

ST JAMES TOWNSHIP, BEAVER ISLAND, CHARLEVOIX COUNTY, MICHIGAN
REGULAR MEETING AGENDA FOR MAY 11, 2022
5:30PM @ ST JAMES TOWNSHIP HALL

APPROX.TIME	AGENDA ITEM
5:30	Welcome: Call to Order, Pledge of Allegiance, Review Agenda Minutes: Review/Revise & Approve April 13, 2022 Regular Meeting Minutes
5:35	Finance Report: <ul style="list-style-type: none"> Review Monthly Finance Report Review Standard Budget Report & Approve Payments
5:50	Correspondence/Updates/Committee Reports: <ul style="list-style-type: none"> Public Works Committee <ul style="list-style-type: none"> Marina North & South <ul style="list-style-type: none"> Review Summer 2022 Staffing Plan and Report Recreation Grant Campground Project <ul style="list-style-type: none"> Grant received and approved Street and Road Projects Update <ul style="list-style-type: none"> Shoulder Font Lake Waste Management Committee <ul style="list-style-type: none"> Hear Update on WMC Font Lake No-Wake Proposal and PSJA Meeting Invasive Species Update with action on by-laws
6:10	Other Action Items: <ul style="list-style-type: none"> Approval of all items from the Public Work Committee Hiring of employees and appointments to positions of Maintenance Person, Campground Host, Cleaning Position for Marinas and Public Restrooms, BIDL representative from St. James Township Approval of roof on DNR building House Bill 6023, motion to support St. James Campground Reservation System, need to purchase laptop and Verizon Hot Spot Font Lake parking issues and possible resolutions. Lighting in St James Hall, possible approval of bid Campground clean-up and preparation by Levi Connor and Scott Welke Mowing bids and possible approval of the bids Purchase of golf cart for Municipal Marina, need approval and purchase order. Website support change and information Final Budget Approval for 2021 for Auditor TIS report, Summary PSJA meeting, Request for hotel stay, Parks millage grant, Garden island, Master Plan update by Shelby Harris
6:35	<ul style="list-style-type: none"> Any other public comment, Adjournment



Beaver Island
Michigan

Supervisor's Lens

Notes to St James Township Board Members from Supervisor Joe Moore

May 11, 2022

Volume 1, Number 5

SJTGC = St James
Township
Governmental
Center

SJTH = St James

Township Hall

PTH = Peaine

Township Hall



Wednesday NT

11M 2022 @

5:30PM @ SJTH

Regular Board

Meeting

**St James
Township
Board**

Wednesday May
18 @ 11:00AM @

SJTG

Public Works

Committee

PWC

THE May 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 interview for the maintenance position took place on 5/5/2022. The decision for hiring was agreed upon by Diane McDonough and the supervisor.

Work is still taking place for the Campground Host position. Hope to fill this position this week based upon the applicants interested.

FINAL 2020-2021 Budget Approval is needed.

SUPERVISOR POSITION:

Lots of actions going on this month. We need to approve all the work done by the Public Works Committee. There are lots items that can be completed with board approval.

ELECTIONS: We approved the language and the motion for the renewal of millages for the fire department, BIRHC, and the street and road fund at our special meeting on 5.3.2022. This should be on the ballot in August 2022.

ROOF at DNR Building: The bid is a little higher than we thought, but it is essential to get this job done. We need approval to get this roof project started.

House Bill 6023: The County Road Commission is needing our support on a House Bill that will prevent surcharges on gravel that is needed on the island. The bill prevents the fees on the cubic yards of gravel:

"This department shall not charge a state department or local unit of government in this state, including, but not limited to, a county road commission, a royalty for taking gravel from state owned lands."

We need to pass a motion that supports this house bill and get the motion and minutes to the Charlevoix County Road Commission.

Meeting with PSJA: We had a good meeting with them at the St. James Township Hall. Lots of items were discussed including the Font Lake parking area, and possible work toward putting in a parking turn-around and parking area on the north side of Font Road in the woods. This will be investigated further. The possible extension of the bike path was discussed as well as traffic

Wednesday June 1
@ 1:00PM @ SJGC

Finance
Committee
Meeting



control and safety. Signage at the Font Lake area launch was also discussed. The "No Wake Zone."

St. James Township Campground Reservation System: This is coming along quite well thanks to Cynthia Pryor. This should be operational, with any luck, by Memorial Day. The campground host will need Internet access with a laptop and a cellphone. It is recommended to use a Verizon cellphone plan to allow the host access to the Firefly reservation system from the campground to be able to collect money for the camping. The construction is to be completed by the 15th of June, but the campground should be open for the end of May. Levi Connor has been hired to do some work of organization out there and leaf blowing as well as cutting up the firewood.

It was just determined that the township got the Parks and Recreation Grant, so the safety issues and improvements, repairs, etc. will be able to be completed by our maintenance person and/or campground host. The kiosk is here and stored at the marina.

FONT LAKE PARKING: The concept of extending the area of parking on the west side of Font Road by and additional six feet is recommended. It is also recommended that the east side of the road also have width for parking. This will have to be approved by the Charlevoix County Road Commission. It seems to be too expensive to put in a parking lot on the township owned property on the west side of Font Road that would require tree clearing as well as gravel and parking area preparation, so the extension of the easement of the county with gravel and area seems a better solution.

TIS By-laws: These need to be approved at our meeting.

APPOINTMENTS: There are several positions that need to have appointments made. The St. James Township Maintenance person, the campground host, cleaning position for the marinas and public restrooms, and the St. James Township position on the library board need to be filled.











LIGHTING AT ST. JAMES Hall: We've been talking about how dark things are at the hall, and I am looking into having something completed in the near future with the lighting there. Hopefully, the costs can be included in the budget and we can move forward.

FINAL BUDGET APPROVAL for 2021: The budget will need to be completed and ready for the auditor. What changes in this need to be made and when can it be finalized?

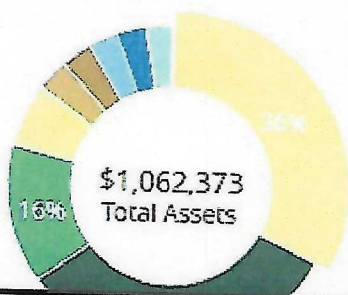
Updates from Shelby Harris will be included in this meeting as well as possible updates from Cynthia Pryor.

