MEMORANDUM – OFFICE OF THE VILLAGE MANAGER

TO: Northport Village Council

FROM: Jered Ottenwess, Village Manager/Zoning Administrator

DATE: September 24, 2025

RE: Agenda Summary

5a. Village-owned Properties Rubric

Packet Items: Rubric Tiers

Background: The Village Council directed me and staff to rank the Village-owned properties on the rubric into tiers based on their suitability for development of attainable housing, which we have completed. Please consider this as a draft for discussion purposes.

Analysis:

- Three properties stand out as most suitable for development: West Street, Seventh Street, and the northern portion of the current Children's Center property.
- Most Village-owned properties have considerable impediments to development.
- Peninsula Housing's analysis concluded that attainable housing would not be feasible on the West Street parcel, however, another option may be to sell the property for market rate development.
- Further analysis may be worthwhile for the Tier 2 properties.

Discussion:

Please consider the rubric with respect to the Seventh Street parcel and subsequent discussion. Is there support for splitting off the northern portion of the Children's Center property? Would you like to move forward with site analysis in more detail on any other properties?

5b. Seventh Street Property – Future Use

Packet Items: Seventh Street Parcel Proposal for Future Use

Background: Per direction from the Village Council, I have prepared a proposal for future use of the property that I believe accomplishes three primary goals: (1) provides an opportunity for the development of attainable housing, (2) preserves open space on the majority of the site, and (3) fits with the existing character of the neighborhood and community.

I intend for this proposal to generate support for actionable steps moving forward, however, this is a discussion item and there are other viable paths forward. This is merely one concept among many that are possible.

Analysis:

- Homestretch has been discussing use of the recycling center site for development of attainable housing. Jon Stimson has stated that he would prefer to develop on that site as opposed to Seventh Street.
- Attainable housing comes in many different variations and owner-occupied housing in the price ranges I have identified would fill a gap in the market.

- The pro forma analysis I have conducted emphasizes what we already know about the development of attainable housing: public subsidies are necessary and profit margins, if any, are thin.
- Getting the numbers to pencil out for rental housing is more challenging. Annual Net Operating Income of <$20,000 is not attractive to a developer who would need to use >$500,000 of equity.
- Partnering with the right developer and ensuring that the legal framework for the right kind of development with robust mechanisms for enforcement is in place are critical components for a successful end product.

Questions for Discussion:
- Is there consensus to move forward with this proposal?
- What other information or discussion would be helpful to decide about moving forward?

5c. Capital Projects
Packet Items: None
Update on Projects Underway:
Fifth Street Water Line Replacement – replace aging water line and install fire hydrants where none currently exist. Replace 4-inch portions of the line with standard 6-inch line.
- Estimated cost - $50,000
- Water Fund and Local Street Fund expenditure
- Spring 2026

Comments: DPW Superintendent has been working with Kal Excavating to obtain quotes. Village Council action will be required to move forward.

Nagonaba Water Leak Repair – identify and repair water leak under sidewalk area between Faro and Tom's Market. Remove duplicative water connection to Tom's. Repair and replace sidewalk.
- Estimated cost - $25,000
- Water Fund and Major Street Fund expenditure
- Spring 2026

Comments: DPW Superintendent has been working with Kal Excavating to obtain quotes. Village Council action will be required to move forward.

Marina Water Filling Station – install new water filling station and drinking fountain on west side of pavilion (Farmers Market parking lot).
- Initial Estimate - $5,000
- Revised Estimate - $10,000-$30,000 depending on scope
- Spring 2026

Comments: A filling station/drinking fountain combination would be well-used at the Marina boat house. The drinking fountain at the South Beach restrooms does not work well and would benefit from replacement. Costs vary widely depending on the type of station/fountain. A filling station (without fountain) may be as low as $3,000. A filling station/fountain combined unit with dog fountain accessory is $8,000-$12,000.

Planning and Future Projects:
- I asked for feedback from Trustees about projects that they view as priorities and I have heard that sidewalks are a high priority item. Removal of the Mill Pond dam was also cited.

- I have started discussions internally with staff to begin preparation of a Capital Improvement Plan that will go through the Planning Commission pursuant to the Planning and Zoning Enabling Act, which I plan to include as part of the annual budget document starting in FY26-27. Tentative timeline for the CIP:
  → October/November – staff meetings internally to compile draft plan
  → December/January – present to Planning Commission for review and approval
  → Spring 2026 – incorporate into budget preparation with Village Council

Preliminary Capital Improvement Plan Projects:

- Marina expansion planning
- Marina boardwalk
- Marina breakwall void repair (under walkway)
- Trail improvements
- Third Street repaving and stormwater management, Mill Street intersection
- W Third Street reconstruction, High Street to western Village limits
- W Third Street culvert replacement, near ball fields
- W Seventh Street repaving, between Mill and Ransom
- Sidewalks, e.g. Shabwasung and Mill Street
- Mill Street water main extension
- Mill Pond dam replacement/removal

Discussion:
This is an opportunity to discuss priorities and projects as well as the process for drafting and adopting the CIP. Please let me know if there are other items you would like to add for consideration.

In reference to the Marina water filling station specifically, the Village Council approved spending up to $5,000 for this project, however, the actual costs will exceed that to install more than a basic water filling station only. **Please provide direction regarding an authorized budget so that I can prepare a more detailed proposal for approval in the near future.**

5d. Christmas Tree Lighting Proposal

Packet Items: Christmas Tree Lighting Estimate

Background: Scott Cain has agreed to once again provide services to install decorations and lights on the Christmas tree at The Mitten. His estimate for $8,616 is included with the meeting packet.

Analysis:

- I have heard positive feedback about Mr. Cain's work in previous years. It would be difficult to find another vendor who is familiar with the event and tree setup.
- I believe the estimated cost for these services is reasonable and competitive bidding is not warranted.
- The Village has typically purchased replacement and additional lights after assessing the condition of the existing inventory that is in storage. The cost typically falls within the Village Manager's spending authority and does not require further Council action.
- Expenditures for this service are paid for out of the General Fund – Community Promotions line item and revenue generated in part by donations, which have been around $7,000-$8,000 annually.

Discussion:
If you support moving forward with Mr. Cain's service proposal, please let me know and we will schedule for formal action at the next Regular Meeting. Please also let me know if you have any questions or would like additional information before proceeding.