



ST JAMES TOWNSHIP, BEAVER ISLAND, CHARLEVOIX COUNTY, MICHIGAN
SPECIAL BOARD MEETING AGENDA FOR OCTOBER 11, 2022, AT 5:30 PM
ST JAMES TOWNSHIP HALL

APPROX. TIME	AGENDA ITEM
5:30	Welcome: Call to order, Pledge of allegiance, Board/public input on agenda revisions
5:35	Minutes: Review, revise, approve minutes of Regular Board Meeting of September 14, 2022, and Special Board Meeting of September 28, 2022.
5:40	Finance and Administration Committee Report: <ol style="list-style-type: none">Review and discuss Monthly Finance Report/Banking Status (Handout)Review and discuss payments (motions are needed for each item), including:<ol style="list-style-type: none">Revisit the cost to purchase a Radar/Speed Trailer (\$2,900 approved); Updated cost is \$11,420 (which includes Shipping/Handling). BIHS to pay \$2,900. Peaine has yet to approve payment. Any payment from St James Township is to come from the Streets and Road fund.Broadband payments, based on previous township approval (in a prior FY), are now due. Motion to pay, from ARPA funds, the start-up cost of \$16,500 and the monthly cost of \$461/month (at most, more likely \$365/month) through this FY for a total of \$18,421. A motion is needed.The septic field's tanks need to be pumped at 10,000 to 12,000 gallons for a cost not to exceed \$8,000.Motion to approve \$1/mile mileage payment for all employees using personal vehicle for township business retroactive to 10/1/22. (Previous approval for two employees; would like same approval for all employees.)Recommendation to increase Shelby Harris to a 40-hour/week employee without benefits (these are received through her tribal govt) effective October 1 for the remainder of the FY, at a \$20/hour rate unless stated otherwise, as follows: Continuing with 10 hours/week as planning commission assistant and 8 hours/week for TIS management (TIS at \$22/hour). Using new sources, add 10 hours/week as admin assistant (Cynthia Pryor to focus on Website updates/posting via a contract) and 12 hours/week as a project specialist. The project specialist work would be funded via ARPA under the 'retaining employee' category for a total of \$4,800. The ARPA fund would reduce from \$38,252 to \$15,031 after deductions for Item 2b (broadband payments) and this Item 2e (retaining employee).Regular payments as shared by the clerk. Accept Monthly Finance Report/Banking Status and Approve via a motion the paymentsInformation: ESA Report: Received \$14,063 in EMS payments in SeptemberAdministration (a motion is needed for each of the below item):<ol style="list-style-type: none">Hiring an Assessor: We received one Southwest Michigan assessor application and an offer from the Charlevoix County Equalization Department (CCED) to implement a standing agreement. This agreement to cover emergency needs was approved by the township supervisor on 12/08/20. It is recommended we hire the CCED to perform assessments (on a non-emergency basis) at an estimated cost of \$30,000/year. We would be billed on a per-action price and in more difficult situations, we would be billed the at-cost amount). We gain the local service and knowledge. We gain oversight by the office that oversees these activities for private firms and their own staff. Their attention to detail will increase the township's tax revenue thereby paying for any costs over that of a private entity.

6:10 **Public Works, Health, and Safety (Public Works+) Committee Report:**
Resolutions or motions are needed for each of the non-information items

1. **Municipal Airport Tree Removal Contract:** MDOT-Aeronautics has arranging to contract for the tree removal on the newly purchased property. The local cost will be \$3,253. **Three resolutions need to be approved to for the supervisor to sign contracts that are attested to by the clerk** covering the grant funding, the construction engineering services, and the tree cutting contract. Refer to each of the three resolutions.
2. **Property Offer:** We have received a **tentative offer from a member of the community to buy the Masini beach property and in turn he would give this property to the township in exchange for the harbor frontage property** currently undergoing a closed bid sale process. The Masini property is worth \$34,614 over the harbor lot's minimum bid price. We would now have to fundraise for the \$150,000 for the Karnes property/Edward B. Wojan Park (which would have required a \$50,000 funding need if only the minimum bid was forthcoming) rather than fundraise the \$134,614 amount needed for the Masini property. In other words, if this offer is deemed unacceptable, the township needs to fundraise up to \$184,614 depending on the amount of the property bids.
3. **Waste Management Committee – New Entity Recommendation:** Based on the evaluation of the Waste Management Committee, based on input from the Peaine Township Attorney, the Peaine and St James Townships' supervisors **recommend approving the establishment of a new Waste Management Commission (WMC)** as allowed under the Urban Cooperation Act. An Interlocal agreement is needed. It is recommended that the new WMC draft this agreement which is subject to both townships' board's approval. The WMC is not a taxing authority.
4. **Streetlights upgrade:** At this time, I would like to **recommend a budget of \$2,500 from the street and roads fund to demonstrate a Dark Sky compliant shading of the last four streetlights at Whiskey Point.** This work will be done with donated expertise from the US DOE/NREL office near Chicago. This will allow community review of what Dark Sky compliant lights are and are not. If funding this project is not worthy, I recommend seeking donations to complete this project.
5. **Information: Health and Safety Advisory Committee:** This previously discussed committee will be converted to an Island-wide committee as it is understood the Peaine Township supervisor wishes to join this quarterly advisory group.

