

**BEAVER CREEK TOWNSHIP  
REGULAR MEETING JULY 12, 2011**

The Beaver Creek Township Board held its regular meeting on Tuesday evening, July 12, 2011 at 7:00 pm. Board members present: Ashton, Balmes, Summers, Little and Hartman. There were 10 guests present.

The meeting opened with the Pledge of Allegiance and Invocation let by the Supervisor.

**COMMENTS FROM THE AUDIENCE:**

Lee Riley was present and handed out information sheets on the Dial A Ride millage renewal being requested on the August 2, 2011 ballot. He explained that this is a renewal, not an increase.

**MINUTES:**

Motion by Balmes and seconded by Little to approve the minutes from the previous meetings: 6/28/2011 and 6/13/2011. All ayes, motion carried.

**TREASURER'S REPORT:**

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

**CLERK'S REPORT:**

The clerk reminded everyone that there is an election August 2, 2011.

**SUPERVISOR'S REPORT:**

The supervisor has attended several meetings and is working on getting a fence or barrier put up at Pere Cheney Cemetery.

**HIGGINS LAKE UTILITY AUTHORITY:**

The H.L.U.A. had its meeting this morning. The AT&T project to place a cell phone tower on their land is moving along and rent will be \$750 per month to the Authority.

**FIRE DEPARTMENT:**

A lot of extensive training is being done in the next few months.

**DPW:**

Volume is up: June 2010 we had 4,044 bags and June 2011 we had 5,071 bags. The road will be graded tomorrow. Motion by Hartman and seconded by Little to have brine put on the road going to the transfer site, as soon as possible, from the County Road Commission. Roll call vote with all ayes. Motion carried.

**PLANNING & ZONING:**

There have been two ZBA meetings but no Planning meeting lately.

**CORRESPONDENCE:**

1. Par Plan
2. US Census Bureau
3. 46<sup>th</sup> Circuit Court 2010 Annual Report
4. Bill Parker, Attorney, Guay case

**OLD BUSINESS:**

1. Discussion regarding Tire Collection Policy. Motion by Little and seconded by Balmes to change the current tire collection policy to reflect under article c. that payment can be made at the township offices during regular business hours or at the transfer site when they drop off tires, either with cash or check made payable to the township. The attendant will keep an accounting of said monies. All ayes, motion carried.

2. Discussion regarding a new township attorney. Discussed gathering information, such as retainer, hourly rate, can he be called for advice over the phone, etc. J. Brabant, a Roscommon attorney, was suggested by several. Put on August agenda.

3. Motion by Balmes and seconded by Little to raise the Deputy wages from \$8.00 to \$9.25 per hour. Roll call vote with all ayes, motion carried.

4. Discussed putting in a new telephone system but felt that we needed more information. We will put this on next month's agenda.

**NEW BUSINESS:**

1. Motion by Balmes and seconded by Little to approve the General Appropriations Act for 2011-2012 fiscal year. Roll call vote with all ayes, motion carried. It is as follows:

**GENERAL APPROPRIATIONS ACT  
RESOLUTION NUMBER 2011-2012**

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 2011-2012 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 a newspapers of general circulation in the Avalanche on June 2, 2011 (must be at least six days prior to the public hearing), and a public hearing on the proposed budget was held on June 13, 2011.

**Section 5: Estimated Revenues**

Estimated Township fund revenues for fiscal year 2011-2012 (July 1, 2011 through June 30, 2012) shall total:

\$419,330.00	(#101 – General Fund)
\$262,247.00	(#206 – Fire District Fund)
\$ 5,552.00	(#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 .9701 mills as set forth by the Crawford County Board of Commissioners.

**Section 7: Estimated Expenditures**

Estimate Township fund expenditures for fiscal year 2011-2012 (July 1, 2011 through June 30, 2012) for the various Township activities (cost centers) are as follows:

\$419,330.00	(#101 – General Fund)
\$262,247.00	(#206 – Fire District Fund)
\$ 5,552.00	(#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 2011-2012 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).

