

# BIG RAPIDS CHARTER TOWNSHIP BOARD REGULAR MEETING TUESDAY, MARCH 3, 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:

SPECIAL APPEARANCE: Ryan Hodges, Ferris State University, Proclamation of Recognition of FSU Football  
Chris Zimmerman, County Commissioner

CONSENT AGENDA

1. February 3, 2026 Regular Meeting Minutes:
2. February 23, 2026 Special Meeting Minutes:
3. January Financial Report:
4. Sheriff's Report:
5. Cemetery and Grounds Report:
6. Sewer Department Report:
7. Water Department Report:
8. Building Department Report:

UNFINISHED BUSINESS:

1. Drain Commission Law Letter:

NEW BUSINESS:

1. MDOT Proposal – Ferris Sidewalk:
2. Principles of Governance:
3. 2026 Fireworks:
4. Supervisor Spending Limit/Emergency Limit:
5. Hall Roof Discussion:
6. Assessor Contract:
7. Good Friday:
8. Special Meeting, Data Center Input:
9. 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, FEBRUARY 3, 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, Welch, present.**

**PUBLIC COMMENT:** Chris Zimmerman – BOC, gave Tonkin update. Requested the board send a letter to legislatures to encourage fixing the flaws in the drain code.

**ADDITIONS TO AGENDA:**

**CONSENT AGENDA**

1. **January 6, 2026 Regular Meeting Minutes:**
2. **December 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 Everett. Supported by Bechaz. Motion passed unanimously.

**UNFINISHED BUSINESS:**

- 1.

**NEW BUSINESS:**

1. **Mecosta County Conservation District Hazardous Waste Clean Up:** A motion was made by Bechaz to contract with the Conservation district for the hazardous waste clean up in the amount of \$4,200. Supported by Teceno. Motion passed unanimously on a roll call vote.
2. **MEDC Certified Business Parks Program:** Discussion with Ind. Pk realtors Heather Miller/Chuck Ames. Link to program not valid.
3. **MI DNR Available Grants:** Marek explained grants available and asked for volunteers from board.
4. **International Fire Code/Fire Truck Repair:** Discussion with Captain Schroeder, Bechaz had concerns with building code. Schroeder, Bechaz and Bean to meet and discuss. Schroeder asked board for a contribution to \$24 thousand fire truck repair. A motion was made by Teceno to contribute \$12,000 to repair cost. Supported by Bechaz. Motion passed unanimously on a roll call vote.
5. **Data Center Explanation:**
6. **Data Center Moratorium:** Ordinance to be added to the next meeting.
7. **Other:**

**Financial**

1. **Payroll:** A motion was made by Marek to approve of Payroll in the amount of \$27,897.75. Supported by Saez. 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 \$39,582.65. Supported by Teceno. Motion passed unanimously on a roll call vote.

**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  
SPECIAL MEETING MONDAY, FEBRUARY 23, 2026  
BIG RAPIDS TOWNSHIP HALL, 14230 NORTHLAND DR.  
BIG RAPIDS, MI 49307  
5:00 PM  
UNAPPROVED**

**PLEDGE OF ALLEGIANCE.**

**CALL TO ORDER: 5:00 p.m. ROLL CALL: Borkovich, Bechaz, Everett, Marek, Teceno, Welch, present. Saez absent.**

**PUBLIC COMMENT: Mr./Mrs. Deal – Do not support Data Centers. Had concerns about public comment at August meeting.**

**This special meeting was called by Supervisor Borkovich to discuss the following:**

- 1. Grounds Position: Supervisor presented two options for grounds position moving forward, with intentions aimed toward employee retention. A motion was made by Bechaz to exclude Dena Marek to discuss option two, regarding conflict of interest. Supported by Everett. Motion passed.  
A motion to approve of option two as presented for the Grounds Position was made by Everett. Supported by Bechaz. Motion passed.**
- 2. Ordinance 153.020: A motion was made by Bechaz to approve of Ordinance 153.020. Supported by Welch. Motion passed unanimously on a roll call vote.**
- 3. Moratorium for Data Centers: A motion was made by Marek to approve of the Data Center Moratorium. Supported by Bechaz. Motion passed unanimously on a roll call vote.**
- 4. Treasury Request for information on CFIUS Program: Pass along to attorney before submission.**
- 5. Road Committee Recommendations: A motion was made by Teceno to approve of the 2026 Road Contracts. Supported by Everett. Motion passed unanimously on a roll call vote.**

**PUBLIC COMMENT: Mr./Mrs. Deal – Expressed gratitude for Data Center Moratorium. Bechaz asked for permission to contact Eric Williams regarding international fire code.**