ACCOUNTS



	General Fund **0156	⋮		Street and Road **0585	⋮
	Available Balance			Available Balance	
	Current Balance	\$386,756.82		Current Balance	\$383,234.38
		\$386,756.82			\$383,234.38
	Municipal Yacht Dock **1609	⋮		Sewer Use Fund **0596	⋮
	Available Balance			Available Balance	
	Current Balance	\$167,863.78		Current Balance	\$20,139.73
		\$167,863.78			\$20,139.73
	Sewer Capital Improvement **3250	⋮		Lighthouse Fund **1972	⋮
	Available Balance			Available Balance	
	Current Balance	\$17,090.07		Current Balance	\$5,440.98
		\$17,090.07			\$5,440.98
	Trust and Agency **0167	⋮		State Revenue Holding **1135	⋮
	Available Balance			Available Balance	
	Current Balance	\$6,321.53		Current Balance	\$0.00
		\$6,321.53			\$0.00
	Reserve Account **6449	⋮		TIS **1245	⋮
	Available Balance			Available Balance	
	Current Balance	\$75,029.18		Current Balance	\$496.25
		\$75,029.18			\$496.25

ASSET SUMMARY



General Fund	
XXXXXX0156	
	36.41%
Available Balance	\$386,756.82
Current Balance	\$386,756.82
View Transactions	

**Beaver Island
Terrestrial Invasive Species Advisory Council**

BY-LAWS

1. Purpose: The Terrestrial Invasive Species (TIS) Advisory Council was established by the Townships to engage in the oversight of the Terrestrial Invasive Species (TIS) program in the Beaver Island Archipelago. The TIS program will follow all rules and guidelines as established by the St. James Township Terrestrial Invasive Species Ordinance and the Peaine Township Terrestrial Species Ordinance as established and approved by both Townships in 2020. The TIS Advisory Council will work to ensure the TIS Ordinances are fully enforced and ensure all means of guidance are provided to support the TIS program in the Beaver Island Archipelago.

2. Advisory Council Members: The TIS Advisory Council shall consist of at least two members from each Township along with the TIS Administrator and both Township Supervisors. The township members shall consist of one Township appointee each and at least one ad-hoc community volunteer from each Township. Other subject matter experts may be invited as members or to attend at the discretion of the TIS Advisory Council.

3. Governance: The selection of township appointees are at the discretion of each Township Supervisor. Each member appointed by the Township Supervisor shall have a term of two years and may be replaced at will or remain in continuance at the will of the Township Supervisor. The volunteer community members from each Township shall be approved at the discretion of the TIS Advisory Council. Upon a vacancy, the TIS Advisory Council members shall recommend new members to the TIS Advisory Council.

4. Chair: The TIS Administrator shall be the Chair of the TIS Advisory Council. The TIS Administrator shall call and chair all TIS Advisory Council meetings. The TIS Administrator shall provide an agenda for each meeting, take all minutes and communicate all TIS Advisory Council activities to all members of the TIS Advisory Council. The TIS Administrator shall bring all issues to the attention of the full Advisory Council in written format as they arise and seek guidance as needed.

The TIS Administrator shall also provide a monthly activity report to each of the Township Boards at their monthly Township Board Meetings. The TIS Administrator shall provide an Annual Report of all TIS activities and budget requirements at the end of each fiscal year for each Township.

5. Advisory Council Meetings: The TIS Advisory Council meetings will be held at least monthly during the months of May through September. Other meetings may be called at the discretion of the TIS administrator or at the request of one or more members of the Advisory Council. Meeting location, time and duration shall be at the discretion of the TIS Administrator accommodating the schedules of the members as needed.

6. Meeting Attendance: Members may attend either in person or via teleconference.

7. Voting: The meetings shall follow Robert's Rules of Order with a simple majority vote required for actions requiring a vote, including the addition of new members and/or amendments to By-Laws.

8. Financial Matters: The TIS Advisory Council shall assist the TIS Administrator in the determination of the disposition of funds available for the TIS program. Public contributions or donations to the TIS Program will be held by St. James Township as fiduciary. The TIS Administrator shall share all TIS program budgets with the Advisory Council and notify the committee if there is a perceived shortfall of funds in the Township Budgets. Any grants sought by the TIS Administrator shall be discussed and approved by the TIS Advisory Council. Any funds held by a Township for the purpose of supporting the TIS program shall be used through request from the TIS Administrator and as approved by the TIS Advisory Council.

9. Correspondence: Correspondence on matters requiring Advisory Council discussion or approval shall be communicated to all members via a full group email.

10. Effective Date of By-Laws: After approval by a simple majority of the TIS Advisory Council, the By-Laws shall be effective and shall be submitted to both Township Clerks. Amendments to these By-Laws shall be made and approved by simple majority of the TIS Advisory Council.

APPROVED BY THE TIS ADVISORY COUNCIL: _____ Date

Signed: _____ and _____
St. James Township Supervisor Peaine Township Supervisor

Owner Consent for Invasive Species Monitoring & Treatment 2022

Return completed form below to: TIS Admin Shelby Harris via email invasivespadmin.bi@gmail.com or postal service: PO Box 3 37830 King's Highway, Beaver Island, MI 49782 For questions, phone: 231-330-0422

Property owner name(s): _____

Mailing address(es):

Property location (address/GPS coordinates and parcel ID number):

Daytime phone number(s):

Email address(es):

Tenant name (if applicable): _____ Phone: _____

Special Instructions Regarding Property Access (landscape features, animals, gates, preferred access times, etc.):

1. The property owner authorizes the TIS Program of St. James and Peaine Townships, to enter and cross the above-described property for the purpose of recording and controlling terrestrial invasive species with manual/mechanical removal applications as approved by the State of Michigan.

This treatment is cost-free to the property owner(s) for the year 2022. All necessary permits will be acquired by its authorized agents /contractors. The property owner will be notified at least 48 hours prior to the planned visits and applications.

2. The undersigned owns the property and has the requisite authority to grant the authorizations provided in this document and to sign this document without the need for approval from any other party, or if any such approvals are needed, they have been obtained.

The undersigned acknowledges that he/she has read and agrees to the terms stated above.

x _____
Printed name of property owner Signature Date

x _____
Printed name of property owner Signature Date

Terrestrial Invasive Species Budget – Salary

Original Budget

2022 at \$22/hr								2023 at \$25/hr			
Month	Hr/wk	Month	\$	USFWS Hr/wk	Month	Hr/wk	Month	\$	USFWS Hr/wk	Month	
January	8	32	704			8	32	800			
February	8	32	704			8	32	800			
March	8	32	704			8	32	800			
April	20	80	1760			20	80	2000			
May 1-14	20	40	880			20	40	1000			
May 15-31	28	56	1232	8	36	28	56	1400	8	36	
June	28	112	2464	8	36	28	112	2800	8	36	
July	28	112	2464	8	36	28	112	2800	8	36	
August	28	112	2464	8	36	28	112	2800	8	36	
Septemeber	20	80	1760			20	80	2000			
October	20	80	1760			20	80	2000			
November	8	32	704			8	32	800			
December	8	32	704			8	32	800			
Total		832	18304				832	20800			

Total Budget Requirements – TIS Administrator – 2022-2023

2022	832Hrs@\$22/hr	\$18,304	\$9,152/year/Township
2023	832Hrs@\$25/hr	\$20,800	\$10,400/year/Township

Proposed Budget

2022 at \$22/hr								2023 at \$25/hr			
Month	Hr/wk	Month	\$	USFWS Hr/wk	Month	Hr/wk	Month	\$	USFWS Hr/wk	Month	
January	8	32	704			8	32	800			
February	8	32	704			8	32	800			
March	8	32	704			8	32	800			
April	20	80	1760			20	80	2000			
May	28	112	2464	8	36	28	112	2800	8	36	
June	28	112	2464	8	36	28	112	2800	8	36	
July	28	112	2464	8	36	28	112	2800	8	36	
August	28	112	2464	8	36	28	112	2800	8	36	
Septemeber	28	112	2464			28	112	2800			
October	28	112	2464			28	112	2800			
November	16	64	1600			16	64	1600			
December	8	32	704			8	32	800			
Total		944	20960				944	23600			

Additions: 8hr/wk for 14 weeks of Field Season or 112hrs total/year

2022	944Hrs@\$22/hr	\$20,960	\$10,480/year/twp.	Difference: \$1,328/twp.
2023	944Hrs@\$25/hr	\$23,600	\$11,800/year/twp.	Difference: \$1,400/twp.

