Trustee's Report to the Village Planning Commission
May 2024

The regular meeting of the Village Council was held on May 9. 2024.

The Trustees heard a preliminary request to close streets for the fifth annual Braman Bolt on August 31. The race sponsors will work with staff to complete a formal request that will be presented at a future meeting.

Clerk Scott submitted the monthly bill sheets and cash reconciliation statement. She assisted the team conducting the NLTUA audit.

Treasurer Simons completed two BS&A Tax Training programs to prepare for creating tax rolls, issuing and collecting taxes. She continues to add to a comprehensive list of capital improvement projects and large operational expenses to guide the capital improvement plan.

DPW Superintendent Holton provided a written report. Highlights include:

- Street sweeping, in conjunction with the Leelanau County Road Commission, is complete
- Contractors are installing and refurbishing rain gardens at Main & Waukazoo, High Street and north marina parking lot
- The marina mural was reinstalled with major modifications to accommodate the raised parking lot
- Leaf and brush pick up will continue on Monday mornings with a reminder that branches and brush should be separated from leaves.

The Harbormaster provided a written report that included the following items:

- The marina is fully staffed for the summer.
- Nine swim buoys were delivered and will be installed when mooring anchors, chains and related hardware are secured. Opening of the swim area is targeted for Memorial Day weekend.
- Fuel and service dock is on-line and early boat traffic is underway.
- An Northwestern Michigan College research vessel was based at the marina for a week while conducting a study off Cathead Bay.

Manager Dyer provided a written report highlighting several items for discussion and/or action. He has had fruitful meetings with Housing North and is reviewing a contract proposal.

Finance Committee met to review the new budget format and recommends its adoption by the council

Infrastructure report will be provided by Chair Cavendish.

Minutes from the April Planning Commission meeting were provided.

NLTUA held its annual meeting and elected officers.

The following items were discussed by the Trustees:

- For the 20224-25 budget, staff presented a set of spreadsheets projecting revenue, salary expense, and non-salary operational expenses. They assume a 4% increase in property tax collection, state shared revenue sources, and insurance expense and a 3% cost of living wage increase. All other expenses are based on expenses from the 2023-2034 budget. The salary numbers show wages, insurance taxes, and retirement. These figures are displayed for each position as both hourly rate, and total annual compensation. Salaries are also allocated,on a percentage basis, to each of the village operating funds,to more accurately account for the cost associated with each employee within the individual funds. The Spreadsheet does not show restricted cash balances, such as cash held for the golf course, paver donations, the veterans memorial fund, the tree fund, Holiday tree, and playground equipment. These funds are separately accounted for and expenditures from these funds are already committed. In addition, the spreadsheet shows the current fund balance in each account. The fund balance reflects accumulated budget surpluses and deficits over time. Since the fund balance does not necessarily equate to spendable cash, we are also showing current unrestricted cash distributed to each fund. This number, together with the projected 2024-2025 fund balances reflects spendable funds available.
  The Finance Committee recommends switching to this budgeting format because it is more comprehensive and understandable. A number of policies need to be in place to support the new process establishing asset

identification, fund balance and cash on hand practices. After discussion and more detailed explanation, the council asked staff to prepare a final budget presentation for the budget hearing at the June meeting and move ahead on the necessary policies.

- Seventh Street Housing Recommendation. Mr. Dyer recommends deferral of any specific action on this property at the current time. He is currently exploring the possibility that the northern five acres could be used as a "public dedicated space" that could offset the loss of other public space and allow development of attainable housing on property at another location within the village. This possibility will take an added 60 days. The Council agreed to pursue this option and allow boat trailer storage on the property this season.
- Trash pickup costs have risen substantially and the budgeted $20,000 will fall short of covering cost. Mr. Dyer has been in talks with the township to host a joint trash drop off this year and recommends budgeting $5,000 for the Village share. The Trustees directed Mr. Dyer to explore all options further and include a recommended expense in the budget.

The following actions were taken by the Trustees:

- Approved the request from Leelanau UnCaged to arrange for street closures and village resources to hold the event on the last Saturday in September.
- Approved a contract with Cain Construction and Design to install, remove and store the Northport holiday tree lights. The final contract terms will include dates to begin and conclude the installation and a deadline to remove the lights.

Prepared by Jane Gale