

**BIG RAPIDS CHARTER TOWNSHIP BOARD
REGULAR MEETING TUESDAY, DECEMBER 5, 2017
APPROVED**

CALL TO ORDER: 7:00 p.m.

ROLL CALL: Stanek, Fountain, Currie, Bean, Everett, Geib, Williams present. Williams called in from Comfort Suites, 52939 US 933 North, South Bend, IN 46637
All lead in the pledge of Allegiance.

PUBLIC COMMENT: Greg Vodry – Special Meeting discussing wages, Jackie Fitzgerald – Fire addition and 197 Review of Tonkin Drain District in 2018.

ADDITIONS TO AGENDA: approved as printed.

CORRESPONDENCE: noted and filed.

SPECIAL APPEARANCE: None

APPROVAL OF NOVEMBER 7TH MEETING MINUTES: Approved as printed.

FINANCIAL

FINANCIAL REPORT: Approved as printed.

APPROVAL OF BILLS:

1. **Accounts Payable:**
2. **Payroll:** A motion to approve accounts payable in the amount of \$143,034.20 and payroll in the amount of \$22,550.20 was made by Everett. Seconded by Bean. Motion passed unanimously on a roll call vote.

MONTHLY REPORTS:

1. **Building Department:**
2. **Cemetery and Grounds:**
3. **Fire Department:** A motion to pursue bid on Green Township Fire Services with committee of Bean, Everett, Stanek and Tubbs was made by Currie. Seconded by Everett. Motion passed unanimously.
4. **Sewer Department:**
5. **Water Department:**
6. **Cemetery committee:**
7. **Cemetery Task force:**
8. **Fire Committee:**
9. **Planning Commission:**
10. **Policy Committee:**
11. **Roads Committee:**
12. **Supervisor:**
Approved as printed.

UNFINISHED BUSINESS:

1. **Fire Hall Addition:** no action
2. **Policy Manual--Chapter 4 & 5:** no action, add to January agenda.

NEW BUSINESS:

1. **Adding Jerrad Jones to the Fire Roster:** A motion to add Jerrad Jones to the Fire Department Roster was made by Williams. Seconded by Currie. Motion passed unanimously.
2. **Establishment of a restricted fund for donations for Cemetery Entrance Building:** no action, add to January agenda.
3. **Contract renewal with Northwest Kent for maintaining our sewer system.** A motion to extend the sewer station maintenance contract with Northwest Kent Mechanical Company for an additional year beginning January 1, 2018 ending December 31, 2018 in the amount of \$33,695.00 per year was made by Currie. Seconded by Bean. Motion passed unanimously on a roll call vote.
4. **Contract renewal with BS&A for assessing:** A motion to approve contract renewal with BS&A for assessing services beginning June 1, 2017 and ending May 31st, 2019 was made by Currie. Seconded by Bean. Motion passed unanimously on a roll call vote.

5. **Appointment of members to statutory committees for 2018:** A motion to appoint members to statutory committees for 2018 as presented was made by Currie. Seconded by Bean. Motion passed unanimously.
6. **Salary Resolution 2017-08:** A motion to adopt Resolution 2017-08 Supervisor Salary in the amount of \$25,000.00 was made by Bean. Seconded by Everett. Motion passed on a roll call vote.

**CHARTER TOWNSHIP OF BIG RAPIDS
SALARY RESOLUTION
RESOLUTION NO 2017-08**

WHEREAS, pursuant to MCLA 41.95(3), which provides that in a township that does not hold an annual meeting, the salary for officers composing the township board shall be determined by the township board, and

WHEREAS, the board of Big Rapids Charter Township deems it desirable to adjust the salary of the township supervisor to ensure that compensation for this position remains equitable and commensurate with the duties of said elective office, now

THEREFORE, BE IT RESOLVED, that as of January 1, 2018, the salary for the following township office shall be:

Supervisor..... \$25,000.00

The foregoing resolution offered by board member: Bean. Supported by board member: Everett. Upon a roll call vote, the following voted: Stanek – yes, Fountain – yes, Currie – yes, Bean – yes, Everett – yes, Geib – yes, Williams – yes. Nays: 0.

The supervisor declared the resolution adopted.

_____, Clerk

7. **Salary Resolution 2017-09:** A motion to adopt Resolution 2017-09 Clerk Salary in the amount of \$31,500.00 was made by Everett. Seconded by Bean. Motion passed on a roll call vote.

