 rearload packers at 250.00/hour for 6 hours

2 30yd dumpsters for bulk items at 900.00/dumpster and 55.00/ton

We will also plan on having an additional truck on standby for overflow at 250.00/hour.

Final break down.

4500.00/ rearload service

1800.00/ dumpster service

+ tonnage 12.35(2024 tonnage)

679.25

Total of approximately \$6978.25 (tonnage and time may vary)

Thank you for the opportunity, we are looking forward to hearing from you!

Sam's Disposal

-Ben Ross

Cell- (231) 629-6079

April 3, 2025

TO: BRCT Board
FROM: Bruce Borkovich
RE: Sewer System Maintenance

Currently, a company called Northwest Kent Mechanical is the company that BRCT uses to maintain and service our sewer system- we have a contract with them to do so, and they have provided good service to the township. Recently, they brought to our attention that some service and preventative maintenance operations need to be performed, that are not included in the contract that we have with them. These are essentially as follows:

1. General cleaning of all 10 lift stations - *NW Kent recommends at least 4: Perry menards*
2. Jetting of the Waldron Way lift station and run (most heavily used- 400')
3. Camera inspection of the Waldron Way run (400')

Due to the heavy use of the Waldron Way run and lift station, Northwest Kent advised that after cleaning and jetting, the system there should be inspected by camera to address any issues that may need maintenance or replacement.

Due to the cost of these services, we contacted a total of three companies who are capable of providing such service; the companies are Northwest Kent Mechanical, Waste Recovery Systems, and Powervac/Servicepro. The bids from each company are as follows:

1. Northwest Kent Mechanical-	vacuum pump/powerwash per lift station-	\$2,444
	Jetting- Waldron Way	\$2,277
	Camera before jetting	\$1,087
	Total-	<u>\$27,804</u>
2. Powervac/Servicepro	Vacum pump/powerwash per lift station-	\$1,050
	Jetting/Waldron Way	\$3,000
	Camera before jetting	\$700-\$1000
	(\$425 first 100', then \$145/hour, depending on Available cleanouts- every 100')	
	Total-	<u>\$14,500</u>

3. Waste Recovery Systems-	Vacum pump/powerwash per lift station-	\$1,865
	Jetting- Waldron Way	\$1,450
	Camera	\$700
	Total-	<u>\$20,800</u>

This is a bit complicated. Although Northwest Kent is more expensive, they are a known quantity, and I can report that they serve our system well, and are very professional. So, we have a few options. The first option would be to simply go with the lowest bidder. Another option would be to “piece meal” each service, and choose the lowest bid for each of the three suggested maintenance items- cleaning all 10 lift stations, jetting Waldron Way, and camera inspection of Waldron Way. With option 2, we could have each of the three companies perform one of the services.

Although Michigan law encourages local governments to seek the **lowest responsible bidder**, the law does not mandate it. **Lowest responsible bidder** means that we as a township can consider factors beyond the price of the bid- such as the experience of the company, and their ability to perform the work. Because we have never contracted with Waste Recovery Systems and Powervac/Servicepro before, we really cannot predict how prompt and thorough they will be.

I suppose that the board might be interested in my opinion on this matter, which by the way is no more important or qualified than any of your opinions. I think that there is some wisdom in choosing the “known quantity”- I think I remember a quote that said “I prefer the evils of the known to the perils of the unknown”. So, my vote would be to contract with Northwest Kent Mechanical to perform all three services- they know our system, they are responsible 24-7 for issues/emergency response, and I have found their representatives to be professional and responsive. Having voiced my personal opinion, I certainly understand and support whatever decision the board makes.



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

April 2, 2025

Mr. Bruce Borkovich
Big Rapids Township
14212 Northland Dr.
Big Rapids, MI 49307

RE: Lift Station/Sewer System Actions

Dear Bruce,

Below is our REVISED pricing for the Items you requested for the Lift Stations/Sewer System during our meeting on 1-22-2025. Let us know if you have any questions.

