

Beaver Creek Grayling Township  
Utility Authority  
Regular Meeting, June 16, 2025

Meeting was called to order at 4 pm by Chairman Doug Keipert.

Roll Call: Lawe, Keipert, Koutnik, Wakeley all present; Robson arrived at 4:15pm.

Absent: None

Others in attendance: Adam Johns, Lacey Stephan, Devon Lang.

**Motion** by Koutnik, seconded by Lawe to approve the agenda with Silversmith and Peerless items added, also approval of transfers for R&R accounts. All aye, motion carried.

**Motion** by Lawe, seconded by Wakeley to approve the May 19, 2025 meeting minutes. All aye, motion carried.

**IAI Report.** Adam Johns reviewed the monthly report. The CCR reports have been submitted to customers by IAI. The Bluewater water tank inspection submitted by Devon for review was discussed. **Motion** by Wakeley, seconded by Koutnik to approve the quote of \$2500.00 for inspection and reporting on the water tank. Roll call vote: Koutnik, Lawe, Keipert, Wakeley, Robson, all aye, motion carried. Wakeley reviewed gallons pumped versus gallons billed on an excel spreadsheet. More review of this information is needed.

**Treasurer's Report/Accounts Payable:** **Motion** by Lawe, seconded by Robson to approve budget amendments for the fiscal 2024-25 year, copy attached to the minutes. Roll call vote: Wakeley, Lawe, Keipert, Robson, Koutnik all aye, motion carried. **Motion** by Lawe, seconded by Robson to pay invoice listing in the amount of \$39,752.63, including a legal bill in the amount of \$1913.50 that was not on the list in the packet. Roll call: Keipert, Lawe, Robson, Wakeley, Koutnik all aye, motion carried.

Profit and Loss versus budget report was reviewed, expenses exceed revenues to date for both water and sewer operations/maintenance funds. Report attached with minutes.

**Staff report:** None

**Correspondence:** Check from Kirtland for last months w/s billings, final payment from Beaver Creek for special assessments on the Winter 2024 tax roll and several invoices to forward to Travis Huber for payment

**Old Business:** Committee of Rob Lawe, Bob Polanic and Jim Robson met to review manager applications. Their recommendation is to hire Paul Alma as an independent contractor. **Motion** by Robson seconded by Koutnik to accept the recommendation of the committee and offer a contract to Paul Alma with a monetary range of \$1500.00 to \$2000.00 per month with a review in 90 days. Further, the same offer would be extended to

Michael Koon if Paul Alma would decline the contract. The contract would use terms similar to the former contract with Paul Tatro. All aye, motion carried.

**Special Assessment District update:** Chairman Keipert signed the contract with Goudie Fraser and Wakeley will return that to Jennifer Graham.

**New Business:**

**Banking/Account Administrator/Signature Cards:** Motion by Koutnik seconded by Robson that Rob Lawe be named the administrator of UA bank accounts in place of Joe Wakeley. All aye, motion carried. Motion by Koutnik, seconded by Robson to remove Joe Wakeley and Marc Dedenbach from signature cards with both Horizon Bank and Huntington Bank and to add Rob Lawe, Jim Robson, Doug Keipert and Scott Hanson to the accounts with both Horizon Bank and Huntington Bank. All aye, motion carried.

**Website:** Consensus of the board to have Chairman Keipert look into the possibility of having a website for the UA established and bring information/recommendations back at future meetings.

**Office Space:** Chairman Keipert reported that the Higgins Lake UA is not interested in sharing office space at this time.

**Silversmith:** A service agreement with Silversmith was reviewed, a client data contract for identification of meters, pumps, other infrastructure. This will be reviewed again after further information is provided.

**Peerless:** Motion by Lawe, seconded by Koutnik to approve the invoice form Peerless (for service and testing of 3 wells and pumps, written analysis to be provided). Roll call vote: Koutnik, Wakeley, Keipert, Lawe, Robson, all aye, motion carried.

**R&R:** Motion by Wakeley, seconded by Lawe to authorize Travis Huber to transfer the annual amounts from the operations accounts to the R and R replacement funds, \$37000.00 for sewer and \$14000.00 for water. Roll call vote: Wakeley, Koutnik, Robson, Lawe, Keipert all aye, motion carried.

**Miscellaneous:** None

**Member Comments:** Bob Koutnik informed the board he will be stepping down from the board when Beaver Creek Township names a replacement. Both Koutnik and Wakeley were thanked for their service to the board.

**Public Comments:** None

**Adjournment.** Motion by Robson, seconded by Koutnik to adjourn. All aye, motion carried, meeting adjourned at 5:30pm.

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Joe Wakeley, Secretary

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Doug Keipert, Chairman