

EMPIRE VILLAGE COUNCIL REGULAR MEETING
Empire Township Hall - 10088 Front Street
July 25, 2023 @ 7 PM

AGENDA

- A. CALL REGULAR MEETING TO ORDER AND PLEDGE OF ALLEGIANCE**
- B. ROLL CALL**
- C. CHANGES OR ADDITIONS TO THE AGENDA**
- D. ADOPTION OF THE AGENDA**
- E. PUBLIC COMMENT ON AGENDA ITEMS**
- F. CONSENT AGENDA**

- 1) Approve minutes - 07/13/2023 Work Session
- 2) Approve July Bills totaling \$_____.
- 3) Streetlight Procedure (Bacon)

Please Note: Any item can be removed from the consent agenda by any council member.

- G. REVIEW OF FINANCIAL STATEMENTS**
- H. COMMUNICATIONS**
- I. DEPARTMENT HEAD REPORTS**
- J. COUNCIL MEMBER / COMMITTEE REPORTS**
- K. OLD BUSINESS**

- 1) Conversation with Council Timeline and Discussion Points (Bacon/Palmer)
- 2) Trash Cans for Shalda Park (Dye)
- 3) Shalda Park Interpretive Sign (Dye)
- 4) Quote for Engineering Wastewater Feasibility Study (Rademacher)
- 5) Approval of Community Engagement Purpose, Posting of Citizens Task Force Application Information (Bacon)
- 6) Village Official Logo (Palmer)

- L. NEW BUSINESS**

- 1) Mass Gathering Ordinance Review (Palmer)
- 2) Revenue and Expense Report Review (Palmer)

- M. PUBLIC COMMENT**

- N. COUNCIL MEMBER COMMENT**

- O. ADJOURNMENT**

Empire Village Council Meeting Documentation

Date Prepared:	July 17, 2023	
Meeting Date:	July 25, 2023	Meeting Type: Regular Meeting
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. I recommend approval of the revised (at the July work session) procedure.

Village of Empire Street Lighting (DRAFT)

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

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.

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.

From: Tim Figura
To: Sue Palmer
Cc: Derith Smith; Alacia Acton
Subject: Short Term Rentals
Date: Friday, July 14, 2023 3:59:06 PM

Ms. Palmer, and Members of the Empire Village Council,

You have asked for my opinion regarding the Village's authority to regulate short term rentals in a way that may conflict with the bylaws of neighborhood associations or the provisions of an approved planned unit development (PUD) agreement.

In summary, Michigan courts have generally found that short term rentals may be regulated by the public body, although these decisions rest on the reading of zoning ordinances which may be written differently than the Village ZO. Property owners generally do not have vested rights in short term rental uses, although this is also specific to the wording of the ZO. HOAs and Condos are subject to the restrictions in the zoning ordinance in the same manner as other property owners. PUDs, on the other hand, can contain deviations from the underlying zoning district rules and should be reviewed individually. If there are no special permissions relating to uses in a PUD, the general rules of the underlying zoning district will still apply.

Authority to Regulate Short Term Rentals

The Michigan Zoning Enabling Act allows local units of government to "regulate the use of land and structures to meet the needs of the state's citizens for... places of residence... to ensure that use of the land is situated in appropriate locations and relationships, to limit the inappropriate overcrowding of land and congestion of population, transportation systems, and other public facilities... and to promote public health, safety, and welfare." MCL 125.3201. The short-term rental of real estate is a use of land which is generally subject to regulation under a Zoning Ordinance. *Reaume v. Twp. of Spring Lake*, 943 N.W.2d 394(Mem) (Mich. 2020), *Moskovic v. City of New Buffalo* (W.D. Mich. 2023).

Vested Rights

A property owner who is currently operating a short-term rental may assert that they have acquired a vested right by establishing a use of land which was legal under the zoning ordinance, and that the zoning amendments regulating short term rentals was an attempt to regulate this vested right. This argument was presented by property owners in both *Reaume v. Twp. of Spring Lake* and *Moskovic v. City of New Buffalo*. In these cases, the Michigan Supreme Court and United States District Court for the Western District of Michigan both determined that the short term rentals which existed prior to the local unit of government's zoning amendments were not permitted uses in the applicable zoning district.

While reviewing solutions, it would be helpful to review the current zoning ordinance to determine whether short-term rentals are explicitly allowed under its terms.

VC 7/25/23

Homeowner's Associations/Condominium Developments

Homeowner's Associations use restrictive covenants to bind the property owners to certain rules and restrictions. Restrictive Covenants are an agreement between property owners in which all owners voluntarily make themselves subject to certain rules and restrictions in order to make a nice neighborhood, increase property values, or other considerations. Restrictive covenants are generally enforceable by the parcel owners or by the management entity of the homeowner's association. These restrictive covenants may be *more strict* than the rules in the local zoning ordinance, but they cannot allow uses or structures which are not allowed in the underlying zoning district. A Village ordinance which regulates short term rentals would be fully enforceable in a homeowner's association.

Condominium developments are established by recording a master deed and bylaws which contain the plan for the subdivision, the use and maintenance of common elements, and the rules of governance. Like homeowner's associations, these developments are subject to the provisions of the local zoning ordinance. Also like homeowner's associations, the rules of the condominium are enforced by the owners. The master deed may be more restrictive than the zoning ordinance, but it cannot be used to expand uses or structures beyond what is allowed under the zoning ordinance.

Planned Unit Developments

Planned Unit Developments (PUDs) are developed by agreement with the public body, and differ from homeowner's associations and condominium developments as they may contain deviations from the underlying zoning rules. Since the goal of a PUD is to promote flexible development of land, the terms of a PUD agreement effectively supplant conflicting terms in the zoning ordinance. If the Village has approved a PUD agreement which explicitly allows short term rentals, the Village would have conferred a legal use upon the owners in the PUD. It would be best to review any related PUD agreement in order to determine whether they contain special permissions for short term rentals.

Please let me know if I can assist further,

Tim

--

Timothy J. Figura, Esq.

FIGURA LAW

11470 S. Leelanau Hwy, Ste. 105
PO Box 447
Empire, MI 49630
(231) 326-2072 x101

"Working for a better community through law"

From: Derith Smith
To: Alacia Acton
Subject: Fwd: Re: Sidewalk repair
Date: Friday, July 21, 2023 8:01:39 AM

For Communications

Derith A. Smith

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

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

> ----- Original Message -----

> From: Maggie Bacon <m.bacon@villageofempire.com>

> To: Kaye Evans <kayeevans2@icloud.com>, Derith Smith <clerk@villageofempire.com>

> Date: 07/20/2023 1:07 PM

> Subject: Re: Sidewalk repair

>

>

> Hi Kaye,

>

> First, I am not sure anyone said they would be done this summer! I have not done this work for several years, but my experience has been what we budget for in March means we hope to have it accomplished by December!

>

> We are at the mercy of our sidewalk repair guy and his schedule. The bottom line was that a year ago, we were having trouble finding ANYONE to do this work! There was a problem with the list we had and I believe he is working through how to keep to the budget and complete them all.

>

> Thank you for the reminder. This will prompt me to give him a call! What I can promise is that when I know something about the timeline, I will be sure to update the Village Council and the residents who will be affected.

>

> Maggie

>

>> On 07/20/2023 12:40 PM Kaye Evans <kayeevans2@icloud.com> wrote:

>>

>>

>> Dear Maggie,

>> I was so happy to hear the spring that sidewalks would be fixed this summer that we're buckling in the village. There's one in front of my house that I know is on the list to be repaired. I was wondering when I can expect that repair to happen? Is there anything I can do to help precipitate this repair?

>> Thank you,

>> Kaye Evans

>> 9888 W Wilce St.

