Village Manager Report
November 14, 2024

1. **Wind Turbine Cleanup.** Leelanau Energy (not the non-profit entity) has not yet completed the removal of the wind turbine monopole as promised. I have requested they provide monthly report prior to the Village Council meeting. Removal has not yet been scheduled.

2. **Work at the ATT Tower at the Township Firestation.** I received an inquiry from a contractor, on behalf of ATT, concerning the installation of replacement equipment at the Township fire station tower. The property is located in the Village, but the fire station is owned by the Township, and the tower is owned by Leelanau County. State law provides for the co-location of cell phone resources on such towers. As represented to me, the proposed work involves the replacement of existing equipment within the present footprint of the tower, and its auxiliary structures. If that is the case, sections 18.02 and 19.03 of the Village Zoning Ordinance provide that special use approval, and site plan review, are unnecessary. I have asked the contractor to provide copies of the site plan and construction documents, and previous special use approval, to confirm that these exceptions to the zoning ordinance are applicable. More to follow.

3. **Website and Information Technology Review.** We have updated our Information Technology protection program by contracting with AffinityTech to provide managed network and cybersecurity protection for our networked computers. This enhanced network security at approximately $394/month to our existing managed computing contract with AffinityTech. The new protection provides a central network management security system using FortiCloud Premium to assure real time monitoring security, called Extended Detection and Response (XDR) to provide protection for all of our computers.

   Finally, I continue to work with our Affinity Technologies to review our software needs, and a redesign of the Village website. The primary focus of the software review is twofold; (1) to find a possible cloud-based alternative for our current Fund Balance accounting software, and (2) implementing Silversmith Data, a GIS enabled asset management software.

4. **Audit.** I expect the Audit to be presented at the December Board meeting. There are some problems with historical data relating to the startup of the NLTUA sewer project.

5. **Mill Pond.** We will be submitting to EGLE a revised permit to make minor repairs to the pond level control structure, and seeking extended permission to establish pre-determined maintenance, and drawdowns of the pond level, when circumstances are appropriate. For example, we will request a drawdown of a certain number of inches, after a correspondingly significant rainfall, or a drawdown on a periodic basis to permit dredging. We have been informed that EGLE prefers this type of predetermined maintenance, rather than waiting to act on an emergency, or unplanned basis. It is important to note that seeking advance permission for dredging does not mean that the Village will actually perform, or fund, such activity. It is merely seeking prior authorization in the event that we determine dredging is both necessary and financially feasible. I expect this revised permit will be submitted by the end of November. The Mill Pond dam is not a regulated structure, however the release of retained water is regulated.

6. **Playground Equipment.** As previously noted, installation is complete. However, you may note that there is a missing piece that was not originally installed. This part was not available at the time of installation, but we did not want to delay installation until the part was available.

The manufacturer is aware of this circumstance and confirmed that the part is on order. We also expect to get a quote to provide edging around the mulch area, and to add additional mulch to the smaller existing playground area.

7. **Park Street and Tree Decorations.** The quitclaim deeds necessary to complete the Village's obligations from the February Resolution resolving the lot line dispute have been prepared and approved by the Village attorney. Copies have been provided to Three Rivers, LLC and Mr. Wizinsky, along with the lease for use of the "Christmas" tree and the Northport sign wall Nagonaba Street. All that remains is approval of the Lease by Three Rivers, LLC. In the meantime, permission to use the tree has been confirmed in writing and the decorations have been completed.

8. **E-Dock Construction.** The project to repair the E dock marina sidewalk complete. In addition to stabilizing the walkable portion of the sidewalk, this project created a water drainage pathway from traditionally wet Haserot Park, underneath the sidewalk and into the marina basin. Visual evidence that this water pass-through is functioning can be seen by the water draining from the outlets along the E-dock South wall. Based on the use of rental excavation equipment, Village Department of Public Works labor, and work by local concrete contractor, Wes Buss, the Village was able to save considerable funds when compared to the contractor proposals previously received to correct this problem.

9. **Zoning Administration**. I have approved the following new Land Use Permits:

    a. **2024-22**. Andrew Thomas, 308 Nagonaba Street, Installation of a rear yard deck.

    b. **Driveway Permits**: Chris Holton and I have approved driveway permits for access to the lot split previously granted on Third Street (Former Dietrich Property)

    c. **Other**: I have been contacted by the owners proposing a site condominium of the 2.8-acre parcel bordering the M-22 corner, which has the entryway portion of Vincer Way running through the middle. The zoning is R-3 Single Family Residential Development, which permits residential construction on 15,000 square foot lots. This parcel has a well that serves the Northport Crossings Condo Village to the West. A 75-foot required isolation distance surrounding this well impacts the They are proposing three lots, two that are South of Vincer Way, and one to the North that takes up most of the Northeast corner of the existing lot. Section 3.20 of the Zoning Ordinance provides for Site Plan Review of the proposed development as the major regulatory approval process, with the Village Council acting primarily as the Zoning Appeals Board, if necessary. I anticipate that the Planning Commission will conduct a preliminary, pre-submission, review of this plan at its November meeting next week, to identify any questions the Commission would like to have addressed when the final plan is submitted. This assures a streamlined review process, providing the owner and the public with several opportunities to comment on, and answer questions about, the proposal.

