



Beaver Island
Michigan

Supervisor's Lens

Notes from St James Township Supervisor Kathleen McNamara

MARCH 1, 2018

VOLUME 3, NUMBER 3

SJTGC = St James
Township
Governmental
Center

SJTH = St James
Township Hall



Monday 3/5
9:00AM @ SJTGC
Finance
Committee
Meeting

Wednesday 3/7
5:00PM @ SJTGC
Public Works
Committee
Meeting

Wednesday 3/7
7:00PM @ SJTH
Regular Board
Meeting

Saturday 3/24
11:00AM @ SJTH
Budget Hearing and
Annual Meeting

Finance Report

The monthly finance report will be emailed early next week. The clerk will send you a copy of bills for payment and minutes of our last board meetings. The finance Committee is meeting on Monday, March 5, so I will send minutes out early next week.

Budget Planning for 2018-2019: At the last meeting you received a copy of the Draft St James Township General Fund 2017-19 Budget. This cover sheet document will be amended soon to include expenditures through the end of February, include a proposed final budget for the current year and an updated 2018-19 budget for adoption. At the February meeting you also received a 2018-19 Preliminary Budget Report by line item; I expect this will be very similar to the budget I propose for adoption – I may make slight changes as I review final current year activity.

As I mentioned earlier, The draft is a hybrid of presentation based upon completion of the current fiscal year (April 1, 2017 – March 31, 2018) accounting in Quick Books software and transitioning to the use of Pontem Software for the next fiscal year. I am planning on similar revenue and expenditures as the current year. I am also trying to estimate what amount of money the board may want to dedicate as “grant match” dollars.

Termination of Municipal Retirement System Plan: Please see the attached resolution which will be presented for approval. The termination of this plan is recommended because it is an outdated plan which is not necessary in the current age of Township government as all employees including board members are subject to inclusion in the federal social security system. The Municipal Retirement System is an antiquated plan that had been established during a time when township employees were not allowed to be a part of the social security system.

Charlevoix County Community Foundation (C3F) Check Presentation

Current C3F Trustees Carol Burton and Pete Plastrik will be on hand to present a check in the amount of \$5,250 for Development of St. James Township Recreation Plan. Attached is a related press release which will go out on Wednesday.



See you all
next week.

Don't
hesitate to
give me a
call or stop
in.

Kitty

Recreation Passport Grant Progress

Attached you will find a draft Recreation Passport Grant Timeline. The document spells out the work that needs to be accomplished in the next few weeks in order to get the grant application submitted on time. I would like to have the board approve the timeline, especially the date for a public input session.

As I mentioned in an earlier email, Aaron Nordman of Performance Engineers (Charlevoix) is working on grant ready campground site drawings and estimates to support our application. FYI – I sent the following request to 4 firms, from which Patrick and I selected Performance Engineers:

“St. James Township is seeking a planning firm to assist in application for MDNR recreation passport grant for campground improvement in the amount of \$185,000 for the cycle due April 1, 2018.

If you are interested and able to commit time in the next few weeks please respond to this email as soon as possible. And please answer these few questions.

How many grant-ready site drawing projects have you completed?

How many Campground plans have you done?

Do you have time to do the site plan work in the next few weeks including project estimates?

What would your fee be for completion of the site plan and estimate?”

Engineer Aaron Nordman will be on the Island next Tuesday for a site visit. If any board member would like to meet with him or go on the site visit, please feel free! At the meeting on Wednesday, Patrick and I will give an update on grant progress.

Beaver Island Airport Commission

Resolution Allowing Acceptance of Reimbursement from MDOT: See attached resolution allowing BIAC to accept reimbursement from MDOT for funds previously expended to purchase snow blower attachment for use at the Township Airport.

Commission Appointment: I recommend that the board appoint Elaine West as the St James Township at-lard member of the Airport Commission. Elaine has served on this board for several years and is an asset to the successful operation of the organization. Trustee Martin and I also serve on the commission.

Public Works Committee (PWC)

The PWC will meet on March 7, 2018 at 5:00pm. The committee will report to the full board at its March 7th meeting.

2018 MTA Annual Conference & Expo

Please check out this link: [MTA Annual Conference](#). This year's conference is conveniently located in Traverse City and runs from April 23 – April 26.