



Beaver Island
Michigan

Supervisor's Lens

Notes to Township Board Members from Supervisor Kathleen McNamara

NOVEMBER 4, 2020

VOLUME 5, NUMBER 9

SJTGC = St James
Township
Governmental
Center
SJTH = St James
Township Hall



Tuesday
November 10 @
7pm @ SJTH
**Planning
Commission
Meeting**



Wednesday
November 11 @
5:30PM @ SJTH
**Regular Board
Meeting**

**St James
Township
Board**

Finance

Included in this board packet is the monthly finance report and minutes from the September 28th Finance Committee meeting. At the meeting, the committee reviewed draft general fund budget amendment as prepared by McNamara and Gillespie. The clerk will send the monthly **Standard Budget Report** which shows adopted budget revenue and expenditure categories compared to what has been received and spent each month. The standard budget report reflects current expenditures compared to the budget as amended at the September 2, 2020 regular board meeting. The clerk will email a copy to board members and have a hard copy at the meeting. She will also forward a copy of the bills for payment – please contact her if you have questions about the bills. At the meeting I will review the Budget Planning Process for 2021 which is based upon planning sessions in December and January.

Designated Assessor

From the Michigan Department of Treasury Bulletin 8 of 2020: “What is the Designated Assessor? The Designated Assessor is part of a process to ensure that local units are in compliance with the statutory provisions of the General Property Tax Act, meaning that local units are meeting minimum assessing requirements. The Designated Assessor is the individual selected and agreed to by the County Board of Commissioners and a majority of the assessing districts within that county, subject to final approval of the State Tax Commission. The Designated Assessor serves as the assessor of record and assumes all duties and responsibilities as the assessor of record for an assessing district that is determined to be non-compliant with an audit. The Designated Assessor is not an automatic requirement for Countywide assessing or for the County Equalization Director to take over as the assessor for local units. While the County can be named the Designated Assessor, it is not an automatic designation as the Designated Assessor as this is determined by the approved interlocal agreement.”

By law each municipality must have a designated assessor. The municipalities of Charlevoix County have agreed to allow Charlevoix County's Equalization Director, Emily Selph, to be the Designated Assessor for Charlevoix County and to provide assessing services to the Assessing Districts, if requested by an Assessing District or required by the State Tax Commission. I recommend that St James Township enter into an interlocal agreement to also agree to allow Charlevoix County's Equalization Director to act on its behalf if for some reason the township is non-compliant in assessing per state audit. I have sent you the interlocal agreement and a copy of the resolution we should pass to implement the agreement.

Wednesday
November 18 @
11:00AM @
SJTGC **Public
Works
Committee**

PWC

Thursday October
15 @ 5:00PM BI
Telecommunications
Committee



Monday
November 23 @
1:00PM @ SJTGC
**Finance
Committee
Meeting**



Update on Marina Infrastructure Projects - North and South

As cited in the minutes of the October 28th Public Works Committee meeting minutes the following work is underway.

Work by Northern Woodcraft, Inc. (JAW Foundation Project Manager)

- Fuel Pier – work is halted pending Archeological Study per the US Army Corps of Engineers. A crew from RESCOM Environmental Corp. of Petoskey will be on the island from November 14 – 16th to do the field work necessary to complete the required Phase 1 Archeological Study.
- Marina Office – drawings for replacement building are completed and ready for review by planning commission.
- Bathhouse Renovation – drawings are completed and include two public restrooms, new siding, roof, windows and water heating system.

Waterways Commission Grant

- North Marina – see fuel pier notes above. Electrical upgrade (funded in part with grant and in part by JAW Foundation) to be completed week of November 9th.
- South Marina – electrical work in process by Shoreline Power and should be completed by November 13th.

Use of the Township Hall as a Coworking Space

The idea of using the township hall as a coworking space was brought to my attention based upon the fact the we could send a strong internet signal from the current marina south location to the township hall. As you know, more people are staying on the island and need to have adequate internet connections to complete their work; more would likely come and stay if they had great internet access. So, a coworking space is basically a type of workplace where people share the same work environment, and typically pay a fee for access to the space and equipment. At Wednesday's meeting, I scheduled time for the board to discuss this and see if it is something we want to look into further.

Here are links to a few such sites:

CHARLEVOIX COWORKING SPACE: [Co-Working-Space-The-Vault](#)

ARRANMORE ISLAND'S DIGITAL WORKSPACE: [MODAM, ARRANMORE ISLAND'S DIGITAL WORKSPACE](#)

TRAVERSE CITY COWORKING SPACE: [SPACECOWORKING](#)

Beaver Island Dark Sky Sanctuary

As you all know, there has been a group of Islanders working diligently for several years to develop a dark sky sanctuary on Beaver Island. Trustee Paul Cole will update the board on this process and I recommend that the board adopt a resolution supporting such designation.

Fireworks 2021

Diane McDonough will give an update on plans for the fireworks next summer and on the work that she and Carla Martin doing to research options.

Land Transaction Agreement with State

The township has received notification that the DNR's Land Exchange Review Committee approved the release of the deed restriction on the entire 2.62 acres of land which came to the township from the DNR in 2012. Release of the deed restriction means the township owns all rights to the property with no strings attached. McNamara signed a Land Transaction Agreement and the next step is for the proposed transaction will go to the DNR Director for his decision at a December 2020 Natural Resource Commission meeting. I will present more information about this at the meeting on Wednesday. I have received some information from the attorney about possible next steps.

Snow Plow Bid Acceptance

The only plowing the township seeks an outside vendor for is the governmental center parking area and sidewalks. Maintenance supervisor Darrell Butler does the rest; his commitment to the township airport means he cannot get to the governmental center early in the morning and there is a great need to have the BIEMS garage opened up early. The township did not receive any bids by the closing date of the posting, we did hear from last year's bidder that they would not be submitting. I received a Bid from Levi Conner on day after the bid was due. I spoke with Levi and clarified the job, verified insurance, clarified the necessity of early plowing and the ability to bill by the half hour, as most plow dates only require 30 minutes of work. Based upon that discussion I confirmed with him that I would recommend him for the position for the 2020-21 season. Therefore, I recommend that we hire Levi Connor for the season at a rate of \$115.00 per hour.

Review and Approve Job Descriptions

I am sending you copies of three draft job descriptions for discussion at Wednesday's meeting: Planning Assistant, Zoning Administrator, Terrestrial Invasive Species Administrator.

Planning Commission Membership

At the October 7, 2020 Township meeting we officially approved, through an ordinance change, moving the planning commission from a 5-member board to a 7-member board and we approved Marcy Dean to fill an open seat. The ordinance change needed to be published in a newspaper of general circulation before becoming official; that publication has happened, so we are free to appoint 2 new members. At the November meeting, I will ask the board to approve these new members:

Seat # 6: Nathan Altman, term to expire December 2021

Seat # 7: Lori Taylor-Blitz, term to expire December 2022

Board Goals – Blight

Per our discussion at the special board work session, Paul Cole and I will present a basic outline for recycling large metal items. This was identified as a major goal of the board.