

ST JAMES TOWNSHIP, BEAVER ISLAND, CHARLEVOIX COUNTY, MICHIGAN
REGULAR BOARD MEETING AGENDA FOR AUGUST 10, 2022 AT 5:30 PM
ST JAMES TOWNSHIP HALL

APPROX. TIME	AGENDA ITEM
5:30	Welcome: Call to order, Pledge of allegiance, Board/public input on agenda revisions
5:35	Minutes: Review, revise, approve minutes of July 13, 2022
5:40	Finance Committee Report: <ol style="list-style-type: none"> 1. Approve recommendation for the Finance Committee to become the Finance and Administration Committee 2. Review, discuss, and accept Monthly Finance Report/Banking Status (Handout) 3. Approve payments, including payment to CCRC for gravel purchase 4. Review, discuss, and approve a proposed Budget Document and Development Policy (HO)
5:55	Public Works Committee Report: <ol style="list-style-type: none"> 1. Action: Approve Resolution 2022.08.10.22 Authorizing the supervisor to execute the Block Grant Program Contract to purchase an easement and land for Runway 27 at the Beaver Island Airport. (Refer to Supervisor's Lens) (HO) 2. Discuss and approve one new and one revised public-works based permit forms. (2 HO) 3. Discuss and approve the formation of a board/community-based Parks and Recreation Committee.
6:05	Correspondence/Updates/Island Committee Reports: <ol style="list-style-type: none"> 1. Election Update: Clerk's report 2. Purchase of Harbor's Karnes Beach Property (Refer to Supervisor's Lens) Action: Authorize the supervisor to execute the purchase offer of the Karnes' property 3. Planning Commission/TIS Update: Planning Commission Assistant and TIS Administrator's report (future reports to be in writing) 4. Island Committee Updates: Airport Commission, Emergency Services Authority, Rural Health Center, Telecommunications, Waste Management
6:15	Other Action Items: <ol style="list-style-type: none"> 1. Discuss the status of purchasing the Karnes beach front property (about 3 acres); <ol style="list-style-type: none"> a. Approve three people to attend the MNRTF Board meeting in Alpena on August 17th. b. Authorize the supervisor to sign the purchase agreement with Mr. Karnes c. Approve a proposal to name this property, the "Edward B. Wojan Public Beach" 2. Discuss and approve purchasing the Masini beach front property (0.2 acre) 3. Discuss and approve a plan to: <ol style="list-style-type: none"> a. Issue an RFP for selecting a new Assessor b. Discuss with Peaine Township forming a joint assessing authority c. Establish a Zoning Board of Appeals (post along with a Planning Committee vacancy) 4. Waste Management Committee: Approve the at-large appointments of George Broder and Andy Stebbins to the Waste Management Committee, subject to this committee and two townships forming of a new Waste Management Commission to replace this committee.
6:35	Supervisor's Report: <ol style="list-style-type: none"> 1. Refer to Supervisor's Lens for items not covered above (HO) <ol style="list-style-type: none"> a. Review Board Member's Committee assignments: Conflict of Interest with assignment; Other assignments/reassignments?
	Adjourn



Beaver Island
Michigan

Supervisor's Lens

Notes to St James Township Board Members from Supervisor Bobbi Welke

August 5, 2022

Volume 8, Number 1

SJTGC = St James
Township
Governmental Center

SJTH = St James
Township Hall

PTH = Peaine
Township Hall



Wednesday, September
14 @ 5:30PM @ SJTH

Regular Board
Meeting

**St James
Township
Board**

Wednesday, August 21
@ 11:00AM @ SJTGC

Public Works
Committee

PWC

Wednesday, September
7 @ 1:00PM @ SJGC

Finance Committee
Meeting



Finance Committee Report Background:

