

ST JAMES TOWNSHIP, BEAVER ISLAND, CHARLEVOIX COUNTY, MICHIGAN

Regular Meeting Agenda for July 13, 2022

5:30PM @ ST JAMES TOWNSHIP HALL

APPROX.TIME	AGENDA ITEM
5:30	<p><b>Welcome:</b> Call to Order, Pledge of Allegiance, Review Agenda</p> <p><b>Minutes:</b> Review/Revise &amp; Approve June 8, 2022 Meeting Minutes; Special Meetings: June 30<sup>th</sup> and July 6, 2022</p> <p>Accept Joe Moore's Resignation as Supervisor: Thank You Joe for your time served!</p> <p><b>Finance Report:</b></p> <ul style="list-style-type: none"><li>• Review Monthly Finance Report</li><li>• Review Standard Budget Report &amp; Approve Payments</li></ul> <p><b>Correspondence/Updates/Committee Reports</b></p> <ul style="list-style-type: none"><li>• Public Works Committee<ul style="list-style-type: none"><li>Approve addition cost for Plow \$600.00</li></ul></li><li>• Marina<ul style="list-style-type: none"><li>Approve Skye Marsh - \$17/hr</li><li>Approve content in DNR garage to be removed</li><li>Working on a WIFI plan to eliminate TDS</li></ul></li><li>• TIS – quick update –(Shelby)</li><li>• Natural Resources Trust Fund – Karnes (Kitty)</li><li>• Approve Interim Supervisor – Roberta Welke</li><li>• <b>Other Business: Board Comments, Public Comments, Adjourn</b></li></ul>

**Draft Minutes of June 8, 2022 Regular St. James Board Meeting**  
St James Township Hall | 37735 Michigan Ave. | Beaver Island, MI | 5:30 pm

**Present**

Moore, Fingeroot, Gillespie, Cole, McDonough

**Absent**

none

**General**

Supervisor Moore called to order a regular meeting of the St. James Township Board at 5:30 pm on June 8, 2022.

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

- Post for Planning Commission Position
- Marina adding two new employees
- Marina Phones
- BIHS Report

**Approval of Minutes**

**Moved** by McDonough, supported by Fingeroot to approve May 11, 2022 Regular Meeting with a revision replacing "allow" with "consider" regarding the sculpture piece that was requested to be placed in LaFreniere Park.

**Motion Carried- Unanimous**

**Moved** by McDonough, supported by Gillespie to approve May 25, 2022 Special Meeting Minutes with retraction of the approval of maintenance vehicle upon further research.

**Motion Carried- Unanimous**

**Moved** by Cole, supported by Fingeroot to approve June 3, 2022 Special Meeting Minutes.

**Motion Carried- Unanimous**

**Finance Report**

**Moved** by McDonough, supported by Gillespie to approve the Financial Reports and Payments of Bills presented by Clerk.

**Motion Carried- Unanimous**

**Moved** by McDonough, supported by Gillespie to approve to pay Pam Chapman and Yvonne Crandall \$5,000 upon completion for painting the crosswalks.

**Motion Carried-Unanimous**

### **Other Action Items**

**Moved** by McDonough, supported by Cole to hire Wyatt Youman to cover sewer duty when regular Maintenance Person is off Island. Pay one hour per day at \$25/hour.

**Motion Carried-Unanimous**

**Moved** by McDonough, supported by Cole to provide Heidi Vigil with an increase mileage to \$1/mile.

**Motion Carried-Unanimous**

**Moved** by McDonough, supported by Cole to approve the use of the DNR building for Marina employees with rent at \$200/month plus utilities.

**Motion Carried-Unanimous**

**Moved** by Cole, supported by Fingeroot to authorize the purchase of a utility trailer for \$1,400.

**Motion Carried-Unanimous**

**Moved** by McDonough, supported by Gillespie to approve the hiring of two new employees for Marina. George Broder-part time at \$17/hour and Violet Martin starting part time at \$17/hour.

