

FINANCE & ADMINISTRATION COMMITTEE*
ST. JAMES TOWNSHIP, BEAVER ISLAND, CHARLEVOIX COUNTY, MICHIGAN
MINUTES FOR January 16, 2023 Finance & Administration Committee
Special Meeting 1:00PM @ SJT GOVERNMENTAL CENTER

Attending: Supervisor Welke, Treasurer McDonough, Clerk Gillespie, Assistant Harris

Meeting called to order 1:02PM Bobbi Welke

No Minutes presented from 12-06-22 meeting

Additions to the Agenda: Election Budget Update, Dock Fund Bill, Sewer Updates, School Debt Question, Public Hearing Update, Governmental Building Furnace Check-Up

Finance

Budget Review: The monthly financial reports were presented and reviewed by the Committee. The Account Balances presented were found to be “out of context” due to edits and updates to the budget still in progress thus the final revenues and expenses will need to be redone.

Action/To Do Report: Welke presented to the Committee a draft “St. James Township To Do List” that included assigned tasks for Committee members with each tasks’ due date, status and details in a chart form, requesting feedback from the Committee members at a later date. Each member shared a brief update of tasks they’re currently working on and stated they would review the chart.

Budget Document: Welke presented to the Committee a draft Capital Improvement Plan (CIP) table for St. James Township requesting comments, insight and suggestions to the draft as it will be shared with the rest of the Board at the next meeting for their review. Welke stated that the table is not organized as top priority to lowest priority as of yet, rather a proposal of what the Township’s priorities are based on Master Plan surveys and in relation to developing a CIP that will be needed for future grants and future costly projects. The Committee members were in support of the draft that includes the Edward B. Wojan and Masini Beach acquisitions as well as the whole Front Beach improvements, Marina North Dock improvements, the Donegal Bay Bike Path Phase II, a harbor fishing pier (with access ramp), and more. More discussions will be had over the document at the Board level.

Development Policy: Welke presented to the Committee a draft policy for future budgeting of Township funds that included assignments of “Budget Area Leaders” and a timetable of action items to propose and approve future budgets to the Township Board. The Committee was asked to review the document and provide feedback before the next Board meeting as Welke planned to share this document with the other Board members and if all were in agreement, have the policy approved at the next Board meeting.

Interlocal Agreement with Peaine Twp: Welke brought before the Committee, Peaine Township’s proposal of sharing maintenance employees when efficient or necessary through a contracted agreement. Discussion of delegations of work still needing to be addressed for the new maintenance positions throughout the island, primarily St. James Township’s Maintenance Director, that arose after Darrel retiring were had, including individual budgets, equipment to be purchased, and responsibilities of each organization. The Committee expressed concerns that have been discussed previously such as liabilities, payments/billings and training but that overall,

this arrangement could be a benefit for all if done correctly. Welke stated she would reach out to Peaine and discuss details and goals of the contract further.

Possible Financial Goals: Welke presented to the Committee a chart of possible goals for St. James Township in the calendar year of 2023 and fiscal years of 2023-24 that included possible budget and planning goals with suggested grants and partners for each project, as well as goals for island-wide issues. The Committee was asked to review the document and provide feedback at a later date.

Possible Contracts: Welke presented to the Committee for review two proposed contracts for the Township. The first is a proposal to hire consultant and engineering company Fleis&Vandenbrink (F&V) to develop a master plan for the future Edward B. Wojan and Jewell F. Gillespie Parks that is needed to apply for a Michigan DNR SPARK grant that can go towards both parks. The total cost of this contract is \$15,000 with \$5,500 charged to apply for the SPARK grant and \$9,500 to write the master plan but the \$9,500 would be reimbursed if we obtain the SPARK grant. The Committee discusses concerns for the budget but considering the Township's current staffing availability and the benefits of obtaining such a grant, support for this contract to be approved was given. This contract will be brought before the other Board members for their review and input.

The second contract proposed is to hire the same company in a separate contract for a sewer assessment. This contract will subsequently replace Charlevoix Performance Engineering (CPE) as our primary engineer of record for the Township Sewer. Welke informs the Committee further that there are currently multiple violations with EGLE in our sewer reporting from CPE and the Township is still waiting for the financial report from CPE to pass along to F&V if they are approved to be contracted. With this contract, F&V have already prematurely agreed that they would accept St. James Township's Maintenance Director, Joel Meintsma, after training and certification to operate the sewer on island rather than pay for someone to travel. Welke also shared that in her research she found an old CIP for the sewer but unsure if it was implemented. McDonough and Gillespie suggest reaching out to Kitty McNamara and Maureen Turner about the old CIP. The Committee agrees that Joel should become certified to operate the sewer fully but again express concern for the budget along with questions about the reported violations and past reports. The Committee agrees they will review this contract further, acquire further information and discuss with the other Board members.

Administration

2023 Millages for August Ballot: Welke presents to the Committee the 2022 Tax Rate Request that displays the millages for the Township sharing that 5 of the millages will need to be updated and asking the Committee what steps need to be taken to accomplish this. Gillespie suggests we contact the County Clerk for these next steps as well as Peaine Township, to which the Committee agrees.

New Committee Appointments: The Beaver Island District Library Committee requests the appointment of Rita Peirzno to which the Committee agrees and will pass along to the Board for the next meeting.

Other

Election Budget Update: Gillespie shares with the Committee that the election budget will need to be updated with the voting in of Proposal 2 that requires 9 days of early in-person voting availability. Gillespie will have more information on the changes from the State soon but until then the Committee agrees the election budget will need to be increased and an amendment approved.

Dock Fund Bill: Welke asked the Committee for the status of the Dock Fund towards the Marina which the Committee confirms all monies have been paid back and is settled.

Sewer Update: Welke updated the Committee that 4 letters involving multiple sewer dealings will be going out this week to several sewer users and updates will follow after responses are received.

The Committee continued the discussion of accurately prorating the pay of the Maintenance Director in relation of work done to the related budget/fund. To date and utilizing a “pay by hours” practice, the current percentage of salary to a related budget/fund by the Maintenance Director is about 70% of pay from the General Fund, 20% from the Sewer Fund and 10% from the Marina Fund. More research and clarification will come as this new position is further studied and applied.

School Debt Question: With progression of the Township to develop CIP’s and other development plans for the community, the Committee agrees to reach out to the Beaver Island Community School Superintendent, Wilfred Cwikel, to inquire about the school’s current debt and possible refinancing for the new school built in 2009.

Public Hearing Update: The Committee reviewed the resolutions and agenda of the upcoming Public Hearing and Special Meeting for the adoption of the St. James Township Parks & Recreation 5Year Plan (2023-2028) on January 19th at the Beaver Island Community Center to which the Committee agrees all is prepared and looks accurate.

Furnace Check-Up: Gillespie requests the Committee to have the Maintenance Director conduct a check-up on the Governmental Building’s furnace to which the Committee agrees and will contact Joel.

Next Meeting: February 1, 2023 1:00PM

Meeting Adjourned: 2:05PM