



Beaver Island  
Michigan

# Supervisor's Lens

*Notes to St James Township Board Members from Supervisor Joe Moore*

April2

Volume 1, Number 4

**SJTGC** = St James  
Township  
Governmental  
Center

**SJTH** = St James  
Township Hall

**PTH** = Peaine  
Township Hall



Wednesday April  
13@ 5:30PM @  
SJTH

Regular Board  
Meeting

**St James  
Township  
Board**

Wednesday April  
20th @ 11:00AM  
@ SJTGC

Public Works  
Committee

**PWC**

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

*The position for Maintenance was divided at our last special meeting into three positions. The Marina position was added to for the current person doing the dock work and will also be working on the bubbler system in the fall, winter, and removal in spring. This position was provided to Brandon Maudrie with a signed contract for one year. At which point the discussion will take place about how the year went, and any additional costs which may have occurred.*

*The position for the Sewer was filled by Gerald LaFreniere, who also signed a one-year contract, with contact for additional hours be referred to the Supervisor.*

*Each of the board members got a copy of each contract.*

*Work is still taking place for the Campground Host position.*

*There are two interested parties in the position as Maintenance Person for St. James Township. This job has two interested parties already before the job description is completed. Diane has suggested that she also has a interested person.*

*DECISION Regarding payment to Darrell's Replacement while he was gone. The question is related to the \$750 statement received by Julie regarding the time he was gone off the island in March 2022. I would recommend that this payment be made directly to the person who did the work.*

*FINAL 2020-2021 Budget Approval is needed.*

*CONTRACTS SIGNED: I was successful in completing my tasks of getting the three contracts signed for the following positions:*

*Sewer Management*

*Marina Bubbler Management*

*Gardening Worker/Designer*

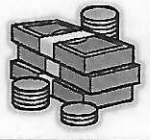
*Copies of these contracts have been sent to each board member prior to Wednesday night's meeting.*

## SUPERVISOR POSITION:

*There are important issues that need to be discussed. First of all, I am not Kitty, and I do not have the same skill set. I look for options to accomplish tasks, specifically when I am not able to do them. Second of all, when I am assigned a task, I like to work until I get the task done.*

Wednesday May 4  
@ 1:00PM @ SJGC

Finance  
Committee  
Meeting



CHAMBER OF COMMERCE DISCUSSION:

While I am not against our financial support of the Chamber of Commerce, I did do some research with other townships in Charlevoix County. There is no other township in the county that supports the Chamber of Commerce of the cities in their township or in their surrounding area. There is support from the cities in the county of their Chambers, but not the townships.

Of course, Beaver Island is different, and perhaps this contract will be a good thing for the entire island. It is, however, essential that the tax dollars of St. James Township get spent for the benefit of the St. James property owners who pay those taxes and for the development of tourism in St. James Township. I was informed yesterday that Peaine Township will not likely approve this.

Three years for this effort compared to one year for other contracts seems out of balance to this supervisor, so some discussion needs to take place along these lines. We cannot appear to be doing one thing for one person and another thing for another person or group. We must appear to be fair to all.

ELECTIONS: It would be helpful to have an idea when each election is scheduled to take place, what items might be important for that election, and the prior deadlines for placing items on that ballot for that specific election. This might be something that could be posted on the township website, so all our voters may be made aware.



**ST JAMES TOWNSHIP, BEAVER ISLAND, CHARLEVOIX COUNTY, MICHIGAN**  
**REGULAR MEETING AGENDA FOR April 13, 2022**  
**5:30PM @ ST JAMES TOWNSHIP HALL**

