

EMPIRE VILLAGE COUNCIL WORK SESSION
May 11, 2023 @ 7 PM
Empire Township Hall - 10088 W. Front Street

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. COMMUNICATIONS

G. DEPARTMENT HEAD REPORTS

- 1) Contacting the Attorney (Palmer)

H. COUNCIL MEMBER / COMMITTEE REPORTS

I. OLD BUSINESS

- 1) Community Engagement (Palmer)
- 2) Rules of Procedure Review (Palmer)
- 3) Purchase Policy (Dye)
- 4) South Bar Lake Association Education Material (Rademacher)
- 5) Lamkin Lane/Florence Street Repaving Project (Bacon)
- 6) Equipment Purchase Trailer (Bacon)

J. NEW BUSINESS

- 1) Performance Assessments (Palmer)
- 2) South Bar Lake Monitoring (Palmer)
- 3) Audit Fee to Rise (Palmer)
- 4) FEMA Intergovernmental Agreement (Palmer)
- 5) Consumer Energy Street Light Direction (Bacon)

K. PUBLIC COMMENT

L. COUNCIL MEMBER COMMENT

M. ADJOURNMENT

APRIL 25, 2023 – EMPIRE VILLAGE COUNCIL REGULAR MEETING

The Regular 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, Council members Bacon, Chase, Dye, Palmer, Rademacher, Walton, Webb were present. Clerk Smith was also present.

CHANGES/ADDITIONS TO AGENDA – Bacon added ROP and Citizen Engagement as Work Session expectations under Old Business.

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

PUBLIC COMMENTS ON AGENDA ITEMS – Mary Sharry spoke in favor of the Wastewater Update Task Force and Citizen Engagement. William Rotenberry commented on the Wastewater Update Task Force as a waste of taxpayer dollars. Val Dalton commented that she and her husband feel the 20K in taxpayer dollars for the Wastewater Update Task Force in support of a sewer system for businesses would be better spent on problems with existing infrastructure.

CONSENT AGENDA – Motion by Dye, support by Walton to approve the Consent Agenda including minutes of 4/13/23 Work Session and bills totaling \$38,452.18. **ROLL CALL: Ayes: Bacon, Chase, Dye, Palmer, Rademacher, Walton, Webb. Nays: None. MOTION PASSED.**

FINANCIAL REPORTS – Financial reports were received and indicated that the cash bank balances and the general ledger match by fund.

COMMUNICATIONS – An email from Mary Sharry was read aloud. Bacon read her letter to the Council and public aloud.

DEPARTMENT HEAD REPORTS – Palmer reported on progress at Shalda Park. The Zoning Administrator report was received and read aloud.

COUNCIL MEMBER/COMMITTEE REPORTS – Chase reported on the Personnel Committee meeting of 4-24-23 where a job description (read aloud) and an ad for a seasonal DPW worker were discussed. **Motion by Chase, support by Dye to advertise for the seasonal DPW worker and Beach Ambassadors in the Leelanau Enterprise and the Benzie Patriot for 2 weeks.** There was discussion regarding \$15 pay rate for Ambassadors and the possible duties beyond mowing grass for the DPW assistant. **Upon a voice vote, MOTION PASSED.**

OLD BUSINESS

CONSIDER MOTION TO APPROVE THE PURCHASE OF A NEW PARKING METER FOR EMPIRE BEACH – Motion by Dye, support by Walton to approve ordering the new Loop II Pay Station for Empire Beach not to exceed \$14,675. **ROLL CALL: Ayes: Bacon, Chase, Dye, Palmer, Rademacher, Walton, Webb. Nays: None. MOTION PASSED.**

CONSIDER MOTION TO RESCIND SEPTIC INSPECTIONS AT TIME OF SALE ORDINANCE NO. 137- Motion by Rademacher, support by Bacon to rescind the Point-of-

Sale Septic Inspection Ordinance No. 137 now that Leelanau County has approved a county-wide ordinance that is stricter. Discussion included whether those reports are available as a public record if there is a concern. **ROLL CALL: Ayes: Bacon, Chase, Dye, Palmer, Rademacher, Walton, Webb. Nays: None. MOTION PASSED.**

CONSIDER MOTION TO APPROVE PROPOSAL FOR THE WILCO DRAINAGE IMPROVEMENT PROJECT – Motion by Bacon, support by Rademacher to approve \$40,500 for the Wilco Road Improvement Project and commit the AARPA funds of \$39,433.95 received towards this plan. Discussion included a plan to provide a solution for water run-off on Wilco Road to be shared with the National Park Service, Empire Township, and the County Road Commission. The solution would be a first step and could also be used for potential grant funding. Questions were raised regarding partnering to share some of the costs were answered. It was noted that the bulk of this cost would be covered by Federal AARPA dollars rather than taxpayer dollars. **ROLL CALL: Ayes: Bacon, Chase, Palmer, Rademacher. Nays: Dye, Walton, Webb. MOTION PASSED.**

WASTEWATER UPDATE TASK FORCE - CONSIDER RESCINDING 2022 MOTION REGARDING REMOVAL OF WASTEWATER STUDY FROM THE CIP FOR 5 YEARS – Motion by Bacon, support by Walton to rescind the motion of 1-22-22 removing the Wastewater Study from the CIP for 5 years. Discussion was requested and included comments that conversation with some residents along LaCore who indicated they were opposed to spending taxpayer monies on this committee at this time. **Upon a voice vote, MOTION PASSED with Chase and Rademacher opposed.**

CONSIDER APPROVING AMENDMENTS TO THE ORIGINAL CHARGE – Motion by Walton, support by Dye to amend the previously adopted motion of January 24, 2023, establishing a Wastewater Update Task Force to include the following changes: A i: Task Force should establish a Scope of work for this project subject to Council approval, change A iv: “economic benefit” to read “economic impact”, B i: a date of dissolution for 1 year from the date of acceptance of this amended motion, and C i; will be comprised of 5 Village residents, property owners and/or business owners. There was discussion about whether an affordability index should be included. Discussion that it may be a burden initially for the committee and could be added later. An affordability index is required for grant funding and available at no charge. Comments were made that the community will want to know “how much will this cost?” Several trustees commented this was the most requested information for the public and their support. **ROLL CALL: Ayes: Dye, Walton. Nays: Bacon, Chase, Palmer, Rademacher, Webb. MOTION DEFEATED.** Motion by Dye, supported by Rademacher restated the previous motion and added A iii: “associated costs,” and an affordability index. **ROLL CALL: Ayes: Bacon, Chase, Dye, Palmer, Rademacher, Walton, Webb. Nays: None. MOTION PASSED**

APPOINTMENT OF WASTEWATER UPDATE TASK FORCE MEMBERS – Questions were asked about the process used by Palmer for selection of Task Force members. Palmer responded with the process she used. Palmer appointed Bruce Taggart, Paul Skinner, Tom Rademacher, Bill Dickenson, John Bruder and requested a motion to approve. **Motion by Bacon, support by Dye to approve the list of appointments.** Chase feels John Lambkin has valuable experience to contribute being an electrician and working with wastewater systems. She feels some applicants have more experience to offer. She was curious about the thought process used. **Upon a voice vote, MOTION PASSED with Chase opposed.**

RULES OF PROCEDURE AND CITIZEN ENGAGEMENT WORK SESSION TOPIC

EXPECTATIONS – Bacon wondered if some context could be provided. Palmer asked that Council review through page 6 of the Rules of Procedure and provide suggestions to the office or herself for inclusion in the next packet in May. Council was asked to bring the suggestions made at the Work Session regarding Citizen Engagement for prioritization. Meg was asked to bring the vision statement so the Council could talk thru that.

NEW BUSINESS – None.

PUBLIC COMMENT – John Collins thanked Council members for serving and despite political friction for working together for residents. Karen Baja questioned the current Rules of Procedure, thanked Council for serving, and questioned employee performance reviews. Mary Sharry thanked the Council and asked about recording of meetings. Paul Skinner commented on the proposed Wilco Road project.

COUNCIL MEMBER COMMENT – Bacon read the list of applicants for the Wastewater Update Task Force. Walton questioned whether Communications included only letters from the community or interested parties.

ADJOURNMENT at 8:36 p.m.

Derith Smith Empire Village Clerk

These are draft minutes for approval at the May 11, 2023, Council meeting.



103RD DISTRICT
STATE CAPITOL
P.O. BOX 30014
LANSING, MI 48909-7514

MICHIGAN HOUSE OF REPRESENTATIVES

BETSY COFFIA
STATE REPRESENTATIVE

PHONE: (517) 373-3817
FAX: (517) 373-5495
BetsyCoffia@house.mi.gov

April 19th, 2023

Members of the Empire Village Council,

As you may know, earlier this year the Michigan House of Representatives passed Senate Bill 7, a budget supplemental that allocates \$25 million for the Transportation Economic Development Fund. This is a match grant road funding program for cities and villages with fewer than 10,000 people. I was glad to vote for this supplemental in part because it brings dollars home to our local communities in the 103rd District.

As grant applications are now open, the village of Empire has the chance to secure matching funds that will directly impact the safety, quality and convenience of our communities' infrastructure. The state has offered to match the amount that your village allocates to their road improvement plans — this means we can get double the work for half the financial burden. I encourage your village to apply for these grants, to help offset the costs of fixing roads in our communities and invest in reconstruction, replacement, rehabilitation or preventive maintenance projects. You can reach out to Julie Thomas, our area's grant coordinator at 517-256-6524 or ThomasJ5@Michigan.gov.

I respectfully ask that you include this letter in your village council packet as Receive and File for the next village council meeting. Please reach out to Kate Nieman, my constituent services director at 517-373-3817, if we can be of assistance in applying for these funds, including if you'd like a letter of support from my office for your grant application. As this legislative session continues, I welcome your continued feedback and encourage you to reach out if my team and I can ever be of help to you on any matter. Thank you for your service and dedication to the residents of your community.

Respectfully,

State Representative Betsy Coffia
Michigan State House District 103

Handwritten: DH-1

Village of Empire Deputy Clerk

From: Sue Palmer <s.palmer@villageofempire.com>
Sent: Monday, May 1, 2023 12:57 PM
To: Meg Walton; Thomas Rademacher; March Dye; Chris Webb; Linda Chase; Maggie Bacon
Cc: Derith Smith; Alacia Acton
Subject: Contacting Professionals

On April 27 and May 1, I consulted our Attorney, accompanied by Meg Walton. Per our Rules of Procedure **11. Authorization for Contacting Professionals**, I am submitting to the Council contact with Mr. Tim Figura regarding the following:

1. The New Neighborhood Phase 4
 - request to begin the process providing maintenance of streets and alleys.
 - Locate the Mediation Settlement Agreement dated September 9, 2009
 - Provide a letter to the residents of the New Neighborhood Phase 4.
2. Compatibility of the Deputy Clerk/Treasurer Position
3. Personal Notes at meetings
4. Employment Agreement and Council performance review process for our Clerk

