

President Christopher McCann called the meeting to order at 7:00 P.M.

Roll Call:

Council Members Present: President McCann Trustees: Cook, Gale, Harper, Ager, Peterson and Cavendish

Absent Members: None

Staff Present: DPW Superintendent- Chris Holton, Clerk/Zoning Administrator-Scott, Community Liaison/Treasurer/Deputy Clerk and Harbor Master- Bill Rosemurgy

Approval of Meeting Minutes:

President McCann asked for any additions or correction to the December 8, 2022 regular meeting minutes.

Trustee Cavendish made corrections as follows; Roll Call should include Cavendish as present, The November 3, 2022 meeting minutes were approved with a correction regarding the Mill Pond Dam, Plat Amendment Update payment to JKF Land Surveying-\$2,870, Under Finance-Correction to Zach Hillayer's spelling of last name, under appointment of ZBA Chair- Trustee Harper Abstained, Under Board member comment- Chris Holton is not a Trustee. Trustee Ager made the following corrections; identify David Bieganowski and a "Attorney", and that the funds were approved by former President Wetherbee. Trustee Harper would like for the discussion of the Plat Amendment addendum to say that the payment was approved without Council consent or knowledge

Trustee Cook **Moved, Supported by** Trustee Ager to approve the December 8, 2022 meeting minutes as amended. **Motion Carried.**

President McCann asked for any additions or correction to the December 21, 2022 special meeting minutes.

Trustee Cavendish requested that the word an be removed from the a from Cheryl Myers public comment. Trustee Ager made the following corrections; add the year 2018 to Jane Gales comment and correct the spelling of her name.

Trustee Cavendish **Moved, Supported by** Trustee Cook to approve the December 21, 2022 Special meeting minutes as amended. **Motion Carried.**

Approval of Agenda (amendments/additions):

President McCann added to the agenda between Reports and Discussion items: 6.1 Ongoing Items – Plat Amendment Update, and then under discussion item C. 7th Street evaluation Process that the Planning Commission will use.

Trustee Cavendish asked about an NLTUA report. President McCann explained that he was named Chair of the NLTUA Board and will confirm what information will be distributed to both municipality (i.e., Leelanau Township and Village of Northport) and report at the next regular meeting.

President McCann also stated that Trustee Ager requested a discussion of a potential new ZA Chair. Trustee Harper suggested that there needed to be a job description. President McCann offered for the ZA Chair job description to be added to the agenda for the Employee Relations Committee meeting.

Trustee Harper asked for the Mill Pond Dam discussion to be added to the Infrastructure Committee and felt that it didn't fit under a Parks and Recreation.

Correspondence:

Mike Stoffel- requested his letter regarding the use of Cell Phones be read out loud. Clerk Scott read the correspondence. (See Packet for Correspondence)

Greg Nobles- Submitted two (2) letters of correspondence regarding 7th Street and the need for a public hearing.

Patty Noftz- submitted an annual report on the Visitor Center, and a request for funding for the summer of 2023.

Public Comment:

President McCann opened up the public comment time stating that the public had 5 minutes to talk and that it was not time for the public and the Council to engage back and forth discussion.

John Mitchell- commented on the funds raised for the Veteran's memorial and encouraged the Council to remove the power pole near the Haserot Park weather tower.

Gerald Schatz- commented on the revised definition of "Waters of the United States" and the affect that the revision could have on the village owned 7th Street property.

Reports:

