

**ST JAMES TOWNSHIP, BEAVER ISLAND, CHARLEVOIX COUNTY, MICHIGAN**

REGULAR MEETING AGENDA FOR March 9, 2022 @ 5:30PM @ ST JAMES TOWNSHIP HALL

(While there is public comment sections in the agenda, the Supervisor reserves the right to limit or enhance the public comment section and/or add time for public comment.)

APPROX. TIME	AGENDA ITEM
5:30	<b>Welcome:</b> call to order, pledge of allegiance, public/board input on agenda revisions
5:35	Approval of minutes, February 9, 2022 regular meeting
5:40	<b>Administrative Assistant Report:</b> Working very well. Excellent workers, projects underway.
5:45	<b>Clerk Financial Reports and Bills to be paid approval</b>
	<b>Action Items:</b>
5:50	<b>Report on Budget Preparation-Schedule Truth in Taxation Special Meeting on March 16, 2022, at 5 p.m. at St. James Hall</b>
6:00	<b>Back up NAS system is here, working on setting it up. Any special needs?</b>
6:05	<b>Campground Kiosk needed to be ordered. Addition of \$4000 to budget for this year. If we get the grant, it can be reimbursed to the township from this grant.</b>
	<b>Motion to allow CCSD to sign contract for use of DNR building.</b>
6:10	<b>Veteran's Memorial Park Services Price increase motion</b>
6:15	<b>TIS Field Tech Internship job posting motion</b>
	<b>Temperary Maintenance Position for caretaking of Sewer and bubblers at marinas, Marh</b>
6:20	<b>15-30, or until position filled—2 time daily bubbler checks.</b>
6:25	<b>Maintenance Position discussion-posting done, insurance offer?</b>
6:30	<b>Increase in cost of sites at SJT Campground motion.</b>
6:35	<b>Firefly program for campground motion for approval of expense</b>
	<b>\$20 per hour stipend for Diane for sewer assessment research motion</b>
6:40	<b>Board of Review Alternate needs to be posted.</b>
6:50	<b>Marina dockhand job positions motion</b>
	<b>Marina cleaning position motion to post</b>
	<b>Increase in pay for returning marina positions motion</b>
	<b>Increase in pay motion for returning marina manager</b>
	<b>Pocket garden hour increase and raise motion</b>
6:55	<b>Board Comments, Public Comments, Adjourn</b>

The public is welcome to call into the meeting if you are unable to attend. The number to dial is **1-605 475-4120**. The name is ST. James Township. The participant pin is **5983805** (followed by the # sign)

Motion for Use of DNR Building by Charlevoix County Sheriff's Department

The CCSD may use the St James Township owned DNR building to house a deputy under the following conditions:

1. A deposit of \$1000 is sent to St James Township to make the commitment to the township to pay for the heating, electricity, and any internal repairs necessary. This money will be returned on the conclusion of the two year contract to the CCSD.
2. A contract will be signed for two years with no charges to St. James Township for the second deputy or third deputy wages, as well as all items in this motion.
3. The St. James Township Board will retain the rights to use of the entire rest of the property that this building is on as well as the property across the street.
4. The St. James Township investment in this property will be approximately \$15,000 to take care of the roof repairs including new shingles and other lumber and repair costs.
5. The township supervisor will have the authority to sign the contract with the Sheriff's Department.