Sue Palmer
Village of Empire, President
402-201-4242 Cell Phone

User: DSMITH

PERIOD ENDING 04/30/2023

DB: Empire

GL NUMBER	DESCRIPTION	2023-24	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDDT USED
		AMENDED BUDGET	04/30/2023	MONTH 04/30/2023		
Fund 202 - MAJOR STREETS FUND						
Revenues						
202-000-574	STATE SHARED REV	41,000.00	3,866.05	0.00	37,133.95	9.43
202-000-575	STATE WINTER REV	6,500.00	4,151.98	0.00	2,348.02	63.88
202-000-583	CO ROAD MILLAGE	27,000.00	0.00	0.00	27,000.00	0.00
202-000-664	INVEST INTEREST	400.00	146.59	0.00	253.41	36.65
202-000-691	FUND BALANCE CONTRIBUTION	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES						
		74,900.00	8,164.62	0.00	66,735.38	10.90
Expenditures						
202-000-801	AUDIT FEES	325.00	0.00	0.00	325.00	0.00
202-000-930	REPAIRS & MAINTENANCE	5,000.00	0.00	0.00	5,000.00	0.00
202-215-702	WAGES - MAJOR STREETS CLERK	1,500.00	240.40	120.20	1,259.60	16.03
202-215-715	PR TAX EXP - CLERK	100.00	18.38	9.19	81.62	18.38
202-463-702	WAGES - ROUTINE MAINTENANCE	6,000.00	299.42	274.18	5,700.58	4.99
202-463-715	PR TAX EXP - ROUTINE MAINTENANCE	500.00	22.91	20.98	477.09	4.58
202-463-726	SUPPLIES	1,000.00	0.00	0.00	1,000.00	0.00
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	1,114.00	32.00	586.00	65.53
202-463-874	RETIREMENT	250.00	4.29	3.03	245.71	1.72
202-463-978	EQUIPMENT RENTAL	5,500.00	356.30	326.06	5,143.70	6.48
202-478-702	WAGES - WINTER MAINTENANCE	5,000.00	633.38	60.58	4,366.62	12.67
202-478-715	PR TAX EXP - WINTER MAINTENANCE	400.00	48.45	4.64	351.55	12.11
202-478-726	SUPPLIES	4,000.00	0.00	0.00	4,000.00	0.00
202-478-840	INSURANCE	800.00	64.00	32.00	736.00	8.00
202-478-874	RETIREMENT	250.00	15.64	3.03	234.36	6.26
202-478-978	EQUIPMENT RENTAL	8,000.00	808.40	0.00	7,191.60	10.11
202-901-970	CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.00
202-965-999	50% TRF TO LOC ST	26,000.00	4,009.01	0.00	21,990.99	15.42
TOTAL EXPENDITURES						
		69,525.00	7,634.58	885.89	61,890.42	10.98
Fund 202 - MAJOR STREETS FUND:						
TOTAL REVENUES		74,900.00	8,164.62	0.00	66,735.38	10.90
TOTAL EXPENDITURES		69,525.00	7,634.58	885.89	61,890.42	10.98
NET OF REVENUES & EXPENDITURES		5,375.00	530.04	(885.89)	4,844.96	9.86
Fund 203 - LOCAL STREETS FUND						
Revenues						
203-000-546	STATE GRANTS - STREETS	0.00	0.00	0.00	0.00	0.00
203-000-574	STATE SHARED REV	28,000.00	2,717.43	0.00	25,282.57	9.71
203-000-575	STATE WINTER REV	6,000.00	2,223.05	0.00	3,776.95	37.05
203-000-664	INVEST INTEREST	350.00	162.07	0.00	187.93	46.31
203-000-677	50% TRF FR MAJ ST	26,000.00	4,009.01	0.00	21,990.99	15.42
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	9,111.56	0.00	116,238.44	7.27
Expenditures						
203-000-801	AUDIT FEES	450.00	0.00	0.00	450.00	0.00

PERIOD ENDING 04/30/2023

GL NUMBER	DESCRIPTION	2023-24 AMENDED BUDGET	YTD BALANCE 04/30/2023	MONTH 04/30/2023	AVAILABLE BALANCE	% BDGT USE
Fund 203 - LOCAL STREETS FUND						
Expenditures						
203-000-821	ENGINEERING	5,000.00	0.00	0.00	5,000.00	0.00
203-000-826	LEGAL FEES	0.00	0.00	0.00	0.00	0.00
203-000-860	TRANSPORTATION	0.00	0.00	0.00	0.00	0.00
203-000-930	REPAIRS & MAINTENANCE	7,000.00	0.00	0.00	7,000.00	0.00
203-215-702	WAGES - LOCAL STREETS CLERK	1,500.00	240.40	120.20	1,259.60	16.03
203-215-715	PR TAX EXP - CLERK	100.00	18.38	9.19	81.62	18.38
203-463-702	WAGES - ROUTINE MAINTENANCE	3,500.00	283.10	283.10	3,216.90	8.09
203-463-715	PR TAX EXP - ROUTINE MAINTENANCE	300.00	21.66	21.66	278.34	7.22
203-463-726	SUPPLIES	1,000.00	0.00	0.00	1,000.00	0.00
203-463-787	TRAFFIC CON - ROUTINE	250.00	0.00	0.00	250.00	0.00
203-463-821	ENGINEERING FEES	5,000.00	0.00	0.00	5,000.00	0.00
203-463-840	INSURANCE	2,100.00	1,114.00	32.00	986.00	53.05
203-463-874	RETIREMENT	250.00	4.54	4.54	245.46	1.82
203-463-978	EQUIPMENT RENTAL	5,500.00	447.00	315.44	5,053.00	8.13
203-478-702	WAGES - WINTER MAINTENANCE	5,200.00	663.66	90.86	4,536.34	12.76
203-478-715	PR TAX EXP - WINTER MAINTENANCE	500.00	50.78	6.95	449.22	10.16
203-478-726	SUPPLIES	4,500.00	0.00	0.00	4,500.00	0.00
203-478-840	INSURANCE	1,200.00	64.00	32.00	1,136.00	5.33
203-478-874	RETIREMENT	250.00	17.16	4.54	232.84	6.86
203-478-978	EQUIPMENT RENTAL	7,000.00	915.29	0.00	6,084.71	13.08
203-901-970	CAPITAL OUTLAY- UNION ST	70,000.00	0.00	0.00	70,000.00	0.00
TOTAL EXPENDITURES		120,600.00	3,839.97	920.48	116,760.03	3.18
Fund 203 - LOCAL STREETS FUND:						
TOTAL REVENUES		125,350.00	9,111.56	0.00	116,238.44	7.27
TOTAL EXPENDITURES		120,600.00	3,839.97	920.48	116,760.03	3.18
NET OF REVENUES & EXPENDITURES		4,750.00	5,271.59	(920.48)	(521.59)	110.98
Fund 591 - WATER FUND						
Revenues						
591-000-626	SERVICE INSTALLATION	15,000.00	0.00	0.00	15,000.00	0.00
591-000-642	WATER SALES	155,000.00	28,609.77	0.00	126,390.23	18.46
591-000-655	LATE PAYMENT FEES	2,000.00	(25.00)	(25.00)	2,025.00	(1.25)
591-000-664	INVEST INTEREST	400.00	197.69	0.00	202.31	49.42
591-000-665	FIRE SUPPRESSION LEASE	800.00	0.00	0.00	800.00	0.00
591-000-670	MISC INCOME	200.00	0.00	0.00	200.00	0.00
591-000-691	FUND BALANCE CONTRIBUTION	140,000.00	0.00	0.00	140,000.00	0.00
TOTAL REVENUES		313,400.00	28,782.46	(25.00)	284,617.54	9.18
Fund 591 - WATER FUND:						
TOTAL REVENUES		2,200.00	0.00	0.00	2,200.00	0.00
TOTAL EXPENDITURES		11,000.00	1,375.07	544.57	9,624.93	12.50
NET OF REVENUES & EXPENDITURES		1,000.00	105.21	41.67	894.79	10.52
TOTAL REVENUES		450.00	49.53	17.61	400.47	11.01
TOTAL EXPENDITURES		19,450.00	1,854.66	433.38	17,595.34	9.54
NET OF REVENUES & EXPENDITURES		1,500.00	141.87	33.15	1,358.13	9.46
TOTAL REVENUES		2,500.00	(99.00)	0.00	2,599.00	(3.96)
TOTAL EXPENDITURES		600.00	240.00	0.00	360.00	40.00
NET OF REVENUES & EXPENDITURES		800.00	0.00	0.00	800.00	0.00
TOTAL REVENUES		800.00	0.00	0.00	800.00	0.00
TOTAL EXPENDITURES		800.00	0.00	0.00	800.00	0.00
NET OF REVENUES & EXPENDITURES		0.00	0.00	0.00	0.00	0.00

User: DSMITH
DB: Empire

PERIOD ENDING 04/30/2023

GL NUMBER	DESCRIPTION	2023-24	YTD BALANCE	ACTIVITY FOR	% BDGT
		AMENDED BUDGET			
04/30/2023					
Fund 591 - WATER FUND					
Expenditures					
591-556-804	LABS & TESTING	1,000.00	1,198.75	0.00	119.88
591-556-821	ENGINEERING FEES	5,000.00	0.00	0.00	0.00
591-556-840	INSURANCE	4,000.00	2,646.18	78.09	66.15
591-556-853	TELEPHONE	1,600.00	234.83	105.16	14.68
591-556-874	RETIREMENT	800.00	58.57	13.13	7.32
591-556-921	ELECTRICITY	12,000.00	974.66	462.47	8.12
591-556-923	HEAT	3,600.00	1,062.82	481.74	29.52
591-556-930	REPAIRS & MAINTENANCE	56,000.00	95.95	95.95	0.17
591-556-933	SOFTWARE MAINTENANCE/SUPPORT	1,000.00	900.00	0.00	90.00
591-556-938	METER HOSTING & SOFTWARE	1,400.00	20.47	0.00	1.46
591-556-956	DUES & MISC	2,600.00	14.90	0.00	0.57
591-556-957	BANK CHARGES	400.00	15.75	0.00	3.94
591-556-959	DEPRECIATION	40,000.00	0.00	0.00	0.00
591-556-970	CAPITAL OUTLAY	110,000.00	1,100.74	1,100.74	1.00
591-556-978	EQUIPMENT RENTAL	6,000.00	488.01	102.50	8.13
591-556-991	DEBT PRINCIPLE/BOND RESERVE	18,000.00	0.00	0.00	0.00
591-556-995	DEBT INTEREST	8,800.00	0.00	0.00	0.00
TOTAL EXPENDITURES		312,500.00	12,478.97	3,510.16	3.99
Fund 591 - WATER FUND:					
TOTAL REVENUES		313,400.00	28,782.46	(25.00)	9.18
TOTAL EXPENDITURES		312,500.00	12,478.97	3,510.16	3.99
NET OF REVENUES & EXPENDITURES		900.00	16,303.49	(3,535.16)	1,811.50
Fund 661 - EQUIPMENT FUND					
Revenues					
661-000-664	INVEST INTEREST	1,200.00	199.67	0.00	16.64
661-000-668	EQUIPMENT RENTAL	70,000.00	6,305.41	2,002.31	9.01
661-000-670	MISC INCOME	0.00	0.00	0.00	0.00
661-000-691	FUND BALANCE CONTRIBUTION	75,000.00	0.00	0.00	0.00
TOTAL REVENUES		146,200.00	6,505.08	2,002.31	4.45
Expenditures					
661-000-968	DEPRECIATION EXPENSE	0.00	0.00	0.00	0.00
661-215-702	WAGES - EQUIPMENT CLERK	5,200.00	817.44	408.72	15.72
661-215-715	PR TAX EXP - CLERK	400.00	62.54	31.27	15.64
661-557-702	WAGES - EQUIPMENT MAINTENANCE	13,000.00	1,406.13	390.65	10.82
661-557-715	PR TAX EXP - EQUIPMENT	1,000.00	107.58	29.89	10.76
661-557-726	SUPPLIES	2,000.00	674.60	0.00	33.73
661-557-751	FUEL & OIL	12,000.00	0.00	0.00	0.00
661-557-801	AUDIT FEES	600.00	0.00	0.00	0.00
661-557-840	INSURANCE	16,000.00	14,206.00	265.00	88.79
661-557-874	RETIREMENT	600.00	44.68	13.13	7.45
661-557-923	HEAT	0.00	0.00	0.00	0.00
661-557-925	WATER	250.00	0.00	0.00	0.00
661-557-930	REPAIRS & MAINTENANCE	14,000.00	436.13	18.63	3.12
661-557-957	BANK CHARGES	0.00	0.00	0.00	0.00
661-557-965	CONTR TO OTHER FUNDS	0.00	0.00	0.00	0.00
661-557-970	CAPITAL OUTLAY	79,000.00	0.00	0.00	0.00

GL NUMBER	DESCRIPTION	2023-24 AMENDED BUDGET	YTD BALANCE 04/30/2023	ACTIVITY FOR MONTH 04/30/2023	AVAILABLE BALANCE	% BDOT USED
Fund 661 - EQUIPMENT FUND						
Expenditures						
TOTAL EXPENDITURES		144,050.00	17,755.10	1,157.29	126,294.90	12.33
Fund 661 - EQUIPMENT FUND:						
TOTAL REVENUES		146,200.00	6,505.08	2,002.31	139,694.92	4.45
TOTAL EXPENDITURES		144,050.00	17,755.10	1,157.29	126,294.90	12.33
NET OF REVENUES & EXPENDITURES		2,150.00	(11,250.02)	845.02	13,400.02	523.26
TOTAL REVENUES - ALL FUNDS						
TOTAL EXPENDITURES - ALL FUNDS		659,850.00	52,563.72	1,977.31	607,286.28	7.97
NET OF REVENUES & EXPENDITURES		646,675.00	41,708.62	6,473.82	604,966.38	6.45
		13,175.00	10,855.10	(4,496.51)	2,319.90	82.39

