

**BIG RAPIDS CHARTER TOWNSHIP BOARD
REGULAR MEETING TUESDAY, DECEMBER 4, 2018
UNAPPROVED**

CALL TO ORDER: 7:00 p.m. ROLL CALL: Stanek, Fountain, Currie, Bean, Everett, Geib, Merendino present.

All lead in the Pledge of Allegiance.

PUBLIC COMMENT: Dave Hamelund – Gravel pit, Wendy Nystrom County Commissioner.

ADDITIONS TO AGENDA: none.

SPECIAL APPERANCE: none

CORRESPONDENCE: Letter from Rosemary Jennings. So noted and filed.

APPROVAL OF: November 6th meeting minutes: Motion to approve the November 6, 2018 meeting minutes was made by Everett. Seconded by Bean. Motion passed unanimously.

FINANCIAL

1. **October Treasurer Report:** approved as printed.
2. **Financial Report:** approved as printed.

APPROVAL OF BILLS:

1. **Accounts Payable:** A motion to approve accounts payable checks #31329-#31370 plus the 4 electronic payments in the amount of \$134,016.68 was made by Currie. Seconded by Bean. Motion passed unanimously on a roll call vote.
2. **Payroll:** A motion to approve to approve payroll checks #11409-11457 plus stub 11 in the amount of \$22,021.99 was made by Bean. Seconded by Currie. Motion passed unanimously on a roll call vote.

MONTHLY REPORTS:

1. **Building/Planning Department:**
2. **Cemetery and Grounds:**
3. **Fire Department:**
4. **Sewer Department:**
5. **Water Department:**
6. **Cemetery Committee:**
7. **Cemetery Task Force:**
8. **Planning Commission:**
9. **Roads Committee:**
10. **Utilities Committee:**
11. **Zoning Board of Appeals:**
12. **Supervisor:**
Approved as printed.

UNFINISHED BUSINESS:

1. **Appropriations Act Resolution for 2019 (Budget) Resolution 2018-8:** A motion to adopt Resolution 2018-9 the general appropriations act (budget) for 2019 was made by Currie. Seconded by Everett. Motion passed on a roll call vote Stanek-yes, Fountain-yes, Currie-yes, Bean-no, Everett-yes, Geib-yes, Merendino-yes.

RESOLUTION NUMBER 2018-9

**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, 2019,
AND ENDING ON THE LAST DAY OF DECEMBER, 2019.**

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 October 2, 2018 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 October 22, 2018 and a public hearing on the proposed budget was held on November 6, 2018";

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 2019 fiscal year budget by cost centers. Estimated township revenues for fiscal year 2019, 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 Currie and supported by Everett.

Ayes: Stanek, Fountain, Currie, Everett, Geib, Merendino. Nays: Bean. Abstain: 0. Absent: 0.

RESOLUTION DECLARED Adopted.

Rene Fountain, 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 December 4, 2018, 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 4th day of December, 2018.

Rene Fountain, Clerk
Charter Township of Big Rapids

- 2. Introduction of complete text of Land Usage Ordinance change:** A motion to change the wording in the Land Usage Ordinance Section 153.130 F 4 by removing Township Board and adding Zoning Board of Appeals and send back to the Planning Commission was made by Currie. Seconded by Everett. Motion passed unanimously on a roll call vote.

NEW BUSINESS:

- 1. Recommendation to add Shane Thatcher to Fire Roster:** A motion to add Shane Thatcher to the Fire Roster was made by Currie. Seconded by Fountain. Motion passed unanimously.
- 2. Recommendation to add Lindsay Fitzgerald to Fire Roster:** A motion to add Lindsay Fitzgerald to the Fire Roster was made by Everett. Seconded by Geib. Motion passed unanimously on a roll call vote.
- 3. Recommendation from Utilities Committee to add Mission Controls to each lift station From NW Kent for a total of \$27,748:** A motion to approve a contract with North West Kent Mechanical to install mission alarm systems to each lift station for the amount of \$27,748.00 was made by Everett. Seconded by Bean. Motion passed unanimously on a roll call vote.
- 4. Recommendation from Utilities Committee to continue with NW Kent for 3 years:** A motion to approve a 3 year Sewer Maintenance Contract with North West Kent Mechanical for a yearly charge of \$22,880.00, for work not covered at \$68.00 per hour and 12% mark up on parts and materials with a 3% increase per year was made by Currie. Seconded by Everett. Motion passed unanimously on a roll call vote.
- 5. Recommendation from Utilities Committee to not put in a street light at the Brook Driveway:** A motion to approve recommendation from Utilities Committee not to install a street light at the Brook Driveway and send a letter to the Brook was made by Bean. Seconded by Geib. Motion passed unanimously.
- 6. Motion to add Warren Residence Cleanup per court order of \$2000.00 to winter tax bills:** A motion to add Warren Residence Cleanup per court order in the amount of \$2,000.00 to their winter tax bill was made by Currie. Seconded by Everett. Motion passed unanimously.
- 7. Resolution 2018-10 Setting Dates for 2019 board meetings:** A motion to approve Resolution 2018-10 setting meeting dates for 2019 board meetings was made by Currie. Seconded by Geib. Motion passed unanimously on a roll call vote.

**CHARTER TOWNSHIP OF BIG RAPIDS
RESOLUTION TO SET BOARD MEETING DATES FOR 2018**

RESOLUTION NO 2018-10

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 2019:

Tuesday, January 8, 2019
Tuesday, January 15, 2019 (this will be a joint meeting with the Planning Commission held at the Fire Hall)
Tuesday, February 5, 2019
Tuesday, March 5, 2019
Tuesday, April 2, 2019
Tuesday, May 7, 2019
Tuesday, June 4, 2019
Tuesday, July 2, 2018
Tuesday, August 6, 2019
Tuesday, September 3, 2019

Tuesday, October 1, 2019
Tuesday, November 5, 2019
Tuesday, December 3, 2019

All meetings will start at 7:00 p.m. and will be held at the township office 14212 Northland Drive, Big Rapids, MI 49307.