1. Finance Committee meeting on 8/4/22 discussed and **recommends that this committee be reformatted** into the Finance and Administration Committee, responsible for assisting the Supervisor with personnel and contracting management. Contracts formality and accountability will be reviewed to create better future contracts.
2. Monthly Financial Report/Banking
Reports: The Monthly Financial Report has been updated to include the end of the previous month's to-date revenues and expenses.
A quarterly Balance Sheet will be presented to the Board in the future.
Budgets: All budgets are in good shape, except for the General Fund Budget which is in fair condition. The General Fund has complex issues and needs an amendment to balance the budget based on new incoming data. A budget amendment for the General Fund and the other funds will be proposed at the September Board Meeting.
Revenues: An overpayment of ARRA funds in the amount of \$60,136.21 were returned to the state on July 5. It is worth noting that the State will be reimbursing the township nearly \$92,000 for the campground project.
Expenses: The new township pickup and related equipment cost over \$40,000. The Sheriff Residence roofing costs increased by \$10,400 for a total of \$26,400. Other than these two one-time payments, the expenses associated with payroll are the largest fiscal issue for this fund. Payroll costs associated with the general fund are noted below. A total of \$59,522.47 was paid back or will be paid back into the General Fund from other the fund the expenditures were incurred. In the future, we will budget payroll within the fund the expenses are planned to be incurred.

i. April: \$27,253.06	iii. June: \$68,696.23
ii. May: \$24,980.76	iv. July: \$91,371.39
3. **Recommend making standard payments, including payment to CCRC for gravel purchase, which is discussed below.**
The CCRC bidding process to produce gravel on the Island was illogical and resulted in an additional \$27,160 to the township to obtain the requested 11,200 tons of gravel. Efforts to have CCRC rescind their May 9 award were not successful. Because gravel is needed, **it is recommended that this gravel purchase in the amount of \$131,160 (\$146,160 total cost less the \$15,000 annual CCRC discretionary budget for SJT) be approved.** Future work with CCRC will be done via written agreements. The board should consider a local qualified vendor preference policy in addition to the current veterans' preference policy and apply the same policies to the related contracts others are using with township monies.
4. A **proposed Budget Document and Development Policy** (copy in the packet) should be discussed and **approved** to help the supervisor, in coordination with others, follow a schedule in developing the budget and amending the budget. In addition, two self-imposed budget goals regarding capital improvements and unassigned fund balances are proposed.

Public Works Committee Background:

1. On July 29, 2022, Board members received a copy of the Contact with MDOT-Aeronautics to purchase an easement and land for Runway 27 at the Beaver Island Airport. **The proposed resolution is recommended to be adopted.** The settlement agreement requires payment by September 30, 2022. If the state cannot fund their (and the federal) portion by September 30th, the settlement parties (AC and two townships) will need to provide the payment to the property owner with subsequent state reimbursement to the three parties.
2. **Approval** of two new permits is requested: A **new permit** to temporary close a portion of the Township's sidewalk is due to pending Fisherman's House move which will result in the closure of and potential repair of a section of sidewalk. The maintenance director has been/will be involved with this process. In addition, the current form for **Using Township Property has been placed into a permit format.**
3. It is recommended that a **new board/community-based Parks and Recreation Committee be formed** given the larger park space owned/to-be-owned by the township and that the current Parks and Recreation Plan needs to be updated in 2023.
4. **Master Plan public meeting** to be held on August 17, 2:00 to 6:00 pm, at the Community Center. Township Board involvement is important.
5. It appears the **parking of rental vehicles** for pickup/drop off in the downtown area on Main Street may becoming an issue.

Supervisor's Report:

1. MNRTF Application for **funding the purchase of Harbor's Karnes Beach Property** is going to the Trust Fund Board on August 17, at 9:00 am. It is recommended that Kitty, Cynthia, and I attend this board meeting. My attendance will be at no cost to the Township.
The **source of funds for the match** involved the authorized sale of the Township's harbor property along Michigan Avenue. A Sale Description has been prepared and approved by the township's attorney. We have yet to identify the time-line associated with this sale.
The board will need to **authorize the supervisor to sign** a one-year (or more) **purchase contract** which is being prepared by Ed Wojan; this time will allow us to raise the needed funds. It is recommended that this park be called, **"Edward B. Wojan Pubic Beach"** to honor Ed's extraordinary public service to the Island and with this property, with a future sign placed along King's Hwy.
2. The Masini beach front property (0.2 acres) will likely cost about \$100,000 - \$110,000. We can consider approaching Little Traverse Conservancy to purchase this land in the short term to allow year-long fundraising. The board will need to **authorize the supervisor to sign a one-year purchase contract with the owners.**
3. Planning/Assessing: The current assessor resigned effective July 31st. **A new assessor needs to be selected.** An RFP will give the township a fresh approach to selecting a new assessor. In addition, I would like to discuss with Peaine Township forming a joint assessing authority via an intergovernmental agreement. A **cooperative joint authority** with representatives from both townships on a single governing board would gain efficiencies by evaluating properties on a larger scale.
In addition, a **new Zoning Board of Appeals needs to be established** with three board members. This need for new board members and filling a present Planning Commission vacancy should be posted.
4. Fogg Property on **Garden Island Complaint:** Federal and State authorities are taking action regarding the activities occurring on Garden Island. The township zoning permit was issued after the work was underway and without an in-the-field site assessment. I believe we can improve our zoning oversight and activities with the future revisions of the township's zoning rules and practices.