GL NUMBER	DESCRIPTION	2023-24 AMENDED BUDGET	YTD BALANCE 04/30/2023	MONTH 04/30/2023	AVAILABLE BALANCE	% BDGT USE
Fund 202 - MAJOR STREETS FUND						
Revenues						
202-000-574	STATE SHARED REV	41,000.00	3,866.05	0.00	37,133.95	9.43
202-000-575	STATE WINTER REV	6,500.00	4,151.98	0.00	2,348.02	63.88
202-000-583	CO ROAD MILLAGE	27,000.00	0.00	0.00	27,000.00	0.00
202-000-664	INVEST INTEREST	400.00	146.59	0.00	253.41	36.65
202-000-691	FUND BALANCE CONTRIBUTION	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES		74,900.00	8,164.62	0.00	66,735.38	10.90
Expenditures						
202-000-801	AUDIT FEES	325.00	0.00	0.00	325.00	0.00
202-000-930	REPAIRS & MAINTENANCE	5,000.00	0.00	0.00	5,000.00	0.00
202-215-702	WAGES - MAJOR STREETS CLERK	1,500.00	240.40	120.20	1,259.60	16.03
202-215-715	PR TAX EXP - CLERK	100.00	18.38	9.19	81.62	18.38
202-463-702	WAGES - ROUTINE MAINTENANCE	6,000.00	299.42	274.18	5,700.58	4.99
202-463-715	PR TAX EXP - ROUTINE MAINTENANCE	500.00	22.91	20.98	477.09	4.58
202-463-726	SUPPLIES	1,000.00	0.00	0.00	1,000.00	0.00
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	1,114.00	32.00	586.00	65.53
202-463-874	RETIREMENT	250.00	4.29	3.03	245.71	1.72
202-463-978	EQUIPMENT RENTAL	5,500.00	356.30	326.06	5,143.70	6.48
202-478-702	WAGES - WINTER MAINTENANCE	5,000.00	633.38	60.58	4,366.62	12.67
202-478-715	PR TAX EXP - WINTER MAINTENANCE	400.00	48.45	4.64	351.55	12.11
202-478-726	SUPPLIES	4,000.00	0.00	0.00	4,000.00	0.00
202-478-840	INSURANCE	800.00	64.00	32.00	736.00	8.00
202-478-874	RETIREMENT	250.00	15.64	3.03	234.36	6.26
202-478-978	EQUIPMENT RENTAL	8,000.00	808.40	0.00	7,191.60	10.11
202-901-970	CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.00
202-965-999	50% TRF TO LOC ST	26,000.00	4,009.01	0.00	21,990.99	15.42
TOTAL EXPENDITURES		69,525.00	7,634.58	885.89	61,890.42	10.98
Fund 202 - MAJOR STREETS FUND:						
TOTAL REVENUES		74,900.00	8,164.62	0.00	66,735.38	10.90
TOTAL EXPENDITURES		69,525.00	7,634.58	885.89	61,890.42	10.98
NET OF REVENUES & EXPENDITURES		5,375.00	530.04	(885.89)	4,844.96	9.86
Fund 203 - LOCAL STREETS FUND						
Revenues						
203-000-546	STATE GRANTS - STREETS	0.00	0.00	0.00	0.00	0.00
203-000-574	STATE SHARED REV	28,000.00	2,717.43	0.00	25,282.57	9.71
203-000-575	STATE WINTER REV	6,000.00	2,223.05	0.00	3,776.95	37.05
203-000-664	INVEST INTEREST	350.00	162.07	0.00	187.93	46.31
203-000-677	50% TRF FR MAJ ST	26,000.00	4,009.01	0.00	21,990.99	15.42
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	9,111.56	0.00	116,238.44	7.27
Expenditures						
203-000-801	AUDIT FEES	450.00	0.00	0.00	450.00	0.00

REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF EMPIRE

PERIOD ENDING 04/30/2023

GL NUMBER	DESCRIPTION	2023-24 AMENDED BUDGET	YTD BALANCE 04/30/2023	ACTIVITY FOR MONTH 04/30/2023	AVAILABLE BALANCE	% BDGT USED
Fund 203 - LOCAL STREETS FUND						
Expenditures						
203-000-821	ENGINEERING	5,000.00	0.00	0.00	5,000.00	0.00
203-000-826	LEGAL FEES	0.00	0.00	0.00	0.00	0.00
203-000-860	TRANSPORTATION	0.00	0.00	0.00	0.00	0.00
203-000-930	REPAIRS & MAINTENANCE	7,000.00	0.00	0.00	7,000.00	0.00
203-215-702	WAGES - LOCAL STREETS CLERK	1,500.00	240.40	120.20	1,259.60	16.03
203-215-715	PR TAX EXP - CLERK	100.00	18.38	9.19	81.62	18.38
203-463-702	WAGES - ROUTINE MAINTENANCE	3,500.00	283.10	283.10	3,216.90	8.09
203-463-715	PR TAX EXP - ROUTINE MAINTENANCE	300.00	21.66	21.66	278.34	7.22
203-463-726	SUPPLIES	1,000.00	0.00	0.00	1,000.00	0.00
203-463-787	TRAFFIC CON - ROUTINE	250.00	0.00	0.00	250.00	0.00
203-463-821	ENGINEERING FEES	5,000.00	0.00	0.00	5,000.00	0.00
203-463-840	INSURANCE	2,100.00	0.00	0.00	2,100.00	0.00
203-463-874	RETIREMENT	250.00	4.54	4.54	245.46	1.82
203-463-978	EQUIPMENT RENTAL	5,500.00	447.00	315.44	5,053.00	8.13
203-478-702	WAGES - WINTER MAINTENANCE	5,200.00	663.66	90.86	4,536.34	12.76
203-478-715	PR TAX EXP - WINTER MAINTENANCE	500.00	50.78	6.95	449.22	10.16
203-478-726	SUPPLIES	4,500.00	0.00	0.00	4,500.00	0.00
203-478-840	INSURANCE	1,200.00	64.00	32.00	1,136.00	5.33
203-478-874	RETIREMENT	250.00	17.16	4.54	232.84	6.86
203-478-978	EQUIPMENT RENTAL	7,000.00	915.29	0.00	6,084.71	13.08
203-901-970	CAPITAL OUTLAY- UNION ST	70,000.00	0.00	0.00	70,000.00	0.00
TOTAL EXPENDITURES		120,600.00	3,839.97	920.48	116,760.03	3.18
Fund 203 - LOCAL STREETS FUND:						
TOTAL REVENUES						
125,350.00		9,111.56	0.00	0.00	116,238.44	7.27
120,600.00		3,839.97	920.48	920.48	116,760.03	3.18
NET OF REVENUES & EXPENDITURES		4,750.00	5,271.59	(920.48)	(521.59)	110.98
Fund 591 - WATER FUND						
Revenues						
591-000-626	SERVICE INSTALLATION	15,000.00	0.00	0.00	15,000.00	0.00
591-000-642	WATER SALES	155,000.00	28,609.77	0.00	126,390.23	18.46
591-000-655	LATE PAYMENT FEES	2,000.00	(25.00)	(25.00)	2,025.00	(1.25)
591-000-664	INVEST INTEREST	400.00	197.69	0.00	202.31	49.42
591-000-665	FIRE SUPPRESSION LEASE	800.00	0.00	0.00	800.00	0.00
591-000-670	MISC INCOME	200.00	0.00	0.00	200.00	0.00
591-000-691	FUND BALANCE CONTRIBUTION	140,000.00	0.00	0.00	140,000.00	0.00
TOTAL REVENUES		313,400.00	28,782.46	(25.00)	284,617.54	9.18
Expenditures						
591-215-702	WAGES - WATER CLERK	2,200.00	0.00	0.00	2,200.00	0.00
591-215-703	WAGES - WATER ADMIN	11,000.00	1,375.07	544.57	9,624.93	12.50
591-215-715	PR TAX EXP - CLERK	1,000.00	105.21	41.67	894.79	10.52
591-215-874	RETIREMENT	450.00	49.53	17.61	400.47	11.01
591-556-702	WAGES - WATER MAINTENANCE	19,450.00	1,854.66	433.38	17,595.34	9.54
591-556-715	PR TAX EXP - WATER	1,500.00	141.87	33.15	1,358.13	9.46
591-556-726	SUPPLIES	2,500.00	(99.00)	0.00	2,599.00	(3.96)
591-556-730	POSTAGE	600.00	240.00	0.00	360.00	40.00
591-556-800	PROFESSIONAL SERVICES	800.00	0.00	0.00	800.00	0.00
591-556-801	AUDIT FEES	800.00	0.00	0.00	800.00	0.00

PERIOD ENDING 04/30/2023

GL NUMBER	DESCRIPTION	2023-24 AMENDED BUDGET	YTD BALANCE 04/30/2023	ACTIVITY FOR MONTH 04/30/2023	AVAILABLE BALANCE	% BDGT USED
Fund 591 - WATER FUND						
Expenditures						
591-556-804	LABS & TESTING	1,000.00	1,198.75	0.00	(198.75)	119.88
591-556-821	ENGINEERING FEES	5,000.00	0.00	0.00	5,000.00	0.00
591-556-840	INSURANCE	4,000.00	2,646.18	78.09	1,353.82	66.15
591-556-853	TELEPHONE	1,600.00	234.83	105.16	1,365.17	14.68
591-556-874	RETIREMENT	800.00	58.57	13.13	741.43	7.32
591-556-921	ELECTRICITY	12,000.00	974.66	462.47	11,025.34	8.12
591-556-923	HEAT	3,600.00	1,062.82	481.74	2,537.18	29.52
591-556-930	REPAIRS & MAINTENANCE	56,000.00	95.95	95.95	55,904.05	0.17
591-556-933	SOFTWARE MAINTENANCE/SUPPORT	1,000.00	900.00	0.00	100.00	90.00
591-556-938	METER HOSTING & SOFTWARE	1,400.00	20.47	0.00	1,379.53	1.46
591-556-956	DUES & MISC	2,600.00	14.90	0.00	2,585.10	0.57
591-556-957	BANK CHARGES	400.00	15.75	0.00	384.25	3.94
591-556-959	DEPRECIATION	40,000.00	0.00	0.00	40,000.00	0.00
591-556-970	CAPITAL OUTLAY	110,000.00	1,100.74	1,100.74	108,899.26	1.00
591-556-978	EQUIPMENT RENTAL	6,000.00	488.01	102.50	5,511.99	8.13
591-556-991	DEBT PRINCIPLE/BOND RESERVE	18,000.00	0.00	0.00	18,000.00	0.00
591-556-995	DEBT INTEREST	8,800.00	0.00	0.00	8,800.00	0.00
TOTAL EXPENDITURES		312,500.00	12,478.97	3,510.16	300,021.03	3.99
Fund 591 - WATER FUND:						
TOTAL REVENUES		313,400.00	28,782.46	(25.00)	284,617.54	9.18
TOTAL EXPENDITURES		312,500.00	12,478.97	3,510.16	300,021.03	3.99
NET OF REVENUES & EXPENDITURES		900.00	16,303.49	(3,535.16)	(15,403.49)	1,811.50
Fund 661 - EQUIPMENT FUND						
Revenues						
661-000-664	INVEST INTEREST	1,200.00	199.67	0.00	1,000.33	16.64
661-000-668	EQUIPMENT RENTAL	70,000.00	6,305.41	2,002.31	63,694.59	9.01
661-000-670	MISC INCOME	0.00	0.00	0.00	0.00	0.00
661-000-691	FUND BALANCE CONTRIBUTION	75,000.00	0.00	0.00	75,000.00	0.00
TOTAL REVENUES		146,200.00	6,505.08	2,002.31	139,694.92	4.45
Fund 661 - EQUIPMENT FUND:						
Expenditures						
661-000-968	DEPRECIATION EXPENSE	0.00	0.00	0.00	0.00	0.00
661-215-702	WAGES - EQUIPMENT CLERK	5,200.00	817.44	408.72	4,382.56	15.72
661-215-715	PR TAX EXP - CLERK	400.00	62.54	31.27	337.46	15.64
661-557-702	WAGES - EQUIPMENT MAINTENANCE	13,000.00	1,406.13	390.65	11,593.87	10.82
661-557-715	PR TAX EXP - EQUIPMENT	1,000.00	107.58	29.89	892.42	10.76
661-557-726	SUPPLIES	2,000.00	674.60	0.00	1,325.40	33.73
661-557-751	FUEL & OIL	12,000.00	0.00	0.00	12,000.00	0.00
661-557-801	AUDIT FEES	600.00	0.00	0.00	600.00	0.00
661-557-840	INSURANCE	16,000.00	14,206.00	265.00	1,794.00	88.79
661-557-874	RETIREMENT	600.00	44.68	13.13	555.32	7.45
661-557-923	HEAT	0.00	0.00	0.00	0.00	0.00
661-557-925	WATER	250.00	0.00	0.00	250.00	0.00
661-557-930	REPAIRS & MAINTENANCE	14,000.00	436.13	18.63	13,563.87	3.12
661-557-957	BANK CHARGES	0.00	0.00	0.00	0.00	0.00
661-557-965	CONTR TO OTHER FUNDS	0.00	0.00	0.00	0.00	0.00
661-557-970	CAPITAL OUTLAY	79,000.00	0.00	0.00	79,000.00	0.00

REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF EMPIRE
PERIOD ENDING 04/30/2023

GL NUMBER	DESCRIPTION	2023-24 AMENDED BUDGET	YTD BALANCE 04/30/2023	ACTIVITY FOR MONTH 04/30/2023	AVAILABLE BALANCE	% BDGT USED
Fund 661 - EQUIPMENT FUND						
Expenditures		144,050.00	17,755.10	1,157.29	126,294.90	12.33
TOTAL EXPENDITURES						
Fund 661 - EQUIPMENT FUND:						
TOTAL REVENUES		146,200.00	6,505.08	2,002.31	139,694.92	4.45
TOTAL EXPENDITURES		144,050.00	17,755.10	1,157.29	126,294.90	12.33
NET OF REVENUES & EXPENDITURES		2,150.00	(11,250.02)	845.02	13,400.02	523.26
TOTAL REVENUES - ALL FUNDS		659,850.00	52,563.72	1,977.31	607,286.28	7.97
TOTAL EXPENDITURES - ALL FUNDS		646,675.00	41,708.62	6,473.82	604,966.38	6.45
NET OF REVENUES & EXPENDITURES		13,175.00	10,855.10	(4,496.51)	2,319.90	82.39

Committee
Council 1

Personnel committee Meeting

April 24, 2023

Monday 11am @ Village of Empire Office

In attendance: Linda Chase(chair), Meg Walton, Chris Webb

Agenda Items: Job posting for DPW Seasonal Worker

Job descriptions

Review the seasonal DPW job description and discuss the information to be posted in the papers. Discussion on the Beach Ambassadors, the Deputy Clerk is responsible for recruiting and hiring applicants this summer.

