

BEAVER CREEK TOWNSHIP MEETING AUGUST 11, 2015

The Beaver Creek Township Board held its regular monthly meeting on August 11, 2015 at 10:00 am. Board members present: Ashton, Hartman, Van Nuck, Little and Riley. Our attorney Greg Meihn was present on the telephone. There were 22 guests present.

The meeting was called to order at 10:00 am by the supervisor who led the Pledge of Allegiance and Invocation.

Guest Speakers: Ed Nellist-Supervisor at Lyons Township, and Vicki Springstead, Chair of the Higgins Lake Foundation.

Ms. Springstead stated that the road in front of the Higgins Lake Boat Wash is in very bad condition and needs repair. Mr. Nellist stated that the road must be fixed and Lyon Township is willing to do their part. They both are requesting help to get it fixed.

AGENDA:

Motion by Little and seconded by Riley to add two items to the agenda: 1. Payback for assessor's computer, and 2. Purchase a computer for treasurer's office.

APPROVAL OF THE MINUTES:

1. Motion by Little and seconded by Van Nuck to approve the minutes from the July 14, 2015 meeting. All ayes, motion carried.
2. Motion by Riley and seconded by Van Nuck to approve the minutes from the July 17, 2015 meeting. All ayes, motion carried.
3. Motion by Van Nuck and seconded by Riley to approve the minutes from the July 25, 2015 meeting. All ayes, motion carried.

TREASURER'S REPORT:

Motion by Little and seconded by Hartman to accept the financial report from the treasurer. All ayes, motion carried.

SUPERVISOR'S REPORT:

The supervisor attended the Kirtland Groundbreaking, met with five representative of Marathon Oil Company, and completed 10101 S Grayling Rd real estate closing.

If you have questions regard the pension deficit, please call the supervisor.

CLERK'S REPORT:

We had 133 people vote in the August 4th School Election, which was approximately 12% of those that could vote. It did not pass in our township, but did countywide.

HIGGINS LAKE UTILITY AUTHORITY:

Ron Wood stated that the authority is working on contracts and may not renew with Wade Trim.

FIRE DEPARTMENT:

The fire chief commented on a small grant for the Fire Wise Program and home inspections. The DNR does not want signage on the "Forest" roads, and will replace the green signs with brown signs. He is still looking for a replacement for the fire tanker.

DPW:

John Buggs reports approximately 2,000 bags every two weeks. When you pull up, if you require help getting your garbage out of your vehicle, please let John know as soon as you pull in.

PLANNING/ZONING:

The zoning administrator is working on several blight issues with three warning tickets out.

CORRESPONDENCE:

Marathon Oil Company letter.

OLD BUSINESS:

Motion by Little and seconded by Hartman to authorize the supervisor to enter into an agreement for the sale of 10101 S Grayling Road, take a 10% deposit, but come back to the board for a final price approval. Roll call vote with all ayes, motion carried.

NEW BUSINESS:

1. Motion by Van Nuck and seconded by Riley to accept the **"Secretary Job Description"** as policy, with changes on #7, adding word "stickers" after log, and #9 adding "facilitate" after documents.
2. Motion by Van Nuck and seconded by Little to accept the **"Performance Improvement Plan"** as policy, from our attorney in 2014. Roll call vote with all ayes, motion carried.
3. Motion by Little and seconded by Hartman to accept the **"Expenditure Authorization Policy"** as policy. Roll call vote with all ayes, motion carried.
4. Motion by Riley and seconded by Little to accept the **"Bids and Quotes Policy"** as policy. Roll call vote with all ayes, motion carried.
5. Motion by Little and seconded by Van Nuck to accept the **"General Release Agreement"** as policy, from our attorney in 2014. Roll call vote with all ayes, motion carried.
6. Motion by Hartman and seconded by Van Nuck to pass the **"Contract for Zoning Administrator"** and add it to the policy book. Roll call vote with all ayes, motion carried. The zoning administrator stated that he believed that the contract had been verbally agreed on at \$13,000, but the previously motion had shown \$12,000 per year.
7. Motion by Hartman and seconded by Little to accept the **"Anti-Bullying/Harassment Policy"** as policy with the supervisor being the "Designated Person To Receive Complaints-Anti-Retaliation", from our attorney 8/6/2015. Roll call vote with all ayes, motion carried.
8. Motion by Van Nuck and seconded by Little to reimburse the assessor for the purchase of a computer used in the assessing office, approximately \$1,300.00. Roll call vote with all ayes, motion carried.
9. Motion by Little and seconded by Hartman to replace treasurer's computer, not to exceed \$1,300.00. Roll call vote with all ayes, motion carried.
10. Motion by Riley and seconded by Little to pay the accounts payable in the amount of \$39,102.75, checks #29913 thru #29953. Roll call vote with all ayes, motion carried.
11. Board will hold special meeting, work session on August 18th to work on policies, at 7:00 pm.

