

ST JAMES TOWNSHIP, BEAVER ISLAND, CHARLEVOIX COUNTY, MICHIGAN
 Regular MEETING AGENDA FOR December 8, 2021 @ 5:30PM @ ST JAMES TOWNSHIP HALL

APPROX. TIME	AGENDA ITEM
5:30	Welcome: call to order, pledge of allegiance, Welcome new trustee, public/board input on agenda revisions
5:40	Approval of Minutes for November 3, 2021, Regular Meeting and Approval of Minutes for Special Meeting Minutes of November 22, 2021
5:45	Any Correspondence
5:50	Clerk Financial Reports and Bills to be paid
5:55	Authorize Julie Gillespie or Joe Moore to hire cleaning person for township hall and Governmental Center
6:00	Committee Appointments and/or reports, BITAC and BIAC need to be Board Member and so does Waste Management Committee Re-appoint for BIRHC Board, Diane McDonough
	Appointments to Planning Commission Bob Tidmore and Nathan Altman
6:10	Administrative Assistant Appointment: discussion, approval of task list and individuals to hire and motion Appointments to Planning Commission Bob Tidmore and Nathan Altman Posting for Zoning Board of Appeals
6:20	Action Items: Discussion of Storage at Marina North Building: BIC Center and CC Road Commission Schedule joint meeting with Peaine Township
6:25	Report meeting change from 1st Wednesday of the month to 2nd Wednesday of the month beginning in January 2022
6:30	Board Comments, Public Comments, Adjourn

Draft Minutes of November 3, 2021 Regular St. James Board Meeting
St James Township Hall | 37735 Michigan Ave. | Beaver Island, MI | 5:30 pm

Present

McNamara, Gillespie, McDonough, Moore, Cole

Absent

None

Others

There were 4 members of the public present.

General

Supervisor McNamara called to order a regular meeting of the St. James Township Board at 5:30pm on November 3, 2021.

Supervisor McNamara requested to modify the following items to the agenda under Supervisors Report:

- Sewer Study Report
- DNR Memorandum for Understanding Invasive Species

Approval of Minutes

Moved by Moore, supported by Cole to approve October 6, 2021 regular Meeting Minutes, May 27, 2021 and October 13, 2021 Special Meeting Minutes.

Motion Carried- Unanimous

Finance Report

Moved by Gillespie, supported by McDonough to approve the Monthly Finance Report as presented.

Motion Carried- Unanimous

Moved by McDonough, supported by Gillespie to approve the Standard Budget Report and the Payment of Bills as presented by Clerk.

Motion Carried- Unanimous

Moved by Moore, supported by Cole to accept the amended SJT 2021-22 Budget as presented.

Motion Carried- Unanimous

Moved by Gillespie, supported by McDonough to accept the amended SJT Municipal Dock Budget as presented.

Motion Carried-Unanimous

Moved by McDonough, supported by Moore to approve SJT Resolution #2021.11.03.01 authorizing final repayment of Township match for Michigan Waterways Commission Grant Program.

Roll Call: Gillespie-yes, Cole-yes, McNamara-yes, McDonough-yes, Moore-yes

Motion Carried-Unanimous

Moved by Moore, supported by Cole to approve SJT Resolution #2021.11.03.02 authorizing Final Payment of Interfund Borrowing from General Fund.

Roll Call: Cole-yes, McNamara-yes, McDonough-yes, Moore-yes, Gillespie-yes

Motion Carried-Unanimous

Moved by Moore, supported by McDonough to commit a contribution of \$10,000 to be matched by Peaine Township for a Pickle Ball Court.

Motion Carried-Unanimous

Correspondence/Updates/Committee Reports

Public Works Committee:

- Marina North and South: Harbormaster Wisner gave a final report for the 2021 season.

- Waste Management Committee:

Trustee Cole updated board on the MICROS Grant.

- BI Airport Commission

Supervisor McNamara updated about the Property Acquisition Process.

Other Action Items

Moved by McDonough, supported by Cole to authorize McNamara to pursue the possible purchase of the lot next to the Township Cemetery and to bring an offer back to the board for discussion.

Motion Carried-Unanimous

Moved by Moore, supported by Cole to approve SJT contribution of \$5,000 to be matched by Peaine Township for the cost of 2022 Fourth of July fireworks.

Motion Carried- Unanimous

Moved by McNamara, supported by Gillespie to accept Levi Connor's bid for 2021-22 snow removal.

Motion Carried-Unanimous

Moved by McNamara, supported by McDonough to hire Brianna Maudrie for cleaning services at the Governmental Center and the SJT Hall.

Motion Carried-Unanimous

Supervisor's Report:

Moved by McNamara, supported by Moore to accept the DNR Memorandum Agreement for Understanding Invasive Species.

Motion Carried-Unanimous

Moved by McDonough, supported by Cole to appoint Moore as St. James Township Supervisor to finish out McNamara's term which ends November of 2022.

Motion Carried-Unanimous

Other Business:

None

Board Comments:

None

Public Comments:

There were two questions from the public that were addressed. "What's Next" at Marina North in which was answered that the project has been completed. The second was regarding an emergency report and traffic safety which was redirected the proper authority for answers.

Moved by Cole, supported by McDonough to adjourn at 6:38pm.

