

EMPIRE VILLAGE COUNCIL WORK SESSION
JULY 13, 2023 @ 7 PM
Empire Township Hall - 10088 W. Front Street

OFFICE

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**
- H. COUNCIL MEMBER / COMMITTEE REPORTS**
- I. OLD BUSINESS**
 - 1) Approve June 27, 2023, Regular Meeting Minutes
 - 2) Rules of Procedure Updates
 - 3) DRAFT Procedure for Addressing Street Lighting Changes (Bacon)
 - 4) Community Engagement Task Force (Bacon)
- J. NEW BUSINESS**
 - 1) Conversation with Council (Palmer)
 - 2) Appointment of Short-Term Rental Committee of Council (Palmer)
 - 3) Official Village Logo (Palmer)
 - 4) Garbage Cans for Shalda Park (Dye)
- K. PUBLIC COMMENT**
- L. COUNCIL MEMBER COMMENT**
- M. ADJOURNMENT**

From: Roxanne Shetler rox.shetler@gmail.com
Subject: Pickle Ball
Date: July 7, 2023 at 7:32 AM
To: March Dye marchdye@gmail.com

RS

Hi March!

Frank Clements suggested that I get in touch with you about a question I have. Johnson Park has a wonderful pickle ball court but at times it is full. My suggestion or question would be if the Tennis Ball courts could be lined with a different color tape or paint to make distinguishable pickle ball courts? Only a suggestion since I think this is such a popular sport!

Thank you!

Roxanne Shetler

VC 7/13/23

User: DSMITH
DB: Empire

PERIOD ENDING 06/30/2023

GL NUMBER	DESCRIPTION	2023-24		ACTIVITY FOR		AVAILABLE BALANCE	% BDT USED
		AMENDED BUDGET	YTD BALANCE 06/30/2023	MONTH 06/30/2023			

Fund 101 - GENERAL FUND

Dept 000							
101-000-403	REAL PROPERTY TAX	450,000.00	0.00	0.00	450,000.00	0.00	
101-000-404	PERS PROP TAX	5,000.00	0.00	0.00	5,000.00	0.00	
101-000-476	LICENSES & PERMITS	5,000.00	1,575.00	0.00	3,425.00	31.50	
101-000-528	FEDERAL GRANT - ARPA NEU FUNDS	0.00	0.00	0.00	0.00	0.00	
101-000-546	GRANT FUNDING	150,000.00	0.00	0.00	150,000.00	0.00	
101-000-574	STATE SHARED REV	40,000.00	5,792.00	0.00	34,208.00	14.48	
101-000-655	FINES & FOREFEITS	5,000.00	15.00	0.00	4,985.00	0.30	
101-000-664	INVEST INTEREST	5,000.00	742.62	0.00	4,257.38	14.85	
101-000-670	MISC INCOME	2,000.00	900.00	0.00	1,100.00	45.00	
101-000-671	PARKING PASS	150.00	60.00	0.00	90.00	40.00	
101-000-672	BEACH PARKING	34,000.00	1,182.10	0.00	32,817.90	3.48	
101-000-674	PRIVATE CONTRIBUTIONS & DONATIONS	0.00	0.00	0.00	0.00	0.00	
101-000-691	FUND BALANCE CONTRIBUTION	130,000.00	0.00	0.00	130,000.00	0.00	
101-000-693	REFUNDS & REBATES	0.00	0.00	0.00	0.00	0.00	

Net - Dept 000

826,150.00	10,266.72	0.00	815,883.28	
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Dept 100 - COUNCIL

101-100-702	WAGES - COUNCIL	13,000.00	4,285.00	1,090.00	8,715.00	32.96	
101-100-715	PR TAX EXP - COUNCIL	950.00	327.80	83.37	622.20	34.51	
101-100-910	PROF DEVELOPMENT	2,000.00	700.00	0.00	1,300.00	35.00	

Net - Dept 100 - COUNCIL

(15,950.00)	(5,312.80)	(1,173.37)	(10,637.20)	
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Dept 215 - CLERK

101-215-702	WAGES - CLERK	19,500.00	5,289.16	1,322.29	14,210.84	27.12	
101-215-703	WAGES - DEPUTY CLERK	32,400.00	10,619.01	2,694.63	21,780.99	32.77	
101-215-715	PR TAX EXP - CLERK	4,000.00	1,216.96	307.29	2,783.04	30.42	
101-215-726	SUPPLIES	25.00	0.00	0.00	25.00	0.00	
101-215-840	INSURANCE	4,000.00	944.00	236.00	3,056.00	23.60	
101-215-874	RETIREMENT	1,800.00	530.91	134.71	1,269.09	29.50	

Net - Dept 215 - CLERK

(61,725.00)	(18,600.04)	(4,694.92)	(43,124.96)	
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Dept 253 - TREASURER

101-253-702	WAGES - TREASURER	9,700.00	2,982.48	745.62	6,717.52	30.75	
101-253-715	PR TAX EXP - TREASURER	750.00	228.16	57.05	521.84	30.42	
101-253-726	SUPPLIES	500.00	0.00	0.00	500.00	0.00	
101-253-730	POSTAGE	300.00	598.00	472.00	(298.00)	199.33	
101-253-860	TRANSPORTATION	50.00	0.00	0.00	50.00	0.00	

Net - Dept 253 - TREASURER

(11,300.00)	(3,808.64)	(1,274.67)	(7,491.36)	
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Dept 262 - ELECTIONS

101-262-705	ELECTION WORKERS	100.00	0.00	0.00	100.00	0.00	
101-262-726	SUPPLIES	0.00	0.00	0.00	0.00	0.00	

Net - Dept 262 - ELECTIONS

(100.00)	0.00	0.00	(100.00)	
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Dept 265 - ADMINISTRATION
101-265-702 WAGES - ADMINISTRATION MAINTENANCE

30,000.00	9,164.01	2,543.37	20,835.99	30.55
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PERIOD ENDING 06/30/2023

GL NUMBER	DESCRIPTION	2023-24		YTD BALANCE		MONTH		AVAILABLE BALANCE	% BDGT USED
		AMENDED BUDGET		06/30/2023	06/30/2023				
Fund 101 - GENERAL FUND									
101-265-707	BRUSH PILE WAGES	5,000.00		1,173.80	629.12	3,826.20	23.48		
101-265-715	PR TAX EXP - ADMINISTRATION	3,000.00		790.84	242.70	2,209.16	26.36		
101-265-726	SUPPLIES	2,000.00		71.13	281.56	1,718.44	14.08		
101-265-730	POSTAGE	300.00		315.00	252.00	(15.00)	105.00		
101-265-800	PROFESSIONAL SERVICES	20,300.00		7,215.00	1,215.00	13,085.00	35.54		
101-265-801	AUDIT FEES	5,000.00		0.00	0.00	5,000.00	0.00		
101-265-810	CONTRACTED SERVICES - OUTLET	0.00		0.00	0.00	0.00	0.00		
101-265-821	ENGINEERING FEES	0.00		8,220.00	8,220.00	(8,220.00)	100.00		
101-265-826	LEGAL FEES	3,000.00		1,536.00	896.00	1,464.00	51.20		
101-265-840	INSURANCE	18,000.00		10,971.00	745.00	7,029.00	60.95		
101-265-853	TELEPHONE	400.00		109.97	39.99	290.03	27.49		
101-265-854	CABLE INTERNET	1,200.00		409.95	89.99	790.05	34.16		
101-265-854	RETIREMENT	1,800.00		237.86	65.51	1,562.14	13.21		
101-265-880	BEAUTIFICATION	2,000.00		0.00	0.00	2,000.00	0.00		
101-265-900	PRINT & PUB	1,000.00		376.30	40.00	623.70	37.63		
101-265-919	WASTE DISPOSAL	1,000.00		649.79	649.79	350.21	64.98		
101-265-921	ELECTRICITY	2,000.00		537.17	122.11	1,462.83	26.86		
101-265-923	HEAT	0.00		0.00	0.00	0.00	0.00		
101-265-930	REPAIRS & MAINTENANCE	8,000.00		412.25	36.76	7,587.75	5.15		
101-265-930	STORM SEWER CLEANOUT	4,200.00		0.00	0.00	4,200.00	0.00		
101-265-933	SOFTWARE MAINTENANCE/SUPPORT	4,000.00		2,530.00	2,083.00	1,470.00	63.25		
101-265-956	DUES & MISC	600.00		0.00	0.00	600.00	0.00		
101-265-957	BANK CHARGES	200.00		60.00	0.00	140.00	30.00		
101-265-965	CONTR TO OTHER FUNDS	25,000.00		0.00	0.00	25,000.00	0.00		
101-265-966	GF CONTR - AIRPORT	750.00		0.00	0.00	750.00	0.00		
101-265-967	PARKING AT LION'S PARK	500.00		0.00	0.00	500.00	0.00		
101-265-970	CAPITAL OUTLAY - OFFICE ADDITION	25,000.00		0.00	0.00	25,000.00	0.00		
101-265-971	SPECIAL PROJECTS - WILCO RD	39,000.00		6,500.00	0.00	32,500.00	16.67		
101-265-978	EQUIPMENT RENTAL	18,000.00		1,379.28	465.96	16,620.72	7.66		
101-265-979	BRUSH PILE - EQUIPMENT RENTAL	8,000.00		3,738.22	1,062.27	4,261.78	46.73		
101-265-984	SOFTWARE	0.00		0.00	0.00	0.00	0.00		
Net - Dept 265 - ADMINISTRATION		(229,250.00)		(56,608.00)	(19,469.70)	(172,642.00)			
Dept 444 - SIDEWALKS									
101-444-930	REPAIRS & MAINTENANCE	17,000.00		0.00	0.00	17,000.00	0.00		
101-444-970	CAPITAL OUTLAY SIDEWALKS	0.00		0.00	0.00	0.00	0.00		
Net - Dept 444 - SIDEWALKS		(17,000.00)		0.00	0.00	(17,000.00)			
Dept 446 - ALLEYS									
101-446-930	REPAIRS & MAINTENANCE	0.00		0.00	0.00	0.00	0.00		
101-446-970	CAPITAL OUTLAY - ALLEYS	29,000.00		1,820.00	1,820.00	27,180.00	6.28		
Net - Dept 446 - ALLEYS		(29,000.00)		(1,820.00)	(1,820.00)	(27,180.00)			
Dept 448 - STREET LIGHTING									
101-448-921	STREET LIGHTING	10,000.00		3,303.56	908.09	6,696.44	33.04		
Net - Dept 448 - STREET LIGHTING		(10,000.00)		(3,303.56)	(908.09)	(6,696.44)			
Dept 536 - WASTEWATER UPDATE TASK FORCE									
101-536-726	SUPPLIES	0.00		45.14	0.00	(45.14)	100.00		