Meeting adjourned at 12:20pm

Submitted by Linda Chase (chair)

VC 5/11/23

Personnel Committee Meeting

April 27, 2023

Thursday 9:30 @ Village of Empire Garage

In attendance: Linda Chase(chair) Meg Walton and Chris Webb

Continued discussion of the Deputy Clerk Job description. Updates are being made and will be sent to the council as requested, at the next work session.

Meeting adjourned at 10:30am

Submitted by Linda Chase (chair)

Prepared:	April 13,2023	Pages:
Meeting:	May11,2023	Attachments:
Subject:	Leelanau County, Michigan Natural Hazard Mitigation Plan 2023	Author: Meg Walton and March Dye

Overview: On April 13,2023 Meg Walton and March Dye attended a meeting of the Leelanau County Natural Hazard Mitigation Draft Review plan moderated by Networks Northwest. FEMA requires this plan to be updated, adopted, and re-submitted every 5 years. Hazard mitigation is any action taken before, during, or after a disaster to permanently eliminate or reduce the long-term risk to human life and property from natural and technological hazards. Mitigation is an essential element of emergency management, along with preparedness, response, and recovery. Emergency management includes four phases: actions to mitigate a disaster, a community prepares for a disaster; responds when it occurs; and then there is a transition into the recovery process. The process is cyclical and mitigation measures are evaluated and adopted constantly. The following natural events were catalogued for our area: extreme winter weather, thunderstorm/wind and severe winds, hail, shoreline hazards, tornado wildfire, public health emergency, extreme temperature, drought, lightning, and invasive species

The Plan is intended to be a resource for building coordination and cooperation within a community for local control of future mitigation and community preparedness for natural hazards.

Recommendations:

As a result of the meeting the following suggestions are made with the intent to prepare our village in the event that a natural disaster occur in the following areas;

- A list of critical village components that could be affected by a natural disaster.
- An order of operations for our village departments to respond to an emergency situation affecting village infrastructure.
- A plan identifying an individual or individuals authorized to act should a disaster occur (natural or manmade) within the bounds of village authority.
- Identification of areas of coordination with other local agencies.

The previous four components should be shared with the appropriate county personnel and modified as needed. The village of Empire has experienced growth in population both seasonal and permanent that didn't seem to be reflected in the county-wide assessments. They also agreed that our water system *did represent an area where some assistance could possibly be provided for a back up generator* if appropriate paperwork could be provided.

Conclusion:

The county appears to be well represented and wide coordination between the various stakeholders in and out of the county was apparent. Hopefully we can feel some confidence that should some natural disaster occur, our village will be able to respond to the needs of the community.

Prepared:	May 1, 2023	Pages: 1
Meeting:	May 11, 2023	Attachments:
Subject:	Community Engagement Priorities	
Author:	Sue Palmer	

Overview:

The Council has meet during the past couple Work Sessions. Some ideas that were identified have been

categorized under two ways to incorporate Community Engagement.

1. Ways the Council can make changes
 - a. Polling meeting attendees
 - b. Define a new format for submitting Agenda documents
 - c. Create a new layout for tables at all Council meetings
 - d. Begin using our projector for packet documentation
2. Ways to involve Village residents
 - a. Community Newsletter
 - b. Community Survey
 - c. Conversation with Council
 - d. Installation of Community Artwork
 - e. Community Cleanup
 - f. Community assistance for our seniors

Action to be Taken:

1. Council prioritizes items for each category
2. Discuss next steps for the top 2 items under each category.

NOTE – this document is MY input and prepared based on the minutes from the meeting in which we identified the items. I may have missed some and hope that if there are items not on the list, Council will provide their input to this Agenda item.

For May 11, 2023 Work Session

Prepared:	Pages:
Meeting:	Attachments:
Subject:	
Author:	

Overview:

Action to be Taken:

Prepared:	May 3, 2023	Pages: 1
Meeting:	May 11.2023	Attachments:
Subject:	Community Engagement	Author: March Dye

Overview:

It seems that there are two different ways to look at "Community Engagement".

The first concerns ways to inform the public of happenings in the Village whether they are council related (actions taken or to be taken, what is being discussed, notices to the public) or community related (upcoming events, local clubs and non-profits,etc.)

These could be addressed in a semi-annual newsletter if so desired.

For people with computers the Village council related items are pretty well covered.

A first step would be to make sure that everyone in our community knows how to get to our website and be on the email blast list.

The second way to look at Community Engagement is how to get the public involved in participating in projects in which they are interested. A community survey was suggested in order to find out what is important to people. This is important and should be done by the Planning Commission when our Master Plan is next updated.

Task Forces made up of community members are used to explore the merits and workability of ideas proposed by council. Community members should be able, even encouraged, to bring ideas to council - backed by information and support from other community members - to be considered by council as a task force item, an agenda item or a volunteer project to be supported by council.

Recommendations:

The key to making community engagement work lies in all of us on council working together - not against each other. To make engagement work we need to provide an atmosphere that is non-threatening and welcoming. We need to make sure that people who are interested on serving on a task force but did not get chosen this time be encouraged to attend meetings and keep informed. We need to look at what it is that Empire has that we want to maintain and what we can improve on - then move forward on maintaining / improving. We don't all have to agree but we do need to listen without attacking one another.



Village Council Meeting Documentation

Date Prepared:		# of Pages:
Meeting Date:		Meeting Type:
Subject:		Author:

Overview or Problem Statement

Questions:

Recommendation for Action:

-Bacon 5/11/2023

Maggie Bacon – 2023 April Work Session (Community Engagement)

Suggested Guiding principle: “Welcome community learning and participation in the exercise of good governance, while embracing the natural resources and retaining the small town character of Empire”

Governance: The manner in which the Village Government follows the law and employs best practices in addressing, deciding or regulating issues of common concern to residents.

Elements of good governance: Transparency in Decision Making. Responsibility to report to residents actions taken by the government, Accountability for the spending of taxpayer dollars.

Focus:

The Village Government has a specific role: establish local regulatory ordinances and to provide local services (public works). The Village Government relies on and seeks to work with community partners to provide community building opportunities that fall outside the capacity of Village Government.

.....

1. Can we agree on a guiding principles?

2. Consider creating an asset map – that may help answer the question: Is this something the Village Government does? Are there are partners for us to work with?

Concurrently:

Public Education

Identify what is already in place to help people learn about Village Government. We have a lot. It needs greater visibility!

- A. Provide a Village Website overview training (provided by the Library)
- B. Highlight on the website: “Village Government Primer” (could include how the public communicates with Council – public comment, correspondence, contacting government official, etc)
- C. Push out invite to “stay up to date” by signing up for e-blast. (instructions left at every home in Empire)

Review Rules of Procedure

If residents know where to look (see training above), then it will be important for our Rules of Procedure to be clear and understandable for everyone. As we review them, we should keep our public in mind (even though they are to help make our meetings better, too!)

Mutually Reinforcing activities

Are there activities we can help other organizations provide? Volunteer Night?

Bacon 5/11/23

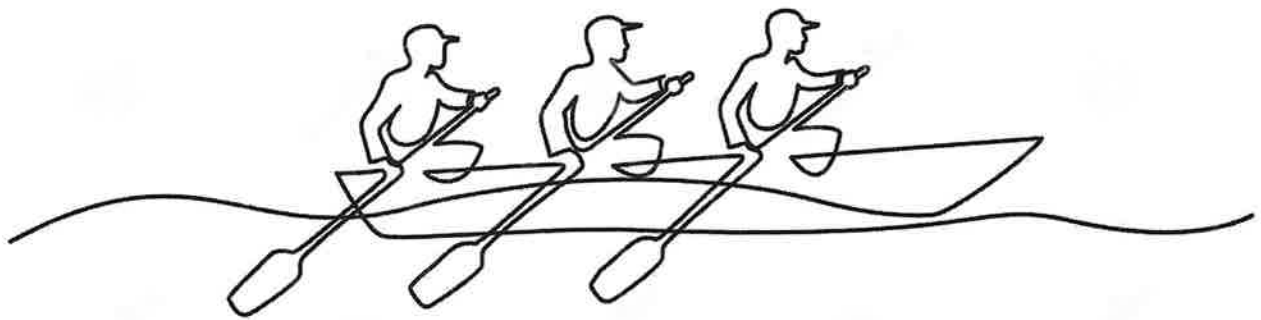
Prepared:	May 1, 2023	Pages: 1
Meeting:	May 11, 2023	Attachments: 4 pages
Subject:	Community Engagement discussion (cont.)	Author: Meg Walton

Overview: President Sue Palmer has indicated through the work agenda the desire to improve community engagement and employ best practices to facilitate increased community involvement. I found some beginning research from several different organizations and companies that can develop and guide communities and groups toward more engagement. The Community Tool Box from the University of Kansas had many tools available for groups to use. I attached the pages about visioning. Some require a financial commitment. This may require a greater commitment in both money and time than council allows and may also subsequently overlap with a Masterplan update process. This might not be what council is (has) anticipated. In order to further the process and spark discussion at the last work I attempted to do a quick, unscientific spontaneous feedback card request. The feedback generated by those cards is attached for your review. In my opinion, it's all over the map but it does illustrate the need for a more scientific approach with proper notice and community participation conducted by the council at a designated meeting for that purpose.

Recommendations: Development of a shared vision statement through council member consensus building. The council could encourage the process by setting up a special community wide meeting for that vision setting facilitated by a professional so that the meeting is productive and not a complaint session.

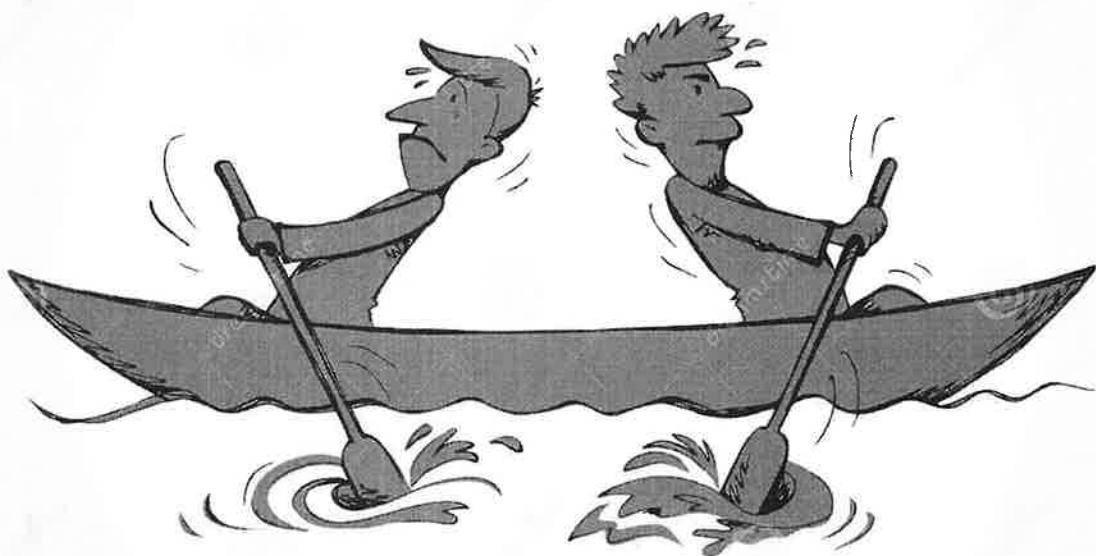
Conclusion: What is Community engagement?