Motion Carried-Unanimous

Submitted by

Patti Cull, Deputy Clerk
St. James Township
COUNTY OF CHARLEVOIX

Draft Minutes of November 22, 2021 Special St. James Board Meeting
St James Township Hall | 37735 Michigan Ave | Beaver Island, MI | 12:00 pm

Present

Diane McDonough, Paul Cole, Joe Moore, Julie Gillespie

Others

Cynthia Pryor

General

Supervisor Moore called to order a Special Meeting of the St. James Township Board at 12:03 pm on November 22, 2021

Agenda:

Trustee Appointment:

Supervisor Moore, read 4 applications for the position of Trustee, Vicky Fingerroot, Vic VanDeventer, Mark Engelsman, and Lori Taylor-Blitz. Board discussed qualifications of each candidate

Moved by Gillespie, supported by McDonough to appoint Vicky Fingerroot to the Trustee position. Appointment is for the current year to November 1, 2022.

Motion: unanimous

Committee Appointments:

Tabled until next meeting (December 1, 2021) was the discussion of filling the empty committee positions.

Schedule joint meeting with Peaine Township:

Discussed dates for a joint meeting with Peaine Township, either December 1, 2021 at 4:30 pm or December 2, 2021 at 4:30 pm. Supervisor Moore will follow up with Peaine Township to decide which date.

Change Meeting Dates:

Moved by Cole, supported by Gillespie to change the regular monthly board meetings from the 1st Wednesday of the month to the 2nd Wednesday of the month, beginning January 12, 2022

Administrative/Planning Commission Assistant:

Discussion of the hiring the administrative assistant position tabled to December 1, 2021 meeting, so Supervisor Moore can better acquaint himself with the objectives of the position. Currently deputy Supervisor Pryor will submit time over her current weekly 3 hours at \$20 per hour.

Motion to Adjourn:

Moved by McDonough, supported by Cole, to adjourn the meeting, 12:50 pm

Motion: unanimous

Submitted by

Julie Gillespie, Clerk
St. James Township
COUNTY OF CHARLEVOIX

DRAFT



Beaver Island
Michigan

Supervisor's Lens

Notes from St James Township Supervisor Joe Moore

DECEMBER 1, 2021

VOLUME 2021-12, NUMBER 1

"I will use this format once a month to keep board members updated on my work."

Lots of Learning

With the assignment of the trustee Joe Moore to the role of Supervisor, there is a great deal of learning to accomplish by one individual. Kitty McNamara and Cynthia Pryor have been quite helpful, and both still have lots of knowledge that I need to learn. There are lots of things that are not in the job description that need to be resolved as well as learning what all these other jobs include, and where this supervisor fits into the overall plans of the township and its goals and ordinances. Some of the little things that have been accomplished during this first couple of weeks include reporting the flow rates of the sewer system, calling GLE about street lights that are out to get them on a repair list, and thinking about the most recent exposures to COVID on Beaver Island. There are lots of other things to learn and it will take some time to figure out what the limits to this job entail, as well as the responsibilities that can be delegated. Two calls to the township lawyer were already needed to help resolve a few of the issues that were brought up over the last two weeks. Cynthia Pryor has been an amazing help in getting me up to speed and providing background information.

COVID Plan

As of November 24, 2021, the island has tested 21 people with sixteen negatives and 5 positives. This may not seem a large number to some, but it does indicate that the island infection rate may be on an upsurge. It seems to me that there were only nine positives over a period of months, and 9 in one month is, in my mind, a surge. So, the plan for this may require the gathering of those assigned to the committee to get together and make another posting of recommendations (requirements?). This will be hopefully a help in getting this small surge under control. I authorized the purchase of 4 COVID test kits for the Governmental Center. They will be kept in the supervisor's office. The Abbott Binax NOW test kit is a rapid antigen test to provide those working the office the opportunity to get results in 15 minutes if they become aware of an exposure in the building or elsewhere.

A Shout Out to Kitty

Until you have an opportunity to step into the shoes of another person and truly see what they do, you really do not have any concept of the work that gets accomplished and the many little details that are required to accomplish the many things that this lady has accomplished and is willing to continue to accomplish. Kitty is willing to continue on as the BIESA representative for St. James Township, as this is not a position that requires this representative be a township board member.

A Shout Out to Kitty continued



Kitty is also working on the Recreation Grant and some other things where her knowledge is essential. Kitty, Cynthia and I spent a lot of time going over a list of things, and we will continue to communicate about this list and other things that come up

Administrative Assistant Position

My recommendation to the board is that we extend the hours of the current Deputy Supervisor to take up the list of items that is included in this email. This would entail ten hours of the week in addition to the already budgeted three hours per week that is already being completed. Her work would include up to 520 hours for the year as administrative assistant.

The second part of the position is more related to the Planning and Budget parts of the list, and I would recommend that the majority of these be assigned to Shelby Harris with help from Diane McDonough for the budget things. Now, Shelby will be working almost full time during the late Spring, Summer, and Early Fall, so I recommend that the total hours; ten hours per week for 52 weeks; total 520 hours be flexible this winter and early spring perhaps exceeding the ten hours per week due to the constraints on her time for the invasive species. The maximum hours for her part of this administrative position would be 520 for the year.

I would recommend that the board allow me to hire these two individuals at a rate of \$22.00 per hour based upon their previous work for the townships.