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PERIOD ENDING 06/30/2023

GL NUMBER	DESCRIPTION	2023-24		ACTIVITY FOR		AVAILABLE BALANCE	% BDGT USED
		AMENDED BUDGET	YTD BALANCE 06/30/2023	MONTH 06/30/2023			
Fund 101 - GENERAL FUND							
101-536-815	CONTRACTED SERVICES	20,000.00	0.00	0.00		20,000.00	0.00
Net - Dept 536 - WASTEWATER UPDATE TASK FORCE		(20,000.00)	(45.14)	0.00		(19,954.86)	
Dept 721 - PLANNING COMMISSION							
101-721-701	WAGES - PLANNING COMMISSION	4,300.00	1,320.00	385.00		2,980.00	30.70
101-721-702	WAGES - PLANNING SECY	1,100.00	200.00	0.00		900.00	18.18
101-721-715	PR TAX EXP - COMM PLANNING	400.00	116.28	29.45		283.72	29.07
101-721-726	SUPPLIES	100.00	219.46	0.00		(119.46)	219.46
101-721-730	POSTAGE	100.00	0.00	0.00		100.00	0.00
101-721-821	PROFESSIONAL	6,000.00	0.00	0.00		6,000.00	0.00
101-721-826	LEGAL FEES	1,500.00	0.00	0.00		1,500.00	0.00
101-721-860	TRANSPORTATION	0.00	0.00	0.00		0.00	0.00
101-721-900	PRINT & PUB	500.00	100.71	0.00		399.29	20.14
101-721-950	SEMINARS	500.00	0.00	0.00		500.00	0.00
101-721-955	DUES & MISC	100.00	0.00	0.00		100.00	0.00
Net - Dept 721 - PLANNING COMMISSION		(14,600.00)	(1,956.45)	(414.45)		(12,643.55)	
Dept 722 - ZONING COMMISSION							
101-722-701	WAGES - BOARD OF APPEALS	400.00	0.00	0.00		400.00	0.00
101-722-702	WAGES - ZONING ADMIN	8,750.00	2,692.32	673.08		6,057.68	30.77
101-722-715	PR TAX EXP - ZONING	700.00	205.96	51.49		494.04	29.42
101-722-726	SUPPLIES	0.00	37.84	37.84		(37.84)	100.00
101-722-826	LEGAL FEES	200.00	0.00	0.00		200.00	0.00
101-722-900	PRINT & PUB	100.00	0.00	0.00		100.00	0.00
Net - Dept 722 - ZONING COMMISSION		(10,150.00)	(2,936.12)	(762.41)		(7,213.88)	
Dept 751 - PARKS							
101-751-702	WAGES - PARK MAINT	27,000.00	9,462.31	2,544.14		17,537.69	35.05
101-751-703	WAGES - AMBASSADOR	7,500.00	1,638.75	1,638.75		5,861.25	21.85
101-751-704	WAGES - PARKS CLERK	4,000.00	961.72	240.43		3,038.28	24.04
101-751-715	PR TAX EXP - PARK	3,000.00	922.82	338.39		2,077.18	30.76
101-751-726	SUPPLIES	3,500.00	393.42	54.10		3,106.58	11.24
101-751-840	INSURANCE	3,500.00	1,060.00	265.00		2,440.00	30.29
101-751-853	TELEPHONE	0.00	0.00	0.00		0.00	0.00
101-751-874	RETIREMENT	1,400.00	244.19	64.36		1,155.81	17.44
101-751-919	WASTE DISPOSAL	1,800.00	187.08	187.08		1,612.92	10.39
101-751-930	REPAIRS & MAINTENANCE	23,000.00	6,016.89	167.88		16,983.11	26.16
101-751-958	CREDIT CARD FEES	2,500.00	24.95	0.00		2,475.05	1.00
101-751-970	CAPITAL OUTLAY	291,000.00	126,155.85	8,197.50		164,844.15	43.35
101-751-978	EQUIPMENT RENTAL	19,000.00	10,048.17	2,516.08		8,951.83	52.89
Net - Dept 751 - PARKS		(387,200.00)	(157,116.15)	(16,213.71)		(230,083.85)	
Fund 101 - GENERAL FUND:							
TOTAL REVENUES		826,150.00	10,266.72	0.00		815,883.28	1.24
TOTAL EXPENDITURES		806,275.00	251,506.90	46,731.32		554,768.10	31.19
NET OF REVENUES & EXPENDITURES		19,875.00	(241,240.18)	(46,731.32)		261,115.18	1,213.79

REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF EMPIRE

PERIOD ENDING 06/30/2023

GL NUMBER	DESCRIPTION	2023-24	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDC
		AMENDED BUDGET	06/30/2023	MONTH 06/30/2023	BALANCE	USED

User: DSMITH
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PERIOD ENDING 06/30/2023

GL NUMBER	DESCRIPTION	2023-24	YTD BALANCE	ACTIVITY FOR		AVAILABLE	% BDGT
		AMENDED BUDGET	06/30/2023	MONTH	06/30/2023	BALANCE	USED

Fund 202 - MAJOR STREETS FUND							
Revenues							
202-000-574	STATE SHARED REV	41,000.00	3,866.05	0.00	0.00	37,133.95	9.43
202-000-575	STATE WINTER REV	6,500.00	12,249.26	0.00	0.00	(5,749.26)	188.45
202-000-583	CO ROAD MILEAGE	27,000.00	31,520.93	0.00	0.00	(4,520.93)	116.74
202-000-664	INVEST INTEREST	400.00	438.72	0.00	0.00	(38.72)	109.68
202-000-691	FUND BALANCE CONTRIBUTION	0.00	0.00	0.00	0.00	0.00	0.00

