

**EMPIRE VILLAGE COUNCIL PUBLIC HEARING and REGULAR MEETING**  
**Empire Township Hall - 10088 W. Front Street**  
**May 28, 2024 @ 7 PM**

**AGENDA**

- A. PUBLIC HEARING – MASS GATHERING ORDINANCE**
- B. CALL MEETING TO ORDER AND PLEDGE OF ALLEGIANCE**
- C. ROLL CALL**
- D. CHANGES OR ADDITIONS TO THE AGENDA**
- E. ADOPTION OF THE AGENDA**
- F. PUBLIC COMMENTS ON AGENDA ITEMS**
- G. CONSENT AGENDA**
  - 1) Approve minutes – 05/09/2024 Work Session, 05/16/2024 Special Meeting
  - 2) Approve May Bills totaling \$\_\_\_\_\_
- H. REVIEW OF FINANCIAL STATEMENTS**
- I. COMMUNICATIONS**
- J. DEPARTMENT HEAD REPORTS**
- K. COUNCIL MEMBER / COMMITTEE REPORTS**
- L. OLD BUSINESS**
  - 1) Approve Mass Gathering Ordinance (Palmer)
  - 2) Renovare Contract Continuation - Site Plans and Planning (Bacon)
- M. NEW BUSINESS**
  - 1) Beach Parking Fees (Dye)
  - 2) Personnel Policy (Walton)
  - 3) South Bar Lake Water Testing (Palmer)
  - 4) Approve Plumber Bid (Palmer)
  - 5) Extend End Date – Wastewater Study Update Task Force
  - 6) Asset Mapping Software for DPW (Rademacher)
- N. PUBLIC COMMENT**
- O. COUNCIL MEMBER COMMENT**
- P. ADJOURNMENT**

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Meeting: May 28, 2024 – Regular Meeting

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Subject: Approve - Mass Gathering Ordinance

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Author: Sue Palmer

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**Overview:**

The Village Council held a Public Hearing, May 28, 2024, for a Mass Gathering Ordinance. It was approved by consensus at our April 2024 Work Session.

**Action Requested**

Based on input from our Public Hearing and Council discussion, I am requesting a motion to approve the Mass Gathering Ordinance. The Non-Profit Special Event Fee Waiver Application will be discussed at our June Work Session.

**VILLAGE OF EMPIRE  
LEELANAU COUNTY, MICHIGAN**

**MASS GATHERING ORDINANCE NO. \_\_\_\_\_**

**AN ORDINANCE TO PROVIDE A PERMITTING PROCEDURE FOR MASS GATHERINGS TO INSURE THE PUBLIC HEALTH, SAFETY AND WELFARE BY PROPER PLANNING FOR AND USE OF VILLAGE SERVICES AND PERSONNEL.**

**THE VILLAGE OF EMPIRE ORDAINS:**

**Section 1. Repealer**

Upon the effective date of this Ordinance, the prior Ordinance No. 119, known as the MASS GATHERING ORDINANCE NO. 119 AS AMENDED is, at the same time, repealed.

**Section 2. Definitions**

The following terms, as used in this Ordinance, are hereby defined to mean:

1. **Permittee** shall mean any person to whom an approval is issued pursuant to this Ordinance.
2. **Person** shall mean any natural person, partnership, corporation, Limited Liability Company, association, organization or other legal entity.
3. **Mass Gathering** shall mean an organized outdoor event of three-hundred fifty (350) people or more held at a single location on either public or private land within the Village; provided, however, a mass gathering shall not include an event sponsored by the Village itself, and/or garage/yard sales held at private property, churches, or civic organizations occurring entirely upon the grounds of said private property, church or organization.
4. **Sketch Plan** shall mean a composite drawing on a Village Map that identifies the specific locations of each required amenity and layout of the specific site which includes all requirements of an application.
5. **Sponsor** shall mean any person who organizes, promotes, conducts or causes to be organized, promoted or conducted, a mass gathering.
6. **Village** shall mean the Village of Empire.
7. **Village Ambassador** shall mean a person engaged by the Village to ensure on-site, the commencement and completion of permitted mass gathering events in conformance with this ordinance.

**Section 3. Permit Requirements.**

**3.1 Necessary of Permit and Notification.**

A person shall not sponsor, maintain, conduct, promote or permit a mass gathering event in the

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Village without first obtaining a permit from the Village for such mass gathering. In addition, a person shall not sponsor, maintain, conduct, promote or permit an organized outdoor event of any size in conjunction with or on the same date and at the same location as a mass gathering without first being included in the application of and being included on the approved permit for the mass gathering.

### 3.2 Application for Permit.

No less than ninety (90) days before the proposed mass gathering, except as provided for in Section 2.6, the sponsor(s) of the mass gathering shall submit in writing an application for a mass gathering permit to the Village's Enforcement Officer on such forms and in such manner as the Village prescribes.

For the application to be considered by the Village of Empire, the application shall be determined by the Village Enforcement Officer to be administratively complete and shall contain:

1. The name(s), address(es) and telephone number(s) of the proposed mass gathering sponsor(s);
2. The date(s), hours, location, and duration of a mass gathering, and the proposed use(s) of any Village-owned property, if any;
3. A description of the kind, character and type of mass gathering proposed;
4. A written statement from the property owner consenting to the use of the property for the proposed mass gathering;
5. An estimate of the maximum number of people expected to attend the proposed mass gathering;
6. A detailed written statement that indicates how the sponsor(s) will provide for the following:
  - a. Police and fire protection;
  - b. Medical facilities and services, including emergency vehicles and equipment;
  - c. Food and water supply facilities;
  - d. Sanitation facilities;
  - e. Vehicle access and parking facilities;
  - f. Cleanup and waste disposal;
  - g. Noise control; and
  - h. Insurance and bonding arrangements.
7. A sketch plan shall be included with the application which shows at a minimum, areas of staging, parking (i.e., public and private), sanitation facilities, emergency corridors and first-aid stations, ingress and egress locations, traffic control, pedestrian crossing areas, waste disposal, food service (if any), and water facilities and resources.
8. The applicant shall attach a letter from all required entities that they have received a copy of the application and that the applicant/application complies with their requirements.
9. The names and mobile phone numbers(s) of the on-site event coordinator representing

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the applicant/application organization.

10. Plan for traffic control, if deemed necessary by the Village Enforcement Officer, including the number, location(s) and traffic control goal(s) for on-site traffic control volunteers provided by the applicant.

11. A mass gathering event that is planned to also occur within additional adjoining jurisdictions, e.g., Empire Township, the applicant shall provide proof of notification of the planned event to those jurisdictions.

### 3.3 Application Fee.

Each application for a mass gathering permit shall be accompanied by a non-refundable fee in an amount established from time to time by the Village Council as established in the Village Fee Schedule. Applicants who are non-profit entities with 501(c)(3) tax exempt status may request waiver of the event fee by submitting a Non-Profit Mass Gathering Fee Waiver Application along with the required Mass Gathering Application.

### 3.4 Action on Application.

After receiving an application for a mass gathering permit, the Village Enforcement Officer or his/her appointee, shall review the information contained in the application, and if necessary, investigate and determine the impact of the proposed mass gathering, using the following criteria:

1. Suitability of the site for the proposed mass gathering,
2. Length of the mass gathering, the number of people anticipated to attend,
3. Conflict with other uses of the site,
4. Information received from the County Sheriff, County Emergency Medical Resources and Township Fire Department relating to increased demands,
5. Plans to provide adequate food, water facilities and sanitation facilities,
6. Disposal of solid waste and garbage,
7. Impact on traffic patterns, vehicle parking to and within the site, and applicant's ability to provide controls, and
8. Impact on pedestrian routes to and within the site and the applicant's ability to provide controls.

Prior to granting the permit, the Village Enforcement Officer may at their discretion, seek guidance from the Village Council with regard to the terms and conditions necessary for the issuance of a permit.

If the proposed mass gathering proposes to use Village-owned property, the Village Council must review and approve the proposed use(s) of Village-owned property at the next regular Village Council meeting and before the Village Enforcement Officer can make a final decision on any administratively complete application.

Within thirty (30) days after receiving an application for a mass gathering permit, the Village Enforcement Officer shall either:

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1. Approve or conditionally approve the application and issue the mass gathering permit;
2. Deny the mass gathering permit for failure to comply with this Ordinance; or
3. Deny for lack of the provision of a complete application by the Applicant.

If the application is denied, the Village Clerk shall send written notice of the denial, including the reasons for the denial to the sponsor(s) by certified mail within five (5) days of the denial decision.

The Village Enforcement Officer may attach any conditions to the issuance of such a permit which, at his or her sole discretion, deems necessary to protect the public health, safety and welfare.

### **3.4.1 Village Ambassador.**

The Village Council may engage and compensate Village Ambassador(s) to ensure on-site, the commencement and completion of permitted mass gathering events in conformance with this ordinance. The Village Enforcement Officer shall provide the permittee with the name and contact information for an event assigned Village Ambassador(s).

### **3.4.2 Overlapping Mass Gathering Events**

If the proposed mass gathering event is planned that would overlap with another mass gathering event within the Village, the permittee of the second mass gathering may be asked to demonstrate how the proposed mass gathering event will be compatible with the first permitted mass gathering event(s). The review of such permit applications will be on a first-come, first-served basis. The Village Enforcement Officer shall determine mass gathering events compatibility for simultaneous events by the criteria outlined in Section 2.2 of this Ordinance.

### **3.5 Requirement for Applicant's Reimbursement to the Village.**

#### **1. Additional Cost Determination**

After the event, the Village Enforcement Officer will, in consultation with the Village DPW and Clerk, review and determine if additional costs - in services or personnel - were incurred by the Village due to the event. The permittee shall be responsible for reimbursing the Village for those additional costs. Since most events are held on weekends, overtime rates will apply.

Those additional costs shall not include any Village regularly scheduled activities or personnel schedules that would normally be scheduled on the specific dates(s).

#### **2. Reimbursement Requirement for Village Employees**

Determination for Village staff hours shall be based on the Village's actual cost to have the lowest paid departmental employee(s) in ascending order for the specific task on duty during the event. Reimbursement shall be based on all costs associated to the specific employee including, but not limited to, regular or overtime pay, fringe benefit reimbursement and insurances.

#### **3. Reimbursement Requirement for Village Equipment or Supplies**

Reimbursement to the Village for equipment, vehicles or supplies and services such as refuse

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disposal cost and vehicles shall be based on actual cost of equipment or services, or vehicle cost based on the State of Michigan's Schedule of Equipment Cost, as amended, and as updated by the State of Michigan Treasury at the time of the event.

4. Reimbursement Payment to the Village

All cost reimbursements due to the Village must be paid in full within thirty (30) days after the final date of the event. The Village shall use any legal means necessary to collect any unpaid cost reimbursements. Non-payment of reimbursement cost may jeopardize any future events scheduled for the permittee and can be grounds for denial of future applications.

The Village Enforcement Officer may require the applicant to post a two thousand-dollar (\$2,000.00) performance bond or cash security deposit as a condition of granting the permit if, in said officer's sole discretion, such performance bond or cash security deposit is necessary to ensure the Village will be reimbursed for its costs as provided for in this Ordinance.

**3.6 Exemption from Other Ordinances.**

It is the express intent of the Village that all mass gatherings held within the Village shall be governed by this Ordinance and shall therefore be exempt from the provisions of similar Empire Township or Leelanau County ordinances not specifically adopted by the Village Council. The Village Enforcement Officer may accept or reject any review, decision, determination or recommendation by Leelanau County or its officers for any event held or to be held within the Village limits.

**Section 4. Village Enforcement Officer.**

Unless and until a different person is assigned the authority and duties of the Village Enforcement Officer under this Ordinance, all of said authority and duties shall be performed by the Village's Zoning Administrator who shall serve as the Village Enforcement Officer during such time.

**Section 5. Appeals Process.**

An aggrieved applicant may appeal any decision of the Village Enforcement Officer to the Village Council. All such appeals shall be filed and heard prior to the event's occurrence. No appeal of the costs imposed by this Ordinance shall be considered for any event after the event's occurrence. The Village Council's decision shall be final for the purposes of this Ordinance.

**Section 6. Violations.**

**6.1 Municipal Civil Infractions.**

Any person who violates any provision of this Ordinance shall be responsible for a municipal civil infraction and shall be subject to the penalties and sanctions set forth in the Municipal Civil Infractions Ordinance of the Village of Empire as such ordinance may be amended from time to time. Each day this Ordinance is violated, it shall be considered as a separate violation.

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## 6.2 Enforcement Officials.

The officers of the Leelanau County Sheriff's Department and the Village Enforcement Officer provided for in this Ordinance are hereby designated as the authorized Village officials to issue municipal civil infraction citations directing alleged violations of this Ordinance to appear in court.