6:25 **Correspondence/Updates/Island Committee Reports:**

1. **Planning Commission/TIS Update:** Planning Commission Assistant and TIS Administrator's report – See attached year-end TIS report
2. **Island Committee Updates:** Airport Commission, Rural Health Center, Telecommunications, Waste Management
3. **District Library update:** Both the township and library are considering our insurance requirements and needs for the library building which is co-owned by both townships but operated by the library board. The 1986 agreement between the two townships to establish a District Library, including building a new library, is not clear on this responsibility.

6:35 **Other Action Items:**

1. **Approval of District Library Board Members:** Denise McDonough term on the District Library Board on behalf of St James Township expires on 12/31/22. It is recommended that her appointment be renewed. A motion is needed.
2. **Recommend new Planning Commission members:** Victor Van Deventer is recommended to join the St James Planning Commission to become the sixth member of the seven-member commission. A motion is needed.
3. **Approval is recommended to appoint Christopher Harris to become St. James Township representative on the Waste Management Committee/Commission.** We thank Frank D'Andraia for his service.

Supervisor's Report: The Supervisor's Lens was not completed as the items herein should be self-explanatory.

6:40 | **Public Comments:** Each comment is to be restricted to 3 minutes.

Adjourn via a motion

Draft Motions of Possible Items that need Motions/Resolutions

Regular September 14, 2022 and Special September 28, 2022 Board Meeting Minutes: Motion made by _____ and seconded by _____ to approve the September 14, 2022 and September 6, 2022 meeting minutes as discussed. Motion passed by _____ or Motion failed _____.

Payments: Motion made by _____ and seconded by _____ to make regular monthly payments as well as the five additional payments as proposed. Motion passed by _____ or Motion failed _____.

Assessor: Motion made by _____ and seconded by _____ to authorize the supervisor to execute a contract with the County Equalization Department for performing St James Township's assessing duties. Motion passed by _____ or Motion failed _____.

Airport Tree Removal Project: Resolution 2022.10.11 #1; 2022.10.11 #2; and 2022.10.11 #3 (See attached resolutions)

Property Offer: Motion made by _____ and seconded by _____ to authorize the supervisor to engage with the township's attorney and interested parties in property negotiations and document approval to transfer the township-owned Harbor Property that is currently for sale for the privately-owned Masini Property (if purchased by an interested community member). Motion passed by _____ or Motion failed _____.

Waste Management Committee: Motion made by _____ and seconded by _____ to be converted to the Waste Management Commission. The Commission is charged to develop an interlocal agreement for presentation to and approval of the two township boards. Motion passed by _____ or Motion failed _____.

Streetlights Upgrade: Motion made by _____ and seconded by _____ for four streetlights at Whiskey Point to be upgraded to Dark Sky requirements as a demonstration project to gain community support for the development of any future Dark Sky ordinance. Motion passed by _____ or Motion failed _____.

Motion to reappoint Denise McDonough as a member of the Beaver Island District Library Board effective 1/1/23. Motion passed by _____ or Motion failed _____.

Motion to appoint Victor Van Deventer as members of the St James Planning Commission. Motion passed by _____ or Motion failed _____.

Motion to appoint Christopher Harris as the township's representative on the Waste Management Committee/Commission.

**Minutes of September 14, 2022 Regular St James Board Meeting
St James Township Hall | 37735 Michigan Ave. | Beaver Island, MI | 5:30pm**

Present

Welke, McDonough, Cole, Fingerroot
By phone: Gillespie

Absent

None

General

Supervisor Welke called to order a regular meeting of the St. James Township Board at 5:29 pm on September 14, 2022.

Approval of Minutes

Moved by Cole, supported by Fingerroot to approve the August 10, 2022 Regular Meeting Minutes and September 6, 2022 Special Meeting Minutes as presented.