TOTAL REVENUES							
		74,900.00	48,074.96	0.00	0.00	26,825.04	64.19
Expenditures							
202-000-801	AUDIT FEES	325.00	0.00	0.00	0.00	325.00	0.00
202-000-930	REPAIRS & MAINTENANCE	5,000.00	0.00	0.00	0.00	5,000.00	0.00
202-215-702	WAGES - MAJOR STREETS CLERK	1,500.00	480.80	120.20	9.19	1,019.20	32.05
202-215-715	PR TAX EXP - CLERK	100.00	36.76	9.19	9.97	63.24	36.76
202-463-702	WAGES - ROUTINE MAINTENANCE	6,000.00	598.10	104.39	9.97	5,401.90	9.16
202-463-715	PR TAX EXP - ROUTINE MAINTENANCE	500.00	45.78	7.98	0.00	454.22	0.00
202-463-726	SUPPLIES	1,000.00	0.00	0.00	0.00	1,000.00	0.00
202-463-787	TRAFFIC CON - ROUTINE	200.00	0.00	0.00	0.00	200.00	0.00
202-463-821	ENGINEERING FEES	3,000.00	0.00	0.00	0.00	3,000.00	0.00
202-463-840	INSURANCE	1,700.00	1,178.00	32.00	2.90	522.00	69.29
202-463-874	RETIREMENT	250.00	10.49	2.90	4.20	239.51	4.20
202-478-702	EQUIPMENT RENTAL	5,500.00	961.72	337.79	17.49	4,538.28	17.49
202-478-715	WAGES - WINTER MAINTENANCE	5,000.00	986.46	7.57	19.73	4,013.54	19.73
202-478-726	PR TAX EXP - WINTER MAINTENANCE	400.00	75.47	0.58	18.87	324.53	18.87
202-478-840	SUPPLIES	4,000.00	0.00	0.00	0.00	4,000.00	0.00
202-478-874	INSURANCE	800.00	128.00	32.00	16.00	672.00	16.00
202-478-978	RETIREMENT	250.00	18.05	0.37	7.22	231.95	7.22
202-901-970	EQUIPMENT RENTAL	8,000.00	1,294.19	0.00	16.18	6,705.81	16.18
202-965-999	CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.00	0.00
	50% TRF TO LOC ST	26,000.00	8,057.64	0.00	30.99	17,942.36	30.99
TOTAL EXPENDITURES		69,525.00	13,871.46	654.97	55,653.54	19.95	19.95

Fund 202 - MAJOR STREETS FUND:							
TOTAL REVENUES		74,900.00	48,074.96	0.00	0.00	26,825.04	64.19
TOTAL EXPENDITURES		69,525.00	13,871.46	654.97	55,653.54	19.95	19.95
NET OF REVENUES & EXPENDITURES		5,375.00	34,203.50	(654.97)	(28,828.50)	636.34	636.34

Fund 203 - LOCAL STREETS FUND							
Revenues							
203-000-546	STATE GRANTS - STREETS	0.00	0.00	0.00	0.00	0.00	0.00
203-000-574	STATE SHARED REV	28,000.00	2,717.43	0.00	0.00	25,282.57	9.71
203-000-575	STATE WINTER REV	6,000.00	7,914.60	0.00	0.00	(1,914.60)	131.91
203-000-664	INVEST INTEREST	350.00	486.43	0.00	0.00	(136.43)	138.98
203-000-677	50% TRF FR MAJ ST	26,000.00	8,057.64	0.00	30.99	17,942.36	30.99
203-000-691	FUND BALANCE CONTRIBUTION	40,000.00	0.00	0.00	0.00	40,000.00	0.00
203-000-692	CONTRIBUTION FROM OTHER FUNDS	25,000.00	0.00	0.00	0.00	25,000.00	0.00
TOTAL REVENUES		125,350.00	19,176.10	0.00	0.00	106,173.90	15.30

Expenditures							
203-000-801	AUDIT FEES	450.00	0.00	0.00	0.00	450.00	0.00

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PERIOD ENDING 06/30/2023

GL NUMBER	DESCRIPTION	2023-24		YTD BALANCE		ACTIVITY FOR		AVAILABLE	% BDGT
		AMENDED BUDGET		06/30/2023		MONTH	06/30/2023		
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		480.80		120.20		1,019.20	32.05
203-215-715	PR TAX EXP - CLERK	100.00		36.76		9.19		63.24	36.76
203-463-702	WAGES - ROUTINE MAINTENANCE	3,500.00		664.52		298.72		2,835.48	18.99
203-463-715	PR TAX EXP - ROUTINE MAINTENANCE	300.00		50.83		22.85		249.17	16.94
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		1,178.00		32.00		922.00	56.10
203-463-874	RETIREMENT	250.00		18.28		10.67		231.72	7.31
203-463-978	EQUIPMENT RENTAL	5,500.00		1,016.51		376.81		4,483.49	18.48
203-478-702	WAGES - WINTER MAINTENANCE	5,200.00		944.85		11.36		4,255.15	18.17
203-478-715	PR TAX EXP - WINTER MAINTENANCE	500.00		72.27		0.86		427.73	14.45
203-478-726	SUPPLIES	4,500.00		0.00		0.00		4,500.00	0.00
203-478-840	INSURANCE	1,200.00		128.00		32.00		1,072.00	10.67
203-478-874	RETIREMENT	250.00		20.80		0.57		229.20	8.32
203-478-978	EQUIPMENT RENTAL	7,000.00		1,280.14		0.00		5,719.86	18.29
203-901-970	CAPITAL OUTLAY- UNION ST	70,000.00		0.00		0.00		70,000.00	0.00
TOTAL EXPENDITURES		120,600.00		5,891.76		915.23		114,708.24	4.89
Fund 203 - LOCAL STREETS FUND:									
TOTAL REVENUES		125,350.00		19,176.10		0.00		106,173.90	15.30
TOTAL EXPENDITURES		120,600.00		5,891.76		915.23		114,708.24	4.89
NET OF REVENUES & EXPENDITURES		4,750.00		13,284.34		(915.23)		(8,534.34)	279.67
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		69,797.82		41,188.05		85,202.18	45.03
591-000-655	LATE PAYMENT FEES	2,000.00		1,450.00		0.00		550.00	72.50
591-000-664	INVEST INTEREST	400.00		600.66		0.00		(200.66)	150.17
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		71,848.48		41,188.05		241,551.52	22.93
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		3,317.87		755.92		7,682.13	30.16
591-215-715	PR TAX EXP - CLERK	1,000.00		253.84		57.83		746.16	25.38
591-215-874	RETIREMENT	450.00		127.45		28.19		322.55	28.32
591-556-702	WAGES - WATER MAINTENANCE	19,450.00		5,282.99		1,230.81		14,167.01	27.16
591-556-715	PR TAX EXP - WATER	1,500.00		404.15		94.17		1,095.85	26.94
591-556-726	SUPPLIES	2,500.00		303.14		402.14		2,196.86	12.13
591-556-730	POSTAGE	600.00		677.60		437.60		(77.60)	112.93
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

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PERIOD ENDING 06/30/2023

GL NUMBER	DESCRIPTION	2023-24		YTD BALANCE 06/30/2023	ACTIVITY FOR		AVAILABLE BALANCE	% BDGT USED
		AMENDED BUDGET			MONTH 06/30/2023			
Fund 591 - WATER FUND								
Expenditures								
591-556-804	LABS & TESTING	1,000.00	1,363.75	85.00	(363.75)	136.38		
591-556-821	ENGINEERING FEES	5,000.00	0.00	0.00	5,000.00	0.00		
591-556-840	INSURANCE	4,000.00	2,802.36	78.09	1,197.64	70.06		
591-556-853	TELEPHONE	1,600.00	447.31	106.29	1,152.69	27.96		
591-556-874	RETIREMENT	800.00	153.62	36.97	646.38	19.20		
591-556-921	ELECTRICITY	12,000.00	2,264.67	831.56	9,735.33	18.87		
591-556-923	HEAT	3,600.00	2,384.74	264.83	1,215.26	66.24		
591-556-930	REPAIRS & MAINTENANCE	56,000.00	513.70	301.81	55,486.30	0.92		
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	94.86	0.00	305.14	23.72		
591-556-959	DEPRECIATION	40,000.00	0.00	0.00	40,000.00	0.00		
591-556-970	CAPITAL OUTLAY	110,000.00	7,703.14	4,577.84	102,296.86	7.00		
591-556-978	EQUIPMENT RENTAL	6,000.00	1,230.90	303.80	4,769.10	20.52		
591-556-991	DEBT PRINCIPLE/BOND RESERVE	18,000.00	12,000.00	0.00	6,000.00	66.67		
591-556-995	DEBT INTEREST	8,800.00	4,239.55	0.00	4,560.45	48.18		
TOTAL EXPENDITURES		312,500.00	46,501.01	9,592.85	265,998.99	14.88		
Fund 591 - WATER FUND:								
TOTAL REVENUES		313,400.00	71,848.48	41,188.05	241,551.52	22.93		
TOTAL EXPENDITURES		312,500.00	46,501.01	9,592.85	265,998.99	14.88		
NET OF REVENUES & EXPENDITURES		900.00	25,347.47	31,595.20	(24,447.47)	2,816.39		
Fund 661 - EQUIPMENT FUND								
Revenues								
661-000-664	INVEST INTEREST	1,200.00	594.92	0.00	605.08	49.58		
661-000-668	EQUIPMENT RENTAL	70,000.00	20,949.13	5,062.71	49,050.87	29.93		
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	21,544.05	5,062.71	124,655.95	14.74		
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	1,634.88	408.72	3,565.12	31.44		
661-215-715	PR TAX EXP - CLERK	400.00	125.08	31.27	274.92	31.27		
661-557-702	WAGES - EQUIPMENT MAINTENANCE	13,000.00	3,187.89	731.83	9,812.11	24.52		
661-557-715	PR TAX EXP - EQUIPMENT	1,000.00	243.88	55.99	756.12	24.39		
661-557-726	SUPPLIES	2,000.00	727.78	53.18	1,272.22	36.39		
661-557-751	FUEL & OIL	12,000.00	2,217.74	1,116.34	9,782.26	18.48		
661-557-801	AUDIT FEES	600.00	0.00	0.00	600.00	0.00		
661-557-840	INSURANCE	16,000.00	14,736.00	265.00	1,264.00	92.10		
661-557-874	RETIREMENT	600.00	104.39	20.57	495.61	17.40		
661-557-923	HEAT	0.00	0.00	0.00	0.00	0.00		
661-557-925	WATER	250.00	200.00	0.00	50.00	80.00		
661-557-930	REPAIRS & MAINTENANCE	14,000.00	851.99	240.09	13,148.01	6.09		
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		