APPROX.TIME	AGENDA ITEM
5:30	<b>Welcome:</b> Call to Order, Pledge of Allegiance, Review Agenda <b>Minutes:</b> Review/Revise & Approve Special Meeting and March 16, 2022 Meeting Minutes
5:35	<b>Finance Report:</b> <ul style="list-style-type: none"> <li>• Review Monthly Finance Report</li> <li>• Review Standard Budget Report &amp; Approve Payments</li> <li>• Look at Final Budget for 2020-2021 and approval</li> </ul>
5:45	<b>Correspondence/Updates/Committee Reports:</b> <ul style="list-style-type: none"> <li>• Public Works Committee               <ul style="list-style-type: none"> <li>○ Marinas                   <ul style="list-style-type: none"> <li>▪ Contractual Agreement with Brandon Maudrie.. Need motion to approve.</li> </ul> </li> <li>○ Campground Update-To be completed by June 15</li> <li>○ Harborview Park Update-Still need work done in Spring</li> <li>○ Sewer System Employee Hired, contract signed.</li> </ul> </li> <li>• Waste Management Committee – Report on Budget and discussion</li> </ul>
5:55	<ul style="list-style-type: none"> <li>• <b>Supervisor's Report:</b> Working on Campground Host Position and (3<sup>rd</sup> Maintenance Position-2 interested parties for maintenance, but not on the island right now.) – Diane has someone interested also. Would like input and then permission to post.</li> </ul>
6:00	<ul style="list-style-type: none"> <li>• Money due to another township and vice versa. Needs a better system.</li> </ul>
6:10	<ul style="list-style-type: none"> <li>• No communication from Sheriff's Department regarding use of DNR building</li> </ul>
6:15	<ul style="list-style-type: none"> <li>• Pat Harmon to visit regarding crosswalks and no parking signs, etc.</li> <li>• Chamber of Commerce contract discussion</li> </ul>
6:20	<b>Other Action Items:</b>
6:30	<b>Other Business: Board Comments, Public Comments, Adjourn</b>

Call in information: 605-475-4120 Pin #5983805#



Welcome Back, Joe Moore  
Last Log On: 06/20/2020 09:12:07 AM

Home-Account Overview

Messages

Transactions

Commercial

Services

Settings

Help

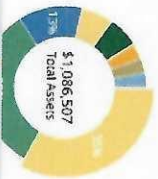
Log Off

## Home

### ACCOUNTS

General Fund **0156	Available Balance Transactions Pending	\$380,661.11	Trust and Agency **0167	Available Balance	\$69,057.14
Street and Road **0585	Available Balance Current Balance	\$375,563.11 \$375,563.11	Sewer Use Fund **0596	Available Balance Current Balance	\$16,991.66 \$16,991.66
State Revenue Holding **1135	Available Balance Current Balance	\$0.00 \$0.00	Municipal Vndt Dock **1609	Available Balance Current Balance	\$146,674.01 \$146,674.01
LightHouse Fund **1972	Available Balance Current Balance	\$5,440.53 \$5,440.53	Sewer Capital Improvement **3250	Available Balance Current Balance	\$17,090.07 \$17,090.07
Reserve Account **6449	Available Balance Current Balance	\$75,029.18 \$75,029.18			

### ASSET SUMMARY



**General Fund**  
XXXXXX0156  
35.04%  
Available Balance: \$380,661.11  
Current Balance: \$380,661.11  
View Transactions

**FINANCE COMMITTEE\***  
**ST JAMES TOWNSHIP, BEAVER ISLAND, CHARLEVOIX COUNTY, MICHIGAN**  
**MINUTES FOR April 6, 2022 REGULAR FINANCE MEETING**  
**1:00PM @ SJT GOVERNMENTAL CENTER**

---

**Attending:** Supervisor Moore, Clerk Gillespie, Treasurer McDonough, Planning Assistant Harris, Admin Assistant Pryor

Meeting called to order 1:09 pm Joe Moore     Minutes of March 2, 2022 Approved

**ANNUAL BUDGET REVIEW FINANCE**

Committee reviewed the FINAL 2021-2022 Budget YTD. Diane to work with Marlene on Marina Budget – note that a Recognition Sign will be ordered next week for Waterways Grant/Woolam. Need to put \$5,000 in Marina budget to cover sign. Julie will review ID numbers to make sure they show up on the budget O.K. Amendments for the budget need to be identified for next Board meeting April 13<sup>th</sup>. Campground Project \$\$ 200,000 total Grant \$150,00 Grant St. James Township Match \$50,000. Cynthia will get a disbursement summary from the Recreations Grant process for the next meeting.