## 6.3 Nuisance *Per Se*.

A violation of this Ordinance is hereby declared to be a *nuisance per se* and is declared to be offensive to the public health, safety and welfare.

## 6.4 Civil Remedies.

In addition to enforcing this Ordinance through the use of a municipal civil infraction proceeding, the Village may initiate proceedings in the Circuit Court to abate or eliminate the nuisance *per se* or any other violation of this Ordinance.

## Section 7. Severability

The several sections of this Ordinance shall be deemed severable, and should any section, clause, or provision thereof be declared unconstitutional or contrary to the law of the State of Michigan, and therefore voided by any court of competent jurisdiction, the same shall not affect the validity of the Ordinance as a whole or any part thereof other than the part or section so declared to be unconstitutional or invalid.

## Section 8. Savings Clause

All proceedings pending and rights and liabilities existing, acquired or incurred at the time this Ordinance takes effect are saved and may be consummated according to the law in force when they were commenced.

## Section 9. Effective Adoption and Date

### 9.1 Effective Date

The provisions of this Ordinance are ordered to take effect thirty (30) days after publication (as the full text or as a summary thereof) in a newspaper of general circulation in the Village of Empire.

### 9.2 Adoption

This Ordinance was duly adopted by the Village of Empire Council at its regular meeting called and held on the \_\_\_\_\_.

## Section 10. Publication

The Village Clerk shall cause this Ordinance or summary of this Ordinance to be published in a newspaper of general circulation within Village of Empire within thirty (30) days after adoption.

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## **May 9, 2024 – EMPIRE VILLAGE COUNCIL WORK SESSION**

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

**CHANGES/ADDITIONS TO AGENDA-** Palmer removed both scheduled presentations and noted that both will be addressed under agenda items. Walton added a discussion of the proposal from Wade Trim to New Business. Bacon asked that agenda items Short Term Rental (STR) Next Steps Discussion and Rules of Procedure (ROP) be removed. Palmer did not remove the STR and moved the ROP to June Work Session.

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

**PUBLIC COMMENTS ON AGENDA ITEMS –** Tina Taghon commented on the STR committee and the community issues. Steve Young commented on the increase in STRs. Bob Chase commented that the materials in the packet regarding STRs were not presented to ½ of the committee nor discussed by the entire committee. Karen Baja commented that STR regulation may not be necessary in a village of 1 square mile. Barbara Ludlow commented on the complaints they have made to the Sheriff regarding fireworks and noise at a STR. Terry Bacon commented that the Zoning Ordinance could define where STRs are an allowed use. Frank Clements commented on the process of the STR issue, the registration and ordinance.

**COMMUNICATIONS –** Emails regarding STRs were received from Terry Bacon and Frank Clements (in packet). Bacon read a letter from Frank Clements regarding STRs.

**DEPARTMENT HEAD REPORTS –** Palmer reviewed 2 plumbing quotes for the new office and on the four residents that passed this week.

**COUNCIL MEMBER/COMMITTEE REPORTS –** Minutes of the Wastewater Task Force were received and reviewed by Rademacher. He also reviewed a Water Committee meeting held regarding water rates.

### **OLD BUSINESS**

**APPROVE MINUTES: Regular Meeting 4/23/24 – Motion by Bacon, supported by Rademacher to approve the minutes as presented. Upon a voice vote, MOTION PASSED.**

**MASS GATHERING WAIVER FORM –** Palmer reviewed the documentation. Walton asked for the rationale behind the \$1500 fee. DPW and cleanout of the infiltrator costs were discussed. A reduced fee by \$300-500 was discussed. There was consensus that the waiver application will be moved to the June work session.

**RENOVARE FEASIBILITY STUDY UPDATE –** Bacon reviewed the documentation she had provided. Discussion included the how to spend the remaining 10K of the contract, including shovel-ready plans for property, an investment for future grants or a master plan update. There was consensus to move forward with the community meeting on May 16, 2024.

SHORT TERM RENTAL NEXT STEPS DISCUSSION – Dye noted that the committee has not reached a consensus on a recommendation. Ford read the documentation she and Chase had provided (posted as handout). Dye read from the documentation she and Walton had provided. Walton reviewed the recommendations provided from the previous Short Term Rental Committee. She read from a printed slide presentation (not provided). **Motion by Rademacher, support by Webb to continue the meeting until 9:30 p.m. Upon a voice vote with Bacon opposed, MOTION CARRIED.** Public forums were suggested. Accurate data, the efforts of the committee, and the community disparity were discussed. There was consensus from the committee that they can come up with a recommendation for next steps.

**NEW BUSINESS** – Following items were moved to next meeting: BEACH PARKING FEES, PERSONNEL POLICY, SOUTH BAR LAKE WATER TESTING and DISCUSSION OF WADE TRIM PROPOSAL.

**PUBLIC COMMENT** – Kim Para commented on issues they have had with STRs. Dave Kroll commented on the need of a STR ordinance. Tina Dunphy commented on notifying STR property owners when problems happen. Terry Bacon commented on the proposed STR Registration and Ordinance. Frank Clements commented on the STR Ordinance. Karen Baja commented on the Mass Gathering Ordinance.

**COUNCIL MEMBER COMMENT** – Bacon commented on the four residents that passed this week. Dye commented on where committee meetings are posted on website.

**ADJOURNMENT** at 9:59 p.m.

Derith Smith

Empire Village Clerk

*These are draft minutes for approved at the May 28, 2024, Regular Council meeting.*

## May 16, 2024 – EMPIRE VILLAGE COUNCIL SPECIAL MEETING

The meeting was called to order at the Empire Township Hall at 7:00 p.m. Upon a roll call members Bacon, Dye, Palmer, Rademacher, Walton, and Webb were present. Chase had an excused absence.

The purpose of the Special meeting, was a presentation from Renovare, concerning a Site Feasibility Analysis Update for the Village. Jill Ferrari, Renovare Development LLC was introduced by President Palmer.

Ms. Ferrari provided a brief introduction of *Place Strategies* and *Renovare*. Renovare is willing to provide a plan and a toolbox of options available should a developer express interest in developing land in our village.

A schematic of the current DPW Building and possible improvements made to the building to improve utilization of the space was displayed should funding or grants become available.

Discussion was opened to the community by asking the question, “what is needed in Empire?” Comments included: grocery store, workforce, affordable and senior housing. Limitations to growth were discussed, limited land available, lack of a wastewater system and “shovel ready plan”. Ferrari mentioned that the State of Michigan has infrastructure funding available for such projects that could be potentially tapped into and Renovare could assist us in those projects.

Housing has been identified by the state as a priority due to the Inflation Reduction Act. If the village has a Site Plan and Feasibility Study ready, it will be steps ahead in pursuing grants. Land options for consideration: the old schoolhouse, the hardware store and other current vacant properties in the Village.

Ms. Ferrari referenced the Redevelopment Ready Community; this would provide the Village with a set of actions that could provide a good framework to analyze and make the village more open to development or redevelopment should opportunities arise. If requested, Renovare could help with thinking through how this might look in Empire. The Planning Commission is currently engaged “Redevelopment Ready Community Essentials (Lite)” process. Community forums are needed to identify and prepare the village to use RRC tools that are available to us.

Utilizing public input sessions, Renovare can get a better idea of what village residents would like to see in the community and will help develop a priority plan for the village.

The question that needs to be answered by the Council at our next meeting on May 28, 2024, is “do we wish to move forward with the contract with Renovare and finish what was started?”. The original contract (\$70,000) has been invoiced through \$50,000. It would be revised by updating the scope of their contract (in red) as follows:

- \*Data Gathering
- \*Site Visit and Interviews
- \*Conceptual Site Plans (Support Concepts for the DPW and Field Trip Locations)
- \*Work Sessions for Economic Development Priorities

- \*Community Engagement
- \*Present Proposed Concepts with Development Tools
- \*Connect and coordinate

Public comments in addition to what was already discussed includes: a powerful internet connection, senior housing that will allow our aging populations the ability to stay in Empire, workforce housing, missing middle housing, and amenities that will encourage families and younger residents to make Empire home.

What is a plan of action the Council could use to go before the council on May 28, 2024? Prior to finalizing the plan, Renovare would like to talk about: Do we want to finish our contract with Renovare?

- Renovare will work beyond their original timeframe to complete the new scope, not to exceed \$70,000. The timeline will be extended based on a new scope of work to be presented.
- Ms. Ferrari will update the proposal, based on tonight's discussion
  - Renovare would like to know the current status RRC Essentials enrollment process.
  - Work would align with the Village Master Plan process
  - Updates regarding the Asset Mapping Group process

Ms. Ferrari emphasized Empire is in a good position to move forward if it is willing to invest effort in working the RRC connection, improvements to infrastructure and analysis of options available.

**ADJOURNMENT** at 9:00 PM

Sue Palmer  
Empire Village President

*These are draft minutes for approval at the May 28, 2024, Regular Council meeting.*

GL NUMBER	DESCRIPTION	2024-25 AMENDED BUDGET	YTD BALANCE 04/30/2024	ACTIVITY FOR MONTH 04/30/2024	AVAILABLE BALANCE	% BGD USED
<b>Fund 101 - GENERAL FUND</b>						
<b>Dept 000</b>						
101-000-403	REAL PROPERTY TAX	450,000.00	0.00	0.00	450,000.00	0.00
101-000-404	PERS PROP TAX	7,000.00	0.00	0.00	7,000.00	0.00
101-000-476	LICENSES & PERMITS	6,000.00	3,675.00	3,275.00	2,325.00	61.25
101-000-574	STATE SHARED REV	34,000.00	6,116.00	6,116.00	27,884.00	17.99
101-000-655	FINES & FORFEITS	2,500.00	15.00	15.00	2,485.00	0.60
101-000-664	INVEST INTEREST	12,000.00	4,518.64	2,697.89	7,481.36	37.66
101-000-670	MISC INCOME	6,000.00	900.00	900.00	5,100.00	15.00
101-000-671	PARKING PASS	200.00	10.00	10.00	190.00	5.00
101-000-672	BEACH PARKING	37,000.00	0.00	0.00	37,000.00	0.00
101-000-691	FUND BALANCE CONTRIBUTION	83,000.00	0.00	0.00	83,000.00	0.00
101-000-693	REFUNDS & REBATES	600.00	0.00	0.00	600.00	0.00
101-000-699	INTERFUND TRANSFERS IN	0.00	119,755.37	119,755.37	(119,755.37)	100.00
<b>Net - Dept 000</b>		<b>638,300.00</b>	<b>134,990.01</b>	<b>132,769.26</b>	<b>503,309.99</b>	
<b>Dept 100 - COUNCIL</b>						
101-100-702	WAGES - COUNCIL	13,000.00	2,180.00	1,090.00	10,820.00	16.77
101-100-715	PR TAX EXP - COUNCIL	950.00	166.76	83.39	783.24	17.55
101-100-910	PROF DEVELOPMENT	2,000.00	0.00	0.00	2,000.00	0.00
<b>Net - Dept 100 - COUNCIL</b>		<b>(15,950.00)</b>	<b>(2,346.76)</b>	<b>(1,173.39)</b>	<b>(13,603.24)</b>	
<b>Dept 215 - CLERK</b>						
101-215-702	WAGES - CLERK	20,500.00	2,532.74	1,281.63	17,967.26	12.35
101-215-703	WAGES - DEPUTY CLERK	34,100.00	5,719.29	2,815.75	28,380.71	16.77
101-215-715	PR TAX EXP - CLERK	4,000.00	631.31	313.48	3,368.69	15.78
101-215-840	INSURANCE	4,000.00	59.51	43.81	3,940.49	1.49
101-215-874	RETIREMENT	2,000.00	285.96	140.79	1,714.04	14.30
<b>Net - Dept 215 - CLERK</b>		<b>(64,600.00)</b>	<b>(9,228.81)</b>	<b>(4,595.46)</b>	<b>(55,371.19)</b>	
<b>Dept 253 - TREASURER</b>						
101-253-702	WAGES - TREASURER	9,700.00	1,547.16	782.90	8,152.84	15.95
101-253-715	PR TAX EXP - TREASURER	750.00	118.36	59.89	631.64	15.78
101-253-726	SUPPLIES	500.00	0.00	0.00	500.00	0.00
101-253-730	POSTAGE	800.00	0.00	0.00	800.00	0.00
101-253-860	TRANSPORTATION	50.00	0.00	0.00	50.00	0.00
<b>Net - Dept 253 - TREASURER</b>		<b>(11,800.00)</b>	<b>(1,665.52)</b>	<b>(842.79)</b>	<b>(10,134.48)</b>	
<b>Dept 262 - ELECTIONS</b>						
101-262-705	ELECTION WORKERS	1,500.00	0.00	0.00	1,500.00	0.00
101-262-726	SUPPLIES	0.00	70.12	70.12	(70.12)	100.00
<b>Net - Dept 262 - ELECTIONS</b>		<b>(1,500.00)</b>	<b>(70.12)</b>	<b>(70.12)</b>	<b>(1,429.88)</b>	
<b>Dept 265 - ADMINISTRATION</b>						
101-265-702	WAGES - ADMINISTRATION MAINTENANCE	30,000.00	2,922.01	1,739.66	27,077.99	9.74
101-265-707	BRUSH PILE WAGES	5,000.00	185.50	185.50	4,814.50	3.71
101-265-715	PR TAX EXP - ADMINISTRATION	3,000.00	237.72	147.27	2,762.28	7.92
101-265-726	SUPPLIES	3,000.00	396.79	242.69	2,603.21	13.23