Community engagement is the foundation for a successful, mutually beneficial relationship between the government and the community it serves. We should encourage participation, connection and be able to measure the impact to further community objectives.



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Walton 5/11/23

QUESTION: HOW DO YOU SEE THE VILLAGE OF EMPIRE IN 5 YEARS?

—The ability to submit questions and or opinions via the Village Council's website versus having to be in attendance.

Name and address required for submission.

Response back by council within 30 days requested. Does not need to be agenda item.

—I'd like to see some thought put into how to attract families to move to Empire and addressing workforce housing.

—Vibrant walking community with services for our residents.

—An effort to redirect the village to become a family oriented community instead of a tourist attraction center : limit weekly rentals for example.

—Empire Village and Township open forum with 1 specific topic of discussion (without Robert's rules and fear of disorder).

Announcements delivered to all home owners such as a NIXLE text reach out regarding all meetings and possible problems. ie: NO BURN for fires on beach- won't be innocent catastrophes.

—A Village with a grocery, more restaurants, develop the old hardware.

—Let's keep this simple. "Engagement" is really a Communication Plan. I suggest a focus on the following:

1. Where are we? How are we communicating currently (asset map)
2. Where should we be? Priority of communication contact and frequency KPI's(?)
3. How do we get there? How is contact developed? What media is applicable for communication?
4. Action plan identifies parameters, budgets, timing, individual responsibilities.
5. Are we getting there: Are we getting the engagement we desire (progress against success factors indicated in item#2).

5/11/23
Walton

Considerations for developing your Vision Statement:



- A vision statement is a statement about ideal conditions or how things would look if the issue important to you were completely, perfectly addressed.
- Common characteristics of vision statements:
 - Understood and shared by members of the community
 - Broad enough to include a variety of local perspectives
 - Inspiring and uplifting to everyone involved in your effort
 - Easy to communicate- for example, they are generally short enough to fit on a T-shirt
- Examples:
 - Caring communities
 - Safe streets, safe neighborhoods
 - Health for All

Instructions:

1. Identify one person to take notes while the group brainstorms ideas and one person to document the decision reached through consensus
2. Ask the following questions, record key points, and discuss common themes: (30 minutes)
 - a. *Essential why*: What is the dream or ideal that you and your community seek?
 - b. *Essential what*: What would have to change for this dream to come true?
3. Come to consensus about what the vision statement should be by considering the following: (10 minutes)
 - a. Will it draw people to the common work?
 - b. Does it give hope for a better future?
 - c. Will it inspire community members through positive, effective action?
 - d. Does it provide a basis for developing the other aspects of your action planning process?
4. Record the agreed upon statement on your handout.

Notes:

Walton - 5/11/23



Considerations for developing your Mission Statement:

- A mission statement describes *what* the group is going to do and *why* it is going to do that.
- Guiding principles for mission statements include:
 - *Concise*. Mission statements generally get their point across in one sentence.
 - *Outcome-oriented*. Explain the fundamental outcomes your organization is working to achieve.
 - *Inclusive*. Make broad statements about your groups' key goals but are not limiting to specific strategies or sectors of the community.
- Examples:
 - Promoting child health and development through a comprehensive family and community initiative.
 - To develop a safe and healthy neighborhood through collaborative planning, community action, and policy advocacy.
 - Promoting community health and development by connecting people, ideas and resources.

Instructions:

1. Identify one person to take notes while the group brainstorms ideas and one person to document the decision reached through consensus.
2. Carry forward ideas generated in developing your vision statement. Gather the ideas generated that described the "*essential why*" or the dream/ideal you seek and the "*essential what*" or what would have to happen for the dream to come true.
3. As a group select the statements that have particular relevance for the vision statement identified and brainstorm potential mission statements (e.g. Our mission is to _____ (essential why) through (or by) _____ (essential what). (30 minutes)
4. Come to consensus by considering the following: (10 minutes)
 - a. Does it describe the *what* your group will do and *why* it will do it?
 - b. Is it concise (one sentence)?
 - c. Is it outcome oriented?
 - d. Is it inclusive of the goals and people who may become involved in the work?
5. Record the agreed upon statement on your handout.

Notes:

Then Mission of our initiative is (*the essential why*):

through (or by) (*the essential what*):

Prepared:	May 1, 2023	Pages: 3
Meeting:	May 11, 2023	Attachments: 2
Subject:	Rules of Procedure	
Author:	Sue Palmer	

Overview:

Council was charged to review the Rules of Procedure and provide input as to any changes needed. The scope of work is to review through page 6 at this May 11, 2023 Work Session.

Action to be Taken:

1. Discuss updates provided by each council member.

NOTE: Attachments to this document is provided by me and is my opinion and input to this discussion. Any other input will be delivered to the office for inclusion in the Work Session packet by other Council members.

For May 11, 2023 Work Session

Rules of Procedure Changes through Page 6

PAGE ONE

First paragraph – third sentence –

- a. Delete “As such, the”
- b. Replace with “The Rules are not intended.....”

1.1 Regular and Work Session Meetings

- a. Remove the sentence beginning with “Each February, the Council shall...”
 - o This is a duplicate of the 2.1

1.3 Public Hearings last sentence –

- a. End the paragraph with “Section 5, Public Hearing Process”

1.4 Place of Meeting – Last Sentence

- a. Remove “As time and technology allow,”
- b. Replace with “Such notice will be posted on the Village.....”

PAGE TWO

2.1 Work Session and Regular Meeting Schedule –

- a. Second paragraph –
 - o Delete “As time and technology allow”
 - o Replace with “Information about individual meetings.....”

2.2 Rescheduled Meetings –

- a. Second paragraph –
 - o Delete “As time and technology allow”
 - o Replace with “Information about individual meetings.....”

PAGE THREE

3.1 Recording responsibility –

- a. Add a new paragraph (Referenced from General Law Village Act Handbook page 103)
The Clerk shall attend the council meeting and record all the proceedings and resolutions of the council in accordance with Section 64.5, Public Act 3 of 1895 (referred to as the General Law Village Act) as amended and the Open Meetings Act. 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.
- b. Third sentence of the existing first paragraph
 - o Delete “Highlights of discussions will be included.”
 - o *Replace it with something that reflects the fact that Council voted to have more details of discussions in our meeting. Thoughts?*
- c. Delete the last sentence. It is covered under the new first sentence.

3.2 Minutes – Work Session, Regular and Special Meetings –

- a. Replace the section as follows:

A Draft (synopsis) of the minutes must be available for public inspection within eight (8) business days following the meeting to which they refer and posted in 3 public places in the Village, the Village Office, the Kiosk next to the Post Office and the Glen Lake Community Library.

Corrections to the Draft (synopsis) must be made no later than the next meeting after the meeting to which the minutes refer and must show both the original entry and the corrections.

Approved minutes, showing corrections shall be posted in place of Draft (synopsis) within five (5) business days following the meeting at which they were Approved by Council.

A copy of the minutes of each regular or special council meeting shall be available for public inspection at the village office during regular business hours and the Village website.

3.4 Public Access to Meeting Materials and Minutes

- a. First sentence should be "All minutes, tape recordings, and meeting materials, except for those deemed privileged or"

PAGE FOUR

3.5 Taping of Meetings and Disposition of Tape –

- a. Add somewhere:
 - Tapes of meetings are considered public records and shall be available to the public upon request.

4.2 Minutes of Closed Meetings – From the OMA – Closed Meetings Minutes

- a. Do we tape Closed Meetings? If so, no change. If so we need to delete reference of audiotape.

PAGE FIVE

5. Public Hearings should be Public Hearing Process (Public Hearings is already on Page 1 – 1.3)

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

- a. Change first sentence to read "The Village President and the Council may introduce agenda items for inclusion in the Agenda.
- b. Is the verbiage "and vote on matters brought for action" really a part of setting the agenda?
- c. Under the paragraph beginning "The Council shall.....agenda during the meeting discussion under Changes....."
- d. Last paragraph – Do we have to add the new format we are using?

PAGE SIX

6.3 Regular Meeting Agenda / Consent Agenda –

- a. Change the Heading to be Consent Agenda / Regular Meeting Agenda – the first paragraph begins with Consent Agenda
- b. Second Paragraph – Change to read – An agenda shall be prepared for each Regular council meeting as follows:

Prepared:	May 2, 2023	Pages:
Meeting:	May 11, 2023	Attachments:
Subject:	ROP suggestions	Author: Meg Walton

Overview:

As directed by President Palmer I have reviewed the first 6 pages of the Rules of Procedure. The following are my suggestions.

Recommendations:

3.2 Minutes: *The ROP descriptions of minutes and the process of draft minutes and final minutes and the timeline I found to be very confusing. There must be a simpler way of describing the timeline and days between draft minutes and final minutes.*

3.5 Audio Recordings Meetings and Disposition of Audio Recordings

Suggested wording : Council meetings are audio recorded to assist the Clerk/Deputy Clerk in preparing the minutes of the meeting. Audio recordings are not to be considered the official record of a council meeting and may be recycled or disposed of 6 months after the Council approves the written minutes.

Members of the public may request a copy of the audio recording and it should be provided following appropriate FOIA guidelines.

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

The Council shall have the ability to overrule the president's decision about the agenda during the discussion of changes and additions to the agenda **by majority vote of the council.**

Village of Empire Deputy Clerk

From: Thomas Rademacher <t.rademacher@villageofempire.com>
Sent: Wednesday, May 3, 2023 6:59 PM
To: Derith Smith; Alacia Acton
Subject: ROP comments

Deri and Alacia,

Regarding our ROP review:

3.5 Taping of Meetings and Disposition of Tapes.

Suggest removing the word **may**, from recycled or disposed, and use the word **shall** instead.

If the tape is not considered official record, recycle or dispose of in <6 months, if there is no statutory requirement.

Tom

May 11, 2023

Prepared:	May 4, 2023	Pages: 1
Meeting:	May 11, 2023	Attachments:
Subject:	Rules of Procedure Review	Author: March Dye

Suggested Changes:

2.1 Work Session and Regular Meeting Schedule

In the second paragraph remove "As time and technology allow"

2.2 Rescheduled Meetings

In the second paragraph remove "As time and technology allow"

3.2 Minutes

Are hard copies of the approved minutes available at the library presently?

3.3 Communications

Change the heading to Correspondence and replace communications with correspondence in the rest of the paragraph.

3.5 Taping of Meetings and Disposition of Tapes

Change (Taping) to read Recording of Meetings and Disposition of Recordings
Add "Copies of recordings shall be made available to public upon request."

Village of Empire Deputy Clerk

From: Thomas Rademacher <t.rademacher@villageofempire.com>
Sent: Thursday, May 4, 2023 3:33 PM
To: Alacia Acton
Subject: ROP comment

Alacia,

My comment regarding ROP 3.2 Minutes. A comment from Dick Figura regarding our last ROP review, he said there was no reason the Village President had to review and approve the minutes before the rest of the Council had a chance to see them. Minutes are not a synopsis and therefore do not need to be approved by the Village President prior to the rest of the Council seeing them.

Tom

Bacon Comments on ROP

Can we just submit grammatical and spacing errors to the Clerk? For example: 2.2 Extra space in Glen_Lake

3.1 Recording Responsibility

The Clerk shall be responsible for maintaining the official record and minutes of each meeting of the Council. **These are the minutes of the business meetings of the Village Council and may be used as such in a court of law.** The minutes shall include all actions of the Council with respect to motions, including the name of the member who made the motion and the member who supported it. **This shall include any motions that were withdrawn or not seconded.**

Highlights of the discussion of motions (regular meeting) and general of agenda items (work session) will be included. Points in favor and against a motion (or agenda item) shall be recorded. Council members shall consider this as they speak to the issue at hand (i.e., I am in favor of this for these reasons; I am opposed to this for these reasons).

If the vote is a roll call, the minutes shall show who voted "Yes," "No" or "Abstained".

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. In the absence of the Clerk or Deputy Clerk, the Council may appoint one of its own members or another person to temporarily perform this duty.

3.2 Minutes

Background:

When the last Village Clerk left office, the Village Council made an error in changing the ROP to require the President to approve a DRAFT minutes.

There is NO basis in law for such a thing. Minutes from that era provide a brief explanation about why this was changed. In essence, the Council made that change because there were concerns about how the minutes were written. It was wrong then and it has put us in this very odd place now.

