

St James Township
Regular Board Meeting

Date: 5/10/23

Time: 5:30 pm



APPROX. TIME	AGENDA ITEM
5:30 pm	Welcome: Call to order, Pledge of allegiance, Board/public input on agenda revisions
5:35 pm	Minutes: Review, revise, approve minutes of Regular Board Meeting of April 12, 2023, and Special Board Meeting of May 2, 2023.
5:40 pm	Public Comments for Agenda Item(s): (Limit of 2 minutes)
	<u>Finance and Administration</u>
	<ol style="list-style-type: none"> 1. Monthly Finance Report/Banking Status (Accept) 2. Regular payments as presented by the Clerk (Motion) 3. Special Payment Consideration (Motion) 4. Two Grant Applications (Motion for each) and one Grant support letter 5. Employment Agreements: Status/Approvals (Motion) 6. Waste Management Committee Member Appointment (Motion) 7. Assessment Audit update
	<u>Planning Commission and TIS Program</u>
	<ol style="list-style-type: none"> 1. Planning Commission 2. Admin Assistance Report 3. TIS Program Report
	<u>Public Works, Health, and Safety</u>
	<ol style="list-style-type: none"> 1. Maritime Resolve; Emergency Exercise Report 2. Township Roads/Other Infrastructure 3. Parks and Recreation
	<u>Strategic Planning Discussion</u>
	<ol style="list-style-type: none"> 1. PW presentation/Board discussion of 2023/2033 Strategic Plan (no action)
	Public Comments for General Purposes: (Limit of 2 minutes)
	Adjourn via a motion.

Monthly Finance Report

St James Township, Beaver Island MI
Township Board Financial Report for April 30, 2023
 Fiscal Year 23/24 (April 1, 2023 – March 31, 2024)

Charlevoix State Bank Account Balances and Revenues and Expense Report			
Account	Last Month 04/30/23	Previous Mo. 3/31/23	Last Year 04/30/22
General Fund	\$225,417.74	\$537,237.42	\$388,676.23
Municipal Dock	\$176,025.60	\$126,061.90	\$163,985.92
Sewer Use	\$39,500.54	\$34,079.04	\$19,299.92
Sewer Cap. Impr.*	\$17,107.17	\$17,107.17	\$17,090.07
Street & Road	\$319,058.02	\$309,847.68	\$383,234.38
Campground	\$9,652.75	\$5,957.55	NA
Lighthouse	\$5,448.55	\$5,447.43	\$5,440.98
Restricted/Grants	\$162,759.06	NA	NA
Reserve*	\$75,095.62	\$75,095.62	\$75,029.18

*The Sewer Capital Improvement and Reserve funds only reports quarterly, so the nearest quarter information is reported herein



Account Notes

Account	Monthly Highlights
General Fund:	The majority of this account's funds are from property taxes and state payments not involving the below accounts. Payroll remains the greatest expense for the township with greater hours worked during the summer months. 3/23/23: \$297,500 was moved to the to be created restricted account (for prop acc).
Municipal Dock:	This enterprise fund (no millage). \$22,011 will be owed for the e-UTV. Payroll costs are being reviewed.
Sewer Use:	This enterprise fund (no millage) does not receive tax dollars. Sewer users continue to pay in a timely manner.
Sewer Capital Improvement:	This enterprise fund (no millage) was set up to save money for capital improvement projects related to the sanitary sewer. Sewer improvements to be planned. A payment of \$7,415 was received for permit costs associated with connecting to the sewer; this payment was deposited in this account in May 2023.
Street & Road:	This millage-based account is stable; however, the every-three-year purchase of gravel (\$131,160 in 2022) will reduce any surpluses as will any township-based road improvement and we pay for dust control treatments. Some road improvements planned. Campground Rd low spot; plan for new parking lot at Govt Center. Begin planning Donegal Bay Rd Ph2. Other road work CCRC to design (Freesoil and Maple). In addition a review of downtown summer traffic operations and parking availability may result in capital improvements.
Restricted/Grants:	\$297,500 DNR Bldg sale was the source of this fund. On 4/22/23, \$134,748.94 was paid for the Masini Beach Lot.
Lighthouse:	This fund is set up to save money for improvements to the Whiskey Point Lighthouse. Funds come from 50% of the donations during summer tours sponsored by BIHS. Painting the tower needs to be assessed.

