

**DRAFT Minutes of November 7, 2018 Regular St. James Board Meeting**  
St James Township Hall | 37735 Michigan Ave | Beaver Island, MI | 5:00 pm

**Present**

Kathleen McNamara, Diane McDonough, Julie Gillespie, Travis Martin

**Absent**

Jeff Powers

**Others**

Elaine West, Joe Moore, Bobbi Welke, Paul Cole, Jessica Anderson, Joe Reed

**General**

Supervisor McNamara called to order a regular meeting of the St. James Township Board at 5:00pm on November 7, 2018.

Supervisor McNamara added time in the agenda for Joe Reed to speak about BI Fitness.

**Approval of Minutes**

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

- Minutes of the October 10, 2018 Regular Meeting

Motion Carried- Unanimous

**Finance Report**

Moved by McNamara and supported by McDonough to approve the monthly finance report.

Motion carried- Unanimous

Moved by Martin and supported by McNamara to approve the payment of bills as presented.

Motion carried- Unanimous

**Sewer Fund Deficit Elimination Plan**

McNamara reported on this plans that must be filed with the Department of Treasury based on the township audit for the fiscal year ending March 31, 2018. The deficit net position (as of 3/31/18) for this fund is minimal - \$84.00. The fact that the fund is liable to the road fund for historic borrowing is the biggest factor in creating the deficit. In real cash terms, the revenue generated from the sewer fund more than covers expenditures.

Moved by McNamara, supported by McDonough, to adopt the St. James Resolution for Sewer Fund Deficit Elimination Plan 2018.11.07.01 (attached)

Roll Call Vote: McDonough-yes, McNamara-yes, Martin-yes, Gillespie-yes.

Resolution Adopted

### Dock Fund Deficit Elimination Plan

McNamara reported on this plans that must be filed with the Department of Treasury based on the township audit for the fiscal year ending March 31, 2018. The deficit net position (as of 3/31/18) for this fund is \$5,214.00. The main reason a deficit elimination plan is needed is because most of the assets of the fund are tied up in infrastructure which is subject to depreciation. In real cash terms, the revenue generated from the dock fund more than covers expenditures.

Moved by McNamara, supported by Gillespie, to adopt the St. James Resolution for Dock Fund Deficit Elimination Plan 2018.11.07.02 (attached)

Roll Call Vote: McNamara-yes, Martin-yes, Gillespie-yes, McDonough-yes.

Resolution Adopted

Supervisor McNamara has selected Paul Cole for the deputy supervisor position.

Moved by Gillespie, supported by McDonough to approve the salary of 200.00 per month for the position of Deputy Supervisor.

Motion Carried - Unanimous

### **Correspondence/Updates/Committee Reports**

#### Public Works Committee

Deputy Supervisor Cole presented the board with options to purchase Christmas lights to decorate the downtown area for the holiday season. The options included different varieties of string lights and banners. He also shared that Great Lakes approves of them using their poles to hang the lights across the street. It is a consensus of the board to buy three sets of stringed lights and some banners. They will plan to add to these every year to expand the display around the harbor.

Moved by McNamara, supported by McDonough authorize up to \$4000.00 to be spent on holiday lighting.

Motion carried- Unanimous

#### Municipal Dock

McNamara shared historical information on how wireless coverage has been provided to the Municipal Dock employees and customers. The Dock has used the access point in the chamber office for their wireless service, in exchange for part of the Chamber of Commerce rent. The amount of bandwidth is no longer sufficient for the needs of the Municipal Dock. The Assistant harbor master has been working with Kevin Boyle on an alternative. Kevin estimates the cost of equipment needed to install in the Municipal Dock office would be around \$2000.00. The chamber could then use the access point at the Municipal office and share the cost of the monthly wireless charges. Costs for the project will come from the Dock Budget.

Moved by Gillespie and supported by Martin to authorize the assistant Harbor Master to work with Kevin Boyle to coordinate the wireless change of location from the Chamber office to the Municipal Dock office, at a cost not to exceed \$2500.00.

Motion Carried – Unanimous

### JA Woollam Foundation Proposal Update

McNamara shared that she is expecting a document from John Woollam this week that outlines the conservancy guidelines that will be on the gifted property should it come into township ownership. She had a conference call on October 24<sup>th</sup> with State granting agencies, the Little Traverse Nature Conservancy, and an attorney for the JAW foundation outlining granting options for the property should it come into township ownership. She noted April 1<sup>st</sup> as the granting deadline for the year for State of Michigan Waterways Commission grants and Natural Resources Trust Fund grants.

