

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.