This option saves the township money by not requiring us to set up yet another office in the Governmental Center, does not require the purchase of another computer, does not require establishment of another email address for a new person, and allows them to continue and enhance their work in the space already provided for them. Neither of these individuals, with the experience they already have, will need to be oriented to anything except the new tasks they are assigned in the list provided.

Welcome Our New Trustee

Welcome to Vicky Fingeroot as our new township trustee. We have four excellent applicants for this position, as you all know, and I sent thank you letters out to each of the other three and a welcome letter to Vicky.



Need New Committee/Commission Members

The BI Airport Commission member must be a township board member, so, while Kitty may continue to help in this, we need to appoint a board member to fill a St. James Township board position on this commission, so we continue to have township representation. I will continue as

the second township board member on this commission, we will need to choose another board member to sit on the Waste Management Committee.

We all need to appoint a board member to the BITAC position since it needs to be a board member. Julie has expressed interest in this.

Contact information

The office contact information is the same, but my cell number is 675-5193, and my home number is 448-2416. The office hours will continue to be the same on Tuesday and Wednesday from 10 a.m. to 2 p.m.

As you all know, this is my very first regular board meeting, and I would appreciate any and all members to help make sure that we get the things accomplished that need to get done. If you have items that need to go on the agenda, please don't hesitate to contact me. We can certainly add them to the agenda at the meeting if not before.

New Printer

The new printer is here at the Governmental Center, and I am working to get it set up and ready for all to use. This may take a little while, but it is on its way to completion. I ordered a fifty foot cable to get this accomplished, charged to the township. I provided the extra switch in the meeting room to allow any other connections that might be needed, such as the deputies' computers, or any others.

COVID Exposures

Our meeting has been postponed one week due to 3 board members being exposed. This will be updated as needed for those that may have issues.

Hire New Cleaning Person

We need to authorize either Joe Moore or Julie Gillespie to hire the cleaning person for the Governmental Center and the Township Hall.

Township Record Administration

1. Update and maintain a full list of all St. James Board officers and Trustees with contact Information, term dates
2. Update and maintain a full list of all St. James employees with contact information
- Phone, email
3. Update and maintain a full list of all St. James employees by title, job description, hours and salary
4. Update and maintain a list of all township board committees, members, their contact Information and term dates
5. Update and maintain a list of all township township commissions, board members, their contact information and term dates
6. Review St. James website working with website administrator (currently Krys Lyle) to update all pages and categories of website with updated information
7. Review all minutes from all Township Board meetings, Board committee meetings, Planning Commission meetings, Beaver Island Commissions, Committees and Authorities - for any action or information required for Township administration and knowledge.
8. Prepares reports and maintains office files; obtains, gathers and organizes pertinent data and assembles into usable form
9. Maintains, updates and backs up all pertinent Township records in a usable form for Township use.

Budget and Grant Administration

1. Review and understand Township budget – Work with Supervisor and township officials as directed in assisting in budget administration
2. Review and understand all outstanding grants, their budget and administrative process
3. Review, update and maintain all federal, state grant databases
 - SAM.gov – Township all Federal Access point
 - ASAP - USFWS
 - Grant Solutions – USFWS
 - Recreation Grant – DNR
 - Broadband Grant Data Base
4. Review township budget reconciliation process for grant administration
 - Township MOA with DNR – Primary Shelby
 - Campground Improvement Project – Primary PAA
 - USFWS Grant – Primary Shelby

Planning Administration

1. Attend all Planning Commission meetings
 - Act as Recording Secretary in taking minutes – liaison with Planning Commission Secretary and Chair as needed
 - Post Notice of Meeting
 - Identify all Actions for Township Board use
2. Review and work with Beaver Island Master Plan - identify action and plan update
3. Review and work with St. James Township Recreation Plan – identify action and plan update
4. Review and work with St. James Township Harbor Plan – identify action and plan update
5. Work with Planning Commission with Township projects
 - Develop 5-year Strategic Plan
 - Develop Prioritized Township Operational Plan

Township Board Interface

1. Assists Township Board with project identification
 - Identify projects that require grant funding
 - Work with township teams to identify need for grant writer
 - Liaison with township teams and grant writers to meet grant requirements
2. Assists Township Board with Capital Improvement Plan
3. Serves as communication liaison with other board committees, commissions and Authorities as directed by the Township Board and/or Supervisor
4. Attends other Township boards and committees as directed by the Township Board and/or Supervisor
5. Works with Peane Township officials and board members as needed and as directed by the Township Board and/or Supervisor
6. Reports activities monthly to the Supervisor and Township Board

Zoning Administration

1. Reviews and understands current Zoning Plan and all ordinances
2. Compiles all Township Ordinances in a usable form for office use
3. Meets with and assist the Zoning Administrator in developing a Zoning Ordinance Update Plan
4. Works with Zoning Administrator in the development of updates to the plan

