

REGULAR BOARD MEETING JULY 8, 2014

The Beaver Creek Township Board held its regular monthly board meeting on July 8, 2014 at 10:00 am. Board members present: Ashton, Little, Raybuck, Van Nuck and Hartman. There were 5 guests present. The Pledge of Allegiance & Invocation were led by the Supervisor.

Motion by Raybuck and seconded by Little to approve the agenda with changes: Add to New Business, #9, loan money to the fire department, due to other funds. All ayes, motion carried.

MINUTES:

Motion by Van Nuck and seconded by Raybuck to approve the June 10, 2014 minutes with corrections: On page #688 of minute book, WAGE RESOLUTIONS #1 should show supervisors salary as \$26,260 and on page #689 show treasurer's salary as \$26,260, and also #8 under OLD BUSINESS, motion by Van Nuck and seconded by Raybuck. Motion by Van Nuck and seconded by Little to approve the June 10, 2014 minutes. All ayes, motion carried.

Motion by Little and seconded by Van Nuck to approve the minutes from the June 10, 2014 Picnic meeting. All ayes, motion carried.

Motion by Van Nuck and seconded by Raybuck to approve the July 3, 2014 special meeting. All ayes, motion carried.

TREASURER'S REPORT:

The treasurer has been working with GovPayNet to get the credit card service set up.

There needs to be a sign in the entrance if the township is going to charge a fee for over draft checks. Motion by Little and seconded by Van Nuck to post a sign and charge \$25.00 for checks returned for non-sufficient funds. Roll call vote with all ayes, motion carried. The treasurer will write policy for this.

Motion by Raybuck and seconded by Little to accept the Treasurer's Report as presented. All ayes, motion carried.

CLERK'S REPORT:

We are getting ready for the August 5th election and have absentee ballots if anyone needs one.

SUPERVISOR'S REPORT:

Cleanup day was a success. There has been vandalism reported in the park and at the transfer site. The Supervisor has attended meetings on the King Road exchange and recycling.

HIGGINS LAKE UTILITY AUTHORITY:

The security cameras have been installed.

FIRE DEPARTMENT:

Fire department funding is being cut by the State. Training has been completed.

DPW:

The concrete work is being done.

PLANNING/ZONING:

The zoning administrator has been working on numerous blight issues and most people are cooperating. Seven permits have been given out since last month. Motion by Ashton and seconded by Little to allow the zoning administrator to attend a zoning class in Gaylord on 7/29/2014. Roll call vote with all ayes, motion carried.

Lee Riley, our representative to the Crawford County Planning Commission stated that they are in the final stages of developing a countywide Master Plan and the township should be getting a copy soon.

Little reported from our Planning Commission. The Planning Commission is working on the Master Plan update and needs some recreation information from Ashton. They are also reviewing the zoning book and marking things they think should be changed. Their next board meeting will be August 12, 2014.

Motion by Little and seconded by Van Nuck to approve paying the zoning administrator if he attends the Planning Commission or Zoning Board meetings. Roll call vote with all ayes, motion carried.

The Planning Commission has suggested that the current policy stating that someone making a blight or zoning complaint must sign said complaint, be changed. Motion by Little and seconded by Van Nuck to rewrite the policy requiring a signature, be rewritten without requiring a signature of the one making the complaint. Roll call vote with all ayes, motion carried.

CORRESPONDENCE:

None.

OLD BUSINESS:

1. We received three proposals for IT service for the next fiscal year from IT Right, ITPro and Kodiak. Motion by Ashton and seconded by Raybuck to accept IT Right as our new IT representative, with this to include a Service Contract for \$2,400, backup at \$500, and Antivirus/Tier II at \$30 for each computer + \$300 for the server. Roll call vote with all ayes, motion carried.
2. Motion by Van Nuck and seconded by Raybuck to purchase a new servicer from IT Right, at a price of \$1,335.00. Roll call vote with all ayes, motion carried.
3. Discussion regarding purchasing new computer will be put on next month's agenda.