The foregoing resolution was offered by Currie and supported by Geib.

Ayes: Stanek, Fountain, Currie, Bean, Everett, Geib, Merendino. Nays: 0.

RESOLUTION DECLARED ADOPTED.

Rene Fountain, Clerk
Big Rapids Charter Township

8. **Resolution 2018-11 for depositories for 2019:** A Motion to approve Resolution 2018-11 naming bank depositories was made by Currie. Seconded by Bean. Motion passed unanimously on a roll call vote.

**CHARTER TOWNSHIP OF BIG RAPIDS
RESOLUTION TO NAME BANK DEPOSITORIES FOR 2019**

RESOLUTION NO 2018-11

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: Chemical Bank, Isabella Bank, Huntington Bank, Lake Osceola Bank, Fifth Third Bank and Independent Bank.

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 Currie and supported by Bean.

Ayes: Stanek, Fountain, Currie, Bean, Everett, Geib, Merendino. Nays: 0.

RESOLUTION DECLARED ADOPTED.

Rene Fountain, Clerk

9. **Resolution 2018-12 for change to HRA plan for 2019:** A motion to approve Resolution 2018-12 increasing health reimbursement amount from \$1,000.00 to \$1,500.00 per year was made by Currie. Seconded by Fountain. Motion passed unanimously on a roll call vote.

**BIG RAPIDS TOWNSHIP
FORMAL RECORD OF ACTION
RESOLUTION NUMBER 2018-12**

The following is a formal record of action taken by the Big Rapids Township Board.

With respect to the amendment and restatement of the Big Rapids Township HRA Plan (the "Plan") the following resolutions are hereby adopted:

RESOLVED: That the Plan be amended and restated in the form attached hereto, which Plan is hereby adopted and approved;

RESOLVED FURTHER: That the appropriate officers of Big Rapids Township are hereby, authorized and directed to execute the Plan on behalf of Big Rapids Township;

RESOLVED FURTHER: That the officers of Big Rapids Township hereby are, authorized and directed to take any and all actions and execute and deliver such documents as they may deem necessary, appropriate or convenient to effect the foregoing resolutions including, without limitation, causing to be prepared and filed such reports, documents or other information as may be required under applicable law.

Dated this 4th day of December, 2018.

The foregoing resolution was offered by Currie, supported by Fountain.

Ayes: Stanek, Fountain, Currie, Bean, Everett, Geib, Merendino. Nays: 0.

RESOLUTION DECLARED ADOPTED.

Rene Fountain, 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 meeting on December 4, 2018 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 4th day of December 2018.

Rene Fountain, Clerk
Big Rapids Township

10. 2018 Budget Adjustments: A motion to approve the 2018 Budget Adjustments

101-101-999.000	Transfer to other funds	add	\$10,000.00
101-262-702.000	Salary & wages	add	\$ 500.00
101-265-978.000	Capital outlay \$10,000 and above	deduct	\$10,500.00
206-336-702.080	Chief Salary & Wages	add	\$ 3,700.00
206-336-702.085	Ass't Chief Salary & Wages	add	\$ 3,700.00
206-336-710.000	Twp Share Medicare Withholding	add	\$ 110.00
206-336-715.000	Twp Share Soc. Sec. Withholding	add	\$ 490.00
249-000-608.000	Ch. For Serv. Fee/Bldg permits	add	\$16,000.00
249-371-702.000	Salary & Wages	add	\$ 2,000.00
249-371-703.000	Salary & Wages Electrical Inspector	add	\$ 1,400.00
249-371-704.000	Salary & Wages Plbg-Mech Inspector	add	\$ 5,000.00
249-371-705.000	Salary & Wages site plan reviews	add	\$ 3,000.00
249-371-710.000	Twp Share Medicare Withholding	add	\$ 300.00
249-371-715.000	Twp Share Soc. Sec. Withholding	add	\$ 1,400.00
249-371-727.000	Office Supplies	add	\$ 800.00
249-371-801.000	Professional Services	add	\$ 740.00
249-371-850.100	Cell Phone	add	\$ 360.00
249-371-860.000	Transportation	add	\$ 1,000.00
708-000-801.000	Professional Services	add	\$30,000.00

was made by Fountain. Seconded by Bean. Motion passed on a roll call vote: Stanek-yes, Fountain-yes, Currie-yes, Bean-no, Everett-no, Geib-no, Merendino-yes.

- 11. 2019 Committee Appointments:** A motion to appoint Committee Members as presented was made by Everett. Seconded by Currie. Motion passed unanimously.
- 12. Adoption of Employee Manual:** A motion to adopt the Employee Manual with the discussed changes to be in effect on January 1, 2019 was made by Currie. Seconded by Bean. Motion passed unanimously on a roll call vote.
- 13. Recommendation from Fire Department to replace box on grass rig with a flatbed:** A motion to approve \$2,500.00 for the purchase of a flatbed to replace the box on the grass rig was made by Everett. Seconded by Currie. Motion passed unanimously on a roll call vote.
- 14. Firearms Policy:** A motion to have the Township Board direct the fire department committee to come up with a firearm policy to present to the board was made by Currie. Seconded by Bean. Motion passed unanimously.
- 15. Web Site provider for next year:** no action

PUBLIC COMMENT: Bob Maguire – Budget.

ADJOURNMENT: 8:58 p.m.