Trustee's Report to the Village Planning Commission
August 2024

Regular meetings of the Village Council were held on July 11 and August 8. 2024.

Clerk Scott submitted the monthly bill sheets and cash reconciliation statements for June and July. She assisted with the development of financial policies and processed quarterly water bills. Ms. Scott announced that the 16-month audit will be conducted in late September. She will be creating a visual display of bottle/can deposit collected and trees planted with the funds.

Treasurer Simons mailed tax statements and village calendar of events on June 26. Fireworks donations totaled $8,637.39, about half the cost. The next blood drive will be held on September 27.

DPW Superintendent Holton provided a written report. Highlights from June include:

- Assisted Commissioner Newell in planting several trees.
- With the County Road Commission, completed dust control treatment of gravel roads.
- Obtained bids for 4th Street drainage mitigation project.
- Oversaw closure of High Street and termination of utilities at the old hospital as demolition begins.
- Coordinating with Leelanau Community Energy, LLC on removal of the wind turbine tower.
- Plans to build a small pedestrian bridge over the stormwater retention basin at the north of the marina parking lot were placed on hold pending more information on cost, ADA accessibility, alternatives and funding sources.

July highlights:

- Completed temporary repair of a sinkhole at the Rose/2nd Street culvert and placed load limit signs.
- Will seek bids for tree service in the Village right-of-way this fall.
- Completed required lead and copper testing of the municipal water system.

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

- Boat Traffic: Boat traffic remains about 10% below expected levels. Other area marinas are down as well.
- Swimming Buoys: The swimming buoys have been installed at South Beach. Buoys at Haserot Beach will be placed when the anchors arrive.
- Goose Control: The geese are back, but the issue is manageable.
- Incidents: On July 7, a dock hand noted a minor gas spill at the Marina, estimated at less than one cup. Emergency Services were unable to determine the source.

July updates include:

- Traffic rebounded from June levels.
- Haserot beach swim buoys were installed.
- Painted signage along east and south breakwalls noting: NO DIVING OR JUMPING. Life rings are being added.
- Arranged treatment for hot-weather related algal bloom.

Manager Dyer provided a written report highlighting several items for discussion and/or action. Other updates from both June and July include:

- DNR has met with representatives of each entity to discuss the 7th Street land swap with theTownship and parameters for a joint maintenance agreement were discussed. Appraisals of the parcels in question are underway and DNR offered suggestions on how the appraisals would be evaluated.
- Excavation started at the old hospital site in late June and exterior demolition should be completed by the end of August.
- EGLE was on site at the Mill Pond July 8. No further enforcement action will occur following last year's accidental drawdown. Permit applications submitted last June to begin repairs, will be revised based on EGLE recommendations. If approved, measured and controlled drawdowns as necessary to maintain the pond level and assure continued downstream flow over five years.
- Recommended approval of a vendor permit to allow a mobile business to rent e-bicycles on two non-consecutive Saturdays between July 20 and the end of August. Trustees agreed with the recommendation.
- New playground equipment will be installed in early to mid-September.
- Work on the 4th Street drainage issue is scheduled to begin after Labor Day.

Finance Committee minutes from June were provided. There was no July meeting.

Infrastructure report was provided by Chair Cavendish, highlighting work on the wind turbine removal and progress on developing a CIP in June. In July the committee focused on a sidewalk management/repair/replacement program, a hydrant replacement schedule and evaluating an alternate GIS product.

Minutes from the June Planning Commission meeting were provided. There was no meeting in July.

A public hearing was conducted to hear a variance request for the property at 205 E. 3rd Street. A comprehensive report was prepared by staff and the property owner and project architect presented their proposed plan and answered questions. There were no public comments. The Village Council, sitting as the Zoning Board of Appeals approved the variance, allowing a 12-foot front setback.

The following items were discussed by the Trustees in July:

- The Manager proposed creation of a number of financial policies to align with audit recommendations and clarify authority. Trustees asked staff to begin drafting policies for review by the Finance/Budget Committee.
- There was a robust discussion of the current structure of the Village Council with several standing committees that meet on a monthly basis and bring recommendations to the full council for discussion/action. The Manager has proposed elimination of routine committee meetings, with the exception of Budget/Finance which could meet quarterly. The Council could instead meet twice per month with the first meeting devoted to proposals and discussion, the second meeting would focus on actions/decisions. The Trustees reached consensus that two evening meetings per month should be further studied by staff with a more detailed proposal to follow.
- The Manager has studied options for providing additional public restrooms in the downtown business district. The Planning Commission has included public restrooms on the CIP for several years. Trustees do not wish to see Port-a-Johns. Mr. Dyer has pricing information on a moveable, multiple unit restroom facility that could be placed in the municipal lot on Waukazoo. Scheduled maintenance is included. A six-month lease offered a break in pricing on a weekly basis, but the Trustees did not believe restrooms would

be needed into January. Mr. Dyer was directed to pursue a lease not to exceed $7,500 beginning as soon as possible and terminating after Labor Day.

The following items were discussed at the August meeting:

- Mr. Dyer presented a draft Nuisance Ordinance based on the Leelanau Township ordinance and gathered feedback specific to the excess noise provisions. The consensus was to proceed with a police power ordinance and to draft language to regulate noise between the hours of 11:00 p.m. and 7:00 a.m.
- A final draft of the Capital Improvement Program list was shared prior to review by the Planning Commission. Several trustees encouraged the addition of land acquisition for attainable housing. The Trustees reviewed the process the commissioners will use to rate and rank the CIP projects.

The following actions were taken by the Trustees in July:

- The 2024 Zoning Ordinance was approved with the three approved amendments that address treatment of existing residential structures in the Core Commercial District, establish light pollution limits in accessory structures with smaller setbacks and make technical corrections identified by the Planning Commission. The Trustees referred the matter of language regarding shoreline setback restrictions back to the Planning Commission.
- Accepted the bid of Kal Excavating as the lowest responsible bidder, awarded the contract, authorized the proposed budget transfer, and authorized the Village Manager to sign the contract and all necessary documents to complete the project.
- Approved a motion to appropriate up to $15,000 and directed the Village Manager to organize a Village trash collection event to occur prior to September 30, 2024 if possible.
- Scheduled a hearing on August 8, 2024 to consider two zoning variance requests.

And in August:

- Approved the Village Credit Card Usage Resolution and Policy.
- Approved the Village ACH Electronic Transfer Policy. Both of these policies will be helpful for the upcoming audit.
- Referred the Draft Capital Improvement Program to the Village Planning Commission for consideration and comment, which shall include at a minimum the three-point evaluation criteria process.

Prepared by Jane Gale