Village Manager Report
June 13, 2024

1. **2024-2025 Budget Adoption**. We will be presenting a final budget proposal in the format discussed at your last meeting. The proposed budget resolution is included in the packet. Administration proposes three budget amendments relating to the purchase of the South Beach playground equipment (which was favorably considered enteral at fine the finance committee and our last Village Council meeting), striping of Village owned roads and parking lots, and sealing and striping of the Village administration building parking lot.

   Also, some (minor) good news. The current estimate of general fund tax revenue from real and personal property taxes has increased since our last budget presentation. As a result, the total estimate is $598,509.51, an increase of $15,726 from the estimate discussed at our last meeting.

2. **Seventh Street Recommendation**. Progress continues for a potential land swap with the Township. Appraisals of the parcels in question are underway.

3. **Hospital Demolition.** Staging of equipment has, or will shortly, begin at the site. By 6/15/24 High Street will be closed in both directions at the demolition site. Through 7/15/24 most of the activity will be confined to the interior. The hard surface exterior demolition will begin after that date and is expected to be completed by 8/15/24. The trucking route will use M-22, North on West St., East on Nagonaba, and South on High Street to the site. These dates are subject to change, but the project must be completed by 8/30/24.

4. **Rain Gardens.** The three rain garden portions of the project are all completed. After some initial concerns expressed by the owner of the Sky House (Main and Waukazoo) about the rocks used in the project, those concerns have been corrected. The contractor replaced the top layer of stone with rounded "river rock," as preferred by the homeowner, and an appropriate bridge was constructed. A final walk-through inspection of the project has been completed.

5. **Mill Pond.** We have received no definitive response from EGLE concerning last year's incident. We plan to submit a request for controlled drawdown of the pond, to perform minor repairs to the concrete bastion holding the control boards. It is expected the cost of those repairs will be within the existing DPW budget.

6. **Wind Turbine.** Other than the remaining tower, all debris from the wind turbine collapse has been removed from the site. The DPW superintendent met with representatives of Leelanau Energy and inspected the tower. The power connection to the tower is deenergized and disconnected. Removal of the tower remains the responsibility of Leelanau Energy. There they are exploring alternatives. I expect a plan for removal by the next village council meeting.

7. **4th Street.** Staff issued a Request for Proposals to construct the work approved by EGLE in the permit issued this spring. Responses are scheduled for return on June 20. It is possible that we could have a contract and budget amendment proposal for approval at the July meeting.

8. **Trash Pickup.** The Township Board voted not to pursue a joint trash pickup program at this time. There were some questions raised regarding timing, limitation of the amount of trash from any one user and use by residents that are not mobile. These are the same issues that we discussed at our meeting. While I think these concerns can be overcome, I recommend that we not pursue a pickup this year, unless there is a groundswell of public support for pursuing such a program.

9. **Political Use of Village Property.** I have had some inquiries regarding the use of village property, particularly the marina pavilion, by political parties. A municipality cannot regulate the content of speech. For example, it would not be permissible to prohibit political use of the pavilion. However, time, place and manner regulations are permissible. This could include the placement of signs, interference with other events, and not permitting exclusive use. So far, I have not seen any use that is inappropriate. Further discussion of this issue may be warranted.

10. **Nuisance Ordinance.** I have been approached by several village residents who would like the Council to consider adoption of a village nuisance ordinance, which would include provisions concerning visual lighting trespass. The village has no such ordinance currently, but section 3.17 of the current zoning ordinance dealing with outdoor lighting does state that lighting is to be constructed ". . . To ensure that direct or indirect reflected light is confined to the site in which the light is located…" It was suggested that the village adopt the ordinance currently in place in Leelanau Township. A copy of that ordinance is included in the packet. There are some revisions that I would suggest, particularly a provision that treats a diseased tree that endangers the property of an adjoining property owner as a nuisance.

11. **Child Care Facility.** The childcare facility owned by the village on High Street has a new sub-lessee. While the building is owned by the village, it is leased to the Northport schools for the purpose of operating a childcare facility.

**12. Upcoming Issues July Meeting**

a. Review and codification of existing Village Ordinances. Budgeted for 2024-25 fiscal year.

b. Zoning Board of appeals hearing.

c. Final Approval of the Revised Zoning Ordinance.

d. Recommendation concerning downtown bathrooms.