- A. **Liaison-** Liaison Edmondson prepared the schedule of meetings for the upcoming fiscal year. The Council will continue to meet on the first Thursday of the month unless the first Thursday falls on the 1st or 2nd. In those instances, the meeting will be moved to the second Thursday to allow the Clerk and Treasurer to complete month-end financial reports. The Council approved the schedule which will be posted and published. She also reported that the standing committees will continue to meet at the 2022 date and time with the exception of the Infrastructure Committee which will now meet on the fourth Wednesday at 12:30 PM.
- A. **Clerk** – Clerk Scott and newly-appointed Treasurer/Deputy Clerk Edmondson prepared written financial reports outlining village expenses and revenues for the month of December. Trustee Cavendish asked if overtime hours costs could be identified/provided on the report. Clerk Scott said that she would add the detail to the monthly report.
- B. **Treasurer/Deputy Clerk** – Treasurer/Deputy Clerk Edmondson reported that she was registered for her BS and A training.
- C. **DPW-** DPW Superintendent Holton prepared a written report. Highlights include:
 - repair of a water service line in the midst of the snow event of Dec. 22 - 24.
 - scheduling cleaning of the sanitary line on N. Shore Drive to assess the condition and repair options.
 - arranging repair/replacement of streetlight and traffic signs damaged by a private party while plowing the corner of Nagonaba and Waukazoo. The driver's insurance company has been notified.
 - taking advantage of mild weather to have storm water catch basins cleaned.
- D. **Employee Relations** – Committee made changes to the Harbormaster contract with input from Bill Rosemurgy. The committee worked on establishing a schedule for employee reviews. Trustee Ager will be responsible for distributing peer and self-evaluation forms prior to the scheduled meetings with employees. The committee will also try to meet with office staff to discuss the Community Liaison position.

- E. **Finance-** Finance Chair Jane Gale reported that she continues to work on the 2023-24 budget, setting several assumptions on revenue and expenses. The committee completed updates to the Harbormaster contract and will recommend approval by the full Council. The 2023-24 Budget hearing will take place February 9, immediately preceding the regular Village Council meeting. Budget, budget amendments and fee schedule will be presented for approval on that date.
- F. **Infrastructure-** Committee Chair Laura Cavendish provided a written report and minutes from the December 21, 2022 meeting. Highlights include:
- Prein & Newhoff engineering cost estimate for the Rose Street culvert replacement came in at \$245,565
 - Clerk Scott reported that Eric Sequin from Prein & Newhoff shared that they are close to a final design for the 4th Street drainage project.
 - DPW Superintendent Chris Holton continues to work on the digital control system for the village street lights.
 - The Committee had begun information gathering on taking over the portion of M-201 that runs through the village.
- G. **Waterfront-** Waterfront Chair Hugh Cook provided minutes from their December 20, 2022 meeting. The Committee reported that the DNR has granted a variance for the Lighthouse Museum shipwreck tour boat and the Alekona Charter Boat. They heard proposals from Anavon Technology Group to upgrade/replace the WIFI network and security surveillance equipment. The committee recommends approval of the network agreement. They are in favor of pursuing the surveillance system as funds become available. The committee is exploring staffing options for Music in the Park cleanup. They also plan to conduct a table top exercise on response to a fuel spill in the marina facilitated by the Leelanau County Emergency Manager. The Harbormaster submitted a written report. Highlights include:
- Seasonal slip renewals are underway and the annual waiting list will be updated when vacated slips are assigned.
 - A prioritized project list was created and will be submitted to the Clerk for inclusion in the budget, as possible.
 - The most recent problem with the DNR reservation system was resolved promptly.
- H. **Planning Commission:** Planning Commission meeting minutes from December 13, 2022 were provided. Trustee Gale highlighted a few areas, including: status of Articles 2 and 3, plans for special work sessions to complete Zoning Ordinance revisions, election of Commissioner Woomeer as Vice-Chair, and the Commission's request for direction to proceed with 7th Street project recommendations.
- **Zoning Administrator:**
Scott provided a report of her activities for the month of December.
- I. **Parks and Trails:** Parks and Trails did not meet. However, Committee Chair McCann reported on additional research he has done on playground equipment, stating that he plans to have 3 design options from Sinclair Recreation for the Parks and Trails Committee to review and gather community feedback. McCann also reported that there were 2 more opportunities to apply for a Sparks Grant application one in February and a second in April of 2023.

Ongoing Discussion Items:

Plat Amendment Update:

President McCann began the discussion by handing out 34 pages of documents on Park Street and the vacation of 2nd Street that the village had on file. These documents created a timeline dating back from 1880 to 2018. President McCann reviewed each document with the Council.

