

EMPIRE VILLAGE COUNCIL REGULAR MEETING
Empire Township Hall - 10088 W. Front Street
January 23, 2024 @ 7 PM

AGENDA

A. CALL MEETING TO ORDER AND PLEDGE OF ALLEGIANCE

B. ROLL CALL

C. CHANGES OR ADDITIONS TO THE AGENDA

D. ADOPTION OF THE AGENDA

E. PUBLIC COMMENTS ON AGENDA ITEMS

F. CONSENT AGENDA

- 1) Approve minutes – 12/14/2023 Regular Meeting
- 2) Approve December Bills totaling \$ _____

G. REVIEW OF FINANCIAL STATEMENTS

H. COMMUNICATIONS

I. PRESENTATION - Asset Mapping Group Recommendations (Bacon)

J. DEPARTMENT HEAD REPORTS

K. COUNCIL MEMBER / COMMITTEE REPORTS

L. OLD BUSINESS

- 1) Attorney Update to Council (Palmer)
- 2) Asset Mapping Task Force (Bacon)
- 3) Rules of Procedure Review (Palmer)
- 4) Consider TextMyGov Subscription (Bacon)
- 5) Discuss and Approve Capital Improvement Plan 2024-2029 (Bacon)

M. NEW BUSINESS

- 1) Committee Appointments (Palmer)

N. PUBLIC COMMENT

O. COUNCIL MEMBER COMMENT

P. ADJOURNMENT

January 11, 2023 – EMPIRE VILLAGE COUNCIL WORK SESSION

The meeting was called to order at the Empire Township Hall and the Pledge of Allegiance was led by Palmer at 7:00 p.m. Upon a roll call members Bacon, Chase, Dye, Palmer, Rademacher, Walton, and Webb were present. Clerk Smith was also present.

CHANGES/ADDITIONS TO AGENDA – Palmer added an extension of New Office Committee end date under Old Business. Bacon added quote for sound equipment under New Business. Dye added Beckett and Raeder proposal under Old Business.

ADOPTION OF AGENDA - Motion by Walton, support by Dye to approve the agenda as amended. Upon a voice vote, MOTION PASSED.

PUBLIC COMMENTS ON AGENDA ITEMS – None.

COMMUNICATIONS – An email from Lawrence Epple regarding Short-Term Rental controls was read aloud.

PRESENTATIONS –

NEW VILLAGE ATTORNEY MIKA MEYERS – Ross Leisman and Tim Figura were introduced by Palmer. The history of the practice was reviewed and their current practice including municipal clients was described. Questions were asked regarding the policy for copies of all communications and about the firm's bond counsel. The municipality's policy on copies will be utilized and the firm has several bond attorneys available.

TEXTMYGOV – ZOOM PRESENTATION – Luc Delavoye guided council members using the application via their phones via Zoom. Several questions were answered, and possible uses by the Village were reviewed.

DEPARTMENT HEAD REPORTS – None

COUNCIL MEMBER/COMMITTEE REPORTS – Minutes from the Water Committee, Wastewater Task Force, and Personnel Committee were reviewed. **Motion by Bacon, support by Rademacher to authorize the Personnel Committee to offer the DPW Technician position to an applicant at \$21.36/per hour with the current benefits package. ROLL CALL: Ayes: Bacon, Chase, Dye, Palmer, Rademacher, Walton, Webb. Nays: None. MOTION PASSED.** Minutes of the Short-Term Rental Committee, Disaster Preparedness Committee, and Community Asset Task Force minutes were reviewed.

OLD BUSINESS

APPROVE 12-14-23 REGULAR MEETING MINUTES – **Motion by Dye, support by Webb to approve the minutes. Upon a voice vote, MOTION PASSED.**

NEW OFFICE COMMITTEE – **Motion by Bacon, support by Rademacher to extend this Committee end date until July 31, 2024. Upon a voice vote, MOTION PASSED.**

BECKETT & RAEDER SERVICE CONTRACT – Motion by Rademacher, support by Dye to approve the Service Contract not to exceed \$5900. ROLL CALL: Ayes: Bacon, Chase, Dye, Palmer, Rademacher, Walton, Webb. Nays: None. MOTION PASSED.

NEW BUSINESS

DISCUSSION OF TEXTMYGOV SOFTWARE FOR 2024 – Bacon offered some statistics from Pew Research regarding texting use by age group. Discussion included the costs to update the website vs the purchase of software of this variety. Bacon will get the answers to some questions and report back to the council at the regular meeting.

SOUTH BAR LAKE DRAINAGE DISTRICT ASSESSMENT – The assessment total was reviewed and payment over a 10-year annual assessment with interest or payment in full without interest was discussed

CLARIFICATION ON SNOWPLOWING – Discussion included the billings to date and comments from the public both pro and con. **Motion by Bacon, support by Rademacher to approve the Snowplowing Proposal from Harriger dated Nov. 6, 2024, of \$1800/plow plus \$375 for the New Neighborhood, plus additional charges as needed. ROLL CALL: Ayes: Bacon, Chase, Dye, Palmer, Rademacher, Walton, Webb. Nays: None. MOTION PASSED.**

SIDEWALK CLEARING – Information included in the packet was reviewed.

VILLAGE EMPLOYEE HEALTH INSURANCE – Questions remain regarding insurance coverage and costs. The Personnel Committee will return with a recommendation.

Motion by Rademacher, support by Dye to extend the meeting until 9:30 p.m. Upon a voice vote, MOTION PASSED.

SELECTION OF LAMBKIN LANE AND FLORENCE STREET BIDS – Motion by Bacon, support by Rademacher to accept the Molon bid. ROLL CALL: Ayes: Bacon, Chase, Dye, Palmer, Rademacher, Walton, Webb. Nays: None. MOTION PASSED.

SOUND INVOICE – Motion by Bacon, support by Dye to approve the \$180 invoice to Sound Environment for a used amplifier. There was discussion of how to protect the equipment owned by the Village. **ROLL CALL: Ayes: Bacon, Chase, Dye, Palmer, Rademacher, Walton, Webb. Nays: None. MOTION PASSED.**

PUBLIC COMMENT – None.

COUNCIL MEMBER COMMENT – Walton noted the Record Eagle article on the Shalda Park improvements and thanked all involved.

ADJOURNMENT at 9:12 p.m.

Derith Smith

Empire Village Clerk

These are draft minutes for approval at the January 23, 2023, Regular Council meeting.

MINUTES
Short-Term Rental Special Committee
January 16, 2024 2pm Library

Meeting Called to Order at 2pm

Committee Members Present: March Dye, Meg Walton, Bob Chase, Carey Ford

Also present: 11 members of the public

We went over the results of the calls made to other municipalities:

Bob Chase -

Lake Township - Ordinance Adopted September 2023

Have a newly hired Code Enforcement Officer (\$25/hr) to deal with STR registration and management and will branch into other areas in the future.

Registration - \$500 Annual

1200 housing units - 150 Cap - 12.5% (46 applicants so far)

Onkema Township - Ordinance Adopted February 2023

Clerk handles all the paperwork - few problems

Registration - \$100 Annual

1000 Housing units - No Cap - 60 STR

Wrote their ordinance to put burden on the owner. No inspections.

March Dye

Village of Suttons Bay - Ordinance Updated June 2023

Use Granicus for identifying STR - are being over charged.

Registrations handled in office by staff. Fees \$500/3 years

Suggested we look at the Township of Suttons Bay - new ordinance.

530 Housing Units - Cap of 45 - 59 STR now. Are at 11% want 8.5%

Township of Suttons Bay - New Ordinance ready for approval

1154 Housing Units - Considering Cap of 150 - 13%

Village of Northport -Registration Ordinance adopted 2015 - being redone

Handled in house with no oversight and no fees.

410 Housing Units - 34 registered

Village of Empire - 366 housing units, 54 STR (excluding commercial) 14.7%

Meg Walton

Village of Benzonia - Ordinance Adopted 2022

Registration handled by office staff, Enforcement Zoning administrator

Occupancy rules based on State Of Michigan Occupancy code.

357 housing units - Cap of 20 - 5.6% 6 registered

No problems Fees \$200 bi annual

Village of Elberta - Ordinance Adopted June 2021

Paperwork by office - Enforcement by Zoning Administrator

\$250 yearly fee No problems

208 Housing Units - Cap of 25 - 12% - 18 registered

Carey Ford

Village of Elk Rapids - Ordinance Adopted August 2020

1211 Housing Units - 77 Registered - no cap -6.4%

Answering service for problems. Could not contact office. Will update when she contacts them
City of Frankfort - Ordinance adopted Feb. 2023 (Registration for 1 1/2 years previously)
Paperwork handled in house by dedicated employee.
Most STR owners get three year permit - \$1000
Builders grabbed permits - no need to prove you are renting.
Main complaints - property rights.
970 Housing Units - Cap of 120 - 12.4% (6 on waiting list)

Summary:

Most contacts have encouraged us to do everything in house.
3 Village Staff most effected - Bob Hall, Derith and Alacia
A part time person could be hired to do paperwork
Bob Hall is not interested in "Babysitting" the process but would be willing to enforce.
March will contact people to talk to us (Josh Mills, Zachary Hillyer)

Public Comments:

There were comments on the need to keep the sense of community and to know your neighbors and forming long term relationships . Even if they are seasonal you know them and look out for their property when they are gone.

There were comments on STR owners keeping their property looking nice, as a way to keep inherited property in the family, as being important for business owners.

It was suggested that we need to work together to come to a compromise.

Meeting Adjourned 4 pm.

Next meeting to be determined.

Minutes provided by March Dye and Carey Ford

GL NUMBER	DESCRIPTION	2023-24 AMENDED BUDGET	YTD BALANCE 12/31/2023	ACTIVITY FOR MONTH 12/31/2023	AVAILABLE BALANCE	% BDGT USED
Fund 101 - GENERAL FUND						
Dept 000						
101-000-403	REAL PROPERTY TAX	450,000.00	437,405.39	0.00	12,594.61	97.20
101-000-404	PERS PROP TAX	5,000.00	6,621.59	0.00	(1,621.59)	132.43
101-000-476	LICENSES & PERMITS	5,000.00	6,115.00	125.00	(1,115.00)	122.30
101-000-546	GRANT FUNDING	150,000.00	0.00	0.00	150,000.00	0.00
101-000-574	STATE SHARED REV	40,000.00	34,555.25	7,105.00	5,444.75	86.39
101-000-655	FINES & FORFEITS	5,000.00	2,585.00	0.00	2,415.00	51.70
101-000-664	INVEST INTEREST	5,000.00	12,019.68	3,230.73	(7,019.68)	240.39
101-000-670	MISC INCOME	2,000.00	5,425.61	0.00	(3,425.61)	271.28
101-000-671	PARKING PASS	150.00	250.00	0.00	(100.00)	166.67
101-000-672	BEACH PARKING	34,000.00	37,765.35	0.00	(3,765.35)	111.07
101-000-691	FUND BALANCE CONTRIBUTION	130,000.00	0.00	0.00	130,000.00	0.00
101-000-693	REFUNDS & REBATES	0.00	598.89	0.00	(598.89)	100.00
Net - Dept 000		826,150.00	543,341.76	10,460.73	282,808.24	
Dept 100 - COUNCIL						
101-100-702	WAGES - COUNCIL	13,000.00	9,510.00	0.00	3,490.00	73.15
101-100-715	PR TAX EXP - COUNCIL	950.00	727.52	0.00	222.48	76.58
101-100-910	PROF DEVELOPMENT	2,000.00	1,295.00	0.00	705.00	64.75
Net - Dept 100 - COUNCIL		(15,950.00)	(11,532.52)	0.00	(4,417.48)	
Dept 215 - CLERK						
101-215-702	WAGES - CLERK	19,500.00	13,222.91	1,322.29	6,277.09	67.81
101-215-703	WAGES - DEPUTY CLERK	32,400.00	27,738.92	2,641.80	4,661.08	85.61
101-215-715	PR TAX EXP - CLERK	4,000.00	3,133.50	303.24	866.50	78.34
101-215-726	SUPPLIES	25.00	0.00	0.00	25.00	0.00
101-215-840	INSURANCE	4,000.00	2,360.00	236.00	1,640.00	59.00
101-215-874	RETIREMENT	1,800.00	1,386.92	132.10	413.08	77.05
Net - Dept 215 - CLERK		(61,725.00)	(47,842.25)	(4,635.43)	(13,882.75)	
Dept 253 - TREASURER						
101-253-702	WAGES - TREASURER	9,700.00	7,829.01	745.62	1,870.99	80.71
101-253-715	PR TAX EXP - TREASURER	750.00	598.95	57.05	151.05	79.86
101-253-726	SUPPLIES	500.00	198.49	0.00	301.51	39.70
101-253-730	POSTAGE	300.00	756.00	0.00	(456.00)	252.00
101-253-860	TRANSPORTATION	50.00	0.00	0.00	50.00	0.00
Net - Dept 253 - TREASURER		(11,300.00)	(9,382.45)	(802.67)	(1,917.55)	
Dept 262 - ELECTIONS						
101-262-705	ELECTION WORKERS	100.00	0.00	0.00	100.00	0.00
Net - Dept 262 - ELECTIONS		(100.00)	0.00	0.00	(100.00)	
Dept 265 - ADMINISTRATION						
101-265-702	WAGES - ADMINISTRATION MAINTENANCE	30,000.00	22,385.12	1,247.39	7,614.88	74.62
101-265-707	BRUSH FILE WAGES	5,000.00	3,177.64	25.24	1,822.36	63.55
101-265-715	PR TAX EXP - ADMINISTRATION	3,000.00	1,893.58	97.34	1,106.42	63.12
101-265-726	SUPPLIES	2,000.00	1,954.05	51.40	45.95	97.70

GL NUMBER	DESCRIPTION	2023-24 AMENDED BUDGET	YTD BALANCE 12/31/2023	ACTIVITY FOR MONTH 12/31/2023	AVAILABLE BALANCE	% BDGT USED
Fund 101 - GENERAL FUND						
101-265-730	POSTAGE	300.00	157.00	0.00	143.00	52.33
101-265-800	PROFESSIONAL SERVICES	20,300.00	21,460.00	10,000.00	(1,160.00)	105.71
101-265-801	AUDIT FEES	5,000.00	8,385.00	0.00	(3,385.00)	167.70
101-265-821	ENGINEERING FEES	0.00	420.00	0.00	(420.00)	100.00
101-265-826	LEGAL FEES	3,000.00	6,356.00	114.00	(3,356.00)	211.87
101-265-840	INSURANCE	18,000.00	15,441.00	745.00	2,559.00	85.78
101-265-853	TELEPHONE	400.00	440.56	29.99	(40.56)	110.14
101-265-854	CABLE INTERNET	1,200.00	959.89	99.99	240.11	79.99
101-265-874	RETIREMENT	1,800.00	651.62	63.62	1,148.38	36.20
101-265-880	BEAUTIFICATION	2,000.00	855.86	0.00	1,144.14	42.79
101-265-900	PRINT & PUB	1,000.00	863.00	0.00	137.00	86.30
101-265-919	WASTE DISPOSAL	1,000.00	3,247.77	0.00	(2,247.77)	324.78
101-265-921	ELECTRICITY	2,000.00	1,235.73	122.40	764.27	61.79
101-265-930	REPAIRS & MAINTENANCE	8,000.00	412.25	0.00	7,587.75	5.15
101-265-931	STORM SEWER CLEANOUT	4,200.00	1,965.00	0.00	2,235.00	46.79
101-265-933	SOFTWARE MAINTENANCE/SUPPORT	4,000.00	3,990.00	0.00	10.00	99.75
101-265-956	DUES & MISC	600.00	0.00	0.00	600.00	0.00
101-265-957	BANK CHARGES	200.00	4,027.17	20.00	(3,827.17)	2,013.59
101-265-965	CONTR TO OTHER FUNDS	25,000.00	0.00	0.00	25,000.00	0.00
101-265-966	GF CONTR - AIRPORT	750.00	0.00	0.00	750.00	0.00
101-265-967	PARKING AT LION'S PARK	500.00	0.00	0.00	500.00	0.00
101-265-970	CAPITAL OUTLAY - OFFICE ADDITION	25,000.00	0.00	0.00	25,000.00	0.00
101-265-971	SPECIAL PROJECTS - WILCO RD	39,000.00	18,400.00	0.00	20,600.00	47.18
101-265-978	EQUIPMENT RENTAL	18,000.00	3,906.32	401.18	14,093.68	21.70
101-265-979	BRUSH PILE - EQUIPMENT RENTAL	8,000.00	9,125.01	0.00	(1,125.01)	114.06
Net - Dept 265 - ADMINISTRATION		(229,250.00)	(131,709.57)	(13,017.55)	(97,540.43)	
Dept 444 - SIDEWALKS						
101-444-930	REPAIRS & MAINTENANCE	17,000.00	0.00	0.00	17,000.00	0.00
Net - Dept 444 - SIDEWALKS		(17,000.00)	0.00	0.00	(17,000.00)	
Dept 446 - ALLEYS						
101-446-970	CAPITAL OUTLAY - ALLEYS	29,000.00	1,820.00	0.00	27,180.00	6.28
Net - Dept 446 - ALLEYS		(29,000.00)	(1,820.00)	0.00	(27,180.00)	
Dept 448 - STREET LIGHTING						
101-448-921	STREET LIGHTING	10,000.00	8,557.28	789.22	1,442.72	85.57
Net - Dept 448 - STREET LIGHTING		(10,000.00)	(8,557.28)	(789.22)	(1,442.72)	
Dept 536 - WASTEWATER UPDATE TASK FORCE						
101-536-726	SUPPLIES	0.00	45.14	0.00	(45.14)	100.00
101-536-815	CONTRACTED SERVICES	20,000.00	4,290.08	2,240.08	15,709.92	21.45
Net - Dept 536 - WASTEWATER UPDATE TASK FORCE		(20,000.00)	(4,335.22)	(2,240.08)	(15,664.78)	
Dept 721 - PLANNING COMMISSION						
101-721-701	WAGES - PLANNING COMMISSION	4,300.00	2,695.00	330.00	1,605.00	62.67
101-721-702	WAGES - PLANNING SECY	1,100.00	600.00	100.00	500.00	54.55