General Fund
General Ledger Account Activity
11/10/2021 to 12/8/2021

Transaction Date	Transaction Number	Name	Amount	Notation
1. Assets				
001.000 Checking				
11/12/2021	00210	Rose Cole	(217.50)	
11/12/2021	00211	Tessa Jones	(60.00)	
11/12/2021	00212	Marie LaFreniere	(217.50)	
11/12/2021	00213	Karen Wojan	(263.50)	
11/15/2021	00214	Julie A Gillespie	(500.00)	
11/15/2021	00215	Briana Maudrie	(96.97)	
11/15/2021	00216	Carolyn J Works	(217.50)	
11/18/2021	00217	Darrell Butler	(2,032.69)	
11/18/2021	00218	Shelby Harris	(352.40)	
12/1/2021	00219	Paul G Cole	(537.41)	
12/1/2021	00220	Patricia A Cull	(232.04)	
12/1/2021	00221	Courtney deRuiter	(232.04)	
12/1/2021	00222	Julie A Gillespie	(1,390.53)	
12/1/2021	00223	Diane McDonough	(1,415.27)	
12/1/2021	00224	Joseph A Moore	(1,370.80)	
12/1/2021	00225	Cynthia M Pryor	(243.23)	
12/1/2021	00226	Richard L Speck	(534.72)	
12/2/2021	00227	Darrell Butler	(2,032.69)	
12/2/2021	00228	Shelby Harris	(281.92)	
12/8/2021	13683	Powers Do It Best Hardware	(38.97)	Cable ties gloves pocket fences
12/8/2021	13684	Island Airways	(26.75)	Freight 10.21 11.21
12/8/2021	13685	Beaver Island Boat Company	(434.90)	Freight 7.21-11.21
12/8/2021	13686	Applied Imaging	(2,941.50)	Color copier gov center
12/8/2021	13686	Applied Imaging	(124.50)	Freight
12/8/2021	13687	TDS	(56.02)	Phone Internet 12.01.21-12.31.21
12/8/2021	13688	TDS	(337.21)	Phone Internet Gov Center12.1.21-12.31.21
12/8/2021	13688	TDS	(100.96)	Phone Internet Townhall 12.1.21-12.31.21
12/8/2021	13689	Robert's John Service, Inc.	(7,155.00)	Plumbing public restrooms
12/8/2021	13690	ViSA-Charlevoix State Bank	(13.77)	Amazon prime subscription monthly fee
12/8/2021	13690	ViSA-Charlevoix State Bank	(26.60)	Cleaning supplies gov center
12/8/2021	13690	ViSA-Charlevoix State Bank	(14.62)	Conference call charges 11.21
12/8/2021	13690	ViSA-Charlevoix State Bank	(132.49)	Mcafee virus subscription
12/8/2021	13690	ViSA-Charlevoix State Bank	(166.85)	Meals election workers
12/8/2021	13690	ViSA-Charlevoix State Bank	(111.29)	Norton virus subscription
12/8/2021	13690	ViSA-Charlevoix State Bank	(8.16)	Postage mail 941
12/8/2021	13691	Krys Lyle	(690.00)	Website maintenance 8.21-11.21
12/8/2021	13692	Great Lakes Energy	(57.28)	Electric 10.12.21-11.12.21 DNR Residence
12/8/2021	13692	Great Lakes Energy	(159.12)	Electric10 9.12.21-11.12.21 Gov center
12/8/2021	13692	Great Lakes Energy	(81.04)	Electric10 9.12.21-11.12.21 Townhall
12/8/2021	13693	McDonough Construction	(32,310.72)	Application 2 Campground project
12/8/2021	13693	McDonough Construction	(46,436.24)	Application 3 Campground project
12/8/2021	13694	Paradise Bay Dive Shop	(300.00)	Install and remove buoys 6.21-9.21
12/8/2021	13695	Young, Graham & Wendling,	(744.00)	Legal fees 10.21-11.21
12/8/2021	13695	Young, Graham & Wendling,	(160.00)	Legal fees11.21.
12/8/2021	13696	ViSA-Charlevoix State Bank	(15.89)	Adobe software monthly payment supervisor
12/8/2021	13697	ViSA-Charlevoix State Bank	(33.30)	Monthly cell phone fee invasive coordinator
12/8/2021	13697	ViSA-Charlevoix State Bank	(8.70)	Postage
12/8/2021	13698	Auto-Wares Group	(1,167.26)	Parts, red truck, skidsteer, sander

12/8/2021
4:19 PM

General Fund
General Ledger Account Activity
11/10/2021 to 12/8/2021

Transaction Date	Transaction Number	Name	Amount	Notation
12/8/2021	13699	A D Assessing, Inc	(4,950.00)	4rd quarter assessing fee
12/8/2021	13700	Dawn Marsh	(19.75)	Coffee donuts pocket fence
12/8/2021	13701	HDNW	(194.00)	2022 License inspection service campground
12/8/2021	13702	Lori Souders	(400.00)	Fall cleanup township cemetery
12/8/2021	13703	St James Township Treasurer	(367.20)	Sewer fees 12.21
12/8/2021	13704	Ferguson & Chamberlain Asso	(1,500.00)	Survey property for parcel division
Totals			(\$113,512.80)	
001.000 Totals			(\$113,512.80)	

088.000 Payroll Due From Other Funds

11/18/2021	496.44
12/1/2021	129.18
12/2/2021	496.44
Totals	\$1,122.06
088.000 Totals	\$1,122.06
1. Assets Totals	(\$112,390.74)

