

**FINANCE & ADMINISTRATION COMMITTEE\***  
**ST. JAMES TOWNSHIP, BEAVER ISLAND, CHARLEVOIX COUNTY, MICHIGAN**  
MINUTES FOR September 7, 2022 Finance & Administration Committee  
1:00PM @ SJT GOVERNMENTAL CENTER

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**Attending:** Supervisor Bobbi Welke, Clerk Julie Gillespie, Treasurer Diane McDonough, Admin. Assistant Cynthia Pryor, Planning Assistant Shelby Harris

Meeting called to order 1:09PM Bobbi Welke

No minutes presented from 08-04-22 meeting.

**Property Taxes**

**Review of In-Lieu Property Taxes:** Question presented by Welke of why US Fish & Wildlife Service are paying St. James Township payments in lieu of taxes (PILT's). Committee explains that all of the outer islands within the Beaver Island Archipelago, excluding South and North Fox Islands (which are not a part of Charlevoix County), are under St. James Township Zoning and that Gull, Pismire, Hat and Shoe Islands are managed by the USFWS Michigan Islands National Wildlife Refuge, of which they pay PILT's to St. James Township. Following this explanation, Welke asks where and how this money is transferred to St. James Township. Treasurer McDonough explains any state or federal money comes into St. James Township's State Account which is then transferred, with an attached explanation of what it is, where it needs to go. This is all in attempt not to have "Other Income" categories.

**L-4029 Millage Question:** Welke reminds the Committee that the L-4029 Report is due at the end of this month (September) and that a draft of this report is currently being reviewed by Charlevoix County. From this, Welke asks the Committee if they have any further questions and understand this process, along with the four levies that were approved in August, the Headlee Amendment and Proposal A. The Committee discusses these topics, the changes St. James Township will or will not see in SEV's and taxes, and all agree to in the future have more detailed Minutes be taken over the subject, specifically in March, to assure all is understood.

**Banking:** Welke inquires to the Committee about the delivery of the monthly Bank Statement that seems to be outdated (who it goes to/picked up by) and was reported to not have been picked up at the bank this last month (August). McDonough replies that she will be updating the names for the delivery -to remove Karen Wojan and add Tessa Jones- along with following up with the Bank on pick-up/delivery. McDonough will also follow up on picking up signature cards for new Deputy Clerk, Tessa Jones.

**New Expenditures**

**Public Works, Health & Safety Committee Item:** The PWHSC discussed the need for a mobile radar/speed trailer to which Welke researched and discussed payment sharing with Peaine Township and the Beaver Island Historical Society (BIHS). BIHS has an MDARD Tourism Grant Safety Element that can be used towards this cost and Peaine agreed to share in the cost. In total it would cost each entity (SJT, PT, BIHS) **\$2,900 each** to acquire the needed and appropriate (mobile) radar/speed trailer. The Committee agrees, further stating that the money

for St. James Township's share should come from the Street and Road Fund. This action will be brought before the St. James Township Board at the September 14<sup>th</sup> Board meeting.

**Grant Writing Update:** Welke informs the Committee that she is awaiting further information, such as work-load and current needs, but has confirmed a \$10,000 budget was passed by the St. James Township Board already to be set aside for this position.

**ESA Budget Issues:** Welke shared with the Committee two Motions that were passed on by the ESA as pending action requests to the St. James Township Board to be considered for the September 14, 2022 Board Meeting. Motion #2 deals with adjusting the millage for BIEMS, which McDonough comments has been done in the past to accommodate needed budgets and shouldn't be an issue. Motion #1 is a request for both St. James and Peaine Townships to rotate loaning funds to BIEMS in order to make their payroll until their financial matter is resolved. The Committee asks what dollar amounts are being requested and also why not try to make this matter simple and have one township take on loaning the necessary funds rather than both. Supervisor Welke will research more into both questions asked by the Committee and discuss with Peaine Supervisor Tilly.

#### **Draft Budget Amendments Updates/Budget Review**

**General Fund:** Welke comments that this Budget print is not ready for Board Review and that she has highlighted in yellow further attention needed to certain categories. A future amendment will likely be in October or November.

Review of *Interest and Rents* was made by the Committee noting payments made, and the Marina employee occupancy of the DNR Building utility costs that is still to be added.

Welke also shares with the Committee a request from the Beaver Island Christian Church (non-profit) to use the St. James Township Hall until internet can be provided to their building. The Committee asks how often these meetings will be, how to compensate this "renting" for utility use and if these meetings will be based around the already scheduled uses of the building such as the St. James Township Planning Commission meetings. Welke will follow up with the BI Christian Church with these questions.

The Committee discussed *Contributions from Local Units* and the changes that will be occurring with the Airport Case settled and the hiring of Joel Mientsma. The Committee again emphasizes the need to research and review the insurance details for the Maintenance Director position.

The Committee discussed *Other Revenue* and changes that will occur involving updates and payments for the TIS Program and *Licenses & Permits* with additions added from the Campground Reservation revenue. Pryor shares that the St. James Township Campground has brought in \$12,404 this season already.

The Committee discussed that more research is needed towards health insurance and updates to the Maintenance Director position, along with posting and filling the Assessor position.