WALDRON WAY JETTING

*Water Jetting approximately 400' of Gravity Sewer Main from Manhole to Manhole:

PRICING: \$2,277.00

NOTE:

Before Water Jetting, we would recommend to Camera this Gravity Sewer Main to see what the existing conditions are so we then can determine how often it should be Jetted. **The Cost for this would be \$1,087.00.*

LIFT STATION WET WELL CLEANING

*Provide Labor and Equipment to Vacuum Pump and Power Wash (1) Lift Station Wet Well and dispose of debris:

PRICING: \$2,444.00

INSTALL DAVIT SOCKET AT GILBERT ST. LIFT STATION

*Provide Materials and Labor to Install a Davit Socket at Gilbert Street Lift Station so we can utilize the Townships Cabled Lift Equipment:

PRICING: \$2,698.00

Sincerely,

A handwritten signature in black ink, appearing to read 'DL', with a long horizontal stroke extending to the right.

Derek Larson
Northwest Kent Mechanical Co.



EXTENSIVE JET VAC CLEANING SERVICES



PLUMBING • ELECTRICAL • MECHANICAL

From PowerVac of Michigan | ServicePro
1701 Steele Avenue Southwest
Grand Rapids MI 49507
616-723-9488
<https://yourworkorder.com/>

Quote No. 2023327
Type Service Call
Prepared By Mike Schneider
Created On 03/24/2025

Quote For Big Rapids Township
14212 Northland Drive
Big Rapids MI 49307

Description of Work

Clean various lift stations - Time and Material

Services to be completed

Jet/Vacuum Services

Hannah Saez
clerk@bigrapidstowshipmi.gov
Phone: 231-796-3603

Hannah,
PowerVac of Michigan will furnish the Vactor Truck and Crew to clean various lift stations throughout the township for the following price.

Price Estimate: \$10,5000.00 (3.5 days)
Hourly: \$250.00/hr
Disposal: \$100.00/yd or 200gals

- Includes (Per Day):
- Vactor Truck and crew for up to 8 hours port to port
 - Up to 10 yards or 2000 gals of disposal

- Scope:
- Jet and Vac clean various lift stations throughout the township.
 - Provide manifest of disposal removed

- * All work to be completed during normal business hours
- * Any unforeseen circumstances resulting in additional repairs will be discussed with management while on-site
- * If additional disposal or onsite time is required it will be billed at a time and material rate.
- * Vactor truck and crew are billed port to port with a 4-hour minimum
- * Additional charges may apply if traffic control is required
- * Excludes confined space entry equipment.

Approx \$1,050 per lift station (10 lift stations)

Code	Parts, Labor, and Items	Quantity	Unit Price	Total
VAC-1001	Quoted Work - Vactor	3.5	\$3,000.00	\$10,500.00
			GRAND TOTAL	\$10,500.00

Terms and Conditions



EXTENSIVE JET VAC CLEANING SERVICES



PLUMBING • ELECTRICAL • MECHANICAL

From PowerVac of Michigan | ServicePro
1701 Steele Avenue Southwest
Grand Rapids MI 49507
616-723-9488
<https://yourworkorder.com/>

Quote No. 2023326
Type Service Call
Prepared By Mike Schneider
Created On 03/24/2025

Quote For Big Rapids Township
14212 Northland Drive
Big Rapids MI 49307

Description of Work

Clean approximately 400ft of 10" sanitary sewer main, 1 manhole to manhole section on Waldron way

Services to be completed

Jet/Vacuum Services

Hannah Saez
clerk@bigrapidstowshipmi.gov
Phone: 231-796-3603

Hannah,
PowerVac of Michigan will furnish the Vactor Truck and Crew to clean approximately 400ft of 10" sanitary sewer main, 1 manhole to manhole section on Waldron Way for the following price.

