

**BIG RAPIDS CHARTER TOWNSHIP BOARD  
REGULAR MEETING TUESDAY, JUNE 7, 2011  
HELD AT BIG RAPIDS TOWNSHIP OFFICES**

**CALL TO ORDER: 7:00 P.M.**

Present: Maxine McClelland, Sherri Gilbert, Penny Currie, Vivian Smith, Wayne O'Neil, David Hamelund and Robert Maguire. The record shows a quorum present. Also present Mae Emerson Recording Secretary.

**PLEDGE OF ALLEGIANCE:** Smith lead those present in the pledge.

**SPECIAL APPEARANCES:**

Siegfried Crandall PC –Dan L. Veldhulzen CPA

Veldhulzen informed the Board overall the Township is in a strong financial condition.

Road Commission –John Currie

Currie reported the Road Commission plans to pave one mile of 13 Mile Road, 1 mile of 80<sup>th</sup> Avenue and complete 5 Mile Road this year. A decision needs to be made on 14 Mile Road; there will be no Road Commission match. A special June 21<sup>st</sup> 8:30 a.m. day meeting will be held to discuss the matter further.

Joe Plume, President of the J C's requested approval for the Fourth of July fireworks permit. Gilbert moved the fireworks permit be signed; seconded by O'Neil; motion carried unanimous seven yeas.

**BRIEF PUBLIC COMMENTS:**

John Emmons complimented Regina Geib, Cemetery Sexton and her crew on cemetery operation and their helpfulness to patrons.

O'Neil requested a PA system be present at the cemetery next year for the Veteran's Service.

**CORRESPONDENCE:**

The Township accepted a resignation letter from Tony Geib. Geib will stay on to dig graves until the Township fines a replacement. O'Neil moved acceptance of the resignation letter and requested Gilbert run an advertisement in the Pioneer Newspaper, as soon as possible for his replacement; seconded by Smith; motion carried unanimously seven yeas.

**APPROVAL OF MINUTES:** MAY 3, 2011.

O'Neil moved to approve and place on file the minutes of May 3, 2011 as submitted; Gilbert seconded; motion carried unanimously seven yeas.

**APPROVAL OF TREASURERS REPORT:**

The treasurer's report of April 2011 was accepted as presented; motion by Smith; second by Maguire; carried unanimously seven yeas.

**MONTHLY REPORTS:**

Utilities: Mark Gifford: Gifford's sewer and water maintenance report was accepted and placed on file.

Fire Department: Chief Butterfield –Cadet Approval

Cadet Chris London was introduced to the Board; Chief Butterfield requested he be placed on the fire department roster; motion by Smith; second by Currie; motion carried unanimously seven yeas. Butterfield discussed a hazardous waste run at Save A Lot and suggested

billing the store for fire department expense. Gilbert will bill for cleanup. Butterfield requested the Board adopt a resolution to create a Cadet Fire Department Program for ages 17 and 18. The fire department plans to purchase used lighting from the City. Several lights will be placed by the Township Hall.

The fire department has been approved to acquire a retired DNR vehicle and would like board approval; O'Neil moved to authorize the department to look at and chose whatever vehicle they want; second by Smith; motion carried unanimously seven yeas. Butterfield estimated they currently have 22 fire fighters on staff.

Planning & Zoning. Minutes were received and placed on file.

Building Department. Monthly report was received and placed on file.

City Library Building Committee: Smith

Request for qualifications have gone out, and a proposed schedule of submission adopted.

Cemetery and Park Report: The report was received and placed on file.

Currie moved approval of an additional five hours a week for one of the two employees, Regina's choice; Smith seconded; motion carried with seven yeas.

#### Approval of Contract Assessor

The Supervisor moved the board discuss approval to hire a Township contract assessor, at this time. No objections heard. Currie questioned if BS&A can insert into their proposal that a 20% review of parcels would be completed every year; Kirwin replied in the affirmative. In addition, Hamelund requested the Board have at least a semi annual report from BS&A, Kirwin said typically they do a semi annual oral or written report.

O'Neil moved to change the time frame from the 14<sup>th</sup> to the 17<sup>th</sup> for approval of the contract assessor position; second by Hamelund; motion carried unanimously seven yeas.

