

FINANCE COMMITTEE*
ST JAMES TOWNSHIP, BEAVER ISLAND, CHARLEVOIX COUNTY, MICHIGAN
 MINUTES FOR OCTOBER 26, 2020 REGULAR COMMITTEE MEETING
 1:00PM @ SJT GOVERNMENTAL CENTER

Attending: Supervisor McNamara, Clerk Gillespie, Treasure McDonough, Trustee Cole. Approved minutes of the September 28, 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 November 11, 2020 meeting. McNamara will draft an amended Municipal Marina budget for full board discussion at the November 2020 meeting.

Priorities for Payment from AP Wireless Committee discussed the best use of the \$194,500.00 received from AP wireless for long-term easement. Consensus at last meeting was 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. At this meeting the discussion led to idea of combining pools 1 & 2 into long term investment options with some flexibility. Treasurer to research.

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. Much discussion about whether to purchase standalone payroll software to supplement Pontem or replace Pontem altogether. Clerk has had deputy research options for finance committee discussion at late November meeting; committee identified factors to be clarified for each product.

Sewer Billing Customers are paying promptly.

Summer Parks & Rec Needs Further discussion needed to set goals and budget for summer 2021. Gardener Heidi Vigil will be invited to attend November finance committee to discuss gardening needs for next year.

OTHER ITEMS AS MAY COME BEFORE THE COMMITTEE:

Next Meeting Date: November 23, 2020

TASK	SUPERVISOR	CLERK	TREASURER
Research investment options for payment from AP Wireless			X
Develop financial software comparison spreadsheet		X	

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