### Clerk's Report

Gillespie reported on the November 6<sup>th</sup> election. There was a problem with one tabulator, so another one had to be sent to the island on Election Day. The ballots had to be fed into the tabulator over multiple tries before they were accepted. All of the ballots were eventually accepted, and the results were transmitted around 11:30pm. McNamara suggested a one time stipend for the clerk for each election due to the extra work involved.

### BIRHC Dental Service

McDonough read a statement from BIRHC Board Member Mark Carrington that outlined their plan to reinstate dental service at the Rural Health Center. On November 26, the equipment will be set up in the office, and it is set to reopen this winter.

### Works Family Property – Mt Pisgah

McNamara is still in discussion with the Works family, and will keep this item on the agenda while the details are worked out.

## **Other Action Items**

### Sewer Rate Study

McNamara presented the sewer rate study that included a recommendation of an increase to \$41.50 per REU beginning on January 1, 2019. All current users have been notified of the Rate Study.

Moved by McNamara and supported by McDonough to approve the Resolution #2018.11.07.03 to Authorize the Implementation of the Sewer Rate Study Recommendations.

Roll Call Vote: Martin-yes, Gillespie-yes, McDonough-yes, McNamara-yes.  
Resolution Adopted.

### Telecommunication Advisory Committee

Nine people were interested in serving on the committee. Supervisor McNamara and Peaine Supervisor Kohls recommend the following people to the board: Wil Cwikel, Theresa McDonough, Garry Conant, Neal Green, and Kevin Boyle.

Moved by Martin and supported by Gillespie to approve the supervisors' recommendation.

Motion Carried - Unanimous

### Appointment of Library Board Member

Moved by Gillespie and supported by McDonough to reappoint John Fiegen to the Library Board.

Motion Carried- Unanimous.

### Firewood Ordinance

The board discussed some potential issues with the current firewood ordinance draft. The draft referenced an ordinance officer. Currently the township does not have one. Also there is a pallet restriction in the draft, and the board feels this would not be feasible for those receiving freight on the ferry. McNamara will continue to work on the ordinance.

### Great Lakes Energy

McNamara explained that the proposed GLE Franchise agreement replaces the outdated Top of Michigan agreement. It allows GLE to operate in St. James. It does not prevent other providers from entering into an agreement with the township in the future. This is for the electrical service. An internet provider request may come at a later date.

Moved by Gillespie and supported by McDonough to adopt Ordinance #1 of 2018 granting GLE the power and authority to operate in St James Township.

Roll Call Vote: Gillespie-yes, McDonough-yes, McNamara-yes, Martin-yes.

Ordinance Adopted.

### Supervisor's Report

- The Board of Review will meet on December 11<sup>th</sup>.
- McNamara will meet with Baron Title Agency on Tuesday to discuss Clifton Avenue.
- The board previewed the proposed signs to be placed around the harbor area for the Historical Society's walking tour. They request four of the signs be placed on township property: The Municipal Dock, Jewell Gillespie Beach, the Cemetery, and the coast guard station. Moved by McNamara and supported by Gillespie to approve the placement of the walking tour signs on the four St. James Township property locations. Motion Carried- Unanimous.
- Supervisor McNamara acknowledged the Fire Department Auxiliary for placing an AED in the St James Township Hall.
- Joe Reed represented the newly formed BI Fit, and presented their initiative to provide a place for residents to safely exercise year-round. They have partnered with BICS and will acquire and install exercise equipment in the school gym. It would be accessible to all community members during specified times outlined by an agreement with the school. They are asking for financial support from the St James Township in the amount of \$3,000.00. They are asking for the same amount from Peaine Township. Moved by McDonough and supported by Gillespie to authorize McNamara to enter into an agreement with BI Fit in support of the fitness facility. Motion Carried – Unanimous.
- The Snow removal bid is out and due Thursday. It will be presented at the next board meeting.

- There was a proposal to place a viewing platform on township property near the airport to the airport committee. More information will be presented at a later meeting.
- The Northern Lake Michigan Island Collaborative met on the island last week. McNamara acknowledged the DNR for facilitating the meetings and taking into consideration the NLMIC perspective while helping to develop management plans for the State properties on the islands.
- McNamara requested that the St James Waste Management committee members follow up with Supervisor Kohls to set a Waste Management Committee meeting date.

**Public Comment**

None

**Motion to Adjourn**

Moved by McDonough, and supported by Gillespie, to adjourn at 6:17p.m.

Motion carried- Unanimous

Submitted by

Jessica Anderson, Deputy Clerk  
St. James Township  
COUNTY OF CHARLEVOIX