



FINANCE & ADMINISTRATION COMMITTEE
ST JAMES TOWNSHIP, BEAVER ISLAND,
CHARLEVOIX COUNTY, MICHIGAN
SPECIAL MEETING FOR DECEMBER 6, 2022
1:00 PM @ SJT GOVERNMENTAL CENTER

Meeting Minutes

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

1. Welcome and Input on agenda revisions: A handful of items were added on and are discussed under Item 10.
2. Monthly Finance Report: A draft version of this report was presented and discussed; once the current to-date revenues and expenses are incorporated it was agreed this document is ready to go to the full board for consideration and acceptance.
3. TIS Budget Amendment: A TIS Budget Amendment was presented and discussed; some simplification is proposed to present the final document for the full board consideration and undertake a motion to approve the amendment. A \$15,000 budget line item from the general fund provides the township match.
4. 2022/23 Budget Amendment Grant Surplus Review: The amount of the DNR surplus that remains in the current FY, due to township payments in prior FYs (without DNR grant reimbursement in those years) requires further consideration at the request of one board member.
5. CenterPoint Software: Payment for a second license was discussed and directed to be part of the payment discussion at the full board meeting. The original fee amount of \$5,628/year or \$469/month has been paid off, thereby reducing the fee amount to \$2,000/year. The next budget amendment cycle will represent this change.
6. Correction to L. Taylor-Blitz planning commission compensation: The previous motion to compensate L Taylor-Blitz for additional pay due to the work to update the Master Plan was found to be unwieldy. A new motion was drafted for presentation to the full board.
7. Old DNR-Harbor Property Sale Status: An update was provided regarding the township's attorney for withdrawing the previous posted sale and issuing a new sale document which increases the sale price to a comp amount. It was agreed that this new sale document would go to the full board for consideration. The development document prepared for this site will be located.
8. Assessment update: A contractor for the assessor will be on the island December 7-8 to field review sites that have active permits as part of the catching up the assessment values by the December 31 deadline.
9. 2003 Ballots: Five township millages need to be renewed in 2023 (this does not include any school or library ballots). A review of these millages with the relevant entities will get underway in 2023.

10. Other items as may come before the committee:

- a. Fireworks: Continued training for the islanders involved with this project was discussed. The projected cost in 2023/2024 is \$5,000/township/year. The FY23/24 budget will represent this amount.
- b. New Bank Account: This committee supports the establishment of a new bank account to collect funds for the township campground. This is needed because of the year-round software fees due to the year-round reservation process. It is simply too complex to manage these payments and revenues within the general fund.
- c. TMD Insurance: The committee understands Joel's insurance needs to move from COBRA to a township BCBS policy. An insurance package is being set up at a cost of \$760/month with a goal to get this started on 1/1/23. The next budget amendment cycle will represent this change.