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

MINUTES FOR May 10, 2022 SPECIAL FINANCE MEETING 2:00PM @ SJT GOVERNMENTAL CENTER

Attending: Supervisor Joe Moore, Clerk Julie Gillespie, Treasurer Diane McDonough, Planning Assistant Shelby Harris, Admin Assistant Cynthia Pryor

Meeting called to order 2:03 pm Joe Moore scheduled meeting of May 4, 2022.

No comment on Minutes 4-6-22. Approved. This meeting replaces the regularly

ANNUAL BUDGET REVIEW/ FINANCE

Marina: Diane noted that the Marina budget has been reviewed and an amendment will be sought at the next Township Board meeting. Special note that gas prices will follow the street gas prices of \$6.50/gal for recreational gas. Marina North will look to open Memorial Day weekend with the Marina South following shortly thereafter

Water Testing: Diane is coordinating all Township water sources tested before Memorial Day: Marina North, Marina South, Public Restrooms. Campground testing - Buddy Martin testing hand water pump and McDonough Construction will test their new well.

Sewer: No issues with collections and Diane working with issues with two customers.

Restroom Cleaning: Diane proposes that all restroom cleaning be done by Lonnie Allen and that his wage per hour be raised to \$25/hr. To go for approval by the Board.

Vehicles: (1) John Woollam Foundation to put \$10,000 towards a Marina Utility vehicle. A vehicle has been identified costing \$22,000. St. James needs to approve purchase of vehicle at that price. (2) Maintenance vehicle - white plow truck used by Airport, Peaine and St. James work has been given a list price of \$51,000 by the Airport Commission. 30% of that or \$15,300 will be given to St. James Township. Committee recommends those \$\$ go towards purchasing a basic pick up for the use of the maintenance person hired.

LIAA Costs: Julie questioned an invoice she received for the Coastal Community Resilience Matching Grant Program. Shelby will verify these charges are part of the approved Master Plan funding requirements.

Sewer Costs: Julie noted that monthly Sewer charges for clean-out have been raised by \$200/month by new Beaver Island Septic. May require amendment to Sewer budget. Discussed issues of sewer clean-up.

Audit Questionnaire: Julie passed out Audit Questionnaire to members. Needs them to return filled out forms.

Campground Host Costs: Joe is getting quotes on laptops where one is needed for the Campground Host. He is also looking at costs for Verizon Jetpack service to provide internet to Host at Campground.

Charlevoix County Millage Grant: Grant was awarded to St. James Township for \$10,000. Will be used for Campground enhancements such as Kiosk, fencing, lighting, etc.

TIS: Shelby questioned use of credit card for transportation of interns and other parties of USFWS grant. Julie would like Shelby to direct bill to Township instead of using card. Shelby met with Doug and Karla of Peaine and explained all costs that they will be billed in the future. Julie will bill Peaine 1/2 of all TIS Invoices going forward. Shelby asked permission to use the Township as a business paypal account to start receiving donations into the TIS Fund. Approved.

Website Support: Cynthia explained going to new Website platform, costs and work required for St. James personnel to support.

Fireworks: Diane expressed appreciation to the seven folks who attended Fireworks school and all passed and explained the costs which she will forward to Peaine for their share.

Next Meeting Date: June 1, 2022 1:00 pm Meeting adjourned 3:06 pm.

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

ST JAMES TOWNSHIP

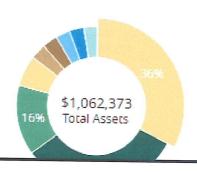
MUNICIPAL DOCK BUDGET 2022-2023 Amend May 2022							
	WOIN	CII AL D	JCK DOD	JET 202	2020-		
				2020-2021		2021-2022	2022-2023 BUDGET March 2022
ADOPTED MARC	H 25, 2022			BUDGET ADOPTED	2021 FINAL AMEND MARCH 21	PROPOSED	
ADOPTED MARCH 25, 2022 REVENUE Bank Bal. 4/31/22							CE 042 22
I TEVELTOR		Dank Dai.	7/5/1/22				65,843.23
SEASONAL	SLIP FFFS				18,360	55,000	6F 610
	T SLIP FEES				61,225	66,000	65,610 138,000
FUEL SALE		1		65,000	01,223	50,000	80,000
OTHER INC	COME S			325	300	30,000	80,000
OTHER INC	COME N			2,000			
SALES ICE,	LAUNDRY,	OTHER				1,000	1,500
SALES PUN	/IP OUTS					500	450
JAW FOUN	IDATION			50,000	12,200		
G.F. GRAN	T MATCH /	CASH FLOW	LOAN		150,000		
STATE WA	STATE WATERWAYS GRANT			80,000	75,050	184,150	
TRIBAL GR	ANT			25,000	25,000		
GRAND TOTAL				363,100	342,135	356,650	351,403
EXPENDIT	URES						
WAGES S (WAGES S (ALL)			27,000	51,100	61,000	88,100
WAGES N				27,000			30,200
Cleck SJT							1,000
Treasure							2,000
FICA S				1,200	4,000	4,500	6,600
FICA N				1,200	.,000	4,500	0,000
PAYBACK GF	FOR HISTOR	C PAYROLL TA	XES	10,000		7,000	
PURCHASE O	F FUEL N			60,000		45,000	65,000
ELECTRIC SERVICE S			8,000	7,000	7,000	9,000	
ELECTRIC S	ELECTRIC SERVICE N			8,000	3,000	7,000	9,000
SEWER FEE	SS			4,500	4,500	4,700	4,700
OPERATING EXPENSES S				1,500			
OPERATING							
FACILITY MAINTENANCE S				3,000	5,800	3,000	2,000
FACILITY MAINTENANCE N				4,000	8,000	4,000	4,550
Lawn Care							3,500
Profession							
TELEPHONE/CABLE S				2,300	2,500	2,500	2,000
TELEPHONE/CABLE N				2,300	800	1,000	2,000
INSURANCE S				700			2,000
INSURANCE N			700			2,000	

