



Beaver Island  
Michigan

# Supervisor's Lens

Notes to St James Township Board Members from Supervisor Kathleen McNamara

OCTOBER 2021

Volume 6, Number 8

*SJTCG = St James Township Governmental Center*

*SJTH = St James Township Hall*

*PTH = Peaine Township Hall*



*Tuesday October 5 @ 6:00PM @ SJTH*

**Planning Commission Meeting**



*Wednesday October 6 @ 5:30PM @ SJTH*

**Regular Board Meeting**

**St James Township Board**

## THE OCTOBER BOARD MEETING WILL BE HELD IN PERSON AT THE TOWNSHIP HALL

**Finance** Attached is the monthly finance report and the minutes of the September finance committee meeting. 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. She will also forward a copy of the bills for payment – please contact her if you have questions about the bills.

The township auditor, Doug Vreedeveld, will be available via conference call at the beginning of our board meeting to review the 2020-2021 audit with us. You all have a hard copy of the audit – please plan to look through it before the meeting.

**Public Works Committee** Attached are the minutes of the September PWC meeting. At the regular board meeting, I will ask the board to approve 2022 rates and dates of operation for the Marina. I have attached the official documents from the state, but the basic suggestion from the harbormaster is to keep rates the same for the seasonal slip holders and to raise the transient rate one level as we now have updated docks and services.

**Beaver Island Airport Commission** The Airport Commission is still grappling with the land acquisition process that will provide necessary land at the east end of the main runway at the airport which is owned by both townships and funded primarily through State of Michigan Aeronautics. The land is necessary to maintain and reestablish certain flight path angles for different types of landings. This basically means that trees need to be removed when they grow to certain heights that inhibit the flight path for the safest possible landing approaches. Tree removal is essential and should be completed during the winter of 2022 and there are state and federal dollars to accomplish the clearing. A problem is that the acquisition of the land on which the clearing needs to happen is still not complete and, as you know, the process of condemnation of said property through a legal Declaration of Taking is underway. A subcommittee of the Airport Commission has met, and the commission is meeting soon to make a recommendation about how to proceed. I will present an update at the October board meeting.

Wednesday  
October 20 @  
11:00AM @ SJTGC  
**Public Works**  
**Committee**

**PWC**

Thursday October  
21 @ 4:30PM @ BI  
Community Center  
**Telecommunications**  
**Committee**



Monday October  
25 @ 1:00PM @  
SJGC **Finance**  
**Committee**  
**Meeting**



**Supervisor Transition Plan** *As I mentioned to each of you last week, I am planning to resign my position as the St James Township Supervisor effective November 10, 2021. I will submit a formal letter to that end for your acceptance at the October 6, 2021 board meeting. I am requesting that you each review the documents (listed below) I emailed you to assist the board in deciding how to move forward with the process of appointing a replacement. I will set aside plenty of time at the meeting for the board to discuss these documents to decide how to proceed with posting and recruiting a new township supervisor. The board should also decide whether or not to move forward with hiring an administrative support person.*

1. MTA Document: *Filling Township Board Vacancies Due to Death or Resignation*

*Basically, the board must appoint someone to fill the position within 45 days of the effective date of the resignation (I recommend the position be filled at the November 3rd meeting, authorizing the person to begin work on November 11).*

2. Document: *Supervisor Legal Duties & Core Competencies*

*If the board seeks to post for the supervisor, I think the posting should ask interested candidates to submit a letter of interest explaining how they can carry out the defined duties and competencies.*

3. Document: *ADMINISTRATIVE SUPPORT - Staffing Needs/Option*

*This document was developed in 2020 based upon board discussion and goal setting in 2019 with full board consensus on needs. This document led to the 2021 posting and hiring of a Planning Assistant who is no longer working for the township.*

4. Document: *Township Administrative Support Proposed Budget Increases - 2020*

*This document was used in budget planning - the board budgeted money for deputies to complete certain work with township records in 2020 and for the hiring of a planning assistant in 2021. Still need to look at additional duties for deputy clerk*

5. Document: *Draft Job Description Planning/Administrative Assistant*

*This document is a draft of a potential new position that would combine the planning assistant position with additional job functions. The Job Description takes what has already been board adopted as the Planning Assistant and adds administrative assistant duties.*