Motion by: \_\_\_\_\_

Second by: \_\_\_\_\_

Roll Call Vote Paul Cole \_\_\_\_\_

Vicky Fingerroot \_\_\_\_\_

Julie Gillespie \_\_\_\_\_

Joe Moore \_\_\_\_\_

# Home



## ACCOUNTS



<div>General Fund **0156</div> <div>Available Balance</div> <div>Current Balance</div> <div>\$339,759.98</div> <div>\$339,759.98</div>	<div>Trust and Agency **0167</div> <div>Available Balance</div> <div>Current Balance</div> <div>\$148,983.59</div> <div>\$148,983.59</div>
<div>Street and Road **0585</div> <div>Available Balance</div> <div>Current Balance</div> <div>\$368,850.52</div> <div>\$368,850.52</div>	<div>Sewer Use Fund **0596</div> <div>Available Balance</div> <div>Current Balance</div> <div>\$16,890.60</div> <div>\$16,890.60</div>
<div>State Revenue Holding **1135</div> <div>Available Balance</div> <div>Current Balance</div> <div>\$0.00</div> <div>\$0.00</div>	<div>Municipal Yacht Dock **1609</div> <div>Available Balance</div> <div>Current Balance</div> <div>\$105,589.43</div> <div>\$105,589.43</div>
<div>Lighthouse Fund **1972</div> <div>Available Balance</div> <div>Current Balance</div> <div>\$5,440.07</div> <div>\$5,440.07</div>	<div>Sewer Capital Improvement **3250</div> <div>Available Balance</div> <div>Current Balance</div> <div>\$17,087.34</div> <div>\$17,087.34</div>
<div>Reserve Account **6449</div> <div>Available Balance</div> <div>Current Balance</div> <div>\$75,010.68</div> <div>\$75,010.68</div>	

**Draft Minutes of February 9, 2022 Regular St. James Board Meeting**  
St James Township Hall | 37735 Michigan Ave. | Beaver Island, MI | 5:30 pm

**Present**

McDonough, Moore, Fingerroot, Gillespie

**Absent**

Cole

**Others**

There were 3 members of the public present, 1 via phone.

**General**

Supervisor Moore called to order a regular meeting of the St. James Township Board at 5:35pm on February 9, 2022.

Supervisor Moore requested to modify the following items to the agenda:

- Invasive Species checking account authorization
- Marina-discussion regarding record keeping stipend

**Approval of Minutes**

**Moved** by McDonough, supported by Gillespie to approve January 12, 2022 regular Meeting Minutes.

**Motion Carried- Unanimous**

**Finance Report**

**Moved** by McDonough, supported by Fingerroot to approve the Financial Reports and Payment of Bills as presented by Clerk.

**Motion Carried- Unanimous**

**Other Action Items**

**Moved** by Moore, supported by Fingerroot to approve The Planning Commission by-laws.

**Motion Carried- Unanimous**

**Moved** by Fingerroot, supported by Gillespie to approve RFP for Master Plan for St. James Township.

**Motion Carried- Unanimous**

**Moved** by McDonough, supported by Gillespie to adjourn at 6:54 pm.  
**Motion Carried-Unanimous**

Submitted by

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



# St. James Township Campground

## Rules and Regulations

- Campsite rental for primitive sites, rate is \$20.00 per day.
- Campsite rental for improved sites, rate is \$30.00 per day
- A day at the campground is the period of time from 10:00 AM to 3:00 PM the following Day.
- Individual campsites may be rented by any group consisting of four (4) or fewer people. Single families with children or youth organizations may also rent individual campsites.
- Campers must completely fill out camper registration before making camp; including listing the number of days they plan to stay at the campground. If available, the registration and payment may take place online.
- **The total number of days must not exceed thirty (30) days.**
- Camps are only permitted in numbered campsites. Campground registration tags must be placed on the designated campsite marker post before making camp.
- Only one family, youth organization, or group may occupy each campsite.
- Fires may only be built in designated areas.
- Fires must be attended at all times.
- The firing of firearms, air rifles, bow and arrows, and slingshots are prohibited.
- Noisy and disorderly conduct is prohibited. Speakers and amplifiers must be kept to a reasonable volume during the day and shut off at night, including exterior lights, with shut-off time at 11 p.m. The outdoor showers will NOT be used after dark or before sunrise.
- The campground is closed to all who are not registered campers between the hours of 11:00 PM and 6:00 AM.
- Dogs and other animals must be kept on a leash at all times.
- Tables, Benches, Chairs, Garbage Cans, etc. should not be moved.
- ORVs should not be used on campground property, except to enter and exit.
- No one should engage in any activity which might risk the safety of themselves or of others. Areas of the campground may be off limits to campers and visitors to the campground.
- Care must be taken near the bluff area to prevent falls and injuries.