PERIOD ENDING 12/31/2023

GL NUMBER	DESCRIPTION	2023-24 AMENDED BUDGET	YTD BALANCE 12/31/2023	ACTIVITY FOR MONTH 12/31/2023	AVAILABLE BALANCE	% BDGT USED
Fund 101 - GENERAL FUND						
101-721-715	PR TAX EXP - COMM PLANNING	400.00	252.09	32.90	147.91	63.02
101-721-726	SUPPLIES	100.00	219.46	0.00	(119.46)	219.46
101-721-730	POSTAGE	100.00	0.00	0.00	100.00	0.00
101-721-821	PROFESSIONAL	6,000.00	0.00	0.00	6,000.00	0.00
101-721-826	LEGAL FEES	1,500.00	0.00	0.00	1,500.00	0.00
101-721-900	PRINT & PUB	500.00	168.01	0.00	331.99	33.60
101-721-950	SEMINARS	500.00	0.00	0.00	500.00	0.00
101-721-955	DUES & MISC	100.00	0.00	0.00	100.00	0.00
Net - Dept 721 - PLANNING COMMISSION		(14,600.00)	(3,934.56)	(462.90)	(10,665.44)	
Dept 722 - ZONING COMMISSION						
101-722-701	WAGES - BOARD OF APPEALS	400.00	0.00	0.00	400.00	0.00
101-722-702	WAGES - ZONING ADMIN	8,750.00	7,067.34	673.08	1,682.66	80.77
101-722-715	PR TAX EXP - ZONING	700.00	540.65	51.49	159.35	77.24
101-722-726	SUPPLIES	0.00	37.84	0.00	(37.84)	100.00
101-722-826	LEGAL FEES	200.00	0.00	0.00	200.00	0.00
101-722-900	PRINT & PUB	100.00	0.00	0.00	100.00	0.00
Net - Dept 722 - ZONING COMMISSION		(10,150.00)	(7,645.83)	(724.57)	(2,504.17)	
Dept 751 - PARKS						
101-751-702	WAGES - PARK MAINT	27,000.00	21,753.15	746.43	5,246.85	80.57
101-751-703	WAGES - AMBASSADOR	7,500.00	13,833.06	0.00	(6,333.06)	184.44
101-751-704	WAGES - PARKS CLERK	4,000.00	2,404.30	240.43	1,595.70	60.11
101-751-715	PR TAX EXP - PARK	3,000.00	2,918.16	75.50	81.84	97.27
101-751-726	SUPPLIES	3,500.00	570.35	0.00	2,929.65	16.30
101-751-840	INSURANCE	3,500.00	2,650.00	265.00	850.00	75.71
101-751-874	RETIREMENT	1,400.00	577.34	34.69	822.66	41.24
101-751-919	WASTE DISPOSAL	1,800.00	2,414.42	0.00	(614.42)	134.13
101-751-930	REPAIRS & MAINTENANCE	23,000.00	13,029.06	0.00	9,970.94	56.65
101-751-958	CREDIT CARD FEES	2,500.00	2,657.63	30.75	(157.63)	106.31
101-751-970	CAPITAL OUTLAY	291,000.00	296,791.33	0.00	(5,791.33)	101.99
101-751-978	EQUIPMENT RENTAL	19,000.00	23,284.09	408.55	(4,284.09)	122.55
Net - Dept 751 - PARKS		(387,200.00)	(382,882.89)	(1,801.35)	(4,317.11)	
Fund 101 - GENERAL FUND:						
TOTAL REVENUES						
TOTAL REVENUES		826,150.00	543,341.76	10,460.73	282,808.24	65.77
TOTAL EXPENDITURES		806,275.00	609,642.57	24,473.77	196,632.43	75.61
NET OF REVENUES & EXPENDITURES		19,875.00	(66,300.81)	(14,013.04)	86,175.81	333.59

PERIOD ENDING 12/31/2023

GL NUMBER	DESCRIPTION	2023-24 AMENDED BUDGET	YTD BALANCE 12/31/2023	ACTIVITY FOR MONTH 12/31/2023	AVAILABLE BALANCE	% BDGT USED
Fund 202 - MAJOR STREETS FUND						
Revenues						
202-000-574	STATE SHARED REV	41,000.00	44,224.45	3,988.42	(3,224.45)	107.86
202-000-575	STATE WINTER REV	6,500.00	0.00	0.00	6,500.00	0.00
202-000-583	CO ROAD MILLAGE	27,000.00	31,520.93	0.00	(4,520.93)	116.74
202-000-664	INVEST INTEREST	400.00	1,675.24	201.43	(1,275.24)	418.81
TOTAL REVENUES						
		74,900.00	77,420.62	4,189.85	(2,520.62)	103.37
Expenditures						
202-000-801	AUDIT FEES	325.00	325.00	0.00	0.00	100.00
202-000-930	REPAIRS & MAINTENANCE	5,000.00	690.35	0.00	4,309.65	13.81
202-215-702	WAGES - MAJOR STREETS CLERK	1,500.00	1,202.00	120.20	298.00	80.13
202-215-715	PR TAX EXP - CLERK	100.00	91.90	9.19	8.10	91.90
202-463-702	WAGES - ROUTINE MAINTENANCE	6,000.00	1,567.43	28.76	4,432.57	26.12
202-463-715	PR TAX EXP - ROUTINE MAINTENANCE	500.00	120.00	2.20	380.00	24.00
202-463-726	SUPPLIES	1,000.00	697.59	0.00	302.41	69.76
202-463-787	TRAFFIC CON - ROUTINE	200.00	0.00	0.00	200.00	0.00
202-463-821	ENGINEERING FEES	3,000.00	0.00	0.00	3,000.00	0.00
202-463-840	INSURANCE	1,700.00	1,370.00	32.00	330.00	80.59
202-463-874	RETIREMENT	250.00	35.41	1.44	214.59	14.16
202-463-978	EQUIPMENT RENTAL	5,500.00	2,083.19	0.00	3,416.81	37.88
202-478-702	WAGES - WINTER MAINTENANCE	5,000.00	1,251.12	154.97	3,748.88	25.02
202-478-715	PR TAX EXP - WINTER MAINTENANCE	400.00	95.75	11.87	304.25	23.94
202-478-726	SUPPLIES	4,000.00	1,078.81	1,055.48	2,921.19	26.97
202-478-840	INSURANCE	800.00	320.00	32.00	480.00	40.00
202-478-874	RETIREMENT	250.00	27.86	7.76	222.14	11.14
202-478-978	EQUIPMENT RENTAL	8,000.00	1,555.12	200.46	6,444.88	19.44
202-965-999	50% TRF TO LOC ST	26,000.00	22,121.07	1,994.21	3,878.93	85.08
TOTAL EXPENDITURES						
		69,525.00	34,632.60	3,650.54	34,892.40	49.81
Fund 202 - MAJOR STREETS FUND:						
TOTAL REVENUES		74,900.00	77,420.62	4,189.85	(2,520.62)	103.37
TOTAL EXPENDITURES		69,525.00	34,632.60	3,650.54	34,892.40	49.81
NET OF REVENUES & EXPENDITURES		5,375.00	42,788.02	539.31	(37,413.02)	796.06
Fund 203 - LOCAL STREETS FUND						
Revenues						
203-000-574	STATE SHARED REV	28,000.00	30,413.87	2,809.16	(2,413.87)	108.62
203-000-575	STATE WINTER REV	6,000.00	0.00	0.00	6,000.00	0.00
203-000-664	INVEST INTEREST	350.00	1,751.98	193.77	(1,401.98)	500.57
203-000-677	50% TRF FR MAJ ST	26,000.00	22,121.07	1,994.21	3,878.93	85.08
203-000-691	FUND BALANCE CONTRIBUTION	40,000.00	0.00	0.00	40,000.00	0.00
203-000-692	CONTRIBUTION FROM OTHER FUNDS	25,000.00	0.00	0.00	25,000.00	0.00
TOTAL REVENUES						
		125,350.00	54,286.92	4,997.14	71,063.08	43.31
Expenditures						
203-000-801	AUDIT FEES	450.00	450.00	0.00	0.00	100.00
203-000-821	ENGINEERING	5,000.00	0.00	0.00	5,000.00	0.00
203-000-930	REPAIRS & MAINTENANCE	7,000.00	690.65	0.00	6,309.35	9.87
203-215-702	WAGES - LOCAL STREETS CLERK	1,500.00	1,202.00	120.20	298.00	80.13

GL NUMBER	DESCRIPTION	2023-24 AMENDED BUDGET	YTD BALANCE 12/31/2023	ACTIVITY FOR MONTH 12/31/2023	AVAILABLE BALANCE	% BDGT USED
Fund 203 - LOCAL STREETS FUND						
Expenditures						
203-215-715	PR TAX EXP - CLERK	100.00	91.90	9.19	8.10	91.90
203-463-702	WAGES - ROUTINE MAINTENANCE	3,500.00	2,537.66	144.13	962.34	72.50
203-463-715	PR TAX EXP - ROUTINE MAINTENANCE	300.00	194.07	11.03	105.93	64.69
203-463-726	SUPPLIES	1,000.00	1,213.96	0.00	(213.96)	121.40
203-463-787	TRAFFIC CON - ROUTINE	250.00	0.00	0.00	250.00	0.00
203-463-821	ENGINEERING FEES	5,000.00	2,535.00	345.00	2,465.00	50.70
203-463-840	INSURANCE	2,100.00	1,370.00	32.00	730.00	65.24
203-463-874	RETIREMENT	250.00	77.18	7.20	172.82	30.87
203-463-978	EQUIPMENT RENTAL	5,500.00	1,920.21	0.00	3,579.79	34.91
203-478-702	WAGES - WINTER MAINTENANCE	5,200.00	1,396.19	169.37	3,803.81	26.85
203-478-715	PR TAX EXP - WINTER MAINTENANCE	500.00	106.77	12.96	393.23	21.35
203-478-726	SUPPLIES	4,500.00	2,227.64	2,110.98	2,272.36	49.50
203-478-840	INSURANCE	1,200.00	320.00	32.00	880.00	26.67
203-478-874	RETIREMENT	250.00	32.38	8.49	217.62	12.95
203-478-978	EQUIPMENT RENTAL	7,000.00	1,601.54	200.46	5,398.46	22.88
203-901-970	CAPITAL OUTLAY- UNION ST	70,000.00	7,909.47	0.00	62,090.53	11.30
TOTAL EXPENDITURES		120,600.00	25,876.62	3,203.01	94,723.38	21.46
Fund 203 - LOCAL STREETS FUND:						
TOTAL REVENUES		125,350.00	54,286.92	4,997.14	71,063.08	43.31
TOTAL EXPENDITURES		120,600.00	25,876.62	3,203.01	94,723.38	21.46
NET OF REVENUES & EXPENDITURES		4,750.00	28,410.30	1,794.13	(23,660.30)	598.11
Fund 591 - WATER FUND						
Revenues						
591-000-626	SERVICE INSTALLATION	15,000.00	1,219.06	0.00	13,780.94	8.13
591-000-642	WATER SALES	155,000.00	164,635.31	32,979.84	(9,635.31)	106.22
591-000-655	LATE PAYMENT FEES	2,000.00	3,775.00	0.00	(1,775.00)	188.75
591-000-664	INVEST INTEREST	400.00	2,289.34	248.55	(1,889.34)	572.34
591-000-665	FIRE SUPPRESSION LEASE	800.00	800.00	800.00	0.00	100.00
591-000-670	MISC INCOME	200.00	1,561.03	1,560.00	(1,361.03)	780.52
591-000-691	FUND BALANCE CONTRIBUTION	140,000.00	0.00	0.00	140,000.00	0.00
TOTAL REVENUES		313,400.00	174,279.74	35,588.39	139,120.26	55.61
Fund 591 - WATER FUND:						
TOTAL REVENUES		2,200.00	0.00	0.00	2,200.00	0.00
591-215-702	WAGES - WATER CLERK	11,000.00	8,222.15	689.61	2,777.85	74.75
591-215-703	PR TAX EXP - CLERK	1,000.00	629.05	52.76	370.95	62.91
591-215-874	RETIREMENT	450.00	314.95	24.85	135.05	69.99
591-556-702	WAGES - WATER MAINTENANCE	19,450.00	14,301.46	1,096.42	5,148.54	73.53
591-556-715	PR TAX EXP - WATER	1,500.00	1,094.08	83.88	405.92	72.94
591-556-726	SUPPLIES	2,500.00	1,823.09	116.97	676.91	72.92
591-556-730	POSTAGE	600.00	692.60	0.00	(92.60)	115.43
591-556-800	PROFESSIONAL SERVICES	800.00	0.00	0.00	800.00	0.00
591-556-801	AUDIT FEES	800.00	800.00	0.00	0.00	100.00
591-556-804	LABS & TESTING	1,000.00	2,923.75	0.00	(1,923.75)	292.38
591-556-821	ENGINEERING FEES	5,000.00	0.00	0.00	5,000.00	0.00
591-556-840	INSURANCE	4,000.00	3,475.90	78.09	524.10	86.90
591-556-853	TELEPHONE	1,600.00	1,122.08	192.73	477.92	70.13
591-556-874	RETIREMENT	800.00	465.29	54.81	334.71	58.16

