



Beaver Island
Michigan

Supervisor's Lens

Notes to St James Township Board Members from Supervisor Bobbi Welke

August 5, 2022

Volume 8, Number 1

SJTCG = St James
Township
Governmental Center

SJTH = St James
Township Hall

PTH = Peaine
Township Hall



Wednesday, September
14 @ 5:30PM @ SJTH

**Regular Board
Meeting**

**St James
Township
Board**

Wednesday, August 21
@ 11:00AM @ SJTCG

**Public Works
Committee**



Wednesday, September
7 @ 1:00PM @ SJGC

**Finance Committee
Meeting**



Finance Committee Report Background:

1. Finance Committee meeting on 8/4/22 discussed and **recommends that this committee be reformatted** into the Finance and Administration Committee, responsible for assisting the Supervisor with personnel and contracting management. Contracts formality and accountability will be reviewed to create better future contracts.

2. Monthly Financial Report/Banking

Reports: The Monthly Financial Report has been updated to include the end of the previous month's to-date revenues and expenses.

A quarterly Balance Sheet will be presented to the Board in the future.

Budgets: All budgets are in good shape, except for the General Fund Budget which is in fair condition. The General Fund has complex issues and needs an amendment to balance the budget based on new incoming data. A budget amendment for the General Fund and the other funds will be proposed at the September Board Meeting.

Revenues: An overpayment of ARRA funds in the amount of \$60,136.21 were returned to the state on July 5. It is worth noting that the State will be reimbursing the township nearly \$92,000 for the campground project.

Expenses: The new township pickup and related equipment cost over \$40,000. The Sheriff Residence roofing costs increased by \$10,400 for a total of \$26,400. Other than these two one-time payments, the expenses associated with payroll are the largest fiscal issue for this fund. Payroll costs associated with the general fund are noted below. A total of \$59,522.47 was paid back or will be paid back into the General Fund from other the fund the expenditures were incurred. In the future, we will budget payroll within the fund the expenses are planned to be incurred.

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|-----------------------|------------------------|
| i. April: \$27,253.06 | iii. June: \$68,696.23 |
| ii. May: \$24,980.76 | iv. July: \$91,371.39 |

3. **Recommend making standard payments, including payment to CCRC for gravel purchase**, which is discussed below.

The CCRC bidding process to produce gravel on the Island was illogical and resulted in an additional \$27,160 to the township to obtain the requested 11,200 tons of gravel. Efforts to have CCRC rescind their May 9 award were not successful. Because gravel is needed, **it is recommended that this gravel purchase in the amount of \$131,160 (\$146,160 total cost less the \$15,000 annual CCRC discretionary budget for SJT) be approved.** Future work with CCRC will be done via written agreements. The board should consider a local qualified vendor preference policy in addition to the current veterans' preference policy and apply the same policies to the related contracts others are using with township monies.

4. A **proposed Budget Document and Development Policy** (copy in the packet) should be discussed and **approved** to help the supervisor, in coordination with others, follow a schedule in developing the budget and amending the budget. In addition, two self-imposed budget goals regarding capital improvements and unassigned fund balances are proposed.

Public Works Committee Background:

1. On July 29, 2022, Board members received a copy of the Contact with MDOT-Aeronautics to purchase an easement and land for Runway 27 at the Beaver Island Airport. **The proposed resolution is recommended to be adopted.** The settlement agreement requires payment by September 30, 2022. If the state cannot fund their (and the federal) portion by September 30th, the settlement parties (AC and two townships) will need to provide the payment to the property owner with subsequent state reimbursement to the three parties.
2. **Approval** of two new permits is requested: A **new permit** to temporary close a portion of the Township's sidewalk is due to pending Fisherman's House move which will result in the closure of and potential repair of a section of sidewalk. The maintenance director has been/will be involved with this process. In addition, the current form for **Using Township Property has been placed into a permit format.**
3. It is recommended that a **new board/community-based Parks and Recreation Committee be formed** given the larger park space owned/to-be-owned by the township and that the current Parks and Recreation Plan needs to be updated in 2023.
4. **Master Plan public meeting** to be held on August 17, 2:00 to 6:00 pm, at the Community Center. Township Board involvement is important.
5. It appears the **parking of rental vehicles** for pickup/drop off in the downtown area on Main Street may becoming an issue.

Supervisor's Report:

1. MNRTF Application for **funding the purchase of Harbor's Karnes Beach Property** is going to the Trust Fund Board on August 17, at 9:00 am. It is recommended that Kitty, Cynthia, and I attend this board meeting. My attendance will be at no cost to the Township.
The **source of funds for the match** involved the authorized sale of the Township's harbor property along Michigan Avenue. A Sale Description has been prepared and approved by the township's attorney. We have yet to identify the time-line associated with this sale.
The board will need to **authorize the supervisor to sign** a one-year (or more) **purchase contract** which is being prepared by Ed Wojan; this time will allow us to raise the needed funds. It is recommended that this park be called, **"Edward B. Wojan Pubic Beach"** to honor Ed's extraordinary public service to the Island and with this property, with a future sign placed along King's Hwy.
2. The Masini beach front property (0.2 acres) will likely cost about \$100,000 - \$110,000. We can consider approaching Little Traverse Conservancy to purchase this land in the short term to allow year-long fundraising. The board will need to **authorize the supervisor to sign a one-year purchase contract with the owners.**
3. Planning/Assessing: The current assessor resigned effective July 31st. **A new assessor needs to be selected.** An RFP will give the township a fresh approach to selecting a new assessor. In addition, I would like to discuss with Peaine Township forming a joint assessing authority via an intergovernmental agreement. A **cooperative joint authority** with representatives from both townships on a single governing board would gain efficiencies by evaluating properties on a larger scale.
In addition, a **new Zoning Board of Appeals needs to be established** with three board members. This need for new board members and filling a present Planning Commission vacancy should be posted.
4. Fogg Property on **Garden Island Complaint:** Federal and State authorities are taking action regarding the activities occurring on Garden Island. The township zoning permit was issued after the work was underway and without an in-the-field site assessment. I believe we can improve our zoning oversight and activities with the future revisions of the township's zoning rules and practices.