

**D R A F T Minutes of St. James Township Organizational Meeting
Saturday, March 25, 2017 – St. James Township Hall
37735 Michigan Ave, Beaver Island, MI**

Present: Kathleen McNamara, Alice Belfy, Travis Martin, Jeff Powers

VIA Speakerphone Diane McDonough

Others: Mary Cook, BITA; Patrick McGinnity, BIDL; Elaine West, BI Airport Committee

General The St. James Township Organizational Meeting was called to order by Supervisor McNamara at 1:26 p.m. on Saturday, March 25, 2017, at the St. James Township Hall.

Minutes Approval Moved by McNamara, supported by Belfy, to approve the minutes of the **March 30, 2016, St. James Township Budget and Annual Meeting**. YEAS: Martin, Powers, Belfy, McNamara, and McDonough. Nays: None. Motion carried.

Motions Moved by Belfy, supported by Powers, to not adjust township **board salaries for FY 18** with FY 2017 salaries remaining in effect for FY 2018 as follows:

\$14,267.00	Supervisor's Salary
\$16,000.00	Clerk's Salary
\$14,695.00	Treasurer's Salary
\$ 4,544.00	Trustee's Salary

Moved by McNamara, supported by Powers, to retain **Young, Graham & Wendling, P.C.** as St. James Township's Legal Counsel. YEAS: Martin, Belfy, Powers, McNamara, and McDonough. NAYS: None. Motion carried.

Moved by Powers, supported by Martin, to retain **Vredeveld Haefner LLC** as St. James Township's Auditor. YEAS: McNamara, Belfy, Martin, Powers, and McDonough. NAYS: None. Motion carried.

Moved by McNamara, supported by Martin, to purchase the township's insurance through **Municipal Underwriters of Michigan**. YEAS: Powers, Belfy, Martin, McNamara, and McDonough. NAYS: None. Motion carried.

Moved by Belfy, supported by Martin, to keep **Charlevoix State Bank** St. James Township's depository. YEAS: McNamara, Powers, Martin, Belfy, and McDonough. NAYS: None. Motion carried.

Motions – Con't Moved by McNamara, supported by Belfy, to retain **Amy Jenema** as St. James Township's Assessor. YEAS: Martin, Powers, Belfy, McNamara, and McDonough. NAYS: None. Motion carried.

Moved by McNamara, supported by Powers, to set the **first Wednesday of the month** at 7:00 p.m. at the St. James Township Hall as the official meeting schedule for FY 18. YEAS: Belfy, Martin, Powers, McNamara, and McDonough. NAYS: None. Motion carried.

Presentations from Township Appointed Boards **Beaver Island Transit Authority's** Director Mary Cook provided the history behind BITA and its state, federal, and local (Beaver Island Boat Company) funding structure. An annual audit is filed with the State of Michigan.

Patrick McGinnity, Director of the **Beaver Island District Library**, reported the library celebrated its 30th anniversary in 2016; and identified the library's major accomplishments and challenges in the report attached to these minutes.

Emergency Services Authority(ESA) board member and treasurer Kathleen McNamara reported the agency was able to stabilize funding due to the townships' millage allocations, but also indicated one of the reasons the amount to sustain ESA is difficult to predict is due to unknown staffing.

Municipal Dock The board accepted the letter of resignation from Harbormaster Joe Timsak.

The board reviewed, discussed, and approved the attached documents: Moved by Belfy, supported by Powers, to approve the Beaver Island Municipal Dock Staffing Guidelines for Summer 2017; the St. James Township Summer 2017 Beaver Island Municipal Dock Hiring Guidelines; and the Job Descriptions for St. James Township, Beaver Island, Harbor Master, Dock Assistant, and Dock Host, including the following additional conditions:

(1) The job posting will strongly encourage all applicants to attend the April 12 CAMIS Training.

(2) McNamara will draft a press release regarding the harbormaster position.

(3) Interviews will occur at Special Meetings of the St. James Township Board. McNamara and Martin are the board's appointees to the interviewing committee.

YEAS: McNamara, Martin, Powers, Belfy. NAYS: None. Motion carried.

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Public Comment Elaine West suggested some consistency with regarding to joint township notices/postings.

Adjournment McNamara adjourned the meeting at 2:14 p.m.

Respectfully submitted

Alice Belfy, Clerk
St. James Township, Beaver Island
Charlevoix County, MICHIGAN

Attachments:

- (1) Beaver Island Municipal Dock Staffing Guidelines for Summer 2017 – St. James Twp
- (2) St. James Township Summer 2017 – Beaver Island Municipal Dock Hiring Guidelines - Draft for Board Discussion
- (3) Job Description, St. James Township, Beaver Island, Michigan – Harbormaster
- (4) Job Description, St. James Township, Beaver Island, Michigan – Dock Assistant
- (5) Job Description, St. James Township, Beaver Island, Michigan – Dock Host
- (6) March 25, 2017, Report to St. James Township Board – Beaver Island District Library