



Beaver Island  
Michigan

# Supervisor's Lens

Notes from St James Township Supervisor Joe Moore

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*"I will use this format once a month to keep board members updated on my work."*

### Lots of Learning 3

The projects are still in the works. There is a lot of work being completed by our Administrative Assistants. Cynthia is currently off island, but Shelby has jumped in and is doing an amazing job. Thank you to all who have stepped up to help get this supervisor moving in the right direction.

### COVID Plan

The plan is working just fine, and the exposures have been minimized with masking requested in the Governmental Center and at the township hall. As you all know by now, I tested positive to COVID, and had to follow the requirements of the plan. Protecting others is my major goal, even within the confines of working in the office and at the meetings. This virus is quite transmissible, so all protections possible should be taken be all.

### A Shout Out to Kitty 3

A visit from Kitty was welcome this past Thursday meeting with Julie, Kitty, and I took place to learn some of the issues, needs, etc. for the budget for the coming year. Kitty is still working to get some grants completed, one needed extension, and other help is greatly appreciated. I hope to get up to speed on the budget at this meeting and be moving forward to present it at the required time.



### Bylaws for the Planning Commission

The planning commission as approved their by-laws, and they are requesting approval from the St. James Township Board. They are available in this packet or as an attachment to this document.

### Back-up of Files

The back-up equipment is finally back in stock, and it has been ordered. This equipment will be installed in the building as soon as it arrives.

### Budget Meeting

Kitty, Julie, and Joe met on Thursday for two and a half hours going over the budget for the income in the General Fund. We will be meeting again on Monday to go over the Expenditures and continue the process of developing a budget for the next year.



### **Approve RFP for Master Plan**

The planning commission has approved the request for proposal for the Master Plan. It is being brought to the township board for approval. If there is need for discussion of this, we will have it on the agenda.

### **Contact information**

The office contact information is the same, but my cell number is 675-5193, and my home number is 448-2416. The office hours will continue to be the same on Tuesday and Wednesday from 10 a.m. to 2 p.m.

### **New Printer**

The new printer is installed at the Governmental Center, and it is working. It is on the network, making it available to all on the St. James Township network. The printer is giving us some issues, so the problems will be hopefully be resolved soon.

### **Resolution for Township Campground Enhancement Project**

We are applying for a grant from the Charlevoix County Parks Millage for \$10,000 for the purposes shown in the document. The township will have to budget money for an additional \$5,000 as well as the costs of installation for this project. This will have to be built into the budget as well. It includes ADA compliance as well as protection and signage due to the erosion areas at the campground.

### **Information from Authorities, Commissions, Committees, and other groups**

In this information age, it is very frustrating to not have the information necessary to complete a job. I would think that any group receiving money from our township should be required to provide meeting minutes in a timely manner, copies of their financial documents, etc. to this township, so that any decision necessary are to be based upon knowledge and not just done without prior knowledge and prior information.

Even though the township may have a representative on these authorities, commissions, committees, etc., the packet of information from these meetings should be made available to the township board members wanting to be aware of what is going on. I would think that at least the township supervisor should receive a copy of previous meeting minutes, financial documents, etc. within the requirements of the FOIA rules, and that this information should be in the PDF format, unless the group is requesting information about changes, then it should be in WORD program format. Even DRAFT documents can be PDF's, so let's get the groups to begin doing this by the first of February 2022.

### **Cost of Living Increase Discussion**

The township board members in St. James are working very hard on the projects and the work for this township. It would seem that the COLA over the last year has increased, according to the SSA by a factor of 5.9%. The board needs to decide if this COLA should be added into the budget for the 2022-2023 budget year for all board members and all employees.

### **Maintenance Position Discussion**

St. James needs to decide how we plan to move forward with the township's needs for the sewer system as well as the two marinas winter maintenance and bubbler motors installation and monitoring. Do we hire our own maintenance person or contract with someone to do this work for the township? Do we partner with the other entities or hire our own person?

### **Storage at the Marina North Building**

There has been no response on the use of the building to the supervisor.

### **Dark Sky Project Visitor**

St. James Township has received a possible lighting ordinance that we will need to investigate. This will not be acted upon at this meeting, but everyone should have a chance to look at this for discussion in the future.

### **DNR Building Roof**

An essential repair is to protect the building known as the old DNR building. The supervisor has asked two businesses for a quote to put a metal roof on this building to protect it into the future. This is a necessary expense, and the work should be done as soon as possible.

### **Board of Review Alternate needs to be posted.**

Bob Tidmore has requested to be replaced as the alternate member on the Board of Review, so this will need to be posted.

### **Closed Session Needed regarding the BIAC issue.**

Another closed session is necessary for this BIAC issue. This is placed at the end of the meeting on the agenda. We will have to return to open session and report/vote on the issue. We will have the airport commission lawyer call in during the closed session.