



ST JAMES TOWNSHIP, BEAVER ISLAND, CHARLEVOIX COUNTY, MICHIGAN
SPECIAL BOARD MEETING AGENDA FOR OCTOBER 11, 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 Regular Board Meeting of September 14, 2022, and Special Board Meeting of September 28, 2022.
5:40	Finance and Administration Committee Report: <ol style="list-style-type: none">1. Review and discuss Monthly Finance Report/Banking Status (Handout)2. Review and discuss payments (motions are needed for each item), including:<ol style="list-style-type: none">a. Revisit the cost to purchase a Radar/Speed Trailer (\$2,900 approved); Updated cost is \$11,420 (which includes Shipping/Handling). BIHS to pay \$2,900. Peaine has yet to approve payment. Any payment from St James Township is to come from the Streets and Road fund.b. Broadband payments, based on previous township approval (in a prior FY), are now due. Motion to pay, from ARPA funds, the start-up cost of \$16,500 and the monthly cost of \$461/month (at most, more likely \$365/month) through this FY for a total of \$18,421. A motion is needed.c. The septic field's tanks need to be pumped at 10,000 to 12,000 gallons for a cost not to exceed \$8,000.d. Motion to approve \$1/mile mileage payment for all employees using personal vehicle for township business retroactive to 10/1/22. (Previous approval for two employees; would like same approval for all employees.)e. Recommendation to increase Shelby Harris to a 40-hour/week employee without benefits (these are received through her tribal govt) effective October 1 for the remainder of the FY, at a \$20/hour rate unless stated otherwise, as follows: Continuing with 10 hours/week as planning commission assistant and 8 hours/week for TIS management (TIS at \$22/hour). Using new sources, add 10 hours/week as admin assistant (Cynthia Pryor to focus on Website updates/posting via a contract) and 12 hours/week as a project specialist. The project specialist work would be funded via ARPA under the 'retaining employee' category for a total of \$4,800. The ARPA fund would reduce from \$38,252 to \$15,031 after deductions for Item 2b (broadband payments) and this Item 2e (retaining employee).f. Regular payments as shared by the clerk. Accept Monthly Finance Report/Banking Status and Approve via a motion the payments3. Information: ESA Report: Received \$14,063 in EMS payments in September4. Administration (a motion is needed for each of the below item):<ol style="list-style-type: none">a. Hiring an Assessor: We received one Southwest Michigan assessor application and an offer from the Charlevoix County Equalization Department (CCED) to implement a standing agreement. This agreement to cover emergency needs was approved by the township supervisor on 12/08/20. It is recommended we hire the CCED to perform assessments (on a non-emergency basis) at an estimated cost of \$30,000/year. We would be billed on a per-action price and in more difficult situations, we would be billed the at-cost amount). We gain the local service and knowledge. We gain oversight by the office that oversees these activities for private firms and their own staff. Their attention to detail will increase the township's tax revenue thereby paying for any costs over that of a private entity.
6:10	Public Works, Health, and Safety (Public Works+) Committee Report: Resolutions or motions are needed for each of the non-information items

