

**DRAFT Minutes of December 5, 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, Paul Cole, Jessica Anderson, Marlene Wiser, Bob Tidmore, Beth Croswhite, Patrick McGinnity

**General**

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

**Approval of Minutes**

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

- Minutes of the November 7, 2018 Regular Meeting

Motion Carried- Unanimous

**Finance Report**

McNamara noted that there will be changes over the next month in the dock and sewer funds, as adjustments that were made between those funds and the General Fund are double checked for accuracy.

Moved by McNamara and supported by Martin to approve the monthly finance report as presented.

Motion carried- Unanimous

Moved by McDonough and supported by Gillespie to approve the payment of bills as presented.

Motion carried- Unanimous

**2019-2020 Budget Planning Process**

The board referred to the St James Budget Document and Development Policy timeline to appoint board members to lead in the different budget areas.

The following board members will work over the months of December and January in the following areas:

- McDonough and McNamara will work on the Dock and Sewer Funds
- Martin will and McNamara work on the Road Fund

- Gillespie and McNamara will work together on the General Fund  
McNamara will distribute a worksheet to current employees and board members to gather goals, ideas, and needs for the upcoming year. The board members will gather this information from the specific areas of their assigned budgets, and work on pulling them together. They will work towards the policy timeline goal of presenting them at the February Regular board meeting. McNamara encouraged members of the community to contact her with ideas and accomplishments that they would like to see included in the 2019/2020 Budget Planning Process.

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

#### **Public Works Committee**

The Public Works Committee meeting was rescheduled for Friday, December 7<sup>th</sup>. A report on this meeting will be given at the next regular board meeting.

#### **Recreation Passport Grant**

McNamara shared that she has not received a formal letter in regards to the passport grant application, but final scoring has been posted on the Michigan State Website. It shows St. James Township's score as the 2<sup>nd</sup> highest of the 68 total applicants. She believes that they will get the funding, and is hopeful it will be the full amount. She is expecting to get the formal approval from the state this month. She noted that reworking the initial application resulted in a much higher score. She will move forward with planning as they are going to receive the full amount requested.

#### **Planning Commission**

Planning commission members Bob Tidmore, Patrick McGinnity, and Beth Croswhite were in attendance to share information they garnered from recent conferences off island. Croswhite attended the Housing summit presented by Networks Northwest in Traverse City. The Emphasis of the conference was finding solutions for the current shortage of both affordable housing, and both long and short term workforce housing. She also attended the Planning Forum in Charlevoix. The forum focused on planning for green infrastructure and short term rentals. The presenters suggested that communities get ahead of the foreseen growth in this area by creating focus groups consisting of realtors, rental owners, and neighbors among others. Then the planning commission will have valuable information from parties directly affected by any potential future zoning changes. Croswhite also noted that Charlevoix planning commissioners are currently taking inventory of what housing is available, and potentially available, so that any changes that take place zoning wise will be directly beneficial to their current needs.

Patrick and Bob also attended the forum in Charlevoix. Patrick and Bob reported on a Tourism Lifecycle Trends presentation. They shared the cycle usually occurs in the following pattern: Development-Peak-then Rebirth OR Decline. Bob noted that currently the 3<sup>rd</sup> largest area of consumer spending is outdoor recreation. They shared about the negative effects short term rentals are having on affordable workforce housing. Also noted was research that shows tourism focused towns that rely on short term housing are not as beneficial to local economies as resort focused towns. Patrick also attended an Entertainment tourism session.

Tidmore noted his concern about expanding transit hours in the towns of Charlevoix and East Jordan, while Beaver Island's hours have been decreasing.

#### BI Telecommunication Committee

The first BITCC meeting took place last month. The next meeting will be Tuesday December 11<sup>th</sup>. Members will share information gathered, and McNamara and Kevin Boyle will present draft goals to the group.

#### Waste Management

Martin updated the board on the waste management committee meeting on November 20<sup>th</sup>. They set meeting dates on the first Tuesday of each month at 1:00pm, through March. Bill Kohls, who has been the contact historically with Bob Marsh, shared about the upcoming needs of the Transfer Station. The meeting served as a brainstorming session, and will continue work in the upcoming planned meetings.

#### National Flood Plan Insurance

McNamara shared that St. James Township received notification that our township currently has designated flood hazard areas. Because of these designated areas, she recommended the board opt in to join the National Flood Insurance Program. Opting in would be of no cost to the township, and would allow individual property owners to buy flood insurance if they choose. She has requested the attorneys to draft language in order for the township to opt in, and will present it at the next meeting.

#### Marijuana Regulations

McNamara updated the board on implications the board members will have to consider concerning the recent passage of the Michigan Regulation and Taxation of Marijuana Act over the next year. She informed the board that decisions concerning setting quotas, designated public use areas, and limitations on recreational marijuana establishments, among other items, will be on the upcoming meeting agendas. The state passed the ballot proposal with 56% of the vote in November, and St. James Township passed it with 65% of the votes.

### **Other Action Items**

#### Wood Movement Ordinance

A draft of the ordinance was presented by McNamara. It would be more restrictive than just firewood, as all wood with bark attached proposes a threat to Beaver Island forests. The ordinance would ban the movement of firewood logs, lumber, and wood pallets that are imported from the mainland which are not bark free and/or processed in such a manner as it is free of insect and pests. Jessica Anderson questioned if the broader wood ordinance would affect Christmas trees and nursery trees being brought to the island. McNamara will look into that and bring the information with the ordinance for approval to the board next month.

#### Snowplowing Contract

Jeans Lawn service was the only bidder. The hourly rate was up \$5.00/hour from last year to \$65.00/hour.

Moved by McNamara, and supported by McDonough to approve Jeans Lawn Service for the 2019 Snow Removal Contract.

Motion carried-Unanimous

### 2019 Fireworks Contract

A contract with Wolverine was presented, at the same cost and with the same amount of fireworks as last year. A concern from the public was raised about the height of the fireworks last July. McNamara will follow up with Wolverine to find out if they can be shot higher next year, and if the conditions had anything to do with the height last year. Moved by Gillespie, supported by McNamara to enter into a contract with Wolverine Fireworks Display, Inc for \$8,000.00.

Motion passed-Unanimous

### Supervisor's Report

- Clifton Avenue update – McNamara was told that the property known as Clifton Avenue was given to the township to be used as roadway. She will contact the adjacent property owners with her findings.
- Supervisor McNamara included a note in the winter tax notices that updated taxpayers on St James Township's accomplishments over the last year.
- Next Tuesday, December 11<sup>th</sup> is the Board of Review date.
- McNamara notified the board that she plans on calling a special joint township meeting on December 18 in the afternoon, to immediately follow the Airport Commission Meeting.

Gillespie thanked Paul Cole for hanging the town Christmas lights, and acknowledged others for decorating the town tree.

### Public Comment

Marlene **Wiser, assistant harbormaster**, thanked the board for their commitment to improve internet service at the Municipal Dock.

### Motion to Adjourn

Moved by McDonough, and supported by Gillespie, to adjourn at 6:02p.m.

Motion carried- Unanimous

Submitted by

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