

VILLAGE OF NORTHPORT  
ORDINANCE NO. 137-2023  
VILLAGE MANAGER ORDINANCE

§ 32.01 OFFICE ESTABLISHED.

In accordance with the authority of Section 8 of the General Village Law Act of 1895; being MCL 65.8, concerning the appointment of a Village Manager to perform the administrative duties imposed on the Council and Village President as Village Manager and to execute the powers granted to the village contained in M.C.L.A. §§ 62.2 and 65.8, as amended, there is hereby established the Office of Village Manager.

§ 32.02 APPOINTMENT.

(A) The Village President shall, with the concurrence of four or more Trustees, appoint a Village Manager for an indefinite term and the Council may, by contract, enter into any other terms and conditions as the Manager and Council deem appropriate. The Manager shall serve at the pleasure of the Council and may be removed by the affirmative vote of four or more Trustees, but only after a hearing before the Council. The President may, for cause, suspend the Manager with full pay until the hearing. The action of the Council in removing the Manager shall be final.

(B) The Manager shall be selected solely on the basis of administrative and executive abilities with special reference to training and experience.

(C) The Manager need not be a resident of the village at the time of appointment but must reside within Leelanau County within 180 days from the date of the appointment with extensions permitted upon approval of the Council.

§ 32.03 ACTING VILLAGE MANAGER.

(A) The President, with the concurrence of four or more Trustees, may appoint or designate an Acting Manager during a vacancy in the Office of Village Manager. In the absence of such an appointment the Village President shall assume the duties of Acting Manager.

§ 32.04 COMPENSATION.

The Village Manager shall receive any compensation as the Council determines annually by resolution or contract.

§ 32.05 DUTIES.

(A) The Village Manager shall be chief administrative officer of the village and shall be responsible to the Village Council for the efficient administration of all affairs of the village

and shall exercise management supervision over all departments, and over all public property belonging to the village.

(B) The Manager shall have the following functions and duties:

(1) Attend all meetings of the Village Council and committees thereof and take part therein, but without a vote;

(2) Be responsible for personnel management and shall issue, subject to Council approval, personnel rules applicable to all village employees. The Manager shall have the following responsibilities:

(a) To appoint, suspend, or remove all appointed administrative officers and department heads, subject to Council approval. The Manager shall recommend to the Council the salary or wages to be paid each official; and

(b) To appoint, suspend, or remove all other employees of the village. All these actions shall be based on merit and taken pursuant to personnel rules approved by the Council. The Manager shall fix the salaries or wages of all the employees.

(3) Exercise supervisory control over all Village ility over the accounting, budgeting, personnel, purchasing, and related management functions of the Village Clerk and Village Treasurer;

(5) Shall be authorized to attend all meetings of village boards and commissions, including the Planning Commission, with the right to take part therein, but without a vote;

(6) Prepare and administer the budget as provided for in the Uniform Budgeting and Accounting Act, M.C.L.A. §§ 141.421 through 141.440(a), as amended;

(7) Be the purchasing agent of the village;

(8) Prepare and maintain an administrative code defining the duties and functions of the several officers and department of the village, subject to approval by the Council;

(9) Investigate all complaints concerning the administration of the village, and shall have authority at all times to inspect the books, records, and papers of any agent, employee, or officer of the village;

(10) Make recommendations to the Council for the adoption of any measures as may be deemed necessary or expedient for the improvement or betterment of the village;

(11) Perform other duties required from time to time by the Village Council

#### § 32.06 PURCHASING AUTHORITY.

(A) The Village Manager shall act as purchasing agent for all village offices and departments. The Manager may delegate some or all of the duties as purchasing agent to another officer or employee, provided that the delegation shall not relieve the Manager of the responsibility for the proper conduct of those duties.

(B) The Village Manager shall have the authority to purchase any product or service the cost of which does not exceed \$3,000, or such other amount approved by the Council by Resolution, provided that funds have been budgeted or appropriated. The cost of the product or service shall not exceed the unencumbered balance of the appropriation for that account. Except as hereinafter provided, the Village Manager shall not purchase any product or service the cost of which exceeds the above dollar amount without prior approval of the Village Council. The Village Manager may promulgate rules governing the purchase of products or services.

(C) The Village Manager shall have the authority to purchase any product or service regardless of its cost when the purchase is necessitated by an emergency condition. EMERGENCY CONDITION is defined to mean any event which presents an imminent threat to the public health or safety or any event which would result in the disruption of a village service which is essential to the public health or safety.

§ 32.07 INTERFERENCE WITH DUTIES PROHIBITED.


Neither the Council nor the Village President shall attempt to influence the employment of any person by the Village Manager or in any way interfere in the management of departments under the jurisdiction of the Manager. Except for purpose of inquiry, the President and Council and its members shall deal with departments under the jurisdiction of the Village Manager through the Manager.

EFFECTIVE DATE:

This ordinance shall take effect forty-five (45) days after the date of its adoption, unless a petition signed by not less than ten (10%) percent of the registered electors of the Village is filed with the acting Village clerk or Village office within the 45 day-period. If a valid petition is filed within such period of time, this ordinance shall then take effect only if it is approved at the next general village or special village election, at which the question of whether the ordinance should become effective shall be presented to the qualified electors of the Village.

The ordinance is ADOPTED

The undersigned, Clerk for the Village of Northport, hereby certifies that the foregoing Ordinance was adopted by the Village of Northport Council on the 3 day of Aug 2023. It was published in the Leelanau Enterprise on the 10 day of Aug 2023.

  
Village of Northport  
Joni L. Scott, Clerk