

BIG RAPIDS CHARTER TOWNSHIP BOARD REGULAR MEETING TUESDAY, JANUARY 6, 2026

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:

CONSENT AGENDA

1. December 2, 2025 Regular Meeting Minutes:
2. November Financial Report:
3. Sheriff's Report:
4. Cemetery and Grounds Report:
5. Sewer Department Report:
6. Water Department Report:
7. Building Department Report:
8. Board of Review Minutes:

UNFINISHED BUSINESS:

1. Work Session with Green Township Discussion:
- 2.

NEW BUSINESS:

1. State of the Township:
2. City Easement Request:
3. Bike Lane Sign Request:
4. Certification of Computerized Assessment Roll:
5. Resolution 2026-01; Adopting a General Appropriations Act (Budget)
6. Resolution 2026-02; Bank Depositories
7. Resolution 2026-03; 2026 Wages
8. Resolution 2026-04; Acceptance of Payments by Financial Transaction Device
9. Resolution 2026-05; Poverty Exemption Guidelines
10. Resolution 2026-06; Board Meeting Dates
11. Other:

Financial

1. Payroll:
2. Accounts Payable:

PUBLIC COMMENT:

ADJOURNMENT:

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

**BIG RAPIDS CHARTER TOWNSHIP BOARD
REGULAR MEETING TUESDAY, DECEMBER 2, 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: Everett – attended last City Commission meeting and the Mayor thanked us for combining Fire Departments. This made them eligible for new equipment.

PUBLIC BUDGET HEARING: Opened 7:02pm, Closed 7:03pm

PUBLIC ORDINANCE HEARING: Opened 7:03pm, Closed 7:03pm

CONSENT AGENDA

1. **November 4, 2025 Regular Meeting Minutes:**
2. **October Financial Report:**
3. **Sheriff's Report:**
4. **Cemetery and Grounds Report:**
5. **Sewer Department Report:**
6. **Water Department Report:**
7. **Building Department Report:**

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

UNFINISHED BUSINESS:

1. **Ordinance 150.022:** A motion was made by Bechaz to approve of Ordinance 150.022. Supported by Everett. Motion passed unanimously on a roll call vote.
- 2.

NEW BUSINESS:

1. **Budget Amendments:** A motion was made by Everett to approve of the budget amendments as presented. Supported by Bechaz. Motion passed unanimously on a roll call vote.
2. **2026 Budget:** A motion was made by Everett to approve of the 2026 budget. Supported by Bechaz. Motion passed unanimously on a roll call vote.
3. **2026 Road Brining:** A motion was made by Teceno to approve of 3 brining applications for 2026. Supported by Everett. Motion passed unanimously on a roll call vote.
4. **Restrictive Covenant:** A motion was made by Bechaz to approve of the Restrictive Covenant. Supported by Teceno. Motion passed unanimously on a roll call vote.
5. **Work Session with Green Township Discussion:** Discussion – intention to collaborate on sale of Industrial Park and adjacent property bought in Green Township for future development. Borkovich to reach out and schedule a joint meeting for mid-January.
6. **Other:**

Financial

1. **Payroll:** A motion was made by Marek to approve Payroll in the amount of \$29,935.69. 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 \$92,068.58. Supported by Everett. Motion passed unanimously on a roll call vote.

PUBLIC COMMENT: Heather Miller – FSU created a survey for the public to vote on use of old jail; suggested similar concept for use of Industrial Park. Discussed tracking updates on the Industrial Park property, showed board where most interest is stemming from, Grand Rapids area. Board to develop a list of developers/companies etc. that they would like to see here, Heather to reach out to them as received.

ADJOURNMENT: 7:49pm

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.

**CHARTER TOWNSHIP OF BIG RAPIDS
MECOSTA COUNTY, MICHIGAN**

ORDINANCE NO. 150.022

At a meeting of the Township Board of Big Rapids Charter Township, The State of Michigan, held at the Big Rapids Charter Township Hall on December 2, 2025, at 7 pm., Township Board Member Bechaz moved to adopt the following Ordinance, which motion was seconded by Township Board Member E v e r e t t .

WHEREAS, the Township Board determines that section (2, c) of Ordinance 150.020 requires more detailed permitted uses,

WHEREAS, the Township Board desires and intends to add the following permitted uses to the Ordinance language,

NOW, THEREFORE, THE CHARTER TOWNSHIP OF BIG RAPIDS ORDAINS:

SECTION 1. REPEAL OF SECTION 150.020, CHAPTER 150, TITLE XV: The Big Rapids Charter Township Code of Ordinances, Title XV, Chapter 150, Section 150.020, is hereby rescinded and repealed, effective immediately.

SECTION 2. AMENDMENT TO CHAPTER 150, TITLE XV: The Big Rapids Charter Township Code of Ordinances, Title XV, Chapter 150, Section 150.020, is amended to state:

Section 150.020 (2, c)

INDUSTRIAL PARK

Intent- a district designed for light industry, to include manufacturing, assembling and fabricating businesses, storage, information and technology and research and development related businesses, and other non-agricultural light industry/commercial activities which may require suitable sites and isolation from any other types of land uses.

Permitted uses:

- A. Manufacturing, compounding, processing, packaging, assembling, and fabrication operations;
- B. Research and experimental testing;
- C. Building/other material research, experimental or testing laboratories;
- D. Tool and die operations;
- E. Warehousing;
- F. Laboratories/operations for scientific, technical, and product development;

- G. Recycling centers;
- H. Office and administrative spaces;
- I. Distribution centers

YEAS: 7

NAYS: 0

ABSENT: 0

ORDINANCE DECLARED ADOPTED.

Bruce Borkovich, Township Supervisor

DECLARATION OF RESTRICTIVE COVENANT

The Charter Township of Big Rapids, a Michigan municipal charter corporation, whose address is 14212 Northland Drive, Big Rapids, MI 49307, is the fee title owner of the real property described in the attached EXHIBIT A (the Property) and hereby declares and imposes on the Property the following Restrictive Covenant:

1. **Restrictive Covenant.** Purchasers of real property situated in the Industrial Park, in the Charter Township of Big Rapids, are prohibited from installing, drilling, or sinking a well located on their parcel of land for any water usage. Owners/operators are restricted to use of the Township water utility and shall connect to the Charter Township of Big Rapids, Industrial Parks water supply for their water source.

Purchasers of real property situated in the Industrial Park, in the Charter Township of Big Rapids, are prohibited from installing or creating a septic waste system on their parcel of land for any waste disposal generated by the facility. Owners/operators are restricted to use of the Township sanitary sewer utility and shall connect to the Charter Township of Big Rapids, Industrial Parks sanitary sewer system for their waste disposal.

2. **Purpose.** This Restrictive Covenant is made for the benefit of the Charter Township of Big Rapids and the Township's Public water utility and sanitary sewer system.
3. **Scope and Enforcement.** This Restrictive Covenant shall apply to and run with all parcels of the Property described in the attached EXHIBIT A from the date of this Declaration and shall be binding on the Charter Township of Big Rapids and all subsequent owners of the Property and their tenants and assigns. The Restrictive Covenant shall be enforceable by the Charter Township through an action at law or in equity to restrain and enjoin a violation or to recover damages.
4. **Severability.** If any provision of the Restrictive Covenant or this Declaration is found invalid or unenforceable against a certain owner or parcel of the Property, the validity of the Restrictive Covenant and this Declaration as applied to other owners and parcels of the Property shall not be affected.
5. **Amendment and Revocation.** The Restrictive Covenant shall be effective, and binding as provided in this Declaration in perpetuity, unless released or revoked by the Board of the Township Board of the Charter Township of Big Rapids, or amended by and with the approval of the Charter Township of Big Rapids.

THE CHARTER TOWNSHIP OF BIG
RAPIDS

GL Number	Description	Beginning Balance
101-000-001.000	GENERAL FUND Cash - Checking	1,447,173.19
204-000-001.000	MUNICIPAL STREET FUND - CASH	485,585.43
206-000-001.000	FIRE FUND Cash - Checking	246,511.57
212-000-001.000	LIQUOR LAW FUND Cash - Savings	5,728.01
249-000-001.000	BUILDING INSP FUND Cash - Savings	138,136.85
271-000-001.000	LIBRARY FUND CASH	1,858.61
590-000-001.000	SEWER FUND Cash - Savings	1,719,692.76
591-000-001.000	WATER FUND - CASH	(13,518.49)
701-000-001.000	TRUST & AGENCY CASH	300.00
708-000-001.000	METRO FUND CASH	12,494.55
711-000-001.000	HIGHLAND VIEW - CASH	3,271.15
711-000-001.100	HVC Cash Expendable	21,882.38
711-000-002.200	HVC - PRICE CASH EXPENDABLE	356.87
711-000-002.201	HVC - PRICE CASH NON-EXPENDABLE	500.00
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	(20,536.85)

Beginning GL Balance:	4,053,067.52
Add: Cash Receipts	134,296.31
Less: Cash Disbursements	(356,542.80)
Less: Payroll Disbursements	(23,570.98)
Add: Journal Entries/Other	119,103.24
Ending GL Balance:	3,926,353.29

