

BEAVER CREEK TOWNSHIP
REGULAR MEETING June 13, 2017

The Regular meeting of the Beaver Creek Township Board was held Tuesday, June 13, 2017, called to order by the Supervisor at 10:00 am. Board members present: Van Nuck, Meisner, Little, and Raybuck. Absent: Hartman. There were 7 guests present.

The Pledge of Allegiance & ~~Invocation~~ was led by the Supervisor.

AGENDA:

*changed
7-11-17 mtg*

Motion by Raybuck and seconded by Meisner to accept the agenda with one addition under Unfinished Business #2 wages and time sheets. One deletion under New Business #1 take off Ordinance leave Board Compensation. 4 ayes, 1 absent. Motion carried.

MINUTES:

Motion by Van Nuck and seconded by Little to approve the May 9, 2017 minutes. 4 ayes, 1 absent. Motion carried.

Motion by Van Nuck and seconded by Raybuck to approve the May 11, 2017 minutes. 4 ayes, 1 absent. Motion carried.

FINANCIAL REPORT:

Motion by Van Nuck and seconded by Raybuck to accept the financial report as presented. Roll call vote with 4 ayes, 1 absent. Motion carried.

TREASURER:

\$50,000.00 CD with Chemical Bank 15 months at 1.5% took advantage of this offer with Chemical Banks 100th Anniversary. Oil Royalties were \$551.53 this month.

CLERK:

Sharon has been on Vacation. Deputy Clerk has been busy.

SUPERVISOR:

HLUA meeting having our Attorney Greg Meihn, looking into getting out of our obligation with Higgins Lake Utilities Authority. Attended Grayling Charter Township meeting, Beaver Creek Utilities Authority Meeting, CCEDP Meeting, and MTA Chapter meeting.

H.L.U.A.:

Ron Wood stated running smoothly, as usual.

FIRE DEPARTMENT:

Alarms this month 19. Alarms this year 78. Alarms 46 for last year at this time; 32 runs up from last year. Projecting 189 runs this year. Medical runs 7, 4 fire related runs and 2 PIA/PDA. Fire Department picked up new fire truck "Beaver Creek Engine 1" on May 16, 2017. New fire truck was serviced on May 17, 2017. Old Fire truck 723 was removed from service. Fire Chief attended Crawford County 911 meeting. Safer Grant has not been awarded yet. C.A.D. System went live on May 19, 2017. Firefighters have been cleaning the grounds and station. Put 4 new "used" SCBA packs into service on Beaver Creek Engine 1. After meeting today, Fire Department is having a picnic to show off new fire truck. Thank you Carol Raybuck for donation to provide the picnic. Copies of Fire Chief Report attached.

DPW:

DPW had 3 pulls. Saturday June 17, 2017 Clean-up day for Beaver Creek Township 8 am to noon. Crawford County tires and hazement materials clean-up is Saturday June 17, 2017, 9 am to 2 pm. Waiting for estimate for graveling the road at the transfer-site.

PLANNING/ZONING:

There are 3 ordinance warning letters out pending and 2 communication letters regarding cargo shipping containers. 3 blight situations have been cleaned up to zoning department satisfaction. Attended Marihuana seminar at Kirtland College on June 1, 2017. Issued 9 permits to date.

GRAYLING CHARTER TOWNSHIP/BEAVER CREEK TOWNSHIP UTILITIES AUTHORITY:

Trying to get land easements done this week and is on schedule.

At 10:30 am Motion by Little and seconded by Van Nuck to close the regular meeting to hold Public Hearings on Budget for General and Special Funds. 4 ayes, 1 absent. Motion carried.

PUBLIC HEARING:

The public hearing on the **general funds** was opened for public comments at 10:30 am. There was no public comment. The public hearing was closed at 10:34 am.

The public hearing on the **Fire Department Special Assessment** was opened for public comments at 10:34 am. Sherry Miller asked if the board had Life Insurance. Supervisor stated no. Fire Chief is the only employee with Life Insurance. Fire Chief Doug Bourgeois stated that he is looking into Accidental Death and Dismemberment Insurance. Sherry Miller, also wonder if firemen were covered if injured or death on the job. Trustee Carol Raybuck stated "Yes" any emergency responder is covered under a Federal Policy and injury on the job is covered under Workmen's Compensation. The public hearing was closed at 10:37 am.

The public hearing on the **Transfer-Site Special Assessment** was opened for public comments at 10:37 am. There was no public comment. The public hearing was closed at 10:41 am.

The board went back into the regular meeting at 10:41 am.

There was no correspondence.

UNFINISHED BUSINESS:

1. Motion by Van Nuck and seconded by Meisner to accept the Employee Wage Scale sheet as presented. Roll call vote with 4 ayes, 1 absent. Motion carried.
2. Motion by Raybuck and seconded by Little to correct the over payment of substitute secretary Leanne Sheehan worked May 19th & May 22-26 and Deb Helsel worked May 24th for 4 hours. Over payment amount for Leanne Sheehan \$83.20 and Deb Helsel \$13.00. Our wage scale was passed and became effective on January 1, 2017 shows \$8.90 for substitute secretary. Roll call vote, ayes: Raybuck, Little, Meisner, nay: Van Nuck. 1 absent. Motion carried.