**The Beaver Island Rural Health Center is open from 8:30 AM to 5 PM Monday through Friday (Closed 12-1 PM for lunch). If you call the Health Center (231-448-2275) when it is closed your call will be automatically forwarded to one of the care providers who is on call 24 hours a day and can meet you at the clinic within 20 minutes.**

**ST JAMES TOWNSHIP-BOARD OF REVIEW NOTICE**  
**stjamestwp.org**  
Notice to all property owners in St James Township

Please take notice that the St James Township Board of Review will meet at the Government Building located at 37830 Kings Hwy, Beaver Island MI 49782 on the following dates:

**Organizational Meetings:** The Boards of Review will meet for the purpose of receiving and reviewing the assessment roll on March 8, 2022, **at 3:00 PM.**

**Public Meetings:** The Boards of Review will meet for the purpose of hearing property tax assessment appeals from property owners on March 14, 2022, from 3:00PM-9:00PM and March 15, 2022, from 9:00AM-3:00PM

**Please Note:** All representatives **must have** written authorization from their client.

**Location:** 37830 Kings Hwy, Beaver Island MI 49782

**Mailing Address:** 4949 Breeds Hill Tr, Williamsburg MI 49690

**Email for Appeals ONLY:** 2022mbor@gmail.com

**Website:** stjamestwp.org

**Dates/Times:** March 14, 3pm-9pm and March 15, 9am-3pm.

**Link to Form:** [https://www.michigan.gov/documents/l4035f\\_2658\\_7.pdf](https://www.michigan.gov/documents/l4035f_2658_7.pdf)

(ADA) American with Disabilities Notice: The local unit will provide necessary reasonable services to individuals with disabilities at the Board of Review meetings upon three days written notice please contact St James Township Clerk, (231) 448-2761.

Tentative ratios and multipliers follow and are subject to change by the Assessing Officer, Board of Review, County Equalization and State Equalization.

Agricultural		Commercial		Industrial		Residential		Personal	
Ratio	Factor	Ratio	Factor	Ratio	Factor	Ratio	Factor	Ratio	Factor
N/C	N/A	48.94	1.02166	N/C	N/A	47.22%	1.05887	50.00%	1.0000



ST JAMES TOWNSHIP  
MARCH BOARD OF REVIEW AGENDA  
Location: 37830 Kings Hwy Beaver Island MI 49782  
Date: March 8, 2022 @ 10 a.m.

A. Call meeting to order - Roll Call:

St James Township Board of Review					
Chair	Frank D'Andraia		Member	Andrey VanDyke	
Member	Kathleen Antkoviak		Alternate		
Support					
Secretary-Supervisor	Joe Moore		Assessor	Amy Jenema	
			Deputy Assessor	Nicole Fleet	

B. Public Comment (Items on the Agenda Only)

C. Approval of Agenda

D. Inquiry as to Conflicts of Interest

E. Location Discussion Future Meetings

F. Election of Chair for 2022

**Note the Role of the Chair**

- (1) Call meetings to order, calling for motions and votes and all other actions necessary to open, run and close a meeting.
- (2) Assure an orderly conduct during the meeting and OMA guidelines apply
- (3) To see that orders and procedures are adopted
- (4) To conduct official duties on behalf of the Board (e.g. administer oaths and sign documents)
- (5) Introduction of Board members to those appearing before the BOR
- (6) Statement about when the BOR will make their decisions and a reminder that this is done in accordance with OMA guidelines and those appealing assessments are welcome to attend
- (7) Confirmation that all appeals will receive a response, i.e. a formal written communication regarding any decision.
- (8) Confirm the right to appeal to the Michigan Tax Tribunal

**Note the Role of the Secretary**

- a. The township supervisor shall act as the BOR secretary under MCL 211.33
- b. If the supervisor is unable to attend, the committee elects one of their members to serve as Secretary.
- c. The Secretary of the Board of Review is required to keep the minutes. Minutes and documentation must be filed with the Clerk of the local unit of government. MCL 211.33.
- d. What is required to be included in the minutes of the Board of Review?
  - i. Date, time, and place of meetings.



