

DRAFT Minutes of December 11, 2019 Special St. James Board Meeting
St James Township Hall | 37735 Michigan Ave | Beaver Island, MI | 6:00 pm

Present: Kathleen McNamara, Julie Gillespie, Paul Cole, Joe Moore

Absent: Diane McDonough

Others: Rick Speck, Cynthia Pryor, Adam Anderson, Jessica Anderson

General:

Supervisor McNamara called the meeting to order at 6:00 pm.

Presentation and Review of the Board Goal-Administrative Support

Supervisor McNamara presented the board with the following documents to review during the meeting:

- Administrative Support- Staffing Needs/Options
- Michigan Townships Salary Report-Administrative and Office Positions
- St James Clerk Responsibilities
- Article by Joanne Fritz: “Should Your Nonprofit Hire a Professional Grant Writer?”
- Michigan Townships Salary Report-Building, Land Use & Economic Development Positions
- American Planning Association: What is My Role?
- St. James Township Schedule of Wages

Township Knowledge Continuance

Supervisor McNamara will bring language to the January Board meeting to consider increasing the three deputies’ hours over the winter to work on physical township record organization.

Township Projects

The board discussed the process to identify when and who should be sought when they decide to seek grants.

Master Plan/Zoning Projects

Board discussed planning commission role in reporting to board concerning goals and initiatives that align with the Master Plan. The members agreed that they would like to move forward in seeking a part time planning administrator to assist the Planning Commission in their duties.

Next Steps:

- Supervisor McNamara will come to the township knowledge issue, and some numbers concerning the possibility and need of a zoning planning assistant.
- McNamara will also bring a resolution that will identify the need and estimate of the amount of time and cost of a grant writer for the grant specific to the marina project.

Adjourn

Moved by Gillespie, supported by Cole to adjourn at 7:44pm

Submitted by

Jessica Anderson, Deputy Clerk
St James Township
Charlevoix County