>> Sent from my iPhone

VC 7/25/23

Village of Empire Deputy Clerk

From: Sue Palmer <sioux.palmer@gmail.com>
Sent: Thursday, July 13, 2023 11:36 AM
To: s.palmer@villageofempire.com; Clerk@villageofempire.com; Alacia Acton
Subject: Fwd:

This is a text message I received from a visitor to our area.

----- Forwarded message -----

From: <4022014242@vzwpix.com>
Date: Thu, Jul 13, 2023 at 11:27 AM
Subject:
To: <sioux.palmer@gmail.com>

It's my understanding there is an easement to the village at that outlet from south bar lake to Lake Michigan, is this accurate?

If so it would be under the regulation of the village and open to the public unless otherwise noted ???

Bottom line the old man sitting at that beach line who lives at 11443 jumping people who are in the water at that outlet , like he did to me, is wrong. I felt threatened by him for my safety and once back to our rental beach location was looking over my shoulder.

It's my opinion the local authorities,village ,DNR,

Police and any other government agencies should know the ruling of this location

I feel the general public is at risk, danger of this person who thinks they can bully and threaten people who come close to this water way like I did.

VC 7/25/23

From: Derith Smith
To: Alacia Acton
Subject: Fwd: South bar outlet
Date: Friday, July 21, 2023 7:59:40 AM

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

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

From: Sue Palmer <s.palmer@villageofempire.com>
To: Derith Smith <clerk@villageofempire.com>
Date: 07/20/2023 9:42 PM
Subject: Fwd: South bar outlet

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

From: Kevin Bronkhorst <kjbrnk@icloud.com>
To: s.palmer@villageofempire.com
Date: 07/20/2023 5:55 PM
Subject: South bar outlet

I'm concerned this matter will not be resolved and continue to be an issue if the owners of this unique where south bar lake drains in Lake Michigan

They patrol the WATER way as if they own it stopping people throughout the day as they did to me in a very aggressive manner. If they own it they should maintain it. I would like the people who live there be informed by authorities in charge to let them know they can threaten , bully or chase people out of the water that runs from south bar to the big lake.

There mean nasty people with a big chip on there shoulders and my biggest concern is someone is going to get hurt as I have mentioned before

Sent from my iPhone

VC 7/25/23

From: Derith Smith
To: Alacia Acton
Subject: Fwd: Re: South Bar Outlet
Date: Friday, July 21, 2023 7:59:06 AM

For Communications. Next email is also from same gentleman.

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

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

From: Sue Palmer <sioux.palmer@gmail.com>
To: Kevin Bronkhorst <kjbronn@icloud.com>, Clerk@villageofempire.com
Date: 07/20/2023 5:46 PM
Subject: Re: South Bar Outlet

Kevin, I am including the Village Clerk as she is supposed to be on any email communication regarding resident input.

The Village is not a responsible party in this matter. If any further communications are sent to me, please send to my Village email @ s.palmer@villageofempire.com.
Sue

On Thu, Jul 20, 2023 at 5:28 PM Kevin Bronkhorst <kjbronn@icloud.com> wrote:

Thank you for the follow up.
Is there anyway the village could relay this information to the new owners of the easement? Share the issue too.
And together village and new easement owners share this information with the people at 11443 I believe was the address, in a form of a letter or go to there door personally.
If so it should stop the issue I would think.
Sent from my iPhone

On Jul 20, 2023, at 4:14 PM, Sue Palmer
<sioux.palmer@gmail.com> wrote:

Hi Kevin. We were all on the same page. If you are in the water, it should be OK. If you are on the beach, that is owned by the property owner. If you feel threatened in any way, please contact the Leelanau County Sheriff's Office. This is not a Village issue as the easement currently belongs to the South Bar Drainage District.

Thanks,
Sue

On Tue, Jul 18, 2023 at 7:14 PM Kevin Bronkhorst
<kjbronk@icloud.com> wrote:

Just wanted to follow up with you on how things went at the meeting last week regarding the outlet at south bar I'm hopeful this issue can be resolved with the home owners who think there in charge of gods gift on our earth

Sent from my iPhone

> On Jul 13, 2023, at 4:22 PM, Sue Palmer
<sioux.palmer@gmail.com> wrote:

>

>

> Hi kevin. At one time Village of Empire did own the easement. We had a great deal of problems with the outlet getting blocked. The community voted to turn the easement over to the South bar drainage District. They currently control what will happen there. We will be talking about this tonight. It wasn't on the agenda so I will try to introduce it during my president's comments. At least we can all get on the same page on what needs to be done when people experience what you've experienced.

CASH BALANCE BY FUND - JUNE 2023

	GF - 101	MSF - 202	LSF - 203	DSF - 301	WF - 591	EQF - 661	MF - 715
HUNTINGTON							
BEGINNING BALANCE	\$ -	\$ -	\$ -	\$ -	\$ 46,259.32	\$ -	\$ -
RECEIPTS	\$ -	\$ -	\$ -	\$ -	\$ 1,844.48	\$ -	\$ -
DISPERSALS	\$ -	\$ -	\$ -	\$ -	\$ (30.36)	\$ -	\$ -
ENDING BALANCE	\$ -	\$ -	\$ -	\$ -	\$ 48,073.44	\$ -	\$ -
SWEEP							
BEGINNING BALANCE	\$ 227,527.95	\$ 145,303.90	\$ 162,557.82		\$ 200,961.78	\$ 201,905.27	\$ 4,078.69
RECEIPTS	\$ 214.60	\$ 137.04	\$ 153.32	\$ -	\$ 189.54	\$ 190.43	\$ 3.84
DISPERSALS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
ENDING BALANCE	\$ 227,742.55	\$ 145,440.94	\$ 162,711.14	\$ -	\$ 201,151.32	\$ 202,095.70	\$ 4,082.53
STATE SAVINGS							
BEGINNING BALANCE	\$ 75,021.48	\$ 82,271.34	\$ 50,101.39	\$ 3,906.35	\$ 21,895.21	\$ 25,533.32	\$ 729.76
RECEIPTS	\$ 18,508.04	\$ 1,865.57	\$ 4,472.19	\$ 0.42	\$ 386.36	\$ 5,065.47	\$ 0.08
DISPERSALS	\$ (42,967.25)	\$ (654.97)	\$ (915.23)	\$ -	\$ (9,736.85)	\$ (5,957.97)	\$ -
ENDING BALANCE	\$ 50,562.27	\$ 83,481.94	\$ 53,658.35	\$ 3,906.77	\$ 12,544.72	\$ 24,640.82	\$ 729.84
FIRST NATIONAL - CD							
BEGINNING BALANCE	\$ 258,689.06	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
RECEIPTS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
DISPERSALS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
ENDING BALANCE	\$ 258,689.06	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

	GF - 101	MSF - 202	LSF - 203	DSF - 301	WF - 591	EQF - 661	MF - 715
CASH BALANCE - TREASURER	\$ 536,993.88	\$ 228,922.88	\$ 216,369.49	\$ 3,906.77	\$ 261,769.48	\$ 226,736.52	\$ 4,812.37
CASH BALANCE - CLERK	\$ 536,993.88	\$ 228,922.88	\$ 216,369.49	\$ 3,906.77	\$ 261,769.48	\$ 226,736.52	\$ 4,812.37
DIFFERENCE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

SWEEP ENDING BALANCE							
TREASURER	\$ 943,224.18			\$ 229,524.71			\$ 1,479,511.39
CLERK	\$ 943,224.18			\$ 229,524.71			\$ 1,479,511.39
DIFFERENCE	\$ -			\$ -			
REC. BANK STATEMENT BALANCE	\$ 943,224.18			\$ 229,524.71			
TOTAL CASH ALL FUNDS							
TREASURER							\$ 1,479,511.39
CLERK							\$ 1,479,511.39

Adrian 7/20/2023

Dpw report July 2023

Beach park doing well , garbage has not been an issue since we started phil emptying cans on Sunday working out very well with the new trailer . installed 40 more bollards around the teardrop . still have around pumphouse (we plan on doing this fall we will need to remove a lot of built up blow sand and dune grass from inside there), and also the section from south barr boat ram to the south will be removing all sand and " invasive plant growth " replacing with clean sand. Before reinstalling bollards.