COMMENTS FROM THE AUDIENCE:

1. Larry Helve-Time change of meeting?
2. Wallace "Cowboy"-Wants board to vote on making the pension issue a ballot issue.

Attorney: It is a board issue; the Courts decided what was appropriate.

3. Dennis Spears: Did not own property when pension issue came up, why must he pay for it?

Attorney: There was a Judgment and the Board is required to follow the law.

4. Robert Clement: Why not file bankruptcy?

Attorney: Wouldn't qualify for bankruptcy. Now we have taken action and have a township that is in compliance with State law.

5. John Small: Fireman Bill Miller stated that he was the only firefighter on duty one day. Does township have enough insurance if Baker returns to work and there is another incident, would it go on the residents taxes to pay for the damages?

Attorney: No, township insurance would pay. To Brian, please follow-up on statement that there was only one firefighter on duty on one day.

6. Paula Capling: Can the people of the township go back on the board that passed the pension?

Attorney: No. We turned claims in to 4 insurance companies and one paid in 6 figures. The insurance company drafted the Pension Plan and Ordinance, we believe, but the 1989 minutes reference only the elected getting a pension, although the Ordinance shows it is for elected and full time employees. Statute of Limitations, can't sue own board. The board relied on the company, were they properly instructed?

7. Robert Clement: What happened to the Township Park that was at Higgins Lake?

Riley gave a statement as to what he remembers: in 70's Supervisor DeWitt got no help in maintaining the Park, and the board did not want to pay for help, so it was given back to the State.

8. Mike Hart: What did insurance company pay?

\$106,000.

9. Helve: requested meeting with attorney to ask questions regarding the pension payback.

Attorney: Would love to do it, Aug 24, Sept 9, 15 or 17th. Not to be posted. Supervisor and Attorney will set at front take and hold a "Community Meeting".

This should be put in papers/web site. Board members will attend as residents.

10. Gary Jurkovitch: Does not like more government in passing the proposed camping changes to the zoning ordinance.

11. Helve: Change meeting back to 7:00 pm.

Meeting adjourned at 11:37 am. Motion by Riley and seconded by Hartman.

Sharon K. Hartman, Clerk

Beaver Creek Township Special Meeting August 18, 2015

The Beaver Creek Township Board held a special meeting on August 18, 2015 at 7:00 pm. Board members present: Ashton, Hartman, Van Nuck, Little and Riley. There were 5 guests present.

The purpose of the meeting was to work on proposed policies.

Motion by Little and seconded by Riley to add to the agenda, Loan to Liquor Fund.

Motion by Van Nuck and seconded by Little to accept "Rules for Conduct of Public Comment at Meetings of the Township Board" as policy (remove "parked on township property" in second paragraph and have a copy on the table at meetings. All ayes, motion carried.

Motion by Van Nuck and seconded by Little to accept the "Campaigning on Township Property/Campaign Signs" as policy. All ayes, motion carried.

Motion by Little and seconded by Hartman to accept the "Policy Regarding Attorney Contact" as policy. All ayes, motion carried.

Motion by Van Nuck and seconded by Little to accept the "Policy for Employee Records", as received from Attorney Meihn in 2013. All ayes, motion carried. This packet is made up of: Employee Checklist, I-9 Considerations, Employee File Audit Checklist, Record Keeping Requirements, Federal Recordkeeping Requirements, and Summary Guide to Record Retention.

Discussion regarding an "Ethics Policy". Page three, \$25.00, \$1,000.00, remove "employee and volunteer" wording plus alternate paragraph. Motion by Van Nuck and seconded by Little to approve the "Ethics Policy" with changes. Roll call vote with aye: Ashton, Hartman, Van Nuck and Little. Nay: Riley. Motion carried.

We will hold another special meeting on September 21, 2015 to work on more policies.

Motion by Van Nuck and seconded by Little to loan the Liquor Fund \$85.00, due to other funds. Roll call vote with all ayes, motion carried.

Discussed fire department personnel policies.

Little will work on new timesheets.

Need definition of "full time employee" in Employee Handbook, page 17.

Comments from the Audience.

Meeting adjourned at 8:55 pm.

Sharon K. Hartman, Clerk