GL NUMBER	DESCRIPTION	2023-24 AMENDED BUDGET	YTD BALANCE 12/31/2023	ACTIVITY FOR MONTH 12/31/2023	AVAILABLE BALANCE	% BDDT USED
Fund 591 - WATER FUND						
Expenditures						
591-556-921	ELECTRICITY	12,000.00	8,922.53	503.71	3,077.47	74.35
591-556-923	HEAT	3,600.00	3,400.32	0.00	199.68	94.45
591-556-930	REPAIRS & MAINTENANCE	56,000.00	11,286.30	99.07	44,713.70	20.15
591-556-933	SOFTWARE MAINTENANCE/SUPPORT	1,000.00	1,660.00	0.00	(660.00)	166.00
591-556-938	METER HOSTING & SOFTWARE	1,400.00	702.09	0.00	697.91	50.15
591-556-956	DUES & MISC	2,600.00	1,358.93	0.00	1,241.07	52.27
591-556-957	BANK CHARGES	400.00	369.19	22.76	30.81	92.30
591-556-959	DEPRECIATION	40,000.00	0.00	0.00	40,000.00	0.00
591-556-970	CAPITAL OUTLAY	110,000.00	65,762.58	26,000.00	44,237.42	59.78
591-556-978	EQUIPMENT RENTAL	6,000.00	4,062.33	244.23	1,937.67	67.71
591-556-991	DEBT PRINCIPLE/BOND RESERVE	18,000.00	20,000.00	0.00	(2,000.00)	111.11
591-556-995	DEBT INTEREST	8,800.00	8,249.28	0.00	550.72	93.74
TOTAL EXPENDITURES		312,500.00	161,637.95	29,259.89	150,862.05	51.72
Fund 591 - WATER FUND:						
TOTAL REVENUES		313,400.00	174,279.74	35,588.39	139,120.26	55.61
TOTAL EXPENDITURES		312,500.00	161,637.95	29,259.89	150,862.05	51.72
NET OF REVENUES & EXPENDITURES		900.00	12,641.79	6,328.50	(11,741.79)	1,404.64
Fund 661 - EQUIPMENT FUND						
Revenues						
661-000-664	INVEST INTEREST	1,200.00	2,044.92	207.67	(844.92)	170.41
661-000-668	EQUIPMENT RENTAL	70,000.00	47,537.81	1,454.88	22,462.19	67.91
661-000-691	FUND BALANCE CONTRIBUTION	75,000.00	0.00	0.00	75,000.00	0.00
TOTAL REVENUES		146,200.00	49,582.73	1,662.55	96,617.27	33.91
Expenditures						
661-215-702	WAGES - EQUIPMENT CLERK	5,200.00	4,087.20	408.72	1,112.80	78.60
661-215-715	PR TAX EXP - CLERK	400.00	312.70	31.27	87.30	78.18
661-557-702	WAGES - EQUIPMENT MAINTENANCE	13,000.00	8,500.93	487.57	4,499.07	65.39
661-557-715	PR TAX EXP - EQUIPMENT	1,000.00	650.31	37.29	349.69	65.03
661-557-726	SUPPLIES	2,000.00	1,758.80	407.77	241.20	87.94
661-557-751	FUEL & OIL	12,000.00	5,110.50	987.89	6,889.50	42.59
661-557-801	AUDIT FEES	600.00	600.00	0.00	0.00	100.00
661-557-840	INSURANCE	16,000.00	16,326.00	265.00	(326.00)	102.04
661-557-874	RETIREMENT	600.00	272.18	23.91	327.82	45.36
661-557-925	WATER	250.00	200.00	0.00	50.00	80.00
661-557-930	REPAIRS & MAINTENANCE	14,000.00	2,551.92	218.00	11,448.08	18.23
661-557-970	CAPITAL OUTLAY	79,000.00	2,999.99	0.00	76,000.01	3.80
TOTAL EXPENDITURES		144,050.00	43,370.53	2,867.42	100,679.47	30.11
Fund 661 - EQUIPMENT FUND:						
TOTAL REVENUES		146,200.00	49,582.73	1,662.55	96,617.27	33.91
TOTAL EXPENDITURES		144,050.00	43,370.53	2,867.42	100,679.47	30.11
NET OF REVENUES & EXPENDITURES		2,150.00	6,212.20	(1,204.87)	(4,062.20)	288.94

GL NUMBER	DESCRIPTION	2023-24 AMENDED BUDGET	YTD BALANCE 12/31/2023	ACTIVITY FOR MONTH 12/31/2023	AVAILABLE		% BDDT USED
					BALANCE		
	TOTAL REVENUES - ALL FUNDS	659,850.00	355,570.01	46,437.93	304,279.99		53.89
	TOTAL EXPENDITURES - ALL FUNDS	646,675.00	265,517.70	38,980.86	381,157.30		41.06
	NET OF REVENUES & EXPENDITURES	13,175.00	90,052.31	7,457.07	(76,877.31)		683.51

I am asking the Council to read this letter publicly in its entirety in the next Council meeting.

January 17, 2024

Council Members and Residents,

I am writing this regarding the STR meetings. First, there was a fact-finding committee a few years ago to assess information on what and how many STR's there were in the Village of Empire. What I understood from that report was there was no concern regarding STR's in our Village. There had never been a problem over the years previous in the Village regarding STR's.

Why this was brought up again and another committee of three was appointed to assess this again I do not know. I do believe it is causing concern that the Village Council may feel the STR's have to be regulated. I attended two of the three meetings. Other cities were brought up several times, especially Suttons Bay. I do not think that what happens in other cities, towns, etc. has anything to do with Empire. Several times with discussion in the meetings it would be said maybe, I think, might be, but not be sure about what they were discussing. They did not seem to have actual facts. There is not sufficient data to make any type of decision.

If residents are concerned, we do not bring the tourists here the National Lakeshore does. STR's just accommodate them as best we can. I believe the STR's help to make Empire a lovely place to be as they keep their properties looking genuinely nice. Also, they regulate themselves and guests so as not to be a disturbance in the Village. There are not enough housing rooms in the area to accommodate guests with the Village in the middle of the National Lakeshore. We hear many compliments about how friendly Empire is to the visitors. Guests to our STR's spend quite a bit of money in our Village. One of our guests purchases all their upcoming Christmas presents in Empire. We have two groups that stay in about four different STR's in Empire. These people met here on vacation and continue to have long term friends here. This may not happen in another town.

If the council votes to regulate STR's in some way they may hinder how the STR's run their business. I also do not think the Village Council singles out any other type of business in the Village so why the STR's? If a regulation passes what is next??? There could be a fee for no reason and not benefit the STR? There could be some type of inspection. Who knows what will be next. For our STR we are not at all in favor of any type of regulation. The STR's are just fine without any interruptions.

Ron & Ina Hacker

CASH BALANCE BY FUND - DECEMBER 2023 - FINAL

	GF -101	MSF - 202	LSF - 203	DSF - 301	WF - 591	EQF - 661	MF - 715
HUNTINGTON							
BEGINNING BALANCE	\$ -	\$ -	\$ -	\$ -	\$ 28,797.58	\$ -	\$ -
RECEIPTS	\$ -	\$ -	\$ -	\$ -	\$ 2,790.53	\$ -	\$ -
DISPERSALS	\$ -	\$ -	\$ -	\$ -	\$ (25,022.76)	\$ -	\$ -
ENDING BALANCE	\$ -	\$ -	\$ -	\$ -	\$ 6,565.35	\$ -	\$ -
SWEEP							
BEGINNING BALANCE	\$ 429,326.90	\$ 206,294.12	\$ 198,599.96	\$ -	\$ 252,337.84	\$ 213,131.24	\$ 4,103.03
RECEIPTS	\$ 411.25	\$ 197.61	\$ 190.24	\$ -	\$ 241.72	\$ 204.16	\$ 3.93
DISPERSALS	\$ (30,000.00)	\$ -	\$ -	\$ -	\$ (20,000.00)	\$ -	\$ -
ENDING BALANCE	\$ 399,738.15	\$ 206,491.73	\$ 198,790.20	\$ -	\$ 232,579.56	\$ 213,335.40	\$ 4,106.96
STATE SAVINGS							
BEGINNING BALANCE	\$ 9,096.85	\$ 28,671.36	\$ 26,475.85	\$ 17,250.10	\$ (1,834.72)	\$ 26,349.72	\$ 585.82
RECEIPTS	\$ 37,231.22	\$ 1,998.03	\$ 4,806.90	\$ 2.30	\$ 46,560.00	\$ 1,458.39	\$ 0.08
DISPERSALS	\$ (21,540.86)	\$ (3,306.33)	\$ (6,503.01)	\$ -	\$ (29,237.13)	\$ (2,867.42)	\$ -
ENDING BALANCE	\$ 24,787.21	\$ 27,363.06	\$ 24,779.74	\$ 17,252.40	\$ 15,488.15	\$ 24,940.69	\$ 585.90
FIRST NATIONAL - CD							
BEGINNING BALANCE	\$ 261,063.74	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
RECEIPTS	\$ 2,818.26	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
DISPERSALS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
ENDING BALANCE	\$ 263,882.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
GF -101 MSF - 202 LSF - 203 DSF - 301 WF - 591 EQF - 661 MF - 715							
CASH BALANCE - TREASURER	\$ 688,407.36	\$ 233,854.79	\$ 223,569.94	\$ 17,252.40	\$ 254,633.06	\$ 238,276.09	\$ 4,692.86
CASH BALANCE - CLERK	\$ 688,407.36	\$ 233,854.79	\$ 223,569.94	\$ 17,252.40	\$ 254,633.06	\$ 238,276.09	\$ 4,692.86
DIFFERENCE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
SWEEP ENDING BALANCE							
TREASURER	\$ 1,255,042.00		TREASURER	\$ 135,197.15		TREASURER	\$ 1,660,686.50
CLERK	\$ 1,255,042.00		CLERK	\$ 135,197.15		CLERK	\$ 1,660,686.50
DIFFERENCE	\$ -		DIFFERENCE	\$ -			
REC. BANK STATEMENT BALANCE	\$ 1,257,542.06		REC. BANK STATEMENT BALANCE	\$ 135,197.15			

CASH SUMMARY BY ACCOUNT FOR VILLAGE OF EMPIRE

FROM 12/01/2023 TO 12/31/2023
 FUND: 101 202 203 301 591 661 715
 CASH AND INVESTMENT ACCOUNTS

01/11/2024 02:57 PM
 User: DSMITH
 NR - Fmnlra

Fund Account	Description	Beginning Balance 12/01/2023	Total Debits	Total Credits	Ending Balance 12/31/2023
Fund 101	GENERAL FUND				
003	CERTIFICATE OF DEPOSITS	261,063.74	2,818.26	0.00	263,882.00
004	STATE SAVINGS CASH	9,096.85	37,231.22	21,540.86	24,787.21
009	SSB MM SWEEP	429,326.90	411.25	30,000.00	399,738.15
015	IMPREST (PETTY) CASH	312.50	0.00	0.00	312.50
	GENERAL FUND	699,799.99	40,460.73	51,540.86	688,719.86
Fund 202	MAJOR STREETS FUND				
004	STATE SAVINGS CASH	28,671.36	1,998.03	3,306.33	27,363.06
009	SSB MM SWEEP	206,294.12	197.61	0.00	206,491.73
	MAJOR STREETS FUND	234,965.48	2,195.64	3,306.33	233,854.79
Fund 203	LOCAL STREETS FUND				
004	STATE SAVINGS CASH	26,475.85	4,806.90	6,503.01	24,779.74
009	SSB MM SWEEP	198,599.96	190.24	0.00	198,790.20
	LOCAL STREETS FUND	225,075.81	4,997.14	6,503.01	223,569.94
Fund 301	DEBT SERVICE FUND				
004	STATE SAVINGS CASH	17,250.10	2.30	0.00	17,252.40
Fund 591	WATER FUND				
001	HUNTINGTON BANK CASH	28,797.58	2,790.53	25,022.76	6,565.35
004	STATE SAVINGS CASH	(1,834.72)	46,560.00	29,237.13	15,488.15
008	RRI ACCOUNT	19,985.87	0.00	0.00	19,985.87
009	SSB MM SWEEP	232,351.97	241.72	20,000.00	212,593.69
	WATER FUND	279,300.70	49,592.25	74,259.89	254,633.06
Fund 661	EQUIPMENT FUND				
004	STATE SAVINGS CASH	26,349.72	1,458.39	2,867.42	24,940.69
009	SSB MM SWEEP	213,131.24	204.16	0.00	213,335.40
	EQUIPMENT FUND	239,480.96	1,662.55	2,867.42	238,276.09
Fund 715	MEMORIAL FUND				
004	STATE SAVINGS CASH	585.82	0.08	0.00	585.90
009	SSB MM SWEEP	4,103.03	3.93	0.00	4,106.96
	MEMORIAL FUND	4,688.85	4.01	0.00	4,692.86
	TOTAL - ALL FUNDS	1,700,561.89	98,914.62	138,477.51	1,660,999.00

CASH BALANCE BY FUND - NOVEMBER 2023 - FINAL

	GF - 101	MSF - 202	LSF - 203	DSF - 301	WF - 591	EQF - 661	MF - 715
HUNTINGTON							
BEGINNING BALANCE	\$ -	\$ -	\$ -	\$ -	\$ 20,878.38	\$ -	\$ -
RECEIPTS	\$ -	\$ -	\$ -	\$ -	\$ 8,263.93	\$ -	\$ -
DISPERSALS	\$ -	\$ -	\$ -	\$ -	\$ (344.73)	\$ -	\$ -
ENDING BALANCE	\$ -	\$ -	\$ -	\$ -	\$ 28,797.58	\$ -	\$ -
SWEEP							
BEGINNING BALANCE	\$ 428,922.07	\$ 206,099.60	\$ 198,412.69	\$ 252,099.90	\$ 212,930.27	\$ 4,099.16	
RECEIPTS	\$ 404.83	\$ 194.52	\$ 187.27	\$ 237.94	\$ 200.97	\$ 3.87	
DISPERSALS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
ENDING BALANCE	\$ 429,326.90	\$ 206,294.12	\$ 198,599.96	\$ 252,337.84	\$ 213,131.24	\$ 4,103.03	
STATE SAVINGS							
BEGINNING BALANCE	\$ 29,607.69	\$ 27,790.41	\$ 22,723.98	\$ 29,257.24	\$ 22,292.24	\$ 24,744.75	\$ 585.77
RECEIPTS	\$ 467.63	\$ 1,830.00	\$ 4,403.92	\$ 2.59	\$ 262.66	\$ 2,765.75	\$ 0.05
DISPERSALS	\$ (20,978.47)	\$ (949.05)	\$ (652.05)	\$ (12,009.73)	\$ (24,389.62)	\$ (1,160.78)	\$ -
ENDING BALANCE	\$ 9,096.85	\$ 28,671.36	\$ 26,475.85	\$ 17,250.10	\$ (1,834.72)	\$ 26,349.72	\$ 585.82
FIRST NATIONAL - CD							
BEGINNING BALANCE	\$ 261,063.74	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
RECEIPTS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
DISPERSALS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
ENDING BALANCE	\$ 261,063.74	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	GF - 101	MSF - 202	LSF - 203	DSF - 301	WF - 591	EQF - 661	MF - 715
CASH BALANCE - TREASURER	\$ 699,487.49	\$ 234,965.48	\$ 225,075.81	\$ 17,250.10	\$ 279,300.70	\$ 239,480.96	\$ 4,688.85
CASH BALANCE - CLERK	\$ 699,487.49	\$ 234,965.48	\$ 225,075.81	\$ 17,250.10	\$ 279,300.70	\$ 239,480.96	\$ 4,688.85
DIFFERENCE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
SWEEP ENDING BALANCE							
	MSF - 202	LSF - 203	DSF - 301	WF - 591	EQF - 661	MF - 715	
TREASURER	\$ 1,303,793.09						
CLERK	\$ 1,303,793.09						
DIFFERENCE	\$ -						
REC. BANK STATEMENT BALANCE	\$ 1,303,793.09						
		MSF - 202	LSF - 203	DSF - 301	WF - 591	EQF - 661	MF - 715
TREASURER		\$ 106,594.98					
CLERK		\$ 106,594.98					
DIFFERENCE		\$ -					
REC. BANK STATEMENT BALANCE		\$ 106,594.98					
TOTAL CASH ALL FUNDS							
TREASURER		\$ 1,700,249.39					
CLERK		\$ 1,700,249.39					
DIFFERENCE		\$ -					
REC. BANK STATEMENT BALANCE		\$ 1,700,249.39					

CASH SUMMARY BY ACCOUNT FOR VILLAGE OF EMPIRE
FROM 11/01/2023 TO 11/30/2023
FUND: 101 202 203 301 591 661 715
CASH AND INVESTMENT ACCOUNTS