CAPITAL (OUTLAY S			1,000			
EMERGENCY ELECTRICAL S					203,000		
CAPITAL OUTLAY N FUEL PIER				145,000	37,500	90,000	
EMERGENCY ELECTRICAL N							
OTHER EX	(PENSES S			3,000	4,900	3,000	2,000
OTHER EXPENSES N				3,000	3,500	3,000	5,600
TOTAL EXPENDITURES S				62,200			
	TOTAL EXPENDITURES N						
		GRAND	TOTAL	313,400	335,600	242,700	211,050
Net Revenue				49,700	6,535	113,950	140,353

ACCOUNTS 🖉

General Fund **0156 : Available Balance \$386,756.82 Current Balance \$386,756.82	Street and Road **0585 Available Balance \$383,234.38 Current Balance \$383,234.38
Municipal Yacht Dock **1609 Available Balance \$167,863.78 Current Balance \$167,863.78	Sewer Use Fund **0596
Sewer Capital Improvement **3250 : Available Balance \$17,090.07 Current Balance \$17,090.07	Lighthouse Fund **1972 Available Balance Current Balance \$5,440.98
Trust and Agency **0167 Available Balance \$6,321.53 Current Balance \$6,321.53	State Revenue Holding **1135 : Available Balance \$0.00 Current Balance \$0.00
Reserve Account **6449 : Available Balance \$75,029.18 Current Balance \$75,029.18	TIS **1245 : Available Balance \$496.25 Current Balance \$496.25

ASSET SUMMARY



General Fund XXXXXX0156

Available Balance Current Balance View Transactions 36.41%

\$386,756.82 \$386,756.82 **Land Information Access Association** 324 Munson Avenue Traverse City, MI 49686

INVOICE

Invoice # Due Date:

7565 upon receipt

Date:

April 20, 2022

Invoice To:

Phone: (231) 929-3696

Lori Taylor Blitz, Chairperson

St. James Township Planning Commission

PO Box 85

Beaver Island, MI 49782

PROJECT:

Coastal Community Resilience Matching Grant Program

This invoice requests the Township's match for the

project.

\$ 3,750.00

Balance Due

\$ 3,750.00

Please call Kim McNeil at (231) 929-3696 if you have any questions. Thank you.

St James and Peaine Township Send 7 Islanders to Great Lakes Fireworks Training

St. James and Peaine Township, in the face of rising Fourth of July costs, provided the ability for seven volunteer islanders to attend a training course through Great Lakes Fireworks of West Branch, Michigan. The American Pyrotechnics Association (APA) approved course provides an opportunity for the island to possess trained, certified and local individuals to construct and orchestrate the fireworks display for the annual Fourth of July celebration in Paradise Bay.

These island volunteers included Ron and Jordan Marsh, Ben Mach, Shelby Harris, Jeff Stewart, Rob Coffel and Alex Visser who completed and passed an APA University online exam to be certified as APA Display Operators, along with attending an in-person class in West Branch with Great Lakes Fireworks. Upon attending class and field training followed by an exam, all seven individuals completed their display operator training and are now certified as Great Lakes Fireworks Display Operator Assistants.

With these APA requirements met, these islanders are now certified to assist Great Lakes Fireworks in the set up and show of the Beaver Island Fourth of July firework display. This is a benefit to the townships, as rather than transporting and housing a large crew from Great Lakes Fireworks, we now have our very own local crew and only the need for a Lead Operator to accomplish our fireworks display. With further training, one or several of these certified individuals can go on to acquire a Lead Operator position, or can repeat the assistant certification training every 3 years through Great Lakes Fireworks.

As costs continue to rise and more difficulties are thrown our way, it is reassuring to our community's resilience that Beaver Islanders will take the initiative to step up and accomplish what is needed to continue our cherished island traditions like fireworks above the bay in celebration of America's Independence Day.

Special thanks go to Diane McDonough and Courtney DeRuiter for reaching out and organizing this task with Great Lakes Fireworks, to Bruce Tyree and Barry Beltz of Great Lakes Fireworks for their understanding and aid towards our islands' goals, and to the townships and community for their support in all our efforts to bring an enjoyable, safe and memorable fireworks display to Beaver Island.