2. Liabilities

256.000 EFTPS Payable

11/15/2021	00215	Briana Maudrie	(1.52)	Medicare Tax
11/15/2021	00215	Briana Maudrie	(6.51)	Social Security Tax
11/15/2021	1065		(1.52)	Medicare Tax (941)
11/15/2021	1065		(6.51)	Social Security Tax (941)
11/18/2021	00217	Darrell Butler	(237.62)	Federal Withholding Tax
11/18/2021	00217	Darrell Butler	(37.37)	Medicare Tax
11/18/2021	00217	Darrell Butler	(159.77)	Social Security Tax
11/18/2021	00218	Shelby Harris	(5.80)	Medicare Tax
11/18/2021	00218	Shelby Harris	(24.80)	Social Security Tax
11/18/2021	1067		(43.17)	Medicare Tax (941)
11/18/2021	1067		(184.57)	Social Security Tax (941)
12/1/2021	00219	Paul G Cole	(8.57)	Medicare Tax
12/1/2021	00219	Paul G Cole	(36.64)	Social Security Tax
12/1/2021	00220	Patricia A Cull	(3.82)	Medicare Tax
12/1/2021	00220	Patricia A Cull	(16.33)	Social Security Tax
12/1/2021	00221	Courtney deRuiter	(3.82)	Medicare Tax
12/1/2021	00221	Courtney deRuiter	(16.33)	Social Security Tax
12/1/2021	00222	Julie A Gillespie	(57.92)	Federal Withholding Tax
12/1/2021	00222	Julie A Gillespie	(23.56)	Medicare Tax
12/1/2021	00222	Julie A Gillespie	(100.75)	Social Security Tax
12/1/2021	00223	Diane McDonough	(48.67)	Federal Withholding Tax
12/1/2021	00223	Diane McDonough	(24.09)	Medicare Tax
12/1/2021	00223	Diane McDonough	(103.02)	Social Security Tax
12/1/2021	00224	Joseph A Moore	(60.83)	Federal Withholding Tax
12/1/2021	00224	Joseph A Moore	(23.56)	Medicare Tax
12/1/2021	00224	Joseph A Moore	(100.75)	Social Security Tax
12/1/2021	00225	Cynthia M Pryor	(3.82)	Medicare Tax
12/1/2021	00225	Cynthia M Pryor	(16.33)	Social Security Tax
12/1/2021	00226	Richard L Speck	(25.00)	Federal Withholding Tax
12/1/2021	00226	Richard L Speck	(8.94)	Medicare Tax
12/1/2021	00226	Richard L Speck	(38.21)	Social Security Tax
12/1/2021	1068		(100.18)	Medicare Tax (941)

General Fund
General Ledger Account Activity
11/10/2021 to 12/8/2021

Transaction Date	Transaction Number	Name	Amount	Notation
12/1/2021	1068		(428.36)	Social Security Tax (941)
12/2/2021	00227	Darrell Butler	(237.62)	Federal Withholding Tax
12/2/2021	00227	Darrell Butler	(37.37)	Medicare Tax
12/2/2021	00227	Darrell Butler	(159.77)	Social Security Tax
12/2/2021	00228	Shelby Harris	(4.64)	Medicare Tax
12/2/2021	00228	Shelby Harris	(19.84)	Social Security Tax
12/2/2021	1069		(42.01)	Medicare Tax (941)
12/2/2021	1069		(179.61)	Social Security Tax (941)
Totals			(2,639.52)	
256.000 Totals			(2,639.52)	

259.000 Michigan Withholding Payable

11/18/2021	00217	Darrell Butler	(109.52)	Michigan State Withholding Tax
11/18/2021	00218	Shelby Harris	(17.00)	Michigan State Withholding Tax
12/1/2021	00219	Paul G Cole	(8.29)	Michigan State Withholding Tax
12/1/2021	00220	Patricia A Cull	(11.19)	Michigan State Withholding Tax
12/1/2021	00221	Courtney deRuiter	(11.19)	Michigan State Withholding Tax
12/1/2021	00222	Julie A Gillespie	(52.24)	Michigan State Withholding Tax
12/1/2021	00223	Diane McDonough	(70.62)	Michigan State Withholding Tax
12/1/2021	00224	Joseph A Moore	(69.06)	Michigan State Withholding Tax
12/1/2021	00226	Richard L Speck	(9.37)	Michigan State Withholding Tax
12/2/2021	00227	Darrell Butler	(109.52)	Michigan State Withholding Tax
12/2/2021	00228	Shelby Harris	(13.60)	Michigan State Withholding Tax
Totals			(481.60)	
259.000 Totals			(481.60)	
2. Liabilities Totals			(3,121.12)	

6. Expenses

702.000 Wages

101 Township Board

12/1/2021	00219	Paul G Cole	8.57	Medicare Tax
12/1/2021	00219	Paul G Cole	8.29	Michigan State Withholding Tax
12/1/2021	00219	Paul G Cole	36.64	Social Security Tax
12/1/2021	00219	Paul G Cole	537.41	
101 Totals			\$590.91	

171 Supervisor

12/1/2021	00224	Joseph A Moore	60.83	Federal Withholding Tax
12/1/2021	00224	Joseph A Moore	23.56	Medicare Tax
12/1/2021	00224	Joseph A Moore	69.06	Michigan State Withholding Tax
12/1/2021	00224	Joseph A Moore	100.75	Social Security Tax
12/1/2021	00224	Joseph A Moore	1,370.80	
171 Totals			\$1,625.00	