Trustee Harper would like for the Village Attorney Ross Hammersley to offer his opinion on MCL 221.20 for the 20' Park Street issue. The Council discussed the circuit court procedure and

the involvement of the property owners. President McCann asked for all Council members to submit their questions to Ross Hammersley to him in writing and he will “CC” everyone on his response.

Discussion Items:

Anavon Networking and Surveillance Proposal:

Harbor Master Bill Rosemurgy provided a Networking quote for services at the marina in the amount of \$2,452.81. This quote included startup equipment, technician and workstation management.

A quote in the amount of \$29,314 for a new surveillance system at the marina was provided by Anavon. The quote outlined eight (8) areas to place security equipment throughout the marina and park and work could be authorized in phases.

Evaluation process and Options for the village owned 7th Street property:

The Village Planning Commission requested direction from the Village Council on the evaluation tool that they will be using to evaluate options for the 7th Street village owned property. Four options for use of the property were presented to the Council as follows; Option 1- Preserve the land in its current state, 2- Partial Combo, using 7th Street portion for development at the discretion of the village and the rest remains in its natural state, 3-Partial Combo, using 7th Street portion for development at the discretion of the village and sell the remaining build-able lots, 4- Develop a village street and create 4 lots for single-family residential homes.

*The Council agreed by consensus to remove option 4 from the list and that it should not be a consideration for the Planning Commission.

Planning Commission Chair Nicole Arbury reviewed the timeline to evaluate, collate and then offered to assist or host the Public Hearing for the village. President McCann would like to see the Public Hearing offered in the spring time and offered the Northport Golf Course building for space to hold the meeting. Arbury confirmed that the Planning Commission will have the evaluations back to the village Council in March.

Action Items:

Harbor Master Contract:

The Employee Relations Committee provided the Council with a contract for the Harbor Master. The contract included a salary of \$52,952 which would be considered for the Cost-of-Living Adjustment (COLA) of 8.7% which is in the draft budget for 2023-24.

Trustee Ager Moved, Supported by Trustee Harper to approve the Harbor Master Contract.
Roll Call Vote: Yeas (7) Nays (0) **Motion Carried.**

Payment of Bills:

Trustee Cook Moved, **Supported by** Trustee Gale to approve payment of the bills for the month of December when funds become available in the amount of \$34,718.09
Roll Call Vote: Yeas (7) Nays (0) Absent (0) **Motion Carried**

Public Comments:

Joanne Swanson- thanked the Council for eliminating option #4 for the village owned 7th Street property and requested that option 3 be removed also.

Gerald Schatz- clarified the definition of waters in the United States and sensitive areas.

Mary Betzoldt- commented on preserving 7th Street village owned property and protecting the wetlands.

Council Comments:

Trustee Harper- commented on the Rules of Procedure and the lack of information provided for the plat amendment process.

Trustee Cook- commented that moving the power pole near the weather tower to accommodate a veteran's memorial was not easy to do since there would need to be an offset of another pole in on private property. Cook also offered his condolences to Chris Holton for the loss of his father.

Trustee Cavendish-welcomed Nancy Peterson to the Council, and commented on the following; Rules of Procedure, she would like to update the Purchasing Policy, and the reasons why she would like to create an Events and Fund-raising Committee.

Trustee Ager- commented on her reasons why she would be opposed to removing option #3 for the 7th Street property because it was the only option that allows any consideration of a sale.

Trustee Gale- commented on the Rules of Procedure and the timing of updating, and that the Purchasing Policy had just been updated and adopted this fall 2022.

Trustee Peterson- commented that she strongly agreed with Trustee Harper, Joanne Swanson and Mary Betzoldt that option #3 should be removed as an option for 7th Street.

President McCann- commented on his continued education to improve his position as Village President. McCann also informed the Council that the Leelanau County and Township hired Rehmann Robson to audit the operations and systems.

Adjournment:

Trustee Peterson Moved, Supported by Trustee Harper to adjourn the meeting at 9:45 pm.
Motion Carried.

Several Citizens attended via zoom.

**Joni I. Scott, Village of Northport
Clerk**