Review of Accounts and still looking at adding the TIS Fund. \$500 from BIA will be added. Julie still working with accounts personnel to establish the TIS Fund. Diane reviewed the Delinquent Tax process where County will give us \$ from delinquents. Taxes are totally done.

TIS budget and Peaine share still a matter of discussion. Need a sit down meeting with Peaine (Supervisor/Clerk) about TIS. Diane and Cynthia will work to dig up all pertinent information of TIS history in establishing a joint process with St. James and Peaine.

ARPA fund and COVID-19 Analysis for disbursement of funds and a report needs to go the State of Michigan by the end of the month – we do not have a plan for these moneys at this time. Ideas need to be generated in the next few meetings on how to spend money.

**ITEMS THAT CAME BEFORE THE BOARD.**

Fireworks – identified personnel who will performing fireworks. Need to set up housing for some personnel. Class with Great Lakes Fireworks is free. Costs to be shared with Peaine. Diane will put all costs on her credit card (gas, housing, airfare, food, etc.) Costs going up 30% on fireworks. Budget will need to be amended and Diane will be working on donations.

Pumping of trailers – into a holding tank? To be part of the public works discussion.

June 8, 9 and 10. Auditors, Vrdeveld, will performing Township Audit.

Marina parking for boat trails. Marina needs a policy for parking. Checking with other marinas as to their policies. Check on vacancy of Marina Storage area. Both marinas and sewage system need back-up generators to handle power outages – for bubblers. Need to lock up electric system from public interference.

Make sure bacterial testing is part of maintenance duties for all facilities. Julie needs to send money with tester for test submission which are time sensitive and need to be flown off.

Website undergoing transformation to new platform – please review for new added features. Library reviewing insurance on library building. Ownership of Library building needs to be looked into – Joe to review.

**Next Meeting Date: May 4<sup>th</sup>, 2022** Meeting adjourned 2:12 pm.

\* Finance Committee established by Township Board on 12.7.2016 with following board members appointed: Supervisor, Treasurer and Clerk



**FINANCE COMMITTEE\***  
**ST JAMES TOWNSHIP, BEAVER ISLAND, CHARLEVOIX COUNTY, MICHIGAN**  
**MINUTES FOR MARCH 2, 2022 REGULAR FINANCE MEETING**  
**11:00AM @ SJT GOVERNMENTAL CENTER**

---

**Attending:** Supervisor Moore, Clerk Gillespie, Treasurer McDonough, Trustee Cole, Planning Assistant Harris

Adjustments were made to Agenda for March 2022. Approval of January 2022 and February 2022 Minutes moved to next meeting.

**MONTHLY FINANCE REPORT**

Review of the drafts to be moved to next Finance Meeting (Special Meeting or Regular). Committee began review and discussion of the Standard Budget Reports, Statements of Revenue and Expenditures and budgeting for 2022. Unanimous decision for a Finance Committee Special Meeting to be held to further update and review the Finance Budget before the end of the fiscal year (end of March) and for board approval.

**NEW BUDGET ITEMS**

Moore presented a "New Budget Items" list for review and the following was discussed: \$15,000 to be budgeted towards the DNR Building for roof and interior repairs under Buildings and Grounds. \$5,000 to be added towards budget of the Township Campground and the Charlevoix Parks Millage Grant under Parks and Recreation. \$6,000 to be budgeted towards new crosswalk painting and street signs under Street and Roads Fund. Moore proposes \$2,800 to be budgeted towards new Campground Host (maintenance and cleaning) for the Township Campground. Moore proposes Campground Host to work approximately 10 hrs/week for 14 weeks at \$20/hr. Further discussion of TIS Program costs and budgeting for St James in 2022 to occur in next meeting. Future budget adjustments suggested by Moore include lighting issues for Dark Skies Project. Moore suggests \$1,000 budget towards Dark Sky light improvements at Whiskey Point. Gillespie requests a quote for work towards replacement and improvement of lights inside St James Township Hall and Governmental Building. Moore requests a quote for motion sensors to be added to outdoor lights for St James Township Hall and Governmental Building. Harris will research lighting issue at the Campground along with quote for solar lights to be placed at important areas within the Campground. Additional wages for Clerk and Treasurer for the Marina are budgeted for \$3,000 from the Municipal Dock Fund. Moore proposes \$500 be budgeted for the Campground online registration program (Firefly) from the Parks and Recreation Fund. Moore proposes \$1,500/year to be budgeted for Parks and Recreation Fund towards internet connection availability at the Campground. In match to the active Great Lakes Restoration Initiative grant, \$4,000 to be budgeted towards gasoline for TIS Interns along with \$1,500 for TIS Education Events for the General Fund- not the new TIS account. Moore informs the committee \$1,000 needs to be budgeted for the General Fund for \$80/month payments towards online storage of all St James documents and computers. Moore suggests future budget adjustments towards Front Beach safety evaluation, specifically the stairs leading to the main road.