User: DSMITH PERIOD ENDING 04/30/2024

DB: Empire

GL NUMBER	DESCRIPTION	2024-25 AMENDED BUDGET	YTD BALANCE 04/30/2024	ACTIVITY FOR MONTH 04/30/2024	AVAILABLE BALANCE	% BDGT USED
Fund 101 - GENERAL FUND						
101-265-730	POSTAGE	300.00	206.59	0.00	93.41	68.86
101-265-800	PROFESSIONAL SERVICES	50,000.00	10,865.00	10,000.00	39,135.00	21.73
101-265-801	AUDIT FEES	8,500.00	0.00	0.00	8,500.00	0.00
101-265-810	CONTRACTED SERVICES - SNOW REMOVAL	0.00	2,575.00	0.00	(2,575.00)	100.00
101-265-826	LEGAL FEES	10,000.00	2,553.00	621.00	7,447.00	25.53
101-265-840	INSURANCE	16,500.00	9,677.29	461.00	6,822.71	58.65
101-265-853	TELEPHONE	600.00	59.98	29.99	540.02	10.00
101-265-854	CABLE INTERNET	1,200.00	199.98	99.99	1,000.02	16.67
101-265-874	RETIREMENT	1,000.00	122.83	63.73	877.17	12.28
101-265-880	BEAUTIFICATION	3,300.00	0.00	0.00	3,300.00	0.00
101-265-900	PRINT & PUB	1,000.00	107.55	0.00	892.45	10.76
101-265-919	WASTE DISPOSAL	3,500.00	0.00	0.00	3,500.00	0.00
101-265-921	ELECTRICITY	1,500.00	278.66	140.98	1,221.34	18.58
101-265-930	REPAIRS & MAINTENANCE	16,000.00	990.00	990.00	15,010.00	6.19
101-265-931	STORM SEWER CLEANOUT	2,500.00	0.00	0.00	2,500.00	0.00
101-265-933	SOFTWARE MAINTENANCE/SUPPORT	4,200.00	470.00	470.00	3,730.00	11.19
101-265-956	DUES & MISC	1,000.00	0.00	0.00	1,000.00	0.00
101-265-957	BANK CHARGES	1,000.00	55.00	35.00	945.00	5.50
101-265-965	CONTR TO OTHER FUNDS	25,000.00	0.00	0.00	25,000.00	0.00
101-265-966	GF CONTR - AIRPORT	750.00	0.00	0.00	750.00	0.00
101-265-967	PARKING AT LION'S PARK	500.00	0.00	0.00	500.00	0.00
101-265-970	CAPITAL OUTLAY - OFFICE BLDG	35,000.00	438,969.34	431,119.34	(403,969.34)	1,254.20
101-265-971	SPECIAL PROJECTS - WILCO RD	20,000.00	11,600.00	0.00	8,400.00	58.00
101-265-978	EQUIPMENT RENTAL	15,000.00	567.90	245.40	14,432.10	3.79
101-265-979	BRUSH PILE - EQUIPMENT RENTAL	10,000.00	1,522.20	1,522.20	8,477.80	15.22
Net - Dept 265 - ADMINISTRATION		(269,350.00)	(484,562.34)	(448,113.75)	215,212.34	
Dept 444 - SIDEWALKS						
101-444-930	REPAIRS & MAINTENANCE	20,000.00	0.00	0.00	20,000.00	0.00
101-444-978	EQUIPMENT RENTAL	0.00	325.72	175.52	(325.72)	100.00
Net - Dept 444 - SIDEWALKS		(20,000.00)	(325.72)	(175.52)	(19,674.28)	
Dept 446 - ALLEYS						
101-446-970	CAPITAL OUTLAY - ALLEYS	75,000.00	0.00	0.00	75,000.00	0.00
Net - Dept 446 - ALLEYS		(75,000.00)	0.00	0.00	(75,000.00)	
Dept 448 - STREET LIGHTING						
101-448-921	STREET LIGHTING	11,000.00	1,706.10	906.31	9,293.90	15.51
Net - Dept 448 - STREET LIGHTING		(11,000.00)	(1,706.10)	(906.31)	(9,293.90)	
Dept 536 - WASTEWATER UPDATE TASK FORCE						
101-536-815	CONTRACTED SERVICES	15,000.00	0.00	0.00	15,000.00	0.00
Net - Dept 536 - WASTEWATER UPDATE TASK FORCE		(15,000.00)	0.00	0.00	(15,000.00)	
Dept 721 - PLANNING COMMISSION						
101-721-701	WAGES - PLANNING COMMISSION	4,300.00	605.00	275.00	3,695.00	14.07
101-721-702	WAGES - PLANNING SECY	1,100.00	200.00	100.00	900.00	18.18

GL NUMBER	DESCRIPTION	2024-25 AMENDED BUDGET	YTD BALANCE 04/30/2024	ACTIVITY FOR MONTH 04/30/2024	AVAILABLE BALANCE	% BDGT USED
<b>Fund 101 - GENERAL FUND</b>						
101-721-715	PR TAX EXP - COMM PLANNING	400.00	61.59	28.68	338.41	15.40
101-721-726	SUPPLIES	200.00	0.00	0.00	200.00	0.00
101-721-730	POSTAGE	100.00	0.00	0.00	100.00	0.00
101-721-821	PROFESSIONAL	4,000.00	0.00	0.00	4,000.00	0.00
101-721-826	LEGAL FEES	1,500.00	1,541.00	1,541.00	(41.00)	102.73
101-721-900	PRINT & PUB	500.00	67.30	0.00	432.70	13.46
101-721-950	SEMINARS	500.00	0.00	0.00	500.00	0.00
<b>Net - Dept 721 - PLANNING COMMISSION</b>		<b>(12,600.00)</b>	<b>(2,474.89)</b>	<b>(1,944.68)</b>	<b>(10,125.11)</b>	
<b>Dept 722 - ZONING COMMISSION</b>						
101-722-701	WAGES - BOARD OF APPEALS	400.00	0.00	0.00	400.00	0.00
101-722-702	WAGES - ZONING ADMIN	9,700.00	1,396.65	706.74	8,303.35	14.40
101-722-715	PR TAX EXP - ZONING	800.00	106.84	54.07	693.16	13.36
101-722-726	SUPPLIES	100.00	0.00	0.00	100.00	0.00
101-722-826	LEGAL FEES	200.00	0.00	0.00	200.00	0.00
101-722-900	PRINT & PUB	100.00	0.00	0.00	100.00	0.00
<b>Net - Dept 722 - ZONING COMMISSION</b>		<b>(11,300.00)</b>	<b>(1,503.49)</b>	<b>(760.81)</b>	<b>(9,796.51)</b>	
<b>Dept 751 - PARKS</b>						
101-751-702	WAGES - PARK MAINT	28,500.00	4,031.57	2,798.66	24,468.43	14.15
101-751-703	WAGES - AMBASSADOR	15,000.00	0.00	0.00	15,000.00	0.00
101-751-704	WAGES - PARKS CLERK	4,000.00	460.50	233.02	3,539.50	11.51
101-751-715	PR TAX EXP - PARK	3,500.00	343.65	231.93	3,156.35	9.82
101-751-726	SUPPLIES	3,500.00	340.86	340.86	3,159.14	9.74
101-751-840	INSURANCE	4,000.00	504.23	464.94	3,495.77	12.61
101-751-874	RETIREMENT	1,400.00	142.15	80.49	1,257.85	10.15
101-751-919	WASTE DISPOSAL	3,000.00	0.00	0.00	3,000.00	0.00
101-751-930	REPAIRS & MAINTENANCE	27,000.00	2,393.77	2,393.77	24,606.23	8.87
101-751-958	CREDIT CARD FEES	3,000.00	0.00	0.00	3,000.00	0.00
101-751-970	CAPITAL OUTLAY	10,000.00	0.00	0.00	10,000.00	0.00
101-751-978	EQUIPMENT RENTAL	25,000.00	5,346.35	3,716.48	19,653.65	21.39
<b>Net - Dept 751 - PARKS</b>		<b>(127,900.00)</b>	<b>(13,563.08)</b>	<b>(10,260.15)</b>	<b>(114,336.92)</b>	
<b>Fund 101 - GENERAL FUND:</b>						
<b>TOTAL REVENUES</b>		<b>638,300.00</b>	<b>134,990.01</b>	<b>132,769.26</b>	<b>503,309.99</b>	<b>21.15</b>
<b>TOTAL EXPENDITURES</b>		<b>636,000.00</b>	<b>517,446.83</b>	<b>468,842.98</b>	<b>118,553.17</b>	<b>81.36</b>
<b>NET OF REVENUES &amp; EXPENDITURES</b>		<b>2,300.00</b>	<b>(382,456.82)</b>	<b>(336,073.72)</b>	<b>384,756.82</b>	<b>16,628.5</b>

GL NUMBER	DESCRIPTION	2024-25 AMENDED BUDGET	YTD BALANCE 04/30/2024	ACTIVITY FOR MONTH 04/30/2024	AVAILABLE BALANCE	% BDGT USED
<b>Fund 202 - MAJOR STREETS FUND</b>						
Revenues						
202-000-574	STATE SHARED REV	48,000.00	8,112.51	4,337.88	39,887.49	16.90
202-000-575	STATE WINTER REV	0.00	6,268.29	0.00	(6,268.29)	100.00
202-000-583	CO ROAD MILLAGE	32,000.00	0.00	0.00	32,000.00	0.00
202-000-664	INVEST INTEREST	1,000.00	396.17	176.69	603.83	39.62
<b>TOTAL REVENUES</b>		<b>81,000.00</b>	<b>14,776.97</b>	<b>4,514.57</b>	<b>66,223.03</b>	<b>18.24</b>
Expenditures						
202-000-801	AUDIT FEES	325.00	0.00	0.00	325.00	0.00
202-000-930	REPAIRS & MAINTENANCE	9,000.00	0.00	0.00	9,000.00	0.00
202-215-702	WAGES - MAJOR STREETS CLERK	1,600.00	230.23	116.51	1,369.77	14.39
202-215-715	PR TAX EXP - CLERK	150.00	17.60	8.91	132.40	11.73
202-463-702	WAGES - ROUTINE MAINTENANCE	6,000.00	143.11	132.22	5,856.89	2.39
202-463-715	PR TAX EXP - ROUTINE MAINTENANCE	500.00	10.96	10.13	489.04	2.19
202-463-726	SUPPLIES	1,000.00	66.37	66.37	933.63	6.64
202-463-821	ENGINEERING FEES	200.00	0.00	0.00	200.00	0.00
202-463-840	INSURANCE	1,700.00	86.41	76.38	1,613.59	5.08
202-463-874	RETIREMENT	250.00	3.79	3.24	246.21	1.52
202-463-978	EQUIPMENT RENTAL	5,500.00	56.69	56.69	5,443.31	1.03
202-478-702	WAGES - WINTER MAINTENANCE	6,000.00	151.53	11.92	5,848.47	2.53
202-478-715	PR TAX EXP - WINTER MAINTENANCE	560.00	11.60	0.92	548.40	2.07
202-478-726	SUPPLIES	4,000.00	0.00	0.00	4,000.00	0.00
202-478-840	INSURANCE	800.00	1,155.00	0.00	(355.00)	144.38
202-478-874	RETIREMENT	250.00	7.60	0.60	242.40	3.04
202-478-978	EQUIPMENT RENTAL	8,000.00	147.80	0.00	7,852.20	1.85
202-901-970	CAPITAL OUTLAY	0.00	23,951.08	23,951.08	(23,951.08)	100.00
202-965-999	50% TRF TO LOC ST	26,000.00	7,190.39	2,168.94	18,809.61	27.66
<b>TOTAL EXPENDITURES</b>		<b>71,835.00</b>	<b>33,230.16</b>	<b>26,603.91</b>	<b>38,604.84</b>	<b>46.26</b>
<b>Fund 202 - MAJOR STREETS FUND:</b>						
TOTAL REVENUES		81,000.00	14,776.97	4,514.57	66,223.03	18.24
TOTAL EXPENDITURES		71,835.00	33,230.16	26,603.91	38,604.84	46.26
NET OF REVENUES & EXPENDITURES		9,165.00	(18,453.19)	(22,089.34)	27,618.19	201.34
<b>Fund 203 - LOCAL STREETS FUND</b>						
Revenues						
203-000-574	STATE SHARED REV	30,000.00	5,714.04	3,055.38	24,285.96	19.05
203-000-575	STATE WINTER REV	0.00	3,341.72	0.00	(3,341.72)	100.00
203-000-664	INVEST INTEREST	1,500.00	687.86	318.81	812.14	45.86
203-000-677	50% TRF FR MAJ ST	25,000.00	7,190.39	2,168.94	17,809.61	28.76
203-000-691	FUND BALANCE CONTRIBUTION	67,000.00	0.00	0.00	67,000.00	0.00
203-000-692	CONTRIBUTION FROM OTHER FUNDS	25,000.00	0.00	0.00	25,000.00	0.00
<b>TOTAL REVENUES</b>		<b>148,500.00</b>	<b>16,934.01</b>	<b>5,543.13</b>	<b>131,565.99</b>	<b>11.40</b>
Expenditures						
203-000-801	AUDIT FEES	450.00	0.00	0.00	450.00	0.00
203-000-930	REPAIRS & MAINTENANCE	13,000.00	0.00	0.00	13,000.00	0.00
203-215-702	WAGES - LOCAL STREETS CLERK	1,600.00	230.19	116.48	1,369.81	14.39
203-215-715	PR TAX EXP - CLERK	120.00	17.59	8.90	102.41	14.66



