

DRAFT Minutes of St. James Township Board Regular June 6, 2018, Meeting
St James Township Hall – Michigan Avenue – Beaver Island MI

Present: McNamara, McDonough, Belfy, Martin, and Powers

Others: Julie Gillespie, Bill Haggard, Bob Tidmore, Jessica Anderson, Bobbie Welke, and Nancy Ferguson.

Call to Order

McNamara called to order a regular meeting of the St. James Township at 5:00 p.m. on Wednesday, June 6, 2018, at the St. James Township Hall.

Review Agenda

Additions

1. Short Term Rental Conference Report
2. Adoption of Assessing Policies and Guidelines

Approval of Minutes

Moved by McNamara, and supported by McDonough, to approve the Special May 11, 2018, Minutes as presented and to approve the Regular May 2, 2018, Minutes with the following corrections:

- (1) Include St. James Township Resolution # 2018.05.02.02 – Resolution of Authorization to Pursue Talks with J A Woollam Foundation.
- (2) Correct typo on page 3, line 3 under Upcoming Millage Requests: the “o” was omitted on the word “on.”

Motion carried – unanimous decision

Finance Report

Moved by Martin, supported by Powers, to approve the monthly finance report and payment of bills as presented. Motion carried – unanimous decision.

Correspondence/Updates/Committee Reports

Performance Report – Beaver Island Historical Society – Bobbie Welke presented the accomplishments, current undertakings, and future goals of the Historical Society.

Beaver Island Cultural Arts Association – Approval to Apply for Gaming License - Moved by McNamara and supported by McDonough, to adopt the attached Local Governing Body Resolution for Charitable Gaming Licenses requested of the Beaver Island Cultural Arts Association. Motion carried – unanimous decision.

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Update of Zoning Permit Procedures – Per direction of the St. James Township Board, Zoning Administrator Rick Speck presented a revised Zoning Application, a Checklist for Reviewing Completeness of a Site (Development) Plan; and a DRAFT St. James Township Zoning Permit Flowchart for R1, R2 and AG – see attached.

Short Term Rentals – Bob Tidmore, on behalf of the Planning Commission, attended a conference on short-term rentals and reported back to the St. James Township Board.

Update on Working Waterfronts Conference – Harbor Plan - McNamara reported that St. James Township will need to develop a Harbor Plan (as an addendum to their Recreation Plan) to meet eligibility requirements for grant funding.

Public Works Committee – MDOT Specification 23A Aggregate Gravel Bid – Moved by Belfy, supported by Powers, to accept Gillespie Enterprises, Inc., bid of \$313,800.00 for 30,000 tons of MDOT Specification 23A Gravel, to the Charlevoix County Road Commission. Gillespie will provide all labor and equipment to produce and stockpile 30,000 tons by November 15, 2018. Motion carried – unanimous decision.

Waste Management Committee Discussion - Moved by McNamara, supported by McDonough, to appoint Travis Martin and Jeff Powers as St. James Township representatives who will request meeting with two Peaine Township Board representatives regarding the structure, responsibility, and operation of the Waste Management Committee – including, but not limited to, review of current structure and proposed revised committee structure. Motion carried – unanimous decision.

Policy and Personnel Committee Report – Moved by Powers, supported by Belfy, to adopt the St. James Township Schedule of Wages – To Be Reviewed and Adopted Each Fiscal Year, as presented (see attached). Motion carried – unanimous decision.

St. James Township board reviewed a proposed draft of benefits for full-time St. James township employees (see attached).

Update on Summer Maintenance Projects

Moved by Powers, supported by McNamara, to accept Nick Oleson's quote of \$2,700.00 for replacing the flooring and toilet in the St. James Township Hall restroom. Motion carried – unanimous decision.

Moved by McNamara, supported by Belfy, to accept Jeff Stewart's quote of \$3,000.00 to prime and paint the exterior of the St. James Lighthouse. Motion carried – unanimous decision.

Other Action Items

Hiring of Seasonal Gardener for 2018 Season – Moved by McDonough, supported by McNamara, to hire Cynthia Johnson as the 2018 seasonal gardener for the pocket gardens at the rate of \$16.00 per hour. Motion carried – unanimous decision.

Approval of Fireworks Permit(s) – Moved by Martin, supported by Powers, to grant 4th of July Fireworks Permits at two locations ON Carlisle Road for Wolverine Fireworks. Motion carried – unanimous decision.

4th of July Carnival Insurance Coverage – McNamara reported that township insurance will cover 4th of July carnival insurance as a rider.

Policy for Use of Township Hall Policy – This agenda item was not addressed at the meeting.

Resignation of Township Clerk Alice Belfy The board accepts with gratitude and regret the resignation of Clerk Alice Belfy, effective July 1, 2018. Motion by Belfy, supported by McNamara, to post the St. James Township's Clerk vacancy with a June 15, 2018 deadline. Motion carried – unanimous decision.

Joint Township Meeting re Beaver Island Airport - A joint township meeting will be scheduled in the near future for the purpose of acquiring property.

Adoption of Policies and Guidelines

Moved by McNamara, supported by Belfy, to adopt the following assessing policies and guidelines as presented (see attached).

1. AMAR (Audit of Minimum Assessing Requirements – Michigan State Tax Commission)
2. Audit Procedures for Granting or Removal of Real Property Exemptions
3. Business Personal Property Canvas Audit Procedures
4. PRE Interest Denial Distribution Policy
5. Application for Exemption from Property Taxes

Supervisor's Report

McNamara reported on fresnel lens signage; Smithsonian Summer 2018 Waterways Exhibit at St. James Township Hall; and need to appoint a St. James Township resident at large to the Airport Commission.

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Public Comment: Charlevoix County Commissioner Nancy Ferguson reported on her decision to run for another term and on new programs for Beaver Islanders – safety checks conducted by our local Deputy and collaboration with the Commission on Aging, the Health Department, and the Beaver Island Rural Health Center (BIRHC) for securing a dentist at the BIRHC.

Motion to Adjourn – Moved by McDonough, supported by Powers, to adjourn at 6:58 p.m.
Motion carried – unanimous decision.

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Submitted by

Julie Gillespie, Deputy Clerk
St. James Township
COUNTY OF CHARLEVOIX

Attachment(s)

1. Local Governing Body Resolution for Charitable Gaming License
2. St. James Township – Zoning – Development Review Application
3. Checklist for Reviewing Completeness of a Site (Development) Plan
4. DRAFT St. James Township Zoning Permit Flowchart for R1, R2, and AG
5. AMAR (Audit of Minimum Assessing Requirements – Michigan State Tax Commission
6. Audit Procedures for Granting or Removal of Real Property Exemptions
7. Business Personal Property Canvas Audit Procedures
8. PRE Interest Denial Distribution Policy
9. Application for Exemption from Property Taxes
10. 18.05.29 – Charlevoix County Road Commission MDOT 23A Aggregate Production on Beaver Island – Notice to Bidders
11. 18.05.29 – Charlevoix County Road Commission 2018 Beaver Island 23A Aggregate Bid Tabulations
12. St. James Township Schedule of Wages - to be Reviewed and Adopted each Fiscal Year
13. DRAFT ONLY – Full-Time Employee Benefits – St. James Township