Other Monthly Notes: A second page is added to this report which gives board members a snapshot of Charlevoix State Bank funds on the day the snapshot was taken (not the end of the previous month).

Charlevoix State Bank
St James Township Account Status as of May 1, 2023

ACCOUNTS

General Fund **0156 Available Balance \$221,371.92 Transactions Pending	Trust and Agency **0167 Available Balance \$5,867.69 Current Balance \$5,867.69
Street and Road **0585 Available Balance \$319,058.02 Current Balance \$319,058.02	Sewer Use Fund **0596 Available Balance \$39,500.54 Current Balance \$39,500.54
State Revenue Holding **1135 Available Balance \$0.00 Transactions Pending	TIS **1245 Available Balance \$14,549.00 Current Balance \$14,549.00
Municipal Yacht Dock **1609 Available Balance \$178,420.82 Transactions Pending	Lighthouse Fund **1972 Available Balance \$5,448.55 Current Balance \$5,448.55
Special Revenue Fund - Re... **0497 Available Balance \$162,759.06 Current Balance \$162,759.06	Sewer Capital Improvement **3250 Available Balance \$17,107.17 Current Balance \$17,107.17
Reserve Account **6449 Available Balance \$75,095.62 Current Balance \$75,095.62	Campground **9771 Available Balance \$9,675.38 Transactions Pending

Finance and Administration Issues

Regular Payments as presented by the clerk (Motion to accept/approve)

Special Payment Consideration

1. Request to fund trail guide: \$2,500 (see following page) and litter pickup equipment: \$100
2. Two new picnic tables for campground (from campground fund)

Two Grant Applications/Contracting Approvals (Motions)

1. EDA/EGLE grant for Transfer Station/Recycling Center to add 30 hours to current grant for evaluation of operations with a focus on blight mitigation.
2. Grand Traverse Band grant to purchase cardiac monitor for EMS.

Finance and Administration Issues

Special Payment Consideration

1. Request to fund trail guide: \$2,500

RESTRICTED GRANTS BUDGET					
ACCT	BUDGET: ADOPTED 3/23/23 MATCHING FUNDS AND TEMP REIMBURSEMENTS FROM GF	PROPOSED 2023-2024	FUTURE AMENDMENT 2023-2024	FINAL MARCH 2023-2024	FIVE BUDGET BASED ON LINE ITEMS AND COST CENTER INFOR
ARPA Restricted Revenues/Expenses					
	America Rescue Plan Act Revenue	\$38,252.29			ARPA (for Covid needs) paid the township \$98,388.50 on 11/21/21 via a
850.010	Internet Pools of Service (Broadband Initiatives Expenses)	\$17,000.00			Expense approved via a motion at 10/11/22 Board meeting: \$16,500 pd as
850.020	Employee Retention	\$6,000.00			Expense approved via a motion at 10/11/22 Board meeting
	Equipment purchases	\$10,752.29			Equipment expenses
	Net Surplus American Rescue Plan Act Restrictio	\$4,500.00			This net surplus is available for FY23/24 covid-needs use.
Charlevoix County Community Foundation					
	Urgent Needs Grant for Emergency Exercise FY23/24 Expenses	\$7,500.00			2/23/23 Award: Exercise - Food, Cleaning, Stipends, Travel: Expense on April 29, 2023
	Environment and Land Use Grant for Educational Forest FY23/24 Expenses	\$4,000.00			3/11/23 Award: Enclosure Materials w/match the labor & equipment; Carry- Expense likely in May 2023
Parks and Recreation Restricted Revenues/Expenses					
Edward B. Wojan Park Acquisition					
870.000	Michigan Natural Resources Trust Fund	\$525,000.00			Awaiting legislative appropriation
	JA Woolham Foundation Match	\$200,000.00			Return additional \$20,000 offer to JA Woolham Foundation
	Township Match	\$150,000.00			GF from DNR Property Sale on 3/22/23
		\$875,000.00			
874.000	Capital Outlay - Property purchase	\$875,000.00			Escrow Process: Property Purchase Agreement of 7/31/23 purchase
Beach Property Acquisition					
Sale of DNR Property					
		\$297,500.00			Revenue (\$300,000 - \$2,500 in closing costs)
	Masini Beach	\$134,748.94			Restricted funds from Old DNR Property Sale
	EB Wojan (Karnes Property)	\$150,000.00			Restricted funds from Old DNR Property Sale
	Karnes Property Appraisal	\$4,000.00			Restricted funds from Old DNR Property Sale
	Total	\$288,748.94			
	Remaining Funds	\$8,751.06			
	Grant writing for EB Wojan Park	\$5,500.00			Remove same funds from GF: Parks & Rec: Prof & Contr Services
	Trail Guides	\$2,500.00			Recommend \$2,500 for printing trail guides as this is a Park & Rec Activity
	Remaining Funds	\$751.06			
Wojan/Gillespie Park Grant					
	DNR Passport Grant or MNRTF	TBD			Kitty McNamara to manage this contract/grant work
	Capital Outlay - Park Plan Work	TBD			Reimb of \$9,500 Master Plan activity; funds at GF: P&R Prof Serv & Cont
Waterways Commission					
	Dredging Grant	TBD			Kitty McNamara to advise on this work
	Deck Replacement Design Engineering	TBD			Kitty McNamara to advise on this work
Updates presented to the Board as of 5/10/23					