Fund Account	Description	Beginning Balance 11/01/2023	Total Debits	Total Credits	Ending Balance 11/30/2023
Fund 101	GENERAL FUND				
003	CERTIFICATE OF DEPOSITS	261,063.74	0.00	0.00	261,063.74
004	STATE SAVINGS CASH	29,607.69	467.63	20,978.47	9,096.85
009	SSB MM SWEEP	428,922.07	404.83	0.00	429,326.90
015	IMPREST (PETTY) CASH	312.50	0.00	0.00	312.50
	GENERAL FUND	719,906.00	872.46	20,978.47	699,799.99
Fund 202	MAJOR STREETS FUND				
004	STATE SAVINGS CASH	27,790.41	1,830.00	949.05	28,671.36
009	SSB MM SWEEP	206,099.60	194.52	0.00	206,294.12
	MAJOR STREETS FUND	233,890.01	2,024.52	949.05	234,965.48
Fund 203	LOCAL STREETS FUND				
004	STATE SAVINGS CASH	22,723.98	4,403.92	652.05	26,475.85
009	SSB MM SWEEP	198,412.69	187.27	0.00	198,599.96
	LOCAL STREETS FUND	221,136.67	4,591.19	652.05	225,075.81
Fund 301	DEBT SERVICE FUND				
004	STATE SAVINGS CASH	29,257.24	2.59	12,009.73	17,250.10
Fund 591	WATER FUND				
001	HUNTINGTON BANK CASH	20,878.38	8,263.93	344.73	28,797.58
004	STATE SAVINGS CASH	22,292.24	262.66	24,389.62	(1,834.72)
008	RRI ACCOUNT	19,985.87	0.00	0.00	19,985.87
009	SSB MM SWEEP	232,114.03	237.94	0.00	232,351.97
	WATER FUND	295,270.52	8,764.53	24,734.35	279,300.70
Fund 661	EQUIPMENT FUND				
004	STATE SAVINGS CASH	24,744.75	2,765.75	1,160.78	26,349.72
009	SSB MM SWEEP	212,930.27	200.97	0.00	213,131.24
	EQUIPMENT FUND	237,675.02	2,966.72	1,160.78	239,480.96
Fund 715	MEMORIAL FUND				
004	STATE SAVINGS CASH	585.77	0.10	0.05	585.82
009	SSB MM SWEEP	4,099.16	3.87	0.00	4,103.03
	MEMORIAL FUND	4,684.93	3.97	0.05	4,688.85
	TOTAL - ALL FUNDS	1,741,820.39	19,225.98	60,484.48	1,700,561.89



Village of Empire
11518 S. LaCore Street | P.O. Box 253
Empire, Michigan 49630-0253

[Village of Empire \(leelanau.gov\)](http://Village of Empire (leelanau.gov))

231-326-5353

za@villageofempire.com

STAFF REPORT DECEMBER 2023

This report is meant to provide a snapshot of activity, typically for the previous reporting period. The intended distribution channel is from the ZA to the Planning Commission, and then via the Planning Commission liaison to the Village Council. While it will not detail every interaction, it will provide a synopsis of planning and zoning related activity that is taking place.

There was no immediate contact with representatives of Cherry Republic regarding 'proposed' expansion / merger of existing operations after their presentation to the Planning Commission on December 13th.

Land Use Permit (zoning) Activity (year-to-date summary)

PERMIT #	TYPE	ZONE	PARCEL ID #	NAME(last)	NAME(first) - BLDG	SITE ADDRESS / LOCATION
2023-01	ND	PUD	45-041-550-059-00	McNutt, Stephen and Sharon-Pathway Homes		9974 W. South Street
2023-02	SIGN	G-RES	45-041-719-011-00	St. Philip Neri Catholic Church		11411 S. LaCore Street
2023-03	FM-MKT	FSD	45-041-824-009-10	Leelanau Farmers Markets Baril, Bob		N/A - West Front Street
2023-04	RA	G-RES	45-041-824-052-00	Greisiger, Joe		11472 S. Lacore Street
2023-05	RA	PUD	45-041-550-005-00	Evans, James and Kaye		9888 Wilce Street
2023-06	TEMP	REC-CON	WITHDRAWN	Quinn, Robert - Benzie Community Band		Niagra Street- S. Bar Lake
2023-07	RA	V-RES	45-041-702-018-00	Jacob, Karen and Cortright, David		10138 W. Wilce Street
2023-08	SIGN	FSD	45-041-702-022-00	Glen Lake Community Library		10115 N Front Street
2023-09	FENCE	G-RES	45-041-719-011-00	St. Philip Neri Catholic Church		11411 S. LaCore Street
2023-10	ND	PUD	45-041-325-065-00	Ford, Carey		11757 S. Roen Road
2023-11	RA	VR	45-041-300-058-00	Weber, Tima and Beth		11857 S. Lake Street
2023-12	RAD	G-RES	45-041-200-002-00	Schueler, Guy and Nikki		11231 S. LaCore Street
2023-13	RA	PUD	45-041-550-020-00	Greenwoods of MI, LLC-Ernst, Dan and Jeanne		11914 S. Ontario Street
2023-14	ADU	G-RES	45-041-824-037-00	Chase, Robert and Linda		11364 LaCore Street
2023-15	C-ACC	G-COR	45-041-719-003-01	Blarney Castle EZ Mart		9988 W. Front Street
2023-16	DECK	G-RES	45-041-730-003-00	Palmer, Sue		12089 S. Wood Street
2023-17	FENCE	G-RES	45-041-103-011-00	Stacewicz, Ricahard and Goethals, Ann		10125 Washington Street
2023-18	SPR	G-COR	45-041-036-00 and 049-00	VanEsley, Joseph and Elizabeth		10017 W. Front Street
2023-19	ADA	G-RES	45-041-703-007-00	Baker, Trish - North Coast Cont.		10185 W. Wilce Street
2023-20	ND	G-RES	45-041-500-045-00	Heart & Homes LLC		11530 S. Crescent Drive
2023-21	ND	G-RES	45-041-500-046-00	M22 Development		11524 S. Crescent Drive
2023-22	ND	G-RES	45-041-500-048-00	M22 Development		11512 S. Crescent Drive
2023-23	ND	G-RES	45-041-400-049-00	M22 Development		11506 S. Crescent Drive
LD-2301	LD	PUD	45-041-450-007-00	Ford, Carey and Surber, Don-Trust		Lots 7 and 10 of Storm Hill Subdivision

R



Request for Council Action

An application has been received to perform a lot line adjustment and-or to relocate boundaries of 2 adjoining lots of The Storm Hill platted subdivision. The affected lots are: 45-041-450-010-00 and 45-041-450-007-00 (see attached report labeled as STORM HILL)

FEES:

It is often helpful to review the permitting fee structure on a regular basis. Remember, fees should 'approximate' the 'actual' cost of reviewing, processing, and / or issuing the requested permit application. Additionally, some applications require extraordinary review by outside consultants such as planners, engineers, attorneys, and other specialized individuals based upon the scope of the particular project.

Here's an article specific to [setting PERMIT FEES](#) that you may find useful. Note A, B, and C on page #3 and top of page #4 for a discussion on fee proportioning.

Short-Term Rentals

As a follow-up to the November report, please see [THIS VIDEO](#). There is a brief discussion towards the end (starting at 26:30) regarding STR's.

Sincerely,



Robert (Bob) Hall
Village of Empire – Zoning Administrator



Meeting:	January 23, 2024
Subject:	Attorney Update to Council
Author:	Sue Palmer

Overview:

The attorney, Brad Wierda, appointed to the Village has reached a Settlement Agreement regarding the lawsuit against the Village of Empire and the Village President.

Action Requested

Mr. Wierda will review the Settlement Agreement, answer any questions from Council and seek a vote by Council to accept or reject the Settlement Agreement.

RELEASE AND SETTLEMENT AGREEMENT

NOW COME TERRANCE BACON ("Plaintiff"), and THE VILLAGE OF EMPIRE ("Empire") and EMPIRE VILLAGE PRESIDENT SUE PALMER ("President") (collectively "Defendants") and agree as follows:

1. Plaintiff sued Defendants in Leelanau County Circuit Court, Case No. 23-11106-CZ, alleging that Defendants violated the Freedom of Information Act ("FOIA") and the General Law Village Act ("GLVA") by failing to produce public records and writings of a village officer which Plaintiff requested.
2. After the lawsuit was filed, Defendants, through their attorneys, produced an electronic copy of an Excel spreadsheet titled "Meetings through March 2023" and also produced an electronic copy of a Word document titled "Notes for Appointment to WWStudy Task Force".
3. Plaintiff requested both of those electronic documents through FOIA as well as a document from which President read during a March 28, 2023 Empire Village Council meeting. Defendants have made a diligent search for an electronic copy or a hard copy of this third document but have been unable to locate it. Defendants are not presently aware of anyone who has a copy of that document or of any way to locate that document.
4. Defendants acknowledge that the electronic and hard copy records identified in the lawsuit are/were "public records" as defined by the FOIA and writings of a village officer prepared, possessed, and used in the performance of an official function and are required by the FOIA and the GLVA to be made available to the public in compliance with the FOIA. Those records related to President's intended appointments (including all five persons) to a Wastewater Study Update Citizen Task Force at a March 28, 2023 Village Council meeting.
5. President states that, to the best of President's knowledge and information, she destroyed the third document on or after March 28, 2023 and prior to Plaintiff's first FOIA request. President's best recollection is that she printed the portion of the third document which she read at the March 28, 2023 meeting and provided the portion to the Village on or about March 29. At or around that same time, President created the new Word document which consisted of the portion of the third document which she read at the March 28, 2023 meeting and which has subsequently been produced to Plaintiff in both electronic (produced after the filing of the lawsuit) and hard copy (produced in response to the FOIA request before the lawsuit was filed) format. Details from that electronic file appear to indicate that document was created on March 31, 2023. A copy of a printout from this Word File is attached as Exhibit 1.

VC 1/23/24

6. President acknowledges that the Excel spreadsheet is not identical to the hard copy which was provided to Plaintiff in June, 2023. President does not know exactly why that is the case but believes it is most likely that she failed to save the version of the document which she printed for the March 28, 2023 meeting. President represents that, despite making a good faith effort, she has been unable to retrieve/recover this electronic version that she printed and possessed at the March 28 meeting. President discovered after the lawsuit was filed that the final version of the March 28 spreadsheet had not been saved. Defendants are not presently aware of anyone who has a copy of that electronic file or of any way to locate that electronic file. A printed copy of the Excel computer spreadsheet (limited to the part relating to the March 28, 2023 meeting) is attached as Exhibit 2.
7. President has no recollection, knowledge, or information that anyone other than President was aware, before commencement of this lawsuit, of President's destruction of the hard copy document and electronic Word file described in ¶3 and as the "third document" and the failure to save the Excel electronic file's final spreadsheet version, as described in ¶6.
8. President acknowledges that it appears that the Excel electronic file produced as described in ¶2 was printed on June 12, 2023, four days after Plaintiff's first FOIA request. President has no recollection of that printing including what was printed.
9. Defendants agree to pay Plaintiff Seven Hundred Fifty and 00/100 Dollars (\$750.00) within twenty-eight (28) days of the execution of this Release and Settlement Agreement. Receipt of the Seven Hundred Fifty and 00/100 Dollars (\$750.00) payment is a condition for the release.
10. For the sole consideration of the payment specified above, the production of the documents as set forth above, and the representations contained in this Release and Settlement Agreement, the receipt of the documents including the promise and condition of payment, the sufficiency of which is hereby acknowledged, and the Stipulation and Order for Dismissal, Plaintiff and Defendants hereby mutually release and forever discharge each other, their agents, officers, employees, representatives, attorneys, indemnitors, insurers, and/or assigns, from any and all claims, demands, damages, actions, causes of action or suits for money damages or equitable relief, either past, present, or future, having to do with the FOIA requests which is the subject of the lawsuit filed in the Circuit Court for the County of Leelanau, Case No. 23-11106-CZ, except for any claims based on this Release and Settlement Agreement.
11. The parties agree to execute a Stipulation and Order for Dismissal without Prejudice and without costs or attorney fees in the above-referenced litigation which order will resolve all claims and close the case. The proposed Stipulation and Order for Dismissal is attached as Exhibit 3.

12. The parties further declare that no promise, inducement, or agreement not herein expressed has been made by the above Releasees concerning the claim referred to above and that this Release and Settlement Agreement contains the entire agreement between the Plaintiff and the above Releasees and that the terms of this Release are contractual and not a mere recital.
13. The parties state that the terms of this settlement have been completely read and are fully understood and voluntarily accepted for the purpose of making a full and final compromise adjustment and settlement of any and all claims, disputed or otherwise, on account of the injuries and damages above mentioned, and for the express purpose of precluding forever any further or additional claims arising out of the aforesaid incidents. The parties states that they do not rely upon any statement or representation of any other person representing them or any of them, concerning the nature, extent, or duration of any injuries, damages or losses or the legal liability therefrom.
14. This release contains the **ENTIRE AGREEMENT** between the parties hereto and there is absolutely no agreement on the part of any person, firm or corporation to make any payment or to do any act or thing other than is herein expressly stated.
15. This Release and Settlement Agreement may be signed (including by electronic signature) in duplicate such that, combined, they represent the signatures of all as to this Agreement.
16. Those signing for the Village of Empire represent that they have been authorized by the Empire Village Council, by vote taken in compliance with the Open Meetings Act, to sign this Release and Settlement Agreement on behalf of the Village of Empire.

Terrance R. Bacon

Dated: _____

Sue Palmer, President of the Village of Empire

Dated: _____

Village of Empire
By: Derith Smith, Clerk of the Village of Empire

Dated: _____

Village of Empire
By: Sue Palmer, President of the Village of Empire

Dated: _____

Village of Empire Meeting Documentation

Date: 1/16/2024	
Meeting Date: 1/23/2024	Meeting: January Regular Meeting
Topic: Asset Mapping Group recommendations	Submitted by: Maggie Bacon (on behalf of the Asset Map Task Force)

Overview:

During the September 26, 2023, regular meeting of the Village Council, 6 members of the community were appointed to serve on a Citizen Engagement Task Force with a charge create an asset map that:

1. Determined the boundaries for the map
2. Determine the types of assets to be included
3. Create a list of groups and organizations
4. Create a list of individuals
5. Create a list of natural resources
6. Organize the assets on a map

At the December 2023, meeting of the Village Council, the task force provided a report to the Council. In completing their work, they identified the type of assets to be included and then set about finding a way to organize the groups/organizations and natural resources. In the end, they changed the broad categories to: Natural Resources, Community Resources, and Economic Assets (see attached map). In addition, they provided color coded maps of the various areas of the Village that include the boundaries. During that meeting with the Council, they shared, "we are not done, there is more to do" including finding the right process of identifying individuals and defining what comes next.

Action: They are requesting a few minutes of the Council's time at the January regular meeting as a presentation (toward the beginning of the meeting) to discuss their recommendation for moving forward and continuing their work.



Meeting:	January 23, 2024
Subject:	Rules of Procedure Review
Author:	Sue Palmer

Overview:

Council has been spending a huge amount of time stepping through the Rules of Procedure. In the interest of completing this review, I am attaching the ROP with changes previously approved by Council. The updates, along with changes from 6.7 to the end of the document are attached.

My updates are in red. I have also added a Table of Contents.

Action Requested

Council to:

- Review the Rules of Procedure
- Prepare to provide your input/requested changes at our work session on February 8, 2024.