Draft Minutes of July 13, 2022 Regular St. James Board Meeting
St James Township Hall | 37735 Michigan Ave. | Beaver Island, MI | 5:30 pm

Present

Fingerroot, Gillespie, Cole, McDonough

Absent

none

General

Trustee Cole called to order a regular meeting of the St. James Township Board at 5:32 pm on July 13, 2022.

McDonough requested to modify the following items to the agenda:

- approve credit card with limit of \$5,000 for Interim Supervisor

Moved by Gillespie, supported by McDonough to accept Joe Moore's resignation as Interim Supervisor as of July 11, 2022.

Motion Carried-Unanimous

Approval of Minutes

Moved by Gillespie, supported by McDonough to approve June 8, 2022 Regular Meeting Minutes, June 23, June 30, and July 6, 2022 Special Meeting Minutes with a correction on the June 23rd minutes regarding Treasurer McDonough's General Budget completion. There will be a special meeting called to address this.

Motion Carried- Unanimous

Finance Report

Moved by McDonough, supported by Gillespie to approve the Payments of Bills presented by Clerk.

Motion Carried- Unanimous

Correspondence/Updates/Committee Reports

Moved by Cole, supported by Gillespie to approve an additional \$600 for the purchase of SJT Maintenance Truck snow plow.

Motion Carried-Unanimous

Moved by McDonough, supported by Gillespie to approve hiring Skylar Marsh to work as a marina attendant for \$17/hour part time.

Motion Carried-Unanimous

Moved by McDonough, supported by Gillespie to approve the TIS Field Techs to travel to High and Garden Island, with possible camping, for shoreline surveys.

Motion Carried-Unanimous

Moved by Cole, supported by McDonough to approve recognizing the inherent recreational and community use value of the Karnes property for sale on the harbor contiguous to the existing Gillespie Beach Parking Lot, and, contiguous to the St. James Township Governmental Center; further recognizing the urgency of pursuing the purchase to avoid private development, the township board hereby authorizes Kathleen McNamara to act on its behalf to form a core group to pursue an out-of-cycle process with the MNRTF for acquisition of Karnes Harbor Lots 52 & 53.

Motion Carried-Unanimous

Moved by Cole, supported by McDonough to approve recognizing that if the acquisition process is approved by the MNRTF, a 25% local match will be required amounting to approximately \$240,000; the board commits to arranging for a closed-bid sale of "Old DNR Property Harborside Parcel", the entirety of the proceeds to go towards this grant; further the board agrees to a commitment of up to \$50,000 from other township revenue sources.

Motion Carried-Unanimous

Moved by McDonough, supported by Fingeroot to approve the appointment of Roberta Welke as ~~Interim~~ Supervisor effective immediately through the November 8, 2022 Election.

Motion Carried-Unanimous

Moved by McDonough, supported by Fingeroot to approve a credit card for the ~~Interim~~ Supervisor with a credit limit of \$5,000.

Motion Carried-Unanimous

Public Comment

None

Board Comment

None

Moved by McDonough, supported by Gillespie to adjourn at 6:37 pm.

