



Beaver Island
Michigan

Supervisor's Lens

Notes to Township Board Members from Supervisor Kathleen McNamara

MAY 31, 2018

VOLUME 3, NUMBER 6

SJTGC = St James
Township
Governmental
Center

SJTH= St James
Township Hall



Friday, June 1
2:00PM @ SJTGC
Public Works
Committee Meeting

Wednesday June 6
5:00PM @ SJTH
Regular Board
Meeting

Tuesday, June 5 @
7:00PM @ SJTH
Planning Commission
Meeting

Performance Report – BI Historical Society

Lori Taylor Blitz, director and Bobbi Welke, BIHS board member will be at our meeting to share a report of their organization's performance. I have forwarded you an electronic copy of the report; I think this might be a good format for requesting reports from other organizations who receive township tax dollars. Here is a link to the BIHS website: [Beaver Island Historical Society](#)

BI Cultural Arts Association – Approval to Apply for Gaming License

This agenda item is very simple; just adoption of a resolution verifying that the BI Cultural Arts Association is a nonprofit of record in our jurisdiction. This one-time verification allows the Association to apply for State of Michigan charitable gaming licenses.

Update on Zoning Permit Procedures

Per discussion at our last board meeting, Zoning Administrator Rick Speck has developed two documents: Development Plan Review and Checklist for Reviewing and Development Plan Review. He will share the draft documents with the Planning Commission at its June 5th meeting for discussion and revision. He will share the documents with us at our June 6th meeting. Additionally, Rick and I worked on a flow chart mapping the process for receipt of a zoning permit which we hope to have completed to share next week.

Update on Working Waterfronts Conference

I will take about 5 minutes to share some of what I learned at this national conference in Grand Rapids. I will share mostly what I learned that I think is important as we continue to research the marina project. Also of interest was information about the 'blue economy', which is basically all economic opportunities that are tied to water, specifically the Great Lakes and ocean coasts.

Waste Management Committee Discussion

I am attaching the one page, very old (1991) BI Waste Management Committee agreement document. I am also attaching a document developed by Peaine Township attorney a couple of years ago, suggesting changes in the structure after which the Peaine Township board decided they wished to form a Waste Management Authority. I do not think we need an authority, but I do think we need a major revision to the current agreement. I met with Supervisor Kohls

today and we discussed a couple of ideas. I would like to share this with the board and have our board discuss this and provide me with guidance about how to move forward.

Policy & Personnel Committee Report

- **Schedule of Wages (for action if possible)**
- **Full-time Employee Benefits Description (for discussion)**

Attached are copies of documents that Alice Belfy and I created to reflect current township practices, combined with data from other local municipalities. Please take the time to review both document. I think the Schedule of Wages is in a format that could be adopted by the board at the June meeting unless board members have serious concerns about any of it. The Full-time Employee Benefits may require more research and thought; there currently is no guiding document for employee benefits; the suggestions related to holidays, leave days and vacation days (for full time employees only) are similar to other local municipalities.

Update on Summer Maintenance Projects

I will give a more complete list of summer maintenance projects at the meeting; much has been accomplished, but much still needs to be done. I plan to contract with Nick Olson Construction for some very basic improvements at the Township Hall – replace bathroom floor and toilet, the ramp side exterior door and the rails on the ramp in preparation for expected increased traffic with the Smithsonian Exhibit.

Hiring of Seasonal Gardener for 2018 Season

We have three candidates for this position – Diane McDonough and I will interview on Friday, June 1st and make a recommendation at the June 6th meeting.

Approval of Fireworks Permit(s)

This is a simple resolution authorizing a fireworks permit for two properties on the south side of the harbor.

Resignation of Township Clerk

Unfortunately, Clerk Alice Belfy has decided to resign her position. Before the meeting on Wednesday I will look into and draft a tentative timeline for seeking a replacement for this position which will be filled by board appointment. As all of you know the clerk's job is very taxing and time consuming and requires specific finance, payroll and organizational skills.

Feel free to stop in or give me a call if you have any questions or want anything added to the agenda.

Kitty