

FINANCE & ADMINISTRATION COMMITTEE*
ST. JAMES TOWNSHIP, BEAVER ISLAND, CHARLEVOIX COUNTY, MICHIGAN

MINUTES for October 7, 2022 Finance & Administration Committee
Special Meeting 11:00AM SJT GOVERNMENTAL CENTER

Attending: Supervisor Bobbi Welke, Clerk Julie Gillespie, Treasurer Diane McDonough, Planning Assistant Shelby Harris

Special Meeting called to order 11:06PM Bobbi Welke

No minutes presented from 09-07-22 meeting.

Additions to Agenda: ESA Update, Maintenance Truck Invoice, GLIA Update, DNR MOA Update, PSJA Property Assessment

Pending Budget Amendment for FY22/23

New Format: A draft of a new Budget Accounts format was presented by Welke in an effort to provide re-organized budget information with “narratives” to help separate and distinguish expenses, revenues and other budget details of FY 22/23 for review and potential amendments. McDonough comments that the SET (State Education Tax) should be worked into the Revenue.

Review of Highlighted Items: Certain line items of this Budget format were highlighted for further discussion by Welke to which the Committee began discussions. McDonough shares she has created a report of the percentage of state liquor revenues St. James acquires. Reviewing “Contributions from Local Units” the Committee finds that the Beaver Island TIS Program is now the only contribution from local units after updating the maintenance director position to a St James Township only position, however questions around “other local” contributions, such as Forest View funds, and other files will be investigated by McDonough and Welke next week. Gillespie shares that Deputy Clerk Jones will be creating a spreadsheet of Maintenance Director Meintsma’s work hours as related to which funds payroll will be transferred from (Sewer, Marina, etc.). Zoning permits and campground fees (Firefly) will be reviewed later this month by members of this Committee and other employees of St. James Township. McDonough will share with the Committee the DNR Passport Grant report including updates as to what payments St James has received to date. McDonough reminds the Committee that grant monies are currently in the General Fund so not to add those twice to the total budget, such as the ARPA money. McDonough also shares that the Woollam monies for the St James Marina’s new LSV (low speed vehicle) total is in and should be added to the budget. With these discussions the Committee states that there are more bills to be paid beyond these listed line items but amendments won’t be made until next month (November).

Septic Tank Cleanout/Cost: Welke shares that the Township Septic Tank will be pumped sometime this week with an initial cost of \$6,000. Welke will present to the Board a request for up to \$8,000 to be spent towards this cost which will come from the Sewer Improvement Fund.

Grant Report Budget Items: Welke has shared with the Committee a draft summary of current active grants involving St James Township. This draft is currently being reviewed by previous St

James Township Supervisor Kathleen McNamara, who has been involved with several of the Township's current grants, TIS Administrator Shelby Harris, who is currently overseeing grants related to invasive species work throughout the islands, Administrative Assistant Cynthia Pryor, who has been overseeing several Township grants, and others who possess information relating to Township grant work as well. McDonough will share copies with the Committee later this month of the monies moving in and out in relations to these current grants. This Summary Grant Report once fully established will be updated every quarter to keep the Board informed of current grant work.

Employee Milage & Wage Review

Mileage: The Committee agrees to bring to the attention of the Board the motion to update employee mileage reimbursement to \$1/mile from the date of October 1, 2022.

Wage Review of PA, AA, Deputies and TIS Coordinator: The Committee reviewed the job descriptions and wages for Township employee positions of Planning Assistant, Administrative Assistant, Deputy Supervisor and TIS Coordinator. Currently the Planning Assistant works 10hrs/wk at \$20/hr, the Administrative Assistant works 10hrs/wk at \$20/hr, a Deputy Supervisor is paid a wage of \$3,400/yr and the TIS Coordinator currently paid at \$22/hr with previously agreed upon seasonal hours. Current AA Pryor has requested to step away from the AA position and focus instead on the Township's new website management, replacing contracted Peaine Township employee Krys Lyle, who has before managed both St. James and Peaine Townships' websites but has officially resigned from the St. James Township website management earlier this month. The Committee agrees that Pryor would be the ideal choice for this replacement as she has overseen the recent website update, has worked closely with Lyle in the management of the websites before and would give a full focus to the needs of the St. James Township website. The Committee will bring to the Board a motion to accept Pryor as a part-time, contracted employee to manage the St. James Township webpage at \$20/hr of which she will provide a timesheet to the Township quarterly.

