

FINANCE COMMITTEE*

ST JAMES TOWNSHIP, BEAVER ISLAND, CHARLEVOIX COUNTY, MICHIGAN

MINUTES FOR AUGUST 30, 2021 REGULAR SPECIAL COMMITTEE MEETING

1:00PM @ SJT GOVERNMENTAL CENTER

Attending: Supervisor McNamara, Clerk Gillespie, Treasurer McDonough

Reviewed minutes of the July 26, 2021 Meeting.

MONTHLY FINANCE REPORT

Committee reviewed the draft, McNamara to update and send to full board. Committee reviewed the Standard Budget Reports for General Fund, Municipal Dock Fund and Sewer Fund; clerk will distribute those reports to the board along with the bills to be paid and distribute before the September board meeting. McNamara and Gillespie to review the **General Fund** in more detail and prepare an amendment for the October board meeting. Also to be included in that amendment will be recommendations about reserved and/or designated funds. The Municipal Dock Fund shows that the seasonal slip money has been collected and that slip fees overall have exceeded revenue projections. Nearly \$60,000.00 in fuel has been sold since the beginning of July. This fund will be carefully evaluated as remaining work is completed and as future staffing, maintenance and capital needs are defined.

McDonough reported that an account held by the township for the BI Broadband Consortium has been closed and the funds will be transferred to BICS, the Consortium's fiscal agent. These funds are to implement the Consortium's Broadband Pools of Service Project. McNamara reported that the consortium will soon invoice the township for its commitment to upfront costs (\$16,500.00). McNamara further reported that the consortium is requesting an additional \$3,000.00 from each township for this project and that she will confer with Peaine Township Supervisor about such.

Sewer Report Update

McDonough reported that customers continue to pay in a timely manner. Two properties have changed hands and McDonough is monitoring to ensure no loss of payment or service. As property in the sewer district changes hands, questions about the establishment of the sewer and the capacity of the system have come up. McNamara and McDonough to meet with the engineering company in the next couple of weeks as they prepare the annual report to ask them to address some of the questions in the report.

McDonough reported that the final historical debt payments will be paid off by the end of the year – the final payment of \$13K to the Street and Road Fund. Paying off these debts means that each year going forward, money can finally be put aside to pay for repairs and maintenance on the 20-year-old sewer system.

March 2021 Audit

The audit for the year ending March 30, 2021 is complete and the accountants will be asked to share its findings with the full board at the October 6th board meeting.

L-4029 Millage Request Form

McNamara will prepare this document and there will be a special meeting later in the month to approve this. This form is filed with the County by the end of September each year and reflects the townships best estimate of what will be levied in December 2021; it is likely that St James Township's general fund millage will likely go down slightly. The other millage requests are defined in cooperation with the agencies for which the townships collect taxes: BI Fire Department, Rural Health Center, BI Airport, BI Transfer Station, BI Historical Society and BI EMS. McNamara will work with the agencies to determine the amount of already approved millage amounts should be levied this year. McNamara will also confer with Peaine Township as all of the above listed entities serve both townships equally and there are still a couple of these entities where the levy from St James Township is slightly higher than that of Peaine Township.

OTHER ITEMS AS MAY COME BEFORE THE COMMITTEE: none

Next Meeting Date: September 20, 2021 - Special Meeting to replace regular 9/27/21 meeting.

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

c:\users\st james twp\documents\finance\finance committee\2021\agendas and minutes\sjfc_min_aug30.2021.docx