

FINANCE COMMITTEE*

ST JAMES TOWNSHIP, BEAVER ISLAND, CHARLEVOIX COUNTY, MICHIGAN

MINUTES FOR SEPTEMBER 28, 2020, REGULAR COMMITTEE MEETING

1:00PM @ SJT GOVERNMENTAL CENTER

Attending: Supervisor McNamara, Clerk Gillespie, Treasure McDonough. Approved minutes of the August 24, 2020 Meeting. Reviewed Tasks from previous meeting.

MONTHLY FINANCE REPORT

Supervisor to finalize monthly Finance Report and send out to board. Clerk to prepare monthly Pontem Standard Budget Report and distribute to the board before the October 7, 2020 meeting. Committee reviewed and discussed Marina budget recognizing that revenue is low compared to expectations when budget was adopted in March. Decrease in revenue is related to Covid-19 travel restrictions early in the season and record high water forcing the shutdown of electric and pump-out services at both marinas. McNamara will draft an amended Municipal Marina budget for full board discussion at the November 2020 meeting. Committee recommends that the supervisor draft a resolution of deferral of dock fund 2020 payment of \$10,000.00, due to the general fund for historic (pre-2017) payroll taxes, to be repaid over a period of 5 years beginning in 2021.

Discussion of Priorities for Payment from AP Wireless Committee discussed the best use of the \$194,500.00 received from AP wireless. Consensus is that there should be 3 pools of use for the money: 1) amount reserved for technology investment; 2) amount reserved for long-term investment; and, 3) amount to be incorporated into General Fund, fund balance. No firm numbers determined, but 75K, 75K and 44K respectively were numbers discussed.

Discuss Financial Software Needs Recognizing that current township accounting software, Pontem Software, will not accommodate payroll beginning January 1, 2021, the committee discussed need to research other options. Clerk has been in contact with peers through MTA for opinions. Clerk will research options for finance committee discussion at late November meeting. Cougar Mountain Denali Software, Redwing and Civic Software are packages designed for small municipalities and will be researched.

Sewer Billing Customers are paying promptly, treasurer to train assistant to send out the sewer bills and then treasurer will receive and record payments. This will generate a segregation of duties.

Summer Parks & Rec Needs Further discussion needed to set goals and budget for summer 2021. A meeting will be held in October with gardener Heidi Vigil to determine needs for next year.

OTHER ITEMS AS MAY COME BEFORE THE COMMITTEE: Clerk reported that she is training deputy to prepare monthly billings to Peaine Township for shared costs.

Next Meeting Date: October 26, 2020

TASK	SUPERVISOR	CLERK	TREASURER
Marina Budget – Prepare Amended	X	X	
Marina Budget – Prepare Resolution of Deferral	X		
Research Accounting Software Options		X	

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