Motion Carried-Unanimous

Submitted by:

Patti Cull, Deputy Clerk
St. James Township
COUNTY OF CHARLEVOIX

St James Township, Beaver Island MI
Township Board Financial Report for August 10, 2022

Fiscal Year 22 (April 1, 2022 – March 31, 2023)

July Report: 4th month/12 = 1/3 year elapsed

**Charlevoix State Bank Account Balances
and Revenues and Expense Report**

Account	Last Month July 31, 2022*	Previous Month June 30, 2022	Last Year July 31, 2021	To-Date Revenues 8/4/22	To-Date Expenses 8/4/22
General Fund	\$133,934.63	\$318,927.77	\$407,637.73	\$122,450.05	\$298,824.89
Municipal Dock	\$214,958.49	\$183,629.13	\$170,871.53	\$127,607.86	\$79,565.22
Sewer Use	\$27,013.63	\$22,412.42	\$20,885.10	\$14,265.44	\$8,403.61
Sewer Cap. Impr. **	\$17,094.33	\$17,094.33	\$7,083.76	NA	NA
Street & Road	\$375,244.03	\$376,119.78	\$306,699.51	\$8,347	\$9,342.51
Lighthouse	\$5,442.35	\$5,441.89	\$5,586.86	NA	NA

* Note that the previous full month report will be provided from now on; not a partial month report

** The Sewer Capital Improvement fund only reports quarterly, so the nearest quarter information is reported herein

Account Notes

Account	Monthly Highlights
General Fund:	<p>The majority of this account's funds are from property taxes and grants not involving the below accounts. Large expenses relative to one-time costs of returning an overpayment of ARRA funds (\$60,136), purchasing the new township pickup, snowblade, and trailer (over \$40,000), as well as costs associated with re-roofing the Deputy Residence (\$26,400) have affected this fund. Other than those expenses, payroll remains the greatest expense for the township with greater hours worked during the summer months.</p> <p>Additional revenues are expected, these include: \$92,000 ^{79,000} from the State for the Campground and transfer of general fund costs incurred via the Dock or Sewer funded work.</p>
Municipal Dock:	This account is in good shape. More detailed financial information will be provided in the September Board Packet.
Sewer Use:	This fund does not receive tax dollars. Sewer users continue to pay in a timely manner. Annual sewer study will be completed soon.
Sewer Capital Improvement:	This fund does not receive tax dollars. This fund is set up to save money for capital improvement projects related to the sanitary sewer.
Street & Road:	This account is stable; however, the every-three-year purchase of gravel will reduce any surpluses as will any township-based road improvement.
Lighthouse:	This fund is set up to save money for improvements to the Whiskey Point Lighthouse. Painting the tower needs to be assessed.
Other Monthly Notes: A second page is added to this report which gives board members a snapshot of Charlevoix State Bank funds.	

c:\users\st james twp\documents\finance\monthly board reports\2022\monthlyfinancereport8_August.2022.docx

Charlevoix State Bank
St James Township Balances as of August 3, 2022

ACCOUNTS

<div>General Fund **0156</div> <div>Available Balance</div> <div>Current Balance</div> <div>\$155,518.80</div> <div>\$155,518.80</div>	<div>Trust and Agency **0167</div> <div>Available Balance</div> <div>Current Balance</div> <div>\$139,125.99</div> <div>\$139,125.99</div>
<div>Street and Road **0585</div> <div>Available Balance</div> <div>Current Balance</div> <div>\$375,244.03</div> <div>\$375,244.03</div>	<div>Sewer Use Fund **0596</div> <div>Available Balance</div> <div>Current Balance</div> <div>\$24,003.35</div> <div>\$24,003.35</div>
<div>State Revenue Holding **1135</div> <div>Available Balance</div> <div>Current Balance</div> <div>\$423.34</div> <div>\$423.34</div>	<div>TIS **1245</div> <div>Available Balance</div> <div>Current Balance</div> <div>\$484.84</div> <div>\$484.84</div>
<div>Municipal Yacht Dock **1609</div> <div>Available Balance</div> <div>Current Balance</div> <div>\$196,786.27</div> <div>\$196,786.27</div>	<div>Lighthouse Fund **1972</div> <div>Available Balance</div> <div>Current Balance</div> <div>\$5,442.35</div> <div>\$5,442.35</div>
<div>Sewer Capital Improvement **3250</div> <div>Available Balance</div> <div>Current Balance</div> <div>\$17,094.33</div> <div>\$17,094.33</div>	<div>Reserve Account **6449</div> <div>Available Balance</div> <div>Current Balance</div> <div>\$75,047.89</div> <div>\$75,047.89</div>

IMPORTANT NOTE: The Trust & Agency Account is simply a pass-through account for tax dollars received and awaiting transfer to receiving taxing unit. The State Revenue Holding Account shows dollars coming from the state and other sources, awaiting transfer to receiving township fund.