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 13th. 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 4th, 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

ASSESSMENT OF CAMPGROUND MANAGEMENT

1. Reservation System – Firefly and BASYS Hoping to be in place by May 15th

- Firefly charges 2.00/reservation which will be passed on to the camper
 - BASYS is the banking system integrated with Firefly and will be charging us a \$15.00/month processing fee
 - Firefly will be set up so that credit card charges will be picked up by the camper. 2.85% Flat Fee
 - Credit Cards can be used by camper in the reservation system and/or entered manually by host at site.
 - All reservations will require a credit card to hold the reservation.
 - Cash camper no reservation will be handled at site by host and camper information added manually into Firefly.
- Cynthia is working on the Firefly data base – setting up site info, policy rules, linking to website, etc.
 - Diane will be working with BASYS system to get banking info into their data base

2. Hiring Host

- Host will work free of charge in trade for camping
- **Host will need a laptop and internet interface to run Reservation System**
Township will need to provide.

Campground list of work to open by May 15th. Sites 1-12 will be open. Sites 13-18 will open June 15th at completion of construction.

1. Grade roadway at end of construction project – McDonough?
2. Remove low hanging branches and saplings growing into roadway – Levi?
3. **CLEAN UP of Campground – LEVI By May 15th**
 - Grounds – branches down
 - Blow leaves
 - Clean restroom – Township Restroom Cleaner?
 - Clean out fire pits
 - Remove debris and trash
4. **Firewood location – find someone to cut up logs and split (LEVI)** – put in row for Free firewood. Talk about finding someone to sell firewood at host location.
5. Campsite assessment – **CP to order any new grilles, etc.**
 1. OK
 2. OK
 3. No flat area for tent or picnic table – assess for use
 4. OK
 5. OK
 6. Replace picnic table - grill and fire ring ok
 7. Remote campsite – needs new post with arrow pointing down trail to tent clearing. Needs fire ring, grill and picnic table
 8. Get rid of old picnic table
 9. Bolt platform use? Needs new grill
 10. No fire ring or grill
 11. No grill – has extra picnic table
 12. OK
- E 13 – 16 Assess after sites leveled
- Host: Needs fire ring, grill and picnic table – **Covered by McDonough**

New site number posts will be put in by McDonough. Township needs to buy and install reservation clips for each post
6. Picnic Area
 - Needs signage - CP
 - One picnic table has no top – **CP to order top**
 - One Porta-potty by bike trail end
7. New sites along bike trail – picnic area only. Needs picnic table and grill for two sites - **FUTURE**
8. Priority #1 of fencing from Site 6 to 1 along bluff – **Received County Millage Grant**
9. Lights - **Grant**
 - Add solar light on Restroom
 - Add electric low level night light at well house?
10. Put in new Kiosk – **Just received and need to find someone to do – SH/JM**
11. All construction by McDonough will be completed on or before June 15, 2022.

memo Kathleen McNamara 231.357.0231 kittymcn213@gmail.com

To: Supervisor Joe Moore
From: Kitty McNamara
CC: Diane McDonough, Marlene Wiser, Joe Johnson,
Date: May 6, 2022
Re: Marina Projects and John Woollam Contributions

This memo is based upon recent discussion with John Woollam's (JAW) project manager, Lowell Eastman. The work and contributions by Mr Woollam as described below are the items that are remaining per the original agreement for the foundation to purchase the marina property in 2018 and gift it to the township for use as a public marina guided by a conservation easement. Once the projects listed below are completed, John Woollam's responsibility for the maintenance and operation of the marina ceases and becomes the responsibility of the Township. The total contribution on the part of JAW is near the \$3Million mark.

Marina North Mobile Office/Utility Vehicle: Pursuant to the conservation easement, no new buildings can be built on the property (apart from replacing existing footprints) leading to the need for some kind of mobile office for the fuel pier. JAW agreed to contribute to the purchase of an enclosed utility vehicle that can be used as a mobile office and can also be used to travel between marina locations and perform other tasks. To that end, research was completed in early 2022 by Joe Johnson, Kitty McNamara, and Lowell Eastman and several options were considered including new and used vehicles. The preferred choice is to purchase a 2022 Cushman Hauler Elite Electric Utility Vehicle from Pure North Golf Carts of Petoskey MI for a quoted price of \$21,990.00 to be delivered in late summer 2022. JAW has graciously agreed to contribute \$10,000.00 toward the purchase of the vehicle; if the township wishes to move forward with this purchase, there should be an authorization to amend the current year municipal dock fund budget to include the purchase amount. JAW Foundation will send the township a check for \$10,000.00.

Items at Marina North to be completed by Lowell Eastman at the expense of JAW

- Public Bathrooms facing the road
- Laundry Room including handicap access to room
- Scheduling Oscar Larson, Inc for spring inspection of fuel dispensing equipment and setting up of remote payment for fuel purchases
- Getting power run to the fuel pier
- Paint and place the Fuel Canopy at the end of the fuel pier
- Miscellaneous landscaping to level specific property areas
- Assist with labor if necessary to stabilize eroded stone areas near new fill dock construction

-
- Ensure that all electrical work started in summer 2021 is completed
 - Ensure that the County Building Inspector approve all work
 - Assist with labor to patch and place the old floating dock system including access ramp
 - Assist with labor to lower the center row of fixed docks including modified access

Items at Marina North to be completed at the expense of the Municipal Dock Fund

- Brandon Maudrie time and equipment to place the floating docks, assist with lowering of center row of fixed docks, stone to stabilize eroded areas.

