

**Draft Minutes of February 8, 2023 Regular St. James Board Meeting
Beaver Island Community Center | 26215 Main St. | Beaver Island, MI | 5:30 pm**

Present:

Welke, Gillespie, McDonough, Fingerroot

Absent:

Cole

General

Supervisor Welke called to order a regular meeting of the St. James Township Board at 5:33 pm on February 8, 2023.

Approval of Minutes

Moved by Gillespie, supported by Fingerroot to approve the minutes of the January 11, 2023 Regular Board Meeting and the January 24, 2023 Special Board Meeting and Public Hearing as presented.

Motion Carried-Unanimous

Finance and Administration

Moved by McDonough, supported by Fingerroot to accept the monthly finance report and approve the regular payments.

Motion Carried-Unanimous

Moved by McDonough, supported by Fingerroot to accept four updated assessing policies and one new assessing policy as follows, with necessary corrections made to the draft of policy 2:

- 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 Carried-Unanimous

Resolution 2023.02.08.23#1 outlining the updated Poverty Exemption Income Guidelines and Asset Test Policy. Resolution by McDonough and seconded by Gillespie. Roll Call Vote:

Ayes: Welke, Fingerroot, Gillespie, McDonough

Nays: None.

The Resolution was declared adopted by Welke with Gillespie charged to certify the Resolution.

Moved by McDonough, supported by Gillespie to authorize the supervisor to sell property 1 and 2 at the old DNR property via a realtor. Property 1 will be sold to an interested party, to be named, at a price of \$150,000. Property 2 will be evaluated to determine the need for an appraisal, but will be listed via MSL through Ed Wojan Realty.

Motion Carried-Unanimous

Public Works, Health, and Safety

Resolution 2023.02.08.23#2 authorizing the supervisor to execute and accept Subgrant No. SJX-1322 FAA Airport Rescue Grant Program Grant Agreement. Resolution by McDonough and seconded by Gillespie. Roll call vote:

Ayes: Gillespie, McDonough, Fingerroot, Welke

Nays: None.

The Resolution was declared adopted by Welke with Gillespie charged to certify the Resolution.

Resolution 2023.02.08.23#3 authorizing the supervisor to execute Grant Contract No. 2023-0232. Resolution by McDonough and seconded by Fingerroot. Roll call vote:

Ayes: Gillespie, McDonough, Fingerroot, Welke

Nays: None.

The Resolution was declared adopted by Welke with Gillespie charged to certify the Resolution.

Moved by McDonough, supported by Gillespie to submit the draft letter, as presented, to the Charlevoix County Road Commission.

Motion Carried-Unanimous

Moved by McDonough, supported by Gillespie 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. One adjustment was made to the working version of the CIP, adjusting the amount for the Blue Barn to \$2,000 rather than the original \$10,000.

Motion Carried-Unanimous

Moved by Fingerroot, supported by McDonough to authorize the supervisor to apply for and accept two possible grants from CCCF for printing a tri-fold of "Preparing for Emergencies on Beaver Island" and supporting the April 29th, 2023 emergency exercise.

Motion Carried-Unanimous

Moved by McDonough, supported by Fingerroot to adjourn at 6:43 pm.

Submitted by:

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

DRAFT