**ADJOURNMENT: 6:20pm**

**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.**

GL Number	Description	Beginning Balance
101-000-001.000	GENERAL FUND Cash - Checking	1,505,127.61
204-000-001.000	MUNICIPAL STREET FUND - CASH	225,297.63
206-000-001.000	FIRE FUND Cash - Checking	233,184.88
212-000-001.000	LIQUOR LAW FUND Cash - Savings	
249-000-001.000	BUILDING INSP FUND Cash - Savings	133,808.25
271-000-001.000	LIBRARY FUND CASH	6,183.94
590-000-001.000	SEWER FUND Cash - Savings	1,713,263.33
591-000-001.000	WATER FUND - CASH	(18,794.84)
701-000-001.000	TRUST & AGENCY CASH	
708-000-001.000	METRO FUND CASH	300.96
711-000-001.099	HVC NON-EXP PERPETUAL CARE	103,238.39
711-000-001.100	HVC Cash Expendable	29,770.71
850-000-001.000	PAYROLL CLEARING FUND Cash - Savings	2,989.06

Beginning GL Balance:	3,934,369.92
Add: Cash Receipts	178,491.86
Less: Cash Disbursements	(119,313.06)
Less: Payroll Disbursements	(21,344.90)
Add: Journal Entries/Other	17,922.85
Ending GL Balance:	3,990,126.67

GL Number	Description	Ending Balance
101-000-001.000	GENERAL FUND Cash - Checking	1,505,858.92
204-000-001.000	MUNICIPAL STREET FUND - CASH	271,512.23
206-000-001.000	FIRE FUND Cash - Checking	203,747.86
212-000-001.000	LIQUOR LAW FUND Cash - Savings	
249-000-001.000	BUILDING INSP FUND Cash - Savings	136,969.89
271-000-001.000	LIBRARY FUND CASH	12,337.63
590-000-001.000	SEWER FUND Cash - Savings	1,745,210.31
591-000-001.000	WATER FUND - CASH	(20,458.51)
701-000-001.000	TRUST & AGENCY CASH	
708-000-001.000	METRO FUND CASH	301.70
711-000-001.099	HVC NON-EXP PERPETUAL CARE	103,476.27
711-000-001.100	HVC Cash Expendable	29,839.15
850-000-001.000	PAYROLL CLEARING FUND Cash - Savings	1,331.22

Ending GL Balance: 3,990,126.67

Ending Bank Balance: 4,009,562.60

Add: Deposits in Transit		
	02/03/2026 *Deposit ID: 842	374.00
	Deposit early	35.21
		409.21

Less: Outstanding Checks

AP Checks			
Check Date	Check Number	Name	Amount
12/31/2025	35256	STEPHEN MCKAY	90.00
01/16/2026	35269	LANG MECHANICAL LLC	680.00
01/16/2026	35270	TERMINIX EHRLICH	110.32
01/16/2026	35271	XEROX FINANCIAL SERVICES	510.82
01/26/2026	35285	MECOSTA COUNTY TREASURER	100.00
01/28/2026	9930743	CONSUMERS ENERGY	4,710.11
01/28/2026	9930747	PRIORITY HEALTH	8,265.36
01/30/2026	9930740	JOHN HANCOCK LIFE INSURANCE COMPANY	2,677.75
01/30/2026	9930741	STATE OF MICHIGAN	1,032.91
01/30/2026	9930742	VOYA FINANCIAL	688.94
01/31/2026	9930749	DENA MAREK	567.85
01/31/2026	9930750	HANNAH SAEZ	200.00

Payroll Checks			
Check Date	Check Number	Name	Amount
08/29/2025	13694	PHILLIPS, BRETT	211.08

02/09/2026 12:53 PM  
User: Dena Marek  
DB: Big Rapids Town

BANK RECONCILIATION FOR BIG RAPIDS TOWNSHIP  
Bank GEN (GENERAL TOWNSHIP CHECKING)  
FROM 01/01/2026 TO 01/31/2026  
Reconciliation Record ID: 223

Total - 13 Outstanding Checks:	19,845.14
Adjusted Bank Balance	3,990,126.67
Unreconciled Difference:	0.00

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

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

GL Number	Description	Beginning Balance
703-000-001.000	Cash - SAVINGS+CHECKING TAX	393,474.36
Beginning GL Balance:		393,474.36
Add: Cash Receipts		699,494.02
Add: Tax Receipts		15,568.19
Less: Cash Disbursements		(889,535.83)
Add: Journal Entries/Other		1,318.72
Ending GL Balance:		220,319.46

GL Number	Description	Ending Balance
703-000-001.000	Cash - SAVINGS+CHECKING TAX	220,319.46
Ending GL Balance:		220,319.46
Ending Bank Balance:		725,274.09
Add: Deposits in Transit		
	02/02/2026 *Deposit ID: 844	2,045.68
		<u>2,045.68</u>
Less: Outstanding Checks		