Possible Minor Dredging at End of Fuel Pier

McNamara and Eastman are researching existing permits to see if minor dredging is included in the current 5-year permit or if a new permit must be sought. Joe Johnson, Brandon Maudrie and Lowell Eastman all agree that there needs to be approximately 12" of additional depth at the head of the fuel dock.



www.purenorthgolfcars.com

2245 Charlevoix Ave. Petoskey Michigan 49770

231-489-8290



Prepared For:

Kathleen McNammara

25665 Lake Drive

Beaver Island Michigan 49782

231-357-0231

kitty@tds.net

Prepared By:

Matt McDonald / Jennifer McDonald - Owners

207-289-8717 / 231-330-7176

matt@fivestargolfcars.com / jennifer@purenorthgolfcars.com

March 31st, 2022



CUSHMAN



A Textron Company



www.purenorthgolfcars.com



Stock Image

One (1)-2022 Cushman Hauler Elite Lithium Utility Vehicle \$16,700

Color: Blue

Seats: Grey

4.2 Elite Lithium Twin Battery Pack Electric Drivetrain 25 (Mile Range)

1200-lb Vehicle Load Capacity

800-lb Bed Load Capacity

1,500-lb Towing Capacity

12-cu-ft Poly Cargo Bed

2- Passenger Seating

Head/ Tail/ Brake Lights

Options Included:

Turf Tires with rims

2" Receiver (Towing)

Comfort Grip Steering Wheel

State of Charge Meter

Brush Guard

USB Port

Steel cab & full doors \$4,365

USB Port

Poly Bed

12volt Air Conditioner \$285 (Not included)



CUSHMAN



www.purenorthgolfcars.com

Purchase Price: \$21,065
 Freight from Augusta GA \$715
 Prep & Delivery: \$200
 Tax: Exempt
Total: \$21,990.00

Five Year Seasonal Lease Option: 2022-2026

<u>Year</u>	<u>Monthly Payments</u>	<u>Payment Months</u>	<u>Total Annual Payment</u>
2022	\$744.00	June - November	\$4,464.00
2023	\$744.00	June - November	\$4,464.00
2024	\$744.00	June - November	\$4,464.00
2025	\$744.00	June - November	\$4,464.00
2026	\$744.00	June - November	\$4,464.00

* Any state, local or personal property tax is the responsibility of Beaver Island

* Service Contract pricing not included.

* **Pure North Golf Cars** will own the vehicle at the conclusion of the lease term.



CUSHMAN



A Textron Company



Optional: Service Contract

Service Details: 48 hour on call service for the finance term:

Each year of the contract annual maintenance will be performed at the end of the season. All of the parts required by the manufacturer's maintenance manuals specific to the model and year of the vehicle will be replaced.

As part of the annual maintenance **Pure North Golf Cars** will also:

- Perform a complete safety inspection
- Alignment & Lubrication
- Battery Maintenance
- Accessory Inspection
- FSGC only installs OEM parts

On Call Service Pricing for 2022-2026 for the Leased Vehicle.

- \$195 per vehicle 2022
- \$195 per vehicle 2023
- \$225 per vehicle 2024
- \$225 per vehicle 2025
- \$250 per vehicle 2026

All warranty parts are included. **Year-end service parts are not included in the yearly service cost.** All parts required due to abusive damage and vandalism are billable. Labor is only billable in cases of physical damage whether caused by abuse, neglect, vandalism or acts of God. Service contract billing will be in July for each year of the contract.



CUSHMAN



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www.purenorthgolfcars.com

Authorized Signatures:

March 31, 2022

Vehicles will be manufactured on your behalf to exact specifications. By signing the order, you are giving your authorization to *Pure North Golf Cars & Utility Vehicles* to purchase these vehicles on your behalf, and accept responsibility for payment of such. This order is non-cancelable. Pricing on this quote is good for *Forty-Five (45) days* after the date printed on proposal.

Please sign and return by email jennifer@purenorthgolfcars.com

Service Plan Acceptance: Initial _____

Kathleen McNammara

Beaver Island Municipal

Accepted By _____

Date _____

Title _____

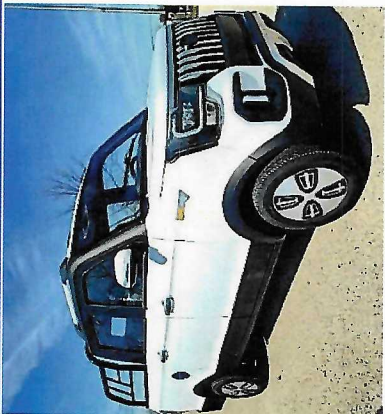




CUSHMAN



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OPTIONS FOR MOBILE OFFICE/UTILITY VEHICLE FOR BI MUNICIPAL MARINA NORTH – APRIL 2022

Type	Cost	Availability	Other
<p>Electric Truck Golf Car 4 Seater LSV Low Speed Vehicle 60v Coco Truck Golf Cart With AC & Heat (saferwholesale.com)</p> 	13998.95 + title/shipping cost 550 shipping	May/June 2022	<p>Features & Specifications:</p> <ul style="list-style-type: none"> • Electric Truck • Dimensions: 3900x1450x1650mm/154x57x65in Motor: 2000W • Controller: 30 Tubes • Tire: 145 Vacuum • Brake: Four Wheel Disc Brake • Drive Way: RWD • Maximum Cruising Range: 70-130km/43-81miles • Body Structure: 4 Doors & 4 Seats • Battery: 60v Lead Acid • Air Conditioning & Heat
<p>One (1)-2022 Cushman Hauler Elite Lithium Utility Vehicle Color: Blue Seats: Grey 4.2 Elite Lithium Twin Battery Pack Electric Drivetrain 25 (Mile Range)</p>  <p>PREFERRED CHOICE - LOCAL</p>	Total: \$21,990.00	July 2022 they can provide a rental unit until unit available	<p>Color: Blue Seats: Grey 4.2 Elite Lithium Twin Battery Pack Electric Drivetrain 25 (Mile Range)</p> <p>1200-lb Vehicle Load Capacity 800-lb Bed Load Capacity</p> <p>1,500-lb Towing Capacity 12-cu-ft Poly Cargo Bed 2-Passenger Seating Head/ Tail/ Brake Lights Options</p> <p>Included: Turf Tires with rims Steel cab & full doors \$4,365</p> <p>2" Receiver (Towing) USB Port Comfort Grip Steering Wheel Poly Bed State of Charge Meter 12volt Air Conditioner \$285 (Not included)</p> <p>www.purenorthgolfcars.com</p> <p>2245 Charlevoix Ave. Petoskey Michigan 49770</p> <p>231-489-8290</p>
<p>Iron Bull Golf Cart</p> 	10,500 plus shipping, plus enclosure and a/c (estimate \$5,500 extra)		<p><u>CGM Sales N 1637 Hwy 69</u></p> <p>Monroe, Wi. 53566</p> <p><u>(608) 214-6606</u></p> <p><u>cgmsales.com</u></p>

WEBSITE SUPPORT PROPOSAL

The current software company that supports the websites for St. James and Peaine Townships, REVIZE, is proposing an update to our current website platform. Cynthia Pryor attended a meeting with RIVIZE software personnel and Krys Lyle, who is our current website update/support person. They reviewed different options of page design and would like to recommend the following for St. James and Peaine Township website support:

1. Have a "Landing" page that would be for Beaver Island Township webpage access. This Landing page would have three (3) main buttons:
 - **Beaver Island Information** – which would contain all information common to both Townships such as TIS, Authorities, Commissions, etc
 - **St. James Township** – specific to our Township
 - **Peaine Township** – specific to Peaine Township
2. Each Township can select their own style and there are many options which are much more attractive and interactive than the current platform.
3. Township website support would then be the responsibility of the Peaine Township Administrative Assistant (Krys Lyle) and the St. James Administrative Assistant position (currently held by Cynthia Pryor). They would be working together to set up the new platform and populating the pages.
4. This would mean that all Peaine specific boards, committees, etc would be administered by Krys and all St. James specific boards, committees, etc would be administered by Cynthia.
5. All Notices, Agendas, Minutes, information for St. James will be sent to Cynthia and she would work to get them in the proper format for loading on the St. James website.
6. Cynthia and Krys will work together in creating Calendars, common information etc. for the Landing page.