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PERIOD ENDING 06/30/2023

GL NUMBER	DESCRIPTION	2023-24 AMENDED BUDGET	YTD BALANCE 06/30/2023	ACTIVITY FOR MONTH 06/30/2023	AVAILABLE BALANCE	% BDGT USED
Fund 661 - EQUIPMENT FUND						
Expenditures						
TOTAL EXPENDITURES		144,050.00	24,029.63	2,922.99	120,020.37	16.68
Fund 661 - EQUIPMENT FUND:						
TOTAL REVENUES		146,200.00	21,544.05	5,062.71	124,655.95	14.74
TOTAL EXPENDITURES		144,050.00	24,029.63	2,922.99	120,020.37	16.68
NET OF REVENUES & EXPENDITURES		2,150.00	(2,485.58)	2,139.72	4,635.58	115.61
TOTAL REVENUES - ALL FUNDS						
TOTAL EXPENDITURES - ALL FUNDS		659,850.00	160,643.59	46,250.76	499,206.41	24.35
NET OF REVENUES & EXPENDITURES		646,675.00	90,293.86	14,086.04	556,381.14	13.96
		13,175.00	70,349.73	32,164.72	(57,174.73)	533.96

Disaster Preparedness Committee Report

Thursday July 6, 2023

2:00 pm

Attendance: Trustee March Dye, Trustee Tom Rademacher, Trustee Meg Walton, DPW Superintendent John Friend, DPW Technician Ryan Buchler

- Committee met at the village offices and began the process of identifying critical village components that could be affected by a natural disaster.
- DPW Superintendent Friend agreed to begin the process of identifying standards of operation (SOP's) for critical village infrastructure that the village has control over.
- Discussion on the indemnification process for village employees and trustees.
- Discussion on other stakeholders in the area that may play a role in the planning in case of natural disaster.
- Contact should be made to the county for assistance in this process.

Submitted by,

Meg Walton, trustee

VC 7/13/23

Parks Committee Meeting
July 6, 2023
1:00pm - Village Garage

Committee Members Present: March Dye, Tom Rademacher, Chris Webb
Also present: DPW John Friend and Ryan Buchler

The purpose of the meeting was to come up with a sign for Shalda Park which would satisfy the terms of the grant. The grant narrative language that the Village submitted in the application is: "view scenic vistas and learn about nature from interpretive signage overlooking adjacent conservancy areas."

Attached you will find a mock-up of the sign we created. Ryan helped a lot with the layout! We know that there is an error in the capitalization of North Bar Lake but wanted to get this in the packet so we could discuss it at the July 14th meeting.

Also attached is a narrative for the audio which will be available on the QR code. This is to satisfy the DNR requirement - instead of braille.
The narrative will be read by either Norm Wheeler or Ann Marie Oomen.

Meeting Adjourned 1:30pm

ve 7/13/23

Narrative for Shalda Park QR Code

Welcome to Shalda Park and the Chippewa Run Area!

The walking path that you are on was completed in the summer of 2023 with aid from a DNR Passport Grant. Enjoy the exercise stations on your trip around the trail.

The 2 baseball fields were installed in the spring of 1973 by local residents Dave Taghon, Dick Crinion and Tim Barr. They borrowed an arc welder on wheels from the Air Base, welded the pipes in H's and stretched the back fencing for all the backstops. Dave Taghon's wife and children spread all the dolomite for leveling the fields.

The fields were later enlarged and in 1993 local resident Mike Wiesen ,who owned the Friendly Tavern at the time, put up the outfield fencing at no charge to the village.

The tennis courts were installed in 1975 by the Village.

Chippewa Run Creek flows through the north and east boundaries of Shalda Park, both in natural and altered forms. Old dam abutments are reminders of the extensive farming practices that once occurred in the area. The old apple orchards across the creek have been replanted with native trees to support rich wildlife activity.

White tailed deer, rabbits, eagles, hawks and fox as well as many other forms of wildlife can be sited in the park and across the river in the Chippewa Run Conservancy which encompasses 110 acres preserved in 2000.

The creek, which flows into South Bar Lake, carries the name Chippewa Run honoring the early steward of this land. This was a rich hunting and fishing ground with a long history of Anishinaabek settlements.

Thank you for visiting Shalda Park and enjoy your day.

Explore the Chippewa Run Natural Area

Birds of Prey



Bald Eagle



Barred Owl



Cooper's Hawk



Red-tailed Hawk

The Chippewa Run Creek flows through the north and east boundaries of Shalda Park, both in the natural and altered form. Old dam abutments are reminders of the extensive farming practices that once occurred in the area. The old apple orchard across the creek was replanted in native trees to support rich wildlife activity.

White-tailed deer, rabbits, eagles, hawks as well as many other forms of wildlife can be sited in the park and across the river in the Chippewa Run conservancy, 110 acres preserved in 2000.

The creek, which flows into south bar Lake, carries the name Chippewa Run honoring the early stewards of this land. This was a rich hunting and fishing ground with a long history of Anishinaabek settlements.



Mammals



Black Bear



White-tailed Deer



Coyote



Red Fox



Eastern Grey Squirrel



Cottontail Rabbit

JUNE 27, 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, Treasurer Acton, and Clerk Smith were present.

CHANGES/ADDITIONS TO AGENDA – Rademacher added Update to Wastewater Update Task Force costs under New Business. Palmer added DPW T-shirt order under New Business.

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

PUBLIC COMMENTS ON AGENDA ITEMS – Mary Sharry commented on Short-term Rentals and a streetlight. Glen Doyle commented on trees planted in road right of way and permits now required for tree trimming.

CONSENT AGENDA – Motion by Webb, support by Dye to approve the Consent Agenda including minutes of 6/8/23 Work Session, bills totaling \$31,515.83 and approval of South Bar Lake educational material flyer at a cost of \$815.00. ROLL CALL: Ayes: Bacon, Chase, Palmer, Rademacher, Walton, Webb. Nays: None. MOTION PASSED.

FINANCIAL REPORTS – Financial reports were received and indicated that the Treasurer's Cash Balance by Fund report and the Clerk's General Ledger Cash Summary match by fund.

COMMUNICATIONS – Communications from Steve Stepanek, Dan and Jeanne Ernst, Carol Vanderberg and Todd Avis were received. Stepanek's was read aloud by Walton, Ernst's was read aloud by Bacon. Vanderberg's was read aloud by Dye. Avis's was read aloud by Webb. Dye read aloud an email from Todd Avis regarding Short Term Rentals.

DEPARTMENT HEAD REPORTS – Reports from DPW Superintendent Friend and Zoning Administrator Hall were received. Friend added he will be meeting with Consumer Power to verify a rebate available for the purchase of VFDs. He noted that he dropped the ball on streetlights in the New Neighborhood and will be following up. A possible conflict with Anchor Days and tar and chipping of roads was discussed. Palmer read Hall's Zoning Administrator report aloud.

COUNCIL MEMBER/COMMITTEE REPORTS – Dye reported that the Parks committee will be meeting on July 6th at 1:00 p.m. and Walton reported that the Hazardous Mitigation committee will follow at 2:00 p.m. at the Village Office/DPW building.