1.	<i>Meetings</i>	4
1.1.	Regular and Work Session Meetings	4
1.2.	Special Meetings	4
1.3.	Public Hearings	4
1.4.	Place of Meeting	5
1.5.	Time of Meetings	5
1.6.	Ending of Meetings	5
2.	<i>Public Notice of Meetings</i>	5
2.1.	Regular and Work Session Meeting Schedule	5
2.2.	Rescheduled Meetings	5
2.3.	Emergency Special Meetings	6
3.	<i>Record of Meetings</i>	6
3.1.	Recording Responsibility	6
3.2.	Minutes - Work Session, Regular, Special and Closed Session Meetings	6
3.3.	Communications	7
3.4.	Public Access to Meeting Materials and Minutes – This needs to be reviewed and written by our attorney.	7
3.5.	Recording of Meetings and Disposition of Tapes.	7
4.	<i>Closed Meetings</i>	7
4.1.	Purpose and Procedure	7
4.3	Minutes of Closed Session	8
5.	<i>Public Hearing Process</i>	8
6.	<i>Conduct of Meeting</i>	8
6.1.	Agenda, Agenda Documentation for Work Session, Regular or Special Meetings	8
6.2.	Agenda Documentation	9
6.3.	Amending Approved Agenda	10
6.4.	Presentations	10
6.5.	Meeting Deadlines for Submission	10
6.6.	Consent Agenda	10
6.7.	Regular Meeting Agenda	10
6.8.	Work Session Meeting Purpose	11
6.9.	Work Session Agenda	11

6.10.	Agenda/e-Packet Distribution	11
6.11.	Special Meeting Agenda	11
6.12.	Chair	12
6.13.	Duties of Chair (New)	12
6.14.	Quorum	12
6.15.	Attendance at Council Meetings	12
6.16.	Council Civility	12
6.17.	Council Discussion and Debate	12
6.18.	Disorderly Conduct at Meetings	13
7.	Public Comment and Participation	13
7.1.	General	13
7.2.	Length of Public Comment	14
7.3.	Addressing the Council	14
8.	Parliamentary Procedure	14
8.1.	Motions, Resolutions, and Ordinances	14
8.2.	Non-debatable Motions	14
9.	Voting	14
9.1.	Duty to Vote	14
9.2.	Conflict of Interest and Abstention from Voting	15
9.3.	Roll Call Votes	15
9.4.	Results of Voting – (New)	15
10.	Appointments	16
10.1.	President Pro Tempore Appointment	16
11.	Committees	16
11.1.	Standing Committees of Council	16
11.2.	Special Committees of Council	16
11.3.	Public Notice of Committee Meetings	16
11.4.	Committee Authority	16
11.5.	Citizens Task Forces	17
12.	Authorization for Contacting Village Professional Service Providers	17
13.	Amendment of Council Rules of Procedure	17

Empire Village Council

Rules of Procedure

Introduction: The General Law Village Act requires the Village to adopt rules of its own proceedings. These Rules of Procedure are a tool to assist and enhance the orderly, cooperative conduct of Village business by the Council. The Rules are not intended and shall not be applied as a basis to invalidate good faith action by the Council and/or its members, if such action does not violate the laws of the State of Michigan. The absence of a timely objection that a Rule of Procedure is being violated demonstrates good faith in the action taken.

1. Meetings

1.1. Regular and Work Session Meetings

The Regular Meetings of the Council shall be held on the fourth Tuesday and the Work Session meetings shall be held on the second Thursday of each month unless those days are a holiday. Each February, the Council shall approve the Regular and Work Session meeting schedule for the following fiscal year of March 1st through February 28th, including any exceptions for holidays. Said schedule shall be posted no later than 10 days following the first meeting in March.

1.2. Special Meetings

A Special Meeting is any meeting of the governing body other than those called for in paragraph 1.1. Upon the request of the President or any three members of the Council, the Clerk/Deputy Clerk shall call a Special Meeting. Every Councilmember will be notified by email and a phone call of a Special Meeting being scheduled and notice of Special Meetings shall be posted at least 18 hours in advance of the meeting. Special Meeting notices shall contain the date, time, place and purpose of the meeting. No official action shall be transacted at any Special Meeting unless the item has been stated in the notice of the meeting.

1.3. Public Hearings

A Public Hearing is a meeting designed specifically to receive input from the public on a single issue. Public Hearings shall be scheduled, and due notice given in accordance with the provisions of the applicable act or ordinance. The hearing may be before, during, or after a regular meeting or may be at a special meeting called specifically for that purpose.

Public hearings are a legal requirement for some matters, such as:

- a. Adoption of the budget and
- b. Changing the zoning ordinance

Even if not required any law, a public hearing helps the Village Council understand how their residents feel about a particular issue and why they feel that way.

Public Hearings that are scheduled as part of a Regular Meeting shall follow the procedures outlined in Section 5, Public Hearing Process.

1.4. Place of Meeting

All Work Session, Regular and Special Meetings of the Council will be held at the Empire Township Hall, 10088 W. Front Street. A majority of the Council may designate a different place for any Work Session, Regular or Special Meeting. Alternatively, the Clerk/Deputy Clerk, with the consent of the President, may change the meeting to another location. As required by law, a notice of the change shall be prominently posted on the door of the Township Hall, at the Village Office, at the Village kiosk next to the Post Office and at the Glen Lake Community Library. As time and technology allow, such notice will be posted on the Village website with notification of the posting sent out via the email blast system sent to those who have specifically requested such notification.

1.5. Time of Meetings

All Work Session and Regular Meetings of the Council will begin at 7:00 p.m., unless the Council, by a majority vote, sets a different starting time. The time of any Special Meeting shall be included in the meeting notice.

1.6. Ending of Meetings

At Work Session and Regular Meetings of the Council, items of business shall be completed by 9:00 p.m. to allow time for public comment and an adjournment time of 9:30 p.m. At the appointed hour, Council shall immediately adjourn unless the Council, by majority vote, extends the meeting or members of the public are present and wish to speak as part of the public comment section of the agenda.

2. Public Notice of Meetings

2.1. Regular and Work Session Meeting Schedule

As required by law, the Clerk/Deputy Clerk shall post a notice of Work Session and the Regular Meeting schedule for the fiscal year at the Village Office. Additionally, it will be posted on the Village website and the Kiosk next to the Post Office. The notice shall indicate the dates, times and places of the Work Session and Regular Meetings scheduled.

As time and technology allow information about individual meetings will be added to the website. That information may include the agenda, meeting materials and other pertinent documents. Notification of the posting of that information will be sent out via the email blast system to those who have specifically requested such notification.

2.2. Rescheduled Meetings

As required by law, for a rescheduled Work Session, Regular or Special Meetings of the Council, the Clerk/Deputy Clerk shall post a public notice at least 18 hours before the meeting at the Village Office. Additionally, it will be posted on the Village website, the Village kiosk next to the

Post Office and the Glen Lake Community Library. The notice shall state the date, time, place and purpose of the meeting.

As time and technology allow information about rescheduled meetings will be added to the website and sent via email blast to those who have specifically requested to receive such notification.

2.3. Emergency Special Meetings

The notice described above in Section 2.2 is not required for an emergency session of Council in the event of a severe and imminent threat to the health, safety, or welfare of the public when two-thirds of the members of the Council determine that delay would be detrimental to the Village's efforts in responding to the threat.

3. Record of Meetings

3.1. Recording Responsibility

The Clerk shall attend the council meeting and record all the proceedings and resolutions of the council. In the absence of the clerk, the council may appoint one of its own members or another person to temporarily perform the clerk's duties.

The Clerk shall not be responsible for maintaining a verbatim report of all the discussion or comments of the Council or members of the public made at Council meetings.

3.2. Minutes - Work Session, Regular, Special and Closed Session Meetings

Minutes shall be taken as defined in the Open Meetings Act 15.269 Section 9 as follows:

- a. Each public body shall keep minutes of each meeting showing the date, time, place, members present, members absent, any decisions made at a meeting open to the public, and the purpose or purposes for which a closed session is held. The minutes shall include all roll call votes taken at the meeting. The public body shall make any corrections in the minutes at the next meeting after the meeting to which the minutes refer. The public body shall make corrected minutes available at or before the next subsequent meeting after correction. The corrected minutes shall show both the original entry and the correction.
- b. Minutes are public records open to public inspection, and a public body shall make the minutes available at the address designated on posted public notices pursuant to Section 4. The public body shall make copies of the minutes available to the public at the reasonable estimated cost for printing and copying.
- c. A public body shall make proposed minutes available for public inspection within 8 business days after the meeting to which the minutes refer. The public body shall make approved minutes available for public inspection within 5 business days after the meeting at which the minutes are approved by the public body.
- d. A public body shall not include in or with its minutes any personally identifiable information that, if released, would prevent the public body from complying with section

444 of subpart 4 of part C of the general education provisions act, 20 USC 1232g, commonly referred to as the Family Educational Rights and Privacy Act of 1974.

3.3. Communications

All written (physical or electronic) communication received by the Council or an individual Council Member from a member of the public shall be provided to the Clerk. Acknowledgement of the receipt of each communication, its author and subject shall be announced when discussing "Communications" at the Regular Meeting of the Council. The communication or a summary shall be read at that time, unless waived by the author or if no member of council asks that it be read or summarized.

3.4. Public Access to Meeting Materials and Minutes – This needs to be reviewed and written by our attorney.

Per the General Law Village Act, 65.5 Section 5 (4) A writing prepared, owned, used, in the possession of, or retained by the council or by the clerk, treasurer, or other officer of the village in the performance of an official function must be made available to the public in compliance with the freedom of information act, 1976 PA 442, MCL 15.231 to 15.246.

~~All minutes and meeting materials, except for those deemed privileged or confidential, shall be available for public inspection at the Village Office during regular business hours. Council Members shall turn into the Clerk for proper filing, any personal notes, writings, drawings, etc. when said items are used in a meeting or referred to in a meeting.~~

3.5. Recording of Meetings and Disposition of Tapes.

Council meetings are audio recorded to assist the Clerk/Deputy Clerk in preparing the minutes of meetings. Audio recordings are not to be considered the official record of a Council meeting. Audio recordings of meetings are considered public records and shall be available to the public upon request. Members of the public may request a copy of the audio recording, using their own storage device, the day following the meeting. The Village offers no guarantee as to the quality of said recording. The audio recording shall be recycled or disposed of 6 months after the Council approves the written minutes.

4. Closed Meetings

4.1. Purpose and Procedure

A roll call vote and purpose for calling a Closed Meeting must be recorded in the minutes of a Work Session, Regular or Special Meeting. Upon a 2/3 roll call vote of the total number of members of the Council (not just the members present), The Council may call a closed meeting for any of the following reasons:

- a. To consider the purchase or lease of real property
- b. To consult with its attorneys regarding trial or settlement strategy in connection with specific pending litigation, but only when an open meeting would have a detrimental financial effect on the litigating or settlement position of the Council.

- c. To review contents of an application for employment or appointment, but only when the candidate requests confidentiality. However, an interview must be conducted in an open meeting.
- d. To consider material specifically exempt from discussion or disclosure by state or federal statute.

Upon a simple majority roll call vote of the total number of members of Council (not just the members present), the meeting may go into a closed session for the following reasons:

- a. To consider the dismissal, suspension, or disciplining of, or to hear complaints or charges brought against, or to consider a periodic personnel evaluation of, a public officer or employee, staff member, or individual agent, but only when the named person requests a closed session.
- b. For strategy and negotiation sessions connected with the negotiation of a collective bargaining agreement if/when either negotiating party requests a closed hearing.

4.3 Minutes of Closed Session

The Clerk/Deputy Clerk shall take a separate set of minutes at the closed session. These minutes **and any** audio of the closed session will be retained by the Clerk and shall not be available to the public. Minutes of a Closed Meeting shall only be disclosed if required by a civil action, as authorized by the Michigan Open Meetings Act. These minutes, the audio recording and any attachments may be destroyed one year and one day after approval of the minutes of the Regular or Special Meetings at which the closed session was approved.

5. Public Hearing Process

The Chair begins each Public Hearing by calling the meeting to order, taking the roll and explaining the purpose of the hearing and the rules of public conduct. Following the briefing, the Chair opens the hearing to receive written and oral comments. Section 6.14 applies to the length of each person's comments and rules regarding written comment.

After all persons have had the opportunity to speak, the Chair shall call the hearing adjourned. No action may be taken by the Council during a public hearing, but the matter may be placed on the Regular Meeting agenda or Special Meeting notice for possible action.

6. Conduct of Meeting

6.1. Agenda, Agenda Documentation for Work Session, Regular or Special Meetings

The ~~Village~~ President and Council members may introduce an agenda item for inclusion in the agenda. Upon review of the requests submitted, the ~~Village~~ President sets the agenda.

The President shall have the authority:

- a. to request additional documentation for agenda items,
- b. to move items to future meetings to ensure smooth, productive meetings and,

- c. may opt to deny an agenda item coming before the Council that has been decided upon within the previous 6 months.

The Council, by majority votes, shall have the ability to overrule the President's decision regarding agenda items during the meeting discussion "Changes and Additions to the Agenda".

The President, in consultation with Council Members, Department Heads or the Village Office Personnel, shall ensure the wording for each agenda item provides a clear description of expected discussion and/or action, so the public is aware of the issue being discussed and what action the Council may take during that discussion.

6.2. Agenda Documentation

All Council members shall submit a standardized form (see below) as part of their request for agenda items. The form provides information about the issue for the Council and the public.

- a. What the issue, question or problem is related to the topic
- b. Provide a brief overview of research or history completed by the Council member making the request.
- c. Possible actions the Council. Any consideration related to the topic.



Village of Empire Meeting Documentation

Meeting Date:

Agenda Item:

Requestor:

Overview/Statement of Agenda Item:

Recommendations:

6.3. Amending Approved Agenda

After an agenda has been adopted by the Council, no change can be made except by a two-thirds vote of the members present or unanimous consent.

6.4. Presentations

Presentations may be added to a Work Session or Regular Meeting if approved by council at a prior meeting. Presentations shall follow the communications agenda and be followed by public comment on presentations to allow the public to respond to the presentation. Presenters and those providing public comment are expected to address their remarks to the meeting Chair.

6.5. Meeting Deadlines for Submission

Council Members and office administrators shall have agenda items submitted to the village office for inclusion on the agenda as follows:

- a. Work Session - noon on the Thursday preceding each Work Session meeting
- b. Regular Meeting - noon on the Tuesday preceding each Regular meeting

6.6. Consent Agenda

A Consent Agenda contains routine items which do not need further discussion. The whole group of items is approved in one motion and one roll call vote. If discussion of an item is desired, it can be removed from the consent agenda and discussed immediately after approval of the consent agenda or in its normal sequence on the agenda.

6.7. Regular Meeting Agenda

An agenda shall be prepared for each Regular council meeting with the following order of business as applicable.

Call to Order and Pledge of Allegiance
Roll Call
Public Hearings (when applicable)
Changes or Additions to the Agenda
Adoption of Agenda
Public Comment on Agenda Items
Consent Agenda
Review of Financial Statements
Approval of Minutes
Approval of Payment of Bills
Communications
Presentations (if applicable)
Public Comment on Presentation
Department Head Reports
Council Member/Committee Reports
Old Business

New Business
Public Comment
Council Member Comments
Adjournment

6.8. Work Session Meeting Purpose

Work Sessions are vehicles for addressing major issues more effectively and will usually take place prior to a Regular Meeting. They can provide opportunities for members to focus on long-term decisions rather than the day-to-day management issues that confront the village. They also make Regular Meetings more productive and shorter. Work sessions can also help members relate better to one another because of the greater informality of such sessions. Only matters of immediate importance will be voted on at a Work Session. Most generally, no decisions are made during a Work Session.

6.9. Work Session Agenda

An agenda shall be prepared along with relevant experts/speakers invited (as necessary) for each Work Session with the following order of business:

Call to Order and Pledge of Allegiance
Roll Call
Adopt the Agenda
Public Comment on Agenda Items
Approve Minutes
Urgent Action Items (should be used rarely)
Old Business
New Business
Public Comment
Adjournment

6.10. Agenda/e-Packet Distribution

All Agenda/e-Packet materials shall be dated and distributed to Council members via email, website or available to be picked up in the office. Deadlines for such material shall be as follows:

- a. Regular Meeting – No later than the Friday prior to the Tuesday meeting.
- b. Work Session Meeting – No later than the Monday prior to the Thursday meeting

Documents in draft form (e.g., budgets, financials, ordinances, etc.) shall be labeled as such, with a version number and last date they were changed.

6.11. Special Meeting Agenda

The agenda of a Special Meeting will consist only of the matters so stated in the notice of the meeting.

6.12. Chair

The President shall **preside at all Council meetings. The President Pro Tempore shall preside in absence of the President.** If both the President and President Pro Tempore are absent, the longest serving member of Council shall preside. **All matters to come before the meeting shall be addressed to the Chair.**

6.13. Duties of Chair (New)

The Chair shall preserve order and decorum at all meetings of Council. The Chair shall state every question coming before the Council, announce the decision of the Council on all subjects, and decide all questions of order.

6.14. Quorum

Four members of the Council shall constitute a quorum for the transaction of business at all Council meetings. In the absence of a quorum, a lesser number may adjourn a meeting to a later time or date, providing appropriate public notice.

6.15. Attendance at Council Meetings

Election to the Council is a privilege freely sought by the nominee. It carries with it the responsibility to participate in Council activities and represent the residents of the Village. Attendance at Council meetings is critical to fulfilling this responsibility.