GL Number	Description	Ending Balance
101-000-001.000	GENERAL FUND Cash - Checking	1,663,725.72
204-000-001.000	MUNICIPAL STREET FUND - CASH	192,319.20
206-000-001.000	FIRE FUND Cash - Checking	201,449.61
212-000-001.000	LIQUOR LAW FUND Cash - Savings	5,741.71
249-000-001.000	BUILDING INSP FUND Cash - Savings	136,687.69
271-000-001.000	LIBRARY FUND CASH	1,858.61
590-000-001.000	SEWER FUND Cash - Savings	1,708,006.64
591-000-001.000	WATER FUND - CASH	(15,806.32)
701-000-001.000	TRUST & AGENCY CASH	100.00
708-000-001.000	METRO FUND CASH	300.22
711-000-001.000	HIGHLAND VIEW - CASH	3,278.94
711-000-001.100	HVC Cash Expendable	21,934.73
711-000-002.200	HVC - PRICE CASH EXPENDABLE	356.87
711-000-002.201	HVC - PRICE CASH NON-EXPENDABLE	500.00
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	2,268.18

Ending GL Balance:	3,926,353.29
Ending Bank Balance:	3,909,319.54

Add: Deposits in Transit

NOVEMBER PAYROLL POSTED 11/26	23,177.60
CONSUMERS EARLY	31.95
CONSUMERS EARLY	37.05

12/03/2025 09:10 PM
User: Dena Marek
DB: Big Rapids Town

BANK RECONCILIATION FOR BIG RAPIDS TOWNSHIP
Bank GEN (GENERAL TOWNSHIP CHECKING)
FROM 11/01/2025 TO 11/30/2025
Reconciliation Record ID: 218
Finalized

Page 2/2

23,246.60

Less: Outstanding Checks

AP Checks

Check Date	Check Number	Name	Amount
11/18/2025	35195	BIG RAPIDS TWP TAX REC FUND	1,053.12
11/18/2025	35196	CHARTER COMMUNICATIONS	809.65
11/18/2025	35197	COOK'S BLACKSMITH WELDING INC.	45.00
11/18/2025	35198	FIX IT ALL LLC	1,200.00
11/18/2025	35200	JAMES BOUMAN	1,041.66
11/18/2025	35201	JOANNAH SHELTON	175.00
11/18/2025	35205	STATE OF MICHIGAN	769.62
11/18/2025	35207	XEROX FINANCIAL SERVICES	510.82
11/24/2025	35208	MECOSTA COUNTY TREASURER	300.00

Payroll Checks

Check Date	Check Number	Name	Amount
08/29/2025	13694	PHILLIPS, BRETT	211.08
10/01/2025	13698	PEACOCK, BARBARA	48.45
11/01/2025	13701	PEACOCK, BARBARA	48.45

Total - 12 Outstanding Checks:	6,212.85
Adjusted Bank Balance	3,926,353.29
Unreconciled Difference:	0.00

REVIEWED BY: _____

DATE: _____

12/03/2025 08:44 PM
User: Dena Marek
DB: Big Rapids Town

BANK RECONCILIATION FOR BIG RAPIDS TOWNSHIP
Bank T-BIL (T-BILL)
FROM 11/01/2025 TO 11/30/2025
Reconciliation Record ID: 217
Finalized

Page 1/1

GL Number	Description	Beginning Balance
711-000-017.000	TBILL CEMETERY PC NON EXPENDABLE	102,722.93

Beginning GL Balance:	102,722.93
Less: Journal Entries/Other	(102,722.93)
Ending GL Balance:	0.00

GL Number	Description	Ending Balance
711-000-017.000	TBILL CEMETERY PC NON EXPENDABLE	

Ending GL Balance:	0.00
--------------------	------

Ending Bank Balance:	0.00
----------------------	------

Add: Deposits in Transit	0.00
--------------------------	------

Less: Outstanding Checks	
--------------------------	--

Total - 0 Outstanding Checks:	
Adjusted Bank Balance	
Unreconciled Difference:	0.00

REVIEWED BY: _____ DATE: _____

GL Number	Description	Beginning Balance
703-000-001.000	Cash - SAVINGS+CHECKING TAX	12,862.22
Beginning GL Balance:		12,862.22
Add: Cash Receipts		3,823.88
Add: Tax Receipts		22.27
Less: Journal Entries/Other		(9.83)
Ending GL Balance:		16,698.54

GL Number	Description	Ending Balance
703-000-001.000	Cash - SAVINGS+CHECKING TAX	16,698.54
Ending GL Balance:		16,698.54
Ending Bank Balance:		16,703.64
Add: Deposits in Transit		0.00
Less: Outstanding Checks		

AP Checks			
Check Date	Check Number	Name	Amount
09/22/2025	4433	ERB GARY D & BARBARA A	5.10
Total - 1 Outstanding Checks:			5.10
Adjusted Bank Balance			16,698.54
Unreconciled Difference:			0.00

REVIEWED BY: _____

DATE: _____

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: November 2025

Traffic Stops-24

Traffic Tickets-2

Appearance Tickets-2

Property Damage Crashes-36

Physical Arrests-5

Animal Control-2

VSU Call Outs-1

Total MCSO Complaints-116

Activities/Information:

On 11-01-2025, at approximately 1324 hours, a deputy made a traffic stop on Perry near 215th Ave, which resulted in the 50-year-old male driver being given an appearance ticket for Driving an Unregistered Vehicle.

On 11-04-2025 at 1717 hours, deputies were dispatched to the parking lot of Meijer due to an AirTag belonging to a male, which had been lost with his wallet in Newaygo County a couple of days earlier, pinging at that location. The deputy located the vehicle it was in, contacting the owner, a 46-year-old male, who stated he had found the wallet and other items, such as phones, and other wallets, near the powerlines in Newaygo County. He advised that he did not know what to do with the items. On 11-04-2025, the deputy and one of the MCSO detectives conducted a search warrant on the suspect vehicle after not receiving cooperation from him. The deputies discovered further stolen property belonging to other people. There was also Methamphetamine found. A woman's purse belonging to the known girlfriend, 41 years old, of the suspect was located. Warrant requests have been submitted for the two, for Possession of Stolen Property and Possession of Methamphetamine.

On 11-10-2025 at 2101 hours, a deputy was dispatched to the complaint of breaking and entering of an automobile at the US 131 N/ Perry Ave Park and Ride parking lot. After arriving, speaking to the complainant, and identifying the 19-year-old male suspect, he was arrested and lodged at the Mecosta County Jail for MDOP and Larceny from an Automobile.

MCSO deputies responded to several calls reference a mental on 190th Ave near Seneca Lane.

On 11-18-2025 at 2213 hours, deputies took a trespassing complaint at a business on Perry Ave near 215th Ave. Upon arrival, they had contact with the suspect, a 29-year-old male. He was given an appearance ticket for Trespassing.

On 11-19-2025 at 2200 hours, a deputy arrested a 22-year-old male on an outstanding warrant at an address on Perry Ave near 215th Ave.

On 10-22-2025 at 0133 hours, while investigating a noise complaint at an address on 14 Mile Rd near Northland Dr, a deputy had contact with a 20-year-old male who was on probation and had been drinking alcohol. He was arrested for a probation violation.

On 11-28-2025 at approximately 1310 hours, a deputy was dispatched to an address on Gilbert Dr in reference to a domestic complaint that was not in progress. The deputy arrived on scene and spoke to the parties involved: a 21-year-old female and the father of her child, a 28-year-old male. A warrant request has been submitted to the prosecutor's office for review.

On 11-28-2025 at approximately 1503 hours, a deputy made a traffic stop on Waldron Way, which resulted in the 28-year-old male driver being arrested for OWI.

On 11-29-2025 at approximately 1143 hours, a deputy was dispatched to an address on 14 Mile Rd near Northland Dr. in reference to a larceny complaint. The incident occurred between 11-24-2025 at approximately 1200 hours and 11-29-2025 at approximately 1143 hours. The deputy arrived on scene and met with the complainant, who advised that he and his girlfriend believed housekeeping had taken her pendant. He advised that the pendant had her grandmother's ashes. He advised that this is about the second or third time that they have had housekeeping issues. The first time was silverware, and then there were 2 pots that came up missing. He advised that it occurs after housekeeping comes in to clean. The case is still under investigation, pending contact with management.

Big Rapids Charter Township

Cemetery and Grounds Monthly Report

December 2025

Activity:

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

Month summary:

Cemetery:

- Regular grounds maintenance (Plowing)
- Fall leaf clean up
- Winterization of the cemetery

Township:

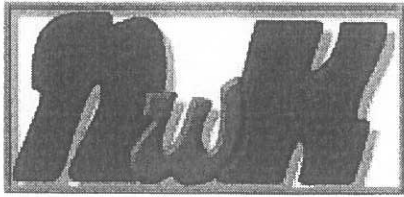
- Regular grounds maintenance (Plowing and Salting)
- Took the truck in for an oil change

Industrial Park:

- Regular grounds maintenance (Plowing)

Stephen Mckay

Grounds and Maintenance 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

December 23, 2025

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

RE: Monthly Lift Station Report

Dear Bruce:

Well, another month has gone by with the weather turning both colder and snowier but to be expected. There were no major issues to speak of this month, which is great news. Pump #2 at Gilbert Street has been replaced with the new Pump and is working as designed, much quieter as well. There was a Transducer issue at North State Street that was sending out false readings which has been replaced and working as designed as well. We had several Miss Diggs this month that were addressed via email, site visit, or both. All stations are in good general condition and operating as they should.