AP Checks			
Check Date	Check Number	Name	Amount
01/07/2026	4454	LERETA, LLC	421.59
01/27/2026	4460	BIG RAPIDS PUBLIC SCHOOL	5,709.93
01/27/2026	4461	BIG RAPIDS TOWNSHIP GEN. FUND	190,740.19
01/27/2026	4462	CORELOGIC CENTRALIZED REFUNDS	201.21
01/27/2026	4463	MECOSTA COUNTY AREA TRANSIT	20,574.03
01/27/2026	4464	MECOSTA COUNTY DRAIN COMMISSIONER	17,356.61
01/27/2026	4465	MECOSTA COUNTY TREASURER	39,173.65
01/27/2026	4466	MOISD	206,974.08
01/27/2026	4467	MORLEY-STANWOOD PUBLIC SCHOOLS	25,275.88
01/27/2026	4468	POWERS, NICHOLE A	573.14
Total - 10 Outstanding Checks:			507,000.31
Adjusted Bank Balance			220,319.46
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: January 2026**

Traffic Stops-27

Traffic Tickets-2

Appearance Tickets-2

Property Damage Crashes-22

Physical Arrests-7

Animal Control-2

VSU Call Outs-0

Total MCSO Complaints-74

### **Activities/Information:**

On 01-08-2026, at approximately 2021 hours, deputies were dispatched to the area of 230<sup>th</sup> Ave near 13 Mile Rd regarding a domestic dispute. The caller, a 67-year-old male, advised that his sister, 68 years old, had been living at his home for approximately eight to nine years and indicated that tonight she had become angry. He indicated that she was being disorderly and typically would call 911 and accuse him of things. He indicated that tonight she had become upset over politics. He advised that he told her to stop being angry and to knock it off, causing her to grab him by the face and try to poke his eyes out. Deputies arrived on the scene and, after investigating, arrested the male half for domestic assault. A warrant request was submitted for the female, which was later denied by the prosecutor's office.

On 01-09-2026 at approximately 2027 hours, a deputy made a traffic stop on S. State St near Knollview, which resulted in the 47-year-old male driver being arrested for an outstanding warrant.

On 01-11-2026 at approximately 0703 hours, deputies were dispatched to a residence on 16 Mile Rd near 190<sup>th</sup> Ave for a report of a domestic assault. After investigating the matter, a 56-year-old male was arrested for domestic assault.

On 01-12-2026 at approximately 2030 hours, a deputy was dispatched to an address for an assault that had occurred at Meijer. A 21-year-old female claimed to have been assaulted by a 21-year-old female and a 26-year-old male. Warrant requests have been submitted to the prosecutor's office for review of charges.

On 01-16-2026 at approximately 1647 hours, a deputy was dispatched to a business on Perry Ave near 215<sup>th</sup> Ave for a retail fraud. Three females were observed by Loss Prevention stealing items and not scanning things at the self-checkout. Loss Prevention noted that this same group had done this on another occasion. The deputy made contact with the group and, after investigating and speaking to the females, learned one of them, 19 years old, had been the one responsible. An appearance ticket was written for the suspect. There were actually five females who were together, with all of them being trespassed.

On 01-25-2026, at approximately 1203 hours, a deputy was on patrol and was near 220<sup>th</sup> Ave / Woodward Ave when a retail fraud in progress came in at a store on Perry Ave near 215<sup>th</sup> Ave. The complainant, a Loss Prevention worker, called Dispatch to report the incident and stated the female who committed the retail fraud was in the parking lot wearing a black shirt, black pants, had a star on her face, and was going through the parking lot hiding behind cars. When he arrived on scene, he located the female, later found to be a 17-year-old female, who was given an appearance ticket for the theft.

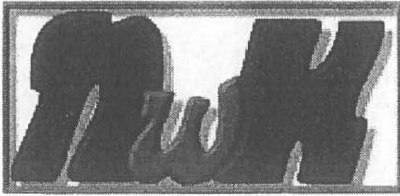
On 01-28-2026 at approximately 0734 hours, a deputy was dispatched to a road runoff on US 131 (northbound) north of 12 Mile Rd. The deputy arrived on scene and subsequently arrested the driver, a 39-year-old female, for a neglect child support warrant out of Kent County.

On 01-28-2026 at 1655 hours, a deputy was called to an address on 16 Mile Rd near 190<sup>th</sup> Ave for assistance to CPS. Once on scene, he discovered one of the subjects inside the residence, a 48-year-old female, had a misdemeanor warrant out of Osceola County. He arrested the subject and transported her to Meceola Central Dispatch, where he transferred custody over to Evert PD.

On 01-28-2026 at 1856 hours, a deputy arrested a 36-year-old male at a residence on 14 Mile Rd near Northland Dr on an outstanding warrant.

On 01-29-2026 at approximately 1107 hours, deputies, while assisting CPS on a home visit at an address on 183<sup>rd</sup> Ave near 12 Mile Rd, discovered a 47-year-old male lived at that residence and was on probation for an assault where he

had allegedly assaulted the female half who also lived there. The male was on probation, and one of his conditions was to have no contact with the female half. Deputies arrived and, after finding the male there, arrested him for violating the court order.