Motion Carried-Unanimous

Scheduled Public Comment

Moved by McDonough, supported by Cole to allow Bonnie Rice to put up a 30"x24" sign at the Angeline's Bluff observation deck, with "Angeline's Bluff Observation Deck – Peaine and St James Twp."

Motion Carried-Unanimous

Moved by Welke, supported by Cole to renew the charter for the Joint Telecommunications Advisory Committee.

Motion Carried-Unanimous

Finance and Administration Committee

Moved by Cole, supported by McDonough to authorize the use of money from the Street & Road Fund to help in the purchase of a Radar/Speed Trailer costing \$2900, with possible funding from other sources.

Motion Carried-Unanimous

Moved by Cole, supported by McDonough to approve a \$5,000 payment from the County Parks Millage for the purchase of an ADA Port-A-Jon for the campground, allowing the one currently there to be returned to the public beach.

Motion Carried-Unanimous

Moved by Welke, supported by McDonough to adopt Resolution 2022.9.14.22 #2, authorizing the amount of the December 2022 Tax Levy and a Public Hearing to increase Property Taxes followed by a special board meeting to acknowledge the amounts levied in form L-4029 for submittal to the county. The hearing and special meeting will be held on September 28, 2022 at 10:00 am at St James Township Hall.

Motion Carried-Unanimous

Moved by Welke, supported by McDonough to adopt Resolution 2022.9.14.22 #1, approving the request made by BIEMS for financial support for Payroll from the townships

during the September to December 2022 period, up to \$30,000 from St James Township, with payback by the end of March 2023.

Motion Carried-Unanimous

Moved by Cole, supported by Fingeroot to make monthly payments as processed.

Motion Carried-Unanimous

Public Works Committee

Moved by McDonough, supported by Cole to approve the payment of Lori Taylor-Blitz \$50 weekly for Planning Commission work.

Motion Carried-Unanimous

Other Action Items

Moved by Fingeroot, supported by Welke to establish the name of the new park undergoing a purchase process from the Karnes Family as the Edward B. Wojan Park.

Motion Carried-Unanimous

Moved by Welke, supported by Fingeroot to reappoint Kevin McDonough as member of the Beaver Island Transportation Authority.

Motion Carried-Unanimous

Moved by Welke, supported by Fingeroot to approve the building and operation of a "Forest Exclosure" at St James Township Campground with all associated costs provided by others.

Motion Carried-Unanimous

Supervisor's Report

The St James Township Board Regular Meeting scheduled for Wednesday, October 12 at 5:30pm has been moved to Tuesday, October 11 at 5:30pm.

Public Comment

None.

Moved by Welke, supported by McDonough to adjourn at 7:06 pm.

Motion Carried-Unanimous

Submitted by:

Tessa Jones, Deputy Clerk
St. James Township
COUNTY OF CHARLEVOIX

Minutes of September 28, 2022 Special St. James Board Meeting
Beaver Island Community Center | 26215 Main St. | Beaver Island, MI | 10:00 am

Present:

Welke, Fingerroot, Cole, McDonough

Absent:

Gillespie

Others:

Tessa Jones, Deputy Township Clerk represented the absent clerk. Kitty McNamara and Rick Speck representing the Beaver Island ESA/EMS, Lori Taylor-Blitz representing the Beaver Island Historical Society, Ann Partridge and Frank D'Andraia representing the Beaver Island Rural Health Center, along with other interested community members. A total of 12 people attended this meeting, plus the four board members and deputy clerk.

Public Hearing

Supervisor Welke called the Public Hearing to order at 10:05 am on September 28, 2022. Supervisor Welke presented information via a power point presentation regarding December 1, 2022 property tax levies for St. James Township, including how they are decided and the proposal to increase the tax levy for Beaver Island EMS from 2.2000 to 2.9000 mills.

Public Comment

Community members shared comments and concerns regarding the raise in taxes. There were questions from the Public and the Board about the financial status of the Beaver Island EMS and what has caused the lack of funds to pay employees. Answers were provided by Ms. McNamara and Mr. Speck. Overall, there was support towards aiding the EMS via this tax levy.

It was brought to the attention of the board that the wrong millage rate for the Fire Department was made in the form L-4029, showing the Fire Department as having a 0.9000 levy (to match the 2021 amount and as voted in August 2022). Rather, members of the BIESA Board pointed out that their 2022/2023 budget calls for a 0.6000 levy. Therefore, the levy was changed to 0.6000 mills, which represents a reduction of 0.3000 mills from that levied on December 1, 2022.