ST. JAMES TOWNSHIP, BEAVER ISLAND
CHARLEVOIX COUNTY, MICHIGAN
Resolution 2022.08.10.22

Authorizing the Supervisor to execute Grant Contract No. 2022-0851
Federal Project No. B-26-0090-2522

At a regular meeting of the St James Township Board, held at the St James Township Hall, located in St James Township, Michigan on August 10, 2022.

Present: _____

Absent: _____

The following resolution was made by _____ and seconded by _____.

WHEREAS St James Township is responsible to contract with the Michigan Department of Transportation (MDOT) for a federal/state/local airport project under the Block Grant Program for the purpose of fixing the rights and obligations of the parties in agreeing to "Acquire Easement for Approaches at Runway 27 (parcel E8) and Acquire Land for Approaches at Runway 27 (Parcel 10) – Land" for the Beaver Island Airport, and

WHEREAS St. James Township is responsible to participate in this MDOT contract with the Township of Peaine jointly and severally,

WHEREAS, St. James Township is responsible for half the local share in the amount of \$5,640;

NOW THEREFORE, IT IS RESOLVED that the St James Township's legislative body authorizes and directs the Supervisor of St. James Township to execute the Grant Contract and the Clerk is hereby authorized to attest said execution or impress the official seal.

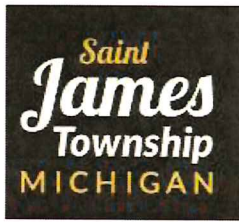
AYES:

NAYS:

RESOLUTION DECLARED ADOPTED

By: _____ Date: _____

The above signed, Julie Gillespie, hereby certifies that she is the duly elected and acting clerk of the Township of St James and further certifies that the foregoing resolution was duly adopted at a regular board meeting of the Township board held on August 10, 2022.



ST JAMES TOWNSHIP PERMIT

TEMPORARY CLOSURE OF A PORTION OF A SIDEWALK

PERMIT RATIONALE: Property owners located alongside a township-owned sidewalk may have a need, due to property activities, to temporarily close a section of sidewalk to keep an activity or worksite, and the operations of the sidewalk, safe to pedestrians, bicyclists, motorists, and the property-based workers. This permit to temporarily close a portion of a sidewalk shall be completed by the property owner or their agent. The permit shall report on the work plans as it affects the sidewalk, including how pedestrians will be re-directed, and a commitment to keeping or returning the sidewalk to its current or better condition.

PERMIT APPROVAL: The completed permit shall be presented to the Township Maintenance Director (TMD) for township review and approval processing prior to proceeding with the sidewalk closure.

PERMIT FEES: A \$50 Permit Processing Fee shall accompany this permit. If the sidewalk is closed longer than three days, further operational fees in the amount of \$25 per day shall also be paid by the owner/agent.

PERMIT REQUEST (completed by owner or owner's agent):

Length of the affected sidewalk closure and property address: _____

Name/contact information of property owner: _____

Name/contact information of owner's agent responsible for sidewalk activities: _____

Description of the work causing the temporary closure of the sidewalk, including the Pedestrian Closure Plan and any Restoration Plan (use additional page if necessary):

REQUESTED BY: _____
Print Signature Date

TOWNSHIP APPROVAL:

Additional requirements (use an additional page if necessary): _____

Township Supervisor: _____ TMD Approval: _____
Initials Signature/date

Permit # _____

St. James Township Form P-SW



ST JAMES TOWNSHIP PERMIT **USE OF TOWNSHIP PROPERTY**

Property Requested: _____ Today's date: _____

Activity: _____ Activity date: _____

Hours: From _____ a.m. to _____ a.m.
p.m. to _____ p.m. Estimated attendance: _____

Individual/Organization requesting use: _____

- _____ non-profit group
- _____ for-profit group
- _____ Wedding Party

Individual in charge: _____ Email address: _____

Address: _____ City: _____ State: _____

Best Phone for Contact: _____

Note: Access to the Whiskey Point Lighthouse (Tower) is limited to unique/rare uses. If this request is to use the Tower there will be no entry out onto the upper gallery (i.e., the hatch will not be opened for use on the outer walkway).

