



**FINANCE & ADMINISTRATION COMMITTEE**  
**ST JAMES TOWNSHIP, BEAVER ISLAND,**  
**CHARLEVOIX COUNTY, MICHIGAN**  
MEETING ON NOVEMBER 2, 2022  
1:00 PM @ SJT GOVERNMENTAL CENTER

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## **Meeting Minutes**

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Present: J. Gillespie, D. McDonough, B. Welke and S. Harris

1. Welcome and input on agenda revisions
2. Pending Budget Amendments for FY22/23: A series of budget amendments for all funds were shared and discussed with some recommended corrections and added clarity. It is noted that the TIS Budget Amendment was not included in this review as this amendment budget has not yet been finalized. It was agreed to move these documents, subject to the discussed changes, to the full board for review, changes, and seeking a motion to approve the amendments.
3. Building Listing: A listing of the township owned properties was shared. It was agreed that the building sites need to be reviewed against the township insurance coverage.
4. Assessor Applicants/Recommendation: Based on a third attempt to hire an assessor, three applications were received and the credentials and references reviewed. It was recommended that Brooke Milbrandt be hired. She currently works as an assessor in multiple townships, including Drummond Island. It was agreed that her recommendation would go before the full board for approval.