New pay machine installed quickly and without issue , the tech said most if not all parts from old one could be used for spare parts for new one , so ryan and I plan on disassembling , packaging and labeling all parts for back up. Some time this winter. Beach has been busy.

Tar and chipping of union and Florence went very well extra loose stone has been swept up as best as it can. They both came out very well . the darker tire marks will be covered up when the fog. county will not be fogging till later in august .

Grass is coming in good at shalda park, trail seems to be getting a lot of use, I see people on it all the time from home. Lens tree has been replaced by sign Nice tree. And the ginko that was damaged by AJs has also been replaced both are being watered regularly . ALL trees from last years grant have been mulched again.

Brush pile is getting very large out at dump . we have not had enough rain days yet to burn this year. As dry as it has been ryan and I are both uncomfortable burning without multiple rain days in a row. Normally on third burn by this time. Hopefully soon

Speaking of dry. Water well Pumpage has been extremely high this summer , we been averaging over a million gallons a week for the last 8 weeks. vfd's are ordered ,they are hoping for the week of august 7th . Generator will be going back out for bid, using vfd specs for sizing. Should be easier to get bids now that vfd's are done. Also will be starting on service line material inspections in august thru September will be using the same company we use for front street storm drains.

As always any questions ryan and I are always available

John

VC 7/25/23



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

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

231-326-5353

za@villageofempire.com

STAFF REPORT

June 2023

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

Office Activity:

- Start formal review of proposed Land Division - will forward to Council with recommendation upon submission of a complete application package.

Land Use Permit (zoning) Activity

PERMIT #	TYPE	ZONE	PARCEL ID #	NAME(last)	NAME(first)	- BLDG	SITE ADDRESS / LOCATION
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Planning and Zoning –

The Planning Commission has recessed until September – this monthly report will continue to be distributed for everyone's general information (see Training Opportunity below).

Training Opportunity – [Attention PC members and ANY others interested] Michigan State University Extension [MSUE] is announcing various locations for the Citizen Planner program. It runs for 6 (six) consecutive weeks from 6-9 pm on Wednesdays starting October 4th through November 8th at East Bay Township. Feel free to visit this link for more information: <https://www.canr.msu.edu/events/citizen-planner-traverse-city-classroom-program-2023> If the Village is insured by Burnham & Flowers or one of several other insurance companies, they will reimburse (up to two, I believe) after successful completion of the program.

Sincerely,

Robert (Bob) Hall
Village of Empire – Zoning Administrator



VC 7/25/23



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

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

231-326-5353

za@villageofempire.com

STAFF REPORT July 2023

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

Office Activity:

- Determined that 'proposed' Land Division could not be approved at this time due to drain field and / or other encroachments.
- Accepted Site Plan application (absent a fee) for informal review to determine what level of review will be required for various proposed uses for the 'former' Empire School Building.
 - Determined that this plan will require submittal to the Planning Commission for several reasons:
 - Parking greater than 5,000 square feet
 - New and / or change of use(s)
 - 'possible' special uses

Land Use Permit (zoning) Activity

PERMIT #	TYPE	ZONE	PARCEL ID #	NAME(last)	NAME(first)	- BLDR	SITE ADDRESS / LOCATION
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Planning and Zoning –

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-In Progress-

The ZA is currently studying different opportunities to streamline the permitting process related to the Mass Gathering Ordinance and other special events that require multiple levels of review by different coordinating agencies. Most recently it has been a strangle-hold of multiple phone calls, disconnected email strings, and generally less than optimal organization.



vc 7/25/23

Training Opportunity –

The Michigan Planning Association, Michigan Townships Association, Michigan Municipal League, and others are already announcing fall and winter training schedules. I will share additional information as it becomes available.

Sincerely,

A handwritten signature in black ink that reads "Robert A. Hall". The signature is written in a cursive style with a large, stylized "R" and "H".

Robert (Bob) Hall
Village of Empire – Zoning Administrator



CASH SUMMARY BY ACCOUNT FOR VILLAGE OF EMPIRE

FROM 06/01/2023 TO 06/30/2023

FUND: 101 202 203 301 591 661 715

CASH AND INVESTMENT ACCOUNTS

Fund Account	Description	Beginning Balance 06/01/2023	Total Debits	Total Credits	Ending Balance 06/30/2023
Fund 101	GENERAL FUND				
003	CERTIFICATE OF DEPOSITS	258,689.06	0.00	0.00	258,689.06
004	STATE SAVINGS CASH	75,021.48	18,508.04	42,967.25	50,562.27
009	SSB MM SWEEP	227,527.95	214.60	0.00	227,742.55
	GENERAL FUND	561,238.49	18,722.64	42,967.25	536,993.88
Fund 202	MAJOR STREETS FUND				
004	STATE SAVINGS CASH	82,271.34	1,865.57	654.97	83,481.94
009	SSB MM SWEEP	145,303.90	137.04	0.00	145,440.94
	MAJOR STREETS FUND	227,575.24	2,002.61	654.97	228,922.88
Fund 203	LOCAL STREETS FUND				
004	STATE SAVINGS CASH	50,101.39	4,472.19	915.23	53,658.35
009	SSB MM SWEEP	162,557.82	153.32	0.00	162,711.14
	LOCAL STREETS FUND	212,659.21	4,625.51	915.23	216,369.49
Fund 301	DEBT SERVICE FUND				
004	STATE SAVINGS CASH	3,906.35	0.42	0.00	3,906.77
Fund 591	WATER FUND				
001	HUNTINGTON BANK CASH	46,259.32	1,844.48	30.36	48,073.44
004	STATE SAVINGS CASH	21,895.21	386.36	9,736.85	12,544.72
008	RRI ACCOUNT	19,985.87	0.00	0.00	19,985.87
009	SSB MM SWEEP	180,975.91	189.54	0.00	181,165.45
	WATER FUND	269,116.31	2,420.38	9,767.21	261,769.48
Fund 661	EQUIPMENT FUND				
004	STATE SAVINGS CASH	25,533.32	5,065.47	5,957.97	24,640.82
009	SSB MM SWEEP	201,905.27	190.43	0.00	202,095.70
	EQUIPMENT FUND	227,438.59	5,255.90	5,957.97	226,736.52
Fund 715	MEMORIAL FUND				
004	STATE SAVINGS CASH	729.76	0.08	0.00	729.84
009	SSB MM SWEEP	4,078.69	3.84	0.00	4,082.53
	MEMORIAL FUND	4,808.45	3.92	0.00	4,812.37
	TOTAL - ALL FUNDS	1,506,742.64	33,031.38	60,262.63	1,479,511.39

Empire Village Council Meeting Documentation

Prepared:	July 17, 2023	Meeting: Regular Meeting
Meeting:	July 25, 2023	Attachments: OMA/FOIA
Subject:	Conversation with Council	Author: Maggie Bacon

Overview:

In December of 2022, a “meet and greet” flyer was created and sent to Council members indicating a decision was made to host this event prior to the December Council meeting. The stated purpose was (my words) to introduce to the community the newly elected officials and to have a photo opportunity of those officials. Two issues were raised about this event. They were: concern about a lack of training for all council members on OMA laws and the Village Council had not been involved in any discussion about such an even nor had they taken any official action on hosting such an event. That event was not held.