NEW BUSINESS:

1. Motion by Van Nuck and seconded by Ashton to purchase a "Key Cabinet" for \$83.70, which will hold all township keys. Roll call vote with all ayes, motion carried.
2. Motion by Little and seconded by Van Nuck to allow unimproved property owners to purchase a transfer site sticker at the current cost of a yearly transfer site fee. All ayes, motion carried. The current price, is \$42.00.
3. Motion by Raybuck and seconded by Little to write a Letter of Support for the Sheriff's mileage request on the August 5th ballot. All ayes, motion carried. The Supervisor will write the letter.
4. Discussion and changes for Employee Handbook. We have a list of changes from our July 3rd meeting and the following will be added:
 - a. Supervisor wants to know if this handbook covers elected also.
 - b. Page 9, typo "rejecti6on" correct spelling.
 - c. Page 6, fire chief wants to know if paragraphs 3 & 4 effect current pension claims?
 - d. Page 10, remove "also" in second paragraph/1st sentence
 - e. Page 17, 1st paragraph/4th line, "not ineligible", TAKE OUT "NOT"; 2nd paragraph under WORK HOUR-The office opens at 8:30 am-REMOVE SENTENCE; 2ND paragraph/2nd sentence under WORK HOURS-"you are expected to be at your desk....", REMOVE "AT YOUR DESK"; Excused Absence: The Township 2 x, change to THE TOWNSHIP/DEPARTMENT SUPERVISOR.
 - f. Page 19, PAYROLL rewrite: Each employee is required to keep their personal time sheet according to any exceptions to an eight hour day, tardiness, absence or deduction for FTO time. A copy of tis schedule will be posted at the beginning of each month. The FTO recording on this sheet is in addition to the procedure for requesting FTO. Any required adjustments will be made on the payroll check following submission of the timesheet. Payroll checks are issued bi-weekly; and are distributed to employees personally. For your protection, should you wish to have someone else pickup your check, your written authorization will be required. Payroll deductions may include federal, state and local taxes, FICA (Social Security), insurance premiums retirement plan contributions and any other deductions required by law or directed by the employee

- with the approval of the Accounting Department. Any questions should be directed to the Clerk.
- g. Page 20, 2nd paragraph, 4th line, in case of "qualified" fire fighter, remove "qualified". Next sentence "will" be handled, change to "may".
- h. Page 25, change "firm" used 3 x to Township.
- i. Page 26, add another bullet stating: Employee cannot take pictures of incidents (accidents, fires etc.) unless for investigation purposes. Employee cannot post to a social media any pictures of incidents.
- j. Page 27, "firm" used 2x, change to Township.
- k. Page 29, #10 & #11, add "within this handbook"

Motion by Raybuck and seconded by Little to pass the Employee Handbook with current changes except 1.) page 26 bullet regarding picture taking of accident scenes and 2.) clarification from attorney on page 6, paragraph 3 & 4. Roll call vote withal ayes, motion carried.

with all per 8-12-14 mtg

- 5. Motion by Little and seconded by Van Nuck to pass the General Appropriations Act for 2014-2015 as presented. Roll call vote with all ayes, motion carried.

**BEAVER CREEK TOWNSHIP
GENERAL APPROPRIATIONS ACT
RESOLUTION 2014 - 2015**

A Resolution to establish a General Appropriations Act for Beaver Creek Township to define the powers and duties of the Beaver Creek Township officers in relation to the administration of the budget; and to provide remedies for refusal or neglect to comply with the requirements of this Resolution.

The Board of Beaver Creek Township resolves:

Section 1: Title

This Resolution shall be known as the 2014-2015 Beaver Creek Township General Appropriations Act.

Section 2: Chief Administrative Officer

The Supervisor shall be the Chief Administrative Officer and shall perform the duties of the Chief Administrative Officer enumerated in this Act.

Section 3: Fiscal Officer

The Clerk shall be the Fiscal Officer and shall perform the duties of the Fiscal Officer enumerated in this Act.

Section 4: Public Hearings on the Budget

Pursuant to MCLA 141.412; MCLA 141.413, notice of a public hearing on the proposed budget was published in newspapers of general circulation in the Avalanche on May 29, 2014 (must be at least six days prior to the public hearing), and a public hearing on the proposed budget was held on June 10, 2014.

