

**FINANCE COMMITTEE\***  
**ST. JAMES TOWNSHIP, BEAVER ISLAND, CHARLEVOIX COUNTY, MICHIGAN**  
MINUTES FOR June 6, 2022 SPECIAL FINANCE MEETING  
1:00PM @ SJT GOVERNMENTAL CENTER

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**Attending:** Supervisor Joe Moore, Clerk Julie Gillespie, Treasurer Diane McDonough, Planning Assistant Shelby Harris, Board Trustee Paul Cole, Board Trustee Vicky Fingerroot

Meeting called to order 1:05PM Joe Moore

No comment on Minutes 5-10-22. Change date to May 10, 2022 on June 6, 2022 Agenda. Approved. This meeting replaces the regularly scheduled meeting of June 1, 2022.

**Cub Cadet Lawn Tractor Insurance:** Moore will review insurance details for the potential purchase of a Cub Cadet Lawn Tractor for the St. James Township Maintenance Employee.

**Fireworks Updates:** McDonough spoke to Bruce of Great Lakes Fireworks over transportation costs of fireworks through Matt Fogg's Barge Business, reminding the Committee there is to be an estimated 30% increase from last year's cost due to inflation. The total cost for transportation of fireworks will be **\$3,250.00**, which McDonough shares is the cheapest she can find. To help accommodate for this inflation of fireworks cost, or \$1,500/township increase, Deputy Treasurer Courtney DeRuiter, has drafted a letter of request for funds along with setting up a PayPal for the Townships. This letter will be posted and sent out to possible donors along with the PayPal QR Code being shared with news and organizations. McDonough will be sending the bill for half the cost of Great Lakes Fireworks training to Peaine Township Clerk, Carla Martin, this week. Gillespie shares the budget is set for this cost increase.

**Sewer:** Moore requests an electronic version of the Sewer Map which McDonough will send to him. Last assessment of the Sewer was conducted in November of 2021. McDonough shares Joel Mientsma is doing well as the new Maintenance Employee but he will be leaving the island on June 8-June 10 and we will need to have a temporary replacement/fill in for him in Sewer Duties while he is absent. Wyatt Youmans was trained by Darrel Butler before but needs to be approved to be added to the payroll. Deputy Joe Callian has offered to be a backup for Sewer Duties as well. Moore requests to set a priority list of Sewer Maintenance Back-ups along with further training and information from both suggested Back-ups. Gillespie suggests paying Sewer Maintenance Back-ups \$25/day. Committee agrees. Wyatt Youmans' to be added to the St. James Township Payroll as a Sewer Maintenance Back-up Employee will be brought to the Township Board's next meeting, June 8. A gas stipend will be tabled for next meeting. McDonough will contact Deputy Joe Callian for more information on his offer.

**Truck Maintenance:** McDonough shares a request from St. James Township's Seasonal Park Gardener, Heidi Vigil for funds towards her personal and work vehicle. This topic will be tabled for next meeting. An update to Heidi Vigil's gas stipend to \$1/mi will be brought to the Board's next meeting, June 8.

**Budget Review:** McDonough suggests setting up a specific meeting for a full budget review later this month (June). Cole agrees and further suggests having these separate budget review meetings every few months to keep the Township Board up to date. A Budget Review Meeting will be held on Thursday, June 23 at 2:00PM at the St. James Township Governmental Center. Current Bank Balances were shared by McDonough along with old meeting notes for an example of how we can report the budget in writing. McDonough notes the Township still has extra funds to be returned back to the State and she is waiting for further information from the State to do so. Gillespie points out a raise in tax revenue and requests during this budget review to update the budget with all approvals passed since the last budget amendment. Cole requests a final carry over dollar amount from March 2022 which will be reviewed at

the June 23 Budget Review Meeting. Fingerroot requests for the full Township Board to be aware and updated on the Budget.

**Local Accounts:** McDonough notes attempts in the past years to remove local accounts for the Township as to make it easier for the Clerk and Auditors. The Committee agrees for the local accounts kept by the Township, the users must be staff, not random users. Moore will reach out to Jeff Powers of Powers Do It Hardware to share this process idea and have it approved by the business.

**DNR House:** McDonough requests the use of the “DNR Building” for Marina Staff- specifically Harbor Master Marlene Wisner and her family. With the housing crisis on the island, Wisner is having difficulty finding housing. McDonough suggests a \$200/month + Utilities for the months the Marine is open. Committee agrees and this request will be brought to the Board at the next meeting, June 8.

**Joel Mientsma:** McDonough requests to convert Joel Mientsma Maintenance Position from hourly to salary. Moore requests, if approved, that hourly records still be kept in order to keep record of the time needed for certain maintenance tasks and where the payment of these tasks will be taken from (which township accounts). Committee agrees and this request will be brought before the Board at the next meeting, June 8.

**Health Insurance:** Moore will research previous costs and policies of Health Insurance for Darrell Butler that was shared with Peaine Township and the Airport Commission. Moore shares that no decisions of Health Insurance have yet to be made other than a stipend was offered with the job application.

**MIDeal:** McDonough has paid the \$180/year fee for St. James Township to be a part of Michigan’s Government Vehicle Program MIDEAL. Joel Mientsma will research options and present option choices to the board this month. Gillespie will ask auditors how to split costs with the maintenance truck between the Sewer, Marina, Plowing, etc. Accounts. With previous truck purchase not having gone through, there will need to be a reassessment for the truck payment budget.

**Maintenance Trailer:** McDonough shares pictures of a trailer for sale on Facebook Market that both Joe Johnson of the Marina and Joel Mientsma have reviewed and approved capable of their maintenance needs. McDonough has set up a drop off agreement with the seller for the trailer to be dropped off at the Charlevoix Beaver Island Boat Company Dock on Tuesday, June 7 along with the Cub Cadet to be dropped off at a later date. BIBCO should be placing the Cub Cadet on the trailer so Township is only charged for the trailer length. Diane requests a check for **\$1,400** for the purchase of this trailer. This request will be brought to the Board Meeting, June 8.

**Auditors:** Gillespie reminds the Committee auditors will be here this week, traveling over Wednesday June 8. Gillespie also requests no “big, new projects” be started as the Township is working with a tight budget until revenue starts coming in from the last big projects.

**Transition Help:** Cole requests considering a stipend for Kathleen McNamara to come review and help with the budget at the next Budget Meeting. Committee agrees and will reach out to her for confirmation.

**Road Repainting:** Moore hired Pam Chapman and Yvonne Crandall to repaint road crossings and sidewalk areas for **\$5,000**. This hiring will be brought to the Board at the next meeting, June 8.

**Property Assessment:** Cole reminds the Committee of the Board’s previous plan to conduct property assessments of St. James Township land holdings and asks if the Township should consider hiring a consultant to complete the job and that potential property sales could help the budget. Pryor has begun assessments and discussions with Port of St. James Association. With Pryor absent, discussion to be tabled and discussed at next meeting.

**Next Meeting Date: July 6, 2022 1:00PM Meeting adjourned 2:04PM.**

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