The Clerk (who has the statutory duty to provide a record of the proceedings of the Council – the minutes) prepares a draft. That draft is presented to the Council. ALL council members (President included) may submit to the Clerk errors in spelling, grammar and accuracy (votes not properly recorded, for example). The minutes come before the Council for approval within

8 days. Once approved, they must be posted as such within 5 days of approval. All of that is Open Meetings Act stuff. All changes to the Clerk's minutes are noted via underline or strikeout.

Explanation of change request:

The ROP needs to be changed - because the President has no statutory duty related to minute approval separate from the Trustees.

Bacon Recommendation

3.2 Minutes

Draft ~~of~~ minutes ~~(synopsis)~~ of each Work Session, Regular and Special Meeting shall be prepared by the Village Clerk ~~approved by the President~~ and posted in three public places in the Village (Village Office, Village Kiosk [on Front Street next to the Post Office] and at the Glen Lake Community Library) within 8 business days following the meeting to which they refer. Draft minutes shall be clearly labeled as such.

Council Members shall be notified, via email, when the draft minutes have been posted; a copy of the draft minutes shall be included in email notification to Council Members. Council Members shall refer all typographical, grammatical or errors of fact (inaccurate motion, vote, misspelled name) for review within 48 hours of ~~said~~ posting.

Approved minutes showing any changes made from the draft shall be posted in place of draft minutes on the Village website, the Village office, the Village kiosk (on Front Street next to the Post Office and the Glen Lake Community Library).

3.4 Public Access to Meeting Materials and Minutes

All minutes ~~and meeting materials~~ shall be available for public inspection at the Village Office during regular business hours. ~~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. 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.~~ said materials upon the adjournment of the meeting.

3.5 Taping of Meetings and Disposition of Tapes

Council meetings are taped solely for assisting the Clerk/Deputy Clerk in preparing the minutes of the meetings. Tape recordings are not the official record of a Council meeting. ~~Members of the public may request a copy of the tape upon completion of DRAFT minutes. The public will~~

be required to provide their own storage device. The tape may be recycled or disposed of 3 months after the Council approves the written minutes. The Village offers no guarantee as to the quality of said recording.

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. As such, 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, as long as 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 by resolution 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, individually, 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. Public Hearings that are scheduled as part of a Regular Meeting shall follow the procedures outlined in Section 5, Public Hearings.

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. in order 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 Work Session and Regular 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 on the Village website and at the Village of Empire 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 Meeting of the Council, the Clerk/Deputy Clerk shall post a public notice at least 18 hours before the meeting at the Village of Empire Office, at the Village kiosk next to the Post Office and at 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 be responsible for maintaining the official record and minutes of each meeting of the Council. The minutes shall include all actions of the Council with respect to motions, including the name of the member who made the motion and the member who supported it. Highlights of discussions will be included. If the vote is a roll call, the minutes shall show who voted "Yes," "No" or "Abstained".

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.

In the absence of the Clerk or Deputy Clerk, the Council may appoint one of its own members or another person to temporarily perform this duty.

3.2 Minutes

Draft of minutes (synopsis) of each Work Session, Regular and Special Meeting shall be prepared by the Clerk, approved by the President and posted in three public places in the Village (Village Office, Village kiosk [on Front Street next to the Post Office], and at the Glen Lake Community Library) within 8 business days following the meeting to which they refer. Draft minutes (synopsis) shall be clearly labeled as such.

Council Members shall be notified, via email, when the draft minutes (synopsis) have been posted; a copy of the draft minutes (synopsis) will be included in the email notification to Council Members. Council Members shall refer all typographical, grammatical or corrections of the draft minutes (synopsis) in writing to the Clerk for review within 48 hours of posting.

Approved minutes showing corrections shall be posted in place of draft minutes (synopsis) on the Village website and available in hard copy at the Village Office and the Glen Lake Community Library within five business days following the meeting at which they were approved by Council. Approved minutes shall be clearly labeled as such.

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

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 Taping of Meetings and Disposition of Tapes

Council meetings are taped solely for assisting the Clerk/Deputy Clerk in preparing the minutes of the meetings. Tape recordings are not to be considered the official record of a Council meeting and may 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, 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 either negotiating party requests a closed hearing.

4.2 Minutes of Closed Meetings

The Clerk/Deputy Clerk shall take a separate set of minutes at the closed session. These minutes and any audiotape of the closed session will be retained by the Clerk, and shall not be available to the public, and shall only be disclosed if required by a civil action, as authorized by the Michigan Open Meetings Act. These minutes, the audio tape and any attachments may be

destroyed one year and one day after approval of the minutes of the Regular or Special Meeting at which the closed session was approved.

5. Public Hearings

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

Only the Village President and the Council Members may introduce an agenda item and vote on matters brought for action¹. 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 shall have the ability to overrule the President's decision about the agenda during the discussion of 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.

6.1.1 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.

6.1.2 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

¹ MML GLVA Handbook Section 2; Chapter 6 (<https://www.mml.org/resources/publications/ebooks/glv.htm>)

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.

6.2 Regular Meeting Agendas – Deadline for Submission

All Council Members and staff shall submit agenda items to the Village Office by **noon on** the Tuesday preceding each Regular Meeting for inclusion on the agenda. This would pertain to any item from the public that may require consideration and/or action by the Village Council. This does not include letters of public comment.

6.3 Regular Meeting Agenda/ Consent Agenda

The Village President may use a consent agenda to allow the Council to act on numerous administrative or non-controversial items at one time. Non-controversial items include approval of minutes, payment of bills, approval of recognition resolutions, etc. Any member of the Council may request an item be removed from the consent agenda and placed on the Regular Meeting agenda for discussion.

An agenda shall be prepared for each Regular council meeting with the following order of business as applicable:²

- Call to Order and Pledge of Allegiance
- Taking of the Roll
- Public Hearings
- Changes or Additions to the Agenda
- Adoption of Agenda
- Public Comment on Agenda Items
- Consent Agenda
- Review of Financial Statements
- Communications
- Presentations (as approved)
- Public Comment on Presentations
- Department Head Reports³
- Council Member/Committee Reports
- Old Business
- New Business
- Public Comment
- Council Members Comment
- Adjournment

² All items may not be included on each agenda. For example, if no Public Hearing is scheduled for a specific meeting, that item will not appear on an agenda.

³ For the purposes of the agenda, Department Heads are: DPW Superintendent, Zoning Administrator, Street Administrator and Clerk

Prepared:	May 3, 2023	Pages: 1
Meeting:	May 11, 2023	Attachments: 1
Subject:	Purchasing Policy	Author: March Dye

Overview:

The current Purchasing Policy was last amended in 2007. It would be wise to review this policy and see if changes need to be made. Reasons for changes could be inflation and the difficulty in getting multiple bids.

Recommendations: (Changes in bold)

Purchases under **\$200.00** require only Department Head or Supervisor's approval (raised from \$100)

Purchases of budgeted items, from **\$201.00 to \$1000.00** require **Supervisor's approval and Village President to sign off.**

(Previously Department Heads and Supervisors could make purchases of budgeted items up to \$500 with no approval from council or president. Purchases of budgeted items \$501 to \$10,000 required Supervisor's approval, multiple quotes and Village President to sign off. No council approval was required)

Purchases of budgeted items, from **\$1001.00 to \$20,000.00** require **council approval.** (Previously items over \$10,001.00 required sealed bids)

Purchases of budgeted items, from **\$20,001.00 to \$50,000.00** require **a minimum of two bids and council approval.**

Purchases of budgeted items **over \$50,001.00** require **at least two sealed bids.** If the lowest bid is not accepted, the rationale and reasons for acceptance of a higher bid must be presented to council for final decision and consideration.

Current
PURCHASING POLICY

Purchases under \$100.00 require only Department head or immediate Supervisors approval.

Department Heads/Supervisors may make budgeted purchases from \$0.00 to \$500.00 without council's approval and without multiple quotes.

Purchases of budgeted items, from \$501.00 to \$10,000.00 require Supervisor's approval, multiple quotes (minimum of two) and Village President to sign off.

Expenditures of budgeted items, from \$10,001.00 and above require sealed bids. If the lowest bid is not accepted the rationale and reasons for acceptance of a higher bid must be presented to council for final decision and consideration.

At the regular meeting of the Village Council held in the Empire Town Hall, on April 24, 2007 a motion made by Sue Michener and supported by Nat Gray to adopt the following purchase policy.

Yeas: Gray, Diller, Payment, Michener, Walter and President Carpenter.

Nays: Baja

Motion passes.

Amended 8-28-2007

03/11/2021 VCWS

4.
Prepared: May 1, 2023

Pages: 1

Meeting: May 11, 2023

Attachments: 2

Subject: South Bar Lake Association Educational Material

Author: Tom Rademacher

Overview:

The educational material attached was put together by the South Bar Lake Association Educational Material Group for the Council's review. It was thought that this material could be mailed to residents and businesses.

We in the Empire Area can all do our part

Take care of your septic system

- Get it inspected and pumped if indicated.
- Minimize water usage
- Mind what you put down your drain, no grease, chemicals, or food scraps
- Only flush toilet paper and human waste

Properly store and dispose of household waste

- Use the Free recycling center on Fisher St 231-326-5466
- Utilize Free County Household Hazardous Waste Disposal Services 231-256-9812
- Store fuel, fertilizers, and pesticides in approved containers and in areas protected from spills
- Use the Shalda Park Site for yard and garden waste 231-326-5466
- Dispose of unused medications with the Leelanau County Sheriff's Department 231-256-8800

Your lawn and garden

- Reduce or eliminate the use of fertilizers, herbicides, and pesticides
- Only apply if indicated by soil or other testing
- Use a mulching mower for grass and leaves

Help protect our water and way of life for future generations

*provided by the Village of Empire

Vc 5/11/23



P.O. Box 551 | Glen Arbor, MI 49636

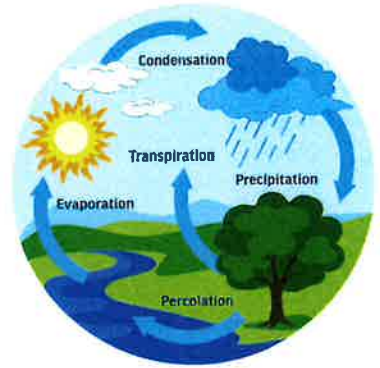


13 Tips for Clean Water!



Helpful Tips to Protect Our Freshwater Resources

The water cycle



Every day we read about new water quality problems in communities throughout Michigan.

Let's make sure we're doing our part to protect and preserve our drinking water and quality of our lakes, streams, groundwater and wetlands, which is so important to the economic vitality of our township.

Here are some helpful tips for protecting our freshwater resources.



1. Take care of your septic system by having it inspected periodically and pumped at necessary intervals.



2. Take advantage of the free "hazardous waste" collections around the county.



3. Choose to plant native plants whenever possible on your property.



4. Maintain a natural shoreline if you live along a lake or river.



5. Prevent erosion by avoiding exposed soils.



6. Prevent the spread of tree diseases by properly removing them along with timely pruning.



7. Avoid the use of phosphorous containing fertilizers unless the need is determined by soil testing.



8. Minimize the use of pesticides, herbicides, insecticides and fungicides.



9. Store fuel, fertilizers and pesticides in approved containers and in areas protected by an impervious ground surface or liner.



10. Before using watercraft on our lakes and rivers, be sure they are free of invasive species.



11. Use the recycling centers closest to your house.



12. Use caution when putting anything down your household drain that can negatively impact water quality or degrade your septic system.



13. Support and/or volunteer for a preservation/conservation organization that promotes water quality monitoring and best management practices.

If we all do our part to preserve our natural resources, we will help protect our water quality and ensure quality of life for future generations.



Village Council Meeting Documentation

Date Prepared:	May 4, 2023	# of Pages: 2
Meeting Date:	May 11, 2023	Meeting Type:
Subject:	Lambkin Lane and Florence Street – Repaving Project	Author: Maggie Bacon

Overview or Problem Statement:

Per the recommendation of the streets committee, Lambkin Lane and Florence Street (the part of the road running north and south) were identified as the next in line for “grind and replace” (aka Road Crushing and Paving).

(From the minutes of the Streets Committee)

Local Street/General Fund	Engineering – Bid Package
Lambkin Lane – Grind and Replace (estimate)	not to exceed \$5000
\$50,000 – \$ 15,000 – Local Street	
\$ 35,000 – General Fund	
 Florence Street – Grind and Replace (estimate)	
\$50,000 \$50,000 – Local Street	

The limited staff in the Empire Village Office makes the bidding process for road (and sometimes sidewalk) projects challenging. The bidding process requires providing project technical specifications, estimated project quantities, preparation of project cross-section drawings and details for the for potential bidders, preparing and advertising the bid opportunity to vendors and working with the Village office for the bid opening and selection process.