1. **Municipal Airport Tree Removal Contract:** MDOT-Aeronautics has arranged to contract for the tree removal on the newly purchased property. The local cost will be \$3,253. **Three resolutions need to be approved for the supervisor to sign contracts that are attested to by the clerk** covering the grant funding, the construction engineering services, and the tree cutting contract. Refer to each of the three resolutions.
2. **Property Offer:** We have received a **tentative offer from a member of the community to buy the Masini beach property and in turn he would give this property to the township in exchange for the harbor frontage property** currently undergoing a closed bid sale process. The Masini property is worth \$34,614 over the harbor lot's minimum bid price. We would now have to fundraise for the \$150,000 for the Karnes property/Edward B. Wojan Park (which would have required a \$50,000 funding need if only the minimum bid was forthcoming) rather than fundraise the \$134,614 amount needed for the Masini property. In other words, if this offer is deemed unacceptable, the township needs to fundraise up to \$184,614 depending on the amount of the property bids.
3. **Waste Management Committee – New Entity Recommendation:** Based on the evaluation of the Waste Management Committee, based on input from the Peaine Township Attorney, the Peaine and St James Townships' supervisors **recommend approving the establishment of a new Waste Management Commission (WMC)** as allowed under the Urban Cooperation Act. An Interlocal agreement is needed. It is recommended that the new WMC draft this agreement which is subject to both townships' board's approval. The WMC is not a taxing authority.
4. **Streetlights upgrade:** At this time, I would like to **recommend a budget of \$2,500 from the street and roads fund to demonstrate a Dark Sky compliant shading of the last four streetlights at Whiskey Point.** This work will be done with donated expertise from the US DOE/NREL office near Chicago. This will allow community review of what Dark Sky compliant lights are and are not. If funding this project is not worthy, I recommend seeking donations to complete this project.
5. **Information: Health and Safety Advisory Committee:** This previously discussed committee will be converted to an Island-wide committee as it is understood the Peaine Township supervisor wishes to join this quarterly advisory group.

6:25 **Correspondence/Updates/Island Committee Reports:**

1. **Planning Commission/TIS Update:** Planning Commission Assistant and TIS Administrator's report – See attached year-end TIS report
2. **Island Committee Updates:** Airport Commission, Rural Health Center, Telecommunications, Waste Management
3. **District Library update:** Both the township and library are considering our insurance requirements and needs for the library building which is co-owned by both townships but operated by the library board. The 1986 agreement between the two townships to establish a District Library, including building a new library, is not clear on this responsibility.

6:35 **Other Action Items:**

1. **Approval of District Library Board Members:** Denise McDonough and Dianna Loder's terms on the District Library Board on behalf of St James Township expire on 12/31/22. It is recommended that their appointments be renewed. A motion is needed.
2. **Recommend new Planning Commission members:** Diane McDonough and Victor Van Deventer are recommended to join the St James Planning Commission to complete the seven-member commission. A motion is needed.

Supervisor's Report: The Supervisor's Lens was not completed as the items herein should be self-explanatory.

6:40 **Public Comments:** Each comment is to be restricted to 3 minutes.

Adjourn via a motion

Draft Motions of Possible Items that need Motions/Resolutions

Regular September 14, 2022 and Special September 28, 2022 Board Meeting Minutes:
Motion made by _____ and seconded by _____ to approve the September 14,

2022 and September 6, 2022 meeting minutes as discussed. Motion passed by _____ or Motion failed _____.

Payments: Motion made by _____ and seconded by _____ to make regular monthly payments as well as the five additional payments as proposed. Motion passed by _____ or Motion failed _____.

Assessor: Motion made by _____ and seconded by _____ to authorize the supervisor to execute a contract with the County Equalization Department for performing St James Township's assessing duties. Motion passed by _____ or Motion failed _____.

Airport Tree Removal Project: Resolution 2022.10.11 #1; 2022.10.11 #2; and 2022.10.11 #3 (See attached resolutions)

Property Offer: Motion made by _____ and seconded by _____ to authorize the supervisor to engage with the township's attorney and interested parties in property negotiations and document approval to transfer the township-owned Harbor Property that is currently for sale for the privately-owned Masini Property (if purchased by an interested community member). Motion passed by _____ or Motion failed _____.

Waste Management Committee: Motion made by _____ and seconded by _____ to be converted to the Waste Management Commission. The Commission is charged to develop an interlocal agreement for presentation to and approval of the two township boards. Motion passed by _____ or Motion failed _____.

Streetlights Upgrade: Motion made by _____ and seconded by _____ for four streetlights at Whiskey Point to be upgraded to Dark Sky requirements as a demonstration project to gain community support for the development of any future Dark Sky ordinance. Motion passed by _____ or Motion failed _____.

Motion to reappoint Denise McDonough and Dianna Loder as members of the Beaver Island District Library Board effective 1/1/23. Motion passed by _____ or Motion failed _____.

Motion to appoint Diane McDonough and Victor Van Deventer as members of the St James Planning Commission. Motion passed by _____ or Motion failed _____.