OLD BUSINESS

WELL HOUSE VFD's – Motion by Rademacher, support by Chase to approve the bid from Peerless Midwest Inc. totaling \$25,059.44 for 4 VFD's. There was discussion of the originally anticipated cost and the resulting bids. ROLL CALL: Ayes: Bacon, Chase, Dye, Palmer, Rademacher, Walton, Webb. Nays: None. MOTION PASSED.

PROGRESS OF ASSET MAPPING CANDIDATES – Palmer offered some suggestions for engaging the public. Bacon distributed an arial view of the village and documentation regarding Asset Maps from UCLA. There was consensus to resume discuss of a charge for this committee

be resumed at the next work session. **Motion by Bacon, support by Dye to remove the application from website until a charge can be associated with it. Upon a voice vote, MOTION PASSED.**

STREET LIGHT REMOVAL RECOMMENDATION-PHILLIP STREET & MICHIGAN STREET– Motion by Bacon support by Rademacher to approve \$551.00 cost to remove the light from the pole at Philip St. and Reynolds St. ROLL CALL: Ayes: Bacon, Chase, Dye, Palmer, Rademacher, Walton, Webb. MOTION PASSED. Motion by Bacon, support by Dye to turn off the light at Michigan St. for the next 6 months and then consider renewal of request, for \$16.00 one-time charge plus 40% of monthly charge. ROLL CALL: Ayes: Bacon, Chase, Dye, Palmer, Rademacher, Walton, Webb. MOTION PASSED.

Motion by Bacon, support by Dye to ensure that \$3500 is added to the 2024-25 Budget for removal of the pole on Michigan St. Upon a voice vote, MOTION PASSED.

RULES OF PROCEDURE 3.2 – There was extensive discussion about the proposed wording in the documentation provided and MCL15.269 requirements. There was consensus that the remainder of the document will be addressed at the work session.

RESOLUTION NO. 5 OF 2023- DESIGNATING EMPLOYEE RETIREMENT PLAN TRUSTEES – Motion by Dye, support by Rademacher to approve Resolution No. 05 of 2023 designating Trustees as Palmer and Bacon be approved. ROLL CALL: Ayes: Bacon, Chase, Dye, Palmer, Rademacher, Walton, Webb. Nays: None. MOTION PASSED.

CONSUMERS ENERGY FRANCHISE RENEWAL – Motion by Bacon, support by Dye to rescind Ordinance #66 and replace with the updated version provided effective 10-29-23. ROLL CALL: Ayes: Bacon, Chase, Dye, Palmer, Rademacher, Walton, Webb. Nays: None. MOTION PASSED.

PURCHASING POLICY – Motion by Dye, support by Walton to approve the Purchasing Policy as presented. There was discussion of whether note #5 was needed. ROLL CALL: Ayes: Dye, Palmer, Rademacher, Walton, Webb. Nays: Bacon, Chase. MOTION PASSED.

SHORT-TERM RENTALS – Dye reviewed the documentation she provided. Motion by Dye, support by Walton to create a special committee of Council for 3 months to: (4 charges listed in documentation provided by Bacon). Bacon asked questions regarding the formation of the committee before some answers regarding issues were obtained. Documentation of questions, issues and recommendation for a public hearing was distributed. Upon a voice vote, MOTION PASSED. Motion by Bacon, support by Rademacher to contact the attorney regarding a Village ordinance overriding any existing PUD or subdivision rules regarding short-term rentals. Upon a voice vote, Motion passed.

NEW BUSINESS

NEW NEIGHBORHOOD STREET CLOSURE REQUEST – Palmer read an email from Mark Murray. Motion by Dye, support by Walton to approve the request to close Pokagon Streeton on 7/4/23 from 9 a.m. till 12 noon. Upon a voice vote, MOTION PASSED.

VILLAGE STREETLIGHTS – PURPOSE AND PROCEDURES – Bacon reviewed the documentation she provided as a draft policy. There was consensus to add to work session for further discussion.

REQUEST TO SUBMIT CONSUMER’S ENERGY TREE GRANT – Dye reviewed the documentation provided. **Motion by Dye, support by Rademacher to move forward with the grant application.** Possible locations were discussed. **Upon a voice vote, MOTION PASSED.**

SCORE BOARD REMOVAL & YIELD TO PEDESTRIAN SIGNS FOR SHALDA PARK – **Motion by Dye, support by Rademacher to remove the score board. Upon a voice vote, MOTION PASSED.** Bacon will research the options for pedestrian yield signs at Shalda Park.

SPECIAL VILLAGE COUNCIL COMMITTEE VILLAGE OFFICE OPTIONS – **Motion by Bacon, support by Rademacher to appoint a Special Committee of the Council to consider options for a new Village Office with 4 charges as detailed in documentation provided. Upon a voice vote, MOTION PASSED.** **Motion by Webb, support by Bacon to approve the appointment of Bacon, Webb, and Palmer to this committee. Upon a voice vote, MOTION PASSED.**

GOSLING CZUBAK WASTEWATER UPDATE PROPOSAL: **Motion by Rademacher, support by Bacon to approve the proposal from Gosling Czubak for updating the 2018 Wastewater Study for \$2500. ROLL CALL: Ayes: Bacon, Chase, Dye, Palmer, Rademacher, Walton, Webb. Nays: None. MOTION PASSED.**

DPW T-SHIRT ORDER: **Motion by Rademacher, support by Dye to approve an amount not to exceed \$800 to allow Alacia (or others) to order as well. ROLL CALL: Ayes: Bacon, Chase, Dye, Palmer, Rademacher, Walton, Webb. Nays: None. MOTION PASSED.**

PUBLIC COMMENT – Steve Stepanek thanked the Council for consideration of his comments. Inie Hacker was grateful for the sprucing up of the Manning lighthouse.

COUNCIL MEMBER COMMENT – Palmer asked if the downtown port-a-potty had been ordered. It was confirmed it has been.

ADJOURNMENT at 9:04 p.m.

Derith Smith Empire Village Clerk

These are draft minutes for approval at the July 13, 2023, Council meeting.

Meeting: July 12, 2023

Subject: Continue Update of the Rules of Procedure

Author: Sue Palmer

Overview:

The Council has worked through the Rules of Procedure through 3.2. This will be a continuation of the update.

Action to be Taken

Council will work through 3.3 through 3.5

3.3 Communications

3.4 Public Access to Meeting Materials and Minutes

3.5 Taping of Meetings and Disposition of Tapes

ROP

Sue is Red
Meg is Purple
Maggie is Blue
March is Green
Tom is Orange

*Updated with Council comments through 7/6/23.
all prior approved sections have been updated.
- Sue -*

**Empire Village Council
Rules of Procedure**

3.3 → 3.5

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

1. Meetings

1.1. Regular and Work Session Meetings

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

1.2. Special Meetings

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

1.3. Public Hearings

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

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

- Adoption of the budget and

VC 7/12/23 L

- Changing the zoning ordinance

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

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

1.4. Place of Meeting

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

1.5. Time of Meetings

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

1.6. Ending of Meetings

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

2. Public Notice of Meetings

2.1 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 at the Village Office. Additionally, it will be posted on the Village website and the Kiosk next to the Post Office. The notice shall indicate the dates, times and places of the Work Session and Regular Meetings scheduled.

As time and technology 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

VC 7/12/23
3

As required by law, for a rescheduled Work Session, Regular or Special Meetings of the Council, the Clerk/Deputy Clerk shall post a public notice at least 18 hours before the meeting at the Village Office. Additionally, it will be posted on the Village website, the Village kiosk next to the Post Office and the Glen Lake Community Library. The notice shall state the date, time, place and purpose of the meeting.

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

2.3 Emergency Special Meetings

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

3. Record of Meetings

3.1 Recording Responsibility

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

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

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

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

1. Each public body shall keep minutes of each meeting showing the date, time, place, members present, members absent, any decisions made at a meeting open to the public, and the purpose or purposes for which a closed session is held. The minutes shall include all roll call votes taken at the meeting. The public body shall make any corrections in the minutes at the next meeting after the meeting to which the minutes refer. The public body shall make corrected minutes available at or before the next subsequent meeting after correction. The corrected minutes shall show both the original entry and the correction.
2. Minutes are public records open to public inspection, and a public body shall make the minutes available at the address designated on posted public notices pursuant to section 4. The public body shall make copies of the minutes available to the public at the reasonable estimated cost for printing and copying.
3. A public body shall make proposed minutes available for public inspection within 8 business days after the meeting to which the minutes refer. The public body shall make approved minutes available for public inspection within 5 business days after the meeting at which the minutes are approved by the public body.
4. A public body shall not include in or with its minutes any personally identifiable information that, if released, would prevent the public body from complying with section 444 of subpart 4

VC 7/12/23₃

of part C of the general education provisions act, 20 USC 1232g, commonly referred to as the family educational rights and privacy act of 1974.

