

**DRAFT** Minutes of March 7, 2018, Regular St. James Township Board Meeting  
St. James Township Hall – 37735 Michigan Ave – Beaver Island MI 49782 – 7:00 p.m.

Present

Kathleen McNamara, Diane McDonough, Alice Belfy, Travis Martin, Jeff Powers

Absent

None

Others Present

Joe Moore, Carol Burton, Elaine West, Patrick Cull, Pam Grassmick, Wil Cwikiel, Kevin Boyle, Rick Speck

General

Supervisor McNamara called to order a regular meeting of the St. James Township Board at 7:00 p.m. on March 7, 2018.

Approval of Minutes

Moved by Powers, supported by McDonough, to approve the following minutes as presented:

- Minutes of the February 7, 2018, **Special Meeting**
- Minutes of the February 7, 2018, **Regular Meeting** as presented. Motion carried.
- Minutes of the February 12, 2018, **Special St. James Township Board Meeting/Public Hearing** as presented.

Motion carried.

Finance

Moved by Belfy, supported by Martin, to approve the March 5, 2018, Board Finance Report as presented. Motion carried.

Moved by Powers, supported by McDonough, to approve the payment of bills as presented. Motion carried.

Moved by Belfy, supported by Powers, to terminate the township's pension plan (see attached). Motion carried.

Yeas: McNamara, McDonough, Belfy, Martin, Powers

Nays: None

Motion carried – unanimously.

Finance – con't

Moved by McNamara, supported by McDonough, to extend the three year contract with Vredeveld Haefner LLC (that expired upon the completion of the township's 2017 audit) by one year.

Motion carried.

Charlevoix County Community Foundation Grant Check Presentation

Charlevoix County Community Foundation board member Carol Burton presented the township with a \$5,250.00 check in support of the development of St. James Township's Parks and Recreation Plan. The Community Foundation just celebrated 25 years of existence, awarding over \$266,000.00 to Beaver Island during that time.

Update of Recreation Passport Grant Application Process

- Representative(s) from Performance Engineers (Charevoix MI) will be on the island tomorrow to look at township campground to start site planning.
- Recreation Passport Grant is begun, but not yet finished.
- Moved by Belfy, supported by McNamara, to approve the attached St. James Township Recreation Passport Grant 2018 Timeline; setting a Public Input Session at the Beaver Island Community School on March 19, 2018, at Noon; and a March 24, 2018, Special Meeting (following the township's annual organizational meeting) for authorizing the resolution for submitting the Recreation Passport Grant Application.

Motion carried.

Beaver Island Airport Commission

- Moved by Martin, supported by McDonough, to approve the resolution for Beaver Island Airport Commission (BIAC) to accept reimbursement from Michigan Department of Transportation (MDOT) for a snow blower attachment received in the fall of 2017 (see attached).

Ayes: McNamara, Belfy, Martin, McDonough, Powers

Nays: None

Motion carried – unanimously.

- Moved by McNamara, supported by McDonough, to reappoint St. James Township representative Elaine West to the Beaver Island Airport Commission (BIAC) for a three-year term, expiring 2021.

Motion carried.

Public Works Committee (PWC)

- PWC met 03.07.2018 to discuss 2018-2019 Street and Road Fund Budget. Charlevoix County gravel purchase will impact scheduling any large projects. The Donegal Bay Road project will be completed by Gillespie Enterprises. Other work to be scheduled this year includes work on Maple Street, the bike path, and street and sidewalk cleaning.

Planning Commission Update

- Zoning Administrator Rick Speck attended a two-day training for certified zoning administrators. Rick will be certified pending test results and has six months to complete a planning course. Speck reported that the Zoning Ordinance needs to be updated in order to match the 2017 Master Plan, and that the process to change the ordinance could be lengthy, depending on the extent of the change, stating the Planning Commission has discussed this and will continue to do so. Rick does not think the entire ordinance needs revamping, but probably some areas. Rick will endeavor to change record keeping system to make future searches easier. A total of 24 permits were issued in 2017; three applicants so far in 2018 (two re-zoning and one split). Rick stated he would like to replace his Apple computer with a Microsoft. McNamara suggested Speck advise the board of any changes relative to planning and zoning that need to be made.

Update on J A Woollam Foundation Offer

McNamara has thanked John Woollam for his offer. John has been working on a business plan. The State of Michigan has expressed support.

Authorize Clerk to Post for Lawn Care

Martin suggested dividing this year's lawn care bid into "zones" with the idea that this could perhaps improve timeliness. Clerk will research possible ways to bid out lawn care this year for presentation at next month's meeting.

Broadband Internet – Hear about Beaver Island Community School Upcoming Plans

Moved by McDonough, supported by Martin, to approve St. James Township Resolution # 2018.03.07.01 – Resolution Acknowledging Desire to Provide Telecommunications Tower Space to Beaver Island Community School.

Ayes: Powers; McDonough; McNamara; Belfy; Martin.

Nays: None

Motion carried – unanimous decision.

Supervisor's Report

- Michigan Township Association (MTA) Annual Conference is April 23-26 at Grand Traverse Resort.
- Board of Review (BOR) – meets Monday, March 12, and Wednesday, March 14, at the Governmental Center.
- Per supervisor's request township attorney has forwarded copies of unsigned ordinances for review and posting to the township website.

Public Comments

None

Adjournment

Moved by Powers, supported by McDonough, at adjourn at 8:06 p.m.

Respectfully submitted

Patrick Cull, Recording Secretary  
St. James Township

Attachments (3)

1. Election to Terminate the Plan
2. Beaver Island Airport Commission Resolution Accepting Reimbursement from MDOT for Snow Blower Attachment
3. St. James Township Resolution # 2018.03.07.01 – Resolution Acknowledging Desire to Provide Telecommunications Towner Space to Beaver Island Community School.