

DRAFT MINUTES of St. James Township Meeting Minutes
St. James Township Hall - 37735 Michigan Avenue – Beaver Island, MI 49782
September 6, 2017 – 7:00 p.m.

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

Members Absent: None

Meeting **called to order** at 7:00 p.m. by Kathleen McNamara.

Motion to approve **August 2, 2017 meeting minutes** as presented. (JP), 2nd (DM). Motion approved unanimously.

Motion to approve the **Finance Report** as presented (JP), 2nd (AB). Motion approved unanimously.

Motion to approve the **bills for payment** as presented. (KM), 2nd (JP). Motion approved unanimously.

Motion to approve millage rates for **Form L-4029** as presented (KM), 2nd (AB). Motion approved unanimously.

Motion to approve **the Resolution for Reconciling Funds Due and Closing Beaver Island Fire Department Fund 2017.09.06.01** (KM), 2nd (DM). Roll call vote: Alice Belfy – Yes, Diane McDonough – Yes, Kathleen McNamara – Yes, Travis Martin – Yes, Jeff Powers – Yes. Motion approved unanimously.

Pontem Software Implementation – progress is being made with the implementation.

There will be a **Special Meeting on 9/11/17** at noon to review the prior year audit with the auditor.

Public Works Committee – Motion to table, until the September 13, 2017, Special St. James Township Board Meeting, consideration of bid for completion of Donegal Bay Road Project and Font Lake Parking Lot pending review of Donegal Bay Road Project Bid and Font Lake Parking Lot Bid by the Public Works Committee (KM), 2nd (JP). Motion approved unanimously.

Motion to approve **McDonough Construction** for use of lift for **street light replacement** (AB), 2nd (T M). Motion approved unanimously.

Recreation Plan update was given by Patrick Cull. He reported on the meeting with MDNR Grants Management. They stressed the importance of having the 5-year plan. There is a list of many DNR and DEQ grants that the township would be eligible for. Kitty would like board to consider increasing Patrick's time to spend working on grants – approximately 10 hours per week through February. The board expressed interest in this.

Sewer Rate Study – Information was presented and board input was sought on possible ordinance changes. The board supported the transfer of delinquent accounts twice per year (instead of once per year); quarterly billing (for users requesting this); the annual report due in November of each year (to better coincide with the township's annual audit); and increase monthly sewer use fees from \$33.00 per REU to \$38.00 per REU (to cover anticipated costs), which would likely take effect on January 1, 2018.

The Finance Committee will review **Municipal Dock electric bills** to determine what amount can be attributed to increased activity of for **sewer dock's pump**, and increase monthly fee from \$33 to \$38.

Telecommunications Update by Kevin Boyle on behalf of Beaver Island Community School – The load study for placement of telecommunications equipment on the Donegal Bay Road tower came back: it appears there is room for equipment to facilitate Northern Michigan University (NMU)/Beaver Island Community School (BICS) link and Central Michigan University (CMU)/BICS link, but not for the more robust Northern Michigan University (NMU) internet project. Before anything is placed on the Donegal Bay Road tower, BICS will bring a formal request to the township board. There will need to be a new plan for the NMU connection.

Municipal Dock expenditures are down and under budget. The reservation system and crew worked well this summer.

Beaver Island Historical Society requested the use of the township building for June 19 – August 5, 2018. The board is in favor of this.

Motion to approve Bob Tidmore and Larry Hanz to three (3) year terms on the **Transportation Authority (KM)**, 2nd (AB). Motion approved unanimously.

Board of Review Vacancy– M.G. Roe resigned. St. James Township will need to appoint someone to fill this vacancy.

Planning Commission Vacancy – St. James Township still has a vacancy to fill on the Planning Commission.

Board Goal Setting – Kitty presented a draft for board discussion. Board members will give it some thought and let her know which areas they would like to focus on. Jeff Powers is interested in working on Recreation. Kitty will continue to work on the draft.

Supervisor's Report – The **Islands Coalition Summit** Meeting is September 25-26 on Beaver Island. Charlevoix Public School Superintendent wants the St. James Township Board to know that the status of the **Lighthouse School** is a concern for them -- they're dealing with insurance issues stemming from water damage. Northwest Michigan Works is possibly interested in taking over ownership. **The three Lighthouse School partners (Charlevoix Public Schools, Networks Northwest, and Traverse Bay Area Intermediate School District)** are working together and meeting with the State Historic Preservation Office.

Motion to **adjourn** (AB), 2nd (DM). Motion approved unanimously. Meeting adjourned at 8:15 p.m.

Respectfully submitted

Connie Boyle, Deputy Clerk, St. James Township
COUNTY OF CHARLEVOIX

Attachments: (1) L-4029 – Millage Tax Rate Request