No member of the Council may be absent from a Regular or Work Session meeting without first notifying the Village Office, President or Clerk. Members who are unable to attend a Special Meeting shall inform the person planning the meeting, so it can be ensured that a quorum will be present at the meeting.

6.16. Council Civility

Regardless of the actual relationships among Council Members outside of Council meetings, the general atmosphere of any Council meeting should be relaxed, friendly, efficient, and dignified. Sarcasm, innuendoes, exclamations, and name calling are not appropriate. This does not mean misinterpretations, distortions, and challenges should be left unanswered. They should be answered. However, they should address the facts rather than the qualities, or lack of them, of the person being addressed. No performance issues of any officer or staff member shall be discussed unless the issue is properly noticed on the agenda and the officer or staff member has been given proper notice and the option to request a closed session.

6.17. Council Discussion and Debate

Council member discussion **and debate** shall keep **in mind the following items.** ~~the following in mind:~~

- ~~a. During Council discussion and debate, the member~~ **Council members** shall confine discussion **and debate** to the question at hand and to its merits and shall not be interrupted, except by a point of order or privilege, raised by another member.

- ~~a.b.~~ In the interest of time, Council members should summarize their discussion and debate so all Council members have time for response.
- ~~b.c.~~ As the public has not been properly noticed, Council Members shall refrain from introducing ~~a-any~~ new topic or issue. ~~during discussion of the question at hand. As the public has not been properly noticed of this new topic or issue, no discussion or action may occur.~~
- ~~e.d.~~ No member shall be recognized to speak a second time until all members ~~wishing to have had an opportunity to speak. a first time have been recognized.~~
- ~~d.e.~~ ~~Speakers Council Members should shall~~ maintain a professional demeanor.
- ~~e.f.~~ Questions by ~~if~~ Council Members ~~have a question for a Department Head (or anyone else) during Council discussion of an~~ regarding an agenda item **for any person, may be made (other than Department Head reports), the President shall decide after all Council Members have had an opportunity to speak and at the discretion of the President. ,if the Department Head will be recognized to answer any questions raised by Council.**

6.18. Disorderly Conduct at Meetings

The Chair may call to order any person who is being disorderly. Disorderly conduct includes, for example, speaking when not recognized by the Chair, disrupting the proceeding by speaking off topic, by speaking longer than the allotted time, or by using vulgar language.

If a person is called out of order, they shall be seated and not be permitted to continue to speak at the same meeting except by special leave of the Chair or the Council. A person who continues to disregard being called out of order is deemed to have committed a breach of peace. A person who commits a breach of peace at a meeting may be excluded from the meeting, but a person may not be excluded from a meeting for any other reason.

Rewritten in 7. below ~~Old 6.14 Public Comment A person may address the Council at the time it is considering public comments and may address the Council, at the discretion of the Chair, during Council's consideration of an item of business. Members of the public at a meeting shall not speak unless recognized by the Chair; when addressing the Council, the speaker may state their name for the public record. Comments should be confined to the question at hand and addressed to the Council in a courteous tone. A person shall limit their remarks to 3 minutes unless prior arrangements have been made. Communications of greater length shall be submitted in writing. The Chair or a designated Council Member may maintain the official time and notify the speakers when their time is up.~~

7. Public Comment and Participation

7.1. General

Two opportunities for public comment are provided during Council meetings. The Chair shall have discretion to allow a member of the audience to speak at times other than Public Comment.

7.2. Length of Public Comment

Any person who addresses the Council during a council meeting or public hearing shall be limited to four (4) minutes in length per individual. The official time will be tracked by ~~the President or a designated Council Member~~ person and will notify speakers when their time is up.

7.3. Addressing the Council

When a person addresses the Council, he or she shall state his or her name for the public record. Remarks during Public Comment on Agenda Items should be confined to the question at hand and addressed to the Chair in a courteous tone. At the end of the meeting under Public Comments a person may address the Chair and may speak on any topic. No person shall have the right to speak more than once on any particular subject until all other persons wishing to be heard on that subject have had the opportunity to speak. It shall not be the practice of Council to respond directly to questions during these portions of the meeting, unless directed to do so by the Chair. The opportunity for Council Members to respond may occur during the business portions of the meeting or during the Council Comment section of the meeting.

8. Parliamentary Procedure

~~The rules of parliamentary procedure, as contained in the~~ **The latest** edition of Robert's Rules of Order **may be consulted and used as a guide on questions of parliamentary** procedure when **such questions arise. However, the failure to adhere to Robert's Rules shall not invalidate any action or decision of the Council.** ~~currently available in the Village office, shall be used as a guide by the Council in all cases to which they are applied, unless they are in conflict with these Rules, the General Law Village Act or the laws of the State of Michigan. Robert's Rules shall be read and applied in a practical and common sense fashion as a means for the Council to proceed in an orderly and cooperative manner. No technical violation of Robert's Rules shall invalidate any good faith action taken by the Council that otherwise is not in violation of the laws of the State of Michigan.~~

8.1. Motions, Resolutions, and Ordinances

All action taken by the Council shall be by motion, resolution, or ordinance and shall be publicly set forth in the official record (minutes) of Council.

8.2. Non-debatable Motions

A motion to adjourn, recess, lay on the table or to vote immediately shall be voted upon without further debate.

9. Voting

9.1. Duty to Vote

Council Members present at a Council meeting shall vote on every matter before the body, **unless otherwise excused or prohibited from voting by law. The right to vote is limited to the members of council present at the time the vote is taken.** Voting by proxy or by telephone is not permitted.

9.2. Conflict of Interest and Abstention from Voting

No Council Member shall vote or participate in the discussion of a question, issue or decision where the Council Member has knowledge that the outcome of the question, issue or decision will provide a direct or indirect financial benefit to the Council Member, a member of his or her immediate family or a business with which he or she is associated, if different from any financial benefit shared by the general public. In such an event, the Council Member shall abstain and shall state on the record, or in writing for inclusion in the record, the facts which create the conflict.

Where no conflict exists as a matter of law, but a Council Member is concerned that facts exist which may create the appearance of a conflict, the Council Member may participate in discussion and shall vote on the matter; but before doing so the Council Member shall make a disclosure on the record, or in writing for inclusion in the record, the facts which create the appearance of a conflict.

Unless otherwise prohibited by law, if all sitting members of the Council are present at a meeting and one or more members must abstain because of a conflict of interest and such abstention(s) result in the inability of the Council to act, then the member(s) with the conflict may be permitted to vote. In such an event, in addition to stating on the record, or in writing for inclusion in the record, the facts which create the conflict, the Council Member shall vote his or her conscience disregarding his or her personal interest and shall state the facts in support of his or her vote on the record.

If a question arises as to whether or not a conflict exists, the Council may postpone the matter to seek legal opinion regarding the existence of a conflict or may by a simple majority vote of the remaining members determine whether a conflict exists using the guidelines set forth above.

9.3. Roll Call Votes

Roll call votes shall be taken when required by law, at the request of any member of Council or when the Chair cannot determine the results of a voice vote. **Roll Call votes shall be taken in alphabetical order with the President voting last.**

9.4. Results of Voting – (New)

In all cases where a roll call vote is taken, the President shall declare the result. Motions and resolutions may be adopted by the affirmative vote of a majority of the quorum present. An Ordinance may be enacted by the affirmative vote of not less than three (3) members of the Council.

Any Council member voting in the majority may move for a reconsideration of the vote on any question at that meeting or at the next succeeding meeting of the Council. When a motion to reconsider fails, it cannot be renewed.

10. **Appointments**

The President, subject to the approval of a majority of the Council, will make appointments, unless the General Law Village Act, a federal law or an ordinance defines a different appointment procedure.

Boards, commissions and committees operating under the jurisdiction of the ~~Village~~ Council may make recommendations to the Council regarding appointments, but the President or Council shall not be bound by the recommendations.

10.1. President Pro Tempore Appointment

Per MCL 65.3, ACT III 1895, on November 20th of each year, or as soon after that date as possible, Council shall make President pro tempore appointment.

11. **Committees**

11.1. Standing Committees of Council

The Village shall have the following Standing Committees:

Parks
Personnel
Water
Streets, Sidewalks and Equipment
Airport

Committee members, as with all other appointments, shall be appointed by the President and are subject to the approval of the Council. Standing Committee members shall be Council Members. Committee members shall serve for a term of one year and may be re-appointed. The President will designate a Chair for each Committee.

11.2. Special Committees of Council

Special Committees may be established for a specific time by the President or by an approved motion or resolution of the Council, which specifies the task of the Special Committee and the date of its dissolution.

11.3. Public Notice of Committee Meetings

All Council appointed ~~Committees~~ **Committee Meetings** (Standing, Special and Citizen's Task Force) shall be **provided and noticed to the public via email, website or available to be picked up in the office.** ~~conducted in~~ **Such notice will be in** accordance with the Open Meetings Act and are subject to these Rules of Procedure and other applicable laws of the State.

11.4. Committee Authority

Committee Chairs shall:

- a. Work with the Clerk/Deputy Clerk to properly notice the meeting to the public, and

- b. Make sure minutes are taken and provided to the Village Office for posting on the website, and
- c. Preside over the meeting.

Neither the Chair of a Committee nor any member of the Committee shall have any authority to take any action on behalf of the Village Council, ~~unless instructed by the Council~~. A Committee may only make reports and recommendations to the Council on matters referred to it.

11.5. Citizens Task Forces

Citizen ~~task~~ **Task forces** ~~Forces~~ may be established by a motion or resolution of the Council which specifies the task to be accomplished and the date of the Task Force's dissolution. Members of ~~such committees~~ **a Task Force** will be appointed by the ~~Village~~ President subject to approval by a majority vote of the Council. Vacancies will be filled by majority vote of the ~~Village~~ Council in the same way appointments are made.

12. Authorization for Contacting Village Professional Service Providers

Only the Village President and/or his or her designee shall contact vendors on behalf of the Village. This includes, but is not limited to, legal counsel, engineering staff and other contracted and professional services. In addition, a report including any charges for services rendered shall be provided to the Council with via Village email or at the next Village Council meeting.

All responses from the Village Attorney on issues of law or procedure shall be in writing and provided to the Village Council and the Village Office for filing.

The Street Administrator and the Water Commissioner (in the case of an emergency) shall be authorized to contact professional service providers in fulfilling their statutory duties without prior approval of the Council.

All Council Members who have been authorized to contact a professional service provider will provide a report (verbally or in writing) to the Council on the discussion including any request for additional information or action needed to move forward. All electronic or written documentation related to those discussions – including bids, quotes or authorizations – will be made available to the Village Office and the Council.

Authorization for payment to professional service providers or the Village Attorney shall not be approved unless procedures outlined in this section are followed.

13. Amendment of Council Rules of Procedure

These rules were adopted by resolution of the Village Council pursuant to the authority of the General Law Village Act. None of these rules may supersede the General Law Village Act or the laws of the State of Michigan. The Council may alter or amend its rules at any time by a majority vote of its members after notice has been given of the proposed alteration or amendment.

Adopted: November 20, 2001
Last Amended: June 22, 2021

Village of Empire Meeting Documentation

Date: 1/16/2024	
Meeting Date: 1/23/2024	Meeting: January Regular Meeting
Topic: Consider TextMyGov subscription	Submitted by: Maggie Bacon

Overview:

At the January 11, 2024, work session meeting, the Village Council participated in a demonstration of a community engagement tool, called TextMyGov. This tool has three purposes:

1. Allow residents to connect to and get information about government operations from anywhere.
2. Automate the way residents can report an issue (this information is captured and automatically entered into a simple database [which can be exported, if desired], so the DPW and Village Office have information about the issues being reported.
3. Push out notifications to citizens about upcoming meetings or events (spring clean-up, road work, water main break, emergency services.

Questions and Answers:

1. **Pricing. Will it increase over time?** Answer: "The pricing is based on population. Empire's pricing is based on 300-500 residents. In 2023, if Empire had joined TextMyGov, the cost would have been \$1200 per year. For 2024, the pricing for NEW customers will be \$1500 per year. In the last five years, we **HAVE NOT INCREASED THE RATES FOR EXISTING CUSTOMERS**. We really strive to create a long-term relationship with our customers and know that getting items re-budgeted can be tedious as-is.
2. **What is the participation rate?** This is a bit dependent the Village's implementation plan. The more the Village advertises the program (with help from our marketing folks), the more engagement. A Village in Illinois (Teutopolis) went live around 3 months ago and have 1,300 people signed up. They are a Village of only 1,500 residents! They promoted the service on their website, physical mailers, used word of mouth and shared via their own social media accounts, and they signed on with us for that 3rd year to get the phone number download. <https://teutopolis.com/textmygov/>. Vicksburg went live with us late last fall and have been marketing the program solely on their website. They have roughly 1,000 people signed up. They are a Village of 3,500 residents.
3. **How do we let people know this is available?** "Once you sign up with TextMyGov, you will be assigned to work with our Marketing team. They will work with you to customize your plan. Please note: we are asking for a 2-year commitment. However, if you commit to a 3-year contract (to be paid over three years), we will throw in the phone number database FREE of charge. We believe this is why Teutopolis's engagement was so successful! Our marketing department will help with artwork, copy, and advice on "pushing this out to your residents". After all, we want Empire to be successful.

Action: Approve the purchase of TextMyGov for 3 years: \$2250 for year one (\$1500 plus set up fee of \$750), \$1500 for Year Two and \$1500 for year three. Authorize the Village President to sign the agreement. Authorize the Village President and Trustee Bacon to work with the DPW and Clerk's Office to complete the implementation forms.

Pew Research Institute:

97% of Adults in the United States own a mobile phone. 85% of those phones are smart phones
95% of text messages are read and responded to within 3 minutes of being received
The average open rate for a "short message system" (text) is 98% - 5x that of email (20%)
48% of American's prefer communication from business to come via text

Nielson Surveys say:

97% of people aged 50-64, and 92% of people 65+ own a mobile phone
60% of people over 45 say they are just **as likely to text as they are to make a phone call**
40% of those born **before 1945** own a **smartphone**
Of Baby Boomers who text, 57% would have a positive view of a company that offers texting,
while **42% agree that it's a convenient way to communicate with a business**
61% of people aged 53-63 **check their phone notifications 1-3 times per hour**

"Older adults own cell phones at high rates, and they don't just use those phones for emergencies. With **83% of people aged 50-64, and 61% of people aged 65+ owning smartphones**, not flip phones or call-only phones, it's clear that **they are doing far more than making phone calls**. They send and receive texts, read the news, use social media, browse the internet, go shopping, stream music and video, and much more using their smartphones." Nielson

Village of Empire Deputy Clerk

From: Maggie Bacon <m.bacon@villageofempire.com>
Sent: Wednesday, January 17, 2024 9:00 AM
To: Alacia Acton; Derith Smith
Cc: Sue Palmer
Subject: Updated TextMyGov Proposal
Attachments: Revised TextMyGov Proposal for Village of Empire, MI 01-16-2024.pdf

Attached is the ADDITIONAL proposal from TextMyGov. The first I sent you was a standard two year commitment. This one is for 3 years - and includes the phone number database import. Both should be included the packet.

Thanks!

Maggie

WWW.TEXTMYGOV.COM



PROPOSAL

DATE: 12/14/2023

PREPARED FOR:
VILLAGE OF EMPIRE
11518 SOUTH LACORE STREET, EMPIRE, MI, USA

PREPARED BY:
JOHN KENNA
ACCOUNT EXECUTIVE | TEXTMYGOV



INTRODUCTION TO TEXTMYGOV



TextMyGov was developed to open lines of communication with local government agencies and citizens. The system works 24 hours a day and easily connects with your website and other communication methods.

Using the regular messaging app on any smartphone, the smart texting technology allows the citizen to ask questions and get immediate responses, find links to information on the agency's website, address problems, report any issues and upload photos.

According to the Pew Research Center, 97% of smartphone owners text regularly. The technology analysts at Compuware reported that 80 to 90% of all downloaded apps are only used once and then eventually deleted by users.



TEXTMYGOV SOLUTIONS



Communicate

TextMyGov uses smart texting technology to communicate with citizens. Local government agencies can answer questions, send links to their website, and provide details on garbage pickup, utility payments, city news, events, office hours, just to name a few.