Post Meeting Note: The preset resolution was amended to reflect this Fire Department levy change and the L-4029 was updated to include the proper millage. **This reduction results in a total of 14.6611 mills being allocated by St James Township for December 1, 2022. This total amount represents an increase of 0.3611 mills over the 14.3000 mills levied on December 1, 2021.**

Supervisor Welke closed the Public Hearing at 10:43 am.

Special Meeting

Supervisor Welke called the Special Meeting to order at 10:43 am.

Moved by Welke, supported by Cole to approve the resolution to accept and submit form L-4029 to the County Equalization Office with the correction to the Fire Department's millage reduction made.

Motion Carried-Unanimous

Public Comment

None.

Moved by Cole, supported by Fingerroot to adjourn Special Meeting at 11:00 am.

Motion Carried-Unanimous

Submitted by:

Tessa Jones, Deputy Clerk
St. James Township
COUNTY OF CHARLEVOIX

St James Township, Beaver Island MI
Township Board Financial Report for October 11, 2022

Fiscal Year 22 (April 1, 2022 – March 31, 2023)
September Report: 6th month/12 = 50% of year elapsed

**Charlevoix State Bank Account Balances
and Revenues and Expense Report**

Account	Last Month 9/30/22	Previous Mo. 8/31/22	Last Year 9/30/21	To-Date Revenues 9/30/22	To-Date Expenses 9/30/22
General Fund	\$102,015.72	\$69,583.50	\$300,580.51	\$238,017.93	\$448,160.41
Municipal Dock	\$155,820.67	\$197,517.59	\$158,690.50	\$231,679.71	\$196,905.32
Sewer Use	\$29,828.06	\$28,368.43	\$23,393.28	\$23,650.30	\$12,251.03
Sewer Cap. Impr.*	\$17,098.64	\$17,094.33	\$7,085.55	NA	NA
Street & Road	\$366,860.70	\$374,565.55	\$278,967.48	\$8,378.86	\$17,096.64
Lighthouse	\$5,443.26	\$5,442.35	\$5,587.79	NA	NA
Reserve*	\$75,066.81	\$75,047.89	NA		

*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:	<p>The majority of this account's funds are from property taxes and grants not involving the below accounts. Large expenses relative to one-time costs of returning an overpayment of ARPA funds (\$60,136), purchasing the new township pickup, snowblade, and trailer (over \$40,000), as well as costs associated with re-roofing the Deputy Residence (\$26,400) have affected this fund. Other than those expenses, payroll remains the greatest expense for the township with greater hours worked during the summer months.</p> <p>Additional revenues are expected, these include: \$92,000 from the State for the Campground and transfer of general fund costs incurred via the Dock or Sewer funded work.</p>
Municipal Dock:	This enterprise fund (no millage) is in good shape. More detailed financial information will be provided in a later scheduled Board Packet.
Sewer Use:	This enterprise fund (no millage) does not receive tax dollars. Sewer users continue to pay in a timely manner. Annual sewer study will be completed in November.
Sewer Capital Improvement:	This enterprise fund (no millage) was set up to save money for capital improvement projects related to the sanitary sewer.
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.
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).	

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Charlevoix State Bank
St James Township Balances as of October 9, 2022

ACCOUNTS

<div>General Fund **0156</div> <div>Available Balance \$81,105.42</div> <div>Current Balance \$81,105.42</div>	<div>Trust and Agency **0167</div> <div>Available Balance \$81,018.82</div> <div>Current Balance \$81,018.82</div>
<div>Street and Road **0585</div> <div>Available Balance \$366,860.70</div> <div>Current Balance \$366,860.70</div>	<div>Sewer Use Fund **0596</div> <div>Available Balance \$29,828.06</div> <div>Current Balance \$29,828.06</div>
<div>State Revenue Holding **1135</div> <div>Available Balance \$839.00</div> <div>Current Balance \$839.00</div>	<div>TIS **1245</div> <div>Available Balance \$502.32</div> <div>Current Balance \$502.32</div>
<div>Municipal Yacht Dock **1609</div> <div>Available Balance \$159,417.92</div> <div>Current Balance \$159,417.92</div>	<div>Lighthouse Fund **1972</div> <div>Available Balance \$5,443.26</div> <div>Current Balance \$5,443.26</div>
<div>Sewer Capital Improvement **3250</div> <div>Available Balance \$17,098.64</div> <div>Current Balance \$17,098.64</div>	<div>Reserve Account **6449</div> <div>Available Balance \$75,066.81</div> <div>Current Balance \$75,066.81</div>