Price: \$3,000.00 (NTE)/day

Includes (Per Day):

- Vactor Truck and crew for up to 8 hours port to port
- Up to 10 yards or 2000 gals of disposal

* 425, \$145 ADD / HOUR
\$ 700 / \$ 1000

Scope:

- Jet and Vac clean approximately 400ft of 10" sanitary sewer main on Waldron Way
- Provide manifest of disposal removed

ASSUMING CLEANOUTS EVERY 100'

- * All work to be completed during normal business hours
- * Any unforeseen circumstances resulting in additional repairs will be discussed with management while on-site
- * If additional disposal or onsite time is required it will be billed at a time and material rate.
- * Vactor truck and crew are billed port to port with a 4-hour minimum
- * Additional charges may apply if traffic control is required

Code	Parts, Labor, and Items	Quantity	Unit Price	Total
VAC-1001	Quoted Work - Vactor	2	\$3,000.00	\$6,000.00
			GRAND TOTAL	\$6,000.00

Terms and Conditions



Waste Recovery Systems

INDUSTRIAL CONTRACTORS

4750 Clyde Park Ave SW, Wyoming, MI 49509

(616) 719-5595 • Info@IndustrialWasteRecovery.com

Quote Number 00009074

COREY

Quote Title Waldron Way Jetting Created Date 2/26/2025
Expiration Date 3/26/2025

Account Name Big Rapids Township

Bill To Name Big Rapids Township Service Name Big Rapids Township
Service Address 14230 Northland Drive
Big Rapids, MI 49307
United States

Description

1. Mobilize a combo sewer cleaning truck to Big Rapids
2. Hydro jet approx. 400' of 10" sanitary sewer main, 1 manhole to manhole section on Waldron Way
3. Demobilize from site

Pricing

Total Price \$1,400

CAMERA- 400' \$ 700 CAMERA

Terms

- Work to be performed between Monday thru Friday 8AM to 5PM with no overtime rates included.
- All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices.
- Any alteration or deviation from above specifications involving extra costs, will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accident or delays beyond our control.
- In the event a failure occurs and a recovery unit is required to be called out, an additional amount will be added to the total amount invoiced.
- Waste Recovery Systems has implemented a fuel surcharge program that will be adjusted on a weekly basis and will be adjusted accordingly on Tuesdays. Fuel surcharge table is available upon request.
- In the event that the above described pipeline fails because of product, labor or equipment failure, the buyer agrees that Waste Recovery Systems in no way inherits the owners pipeline failure and that it's sole and exclusive remedy against Waste Recovery Systems will be limited to Waste Recovery reimbursement or waiver of the contract price. This exclusive remedy will not be deemed to have failed if it's essential purpose so long as Waste Recovery is willing to reimburse or waive the contract price.

Additional Notes

Price does not include vacuuming material / disposal of any sanitary sewer

Printed Name

Signature

Date

PO Number

Prepared By Cory Forbes

Thank you for the opportunity to quote your work.



Waste Recovery Systems

INDUSTRIAL CONTRACTORS

4750 Clyde Park Ave SW, Wyoming, MI 49509

(516) 719-5595 • Info@IndustrialWasteRecovery.com

Quote Number 00009075

Quote Title Sanitary Lift Station Cleaning
 Created Date 2/26/2025
 Expiration Date 3/28/2025

Account Name Big Rapids Township

Bill To Name Big Rapids Township
 Service Name Big Rapids Township
 Service Address 14230 Northland Drive
 Big Rapids, MI 49307
 United States

Description

1. Mobilize a combo sewer cleaning truck to Big Rapids.
2. Vacuum pump and power wash sanitary lift station down to the bottom to remove all attached & settled grease / debris.
3. Transport and dispose of collected materials off site at a designated disposal facility.