**Motion Carried-Unanimous**

### **Public Comment**

None

### **Board Comment**

Cole inquired about the status of the Farmers Market and any potential locations.

**Moved** by McDonough, supported by Gillespie to adjourn at pm.6:45pm.

**Motion Carried-Unanimous**

Submitted by:

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

**Draft Minutes of June 30, 2022 Special St. James Board Meeting**  
BI Community Center | 22615 Main Street | Beaver Island, MI | 9:30 am

**Present**

Fingerroot, Cole, McDonough, Gillespie

**Absent**

Moore

Treasurer McDonough called the meeting was called to order at 9:30 am on June 30, 2022.

**Moved** by Cole, supported by Fingerroot to approve up to \$34,000 for purchase of a maintenance truck and up to \$6,000 for a straight plow.

**Motion Carried-Unanimous**

**Moved** by Fingerroot, supported by Cole to approve the appointment of Juli Runberg to the St. James Planning Commission.

**Motion Carried-Unanimous**

**Moved** by Cole, supported by Fingerroot to approve Cobra Health Insurance for June and July up to \$400 for each of these months for SJT Maintenance Person, Joel Meintsma.

**Motion Carried-Unanimous**

**Moved** by Cole, supported by Gillespie to approve putting Township Maintenance Person, Joel Meintsma, on salary at the rate of \$62,000/year plus health insurance to be revisited in two months. This will begin June 25, 2022.

**Motion Carried-Unanimous**

**Moved** by McDonough, supported by Cole, regarding the Artaza Case, to approve recommendations of the mediation team of the BI Airport Commission and the two townships approve the agreement and authorize the Chair and Secretary of the Airport Commission and the Supervisors and the Clerks of the respective Townships to execute the agreement as well as authorize Karrie A. Zeits and Stephanie Ward to complete all paperwork to finalize the Agreement.

**Motion Carried-Unanimous**

**Moved** by Cole, supported by Fingerroot to approve BI Airport Commission recommendation to raise the gas price for airline fuel by \$1.00.

**Motion Carried-Unanimous**

**Moved** by Cole, supported by McDonough to approve funds for off-island continued training (working to become a Lead for 4<sup>th</sup> of July fireworks) for Rob Coffel.

**Motion Carried-Unanimous**

**Moved** by Cole, supported by McDonough to approve funds from the Sewer and Marina Funds of \$1,200 each for Darrell Butler as an exit bonus.

**Motion Carried-Unanimous**

**Public Comment**

None

**Board Comment**

None

**Moved** by Cole, supported by McDonough to adjourn at 10:35 am.

**Motion Carried-Unanimous**

Submitted by

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

**Draft Minutes of July 6, 2022 Special St. James Board Meeting**  
St James Township Hall | 37735 Michigan Ave. | Beaver Island, MI | 9:30 am

**Present**

McDonough, Gillespie  
Fingerroot, Cole via phone

**Absent**

Moore

Treasurer McDonough called the meeting was called to order at 9:34 am on July 6, 2022.

Kitty McNamara presented information for potential purchase of 2 parcels, Lot #52 & 53 of the Karnes Harbor Property currently listed for sale. This property is adjacent to the Jewell Gillespie Public Beach.

A committee will potentially be formed to gather all necessary information, including funding sources, regarding this purchase by St. James Township. This will be discussed at the next SJT Regular Board meeting on July 13<sup>th</sup>.

Ed Wojan presented information to the board about specifics of these lots and spoke regarding the sellers' position on the sale of these lots.

The meeting was adjourned at 10:25am.