Recommendation for Action:

Our Village Engineers have the capacity and expertise to execute the bidding process from beginning to end. Attached is the estimated charge for the scope of work for the Lambkin Lane and Florence Street project from Gosling Czubak.

The bidding costs were included in the 2023-24 Village Budget.



CONTRACT FOR SERVICES

From: Martin A. Graf, P.E.

Prepared For

Maggie Bacon
Village of Empire
11518 Lacore St
Empire, Michigan 49630

Project Name and Location

Road Crushing and Paving Project
Lambkin Lane & Florence Drive
Empire, Michigan 49630

Gosling Czubak Engineering Sciences, Inc. (GCES) and Village of Empire (CLIENT) agree that GCES will perform the professional services described in the Proposed Scope of Work, subject to GCES's Terms and Conditions, attached.

Proposed Scope of Work

Gosling Czubak will provide the professional services described below:

Provide project bidding services for the Lambkin Lane and Florence Drive Crushing and Paving Project.

- Prepare project work maps/exhibits.
- Prepare typical cross sections and details.
- Calculate estimated project quantities.
- Prepare technical specifications and bid documents.
- Advertise and attend bid opening.

Proposed Fee

The total fee to provide these services is \$ 5,000

Approval

Village of Empire

By: _____

Signature: _____

Title: _____

Date: _____

Gosling Czubak Engineering Sciences, Inc.

Martin A. Graf, P.E.

Principal-in-Charge

Martin A. Graf Mar 21 2023 3:55 PM

5/11/23



Village Council Meeting Documentation

Date Prepared:	May 4, 2023	# of Pages: 4
Meeting Date:	May 11, 2023	Meeting Type: Work Session
Subject:	Equipment Purchase Trailer	Author: Maggie Bacon

Overview or Problem Statement

The DPW staff have been using a homemade trailer for more than 10 years. It is used in both the Spring and Fall to haul picnic tables and benches to the from the Beach and for planers along Front Street. It is also used to haul smaller equipment needed repair.

The streets, sidewalks and equipment committee discussed this as part of the budget process in December of 2022:

Equipment Fund

DPW has requested a new trailer. This will replace the two old, handcrafted trailers currently in use. The trailer is used for picnic tables, benches and flower boxes. This may allow the DPW to haul some smaller equipment to TC for repairs. Estimated cost: \$4,000 from the Equipment Fund. Quote provided.

Recommendation for Action:

Three quotes are attached for the Council's consideration. They are from Lowes, Home Depot and Tractor Supply Company. The DPW is recommending the lowest priced from Tractor Supply Company for \$2,999.99.

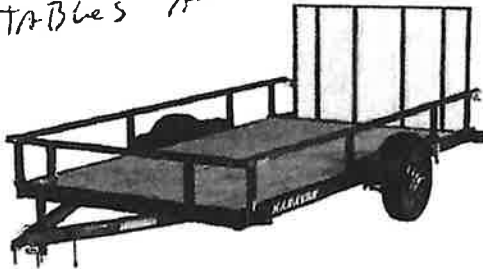
This is a item that was included in the 2023-24 budget at \$4,000.

Home / Truck, Towing & Off Road / Trailers, Towing & Hitches / Trailers / Utility Trailers / Karavan Trailer 6.8 x 13 Elite, 475-00006-BT-FA

New! Karavan ▶ Trailer 6.8 x 13 Elite, 475-00006-BT-FA

5 (1) SKU: 205469499 Reviews Questions & Answers Product Details Specifications Documents

*PREFER THIS ONE
DUE TO ITS LENGTH
AND THE SIDE RAILS
CAN BE REMOVED FOR
TABLES AND BENCHES -*



Buy In Store: Traverse City MI

✓ 1 In Stock

Contactless Curbside / Pickup In Store

Traverse City MI [Change Store](#)
Free Curbside / Pickup In Store
Available for Pickup Today

Standard Delivery

Item is not eligible for Standard Delivery

- 1 +

① [Contactless Curbside / Pickup and Delivery Information](#)

[Add to list](#)

\$2,999.99

36 Month Major Purchase Plan (3.99% APR) [Learn More](#)

As a Neighbor, you are eligible to earn 1 point per dollar on this purchase. [Join Now](#)

Free standard delivery to your local TSC store when spending \$29 or more. [Learn More](#)

Tractor Supply

Items You May Like



0 (0)

New!
\$999.99

Karavan Trailer 5 x 8



4.3 (14)

New!
\$999.99

Carry-On Trailer 5 ft. x



4.5 (303)

\$999.99

Carry-On Trailer 1,675



4.5 (203)

\$3,499.99

Carry-On Trailer 2,352



0 (0)

New!
\$1,279.99

DK2 4 ft. x 6 ft.- 3-in-1

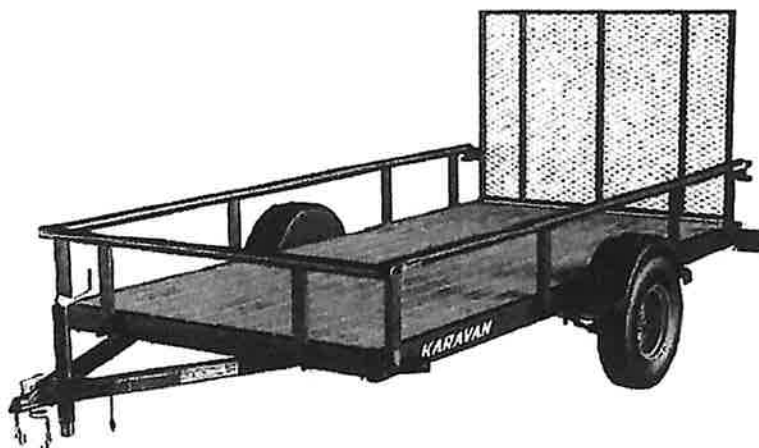


0 (0)

New!
\$2,899.99

DK2 6ft x 10ft.

By continuing, you agree to the use of [cookies](#)


[Feedback](#)

Hover Image to Zoom

\$3199⁰⁰

 \$534.00 /mo* suggested payments with 6 months* financing Apply Now 

Pickup at Traverse City

Delivering to 49684

At Your Store

Delivery

Today

Unavailable

Visit Traverse City for availability

Home Depot

Product Details

This uniquely designed 6 ft. x 12 ft. Karavan Trailer incorporates a patented front and side rail pivot rail system with lockable latches. The trailer can easily be loaded from either side by simply lowering the rails. The system also allows for longer and wider loads.

Specifications

Dimensions: H 36, W 96 in, D 12

Questions & Answers

21

Prepared:	May 1, 2023	Pages: 1
Meeting:	May 11, 2023	Attachments:
Subject:	Performance Assessments	
Author:	Sue Palmer	

Overview:

Our Personnel Policy clearly states in 4.2 Performance Assessments, that all performance assessments are to be conducted on an annual basis. Persons responsible for completing these assessments are:

- DPW Superintendent assessed by the Village President
- Zoning Administrator assessed by the Village President
- DPW Technician assessed by the DPW Superintendent
- Deputy Clerk assessed by the Village Clerk

The DPW Superintendent and DPW Technician have been completed for this year. The Zoning Administrator was recently hired so an assessment will be completed at the end of this year. The Deputy Clerk Assessment is needed to be completed.

The last Performance Assessment of the Clerk was performed in 2018. There is no clear understanding in by Council for performing an assessment of the Clerk or Treasurer. At our last meeting, when asked, Trustee Chase indicated that the entire Council is responsible for completing an assessment of the Clerk. We have not had a discussion regarding assessment for the Treasurer.

Action to be Taken:

1. I would like to request that the Deputy Clerk performance assessment be completed and delivered for review no later than, June 1, 2023.
2. Council discussion that will facilitate ideas to perform an assessment of our Clerk and Treasurer.
3. Create a process for our Clerk and Treasurer performance assessment
4. Create an evaluation document that can be used by the entire Council when performing the Clerk and Treasurer assessment.

N2

Prepared:	May 3, 2023	Pages: 2
Meeting:	May 11, 2023	Attachments: 1
Subject:	South Bar Lake Monitoring	
Author:	Sue Palmer	

Overview:

A letter from Sarah U'Ren from the Watershed Center Grand Traverse Bay (TWC) was received (attached). This letter states that the 2023 Monitoring Program for South Bar Lake will cost the Village \$1,500.

This program will monitor South Bar Lake once a week on Wednesdays for 13 weeks. (June 14-September 6). Notifications would be on Thursdays. Eric from the Health Department will notify the Village of the results. The results will be uploaded to the stat's website by TWC.

SOS Analytical would be the company that sends the invoice to the Village. At this time, I am unaware of an invoice that has been delivered to the office.

Action to be Taken:

1. Council must decide if the SOS Analytical invoice of \$1,500 shall be paid.
2. The invoice may indicate a deadline for payment, but with the testing to proceed in June, does Council wish to approve payment or move this to the next meeting for approval.

FYI

Derith A. Smith
Empire Village Clerk
11518 S LaCore St., PO Box 253
Empire, MI 49630
231-326-5466

PLEASE NOTE: All correspondence to and from this address is subject to the Michigan Freedom of Information Act (FOIA) and may be disclosed to third parties.

----- Original Message -----

From: Sarah U'Ren <suren@gtbay.org>
To: deputyclerk@villageofempire.com, Derith Smith
Cc: Eric Johnston <ejohnston@bldhd.org>
Date: 04/28/2023 3:55 PM
Subject: Summer 2023 Beach Monitoring - add South Bar Lake?

Good afternoon,

I wanted to touch base about our summer beach monitoring program. In the past, the Village of Empire has added on South Bar Lake to our monitoring program for \$1,500. The cost would be payable to SOS Analytical and you would just deal directly with them for payment. Our funding from EGLE would cover the cost for having Empire beach in our program, so that's still free for you.

Are you interested in doing that again this year? It's basically the same program as last year which was once/week on Wednesdays for 13 weeks (June 14-Sept 6), with notifications on Thursdays. Eric from the health department will notify you of results, and then we at TWC would handle uploading the results to the state's website.

If you are interested again, I believe you had SOS Analytical invoice you for the cost all up front at once. Let us know if you'd like that again as well.

Thanks,

Sarah

Sarah U'Ren
The Watershed Center Grand Traverse Bay
Program Director
13170 S. West Bay Shore Drive, Suite 102
Traverse City, MI 49684
Office: 231.935.1514 x2
Direct: 231.299.0095

5/11/23

123

Prepared:	May 1, 2023	Pages: 3
Meeting:	May 11, 2023	Attachments: 2
Subject:	Audit Fees to Increase	
Author:	Sue Palmer	

Overview:

I have received notice from our auditor, Kevyn Kozumplik with Gabridge & Company, that the fee to complete our Audit this year will be \$10,560. Our fee for the past year was \$7,100. Our Budget for this year under Audit is \$5,000.

This represents an increase of 49%.

Action to be Taken:

1. Are other options available for an Auditor?
2. Do we want to look for someone else?
3. Will Council approve the increase for the audit?

For May 11, 2023 Work Session

Kevyn Kozumplik <kkozumplik@gabridgeco.com>

5/3/2023 9:22 AM

Village of Empire - Audit Fees

s.palmer@villageofempire.com <s.palmer@villageofempire.com>

Andrew Wilcoxon <awilcoxon@gabridgeco.com> • Derith Smith <clerk@villageofempire.com>

Good morning Sue,

I am reaching out to give you a heads up that the Village's audit fees did increase from the prior year and will be \$10,560. This is the result of current market conditions (inflation) as well as the continued passage and/or evolution of new auditing standards (leases, revenue recognition, risk assessment, etc.) that will be increasing our audit workload. We do believe that, despite the increase, our fees remain extremely competitive in the current auditing market.

If you have any specific questions about the fees, I would be happy to try and answer them.

Thank you and we look forward to working with the Village.

KEVYN KOZUMPLIK, CPA, CGFM

GABRIDGE & COMPANY

3940 PENINSULAR DRIVE SE SUITE 200 / GRAND RAPIDS, MI 49546

P 810-335-1801

F 616-538-2441

WWW.GABRIDGECO.COM

VC 5/11/23

Sue Palmer <s.palmer@villageofempire.com>

5/3/2023 10:57 AM

Re: Audit

Village of Empire Deputy Clerk <deputyclerk@villageofempire.com>
Derith Smith <clerk@villageofempire.com>

Thanks, Alacia. I will use that number at our meeting. I was looking at the Budget and we have only allocated \$5,000 for an Audit.

Sue

On 05/03/2023 10:04 AM Village of Empire Deputy Clerk <deputyclerk@villageofempire.com> wrote:

Sue,

I do not have last year's contract. But it looks like we paid a total of \$7,100. Talking to Deri this morning, she said it jumped significantly. Something like 49%. So if the new contract is about 10,580, the \$7,100 is probably correct.

