



FINANCE & ADMINISTRATION COMMITTEE
ST JAMES TOWNSHIP, BEAVER ISLAND,
CHARLEVOIX COUNTY, MICHIGAN
SPECIAL MEETING ON JANUARY 9, 2022
11:00 AM @ SJT GOVERNMENTAL CENTER

Meeting Minutes

Present: J. Gillespie, D. McDonough, B. Welke

1. Welcome and Input on agenda revision. See Section 9.
2. Schedule for 2022/2023 Budget Amendments and 2023/2024 Budgets: The schedule for these budgets will be discussed at a future special F&A meeting due to time constraints for today; further it is understood township goals need to be considered prior to some settlement of the 2023/2024 budget. Financial goals were briefly discussed and postponed to the same special future F&A meeting. It was agreed this meeting would be 1/16/23 at 1:00 pm.

The 12/13/22 township board approved budget amendment statement regarding the FY22/23 revenues and expenses for the campground were reconsidered and clarified. A total of \$19,429.38 is the replacement monies to the GF from the campground project (monies owed the township by the DNR Grant for township funded project work expended in prior fiscal years via the general fund.

3. Finance Report for 1/11/2: This report will be completed when revenues and expenses are known.
4. MNFI Subaward Agreement Amendment: this amendment was described, and agreement made to move forward to the 1/11/23 board meeting.
5. Charlevoix County Parks Grant: this grant application for less than \$10,000 needs to move forward to the 1/11/23 board meeting.
6. Maintenance workers in adjacent township: St James requested a shared worker system with Peaine that for every hour a Peaine worker works in St James an hour of work is owed by a St James worker in Peaine. Peaine would like this exchange of work be accomplished with billing the adjacent township the hourly rate of the individual work and as such submitted a bill to St James for December 2022 work in St James. To this end, we need a written agreement. St James still prefers sharing hours rather than costs.
7. The F&A Committee to continue this meeting on the first Wednesday of the month at 1:00 pm at the Govt Center.
8. Appointments and training funds for moving to the Board were agreed upon as follows:
 - a. Library: Cynthia Pryor
 - b. BOR Alternatives: Marcy Dean and Craig Peirano
 - c. Training up to \$1,000 for 2 of 3 BOR members, 2 alternatives, and supervisor.
9. Added items: B Welke needs to renew/update H Vigil's contract and check the status of the UTV for the marinas; 1 past-due sewer payment is being worked on; a continuous toilet leak in unoccupied location entered the sewer between mid-December and early January and has been resolved but this led us to believe property notices are needed to discuss township entries in winter closed buildings with property owners.