**13. Zoning Administration**.

a. **2024-07.** Endless North, LLC. Issued a temporary use permit to house a woodfired pizza operation at 112 Nagonaba (The Mitten Brewery).

b. **2024-08.** Dutton, 107 Smith St. Permit to construct a deck.

c. **2024-09.** Vaughn, 208 E. 4th St. Demolition only permit for removal of the primary structure. A new principal structure is to be constructed with future land use approval.

d. **2024-10.** French, 109 W. 4th St. Construction of a privacy fence.

e. **2024-11.** Bay Area Demolition, 201 S. High St. Demolition only permit for removal of the Northport Hospital building.

**14. Agenda Items Pending Discussion**

a. **Item 9A**. **Housing Recommendation.** Based on discussions with numerous professionals involved in affordable heil housing is my recommendation that the village pursue the creation of a joint planning commission only. While additional functions could be added a later date,

b. **Item 9B**. **Zoning Ordinance.** There are several issues that were discussed by the planning commission, considered to be decisions that were more appropriate for the village council. The suggestion was that these matters be considered separately before final adoption of the zoning ordinance. After tonight's discussion, I would expect that draft language for your consideration would be prepared and final adoption could occur at the next meeting.

   i. **Treatment of Garages as to height and location.**

   ii. **Revised Ordinance Discourages Residential Housing in C-1 Core Commercial District.**

   iii. **Treatment of Lighting Zoning vs. Nuisance.**

   iv. **Transient Housing and ADU's.**

c. **Item 9C. Village Policies. (Possible Referral to Finance/Budget Committee)**

   i. **Asset Capitalization**

   ii. **Bank Reconciliation**

   iii. **Investment**

   iv. **ACH**

   v. **Receivable Write Off**

   vi. **Administrative Spending Authority**

d. **Item 9D. Village Council Meeting and Committee Structure and Schedule.**

**15. Agenda Items Pending Action**

a. **Item 10A**. **Adoption of 2024-2025 Budget**. Village's administration is recommending adoption of the budget discussed with the finance committee and presented at the Village Council meeting in May. As noted above, there is a minor modification to the revenue due to an updated estimate of real and personal property tax revenue of $15,276. Staff is also presenting three proposed amendments to be considered separately. This will emulate the process to be used in the future to amend the budget as projects and expenditures are proposed.

   An appropriate motion would be; "I move approval of the 2024 – 2025 Budget Resolution as presented."

   The amendments are presented in one document. They may be considered separately, or collectively. Appropriate motion would be: "I move approval of budget amendment (indicate amendment number(s), as presented."

b. **Item 10B**. **Public hearing 109 Rose St.** this item is just to set the date for public hearing so notice can be provided to neighboring properties. The property is a former art gallery on the southwest corner of Bay and Rose Street. It is recommended that the hearing be set concurrently with the next Village Council meeting, since the village council also sits as the Zoning Board of appeals.

An appropriate motion would be; "I move that we set a public hearing before the zoning Board of appeals for variances relating to 109 Rose St. to be held e Council concurrently with the Village Council meeting on July 11, 2024.

c. **Item 10C. Approval of the planning commission annual report.** A recommended motion would be; "I move that we accept and file the 2023 planning commission annual report, as presented."

d. **Item 10D. Potential appointment to the planning commission.** The Village President may have an appointment for the vacant east on the Planning Commission. There is one vacancy with a term ending April 2026, one vacancy ending April 2025. In addition, John Woomer's term on the Planning Commission has expired. It is recommended that he be reappointed for a term to expire in April 2026.

e. **Item 10E. the approval of the 2024 Braman Bold event.** The sponsor has contacted me with appropriate details concerning the event. They are making the arrangements directly with MDOT for a brief closure of a portion of M-201 and for necessary barricades. Administration recommends approval.

   An appropriate motion would be; "I move that we approve 2024 Braman Bolt event on August 31, 2024, at 12 noon."

f. **Item 10F selection of the Northport Citizen of the year.** As suggested by the Village Council.

**"Our goal is Persistent Positive Action; to live in the future, and only learn from the past."**