TOTAL COSTS:

1. Landing Page - \$1,000 to design to be shared 50/50 or \$500 each per Township
2. Website Upgrade - \$1,200 per Website
3. \$175/year for Website Certification for the three sites (\$175 x 3 / 2)
4. Annual Fee will remain the same for both sites, locked in four-year agreement.

COSTS FOR ST. JAMES:

Website Design New Platform: \$1,700

Website Support Annual Certification: \$259.50

Current Annual Support Contract: \$1,125

Fwd: Revize Websites Pricing

1 message

Krys Lyle <peainetownship.aadm@gmail.com>
To: Cynthia Pryor <deputysupervisor.stjamestown.bi@gmail.com>

Tue, May 3, 2022 at 5:01 PM

Krys Lyle
Administrative Assistant
Planning Commission Secretary
231-649-1625
peainetownship.aadm@gmail.com

Begin forwarded message:

From: <dylan@revize.com>
Subject: FW: Revize Websites Pricing
Date: May 3, 2022 at 1:17:45 PM EDT
To: <deputysupervisor.stjamestown.bi@gmail.com>, <peainetownship.aadm@gmail.com>

From: dylan@revize.com <dylan@revize.com>
Sent: Tuesday, April 26, 2022 3:41 PM
To: 'deputysupervisor.stjamestown.bi@gmail.com' <deputysupervisor.stjamestown.bi@gmail.com>
Cc: 'webmgrpeainetownship.aadm@gmail.com' <webmgrpeainetownship.aadm@gmail.com>
Subject: Revize Websites Pricing

Hi Cynthia, Krys,

I've together pricing that will provide a new landing page where you can post news about Beaver Island as a whole, then link to two separate, updated websites.

- Landing Page, News, Calendar, Links to 2 sites: \$1,000
- Website Upgrades: \$1,200 per website
- \$175/year for each site to have SSL Certificate installed and renewed annually (175 year X 3)
- Annual Fee will remain the same for both sites, locked in rate with 4 year agreement

Please let me know if you have any questions.

Thanks,

Dylan Johnston
Account Manager - *Revize*
Office: +1 248-928-8045
Mobile: +1 248-894-9297
Fax: +1 866-346-8880
email: dylan@revize.com
revize.com
[Facebook](#) | [Twitter](#) | [LinkedIn](#) |

PUBLIC WORKS COMMITTEE*
ST JAMES TOWNSHIP, BEAVER ISLAND, CHARLEVOIX COUNTY, MICHIGAN
MEETING MINUTES FOR April 26, 2022 @ 12:30AM @ ST JAMES Governmental Center

Attendees: Joe Moore, Paul Cole, Vicky Fingerroot, Shelby Harris, Cynthia Pryor

Call to order, input on agenda, approve minutes of February 23, 2022 meeting.

DNR Building: Gerald will be opening up the Old DNR building this week – turning on heat and water for Lowell Eastman’s crew coming on island in May to finish up work on Marina.

Dark Sky Project: A resolution supporting the 2022 Beaver Island Dark Sky Awareness Week will be presented to the Township Board for adoption at its next meeting. Pryor volunteered to liaison with Dark Sky Committee to understand Township issues.

Campground Clean-up and Season opening by May 15, 2022. Items agreed upon:

- Moore to post the position of Campground Host and to fill that position.
- Two workers will be contracted to clean up the campground for seasonal opening.
- Township will order and purchase necessary equipment for campground

Gillespie Park Update Possibilities: Stairway, Parking Lot Entrance and Sewer Drains issues need to be looked at by Performance Engineering staff regarding safety and reworking. Moore has already made contact. Harris will get with Darell to determine where all the beach equipment is stored. Need to get with Dave Schwartzfisher to rake beach.

Motion to remove Spring Toys, Hexagon Pen: Cole made a motion to remove the Spring Toys, bases and wooden hexagon pen for safety reasons. Fingerroot seconded. All in favor. Motion passed. Moore will look into hiring someone to remove.

Font Lake Parking: Cole and Fingerroot are invited to attend a joint Port St. James Association and St. James Township meeting May 4th at the Township Hall. This issue will be one item of the agenda.

Meeting Adjourned: 1:30 pm **Next meeting:** May 18, 2022

*Public Works Committee established by Township Board on 12.7.2016. Current members: Supervisor Moore, Trustee Cole and Trustee Fineroot.

Gillespie Park Update Possibilities

Stairway: The stairway is of a safety concern with its design and location; steepness, openness to a fall and proximity to congested road and parking area.

- Fence/Close off the stair area
 - Entrance would be at the main parking lot but will need to be updated to a real entrance rather than just a water run off and where the pavement ends
 - Design? We don't want the front of the park to be an eye sore or to have kids tempted to crawl/climb on the enclosure
- Update the stair area
 - Find a design that is safer and more appealing to the eye
 - Close in stair way to make another parking spot updating the park entrance to the main parking lot

Parking Lot Entrance: Entrance to the beach from the main parking lot is difficult- where pavement ends to sand is more of an unlevel runoff to the exposed sewer drain than a pathway and rocks in the ground to block traffic from entering too close to the beach is a walking hazard.

- Level and make an actual safe pathway from the main parking lot to the sandy beach area- may need some updates to the sewer design
- Replace rocks in the ground with either a rock wall or split-rail fencing to allow for car blockage and safer passage to the beach

Sewer Drains: Update the drains to something more appealing and functional- one has rocks and gravel completely stopping access for run off, where the other is near the pathway to the beach from the main parking lot and creates unlevel ground and build up of sand. Both are raised sewer grates.

Spring Toys: The 2 remaining spring toys suggested to be removed due to safety concerns along with the 3 bases for the spring toys- one remains in the sand now.

- Replace with other playground equipment in the future?

Swings: Suggestion to update the younger children swings. A newer and safer swing set for younger beach goers.

Hexagon Pen: Remove hexagon pen/play area. Wood is starting to splint and discolor- unsightly and unsafe.

- Could use the space for another game perhaps?
 - 4 Corners
 - Spike Ball
 - Etc.
- Or a safer, enclosed place for younger beach goers to play?

Storage Shed: Suggestion for a shed to be erected for the seasonal storage of beach safety equipment.

