

St. James Township  
Regular Board Meeting  
December 7, 2016

Board Members Present: Kathleen McNamara, Diane McDonough, Alice Belfy, Jeff Powers, Travis Martin  
Board Members Absent: None

Kathleen (Kitty) McNamara called the meeting to order at 7:00 p.m. She welcomed the new board members and the public. Before the Pledge of Allegiance she suggested everyone be mindful of Pearl Harbor. After the Pledge she gave an explanation of how she plans to chair the meetings, including that the board members will deliberate on the issues and may at times ask the public for some input. She hoped that this would be an environment where everyone could trust each other.

Kitty suggested amending the agenda to table the fireworks discussion until January, when she should have more specific information. Alice Belfy made the motion to amend the agenda, 2<sup>nd</sup> (Jeff Powers), motion approved.

**Minutes:** *Motion* (Diane McDonough) to approve the Nov 2, 2016 and Nov 11, 2016 minutes, 2<sup>nd</sup> (Travis Martin), *approved*.

**Financial Report:** Alice Belfy and Diane McDonough presented the report. Kitty explained that this first report was basic, as they had both just recently taken over. Travis Martin asked for clarification of an expense, and it was explained that it was to pay the assessor. *Motion* (TM) to approved the presented bills for payment, 2<sup>nd</sup> (DM), *approved*.

**Correspondence/Updates:** Gillespie Lawsuit (Donegal Bay Road) – The judge reaffirmed his judgment. Gillespie can still appeal to the Michigan Board of Appeals. Kitty will keep board and public updated if this should happen – just wants everyone to know it is possible. Kitty received a letter of congratulations from the BI Rural Health Center. Also received a letter from Don Tritsch regarding the cell tower, asking that the board keeps it because it's important that we maintain island-wide cell service. Adam Anderson sent a letter requesting that he be appointed to serve on the Planning Commission. There will be a joint meeting of the Planning Commission on the master plan Dec. 13 at 7:00 pm at Peaine Hall. Kitty will ask Bob Tidmore if he will attend. Jan 13 will be Michigan Township Association's (MTA) new board members training in Saulte St. Marie, MI. The board decided they will all attend that meeting (Jan 25 in Gaylord will be the back-up date in case of bad weather on the 13<sup>th</sup>). Alice and Diane will take care of registration and other arrangements. Kitty will contact the Peaine board members to see if anyone would like to attend.

**Resolution** *motion* setting Wed, Dec 14, 2016, 10 a.m. for Board of Review meeting at St. James township hall (KM), 2<sup>nd</sup> (DM), *passes unanimously*.

ESA Adoption of **Amendment** – the previous board saw this, but it hadn't been voted on. The ESA was established in 2002 and has been operating under this amendment, so this is a formality. But it is important that both townships approve this legally. *Motion* to approve the amendment (AB), 2<sup>nd</sup> (DM), *approved*.

**Resolution** Adopting the Charlevoix, Cheboygan, Emmett County Hazard Mitigation Plan. This puts us in a position to take advantage of their skills, grant money, etc. Alice will look into why our townships are not listed. *Motion* to adopt (JP), 2<sup>nd</sup> (AB), *Approved*.

**Board Organization** – Kitty expects everyone will learn more about board roles after attending the MTA training. Finance is very important – the main purpose of the township board is managing township funds. We can have as many or as few as we wish on each committee. Those with 3 board members are required to be posted. But all committee meetings will be listed on the township website. Kitty suggested that committee assignments should be for one year during this first year of the new board. *Motion* (KM) that Finance Committee has Supervisor, Treasurer and Clerk. The first meeting will be on Dec. 19 at 9:30 am, 2<sup>nd</sup> (DM), *Approved*.

Policy and Personnel – St. James Township doesn't have many policies. There are some it should have and some that are required. We also don't have much in the way of job descriptions, pay schedules, etc. *Motion* (JP) to appoint Alice and Diane to the policy and personnel committee, 2<sup>nd</sup> (KM), *Approved*.

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Public Works Committee – This would include sewer, yacht dock, buildings, street and roads, parks and recreation. *Motion* (KM) to appoint Jeff, Travis and Kitty to the Public Works committee, 2<sup>nd</sup> (DM), *Approved*

Planning Commission – *Motion* (AB) to appoint Jeff Powers to Planning Commission, 2<sup>nd</sup> (DM), *Approved*. *Motion* (KM) to appoint Adam Anderson as “at large” member, 2<sup>nd</sup> (DM), *Approved*.

Rural Health Center – *Motion* (KM) to appoint Diane McDonough to the BI Rural Health Center committee, 2<sup>nd</sup> (JP), *Approved*.

BI Airport Commission – *Motion* (JP) to appoint Travis Martin to the BI Airport commission, 2<sup>nd</sup> (DM), *approved*. Diane and Jeff will think about it and decide by the January meeting.

BI Emergency Services Authority – Kitty is willing to attend the meetings. We aren't required to have a township board member, but she thinks we should. A lot of important decisions will be upcoming in order to coordinate EMS, Health Center, Fire Dept, etc. *Motion* (JP) to have Kitty represent the St. James Township board, 2<sup>nd</sup> (AB), Kitty abstained, *Approved*.

Connie Boyle was selected by Alice as Deputy Clerk. Karen Wojan was selected by Diane McDonough as Deputy Treasurer. State Law requires the clerk and treasurer to each have a deputy. *Motion* (TM) to pay each position \$200, which is the same as past years, 2<sup>nd</sup> (KM), *Approved*.

*Motion* (KM) to table the 4<sup>th</sup> of July discussion until the January meeting, 2<sup>nd</sup> (DM), *Approved*.

BI Municipal Dock MDNR Reservation System – A motion is not necessary, but Kitty wanted to be sure the board is committed to using the system this year and making it work. The DNR representative has been very helpful and will work to make sure that the State's database is correct this time, which was part of the past problem.

**Board comments** – None

**Public comment** – Pam Grasmick updated the board on the Great Lakes Island Coalition. The coalition would gladly accept a St. James Township board member. Sept 2017 the Great Lakes collaborative will host a meeting on Beaver Island which will be 40-50 people from 14 different islands. The BI Fellows Program will be in 2017. This person will communicate info about island life. Invasive Species – last year the township didn't have a phragmites administrator. We lost \$7,000 last year because we did not have this position filled. There is a lot of work that one person could do, as a part-time position, including aquatics and tree issues.

Elaine West asked if all the board members have new St. James Township email addresses. They do, and the contact info is listed on the website. (The treasurer and clerk have offices in the township building now and all office hours are posted.)

Don Tritsch asked if blight could be included in one of the initiatives, perhaps in the Public Works committee. Kitty responded it could.

*Motion* (KM) to adjourn the meeting, 2<sup>nd</sup> (TM), *Approved*.  
Meeting adjourned at 8:02 p.m.

Respectfully submitted,

Connie Boyle, St. James Township Deputy Clerk

Attachments to Original Minutes:

- (1) Resolution Setting Board of Review Meeting
- (2) December Board of Review Notice
- (3) First Amendment to Articles of Incorporation for the Beaver Island Emergency Services Authority (ESA)
- (4) Resolution Adopting the Charlevoix, Cheboygan, and Emmet County Hazard Mitigation Plan

DRAFT