

## **PUBLIC WORKS COMMITTEE\***

### **ST JAMES TOWNSHIP, BEAVER ISLAND, CHARLEVOIX COUNTY, MICHIGAN**

MEETING MINUTES FOR, April 22, 2020 @ 11:00AM @ GOVERNMENTAL CENTER

Virtual Meeting via Telephonic Conference Call Due to the Coronavirus Pandemic

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**Attendees:** Members: Supervisor McNamara, Trustees Cole and Moore. Also attending: Cynthia Pryor, Pam Grassmick, Kevin Boyle. Approved minutes of November January 15, 2020 Meeting. Motion Moore, 2<sup>nd</sup> Cole, all in favor.

#### **BI Municipal Marina Update**

**2020 Marina Staffing Guidelines** McNamara presented staffing recommendations for the 2-dock Municipal Marina. Motion Moore, 2<sup>nd</sup> Cole to recommend township board approval of the guidelines with the understanding that the guidelines can be modified as needs change; all in favor.

**Revisit Seasonal Rates at Marina North** Because of the shortened season at the Municipal Dock N due to work that needs to be completed prior to likely opening at end of June, McNamara recommended that seasonal rate there be 3/5 of the rate approved by board in February. Consensus to have board approve this at May board meeting. McNamara and harbormaster to contact seasonal boaters with information and possible options.

**Waterways Commission Grant** McNamara reported on communication from Waterways Commission concerning \$80,900.00 request for funds to support fuel pier and boat launch improvements. Waterways recognizes the project as critical and it meets their criteria as an Emergency Repair Project. State recognizes the project as one of 2 most critical in state and attaches a high priority for funding to the project. Due to Coronavirus Pandemic, funds will not be awarded and released in the typical timeframe, but will be directed to approved projects at a later date. Because of critical need, it was recommended to move forward with project.

**Army Corps of Engineers Permit** Lowell Eastman of Northern Woodcraft, Inc is submitting permit request this week for raising docks, improving fuel pier and boat ramp.

#### **Spring Work by Northern Woodcraft, Inc. (JAW Foundation Project Manager**

Motion Moore, 2<sup>nd</sup> McNamara to recommend that board authorize McNamara to encourage Lowell Eastman to move forward with ordering supplies and labor for the Marina N Improvements Project. All in favor. Note: per the final documents of the transfer of property to the township, there is a work agreement between St James Township and JAW Foundation/Northern Woodcraft Inc. which makes Lowell Eastman (Northern Woodcraft, Inc.) the contractor on the project. Eastman will hire local

expertise as needed and it is expected that Kevin McDonough construction will be doing the sheet piling work.

**Font Lake Drawdown Update Water** is flowing as it should, it is being monitored by Cole and Rich Gillespie.

**Campground Project Update** Bid packet is ready to be sent out, but we have been advised by the state to that grantees hold off on executing any grant funded work activities while the applicable executive orders and directives remain in effect. Bid packets will go out as soon as state allows.

**Bike Path Update** Darrell Butler has scraped and swept and cleared and edged. Is working to secure a vibrating edger to cut roots of plants near the path. He is going to clear out brush around driveway to resale shop

**Gull Harbor Preserve** This township property is basically unreachable because of high water. McNamara to have Butler remove signs that have been damaged.

**Other business as may come before the committee:**

Public Restrooms and porta-potties – need to make sure these are properly cleaned and disinfected this summer. Add a portable public restroom at Marina N property and maybe at tennis court.

Fuel prices low on rec gas. good time to buy. McNamara to get quote – JAW foundation to cover up to \$8,600.00 for fuel start up costs.

**Next Meeting Time: May 20, 2020 @ 11:00Am**

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\*Public Works Committee established by Township Board on 12.7.2016. Current Members: Supervisor McNamara, Trustee Cole and Trustee Moore.