Section 5: Estimated Revenues

Estimated Township fund revenues for fiscal year 2013 - 2014 (July 1, 2014 through June 30, 2015) shall total:

\$426,981.00	(#101 - General Fund)
\$301,960.00	(#206 - Fire District Fund)
\$ 3,503.00	(#208 - Park Fund)
\$ 991.00	(#212 - Liquor Fund)

Section 6: Millage Levy

The Beaver Creek Township Board shall cause to be levied and collected the general property tax on all real and personal property within the Township upon the current tax roll an amount equal to .9753 mills as set forth by the Crawford County Board of Commissioners.

Section 7: Estimated Expenditures

Estimate Township fund expenditures for fiscal year 2014 - 2015 (July 1, 2014 through June 30, 2015) for the various Township activities (cost centers) are as follows:

\$426,981.00	(#101 - General Fund)
\$301,960.00	(#206 - Fire District Fund)
\$ 3,503.00	(#208 - Park Fund)
\$ 991.00	(#212 - Liquor Fund)

Section 8: Adoption of Budget by Reference

The general fund budget of Beaver Creek Township is hereby adopted by reference, with revenues and activity expenditures as indicated in Sections 5 and 7 of this Act.

Section 9: Adoption of Budget by Cost Centers

The Board of Beaver Creek Township adopts the 2014 - 2015 fiscal year general fund budget by cost centers. Township officials responsible for the expenditures authorized in the budget may expend Township funds up to, but not to exceed, the total appropriation authorized for each cost center. No transfers of line item appropriations shall be made without prior Board approval by budget amendment.

Section 10: Appropriation not a Mandate to Spend

Appropriations will be deemed maximum authorizations to incur expenditures. The fiscal officer shall exercise supervision and control to ensure that expenditures are within appropriations, and shall not issue any Township order for expenditures that exceed appropriations.

Section 11: Periodic Fiscal Reports

The Fiscal Officer or Treasurer shall transmit to the Board at the end of each of the first three quarters, and at the end of the month occurring during the fourth quarter, a report of financial operations, including, but not limited to:

- (a) A summary statement of the actual financial condition of the general fund at the end of the previous month;
- (b) A summary statement showing the receipts and expenditures and encumbrances for the previous month and for the current fiscal year to the end of the previous month;
- (c) A detailed list of:

(1) expected revenues by major source as estimated in the budget; actual receipts to date for the current fiscal year compared with actual receipts for the same period in the prior fiscal year; the balance of estimated revenues to be collected in the then current fiscal year; and any revisions in revenue estimates resulting from collection experience to date.

(2) for each cost center: the amount appropriated; the amount charged to each appropriation in the previous month for the current fiscal year and as compared with the same period in the prior fiscal year; the unencumbered balance of appropriations; and any revisions in the estimate of expenditures.

Section 12: Limit on Obligations and Payments

No obligation shall be incurred against, and no payment shall be made from any appropriation account unless there is a sufficient unencumbered balance in the appropriation and sufficient funds are or will be available to meet the obligation.

Section 13: Budget Monitoring

Whenever it appears to the Beaver Creek Township Board that the actual and probable revenues in any fund will be less than the estimated revenues upon which appropriations from such fund were based, and when it appears that expenditures shall exceed an appropriation, the Township Board shall make recommendations to prevent expenditures from exceeding available revenues or appropriations for the current fiscal year. Such recommendations shall include proposals for reducing appropriations, increasing revenues, or both.

Section 14: Violations of this Act

Any obligation incurred or payment authorized in violation of this Resolution shall be void and shall subject any responsible official(s) or employee(s) to disciplinary action as outlined in P.A. 621 (1978).

- 6. Motion by Van Nuck and seconded by Little to pay the accounts payable in the amount of \$25,773.27, checks #29159 thru #29194. Roll call vote with all ayes, motion carried.
- 7. Motion by Van Nuck and seconded by Little to transfer/loan the fire department \$20,000.00, due to other funds. Roll call vote with all ayes. Motion carried.

COMMENTS FROM THE AUDIENCE:

Riley commented that the Transit Authority is on the ballot asking for a renewal of funding, not an increase, which will go into effect 2016.

Meeting adjourned at noon.

Sharon K. Hartman, Clerk