

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
UNAPPROVED

PLEDGE OF ALLEGIANCE.

CALL TO ORDER: 7:00 p.m. **ROLL CALL:** Borkovich, Bechaz, Everett, Marek, Saez, Teceno, present. Welch absent.
PUBLIC COMMENT:

ADDITIONS TO AGENDA: Bechaz requests letter of Proclamation to FSU for Football.

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:

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

UNFINISHED BUSINESS:

1. **Work Session with Green Township Discussion:** Update from Borkovich: Green Township would be open to this, but would like to wait until the lawsuit is resolved before moving forward.
- 2.

NEW BUSINESS:

1. **State of the Township:**
2. **City Easement Request:** A motion was made by Bechaz to allow the City to move forward with an Easement as proposed. Supported by Teceno. Motion passed unanimously on a roll call vote.
3. **Bike Lane Sign Request:** A motion was made by Saez to approve of purchasing Bike Lane Signs, not to exceed \$750 as quoted. Supported by Teceno. Motion passed unanimously on a roll call vote.
4. **Certification of Computerized Assessment Roll:** A motion was made by Marek to approve of a computerized assessment roll. Supported by Saez. Motion passed unanimously on a roll call vote.
5. **Resolution 2026-01; Adopting a General Appropriations Act (Budget):** A motion was made by Saez to approve of Resolution 2026-01. Supported by Marek. Motion passed unanimously on a roll call vote.
6. **Resolution 2026-02; Bank Depositories:** A motion was made by Marek to approve of Resolution 2026-0. Supported by Bechaz. Motion passed unanimously on a roll call vote.
7. **Resolution 2026-03; 2026 Wages:** A motion was made by Everett to approve of Resolution 2026-03. Supported by Teceno. Motion passed unanimously on a roll call vote.
8. **Resolution 2026-04; Acceptance of Payments by Financial Transaction Device:** A motion was made by Borkovich to approve of Resolution 2026-04 as amended. Supported by Bechaz. Motion passed unanimously on a roll call vote.
9. **Resolution 2026-05; Poverty Exemption Guidelines:** A motion was made by Teceno to approve of Resolution 2026-05 as amended. Supported by Bechaz. Motion passed unanimously on a roll call vote. Borkovich working with State Rep about changing exemption status to include veterans for special assessments, items such as Tonkin, etc.
10. **Resolution 2026-06; Board Meeting Dates:** A motion was made by Marek to approve of Resolution 2026-06. Supported by Teceno. Motion passed unanimously on a roll call vote.
11. **Other:**

Financial

1. **Payroll:** A motion was made by Marek to approve of Payroll in the amount of \$27,595.23. 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 \$158,056.57. Supported by Everett. Motion passed unanimously on a roll call vote.

PUBLIC COMMENT: Marek inquired about minutes from Road committee meeting. Teceno waiting to receive quotes and will then update. Bill Routley – Board appointments, contacted Dana with MAC to discuss how they are unhappy with Drain Commission law, want to give power to more than just one person.

ADJOURNMENT: 7:36pm

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.

RESOLUTION NUMBER 2026-01

**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.**

WHEREAS, the duty of the Township Supervisor of Big Rapids Charter Township is to prepare and submit a proposed budget to the Big Rapids Board of Trustees at the proper time; and

WHEREAS, the Township Supervisor has submitted a proposed budget to the Board of Trustees on December 2, for its consideration, and;

WHEREAS, "Pursuant to MCLA 141.412, notice of a public hearing on the proposed budget was published in a newspaper of general circulation on November 7, 2025 and a public hearing on the proposed budget was held on December 2, 2025";

WHEREAS, whatever increases may have been made in the expenditures, like increases were added to the revenues or planned to be expended from reserves/fund balances so that the budget remains in balance, as required by law.

NOW, THEREFORE, BE IT RESOLVED BY THE Board of Trustees of Big Rapids Charter Township, that they hereby approve and adopt the 2026 fiscal year budget by cost centers. Estimated township revenues for fiscal year 2026, include an allocated millage of 1.25 mills for general fund, 1.50 mills for fire fund, 1.50 mills for township roads and .20 mills for library services.

The foregoing resolution was offered by Saez and supported by Marek.

Ayes: 6 Nays: 0 Abstain: 0 Absent: 1

RESOLUTION DECLARED ADOPTED.

**CHARTER TOWNSHIP OF BIG RAPIDS
RESOLUTION TO NAME BANK DEPOSITORY 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.

The foregoing resolution was offered by Marek and supported by Bechaz.

Ayes: 6 Nays: 0 Absent: 1

RESOLUTION DECLARED ADOPTED.

**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	\$24.00 per hour
Grounds Assistants	\$19.00 per hour
Building Inspector	\$26.00 per hour
Plan reviews	\$100.00 per hour
Electrical Inspector	\$75 per inspection
Plan reviews	\$100 per hour
Plumbing/Mechanical Inspector	\$75 per inspection
Plan reviews	\$100 per hour

The foregoing resolution was offered by Everett and supported by Teceno.

Ayes: 6 Nays: 0 Absent: 1

RESOLUTION DECLARED ADOPTED.

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, sewage usage charges, rental fees, and zoning and building department fees 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, or other of similar type, provided the payments are routed through the 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.

The foregoing resolution was offered by Borkovich and supported by Bechaz.

Ayes: 6 Nays: 0 Absent: 1

RESOLUTION DECLARED ADOPTED.

BIG RAPIDS CHARTER TOWNSHIP REAL PROPERTY TAX POVERTY EXEMPTION RESOLUTION NUMBER 2026-05

WHEREAS the adoption of guidelines for poverty exemptions is required of the Township Board; and WHEREAS, the principal residence of persons, who the Assessor and Board of Review determine by reason of poverty to be unable to contribute to the public charge, is eligible for exemption in whole or in part from taxation under Public Act 253 of 2020; and

WHEREAS, pursuant to PA 253 of 2020, the Charter Township of Big Rapids, Mecosta County adopts the following guidelines for the 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 or immediately preceding year.

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

- 1) Be an owner of and occupy as a principal residence the property for which an exemption is requested.
- 2) File a Michigan Department of Treasury Form 5737 Application for MCL 211.7u Poverty Exemption with the Supervisor/Assessor or Board of Review, Application must be accompanied by Federal and State income tax returns for all persons residing in the principal residence, including any property tax credit returns filed in the immediately preceding year or in the current year or a Michigan Department of Treasury Form 4988, Poverty Exemption Affidavit.
- 3) File a claim reporting that the combined assets of all persons do not exceed 15,000. Assets include but are not limited to, real estate other than the principal residence, personal property, motor vehicles, recreational vehicles and equipment, certificates of deposit, savings accounts, checking accounts, stocks, bonds, life insurance, retirement funds, etc.
- 4) Produce a valid drivers license or other form of identification if requested.
- 5) Produce, if requested, a deed, land contract, or other evidence of ownership of the property for which an exemption is requested.
- 6) Meet the federal poverty income guidelines as defined and determined annually by the United States Department of Health and Human Services.

7) The application for an exemption shall be filed after January 1, but one day prior to the last day of the December Board of Review. A copy of this application is set forth in Exhibit B also known as Michigan Department of Treasury Form 5737.

The filing of this claim constitutes an appearance before the Board of Review for the purpose of preserving the right of appeal to the Michigan Tax Tribunal. See Exhibit A for the federal poverty income guidelines which are updated annually by the United States Department of Health and Human Services. The annual allowable income includes income for all persons residing in the principal residence.

If approved for exemption by the Board of Review, the exemption is for real property tax of the principal residence. Special assessments, such as for delinquent sewer, or as required by the County Drain Commissioner, are not a tax and therefore not exempt.

NOW, THEREFORE, BE IT HEREBY RESOLVED that the Board of Review shall follow the above stated policy and federal guidelines in granting or denying an exemption.

The foregoing resolution was moved by Teceno and supported by Bechaz.

Ayes: 6 Nays: Abstain: Absent: 1

RESOLUTION DECLARED ADOPTED.

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.

The foregoing resolution was offered by Marek and supported by Teceno.

Ayes: 6 Nays: 0 Abstain:0 Absent: 1

RESOLUTION DECLARED ADOPTED.