

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

Council Members Present:

President McCann Trustees: Gale, Cavendish, Cook and Conley

Absent Members: Trustee Ager and Harper

Staff Present: Clerk-Joni Scott, Village Manager/Zoning Administrator- Jim Dyer, Treasurer- Diana Simons, DPW Superintendent- Chris Holton, Harbor Master- Bill Rosemurgy

Approval of Meeting Minutes:

Trustee Gale **Moved, Supported by** Trustee Cavendish to approve the July 11, 2024, Regular meeting minutes as presented. **Motion Carried.**

Approval of Agenda (amendments/additions):

Trustee Conley **Moved, Supported by** Trustee Cook to approve the agenda as presented. **Motion Carried.**

Correspondence:

Trustee Gale informed the council that she received a notification from the president of Leelanau Energy about an opportunity to upgrade the Tesla EV charging station. She has forwarded this information to the village manager for further consideration.

Public Comment:

None

Staff Reports:

The Council received written reports from the Clerk, Treasurer, Harbor Master, and DPW Superintendent.

A. Village Manager/Zoning Administrator -

Village Manager/Zoning Administrator:

Village Manager James Dyer presented a draft capital improvement program (CIP) for the planning commission's review and requested feedback from the council on the process. He updated the council on the hospital demolition progress, noting the removal of the garage and clinic buildings, and anticipated the exterior walls would be down soon, with plans for a permanent barrier afterward. Dyer also mentioned changes to trash pickup, proposing a switch to roll-away dumpsters instead of front-yard pickup. Additionally, he and Clerk Scott are working on improving the village website for better access to agendas and information. Finally, Dyer informed the council about a \$1.8 million matching grant requirement from the Good Community Vision board, due by September.

1. Committee Reports:

A. Finance Committee:

Trustee Gale reported that the Finance Committee did not meet and therefore had no updates to provide. The committee is scheduled to reconvene next Wednesday, where they are expected to review and discuss the budget.

B. Infrastructure Committee:

Trustee Cavendish presented the Infrastructure Committee report, highlighting several key points: they discussed sidewalk maintenance and improvement plans on Nagonaba outside of Faro between Toms; efforts are underway to replace or add fire hydrants, with 21 needing replacement; they are exploring a more cost-effective GIS mapping system that can incorporate additional data; and the tree committee aims to include village trees on village property within the new GIS system.

2. Ex-Officio Board Reports:

A. Planning Commission:

The Planning Commission did not meet, so there was no report provided. Trustee Gale noted that the next meeting is scheduled for the 21st, which the newly appointed member will be able to attend.

3. Public Hearing and Possible Subsequent Action:

A. Public Hearing on Variance Request for 205 East Third Street:

President McCann started the Public Hearing for the variance request for 205 East Third Street at 7:28 pm.

Zoning Administrator James Dyer presented a staff report summarizing the request for an 8-foot variance to allow a 12-foot setback.

Applicant Lynn Vaughn and architect Sarah Bucha detailed their plans to expand the existing non-conforming covered porch. Dyer recommended approval, highlighting that it would preserve the streetscape and architectural integrity of the house.

The public hearing was closed at 7:35 pm.

Trustee Cook **Moved, Supported by** Trustee Cavendish to approve the variance request as presented. **Discussion:** Trustee Conley inquired about the applicant's claim that the wrap-around porch would help stabilize the house. The applicant explained that corners provide strength in a building. Roll Call Vote: Yeas (5) Nays (0) Absent (2) Trustee Harper, Ager **Motion Carried.**

4. Discussion Items:

A. Discussion of Draft Village Nuisance Ordinance:

The discussion on the draft Village Nuisance Ordinance highlighted several key points: James Dyer proposed updating the noise section to include objective criteria, such as noise audible inside a home with closed windows. Trustee Cavendish expressed concerns that using decibel levels might be difficult to enforce, favoring a subjective "can be heard" standard instead. The council considered setting a quiet time, possibly 11 pm, to define noise as a nuisance and debated whether this should apply village-wide or exclude the downtown business district. The discussion also touched on regulating other nuisance issues like barking dogs and roosters. Ultimately, the council provided feedback for Dyer to revise the noise section of the ordinance for further review and possible action at the next regular meeting.

B. Presentation of Draft Capital Improvement Plan for Planning Commission Consideration:

Village Manager Jim Dyer presented the draft CIP and suggested a 3-point evaluation criteria for Planning Commission review: assessing serious safety issues or liabilities, broad resident impact, and potential cost increases if delayed. There was discussion on whether all CIP projects should align with the master plan or if routine maintenance items could be included. The council agreed to refer the draft CIP to the Planning Commission for feedback using the proposed criteria. Trustee Cavendish supported using a rubric for project prioritization rather than relying on personal preferences. The council also discussed adding land acquisition for affordable housing as a "wish list" item. Overall, the council aimed to establish a more formal process for reviewing and prioritizing capital projects.

5. New Business:

A. Consideration of Village Credit Card Usage Policy:

Village Manager Jim Dyer outlined that the policy would enable the village to use credit cards instead of debit cards for greater efficiency in handling recurring payments like subscriptions. The policy limits the total credit card program to 5% of the general fund, rather than imposing individual card limits. Authorized users would include the Clerk, DPW, Harbor Master, and the Village Manager, with a monthly financial report to the council on credit card usage.

Trustee Gale Moved, Supported by Trustee Conley to approve the credit card policy as presented.
Roll Call Vote: Yeas (5) Nays (0) Abstained (0) Absent (2) Trustee Harper, Ager **Motion Carried**

B. Consideration of Village ACH Electronic Transaction Policy:

Village Manager Dyer outlined that the ACH Electronic Transfer Policy formalizes the current practice where Clerk Scott initiates and approves ACH transfers, with Manager Dyer reviewing and authorizing the actions. Trustee Cavendish noted that the policy essentially codifies the existing procedure between Clerk Scott and Village Manager Dyer, which is already in place.

Trustee Conley **Moved, Supported by** Trustee Gale to the proposed Village ACH Policy as presented
Roll Call Vote: Yeas (5) Nays (0) Abstained (0) Absent (2) Trustee Harper, Ager **Motion Carried.**

C. Consideration of Village Capital Improvement Evaluation Process:

Trustee Cavendish **Moved, Supported by** Trustee Gale that the Northport Village Council refer the draft Capital Improvement Program to the village Planning Commission for consideration and comment, which shall include at a minimum of the three-point evaluation criteria process as presented. **Motion Carried.**

Payment of Bills:

Trustee Gale **Moved, Supported by** Trustee Conley to pay the bills for July for \$224,244.65 when funds become available. Discussion: Trustee Conley requested clarification on the costs associated with lock services and questioned the payment made to NLTUA.
Roll Call Vote: Yeas (5) Nays (0) Absent: (2) Trustee Harper, Ager **Motion Carried.**

Public Comments:

None

Council Comments:

Trustee Conley- complimented the marina staff for their excellent performance this year.

Adjournment:

Trustee Cook **Moved, Supported by** President McCann to adjourn the meeting at 8:21 pm. **Motion Carried.**

Several Citizens attended via Zoom.

Joni I. Scott, Village of Northport
Clerk