Submitted by

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

# ACCOUNTS

⋮

General Fund \*\*0156

⋮

Available Balance

\$150,633.45

Transactions Pending

Street and Road \*\*0585

⋮

Available Balance

\$375,874.89

Current Balance

\$375,874.89

Municipal Yacht Dock \*\*1609

⋮

Available Balance

\$200,903.21

Transactions Pending

Sewer Use Fund \*\*0596

⋮

Available Balance

\$25,061.47

Current Balance

\$25,061.47

Sewer Capital Improvement \*\*3250

⋮

Available Balance

\$17,094.33

Current Balance

\$17,094.33

Lighthouse Fund \*\*1972

⋮

Available Balance

\$5,441.89

Current Balance

\$5,441.89

Trust and Agency \*\*0167

⋮

Available Balance

\$6,315.16

Current Balance

\$6,315.16

State Revenue Holding \*\*1135

⋮

Available Balance

\$77.59

Transactions Pending

Reserve Account \*\*6449

⋮

Available Balance

\$75,047.89

Current Balance

\$75,047.89

TIS \*\*1245

⋮

Available Balance

\$488.62

Current Balance

\$488.62

## ASSET SUMMARY



Last Year!

## St James Township, Beaver Island MI

### Board Finance Report for July 7, 2021 Meeting

Fiscal Year 21 (April 1, 2021 – March 31, 2022)

Balances as of June 28, 2021

#### Charlevoix State Bank Account Balances

Account	This Month June 28, 2021	Last Report May 26, 2021	Last Year June 30, 2020
General Fund	\$457,251.82	\$404,585.27	\$282,018.19
Street & Road	\$312,018.05	\$313,351.84	\$223,526.43
BI Municipal Dock	\$128,363.34	\$219,435.83	\$10,768.98
Sewer Use	\$17,958.56	\$17,297.01	\$22,049.52
Sewer Capital Improvement	\$7,081.99	\$7,081.99	\$15,072.88
Lighthouse	\$5,585.93	\$5,585.46	\$4,863.55

#### Account Notes

Account	Monthly Highlights
General Fund:	<i>The majority of this revenue is from property taxes. This fund has received \$100,000.00 as a reimbursement the Waterways Commission grant which has arrived; this amount was loaned for cash-flow purposes to complete the fuel pier and electrical work at the municipal marinas. Expect the general fund expenditures to be increased by up to \$15,000 for expenditures related to campground project. Also expect expenditures for improvements at Harbor View Park to match and take advantage of Charlevoix County Parks Grant of \$10,000. From this fund the board approved an expenditure of \$12,500 for federal broadband grant and local fiber plan and \$8,000 for broadband pools of service project.</i>
Street & Road:	<i>Basic monthly expenditures. All revenue for this fund comes from millage levied annually in December. Expect to spend money approximately \$19,000 soon for Maple Street resurfacing and two road shoulder parking projects. Also, expect to see expenditure of approximately \$9,000 for cement work for boat trailer and vehicle parking across from marina north.</i>
Municipal Dock:	<i>This fund transferred \$100,000.00 as a reimbursement to the GF as the Waterways Commission grant has arrived; this amount was loaned for cash-flow purposes to complete the fuel pier and electrical work at the municipal marinas. An additional \$67,000 from the Waterways Commission Grant will remain in this fund for the township share of marina improvement projects. Much of seasonal slip money is in. The JAW Foundation continues to provide extensive funding for improvements and fuel at the north dock.</i>
Sewer Use:	<i>This fund does not receive tax dollars. All sewer users continue to pay in a timely manner. Annual sewer study to be completed soon and new rates went into effect in January. Good news here, this year the historic borrowing debt to the street and road fund will be paid off as will the CSB historic loan. This means funds can then begin accumulating for improvements to the system.</i>
Sewer Capital Improvement:	<i>This fund does not receive tax dollars. This fund is set up to save money for capital improvement projects related to the sanitary sewer.</i>
Lighthouse:	<i>This fund is set up to save money for improvements to the Whiskey Point Lighthouse. Need to assess painting tower in 2021.</i>
<b>Other Monthly Notes:</b> <i>I have added a second page to this report which gives board members a snapshot of Charlevoix State Bank funds and an asset summary. Summer Tax bills have been sent out – these are primarily the 6 mills of State Education Tax Levy that all property owners in MI pay.</i>	



July 7, 2022

St. James Township Trustees  
37830 Kings Highway  
Beaver Island, MI 49782

**Re: Letter of Interest - Pending Township Supervisor Vacancy**

Dear Trustees:

It is my understanding that the current St. James Township Supervisor (SJTS) is resigning his position effective Monday, July 11, 2022. I am interested in being considered for appointment to this position for the remainder of the unexpired term.