Monthly Gallon numbers are: Industrial Park = 7141.25
Gilbert St = 1391585
Perry St = 141398.64

As always if you have any questions or concerns, please feel free to contact me, and Thank You for the opportunity to serve both the township and the community in the capacity.

Sincerely,

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

Big Rapids Township Industrial Park Water Plant Monthly Report

NOVEMBER 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 fluctuating between 0.5 and 0.6 mg/L or parts per million.

I sent in the samples for Nitrates and PFAS and the results came back all good. I pumped down all the fire hydrants and now have them winterized. I am still waiting to hear back from our Sanitarian Noland Ensing regarding the wells for the cemetery and High banks park. Though what he did initially tell me was good news, I still have not heard whether increased sampling will be required or not. I do think we should remind all the businesses connected to our water to let some faucets drizzle when the temperature drops into the single digits and below. The diesel fuel is approximately 2/3 full for the generator and the distribution pumps and motors are all working well.

Electrical

Permit #	Contractor	Job Address	Fee Total	Const. Value
PE25-0060	JEHOVAH'S WITNESSES	21291 17 MILE RD	\$448.00	\$0
Work Description: Alterations to existing structure				
PE25-0062	WAL-MART PROPERTY TAX D	21400 PERRY AVE	\$1,436.00	\$0
Work Description:				
PE25-0063	WAL-MART PROPERTY TAX D	21400 PERRY AVE	\$180.00	\$0
Work Description: Fire Alarm system				
PE25-0064	GREEN DEVELOPMENT VENT	16314 MITCHELL CREEK TRL	\$371.00	\$0
Work Description:				
PE25-0065	GREEN DEVELOPMENT VENT	16394 MITCHELL CREEK TRL	\$371.00	\$0
Work Description:				
PE25-0066	KIBLER WILLIAM	20600 MADISON AVENUE	\$407.00	\$0
Work Description:				
PE25-0067	MEIJER INC	15400 WALDRON WAY	\$300.00	\$0
Work Description: Meijer Gas Station- 10 Circuits, 1 Final, 2 Rough-In/Service				
PE25-0068	BEHLING, KRISTON T.& SHAN	21943 MADISON AVE	\$146.00	\$0
Work Description: Service (1); Feeder/Buss Duct (1) Inspection (1)				

Total Permits For Type: 8

Total Fees For Type: \$3,659.00

Total Const. Value For Type: \$0

Plumbing

Permit #	Contractor	Job Address	Fee Total	Const. Value
PP25-0026	WAL-MART PROPERTY TAX D	21400 PERRY AVE	\$695.00	\$0
Work Description: 73 Fixtures, 1 Water Distributing 3/4", 1 Water Distribution Pipe 1", 6 Inspections, 1 Final Inspection				

Total Permits For Type: 1

Total Fees For Type: \$695.00

Total Const. Value For Type: \$0

Report Summary

Grand Total Fees: \$4,354.00

Grand Total Permits: 9

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

Grand Total Const. Value:

\$0

Big Rapids Charter Township
2025, BOARD OF REVIEW MEETING
Township Hall 14212 Northland Drive, Big Rapids MI 49307

Tuesday, December 9th @ 8am

Call Meeting to order

Members Present:

- ☒ Sue Bean (Chair)
- ☒ John Montross (Regular Member)
- ☐ ~~Leonard Schebil (Alternative Member)~~
- ☒ Laurie Daniels (Alternative member)
- ☒ Pat Currie (Regular member)

Assessor – Chris Elder

Secretary of Board – Bruce Borkovich

Approval of 2025 JBOR minutes

Brief Public Comment: *Attached*

Petition JBOR 2025-01 05-012-030-000 Ryan Creek Limited D.H.A.L.P

Qualified Error – PILT expired, building data entered incorrectly. Calc. error on record card correction

AV: 599,200

TV: 599,200

Board Decision - *Approve*

Setting of MBOR

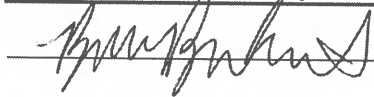
March 3rd 8am organizational meeting

March 9th 9am-3pm

March 10th 3pm-9pm

Adjourned at *8:35*

Respectfully submitted by Bruce Borkovich



Signature

Dec. 9th 2025

DECEMBER 9 - 2025 BOR

CHRIS ELDER

SUE BEAN ✓

JOHN MONTROSS (REGULAR) ✓

LEN STEBIL (ALTERNATE)

LAURIE (ALTERNATE) ✓

PAT CURRIE (REGULAR) ✓

PUBLIC BEN/SHERYL BRANDT

↓ JIM HORTON - ATTK

2 ADJACENT PARCELS - N/S

S PROP - WAS CLASSIFIED AG

N PROP - REG, QUALIFIED AG

2025 - CHANGED FROM AG TO REG.

NO DUEING ON S PARCEL

SUE - JULY 27 BOR - MINUTES -

APPROVED - UNAN. APPROVAL

CHRIS - PETITION - RYAN CREEK

PILT - MOTION APPROVED UNAN.

JOHN - APPROVE 2026 MARCH BOR

TABLED - TBD

ACT. DATES 3-11, 3-12

UNANIM. ADJ

BIG RAPIDS CHARTER TOWNSHIP

STATE OF THE TOWNSHIP-2025

Happy New Year and our best hopes for a blessed and prosperous 2026! Your board has worked hard to provide the best representation for the residents of the township. Our focus has been on transparency and communication, addressing current issues, and planning for the future.

Below you will find some of the highlights of board action and township activity in 2025:

- In keeping with the spirit of transparency and communication, one of the first actions of the board in January was to pass a resolution that prohibits any board member from signing a non-disclosure agreement; residents that we heard from strongly oppose secrets agreed to by elected officials
- A new model for greeting and helping residents at the township office was implemented- we hired three very experienced part time clerical staff, and they greet, problem solve, and coordinate services to the public. This has greatly improved the office operations, and allows the elected officials to focus on other issues and efforts
- Your clerk and treasurer have implemented their own unofficial version of government review and efficiency, which includes reviews of leases, printing and administrative costs, and utility costs, improvements in investment strategies for township fund balances, digitizing records, etc.
- We have implemented the option to view and pay utility bills, building department fees and property taxes online by bank or credit card, and in-office by credit card
- We implemented a new digital office phone system, improving communication for employees and residents
- To advance the marketing and sale of the established Industrial Park property on 18 Mile Road, we first had to re-establish the original Intent and Purpose of the Big Rapids Charter Township Airport Industrial Park- this was an in-depth process and re-established our authority to sell the property
- The board then went through a process to select a realtor to handle the marketing and sale of the Industrial Park property- we limited the applicants to those realtors who live and do business in Big Rapids Charter Township
- When a company expressed potential interest in building a factory in the Industrial Park, the board required an Economic Development Due Diligence report, to ensure that such a factory would be an appropriate partner for the community. A substantial amount of time was invested in this process, and a very favorable report was presented to the

board. At this time, the company who had interest in this project is seeking funding for the factory

- The board approved the review and recodification of our ordinance book by a legal firm- this process is almost complete, and it will also result in the updated ordinance book being available on the township website, in an electronic 'searchable' version for any person to view
- An electronic gate was installed at Highbanks Park, which will eliminate paying a part-time employee from opening and closing the gate year around, eventually saving the township money for many years
- In 2023 Michigan passed PA 233, which gave authority to the MPSC to make zoning determinations regarding wind, solar and energy storage- essentially giving applicants the ability to go to the State for approval, rather than approval at the township level. Although the board strongly opposes any legislation that reduces or eliminates local determination of township issues, a decision was made to pass our own wind, solar, and storage ordinances, which are very similar to the state ordinances, with a few adjustments to give the township more control. These local ordinances give local applicants the choice to pursue local approval, rather than state approval
- The board approved receiving two small parcels owned by the Mecosta County Development Commission, which are adjacent to the Industrial Park property- we are grateful to the MCDC for the transfer of these properties
- The board approved a \$5000.00 donation for the July 4th community fireworks- the board is committed to this type of community support for local events
- The board approved \$30,000 to hire a local tree removal service to begin the process of cutting and trimming trees at the Highlandview Cemetery and VanGuilder Cemetery; this maintenance is long overdue and additional tree removal will be required in the future
- The board hired a new grounds supervisor, and approved the purchase of a year-old Gator to replace the old Gator that needed several thousand dollars of repair
- After the board approved the merger with the city of Big Rapids for providing fire/rescue services to the township, we completed a remodeling project in the existing fire hall- this space will be used by the Big Rapids Fire Department for training and other purposes
- The board approved the purchase of replacement and back-up pumps for the busiest waste lift stations at Gilbert and Perry Streets, to ensure consistent and emergency operation of the system
- A new office security system was designed and installed, which includes a secure/emergency entry door, and the creation of "safe rooms" for employees in the event of an attack

- The fall clean-up program was conducted, and the board approved hiring a local waste disposal company for the project- the help provided by Sam's Disposal, and the help of township employees, ensured the best clean-up day ever. This service is provided at no cost to township residents
- The board approved amending the ordinance regarding permissible business development in the Industrial Park, to ensure compliance with the Intent and Purpose of the Industrial Park property
- The board approved a restrictive covenant for the deed to the Industrial Park which requires any business that purchases property there to connect to the existing township waste removal system, and to the existing township water system
- Several important road improvement projects were completed, ensuring that township roads are being maintained with a proactive repair and maintenance program that has provided the township with some of the best roads in the county
- The board approved exploring a partnership with Green Charter township concerning the development of shared properties along the 18 Mile corridor; the goal is to establish communication and collaboration with the Green township board, and eventually communication with the residents of both townships, to determine the interests and desires of not only the township residents, but of the greater Big Rapids community

The Big Rapids Charter Township board feels privileged to serve our residents, and we remain committed to transparent, collaborative, efficient administration of the business of the township. Together we wish you a blessed, safe, and productive 2026!

