

Village of Northport
Finance Committee Minutes
December 14, 2022

Members present: Laura Cavendish, Jane Gale, Chris McCann

Staff present: Cindy Edmondson, Joni Scott

Public present: two via Zoom

The meeting was called to order at 10:01 AM.

Public comment: none.

New member Laura Cavendish was welcomed to the committee. Chair Gale noted that Laura has attended most of the committee meetings during the past year and will not need significant orientation. The members determined the committee will continue to meet on the second Wednesday of the month at 10:00 AM.

The Investment Policy and Depositor Designation Resolution will be completed when the budget has been approved.

Clerk Scott distributed copies of the Financial Statements and Independent Auditors Draft Report and a supporting report from Leelanau Township showing the Special Assessments Balances to retire the sewer debt. The Village and Township balances align. Clerk Scott will arrange a presentation of audit findings by Dennis, Gartland & Niegarth as soon as practical.

Clerk Scott prepared a spreadsheet of current compensation for all employees and projected increases with two COLA options: 8.7% and 4% plus a one-time lump sum bonus of 4.7%. After a lengthy discussion of the alternatives and wishes of the staff, the committee agreed to an across the board COLA increase of 8.7% for all employees except seasonal dock hands whose salaries will be established by the Harbormaster and approved by the Village Council. Clerk Scott was asked to add the Zoning Administrator position to the compensation schedule and to designate which employees are hourly vs. salaried.

The Employee Relations Committee recommended extension of the Harbormaster's contract with the salary increase determined by the Finance Committee's budget recommendation. A draft contract, mirroring the terms of the clerk and treasurer/deputy clerk contracts, was completed. Dates and compensation need to be added to the document before it can be executed.

The 2022-23 budget amendments will be discussed in January.

The remainder of the meeting was devoted to discussion of the 2023-24 General Fund budget.

REVENUE: We will assume a 7% increase in Real and Personal Property Taxes and an increase in fees collected for land use, special land use, and park reservations. We will wait until January for further information from the State regarding revenue sharing formulas and marijuana revenue. The committee will modify marijuana licensing fees to differentiate between initial license and annual renewal fees.

EXPENSES: As noted earlier, salaries and wages will increase by 8.7%. Increase Village office budget for postage. Increase DPW budget for telephone/internet service, utilities, tree trimming, and uniform allowance.

Await recommendation from DPW on whether to add a 4th employee at a full or part-time basis. Increase the Planning/Zoning budget for printing and publishing (new zoning ordinance and master plan). Ask Parks and Trails Committee whether to recommend an increase in repairs/maintenance budget to cover immediate repairs to Mill Pond dam.

The Clerk and Committee agreed to try to keep a contingency fund in the 7 - 8% range. If we project revenue in excess of that range, we recommend adding to the Capital Improvement Fund which has been depleted by unexpected infrastructure failures.

Changes to the Fee Schedule will be made in tandem with the budget process so both documents can be adopted at the February Village Council meeting.

Public comment: none.

Motion by McCann, seconded by Cavendish to adjourn. Meeting adjourned at 12: 22 PM.

Submitted by,
Jane Gale, Chair