

FINANCE COMMITTEE*
ST JAMES TOWNSHIP, BEAVER ISLAND, CHARLEVOIX COUNTY, MICHIGAN
MINUTES FOR, MAY 22, 2020, RESCHEDULED REGULAR COMMITTEE MEETING
1:00PM @ ~~SJT GOVERNMENTAL CENTER~~ CONFERENCE CALL

AGENDA ITEM – Meeting by Conference Call

Attending: Supervisor McNamara, Clerk Gillespie, Treasure McDonough. Approved minutes of the April 27, 2020 Meeting & Reviewed Tasks

MONTHLY FINANCE REPORT Supervisor will finalize monthly report and send out to board. Treasurer to monitor state to keep up to date on status of revenue sharing, July payment should be a good indicator. Clerk to prepare monthly Pontem reports and distribute to the board before the June 3, 2020 meeting. Treasurer is still researching online payment options for summer taxes.

Broadband Consortium Fiscal Agent Committee discussed desire by BI Broadband Consortium to have St James Township act as fiscal agent, committee agreed this would work. McNamara reported that grant request to CCCF was approved in the amount of \$7,500 for start up costs for initiative. Motion McDonough, 2nd Gillespie to recommend to full board the establishment of a separate township fund, 'Broadband Consortium,' and to authorize signatories on the account: Clerk Gillespie, Treasure McDonough, Deputy Clerk Jessica Anderson, Deputy Treasurer Karen Wojan. Motion Carried: McNamara Y, Gillespie Y, McDonough Y.

Sewer Billing Customers are paying promptly and no one has requested delayed payment.

Schedule of Wages Committee reviewed draft and agreed that range of wages overall should be increased by 10% based upon public input at the annual meeting and desirability of paying a decent basic wage. Not every individual position will see a 10% increase; some positions received increases in 2019. Committee concurred that harbormaster should be a salaried position. McNamara to update the salary schedule to present to full board for approval.

2019-2020 Audit Auditors to be on site June 22 – 24, 2020.

Work schedule for gardens, campgrounds, cleaning Heidi Vigil to return as gardener, Bob Marsh to return as parks and rec maintenance, McNamara to post for cleaning assistant for public restrooms.

OTHER ITEMS AS MAY COME BEFORE THE COMMITTEE: McNamara to draw up contracts for summer employees; next year clerk to draft contracts. Clerk to research cost of Verizon phone service for board members for email and texts associated with township business

Next Meeting Date: June 22, 2020

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