## Northwest Kent Mechanical Co.

Commercial • Industrial • Institutional

P.O. Box 216K • 4095 16 Mile Road  
Cedar Springs, MI 49319

(616) 696-9026 • Fax (616) 696-9327  
[www.nwkentmech.com](http://www.nwkentmech.com)

February 26, 2026

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

RE: Monthly Lift Station Report

Dear Bruce,

Well another month has come and gone and have to say it was a pretty calm month as far as issues go. We replaced a failed backup battery for the Mission system at Industrial Park Lift Station with a new backup battery we had at Maintenance Barn. Had one call out for a Low Temp also at Industrial Park Lift Station, cause was power outage and needed to be reset. We just received the Pump back for Venlo Lift Station from repairs and are planning on reinstalling 2/26/2026 so that Station will be back to normal service. It was a busy month for Miss Digg's, Thank You Dena for your support on this.

All stations are in good general condition and operating as designed at this time.

Monthly Gallon numbers are: Industrial Park = 7207  
Gilbert St = 14510073  
Perry St = 145840.22

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

JANUARY 2026

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

I am planning on taking our quarterly bacteria samples this week, and hopefully I can get our 2026 sample schedule from Nolan soon. Thankfully I think we have gotten through the coldest part of winter without any service lines freezing! The diesel fuel is slightly above ½ full for the generator and the distribution pumps and motors are all working well. We will need to get a fill request into Michael oil in the near future once the scheduled outage on February 7th from Consumers is completed.

**Building**

Permit #	Contractor	Job Address	Fee Total	Const. Value
PB26-0002	SCHUBERG, MICHELLE L	22471 WOODWARD AVE	\$390.00	\$0
<b>Work Description:</b>				
PB26-0011	CORNELIUS CATRINA & JULIE	13150 190TH AVE	\$234.00	\$0
<b>Work Description:</b>				
PB26-0012	HILLS DEVELOPMENT LLC	16540 BIRCH TOP RIDGE	\$1,151.00	\$0
<b>Work Description:</b>				
PB26-0013	NELSON, JUDITH A NELSON R	1020 WEST AVE	\$100.00	\$0
<b>Work Description:</b> demolish old barn				

**Total Permits For Type: 4**  
**Total Fees For Type: \$1,875.00**  
**Total Const. Value For Type: \$0**

**Electrical**

Permit #	Contractor	Job Address	Fee Total	Const. Value
PE26-0001	KRUEGER CHARLES MAUREE	16160 230TH AVE	\$145.00	\$0
<b>Work Description:</b> 1 SERVICE 200 AMP, 1 INSPECTION				
PE26-0002	WAL-MART PROPERTY TAX D	21400 PERRY AVE	\$631.00	\$0
<b>Work Description:</b> service (2); circuits (39); lighting fixtures (20); outlets - 220 volt or greater (5); motors to 20 KVA (1); rough-in/temp service/safety, re-insp/underground (2) final inspection (1)				

**Total Permits For Type: 2**  
**Total Fees For Type: \$776.00**  
**Total Const. Value For Type: \$0**

**Plumbing**

Permit #	Contractor	Job Address	Fee Total	Const. Value
PP26-0004	CORNELIUS CATRINA & JULIE	13150 190TH AVE	\$140.00	\$0
<b>Work Description:</b>				
PP26-0005	GROVE VIRGINIA	14688 205TH AVE	\$293.00	\$0
<b>Work Description:</b> Fixtures (4); stack(1); sewage ejector (1); water service (1); water distribution (1); add'l/undergr/re-inspection (2); final inspection (1)				
PP26-0006	ZUNIGA JULIE	20535 EDGEWOOD DRIVE	\$331.00	\$0
<b>Work Description:</b> fixtures (9); stacks (2); sewage ejector/sump (1); sub-soil drain (1); water service (1); connection (1); water distribution (1); add't roughin, underground inspections (2); final inspection (1)				
PP26-0007	HILLS DEVELOPMENT LLC	16540 BIRCH TOP RIDGE	\$160.00	\$0

**Work Description:** Water service, Sewer

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PP26-0008	WAL-MART PROPERTY TAX D	21400 PERRY AVE	\$340.00	\$0
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**Work Description:** Dunkin Donuts

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<b>Total Permits For Type:</b>	<b>5</b>
<b>Total Fees For Type:</b>	<b>\$1,264.00</b>
<b>Total Const. Value For Type:</b>	<b>\$0</b>

## Zoning Clearance

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Permit #	Contractor	Job Address	Fee Total	Const. Value
PZ26-0010	HILLS DEVELOPMENT LLC	16540 BIRCH TOP RIDGE	\$25.00	\$192,165

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**Work Description:** Construction of a new 2793 sq. ft. Single Family dwelling

