

FINANCE COMMITTEE*

ST JAMES TOWNSHIP, BEAVER ISLAND, CHARLEVOIX COUNTY, MICHIGAN

MINUTES FOR JANUARY 27, 2020 REGULAR COMMITTEE MEETING

1:00PM @ SJT GOVERNMENTAL CENTER

Attending: Supervisor McNamara, Clerk Gillespie. Absent: Treasurer McDonough. Approved notes of December 16, 2019 Meeting. Review Tasks from Last Meeting

MONTHLY FINANCE REPORT – Committee reviewed and made comments on fund items; McNamara to update and distribute to board. Reviewed Standard Budget reports.

Sewer Billing – New rate went into effect with the January billing period.

2019 – 2020 Budget Planning – McNamara continues to work on this. Group identified the following as items to consider in planning:

1. Summer Employees – have gardener start earlier, make sure we have ‘right staffing’ to make sure recreational assets are well kept up. Plan for COLA increase for hourly employees returning this summer. Make sure there is adequate \$ for improving garden areas
2. Public Restroom Park Area – plan for general upgrade with painting, baby changing tables, drinking fountain with water bottle filler capability
3. Planning Assistant – consider cost of hiring a planning assistant to support work of the planning commission and research topics for township board
4. Invasive Species Administrator – consider cost of hiring (in cooperation with Peaine Township) an administrator to carry out the work of managing invasive species
5. Computer Network – consider linking the governmental center computers into a common network for sharing documents and providing adequate backup
6. Playground Beach – Short term: make sure play equipment is sound, maybe add a couple more pieces; make sure that the sand is kept free of debris and old glass; have employee to regularly clean/rake beach. Long term: think about a bathhouse and restrooms other than portable, drinking fountain, flag pole, expansion to the south.
7. Elections – recommend a \$500.00 stipend be paid to the clerk for each scheduled election to help compensate for enormous additional paperwork/responsibility

Record filing at township hall – Clerk reported that she and deputy clerk and deputy supervisor met at township hall to layout a plan for reviewing and sorting township records and files stored there.

Miscellaneous Items – Supervisor computer replaced, township received \$25,000.00 grant from GT Band of Ottawa and Chippewa Indians for fuel dock repairs, Clerk and Supervisor to prepare invoice for JAW Foundation payment of costs incurred for certain work at the new marina, clerk asked to prepare a check for transfer of great lakes bottomlands lease from Anderson’s to township.

Next Meeting Date: February 27 (McNamara will not be attending)

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