

Minutes of St. James Township Regular Board Meeting
37735 Michigan Avenue – Beaver Island, MI 49782
7:00 p.m. - April 5, 2017

Members Present - Kathleen McNamara, Alice Belfy, Diane McDonough, Travis Martin, and Jeff Powers

Members Absent – None

Approval of Minutes - Motion to approve minutes of the March 6, 2017, Joint St. James/Peaine Township Board Meeting and the March 8, 2017, Regular (Rescheduled) St. James Township Board Meeting as presented (JP), 2nd (DM), Approved.

Finance – McNamara reported that automatic deposits from the State of Michigan into the Municipal Dock fund are still being identified and transferred to the appropriate accounts. The Fire Department Fund will transition shortly into BIESA's budget. When this happens the Fire Department Fund will no longer be facilitated by the township.

Approval of Bills - Alice highlighted significant/unusual expenses in the bills for payment and recommended holding off on an invoice for work done last summer at the Governmental Building until additional information is received regarding the work performed. *Motion to pay the bills presented for payment with the exception of the Roberts John Service invoice #11432 (TM), 2nd (AB), Approved.*

Finance Committee Report - The Clerk and Treasurer will reconcile bank statements monthly, following the monthly Finance Committee meetings. McNamara stressed the need for the township to adopt a procurement policy that meets state requirements, as well as a policy establishing proper money-handling procedures for the accounting of Municipal Dock and Township Campground fees.

Public Works Committee (PWC) Report – PWC will be meeting with the LED street light vendor prior to making a recommendation to the board. The Township's Maintenance, along with necessary additional labor, will clean sidewalks in town this year. A May 12, 2017, deadline was set as the completion date for this project. McNamara and Martin will conduct Harbormaster Interviews on April 17, 2017. Interviews for the Assistant Harbormaster and Dock Host will take place after the Harbormaster has been hired.

Airport Commission Resolution - Motion to accept the attached Beaver Island Airport Commission (BIAC) Resolution as presented (KM), 2nd (TM), Approved.

Procurement Policy Adoption - Motion to adopt the procurement policy as presented (AB), 2nd (DM), Approved.

Community Development Block Grant (CDBG) Funding Closeout Public Hearing - Motion to set May 3, 2017, at 7:00 p.m. as date and time for closeout public hearing for CDBG Funding for the St. James Urgent Need Sewer Repair Project (KM), 2nd (AB), Approved.

Recreation plan has expired. Patrick Cull will work on it between now and May. Motion to authorize him to work up to 10 hours at \$15 per hour to research and develop a timeline for the recreation plan to present to the board. (JP), 2nd (DM), Approved.

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AT&T Request to Place New Equipment on Donegal Bay Road Tower Requests – Per St. James Township’s cell tower agreement with AT&T, AT&T requested in February 2017 additional equipment to be placed on the Donegal Bay Road tower.

Beaver Island Community School (BICS)/ Northern Michigan University (NMU) Requests
Kevin Boyle, spoke of the merits of a proposed internet link through NMU that would benefit the school and the community by providing a 4G LTE network -- increasing speed (?) and redundant service to students and providing a certain amount of internet access to municipalities in exchange for tower usage. Because there are too many unanswered questions, no agreements or contracts, uncertainty of financial commitments, and structural integrity of the tower for additional equipment, the board could not at this time support the project until further information becomes available for review.

Powers addressed "dead spots," specifically in the downtown area, and wonders if the AT&T upgrade would be a solution. The township currently receives \$1,500.00 per month from AT&T and approximately \$1,700.00 per month from Verizon as rental income on the Donegal Bay Road tower.

McNamara would like to maintain the township’s existing agreement with AT&T and work to get information on the BICS/NMU partnership project. Kitty will continue to work with AT&T, and Kevin Boyle will work on getting a structural analysis of the tower as well as a NMU spokesperson to present at an upcoming township meeting.

Board Goal Setting - The township board will be setting board goals at the next few meetings.

Election Training –Alice attended a mandatory two-day State of Michigan, Bureau of Elections, training for clerks.

Deficit Elimination Plan - Kitty continues to work with the State to receive approval on an acceptable deficit elimination plan for the Municipal Dock.

Island Fellow - Kitty will present more information at the May meeting about the Island Fellow.

Public Comment - Kevin Boyle said the Fellow may be interested in Island Communication.
Special Meeting Date: April 24th at 7:00 pm at St. James Township hall.

Adjournment - Motion to adjourn at 8:20 p.m. (KM), 2nd (DM), Approved.

Respectfully submitted,

Connie Boyle, St. James Township Deputy Clerk

- Attachments (1) Beaver Island Airport Commission Resolution
(2) Notice of Closeout Public Hearing for Michigan Community Development Block Grant (CDBG) Funding for the St. James Urgent Need Sewer Repair Project

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