- ii. Members present and members absent and notation of any correspondence received.
- iii. A log should be kept that identifies the hearing date, the petition number, the petitioner's name, the parcel number, type of appearance, type of appeal and action of the Board of Review.
- iv. Actual hours in session should be recorded daily, and time of daily adjournments recorded. Date and time of closing of the final March Board of Review session should be recorded. Who keeps the minutes and documentation?
- e. Ensure the required postings are done in accordance with the established guidelines + update Township website

F. Vote on Time Limit

G. Assessor presentation -Turns over Assessment Roll

- (1) March 14 First meeting for Appeals 3:00 pm – 9:00 pm
- (2) March 15 Second Meeting for Appeals 9:00 am -3:00 pm

H. Public Comment (General)

I. Adjourn will reopen on Monday, March 14, 2022 @ 3:00 pm

Boyne Irrigation  
Po Box 273  
Boyne City, MI 49712

Phone: 231-582-5585

E-mail:  
Boyneirrigation@hotmail.com



## 2022 Irrigation Maintenance Agreement

Name / Address
St James Township Clerk 37725 Kings Highway Beaver Island, MI 49782

Job Location
Veterans Memorial Park Beaver Island, MI 49782

To execute this agreement, Enter the quantity below. Sign, keep copy for your records and return signed copy by March 31, 2022		Date	Estimate #
		2/4/2022	6474
Description	Qty	Rate	Total
•SPRING ACTIVATION: This basic service includes priming pump, checking all sprinklers for proper operation(at that time, on that day) and setting controller for current conditions. There are No guarantees that the equipment will function properly in the future. Repairs, relocation, and renovations are NOT part of initial activation and will be invoiced accordingly. Major repairs or other work will require further scheduling. ALL RETURN VISITS WILL BE INVOICED AS A SERVICE CALL		160.00	160.00
•MID-SEASON INSPECTION: INDICATE THE NUMBER OF VISITS WITH THIS OPTION. This service includes checking all sprinklers for proper operation(at that time on that day) and adjusting controller for seasonal conditions. Repairs, relocations, and renovations are NOT part of this service and will be invoiced accordingly.		95.00	95.00
• WINTERIZATION: Includes winterization of your irrigation system and related equipment.		160.00	160.00
Credit/Debt Card payments will have an additional 3% added to total.		<b>Total</b>	

Accepted By: \_\_\_\_\_

# ST JAMES TOWNSHIP JOB POSTING

## TERRESTRIAL INVASIVE SPECIES TECHNICIAN

St James Township, Beaver Island, is seeking two individuals to support the work of the Terrestrial Invasive Species Program in the Beaver Island Archipelago. The successful applicants shall work under the direction of the Terrestrial Invasive Species Administrator in performing field surveys; invasive species and threatened and endangered plant species identification and mapping; and species eradication and protection activities; along with several educational outreach events. The applicants are also expected to apply for a part-time student employment position with CMU Biological Station.

### Major Job Responsibilities:

- The TIS Field Technician shall perform field work as directed by the TIS Administrator and shall work with others such as volunteers and other professionals working in collaboration with the TIS program in the Archipelago.
- Will assist in the development of educational and public awareness campaigns and work with the public in understanding the issues in the Islands, including assisting at public education sessions with the general public, schools and other interested groups; conducting surveys; identifying properties requiring eradication work; and assisting in the conducting of mechanical and chemical treatment methodologies for landowners.
- Map and assist in the maintenance of data bases required to fully illustrate plans, work and results of the TIS program in the Archipelago.
- Will assist CMU Biological Station in evening food service station responsibilities as directed by the CMUBS Manager.

### Education/Experience Requirements:

- High School graduate or equivalent; some college or experience in natural resources preferred.
- Have a valid driver's license.
- Prior knowledge and familiarity with Beaver Island preferred.

### Key Skills Required

- Computer- need to input multiple data types on multiple platforms (computer, hand held field equipment) and attend on-line training modules as required. Extensive field notes must be maintained and recorded.
- Communication - works well with people both in-person and written means. Needs to coordinate activities with local landowners and others working in the program.
- Self-motivated - able to work well without direction. May require long hours in isolated locations.
- Physically mobile- must be physically able to walk along waterfront, wetlands and other challenging landscapes. Must be able to walk long distances. Traveling to outer islands is by boat. Travel to the mainland Michigan may be required for meetings, training and other forums.
- Michigan Commercial Pesticide Applicator Certificate (Categories 5 and 6) OR ability and willingness to obtain certificate within 3 weeks of employment.