Welke brings to the attention of the Committee the need to fill the AA position, the creation of a Projects Manager to oversee grant work and her need for a Deputy Supervisor. Harris discusses with the Committee the original posting for the AA position last Winter that was later split into the AA position taken up by the current Deputy Supervisor Pryor and into the PA position that was taken up by current TIS Coordinator Harris with the intentions of the position becoming one again once Harris was trained and settled into her job positions. Harris shares that at this time she feels comfortable taking on the AA position along with keeping her PA (or even combining them again) and TIS position as with the seasonal status of the TIS position she will only be working 8hrs/wk for the months of Dec-March, making her total with the 2-3 job positions in the winter months 28hrs/wk. The Committee agrees this arrangement should work out with hours capable of adjusting when needed based on seasonal needs.

The Projects Manager position Welke proposes would be a temporary position up to 25hrs/wk that would focus on finishing up current projects such as the ARPA monies that need to have a spending plan developed and spent by 2024 and others that arise. The Committee proposes we bring this position to the Board for approval and hire Harris as the Project Manager as the work can be done seasonally and provide her with enough hours to be full time for the TIS off-season.

The Committee discussed the current Deputy wage/hour status and the ability to find someone able to commit to such low hours (about 3hrs/wk). Welke reminds the Committee the budget for a Deputy Supervisor cannot be change until the next fiscal year but she will begin a draft proposal of the position with increased hours and the chance to have future wage raises based on time served to which the Committee agrees.

ARPA Funds

Broadband + Upgrades/Employee Retention: The Committee discussed possible spending plans and bills that can be paid utilizing the remaining ARPA monies, totaling \$38,099, including the Broadband Initiative, upgrades to employee retention and that we cannot use this money towards the purchase of St. James Township's new maintenance truck. Currently St. James Township is paying \$365/month towards a \$16,500 total for the Broadband Initiative which is in the process of installing their newest equipment to a tower that will increase connections for the school and rural clinic but needs some tree removal for the highest efficiency status. Upgrades to employee retention will include the proposed Project Manager position that will be temporary at 12hrs/wk at \$20/hr. Welke will begin work to calculate and summarize these spending plans in relation to the Township's budget, which will be shared with McDonough who reports these plans to the State as required.

Grant Writing Cost: Welke informs the Committee that discussions around a Grant Writer being hired are currently in the works and she will update the Committee and Board as final decisions are made.

Capital Project Work

Airport Tree Removal: Welke brings to the attention of the Committee the need for a Resolution at the upcoming October 11 Special Meeting that will allow St. James Township's Supervisor Welke to sign the work contract for the tree removal at the Township Airport.

Street Lights: Welke informs the Committee of a plan to conduct a demo "Lighting Ordinance" by adopting reduced light pollution practices in line with the Dark Sky Initiative, utilizing 4 of the Township light poles at Whiskey Point. Adopting these light poles to Dark Sky approved lighting practices, with the help of NREL (National Renewable Energy Lab), will allow a chance for the public and the Township to fully consider the costs and benefits of such an Ordinance. Along with these upgrades to the light poles, upgraded electrical outlets to these light poles will also be explored. The Committee discusses this plan further and agrees to bring the plan to the Board at the next meeting.

ESA Update: Welke shares with the Committee the ESA's monthly report that \$14,063 has been collected from the Billing Company and will be sorted as deemed by their Board. Welke also shares with the Committee a concern over the ESA's decision to cut levies towards the Fire Department down to 0.6mil, expressing concerns that they may find themselves in the same payroll situation as EMS, especially considering the demand of higher/more frequent wages for the younger volunteers as the Island becomes more populated in the peak season and the cost of living only rises (especially on the Island). The Committee discusses this change and its options to discuss this issue further with the ESA Board, the BI Fire Department and others.

GLIA Update: Welke and Harris share a report on the success of the annual GLIA Summit, this year visiting the Lake Erie Islands. The Islands involved with GLIA (Great Lakes Island Alliance) have agreed to working together to accomplish various goals for all including education, affordable/workforce housing, marketing for young families and protection of our limited

natural resources. GLIA holds monthly meetings that multiple Beaver Islanders attend to discuss these goals, including a work study being conducted by UofM to create a work plan for the achievement of these goals. More information will be shared as progress is made.

DNR MOA Update: Harris shares with the Committee that the 2021-2022 DNR MOA has been successfully sent in and she will share a summary of this report with the Committee.

PSJA Property Assessment: The Committee discusses a property assessment bill that was sent by the Port St. James Association for the multiple properties owned by St. James Township within the PSJA area. Harris suggests discussing this process further with Pryor and possibly the PSJA Board as there have been multiple pre-discussions and determinations of the legality of this billing system between St. James Township and PSJA that should be reviewed before any actions are taken, to which the Committee agrees.

**This is where I had to leave the meeting for an emergency and minutes were picked up by someone else?*