215 Clerk

12/1/2021	00222	Julie A Gillespie	57.92	Federal Withholding Tax
12/1/2021	00222	Julie A Gillespie	23.56	Medicare Tax
12/1/2021	00222	Julie A Gillespie	52.24	Michigan State Withholding Tax
12/1/2021	00222	Julie A Gillespie	100.75	Social Security Tax
12/1/2021	00222	Julie A Gillespie	1,390.53	
215 Totals			\$1,625.00	

253 Treasurer

12/1/2021	00223	Diane McDonough	45.16	Federal Withholding Tax
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General Fund
General Ledger Account Activity
11/10/2021 to 12/8/2021

Transaction Date	Transaction Number	Name	Amount	Notation
12/1/2021	00223	Diane McDonough	22.35	Medicare Tax
12/1/2021	00223	Diane McDonough	65.52	Michigan State Withholding Tax
12/1/2021	00223	Diane McDonough	95.58	Social Security Tax
12/1/2021	00223	Diane McDonough	1,313.06	
253 Totals			\$1,541.67	
262 Elections				
11/12/2021	00210	Rose Cole	217.50	
11/12/2021	00211	Tessa Jones	60.00	
11/12/2021	00212	Marie LaFreniere	217.50	
11/12/2021	00213	Karen Wojan	263.50	
11/15/2021	00214	Julie A Gillespie	500.00	
11/15/2021	00216	Carolyn J Works	217.50	
262 Totals			\$1,476.00	
265 Buildings and Grounds				
11/18/2021	00217	Darrell Butler	195.10	Federal Withholding Tax
11/18/2021	00217	Darrell Butler	30.68	Medicare Tax
11/18/2021	00217	Darrell Butler	89.92	Michigan State Withholding Tax
11/18/2021	00217	Darrell Butler	131.18	Social Security Tax
12/2/2021	00227	Darrell Butler	195.10	Federal Withholding Tax
12/2/2021	00227	Darrell Butler	30.68	Medicare Tax
12/2/2021	00227	Darrell Butler	89.92	Michigan State Withholding Tax
12/2/2021	00227	Darrell Butler	131.18	Social Security Tax
11/18/2021	00217	Darrell Butler	1,668.93	
12/2/2021	00227	Darrell Butler	1,668.93	
265 Totals			\$4,231.62	
536 Sewer System				
11/18/2021	00217	Darrell Butler	42.52	Federal Withholding Tax
11/18/2021	00217	Darrell Butler	6.69	Medicare Tax
11/18/2021	00217	Darrell Butler	19.60	Michigan State Withholding Tax
11/18/2021	00217	Darrell Butler	28.59	Social Security Tax
12/1/2021	00223	Diane McDonough	3.51	Federal Withholding Tax
12/1/2021	00223	Diane McDonough	1.74	Medicare Tax
12/1/2021	00223	Diane McDonough	5.10	Michigan State Withholding Tax
12/1/2021	00223	Diane McDonough	7.44	Social Security Tax
12/2/2021	00227	Darrell Butler	42.52	Federal Withholding Tax
12/2/2021	00227	Darrell Butler	6.69	Medicare Tax
12/2/2021	00227	Darrell Butler	19.60	Michigan State Withholding Tax
12/2/2021	00227	Darrell Butler	28.59	Social Security Tax
11/18/2021	00217	Darrell Butler	363.76	
12/1/2021	00223	Diane McDonough	102.21	
12/2/2021	00227	Darrell Butler	363.76	
11/18/2021			(461.16)	
12/1/2021			(120.00)	
12/2/2021			(461.16)	
536 Totals			\$0.00	
571 Terrestrial Invasive Species				
11/18/2021	00218	Shelby Harris	5.80	Medicare Tax
11/18/2021	00218	Shelby Harris	17.00	Michigan State Withholding Tax
11/18/2021	00218	Shelby Harris	24.80	Social Security Tax
12/2/2021	00228	Shelby Harris	4.64	Medicare Tax
12/2/2021	00228	Shelby Harris	13.60	Michigan State Withholding Tax
12/2/2021	00228	Shelby Harris	19.84	Social Security Tax