BIG RAPIDS CHARTER TOWNSHIP

December 4, 2025

TO: BRCT Board
FROM: Bruce Borkovich
SUBJECT: City of BR request

We have a request from the City of Big Rapids to formalize an easement across our industrial park property, to be able to access the airport. If you recall, we gave them permission to use an existing two tract from 18 mile south; the construction company substantially improved the two-track, and the city would like a permanent easement. In keeping with the excellent relationship between the city and BRCT, I do not have a problem with it. I sent the proposed easement over to our attorney for review; I would like to require the city to put a gate across the road, to discourage unauthorized travel across our property. The gate could be easily circumvented by driving around it, but at least the gate would make clear that entry is not allowed, except by the city.

Another consideration would be the development and sale of the industrial park property. I do not think the easement would negatively impact either; but it is a topic for the board to consider.

Also, I am planning on having grounds post our entire industrial park property against trespassing, particularly to prevent recreational trespass. This is required for any type of criminal prosecution. We will do this in the spring.

Bruce

**BIG RAPIDS AIRPORT ACCESS DRIVE
EASEMENT**

THIS ACCESS EASEMENT is made and entered into on this _____ day of _____ 2025, by Big Rapids Charter Township, a Michigan Charter Township, located at 14212 Northland Drive, Big Rapids, Michigan 49307 (the "Grantor") and the City of Big Rapids, a Michigan home rule city with its offices located at 226 North Michigan Avenue, Big Rapids, Michigan 49307 (the "Grantee").

WITNESSETH:

For and in consideration of the sum of One and 00/100 Dollar (\$1.00) paid by the Grantee to the Grantor, the receipt and sufficiency of which is hereby acknowledged, the Grantor does hereby grant, convey, and assign unto the Grantee, its successors and assigns, a non-exclusive, perpetual, and permanent easement and right of way (the "Easement"), over and across that certain parcel of land in Big Rapids Charter Township, Mecosta County, Michigan, with tax parcel numbers 05-004-100-002 and legally described in the Property Drawing which is attached hereto and made part hereof as Exhibit A (the "Easement Area").

The Easement is granted for the construction, installation, operation and maintenance of a 30 ft. maintenance access drive over and across the Easement Area, and for the purpose allowing the Grantee ingress and egress to the Big Rapids City Airport over and across the Easement Area.

Prior to commencement of any construction activities within the Easement Area, Grantee shall provide written notice to Grantor at least thirty (30) days in advance of the intended start date of construction.

The Easement shall include the right of the Grantee (and its employees, agents, and contractors) to enter upon sufficient land adjacent to the Easement Area which is owned by the Grantor as is required for the installation, maintenance, reinstallation, operation, and inspection of the Easement Area and improvements thereon. The Grantor's activities and any rights Grantor grants to any person or entity in the future, shall not, currently or prospectively, unreasonably disturb, interfere, or limit any rights granted herein to the Grantee.

The Grantor shall not plant any trees or vegetation within the Easement Area without a prior written agreement executed by the Grantee expressly allowing the aforementioned. No building or permanent improvement of any kind or nature will be placed upon the Easement Area without the prior written consent of the Grantee. The Grantor shall not do anything within the Easement Area which would unreasonably interfere with the use and enjoyment of the Easement by the Grantee or interfere with the Grantee's rights under this agreement. If the Grantor's property outside of the Easement Area shall be disturbed by reason of exercise of the foregoing powers by the Grantee, then such premises shall be restored by the Grantee to its former condition before such disturbance.

To the extent permitted by law, the Grantee hereby indemnifies and holds harmless the Grantor from any costs, causes of action, loss, damage, and other claims (collectively, the "Claims") arising out of or in any way related to the installation, maintenance, repair, replacement, remediation, operation, and keeping in working order pathway by the Grantee. This undertaking shall in no way limit the defense of governmental immunity available to either party. The Grantee shall keep the pathway in good condition and shall maintain and repair same.

The Grantee shall obtain all required permits and approvals required for the improvements located on or in the Easement Area and all work shall be performed in a good and workmanlike manner. The Grantee shall be responsible for compliance with all applicable federal, state, and local laws, ordinances, regulations, and requirements pertaining to the Easement Area and the improvements thereon.

The Grantee shall be responsible for all costs associated with the construction, maintenance, and operation of the access drive and related improvements, including, but not limited to, any expenses for the removal, relocation, or adjustment of utilities or other facilities that may be necessary to accommodate the access drive. The Grantee shall provide and maintain, at its own expense, any necessary payment and performance bonds.

The Easement granted herein shall cease, terminate, and be discontinued at such time as the Easement Area is formally abandoned as an access drive as described herein by the Big Rapids City Commission. In the event the Easement shall terminate as provided herein, the Grantee, its successors, and assigns shall, at the option of the Grantor, remove within three (3) months' notice, the improvements located in the Easement Area and restore it to the condition it was in prior to granting the Easement. The Grantee shall thereafter have no further interest or rights in the Easement Area.

The Grantor reserves the right to use the Easement Area for any purpose so long as the proposed use does not materially interfere with the rights granted herein.

It is expressly understood and agreed by and between the parties hereto that the Easement and rights herein granted and the conditions imposed upon the Grantee herein shall apply in all respects to its successors in interest. It is also understood that this agreement constitutes the entire terms and conditions applicable to the Easement as agreed upon by the parties hereto, except as stated herein or as may be amended by writing signed by both parties hereafter.

This instrument is exempt from real estate transfer tax pursuant to MCL 207.505 (a) and from state real estate transfer tax pursuant to MCL 207.526(a).

This instrument shall run with the land and shall be binding upon and shall inure to the benefit of the parties hereto, as well as their heirs, representatives, successors, agents, and assigns.

IN WITNESS WHEREOF, we have hereunto set our hands and seal this effective as of the date set forth above.

GRANTOR BIG RAPIDS CHARTER TOWNSHIP

Its: Supervisor

[illegible]

The foregoing instrument was acknowledged before me on the ____ day of _____, 2025, by Bruce Borkovich, the Supervisor of Big Rapids Charter Township who is personally known to me or who has produced his driver's license as identification.

* _____
Notary Public, _____ County, MI Acting in _____
County, MI. My commission expires: _____

GRANTEE'S ACCEPTANCE

The Grantee hereby accepts the foregoing and agrees to abide by all the terms and conditions thereof.

GRANTEE, CITY OF BIG RAPIDS

By: _____
Printed: Fred Guenther
Its: Mayor

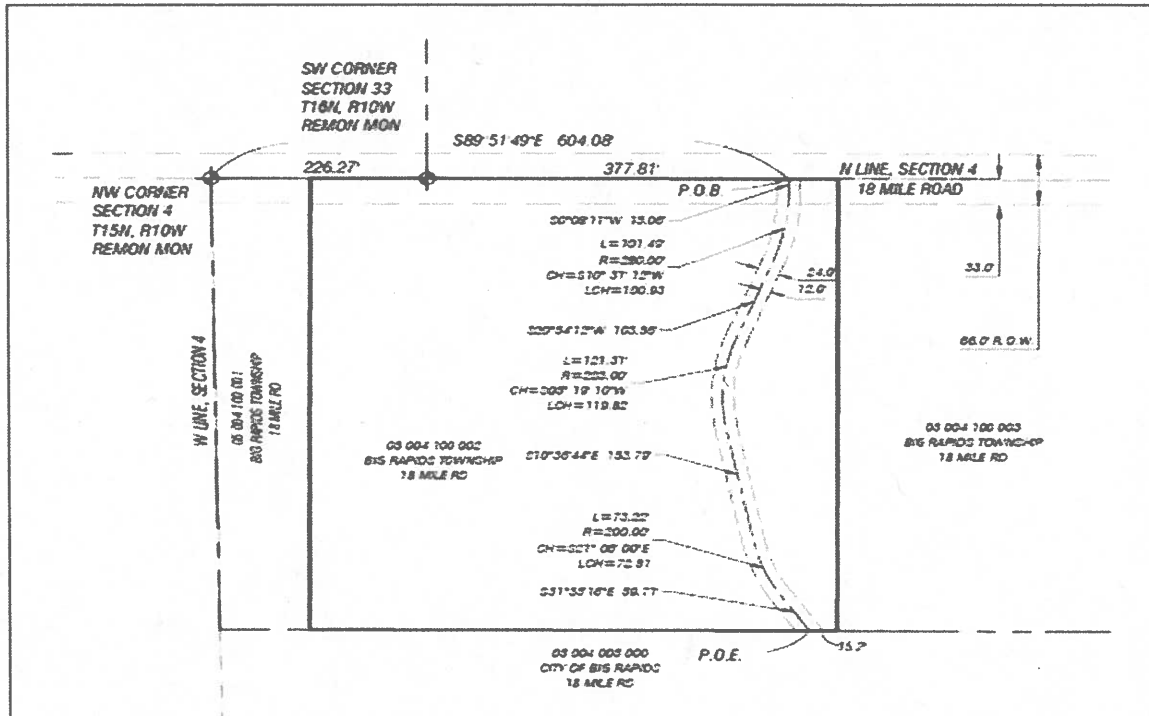
[illegible]

The foregoing instrument was acknowledged before me on the _____ day of _____, 2025, by Fred Guenther, the Mayor of the City of Big Rapids who is personally known to me or who has produced his driver's license as identification.