You may know that I have submitted my application and nominating petition for the SJTS position as part of the ballot on November 8, 2022. This action demonstrates my interest in the position. I believe I have many of the necessary qualifications and competencies to succeed in this position. The enclosed candidate flyer describes many of my qualifications and interests.

I am free to meet with you to review my credentials as you consider the appointment of candidates for this position.

Thank you for any consideration,



Roberta (Bobbi) Welke



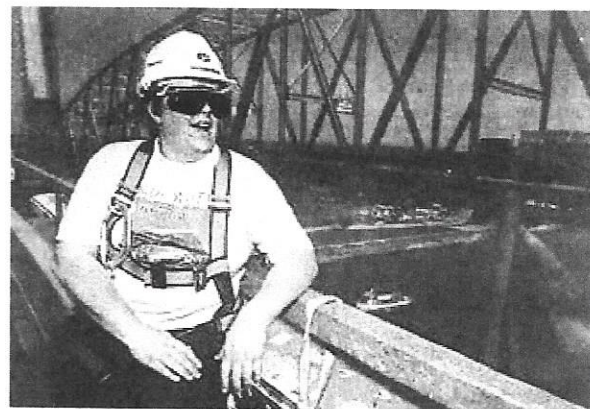
# **Roberta (Bobbi) Welke**

## **Candidate for St. James Township Supervisor position – July 13, 2022**

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**Select a bridge builder to help the township achieve foundational goals:**

- Being transparent and fiscally responsible
- Implementing the updated master plan
- Getting the right things done - with accountability



### **Bridging Beaver Island**

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A life-long visitor to the Island with a family home since in 1959, a homeowner since 1997, and now a permanent resident.

### **Bridging Life and Work**

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Bobbi is the daughter of the late Bob and Sue Welke. She has six siblings and, along with 43 other descendants of Bob and Sue, all of them hang out on Beaver Island now and then. In case you want to know, Paul Welke is Bobbi's cousin. Six of Bob and Sue's seven kids have a home on the Island.

A civil engineer, Bobbi worked 31 years for the Michigan Department of Transportation. In the mid-1990's she managed the design and construction phases of the Second Blue Water Bridge connecting Port Huron, MI to Point Edward/Sarnia, ONT. The U.S. portion cost \$42 million and the project was completed on time and on budget.

In the last 17 years of Bobbi's career, she worked as Michigan's Southwest Region Engineer responsible for MDOT work in Michigan's nine southwest counties. During this assignment Bobbi was responsible for over 360 employees and annual budgets over \$100 million.

### **Contact me at:**

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37850 Michigan Ave., PO Box 356  
Beaver Island, MI 49782  
welkebobbi1@gmail.com

### **Bridging Township Role**

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Knowledgeable about local township issues

Leader, manager, communicator  
Consensus builder

### **Bridging Island Connections**

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**Holy Cross Catholic Church:**

Treasurer of the Finance Committee  
Treasurer and Secretary of the Building Committee

**Beaver Island Historical Society:**  
Trustee and Treasurer

**Beaver Island Performing Arts Alliance:**

Board Member and Comptroller

**Northern Lake Michigan Islands Collaborative:**

Cultural Resources Committee Chair

**Amik Circle Society:**  
Member

### **Education**

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Masters in Engineering  
University of Michigan

Bachelors of Science in Civil Engineering  
Michigan State University



PREPARED BY K. McNAMARA FOR ST JAMES TOWNSHIP BOARD

**Possible Motion #2:** Recognizing that if the acquisition process is approved by the MNRTF, a 25% local match will be required amounting to approximately \$240,000; the board commits to arranging for a closed-

bid sale of 'Old DNR Property Harborside Parcel', the entirety of the proceeds to go towards this grant; further the board agrees to a commitment of up to \$50,000 from the existing special projects fund(ATT).