Engage

TextMyGov uses smart texting technology to engage with citizens. Citizens can easily report issues to any department, such as potholes, drainage problems, tall grass, junk cars. The issue reporting function can be customized for each department and their most commonly reported items. Agencies can engage citizens and ask specific guided questions regarding location, address, street name, and more. If your goal is to engage with citizens and get smart valuable data- You need TextMyGov.



Boost Website Traffic

TextMyGov uses smart texting technology to maximize a city's website. Citizens can text in keywords like festival, parking, ticketing, meeting, sporting event, etc. The smart texting technology can answer the question or send a link from the city's website with additional information. Local government agencies spend thousands of dollars each year on their website. TextMyGov is the best way to benefit from that investment. If your goal is to benefit from your website investment- You need TextMyGov.



Track

TextMyGov uses smart texting technology to track and record all the information that is sent in. Agencies can track the cell phone number, date, and time of every request. If your agency wants to be compliant with FOIA- You need TextMyGov.



Work

Smart texting uses detailed information to track a citizen's request or create a work order. Work orders and requests can be generated and completed. Smart texting allows you to easily collect information like name, location, street address, and allows the user to upload a photo. If your agency wants to track real requests and real work orders submitted by a real cell phone number- You need TextMyGov.



IMPLEMENTATION

GETTING STARTED

After the execution of the basic service agreement, a project manager will be assigned to assist the client through implementation. A local phone number will be obtained for use with TextMyGov.

CONFIGURATION

The project manager will work with the client to customize interactive responses, create automation flows, and keyword lists. Training will be provided on how to quickly create and edit data.

MEDIA KIT

Advertising materials will be provided to the client, including an infographic for the website and downloadable flyer for social media and other communication methods used by the agency.

Unlimited Training and Support

After initial implementation and training, unlimited on-going support is included. Our experts are available Monday - Friday 6am-5pm MST.

SUBSCRIPTION COST BREAKDOWN

This quote represents a subscription to TextMyGov with an initial TERM of Three-Years. The agreement is set to be automatically renewed after the initial term has finished. Support and services fees may increase in subsequent years but will increase no more than 5% per year. See below for the package price and other details.

Terms and conditions can be printed and attached as Exhibit A or viewed at www.TextMyGov.com/terms HYPERLINK "<http://www.textmygov.com/terms>"

Package	Price	Billing
TextMyGov: <ul style="list-style-type: none">• TextMyGov web-based software• Local phone number• Data base import• Short code number (outgoing messages)• Unlimited users & departments• Unlimited support for every user• 10 GB manage online data storage• 25,000 Text messages per year	\$1,500	Annual
Implementation/Setup Fee	\$750	One Time
First year total	\$2,250	Year one
Total recurring	\$1,500	Annual

Terms

- This is a Three-Year Term.
- After the initial Three-Years, the agreement will revert to year-to-year
- Cancellation requires a 60-day written notice
- Customer is required to put TextMyGov widget on agency's website
- This proposal is valid for 30 days
- Customer is required to provide a copy of W-9



ADDITIONAL SERVICES

Additional Services

Enhanced Media & Care Package

- Marketing material and expert implementation to promote and optimize TextMyGov, see us here for additional information: [Enhance Media Package](#)

Price

Price is based on population-
See Account Executive for
details.

Billing

Annual

Additional Storage

- 100 GB of additional storage.

\$250 per unit

Annual

Additional Text Messages

- 25,000
- 50,000
- 100,000

\$300

\$550

\$750

Annual

Database

- Database of your local residence to improve citizen engagement
- Database might have been quoted in the original quote. See your package breakdown for details

Price is based on population.
See Account Executive for
details.



AGREEMENT CONFIRMATION

We need two contacts for implementation. A cell phone is required for implementation. We also need the best contact for installing the widget on your agency's website.

Implementation Contact 1

Name
Title
Email
Office Phone
Cell Phone

Implementation Contact 2

Name
Title
Email
Office Phone
Cell Phone

Billing Contact

Name
Title
Email
Office Phone
Address
W-9 Please attach W-9 in a separate email or enter the EIN number here

Agreement Signature

Name
Title
Date
Signature

Widget Contact

Name
Title
Email
Office Phone

(This person is responsible for placing the TextMyGov widget (see options- [TextMyGov | Widget Link](#)) on the agency's website within 60 days of the agreement signature. The TextMyGov widget will remain on the agency's website for the duration of the agreement. If the widget is not placed on the City/County website within 60 days, the Agency agrees to pay an additional \$1,000 towards setup costs (this is to cover TextMyGov's time)



TWILIO CONTACT

Twilio Authorized Contact 1

Name
Title
Email
Office Phone
Business Title:

Twilio Authorized Contact 2

Name
Title
Email
Office Phone
Business Title:

I confirm that my nominated authorized representatives agree to be contacted by Twilio. ☐

Twilio contact can be the same as the implementation contact. Twilio requires us to have two authorized contacts. They rarely reach out, but if there are any support questions, they require these contacts.



WWW.TEXTMYGOV.COM



TextMyGov PROPOSAL

DATE: 12/14/2023

PREPARED FOR:
VILLAGE OF EMPIRE
11518 SOUTH LACORE STREET, EMPIRE, MI, USA

PREPARED BY:
JOHN KENNA
ACCOUNT EXECUTIVE | TEXTMYGOV



INTRODUCTION TO TEXTMYGOV



TextMyGov was developed to open lines of communication with local government agencies and citizens. The system works 24 hours a day and easily connects with your website and other communication methods.

Using the regular messaging app on any smartphone, the smart texting technology allows the citizen to ask questions and get immediate responses, find links to information on the agency's website, address problems, report any issues and upload photos.

According to the Pew Research Center, 97% of smartphone owners text regularly. The technology analysts at Compuware reported that 80 to 90% of all downloaded apps are only used once and then eventually deleted by users.



TEXTMYGOV SOLUTIONS



Communicate

TextMyGov uses smart texting technology to communicate with citizens. Local government agencies can answer questions, send links to their website, and provide details on garbage pickup, utility payments, city news, events, office hours, just to name a few.



Engage

TextMyGov uses smart texting technology to engage with citizens. Citizens can easily report issues to any department, such as potholes, drainage problems, tall grass, junk cars. The issue reporting function can be customized for each department and their most commonly reported items. Agencies can engage citizens and ask specific guided questions regarding location, address, street name, and more. If your goal is to engage with citizens and get smart valuable data- You need TextMyGov.



Boost Website Traffic

TextMyGov uses smart texting technology to maximize a city's website. Citizens can text in keywords like festival, parking, ticketing, meeting, sporting event, etc. The smart texting technology can answer the question or send a link from the city's website with additional information. Local government agencies spend thousands of dollars each year on their website. TextMyGov is the best way to benefit from that investment. If your goal is to benefit from your website investment- You need TextMyGov.



Track

TextMyGov uses smart texting technology to track and record all the information that is sent in. Agencies can track the cell phone number, date, and time of every request. If your agency wants to be compliant with FOIA- You need TextMyGov.



Work

Smart texting uses detailed information to track a citizen's request or create a work order. Work orders and requests can be generated and completed. Smart texting allows you to easily collect information like name, location, street address, and allows the user to upload a photo. If your agency wants to track real requests and real work orders submitted by a real cell phone number- You need TextMyGov.



IMPLEMENTATION

GETTING STARTED

After the execution of the basic service agreement, a project manager will be assigned to assist the client through implementation. A local phone number will be obtained for use with TextMyGov.

CONFIGURATION

The project manager will work with the client to customize interactive responses, create automation flows, and keyword lists. Training will be provided on how to quickly create and edit data.

MEDIA KIT

Advertising materials will be provided to the client, including an infographic for the website and downloadable flyer for social media and other communication methods used by the agency.

Unlimited Training and Support

After initial implementation and training, unlimited on-going support is included. Our experts are available Monday - Friday 6am-5pm MST.

SUBSCRIPTION COST BREAKDOWN

This quote represents a subscription to TextMyGov with an initial TERM of Two-Years. The agreement is set to be automatically renewed after the initial term has finished. Support and services fees may increase in subsequent years but will increase no more than 5% per year. See below for the package price and other details.

Terms and conditions can be printed and attached as Exhibit A or viewed at www.TextMyGov.com/terms HYPERLINK "<http://www.textmygov.com/terms>"

Package	Price	Billing
TextMyGov: <ul style="list-style-type: none">TextMyGov web-based softwareLocal phone numberShort code number (outgoing messages)Unlimited users & departmentsUnlimited support for every user10 GB manage online data storage25,000 Text messages per year	\$1,500	Annual
Implementation/Setup Fee	\$750	One Time
First year total	\$2,250	Year one
Total recurring	\$1,500	Annual

Terms

- This is a Two-Year Term.
- After the initial Two-Years , the agreement will revert to year-to-year
- Cancellation requires a 60-day written notice
- Customer is required to put TextMyGov widget on agency's website
- This proposal is valid for 30 days
- Customer is required to provide a copy of W-9



ADDITIONAL SERVICES

Additional Services

Enhanced Media & Care Package

- Marketing material and expert implementation to promote and optimize TextMyGov, see us here for additional information: [Enhance Media Package](#)

Price

Price is based on population-
See Account Executive for
details.

Billing

Annual

Additional Storage

- 100 GB of additional storage.

\$250 per unit

Annual

Additional Text Messages

- 25,000
- 50,000
- 100,000

\$300

\$550

\$750

Annual

Database

- Database of your local residence to improve citizen engagement
- Database might have been quoted in the original quote. See your package breakdown for details

Price is based on population.
See Account Executive for
details.



AGREEMENT CONFIRMATION

We need two contacts for implementation. A cell phone is required for implementation. We also need the best contact for installing the widget on your agency's website.

Implementation Contact 1

Name
Title
Email
Office Phone
Cell Phone

Implementation Contact 2

Name
Title
Email
Office Phone
Cell Phone

Billing Contact

Name
Title
Email
Office Phone
Address

W-9

Please attach W-9 in a separate email or enter the EIN number here

Agreement Signature

Name
Title
Date
Signature

Widget Contact

Name
Title
Email
Office Phone

(This person is responsible for placing the TextMyGov widget (see options- [TextMyGov | Widget Link](#)) on the agency's website within 60 days of the agreement signature. The TextMyGov widget will remain on the agency's website for the duration of the agreement. If the widget is not placed on the City/County website within 60 days, the Agency agrees to pay an additional \$1,000 towards setup costs (this is to cover TextMyGov's time)



TWILIO CONTACT

Twilio Authorized Contact 1

Name

Title

Email

Office Phone

Business Title:

Twilio Authorized Contact 2

Name

Title

Email

Office Phone

Business Title:

I confirm that my nominated authorized representatives agree to be contacted by Twilio. ☐

Twilio contact can be the same as the implementation contact. Twilio requires us to have two authorized contacts. They rarely reach out, but if there are any support questions, they require these contacts.

Village of Empire Meeting Documentation

Date: 1/16/2024	
Meeting Date: 1/23/2024	Meeting: January Regular Meeting
Topic: Discuss and Approve CIP 2024-2029	Submitted by: Tom Rademacher, March Dye and Maggie Bacon

Overview:

The Village Council assigned the Chairperson of the Water, Park and Streets committee to combine the approved CIP from 2021 with the drafted revisions from 2022.

Discussion:

Attached is the "combined" CIP for Council review. In addition, we have included (as best we could) descriptions and rationale for each project and the estimated costs (they are reflected in the combined CIP spreadsheet). We took our work a couple of steps further to produce a document that explains why an item was removed, identified those items that are not capital improvements but are repair or maintenance items and produced another document about studies. The committee made every effort to not "lose" any thought or idea about any project, study or repair and maintenance item.

Action: Adopt the combined CIP for 2024-2029

Village of Empire CIP UPDATE

Removed from 2024-2029 CIP

Item	Removed Because	Cost
South Bar Lake Improvements - Dredging	Not Needed.	
South Bar Lake Improvements	Playground equipment donated by Deering Family with the installation being a Village and Community volunteer project.	
LM Beach Pump House	Was painted in 2022. Don't feel it is necessary to make it ADA accessible. Ultimately any Capital Improvements would fall under the water department.	\$25,000 (This would need to be part of the Water Department)
LM Beach Rinse Off Station	Not needed because this is a fresh water lake. There are 2 (two) foot washing stations.	N/A
LM Pavilion/Amphitheater	If placed at LM Beach, most likely location is the open area that is by South Bar Lake which is not stable enough long term – when high water levels return, that area will be soggy. The logistics of parking will also will come into play. We discussed moving this idea to Shalda Park. Identifying purpose and finding the right location will be paramount. Should the Village acquire additional property, this should be considered a possible use in the right area. It is on this list, so the idea does not get lost.	\$50,000
LM Beach Park Boat Launch	In 2021, the Village was offered a grant for this reconstruction. However,	\$70,000

	the strings attached – such as the possibility of having to charge for the launch and having different fee structures for various parking resulted in the Village not accepting the grant. In addition, many local fisherman had expressed concern about how the plan was overengineered. This can always be resurrected. The Office will have the grant materials.	
Acquire and develop a plan for downtown parking	Study. It is on the study list	Study. It is on the study list.
Install Fiber Optic Internet	Study	Need clarification and a champion.
Village Community Center /Municipal Center	The vision was a partnership with EACC/Chamber/Township to create a Municipal Center with the hope that it would reside in Old School House. New Village Office and Gathering Space replaces this and is on the study list.	\$1.5 million.
Shalda Park Splash Pad	Concern about high maintenance costs. There are two lakes within a mile of Shalda Park.	\$10,000
Shalda Park Pavilion	On CIP for picnic area – for 2025. A larger entertainment space can be considered over the next few years, if desired.	\$15,000
Shalda Park Footbridge to connect to Conservancy over creek	This can be considered with the Conservancy in the future. Volunteers did create a path that connects the Conservancy to the Shalda Park running from the recycle center behind the storage units and connecting with the	\$100,000

	new Shalda Park Walking Path. It has been added as an option for a future study.	
Shalda Park Restroom	This can be added in future years once a more complete plan for Shalda Park and Downtown restrooms are settled/created.	\$100,000
Installation of Storm Sewers Niagara	Rationale for removal: The priority for storm water was to have a study done for Wilco Road. That (Wilco Road) run-off is degrading our streets (Aylsworth and Lake) This should remain on this list to consider for the future – beyond 2030.	\$300,000
Wood Street – Possible Infiltrator	The purpose of this was to address water run-off. Engineer has indicated infiltrators are not the solution to the problem. This should be combined with the Installation of storm sewers for Niagara – really Village Wide	\$20,000 for study \$1k for implementation if whole system.
Extend Union Street from Michigan to Aylsworth	This should not be lost on the list, but not needed in the next 5 years.	\$350,000

Studies recommended in 2019 (updated 2023)

Project	Cost	Year	Implementation	Year	Project Description?
Storm Water Runoff Village Wide	15,000	2025-2026	Unknown		N (all streets, not just Niagara)
Downtown Parking	7,000	2025-2026	None Listed		N

Streetscape Front Street/M-22 (could include additional pedestrian safety controls)	25,000	2024-2025	None Listed – Partially Grant dependent		N
Village Office/Community Center (Change in name to New Village Office/Gathering space)		2021-2022 2022-2023	Hired firm to assist with planning.		Yes (Village Office not Community Center complex)
-Study and Design. (other items are on CIP)	70,000	2023-2024	Firm hired		Yes
Rec Plan Update that includes Shalda Park	7500	2021-2022 2023	November 2023		Done
Study to Connect Fisher Street to M-22		2026 estimated	Actual implementation possible 2026 - \$343,000	Village Contribution \$68,750	N/A Streets, not GF
Hire Consultant to study pathway to Village Core, Bluff Trail and NPS HQ	5000	2026-2027	None Listed		N
Hire Consultant to study north to south pathway to SBHT	5000	2026-2027	None Listed		N
Update Wastewater Report from 2018	20,000	2021-2022 2023-2024	Task Force was appointed in April 2023.	In-Progress	Y (Charge was adopted in 2023)
Wastewater additional studies prior to adding to CIP	\$15,000	?	?		N - Will require a legal options review, grant writing; bond review, possible property

					acquisition, easement authority, etc. prior to implementation.
Board Walk from Johnson Park to SBL (and perhaps over the Lake Michigan Beach					Put on hold (Consider adding the purchase of property in current CIP for preservation purposes). See item in black below.
-Study and Design	\$75,000.	2025			
-Property Acquisition	\$10,000	2029			Separate from Board walk project
Boardwalk	50,000 500,000	On CIP for Future			N Consideration of additional recreational space for Village Parks
Downtown Restroom (not porta potties)	150,000	2030			N – May move depending on results of wastewater report and additional studies.
Footbridge from Shalda Park to Conservancy	\$100,000	Future			N

Items in burgundy are scheduled for 2024. Village Council needs to make a decision about this being a priority item or decide to change the dates.