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<b>Total Permits For Type:</b>	<b>1</b>
<b>Total Fees For Type:</b>	<b>\$25.00</b>
<b>Total Const. Value For Type:</b>	<b>\$192,165</b>

## Report Summary

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<b>Grand Total Fees:</b>	<b>\$3,940.00</b>
<b>Grand Total Permits:</b>	<b>12</b>
<b>Grand Total Const. Value:</b>	<b>\$192,165</b>

Population: All Records

Permit.DateIssued Between  
2/1/2026 12:00:00 AM AND  
2/28/2026 11:59:59 PM

# Big Rapids Charter Township

14212 Northland Drive  
Big Rapids, MI 49307-2319  
P 231-796-3603  
F 231-796-2533

February 5, 2026

The Honorable Tom Kunse  
Michigan House of Representatives, 100<sup>th</sup> District  
P.O. Box 30014  
Lansing, MI 48909-7514

Dear Representative Kunse,

As we are not only professional colleagues but also friends, I will abandon the formal introduction, but to inform others, I am Bruce Borkovich, Big Rapids Charter Township Supervisor. I am writing this letter on behalf of the Big Rapids Charter Township Board to ask for your assistance in seeking change to the existing Michigan Drain Code.

As you know, we in Big Rapids Charter Township were surprised, and frankly shocked, when in early 2025, the Mecosta County Drain Commissioner, her attorney, and representatives of the Spicer Engineering group attended our monthly meeting, and advised that they were moving forward with the Tonkin Drain project, which will cost taxpayers across the Township over 6 million dollars. The drain commissioner advised that she had a conversation with the Township Supervisor who preceded me and the supervisor before me, but this was a complete surprise to our Board, and our residents.

The drain commissioner contemplated this project, designed the project, and hired an engineering firm in what I can only describe as a clandestine operation; no input from local elected officials, business owners, farmers and landowners, or others in the proposed drain district. Ultimately, every resident of the Township will have to pay for this project, due to not only special assessments from landowners in the drain district, but also due an 'at large' assessment.

I could provide many other disappointing actions of our drain commissioner, but in the interest of brevity, I am focusing this letter on a request for your help, and that of your colleagues, to make substantive changes to PA 40, the Michigan Drain Code of 1956. Specifically, we are asking for the amendments necessary to remove the sole decision-making authority from the drain

commissioner to a board or panel. The law as written seems to be in conflict with the 14<sup>th</sup> Amendment to our Constitution, specifically the Due Process Clause, which prohibits the deprivation of life, liberty, or **property** by the federal and state governments, without due process of law.

There are several other specific changes that should be considered, for example, requiring two or more engineering companies to bid on a project; and requiring a collaborative process that includes certain stakeholders to be included in the contemplation and design of a project. But primarily, we as a Township Board strongly oppose the current law as worded which allows one person, the county drain commissioner, to decide if a project will proceed or not. We do not believe that this part of the law was properly considered regarding the Due Process Clause, and regarding taxation without representation.

This should be an opportunity for all Michigan legislators, across political divides, to work together to restore some level of local control to the citizens of Michigan. On behalf of the Board, and the residents of Big Rapids Charter Township, we thank you for your attention to, and support of our efforts to return the concept of self-determination to We the People.

If you or your colleagues have any questions regarding what we have encountered as we have opposed this project, please feel free to contact me at (231) 250-2979, or at [supervisor@bigrapidstowshipmi.gov](mailto:supervisor@bigrapidstowshipmi.gov).

Sincerely,

Bruce Borkovich, Supervisor  
Big Rapids Charter Township  
14212 Northland Drive  
Big Rapids, MI 49307

# MDOT / Ferris Proposal

Clerk

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**From:** Supervisor  
**Sent:** Monday, February 23, 2026 1:57 PM  
**To:** Clerk; Treasurer  
**Subject:** FW: Proposed Sidewalk, west side of Northland Drive, Gilbert Rd to S of the Pizza Hut, Big Rapids Township

I presented this email at the community leadership meeting today. In particular, I inquired whether Ferris would be interested in partnering on this- basically for two things. Number one is snow/ice removal; I told them we do not have the equipment, and we are not planning on purchasing any to plow sidewalks. They were not very interested in committing to snow removal for this stretch. They did say that they could consider it on a year-by-year basis, depending on staffing and equipment, which did not seem to be a commitment that the township would be interested in.

The second commitment would be maintenance and upkeep. They also seemed to be totally disinterested in any type of maintenance agreement. I reminded them that this sidewalk would primarily benefit students, and the group then started to talk about getting businesses in the area to chip in, including the apartment complexes, etc. I told them that I do not think the board want to get involved in such a project with so many complications. I reminded them that if the township were to agree to the maintenance of the sidewalk, 10 years from now, we might be replacing or repairing the sidewalks. I advised the group that this would be presented to the board at the March meeting, but I indicated that I was not confident that there would be board support for such a commitment, which ultimately only benefited FSU students. It did not seem to be to be in the best interests of the township as a whole.