### To view Job Descriptions and Application Document follow link at:

[http://www.stjamestown.org/government\\_departments/tisnotices.php](http://www.stjamestown.org/government_departments/tisnotices.php)

**Expected Hours:** 36+ hours per week from May 16, 2022 to August 19, 2022

**Pay:** \$12/hour

### **Applications Must be received by:**

Applicants should send a resume, a completed application and letter of interest by email to:

*Shelby Harris* [invasivespadmin.bi@gmail.com](mailto:invasivespadmin.bi@gmail.com)

### **Expected Timeline:**

- March 21, 2022 - Position Posted, Posting Will Remain Open Until Position Filled
- April 15, 2022 - Applications Due by 5:00 pm
- May 16, 2022 - Applicant Hired and Begins Work on Island

# **JOB DESCRIPTION, ST JAMES TOWNSHIP, BEAVER ISLAND, MICHIGAN**

**Title:** Terrestrial Invasive Species Field Technician      **Status:** Seasonal  
**Department:** TIS Program  
**Reports To:** Terrestrial Invasive Species Administrator  
**Date:** April 2022

## **Position Purpose and Objectives**

The Terrestrial Invasive Species (TIS) Field Technician shall work under the direction of the Terrestrial Invasive Species Administrator in performing field surveys; invasive species and threatened & endangered plant species identification and mapping; species eradication and protection activities; private land owner and public outreach events and educational trainings. Technicians will also work under the direction of the CMU Biological Station Manager in helping with evening food service responsibilities as required for the CMU Biological Station.

## **Scope and Environment**

The Field Technician position would report to the TIS Administrator and work would encompass Beaver Island and the outer islands of the Archipelago.

*Expected Hours:* Mid-May to Mid-August – 36 hours/week. *Hourly pay:* \$12.00/hr.

The CMUBS Food Service position would report to the CMUBS Manager and would encompass the Beaver Island CMU Biological Station.

*Expected Hours:* Mid-May to Mid-August – 1-2 hours/day or 10-15hours/week. *Hourly pay:* \$9.87/hr.

## **Essential Job Functions**

- The TIS Field Technician shall perform field work as directed by the TIS Administrator and shall work with others such as volunteers and other professionals working in collaboration with the TIS program in the Archipelago.
- Will assist in the development of educational and public awareness campaigns and work with the public in understanding the issues in the Islands including assisting at public education sessions with the general public, schools and other interested groups; conducting surveys; identifying properties requiring eradication work; and assisting in the conducting of best mechanical and chemical treatment methodologies for landowners.
- Map and assist in the maintenance of data bases required to fully illustrate plans, work and results of the TIS program in the Archipelago
- At CMU Biological Station, will be responsible for evening food cleanup, the sanitation of the work areas, equipment and utensils, along with waste removal and minimal transportation of food freight as directed by the CMUBS Manager.

## **Key Skills Required:**

- Computer– need to input multiple data types on multiple platforms (GPS, ArcGIS) and attend on-line training modules as required. Extensive field notes must be maintained and recorded.
- Communication - works well with people both in-person and written means. Needs to coordinate activities with local landowners and others working in the program.
- Self-motivated - able to work well without direction in varying conditions. May require long hours in isolated locations.
- Physically mobile– must be physically able to walk along waterfront, wetlands and other challenging landscapes. Must be able to walk long distances. Traveling to outer islands is by boat. Travel to the mainland Michigan may be required for meetings, training and other forums.



**Education/Experience Requirements:**

- High School graduate or equivalent; some college or experience in natural resources preferred.
- Preference will be given to currently enrolled CMU students.
- Have a valid driver's license.
- Michigan Commercial Pesticide Applicator Certificate (Categories 5 and 6) OR ability and willingness to obtain certificate within 3 weeks of employment.
- Prior knowledge and familiarity with Beaver Island preferred.

**To Apply:**

Please email a resume, a completed application form and letter of interest by April 15, 2022 5:00PM to TIS Administrator Shelby Harris at: [invasivespadm.bi@gmail.com](mailto:invasivespadm.bi@gmail.com)

For further information contact TIS Administrator Shelby Harris via the above email or work cell:  
(231) 330-0422

*This project is funded by the U.S. Fish and Wildlife Great Lakes Restoration Initiative ([www.fws.gov/glri/](http://www.fws.gov/glri/))*

*St. James Township is an equal opportunity employer and does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, military service, or other non-merit factor.*

# St James Township TIS Program

## Employment Application

### Applicant Information

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Last First M.I.