* _____
Notary Public, _____ County, MI Acting in _____ County, MI.
My commission expires: _____

Prepared by and Returned To:
Bradley A. Fowler
Mika Meyers PLC 900 Monroe Avenue, N.W.
Grand Rapids, MI 49503-1423
(616) 632-8000

EXHIBIT A **Easement Area Sketch**



PARCEL 05 004 100 002 TAX DESCRIPTION:
SEC 04 T15N R10W COM TH S 89 DEG 59 M 32 S E 105.11 FT FROM NW COR SO SEC TH S 0 DEG 2 M 43 S W 599.76 FT TH S 89 DEG 59 M 32 S E 550 FT TH N 0 DEG 2 M 43 S E 600.28 FT TH S 89 D 56 M 17 W 428.84 FT TH S 89 D 59 M 32 S W 121.16 FT TO POB SPLIT/COMBINED ON 02/18/2013 FROM 05 004 005 103.

BEING PART OF THE FOLLOWING PARCEL DESCRIPTION AS PROVIDED:
QUIT CLAIM DEED INSTRUMENT NO 200500001947, LIBER 727, PAGE 2713.
A PARCEL OF LAND DESCRIBED AS THAT PART OF THE NORTHWEST 1/4 OF THE NORTHWEST 1/4 OF SECTION 4, T15N, R10W, BIG RAPIDS TOWNSHIP, COUNTY OF MECOSTA, STATE OF MICHIGAN, MORE FULLY DESCRIBED AS COMMENCING AT THE NORTHWEST CORNER OF SECTION 4; THENCE SOUTH 00°53'44" EAST 599.88 FEET; THENCE SOUTH 89°51'45" EAST 2663.28 FEET; THENCE NORTH 00°01'32" EAST 608.23 FEET; THENCE NORTH 89°57'17" WEST 2641.81 FEET, ALONG THE NORTH SECTION LINE OF SAID SECTION 4 TO THE POINT OF BEGINNING, CONTAINING 37.11 ACRES, MORE OR LESS.

PROPOSED INGRESS/EGRESS EASEMENT:
A 24 FOOT WIDE EASEMENT BEING 12 FOOT ON EACH SIDE OF THE FOLLOWING DESCRIBED CENTERLINE BEING PART OF SECTION 4, TOWN 15 NORTH, RANGE 10 WEST, BIG RAPIDS TOWNSHIP, MECOSTA COUNTY, MICHIGAN MORE PARTICULARLY DESCRIBED AS COMMENCING AT THE NORTHWEST CORNER OF SAID SECTION 4, THENCE S89°51'49"E 604.08 FEET ALONG THE NORTH LINE OF SAID SECTION 4 TO THE POINT OF BEGINNING, THENCE S00°08'11"W 15.06 FEET, THENCE SOUTHWESTERLY ON A 280.00 FOOT RADIUS CURVE TO THE RIGHT, THE LONG CHORD OF WHICH BEARS S10°37'12"W 100.93 FEET, THENCE S20°54'12"W 103.56 FEET, THENCE SOUTHWESTERLY ALONG A 223.00 FOOT RADIUS CURVE TO THE LEFT, THE LONG CHORD OF WHICH BEARS S05°19'10"W 119.82 FEET, THENCE S10°36'44"E 153.79 FEET; THENCE SOUTHEASTERLY ALONG A 200.00 FOOT RADIUS CURVE TO THE LEFT, THE LONG CHORD OF WHICH BEARS S21°06'00"E 72.81 FEET; THENCE S31°35'16"E 59.71 FEET MORE OR LESS TO THE SOUTH LINE OF THE ABOVE DESCRIBED PARCEL AND THE POINT OF ENDING, SAID POINT BEING 15.2 FEET WEST OF THE SOUTHEAST CORNER OF THE ABOVE DESCRIBED TAX PARCEL.

NOTE: PROPOSED EASEMENT DESCRIPTION BEARINGS ARE BASED ON F&V 2017 ROSEN HODD AIRPORT BOUNDARY SURVEY PROJECT #830400

THE PROPOSED EASEMENT IS INTENDED TO FOLLOW AN EXISTING GRAVEL DRIVE

SKETCH OF EASEMENT
SECTION 4, T15N, R10W
MECOSTA COUNTY, MICHIGAN
CITY OF BIG RAPIDS
05 004 100 02

shared 11/11/2025
sketch_ingress-egress_easement.dwg

1 OF 1
DATE: 11/14/2025

807330-0370

2300 Lakeside Drive SE
Grand Rapids, MI 49508
P: 616.577.1000
F: 616.577.1000

FLEISCHMANN & VANDENBRINK
DESIGN. BUILD. OPERATE.

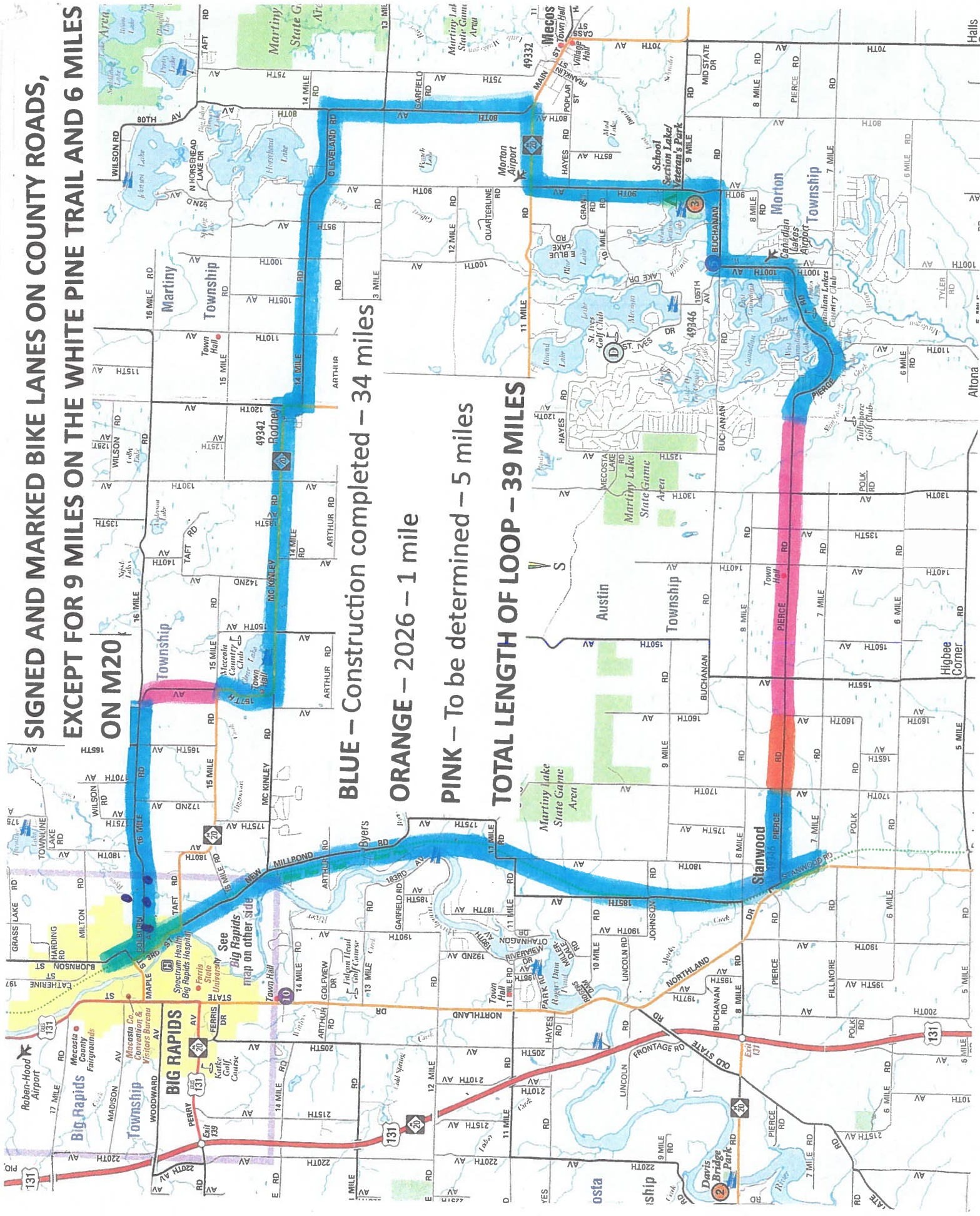
**SIGNED AND MARKED BIKE LANES ON COUNTY ROADS,
EXCEPT FOR 9 MILES ON THE WHITE PINE TRAIL AND 6 MILES
ON M20**

BLUE – Construction completed – 34 miles

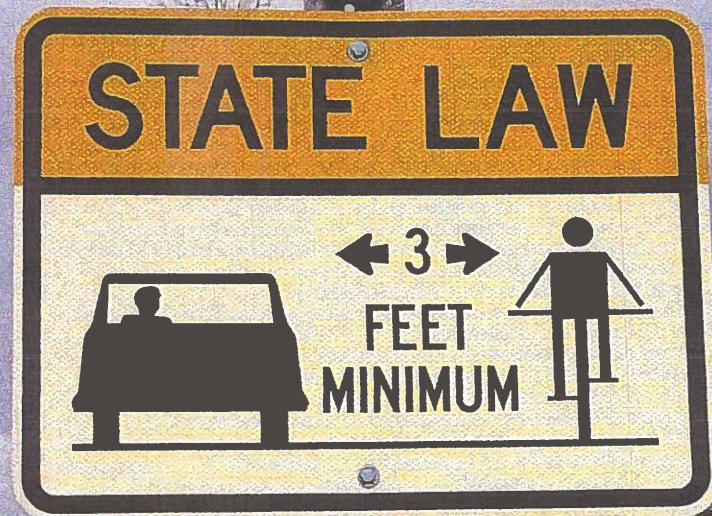
ORANGE – 2026 – 1 mile

PINK – To be determined – 5 miles

TOTAL LENGTH OF LOOP – 39 MILES







Suggested Bike Lane Signs in Big Rapids Twp. on 16 Mile Rd.