On January 12, 2023, the consensus of the Village Council was to provide both Open Meeting Act (OMA) and Freedom of Information Act (FOIA) training for the Village Council and the Planning Commission. Council members commented the intent of the meet and greet was a good idea/had merit Also, at that meeting, the consensus was to have written questions approved by the Council be submitted to the Village Attorney along with a written description of the type of discussion that was expected to take place. This was to be placed on the regular agenda.

On January 24, 2023, the minutes reflect the following: motions were made and passed to schedule a training with the Village Attorney. What received no action was the creation of “written questions approved by the Council to be submitted to the Village attorney along with a written description of the type of expected discussion”. *(It is very important to note that this Council was newly formed – as is every council after an election – mistakes happen, things fall through the cracks and a great deal of learning takes place in those early months)*

On March 29, 2023, the Village Council and the Planning Commission participated in several hours of OMA and FOIA training. At the very end of that training, mention was made of a “meet and greet”. No written questions were presented, nor does this author believe the Village Attorney understood the long-term nature of the suggestion - meaning, this was no longer intended to be a one-time event, but something that would happen on some sort of regular basis. Without any prior context provided, the Village Attorney (this is the author’s memory), indicated the Village Council could host an event like this: if it was properly posted (since a quorum of Council members would be present). Since none of this advice came to the Council in writing, this author is uncertain about what other stipulations may be needed.

On July 12, 2023, a request to have “our first “Conversation with Council” prior to the August 10, 2023 was submitted. The overview indicated the Village Council had “previously talked about having a Conversation with Council where residents could talk to Council regarding any topic they had in mind”. The action to be taken section referred to:

- Rules of the conversation shall be created. The public and the Council had no draft to consider.
- A flyer will be produced detailing the date and time of Conversation with Council at the regular meeting; the details about the flyer was missing at the last meeting.
- Can the flyer to act as the official notice of a such an even?
- What are the implications of adding such meetings to the approved list of regular meetings and work sessions that are set during the budget?
- Without those details, it is difficult to make a informed decision.

Questions:

1. The purpose of this type of event has changed from a Meet and Greet for the purpose of welcoming new Council or newly elected Council members to the Village Council to hosting a pre-meeting social hour to encourage more people to participate in our meetings to “providing residents with the opportunity to ‘talk’ to Council regarding any topic they have in mind”. Has the Council been given the opportunity to discuss this change with the Village the Attorney to identify any sticking points related to the Open Meetings Act?
2. This not about supporting or not supporting the idea of a Council member – this is not personal. It is about the Village Council taking positive action by making informed decisions, having the public aware of the issues and having an official record of those decisions on file.
3. Can the flyer be used in place of official notice of a meeting (where a quorum of the Village Council is expected to be present and where business in the form of residents talking to Council regarding any topic they have in mind will be conducted)?
4. What are the rules of engagement? Who has approved these rules? How will Council members determine what topics warrant further discussion? Will each Council member be asked to bring forward – at some later date – topics generated at each Conversation with Council?
5. Is the expectation that one of these will occur prior to all meetings?
6. Does the Council (and public) understand it would be a violation of the OMA to add any topic (from the pre-meeting) to that night’s agenda? This would be because the public will not have been notified of those items as agenda items. (As an aside, this is why the Council needs to act more cautiously about adding agenda items at ANY meeting!).

Recommendation:

The questions above are not an attempt to stonewall or diminish the concept of hearing from our residents. They are a reflection that this Council has not had the opportunity to fully discuss this single concept nor have we discussed other options to achieve the overall goal of hearing from our residents. Sometimes, a discussion will result in a new idea that more clearly fits with the goal.

1. The Village Council must clarify the purpose.
 - If the purpose is to encourage greater attendance at Council meetings by hosting a social gathering prior to meetings, then it should be relatively simple and straightforward to ask our Village Attorney how to do that, legally. In addition, this is certainly an option for the Village Council to employ as we seek greater community engagement.

- If the purpose is to talking with residents about Village business in a social setting where a quorum of the Council is present, then it feels a like opening the door to skewing perceptions of public sentiment. If 30 people show up at the business/social hour and say, “we want the Village Council to turn Front Street into a pedestrian only zone”, how will the Council be sure to “check” that perception with all residents? It can be done, for sure. Such activity WAS attempted on some occasions at the former “Coffee with Council”. And, our attorney may say that is just fine and Council members simply need to be reminded that 30 is not a majority of residents. This author would like the opportunity to discuss that scenario with the Village Attorney present at a meeting.
- Finally, the Council offers the public a wide variety of ways to “talk” with us. We encourage letters/communications, we post our email addresses and phone numbers on our website, we set aside two opportunities at EVERY meeting for public comment with the allowance that the chair may extend the 3-minute time limit. I have seen no evidence that Council members are not physically present in this Village or that they are refusing to be stopped on the street.

2. The Village Attorney must be brought in to review the purpose, the publication of our official meetings and how that intersects with this additional pre-meeting meeting, how to properly notice these events and the rules of engagement.

The Council has an obligation to the public in how we conduct our business, how we prepare each other to make decisions, to be thoughtful, and to take positive, documented actions. That part of how we make sure all voices are truly heard.

Q What happens after I make my request in writing?

A A public body must respond to your request in writing within five business days either by granting your request, denying your request in whole or in part, or extending the time for response by up to 10 additional days. If the public body denies any portion of your request, it must explain, based on the FOIA, why it is withholding the records.

Q What can I do if a public body violates the FOIA or the OMA?

A For violations of the FOIA, you may either appeal the public body's denial of your request to the head of the public body, or you may file a lawsuit in circuit court asking the judge to order the public body to disclose the records. A citizen may also file a lawsuit in circuit court to compel compliance with the OMA. Decisions made in meetings that violate the OMA may be overturned by a court. In addition, intentional violations of the OMA may be prosecuted as misdemeanors. Both acts permit citizens to recoup their attorney fees and court costs if they win in court.

Q Where can I get more information about FOIA and OMA?

A For the complete text of FOIA and OMA, as well as relevant Attorney General legal opinions, visit the Web site of the Attorney General at www.michigan.gov/ag. The Michigan Press Association Web site has an automated FOIA letter generator and sample letters, answers to a number of frequently asked questions about Michigan's sunshine laws—including how to deal with closed meetings—and links to state and federal FOIA resources at MichiganPress.org or Michigan.gov/ag.

WHY SHOULD YOU CARE?

Abraham Lincoln's Gettysburg Address has the answer: "that government of the people, by the people, for the people shall not perish from the earth."

It's our government and we have the right to know what it's doing.

The Freedom of Information Act (FOIA) and Open Meetings Act (OMA) protect that right for "all persons" in Michigan. Not just adults. Not just citizens. Not just the media. **ALL OF MICHIGAN'S PEOPLE** have the right to know what **THEIR** government is doing. And it doesn't matter why they want to know.

Some would argue that access to information like the personnel files of public employees or private business information held by government should be limited because those limitations could spare public employees from telemarketers or shield competitive financial information.

But the open and neutral FOIA and OMA help us understand the acts and actions of our public officials and employees.

FOIA ensures that parents can review the qualifications of teachers in their school system so they know that qualified teachers are being hired without regard to race or gender.

FOIA ensures that the police blotter is always available so that citizens can be warned that car thefts are occurring in their neighborhood.

FOIA ensures access to applications for government benefits so that citizens can see that only qualified entities are obtaining taxpayer dollars.

FOIA and OMA are about accountability. They can help spot wrongdoing and weaknesses, but they can also provide us with information to improve our neighborhoods, our schools and our society.

The Open Meetings Act and the Freedom of Information Act are important in a democracy that is of the people, by the people and for the people.

And that's why you should care.

What everyone should know about their RIGHT TO KNOW

A guide to Michigan's public information laws

A service of the Michigan Press Association
In cooperation with the
Office of the Attorney General

July 2013



MICHIGAN PRESS ASSOCIATION

827 N. Washington Ave.
Lansing, MI 48906
517.372.2424
MichiganPress.org

OPEN MEETINGS ACT

The Open Meetings Act, 1976 PA 267; MCLA 15.261 et. seq. requires all meetings of a public body to be open.

