

Finance Committee

Minutes of October 12, 2022

Members present: Gale, Gremel, McCann

Staff present: Craker (via Zoom), Edmondson, Scott

Public present: Laura Cavendish (via Zoom)

The meeting was called to order at 10:00 AM.

Public comment: none

Village Attorney Ross Hammersley reviewed the Investment Policy and Depositor Designation and provided background information from the Michigan Municipal League, Michigan Municipal Treasurers Association and excerpts from Public Act 20 of 1943 on investment of surplus funds. He also provided three sample investment policies from Michigan jurisdictions. It appears that separating the policy from the resolution designating depositories is customary. Clerk Scott will forward the sample policies for the committee members to review. We will work with staff to update the Village policy in future meetings.

A spreadsheet that compares Northport's fees with other communities in the region. The committee and staff walked through the Planning/Zoning fees and recommended an increase to Condominium Development Review and Planned Unit Development to capture revenue on a per dwelling basis. The Village only assigned a fee for commercial site plan review, although there is a fee for issuing both commercial and residential land use permits. We discussed whether or not to assign a fee for residential site plan review. Some jurisdictions base their fee on the footprint's square footage, while others have a flat fee. We discussed assigning a fee that could be waived by the zoning administrator if the site plan is straightforward. Allowing ZA discretion could lead to perception of favoritism. No decision was made at this time. We recommend reducing the annual marijuana

license renewal fee to \$2,500 per license as we anticipate receiving tax revenue from the State in our next fiscal year. The Committee referred the Private Road Construction fee to DPW as they are currently studying the underlying policy. No changes are proposed to the Miscellaneous Fees

Clerk Scott provided copies of the Book Asset Detail report to begin the budget process. Staff have met with DPW and completed review of and rating of assets in the following funds: General, Local Streets, Major Streets Vehicles and Equipment. Water, Marina and Golf Course review will be conducted this month with appropriate staff/committees. Clerk Scott will project revenues for the next fiscal year. The social security COLA will be 8.7%. Employee Relations will be asked to recommend an increase for employee salaries for approval by the Village Council. The approved COLA will be used in the budget assumptions for 2023-24.

Several amendments will be necessary to balance the 2022-23 budget. The Finance Committee is aware of which funds need to be amended and will review options at the November meeting after the final invoices for the Flees Road project are received.

Treasurer Craker reports she has received delinquents taxes from the County and is closing out the tax season.

Public comment: Laura Cavendish sees a distinction between requesting a zoning variance and appealing a zoning decision before the ZBA and would like the committee to consider this distinction when setting the fee schedule. She also pointed to Leelanau County's Temporary Structure permit which allows for a seasonal structure.

The meeting was adjourned at 11:11 AM.

Submitted by,

Jane Gale, Chair