EASTBOUND

Recommend a sign on 16 Mile Rd. be placed just west of the 180th Ave. intersection with "Bike Lane" and "State Law" signs attached.

WESTBOUND

Recommend first sign westbound on 16 Mile Rd. be placed just west of the 180th Ave. intersection with "Bike Lane" and "State Law" signs attached.

Recommend a second sign be placed east of Colburn Ave. with a "Bike Lane" sign attached.

COST – per Tim Nestle 10.29.2025



Three (3) signs as described above including all materials, contacting Miss Dig and installation at \$250 per sign for a total not to exceed \$750.

CONTINUED FROM CITY → COLFAX

JAN OR FEB MEETING

MORTON & MARTIN - ALL SIGNED

FRED MEIJER WHITE PINE TRAIL STATE PARK

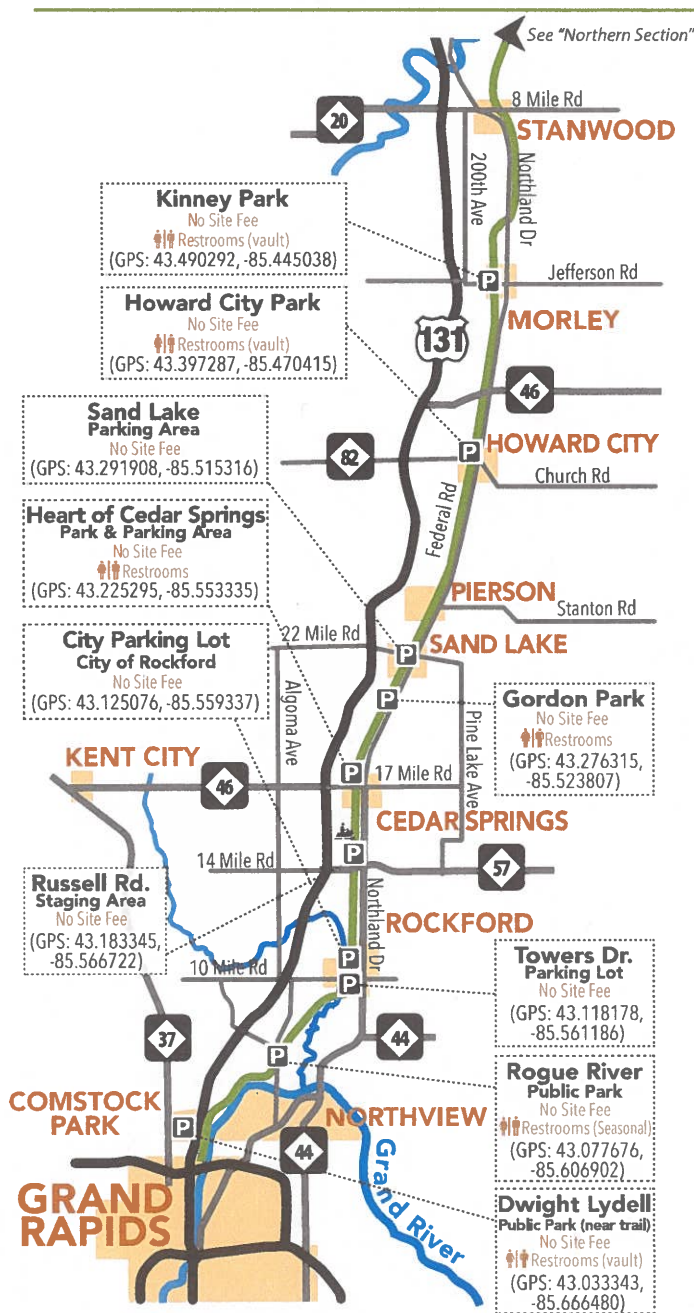


The Fred Meijer White Pine Trail State Park is the longest paved trail in Michigan, spanning 92 miles connecting Grand Rapids to Cadillac. It is also the third longest paved trail in the country as verified by americantrails.org. The White Pine Trail has been named as one of the "Top 100 Rails-to-Trails" in the US as determined by the national Rails-to-Trails Conservancy. **As of June, 2025, the White Pine Trail is 100% paved.**

NORTH SECTION



SOUTH SECTION



MAP PROVIDED AS A COURTESY TO THE
FRIENDS OF THE WHITE PINE TRAIL
FIND MORE MAPS LIKE THIS AT:
CADILLACMICHIGAN.COM

TRAIL USES

- Walking, Running, Jogging
OK in all seasons
- Bicycling (non-motorized)
OK in all seasons
- Skating
OK in all seasons
- Skiing, Snowshoeing
OK in all seasons

NOT PERMITTED

- NO horses, motorcycles, ORV/ATVs, automobiles, hunting or trapping permitted on the trail

- Snowmobiling
OK with the following conditions

All snowmobile operations are only permitted north of the Russell Rd. Staging Area (indicated the map) and south of the City of Cadillac- 6" of snow must be present on the trails before riding is permitted- riders must observe posted speed limits and regulatory signs.



©Cadillac Area Visitors Bureau - All Rights Reserved - 4/25
DISCLAIMER: Roads and trails shown on this map are approximate representation at the time of production and may not reflect current conditions. TERMS OF USE: The Cadillac Area Visitors Bureau, its local partners, assigned subcontractors, and designees makes no claims, no representations, and no warranties, express or implied, concerning the validity (express or implied), the reliability or the accuracy of this map/content. This map and information is provided without any warranty of any kind whatsoever, either express or implied. In no event will the Cadillac Area Visitors Bureau, its local partners, assigned subcontractors, and designees be held liable for any damages, including loss of data, loss of life, lost profits, business interruption, loss of business information or other pecuniary loss that might arise from the use of this material/information/map/service or the information it contains. Each user of this map is responsible for determining its suitability for his or her intended use or purpose. By using this material, you agree to this TERMS OF USE.

Request for New Certification for Use of a Computerized Assessment Roll by a Local Unit

Issued under authority of Public Act 112 of 1990. Filing is voluntary.

The State Tax Commission is responsible for approving the use of a computerized database as the assessment roll for local units of government. Approvals are granted for three years. In order to timely process a new request, a fully completed application must be received by the State Tax Commission no later than October 31 of the year prior to the year in which the computerized assessment roll will be used. Once approved, the local tax collecting unit must submit a request for recertification no later than May 1 of the third year of the current approval period in order to continue using the computerized assessment roll for an additional 3 three year period.

Public Act 25 of 2016 sets two conditions that must be met in order for the State Tax Commission to authorize the use of a computerized database as the assessment roll: (1) the local tax collecting unit and the assessor must certify in a form and manner prescribed by the State Tax Commission that the proposed system has the capacity to enable a local tax collecting unit to comply with property tax law; and (2) the local tax collecting unit must comply with all the requirements listed below.

PART 1: ASSESSOR CERTIFICATION OF THE ASSESSMENT ROLL



1. Will the assessor certify the assessment roll both electronically and in written format and thereafter maintain the assessment roll in a computer-printed format or on a disk, external drive, or other electronic data processing format compatible with the computer system used by the local tax collecting unit? ☒ Yes ☐ No
2. Will the written certification affidavit attached to or included with the assessment roll document that the assessment roll has been backed up through a computer backup system and contain a sworn statement by the assessor that the backup contains a true and complete record of the assessment roll? ☒ Yes ☐ No
3. Will the written certification affidavit attached to or included with the assessment roll document that the electronic assessment roll shows all assessment data as the assessor originally submitted the roll to the March Board of Review and that it also reports all changes in the assessment roll that have been duly authorized by the March Board of Review? ☒ Yes ☐ No

PART 2: LOCAL TAX COLLECTING UNIT CERTIFICATION

4. Has the local tax collecting unit certified and does it continue to adhere to a retention policy that complies with the requirements of Section 5 of P.A. 271 of 1913, MCL 399.5, and Section 491 of the Michigan Penal Code, PA. 328 of 1931, MCL 750.491? ☒ Yes ☐ No
5. Will the local tax collecting unit maintain each assessment roll according to that retention policy? ☒ Yes ☐ No
6. Does the computerized database system have internal and external security procedures sufficient to assure the availability and integrity of the data contained in the database for the full retention period of the assessment roll? ☒ Yes ☐ No
7. Has provision been made, through the use of a computer terminal provided for public viewing, or otherwise, to assure that the data contained on the electronic assessment roll will be available for public inspection without hindrance or undue delay? ☒ Yes ☐ No

PART 3: CERTIFICATION

We declare that the city or township named below, which we are authorized to represent, has the capacity to comply with, and will comply with the requirements of Public Act 25 of 2016, as amended. We understand that a request for recertification must be submitted to the State Tax Commission no later than May 1 of every third year after the State Tax Commission issued an approval.