## **MAINTENANCE POSITION**

Committee discussion suggests a St James Township Temporary Maintenance Worker to work March 15- March 30, 2022 or until Maintenance Position is filled, working 8-12 hrs/week conducting sewer responsibilities along with maintenance at the marinas of twice, daily bubbler checks at \$500.00 contract payment and with stipends for any further upkeep that arises. Job posting to be approved by Board at next week's meeting and posted ASAP. Cole and Harris will write up draft for Township Board to review and approve.

Maintenance Job Position Posting and Job Description to be drafted by Moore, Cole and Harris.

Suggestion of all sewer, marina and maintenance responsibilities to be included in this one job position- if no applicants will adjust the job position. This would call for a budget of \$15,600 plus FICA and SS under the Sewer Use Fund. Once drafted and reviewed, job posting and description will be brought before the Township Board for approval.

Committee discussion decides Health Insurance for Darrel Butler will remain until April 30, 2022 and Moore will reach out to Peaine Township to confirm.

## **TOWNSHIP CAMPGROUND**

Moore proposes camp sites at Township Campground to be raised in price to \$20/night for rustic sites and \$30/night for improved (electric and water) sites. Committee agrees and proposal will be brought before the Board for approval. Moore proposes the purchase of the camp registration program FIREFLY for the Township Campground registration process at a cost of \$500. Committee agrees and proposal will be brought before the Board for approval. A Campground Host Job Posting will be drafted by Moore to be reviewed and brought before the Board for approval.

## **SEWER REPORT UPDATE**

Stipend proposed for McDonough of \$20/hr for research towards collection of past assessment bills. Committee agrees and proposal will be brought before the Board for approval. \$10,000 was transferred from the Sewer Use Fund to the Sewer Capital Improvement Fund.

## **ARP REVIEW**

ARP monies still residing in General Fund until further instruction comes from the state (\$96,000) and will not be spent. McDonough states report will be in by April 30, 2022 but she will be leaving for vacation Monday.

## **AT&T FUND UPDATE**

St James Township did not receive the Broadband Consortium Grant. More information and discussion will follow at later meetings.

## **REIMBURSEMENTS TO GENERAL FUND**

No reimbursements received yet. Pryor, who is off island, will update committee on reimbursement status from the State Recreation Pass grant at a later meeting. Gillespie states Peaine Township is currently in process of fulfilling bill reimbursements. Discussion of possible solutions to the delayed reimbursements of Peaine Township included St James only paying its half of a shared bill and passing the bill along to Peaine Township, beginning written contracts of payment obligations between Peaine and St James Township, and a review of all shared bills with Peaine. Gillespie and Moore will talk with township lawyer and Peaine Township Supervisor Tilly about bill sharing.

### **BACK UP EQUIPMENT**

Back-up File Drive for the Township office computers and data files purchased and installed. Cost will include \$80/month or budget of \$1,000/year.

### **TIS ACCOUNT**

Harris and McDonough report a check from the BIA has been received and will be used to open the new TIS Account for St James Township this week.

### **TIS ADMINISTRATOR SALARY**

St James Township Board has approved the new salary. Awaiting Peaine Township's response after their request for further research at their February Board Meeting.

