MEMORANDUM – OFFICE OF THE VILLAGE MANAGER

TO: Northport Village Council

FROM: Jered Ottenwess, Village Manager/Zoning Administrator

DATE: July 13 2026

RE: July 16 Regular Meeting – Village Manager/Zoning Administrator Report and Agenda Summary

3. Village Manager/Zoning Administrator Report

VILLAGE MANAGER

I have been out of the office two of the past three weeks and I will be out again next week, the week of July 20. It has been difficult to stay on top of everything, but I think we continue making progress on several fronts.

June-July Monthly Recap*:*

- Continued implementation of several initiatives, including the Mill Pond Dam ballot proposal, Citizen of the Year Policy, Master Plan update, West Street property sale, and installation of security cameras at Village water facilities.
- Coordinated the Rose Street Culvert project, including bid review, contractor selection, permitting with EGLE and the U.S. Army Corps of Engineers, and scheduling for construction following Labor Day.
- Responded to the June 30 severe rain event, coordinating with EGLE, Leelanau County Emergency Management, GEI Consultants, the Road Commission, media, and residents. Staff evaluated impacts to the Mill Pond Dam, Village infrastructure, stormwater systems, and the wastewater treatment plant, while continuing to monitor conditions and implement the Village's dam operating protocol.
- Continued work with NLTUA regarding wastewater capacity, reserved capacity, and long-term utility planning, including review of the Jacobs Capacity Study.
- Continued discussions with Leelanau Community Energy regarding removal of the wind turbine monopole and coordinated the contractor proposal following receipt of funds from LCE. Contractor is scheduled to remove the monopole by the end of August with funds provided by LCE.
- Worked with Township officials, developers, NMC, and other organizations regarding housing opportunities, redevelopment of Village-owned property, and other economic development initiatives. Continued marketing of the West Street property and accepted an offer on a portion of the site, contingent upon a land division.
- Continued oversight of DPW, staff, and utility operations, including hiring efforts, retirement planning, marina operations, water system security improvements, website redesign, codification of the Village Code of Ordinances, PFAS settlement administration, and preparation of the 2026 tax roll.

Project Updates:

- Rose Street Culvert replacement project is on pace for a post-Labor Day start with Walton Contracting. Permits still pending from EGLE and USACE.

- We are in the process of preparing a bid advertisement with the goal of awarding a bid in August. Project timeframe will depend on bids and contractor availability with a goal to complete the project in the fall 2026, possibly spring 2027.

ZONING ADMINISTRATOR

- I have processed 30 Short-Term Rental registrations for 2026 so far, none since my last report. I expect a total of about 45 operating STRs this season.
- Land Use Permits issued since my last report:
  → 2026-10: 213 E. 3rd Street, fence
- STR Special Use Permits:
  → No update since my last report about the enforcement action against two properties, same owner, which have failed to obtain a special use permit despite my warnings since last summer: 320 Shabwasung and 10798 North Shore Drive. I will escalate enforcement action in conjunction with legal counsel.
- Reviewed and scheduled Class B Nonconforming Status designation for 1001 N. Mill Street, public hearing at July 15, 2026 Planning Commission meeting.
- Continued review of development proposals, including lot splits, boundary adjustments, fence permits, and nonconforming use requests.
- Assisted the Planning Commission with ongoing updates to the Master Plan, R-2 S Shoreline District regulations, Accessory Dwelling Unit regulations, and the Public Participation Plan.
- Continued code enforcement efforts related to noncompliant Dangerous Building proceedings for 704 N. Mill Street.

7a. Northport Marina Enhancement and Expansion Study

Packet Items: Proposal from Machin Engineering - Northport Marina Enhancement and Expansion Study

Background:

The Village Council first discussed the proposal from Machin Engineering in November 2025 and the Council indicated support for including the proposal and its associated $95,000 expense in the FY26-27 Budget and Capital Improvement Plan, which the proposal now is. I do not recommend for or against approving or taking action on the proposal, however, you can certainly choose to do so at this Regular Meeting. I think of this is an opportunity to take action, but if you feel as though the issue deserves more time and discussion, please delay any action for a later time.

Analysis:

Part 1 of the proposal focuses on conceptual design and public engagement. This includes reviewing our existing marina conditions, facilitating two public sessions, developing up to three conceptual layout alternatives, and preparing order-of-magnitude cost estimates and a feasibility report. This level of analysis is necessary before the Village can make informed decisions about slip expansion, dock reconfiguration, upland improvements, or future dredging and utility needs. It also positions the Village to pursue funding through the DNR Waterways Program and other state grant sources.

Part 2 provides grant assistance, including review of the marina component in the Recreation Plan and preparation of draft materials for a future Waterways or Trust Fund application.

Marina Fund current cash balance is approximately $500,000.

Recommended Action or Discussion:
If Council is ready to proceed, you can make a motion to that effect.

7b. Consumers Energy Quote to remove Street Lights

Packet Items: Consumers Energy Customer Packet Re Streetlight Removal, Dark Sky Resolution 2019

Background:
I have been working since late summer 2025 on a work order for Consumers Energy to remove four streetlights which the local Dark Sky advocacy group has identified in conjunction with Village representatives for removal. I was not aware until I received the quote that Consumers Energy charges customers (i.e. the Village) for this service. In the case of at least two of the lights, they are sodium-based lights that Consumers is in the process of removing on an ongoing basis and replacing with LED lights. So Consumers is going to remove those lights anyway. We're simply asking them not to replace them. I asked Consumers to reconsider especially because the Village has adopted a policy supporting Dark Sky principles and removal would support a public policy in the public interest. Consumers declined to reduce the price or reconsider their policy.

Analysis:

- The $8,922 cost of removing these streetlights is not included in the FY26-27 Budget.
- Approximate current Major Street Fund cash balance: $372,000. Estimated $143,000-$277,000 required to complete Rose Street Culvert project depending on contingencies and contributions from Water Fund and NLTUA for sewer and water-related portions of the project.
- Approximate current Local Street Fund cash balance: $28,000

Discussion/Action:
You can choose to take action approving the quote and move forward with streetlight removal, decline to remove the streetlight, and/or consider adopting a new Dark Sky policy that more specifically addresses the Village's priorities, whereas the policy now is more general in nature.