Supervisor Mark Roper called the meeting of the Almira Township Board to order at 7:01 p.m. at the Almira Township Fire & EMS Facility.

Supervisor led the Pledge to the Flag.

Supervisor called for roll call. Members present were: Mark Roper, Mandy Gray Rineer, Tammy Clous, Matt Therrien, and Ann Beaujean.

**Additions/Deletions to Meeting Agenda by Board and Citizens:** Under Department Heads, A. Hiring Procedures B. New Applicants, and Move New Business C. Fire & EMS Resignation to Department heads.

**Approval of Meeting Agenda:** *Motion by* Therrien, and supported by Beaujean, to approve the meeting agenda as amended. All ayes, motion passed.

**Approval of Consent Agenda:** *Motion by* Therrien and supported by Beaujean, to approve the consent agenda:

1. Approve regular Board meeting minutes dated November 12, 2012 and Special Board meeting minutes dated November 26, 2012.
2. BUDGET AMENDMENTS FOR THE MONTH OF NOVEMBER 2012: None

1. APPROVE PAYMENT OF CHECKS #’s 33956 – 34056. SEE CHECK REGISTERS INCLUDED IN PACKET. BILLS AVAILABLE FOR EXAMINATION UPON REQUEST.
2. RECEIVE AND FILE THE FOLLOWING REPORTS:

BENZIE BOARD OF COMMISSIONERS: Included in Packet

ASSESSOR: No Report

ZONING ADMINISTRATOR: No Report

RECREATIONAL RESOURCES COMMITTEE: Added at Meeting

FIRE & EMS DEPARTMENT: Added at Meeting

PLANNING COMMISSION: Included in Packet

VETERANS MEMORIAL COMMITTEE: No Report

1. MISCELLANEOUS: None
2. RECEIVE AND FILE THE FOLLOWING CORRESPONDENSE:

Lake Ann Village Council Draft Meeting Minutes

Benzie County Road Commission meeting minutes No Report

Benzie County Road Commission Notice for Public Comment

All ayes, motion passed.

**Treasurer’s Report:** Received and Filed. Discussion took place regarding accounts balances and reasons given.

**Brief Public Input:** None

**County Commissioners:** None

**Department Heads:**

1. **Hiring Procedures:** Chief Morse Stated current hiring procedure and asked for a different procedure to be discussed. Motion by Rineer, and supported by Beaujean, for the Chief to do hiring of Fire and EMS Probationary Members without the Township Boards approval but to inform the board of the individuals that were hired at the next Township Board meeting. All Ayes motion passed.
2. **New Applicants:** Chief Morse presented the board with two applicants that were interviewed for the Fire and EMS Department. Motion by Beaujean, and supported by Therrien, for Steven Lienard to be a Probationary Member of the Almira Township Fire and EMS Department. All Ayes, motion passed.

Motion by Beaujean, and supported by Rineer, for Adam Sevensma to be a Probationary Member of the Almira Township Fire and EMS Department. All Ayes, motion passed.

1. **Fire and EMS Resignation:** Motion by Rineer, and supported by Beaujean to accept the resignation of Gene Mayo with regrets. All Ayes, motion passed.

**Guests:**  George Daisy: presented a letter and asked for an official thank you letter to be sent to Gardner and Bridget Klassen and possibly a plaque naming the main pavilion after them. Discussion took place. Motion by Therrien, and supported by Rineer to send a letter of proclamation to Gardner and Bridget Klassen thanking them. All Ayes, motion passed. Also, consideration of the plaque and a Grand Opening in the spring to be discussed at later board meetings.

**Old Business:**

1. **Fiscal Year 2011-2012 Audit:** Motion by Beaujean, and supported by Therrien to Accept the Audit as Corrected. All Ayes, motion passed.
2. **Committee Appointments:** Motion by Therrien, and supported by Beaujean to appoint Beaujean to the Recreational Resources Committee, Therrien to Planning Commission, Therrien to Zoning Board of Appeals, Roper to Board of Review, Rineer to Veterans Memorial Committee, Beaujean and Clous to Personnel and Policies Committee, Roper and Clous to Union Committee, Rineer and Therrien to the Budget Committee for one year terms expiring November 2013. All Ayes, motion passed. Motion by Therrien, and supported by Rineer to reappoint Heather Bruce and Diana Nolan to the Planning Commission for 3 years terms. All Ayes, motion passed. Motion by Beaujean, and supported by Rineer to reappoint Lori Florip and Craig Johnson to the Board of Review for two years terms.All Ayes, motion passed.
3. **Website:** Discussion took place that we need to decide want we want on our website and who wishes to be trained. Also mentioned possible linking of Village Website.

**New Business:**

1. **Longevity for Past Deputies:** Discussion took place and it was decided to pay the prorated longevity in April 2013.
2. **Back up winter Maintenance:** Discussion took place. Roper will be the first back up with Aaron Hickey being the second back up.
3. **Fire and EMS Resignation:** Done under Department Heads.
4. **Computer Consulting Agreement:** Motion by Rineer, and supported by Therrien to hire MGB Technology as Computer consultant. All Ayes, motion passed.

**Extended Public Input:** Shirley Ransom said thank you for putting up the Christmas Tree in the office.

**Board Comments:** Therrien would like a copy of the current Employee Handbook. Beaujean asked for elected officials to think of the 3 documents that they use a lot for reference.

**Adjourn:** There being no other business the Supervisor adjourned the meeting at 8:31 p.m.

Tammy Clous

Almira Township Clerk