### **MARINA UPDATE**

McDonough informs the committee of needs at the Marinas after discussion with Harbormaster Wiser and provides a list of Proposed and Prioritized Expenditures of 2022 for the Municipal Dock Budget. Dock Hand Job Postings will be brought before the Board for their approval along with Cleaning Job Posting and expansion of hours for gas access. McDonough informs the committee of Joe Johnson's return to working for the Marina proposing an increase in his pay and hours of \$22/hr at 40hrs/week for 24 weeks. This will be brought before the Board for their approval. McDonough proposes an increase in the Harbormaster's salary as well at \$25/hr or \$25,000/year. Committee agrees and proposal will be brought before the Board.

### **POCKET GARDENS**

McDonough proposes an increase in hours for Pocket Garden Director Heidi Vigil from 20hrs/week to 24hrs/week for the time period of March 15 – October 30. A write up will be presented by McDonough of this action and will be brought before the Board for their approval.

### **UPCOMING TOWNSHIP ELECTIONS**

Gillespie states increases towards election budget are needed as there are three elections occurring in 2022 (May, August and November). Further details to be discussed in future meetings.

### **SECOND DEPUTY UPDATE**

Gillespie informs the committee the cost of the Second Deputy from Charlevoix County has risen from \$10,000 to \$11,000. Budget details to be discussed in future meetings.

### **MSU CITIZEN PLANNER CLASS**

Gillespie states cost of enrollments for the MSU Citizen Planner Class have not been added to the budget. Budgeting of this cost will be discussed in future meetings.

### **2022 BUDGET UPDATES**

The St James Finance Committee will hold a Special Meeting March 16, 2022 at 6PM to further discuss 2022 budget details before the deadline at the end of the Month. Possibility of a second Special Meeting to be held March 23, 2022 will be decided in the March 16<sup>th</sup> meeting.

### **NO OTHER ITEMS CAME BEFORE THE BOARD.**

**Next Meeting Date: SPECIAL MEETING March 16, 2022 6PM GOVERNMENTAL BUILDING**



\*Finance Committee established by Township Board on 12.7.2016 with the following board members appointed: Supervisor, Treasurer and Clerk

DRAFT

St. James Township Board of Review

March 8, 2022

The meeting was called to order by Frank D'Andraia at 10:06 a.m.. Members present were Audrey VanDyke, Kathleen Antkoviak, Alternate possibility Marcy Dean, Frank D'Andraia, and Recording Secretary, Supervisor Joe Moore.

The three members of the BOR signed and dated their education forms.

The agenda was approved unanimously with a motion by VanDyke, second by Antkoviak.

It was determine that the BOR members would be asked about a conflict of interest before each individual protest for the upcoming BOR meetings on March 14, 3-9 p.m and March 15, 9 a.m.-3 p.m..

It is recommended that next year the St. James Township Hall be the location of the BOR meetings.

The motion was made and approved to appoint Frank D'Andraia as chair for this BOR. Motion by Antkoviak, second by Van Dyke.

The discussion was short about the amount of time allotted for each protest/presentation. Th time limit was set at 15 minutes. The motion was made by VanDyke, seconded by Antkoviak, and approved.

A discussion of administering an oath at the beginning of a protest was discussed. The oath was waived by a motion by Vandyke, second by Antkoviak, and unanimously approved.

At the March 14 and 15 BOR days, Frank D'Andraia will introduce all the BOR members to the individuals and provide name tags using first names.

The decision-making process was made after a short discussion. The protests are generally heard on the first day, although there may be some on the second day. The decisions will be made at approximately beginning at 11 a.m. on the second day. Motion by Van Dyke, second by Antkoviak. Approved.

The Assessor will send out the decisions of the BOR after ten days of the March 15<sup>th</sup> meeting date.

The minutes and other documents will be filed with the St. James Township Clerk, and made available per FOIA and OMA.

The township supervisor as recording secretary is required to keep a lot with on required information.

Several types of appearance were discussed to include in person, a representative of a person authorized to make a presentation, or a letter. The BOR must either approve, disapprove, or postpone a decision, such as table it until the next meeting or a later date.