3.3 Communications Correspondence

All written (physical or electronic) ~~communication~~ correspondence 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~~ correspondence, its author and subject shall be announced when discussing "Communications Correspondence" at the Regular Meeting of the Council. The ~~communication~~ correspondence 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, ~~tape recordings~~, 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 in to 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.

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. 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 in any documents read into the record to the Clerk ~~for proper to be copied and returned to the Council members upon filing. Materials shall be presented upon the adjournment of the meeting. , 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.

***See attorney opinion.*

3.5 Taping Recording of Meetings and Disposition of Tapes

Council meetings are /audio recorded ~~taped solely for assisting~~ /taped solely for assisting/ to assist the Clerk/Deputy Clerk in preparing the minutes of the meetings. ~~Tape~~ Audio recordings are not to be considered 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 ~~and may shall~~ be recycled or disposed of 6 6 3 months after the Council approves the written minutes. Tapes of meetings are considered public records and shall be available to the public upon request. The Village offers no guarantee as to the quality of said recording. Members of the public may request a copy of the audio recording and it should be provided following appropriate FOIA guidelines. Copies of recordings shall be made available to the public upon request.

4. Closed Meetings

VC 7/12/23
4

FIGURA LAW

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Flint, Michigan

* Outstanding Municipal Attorney Award
Michigan Association of Municipal Attorneys

May 15, 2023

Sue Palmer, Empire Village President and
Village Council Members

P.O. Box 253 (sent via electronic mail: s.palmer@villageofempire.com)

11518 S. Lacore Street
Empire, MI 49630-0253

RE: Incompatible Offices and Writings in the Possession of Individual Trustees

Dear President Palmer and Council Members,

President Palmer has requested that I address the following two questions.

May a deputy clerk also serve as appointed Treasurer for the same public body?

Holding certain offices together may result in a violation of the Michigan Incompatible Offices Act (MIOA), which provides that "a public officer or public employee shall not hold 2 or more incompatible offices at the same time".

Incompatible offices are defined as two or more public offices which, when held by a single official, "results in any of the following with respect to those offices held: (i) The subordination of 1 public office to another, (ii) The supervision of 1 public office by another, or (iii) A breach of duty of public office." MCL 15.181(c). Further, the MIOA provides that it does not "[l]imit the authority of the governing body of a city, village, township, or county having a population of less than 40,000 to authorize a public officer or public employee to perform, with or without compensation, other additional services for the unit of local government."

The Michigan Attorney General periodically provides opinions which provide further interpretation of the MIOA. My research indicates that none deal with the specific situation at hand.

Treasurer and Deputy Clerk Positions

The duties of a Village treasurer are provided in the General Law Village Act, MCL 64.9. These duties include having custody of and receiving money; accounting of receipts and expenditures; and the collection, accounting, and spending of earmarked funds. Other duties are often designated to the Treasurer by the Village.

VC 7/12/23
5

*Sue Palmer, Empire Village President and
Village Council Members
May 15, 2023
Page 2*

The duties of a Village clerk include preservation of documents and records, attendance at Village meetings, preparation of minutes, and serving as general accountant for the Village. Similar to a treasurer, other duties may be designated to the clerk by the Village. The General Law Village Act provides the ability for a Village to appoint a council member or other person to temporarily perform the duties of the clerk, which may be assigned to the deputy clerk.

The position of Deputy Clerk is allowed under The General Law Village Act, MCL 62.2, which allows a Village to appoint additional officers "whose election or appointment is not specifically provided for in this act, as the council considers necessary for the execution of the powers granted by this act." The Deputy Clerk's responsibilities may be delineated in an ordinance or job description. The Deputy Clerk's responsibilities include general assistance with the Clerk's statutory duties. I understand that the position of Deputy Clerk in the Village has traditionally included general administrative duties and staffing at the Village Office.

After review, the positions of Treasurer and Deputy Clerk are compatible offices. Holding both offices/positions does not result in the supervision or subordination of one office to the other, and does not result in a breach of duty of public office. Further, the positions of Treasurer and Deputy Clerk would be allowable under the Village Council's authority to authorize a public officer to perform other additional services for the unit of local government.

Attorney Opinion - 3.4

Are personal notes written/kept/carried by Village Council members during meetings public records?

The Michigan Freedom of Information Act provides the method for a person to "inspect, copy, or receive copies of the requested public record of the public body." MCL 15.233(1). Public records are defined as "writings prepared, owned, used, in the possession of, or retained by a public body in the performance of an official function, from the time it is created." MCL 15.232(i). The General Law Village Act includes this requirement as well, providing that: "[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." MCL 65.5(4). Michigan Courts have held that a writing in possession of a public body is not a public record until and unless it is used "in the performance of an official function".¹

¹

"A "writing" includes all means of recording or retaining meaningful content, including handwriting. A writing can become a public record after its creation if possessed by a public body in the performance of an official function, or if used by a public body, regardless of who prepared it. Mere possession of a record by a public body does not, however, render it a public record; a record must be used in the performance of an official function to be a public record." [citations removed]

Hopkins v. Duncan Twp., 294 Mich.App. 401, 812 N.W.2d 27, 39 Media L. Rep. 2513 (Mich. App. 2011)

VC7/12/23 6

Sue Palmer, Empire Village President and
Village Council Members
May 15, 2023
Page 3

In the case *Walloon Lake Water System, Inc. v. Melrose Tp.*, 415 N.W.2d 292, 163 Mich.App. 726 (Mich. App. 1987), the Michigan Court of Appeals considered whether a letter written by a member of a public body was subject to disclosure under FOIA. In this case, the letter had been read aloud in its entirety by a member of the public body and was incorporated into the minutes of a public meeting. The Court held that "once the letter was read aloud and incorporated into the minutes of the meeting where the township conducted its business, it became a public record used in the performance of an official function" *id.*

In 2011, the Michigan Court of Appeals considered a similar case in *Hopkins v. Duncan Twp.*, 294 Mich.App. 401. In this case, a FOIA request was submitted asking for the personal notes in the possession of members of a public body during a meeting. A township trustee had routinely written personal notes during meetings which were occasionally referenced by the township trustee to assist with his memory, but were "strictly for his personal use, kept in his personal journal, not shared with other members of the board, and never placed in [township] files..."

The Court in *Hopkins* agreed with the holding in *Walloon Lake*, and found that "where... the content of a document is made part of the minutes of the body's meeting where it conducts its official affairs and the content of the document served as the basis for a decision to refrain from taking official affirmative action, that document must be considered a 'public record,' as defined by the FOIA." The Court in *Hopkins* determined that the notes in question were not public records because they were kept for personal use and were not provided, shared, or distributed to other board members.

In explaining this decision, the Court in *Hopkins* stated:

We believe that the case most on point is Porter, which concluded that untitled, undated and uncirculated handwritten personal notes were not subject to disclosure under the federal freedom of information act. Notes not considered by other members of the board and retained or disposed of at the discretion of the writer cannot be anything other than personal in nature. Porter also states:

Disclosure of such personal documents would invade the privacy of and impede the working habits of individual staff members; it would preclude employees from ever committing any thoughts to writing which the author is unprepared, for whatever reason, to disseminate publicly. Even if the records were 'agency records,' their disclosure would be akin to revealing the opinions, advice, recommendations and detailed mental processes of government officials. Such notes would not be available by discovery in ordinary litigation. [Id.]...

Hopkins v. Duncan Twp., 294 Mich.App. 401, 812 N.W.2d 27, 39 Media L. Rep. 2513 (Mich. App. 2011)

R0P
VC 7/12/23
1

*Sue Palmer, Empire Village President and
Village Council Members
May 15, 2023
Page 4*

During my preparation of this letter, Village Trustee Maggie Bacon contacted my office with a communication which recounted a specific scenario involving a document which was prepared prior to a meeting by the Village President. The document in question was partially read into the record and was not distributed or otherwise shared with the council by the President.

- (1) A document which is read aloud by a member of the public body during the course of a meeting and incorporated into the minutes becomes a public record used in the performance of an official function.
- (2) Notes that are not read into the record and not used in a township decision are not public records used in performance of an official function.