10. **Comments Regarding Notable Invoices Paid.** I am adding this new section to my report to provide comments regarding paid invoices beyond the brief description in the check register report.

a. **Game Time, $44,437.61.** This invoice is for the playground equipment and installation. The second invoice for $37,300, the balance of the $81,737.61 total proposal will process in November. We were on budget for this project.

b. **Affinity Technology Group, LLC, $643.19.** This is a monthly fee we pay to Affinity to provide monitoring and computer support to the Village. This amount includes the additional $349 per month necessary for real-time monitoring and computer security as described above.

c. **Kal Excavating, $14,664.** This was for completion of the Fourth Street drain project. It is notable because it came in less than originally budgeted, despite the fact that there was some unexpected additional work necessary due to an unmarked sewer lateral.

d. **Onon Land Surveying, $450.00.** This expense was to confirm the legal descriptions necessary for the Park Street lot line resolution. We are sharing these expenses with Leelanau Township.

e. **Utility Financial Services, $17,400.** This expense was for the Water Utility Cost of Service and Rate Modeling Study recently conducted and implemented by the Village Council. We were on budget for this project.

11. Agenda Items Pending Discussion

a. The Grand Traverse Band of Ottawa and Chippewa Indians and the Leelanau Township Community Foundation both made significant financial contributions to financing construction of the new playground equipment at South Beach Park. The Village Council should consider proper recognition, by resolution, signage or other means, for the addition of this significant public recreational asset.

12.Agenda Items Pending Action

a. **Item 10A – Resolution to Authorize Initiation of the Village Credit Card program.** Previously, the Village Council approved an appropriate Village policy for implementing the use of credit cards, rather than the use of a transfer funded debit card for routine purchases. This Resolution finalizes the process and specifically authorizes opening a credit card account with Huntington Bank. Staff supports this Resolution.

POTENTIAL MOTION

I Move that the Northport Village Council Approve the Resolution to Initiate the Village Credit Card Program, as Presented, and to Authorize the Village Manager, Clerk, and Treasurer, as appropriate to sign all necessary documents.

b. **Item 10B-Resolution to Modify the Social District Boundary and Map.** At your last meeting you reviewed a modification to the social district boundaries and maps that clarified only the sidewalk area of the streets in the commercial district, and adjoining residential streets, are considered part of the Social District. This change will eliminate any apparent confusion that the social district includes the front yard areas of residential properties adjoining the streets.

POTENTIAL MOTION

I Move the Northport Village Council Modify the Social District Boundaries and Map, as presented, and authorize the Village Manager to take steps necessary to implement the change.

c. **Item 10C- Resolution to Increase the Speed Limit on Bay and Rose Streets.** At the last Village Council meeting this item was presented for discussion only, with various options discussed. Staff were directed to include this item on today's agenda for a final vote. Staff take no position regarding the proposed speed change. The motion is presented in the affirmative, however, only to prevent the anomaly of requiring a Council member to vote no in order to change the speed limit.

POTENTIAL MOTION

I Move that the Northport Village Council Approve the Resolution to Increase the Speed Limit, on those portions of Bay and Rose Streets that are currently 15 Miles Per Hour, to 25 Miles Per Hour, and to Authorize the Village Manager and Village Street Superintendent to prepare and fille an appropriate Traffic Control Order

d. **Item 10D-Resolution Establishing Transient Slip Rates for the 2025 Season.** The Village Harbormaster proposes the attached transient slip rates for the 2025 boating season, as reviewed and approved by the Waterfront Committee. The rates focus on the state approved "B" rate for the off-season, and the higher "G" rate for the high season. There are two exceptions, and even higher "H" rate will apply for 4 July week from June 28 through July 6. Rather than the off-season rate, the proposal is to return to the high season "G" rate for the UnCaged weekend, September 26 through the 29. This increase represents one level higher than Northport has been for the past two years. If we retained last year's rate level, Northport would have the cheapest transient slip rates in the area. Since we consider Northport Marina to be a premier operation, which opinion is shared by the boating community, staff believe this increase is justified.

POTENTIAL MOTION

I Move That the Northport Village Council Approve the Transient Slip Rates for the 2025 Season, As Presented, And Directed the Village Manager to Include These Rates in Marina Revenue When Presenting The 2024-2025 Budget.

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