

**BEAVER CREEK TOWNSHIP
REGULAR MONTHLY MEETING AUGUST 13, 2013**

The regular monthly meeting of the Beaver Creek Township Board was called to order by the Chair at 7:00 pm August 13, 2013. Board members present: Ashton, Balmes, Little and Hartman. Absent: none.

The Pledge of Allegiance and Invocation were led by the Supervisor.

AGENDA APPROVAL:

Motion by Raybuck and seconded by Little to approve the agenda with one addition. We need to add the H.L.U.A. bond payment in the amount of \$21,950.19 to the accounts payable. All ayes, motion carried.

APPROVAL OF MINUTES:

Motion by Balmes and seconded by Little to approve the minutes from the July 9, 2013 minutes. Aye: Ashton, Balmes, Little and Hartman. Carol Raybuck abstained as she was not a board member at that time.

GUEST SPEAKER:

Wayne Koppa was present with a proposal for North Higgins Lake & Otsego Lake Bike Path Extensions. The bike trail would connect three state parks. He would like a letter of support from the township.

Motion by Balmes and seconded by Little that the supervisor write a letter of support for the project. All ayes, motion carried.

TREASURER'S REPORT:

Treasurer stated that this will be her last meeting and she thanked everyone that has supported her.

CLERK'S REPORT:

The clerk asked that a Newsletter be worked on to enclose with the December tax bill. Motion by Ashton and seconded by Balmes to allow the Deputy Clerk Traci Nelson to become a Notary Public. All ayes, motion carried.

SUPERVISOR'S REPORT:

Everything is working fine. Attended the Board of Supervisors meeting and the summer has been very busy.

H.L.U.A.:

There will be a tour of the Higgins Lake Utilities Authority at the facility tomorrow at 11:00 am. Pond #4 has been tested and everything ok. They are doing a second hay cutting and hoping to do a third yet this year.

FIRE DEPARTMENT:

The fire chief stated that the department is doing training and will have first aid training conducted by MMR shortly. The firemen have been finding trash in the woods and trails (including 40 tires) and will do a pickup on August 24th.

DPW:

John Buggs is doing a good job. Dust control will be looked at, if needed.

PLANNING/ZONING:

Don Johnson reported that there were 7 new permits issued last month and several blight investigations are currently ongoing. Also, reports of illegal camping on several sites.

CORRESPONDENCE:

1. CECD Report
2. Flow for Love of Water
3. Animal Control Report
4. Crawford County Road Commission letter
5. DNR letter
6. Higgins Lake Advocacy Group dam removal study
7. Letter from resident regarding gypsy moth problem

OLD BUSINESS:

None

NEW BUSINESS:

1. Motion by Little and seconded by Raybuck to allow payment of reoccurring invoices, when due before the next board meeting; namely utilities, medical invoices and charge cards. Roll call vote with all ayes, motion carried.
2. Motion by Little and seconded by Hartman to pass the Policy for Securing Beaver Creek Township Property when there is a Change in Personnel by adding "for the purpose of this policy" to the first sentence. Roll call vote with all ayes. Motion carried.

**POLICY FOR SECURING BEAVER CREEK TOWNSHIP PROPERTY WHEN
THERE IS A CHANGE IN PERSONNEL**

Policy for securing buildings and equipment:

A person employed by Beaver Creek Township in any capacity: regular, temporary or elected official shall be considered an employee for the purpose of this policy.

On the last day an employee or elected official has the authority to access township property or operate township equipment, any and all keys that he/she has in his/her possession shall be surrendered to the township Clerk, Supervisor or their designated representative.

On the day an employee leaves the employ of Beaver Creek Township or an elected official's effective date of resignation or end of their term in office, the township Clerk, Supervisor or their designated representative shall order the locks and combinations changed on all access doors to the township hall and the doors of any building that that person has had access to.

A week in advance of leaving the employ of Beaver Creek Township, or an elected official's last day in office that person shall advise in writing any and all access codes, passwords, software or backup data necessary to the function of their duties.

3. Treasurer's Position. The current treasurer recommended hiring Kim Van Nuck to replace her. Balmes stated that she will be willing to help her with billing, winter taxes, etc. Motion by Ashton and seconded by Little to hire Kim Van Nuck to take over the treasurer's position until the next election. Roll call vote: Ayes: Ashton, Little, Raybuck and Hartman.
4. Discussion regarding the purchase of a sign for \$350.00 to put upcoming events on. Several board members felt we should consider replacing the current sign as it is in bad shape.

5. Motion by Balmes and seconded by Little to replace the computers in the treasurers and clerks office, not to exceed \$2,000. Roll call vote with all ayes, motion carried.
6. Motion by Hartman and seconded by Ashton to appoint Little as our Liaison with attorney Greg Mehan. Roll call vote with all ayes, motion carried.
7. Letter from Deputies Van Nuck and Nelson suggesting that we add to our rental agreement that the roasters and drink containers can be rented along with the hall, for \$10.00 each. Motion by Hartman to add to the rental agreement a rental section for residents to rent the roasters and drink containers at \$10 each plus add insurance disclaimer. All ayes, motion carried.
8. Suggested that we set up a Policy Committee to work on the Employee Policy with the fire chief and deal with other suggested policies. Motion by Ashton and seconded by Little to appoint Raybuck and Hartman to act as the Policy Committee. All ayes, motion carried.
9. Discussion regarding our maintenance person being allowed to use the township pickup to take metal to Roscommon for disposal, with the trailer being used belonging to the maintenance person and they would keep the proceeds. It usually needs emptying 1 time every 2 weeks. While a decision is being made on how to handle this, the supervisor will take care of the metal trailer. Bring this up at our next meeting.
10. Motion by Little and seconded by Hartman to pay the accounts payables in the amount of \$64,66586, check #28503 through #28548. Roll call vote with all ayes, motion carried.

Several comments from the audience regarding getting rid of the township metal.

Meeting adjourned at 8:21.

Sharon K. Hartman, Clerk

BEAVER CREEK TOWNSHIP SPECIAL MEETING
SEPTEMBER 3, 2013

The Beaver Creek Township Board held a special meeting on Tuesday, September 3, 2013 at 10:00 am. Board members present: Ashton, Raybuck, Van Nuck and Hartman. Absent: Little.

The purpose of the meeting was to: replace frig at fire department, credit card for fire chief, Pere Cheney tombstone and pay unemployment AP.

Motion by Ashton and seconded by Van Nuck to replace the refrigerator at the fire department for \$298.00 from Home Depot. Roll call vote with all ayes, motion carried.

Motion by Van Nuck and seconded by Ashton to approval obtaining a credit card from FIA to be used by fire chief. Roll call vote with all ayes, motion carried.

Discussion regarding questions that have come up regarding a tombstone at the Pere Cheney Cemetery with the name Odell. Van Nuck will attend a meeting of the Crawford County Museum in that regard.

Motion by Van Nuck and seconded by Hartman to pay the yearly Unemployment Determination of Assessment in the amount of \$3,140.43 for 2012. Roll call vote with all ayes, motion carried.

No comments from audience.

Meeting adjourned at 10:25 am.

Sharon K. Hartman, Clerk