Michigan Courts have not provided guidance on whether a writing which is partially read into the minutes of a meeting renders the entire document to be a public record. The above rules indicate that use of a document in the performance of an official function requires a voluntary act. Reading a letter aloud into the minutes of a meeting, for example, is a voluntary act which causes the letter to become a public record. A rule requiring that all notes be provided to the council, even those not voluntarily distributed or shared, would preclude members of the council "from ever committing any thoughts to writing which the author is unprepared, for whatever reason, to disseminate publicly". Given the above, current case law indicates that a writing that is partially read into the record of a meeting is a public record only to the extent that it had been disclosed to the public body during the meeting.

Sincerely,

FIGURA LAW


Timothy J. Figura
tfigura@figuralaw.com

TJF/jab

cc: Derith Smith, Village Clerk (*sent via electronic mail: clerk@villageofempire.com*)
Alacia Acton,
Village Deputy Clerk (*sent via electronic mail: deputyclerk@villageofempire.com*)

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VC 7/12/23
8

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 meet in a closed session **only for the following purposes:**

- 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:~~

- E.** 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.
- F.** For strategy and negotiation sessions connected with the negotiation of a collective bargaining agreement if either negotiating party requests a closed hearing.

NOTE: I am recommending revising Public Hearings 1.3. If those changes are approved, no changes are needed for Section 5

1.3 Public Hearings

A Public Hearing is a meeting designed specifically to receive input from the public on a single issue. Public Hearings shall be scheduled, and due notice given in accordance with the

provisions of the applicable act or ordinance. The hearing may be before, during, or after a regular meeting or may be at a special meeting called specifically for that purpose.

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

- adoption of the budget and
- changing the zoning ordinance.

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

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

5. Public Hearings - Procedure

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.

6.1.3 - Documentation

All Council members shall submit a standardized form (see attached) as part of their request for agenda items. The form provides information about the issue for the Council and the public: A. what the issue, question, or problem is related to the topic, B. provide a brief overview of research or history completed by the Council member making the request, C. possible actions the Council may consider related to the topic.

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

Roll Call

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 Member Comment

Adjournment

6.4 Work Session Meeting Purpose (This language is appropriate, historically, the council has been unable to implement this). See attached MML Fact Sheet.

Work Sessions are primarily study sessions that take place prior to the Regular Meeting. that may be scheduled at any time. Work Sessions are a time for the Village Council to discuss major issues, to focus on long-term decisions versus day-to-day management issues. No decisions are made during a Work Session.

6.5 Work Session Meeting Agenda – Deadline for Submission

~~All Council Members and staff shall have agenda items submitted to the Village Office by noon on the Thursday preceding each Work Session meeting for inclusion on the agenda.~~

Suggestions for agenda items for Work Sessions will typically come from an issue raised at a Regular Meeting that requires further investigation.

Council members requesting an agenda item for a Work Session shall submit the standardized documentation form (see attached) as part of their request for agenda items. The form provides information about the issue for the Council and the public: A. what the issue, question, or problem is related to the topic, B. provide a brief overview of research or history completed by the Council member making the request, C. possible actions the Council may consider related to the topic.

Work Sessions shall typically be held on the 2nd Thursday of each month at 7:00 pm. Completed documentation for Work Sessions shall be submitted to the Village Office by noon on the Thursday preceding each Work Session for inclusion on the agenda.

6.6 Work Session Agenda

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

- Call to Order and Pledge of Allegiance
- Roll Call
- Additions to the Agenda
- Adopt the Agenda
- Public Comment on Agenda Items
- Old Business
- New Business
- Public Comment
- Adjournment

11. Authorization for Contacting Village Professional Service Providers

~~Only the Village President and/or his or her designee shall contact vendors~~ Except as provided of Sections 1-3, below, all Council members are required to request approval from the Village Council prior to contacting professional service providers on behalf of the Village.

This includes, but is not limited to: legal counsel, engineering staff, and other contracted and professional services. ~~In addition, a written report including any charges for services rendered, shall be provided to the council via email or at the next Village Council meeting.~~

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

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

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

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

Section 1. Per the GLVA (71.12), the Street Administrator shall be authorized to contact professional service providers in fulfilling their statutory duties without prior approval of the Council.

Section 2. In the case of an emergency, the Chair of the Water Committee shall be authorized to contact professional service providers related to water quality or water supply issues without prior approval of the Council.

Section 3: In the case of an emergency, the Village President shall be authorized to contact the Village Attorney without prior approval of the Council.

Section 4. This procedure shall not apply to the Village Office or DPW staff in fulfilling their responsibilities for the day-to-day operations of the Village.

Section 5. Any Council members who have been authorized to contact a professional service provider to address an issue on behalf of the Village Council will provide a report (in writing) to the Council on the discussion via email within 2 days of the approved contact and shared with the public via the meeting packets. This report shall include any request for additional information or action needed to move forward. Any and all electronic or written documentation related to those discussions – including bids, quotes or authorizations – shall be given to the Village Office and the Council.

Empire Village Council Meeting Documentation

Date Prepared:	July 6, 2023	# of Pages: 2
Meeting Date:	July 13, 2023	Meeting Type:
Subject:	Procedure for addressing Street Lighting Changes	Author: Maggie Bacon

Overview or Problem Statement: Currently, the Village Office and the Village Council has no written process for addressing requests related to street lights in the Village. This became clear to the Street Administrator in addressing the removal of certain streetlights in the Village.

Issues:

1. Consumer's Energy has a process that the Village must follow that should be documented for the Village Office staff.
2. The Village owns some street lights, others are owned by Consumer's Energy
3. Requests for addressing changes in street lighting should be documented and retained by the Village office (if such a request requires the Village to intercede).
4. Prior to taking an action on streetlights, The Village Council should consider holding a public hearing when the removal of street lights, the addition of street lights, or the choice to not install street lights is requested.

Recommendation for Action:

Attached is a **proposed procedure** for the Village Council in addressing street light requests.

Purpose and Requests for Service

Streetlights are a service of the Village of Empire in providing for the general health, safety and welfare of the public.

- Street lighting improves safety by allowing pedestrians, bike riders and motorists to see each other.
- Lighting is helpful to minimize vandalism and improve security around business and municipal buildings.
- Driving outside of daylight hours is more dangerous – only a quarter of all travel by car drivers is between the hours of 7pm and 8am, yet this period accounts for 40% of fatal and serious injuries to the same group

The Village of Empire has incorporated dark skies language in its Zoning Ordinance (3.11) to strike a balance between Dark Sky principles and maintaining the flexibility to install lighting as needed for safety, security, and nighttime visibility.

Requests for Streetlight Maintenance, Streetlight Removal, or a New Streetlight

Most streetlights in the Village of Empire are owned and maintained by Consumers Energy. However, the Village of Empire owns and is responsible for maintaining the streetlights in the New Neighborhood and at the Lake Michigan Beach Park. The Department of Public Works is responsible for repairs and maintenance of those lights and light fixtures.

Maintenance requests or concerns will be documented using the Village Issues Form.

Maintenance requests for the Village owned lights:

- Contact the Village of Empire Department of Public Works. Email: dpw@villageofempire.com. Phone: 231-326- 5353.

Maintenance requests for Consumers Energy owned lights:

- Residents may report a light outage or maintenance issue for Consumer Energy owned lights via the web: <https://streetlights.consumersenergy.com>.
- The Village Office can also serve as a liaison between a resident and the energy company, if desired.

For Streetlight Removal/New Streetlight request/No Streetlight request

- To request a streetlight removal, a new streetlight or to request no streetlight be added to a development, a signed Village Issues Form must be completed and submitted to the Village Office. (For the removal of a streetlight, the form will need to include the streetlight and pole number to begin the process. These are located on each streetlight pole).
- The requestor must submit proof of support from neighbors within 5 days of submitting the signed Village Issues Form. This can be in the form of letters of support or a signed petition.
- The Village Council will offer an opportunity for the all members of the public to provide public comment during a regular meeting by including a public hearing on 'streetlight removal, 'streetlight addition' or 'no new streetlight addition' to the Council meeting agenda.

Village Council Meeting Documentation

Date Prepared:	July 6, 2023	# of Pages: 2
Meeting Date:	July 13, 2023	Meeting Type: Worksession
Subject:	Community Engagement	Author: Maggie Bacon

Overview or Problem Statement

The Village Council has stated a commitment to greater community engagement, but have yet to formulate a full plan for such.

Recommendation for Action:

Begin this processes by appointing a cross-section of Village residents to begin work on a community asset map as defined in the attached document. If you involve different community members in constructing the asset map, the process itself can be an organizing tool.

Asset Map (excerpted from UCLA)

Purpose

Asset mapping provides information about the strengths and resources of a community and can help uncover solutions. Once community strengths and resources are inventoried and depicted in a map, you can more easily think about how to build on these assets to address community needs. Finally, asset mapping promotes community involvement, ownership, and empowerment.