Q What information can I obtain about government operations?

A As citizens, you have the right to know what your government is doing. Michigan has two laws—the Open Meetings Act (OMA) and the Freedom of Information Act (FOIA)—especially designed to protect this right, giving you the opportunity to learn how your government works. The OMA declares that the meetings of a public body must be open to the public and held in a place accessible to the general public. The FOIA entitles citizens to review, inspect or receive copies of most public records.

Q How does the OMA define a public body?

A The OMA defines a public body as any body created by statute, constitution, charter, ordinance, resolution or rule to perform a governmental function. For something to be considered a public body, it must have been both created by law and perform a governmental function. Thus, your local grocery store and church are not considered public bodies, while entities like city councils, township boards of trustees and zoning commissions are. Generally, the OMA excludes the courts from its provisions, though both the Michigan Constitution and court rules grant the public access to most court proceedings.

Q Can a public body ever meet in private?

A Yes. The OMA provides for closed meetings in some limited, specific circumstances. Described generally, public bodies may meet privately to discuss sensitive issues like the evaluation, dismissal or discipline of a public officer or employee, or dismissal or discipline of a student when the person involved requests a closed meeting; collective bargaining; the purchase or lease of real estate; legal strategy regarding pending litigation; review of applications for employment or appointment when the applicant so requests (however, interviews for employment or appointment must be held at an open meeting); and discussion of material exempt from disclosure by law.

Q Could members of a public body meet informally, before or after a meeting?

A Yes, a public body may meet at another venue before or after a meeting as long as they do not discuss business. The OMA specifically states that it does not apply to these types of social gatherings when they are not designed to avoid the act. However, the OMA also states that any gathering of a quorum of a public body at which they deliberate toward a decision is a meeting that must be open to the public.

Q Can a public body vote on matters by secret ballot?

A No, they may not. Though the law does include a few very specific exceptions, in general the OMA mandates that all decisions of a public body be made at an open meeting, including voting.

Q Can a public body meet outside its geographic area?

A While the act does not state that a meeting must be held in the public body's geographic boundaries, it does say that meetings must be held in a place that is easily accessible to residents served by that public body.

Q If a public body posts a special meeting on the outside of a building over the weekend, is the meeting legal?

A Yes, as long as the notice was posted 18 hours prior to the meeting. The OMA does not require that notice be given during regular business hours. However, it does require that the posting be accessible. For example, it must be posted on the outside, not on the inside, of the building.

PUBLIC RECORDS

The Freedom of Information Act, 1976 PA 442; MCLA 15.231 et. seq. gives citizens access to public records.

Q If a quorum of a public body goes to its attorney's office without posting notice of the meeting, is it a violation of the OMA?

A Most likely. The OMA defines a meeting of a public body as a gathering at which a quorum is present to deliberate towards, or render a decision on, a public policy. Therefore, if the quorum had engaged in any deliberation or decision-making, it is possible that an OMA violation occurred. However, a public body can sometimes meet in closed session to consider material exempt by law, such as a written opinion of the attorney covered by attorney-client privilege, or to discuss specific, pending litigation, but they must post a notice that such a meeting will occur, vote to go into closed session, provide an opportunity for public comment at the open portion of the meeting and follow the OMA's additional requirement of taking minutes.

Q Does the OMA apply to committees of a public body?

A It may. The OMA includes committees and subcommittees in the definition of public body. However, when a committee is merely advisory and capable only of making recommendations, it may not be subject to the act if the recommendation is about a governmental matter. A committee that has the authority to make governmental decisions is subject to the OMA and must comply with all its provisions including notice, taking of minutes and time for public comment.

Q How does the FOIA define public body?

A Under the FOIA, a public body includes any agency, board, commission or council in the legislative branch of the state; a county, city, township, village or other regional governing body; school districts and agencies thereof; and any other body that is created by state or local authority or that is primarily funded by or through state or local authority. An individual member of a board—a school board member, for instance—would not be considered a public

Q What is a public record?

A In general, all records except those specifically considered exempt are covered by the FOIA. As a citizen, you have a right to see minutes of open meetings, officials' voting records, correspondence, financial records, staff manuals, even personnel records and the salaries of public officials and employees. Further, you have a right to these records no matter the form in which they are maintained. The FOIA applies to any handwriting, typewriting, printing, photographing and photocopying, and it includes letters, words, pictures, sounds or symbols. It also includes papers, maps, magnetic or paper tapes, photographic films or prints, microfilm, microfiche, magnetic or punched cards, computer discs or other means of recording or retaining meaningful content. The exception to this list is computer software.

Q Is there a special form for making a FOIA request?

A No, the FOIA simply requires that you make your request in writing. Faxes and e-mails are acceptable. Some public bodies have created forms for citizens to use when requesting public records, but in general, the law only calls for a written request.

Q May a public body charge a fee for public records?

A Yes. A public body may charge a fee for a public record search, the necessary copying of a public record for inspection or for providing a copy of a public record. The fee for providing copies is limited to the actual mailing cost and the actual incremental cost of duplication including labor, search, examination, review and the separation and deletion of exempt material. The first \$20 of a fee must be waived for a person receiving public assistance or presenting an affidavit of indigency.

Meeting:	July 25, 2023
Subject:	Conversation with Council
Author:	Sue Palmer

Overview:

At our last Work Session, we discussed the desire to have a "Conversation with Council". The Council has expressed many views on this type of meeting, but I really feel that we are ready to see how the residents of our village might entertain such an event. Since the original meeting where we talked about a "Meet and Greet" event, much has changed. We have all gone through the Open Meetings Act training and we all know the rules. To be safe in complying with the Open Meetings Act, I have outlined rules for the event below.

Action to Requested

Review the document that will be included in our e-packet, posted in 3 places and on our website under Public Events.

Request for "Noticing" the Meet and Greet event:

- Post the document on the website under the Public Notices.
- Place the document, along with the meeting notice, on the kiosk at the Post Office, at the Glen Lake Community Library and in the Village office.
- Include the document in our e-packets.
- Include the document under Hand Outs on the web site.
- Include a link to the "Hand Outs" for this document along with the link to the Meeting Agenda in our email blast.

Rules we must adhere to:

- No Village resources may be used. (Example: coffee, coffee pot, filters, napkins, sugar, creamer, spoons, knives, forks, etc.)
- Any refreshments served must be donated.
- No expenditure of funds can be made to support this item.
- All garbage or leftovers are to be removed upon completion of the Council meeting.
- The Meet and Greet is to be "noticed" by posting in the kiosk at the Post Office, at the Glen Lake Community Library and in the Village office. The document will be displayed on the website under Public Notices and will be under Hand Outs for the meeting.
- Council members are there to listen to resident concerns. If approached about a current item before Council, we will not talk about it.
 - No promises are to be made
 - No deliberation of business may occur
- This is not an opportunity for residents to gang up on a Council member or to pressure a Council member by the sheer number of attendees to take some sort of action.
- Participation by each Council Member shall be voluntary.

I am requesting a motion to accept the rules for this Meet and Greet, the document/flyer/email blast and to move forward with a meeting on August 8, 2023 prior to the Village Council Work Session.



The Empire Village Council invites you to
"Meet and Greet"

August 8, 2023 @ 6:30PM

Empire Townhall
10088 W. Front Street, Empire, MI 49630

Residents are encouraged to come and share their thoughts on issues.

The Regular business meeting of the Village Council will follow promptly at
@ 7PM.

Cookies and Coffee will be offered.

Date Prepared:	July 17, 2023	#of Pages: 3
Meeting Date:	July 25, 2023	Regular Meeting
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.

