

FINANCE COMMITTEE*
ST JAMES TOWNSHIP, BEAVER ISLAND, CHARLEVOIX COUNTY, MICHIGAN
MINUTES FOR MARCH 2, 2022 REGULAR FINANCE MEETING
11:00AM @ SJT GOVERNMENTAL CENTER

Attending: Supervisor Moore, Clerk Gillespie, Treasurer McDonough, Trustee Cole, Planning Assistant Harris

Adjustments were made to Agenda for March 2022. Approval of January 2022 and February 2022 Minutes moved to next meeting.

MONTHLY FINANCE REPORT

Review of the drafts to be moved to next Finance Meeting (Special Meeting or Regular). Committee began review and discussion of the Standard Budget Reports, Statements of Revenue and Expenditures and budgeting for 2022. Unanimous decision for a Finance Committee Special Meeting to be held to further update and review the Finance Budget before the end of the fiscal year (end of March) and for board approval.

NEW BUDGET ITEMS

Moore presented a "New Budget Items" list for review and the following was discussed: \$15,000 to be budgeted towards the DNR Building for roof and interior repairs under Buildings and Grounds. \$5,000 to be added towards budget of the Township Campground and the Charlevoix Parks Millage Grant under Parks and Recreation. \$6,000 to be budgeted towards new crosswalk painting and street signs under Street and Roads Fund. Moore proposes \$2,800 to be budgeted towards new Campground Host (maintenance and cleaning) for the Township Campground. Moore proposes Campground Host to work approximately 10 hrs/week for 14 weeks at \$20/hr. Further discussion of TIS Program costs and budgeting for St James in 2022 to occur in next meeting. Future budget adjustments suggested by Moore include lighting issues for Dark Skies Project. Moore suggests \$1,000 budget towards Dark Sky light improvements at Whiskey Point. Gillespie requests a quote for work towards replacement and improvement of lights inside St James Township Hall and Governmental Building. Moore requests a quote for motion sensors to be added to outdoor lights for St James Township Hall and Governmental Building. Harris will research lighting issue at the Campground along with quote for solar lights to be placed at important areas within the Campground. Additional wages for Clerk and Treasurer for the Marina are budgeted for \$3,000 from the Municipal Dock Fund. Moore proposes \$500 be budgeted for the Campground online registration program (Firefly) from the Parks and Recreation Fund. Moore proposes \$1,500/year to be budgeted for Parks and Recreation Fund towards internet connection availability at the Campground. In match to the active Great Lakes Restoration Initiative grant, \$4,000 to be budgeted towards gasoline for TIS Interns along with \$1,500 for TIS Education Events for the General Fund- not the new TIS account. Moore informs the committee \$1,000 needs to be budgeted for the General Fund for \$80/month payments towards online storage of all St James documents and computers. Moore suggests future budget adjustments towards Front Beach safety evaluation, specifically the stairs leading to the main road.

MAINTENANCE POSITION

Committee discussion suggests a St James Township Temporary Maintenance Worker to work March 15- March 30, 2022 or until Maintenance Position is filled, working 8-12 hrs/week conducting sewer responsibilities along with maintenance at the marinas of twice, daily bubbler checks at \$500.00 contract payment and with stipends for any further upkeep that arises. Job posting to be approved by

Board at next week's meeting and posted ASAP. Cole and Harris will write up draft for Township Board to review and approve.

Maintenance Job Position Posting and Job Description to be drafted by Moore, Cole and Harris. Suggestion of all sewer, marina and maintenance responsibilities to be included in this one job position- if no applicants will adjust the job position. This would call for a budget of \$15,600 plus FICA and SS under the Sewer Use Fund. Once drafted and reviewed, job posting and description will be brought before the Township Board for approval.

Committee discussion decides Health Insurance for Darrel Butler will remain until April 30, 2022 and Moore will reach out to Peaine Township to confirm.

