

**BIG RAPIDS CHARTER TOWNSHIP BOARD
REGULAR MEETING TUESDAY, SEPTEMBER 6, 2016
APPROVED**

CALL TO ORDER: 7:00 p.m.

ROLL CALL: Stanek, Fountain, Currie, Jensen, Hamelund, Toogood, Zimmerman present.

PUBLIC COMMENT: None

SPECIAL APPEARANCES: City of Big Rapids (Clay Cliffs): Mark Gifford presented the City's request to annex Clay Cliffs property to the City.

APPROVAL OF AUGUST 2: MEETING MINUTES: Approved as printed.

APPROVAL OF AUGUST 30: SPECIAL MEETING MINUTES: Approved as printed.

FINANCIAL

TREASURER'S REPORT: Approved as printed.

REVENUE & EXPENDITURE REPORT: Approved as printed.

APPROVAL OF BILLS:

1. **Accounts Payable:** A motion to approve accounts payable in the amount of \$516,131.85 was made by Toogood. Seconded by Zimmerman. Motion carried unanimously on a roll call vote.
2. **Sidewalk draw Number 3:** A motion to approve the sidewalk draw #3 in the amount of \$136,447.63 was made by Zimmerman. Seconded by Toogood. Motion carried unanimously.
3. **Payroll:** A motion to approve payroll in the amount of \$24,839.48 was made by Currie. Seconded by Hamelund. Motion carried unanimously on a roll call vote.

MONTHLY REPORTS:

1. **Building Department:**
2. **Cemetery and Grounds:**
3. **Fire Department :**
4. **Sewer Department:**
5. **Water Department:**
6. **Cemetery Committee:**
7. **Planning Commission:**
8. **Sidewalk progress meeting:**
9. **Supervisor:**
10. **Ordinance Committee:**

Approved as printed.

UNFINISHED BUSINESS:

1. **Sidewalk change order # 1:** A motion to approve the sidewalk change order #1 in the amount of \$3,232.38 was made by Fountain. Seconded by Currie. Motion carried unanimously.
2. **Pay increase for Treasurer:** A resolution will be presented at the October meeting.
3. **Discontinuation of Assistant Zoning Administrator and raise for Administrator:**
4. **Changes in Personnel Administration Policy 5.1:** Send to policy committee.
5. **Changes in Employee Selection Policy 5.8:** Send to policy committee.
6. **Review of Employee Agreement:** Send to policy committee.
7. **Recommend HR Policy to Committee:** Send to policy committee.
8. **Gate at Fair Grounds:** Motion to move forward with purchasing a gate for the fairgrounds lift station and having it installed for less than \$1,000 was made by Currie. Seconded by Zimmerman. Motion carried unanimously on a roll call vote.

NEW BUSINESS:

1. **Recommendation from Fire Department to rehire Alexis Pullman:** A motion to rehire Alexis Pullman as a volunteer fire fighter was made by Jensen. Seconded by Currie. Motion carried unanimously.
2. **Motion to transfer Money in budget for sidewalk:** A motion to make the following transfers:
 - Transfer \$110,000 from General Fund to the Revolving Loan Fund
 - Dr. 101-101-999.000 \$110,000.00
 - Cr. 101-000-001.000 \$110,000.00
 - Dr. 246-000-001.000 \$110,000.00
 - Cr. 246-000-697.000 \$110,000.00
 - Move \$150,000 in revolving loan fund to this year
 - Dr. 246-000-390.000 \$150,000.00
 - Cr. 246-000-698.000 \$150,000.00
 - Advance \$110,000.00 from Revolving Loan Fund to the Sidewalk Fund
 - Dr. 246-000-998.100 \$110,000.00
 - Cr. 246-000-001.000 \$110,000.00
 - Dr. 203-000-001.000 \$110,000.00
 - Cr. 203-000-696.100 \$110,000.000was made by Currie. Seconded by Zimmerman. Motion carried unanimously on a roll call vote.
3. **Saw Grant (motion to send letter to accept without match):** A motion to send letter accepting Saw Grant funds without match was made by Toogood. Seconded by Zimmerman. Motion carried unanimously.
4. **Citizen request to evaluate zoning administrators:** An update on the status of this issue from the Zoning Administrator will be on the October Agenda.
5. **I T Right renewal of services:** A motion to renew the I.T. Right service contract from October 1, 2016 through September 30, 2016 in the amount of \$1,600 was made by Fountain. Seconded by Toogood. Motion carried unanimously on a roll call vote.
6. **Electric line at Hills of Mitchell Creek Generator:** No action taken.
7. **Request for additional help at cemetery:** A motion to hire through Manpower a 20 hour temporary employee through the season was made by Currie. Seconded by Hamelund. Motion passed on a 4-3 vote. Ayes: Currie, Fountain, Jensen, Zimmerman. Nays: Stanek, Hamelund, Toogood.

PUBLIC COMMENT: Chris Vodry – Zoning salary funding, Pete Kent – Cemetery.

ADJOURNMENT: 8:30 p.m.