User: DSMITH PERIOD ENDING 04/30/2024

DB: Empire

GL NUMBER	DESCRIPTION	2024-25 AMENDED BUDGET	YTD BALANCE 04/30/2024	ACTIVITY FOR MONTH 04/30/2024	AVAILABLE BALANCE	% BDGT USED
<b>Fund 203 - LOCAL STREETS FUND</b>						
<b>Expenditures</b>						
203-463-702	WAGES - ROUTINE MAINTENANCE	3,500.00	234.02	138.15	3,265.98	6.69
203-463-715	PR TAX EXP - ROUTINE MAINTENANCE	300.00	17.89	10.56	282.11	5.96
203-463-726	SUPPLIES	1,000.00	133.84	133.84	866.16	13.38
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	86.41	76.38	2,013.59	4.11
203-463-874	RETIREMENT	250.00	8.34	3.56	241.66	3.34
203-463-978	EQUIPMENT RENTAL	5,500.00	34.48	34.48	5,465.52	0.63
203-478-702	WAGES - WINTER MAINTENANCE	5,200.00	162.96	17.88	5,037.04	3.13
203-478-715	PR TAX EXP - WINTER MAINTENANCE	500.00	12.46	1.35	487.54	2.49
203-478-726	SUPPLIES	4,500.00	0.00	0.00	4,500.00	0.00
203-478-840	INSURANCE	1,200.00	1,155.00	0.00	45.00	96.25
203-478-874	RETIREMENT	250.00	8.16	0.90	241.84	3.26
203-478-978	EQUIPMENT RENTAL	7,000.00	147.80	0.00	6,852.20	2.11
203-901-970	CAPITAL OUTLAY	95,000.00	23,951.08	23,951.08	71,048.92	25.21
<b>TOTAL EXPENDITURES</b>		<b>146,720.00</b>	<b>26,200.22</b>	<b>24,493.56</b>	<b>120,519.78</b>	<b>17.86</b>
<b>Fund 203 - LOCAL STREETS FUND:</b>						
<b>TOTAL REVENUES</b>		<b>148,500.00</b>	<b>16,934.01</b>	<b>5,543.13</b>	<b>131,565.99</b>	<b>11.40</b>
<b>TOTAL EXPENDITURES</b>		<b>146,720.00</b>	<b>26,200.22</b>	<b>24,493.56</b>	<b>120,519.78</b>	<b>17.86</b>
<b>NET OF REVENUES &amp; EXPENDITURES</b>		<b>1,780.00</b>	<b>(9,266.21)</b>	<b>(18,950.43)</b>	<b>11,046.21</b>	<b>520.57</b>
<b>Fund 591 - WATER FUND</b>						
<b>Revenues</b>						
591-000-626	SERVICE INSTALLATION	18,000.00	0.00	0.00	18,000.00	0.00
591-000-642	WATER SALES	165,000.00	29,137.63	20.90	135,862.37	17.66
591-000-655	LATE PAYMENT FEES	3,000.00	(50.00)	(25.00)	3,050.00	(1.67)
591-000-664	INVEST INTEREST	2,000.00	1,514.44	741.83	485.56	75.72
591-000-665	FIRE SUPPRESSION LEASE	800.00	0.00	0.00	800.00	0.00
591-000-670	MISC INCOME	200.00	1,560.00	1,560.00	(1,360.00)	780.00
591-000-691	FUND BALANCE CONTRIBUTION	82,000.00	0.00	0.00	82,000.00	0.00
<b>TOTAL REVENUES</b>		<b>271,000.00</b>	<b>32,162.07</b>	<b>2,297.73</b>	<b>238,837.93</b>	<b>11.87</b>
<b>Expenditures</b>						
591-000-996	TRANSFERS OUT	0.00	47,902.15	47,902.15	(47,902.15)	100.00
591-215-702	WAGES - WATER CLERK	2,200.00	0.00	0.00	2,200.00	0.00
591-215-703	WAGES - WATER ADMIN	11,500.00	1,557.27	830.51	9,942.73	13.54
591-215-715	PR TAX EXP - CLERK	1,000.00	119.15	63.54	880.85	11.92
591-215-874	RETIREMENT	450.00	59.46	32.21	390.54	13.21
591-556-702	WAGES - WATER MAINTENANCE	21,000.00	1,509.89	883.49	19,490.11	7.19
591-556-715	PR TAX EXP - WATER	1,500.00	115.50	67.59	1,384.50	7.70
591-556-726	SUPPLIES	2,500.00	72.78	54.00	2,427.22	2.91
591-556-730	POSTAGE	800.00	212.00	0.00	588.00	26.50
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
591-556-804	LABS & TESTING	4,000.00	80.00	40.00	3,920.00	2.00
591-556-840	INSURANCE	4,000.00	2,408.07	152.06	1,591.93	60.20
591-556-853	TELEPHONE	1,600.00	208.36	101.16	1,391.64	13.02
591-556-874	RETIREMENT	800.00	56.43	25.11	743.57	7.05
591-556-921	ELECTRICITY	11,000.00	869.57	448.16	10,130.43	7.91

GL NUMBER	DESCRIPTION	2024-25 AMENDED BUDGET	YTD BALANCE 04/30/2024	ACTIVITY FOR MONTH 04/30/2024	AVAILABLE BALANCE	% BDDT USED
<b>Fund 591 - WATER FUND</b>						
<b>Expenditures</b>						
591-556-923	HEAT	4,500.00	846.83	0.00	3,653.17	18.82
591-556-930	REPAIRS & MAINTENANCE	11,000.00	2,765.58	2,662.79	8,234.42	25.14
591-556-933	SOFTWARE MAINTENANCE/SUPPORT	1,800.00	0.00	0.00	1,800.00	0.00
591-556-938	METER HOSTING & SOFTWARE	1,500.00	0.00	0.00	1,500.00	0.00
591-556-956	DUES & MISC	2,600.00	0.00	0.00	2,600.00	0.00
591-556-957	BANK CHARGES	400.00	45.98	20.00	354.02	11.50
591-556-959	DEPRECIATION	42,000.00	0.00	0.00	42,000.00	0.00
591-556-970	CAPITAL OUTLAY	105,000.00	12,523.00	12,523.00	92,477.00	11.93
591-556-978	EQUIPMENT RENTAL	7,000.00	625.30	275.84	6,374.70	8.93
591-556-991	DEBT PRINCIPLE/BOND RESERVE	20,000.00	0.00	0.00	20,000.00	0.00
591-556-995	DEBT INTEREST	8,800.00	0.00	0.00	8,800.00	0.00
<b>TOTAL EXPENDITURES</b>		<b>268,550.00</b>	<b>71,977.32</b>	<b>66,081.61</b>	<b>196,572.68</b>	<b>26.80</b>
<b>Fund 591 - WATER FUND:</b>						
<b>TOTAL REVENUES</b>		<b>271,000.00</b>	<b>32,162.07</b>	<b>2,297.73</b>	<b>238,837.93</b>	<b>11.87</b>
<b>TOTAL EXPENDITURES</b>		<b>268,550.00</b>	<b>71,977.32</b>	<b>66,081.61</b>	<b>196,572.68</b>	<b>26.80</b>
<b>NET OF REVENUES &amp; EXPENDITURES</b>		<b>2,450.00</b>	<b>(39,815.25)</b>	<b>(63,783.88)</b>	<b>42,265.25</b>	<b>1,625.11</b>
<b>Fund 661 - EQUIPMENT FUND</b>						
<b>Revenues</b>						
661-000-664	INVEST INTEREST	2,000.00	266.73	67.91	1,733.27	13.34
661-000-668	EQUIPMENT RENTAL	60,000.00	8,774.24	6,026.61	51,225.76	14.62
661-000-691	FUND BALANCE CONTRIBUTION	103,500.00	0.00	0.00	103,500.00	0.00
<b>TOTAL REVENUES</b>		<b>165,500.00</b>	<b>9,040.97</b>	<b>6,094.52</b>	<b>156,459.03</b>	<b>5.46</b>
<b>Expenditures</b>						
661-000-996	TRANSFERS OUT	0.00	71,853.22	71,853.22	(71,853.22)	100.00
661-215-702	WAGES - EQUIPMENT CLERK	5,500.00	782.86	396.14	4,717.14	14.23
661-215-715	PR TAX EXP - CLERK	450.00	59.89	30.30	390.11	13.31
661-557-702	WAGES - EQUIPMENT MAINTENANCE	13,600.00	1,790.69	1,024.12	11,809.31	13.17
661-557-715	PR TAX EXP - EQUIPMENT	1,000.00	136.98	78.34	863.02	13.70
661-557-726	SUPPLIES	2,000.00	1,047.98	966.14	952.02	52.40
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	17,500.00	17,370.11	1,573.10	129.89	99.26
661-557-874	RETIREMENT	600.00	72.69	34.37	527.31	12.12
661-557-925	WATER	250.00	250.00	250.00	0.00	100.00
661-557-930	REPAIRS & MAINTENANCE	5,000.00	2,763.38	2,763.38	2,236.62	55.27
661-557-970	CAPITAL OUTLAY	106,000.00	105,150.22	0.00	849.78	99.20
<b>TOTAL EXPENDITURES</b>		<b>164,500.00</b>	<b>201,278.02</b>	<b>78,969.11</b>	<b>(36,778.02)</b>	<b>122.36</b>
<b>Fund 661 - EQUIPMENT FUND:</b>						
<b>TOTAL REVENUES</b>		<b>165,500.00</b>	<b>9,040.97</b>	<b>6,094.52</b>	<b>156,459.03</b>	<b>5.46</b>
<b>TOTAL EXPENDITURES</b>		<b>164,500.00</b>	<b>201,278.02</b>	<b>78,969.11</b>	<b>(36,778.02)</b>	<b>122.36</b>
<b>NET OF REVENUES &amp; EXPENDITURES</b>		<b>1,000.00</b>	<b>(192,237.05)</b>	<b>(72,874.59)</b>	<b>193,237.05</b>	<b>19,223.7</b>

PERIOD ENDING 04/30/2024

GL NUMBER	DESCRIPTION	2024-25 AMENDED BUDGET	YTD BALANCE 04/30/2024	ACTIVITY FOR MONTH 04/30/2024	AVAILABLE BALANCE	% BDGT USED
	TOTAL REVENUES - ALL FUNDS	666,000.00	72,914.02	18,449.95	593,085.98	10.95
	TOTAL EXPENDITURES - ALL FUNDS	651,605.00	332,685.72	196,148.19	318,919.28	51.06
	NET OF REVENUES & EXPENDITURES	14,395.00	(259,771.70)	(177,698.24)	274,166.70	1,804.60