After the work session meeting I have eliminated the Parktastic can which cost \$642 plus shipping, the Beamnova which is \$325 with a locking lid but only holds about 20 gallons and tends to rust (from the reviews).

I also removed the Safco 38 gallon with stone panels due to the price - \$452 before shipping.

This leaves the :

Safco 38 gallon plastic (polyethylene) can at a price of \$239.18 including shipping.

Positives: large, looks ok, affordable, 39 and 1/4 inch high.

Negatives: light weight - 15 lbs.(needs to be anchored), lid tends to blow off (can be secured with locking cables of some sort)

Glasdon Community Trash Can, 29 gallon, Durapol (a plastic) at \$208 plus shipping of \$320.45 for up to 6 units.

Positives: Attractive, locks with key, can be anchored to ground with included hardware, has metal liner (zinc coated steel), weighs 34 lbs., company will provide graphic with Village Logo for additional \$12 per sticker. Made in the UK of Durapol, polymer formulated to withstand extremes of temperature and is impact tested. Will not chip, rust and never needs painting. Black color in stock in Virginia. 42" high.

Negatives: Price with shipping. Smaller than Safco.

Safco for three units with shipping from Office [supply.com](https://www.supply.com) or Amazon about \$718.00
Glasdon for three units with shipping: \$944.45

Recommendation:

Choose one of these two products, if the Glasdon decide whether to pay for the logo sticker .

Action to be Taken:

Authorize the Village Office to order three trash cans.

March Dye
Village of Empire
11518 S. LaCore St.
Empire, MI 49630

Account Code: 590008897

07/13/2023

EQ10008181


Email: sarah.lowry@glasdon.com



WhatsApp: 1-855-874-5273



Request a callback

	Qty	Unit Price	Total Price
 Community™ Trash Can Community trash can is a robust hooded waste container suitable for use in parks and urban locations where a simple clean design container is required. Custom graphic with Village Logo available for an additional \$12.00 per sticker.	3	\$208.00	\$624.00

 **Product Information**

 **Product News**

(Images shown are examples only, your final product will vary depending on specification)

All details will remain firm until 08/12/2023

Delivery to be confirmed upon receipt of order.

Please refer to the **Conditions of Sale**.

Subtotal (excluding Sales Tax)	\$624.00
Shipping to Empire 49630	\$320.45
Total (excluding Sales Tax)	\$944.45
Sales Tax (0.00%)	\$0.00
Total (including Sales Tax)	\$944.45

Click here to proceed with this quote using a credit card or by 30 days credit terms

Authorized Signatory:

Date:

Brochures



We'll plant a tree for every Quote request we receive.

You can also keep track of our tree-planting initiatives via our virtual forest at <https://ecologi.com/glasdoninc>



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855-874-5273

inquiries@glasdon.com

Home Company Products Express Products Products by Industry Clearance

29 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.



From: \$208.00

excluding tax

Fc
or
or
m.



Price excludes delivery



Product News

[click to view](#)



Product Videos

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Contains recycled material

You may also be interested in...

Date Prepared:	July 17, 2023	# of Pages:
Meeting Date:	July 25, 2023	Regular Meeting
Subject:	Shalda Park Interpretive Sign	Author: March Dye

Overview:

Samples were given at the previous Work Session Meeting on July 13th of a sign with narrative and pictures and a narrative for the QR audio code.

Suggestions were made to improve both narratives.

For the Narrative written on the sign :

1. the header "Explore the Chippewa Run Natural Area" has been changed to read "Explore Shalda Park".
2. White-tailed deer, rabbits, eagles, hawks as well as many other forms of wildlife can be found in the park.... (instead of sited)
3.found in the park and across the river in the Chippewa Run Natural Area which encompasses 110 acres established in 2000 with the help of donations from Leelanau Conservancy patrons and local concerned citizens.
(This is how the land acquisition is described on the Conservancy website and in Kathleen Stocking's essay about Chippewa Run Natural Area. The land was acquired to stop it from becoming a housing development).
4. South Bar Lake will be capitalized.
5. The Village Logo will be the one voted on at the previous meeting.

For the Narrative for the QR code:

1. "Welcome to Shalda Park and the Chippewa Run Natural Area!" (natural added)
2. Same changes as above
3. Same changes as above
4. "Thank you for visiting Shalda Park and enjoy your walk." (instead of day)

Recommendation:

Approve this sign and narrative for the QR code if Martin Graf from Gosling Czubek says it will qualify with the state as our Interpretive Sign. Have the sign made by Image360 in Traverse City. A quote for \$331.21 is included.

Action to be Taken:

Move to approve ordering the sign from Image 360 for not more than \$400.

Narrative for Shalda Park QR Code

Welcome to Shalda Park and the Chippewa Run Natural Area!

The walking path that you are on was completed in the summer of 2023 by the Village of Empire and 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 found in the park and across the river in the Chippewa Run Natural Area which encompasses 110 acres established in 2000 with the help of donations from Leelanau Conservancy patrons and local concerned citizens.

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.

Thank you for visiting Shalda Park and enjoy your walk.

Explore Shalda Park

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 found in the park and across the river in the Chippewa Run Natural Area which comprises 110 acres established in 2000 with the help of donations from Leelanau Conservancy patrons and local concerned citizens.

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.



1702 Barlow St.
Traverse City, MI 49686
(231) 933-7446

ESTIMATE

Est-TC-86448

image360tc.com

Payment Terms: 50% down, balance on comp.

Created Date: 3/31/2023

DESCRIPTION: Panel Sign

Bill To: Dye March
PO Box 201
Empire, MICHIGAN 49630
US

Requested By: March Dye
Email: m.dye@villageofempire.com
Work Phone: (231) 633-9054

Salesperson: Simon Dyer
Email: simon@image360tc.com

NO.	Product Summary	QTY	UNIT PRICE	AMOUNT
1	1/8" thick aluminum composite panel Sign 3' wide x 2' High with mounting hardware attached	1	\$312.46	\$312.46

Our team truly appreciates the opportunity to provide you with an estimate. This estimate covers the services specified above. If the scope of the work changes from the original estimate, approved revisions and additions will be charged accordingly. If you have any questions, please do not hesitate to contact us. We look forward to hearing from you.

Subtotal:	\$312.46
Taxes:	\$18.75
Grand Total:	\$331.21
Deposit Required:	\$165.61

Please note that all credit card transactions over \$2,000 will incur a 3% transaction fee.

Signature: _____ **Date:** _____

Prepared: July 17th, 2023

Pages: 1

Meeting: July 25, 2023

Attachments: 1

Subject: Quote to update previous Chamber feasibility study

Author: Tom Rademacher

Overview:

Update of original feasibility study for centralized treatment system and drain field.

Action to be taken:

Approve or deny cost for updating the 2020 Chamber of Commerce feasibility study.

**Proposal for Services
Empire Business Association
10216 W. Front St.,
Empire, Michigan 49630
July 13, 2023**

**From: H. Luzius Engineering
404 W. Main St., Suite A
Kingsley, Michigan 49649**

**Subject: Upgrade of Original Feasibility Study
For Centralized Treatment System and Drain Field**

To Board Members and Decision Makers:

We are pleased to present this proposal for upgrading the feasibility study conducted by our firm in the summer of 2020 for the installation of a sewer collection system, centralized treatment system, and drain field to serve the Village of Empire.

The original study was presented in August of 2020 to a collective of interested parties within the community. It involved four different scenarios each of which was analyzed in terms of the anticipated flow requirement and treatment requirements, the installation costs, permitting requirements, and Operations and Maintenance Costs.

It has come to our attention that there is additional interest from other potential stakeholders in the study. In this upgraded study, we will work with the village council and the stakeholders in the village to incorporate and update the costs associated with those concepts. We will review the permitting and treatment requirements, incorporate them into the original scenarios, and make adjustments to the financial costs as appropriate.