General Fund
General Ledger Account Activity
11/10/2021 to 12/8/2021

Transaction Date	Transaction Number	Name	Amount	Notation
11/18/2021	00218	Shelby Harris	352.40	
12/2/2021	00228	Shelby Harris	281.92	
571 Totals			\$720.00	
722 Zoning Administration				
12/1/2021	00226	Richard L Speck	25.00	Federal Withholding Tax
12/1/2021	00226	Richard L Speck	8.94	Medicare Tax
12/1/2021	00226	Richard L Speck	9.37	Michigan State Withholding Tax
12/1/2021	00226	Richard L Speck	38.21	Social Security Tax
12/1/2021	00226	Richard L Speck	534.72	
722 Totals			\$616.24	
702.000 Totals			\$12,426.44	
702.001 Deputy Wages				
171 Supervisor				
12/1/2021	00225	Cynthia M Pryor	3.82	Medicare Tax
12/1/2021	00225	Cynthia M Pryor	16.33	Social Security Tax
12/1/2021	00225	Cynthia M Pryor	243.23	
171 Totals			\$263.38	
215 Clerk				
12/1/2021	00220	Patricia A Cull	3.82	Medicare Tax
12/1/2021	00220	Patricia A Cull	11.19	Michigan State Withholding Tax
12/1/2021	00220	Patricia A Cull	16.33	Social Security Tax
12/1/2021	00220	Patricia A Cull	232.04	
215 Totals			\$263.38	
253 Treasurer				
12/1/2021	00221	Courtney deRuiter	3.82	Medicare Tax
12/1/2021	00221	Courtney deRuiter	11.19	Michigan State Withholding Tax
12/1/2021	00221	Courtney deRuiter	16.33	Social Security Tax
12/1/2021	00221	Courtney deRuiter	232.04	
253 Totals			\$263.38	
702.001 Totals			\$790.14	
702.002 Cleaning Wages				
265 Buildings and Grounds				
11/15/2021	00215	Briana Maudrie	1.52	Medicare Tax
11/15/2021	00215	Briana Maudrie	6.51	Social Security Tax
11/15/2021	00215	Briana Maudrie	96.97	
265 Totals			\$105.00	
702.002 Totals			\$105.00	
709.000 Payroll Taxes				
101 Township Board				
12/1/2021	1068		8.57	Medicare Tax (941)
12/1/2021	1068		36.64	Social Security Tax (941)
101 Totals			\$45.21	
171 Supervisor				
12/1/2021	1068		27.38	Medicare Tax (941)
12/1/2021	1068		117.08	Social Security Tax (941)
171 Totals			\$144.46	
215 Clerk				
12/1/2021	1068		27.38	Medicare Tax (941)
12/1/2021	1068		117.08	Social Security Tax (941)
215 Totals			\$144.46	

General Fund
General Ledger Account Activity
11/10/2021 to 12/8/2021

Transaction Date	Transaction Number	Name	Amount	Notation
253 Treasurer				
12/1/2021	1068		26.17	Medicare Tax (941)
12/1/2021	1068		111.91	Social Security Tax (941)
253 Totals			\$138.08	
265 Buildings and Grounds				
11/15/2021	1065		1.52	Medicare Tax (941)
11/15/2021	1065		6.51	Social Security Tax (941)
11/18/2021	1067		30.68	Medicare Tax (941)
11/18/2021	1067		131.18	Social Security Tax (941)
12/2/2021	1069		30.68	Medicare Tax (941)
12/2/2021	1069		131.18	Social Security Tax (941)
265 Totals			\$331.75	
536 Sewer System				
11/18/2021	1067		6.69	Medicare Tax (941)
11/18/2021	1067		28.59	Social Security Tax (941)
12/1/2021	1068		1.74	Medicare Tax (941)
12/1/2021	1068		7.44	Social Security Tax (941)
12/2/2021	1069		6.69	Medicare Tax (941)
12/2/2021	1069		28.59	Social Security Tax (941)
11/18/2021			(35.28)	
12/1/2021			(9.18)	
12/2/2021			(35.28)	
536 Totals			\$0.00	
571 Terrestrial Invasive Species				
11/18/2021	1067		5.80	Medicare Tax (941)
11/18/2021	1067		24.80	Social Security Tax (941)
12/2/2021	1069		4.64	Medicare Tax (941)
12/2/2021	1069		19.84	Social Security Tax (941)
571 Totals			\$55.08	
722 Zoning Administration				
12/1/2021	1068		8.94	Medicare Tax (941)
12/1/2021	1068		38.21	Social Security Tax (941)
722 Totals			\$47.15	
709.000 Totals			\$906.19	
752.002 Supplies - Governmental Center				
101 Township Board				
12/8/2021	13690	ViSA-Charlevoix State Bank	13.77	Amazon prime subscription monthly fee
12/8/2021	13690	ViSA-Charlevoix State Bank	26.60	Cleaning supplies gov center
101 Totals			\$40.37	
752.002 Totals			\$40.37	
752.010 Supplies & Equipment Gardening				
751 Parks & Recreation				
12/8/2021	13683	Powers Do It Best Hardware	38.97	Cable ties gloves pocket fences
751 Totals			\$38.97	
752.010 Totals			\$38.97	
760.000 Computer & Software				
171 Supervisor				
12/8/2021	13690	ViSA-Charlevoix State Bank	111.29	Norton virus subscription
12/8/2021	13696	ViSA-Charlevoix State Bank	15.89	Adobe software monthly payment supervisor
171 Totals			\$127.18	