Fund Account	Description	Beginning Balance 04/01/2024	Total Debits	Total Credits	Ending Balance 04/30/2024
Fund 101	GENERAL FUND				
003	CERTIFICATE OF DEPOSITS	175,921.34	1,899.14	177,820.48	0.00
004	STATE SAVINGS CASH	203,646.66	480,831.33	520,254.74	164,223.25
009	SSB MM SWEEP	285,869.08	233,017.14	350,000.00	168,886.22
015	IMPREST (PETTY) CASH	312.50	0.00	0.00	312.50
	GENERAL FUND	665,749.58	715,747.61	1,048,075.22	333,421.97
Fund 202	MAJOR STREETS FUND				
003	CERTIFICATE OF DEPOSITS	0.00	88,910.24	0.00	88,910.24
004	STATE SAVINGS CASH	11,594.62	27,203.17	24,434.97	14,362.82
009	SSB MM SWEEP	207,074.63	142.46	113,910.24	93,306.85
	MAJOR STREETS FUND	218,669.25	116,255.87	138,345.21	196,579.91
Fund 203	LOCAL STREETS FUND				
003	CERTIFICATE OF DEPOSITS	0.00	88,910.24	0.00	88,910.24
004	STATE SAVINGS CASH	61,543.51	5,405.99	24,493.56	42,455.94
009	SSB MM SWEEP	199,351.36	137.14	88,910.24	110,578.26
	LOCAL STREETS FUND	260,894.87	94,453.37	113,403.80	241,944.44
Fund 301	DEBT SERVICE FUND				
004	STATE SAVINGS CASH	17,373.82	51.29	0.00	17,425.11
Fund 591	WATER FUND				
001	HUNTINGTON BANK CASH	241,888.29	22,737.94	70,162.77	194,463.46
004	STATE SAVINGS CASH	4,333.87	84,652.46	86,061.61	2,924.72
008	RRI ACCOUNT	19,985.87	0.00	0.00	19,985.87
009	SSB MM SWEEP	(6,906.21)	20,009.00	13,079.66	23.13
	WATER FUND	259,301.82	127,399.40	169,304.04	217,397.18
Fund 661	EQUIPMENT FUND				
004	STATE SAVINGS CASH	1,117.27	81,029.90	79,050.95	3,096.22
009	SSB MM SWEEP	93,937.62	64.62	75,000.00	19,002.24
	EQUIPMENT FUND	95,054.89	81,094.52	154,050.95	22,098.46
Fund 715	MEMORIAL FUND				
004	STATE SAVINGS CASH	590.02	501.74	0.00	1,091.76
009	SSB MM SWEEP	4,118.54	2.83	0.00	4,121.37
	MEMORIAL FUND	4,708.56	504.57	0.00	5,213.13

**CASH BALANCE BY FUND - APRIL 2024**

	<b>GF -101</b>	<b>MSF - 202</b>	<b>LSF - 203</b>	<b>DSF - 301</b>	<b>WF - 591</b>	<b>EQF - 661</b>	<b>MF - 715</b>
<b>HUNTINGTON</b>							
BEGINNING BALANCE	\$ -	\$ -	\$ -	\$ -	\$ 241,888.29	\$ -	\$ -
RECEIPTS	\$ -	\$ -	\$ -	\$ -	\$ 22,595.17	\$ -	\$ -
DISPERSALS	\$ -	\$ -	\$ -	\$ -	\$ (70,020.00)	\$ -	\$ -
ENDING BALANCE	\$ -	\$ -	\$ -	\$ -	\$ 194,463.46	\$ -	\$ -
<b>SWEEP</b>							
BEGINNING BALANCE	\$ 285,869.08	\$ 207,074.63	\$ 199,351.36	\$ -	\$ 13,079.66	\$ 93,937.62	\$ 4,118.54
RECEIPTS	\$ 233,017.14	\$ 142.46	\$ 137.14	\$ -	\$ 20,009.00	\$ 64.62	\$ 2.83
DISPERSALS	\$ (350,000.00)	\$ (113,910.24)	\$ (88,910.24)	\$ -	\$ (13,079.66)	\$ (75,000.00)	\$ -
ENDING BALANCE	\$ 168,886.22	\$ 93,306.85	\$ 110,578.26	\$ -	\$ 20,009.00	\$ 19,002.24	\$ 4,121.37
<b>STATE SAVINGS</b>							
BEGINNING BALANCE	\$ 203,959.16	\$ 11,594.62	\$ 61,543.51	\$ 17,373.82	\$ 4,333.87	\$ 1,117.27	\$ 590.02
RECEIPTS	\$ 480,831.33	\$ 27,203.17	\$ 5,405.99	\$ 51.29	\$ 84,652.46	\$ 81,029.90	\$ 501.74
DISPERSALS	\$ (520,567.24)	\$ (24,434.97)	\$ (24,493.56)	\$ -	\$ (86,061.61)	\$ (79,050.95)	\$ -
ENDING BALANCE	\$ 164,223.25	\$ 14,362.82	\$ 42,455.94	\$ 17,425.11	\$ 2,924.72	\$ 3,096.22	\$ 1,091.76
<b>FIRST NATIONAL - CD</b>							
BEGINNING BALANCE	\$ 175,921.34	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
RECEIPTS	\$ 1,899.14	\$ 88,910.24	\$ 88,910.24	\$ -	\$ -	\$ -	\$ -
DISPERSALS	\$ (177,820.48)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
ENDING BALANCE	\$ -	\$ 88,910.24	\$ 88,910.24	\$ -	\$ -	\$ -	\$ -
<b>PETTY CASH</b>	\$ 312.50	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	<b>GF -101</b>	<b>MSF - 202</b>	<b>LSF - 203</b>	<b>DSF - 301</b>	<b>WF - 591</b>	<b>EQF - 661</b>	<b>MF - 715</b>
CASH BALANCE - TREASURER	\$ 333,421.97	\$ 196,579.91	\$ 241,944.44	\$ 17,425.11	\$ 217,397.18	\$ 22,098.46	\$ 5,213.13
CASH BALANCE - CLERK	\$ 333,421.97	\$ 196,579.91	\$ 241,944.44	\$ 17,425.11	\$ 217,397.18	\$ 22,098.46	\$ 5,213.13
DIFFERENCE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>SWEEP ENDING BALANCE</b>							
TREASURER	\$ 415,903.94			\$ 245,579.82			
CLERK	\$ 415,903.94			\$ 245,579.82			
DIFFERENCE	\$ -			\$ -			
REC. BANK STATEMENT BALANCE	\$ 415,903.94			\$ 245,579.82			
							<b>TOTAL CASH ALL FUNDS</b>
							TREASURER \$ 1,034,080.20
							CLERK \$ 1,034,080.20

# Monthly Report for Shalda Park, Beach Park, Streets, Equipment, and Water Department

Report for the Month of May 2024

## Introduction

This monthly report provides an overview of the activities, maintenance, improvements, and future plans for Shalda Park, Beach Park, Streets, Equipment, and Water Department. This report aims to inform stakeholders about the current status, achievements, and challenges faced during the month.

## Shalda Park

### 1. Maintenance and Upkeep

- **Lawn Care:** Regular mowing and debris cleanup were carried out. The park's lawn remains in excellent condition.
- **Tree and Plant Care:** New trees were inspected, and irrigation has started for new plantings as needed. Two tree gators were installed on trees not irrigated.
- **Litter and Waste Management:** Daily cleaning schedules ensured the park was free of litter. Waste bins were emptied regularly.

### 2. Improvements

- **Walking Trails:** Trails are being swept regularly. 0.4 miles of walking trails were improved for safety and accessibility.
- **Brush and Leaf Pile:** Cleaned, leveled, and looking very good. All brush and leaves were finally removed, and extra piles of gravel were placed.

## Beach Park

### 1. Maintenance and Upkeep

- **Restroom Facilities:** Regular cleaning and restocking of restrooms were conducted. Minor repairs were made on locks and doors. Phil is scheduled for the summer and will be working weekends and holidays as usual. Toilet paper ordered for summer.
- **Mowing:** Mowing has begun, and Wayne completed the first mow on streets last week. Both parks are being mowed as needed.

### 2. Improvements

- **Picnic Areas:** Installed new picnic tables.
- **Water Safety:** Life rings were installed for summer activities.
- **Benches and Tables:** All benches and tables have been placed in preparation for Memorial Day.
- **Fire Rings:** Installed five fire rings for beachgoers.
- **Pay Machine:** A new pay machine has been installed and is working perfectly.
- **Boat Ramp:** The boat ramp has been adjusted and will require regular maintenance throughout the season due to the soft beach conditions.

### 3. Sand and Infrastructure

- **Sand Management:** Keeping up with sand on sidewalks and parking lots has been a priority, with plans for a final sweep before Memorial Day weekend.
- **Beach Condition:** The beach has yet to fully recover from high water. It looks nice but remains extremely soft for heavy equipment. It is expected to gradually return to its previous condition over time.

## Streets Department

### 1. Road Maintenance

- **Pothole Repairs:** Ongoing across various streets, significantly improving driving conditions.

- **Road Mowing:** Road edges have been mowed. Wayne is doing a fine job and will continue on a regular basis.
- **Planter Boxes:** The beautification committee plans to have planter boxes done by this week, to be placed before the Asparagus Festival.

## 2. Infrastructure Improvements

- **Pavement Resurfacing:** Completed resurfacing of Lambkin Lane and Florence. This project improved road quality and resolved some drainage issues.
- **Drain on Aysworth:** Will be cleaned out and repaired. A lot of debris needs to be removed, and some flushing of the culvert will need to be done. This is scheduled for this week.

## 3. Future Projects

- **Storm Drain Cleanout:** Storm drains at Lake and Niagara are scheduled to be cleaned soon. Additional cleanouts will occur in August per the request of the council, with the regular cleanout of all of Front Street scheduled for October as usual.

# Water Department

## 1. Water Quality and Supply

- **Water Testing:** Conducted monthly comprehensive water quality testing. All samples met or exceeded safety standards.
- **Regular Leak Checking:** Performed weekly by reading meters, preventing water loss and maintaining supply integrity.
- **Ground Water Sampling:** Will be restarted this month on the five sample sites.

## 2. Infrastructure and Maintenance

- **Pump Station Maintenance:** Performed routine maintenance on all pump stations, enhancing reliability and efficiency. Well houses 2 and 3 will need new roofs. Joey and I are confident we can accomplish this. Estimated cost is around \$1500 for supplies, with labor estimated at around \$750.



- **Water Rate Study:** Attended a meeting with Michigan Rural Water and the Water Committee regarding water rate increases.

## Equipment

### 1. New Equipment

- **Sweeper/Snow Blower:** Will be due for its break-in complete oil change, which will be done in the coming weeks.
- **Pay Machine:** Installed a new pay machine at Beach Park, which is working perfectly and improving revenue collection.

### 2. Equipment Maintenance

- **Routine Maintenance:** Conducted routine maintenance on all equipment, including oil changes, blade sharpening, and tire checks as needed (report included).
- **Repairs:** Replaced spindle on mower due to failed bearings. Replaced driveshaft on sweeper due to age; the old one wore out due to sand.

## Summary and Conclusion

This month saw significant progress and improvements across Shalda Park, Beach Park, the Streets Department, and the Water Department. Regular maintenance and targeted improvements have enhanced the quality of public spaces, roadways, and water supply systems. Community engagement remains a priority. Moving forward, the focus will remain on sustaining these improvements, addressing any emerging challenges, and implementing planned projects to further benefit the community.

**Submitted by:**

John Friend  
Superintendent  
5/22/24

Please review this report and provide any feedback or suggestions for the next month's activities and improvements. Thank you for your continued support and collaboration.