We will prepare hard copies of the updated scenarios for the owners to review and evaluate the feasibility study and to assist them in making an informed decision moving forward. Each scenarios will have its own estimated population and average daily flow and the cost implications and treatment requirements associated with it. We will make ourselves available to present to the owners at their request.

Schedule: We will have these services completed within thirty days of Authorization to Proceed.

We will perform these services for the following fees:

Update of Previous Feasibility Study:	Lump Sum	\$1,920
Presentation (if requested by owner):	Hourly, estimated at 2 Hrs. \$120/Hr.	\$240 (estimated)
Reimbursables		\$150 (estimated)

**Proposal for Services
Empire Business Associates**

H. Luzius Engineering

Thank you for this opportunity to be of service. We will proceed upon receipt of a written acceptance of this proposal.

Sincerely,

D. Harry Luzius, Jr., P.E.
Member Manager

Acceptance of Proposal:

Owner

Village Council Meeting Documentation

Date Prepared:	July 17, 2023	
Meeting Date:	July 25, 2023	Meeting Type: Regular
Subject:	Community Engagement	Author: Maggie Bacon

Overview or Problem Statement

The Village Council, by a consensus, made a commitment to greater community engagement. Some small steps that could only be made by the Council have been accomplished: displaying the agenda via projector, and provided more consistent detailed documentation for the agenda. The real progress can only begin when the Council approves members of the community for a Citizen's Advisory Committee on Community Engagement.

Recommendation for Action:

1. Approve a guiding principles. Meg Walton had suggested a guiding statement, but I could not locate it. Would be happy to adopt that statement or this:

A. The Village of Empire embraces these six general guiding principles of successful community engagement:

- Increase citizen's knowledge about the community and the issues the Village government is seeking to address,
- Encourage citizens to co-create additional knowledge and understanding and apply that knowledge,
- Use that knowledge to improve the community and/or address identified issues,
- Create and support opportunities for citizens to engage with each other,
- Ensure these opportunities and effective communication is an on-going component of the process,
- Embrace the importance of data-driven decision making in our work.

2. The charge for the committee is broad and will be given a full year for their work with the potential of approval for a second year.

3. Open request for applications for the Community Engagement Citizen's task force.

4. The committee must reflect a diverse, cross-section of Village residents. Their first (of many assignments) will be to complete community asset map as defined in the attached document. The process of asset mapping 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.

DRAFT for the Website:

Apply now to be a member of the Community Engagement Task Force for the Village of Empire. As a citizen, your point of view provides valuable insight on the operations of the Village and the Council's decision-making process. On May 11, 2023, the Village Council, by a consensus vote, agreed to form a Community Engagement Task Force.

The overall mission is broad:

- Assist the Village Council as it seeks to Increase citizen's knowledge about the community and the issues the Village government is seeking to address,
- Encourage citizens to co-create additional knowledge and understanding and apply that knowledge,
- Promote meaningful opportunities for citizens and civic organizations to engage with each other,
- Support the Village Council' efforts to incorporate data-driven decision making in its work.

The first (of many) tasks will be to complete an asset map for the Village.

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 as the committee sees fit. It may be a excel document, a word document, a google form or an actual map.

Meeting:	July 25, 2023
Subject:	Official Village Logo
Author:	Sue Palmer

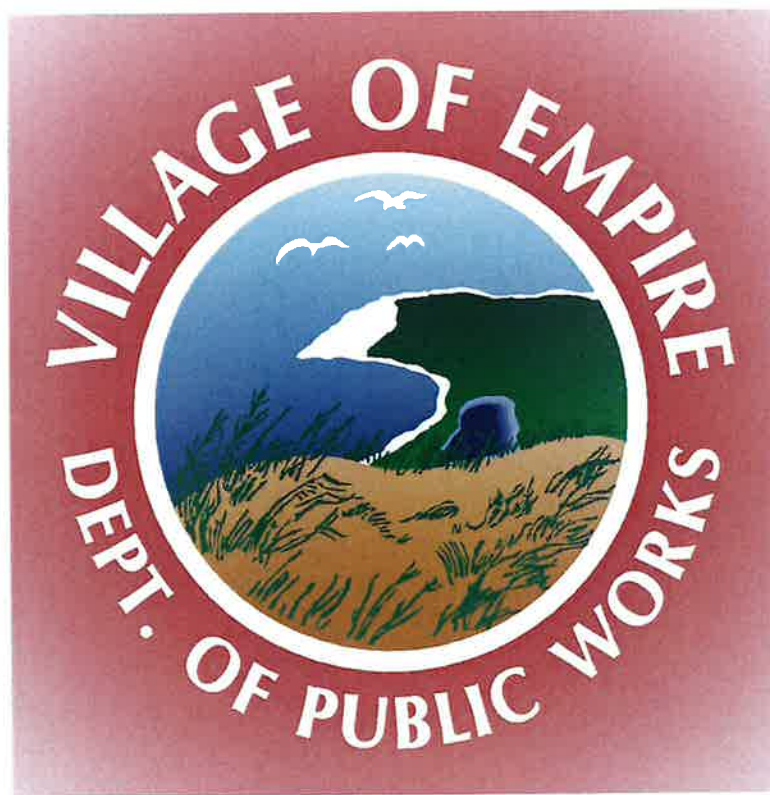
Overview:

The Village Council agreed to accept the attached logo as the "Official" Logo for the Village of Empire. It is the logo that is on the signs that visitors and residents see when entering our Village. It is also on the Village DPW trucks and the sign at Shalda Park.

Action to be Taken

Council to approve:

- the attached Village of Empire Logo
- to add the purchase of t-shirts/jackets for all employees to our 2024 Budget.
- task the Personnel Committee to work on a uniform policy to be added to the Personnel Policy/Employee Handbook.



Meeting:	July 25, 2023
Subject:	Mass Gathering Ordinance
Author:	Sue Palmer

Overview:

We requested input from our Attorney to review the Mass Gathering Ordinance that was approved by Council in November 2022. We specifically requested determination regarding a Waiver of Application Fees.

Mr. Figura returned the Ordinance with input regarding some changes and addressing the Waiver of Application Fees. I requested the Council to review the updated Mass Gathering Ordinance and bring any questions or concerns.

Action to be Taken

I have fixed the formatting issues on the original document and forwarded to Alacia for inclusion in the packets. There is a Fee Waiver Form also attached for discussion.

Village of Empire Deputy Clerk

From: Tim Figura <tfigura@figuralaw.com>
Sent: Friday, July 7, 2023 1:09 PM
To: Sue Palmer
Cc: clerk@villageofempire.com; deputyclerk@villageofempire.com
Subject: Mass Gathering Ordinance
Attachments: mass_gathering_ordinance_7_7_2023.docx; Special Event Fee Waiver Form.pdf

Sue,

You have asked me to review the Mass Gathering Ordinance that was adopted on November 10, 2023. Pursuant to your request, please find the following attached:

1. Mass Gathering Ordinance with recommended changes as detailed below.
2. Non-profit special event waiver application used by the City of South Haven- provided as an example. Something along these lines would provide guidance to the applicant and the zoning administrator on the waiver of application fees, and would prevent the waiver from being used by for-profit entities. If you decide to use this form, I recommend that the your version be modified to require that proof of 501(c)(3) status is attached.

In summary, I recommend a few changes to the Mass Gathering Ordinance as detailed below. A waiver for certain events would be in line with procedures in other communities around the state, but carries a risk that the waiver may be challenged as an invalid expenditure of public funds.

Mass Gathering Ordinance

The amended Ordinance 119 contains a small number of typos on the first page which I have attempted to correct. While these items are minor, item (b) could negatively effect the intended meaning of the sentence.

- a. The end of definition no. 3 extends into item no. 4.
- b. Under section 2.1, third line, "even" should read "event".

