

Village of Northport
Finance Committee Minutes
March 8, 2023

Members present: Laura Cavendish, Jane Gale, Chris McCann
Staff present: Clerk Joni Scott, Treasurer/Deputy Clerk Cindy Edmondson
Public present: 1 in person, 2 virtual

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

Public comment: none

Clerk Scott distributed updated budget worksheets for the committee to identify funds to cover potential costs of replatting process and salary for a Village Manager/Administrator if the position is approved by the full Council. The Clerk identified \$18,774 in salary savings based on reduced COLA, vacancy in Treasurer's position and reduction in DPW hours. We also noted a revenue increase of \$1,800 in marijuana revenue. The committee recommends leaving the additional \$20,574 in the General Fund until a final decision is made on completing or abandoning the replat of 2nd Street. The committee discussed potential revenue sources that include:

- private/public contributions;
- increased water fees;
- new/increased application fees related to land use, zoning;
- sale of additional brick pavers to complement marina project;
- grant(s) from the Leelanau Township Community Foundation;
- sale of village property; and
- millage increase.

The committee asked the Clerk to add a new line in the budget to track both regular wages and salaries and overtime wages and salary, in addition to including both lines in the monthly bill sheets. She will establish the budget figure based on 2022 actual dollars plus 7%.

The Clerk will invite our auditor from Dennis, Gartland & Niergarth to present the results of the Independent Audit Report February 28, 2022 at the April Council meeting.

Trustee Cavenish completed additional research on fees levied by neighboring communities and suggested several additions/changes. Northport does not have an application or fee for rezoning requests. Cavendish noted that Leelanau Township, among some others, has a policy requiring establishment of an escrow account to ensure costs incurred by the government entity are reimbursed. After discussion, the committee agreed to pursue development of an escrow policy and apply it to several fees/permits, including commercial site plan review, planned unit development, rezoning requests, and zoning board of appeals variance and appeal. Chair Gale volunteered to draft policy language for the next Finance Committee meeting. The committee elected not to increase fees for street closure as these requests are tied to events that benefit the entire community.

Several projects have been placed on the back burner while the budget dominated committee time for the past three months. The committee agreed to prioritize outstanding items beginning with establishing a timeline for

the budget process beginning in April. The Investment Policy and Depositor Designation, Purchasing Policy and Mobile Vendor Policy will be addressed in future meetings.

Public comment: Barbara McCann who is VP of the LTCF informed the committee that a citizen has approached the Foundation about setting up a dedicated Mill Pond Fund. Grant applications are accepted on the first day of odd numbered months.

Will Harper: commented that Mr. Bieganowski should be instructed to stop work on the replatting; agreed with the decision on street closure fees and suggested combining the Village Administrator/Manager and Zoning Administrator positions.

McCann moved, seconded by Cavendish, to adjourn the meeting at 11:40 AM. Motion carried.

Submitted by,
Jane Gale, Chair