

Supervisor Bill Haggard called the regular meeting of the St. James Township Board to order at 7:00pm on April 1, 2015. Also present were Jim Wojan, Rick Speck, Kitty McNamara, and Jean Wierenga.

The meeting opened with the Pledge of Allegiance.

One correction to the minutes of the special meeting held on March 3, 2015 to add: The board heard from Steven Peacock, CPA for Rehman Robson of Traverse City who had been contracted by Township attorney to provide insight and guidance on the accounts of the sewer fund. CPA Peacock presented a list of recommendations to strengthen internal controls on sewer accounting practices. The board heard from Gary Voogt PE, LLC who was retained by the township in June 2014 to review the administration and finances of the sewer fund. Voogt also recommended short-term priorities for addressing the sewer funding concerns. Motion to approve special meeting minutes by Haggard and seconded by McNamara with additions. Motion carried. Wojan abstained as he was absent from this meeting.

Motion by McNamara and seconded by Haggard to approve the minutes of the regular meeting held on March 4, 2015 as written. Motion carried. Wojan abstained as was absent from this meeting.

Motion by Wojan and seconded by Speck to approve the payment schedule. Motion carried.

Correspondence:

Letter received from the State of MI regarding an unrestricted deficit in the Yacht Dock and Sewer accounts. This determination was made after the audit report was received by the state. Supervisor working with Township Auditor to resolve issue and get a response to State in timely manner. Nothing further to report at meeting time.

Reports:

ESA: No report

Sub-Committee report: K. McNamara, M. Shimenetto, and J. Wojan had a conference call with G. Voogt on the 31st of March regarding sewer accounting. The revised ordinance states billing to go out once a month rather than every quarter. McNamara suggests a letter go out in April to all those hooked into the sewer explaining the changes, and then do a two month billing in May.

A third sewer account needs to be opened titled "Sewer Capital Improvement Fund". Motion by McNamara authorizing Treasurer to transfer \$200 from sewer use fund to be deposited in new fund. Seconded by Haggard. Motion carried. Roll call vote, all in favor.

McNamara stated she had contacted Theresa McDonough to be the third member of the sub-committee. Motion by Haggard and seconded by McNamara to approve T. McDonough to work on the sub-committee. Motion carried.

Treasurer Report: Wojan explained to board the work being done by the Clerk and Deputy Treasurer to reconstruct all the township funds starting back in 2001. They have completed three weeks of entries into the computer, and at least three more weeks to go. Township attorney has also been kept informed of what is being done.

Old Business:

Dangerous Structures: Nothing to report at this time but Haggard stated a report would be ready by May meeting.

Repayment of Funds to Street and Road Fund: Motion by Haggard to authorize trustee McNamara to work with the attorney to draft a resolution defining a 5 year repayment plan (beginning FY2015-2016) of funds from the sewer and/or general fund to the street and road fund in the amount of \$80,184 and seconded by Wojan. Motion carried. Roll call vote. All in favor. To be presented for discussion at the May 2015 meeting.

Road Construction on Donegal Bay Road: New paperwork received from Gillespie Enterprises on Donegal Bay Road project just before meeting time, so no action taken. However, before any work can be done, it must be determined just how much money the township has to spend on this project. Some work definitely will be done, but need to get CCRC Engineer and CCRC Manager over to Island to determine what can be done. Since the bid came in too high last fall, also not sure if project will need to be re-bid. Motion made by Speck to authorize Haggard and Wojan to meet with CCRC to decide what next step is with money available and motion seconded by Haggard. Motion carried.

Critical Dune Ordinance: The notice of adoption of the Critical Dune Ordinance did not go into the newspaper within 15 days after the board approved the ordinance, so it must be adopted again by the board. Motion by Speck to adopt the Critical Dune Ordinance and seconded by Wojan. Motion carried.

New Business: Bids will be posted for Fuel Oil for the Fire Halls and Governmental Building and Propane for the DNR Building. Bids also to be posted for Lawn Maintenance and the Pocket Parks. Haggard will post all notices.

Credit Card Usage: Clerk reminded all users of township credit card to turn in receipts for purchases made.

Auditor for 2014-2015: Clerk will contact Township Attorney how best to proceed on this matter.

Airport Committee Re-Appointment: Motion by Wierenga and seconded by Haggard to re-appoint Elaine West to the Airport Committee. Motion carried.

Motion by Wierenga and seconded by Wojan to adjourn meeting. Motion carried.

Respectfully submitted,
Jean Wierenga, Clerk
St. James Township