- Buoys leaned against fence, emergency life preserver still on pole
 - Is township still interested in the purchase of the property below the Government Center/Next to the main parking lot?
 - Would be closer to keep volleyball net and other beach items

Handicap Parking Spaces: If we make the main pathway to the beach from the main parking lot, suggest to move the handicap parking spaces closer to the beach

**Beaver Island
Terrestrial Invasive Species Advisory Council**

BY-LAWS

1. Purpose: The Terrestrial Invasive Species (TIS) Advisory Council was established by the Townships to engage in the oversight of the Terrestrial Invasive Species (TIS) program in the Beaver Island Archipelago. The TIS program will follow all rules and guidelines as established by the St. James Township Terrestrial Invasive Species Ordinance and the Peaine Township Terrestrial Species Ordinance as established and approved by both Townships in 2020. The TIS Advisory Council will work to ensure the TIS Ordinances are fully enforced and ensure all means of guidance are provided to support the TIS program in the Beaver Island Archipelago.

2. Advisory Council Members: The TIS Advisory Council shall consist of at least two members from each Township along with the TIS Administrator and both Township Supervisors. The township members shall consist of one Township appointee each and at least one ad-hoc community volunteer from each Township. Other subject matter experts may be invited as members or to attend at the discretion of the TIS Advisory Council.

3. Governance: The selection of township appointees are at the discretion of each Township Supervisor. Each member appointed by the Township Supervisor shall have a term of two years and may be replaced at will or remain in continuance at the will of the Township Supervisor. The volunteer community members from each Township shall be approved at the discretion of the TIS Advisory Council. Upon a vacancy, the TIS Advisory Council members shall recommend new members to the TIS Advisory Council.

4. Chair: The TIS Administrator shall be the Chair of the TIS Advisory Council. The TIS Administrator shall call and chair all TIS Advisory Council meetings. The TIS Administrator shall provide an agenda for each meeting, take all minutes and communicate all TIS Advisory Council activities to all members of the TIS Advisory Council. The TIS Administrator shall bring all issues to the attention of the full Advisory Council in written format as they arise and seek guidance as needed.

The TIS Administrator shall also provide a monthly activity report to each of the Township Boards at their monthly Township Board Meetings. The TIS Administrator shall provide an Annual Report of all TIS activities and budget requirements at the end of each fiscal year for each Township.

5. Advisory Council Meetings: The TIS Advisory Council meetings will be held at least monthly during the months of May through September. Other meetings may be called at the discretion of the TIS administrator or at the request of one or more members of the Advisory Council. Meeting location, time and duration shall be at the discretion of the TIS Administrator accommodating the schedules of the members as needed.

6. Meeting Attendance: Members may attend either in person or via teleconference.

7. Voting: The meetings shall follow Robert's Rules of Order with a simple majority vote required for actions requiring a vote, including the addition of new members and/or amendments to By-Laws.

8. Financial Matters: The TIS Advisory Council shall assist the TIS Administrator in the determination of the disposition of funds available for the TIS program. Public contributions or donations to the TIS Program will be held by St. James Township as fiduciary. The TIS Administrator shall share all TIS program budgets with the Advisory Council and notify the committee if there is a perceived shortfall of funds in the Township Budgets. Any grants sought by the TIS Administrator shall be discussed and approved by the TIS Advisory Council. Any funds held by a Township for the purpose of supporting the TIS program shall be used through request from the TIS Administrator and as approved by the TIS Advisory Council.

9. Correspondence: Correspondence on matters requiring Advisory Council discussion or approval shall be communicated to all members via a full group email.

10. Effective Date of By-Laws: After approval by a simple majority of the TIS Advisory Council, the By-Laws shall be effective and shall be submitted to both Township Clerks. Amendments to these By-Laws shall be made and approved by simple majority of the TIS Advisory Council.

APPROVED BY THE TIS ADVISORY COUNCIL: _____ Date

Signed: _____ and _____
St. James Township Supervisor Peaine Township Supervisor

Campground Host for St. James Township Campground—draft 04192022

The St. James Township Board operates a campground in the township, and the plan for the operation of this campground includes the campground host to oversee and monitor the campground and its facilities.

The campground host will be providing the services with the goal of ensuring visitors a comfortable and enjoyable stay, based upon the rules of the campground, and enhance the quality of the visitor's outdoor recreational experience.

There will be a campground host available at the campground to help the campers complete reservations, collect fees, monitor safety, enforce campground rules, and maintain the campground in a clean and accessible condition. In exchange for the hosting work, the campground will provide the host with a campsite that is improved with no fees for camping during the season for the time the host is present in the campground. The campground host will be paid an hourly rate for any assigned work above and beyond the monitoring of the campground and reservation work, which is part of the agreement for the host.

Selection and Application Process

During the prime camping months of June, July, and August, the host will be available at the campground during the most common check in times, which includes the time after the arrival of the ferry, and a time established between the township supervisor and the host. Additional hosting times into the month of September or earlier in May will be the decision of the township board through the supervisor.

The applications for campground host may be accepted throughout the year.

- a. Applicants need to be at least 18 years old and Michigan residents as well as Beaver Island residents will be given priority.
- b. Applicants must submit a letter of interest to the township supervisor. This letter of interest should include contact information, previous work experience, and any comments that would recommend this person for the position. Letters of reference are also requested, but not required.
- c. Hosts may not be scheduled to relieve other paid employees on breaks or scheduled to perform job tasks normally assigned to paid employees, unless they agree to do the work and receive payment for the services provided.

Length of Service

All Campground Host schedules are assigned by the township supervisor based upon the needs of the campground.

The intent would be to schedule the campground host for no less than three consecutive weeks at a time.

Being a campground host is a privilege and as such requires a level of professionalism. A Host serves at the discretion of the township supervisor and may be terminated as the supervisor sees fit.

Scheduling

Being a campground host represents a major commitment of time. A minimum of 30 hours per person, per week is to be contributed by the campground host. There may be times that this period may extend for more hours during the busy season of the campground.

The times of campground host being on duty will be determined by the host and the supervisor. The hosts are required to provide services based on the campground's needs including weekends and holidays. On-duty and off-duty hours should be posted in a visible location at the host campsite.

Time off and changes in the schedule will have to be cleared by the supervisor.

Uniforms

There is no specific uniform requirement for the St. James Township Campground Host. There should, however, be a name tag worn on the outer garment by the host identifying him/her as the host of the campground owned by St. James Township.

Visitors to the Host's Campsite

Guest visits and lengths of stay must not interfere with the host's duties. The only people who may reside on the host campsite for more than 3 days are those on the application for employment.

Duties

Campground host's duties include assisting and directing visitors to a campsite, explaining camping fees, assisting with camping activities, supply visitors with information and similar tasks. The reservations system online will most often be used by the visitors, and the host may need to help those that arrive without a reservation, complete the reservation and payments online.