IMPORTANT NOTES:

1. **The Gravel Production Cost for the township is \$131,160**
2. **The Trust & Agency Account is simply a pass-through account for tax dollars received and awaiting transfer to receiving taxing unit.**
3. **The State Revenue Holding Account shows dollars coming from the state and other sources, awaiting transfer to receiving township fund.**

**ST. JAMES TOWNSHIP, BEAVER ISLAND
CHARLEVOIX COUNTY, MICHIGAN
Resolution 2022.10.11.22 #1**

**Authorizing the Supervisor to execute a Federally Funded Grant; Contract
No. 2022-1004; Federal Project No. B-26-0090-2620
For funding Obstruction Removal on Parcel E-10**

At a special meeting of the St James Township Board, held at the St James Township Hall, located in St James Township, Michigan on October 11, 2022.

Present: _____

Absent: _____

The following resolution was made by _____ and seconded by _____.

WHEREAS St James Township shall enter into the Grant Agreement with the Michigan Department of Transportation for the purpose of obtaining federal and state funds for grant funding under the Federal/State/Local Airport Project Block Grant Program for "Project Description: Obstruction Removal, Parcel E-10", and

WHEREAS St. James Township is responsible to participate in this Grant Agreement with the Michigan Department of Transportation and with the Township of Peaine jointly and severally, and

WHEREAS St. James Township recognizes that federal and state funding via a grant from the Michigan Department of Transportation Office of Aeronautics includes \$191,113 for the federal share, \$6,506 for the MDOT share and \$6,506 for the local share. St James Township is responsible for half the local share which amounts to \$3,253. The total estimated cost is \$204,124.

NOW THEREFORE, IT IS RESOLVED AS FOLLOWS:

1. That St James Township of Charlevoix County, Michigan shall enter into the Grant Agreement with the Michigan Department of Transportation and the Township of Peaine for the purpose of obtaining federal funds for the project described above.
2. That the supervisor of St James Township is hereby authorized and directed to execute the Grant Agreement and the Clerk is hereby authorized to attest said execution or impress the official seal.
3. That the Beaver Island Airport Commission is hereby authorized and directed to accept the Grant Agreement.

ROLL CALL

AYES:

NAYS:

ABSENT:

THE RESOLUTION IS DECLARED ADOPTED

By: _____ Date: _____

The above signed, Julie Gillespie, hereby certifies that she is the duly elected and acting clerk of the Township of St James and further certifies that the foregoing resolution was duly adopted at a special board meeting of the township board held on October 11, 2022.

**ST. JAMES TOWNSHIP, BEAVER ISLAND
CHARLEVOIX COUNTY, MICHIGAN
Resolution 2022.10.11.22 #3**

**Authorizing the Supervisor to execute an Agreement
With Wonsey Tree Service to provide for Obstruction Removal on Parcel E-10**

At a special meeting of the St James Township Board, held at the St James Township Hall, located in St James Township, Michigan on October 11, 2022.

Present: _____

Absent: _____

The following resolution was made by _____ and seconded by _____.

WHEREAS St James Township is responsible to execute an Agreement with Mead & Hunt for the purpose of providing construction administration for the obstruction removal on Parcel E-10, located in the Runway 27 approach to the Beaver Island Airport, and

WHEREAS St. James Township is responsible to participate in this Agreement with Mead & Hunt with the Township of Peaine jointly and severally, and

WHEREAS St. James Township recognizes that federal funding via a grant from the Michigan Department of Transportation Office of Aeronautics in the amount of \$172,664.76 is being provided to pay for this Agreement.

NOW THEREFORE, IT IS RESOLVED AS FOLLOWS:

1. That St James Township of Charlevoix County, Michigan shall enter into the Agreement with Wonsey Tree Service and the Township of Peaine for the purpose of providing obstruction removal on Parcel E-10 which is now owned by the Beaver Island Airport Commission.
2. That the supervisor of St James Township is hereby authorized and directed to execute the Agreement and the Clerk is hereby authorized to attest said execution or impress the official seal.
3. That the Beaver Island Airport Commission is hereby authorized and directed to accept the Agreement for obstruction removal.

ROLL CALL

AYES:

NAYS:

ABSENT:

THE RESOLUTION IS DECLARED ADOPTED

By: _____ Date: _____

The above signed, Julie Gillespie, hereby certifies that she is the duly elected and acting clerk of the Township of St James and further certifies that the foregoing resolution was duly adopted at a special board meeting of the township board held on October 11, 2022.