General Fund
General Ledger Account Activity
11/10/2021 to 12/8/2021

Transaction Date	Transaction Number	Name	Amount	Notation
262 Elections				
12/8/2021	13690	ViSA-Charlevoix State Bank	132.49	Mcafee virus subscription
262 Totals			\$132.49	
760.000 Totals			\$259.67	
801.000 Prof & Contractual Services				
101 Township Board				
12/8/2021	13699	A D Assessing, Inc	4,950.00	4rd quarter assessing fee
12/8/2021	13704	Ferguson & Chamberlain Asso	1,500.00	Survey property for parcel division
101 Totals			\$6,450.00	
801.000 Totals			\$6,450.00	
804.000 Legal Fees				
101 Township Board				
12/8/2021	13695	Young, Graham & Wendling,	160.00	Legal fees11.21.
101 Totals			\$160.00	
722 Zoning Administration				
12/8/2021	13695	Young, Graham & Wendling,	744.00	Legal fees 10.21-11.21
722 Totals			\$744.00	
804.000 Totals			\$904.00	
850.001 Phone/Internet - Deputy Res				
265 Buildings and Grounds				
12/8/2021	13687	TDS	56.02	Phone Internet 12.01.21-12.31.21
265 Totals			\$56.02	
850.001 Totals			\$56.02	
850.002 Phone/Internet - Gov Center				
265 Buildings and Grounds				
12/8/2021	13688	TDS	337.21	Phone Internet Gov Center12.1.21-12.31.21
265 Totals			\$337.21	
850.002 Totals			\$337.21	
850.004 Phone/Internet - Township Hall				
265 Buildings and Grounds				
12/8/2021	13688	TDS	100.96	Phone Internet Townhall 12.1.21-12.31.21
265 Totals			\$100.96	
850.004 Totals			\$100.96	
850.005 Website Maintenance				
101 Township Board				
12/8/2021	13691	Krys Lyle	690.00	Website maintenance 8.21-11.21
101 Totals			\$690.00	
850.005 Totals			\$690.00	
851.000 Postage				
101 Township Board				
12/8/2021	13690	ViSA-Charlevoix State Bank	8.16	Postage mail 941
101 Totals			\$8.16	
571 Terrestrial Invasive Species				
12/8/2021	13697	ViSA-Charlevoix State Bank	8.70	Postage
571 Totals			\$8.70	
851.000 Totals			\$16.86	
917.003 Sewer Use				
265 Buildings and Grounds				
12/8/2021	13703	St James Township Treasurer	367.20	Sewer fees 12.21

General Fund
General Ledger Account Activity
11/10/2021 to 12/8/2021

Transaction Date	Transaction Number	Name	Amount	Notation
265 Totals			\$367.20	
917.003 Totals			\$367.20	
920.001 Electric - Deputy Residence				
265 Buildings and Grounds				
12/8/2021	13692	Great Lakes Energy	57.28	Electric 10.12.21-11.12.21 DNR Residence
265 Totals			\$57.28	
920.001 Totals			\$57.28	
920.002 Electric - Governmental Center				
265 Buildings and Grounds				
12/8/2021	13692	Great Lakes Energy	159.12	Electric10 9.12.21-11.12.21 Gov center
265 Totals			\$159.12	
920.002 Totals			\$159.12	
920.004 Electric - Township Hall				
265 Buildings and Grounds				
12/8/2021	13692	Great Lakes Energy	81.04	Electric10 9.12.21-11.12.21 Townhall
265 Totals			\$81.04	
920.004 Totals			\$81.04	
930.006 Repair/Maint - J Gillespie Pk				
265 Buildings and Grounds				
12/8/2021	13694	Paradise Bay Dive Shop	300.00	Install and remove buoys 6.21-9.21
265 Totals			\$300.00	
930.006 Totals			\$300.00	
932.000 Vehicle Fuel and Maintenance				
265 Buildings and Grounds				
12/8/2021	13698	Auto-Wares Group	1,167.26	Parts, red truck, skidsteer, sander
265 Totals			\$1,167.26	
932.000 Totals			\$1,167.26	
934.001 Lawn Care				
265 Buildings and Grounds				
12/8/2021	13702	Lori Souders	400.00	Fall cleanup township cemetery
265 Totals			\$400.00	
934.001 Totals			\$400.00	
934.004 Freight				
265 Buildings and Grounds				
12/8/2021	13684	Island Airways	26.75	Freight 10.21 11.21
12/8/2021	13685	Beaver Island Boat Company	434.90	Freight 7.21-11.21
265 Totals			\$461.65	
934.004 Totals			\$461.65	
954.000 Permits				
265 Buildings and Grounds				
12/8/2021	13701	HDNW	194.00	2022 License inspection service campground
265 Totals			\$194.00	
954.000 Totals			\$194.00	
955.000 Miscellaneous				
262 Elections				
12/8/2021	13690	ViSA-Charlevoix State Bank	166.85	Meals election workers
262 Totals			\$166.85	
571 Terrestrial Invasive Species				
12/8/2021	13697	ViSA-Charlevoix State Bank	33.30	Monthly cell phone fee invasive coordinator

General Fund
General Ledger Account Activity
11/10/2021 to 12/8/2021

Transaction Date	Transaction Number	Name	Amount	Notation
571 Totals			\$33.30	
751 Parks & Recreation				
12/8/2021	13700	Dawn Marsh	19.75	Coffee donuts pocket fence
751 Totals			\$19.75	
955.000 Totals			\$219.90	
955.002 Miscellaneous - Gov Center				
101 Township Board				
12/8/2021	13686	Applied Imaging	2,941.50	Color copier gov center
12/8/2021	13686	Applied Imaging	124.50	Freight
12/8/2021	13690	ViSA-Charlevoix State Bank	14.62	Conference call charges 11.21
101 Totals			\$3,080.62	
955.002 Totals			\$3,080.62	
955.003 Miscellaneous - Restrooms				
265 Buildings and Grounds				
12/8/2021	13689	Robert's John Service, Inc.	7,155.00	Plumbing public restrooms
265 Totals			\$7,155.00	
955.003 Totals			\$7,155.00	
974.000 Capital Outlay - Campground				
265 Buildings and Grounds				
12/8/2021	13693	McDonough Construction	32,310.72	Application 2 Campground project
12/8/2021	13693	McDonough Construction	46,436.24	Application 3 Campground project
265 Totals			\$78,746.96	
974.000 Totals			\$78,746.96	
6. Expenses Totals			\$115,511.86	