City or Township Big Rapids Charter Township	County Mecosta County
City or Township Address 14212 Northland Dr. Big Rapids, MI 49307	
City or Township Clerk (printed) Hannah Saez	Assessing Officer (printed) Chris Elder
City or Township Clerk's Signature 	Assessing Officer's Signature 

Mail completed request to: Michigan Department of Treasury, State Tax Commission, P.O. Box 30471, Lansing, MI 48909

Check Date	Bank	Check Number	Name	Check Gross	Physical Check Amount
12/31/2025	GEN	13702	BEAN, SUSAN	18.00	15.85
12/31/2025	GEN	13703	MONTROSS, JOHN	17.00	14.99
12/31/2025	GEN	DD843	BECHAZ, JOSEPH	291.67	0.00
12/31/2025	GEN	DD844	BORKOVICH, BRUCE W	4,275.00	0.00
12/31/2025	GEN	DD845	CASSIDY, CINDY L	315.00	0.00
12/31/2025	GEN	DD846	CLARKE, AIDEN A	40.50	0.00
12/31/2025	GEN	DD847	DANIELS, LAURIE A	962.75	0.00
12/31/2025	GEN	DD848	ELDER, CHRISTOPHER A	3,149.53	0.00
12/31/2025	GEN	DD849	EVERETT, JERALD D	291.67	0.00
12/31/2025	GEN	DD850	IAFRATE, DEBRA J	522.50	0.00
12/31/2025	GEN	DD851	KANOUSE, CHAD E	420.00	0.00
12/31/2025	GEN	DD852	KONDZIOLKA, CHERYL L	207.00	0.00
12/31/2025	GEN	DD853	LUTHER, MELANIE S	1,448.75	0.00
12/31/2025	GEN	DD854	MAREK, DENA R	4,102.20	0.00
12/31/2025	GEN	DD855	MASON, BRENT	1,916.67	0.00
12/31/2025	GEN	DD856	MCKAY, STEPHEN W	4,068.00	0.00
12/31/2025	GEN	DD857	MOSS , MARK E	644.87	0.00
12/31/2025	GEN	DD858	SAEZ, HANNAH C	4,245.78	0.00
12/31/2025	GEN	DD859	SMITH , STEVEN L	75.00	0.00
12/31/2025	GEN	DD860	TECENO, CHRISTOPHER S	291.67	0.00
12/31/2025	GEN	DD861	WELCH, RONALD J	291.67	0.00
Totals:				27,595.23	30.84
			Number of Checks: 021		
Total Physical Checks:			2		
Total Check Stubs:			19		

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
Bank GEN GENERAL TOWNSHIP CHECKING						
12/03/2025	GEN	9930723(E)	CON00	CONSUMERS ENERGY	TRAFFIC LIGHTS	680.01
12/17/2025	GEN	35220	APPLIEDINO	APPLIED INNOVATION	NEW PHONES	1,930.55
12/17/2025	GEN	35221	CIT02	BIG RAPIDS CITY TREASURER	SEWER USAGE	29,227.00
12/17/2025	GEN	35222	FAR01	BIG RAPIDS FARM & GARDEN	2 PALLOTS SALT	724.40
12/17/2025	GEN	35223	CHA01	CHARTER COMMUNICATIONS	FIRE DPT, CEM, TWP OFFICES	614.31
12/17/2025	GEN	35224	ESR1	ENVIRONMENTAL SYSTEMS RESEARCH INST	INTERACTIVE MAPS ASSESSING	460.00
12/17/2025	GEN	35225	GRANGER	GRANGER	BRT HALL, OFFICE, FIRE DEPT	119.85
12/17/2025	GEN	35226	GRE02	GREAT LAKES ENERGY	BR TOWNSHIP	28.31
12/17/2025	GEN	35227	JBOWMAN	JAMES BOWMAN	NOV 25 WATER TREATMENT SVCS	1,041.66
12/17/2025	GEN	35228	SHELDON	JOANNAH SHELDON	HALL/OFFICE CLEAN	175.00
12/17/2025	GEN	35229	MCA00	MECOSTA COUNTY ASSESSOR'S ASSO	BOR REVIEW CLASS	50.00
12/17/2025	GEN	35230	MCS00	MECOSTA COUNTY EQUALIZATION	WINTER TAX MAILINGS	1,168.07
12/17/2025	GEN	35231	MCO01	MECOSTA COUNTY ROAD COMMISSION	FUEL USAGE NOV	40.42
12/17/2025	GEN	35232	MCS00	MECOSTA COUNTY SHERIFF DEPT.	LICUOR LAW LICENSE FEES	5,741.71
12/17/2025	GEN	35233	MDOLARA	MI DEPT OF LIENSING AND REG AFFAIR	NOV MECH INSPECTIONS	198.21
12/17/2025	GEN	35234	EGLE	MICH DEPT OF ENV, GREAT LAKES, ENER	WATER TEST SAMPLES	307.00
12/17/2025	GEN	35235	MIS00	MISS DIG 811	ANNUAL MAINT/EDU/MEMBERSHIP	1,252.59
12/17/2025	GEN	35236	MISSION	MISSION COMMUNICATIONS	ANNUAL SERVICE CONTRACT	4,698.00
12/17/2025	GEN	35237	NORTHWEST	NORTHWEST KENT MECHANICAL CO.	MAINT, 4 MISS DIGS, INDUSTRIAL SVC CALL	2,396.00
12/17/2025	GEN	35238	PRO00	PROGRESSIVE AE	RESLIFE ADDITION SITE REVIEW	476.25
12/17/2025	GEN	35239	PIO00	THE PIONEER GROUP	ORDINANCE, MINUTES, BUDGET HEARING	195.80
12/17/2025	GEN	35240	XEROX	XEROX FINANCIAL SERVICES	MONTHLY CONTRACT PAYMENT	510.82
12/17/2025	GEN	35241	APPLIEDINO	APPLIED INNOVATION	MONTHLY PHONES CONTRACT	267.49
12/17/2025	GEN	35242	BIG01	BIG RAPIDS TWP SEWER REC. FUND	TOWNSHIP OFFICES, HALL, FD	54.63
12/17/2025	GEN	9930724(E)	BSB00	SMALL BUSINESS ADMIN SERVICES LLC	SBAM HRA SERVICE FEE	67.50
12/19/2025	GEN	9930726(E)	CON00	HUNTINGTON BANK	HIGHBANKS PARK	157.61
12/22/2025	GEN	9930725(E)	CHE00	ACCIDENT FUND COMPANY	BALANCE DUE ON 3RD QUARTER FED EFTPS	927.36
12/31/2025	GEN	35243	ACCO0	BRUCE BORKOVICH	MONTHLY INS INSTALLMENT	526.10
12/31/2025	GEN	35244	BORKOVICH	CHRIS ELDER	4TH QUARTER CELL PHONE	90.00
12/31/2025	GEN	35245	CELDER	DENA MAREK	4TH QUARTER CELL PHONE, STAMP REIMBURSE	95.00
12/31/2025	GEN	35246	DMAREK	ELECTION SOURCE	4TH QUARTER CELL PHONE	90.00
12/31/2025	GEN	35247	ELECTION S	FIRST NATIONAL BANK	ICP/ICX ELECTION EQUIPMENT ANNUAL SERVI	950.10
12/31/2025	GEN	35248	FIR00	VOID	BR TOWNSHIP CREDIT CARD CHARGES	3,002.33
12/31/2025	GEN	35249	FIR00	GREAT LAKES ENERGY	BR TOWNSHIP	0.00
12/31/2025	GEN	35250	GRE02	HANNAH SAEZ	4TH QUARTER CELL PHONE	29.35
12/31/2025	GEN	35251	JOEL	JOE LENAHAN	FINAL 2025 PAYMENT VAN GUILDER	90.00
12/31/2025	GEN	35253	MOSS01	MARK MOSS	4TH QUARTER CELL PHONE	1,250.00
12/31/2025	GEN	35254	MEC01	MECOSTA COUNTY ROAD COMMISSION	FUEL USAGE NOV	109.40
12/31/2025	GEN	35255	MCT00	MECOSTA COUNTY TREASURER	CIRCLE DRIVE MOBILE HOME PARK TAX 40 UN	99.65
12/31/2025	GEN	35256	SMCKAY	STEPHEN MCKAY	CELL PHONE 4TH QUARTER	100.00
12/31/2025	GEN	9930727(E)	CHE00	HUNTINGTON BANK	DEC 25 EFTPS FED TAX WH	90.00
12/31/2025	GEN	9930728(E)	JHI00	JOHN HANCOCK LIFE INSURANCE COMPANY	DEC 25 401A WH	5,083.34
12/31/2025	GEN	9930729(E)	STA00	STATE OF MICHIGAN	DEC 25 STATE TAX WH	2,809.82
12/31/2025	GEN	9930730(E)	VOYA	VOYA FINANCIAL	DEC 457 WH	984.28
01/01/2026	GEN	35257	CIT02	BIG RAPIDS CITY TREASURER	FIRST QUARTER FD PROTECTION 2026	760.67
01/01/2026	GEN	35258	SAEZ	HANNAH SAEZ	DESK REIMBURSEMENT AND MILEAGE	73,388.96
01/01/2026	GEN	9930731(E)	CON00	CONSUMERS ENERGY	WATER PLANT SUITE	343.80
01/01/2026	GEN	9930732(E)	CON00	VOID	MONTHLY DENTAL/VISION	4,728.46
01/01/2026	GEN	9930733(E)	DELTA	DELTA DENTAL	DEC 25 HRA REIMBURSEMENT	0.00
01/01/2026	GEN	9930734(E)	DMAREK	DENA MAREK	MONTHLY HEALTH INSURANCE	480.75
01/01/2026	GEN	9930735(E)	PRIORITY H	PRIORITY HEALTH		1,178.65
GEN TOTALS:						
Total of 52 Checks:						158,056.57
Less 2 Void Checks:						0.00

