

Village of Northport  
Finance Committee Minutes  
May 10, 2023

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

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

Public comment: none

#### Investment Policy and Depositor Designation

A draft policy based on a sample from the village attorney was distributed prior to the meeting. The Purpose and Scope statements are new. Much of the remaining language is unchanged from the existing policy. The committee and staff agreed that both Clerk and Treasurer/Deputy Clerk should be authorized to make investments. We propose to separate the depositor designation as a stand-alone document. The committee would like to have Interim Manager Janik review the list of authorized investments and recommend any changes before we proceed further.

#### Purchasing Policy

The policy was updated less than a year ago, but with the change to a village manager additional changes are needed. The committee intends to incorporate new language to pay bills after approval by the Village Council. Trustee Cavendish suggested additional provisions found in the Michigan Municipal League policy library.

- Add a section that defines which staff members may access financial control software.
- Reference the established process seeking and managing competitive bids.
- Add a provision to address the consequences of failure to follow the policy by staff and elected officials. Because the Personnel Policy does not apply to elected officials, violations may need to be covered in a separate code of conduct/ethics policy.

The committee will seek input from Interim Manager Janik before proceeding with the update.

#### Budget Preparation Timeline

At the April 12 meeting, the committee began working on a timeline to set deadlines for departments, committees and commissions to complete their contribution to the budget process. Tentative schedule:

- May - August - Department heads, Infrastructure, Park and Trails and Waterfront complete asset detail review and set priorities
- September - October - Planning Commission review and synthesis of committee reports and submit to the Finance Committee
- November - December - Draft and refine budget to present to council
- January - First reading of the proposed budget
- February - Public hearing and adoption

Interim Manager Janik suggests that we consider changing our fiscal year to July 1 - June 30. There are several advantages to adopting a new fiscal year. This matter will be discussed with the full council at a later date.

### Mobile Vendor Policy

Trustee Cavendish noted some typographical errors in the current policy and believes a review is warranted while we consider establishing a social district. We also have allowed a non-food vendor, although the ordinance only addresses food vendors. Clerk Scott will distribute the resolution to allow mobile food vendors to the committee to review along with the current ordinance to determine whether additional change is warranted.

### Application Fee and Escrow Policy

The first draft of this policy was distributed earlier this year and will be revisited at the next meeting.

The meeting was adjourned at 11:03 a.m.

Submitted by,  
Jane Gale, Chair