Reviewing the *Police/Sheriff/Constable* budgets, along with requests from the current Sheriff Callian, the Committee began discussions of what is needed to secure a trained Second Deputy for the island, with comments that there are grants to help the Townships with these costs and that there may already be an Islander interested. Currently we have two deputized volunteer offices, Dave Case of Peaine and Steve Milboker of St. James. Welke will follow up with Peaine Supervisor Tilly.

Welke shares with the Committee that a Zoning Board of Appeals is being established, requiring 3 trained persons and 1 trained alternate, and budget amendments will be needed in the

future. Pryor comments that along with the ZBA, updates to the new Township Website will be needed for other board/committee members contact information, emphasizing the Township should assign work emails to all employees/members as there has been an increase in the amount of email hacking lately and personal emails should not be used.

Welke asked the Committee where Harris' Planning Assistant pay comes from -Planning Commission or General Government- with the Committee stating the Planning Assistant pay currently comes from the Administrative Assistant pay as the job of "Administrative Assistant" was split between Harris and Pryor, with Harris serving as the TIS Administrator and Planning Assistant and Pryor serving as Deputy Supervisor and Administrative Assistant, at the beginning of the calendar year. An update to this line category will occur in the future.

As more information is obtained, *Planning for Special Projects (Grant Writing)* will be updated and most likely moved from *Parks & Recreation*, but currently is budgeted for \$10,000.

The Committee agrees that work will begin this Fall/Winter to set up the TIS Program as a separate fund/bank account and be accomplished before April 1, 2023.

The Committee agrees to add a note on the ARPA Funds to the *Note Section* at the bottom of the General Fund Budget as a reminder to move forward with an approved spending plan for the funds that do have a deadline.

Gillespie inquires as to how Maintenance Director Mientsma will be paid now that the Board has agreed to pay him salary with the Committee agreeing he will still keep a record of how/where his hours are spent and a process created (TBD) of how his payback will be handled. McDonough shared she has discussed this process with accountants and will share their comments with the Committee.

**Sewer Fund:** Welke asks the Committee what the process is when moving Capital Improvement Funds to Sewer Capital Outlay (savings) with the Committee explaining funds are allocated when needed to the Sewer Capital. Welke and McDonough will review previous reports and this process to ensure this is the best process. Gillespie asks the Committee again what the process for paying Maintenance Director Mientsma will be involving the Sewer Fund with the Committee agreeing to make amendments to the Sewer Fund as repairs are needed at the agreed upon hourly rate. Committee agrees to remove Debt Services (Loan PMT. To CCB.) from Expenditures of the Sewer Fund as it is no longer relevant.

**Municipal Dock Fund:** McDonough will work on finishing up the Dock Fund updates including the addition of more fuel bills and the winter fuel fill up bill (Recreational/Unleaded and Diesel) that is completed annually for emergency purposes.

**Future Actions:** Welke inquires to the Committee further information concerning the Sewer Fund Annual Report that's due in November that sets the January 1 rate. McDonough and Welke will discuss this report further including reaching out to Aaron Nordman of Performance Engineering and sending out Sewer Bill Letters sooner, as "most residents like to pay ahead of time". McDonough shares that she is still working on the pending Sewer Payments issue.

#### **Other Items**

**Campground Update:** McDonough inquires about the current grants for the Township Campground and if there is a possibility to fund the building of a Firewood Structure, and if a posting or process has begun to charge for Campground Shower use by non-campers. Pryor shares that a process to charge for showers has not been implemented yet this year but that the showers will be shut off and water lines drained at the end of this month (September) and

the Campground closing for the season at the end of October. Committee agrees more discussions of how to set up, charge and operate the sale of firewood and shower usage will need to be had for next season. Harris and Pryor inform the Committee that they will be meeting to follow up on the Charlevoix County Parks Millage Grant, which includes the purchase of the yet-to-be successfully delivered fencing for the bluff and purchase of a new ADA portable restroom. Gillespie shares she can write a check if the costs are above the approved \$5,000 card spending limit or if any of the Township credit cards do not have the capacity for a purchase. McDonough suggests contacting Tim McQueer of the Boat Company to discuss possible shipping compensations to reduce some of the costs.

**Employee Vehicles & Milage:** McDonough reminds the Committee we still need to follow up on research towards compensation for workers using their personal vehicles. The Committee reviews current employees in this situation which include Heidi Vigil, Bob Marsh, Shelby Harris and possibly others. The Committee agrees that with Bob Marsh and Heidi Vigil already approved by the Board to have their milage comp increased, that it will be brought before the September 14<sup>th</sup> Board Meeting that *all* employees using their personal vehicles will have their mileage comp updated to \$1.00/mile and the budget will be amended accordingly, with Harris having retro pay from the month(s) when these other approvals were made.

**Account Name Updates:** The Committee agrees that updates to the names of accounts and line items will begin to be worked on by Gillespie and Welke.

**Next Meeting Date: October 5, 2022                      1:00PM**

Meeting adjourned 2:43PM.

\*Finance Committee established by Township Board on 12.7.2016 with the following board members appointed: Supervisor, Treasurer and Clerk.