

HARBOR, PARKS & RECREATION COMMITTEE*
ST. JAMES TOWNSHIP, BEAVER ISLAND, CHARLEVOIX COUNTY, MICHIGAN
MEETING MINUTES FOR December 21, 2022 6:00PM @ BIHS Print Shop Museum

Attendees: Diane McDonough, Cynthia Pryor, Lori Taylor-Blitz, Heidi Vigil, Patricia Scott, Mindy Milos-Dale, Shelby Harris, Rick Stout, Bobbi Welke

Call to Order, input on agenda, no minutes reviewed

Additions to Agenda: None

Introductions: Committee and Fleis&Vandenbrink Representative Rick Stout, introduced themselves and their respected roles. Harris stated she would forward Stout a list of the HP&R Committee along with their roles and contact information.

Required Plan Content: Stout shared with the Committee what a Parks&Rec Plan should consist of, primarily the community trying its best to follow MDNR checklists and formats like updating the plan every 5 years with high level goals and objectives, completing requirements to obtain state grants and providing budget plans, census data and having other plans involved such as Master Plans and Capital Improvement Plans.

Stout and the Committee then reviewed the 2018-2022 St. James Township Parks and Recreation Plan going over data that will need to be sent to F&V, edits and decisions that will need to be made.

Pryor inquired about providing census data of more than just the full-time residents in St. James Township as the island has an influx of seasonal residents and visitors along with Peaine Township's residents. Stout replied that seasonal recreation populations do not come into play for state grants but that it would still be a good idea to mention the influx and as it could influence future projects.

Harris inquired whether a Harbor Plan for the Township will be separate or if it needs to be added to this P&R Plan. Stout replied that a Harbor Plan is different from a P&R Plan although they overlap. Stout suggests that reference to the Harbor Plan can be made once the Harbor Plan is updated and adopted at a later date through an amendment process.

Draft Plan: Stout reminded the Committee that a 30-day public review period of the P&R Plan draft is required for its update and adoption, along with the April 1st deadline by the Michigan Natural Resources Trust Fund Grant Administration for the P&R Plan with recommendations to submit 30 days prior to this deadline; February 1st. The Committee shared with Stout that the Township is currently on schedule with the state deadline.

Local Adoption Resolutions: The Committee further shared with Stout that the notice for a Public Hearing of the P&R Plan draft was posted to Petoskey News Review, along with local newspapers and webpages on December 15, 2022. Copies of the draft will be made available once further edits are made on the template P&R Plan draft at the Beaver Island District Library, the Beaver Island Community Center, on the St. James Township webpage, and other sources of news, as well as forwarded to island organizations, stakeholders and partners for review and input. The Public Hearing will held on January 19th at 5:30PM in the Beaver Island Community Center with a Special Board Meeting to follow in order to adopt the P&R Plan Resolution.

Updated Expenditures: Stout requested specifically for the budget of P&R for the last 3 years. Welke stated that the past P&R budgets for the Township will be emailed to Stout within the week.

Status of MDNR Grant Awards: Stout requested specifically for the status, grant numbers, project pictures and grant close out confirmations of any past MDNR grants to the Township. Pryor responded that all information is on the St. James Township webpage and she will add Stout to our grants account for further review, and Harris would forward the information to F&V.

Action Program

Update Review of Goals and Objectives: Stout and the Committee agree that in order to review and update the goals and objectives of the P&R Plan the most efficient way, the Committee will begin individual reviews to produce a draft suitable for public review and those suggested edits forwarded to Harris as the point of contact to F&V [Stout], and then partners/stakeholders/island organizations will do the same, while the draft is open for public review and updates.

Welke inquired to what extent should Peaine Township be involved, to which Stout replied that all partners should be mentioned in the Plan but that amendments can be made wherever and whenever possible in the future, also referencing that if Peaine decided to update and adopt this plan in conjunction with St. James Township those amendments can be made as well.

Harris asked Stout if this deadline would affect any of the current grants the Township has or is in the process of applying for to which Stout suggested contacting Regional Grant Representative Alex McBride to double check but all grants in process or already approved should be satisfied by the 2018-2022 P&R Plan. Pryor stated she would follow up on this item.

Update Capital Improvements Schedule: The Committee stated to Stout again, the primary priority of this P&R Plan update, along with our in-process Master Plan update, is to create and obtain a Capital Improvement Plan (CIP) for St. James Township. Stout shared a simplified Action Program to achieve this which includes assigning priorities to address needs and implement improvements, prepare estimated cost projections, prepare capital improvement schedule and identify funding sources. A quote from Stout to the Committee was, "For this process start thinking in years; generally, DNR grants are due in April, review process is about 9months, the Michigan Natural Resources Board meet in December to review applications and state appropriations, with the final decision not shared until June."

Next Meeting: To be determined

Adjourned: 7:07PM