**CHARTER TOWNSHIP OF BIG RAPIDS
SALARY RESOLUTION
RESOLUTION NO 2017-09**

WHEREAS, pursuant to MCLA 41.95(3), which provides that in a township that does not hold an annual meeting, the salary for officers composing the township board shall be determined by the township board, and

WHEREAS, the board of Big Rapids Charter Township deems it desirable to adjust the salary of the township clerk to ensure that compensation for this position remains equitable and commensurate with the duties of said elective office, now

THEREFORE, BE IT RESOLVED, that as of January 1, 2018, the salary for the following township office shall be:

Clerk..... \$31,500.00

The foregoing resolution offered by board member: Everett. Supported by board member: Bean. Upon a roll call vote, the following voted: Stanek – yes, Fountain – yes, Currie – yes, Bean – yes, Everett – yes, Geib – yes, Williams – yes. Nays: 0.

The supervisor declared the resolution adopted.

_____, Clerk

8. **Salary Resolution 2017-10:** A motion to adopt Resolution 2017-10 Treasurer Salary in the amount of \$31,200.00 was made by Bean. Seconded by Geib. Motion passed on a roll call vote.

**CHARTER TOWNSHIP OF BIG RAPIDS
SALARY RESOLUTION
RESOLUTION NO 2017-10**

WHEREAS, pursuant to MCLA 41.95(3), which provides that in a township that does not hold an annual meeting, the salary for officers composing the township board shall be determined by the township board, and

WHEREAS, the board of Big Rapids Charter Township deems it desirable to adjust the salary of the township treasurer to ensure that compensation for this position remains equitable and commensurate with the duties of said elective office, now

THEREFORE, BE IT RESOLVED, that as of January 1, 2018, the salary for the following township office shall be:

Treasurer..... \$31,200.00

The foregoing resolution offered by board member: Bean. Supported by board member: Geib. Upon a roll call vote, the following voted: Stanek – yes, Fountain – yes, Currie – yes, Bean – yes, Everett – yes, Geib – yes, Williams – yes. Nays: 0.

The supervisor declared the resolution adopted.

_____, Clerk

- 9. **Appropriations Act Resolution 2017-11:** A motion to adopt Resolution 2017-11 the general appropriations act (budget) for 2018 was made by Bean. Seconded by Currie. Motion passed on a roll call vote.

RESOLUTION NUMBER 2017-11

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, 2018, AND ENDING ON THE LAST DAY OF DECEMBER, 2018.

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 4, 2016 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 20, 2017 and a public hearing on the proposed budget was held on November 7, 2017";

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 2018 fiscal year budget by cost centers. Estimated township revenues for fiscal year 2018, 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 Bean and supported by Currie.

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

RESOLUTION DECLARED _____.

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 5, 2017, 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 5th day of December, 2017.

Rene Fountain, Clerk
Charter Township of Big Rapids

- 10. **Resolution 2017-12 setting 2018 board meeting dates:** A motion to approve Resolution 2017-12 setting 2018 board meeting dates was made by Currie. Seconded by Bean. Motion passed on a roll call vote.

**CHARTER TOWNSHIP OF BIG RAPIDS
RESOLUTION TO SET BOARD MEETING DATES FOR 2018
RESOLUTION NO 2017-12**

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 2018:

Tuesday, January 2, 2018
Tuesday, January 9, 2018 (this will be a joint meeting with the Planning Commission held at the Fire Hall)
Tuesday, February 6, 2018
Tuesday, March 6, 2018
Tuesday, April 3, 2018
Tuesday, May 1, 2018
Tuesday, June 5, 2018
Tuesday, July 3, 2018
Tuesday, August 7, 2018
Tuesday, September 4, 2018
Tuesday, October 2, 2018
Tuesday, November 6, 2018
Tuesday, December 4, 2018

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

RESOLUTION DECLARED ADOPTED.

Rene Fountain, Clerk
Big Rapids Charter Township

- 11. Resolution for Depositories for 2018:** A motion to adopt Resolution 2017-13 naming bank depositories was made by Currie. Seconded by Bean. Motion passed on a roll call vote.

**CHARTER TOWNSHIP OF BIG RAPIDS
RESOLUTION TO NAME BANK DEPOSITORIES FOR 2018
RESOLUTION NO 2017-13**

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, Williams. Nays: 0.

RESOLUTION DECLARED adopted.

Rene Fountain, Clerk
Big Rapids Charter Township

- 12. Resolution on HRA plan:** A motion to approve Resolution 2017-14 increasing health reimbursement amount from \$750.00 to \$1,000.00 per year was made by Currie. Seconded by Bean. Motion carried unanimously on a roll call vote.

BIG RAPIDS TOWNSHIP
FORMAL RECORD OF ACTION

RESOLUTION NUMBER 2017-14

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 5th day of December, 2017.

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

Ayes: Stanek, Fountain, Currie, Bean, Everett, Geib, Williams. Nays: 0. 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 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 5, 2017 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 5th day of December 2017.

Rene Fountain, Clerk
Big Rapids Township

13. Pension Plan Match: A motion to transfer Retirement Plan to Burnham and Flower was made by Currie. Seconded by Everett. Motion passed unanimously.

PUBLIC COMMENT: none

ADJOURNMENT: 8:02 p.m.