I hereby agree that I have read and will abide by the St James Township Property Use Policy including remitting the specified payment (as noted below).

Signature of responsible party (required)

To be completed by St James Township Maintenance Director:

Rental fees: \$ _____

Total due: \$ _____ Received by _____

Approved: _____ Denied: _____

Comments: _____

How will access be obtained? _____

Date

Signature of Township Official

Make Checks Payable to: St James Township – Use Fee. PO Box 85, Beaver Island MI 49782.

Permit # _____

St James Township Form P-USE



Policy for St. James Township, Beaver Island, Michigan

Policy Title: Budget Document and Development

Adoption Date: _____

Revision Date: _____

Budget Document Policy

The operating budget approved by the Township Board shall serve as the annual financial plan for the township. The budget shall provide the resources to meet board approved goals and objectives.

The Clerk and the Supervisor (Budget Officer) will prepare the annual operating budget. The budget will be presented to the Township Board no later than the 1st Wednesday of February and the budget will be approved by March 31st.

Balanced Budget

St James Township operates with a balanced budget as its annual financial plan for all funds. This means that the revenues shall equal or be greater than expenses for all governmental funds. In years where extraordinary events occur, expenditures may actually be greater than revenues. The difference will be taken from the fund balance. As long as the fund balance remains positive the budget will continue to be considered balanced.

Township Budget Requirements

In addition to a balanced budget, the Township Board has two self-imposed budget requirements for the General Fund. First, capital improvements must equal 10% of the General Fund operating budget within seven years of the adoption of this policy. Second; the General Fund unassigned fund balance must be equal to or greater than 6 months operating expenses within seven years of adoption of this policy.

Development

The township shall use the following approaches to develop the budget, as recommended by the Government Finance Officers Association:

1. The budget shall be based on expected revenues, including base revenues, any new revenue sources and the potential use of fund balance.
2. The results or outcomes that matter most to citizens will be identified, and based on that, the township board shall determine what programs are most important to their constituents. The Master Plan will be utilized in this regard.
3. The budget allocations shall be made in a fair and objective manner.
4. The board shall budget available dollars to the most significant programs and activities to maximize the benefit of the available resources.

Timetable

The proposed budget shall be developed according to the following schedule:

FY 23 & BEYOND	ACTION
December 1	Twp Board Appoints Budget Area Leaders: General Fund, Sewer Fund, Municipal Dock Fund, and Road Fund. Budget Officer distributes instructions, worksheets and reviews budget procedures with Budget Area Leaders.
December 1 – January 15	Budget Area Leaders prepare budget requests which include goals and objectives for next fiscal year
January 15 – 31	Budget Officer meets with Budget Area Leaders to review and discuss needs and prepare a preliminary budget request.
1 st Wednesday in February	Budget Officer presents preliminary budget document to the Township Board
By the end of March	Township Board adopts budget at an appropriate meeting in March.
April 1 st each year	New Budget Year Begins
1 st Wednesday in October	Township Board accepts annual independent audit and amends current year budget if necessary

Methods

The township board shall use the line item approach when developing the proposed budget. The budget shall be adopted at the revenue by source and expenditures by activity level.

Format

The proposed and adopted budgets shall:

1. Provide financial data on revenues, other resources and expenditures for at least a three-year period, including prior year actual, current year budget and/or estimated current year actual, and proposed budget

The proposed and adopted budgets shall also include a narrative that:

1. Summarizes the major changes in priorities or service levels from the current year and the factors leading to those changes
2. Identifies the priorities and key issues for the new budget period
3. Identifies and summarizes major financial factors and trends affecting the budget, such as economic factors; long-range outlook; significant changes in revenue collections, tax rates or other changes; current and future debt obligations; and significant use of or increase in fund balance or retained earnings