Items in Blue are further out than 2029-2030. Some may appear on the current 2024-2029 plan as incremental steps. They are listed here so they are not forgotten.

Items in **Green** were on the CIP and have received initial programming support from the Rural Transportation Fund Area 10 M-DOT area for 2026. Village should continue to set aside monies for engineering and other professional services.

Items in **Black** are items that are moving forward as studies and may transition to the 5-year CIP depending on results of study and funding availability.

Status Reporting

Repair and Maintenance– Status

General Fund		
Parks		
- Cedar Post Replacement	2023	Partial completion
- Replace Split rail fence.	2023	Completed
- Lighthouse Updates	2023	Completed
- Tree Removal	2023 Dollars	Bid approved by VC
- Picnic table and Bench replacements	2022 and 2033	Completed
- Shalda Park Bleachers	2022	Completed
Striping for Union and Front Included marking for Handicapped parking at Shalda Park	2023	Completed
Street Light Removal – Philip Street	2023 - unplanned	Completed
Street Light Turned off – Michigan Street	2023 – unplanned	Completed
Consumer’s Energy Underground Plan (Beach to Front and Lake Street) estimated	2023- unplanned	Completed
Lead Pipe Assessment	2023	¾ Completed
New Office	2023	Firm hired ½ cost for study and design.

CIP– Status

LM Beach Parking Machine	2023	Completed
Shalda Park Walking Path DNR Grant	2023	Completed
Generator	2023	Purchased/ not installed
VFD's for Wells	2023	Completed

Repairs, Maintenance, Other purchases – Had been listed as a CIP Project

Activity	Cost	Timeframe
Ball Diamond Maintenance	\$10,000	Every 2-3
South Bar Lake Fishing Dock (parts)	\$2,000	Every 2-3 Years
Additional Bike Racks - Shalda Park? - Around the Village?	\$2,000	TBD
Install Yield to Pedestrian signs at key intersections	\$2500	TBD
Beach parking and downtown parking striping	\$7000	2024
Convert Parking on Lake Street to Angle Parking (by Hardware)	1,000	TBD
Add cross walk markings at key intersections	\$5,000 over a few years	
Install Sharrow Signage	MDOT would need to do on M-22 and M-72. These could be placed on Lake, Lacore, Front and Niagara?	TBD

Village of Empire

2024-2029 CIP Project Descriptions

General Fund

Alleys – Grind and Replace. Enhance and remediate each Village alley with quality asphalt layers that will provide a safer walking surface and to accommodate the significant truck traffic each alley experiences all year long. They have not had any remedial work completed since (other than patching) since installed.

2024 Lambkin Lane

Full Grind and Replace from M-22 to Niagara. ¼ of the “alley” is a local street (see local street section for grind and replace cost estimate). The alley has some additional drainage issues and is the main entrance and exit for overflow parking at Johnson Park in the summer. It is also used as one of two access locations for overflow parking for the Asparagus Festival and Hill climb. The additional costs estimate, in part, is the result of the need to address drainage issues. Estimated Cost: \$75,000 (alley portion. Look for notation in Local Streets for remainder).



2025 Behind the Library.

Full Replacement – From M-22 to Wilce. This alley receives some additional traffic related to public parking behind the Library. It is also the main “road” used for deliveries for Tiffany’s. Estimated Cost: \$70,000.



2026 By the Methodist Church.

Full Replacement – M-22 to Lake Street. This alley is the most residential. While PASER studies are not completed on Alley's, this alley has significant dips where melting snow creates large areas of ice that undermine an already insufficient asphalt layer. Estimated cost: \$70,000.



DPW Garage Drive/Apron Repairs

2024 & 2025 The asphalt entrance to the vehicle garage (and Village Office) is not properly graded. During heavy rain (and likely melting snow), water seeps into the garage, the garage office and has been observed following a path to the restrooms. The perimeter of the apron has areas of broken asphalt, cracked asphalt with some patching. Unfortunately, the only visible drain for water is located to the south of the Village complex by the fire department. Without adding significant drainage infrastructure, simple grading will result in sending water away from the garage but off Village property. Both Molon and Elmers have been asked to provide options for remediation. Estimated cost: \$100,000 which may be accomplished over 2 years.

Above Ground Fuel Storage Tank Protective Posts (bollards) and Retention Area

2024 As recommended by the Michigan Township Participating Plan Risk Control Manager (October 2023), protective metal or concrete guard posts should be installed around the above ground fuel storage tanks per NFPA 30 regulations. This will help to prevent possible damage to the tanks and a potential fire hazard due to collision with the tanks. In addition, a secondary retention system should be installed around any single-walled above-ground fuel tank storage tanks. This will help alleviate the risk of ground contamination from an unexpected spill or tank rupture. Estimated cost: \$35,000

Expansion of Village Office/Gathering Space

2025 Property Acquisition. This is a placeholder should the need to acquire new property a new village office. This may be a vacant lot upon which a new building would be constructed. It could also be an existing building that would, likely need renovation or it could be land currently owned by the Village. Estimated cost: (\$100,000 to \$500,000)

2025-2026 Build or renovate. Implement the architectural drawings from the study, design and acquire phase. Based on location, this may be combined with other CIP related projects such as downtown parking, public restrooms, M-22 parking, etc. Estimated cost: \$500,000.

Sidewalk Repairs - Hazardous

Act 170 of 1964 691.1402a states municipalities have a duty to maintain publicly installed sidewalks in reasonable repair. Further, a municipality has a duty to repair a public sidewalk with a vertical discontinuity defect of 2 inches or more in the sidewalk and/or if a dangerous condition in the sidewalk itself of a particular character other than solely a vertical discontinuity.

2024 Sidewalk replacement along Niagara, Wilce, Lake, Ontario, Pokagon, Erie, Front and LaRue Streets are needed immediately. This represents a total of **1,121.2** square feet of sidewalks needs replacement due to vertical discontinuity or breakage. Typically, this type of project will result in a bid for materials and labor needed to install and finish the concrete at the locations and quantities listed above.

Details:

Niagara Street: 7 sections 46.2 sq. feet
Wilce Street: 7 sections 69.3 sq. feet
Lake Street: 49.5 sq. feet
Ontario Street: 24.8 sq. feet
Wilce (in the New Neighborhood): 9 sections 69.3 sq. feet
Pokagon Street: 5 sections 33.0 sq. feet
Erie Street: 5 sections 33.0 sq. feet
Front Street: 4 sections 26.4 sq. feet
LaRue Street: 3 sections 19.8 sq. feet

2024: \$20,000.

Sidewalk Repairs – General Maintenance

2026: Set aside in the budget to make repairs on existing sidewalks (\$17,000)

2027: Set aside in the budget to make repairs for existing sidewalks (\$17,000)

Sidewalk Installations

In answering the question for the 2019 Master Plan, “**What recreational activities do you and members of your household generally enjoy? (Activities need not occur within the Village limits, check all that apply)**”, walking and/or hiking received the largest responses - 96% or 183 individuals. The Master Plan (pages 38 and 50) have walkability as a priority for the Village. While a new walking path has been installed at Shalda Park, increasing the walking connections throughout the Village will facilitate that priority of walkability.

This plan includes the installation of sidewalks (in priority order):

2025 Salisbury to M-22. (2025-26) - \$50,000
2027 Union: Wilce to Front. (2027-28) - \$50,000
2029: Union: Niagara to Salisbury. (2029-30) - \$50,000
Future Along M-72 E. Front Street to Erie (future)

Wastewater System. A wastewater task force was appointed in 2023 to update the wastewater report from 2018. The focus of that update was: identify 3 options that address economic need, investigate new technology and identify costs (including an affordability index) and funding options. A potential study to address legal issues, special assessment requirements, public v private systems would typically be a next step. That study is listed under studies. Such a study would not meet the CIP requirements. Following such a study/review, the construction and implementation would become a capital improvement.

2025 Cost: 2k-10k. General Fund, Grants, Loans

Parks

Construct Compact Play System at Shalda Park for children. The playground equipment was removed from Shalda Park (except for swings) due to safety concerns. This compact play system will fill the need for play equipment for children at Shalda Park. The grant the Village received in 2021 stated the walking path “will provide for a four-season outdoor venue for seniors and youth alike to recreate”. We have exercise equipment for adults but only a swing set for children.

2026 Compact Play System at Shalda Park

\$35- \$40,000 (Game Time has year- end sales which could save some money).

Build shelter/pavilion over the north/west ADA picnic tables at Shalda Park. This would be much like the Pavilion by South Bar Lake but smaller in size. There is no shade at these picnic tables which are intended for use by all our citizens. Having shade will be helpful for anyone walking on the walking path, using the fitness equipment near that area, or who are using the picnic area.

2025 Covered shelter/pavilion at Shalda Park

Cost: \$15,000 approx.

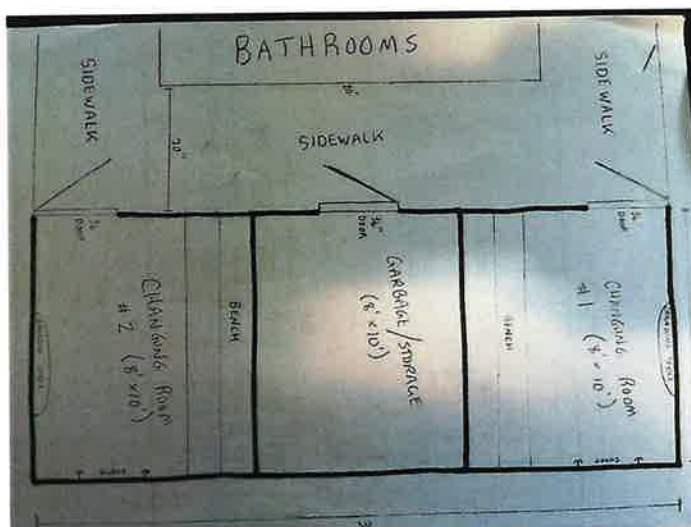


Lake Michigan Beach Improvements - Continue investment in shoreline improvements / preservation. This would involve upgrading riprap along shoreline where needed in preparation for next high-water levels. If these improvements are done before the next high-water levels on Lake Michigan it will save the Village from taking reactive actions to the high water.

2030 Lake Michigan Beach Improvements – Infrastructure

Cost: \$100,000

Changing Area and Garbage Storage behind the LM Beach Park bathrooms. A changing area for visitors using the beach has been a priority for the last two years but has not been done due to timing and permits involved.



2024 Changing Room/Garbage structure
Cost: \$5000

Acquire Parcel 041-824-061-000 (to be referred to as parcel 061) in the Village of Empire. (South Bar Lake South/East Frontage). The Village of Empire owns Parcel 041-824-054-10 (to be referred to as parcel 054) which is adjacent to parcel 061 to the east. The Village's Parcel 054 is landlocked by Parcel 061 to the west and north, by Johnson Park (Lion's Park) and a privately owned parcel to the east, and by privately owned parcels to the south. The acquisition of Parcel 061 would allow the Village to ensure the preservation of the large portion of the east side of South Bar Lake as a natural wetlands area in keeping with the water quality priorities of the Village.

2029-2030 (sooner, if it becomes available)

Cost: \$0 to \$10,000 Revenue Source: Grants, Private Donations, General Fund



Construction of some sort of boardwalk. Could be a boardwalk from Johnson Park to South Bar Lake for a fishing dock. Any sort of boardwalk would be dependent on the acquisition by the Village of South Bar Lake frontage. This would add a recreational use to the Village parks system.

Future Cost: To be determined. Grants, Public Donations, Fundraising Events

Wastewater System. A wastewater task force was appointed in 2023 to update the wastewater report from 2018. The focus of that update was: identify 3 options that address economic need, investigate new technology and identify costs (including an affordability index) and funding options. A potential study to address legal issues, special assessment requirements, public v private systems would typically be a next step. That study is listed under studies. Such a study would not meet the CIP requirements. Following such a study/review, the construction and implementation would become a capital improvement.

2025 Cost: 2k-10k. General Fund, Grants, Loans

Major Streets

1. Front Street. Funding should be set aside for continued crack and seal for Front Street. It is well used road but was built with that in mind. The cost of crack and seal is what elevates this from repair and maintenance to a CIP project.

2027 Estimated cost: \$25,000

2. The Transportation Plan recommended extending Erie from New Neighborhood north to M-72. This would, most likely be a major and local street expenditure and likely require some land acquisition

2027 \$100,000

INT 1.

Redesign Erie at M-72 to remove the skewed angle, preserve a landmark tree, and discourage cut-through traffic:



3. Extend Fisher Street from Recycling Center to M-22. The Transportation Plan recommended “find a way to extend Fisher Street to M22. This would result in less truck traffic along Lacore (a primarily residential road). At the same time, the extension will be designed to incorporate an easier traffic turn from M-22. Cherry Republic plans continued investment in their Empire Warehouse with a new addition.

2026 Cost: \$345,000 - \$277,000 MDOT/Rural Transportation Fund (Federal Funding) Village match expected to be \$68,000.

Local Streets

2024 Grind and replace Florence Street improving its PASER rating. (\$70,000)

Grind and replace that portion of Lambkin Lane that is considered a local street (\$25,000)

2025 Extend the life of Salisbury with a tar and chip by County. (\$20,000)

2026 a. Lake Street will be a full grind and replace unless different funding is identified for that project. This would also improve its PASER rating. (\$150,000)

b. Extend the life of Philip with a tar and chip by County. (\$20,000)

Equipment Fund

2024 Replace Frontloader (105,150)
2026 Snow Plow Dump Truck – (250,000)
2027 Ford F 150 (40,000)

[illegible]

	A	B	C	D	E	F	G	H	I
16									
17	General Fund	Scope	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30	Notes
18							\$ 4,500		
19	*Rinse Off Station								
20	*Shalda Park Parking	Engineer designated parking	\$ 5,000						
21	*Shalda Park Parking	Implement		\$ 10,000					
22	*Shalda Park Picnic Pavilion	ADA Picnic area		\$ 15,000					
23	*Shalda Park Playground	Children's Play area			\$ 40,000			\$ 1	
24	*Shalda Park Restroom								
25									
26	Totals		\$ 196,500	\$ 495,000	\$ 627,000	\$ 67,000	\$ 4,500	\$ 150,001	
27				*WW not included					

[illegible]

	A	B	C	D	E	F	G	H	I
48	Equipment Fund	Scope	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30	Notes
49	Frontloader	Replace	\$ 105,151		\$ 250,000				
50	Snow Plow Dump Truck	Replace				\$ 40,000			
51	Ford F 150	Replace							
52									
53			\$ 105,151		\$ 250,000	\$ 40,000			
54									
55	Water Fund	Scope	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30	Notes
56	S.C.A.D.A.	New	\$ 36,000						
57	Vented Tank Lids	Design and Install	\$ 20,000						

Meeting:	January 23, 2024
Subject:	Committee Appointments
Author:	Sue Palmer

Overview:

Our Rules of Procedure, 10.1 Standing Committees of Council state that “Committee members shall serve for a term of one year and may be re-appointed.”. 10.2 Special Committees of Council, specifically, the Beautification Committee, has an open position due to the resignation of Linda Payment. Therefore, I will be making re-appointments to the Standing and Special Committees of Council.

Action

The President will make appointments to each Standing Committee.

Parks Committee

Water Committee

Streets, Sidewalks and Equipment Committee

Personnel Committee

Airport Commission

Appointment to the Special Committees

Beautification Committee

Designations

Street Administrator Designation

Appoint President Pro Tempore

Appoint Treasurer Pro Tempore