

PUBLIC WORKS COMMITTEE*

ST JAMES TOWNSHIP, BEAVER ISLAND, CHARLEVOIX COUNTY, MICHIGAN

SPECIAL MEETING MINUTES FOR August 15, 2022 @11:00AM @ST JAMES Governmental Center

Attendees: Bobbi Welke, Vicky Fingerroot, Cynthia Pryor, Shelby Harris, Joel Meintsma

Call to order, input on agenda, approve minutes of June 15, 2022 and June 28, 2022.

Twp Govt Structure: 2 gaps are seen by new Township Supervisor, Bobbi Welke, in our township's government structure that can be added to our Public Works Committee possibly; Health and Safety. Welke proposes that we amend our "Public Works Committee" to "Public Works, Health and Safety Committee". The Committee agrees and this amendment will be shared with the St. James Township Board for their approval.

Recommendations:

Bidding Policies & Procedures: With recent issues in our public bidding activities, Welke will begin work with Meintsma, lawyers and others in the Fall/Winter to update the Township's bidding policies and procedures. Committee agrees.

Public Workshop for ATV/UTV/ORV Use: Deputy Joe Callian of the Charlevoix County Sheriff's Department visited Welke last week to suggest a public workshop to be held for both St. James and Peaine Township to seek public comment on the use of ATVs, UTVs, ORVs and the like within the Beaver Island Archipelago. Committee agrees this is a good idea and Welke will reach out to Peaine Supervisor Doug Tilly for further discussion.

BI Emergency Operations Plans: Welke and others will work with Charlevoix County and ESA over this upcoming Winter to update the Beaver Island Emergency Operations Plan. Committee agrees.

Discussion:

Waste Management Committee Structure: Peaine Township received several legal options for the Waste Management Committee structure update, with the recommendation from lawyers for Option 2. Peaine and St. James Township will be going back to the WMC for further discussion on the Committee possibly becoming a Commission.

Road Drainage Update: In 2021 the US Fish and Wildlife Service along with Tip of the Mitt and the Charlevoix County Road Commission visited Beaver Island as part of a State-wide requirement for all culverts to be inventoried by October 2021 and accessed for drainage activities. As a part of public and County roads, this certainly falls under the responsibility of the CCRC but should be overseen by the Townships. A part of this work should also include and be a high priority to fix the parking/drive of the Governmental Center and its draining problems.

Radar Speed Trailer: It was brought up to the attention of the Committee again for research to be done towards the cost and requirements to obtain a speed limit trailer sign for St. James Township to help self-police speeding in town. Suggestions are that funding for this purchase is

to come from the Street Fund or possibly Charlevoix County. Welke is to reach out to the new CCRC director about St. James Township's needs for road improvements, including this radar speed trailer, along with further work to be done with USFWS, Tip of the Mitt and the Sheriff's Department.

Sheriff Residence/DNR Building: Discussion ensued of what is to be done with the Sheriff/DNR Building in the Harbor; what are the priorities? Guest housing? Parking? Sell it for a profit? Committee agrees we do not want to sell the property as we would never get a property like this in the future. The new roof is almost finished so the building cannot be torn down and made new/into something else. If we are to continue offering it as a guest house and acting as a "landlord" we need to make the house up to code. A maintenance list will be made by Joel with small updates and safety needs to be completed first and more research into the Township's responsibilities as a landlord will be looked into by Welke and Fingerroot.

Harbor, Parks and Recreation Committee: It is recommended by the Supervisor that a Harbor, Parks and Recreation Committee be established with Board and community members then reporting to the Public Works, Health and Safety Committee. Committee agrees this is a good idea. Bobbi will draft a development structure, goals, roles and responsibilities of this new committee with focuses on the harbor, parks, lighthouse, trails (water and land, motorized and non-motorized) for possible recreation purposes. With the addition of this committee the current Beaver Island Parks & Recreation Plan and Harbor Plan Addendums will need to be updated. Harris shares that these Addendums are scheduled to be updated with LIAA after the 2022 Master Plan Update.

Township Grant Writer: Welke proposes to the Committee that a grant writer be added as a township position to aid in searching and applying for grants to aid the Township. Committee agrees and Welke will begin preparing the job position which will see the grant writer be a part of the Harbor, Parks and Recreation Committee and the Public Works, Health and Safety Committee.

Other Items:

Downtown Parking Issue: A parking issue has been brought to the Township's attention downtown between the BITA Building occupants and the Beaver Island Rentals business, who has purchased the old real estate building next door. The Committee agrees to send a Township representative, Board Member Paul Cole, to further investigate the situation while Welke reviews the Zoning Ordinances on business parking.

Blight Issue: After discussion, it was decided by this Committee that the issue of the Karne's property blight status on Main Street will be handled by the Public Works, Health and Safety Committee. More to follow at a later date.

Monthly Meetings of PWHSC: It was decided that the St. James Township Public Works, Health and Safety Committee will from this day on meet on the 3rd Wednesdays of each month at 8am to better accommodate members that have had issue making the 11am meetings.

Bluff Erosion at Township Campground: Meintsma brings a bluff erosion issue to the attention of the Committee sharing that enforcement is needed to not allow people down the bluff edge at the St. James Township Campground after witnessing in just a few months large areas falling down the bluff from people/campers attempting to make trails down to the beach from the bluff's edge. New fencing for the campground is ordered, signs will be ordered stating to stay off the bluff and there will be follow up this fall to create safer trails down to the beach for people/camper access.

Township Positions: Welke has drafted up position postings for the current vacancy seat on the St. James Township Planning Commission and for the new Zoning Board of Appeal [which will have 3 members and 1 alternate]. These drafts were given to Harris which will be reviewed by Lori Taylor-Blitz, Planning Commission Chair, for approval.

Next Meeting: September 21st, 8am at the Governmental Center Conference Room
Meeting Adjourned: 9:26 am.

*Public Works Committee established by Township Board on 12.7.2016. Current Members: Supervisor Welke, Trustee Cole, Trustee Fingerroot, Administrative Assistant Pryor, Planning Assistant Harris, Maintenance Director Meintsma