V

V

V

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
------------	------	-------	--------	-------------	-------------	--------

Total of 50 Disbursements: 158,056.57

**A RESOLUTION ADOPTING A GENERAL APPROPRIATIONS ACT (BUDGET) FOR
THE BIG RAPIDS CHARTER TOWNSHIP, BIG RAPIDS, MICHIGAN, FOR
THE CALENDAR YEAR BEGINNING ON THE FIRST DAY OF JANUARY, 2026,
AND ENDING ON THE LAST DAY OF DECEMBER, 2026.**

Hannah Saez, Clerk
Charter Township of Big Rapids

**CHARTER TOWNSHIP OF BIG RAPIDS
RESOLUTION TO NAME BANK DEPOSITORIES FOR 2026**

RESOLUTION NO 2026-02

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 January 6, 2026, 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 6th day of January, 2026.

Hannah Saez, Clerk

Charter Township of Big Rapids

**BIG RAPIDS TOWNSHIP
RESOLUTION NUMBER 2026-03
RESOLUTION TO APPROVE WAGES FOR 2026**

WHEREAS, the proposed 2026 Wages by and between Charter Township of Big Rapids (the "Township") have been submitted to the Township Board; and

NOW, THEREFORE, IT IS HEREBY RESOLVED THAT:

1. The 2026 Wages
2. The Township Supervisor and Clerk are hereby authorized and directed to execute the 2026 Wages and to deliver the same on behalf of the Township with such immaterial additions and deletions to the 2026 Wages.
3. All resolutions or parts of resolutions in conflict herewith shall be in the same are hereby rescinded.

Supervisor	\$49,035.60
Clerk	\$52,375.91
Treasurer	\$52,375.91
Trustees	\$3,500.00
Deputy Clerk	\$18.50 per hour
Deputy Treasurer	\$18.50 per hour
Deputy Supervisor	\$18.50 per hour
Planning Commission/ZBA/BBA	\$56.50 per meeting
Board of Review Chairperson	\$18.50 per hour
Board of Review Members	\$17.50 per hour
Election Chairperson	\$18.50 per hour
Election Workers	\$17.50 per hour
Zoning Administrator	\$23,000
Administrative Assistants	\$19.00 per hour
Grounds Manager	\$23.00 per hour
Grounds Assistants	\$19.00 per hour
Building Inspector	\$26.00 per hour
Plan reviews	\$100.00 per hour

Electrical Inspector

\$70 per inspection

Plan reviews \$100 per hour

Plumbing/Mechanical Inspector

\$75 per inspection

Plan reviews \$100 per hour

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 Big Rapids Township, 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 Board meeting on January 6, 2026 of which 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 6th day of January, 2026 BV.

Hannah Saez, Clerk
Big Rapids Township

**CHARTER TOWNSHIP OF BIG RAPIDS
RESOLUTION TO AUTHORIZE THE ACCEPTANCE OF CERTAIN PAYMENTS BY
FINANCIAL TRANSACTION DEVICE (PA 290 of 1995)**

RESOLUTION NO 2026-04

WHEREAS, the Board of Big Rapids Charter Township, Mecosta County, at a Regular Board meeting on January 6, 2026, in an effort to provide greater options to residents of the Township for payments, the Treasurer has researched the statutory requirements for accepting online payments and companies that provide secure methods of processing these payments; and

WHEREAS, pursuant to PA 280 of 1995, as amended, before a local unit accepts a payment by financial transaction device, the governing body of the local unit shall adopt a resolution authorizing the acceptance of payments by financial transaction devices and designating the treasurer of the local unit as responsible for determining the types of financial transaction devices that may be accepted; and

WHEREAS, the Treasurer of Big Rapids Charter Township has determined that accepting financial transaction device payments of taxes, water usage charges, and sewage usage charges is in the best interest of the Township and those using the programs and facilities;

WHEREAS, the Treasurer of Big Rapids Charter Township has determined acceptable financial transaction devices include: Electronic Funds Transfer (eCheck), American Express, Visa, Discover, Mastercard, Paypal, PayPal Credit, or Google Pay, provided the payments are routed through the InvoiceCloud platform that is integrated with BS&A Online; and,

THEREFORE BE IT RESOLVED that Big Rapids Charter Township authorizes the use of financial transaction devices, designates the Treasurer and Clerk as jointly responsible for determining any additional proposed types of financial transaction devices that may be accepted, and authorizes the Treasurer to implement their use according to the following policy:

BE IT FURTHER RESOLVED, That the Township will comply with all applicable requirements to accept such payments. 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 January 6, 2026, 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 6th day of January, 2026.

Hannah Saez, Clerk

Charter Township of Big Rapids

**BIG RAPIDS CHARTER TOWNSHIP
MECOSTA COUNTY
POVERTY EXEMPTION GUIDELINES
RESOLUTION NUMBER 2026-05**

WHEREAS, the adoption of guidelines for poverty exemptions is within the purview of the Big Rapids Charter Township Board; and

WHEREAS, the principal residence of persons who, in the judgment of the supervisor and board of review, by reason of poverty, are unable to contribute to the public charges is eligible for exemption in whole or in part from taxation under Public Act 253, 2020 (MCL 211, 7U); and

WHEREAS, pursuant to PA 253, 2020, Big Rapids Charter Township, Mecosta County adopts the following guidelines for the supervisor and board of review to implement. The guidelines shall include, but not be limited to the specific income and asset levels of the claimant and all persons residing in the household, including any property tax credit returns filed in the current of immediately preceding year;

To be eligible, a person shall do all of the following on an annual basis:

- 1) Be an owner of and occupy as a principal residence of the property for which exemption is requested.
- 2) File a claim with the supervisor or board of review, accompanied by federal and state income tax returns filed in the immediately preceding year or in the current year.
- 3) Produce a valid driver's license or other form of identification if requested.
- 4) If requested, produce a deed, land contract, or other evidence of ownership of the property for which an exemption is requested.
- 5) Meet the federal poverty income standards as defined and determined annually by the United States Office of Management and Budget.
- 6) The application for an exemption shall be filed after January 1, but before the day prior to the last day of board of review.

NOW, THEREFORE, BE IT HEREBY RESOLVED, that the supervisor and board of review shall follow the above stated policy and federal guidelines in granting or denying an exemption, and that the property owner does not have \$10,000 or more in liquid assets.

The foregoing resolution was moved by _____ and supported by _____.
Ayes: Nays: Abstain: Absent:

RESOLUTION DECLARED _____.

STATE OF MICHIGAN)
) SS
COUNTY OF MECOSTA)

Hannah Saez, Township Clerk

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 January 6, 2026, 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 6th day of January, 2026.

Hannah Saez, Clerk
Charter Township of Big Rapids

The following are the poverty threshold as of November _____ 2025, for use in setting poverty exemption guidelines for 2026 assessments:

Number of persons residing in homestead	Annual allowable income
1 person	\$15,650
2 person	\$21,150
3 person	\$26,650
4 person	\$32,150
5 person	\$37,650
6 person	\$43,150
7 person	\$48,650
8 person	\$54,150
For each additional person, add	\$5,550

**CHARTER TOWNSHIP OF BIG RAPIDS
RESOLUTION TO SET BOARD MEETING DATES FOR 2026**

RESOLUTION NO 2026-06

WHEREAS, Public Act 267 of 1976 requires a resolution setting meeting dates.

NOW THEREFORE BE IT RESOLVED, that the regular meeting dates for Big Rapids Charter Township be as follows for the year 2026:

Tuesday, January 6, 2026
Tuesday, February 10, 2026
Tuesday, March 3, 2026
Tuesday, April 7, 2026
Wednesday, May 6, 2026 Meeting held on Wednesday due to School Election on Tuesday.
Tuesday, June 2, 2026
Tuesday, July 7, 2026
Wednesday, August 5, 2026 Meeting held on Wednesday due to Primary Election on Tuesday.
Tuesday, September 1, 2026
Tuesday, October 6, 2026
Wednesday, November 4, 2026 Meeting held on Wednesday due to General Election on Tuesday.
Tuesday, December 1, 2026

All meetings will start at 7:00 p.m. and will be held at the township hall 14230 Northland Drive, Big Rapids, MI 49307, unless otherwise noted.

Ayes: Nays: Abstain: 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 January 6, 2026, 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 6th day of January, 2026.

Hannah Saez, Township Clerk