Marcy Dean was approved as the alternate for the BOR, appointed by the St. James Township supervisor. St. James Board will be asked to confirm this appointment.

The BOR meeting notices were posted at the Beaver Island office of the Charlevoix State Bank, McDonough's Market, Harbor Bodega, Beaver Island District Library, the US Post Office, the Governmental Center as well as on the St. James website and Beave Island News on the 'Net.

There was discussion about the Assessment Roll for 2022 including form L-4030, the Ad Volverum role and the DNR role, which include the beginning numbers for 2022. A new form will be issued after the BOR meetings of the 14<sup>th</sup> and 15 of March 2022. It will be labeled the L-4037 Board of Review form.

There was a little discussion about the properties known to be part of the BOR review coming up.

The meeting was moved to be adjourned by VanDyke, seconded by Antkoviak, and approved with the need to reconvene on March 14, 2022 at 3 p.m.



Minutes of Board of Review—March 14+15, 2022

Present at the 3 p.m. BOR at the Governmental Center for St. James Township were:

Kathleen Antkoviak, Audrey VanDyke, Frank Di'Andria, Marcy Dean (alternate, and Supervisor Joe Moore. In addition, Shelby Harris was also present to help take notes.

Call Amy Jerema. The issue this day was no phone service using TDS landlines and no Verizon cellphone service. Phones were not working, but one member had ATT cellphone access, so the call could be made.

Ed Wojan stopped by to schedule an appointment for the 15<sup>th</sup> of March at 11 a.m.

There were no individual contacts for the March 14, 2022, even though the session went from 3-9p.m.. There were no protests brought to the BOR on this date.

The BOR reconvened at 9 a.m on 3/15/22, with all the above listed members present.

The veteran's request was discussed 22-001, on property 013-577-003-10. The deceased spouse of Mary Palmer. The motion was to put the assessment at \$0. Motion made by Antkoviak, seconded by VanKyke, and the motion passed unanimously.

The next property discussed was 2022-003 of the Jouzapaitis Trust at 25925 Main Street. 013-751-023-00. The motion made by VanDyke, seconded by Antkoviak was to deny the request. The vote was unanimous.

Next was 22-004, 130-751-008-00 Looking at the current taxable rate, the case for change was not made. Motion by Di'Andria, Second by VanDykke to deny. Vote was unanimous.

Next, 22-005, 013-751-009-00. The case for a lower assessment was not made for 2021. Motion by VanDyke, Second by Antokoviak. Vote was unanimous.

22-006, 013-751-010-00. Motion to deny the request made by VanDyke, second by Antkoviak, the vote was unanimous for the reason that the case was not made.

22-007, 013-751-011-00 25884 Oak Street, the case was not made. Motion to deny by VanDyke, second by Antokoviak, Vote to deny unanimous.

22-008, 013,752-020-00 Case was not made for any change. Motion by VanDyke, Second by Antkoviak to deny the request. Vote was unanimous.

The 11 a.m. appointment with Ed Wojan, representing Christy and Keith Albin on the 26250 Main Street property, 013-575-001-40, was presented. The presentation had comparisons of other properties that were comparable. The assessment was set at 174,140. The motion was made by VanKyke, second by Antkoviak, and the vote was unanimous.

The second presentation for Ed Wojan on the Christy and Keith Albin property at 38205 Michigan Avenue was also presented with comparables. The BOR set the assessment at \$157,900. The motion was made by Di'Andria, second by VanDyke, and the vote was unanimous.

22-002 Vince Left and Mary Beth Kur property 013-707-526-50 at 38115 Trout Island Court. The presentation was about the capping of the property or the uncapping. The BOR did not have any authority to modify this.

The clarification by the assessor on the 85% completion given or the picture of the housed on the for 2020 did not allow the BOR to make any changes. It was recommended for the property owner to appeal the decision if desired. The motion to deny was made by VanDyke, seconded by Di'Andria, and the vote was unanimous.

The last decision was made at 2:55 p.m. The paperwork was completed and signatures gathered for the BOR.

(Minutes typed and taken by Joe Moore, St. James Supervisor and BOR Recording Secretary)