In addition to the list above, the host will also be responsible for the following:

1. Checking all boundaries of the campground for safety while taking a daily tour of the campground..
2. Maintain the kiosk for the campground by posting notices of island activities and making certain that the campground rules are available and readable in the kiosk.
3. Help the campers learn about and use any recycle cans at the campground, make certain that the cans are in good clean condition, and remove any items to the transfer station as needed.
4. Create and/or update the local services directory such as:
 - a. Points or places of interest in and around the park as well as on the island.
 - b. Locations of faith-based organizations and times of services.
 - c. Provide information about where to get island maps and local phone numbers.
 - d. Provide information about where and how to get medical help if needed.
 - e. Suggest emergency conditions should be activated by calling 911.
 - f. Suggest where to get weather information.

- g. Determine and inform campers of the emergency evacuation plan for the area of the campground.
- 5. Compile the history of the campground, natural and cultural resources and other recreational activities on the island.
- 6. The campground host will also be responsible for collecting the garbage from the campsites and placing such in the recycle cans or in green bags provided by the township. The host will also be responsible for taking the trash and recyclables to the transfer station.

The campground host will be the supervisor of all activities in the campground, and be responsible for notifying visitors and campers the rules of the park. The host will be the primary enforcer of these rules, and will attempt to maintain the quiet hours from 11 p.m. until 6 a.m. each night.

The campground host will have the authority to contact law enforcement, fire department, or local EMS if a camper requests this kind of help or if any condition warrants the need for such.

In exchange for completion of the above mentioned activities, the campground host will receive rent free camping on the campground host campsite, as well as no fee for the electricity for the host's campsite.

Any additional work requested of the campground host will be paid after approval of the township supervisor at the rate of \$22-25.00 per hour, as determined by the host and the supervisor.

draft 04/19/2022

ST. JAMES TOWNSHIP, BEAVER ISLAND

RESOLUTION # _____ of _____

Recognition of the 2022 Beaver Island Dark Sky Awareness Week

WHEREAS, the St. James Township Board has previously recognized that the night sky is a part of the cultural, education, and scientific heritage of all humanity, to be preserved and protected; and

WHEREAS, the night sky represents an important natural resource that positively contributes to the health and quality of life for residents, visitors, and wildlife in Northern Lake Michigan; and

WHEREAS, Beaver Island has over 12,000 acres of publicly held lands which present pristine, undiluted night sky viewing opportunities; and

WHEREAS, the month of July has the highest visibility to view dark skies, making it a great opportunity to support and recognize all the viewing opportunities that the publicly held lands have to offer; and

WHEREAS, the St. James Township Board acknowledges that the preservation and protection of the night sky shall include, but not be limited to, ongoing promotion and education of the night sky and awareness about the growing problem of light pollution.

NOW THEREFORE, BE IT RESOLVED that the St. James Township legislative body recognizes the week of July 22, 2022 through July 31, 2022 as 2022 Beaver Island Dark Sky Awareness Week in order to further St. James Township's objective to preserve and promote the night sky.

NOW THEREFORE, BE IT FURTHER RESOLVED, that the St. James Township Board will continue to support the creation of a dark sky sanctuary on Beaver Island that includes certain designated sites on publicly held lands.

March 25, 2022

Mr. Joseph Moore, Township Supervisor
St. James Township
P. O. Box 85
Beaver Island, MI 49782

Dear Mr. Moore,

I'm writing to express my keen interest in being campground host at St. James Township Campground!

In the past two years, I've spent two months on Beaver Island, virtually all of it camping in a tent at this wonderful campground. That included three weeks in September 2020, when a friend mentioned a trip there and I went also; that led to involvement with the Beaver Island Dark Sky Sanctuary project. That stint led to a return to Beaver Island in late June 2021, with the BIDSS group arranging for lodging and other amenities for an astrophotography workshop conducted by an astronomy acquaintance of mine, and followed by my presentation of public programs and viewing events as well as some surveying of the proposed Sanctuary through the beginning of August 2021.

I retired in January of this year, and have nearly unlimited availability – even serving the entire season as campground host would be fine, and I would be very happy to do so! My work experience includes news and other broadcast work in Ohio and Louisiana, being managing or executive director for two historic 1400-seat Ohio theatres, finishing with stints as Network Services Director for Radio Sound Network (Cleveland Cavaliers, Browns, and Indians, Cincinnati Reds and Bengals, Pittsburgh Penguins. Ohio State and Ohio University sports, and other regional networks) and Broadcast Engineer for the Ohio Broadcast Educational Media Commission, serving as a central hub for all PBS TV programming in the state.

Personally, I've enjoyed performing and attending live music and theatre productions, even directing workshops and a handful of shows over the years. Professionally, I served on grant panels with the Ohio Arts Council, and as board member and President of the Ohio Arts Presenters Network during my time in theatre administration. I also like the outdoors, including camping, kayaking, hiking, snorkeling, and enjoying the night sky (one of the things that first called Beaver Island to my attention, back in 2012). I've been known in Columbus over the past decade (on hiatus due to the pandemic) for presenting astronomy in public spaces, from festivals, music venues, and restaurants to random spots on a busy sidewalk. The Columbus Astronomical Society recognized my outstanding outreach efforts by presenting me the Bud Stewart Outreach Award, given only occasionally for merit.

All these things, I believe, would help make me a great campground host for you. In addition, due to my time there, I have kayaked to Garden Island; on a separate trip, took the "Resolute" with Captain Mike Weede there and hiked from the North side to the main southern harbor there; snorkeled the *Bessie Smith* wreck, and kayaked much of the accessible perimeter of the island, although not the entire Water Trail! I am comfortable writing, organizing and managing the Campground Kiosk, with years of promotion and information work under my belt. I'm fine with "meet and greet" and understand the importance of being available to campers even outside posted duty hours (I will obtain a Verizon phone for use on the island – my carrier is not much good there!). I'm organized and comfortable with handling reservations and payments. I am comfortable with conveying camp rules and being the primary enforcement of those rules. I'm physically in good health, and able to conduct duties like trash removal, pickup, transfer station duties and the like with no issues. In case it matters, I'm also vaxxed and double-boosted in light of the recent pandemic.

I've considered being a camp host previously, but personal work and family commitments did not allow follow-through. Now, it's just me and my very laid-back small dog, Otis. I will be happy to provide personal references and letters, and more information about previous employment if you wish to contact those organizations to verify.

Finally, here is my contact information:

Anthony J. "Tony" Miller
1414 Fair Ave 1C
Columbus, OH 43205
Mobile: 513-886-8958
skygawker@hotmail.com

I will keep my eye out for the finalized job description and listing, as I am working from the first draft dated March 28 of this year.

Mr. Moore, thank you for your consideration. I appreciate it very much, and hope we are able to talk in more detail soon regarding the campground host position!