NO JETTING

Pricing

Total Price \$1,865

Price per lift station total of all \$18,650

Terms

- Work to be performed between Monday thru Friday 8AM to 5PM with no overtime rates included.
- All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices.
- Any alteration or deviation from above specifications involving extra costs, will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accident or delays beyond our control.
- In the event a failure occurs, and a recovery unit is required to be called out, an additional amount will be added to the total amount invoiced.
- Waste Recovery Systems has implemented a fuel surcharge program that will be adjusted on a weekly basis and will be adjusted accordingly on Tuesdays. Fuel surcharge table is available upon request.
- In the event that the above described pipeline fails because of product, labor or equipment failure, the buyer agrees that Waste Recovery Systems in no way inherits the owners pipeline failure and that it's sole and exclusive remedy against Waste Recovery Systems will be limited to Waste Recovery reimbursement or waiver of the contract price. This exclusive remedy will not be deemed to have failed of it's essential purpose so long as Waste Recovery is willing to reimburse or wave the contract price.

 Printed Name Signature Date PO Number

April 3, 2025

TO: BRCT Board
FROM: Bruce Borkovich
RE: Highlandview Cemetery

As you may recall, we budgeted \$30,000 for phase one of tree removal/trimming at the cemetery. One of the tree removal companies who met with me to look at the project advised me that their company was called in years ago to give a quote, and never hired to do the work- his quote to me was "you are 15-20 years behind in tree removal" at the cemetery. In my opinion, after touring the cemetery, it has not been well managed/maintained, and we are indeed years behind. Please do not think I am referring to our current maintenance staff- I am referring to the township administration.

On a positive note, the Highlandview Cemetery is an amazing piece of property, and many historically significant people are interred here. If you haven't been there, I encourage you to visit. It is about 33 acres of beautiful rolling hills, and it used to belong to the city- the township got it in the annexation years ago.

Woodbridge Ferris is buried here (FSU founder, former Governor of Michigan, former US Senator); the first Trooper killed in the line of duty in Michigan is there, and so far, we know of at least two civil war generals who are buried there. One of our seasonal part time employees, who is a civil war buff, is going to spend some time trying to inventory the former military members and other notable citizens who are interred there. My hope is to explore the idea of forming a task force to look at the potential of making our cemetery a historical destination for visitors- and to find funding sources to do it! FYI the city does pay us approximately \$60,000 per year to operate the cemetery, but as you can imagine, that does not cover our costs.

So, for phase one of tree removal, I contacted three professional tree removal companies who have the equipment and expertise to remove trees in a cemetery in a manner that prevents or minimizes damage to the grounds or gravesites. Based upon my experience and consultation with other grounds/physical plant managers, I decided to get quotes based upon a daily coast for the equipment and labor required to remove large trees in a cemetery. The advantage of the daily bid is that it is very difficult to get a bid on a multi-year project like ours- its not like replacing a roof or paving a road. The potential downside is that we are trusting that we get a crew that works very hard and efficiently- obviously a daily labor rate is somewhat subjective.

All three bid documents describe the equipment that each company will provide to do the job as contracted. Also, the contractors are required to have workman's comp insurance, and provide proof prior to beginning the job. All three companies were notified that the project would need to be completed no later than August 15, 2025.

Attached you will find three quotes, with a daily fee ranging from \$4,800 to \$6,000. As discussed in an earlier document in the April board packet, we are encouraged, but not legally required to choose a contractor based upon the lowest bid alone. Regarding this project, the company with the lowest daily bid is Cooks Tree Service. They are a locally owned/based contractor who has been in business for many years. I have personally used this company, as well as Ferris State, and we have both known them to be professional, honest, and very hard working. They have a reputation for packing a lot of work into one day.

I do recommend Cooks Tree Service to be awarded the bid, based in part upon their lowest bid price, but also on their reputation, equipment, and work ethic. Five days at the daily rate of \$4,800 would be \$24,000, and they would complete the job in five consecutive days, absent extenuating circumstances (weather, major equipment breakdown, etc.). The remaining \$6,000 from the 2025 budget would be held for emergency action in the cemetery in 2025 (wind/storm damage, etc.)

