

FINANCE COMMITTEE*

ST JAMES TOWNSHIP, BEAVER ISLAND, CHARLEVOIX COUNTY, MICHIGAN

MINUTES FOR MARCH 5, 2018, REGULAR (RESCHEDULED) COMMITTEE MEETING

9:00AM @ SJT GOVERNMENTAL CENTER

AGENDA ITEM

Attending: McNamara, Belfy, McDonough. Approved minutes of the January 22, 2018 Meeting and reviewed Tasks from Last Meeting

Monthly Finance Report: Committee reviewed current bank balances and confirmed amounts to be included on monthly report – McNamara to complete and send to board members. Discussed need to determine what % of dock electric bill should be covered by sewer fund to reflect costs associated with water flow from dock well to sewer system.

2018-19 Budget Planning: McNamara reported that she is still working on final budget documents for annual meeting and reported that general fund documents will be sent to board members by end of this week and will be available for public at that time.

Monthly Sewer Billing Update: McDonough reported that payments are up to date. McNamara will look into sewer fund reporting requirements.

Millage Renewals 2018: McNamara reported that three Millages (BIRHC, BIFD, and Street and Road) expired at the end of 2017. If the township consolidation measure passes, the millage rates would be established with that vote. If not, all will need to be renewed prior to the December 2018 levy and should go to the voters in August. The clerk will research timeline for placing the millage on an August ballot.

Pay and Mileage Reimbursement for Twp Employees: A request was received for increased hourly pay and mileage reimbursement for a summer employee. Supervisor and Clerk will review and develop recommendations concerning township employees pay and benefits schedule. It was noted that mileage reimbursement at IRS level does not take into account high cost of fuel on the island.

TASK	SUPERVISOR	CLERK	TREASURER
Review Electric Bill for Municipal Dock		X	
Look into sewer reporting requirements	X		
Confirm deadline to place Millages on August ballot		X	
Investigate township employees pay & benefits schedule	X	X	
Purchase Conference Phone	X		

*Finance Committee established by Township Board on 12.7.2016 with following board members appointed: Supervisor McNamara, Treasurer McDonough and Clerk Belfy.