Alacia Acton

Village of Empire

Treasurer/Deputy Clerk

11518 S. Lacore Rd., P.O. Box 253

Empire, MI 49630

(231) 362-5466

www.leelanau.govempirevillage.asp

May 5, 2023

Dear Mrs. Sue Palmer,

We are writing to extend our sincere thanks to the Village of Empire (the "Village") for the opportunity we have had to be of service as the Village's auditors for the past several years. We have enjoyed working with you and your staff. We trust that you feel that the Village has benefited from our professional relationship as well.

We are providing proposed fees for the next three fiscal year audit reports. It has been a pleasure working with you and we would love to have another three years to look forward to with the Village!

Following is a schedule showing the proposed fees:

<u>2/28/2023</u>	<u>2/29/2024</u>	<u>2/28/2025</u>
\$ 10,560	\$ 10,900	\$ 11,200

These fees are based on the presumption that the Village's accounting records will be reasonably adjusted and auditable. Any additional services required to assist the Village in preparing a reasonably adjusted trial balance will be billed at our standard hourly rate.

The fees quoted for subsequent years may be subject to renegotiation if changes in the scope of the Village's operations or new professional requirements make our estimate of hours unrealistic. If any such changes occur, we will discuss the reasons with you, and arrive at a new fee arrangement prior to incurring any charges.

These fees are independent of any special projects for which a separate engagement is contracted. We will, of course, continue to be available throughout the year to answer general business questions, and to assist you or your staff with accounting for specific transactions without charge.

Again, we thank you for the continuing opportunity to be of service to the Village, and we look forward to many more years of exceeding your expectations. If you have any questions regarding this extension, or if we can be of assistance to you in any, please do not hesitate to contact us.

Very truly yours,



Joe Verlin, CPA, CGFM
Gabridge & Company, PLC

This proposal is hereby accepted:

Signature

Date

NY
Prepared: May 1, 2023
Meeting: May 11, 2023
Subject: FEMA Intergovernmental Agreement
Author: Sue Palmer

Pages: 3
Attachments: 1

Overview:

EGLE is not requiring that we update our current Intergovernmental Agreement, however the County is. Our last Intergovernmental Agreement was finalized in August of 2018.

Action to be Taken:

Approval by Council to sign an Intergovernmental Agreement. Once approved it will be sent to the County for their signoff. The County will return the fully executed Agreement and forward the same to EGLE and FEMA.

MICHIGAN COMMUNITY RESOLUTION AND INTERGOVERNMENTAL
AGREEMENT TO MANAGE FLOODPLAIN DEVELOPMENT
FOR THE NATIONAL FLOOD INSURANCE PROGRAM

Community A (*NFIP community:*) **Village of Empire**

Community/Entity B (*enforcing agency:*) **Leelanau County Construction Codes Authority**

WHEREAS, Community A

(*check the appropriate following box statement*) ☒ currently participates ☐ desires to participate

in the Federal Emergency Management Agency's (FEMA) National Flood Insurance Program (NFIP) by complying with the program's applicable statutory and regulatory requirements for the purposes of significantly reducing flood hazards to persons, reducing property damage, reducing public expenditures, and providing for the availability of flood insurance and federal funds or loans within its community; and

WHEREAS, the NFIP requires that floodplain management regulations must be present and enforced in participating communities, and utilize the following definitions which also apply for the purposes of this resolution:

1. Flood or Flooding means:
 - a. A general and temporary condition of partial or complete inundation of normally dry land areas from: 1) the overflow of inland or tidal waters, 2) the unusual and rapid accumulation or runoff of surface waters from any source, 3) mudflows, and
 - b. The collapse or subsidence of land along the shore of a lake or other body of water as a result of erosion or undermining caused by waves or currents of water exceeding anticipated cyclical levels or suddenly caused by an unusually high water level in a natural body of water, accompanied by a severe storm, or by an unanticipated force of nature, such as flash flood or an abnormal tidal surge, or by some similarly unusual and unforeseeable event which results in flooding, as defined in paragraph (a)(1) of this definition.
2. Flood Hazard Boundary Map (FHBM) means an official map of a community, as may have been issued by the FEMA, where the boundaries of the areas of flood, mudslide (i.e., mudflow) related erosion areas having special hazards have been designated as Zone A, M, and/or E.
3. Floodplain means any land area susceptible to being inundated by water from any source (see definition of flooding).
4. Floodplain management means the operation of an overall program of corrective and preventive measures for reducing flood damage, including but not limited to emergency preparedness plans, flood control works, and floodplain management regulations.
5. Floodplain management regulations means zoning ordinances, subdivision regulations, building codes, health regulations, special purpose ordinances (such as a floodplain ordinance, grading ordinance, and erosion control ordinance) and other applications of police power that provide standards for the purpose of flood damage prevention and reduction.
6. Structure means a walled and roofed building that is principally above ground, gas or liquid storage facility, as well as a mobile home or manufactured unit.

WHEREAS, the Stille-Derossett-Hale Single State Construction Code Act", Act No. 230 of the Public Acts of 1972, as amended, (construction code act), along with its authorization of the state

construction code composed of the Michigan Residential Code and the Michigan Building Code [and its Appendices (specifically Appendix G)] contains floodplain development and management regulations that comply with the FEMA NFIP minimum floodplain management criteria for flood prone areas as detailed in Title 44 of the Code of Federal Regulations (44 CFR), Section 60.3, and

WHEREAS, by the action dates of this document or an existing historical agreement dated 8/28/23, Community/Entity B affirms/agrees on behalf of Community A to function as the designated enforcing agency to discharge the responsibility of administering, applying, and enforcing the construction code act and the state construction code, specifically the Michigan Residential Code and the Michigan Building Code, and the Michigan Rehabilitation Code for Existing Buildings to all development within Community A's political boundaries, and

WHEREAS, Community A and Community/Entity B enforce floodplain regulations of the construction code act, and Community A wishes to ensure that the administration of that code complies with requirements of the NFIP, and

NOW THEREFORE, to maintain eligibility and continued participation in the NFIP,

1. Community A and Community/Entity B agree that Community/Entity B's officially designated enforcing agency for the construction code act, Sue Palmer, President, Village of Empire, be directed to administer, apply, and enforce on Community A's behalf the floodplain management regulations as contained in the state construction code (including Appendix G) and to be consistent with those regulations, by:
 - a. Obtaining, reviewing, and reasonably utilizing flood elevation data available from federal, state, or other sources pending receipt of data from the FEMA to identify the flood hazard area, and areas with potential flooding, and
 - b. Ensuring that all permits necessary for development in floodplain areas have been issued, including a floodplain permit, approval, or letter of no authority from the Michigan Department of Environmental Quality under the floodplain regulatory provisions of Part 31, "Water Resources Protection," of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended, and
 - c. Reviewing all permit applications to determine whether the proposed building sites will be reasonably safe from flooding. Where it is determined that a proposed building will be located in a flood hazard area or special flood hazard area, Community/Entity B shall implement the following applicable codes according to their terms:
 - i) All appropriate portions and specifically the floodplain management regulation portions and referenced codes and standards of the current Michigan Residential Code.
 - ii) All appropriate portions and specifically the floodplain management regulation portions and referenced codes and standards of the current Michigan Building Code.
 - iii) Appendix G of the current Michigan Building Code.
 - iv) All appropriate portions and specifically the floodplain management regulation portions and referenced codes and standards of the current Michigan Rehabilitation Code for Existing Buildings.
 - d. Reviewing all proposed subdivisions to determine whether such proposals are reasonably safe from flooding and to ensure compliance with all applicable floodplain management regulations.
 - e. Assisting in the delineation of flood hazard areas; provide information concerning uses and occupancy of the floodplain or flood-related erosion areas, maintain flood proofing and lowest floor construction records, and cooperate with other officials, agencies, and persons for floodplain management.
 - f. Advising FEMA of any changes in community boundaries, including appropriate maps, and

- g. Maintaining records of new structures and substantially improved structures concerning any certificates of floodproofing, lowest floor elevation, basements, floodproofing, and elevation to which structures have been floodproofed.
2. Community A and Community/Entity B assure the Federal Insurance Administrator (Administrator) that they intend to review, on an ongoing basis, all amended and revised FHBMs and Flood Insurance Rate Maps (FIRMs) and related supporting data and revisions thereof and revisions of 44 CFR, Part 60, Criteria for Land Management and Use, and to make such revisions in its floodplain management regulations as may be necessary to assure Community A's compliant participation in the program.
3. Community A further assures the Administrator that it will adopt the current effective FEMA Flood Insurance Study (FIS), FHBMs, and/or the FIRMs by reference within its Floodplain Management Map Adoption Ordinance or similarly binding ordinance documentation.

FURTHER BE IT RESOLVED, both communities declare their understanding that, until this resolution is rescinded or Community A makes other provision to enforce the construction code act:

1. Community/Entity B must administer and enforce the construction code act in accordance with the terms and the conditions contained herein, and
2. For Community A to continue its participation in the NFIP, the construction code act must be administered and enforced according to the conditions contained herein.

Community A: Village of Empire Date Passed: _____

Officer Name: Sue Palmer Title: President, Village of Empire

Signature: _____ Date: _____

Witness Name: Derith Smith Title: Clerk, Village of Empire

Signature: _____ Date: _____

Community/Entity B: _____ Date Passed: _____

Officer Name: _____ Title: _____

Signature: _____ Date: _____

Witness Name: _____ Title: _____

Signature: _____ Date: _____



Village Council Meeting Documentation

Date Prepared:	May 5, 2023	# of Pages: 4
Meeting Date:	May 11, 2023	Meeting Type: Work Session
Subject:	Street Light Removal	Author: Maggie Bacon

Overview or Problem Statement:

Two Village residents are asking the Village Council to find a solution to reduce the street light trespass onto their property.

Background:

Consumers Energy provided the following protocol regarding lighting: Before removing a street light, it was recommended to turn the light off for 6 months. If the "trial period" was effective, request the lights be removed. In taking the steps required to turn off the light – even temporarily - the Village had to obtain permission/approval from the Fire Department, the Leelanau Sheriff (who then requested Emergency Services approval) and the Village DPW.

Upon completion of that work, the Village Office began the process of requesting the light be turned off for 6 months. It was during that process that we learned the following:

1. The Village will continue to pay 40% of the charge for that light
2. A nominal fee will be charged (\$8.00 per light) – not sure why?
3. The Village Council needs to approve a resolution.

Consumers was contacted about the Village's ability to just remove those lights. This requires a different "contract"/resolution. Once a formal request to remove the light has been submitted, Consumers will 'engineer' the removal and provide the Village with a cost estimate: between \$800 to \$1200 per light. This was not \$1600 to \$2400 expense was not budgeted for this year under lighting. It can take 12 weeks to make this happen.

Council Options:

1. Move forward with the 6 month lights off resolution. Pay the 40% fee for 6 months. After 6 months, request the light be removed. This assumes the lights will continue to remain off beyond the 6 months.
2. Skip the 6 months lights off and go directly to removal of lights for an estimated cost not to exceed \$2500. This process could take up to 12 weeks to complete



 X Disconnect Lighting for Energy Conservation Purposes as identified in Exhibit A.
 Reconnect Lighting as identified in Exhibit A.

1. The luminaires as identified in Exhibit A will be disconnected for a period of six months or more. The charge per luminaire per month, for each disconnected luminaire, shall be 40% of the monthly rate set forth above.
2. However, should any such disconnected luminaire be reconnected at the customer's request after having been disconnected for less than six months, the entire monthly rate shall apply to the period of disconnection.
3. An \$8.00 per luminaire disconnect/reconnect charge shall be made at the time of disconnection except when the estimated disconnect/reconnect cost is significantly higher than \$8.00, the estimated cost per luminaire shall be charged.

By: _____
Its

RESOLUTION

RESOLVED, that it is hereby deemed advisable to authorize Consumers Energy Company to make changes in the lighting service as provided in the Standard Lighting Contract between the Company and the ☐ City ☒ Village ☐ Township of _____, Empire _____, dated _____, in accordance with the Authorization for Change in Standard Lighting Contract dated as of _____, heretofore submitted to and considered by this ☐ Commission ☐ Council ☐ Board; and

RESOLVED, further, that the _____ Clerk be and are authorized to execute such authorization for change on behalf of the ☐ City ☐ Village ☐ Township.

STATE OF MICHIGAN)
) ss
COUNTY OF _____)

I, _____, Clerk of the ☐ City ☐ Village ☐ Township of _____ do hereby certify that the foregoing resolution was duly adopted by the ☐ Commission ☐ Council ☐ Board of said municipality, at the meeting held on _____.

☐ City ☐ Village ☐ Township Clerk

Dated:

[illegible]

Comments: