# MEMORANDUM – OFFICE OF THE VILLAGE MANAGER

TO: Northport Village Council

FROM: Jered Ottenwess, Village Manager/Zoning Administrator

DATE: May 9, 2025

RE: Agenda Summary

**6e. Village Manager/Zoning Administrator Report**

VILLAGE MANAGER

CivicPlus – following action from fall 2024, I recently executed the approved agreement with CivicPlus to begin their process of codifying Village ordinances and we received our first invoice for payment. The stepwise process will include: materials collection, initial organization, legal review, conference, post-conference follow-up, editing and implementation, and final publication. The process is underway and can take between 18-24 months.

Village Hall Generator – staff has received two quotes for installing a generator at Village Hall: one for $13,000 and another for $15,500. Based on informal discussion with Trustees and considering the costs involved, I am no longer pursuing this purchase at this time. I do not believe the benefit justifies the expense.

Spring Solid Waste Pickup – we have run out of time during this fiscal year to conduct a bi-annual waste pickup event. I anticipate including this expense in the FY25-26 Budget and, with adequate time to prepare, will work with the Council to implement a plan to provide this expected service in Spring 2026.

Social District – as we begin implementing the new Social District, we noticed that the Village Council has not approved local participating businesses by resolution, which is a requirement before those businesses can apply to the State for their permits to service Social District drinks. Local participating businesses can only serve drinks in approved containers and we need to prepare a logo and design so that businesses can obtain the proper cups. We are also preparing official maps. Therefore, I expect we will not be able to complete these steps and actually begin opening the Social District until we could bring back resolutions in June and thereafter.

Citizen of the Year – the Village Council usually approves the Citizen of the Year Award and presents the award as part of the Fourth of July celebrations. In order to do so this year, we will need to schedule action for the June 19 Regular Meeting. Please start considering nominations and I believe we have solicited input and feedback from the public as well.

SCADA System – as you know, the Village is contracting with Integrated Controls, Inc. to install a new Supervisory Control and Data Acquisition (SCADA) system for the Village potable water system. ICI is waiting for foliage to fully form before beginning their radio testing, which will be the first step of the installation process.

ZONING ADMINISTRATOR

2025-06: approved Land Use Permit for six-foot high wooden privacy fence at residence on North Shore Drive adjacent to Seventh Street right of way/beach access.

2025-07: approved Land Use Permit to enclose porch at Homewood Cottages site.

2025-08: approved Land Use Permit for deck expansion at a residence on Fifth Street.

Flees Road Rezoning – the petitioner has withdrawn their rezoning request.

Short Term Rentals – following amendments to the Zoning Ordinance from Fall 2024, **new** Short Rental Uses in the Village require a Special Use Permit in all zoning districts. The Zoning Ordinance stipulates the requirements and procedure for obtaining a Special Use Permit, which requires Planning Commission review and approval. **Please keep in mind that existing Short Term Rental uses are considered legally nonconforming and do not automatically trigger the requirement for a Special Use Permit.** However, the Zoning Ordinance now requires new Short Term Rentals or change of use to obtain a Special Use Permit.

**7a. FY25-26 Budget**

*Packet Items: FY24-25 Budget, FY24-25 Budget Breakdown*

The Village Council should approve a FY25-26 Budget by June 30, 2025 prior to the start of the next fiscal year. Considering the timing of the transition between Managers there is limited time to consider major changes to the budget. I plan to propose a status quo FY25-26 Budget, with few modifications from FY24-25. The purpose of this discussion is to elicit feedback about areas of concern, proposed changes to consider, and any other relevant issues as we prepare for adoption. If the Village Council decides to move forward with the new meeting schedule (Agenda Item 9c), we will have another regular meeting in May and a study session and regular meeting in June at which to further discuss and make changes to the budget prior to adoption. I plan to schedule the adoption for the June 19 regular meeting.

**7b. Investment Policy**

*Packet Items: Investment Policy*

The Village Council reviewed an Investment Policy over a year ago. At that time the Council supported moving forward with official adoption of the policy by resolution, however, took no subsequent formal action to do so. I bring this matter back to the Village Council for discussion and to gauge support for moving forward once again. The Village has substantial cash on hand in accounts that generate little to no interest earnings and could be put to better use in investment vehicles pursuant to the Investment Policy.

Highlights of the Investment Policy as drafted and previously considered:

- Prioritizes safety, diversification, liquidity, and return on investment.
- Designates the Village Treasurer as manager of the investment program and requires that the Village Treasurer establish written procedures and internal controls, which is consistent with Public Act 3 of 1895, General Law Village Act, duties authorized for the Village Treasurer to "[h]ave the custody of all money, bonds other than official bonds filed with the clerk under chapter II, mortgages, notes, leases, and evidences of value belonging to the village."
- Specifies authorized investments under Public Act 20 of 1943.

I request Village Council feedback with respect to support for the Investment Policy as presented.

**7c. Potential Use of Village Owned West Street Property**

*Packet Items: West Street Property Aerial, Email Correspondence*

The Village owns a 1.1-acre vacant parcel on West Street that could be an ideal spot to consider the development of attainable housing in partnership with nonprofit developers. The property is

currently zoned R-2 Village Residential and utility infrastructure is accessible. The Village President and I discussed the prospect of moving forward with specific concept and development plans and bring this issue forward for discussion regarding next steps.

**7d. Joint Housing Task Force and Publicly Owned Property Inventory**

*Packet Items: None*

I understand that the Village Council has indicated its support for creating a Joint Housing Task Force with Leelanau Township, although the specific set of tasks and composition of the group is not yet determined. At their meeting last week the Planning Commission suggested moving forward with an inventory of all publicly owned property in the Village (and possibly Township) to evaluate its suitability for development of attainable housing. This inventory could be an excellent resource to help guide future decisions about specific properties, for example, by developing a ranked list. I think it would be helpful to hear feedback and discuss (1) initiating this process now and (2) whether or not and to what extent to involve the Township and Joint Task Force.

**7e. Village Council Goal Setting Meeting**

*Packet Items: None*

I think it would be very beneficial to have a meeting specifically designated for long term visioning and planning. I would like to have feedback from the Village Council about whether or not and how you would prefer to conduct such a meeting and if you would for it to be facilitated.

**8a. Fourth of July Fireworks Proposal**

*Packet Items: None*

We have received proposals for fireworks and would like to move forward with the approval and purchase. As in past years, the costs for the Village-sponsored event are as follows:

Fireworks - $12,000
Pyrotechnic Crew - $2,100
Liability Insurance: $1,800
Music and Sound Services - $2,700
TOTAL - $18,600

Budgeted funds are available and earmarked for this event. We have contracted with The Dune Brothers to perform live music from 8-10 PM, during which time we will present the Citizen of the Year award. We will send out donation letters to local businesses and individuals as usual.

**Suggested motion: "to approve expenditures for Fourth of July event as presented, not to exceed $18,600."**

**8b. Appointment of Village Council Staff Liaison to Finance Committee**

*Packet Items: None*

Following amendments to the Village's Rules of Procedure in March this year, there is now one standing committee designated as the Finance Committee, which consists of the "village president, the president pro tempore, and one council member appointed by the village president. This committee shall be responsible for initial review of the proposed annual budget, all proposed budget amendments and transfers, review of financial and personnel policies, periodic review of village operations compared to budget, and such other matters as assigned to it resolution of the council." I understand that the 'one council member' committee seat is still open and that the Village President plans to appoint that position with approval from the Village Council.

**8c. Approval of Invoice for Seat Coating Improvements at Marina**

*Packet Items: Invoice*

The FY24-25 Budget includes funding for improvements to the marina boat house showers. The tile and grout were in disrepair and unsanitary. The Harbormaster obtained two quotes for the work, one over $15,000 and the other $4,560. I understand that the Marina Committee or the Harbormaster would approve this type of expenditure in the past and so the work has already been authorized and completed. However, the amount of the expenditure exceeds my spending authority and should have Council approval. I request that you approve payment of the invoice. The new epoxy seems to be an excellent improvement.

**Suggested motion: "to approve invoice for epoxy flooring at the marina not to exceed $4,560 with funds available in the Marina Fund."**