O'Neil moved to hire BS&A effective July 1, 2011 and that on July 1, 2011 McClelland submit her resignation to the Board as Big Rapids Charter Township Assessor; Currie seconded; Yeas: Smith, Hamelund, O'Neil, Currie, Gilbert, Maguire and McClelland, motion carried unanimously seven yeas.

O'Neil moved to amend the motion to allow bypassing the township purchasing policy for purchase of new software and professional services from B S & A.

Currie reviewed some of the benefits in switching to the .net appraisal program and tax program including aeriels, polygon's, updated mapping, etc. with a cost for software of \$6,300 to be charged to Township Capital Outlay, and \$5,000 professional services to be charged to Assessing Professional Services.

Vote on the amendment to bypass the Township purchasing policy; carried unanimously with seven yeas.

Vote on the main motion to hire B S & A as contract assessor: Yeas: Hamelund, O'Neil, Maguire, Currie, Smith; Gilbert and McClelland; carried unanimously seven yeas.

Motion by Smith to amend the Township Activity Capital Outlay Line Item by \$1,300 and make a general entry under increase from fund balance; second by Currie; Yeas: Smith, Currie, Maguire, O'Neil, Hamelund, Gilbert and McClelland; motion carried unanimously with seven yeas.

Motion by Smith; support by O'Neil to purchase the .net program; Yeas: Smith, Hamelund, O'Neil, Currie, Gilbert, Maguire and McClelland; carried unanimously seven yeas.

Policies and Procedures – Sections 4.1 thru 4.48 and 4.83 thru 4.96

Gilbert moved to adopt the proposals as submitted; seconded by Currie; motion carried unanimously seven yeas.

Gerber request for 425 agreement. No action taken.

Sewer Committee –No action

### **UNFINISHED BUSINESS:**

Perry Street Generator:

O'Neil moved approval of sending out bids for the generator; Currie seconded; motion carried unanimously seven yeas.

Consideration of Township Policies –Action taken above

Gerber Construction (425) –No action.

### **NEW BUSINESS:**

2011 Road Projects –Action taken above.

Approval of FSU Sewer Easement Crossing (Racquet & Fitness Center).

A copy of the sewer easement was received. Gilbert moved to authorize the Supervisor to sign the easement; seconded by Smith; motion carried unanimously seven yeas.

City Resolution Authorizing the Refund of 30-60-90 Sewer Rate Collected in Big Rapids and Green Charter Townships.

A copy of an easement to authorize refund of sewer monies to both Green and Big Rapids Charter Township was received. No action required.

Approval of Contract Assessor –Action taken above.

A copy of the new sewer cost (cost of Big Rapids Charter Township) will be discussed at the June day meeting.

Appointment of Cemetery Committee

The Supervisor submitted a proposed list of citizens for appointment to the Township Cemetery Committee as follows:

Douglas Haneline, Mary Hively, Rosemary Jennings, Tom Kirinovic as well as a request for Ron Nichols to serve with the following Township staff; Regina Geib, Sexton, Maxine McClelland, Supervisor and Sherri Gilbert, Clerk. A brief discussion was heard. Smith moved, seconded by O'Neil to approve the recommended appointment to the Cemetery Committee; carried unanimously seven yeas.

Cemetery Lawn Mower. Gilbert moved to allow an upgrade to a 54" heavy duty quality mower at an additional cost of \$1850; seconded by Smith; Yeas: Smith, Hamelund, O'Neil, Currie, Gilbert, Maguire and McClelland; motion carried unanimously seven yeas.

A request for donation for services from the Mecosta and Osceola Lake Conservation District of \$1,000 was reviewed; O'Neil moved approval; supported by Currie; roll call vote Yeas: O'Neil, Currie, Gilbert, Maguire, Smith, Hamelund and McClelland; carried seven yeas.

**APPROVAL OF BILLS:**

O'Neil moved approval of bills recurring, nonrecurring and a bill to Steve Schults Firm for \$57 professional services; seconded by Maguire; Yeas: Maguire, Gilbert, Currie, O'Neil, Hamelund, Smith and McClelland; carried unanimously seven yeas.

**PUBLIC COMMENT:** None.

**ADJOURNMENT:**

Hearing no further business the meeting was adjourned at 9:25 p.m. The next meeting will be held Monday, June 20, 2011 at 8:30 a.m. or as called. Meeting adjourned.

---

Clerk

---

Supervisor