Thanks,

Bruce

ESTIMATE



Service Address

607 W Bellevue St
Big Rapids, MI 49307

Prepared For

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

True Man's Tree Service

16518 5 Mile Rd
Morley , Michigan 49336
Phone: (231) 250-7104
Email: truemanstreeservice@gmail.com

Estimate # NEW105

Date 04/01/2025

Description	Total
Day Rate For Tree Removal and General Tree Work.	\$6,000.00

Man Power-

5 Man Crew including both Owner/Operators. All of our team members are highly trained and skilled making safety our number one priority as well as production. We utilize the latest communication technology built into our head and ear protection, making our team as safe and efficient as possible.

Equipment available-

- Tadono TM 1882 Compact Crane Truck. 92FT TIP. This particular Crane Truck is unique with its maneuverability and compact size. Perfect for accessing tight areas with a small foot print, but exceptional reach and capacity. Equipt with a full power 6 section boom allows for quick extension and maximum accesability.
- GMC Topkick Forestry Bucket Truck 65ft
- International 7400 large Capacity 43 yard Chipper Truck. Eliminates down time due too debris Hauling.
- GMC Top Kick 14 Yard Compact Chip Truck for tight areas.
- 200 HP Morbark 2400 XL Hurricane 20 in Diameter Chipping Cap.
- International 28 Yard Dump Truck for Hauling Wood.
- Ford F 700 14 yard Compact Dump truck for Hauling Wood for tight areas.
- Bobcat T180 Compact Tracked Skidsteer 3500lb lifting capability.
- Takeuchi TL12 Large Skidsteer 4800lb lifting capability.
- Bandit 3200t Large Tracked Stump Grinder.
- Rayco Super RG 50 4x4 Stump Grinder for tight areas. Will go through 36in yard gate.

Not all equipment may be used, but it is work ready and at our disposal.

Alpine Tree Service LLC
42 E 88th Street
Newaygo MI 49337
3/31/2025



Project: BRCT Highland View Cemetery
Location: 607 W Bellevue St Big Rapids MI

Scope of Work:

Removal of old growth/damaged trees and limbs from interior of cemetery
Cut and remove selected trees or limbs up to 36" in Dia
Chipping of material and disposing of debris, logs
Restoring significant site disturbance caused from tree work.

Cost based on day rate:

\$5,000 Per Day

Equipment on hand:

Alpine Tree has all the necessary equipment to complete this project on time and safely with minimal surface damage. The equipment would be as followed:

CMC 100 HD backyard lift. We have **3** of these machines. They are capable of being set up on slopes and fit through small gates or any tight space. Once Set in place they have the capabilities to reach 100ft. They are on track systems to prevent impact on the ground creating ruts. Designed for tight spaces and hard to reach trees that we couldn't get to with ordinary equipment.

Can provide additional information if needed.

Crane Truck: 2014 Mack 26-ton 103 ft reach

Tracked John Deere Skid Steers or Vermeer Mini Skid steer.

We have either one making us versatile to any project in large and or tight spaces. Both Machine types are equipped with a Ryans grapple for moving woody material.

We are very confident that we can perform the duties required for this project due to having all the equipment necessary that is required.

Notes & Exclusions

This proposal is intended solely for the named recipient and may not be shared without the written consent of Alpine Tree Service.

If subcontract requires a performance bond, the above quote will change to accommodate the costs to provide a bond.

Alpine Tree Service's scope of work is limited to tree clearing and removal, brush mowing, and stump grinding. The quoted price does not include permit costs or any services beyond those specified.

Payment Terms

Payment is due within 30 days upon completion of work. If payment is not received within this time frame, a 3% service fee will be applied to the outstanding balance.

Pricing Validity

The quoted price is valid for 90 days from the date of issuance. After this period, pricing is subject to change.

Project Timeline

Work must commence within 60 days of the signed agreement. Delays beyond this timeframe may require renegotiation of terms and pricing.

Pay Retention Policy

Alpine Tree Service does not provide any warranties and does not supply materials that would hold us to pay retention.

If subcontract terms include retention of pay, Alpine Tree Service prefers a retention rate of 3%, with a maximum cap of 5%, and payment to be made no later than 90 days. Any retention exceeding this limit must be agreed upon prior to Alpine Tree Service signing any contracts or agreements.

