

**FINANCE COMMITTEE\***  
**ST JAMES TOWNSHIP, BEAVER ISLAND, CHARLEVOIX COUNTY, MICHIGAN**  
MINUTES FOR FEBRUARY 8, 2022 REGULAR FINANCE MEETING  
1:00PM @ SJT GOVERNMENTAL CENTER

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**Attending:** Supervisor Moore, Clerk Gillespie, Treasurer McDonough, Planning Assistant Harris  
Reviewed and added changes to minutes from January 2022 meeting. Approval of January 2022 minutes moved to next meeting. Several adjustments were made to Agenda for February 2022.

**MONTHLY FINANCE REPORT**

Committee reviewed the draft. Harris to update and send to Moore. Committee reviewed the Standard Budget Reports for the General Fund, the Sewer Fund, and the Sewer Capital Improvement Fund. Moore to meet with Darrel Butler again to discuss hours, letter of resignation and other maintenance employee variables. Gillespie will add St James' share for Single Stream to General Fund and send check of \$18,500 to Peaine Township. Agreement was made that St James will from this date on begin to pay for half of shared bills with Peaine Township and send the remaining bill to said Township.

**SEWER REPORT UPDATE**

McDonough reported that all payments are in. McDonough proposes to move \$10,000 into Sewer Capital Improvement from Sewer Use funds with SJT Board approval. Committee agrees.

**ARP REVIEW**

No news from the state on ARP Monies in steps to direct how to return said monies or final amount that will need to be returned. ARP Monies is currently in General Fund. Gillespie will review situation with MTA lawyer, keeping in mind report is due in April 2022.

**AT&T FUND STATUS**

A policy is needed to be drawn up on how to use the \$75,000. McDonough will contact Doug on how to handle this reserve account. Noted that no more rent will be added from AT&T. The additional \$75,000 is set aside for broadband technology – pending outcome of Broadband Consortium Grant.

**REIMBURSEMENTS TO GENERAL FUND**

Gillespie reports reimbursements are for the most part finished, excluding Peaine Township Billing and \$79,000 from the MDNR Recreation Passport Grant.

**PURCHASE OF BACK UP EQUIPMENT**

Moore has reported he has ordered 3 back up drives with a one-time purchase of \$1,709.00 with the available for future purchases/add-ons to be made for the township computers.

**STATUS OF BUDGETING FOR 2022**

Committee has been meeting with McNamara for assistance. Committee will meet February 9, 2022 at 11:00AM for further discussion. McDonough proposes funds to be paid towards McNamara for her assistance with SJT Board approval. Moore suggests \$25/hr including past hours. Committee agrees.

**DARREL'S POSITION**

Moore reports discussions with other island organizations has led to the proposals of separate maintenance employees for all. Township Airport planning to add a part-time maintenance position.

Transfer Station possibly adding a new employee position and dispersing maintenance responsibilities to the four employees. Peaine Township planning to add a part-time maintenance position.

Moore will acquire a list of maintenance responsibilities from Darrel by next week.

Maintenance position for St James is \$52,000/year with employee on-call for emergencies. St James needs to review cost and options of hiring out work, transferring some responsibilities to already hired employees and the need for a daily person. Moore and Gillespie will discuss with St James employees on the transferring of some responsibilities by next week.

Moore reports Darrel is willing to train new maintenance employee in responsibilities and proposes an hourly rate to be paid to him. Committee agrees. Further discussion to follow.

McDonough proposes we investigate possibility of rewarding Darrel with Red Maintenance Truck.

Further discussion to follow along with what's to be done with the White Maintenance Truck and Plow.

Noted Darrel's last day is March 1, 2022.

### **PROPERTY TAXES**

McDonough reports due date is February 14, 2022 but that the township is about finished up.

McDonough will send info on to Charlevoix County. Final check will come in April and McDonough will give report.

### **TIS ACCOUNT**

Harris proposes a separate account be created with St James Township for TIS funds with SJT Board approval. Committee agrees. Peaine Township will continue to be billed for their half of payment. Harris will pass along all info regarding the TIS Program to McDonough.

### **TIS ADMINISTRATOR SALARY**

Harris has requested an additional 8hr/wk for 14 weeks be added to TIS Admin Salary with SJT Board approval. Document reviewed and committee agrees. Proposal will be brought to Peaine Township Board for approval as well.

### **NORTH MARINA REPAIRS**

Moore reports repair work may be needed at the North Marina (Anderson's old dock) as ice has loosened pilings. Further investigation is needed but committee agrees funds will be available if needed.

### **NO OTHER ITEMS CAME BEFORE THE BOARD.**

**Next Meeting Date: March 2, 2022**

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