NEW BUSINESS:

1. Motion by Raybuck and seconded by Little all employees should receive a one person Medical Insurance Policy. We also have provision that if they have other insurance, that they get compensated for their out of pocket; providing that does not amount to more money than the 80% share that the township pays for our coverage. Roll call vote, ayes: Raybuck, Little, Van Nuck, nay: Meisner. 1 absent. Motion carried.

Motion by Van Nuck and seconded by Little to do a 3% wage increase across the board even and to amend our ordinance to permit the board to address wage increases for officers and trustees at its annual budget meeting. Roll call vote with, ayes: Raybuck, Little, Van Nuck, Meisner. 1 absent. Motion carried.

2. Request to bury in Pere Cheney: Attorney Greg Meihn stated there is no prohibition. The whole board needs to get involved and look at all the State and Federal Laws/Ordinances, per attorney. Table until next month.
3. Motion by Raybuck and seconded by Meisner declined to pay for 2 parcels 050-019-010-040-00 & 052-775-000-009-00 that are in foreclosure from Crawford County. Let the 2 parcels go back to the county. 4 ayes, 1 absent. Motion carried.
4. Motion by Van Nuck and seconded by Little to send any elective official to attend the MTA Retreat in July 2017 with a standard \$99 motel room. Roll call vote with, ayes: Raybuck, Little, Van Nuck, Meisner. 1 absent. Motion carried.

Motion by Van Nuck and seconded by Little to send Pat Larson Secretary and Kim Van Nuck Supervisor to attend an Excel Program July 18 & 19, 2017 in Traverse City. Roll call vote with, ayes: Raybuck, Little, Van Nuck, Meisner. 1 absent. Motion carried.

5. Bid From NEMCOG: To redo just the Zoning Ordinance the bid was \$16,940.00. That is not counting our Master Plan. Board agreed it was way too much money. Supervisor suggested that Zoning Board and Beaver Creek Township Board will have to work together to work on Zoning Ordinance and Master Plan.
6. Motion by Little and seconded by Van Nuck to accept the Principles of Government that the MTA sent. 4 ayes, 1 absent. Motion carried.
7. Motion by Van Nuck and seconded by Raybuck to recognize that Beaver Creek is participating as a co-equal in utilities and has in place ordinances that permit us to participate. 4 ayes, 1 absent. Motion carried.
8. Motion by Little and seconded by Van Nuck to accept the Beaver Creek Township Meeting Schedule 2017-2018. 4 ayes, 1 absent. Motion carried.
9. Motion by Van Nuck and seconded by Little to hire Doug Keipert for the Assessor's position \$13.00 per parcel for 2,500 parcels. Roll call vote with, ayes: Raybuck, Little, Van Nuck, Meisner. 1 absent. Motion carried.
10. A&L Iron Metal: Supervisor addressed that John Buggs received a call that A&L Iron Metal was going to pick up their metal bin. A&L stated that we have not paid them for July, Aug., Sept., and Oct. 2016 totaling \$1,000.00. Beaver Creek Township has never received a bill from them. Supervisor and Deputy Clerk looked into these allegations. Supervisor's understanding is that we did not have to pay. A&L gets the metal and anything over \$250.00 they send Beaver Creek Township a check. Supervisor thought it was just like the previous agreement we had with Fair Salvage out of Clare, MI. Supervisor did find the invoice and it stated that we have no contract with them and Beaver Creek Township does have to pay \$250.00 a month for bin to be at Transfer-Site. Discussion with the board was to keep A&L Iron Metal and pay \$250.00 a month or buy a bin and let the Fire Department take the metal themselves. Board agree to table for next month.
11. Motion by Meisner and second by Little to approve the general fund budget for the 2017-2018 fiscal year. Roll call vote: Ayes: Meisner, Raybuck, Van Nuck, Little. 1 absent. Motion carried.

Motion by Little and second by Van Nuck to approve the Fire Department Special Assessment Budget for the 2017-2018 fiscal year. Roll call vote: Ayes: Meisner, Raybuck, Van Nuck, Little. 1 absent. Motion carried.

12. Motion by Van Nuck and seconded by Little to pay the accounts payable in the amount \$40,881.81 checks #31407 thru #31461. Roll call vote: Ayes: Meisner, Raybuck, Van Nuck, Little. 1 absent. Motion carried.

COMMENTS FROM THE AUDIENCE:

1. Don Johnson was approached by a tower company about putting up another Verizon tower on Military Road and 5 Mile Road.

Motion by Meisner and seconded by Little to adjourn meeting at 12:11 pm.

