

**BIG RAPIDS CHARTER TOWNSHIP BOARD
REGULAR MEETING TUESDAY, JANUARY 8, 2019
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: Brandon Maneke – Employee Handbook

SPECIAL APPEARANCE: Dave Cushway Superintendent of the City of Big Rapids Wastewater Treatment Plant discussed the modifications to the DEQ permit.

ADDITIONS TO AGENDA: Website discussion item 8 under new business.

CORRESPONDENCE: Letter from Auditor: So noted and filed.

APPROVAL OF: December 4th meeting minutes: A motion to approve the December 4, 2018 minutes was made by Currie. Seconded by Everett. Motion passed unanimously.

FINANCIAL

1. **November Treasurer Report:** Approved as printed.
2. **Financial Report:** Approved as printed.

APPROVAL OF BILLS:

1. **Accounts Payable:** A motion to approve accounts payable in the amount of \$141,647.00 checks #31371-31420, 4 EFTs, and HRA checks #1158-1162 was made by Currie. Seconded by Bean. Motion passed unanimously on a roll call vote.
2. **Payroll:** A motion to approve payroll in the amount of \$19,870.50 checks #11458-#11498 and stub 12 and check #11499 voided due to printing error was made by Currie. Seconded by Bean. 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. **Board of Review:**
7. **Fire Committee:**
8. **Planning Commission:**
9. **Supervisor:**
Approved as printed.

UNFINISHED BUSINESS:

1. **Zoning Ordinance Amendment:** A motion to accept language changed recommended by the Planning Commission to the Zoning Ordinance as submitted was made by Everett. Seconded by Bean. Motion passed unanimously.

NEW BUSINESS:

1. **Changes and addition of (Prohibition of Weapons) to Employee manual:** A motion to make changes to the Employee Handbook:
 - Adding wording "When the holiday falls on a Saturday the holiday will be the Friday before. When the holiday fall on a Sunday the holiday will be the Monday after." under **Holidays**.
 - Adding prohibition of Weapons after bullet points under **Employee Conduct and Work Rules**.
 - Clarification of pay day month under **Pay Day**.
 - Add Day after Thanksgiving under paid Holiday.
 - Change earning and use of sick leave and vacation from days to hours.was made by Currie. Seconded by Bean. Motion passed unanimously on a roll call vote.
2. **Set annual mileage rate: IRS rate is \$0.58.** A motion to set the mileage rate at \$0.58 for 2019 was made by Geib. Seconded by Currie. Motion passed unanimously.
3. **Recommendation from Roads committee for 2020 major work:** A motion to tentatively approve the road committee recommendation for 2020 was made by Everett. Seconded by Fountain. Motion passed with Currie voting no.
4. **Water Operator Contract renewal:** A motion to renew the Water Treatment Facility Contract with Kevin Cushway in the amount of \$12,500 was made by Fountain. Seconded by Bean. Motion passed unanimously on a roll call vote.

5. **2018 Budget Adjustment recommendation:** A motion to approve Budget Adjustments:
- | | | | |
|--------|-----------------|---|------------|
| Deduct | 101-171-702-010 | Supervisor Deputy | \$2,500.00 |
| Add | 101-101-975.000 | Township Board-capital outlay | \$ 400.00 |
| Add | 101-721-801.000 | Planning Commission-Professional Services | \$4,000.00 |
6. **Request from fire committee to borrow \$75,000 from revolving loan fund.** No action.
7. **Recommendation from fire committee to purchase a new chassis and have current tank remounted:** No action.

PUBLIC COMMENT: Brandon Maneke – Employees, Bob Maguire - Roads

ADJOURNMENT: 8:28 p.m.