Sincerely,

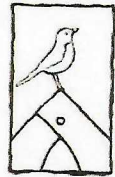
Anthony J. Miller



802-685-7974

21 Fork Road Montpelier, VT 05602

6335 VT Rt 113, Vershire, VT 05079



Structure with Soul

timberhomesvermont.com

Item:	Price:
TimberHomes Classic Kiosk	\$2,600
Addition of Signboard Cover	\$365
Stain signboard- \$50 per side	\$100
Addition of Location Sign	\$225
Packing and Shipping to Charlevoix, MI	\$1,550
Total	\$4,840

Anticipated Delivery: **Spring/Summer 2022** Please expect 8-12 weeks for completion of product depending upon seasonal demand

If units are picked up, delivery fee will be deducted from total.

Balance due upon receipt. Client is responsible for all and any state taxes due. Quoted price good for 30 days. Interest shall accrue on the outstanding balance of principal at the rate of seven percent (7 %) from the date of receiving the product if not paid in full within 45 days.

By signing, client acknowledges that they have read the "Nature of Wood" tab at www.timberhomesllc.com. By signing below, client is committing to paying the above total in full under the terms specified within this contract; that the above specifications are in order; and that TimberHomes is authorized to proceed with production.

Joseph Moore
Name/Organization

2/23/22
Date

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.

CHARLEVOIX COUNTY ROAD COMMISSION

2022 Dust Control Bid Tabulations

February 18, 2022

38 % CALCIUM CHLORIDE			
LOCATION	D & J BOWEN DUST CONTROL	LIQUID CALCIUM CHLORIDE	MICHIGAN CHLORIDE SALES
	Price Per Gallon	Price Per Gallon	Price Per Gallon
Continuous Appl. (B.C.)	-	\$0.72	No Bid
Continuous Appl. (Ironton)	-	\$0.72	No Bid
Spot Application (B.C.)	-	-	No Bid
Spot Application (Ironton)	-	-	No Bid
Beaver Island Cont. Appl.	-	\$1.08	No Bid
Beaver Island Spot Appl.	-	\$1.08	No Bid
26% MINERAL BRINE			
Delivered to Contractor supplied storage tanker at Boyne City Garage	\$0.25	-	No Bid
Delivered to Contractor supplied storage tanker at Ironton Garage	\$0.25	-	No Bid
Continuous Appl. (B.C.)	\$0.31	-	No Bid
Continuous Appl. (Ironton)	\$0.31	-	No Bid
Spot Application (B.C.)	-	-	No Bid
Spot Application (Ironton)	-	-	No Bid
Beaver Island Cont. Appl.	-	-	No Bid
Beaver Island Spot Appl.	-	-	No Bid
Bidder Notes			
Contact Names	Dave Bowen	Rodney Gerard	Karen Histed
Phone Number	(989) 654-4120 or (989) 654-9467	(989) 684-5860	(989) 681-3221
Fax Number		(989) 684-9953	(989) 681-3574

CHARLEVOIX COUNTY ROAD COMMISSION

2022 Beaver Island 23A Aggregate

Bid Tabulations

April 25, 2022

Provide all labor and equipment to produce and stockpile an estimated 30,000 tons of MDOT Specification 23A gravel at the French Bay Pit located on Beaver Island, Charlevoix County. Actual quantity may be reduced or increased from the proposed 30,000 tons. October 31, 2022 completion date.

Work Item	Quantity	Unit	Gillespie Entrprises, Inc.		Rieth-Riley Const. Company	
			Unit Price	Total Bid Price	Unit Price	Total Price
Mobilization	1	LSUM	\$ 30,000.00	\$ 30,000.00	\$ 142,000.00	\$ 142,000.00
23A MDOT Spec. Gravel	30,000	TONS	\$ 12.23	\$ 366,900.00	\$ 9.25	\$ 277,500.00
				\$ 396,900.00		
						\$ 419,500.00

Pat Harmon

From: Rod Gerard [rodgerard@gerardgroup.info]
Sent: Friday, April 29, 2022 9:14 AM
To: manager@chxroads.org
Subject: FW: Fuel Surcharge

Pat,

Enclosed letter from Beaver Island Boat Company. Our quoted round-trip Boat price for 2022 is \$1300.00 per round-trip. An 8% increase is \$104.00 additional per round trip. As you know we carry 4500 gallons per round trip, and the additional per gallon price for 4500 gallons will be \$.023 per gallon to cover the surcharge. If you have questions or need clarification please contact me.

Thanks
Rod Gerard, Operations Manager
Liquid Calcium Chloride Sales
2715 S. Huron Road
Kawkawlin, Michigan 48631

From: Tim McQueer <TMcQueer@BIBCO.com>
Sent: Wednesday, April 27, 2022 10:00 AM
Subject: Fuel Surcharge

To our valued customers:

We at BIBCO have done our absolute BEST to shield you, our customer, from the high prices of fuel. However, due to unanticipated historically high fuel prices we find it necessary to implement a fuel Surcharge.

As you are aware, the cost of all fuel has skyrocketed since the beginning of the year. We established our fares for the 2022 season in 2021 and did not predict such an enormous increase. Passenger and vehicle prices have remained the same for 7 years thanks to operating assistance from the State and cost savings measures by our employees, unfortunately these are not enough to offset an increase in fuel pricing of over 118% from 2021 prices.

Effective as of May 1, 2022 a fuel surcharge on services will be implemented. The fuel surcharge will be \$2.25 each way per passengers, \$8.50 per vehicle each way, 8% increase to non-standard vehicles and an 8% increase in freight.

We know you understand the challenges of high fuel prices and the effect they have had on our operation. It is our intent to continue to provide you with quality service at a fair price and we regret any inconvenience that this surcharge may cause. If fuel price levels drop significantly we will work to reduce or eliminate the surcharge. Should you have any questions please feel free to contact us.

Ride the Boat!



33280 East Side Dr.
PO Box 375
Beaver Island, MI 49782
Phone: 231-448-2074 Fax: 231-448-2047

PROPOSAL

St. James Twp
37830 Kings Hwy

Beaver Island MI 49782

Date	Proposal #
4/22/22	7522

Description	Cost
Remove 50 sq shingles at old sheriff sub station	
Install new drip edge, ice water underlayment and synthetic underlayment	
Install new 25 sq lifetime asphalt shingles	
Removal of solar panel and disposal	1,000.00
Materials, Labor and disposal	22,500.00
Note: Price does not include any repair to roof decking.	
Page 2 Subtotal:	-
Page 3 Subtotal:	-
Page 4 Subtotal:	-
TOTAL	\$ 23,500.00
Payment	Amount
TOTAL	\$ -

Conditions of Agreement

All material is guaranteed to be as specified. All work will be completed in a workmanlike manner according to standard practices. Any alteration or deviation from specifications above involving extra costs will be executed only upon written orders, and will be an extra charge over and above the estimate. All agreement is contingent upon strikes, accidents or delays beyond our control. This proposal is subject to acceptance within 30 days of the proposal date and is void thereafter at the option of KM Contractors, LLC.

Acceptance of Proposal

The above prices and specifications are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

ACCEPTED: Signature

Date

Customer

ACCEPTED: Signature

Date

KM Contractors, LLC