



Beaver Island
Michigan

Supervisor's Lens

Notes to Township Board Members from Supervisor Kathleen McNamara

MARCH 2021

VOLUME 6, NUMBER 3

SJTGC = St James Township Governmental Center
SJTH = St James Township Hall



CHECK TWP WEB CALENDAR FOR MEETING LINKS

Tuesday March 2
@ 6:00PM via ZOOM
Planning Commission Meeting



Wednesday March 3 @ 5:30PM VIA ZOOM **Regular Board Meeting**

St James Township Board

THE MARCH BOARD MEETING, THE MARCH 24TH BUDGET HEARING AND ALL COMMITTEE MEETINGS WILL BE HELD VIA ZOOM BECAUSE OF THE CORONAVIRUS PANDEMIC

Finance

Included in this board packet is the draft monthly finance report, minutes from the rescheduled Finance Committee meeting (January 26) are attached. The clerk will send the monthly **Standard Budget Report** which shows adopted budget revenue and expenditure categories compared to what has been received and spent each month. The standard budget report reflects current expenditures compared to the budget as amended at the September 2, 2020 regular board meeting. The clerk will email a copy to board members. She will also forward a copy of the bills for payment – please contact her if you have questions about the bills.

At the March 3rd board meeting, we should adopt board salary resolutions. The resolutions I have drafted are based upon the following recommendation: that we maintain the salaries from last year with a cola increase of 1.3%. I will have the formal resolutions to approve at the meeting.

	2020	2021 Proposed
Supervisor	\$18,546	\$18,787
Treasurer	\$18,662	\$18,904
Clerk	\$17,529	\$17,756
Trustee	\$6,221	\$6,301

At the March 3rd board meeting, the board should consider passing the following finance related resolutions. This business has typically been handled at the Annual Meeting, which is no longer a township requirement and which we determined not to hold this year. Unless there are board members who have reason to change these, I would recommend that we continue this year with the following:

- Township Attorney- Young, Graham, & Wendling, P.C
- Township Auditor- Vredeveld Haefner LLC
- Township Insurance - Municipal Underwriters of MI
- Township Banking - Charlevoix State Bank
- Township Assessor - Amy Jenema, AD Assessing, Inc.
- Township Engineer – Performance Engineers

At our February 24 budget work session, the board discussed a document, **BUDGET NOTES FOR BOARD REVIEW**. The document included a first draft of an amended current year GF budget and proposed 21-22 budget along with notes and observations about the current fiscal health of the township. Based upon input from the board about items to include or exclude from the 21-22 budget, I have updated the document. At the March 3 meeting the board should let me know if there are other items of importance to be built into the budget. **A PUBLIC BUDGET HEARING WILL BE HELD ON MARCH 24, 2021 @ 5:30PM FOR THE PURPOSE OF SHARING THE BUDGET WITH THE PUBLIC.**

Wednesday
March 17 @
11:00AM via
ZOOM **Public
Works
Committee**



Thursday March
18 via ZOOM @
4:30PM BI
Telecommunications
Committee



Monday March
22 @ 1:00PM via
ZOOM **Finance
Committee
Meeting**



Wednesday
March 24 @
5:30PM @ SJTH
ZOOM
Budget Hearing



Campground Improvement Project

The township has finally received approval from the State of Michigan to bid out the Campground Improvement Project. Basically, the project consists of clearing and excavation, site prep and grading for a bathhouse/shower facility, sewer system and water system, construction of a bathhouse facility, sewer system and water system, limited concrete sidewalks, bike path and ADA walk, graveled drive, parking area and foot paths.

This project is funded by a MI DNR Recreation Passport Grant with township matching funds and will be overseen by the project's Prime Professional, Aaron Nordman of Performance Engineers, Inc. If any board member would like to see the plans, a copy is located in the conference room at the governmental center. Bids are due March 19, 2021.

Waste Management Committee

Based upon discussion at the budget work session, I propose that the board adopt the following resolutions to support their intention to spend general fund money on single stream recycling and large metal recycling.

- Resolved to allocate up to \$18,000.00 toward implementation of single stream recycling and authorize the supervisor to work with Peaine Township supervisor and the waste management committee to determine actual expenditure amount and implementation schedule.
- Resolved to allocate up to \$11,000.00 toward implementation of large metal recycling plan and authorize the supervisor to work with Peaine Township supervisor and the waste management committee chairperson to determine actual expenditure amount and implementation schedule.

Hiring of Terrestrial Invasive Species Administrator

As board members know, there were six good candidates for the position and all were interviewed via zoom by the interview committee (Peaine Township Supervisor Doug Tilly, Deputy Supervisor Cynthia Pryor and Pam Grassmick). The unanimous choice for the position is Shelby Harris, and she is very excited to take the position, pending township boards' approval of the hiring.

At the March 3 St James Township board meeting I will ask the board to approve the following motion: To hire Shelby Harris as the TIS Administrator at a rate of \$20.00 per hour and to authorize the supervisor to work with the Peaine Township supervisor to facilitate the employment process.

Shelby will be on the Island the week of March 22 to make initial contact and to get the 'lay of the land'. Her office will be in Diane's old office in the governmental center. Shelby will move to the island and begin her regular island work hours on April 12, 2021.

Designation of Social District

Based upon board discussion at the last two meetings, I am attaching a draft resolution allowing the township to set up a Social District that would include Commons Areas where alcoholic beverages could be consumed that were purchased from local bars and restaurants that had been permitted by the State to sell in that manner. I have also attached a draft map showing the Social District and the Commons Areas. I am going to share these documents with an email list of about 50 people to get some feedback about what others think about the idea. Planning Assistant, Dan Byers, is working on a plan for operation and maintenance of the social district and that will be shared prior to the March 3rd meeting.

Set Meeting Dates and Times for 2021-2022

Resolved that as of April 1, 2021 through March 2022, St James Township board shall meet on the First Wednesday of each month @ 5:30pm @ the Township Hall

Harbor View Park as Farmers' Market / Art Venue

There is interest in setting up an in-town venue for the farmers' market and art market. I would like the board to briefly discuss whether Harbor View Park might be a viable location.

County Millage Allocation

*At the February meeting, the board approved a resolution authorizing application to for 2021 **Charlevoix County Parks Millage Appropriation** for improvements to the Harbor View Park which houses the downtown public restrooms. This grant has been submitted.*



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