Address: \_\_\_\_\_  
Street Address Apartment/Unit #

City State ZIP Code

Phone: \_\_\_\_\_ Email \_\_\_\_\_

Date Available: \_\_\_\_\_

Position Applied for: \_\_\_\_\_

Are you a citizen of the United States? YES ☐ NO ☐ If no, are you authorized to work in the U.S.? YES ☐ NO ☐

Have you ever worked for this company? YES ☐ NO ☐ If yes, when? \_\_\_\_\_

Have you ever been convicted of a felony? YES ☐ NO ☐

If yes, explain: \_\_\_\_\_

### Education

High School: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES ☐ NO ☐ Diploma: \_\_\_\_\_

College: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES ☐ NO ☐ Degree: \_\_\_\_\_

Other: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES ☐ NO ☐ Degree: \_\_\_\_\_

### References

Please list three professional references.

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_

### Previous Employment

Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Job Title: \_\_\_\_\_ Starting Salary:\$ \_\_\_\_\_ Ending Salary:\$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES ☐ NO ☐

Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Job Title: \_\_\_\_\_ Starting Salary:\$ \_\_\_\_\_ Ending Salary:\$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES ☐ NO ☐

Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Job Title: \_\_\_\_\_ Starting Salary:\$ \_\_\_\_\_ Ending Salary:\$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES ☐ NO ☐

### Military Service

Branch: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Rank at Discharge: \_\_\_\_\_ Type of Discharge: \_\_\_\_\_

If other than honorable, explain: \_\_\_\_\_

### Disclaimer and Signature

*I certify that my answers are true and complete to the best of my knowledge.*

*If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please answer these questions in your Letter of Interest:

1. Please describe your prior work/school experience and how you think that will benefit Beaver Island in this position.
2. Please describe your strengths related to the "Key Skills" required for this position as described in the job position.
3. This position requires teamwork and computer skills. Please describe your technology skills including work with ArcGIS (or other GIS programs/tools), spreadsheets and data reporting along with one or two examples describing a situation where you had to work with a team to successfully complete a project.
4. Why do you want to work for Peaine and St James Township in this position?
5. What do you wish to accomplish from this position if you are hired?





Biological  
Station

# CMU Biological Station Student Employment Application

Date: \_\_\_\_\_

**Note: The Job you are applying for requires you to live on Beaver Island at the station (free room and board) for most of the summer. Serious applicants only please!**

## Applicant Information

Full Name: \_\_\_\_\_ Student #: \_\_\_\_\_  
Last First M.I.

Please provide contact information where you can be reached

Address: \_\_\_\_\_  
Street Address Apartment/Unit #  
City State ZIP Code  
Phone ( ) E-mail Address: \_\_\_\_\_

Earliest you can be at CMUBS to work: \_\_\_\_\_ Latest you can stay at CMUBS to work: \_\_\_\_\_

Are there any other known dates you will need off? \_\_\_\_\_

Have you been to the CMU Biological Station? if Yes, please explain: \_\_\_\_\_

Are you a citizen of the United States?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, are you authorized to work in the U.S.?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Are you 18 years or older?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Date of birth:		
Have you ever worked for CMU?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, when and where?		

Position Description:

The part time position with the CMUBS is helping the dinning services workers in the evenings and possibly some weekends if needed. \$9.87 per hour Up to 2 hours per day, 10-15 hours per week

Major/Minor:		Expected Graduation Date:	
Found position how?	<input type="checkbox"/> Website <input type="checkbox"/> Word of Mouth <input type="checkbox"/> Employment Board <input type="checkbox"/> Other: _____		

## Position Information

Briefly describe what you know about this position:	
-----------------------------------------------------	--

Do you have a Hire Authorization Card:	YES <input type="checkbox"/> NO <input type="checkbox"/>	Expire Date of Hire Authorization Card:	
----------------------------------------	----------------------------------------------------------	-----------------------------------------	--

## Previous Employment

Company:		Job Title:	
Responsibilities:			

From:		To:		Reason for Leaving:	
Company:					Job Title:
Responsibilities:					
From:		To:		Reason for Leaving:	

