

## Finance Committee Meeting Minutes

March 9, 2022

Members present: Gale, Gremel, McCann

Staff present: Craker, Edmondson, Scott

Public: 1 zoom connections

The meeting was called to order at 10:02 AM.

Public comment: none

Clerk Scott reported that the Village issued 1 annual and 2 daily mobile food vendor permits under the pilot program adopted in May 2021. The staff found the application and approval process worked well. The committee discussed options for extending the practice of allowing mobile food vendors to use village property. The committee decided in favor of an amended ordinance over a policy. The preferred option is amending Ordinance #100. Treasurer Craker was instrumental in researching and drafting the mobile food vendor policy. She was asked to draft an amended ordinance. The Committee would like to prepare the ordinance for the Council to consider at the April meeting.

The Purchasing and Sales Policy (2013) was reviewed and several areas were identified for revision. The policy should define the Community Liaison's purchasing authority and align the job description with practice. The change to the job description will be referred to Employee Relations. The language regarding competitive bidding is ambiguous. The policy should differentiate between budgeted and unbudgeted purchases. The policy should also encourage periodic review of professional service agreements. Chair Gale will draft proposed revisions for the April meeting of the Finance Committee.

The Investment Policy was authorized by resolution of the Council in 2009. Some of the approved depositories have been acquired by/merged with other financial institutions, leaving only two approved institutions. The committee suggested the addition of State Savings Bank and First Community Bank. The 2009 resolution relies on Public Act 77 of 1989 and Public Act 196 of 1997. Clerk Scott will consult with the Village attorney to determine if more recent law should be incorporated into an updated policy. Chair Gale identified some formatting inconsistencies that should be cleaned up when the revisions are made.

The committee members reviewed the Non-Monetary Suit Defense Costs Endorsement to current insurance coverages described by Paul Olson at the February Council meeting. We recommend approval at the quoted premium.

Treasurer Craker and Clerk Scott distributed a new form: Village of Northport Marina Weekly Overage/Short Sheet to encourage routine reconciliation of revenue recorded with revenue collected. The form is clear, easy-to-understand and should be a helpful document. The staff and committee members discussed implementation of the form and how best to ensure accountability. The committee members elected to ask the Waterfront Committee to reinforce with the Harbormaster the importance of minimizing/eliminating discrepancies that occur during Marina operations. Tom Gremel will add discussion of the form to the next Waterfront agenda.

Clerk Scott forwarded an AARP Grant opportunity to Treasurer Craker for follow up. The grant is for parks/public spaces to encourage healthy outdoor activity and Ms. Craker has been working with parks and trails. She explained that it is a "rapid grant" which means that, if successful, the funds must be used by November of this year. The application is due March 22. Grants have averaged \$11,000. Chris McCann listed several projects under consideration by the Parks and Trails Committee. The most likely to fit into the short timeline is repair of existing boardwalks. The work might be integrated into the May 6, National Honor Society volunteer day and assistance from the Northport Lions Club. Craker and McCann will collaborate on the application.

Public comment:

Laura Cavendish spoke in favor of the vendor ordinance.

There being no further business, the meeting was adjourned at 11:17 AM.

Respectfully submitted,

Jane Gale