## Service and Expense Summary

2012 GMC Sierra 1500 (Red)

1GTN1TEX4DZ144498

Date	Odometer	Description	Notes	Cost
4/5/2024	93,731.0	Check tire inflation and condition		\$0.00
4/5/2024	93,731.0	Check windshield wiper fluid	frilled	\$0.00
4/5/2024	94,668.0	Check tire inflation and condition		\$0.00
4/5/2024	94,668.0	Check lights and turn signals		\$0.00
4/5/2024	94,668.0	Check transmission fluid	full	\$0.00
4/5/2024	94,668.0	Check brake fluid	full	\$0.00
4/5/2024	94,668.0	Check hoses	good	\$0.00
4/5/2024	94,668.0	Check drive belts	good	\$0.00
4/5/2024	94,668.0	Check battery and cables	good condition	\$0.00
4/5/2024	94,668.0	Check coolant (antifreeze)	top off	\$0.00
Sub Total:				\$0.00

2015 Dodge Ram 5500 (Red)

3C7WRNAJ1FG706292

Date	Odometer	Description	Notes	Cost
4/5/2024	24,701.0	Check windshield wiper fluid	filled	\$0.00
4/5/2024	24,701.0	Check tire inflation and condition	front passenger side tire low tread	\$0.00
4/5/2024	24,701.0	Check transmission fluid	full	\$0.00
4/5/2024	24,701.0	Check coolant (antifreeze)	full	\$0.00
4/5/2024	24,701.0	Check brake fluid	full	\$0.00
4/5/2024	24,701.0	Check lights and turn signals	good	\$0.00
4/5/2024	24,701.0	Check hoses	good	\$0.00
4/5/2024	24,701.0	Check drive belts	good	\$0.00
4/5/2024	24,701.0	Check battery and cables	good shape	\$0.00
4/12/2024	24,701.0	Check Hydraulic Fluid Level		\$0.00

## Service and Expense Summary

2015 Dodge Ram 5500 (Red)

3C7WRNAJ1FG706292

Date	Odometer	Description	Notes	Cost
Sub Total:				\$0.00

2012 Generac 14KW (white)

Date	Odometer	Description	Notes	Cost
4/12/2024	430.0	auto Engine Run wednesdays		\$0.00
4/16/2024	430.0	Change oil and filter		\$0.00
4/16/2024	430.0	Inspect Air Filter		\$0.00
4/17/2024	430.0	auto Engine Run wednesdays		\$0.00
4/24/2024	433.0	auto Engine Run wednesdays		\$0.00
Sub Total:				\$0.00

2019 John Deere X738 (green)

Date	Odometer	Description	Notes	Cost
5/3/2024	468.8	change fuel filter		\$0.00
5/3/2024	468.8	replace spark plugs		\$0.00
5/3/2024	468.8	check torque rear wheels 65 LB FT		\$0.00
5/3/2024	468.8	check /adjust valve lash		\$0.00
5/3/2024	468.8	Change air filter		\$0.00
5/3/2024	468.8	check coolant system clamps and air flow		\$0.00
5/3/2024	468.8	Check Hydraulic Fluid Level		\$0.00
5/3/2024	468.8	grease all fittings including driveshaft		\$0.00
5/3/2024	468.8	check and clean battery		\$0.00
5/3/2024	468.8	oil change		\$0.00
5/3/2024	468.8	check oil level		\$0.00
5/3/2024	468.8	change oil and filter		\$0.00

## Service and Expense Summary

### 2019 John Deere X738 (green)

Date	Odometer	Description	Notes	Cost
5/3/2024	468.8	Clean radiator and hydraulic coolin fins		\$0.00
5/3/2024	468.8	check fan belt tension		\$0.00
Sub Total:				\$0.00

### 2023 john deere X738 (green)

Date	Odometer	Description	Notes	Cost
2/27/2024	26.4	check oil level		\$0.00
4/12/2024	50.0	check oil level		\$0.00
Sub Total:				\$0.00

### 2024 Generac SGO35 kw (grey)

Date	Odometer	Description	Notes	Cost
4/15/2024	0.0	put online		\$0.00
4/18/2024	4.0	load test		\$0.00
4/24/2024	4.5	weekly run		\$0.00
Sub Total:				\$0.00

### 2024 John Deere 310 p tier (yellow/black)

Date	Odometer	Description	Notes	Cost
4/18/2024	26.0	Grease front Bucket		\$0.00
4/18/2024	26.0	Grease backhoe arm		\$0.00
4/18/2024	26.0	grease all fittings including driveshaft		\$0.00
Sub Total:				\$0.00
Grand Total:				\$0.00

## Village of Empire Council Meeting Documentation

Date: May 21, 2024	Regular Meeting
Meeting Date: May 28, 2024	
Subject: Continuation of Renovare Contract	Author: Maggie Bacon

### Overview:

In December, when the Empire Village Council introduced the Renovare Group to the Village as consultants hired to help the potential acquisition of property and building for a new Village Office, many residents expressed concern with the cost of their services. As a reminder, their initial charge was to provide site and feasibility plans for 3 properties in the Village that would house a new Village Office and (depending on the property) include additional "gathering spaces" or options that could result in vacant properties being revitalized.

### A change in circumstances:

With the new building purchase, the question, rightfully, has come up: what is the Village paying Renovare for now? Are we bound by their contract? Why would the Village taxpayers pay for site and feasibility plans for privately owned property?

### Discussion:

A Special Village Council Meeting was held on May 16, 2024, where Renovare was tasked with answering that question: "What are we paying Renovare for now"? During the meeting, Renovare discussed continuation of the contract.

- Continue a redesign of "old Village Office" to accommodate an office for the DPW Technician and small meeting space, incorporate infrastructure challenges in relation to drainage issue, provide a new building "skin" that aligns with historic feel in the Village.
- Complete the 2 additional site feasibility plans for the Old School House and "Hardware Store Complex".
- A key new element is providing an "information toolkit" to the Village Council that will make development/redevelopment more attractive to developers and buyers. This knowledge puts the Village Council and the Planning Commission in a position of strength in planning for its future. (See attached PowerPoint).

As the Special Meeting progressed, it was clear that Renovare's continued relationship with the Village would, by its very nature, overlap with the work of the Planning Commission with the Master Plan. This is particularly true in terms of obtaining information from the public through a public survey and public input sessions. To that end, the new office committee will be meeting with Renovare (after documentation for the regular meeting is due) to identify options for working together with the Master Plan Planner and Renovare.

### Next Steps:

The Village Council decides on continuing the Renovare contract.

# SITE FEASIBILITY ANALYSIS VILLAGE OF EMPIRE UPDATE



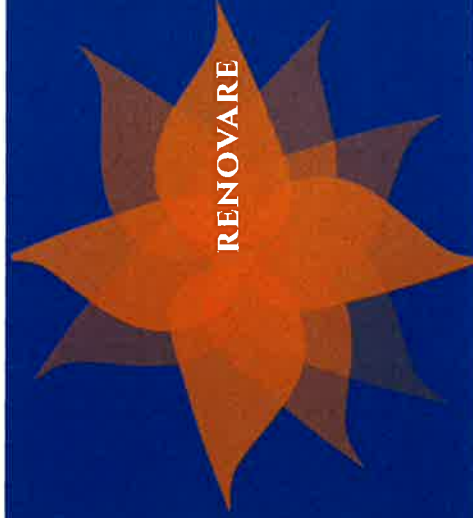
May 2024



**Place Strategies**  
Building Community Together


## PARTNERSHIP

Place Strategies is experienced in the public and private planning sector and has performed civic building site analysis in dozens of communities. Their insightful implementation strategies support successful programs for catalytic organization milestones.



Renovare Development is a majority woman-owned, social impact commercial real estate development company focused on transformational projects that serve a deep community need. Renovare has a pipeline of over 70 Million dollars in development across the State of Michigan.





## ORIGINAL GOAL

Perform a feasibility analysis for new municipal offices and related community space. The Renovare Team's work will include data gathering and analysis, community engagement, conceptual design, site planning, a working pro forma, and attending public meetings to present deliverables.



## REVISED GOAL

Perform a feasibility analysis for new municipal offices and related community space. In addition, perform analyses on three sites to promote redevelopment that benefits the community.

The Renovare Team's work will include data gathering and analysis, community engagement, conceptual design, site planning, proposed redevelopment tools and attending public meetings to present deliverables.

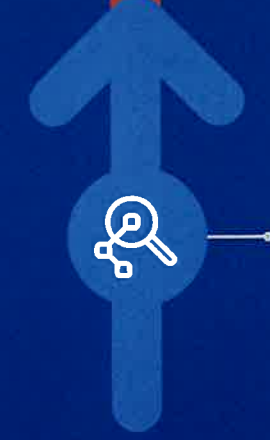


## REVISED SCOPE

- Data Gathering
- Site Visit and Interviews
- Conceptual Site Plans (Support concepts for DPW and Field Trip)
- *Work Session(s) for Economic Development Priorities*
- Community Engagement
- *Present Proposed Concepts with Development Tools*
- Connect and coordinate

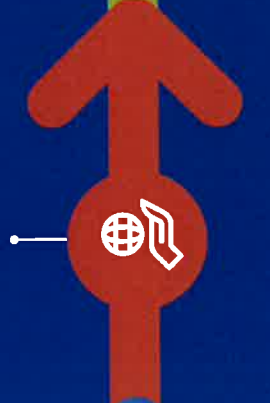
# TIMELINE

**Feedback (Dec-Feb)**  
Includes virtual calls, programming, and needs/ goals verification.



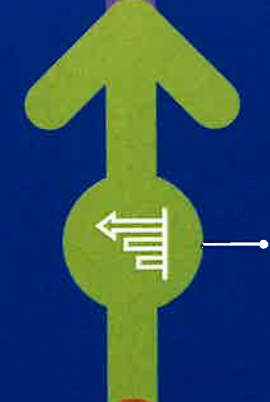
**Kickoff (Dec)**

Includes data collection, initiation meeting, site visits, stakeholder interviews, and kickoff with Commission and Council.

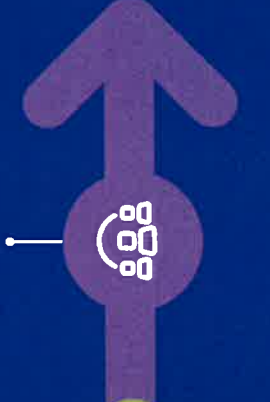


**Conceptual Planning (Jan-June)**

Includes analysis of three sites.



**Validation and Delivery (Jul)**  
Public open house to solicit feedback, delivery of pro forma, and final concept plan documents.