Finance and Administration Issues

Part-time and Part-time Seasonal at-will employment compensation/contract

1. John Blaney at \$25/hour for Part-time Sewer Assistant
2. Brandon Maudrie at \$5,000 for Contract as Dock Maintenance Assistant
3. Lonnie Allen at \$26/hour for Part-time Seasonal Cleaner at Docks and Other
4. Heidi Vigil at \$21/hour for Part-time Seasonal Parks Gardener
5. Seven Dock Attendants: Reference Motion Statement.

Waste Management Committee Member Appointment

Assessment Audit Update

Planning, Administrative, and TIS Activities

Planning Commission

Administrative Support

Terrestrial and Invasive Species

Public Works Activities

Beaver Island Maritime Resolve: Emergency Exercise

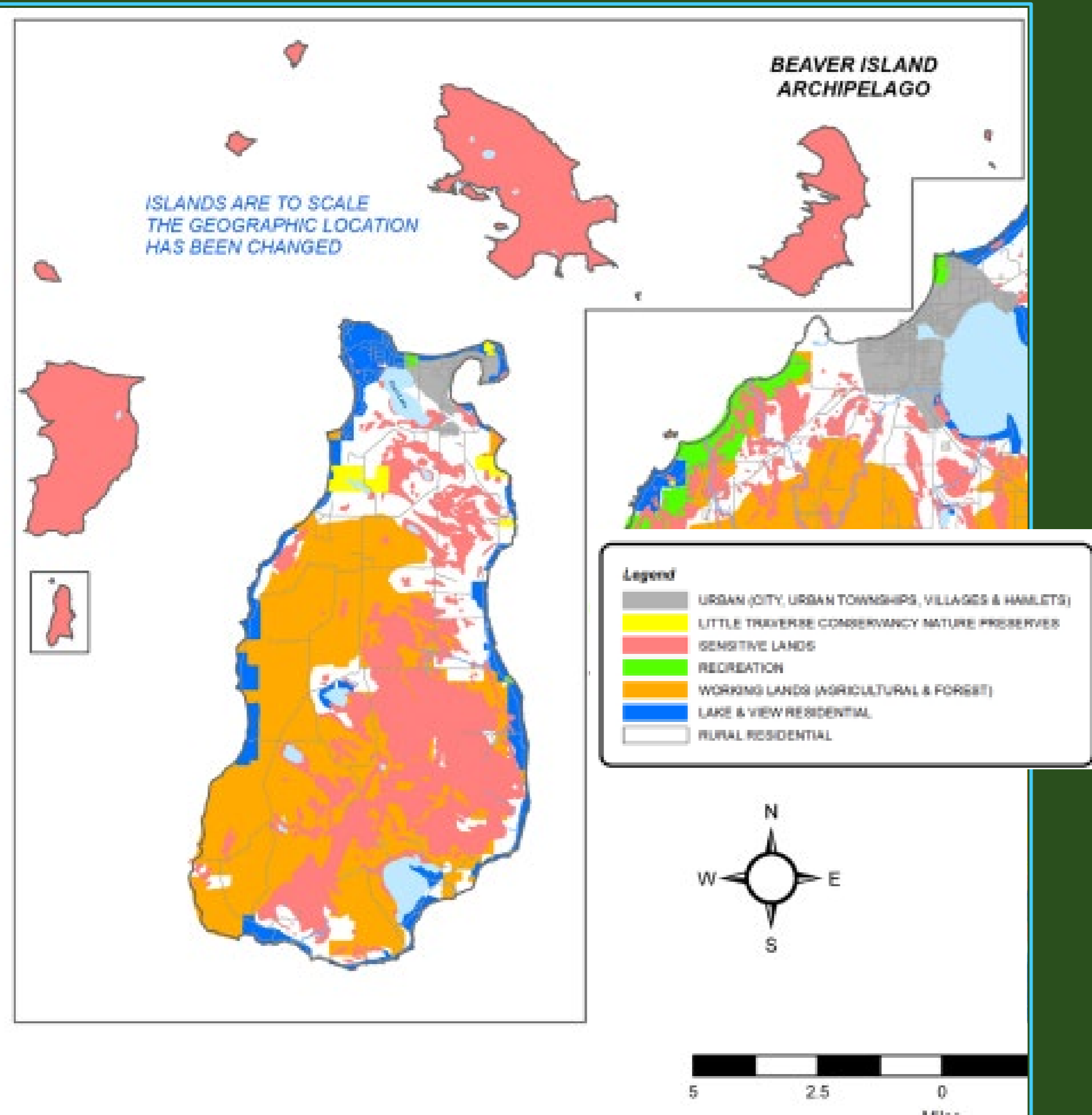
Township Roads/Other Infrastructure:

1. Plan for downtown traffic/parking
2. Plans for future Bike Path II, Govt Center Parking Lot, Free Soil Ave, Maple Ave
3. Dust control
4. Broadband: Pools of Service buildings equipment; FTTH
5. Housing: May 15 – Community Survey; June 15 – Community Housing Forum

Parks and Recreation:

1. Marinas: Marina North: Property east of buildings; Future dock plans
2. Campground: Completed concrete work/two new picnic tables
3. Electrical service at Ball Diamond
4. Charlevoix County Parks Grant/Plan

Strategic Planning Discussion: Public Works Committee Proposal



DRAFT 2023/2033 STRATEGIC PLAN DELIVERED THROUGH A MISSION, GOALS, AND ACTIONS PLAN

MISSION: Maintain and enhance the unique sense of place, including creating a safe walkable community and protecting unique natural features and open spaces that attracts people to St James Township and makes it a special place to visit and reside.

Strategic Planning Discussion: Public Works Committee Proposal

GOAL 1: Adopt and deliver on the Island Master Plan and Emergency Operations Plans as well as the Township's Capital Improvement Plan and Parks and Recreation Plan, ordinances, policies, plans, and initiatives that preserves, protects, maintains, and enhances the assets that create St. James Township's unique sense of place.

GOAL 2: Support and encourage economic development activities that create job growth, and enhances the Township's unique and vibrant character. This includes creating affordable housing options, supporting the establishment of fiber to the home, and improving the Island's energy efficiency.

GOAL 3: Use this strategic plan to fund the activities needed to accomplish this mission and achieve these goals and actions, including effective use of all revenues and grant funding opportunities.

Strategic Planning Discussion: Public Works Committee Proposal

SAFETY ACTIONS:

1. Work to keep hazard management plans and emergency operations plans relevant to the Island community.
2. Ensure medical and fire services are available.
3. Maximize traffic and parking opportunities in the downtown area.

Strategic Planning Discussion: Public Works Committee Proposal

RECREATION/NATURAL RESOURCES ACTIONS:

1. Support recreation that maximizes our unique natural resources including the development and operations of marine and land recreation, walking, biking, and ski trails, and opportunities for night sky recreation.
2. Ensure our natural resources are protected and enhanced with protection of threatened and endangered species, wildlife, sensitive natural communities, and continued Terrestrial Invasive Species control and avoidance of wood movement.
3. Continue and enhance efforts that protect, preserve, and enhance the Township's outstanding surface and groundwater quality.

Strategic Planning Discussion: Public Works Committee Proposal

COMMUNITY ACTIONS:

- 1. Support efforts to minimize blight and litter through waste management measures and ordinance enforcement, and other activities that reflect the character of the community.**
- 2. Coordinate plans, policies, and ordinances that create a range of housing options and affordability throughout the Township, with a focus on affordable, workforce, critical care worker, and senior housing.**
- 3. Support efforts to establish fiber to the home and improve the Island's energy efficiency.**

Public Comment – General (2 minutes/person)

Adjournment