Continue employment history on another page if necessary

### Additional Information

1. Tell us what you know about CMUBS and this position? \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
2. Do you have any experience related to this position? (if so please explain) \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
3. What, if any, additional training have you had that might relate to this position? \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
4. Give a specific example of any experience you have had with being a successful team player. \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
5. Beaver Island presents a unique work environment that could be described as isolated and rural (insects, spiders, mice, snakes, limited cell phone coverage, limited TV). Have you ever worked in a similar environment? What challenges or concerns might this present for you?  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

7. Describe any conflicts you may have with living and working at the CMU Biological Station on Beaver island.  
 \_\_\_\_\_  
 \_\_\_\_\_

### Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge.

I understand that having a Hire Authorization Card (Red Card) does not guarantee employment.

*If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.*

Signature:

Date:



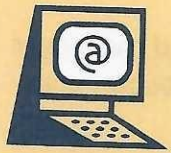
Beaver Island  
Michigan

# Supervisor's Lens

Notes from St James Township Supervisor Joe Moore

MARCH 7, 2022

VOLUME 2022-1, NUMBER 3



"I wil

I use this format  
once a month to  
keep board  
members updated  
on my work."

## Lots of Items to accomplish at 3/9/2022 meeting

The agenda for this meeting is pretty full after having a very productive finance committee meeting with several items to be added to the agenda.

## A Possible Contract with the Sheriff's Department

The TIS director has established an agreement with the CMU BIO Station regarding a location for the interns as well as housing, so the DNR building is now to become available to th CCSD if they are willing to sign a contract.

The idea is that if we are spending up to \$15,000 to replace the roof on the building, there should be no other costs to St. James Township for at least two years. There should be a deposit of \$1000 to make certain that the CCSD pays for the heat and electric, and any internal repairs as needed. There also needs to be a contract drawn up by our lawyer to assure the board of compliance with our other needs, such as access to the area behind the building as well as the woods and other access without limitation by the deputy who might be living there.

## Back-up of Files

The back-up equipment is in place, and the process of making sure that everyone has access to this equipment is underway. There is a learning curve that may take some time to accomplish, but it is headed in the right direction.

## Budget Meeting

The current special meeting is to take place on March 16, 2022, at 5 p.m. at St. James Township Hall.



## Campground Kiosk Needed to be ordered.

Not sure if this will end up being paid in this budget year, but more like in the next. The grant may be able to reimburse the township for the cost of the kiosk.

## Contact information

The office contact information is the same, but my cell number is 675-5193, and my home number is 448-2416. The office hours will continue to be the same on Tuesday and Wednesday from 10 a.m. to 2 p.m.



### **Veteran's Park Service**

Need a motion to cover the increased costs of the Veteran's Park Service.

### **TIS Field Internship Job Posting**

Need a motion to accomplish this.

### **Information about St. James Township Maintenance Position**

Two emails have been received asking questions about the position. The primary question is related to insurance and what happens if there is an injury while on the job. Is it possible to provide an additional payment to pay this employee(s) a percentage of the cost of insurance for they work? Say they work 30% of full time, we pay them 30% of the cost of major medical insurance.

### **Cost of Living Increase Discussion**

Several items are needed to be discussed about the marina positions. We need to post for dockhand positions and a cleaning position. The two returning employees will need to have a wage increase as well, one the manager, the other the maintenance person.

### **Pocket Garden Contract**

The current worker needs to increase the hours from 20 to 24, and the wages need to go up as well to \$20 per hour per discussion with Diane McDonough.

### **Board of Review**

See the BOR document in the packet. This is a volunteer group that needs to be in the Governmental Center through dinner one night and lunch the next day for a total of 12 hours. St. James Township should consider paying for the dinner and the lunch.

### **Charlevoix County Road Commission Gravel Order**

The Street and Road Fund will need to be ready to pay for the cost of the gravel and the brine for dust control. This should make a dent in the budget for this. The approximate cost will be \$102,000 for the gravel based upon the estimate from Pat Harmon. The brine will be \$1.08 per gallon, so that will be based upon how often and how much it takes for dust control.

### **Board of Review Alternate needs to be posted.**

Bob Tidmore has requested to be replaced as the alternate member on the Board of Review, so this will need to be posted.