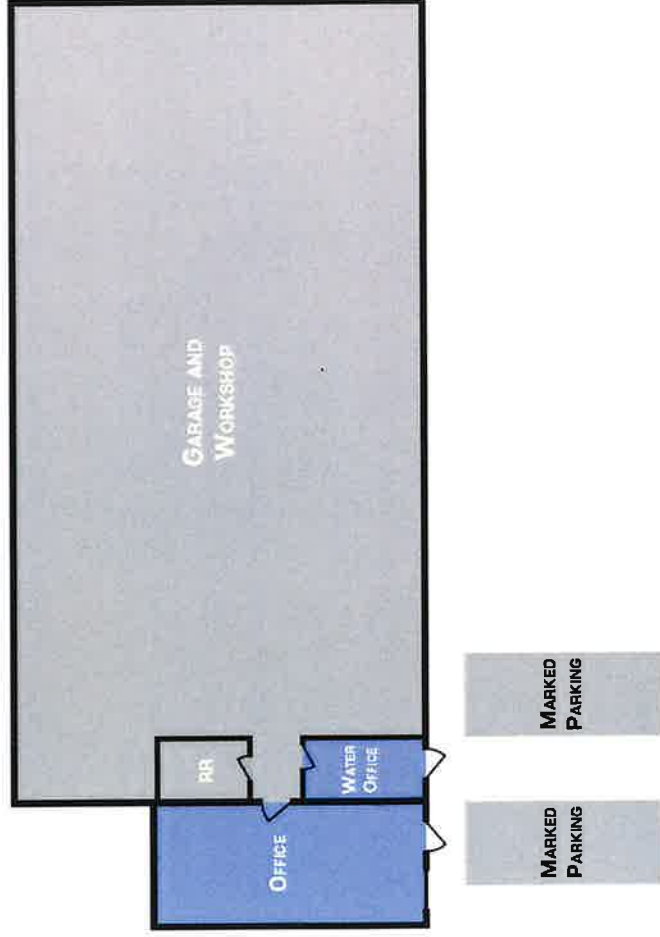




# DPW IMPROVEMENTS

## DPW BUILDING - EXISTING FLOOR PLAN

350 SF Office

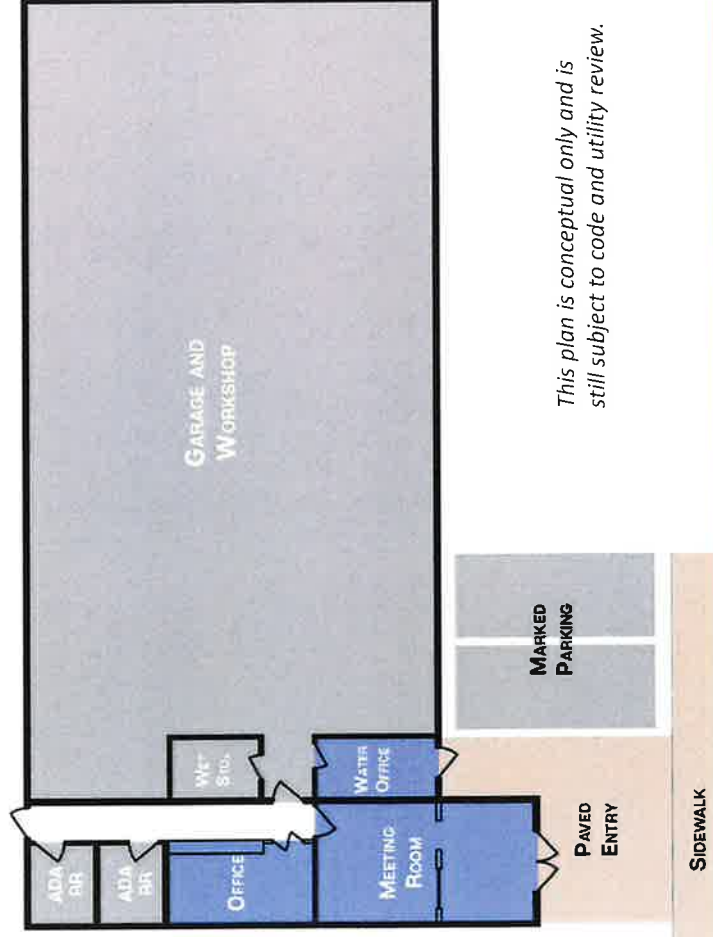




# DPW IMPROVEMENTS

## DPW BUILDING - PROPOSED IMPROVEMENTS

676 SF Office



*This plan is conceptual only and is still subject to code and utility review.*

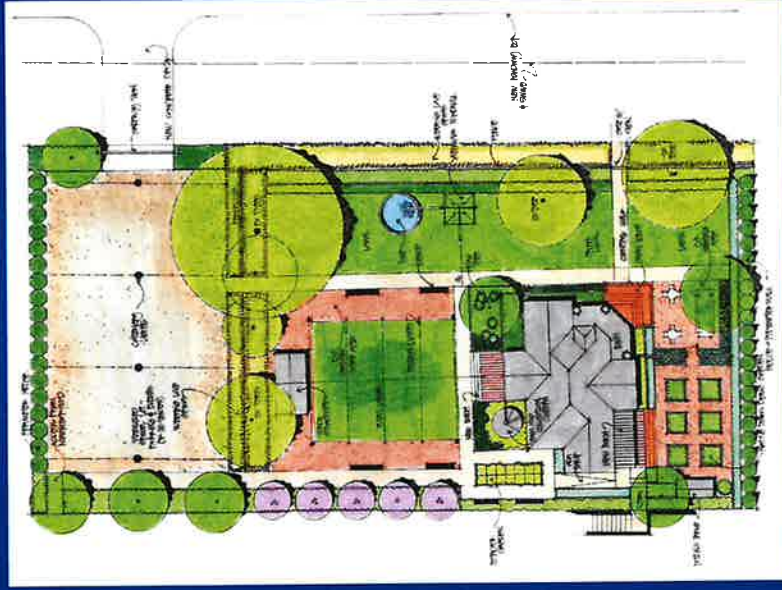


# SITE PLAN EXAMPLES

Building Scale  
Site Plan



Landscape &  
Streetscape  
Site Plan



# PROCESS


- Working from the Site Constraints
- Meet with property owners to discuss their vision
- Identify conceptual building and site improvements
- Apply these in a cohesive concept plan
- Present concepts to the public
- Revise based on comments from owners and public
- Use in Property Information Package






# City of Portage

# EXAMPLES



**Property Information Packet**  
Industrial Development  
9801 Shaver Road







**9801 Shaver Road**  
Development Ready Site

*One-Stop-Shop Development Review Process*  
Expedited Site Plan Review and Permitting  
Award-Winning Development Review Team (DRP) Process  
Consolidated Development Plan Review & Special Use Permitting

**Potential Benefits**

- Streamlined Development
- Timely resolution for an affordable industry
- WISC Approval

*About the City of Portage*

Portage has shown itself to be the most rapid responder, a formidable resource. The city offers a serene atmosphere, living environment, equipped and sustained by quality of life characteristics that are sought in the region, juxtaposed with great roads, and enriched by a unique pledge to share the natural environment with its citizens.

Portage residents enjoy a variety of housing options with low taxes, safe and well-maintained neighborhoods, world-class healthcare, award-winning schools, and entertainment and recreation parks and facilities. Community outreach efforts in both urban and the suburban areas. Thanks, residents can take advantage of investment opportunities in Portage Public Schools facilities.

The city continuously engages its citizens to address current challenges and develop a future vision for our community...and ultimately ensure the city remains a Natural Place to Move.

**CONTACT**  
City of Portage  
Department of Community Development  
7520 South Washington Avenue  
Portage, WI 54902  
1202139-4477  
portage@wi.gov | 123 Community Development

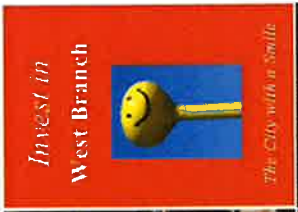





# EXAMPLES

# West Branch

CITY OF WEST BRANCH



1-800-448-4488 • 515 WEST BRANCH AVENUE, WEST BRANCH, MI 48866

## Developers, Builders, & Entrepreneurs WELCOME!



The Newsletter has been created by the City of West Branch in order to advertise some of the many development and redevelopment opportunities that exist in our City, as well as let these same parties know about the various technical assistance and incentive programs that may be available for their projects.

Not only is the City of West Branch a great place to live, work, and play—but it is also a great place to invest in a development or start a new business.

Stop by City Hall or give us a call anytime to start your new venture today!

West Branch City Hall is located at 111 N. Fourth St., West Branch, MI 48866. We are open Monday thru Friday, from 8:00 a.m. to 4:30 p.m. City Manager/ zoning Administrator Frank E. Gosselin is available via phone at (989) 349-5969, or email at [frank@gosselin.com](mailto:frank@gosselin.com)

For more information please visit our website at [www.westbranch.com](http://www.westbranch.com)

**Free Conceptual Review Meetings:** Prior to submitting site plans or submitting development during the development process, the City of West Branch offers free Conceptual Review Meetings with appropriate staff to help you trouble shoot any concerns you may have, and also streamline the development process.

WEST BRANCH



## Redevelopment Priority Site # 1

This location has a lot of opportunity for those looking for an exciting, large-scale redevelopment opportunity!

**UPSIDE POTENTIAL:** This large industrial building is ideally located in downtown West Branch, just a few blocks off of main street (Houghton Memorial Dr)!

Building size - 86,500 sf  
Year built - 1945  
Clear Ceiling Height - 20ft  
Zoning - Mixed Use  
SEV - \$49,400

Lots of **FINANCIAL INCENTIVES** potentially available for this site, including MEDC, Brownfield, and Obsolete Properties monies! Contact us now to learn more. ☺

**THE CITY IS LOOKING FOR A DEVELOPER TO BUILD A MIXED USE BUILDING THAT WOULD ALLOW FOR COMMERCIAL BUSINESS ON THE FIRST FLOOR WITH RESIDENTIAL UNITS ABOVE. THE BUILDING HAS WATER, SEPTIC, NATURAL GAS, AND FIBER INFRASTRUCTURE ALREADY ON-SITE.**

DISCUSSION

Questions





## VILLAGE COUNCIL MEETING DOCUMENTATION

Prepared:	May 2,2024	
Meeting Date:	May 9,2024	Work Session
Subject:	Beach Parking Fees	Author: Dye/Parks Committee

### Overview:

The Parks Committee was allowed to look into raising the rates for beach parking. Parking rates have stayed the same since the first pay machine was installed in June of 2014 - ten years ago.

The Parks budget and spending has been fairly constant throughout the last ten years at between \$70,000 to the highest of \$91,000 last year not including grants. Average spending for the last 10 years is about \$78,000. These costs are for both Shalda and the Lake Michigan Beach Park combined.

The Parking machine at \$1 per hour brings in an average \$36,412 calculated over the last three years.

If the parking fee were increased to \$2 per hour that would be an average of \$72,824 which would pay for most of the Park expenses and allow us to upgrade the playground equipment, boat ramp, and other projects when needed.

Alex from the Michigan DNR Grants Management office has said we could raise the fee to \$2 per hour or charge a flat fee. She did not say what flat fee would be acceptable. At our meeting we had suggested offering a flat rate option of \$10 per day in addition to the \$2 per hour. This would need more signage.

John has said that he could order stickers to place over the \$1 on the existing signs.

### Action Requested:

Consider raising the parking fee at the beach to \$2 per hour.  
Consider offering the option of a flat rate of \$10 per day as well as an increase to \$2 per hour.

PARK EXPENSES 2021 - 2023

EXPENSES	2021-2022	2022 -2023	2023 - 2024	2024 - 2025
<b>WAGES</b>				
<b>PARK MAINTENANCE</b>	\$26,449.72	\$23,499.90	\$23,586.19	
<b>CLERK</b>	\$2,599.94	\$2,566.63	\$2,959.15	
<b>AMBASSADORS</b>	\$6,519.91	\$6,161.25	\$13,833.06	
<b>PR TAX EXPENSE</b>	\$2,718.50	\$2,459.61	\$3,100.84	
<b>RETIREMENT</b>	\$1,000.56	\$568.63	\$669.01	
<b>INSURANCE</b>	\$4,896.78	\$2,759.00	\$2,915.00	
<b>SUPPLIES</b>	\$3,395.68	\$2,878.09	\$1,656.97	
<b>REPAIRS &amp; MAINT</b>	\$11,155.16	\$10,772.60	\$13,029.06	
<b>WASTE DISPOSAL</b>		\$190.32	\$2,414.42	
<b>EQUIP RENTAL</b>	\$17,774.82	\$18,953.63	\$24,676.60	
<b>CREDIT CRD FEE</b>	\$2,018.38	\$2,371.17	\$2,558.03	
<b>TOTAL NOT INCLUDING CAPITAL IMPROV</b>	<b>\$78,529.45</b>	<b>\$73,180.83</b>	<b>\$91,398.33</b>	
<b>(CAP. IMPROV)</b>	\$7,617.93	\$18,323.17	\$296,791.33	
<b>TOTAL FOR BOTH PARKS</b>	\$86,147.38	\$91,504.00	\$388,189.66 \$150,000 GRANT TOTAL \$238,189.66	
<b>PARKING MACHINE INCOME \$1/HR</b>	<b>\$37,122.45</b>	<b>\$34,372.91</b>	<b>\$37,765.35</b>	
<b>\$2/HR</b>			ESTIMATED - \$75,530.70	

VC  
5/28/2024

RE: 2006 Mi Natural Resources Trust Fund Grant

March Dye <m.dye@villageofempire.com>

Good morning, March,

Thank you for providing the extensive background and proposal to our team. We agree that an increased rate is supported by the documentation you provided and the project agreement. You are welcome to choose either a flat fee or increase to \$2 per hour, whatever is agreeable to the Village.

Please let me know if you have any additional questions.

Best,

Alex

Alexandria Galloway



**CAUTION: This is an External email. Please send suspicious emails to [abuse@michigan.gov](mailto:abuse@michigan.gov)**

Hi Alex,

I am attaching a copy of the recorded resolution of March 30, 1974 which states that the Empire Township residents have the same access rights and privileges as Village residents. This was because the Township deeded the area to the Village for \$1.

At the current time we supply parking stickers to Village and Township residents free of charge.

There is a charge to replace lost stickers. We charge all others \$1 per hour to park in the parking lots at the beach between Memorial and Labor Day. No fee is charged the rest of the year. The Village also pays the Lions Club a yearly fee to allow free parking to visitors who wish to walk the short distance to the beach and not pay the \$1 per hour. People are allowed to walk to the park, drive to the park and drop off people and kayaks, etc. and pay no fee for the use of the park. The only fee is for parking in the lots at the beach. There is no gate to get into the park.

In 2014 it was determined that \$1 per hour was legal under the grant guidelines.

The grant states "Nonresident fees shall not exceed twice that charged residents; where no fees are charged {to residents}, non resident fees may not exceed the rate charged residents at other facilities in the area open to the public."

Residents of the Village of Empire and Empire Township are charged a \$5 flat fee to park at the Lake Township Park which is the closest Lake Michigan beach to us (11 miles) other than the National Park Beaches. The National Park Beaches are \$25 for a day pass (valid for 1-7 days).

We are considering either a flat fee or a raise to \$2 per hour. We would like to know what our options are.

We are a village of 365 residents trying to maintain a beach and playgrounds which are full for most of the summer. We are the nearest Lake Michigan beach to Traverse City, a city of 15,000. We are not trying to make money on the beach - only to maintain it.

I hope this was the information you needed.

March

VC  
5/28/2024

EMPIRE TOWNSHIP BOARD

EMPIRE, MICHIGAN 49630

LIBER 173 PAGE 812

I, Marian E. Mingus, Empire Township Clerk, do hereby certify this to be a true copy of the attached resolution adopted by the Empire Township Board on March 30, 1974.