Hope Schram, Deputy Clerk

BEAVER CREEK TOWNSHIP
SPECIAL MEETING JUNE 26, 2017

The Beaver Creek Township Board held a special meeting on Monday, June 26, 2017 at 3:00 pm. Board members present: Van Nuck, Hartman, Meisner, Little and Raybuck.

The purpose of the meeting was to approve the transfer site budget, fire department roof, firemen complaints and to hire two firemen.

(Raybuck, corrected) (Little, corrected)

Motion by Carol and seconded by Meagan to add to the agenda; appoint Hartman to the HLUA for another two year term. All ayes, motion carried.

1. Motion by Little and seconded by Van Nuck to approve the transfer site budget for 2017-2018 in the amount of \$48,350. Roll call vote with all ayes, motion carried.
2. Motion by Little and seconded by Van Nuck to hire Glenn Mohny as a probationary fire fighter with a probationary period of 90 days. Roll call vote with all ayes, motion carried.
3. Motion by Van Nuck and seconded by Little to hire Brandon Hodgkins as a probationary fire fighter pending passing his physical, with a probationary period until Fire fighters I and II classes are passed. Roll call vote with all ayes, motion carried.
4. Motion by Van Nuck and seconded by Raybuck to have our Attorney, Greg Meihn, look into the complaints at the fire department. All ayes, motion carried.
5. Nelson is working on correcting the roof leaks at the fire department. Attorney advises to stay out of his business as to what will have to be done, let him fix it. Give Nelson an opportunity to fix it.
6. Motion by Van Nuck and seconded by Raybuck; confirm a motion regarding a 3% raise at the regular June meeting and state that the motion should have stated that the 3% raise was for the Board of Trustees, not all employees. Roll call vote with all ayes, motion carried.
7. Motion by Raybuck and seconded by Little to reduce medical policies for the supervisor, clerk and treasurer to one policy, effective August 1, 2017, and amend our Health Insurance Ordinance, #39. Roll call vote with all ayes, motion carried.
8. Motion by Van Nuck and seconded by Little to appoint Hartman to the Higgins Lake Utilities Authority for a two year term. All ayes, motion carried.
9. Discussion regarding needing new Planning Commission member. Supervisor will invite Mr. Ken Wilke to the next Planning Commission meeting to let him decide if he would like to be on it.
10. Motion by Little and seconded by Van Nuck to approve the amendment to the Policy regarding the Personnel Holiday, Vacation, Personal Days and Breaks, as written, and to include corrections to the Employee Handbook and wherever else necessary, effective July 1, 2017. Roll call vote with all ayes, motion carried. Vacation, sick/personal days will be changed to hours in the amendment. The Policy is as follows:

**POLICY REGARDING
PERSONNEL HOLIDAY, VACATION, PERSONAL DAYS AND BREAKS**

Personnel (full time employees, administrative secretary position, senior maintenance position) shall receive the following vacation and sick/personal days:

Administrative secretary position/senior maintenance position :

- a. After one year of employment, 25 hours for vacation and 25 hours for sick/personal .
- b. After three years of employment, 50 hours for vacation and 25 hours for sick/personal .

Personal hours are for illness, family illness, doctor and dentist appointments and funeral attendance. Unused vacation/personal hours do not carry over to the next year and the employee will not receive compensation for those unused hours. Additional hours off must be approved by the Township Board or department head. Upon termination of employment, there will be no payment to the employee for unused vacation/personal hours.

A **holiday** will be paid 5 hours of straight time if the employee works their scheduled day before and scheduled day after the townships posted holiday; with the exception of scheduled, approved vacation hours.

Fire fighters position:

- a. After one year of employment, 40 hours of vacation and 40 hours for sick/personal .
- b. After three years of employment, 80 hours for vacation and 40 hours for sick/personal .

Personal hours are for illness, family illness, doctor and dentist appointments and funeral attendance. Unused vacation/personal hours do not carry over to the next year and the employee will not receive compensation for those unused hours. Additional hours off must be approved by the Township Board or department head. Upon termination of employment, there will be no payment to the employee for unused vacation/personal hours.

For firefighters: A **holiday** will be paid 8 hours of straight time if the firefighter works their scheduled day before and their scheduled day after the townships posted holiday; with the exception of scheduled approved vacation hours. If the employee works on the actual holiday, he/she will be paid at the overtime rate.

BREAKS-LUNCH BREAKS

(A). Employees working a forty or more hour work week are entitled to a one hour unpaid break for lunch. The lunch breaks will be scheduled so that they will coordinate with their fellow workers. Fire Department will determine their own break/lunch schedule as they eat while on duty during their shift.

(B). Generally, a full time employee will receive two 15 minute paid breaks throughout the day. An employee working a four hour scheduled day will receive a one 15 minute break. These breaks are not cumulative and should be taken when time allows so that it does not affect services provided to the public.

Effective: 9/2014

UPDATED: June 26, 2017

Motion by Meisner and seconded by Van Nuck to adjourn at 4:25 pm.

Sharon Hartman, Clerk