

**FINANCE COMMITTEE\***  
**ST JAMES TOWNSHIP, BEAVER ISLAND, CHARLEVOIX COUNTY, MICHIGAN**  
MINUTES FOR JULY 26, 2021 REGULAR COMMITTEE MEETING  
1:00PM @ SJT GOVERNMENTAL CENTER

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**Attending:** Supervisor McNamara, Clerk Gillespie, Treasurer McDonough  
Reviewed minutes of the June 28, 2021 Meeting.

**MONTHLY FINANCE REPORT**

Committee reviewed the draft, McNamara to update and send to full board. Clerk to prepare monthly Standard Budget Report and bills to be paid and distribute to the board before the July 28, 2021 board meeting.

Committee agreed that these three Charlevoix banks should be included in the investment policy: Charlevoix State Bank, Huntington Bank and Bay Winds Federal Credit Union.

McNamara and McDonough completed the online application process for Covid Relief Package American Rescue Plan Act. We will likely find out in October what amount the township will receive and it will likely come in two payments; one this fiscal year and one the next.

**Marina Budget Amendment**

McNamara will develop a revised marina budget for board adoption at the July 26, 2021 board meeting. Revenues will not be revised, but expenditures will be revised by approximately \$15,000.00 to reflect changes in staffing since the budget was drafted in February of 2021.

**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 prior to their annual report preparation to ask them to address some of the questions in the report.

An historic loan from Charlevoix State Bank has been paid off – this stemmed from borrowing to cover extreme freezing damage repair during the winter of 2013. Another financial commitment 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.

**OTHER ITEMS AS MAY COME BEFORE THE COMMITTEE: none**

**Next Meeting Date: August 23, 2021**

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