What is a community asset?

A community asset or resource is anything that improves the quality of community life.

Assets include:

- The capacities and abilities of community members.
- A physical structure or place. For example, a school, hospital, or church. Maybe a library, recreation center, or social club.
- A business that provides jobs and supports the local economy.
- Associations of citizens.
- Local private, public, and nonprofit institutions or organizations.

When to use Asset Mapping

You are making program decisions. An asset map can help you identify community assets and concerns. The map results help determine new directions for your program or identify new programs that need to be developed. For example, an asset map of food banks and nutrition resources for low-income families in your neighborhood may reveal that there is a lack of programs, or that existing programs are located in areas that are not accessible to families in your service area.

You want to mobilize and empower the community. If you involve different community members in constructing the asset map, the process itself can be an organizing tool. For example, mapping local public services and identifying the dollars spent per community member can mobilize residents to lobby city or county council members to improve local public services.

Planning Asset Mapping

Identifying and mapping assets in your community can be easier than you think. The following are the steps to create an asset map.

- 1.1 Define community boundaries
- 1.2 Identify and involve partners
- 1.3 Determine what type of assets to include
- 1.4 List the assets of groups
- 1.5 List the assets of individuals
- 1.6 Organize assets on a map

You now have an inventory of groups and group assets in your community—the associations, organizations, and institutions that are a fundamental part of community life and can be used for community development. Remember to look

Meeting:	July 12, 2023
Subject:	Conversation with Council
Author:	Sue Palmer

Overview:

Council meeting has previously talked about having a “Conversation with Council” where our residents could talk to Council regarding any topic they had in mind.

Action to be Taken:

It would be nice to have our first “Conversation with Council” prior to our Work Session on August 10, 2023. A flyer detailing the date, time, and rules of the conversation shall be created. We will need to ensure we create the event within the guidelines of the Open Meetings Act.

I am asking for Council Support for the event. The flyer will be available for approval at our next Regular Meeting on July 25, 2023.

Meeting: July 12, 2023

Subject: Appointment of the Short-Term Rental Committee of Council

Author: Sue Palmer

Overview:

Council has agreed to creating a Short-Term Rental Committee of Council

Action to be Taken:

The President shall make an appointment of 3 members of Council to work on the following charge.

1. Review and update the knowns from the last Short Term Rental Study.
2. Research the following questions:
 - a. What is the problem that needs to be solved?
 - i. What are the problems Empire is experiencing because of seasonal rentals? If the concern is about housing stock or loss of long-term rentals, provided evidence that demonstrates a correlation between unavailable housing stock or long-term rentals existing because of a lard seasonal rental market?
 - b. Does the Village of Empire benefit from having seasonal rentals/ Is there evidence of that benefit?
3. Identify Ordinance options for the Village Council to consider for addressing the actual issue. What impact does each option have on the Village operations (staffing and enforcement) and budget.
4. Schedule a Special Council meeting where this information and data is shared with time for a public hearing.
 - a. All presentation materials must be posted allowing members of the public to review the information at least 5 days prior to the meeting.
 - b. The purpose of the public hearing will be to solicit input from members of the public about the need for a seasonal rental ordinance in the Village and if so, which option seems to be the best one for the Village.

Timeline – 3 months from time of inception

Meeting: July 12, 2023

Subject: Official Village Logo

Author: Sue Palmer

Overview:

At our last meeting on June 27, 2023, the Council approved the purchase of t-shirts and jackets for our DPW and our Deputy Clerk from Field Crafts in Honor for a total not to exceed \$800. The logo provided to me by the DPW is the logo on the truck and is the logo displayed on the signs that welcome visitors to Empire.

Right before my call to Field Crafts to order the items, I received an email indicating:

1. The official logo for the Village is not the one provided to me, but another logo.
2. T-shirts should be ordered for all our Village employees.
3. The shirts should not have the Dept. of Public Works on the logo
4. We should probably think about a policy regarding replacing the t-shirts/jackets, requirements to wear them and how often the Village will buy new ones.

My Comments/Questions are:

1. I'm not able to locate any documentation where a new Village of Empire/Planning Commission logo was approved as the "official" Village of Empire logo?
 - a. Who asked for a new logo?
 - b. Who designed the logo?
 - c. When a new Village of Empire/Planning Commission Logo approved?
2. The 2023 Budget contained \$500 to purchase t-shirts and jackets for the DPW. The Budget item is under the Water Fund - Supplies.
3. Our DPW has requested that "Dept. of Public Works" be displayed as presented in the logo provided to me.
4. A policy is a good idea and the Personnel Committee may want to update the Personnel Policy/Employee Handbook for a Uniform Policy.

Action to be Taken

Council has already approved the following order for t-shirts not to exceed \$800. Eight long sleeve shirts, five short sleeved shirts and two jackets. Twelve shirts and two jackets will have Village of Empire logo with Dept. of Public Works. One shirt will only contain the Village of Empire logo without DPW.

I would like the Council to agree:

- on an Official Village of Empire/Planning Commission logo
- to add the purchase of t-shirts/jackets for all employees to our 2024 Budget.
- to task the Personnel Committee to work on a uniform policy that would be added to the Personnel Policy/Employee Handbook.



order based on this logo - It is
on truck & signs coming into Empire

WS
7/12/23



provided as the new "official" logo.

WS 7/12/23



provided as Planning Commission logo.

Date Prepared:

July 6, 2023

of Pages:

Meeting Date:

July 13, 2023

Work Session

Subject:

Trash Cans for Shalda Park

Author: March Dye

Overview:

Trash cans need to be installed at Shalda Park by the two picnic areas on the trail and perhaps at a third location along the trail.

Attached are 5 examples of outdoor covered trash receptacles suitable for parks ranging in price from \$208 to \$642.

The Glasdon can at \$208, not including shipping, is made from Durapol (a plastic) and can be anchored to the ground. The top locks on so it won't blow away. It is 29 gallon.

The Parktastic can is fantastic with a price tag of \$642 not including shipping. It is perforated metal with a thermoplastic coating. This can can also be customized and attached to the ground. It is 32 gallon.

Safco Products 38 gallon plastic can is \$221. It could be attached to ground or filled with sand to keep it from blowing away. Two reviews said they had trouble with the lid blowing off. It could be attached.

Safco Products 38 gallon can with stone panels is heavier than the pure plastic with a price of \$452. Lid would have same problem.

The Beamnova doesn't say what the gallon size although the smaller one is just 10 gallons so this can't be more than 20 gallons. The price is \$325. It is stainless with a locking lid. The lid also has an ash tray in it.


The last three can be ordered from Amazon, the other two from the companies.

We could also just get a heavy duty plastic trashcan with lid from Ace Hardware for \$29.99.

Recommendation:

Decide what we want the trash cans to look like, how much we want to pay and get them ordered. Do we want them with an ashtray in top?

vc 7/13/23



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Community™ Trash Receptacle

32 Gallon External Trash Can

The Community™ outdoor trash can with hood top is easy to maintain and is ideal for parks, sidewalks, and shopping malls.



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Style	Expanded Steel (Diamond)
Lid Style	Bonnet Top and Liner
Coating	Thermoplastic Coating
Color	Brown - Thermoplastic

\$642.00

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Safco Products Canneleon Outdoor/Indoor Recessed Panel Trash/Garbage Can 9476BL; Black; Decorative Fluted Panels; 38-Gallon Capacity

Visit the Safco Store

4.6 287 ratings

16 answered questions

\$221⁰¹

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Brand	Safco
Capacity	38 Gallons
Color	Black
Opening Mechanism	Open-Top

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2 VIDEOS



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Safco Products Canmeleon Outdoor/Indoor Aggregate Panel Trash/Garbage Can 9472NC; Black; Otural Stone Panels; Outdoor/Indoor Use; 38-Gallon Capacity

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4.5 127 ratings

| 10 answered questions

\$452⁸¹

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Ash Urn + Trash Can, Black

Trash Can

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BEAMNOVA Black Trash Can Outdoor Top Tray Stainless Steel Commercial Garbage Enclosure with Locking Lid Heavy Duty Industrial Yard Garage Waste Container, 37.4 * 17.7 * 17.7in

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3.9 39 ratings

\$325⁹⁹

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Color: **Black**

6 VIDEOS

Size: **37.4*17.7*17.7in / 95*45*45cm**

35.5*15.8*15.8 in / 90*40*40cm

37.4*17.7*17.7in / 95*45*45cm**Purchase options and add-ons**