Thank you for the opportunity to provide this proposal.
Please reach out to me with any questions or feedback.

Contact: Cory Koernke
Mobile: 231.629.9493
Email: Coryk@alpinetree.com

By signing below (I) or (we) agree to the terms and conditions written in this proposal.

Company Name

Signature

Print /Title

For: Van Gruilder

Clerk

From: Big Rapids Township <email@shumakergroup.com>
Sent: Friday, March 28, 2025 10:08 AM
To: Clerk
Subject: New message from Big Rapids Website

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

First Name: Joseph
Last Name: Lenahan
Email: lenahanjs@gmail.com
Phone: 2313490855
Address: 23761 18 Mile Road
Please Select One or More Recipients For Your Inquiry: clerk@bigrapidstowshipMI.gov
How Can We Help You?: Good morning Hannah,
Joe is Honor Guard at a funeral this morning and asked me to send you the quotes he has attained for tree removal at VanGilder Cemetery.

Two companies were unable to give quotes due to the size of the trees being too large for their capabilities:

A+ Stump Grinding
Harley & Sons

Another, Andy's Tree Service is currently unable to give a quote due to a hospitalization, but has indicated that they will be able to give a quote later. They haven't gotten back to us yet.

The two solid quotes we have are:

Fates Tree Service

PO Box 373 Mecosta, MI 49332

(231) 598-0822

Wf4156@gmail.com.

\$4,800 total

1

Cook's Tree Service

Chris Cook - Owner

872 165th Ave

Hersey, MI 49639

(231) 796-02908

\$4,500 Total

2

I can bring a copy of the actual estimates in to your office today.

For: Van Guilder

ESTIMATE / INVOICE NO. 16933



ANDY'S TREE SERVICE

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#3

Big Rapids Cemetary C.O. Inc

23760 17 mile

2313490855

DATE 3-27-25

Big Rapids

Contact Description	Amount
Take down 1 large maple tree by Sheel Clean up.	5980
Take down 1 large Oak tree west side. clean.	6880

Signature: _____

Thank You

FULLY INSURED

March 24, 2025

TO: The Big Rapids Charter Township Board
FROM: Bruce Borkovich
SUBJECT: Utility Vehicle for the Cemetery

Recently, I inspected the John Deere Gator that we use at the cemetery. It is quite old (15-25 years?) and I had our grounds employee take it in to the Hutson's JD for routine maintenance. The Gator is well worn, with front end damage and a substantial tear in the seat. The dealer did about \$375 worth of fluid and filter changes, lubrication, etc.

Upon further inspection, the dealer discovered that the entire brake system is shot. Also, due to a front-end impact sometime in the past, there is substantial damage to the front-end structure. To fix both problems, and install a new seat, it would cost an additional \$4,600, for a total of almost \$5,000.

I did not feel that it would be a good financial decision to put this kind of money into a very old machine; even with these repairs, which were necessary for safe operation, we would still have a very old machine.

After discussing options with the Hutson governmental representative, he informed me that they were about to take a trade in that we might be interested in. It is a 2024 John Deere Gator, with approximately 140 miles. The one-year warranty expired in February, 2025. It is a very clean machine, virtually brand new. It is a gasoline engine, with a dump box, and is 2-wheel drive. It is basically the same as our old machine. The representative told me that their trade-in price was \$8,100, and they would sell it to us for \$8,500. The governmental price for a 2025 new unit would be \$12,000. Also, they would be willing to take the old machine in on a trade, for the price of \$375, which is what we currently owe for the seasonal maintenance. So, if we decided to get the 2024 model, we would pay \$8,500 out the door, which included them keeping the old Gator.

As you probably know, selling old used equipment can be difficult and risky; if we kept the old machine, and tried to sell it as is, without the repairs, we would assume some liability if we sold it and someone got injured, especially due to the fact that we have prior knowledge of the brake and front-end issues. I am requesting that the board approve \$8,500 for the purchase of the 2024 John Deere Gator.

Thanks, Bruce