TOWNSHIP CAMPGROUND

Moore proposes camp sites at Township Campground to be raised in price to \$20/night for rustic sites and \$30/night for improved (electric and water) sites. Committee agrees and proposal will be brought before the Board for approval. Moore proposes the purchase of the camp registration program FIREFLY for the Township Campground registration process at a cost of \$500. Committee agrees and proposal will be brought before the Board for approval. A Campground Host Job Posting will be drafted by Moore to be reviewed and brought before the Board for approval.

SEWER REPORT UPDATE

Stipend proposed for McDonough of \$20/hr for research towards collection of past assessment bills. Committee agrees and proposal will be brought before the Board for approval. \$10,000 was transferred from the Sewer Use Fund to the Sewer Capital Improvement Fund.

ARP REVIEW

ARP monies still residing in General Fund until further instruction comes from the state (\$96,000) and will not be spent. McDonough states report will be in by April 30, 2022 but she will be leaving for vacation Monday.

AT&T FUND UPDATE

St James Township did not receive the Broadband Consortium Grant. More information and discussion will follow at later meetings.

REIMBURSEMENTS TO GENERAL FUND

No reimbursements received yet. Pryor, who is off island, will update committee on reimbursement status from the State Recreation Pass grant at a later meeting. Gillespie states Peaine Township is currently in process of fulfilling bill reimbursements. Discussion of possible solutions to the delayed reimbursements of Peaine Township included St James only paying its half of a shared bill and passing the bill along to Peaine Township, beginning written contracts of payment obligations between Peaine and St James Township, and a review of all shared bills with Peaine. Gillespie and Moore will talk with township lawyer and Peaine Township Supervisor Tilly about bill sharing.

BACK UP EQUIPMENT

Back-up File Drive for the Township office computers and data files purchased and installed. Cost will include \$80/month or budget of \$1,000/year.

TIS ACCOUNT

Harris and McDonough report a check from the BIA has been received and will be used to open the new TIS Account for St James Township this week.

TIS ADMINISTRATOR SALARY

St James Township Board has approved the new salary. Awaiting Peaine Township's response after their request for further research at their February Board Meeting.

MARINA UPDATE

McDonough informs the committee of needs at the Marinas after discussion with Harbormaster Wisser and provides a list of Proposed and Prioritized Expenditures of 2022 for the Municipal Dock Budget. Dock Hand Job Postings will be brought before the Board for their approval along with Cleaning Job Posting and expansion of hours for gas access. McDonough informs the committee of Joe Johnson's return to working for the Marina proposing an increase in his pay and hours of \$22/hr at 40hrs/week for 24 weeks. This will be brought before the Board for their approval. McDonough proposes an increase in the Harbormaster's salary as well at \$25/hr or \$25,000/year. Committee agrees and proposal will be brought before the Board.

POCKET GARDENS

McDonough proposes an increase in hours for Pocket Garden Director Heidi Vigil from 20hrs/week to 24hrs/week for the time period of March 15 – October 30. A write up will be presented by McDonough of this action and will be brought before the Board for their approval.

UPCOMING TOWNSHIP ELECTIONS

Gillespie states increases towards election budget are needed as there are three elections occurring in 2022 (May, August and November). Further details to be discussed in future meetings.

SECOND DEPUTY UPDATE

Gillespie informs the committee the cost of the Second Deputy from Charlevoix County has risen from \$10,000 to \$11,000. Budget details to be discussed in future meetings.

MSU CITIZEN PLANNER CLASS

Gillespie states cost of enrollments for the MSU Citizen Planner Class have not been added to the budget. Budgeting of this cost will be discussed in future meetings.

2022 BUDGET UPDATES

The St James Finance Committee will hold a Special Meeting March 16, 2022 at 6PM to further discuss 2022 budget details before the deadline at the end of the Month. Possibility of a second Special Meeting to be held March 23, 2022 will be decided in the March 16th meeting.

NO OTHER ITEMS CAME BEFORE THE BOARD.

Next Meeting Date: SPECIAL MEETING March 16, 2022 6PM GOVERNMENTAL BUILDING

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