



**ST JAMES TOWNSHIP, BEAVER ISLAND, CHARLEVOIX COUNTY, MICHIGAN
REGULAR BOARD MEETING AGENDA FOR FEBUARY 8, 2023, AT 5:30 PM
UPPER LEVEL – BI COMMUNITY CENTER**

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 January 11, 2023, and Special Board Meeting/Public Hearing of January 19, 2023
5:40 pm	Finance and Administration <ol style="list-style-type: none">1. Monthly Finance Report/Banking Status (Accept)2. Regular payments as presented by the Clerk (Motion)3. Schedule in March a Special Board Meeting for FY2022/2023 Amendments and FY2023/2024 Budget Hearing with 12/1/23 millage levies for Township and allied organizations (No Millage Ballots in odd years/does not consider School or Library)4. Assessing and Board of Review<ol style="list-style-type: none">a. January 30-31 Assessor visitb. Schedule of BOR Meetings (March 2, March 13, March 14)c. Updated and New Assessor Policies (Motion with 5 policies)d. Updated BOR Policy (1 Resolution – Poverty Exemption Policy)5. Old DNR Property Sale Options6. BIEMS Budget Status
6:10 pm	Public Works, Health, and Safety <ol style="list-style-type: none">1. Airport Contracts (2 Resolutions: ARPA Payment, Early Preliminary Engineering)2. Draft Letter to Charlevoix County Road Commission (Motion)3. Township’s Capital Improvement Plan (Motion)4. Deputy Coverage5. Maritime Resolve/Emergency Exercise on Beaver Island (April 29)6. DNR Law Enforcement Decision – Denial of no wake zone in Font Lake <p>Public Comments: Each comment is to be restricted to 3 minutes.</p> <p>Adjourn via a motion.</p>

Draft Motions of Possible Items that need Motions/Resolutions

Motion made by _____ and seconded by _____ to approve the meeting minutes of Regular Board Meeting on January 11, 2023, and Special Meeting/Public Hearing on January 19, 2023. Motion passed by _____ or Motion failed _____.

Motion made by _____ and seconded by _____ to accept the monthly finance report and approve the regular payments. Motion passed by _____ or Motion failed _____.

Motion made by _____ and seconded by _____ to accept four updated assessing policies and one new assessing policy as follows:

- 1) Business Personal Property Canvas Policy (update)
- 2) PRE-Interest Distribution Policy (update)
- 3) Audit Procedures for Granting or Removal of Real Property Exemptions Policy (update)
- 4) Application for Exemption from Property Taxes (update)
- 5) Access the Assessor Policy by Taxpayers (new)

Motion passed by _____ or Motion failed _____.

Resolution 2023.02.08.23#1: Updated Poverty Exemption Policy (see attached)

Motion made by _____ and seconded by _____ to authorize the supervisor to work to sell the old DNR property as discussed. Motion passed by _____ or Motion failed _____.

Resolution 2023.02.08.23#2: Authorization for the Municipal Airport to receive ARPA funds (see attached)

Resolution 2023.02.08.23#3: Authorization for the Municipal Airport to contract for early preliminary engineering (see attached)

Motion made by _____ and seconded by _____ to submit the draft letter with discussed changes to the Charlevoix County Road Commission. Motion passed by _____ or Motion failed _____.

Motion made by _____ and seconded by _____ to acknowledge that it is the responsibility of the Township Planning Commission, after the updated Master Plan is completed, to develop and adopt the Township's six-year Capital Improvement Plan (CIP). An exception exists for the Township Sewer Plan, the development and adoption of this plan was passed to the Township Board in 2016. The Supervisor is hereby appointed as the project lead for developing the Township's CIP in collaboration with the Planning Commission. The Township Board is responsible to adopt the plan after it is adopted by the Planning Commission.

Given the unforeseen delay in producing the Updated Master Plan and therefore a delay in developing and adopting a CIP prior to the Township's required Budget Adoption deadline, a working five-year version of the CIP as developed by the Project Lead and approved by the Township Board will be used to establish the FY2023/2024 Budget. Finally, it is acknowledged that this plan is required to be a six-year plan. The sixth year will be added once the formal plan is developed and adopted by the Planning Commission and adopted by the Township Board.

Motion passed by _____ or Motion failed _____.

Motion made by _____ and seconded by _____ to adjourn the meeting. Motion passed.