*Marian E. Mingus,*  
*Clerk*

R E S O L U T I O N

WHEREAS, Empire Township and Empire Village are presently joint owners of the lakeshore park located in the Village of Empire, legal description as follows: A parcel of land in Gov't Lot Four (4), Sec Twenty-four (24), Township Twenty-eight (28) North of Range Fifteen (15) West described as follows: To locate a point of beginning, start at the iron stake on the South line of said Lot Four, 835 feet West of the Southeast corner thereof; thence North 42° East, 327.5 feet to an iron stake. (Said iron stake is at the intersection of the North line of a parcel sold to Mrs. Clagett with the West line of the so-called, Collins, Fry Lot, and is the point of beginning.), Thence West, on the North line of said Clagett parcel, 820.7 feet, to the shore of Lake Michigan; thence North 15° 42' East, along said shore, 1038.7 feet; thence East 425 feet, to a stake on the West shore of South Bar Lake; thence Southerly following the shore 970 feet, more or less, to a stake near the South end of the lake, and South 10° 38' West, 897 feet from the last described stake; thence South 81° 09' East 284.2 feet, more or less, to the West line of the Collins, Fry Lot; thence South, on said lot line, 74.6 feet, to the point of beginning. Containing 9.18 acres of land - EXCEPTING a piece of land described as follows, previously deeded to the Village of Empire; Beginning at the Southeast corner of Lot 4, Sec 24, Town 28 North, Range 15 West, thence North 201.7 feet, thence North 70°, West 469.1 feet, thence North 82° West 590.3 feet to a point of beginning; thence West 130 feet, thence South 60.3 feet, thence East 130 feet, thence North 60.3 feet. The title includes all riparian rights legally accruing.

It is agreed that the grantor herein retains the privilege of a right of way over the parcel hereby conveyed. Said right of way is to be Thirty-three (33) feet in width, and to extend, to and along the West shore of South Bar Lake and not more than 100 feet distant from the West edge of said Lake, AND

WHEREAS, the Village has requested ownership and the Township recognizes the feasible administration under a single unit of government, AND

WHEREAS, the location of the park being within the Village gives cause for the Village to have the greater interest in its administration,

THEREFORE BE IT RESOLVED, the Empire Township Board enter into a transaction with the Village of Empire for the purpose of transferring the Township's share of said park to the Village, all prior motions or resolutions not withstanding, AND

BE IT FURTHER RESOLVED, that in the agreement the Empire Township residents retain the same access rights and privileges of usage as the Village residents, AND

BE IT FURTHER RESOLVED, that if said property ceases to be used as a Village park the one-half ownership (Township share) revert back to Empire Township, AND

BE IT FINALLY RESOLVED, that an attorney be designated by the Township Board to draw up the necessary legal documents to carry out the intent of this resolution and the Empire Township Officers be given the right to sign said agreement.

The above Resolution was duly adopted at the Annual Meeting March 30, 1974.

*Marian E. Mingus*

BEACH PARK NEEDS

VC  
5/28/24



## Village Council Meeting Documentation

Date Prepared:	5/2/2024	# of Pages:3
Meeting Date:	5/9/2024	Meeting Type: work session
Subject:	Shirt policy and PPE policy	Author: Meg Walton

**Overview:** 2 issues to be resolved: First issue: the purchase of shirts and sweatshirts for the DPW has necessitated an agreement to be signed by the employee concerning the village purchased clothing items. This draft agreement form identifies for the employee and the village the responsibilities of both the employee and the village concerning the aforementioned clothing items.

Second issue: The Village of Empire Personnel Manual does not directly identify the Personal Protection Equipment (PPE) available for use by village employees and the responsibility of the DPW superintendent for use of PPE. This policy statement solves that problem.

**Questions:** Should the Shirt and Sweatshirt Agreement be included in the new hire employee materials? Should the PPE workplace safety policy be included in the Empire Personnel Policy manual under 4.5.1?

**Recommendation for Action:** Inclusion in the Regular Meeting for Consent agenda approval unless there exist significant issues with the Personnel Committee documents as highlighted by work session discussion



## ***Suggested insert in Personnel Policy 4.5.1 Workplace Safety:***

### **Supervisor/Manager Responsibility:**

- Performing a "hazard assessment" of the workplace and operation to identify and control physical and health hazards.
- Identifying and providing appropriate PPE for employees.
- Training employees in the use and care of the PPE.
- Maintaining PPE inventory, including replacing worn or damaged PPE.
- Periodically reviewing, updating and evaluating the effectiveness of the PPE program and PPE selection.

**Depending on the type of operation the employee is performing, along with the supervisor's hazard assessment, the following minimum types of PPE should be used:**

- Eye and Face Protection (Goggles, Glasses, Face Shields)
- Head Protection (Class A, BorCHard Hats)
- Foot and Leg Protection (Safety-toe shoes including steel or composite material, Steel Shank shoes, Chaps, Leggings)
- Hand and Arm Protection (Gloves, Kevlar Sleeves)
- Body Protection (Arc-Flash Hazards, Temperature Extremes, Potential Impacts from tools, Hazardous Chemicals or Materials)
- Hearing Protection (Single-Use Earplugs, Ear Muffs, Molded Earplugs)

At an absolute minimum, hard hats, gloves, ear plugs, safety vest and safety goggles should be available to each and every employee who will (or may be) exposed to any field work. Additional PPE should be identified by the supervisor via the Hazard Assessment and issued as needed.

### **Shared PPE Items:**

Those who only occasionally have a need for PPE should be given access to shared resources (like hard hats, gloves, bulk ear plug stock, vests, goggles, lab coats), rather than purchasing individual safety items for each employee. Shared safety items purchased by the village will remain the property of the village.

Draft 4/18/24

Village of Empire  
Employee Shirt and Sweatshirt Agreement

Each new employee will be issued the listed shirts (both long sleeve and short sleeve) and a sweatshirt with the Empire Village logo on them. Shirts and sweatshirt are provided at no cost to you. Shirt and sweatshirts are considered village property. Upon issuance, shirts and sweatshirt become the responsibility of the employee but owned by the Village of Empire. You agree that, as an employee of the village of Empire you will wear the designated shirt and or sweatshirt declared here and represent the village of Empire by upholding a professional image. By signing, you agree to the following policy regarding the shirts and sweatshirt:

- Shirts and sweatshirts will be kept neat, clean and in good condition at all times.
- Employees are responsible for the proper maintenance, laundering and care of these items.
- If the shirt or sweatshirt needs to be replaced owing to normal wear and tear, the village will replace it at no expense to the employee.
- If anything, outside of normal wear and tear results in the need for a replacement, the replacement will be at the employee's expense. Payroll deductions may be arranged to cover replacement cost.
- If an employee would like additional shirts or sweatshirt issued, please bring this to the attention of the Department of Public Works Superintendent and the Deputy Clerk.
- Upon termination of employment, or upon management request, shirts and sweatshirt are expected to be returned in a reasonable state and in their entirety.

If employees have questions regarding this policy or its implementation, they should contact their supervisor.

Items Issued:

Item	Quantity	Cost per item	Date Issued	Signature of recipient

Total Items				
Total Cost				

VC  
5/28/2024

By signing below, I verify that I was given the items listed, and I understand and agree to all the policies outlined in the document.

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Employee name (please print)

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Signature and date

VC  
5/28/2024

## Village of Empire Deputy Clerk

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**From:** Sarah U'Ren <suren@gtbay.org>  
**Sent:** Monday, April 29, 2024 10:57 AM  
**To:** 'deputyclerk@villageofempire.com'; 'Derith Smith'  
**Cc:** 'Eric Johnston'  
**Subject:** 2024 Summer Beach Monitoring - add South Bar Lake?

Good morning,

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 the same this year, payable to SOS Analytical and you would just deal directly with them for payment. Our funding from EGLE still covers Empire beach.

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 12-Sept 4), 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  
[www.gtbay.org](http://www.gtbay.org)

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Meeting:	May 23, 2024 – Regular Meeting
Subject:	New Office Space – Approve Plumber Bid
Author:	Sue Palmer

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**Overview:**

The new office space plumbing is not up to code. The sink in the break room can be fixed by adding a vent under the sink. The drain and water will be connected, and it should be good to go. The bathroom venting will require the mirror and sink to be removed. A hole will be made in the wall to add the plumbing needed to bring it up to code. Once completed we will need to have someone come to fix the drywall and paint. The plumber will be back to connect the sink and put the mirror back up.

**Action Requested**

The two bids are attached for review. I would like the council to approve a bid so work on the office can begin.



PROPOSAL # : 24-0102  
DATE : 5-2-2024

**NAME:** Village of Empire  
11537 S Leelanau Hwy  
Empire, MI 49630  
**PHONE:** 402-201-4242

**JOB DESCRIPTION: Plumbing repairs to building**

**PLUMBING**

Remove existing sink from wall  
Cut out drywall as needed  
Tie onto existing sink drain and run plumbing vent up wall and through attic and tie into existing plumbing vent through roof  
Reinstall sink after drywall is completed  
Reconnect laundry sink water and drain line  
Install air admittance valve for laundry sink  
Plumbing permit  
**Total \$ 1,604.00**

**Acceptance of Proposal**

The above prices, conditions and specifications are satisfactory and are hereby accepted by the undersigned. Westshore Plumbing and Heating is authorized to do the work as specified herein. All payments not paid within fifteen (15) of being invoiced, shall be assessed a late fee of 5% of the outstanding balance owed to Westshore Plumbing and Heating. The undersigned agrees that it will be responsible for all costs incurred by Westshore Plumbing and Heating in collection of monies owed to it, including without limitation actual legal fees.

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**AARON BLATTNER**  
[Aaron@westshoremech.com](mailto:Aaron@westshoremech.com)  
Office 231-660-1436 Cell 231-499-7635

# Estimate

## Nye Plumbing & Heating

6877 Grace Rd  
Benzonia MI 49616  
(231) 882-4959  
Ken@nyeplumbinginc.com

<b>ESTIMATE #</b>	2224
<b>DATE</b>	04/24/2024
<b>PO #</b>	

<b>CUSTOMER</b>
Village of Empire 11537 S Leelanau Hwy Empire, Michigan, 49630-9701 (402) 201-4242  s.palmer@villageofempire.com

<b>SERVICE LOCATION</b>
New Empire Village Office 11537 S Leelanau Hwy Empire, Michigan, 49630-9701 (402) 201-4242  s.palmer@villageofempire.com

<b>DESCRIPTION</b>	Sue would like an estimate on bringing the plumbing up to code.  Plumbing system needs a 3" vent ran from the crawl space to the existing vent termination in the attic. It looks like the original vent was cut and capped in the crawl space. New vent to run up through the wall common to the laundry tub and mechanical room. Drywall to be removed in the mechanical room. Reinstalling drywall, if required, by others. Will also require reconfiguring drain connections in the crawlspace. Includes materials, labor, and plumbing permit.
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<b>CUSTOMER MESSAGE</b>

**Estimate Total:**

**\$2,966.38**

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Meeting: May 28, 2024 – Regular Meeting

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Subject: Extend End Date for the Wastewater Study Update Task Force

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Author: Tom Rademacher

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**Overview:**

The Wastewater Update Task Force was not able to meet in person from January through March, as the chair of the committee was traveling. The committee would like an extension, so they are able to meet and prepare an update to Council.

**Action Requested**

Extend the Wastewater Update Task Force to report at the June Work Session on June 13, 2024.



Date: 5/21/2024

Meeting: 5/28/2024

Subject: Asset mapping.

Author: Tom Rademacher

**Overview:**

The Silversmith Asset Mapping company has a computer program to map the village water system and other DPW assets.

**Action to be taken:**

The cost of the program is \$571 a year, recommend trying the program on a trial basis for one year to see if it meets the needs of the DPW.

## Village of Empire Deputy Clerk

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**From:** dpw@villageofempire.com  
**Sent:** Tuesday, May 21, 2024 9:52 AM  
**To:** Village of Empire Deputy Clerk  
**Subject:** FW: Silversmith Video for Council

**From:** Bresnahan, Tim <tbresnahan@silversmithinc.com>  
**Sent:** Wednesday, April 3, 2024 3:25 PM  
**To:** dpw@villageofempire.com  
**Subject:** Silversmith Video for Council

Hi John:

Here's a link to the video that might be useful for Council. The full price of AST (our GIS software) is just \$571 per year. You can have as many users and as many layers as you like. We can import your digital data so that it shows up on your map, you will have access to our 24/7 Support Department based in Gaylord and we will train your Team on how to use the software. Let me know if you have any questions.

<https://youtu.be/ur0UJl--awk?si=K1ZbnUggIW2zGvXp>

Cheers,

Tim Bresnahan  
Michigan Region  
Sales & Business Development  
[tbresnahan@silversmithinc.com](mailto:tbresnahan@silversmithinc.com)  
(989) 390-6037