Bruce

Bruce Borkovich

Supervisor  
Big Rapids Charter Township  
14212 Northland DR  
Big Rapids, MI 49307  
231-796-3603 x 201 office  
231-250-8445 cell

**From:** Kirkby, Del (MDOT) <KirkbyD@michigan.gov>  
**Sent:** Friday, February 20, 2026 10:38 AM  
**To:** Supervisor <supervisor@bigrapidstowshipmi.gov>  
**Cc:** Manshum, Ian (MDOT) <ManshumI@michigan.gov>; Delgado, Brian (MDOT) <DelgadoB1@michigan.gov>; Coger, David (MDOT) <CogerD@michigan.gov>; Weichlein, Derek (MDOT) <WeichleinD2@michigan.gov>  
**Subject:** Proposed Sidewalk, west side of Northland Drive, Gilbert Rd to S of the Pizza Hut, Big Rapids Township

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

Hi Bruce,

Thank you for the opportunity to catch up yesterday regarding a potential opportunity MDOT-Cadillac TSC is working on to address non-motorized mobility along the west side of Northland Drive.

Several years ago, Big Rapids Township, the City of Big Rapids, Ferris State University, Mecosta County Road Commission, public safety representatives and MDOT (among others) reviewed Northland Drive from south of 14 Mile Rd to north of Knollview Drive for potential safety and mobility improvements. Due to the construction of

student housing and business redevelopment along Northland Drive, one of the recommendations was extending the sidewalk along the west side of Northland Drive from the Northland Flats Apartments to Gilbert Rd.

MDOT -Cadillac TSC must issue a right of way construction permit for the drain work and while working through the nuances was able to secure a commitment through MDOT's portion of the funding to construct a sidewalk within the area impacted by the drain work area (Gilbert Rd to south of Pizza Hut). Details are still being fleshed out on an exact route for this 6' wide concrete sidewalk- MDOT anticipates that it would be built within the area disturbed by the county drain work, would always be within the road right of way and would generally be placed to accommodate snow storage via a grassy strip between the east edge of the sidewalk and the west side/back of the Northland Drive curb.

Should the portion of the sidewalk over the drain be constructed now, the TSC feels confident that funding can be captured soon to fill in the 500' gap between Pizza Hut and the Northland Flats Apartments (probably 2027, possibly 2028).

To move forward MDOT needs a resolution of support from Big Rapids Township to pursue building the sidewalk from Gilbert Rd to Northland Flats Apartments and a commitment to take over maintenance of the sidewalk locally once it is completed. MDOT doesn't need the details of a maintenance commitment in the resolution, just that the sidewalk will be maintained locally as MDOT can't commit to building sidewalks that won't be maintained locally.

If you have any questions, please don't hesitate to reach out.

Cordially,

Del

Del Kirkby  
Michigan Dept. of Transportation  
Cadillac Service Center  
7915 S US-131 Highway  
Cadillac MI 49601  
231-775-3486

# Big Rapids Charter Township

## Principles of Governance

To maintain the highest standards and traditions of Michigan townships, we embrace these principles to guide our stewardship, deliberations and constituent services as we commit to safeguard our community's health, safety and general welfare.

We pledge to:

- Insist on the highest standards of ethical conduct by all who act on behalf of this township
- Bring credit, honor and dignity to our public offices through collegial board deliberations and diligent, appropriate responses to constituent concerns
- Actively pursue education and knowledge, and embrace best practices
- Treat all persons with dignity, respect and impartiality, without prejudice or discrimination
- Practice openness and transparency in our decisions and actions
- Cooperate in all reasonable ways with other governmental entities and consider the impact our decisions may have outside our township's borders
- Communicate to the public township issues, challenges and successes, and welcome the active involvement of stakeholders to further the township's well-being
- Strive for compliance with all state and federal statutory requirements
- Refuse to participate in any decisions or activities for personal gain, at the expense of the best interests of the township
- Further the understanding of the obligations and responsibilities of American citizenship, democratic government and freedom

These principles we pledge to our township, our state and our country.

\_\_\_\_\_  
Bruce Borkovich, Supervisor

\_\_\_\_\_  
Christopher Teceno, Trustee

\_\_\_\_\_  
Hannah Saez, Clerk

\_\_\_\_\_  
Jerald Everett, Trustee

\_\_\_\_\_  
Dena Marek, Treasurer

\_\_\_\_\_  
Joseph Bechaz, Trustee



\_\_\_\_\_  
Ron Welch, Trustee

\_\_\_\_\_  
Date



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

2/9/2026

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).


<b>PRODUCER</b> Acisure Great Lakes Partners Insurance Services 223 West Grand River Ave #1 Howell MI 48843	<b>CONTACT NAME:</b> PHONE (A/C, No, Ext): 216-658-7100      FAX (A/C, No): 216-658-7101 E-MAIL ADDRESS: info@brittongallagher.com	
	<b>INSURER(S) AFFORDING COVERAGE</b>	
<b>INSURED</b> 2299 Pyrotecnico Fireworks Inc. P.O. Box 149 299 Wilson Road New Castle PA 16103	<b>INSURER A :</b> Constitution Insurance Company      NAIC # 32190	
	<b>INSURER B :</b> Texas Insurance Company      16543	
	<b>INSURER C :</b> Continental Indemnity Company      28258	
	<b>INSURER D :</b> Allianz Global Corporate & Specialty SE      7617	
	<b>INSURER E :</b> HDI GLOBAL SPECIALTY SE      1340041	
	<b>INSURER F :</b>	

**COVERAGES**      **CERTIFICATE NUMBER:** 1967567720      **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
B	<b>GENERAL LIABILITY</b> <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC	Y	Y	BESGLPTPA011501_171145_01	11/28/2025	11/28/2026	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
C	<b>AUTOMOBILE LIABILITY</b> <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS	Y	Y	BESCRMNPA011501_171145_01	11/28/2025	11/28/2026	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
D	<b>UMBRELLA LIAB</b> <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED    RETENTION \$	Y	Y	25ABEX0231	11/28/2025	11/28/2026	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000 \$
A	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N If yes, describe under DESCRIPTION OF OPERATIONS below		N/A	82-872096-04-44 (MI)	10/14/2025	10/14/2026	<input checked="" type="checkbox"/> WC STATU-TORY LIMITS <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
E D E	Excess Liability #2			18HX3645 25ABHX0050 18HX3646	11/28/2025 11/28/2025 11/28/2025	11/28/2026 11/28/2026 11/28/2026	Each Occ/ Aggregate \$3,000,000 Each Occ/Aggregate \$1,000,000 Each Occ/Aggregate \$4,000,000

**DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)**  
 Additional Insured extension of coverage is provided by above referenced General Liability policy where required by written agreement.  
 Auto Policy Numbers as Follows: BESCRMPCA011501\_171145\_01 (CA), BESCRMPLA011501\_171145\_01 (LA), BESCRMNPA011501\_171145\_01 (Main)  
 Fireworks Display Date: July 3, 2026  
 Location: Mecosta County Free Fairgrounds, 540 West Avenue, Big Rapids, MI 49307  
 Additional Insured: Mecosta County Area Chamber of Commerce, Mecosta County Free Fairgrounds, City of Big Rapids

<b>CERTIFICATE HOLDER</b>  Mecosta County Area Chamber of Commerce P.O. Box 1466 Big Rapids MI 49307	<b>CANCELLATION</b>  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE 

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

<b>Authority:</b> 1988 PA 358 <b>Compliance:</b> Voluntary <b>Penalty:</b> 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.*

<b>Issued To</b> Pyrotecnico Fireworks, Inc.	<b>Age (18 or over)</b> Yes
<b>Address</b> 4369 E Summit Woods Dr NE, Rockford, MI 49341	
<b>Name of Organization, Group, Firm, or Corporation</b> Mecosta County Convention & Visitors Bureau	
<b>Address</b> 127 S State Street, Big Rapids MI 49307	
<b>Number and Types of Fireworks</b>  Approximately 2200 aerial display shells ranging in size from 1 ¼ inches to 5 inches in diameter.	
<b>Exact Location of Display</b> Mecosta County Fairgrounds, 540 West Avenue, Big Rapids MI 49307	
<b>City, Village, Township</b> Big Rapids Charter Township, MI	<b>Date</b> July 3, 2026
<b>Bond or Insurance Filed?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>Time</b> Approx. 10:25 pm <b>Amount</b> \$10,000,000.00

Issued by action of the Legislative Body of the

City  Village  Township of \_\_\_\_\_ on the \_\_\_\_ day of \_\_\_\_\_, 2026  
(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.

**Supervisor Spending Limit:**

**Current: \$2,500**

**Suggested: \$5,000**

**Emergency: \$10,000**

**"Assessing Services"  
Proposal to:**

**Big Rapids Charter Township  
Mecosta County, Michigan**

**And**

**Assessor – Chris Elder  
Assistant- Taylor Elder**

**April 1<sup>st</sup> 2026**

**Through**

**March 31<sup>st</sup> 2027**

## PROPOSAL - SPECIFICATIONS

This proposal is offered by Chris Elder herein Assessor, to the Big Rapids Charter 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 must 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 \$50.00 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 \$17.34 Per Parcel (Current Parcel Count 2251) Annual salary - \$39,032.40 paid once per month at the rate of \$3252.70

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 1<sup>st</sup> 2026 and shall be completed March 31<sup>st</sup> 2027. 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



Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
Bank GEN GENERAL TOWNSHIP CHECKING						
02/09/2026	GEN	35286	BETTYKOONS	BETTY J. KOONS REVOCABLE TRUST	CEM PLOT BUY BACK	300.00
02/09/2026	GEN	35287	CIT02	BIG RAPIDS CITY TREASURER	TO PAY FOR 1/2 OF PUMPER TRUCK REPAIR	78,901.64
02/09/2026	GEN	35288	CHA01	CHARTER COMMUNICATIONS	FIRE DPT, CEM, TWP OFFICES	800.50
02/09/2026	GEN	35289	GRANGER	GRANGER	HIGHLANDVIEW CEMETERY GARBAGE SERVICE	309.13
02/09/2026	GEN	35290	GRE02	GREAT LAKES ENERGY	BR TOWNSHIP	29.35
02/09/2026	GEN	35291	JBOUMAN	JAMES BOUMAN	WATER PLANT TREATMENT SVCS JAN	1,041.66
02/09/2026	GEN	35292	SHELDON	JOANNAH SHELDON	HALL/OFFICE CLEAN	175.00
02/09/2026	GEN	35293	MCD00	MECOSTA CONSERVATION DISTRICT	2026 HAZZ WASTE CLEAN UP	4,200.00
02/09/2026	GEN	35294	NORTHWEST	NORTHWEST KENT MECHANICAL CO.	MONTHLY MAINT, 5 MISS DIGS, STATE STREE	2,806.00
02/09/2026	GEN	35295	PRO00	PROGRESSIVE AE	RESLIFE CHURCH SITE REVIEW	97.50
02/09/2026	GEN	35296	PIO00	THE PIONEER GROUP	ORDINANCES, MINUTES, BUDGET MEETING	140.39
02/09/2026	GEN	35297	VC3	VC3	ANNUAL IT SERVICE, SERVER, RECOVERY, AN	4,935.20
02/15/2026	GEN	9930759(E)	SBS00	SMALL BUSINESS ADMIN SERVICES LLC	HRA MONTHLY SVC FEE	77.50
02/26/2026	GEN	9930755(E)	DTE00	DTE ENERGY	SHERIDAN ST LS	1,641.66
02/26/2026	GEN	9930756(E)	DTE00	VOID		0.00 V
02/27/2026	GEN	9930751(E)	CHE00	HUNTINGTON BANK	FED TAX WH EFTPS	4,943.36
02/27/2026	GEN	9930752(E)	JHI00	JOHN HANCOCK LIFE INSURANCE COMPANY	FEB 401A DEDUCTION	2,321.59
02/27/2026	GEN	9930753(E)	STA00	STATE OF MICHIGAN	STATE TAX WH	1,074.75
02/27/2026	GEN	9930754(E)	VOYA	VOYA FINANCIAL	FEB 457 DEDUCTION	536.30
03/01/2026	GEN	9930757(E)	DELTA	DELTA DENTAL	MONTHLY DENTAL/VISION	203.57
03/01/2026	GEN	9930758(E)	PRIORITY H	PRIORITY HEALTH	MONTHLY HEALTH INSURANCE	2,755.12
03/02/2026	GEN	9930760(E)	CON00	CONSUMERS ENERGY	MITCHELL CREEK LS	4,563.58
03/02/2026	GEN	9930761(E)	CON00	VOID		0.00 V
03/03/2026	GEN	35298	APPLIEDINO	APPLIED INNOVATION	MONTHLY PHONES CONTRACT	642.06
03/03/2026	GEN	35299	CIT02	BIG RAPIDS CITY TREASURER	WATER TEST	73,424.96
03/03/2026	GEN	35300	BIG01	BIG RAPIDS TWP SEWER REC. FUND	TOWNSHIP OFFICES, HALL, FD	51.21
03/03/2026	GEN	35301	MOSS01	MARK MOSS	JAN/FEB FUEL MILEAGE	95.20
03/03/2026	GEN	35302	MCE00	MECOSTA COUNTY EQUALIZATION	ASSESSMENT CHANGE NOTICES	1,422.86
03/03/2026	GEN	35303	MEC01	MECOSTA COUNTY ROAD COMMISSION	FUEL USAGE JAN/FEB	134.56
03/03/2026	GEN	35304	MCT00	MECOSTA COUNTY TREASURER	CIRCLE DRIVE MOBILE HOME PARK TAX 40 UN	100.00
03/03/2026	GEN	35305	PSI00	PRINTING SYSTEMS, INC.	UTILITY BILL FORMS	326.04
03/03/2026	GEN	35306	PIO00	THE PIONEER GROUP	26 WEEK RENEWAL	200.98
03/03/2026	GEN	35307	XEROX	XEROX FINANCIAL SERVICES	MONTHLY CONTRACT PAYMENT	541.28
GEN TOTALS:						
Total of 33 Checks:						188,792.95
Less 2 Void Checks:						0.00
Total of 31 Disbursements:						188,792.95