2. Discussion regarding the proposed "Maintenance Job Description". Several suggestions: weight lifting limit, is an operator's license ok or does it need to say that the maintenance individual must have a chauffeur's license. Also, the job description needs a statement that an individual "may need adequate training for some duties and if not adequately trained, must receive training." This should be rewritten and put on next month's agenda.

3. Discussion regarding resealing of the parking lot and walking trail. Supervisor had asked three companies for prices, but only received one, for approximately \$2,000 from Dura-Seal Coating from Houghton Lake. It was suggested that we should ask for references and check with the state attorney's office to see if any complaints have been filed. Also, is it petroleum based or water based? Supervisor will gather more info and bring it back next month.

4. Xerox has proposed that we could lease a new copier with scanning, turn our 7 year old copier in (we own it) and pay approximately \$3.00 less per month than we are now paying. The question was asked what we would do with the hard drive in the copier as it still has info on it. We will discuss this next month.

5. Motion by Balmes and seconded by Little to change the Articles of Incorporation of the Higgins Lake Utility Authority to reflect that our meetings are held the second Tuesday of each month and not as originally put in the Articles. All ayes, motion carried.

6. Discussion regarding terms of those on the H.L.U.A. board.

7. Motion by Balmes and seconded by Little to approve the following dates for the 2011-2012 meetings with one correction to the paragraph showing "Citizens Bank" as depository, which should be "Chemical Bank". All ayes, motion carried. It is as follows:

**BOARD MEETING DATES  
JULY 1, 2011 THROUGH JUNE 30, 2012**

The Township Board for Beaver Creek Township hereby establishes there will be one (1) regular monthly meeting, held the second Tuesday of each month, starting at 7:00 p.m. at the Township Hall, on the following dates:

<u>2011</u>		<u>2012</u>	
<b>July</b>	<b>12</b>	<b>January</b>	<b>10</b>
<b>August</b>	<b>09</b>	<b>February</b>	<b>14</b>
<b>September</b>	<b>13</b>	<b>March</b>	<b>13</b>
<b>October</b>	<b>11</b>	<b>April</b>	<b>10</b>
<b>November</b>	<b>08</b>	<b>May</b>	<b>08</b>
<b>December</b>	<b>13</b>	<b>June</b>	<b>12</b>

Special meetings shall be called at the discretion of the Board, with due and proper notice of such meetings given.

Let it be allowed that the Chemical Bank be designated as the primary depository. Investments may be deposited in any Federal insured bank within the County of Crawford.

This notice is posted in compliance with P.A. 267 of 1976, as amended (Open Meetings Act), MCLA 41.72a (2) (3) and Americans with Disabilities Act (ADA).

The Beaver Creek Township Board will provide necessary reasonable auxiliary aids and services, such as signers for the hearing impaired and audiotapes of printed materials being considered at the meeting,

to individuals with disabilities at the meeting or public hearing upon 7 days notice to the Beaver Creek Township Board. Individuals with disabilities requiring auxiliary aids or services should contact the Beaver Creek Township Board by writing or calling the following:

Sharon Hartman, Township Clerk, 8888 S. Grayling Rd., Grayling, MI 49738  
(989) 275-8878, Monday through Friday, 9:00 a.m. through 2:00 p.m.

8. Motion by Little and seconded by Balmes to pay the Accounts Payable in the amount of \$35,292.82, checks #26239-26291. Roll call vote with all ayes, motion carried.

**COMMENTS FROM THE AUDIENCE:**

Howard Taylor was present asking us to support a millage renewal and millage increase for the Commission On Aging. If they do not get the additional, they will have to cut programs, and if the renewal goes down, the senior center would have to close their doors.

Carol Raybuck asked where the “public computers” are that were purchased from the library?

Dave Church asked why we changed our meeting night from Monday evening to Tuesday evening.

Meeting adjourned at 8:35 PM.

Sharon K. Hartman, Clerk