Additions and changes:

- I have added "Section 1- Repealer" to add further clarification to the effectiveness and repeal of the prior ordinance.
- Section 2.1 reads: "A permittee shall not sponsor, maintain, conduct, promote or permit a mass gathering event in the Village without first obtaining a permit..." I recommend changing "permittee" in this sentence back to "person" since a permittee is defined as a person who has already obtained a permit.
- I have added a sentence under "application fee" to allow for 501(c)(3) non-profit organizations to request that the application fee be waived. *This depends whether the Village Council wishes to proceed with a waiver for some events.*
- I have added a definition for "Village Ambassador"
- I recommend splitting out the second paragraph of 3.4.1 Village Ambassador since it does not pertain to Village Ambassadors, but rather to the compatibility of multiple simultaneous events.

- I have added a "severability" clause, and have reorganized the placement and numbering of the savings clause/effective date/adoption paragraphs.

Fee Waiver

In addition to review of the ordinance, you have asked me to consider a fair and equitable fee waiver procedure for community organizations. Michigan municipalities have the power to expend funds only for a public purpose.

The following questions may be helpful in determining whether an expenditure is appropriate:

1. Is the purpose specifically granted by the Michigan Constitution, by statute, or by court decision?
2. Is the expenditure for a public purpose?
3. Is the municipality contracting for services that the municipality is legally authorized to provide?
4. Is the operation or service under the direct control of the municipality?

These criteria can be difficult to meet under these circumstances. For example, the Village would not consider themselves to be in "direct control" of the Asparagus Fest since it is organized and operated by a district entity. The safest route is to require all applicants to pay the fee for events, thereby avoiding any appearance of an invalid expenditure.

If you do wish to waive the fee for certain groups, your best bet is to require criteria that will ensure that the event generally benefits the public benefitting a private purpose without receiving commensurate value in return. By requiring 501(c)(3) status and certain other criteria as included on the attached example waiver application, the Village can better ensure that the waiver is being applied towards a public purpose and that the village is receiving commensurate value.

Please let me know if I can assist further,

Tim

--

Timothy J. Figura, Esq.

FIGURA LAW

11470 S. Leelanau Hwy, Ste. 105
PO Box 447
Empire, MI 49630
(231) 326-2072 x101

"Working for a better community through law"

**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 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 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:

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 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.

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.

Sue Palmer, President, Village of Empire

Derith Smith, Clerk, Village of Empire

Village of Empire Non-Profit Mass Gathering Fee Waiver

This form must be submitted with the application for the corresponding event, following the deadlines for application submission. Failure to include this form at the time of application submission will result in applicable event fees being charge to the event coordinator.

Requested Event Date: 1st choice^{**}: _____

Requested Event Date: 2nd choice (Required)^{**}: _____

^{**}Date choice is not guaranteed until final calendar has been determined by the Zoning Administrator

Organization's Information

Event Title: _____

Applicant Name: _____

Applicant Name: _____

Non-Profit I.D. or Tax Exempt #: _____

Address: _____

City: _____ State _____ Zip _____

Phone: () _____ Cell Phone: () _____

Email Address: _____ Fax Number: () _____

Event Information

Event Type (please select all that apply):

- ☐ Race (run, walk, bike, etc.)
- ☐ Parade
- ☐ Street Fair/Festival
- ☐ Concert

- ☐ Tournament - Type: _____
- ☐ Pass-through
- ☐ Fundraiser - Benefitting: _____
- ☐ Other _____

Event Location: _____

Why are you requesting to waive the Application Fee?

Please identify the hardship incurred (please attach additional pages, if necessary):

Please identify how your organization benefits the Village of Empire as outlined in the criteria below. Please be specific (attach additional pages, if necessary):

CRITERIA CONSIDERED

The Village of Empire will consider the following when reviewing a special event fee waiver request:

- *
- *
- *

Event Representative (signature)

Special Event Coordinator

Meeting:	July 25, 2023
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Subject:	Review the Revenue and Expense Report
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Author:	Sue Palmer
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Overview:

Our Clerk provides a monthly Revenue and Expense Report for the prior month. We have no line item to discuss this report.

Action to be Taken

Council to review and request answers to questions from the Clerk.

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 & FOREFITS	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		
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)		
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)		
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)		
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)		
Dept 265 - ADMINISTRATION							
101-265-702	WAGES - ADMINISTRATION MAINTENANCE	30,000.00	9,164.01	2,543.37	20,835.99	30.55	

PERIOD ENDING 06/30/2023

GL NUMBER	DESCRIPTION	2023-24	YTD BALANCE	ACTIVITY FOR		AVAILABLE BALANCE	% BDC
		AMENDED BUDGET	06/30/2023	MONTH	06/30/2023		USED
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	281.56	71.13	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	
101-265-874	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	
101-265-931	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	

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

PERIOD ENDING 06/30/2023

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

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	% BDT USED
Fund 202 - MAJOR STREETS FUND						
Revenues						
202-000-574	STATE SHARED REV	41,000.00	3,866.05	0.00	37,133.95	9.43
202-000-575	STATE WINTER REV	6,500.00	12,249.26	0.00	(5,749.26)	188.45
202-000-583	CO ROAD MILLAGE	27,000.00	31,520.93	0.00	(4,520.93)	116.74
202-000-664	INVEST INTEREST	400.00	438.72	0.00	(38.72)	109.68
202-000-691	FUND BALANCE CONTRIBUTION	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES		74,900.00	48,074.96	0.00	26,825.04	64.19
Expenditures						
202-000-801	AUDIT FEES	325.00	0.00	0.00	325.00	0.00
202-000-930	REPAIRS & MAINTENANCE	5,000.00	0.00	0.00	5,000.00	0.00
202-215-702	WAGES - MAJOR STREETS CLERK	1,500.00	480.80	120.20	1,019.20	32.05
202-215-715	PR TAX EXP - CLERK	100.00	36.76	9.19	63.24	36.76
202-463-702	WAGES - ROUTINE MAINTENANCE	6,000.00	598.10	104.39	5,401.90	9.97
202-463-715	PR TAX EXP - ROUTINE MAINTENANCE	500.00	45.78	7.98	454.22	9.16
202-463-726	SUPPLIES	1,000.00	0.00	0.00	1,000.00	0.00
202-463-787	TRAFFIC CON - ROUTINE	200.00	0.00	0.00	200.00	0.00
202-463-821	ENGINEERING FEES	3,000.00	0.00	0.00	3,000.00	0.00
202-463-840	INSURANCE	1,700.00	1,178.00	32.00	522.00	69.29
202-463-874	RETIREMENT	250.00	10.49	2.90	239.51	4.20
202-463-978	EQUIPMENT RENTAL	5,500.00	961.72	337.79	4,538.28	17.49
202-478-702	WAGES - WINTER MAINTENANCE	5,000.00	986.46	7.57	4,013.54	19.73
202-478-715	PR TAX EXP - WINTER MAINTENANCE	400.00	75.47	0.58	324.53	18.87
202-478-726	SUPPLIES	4,000.00	0.00	0.00	4,000.00	0.00
202-478-840	INSURANCE	800.00	128.00	32.00	672.00	16.00
202-478-874	RETIREMENT	250.00	18.05	0.37	231.95	7.22
202-478-978	EQUIPMENT RENTAL	8,000.00	1,294.19	0.00	6,705.81	16.18
202-901-970	CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.00
202-965-999	50% TRF TO LOC ST	26,000.00	8,057.64	0.00	17,942.36	30.99
TOTAL EXPENDITURES		69,525.00	13,871.46	654.97	55,653.54	19.95
Fund 202 - MAJOR STREETS FUND:						
TOTAL REVENUES		74,900.00	48,074.96	0.00	26,825.04	64.19
TOTAL EXPENDITURES		69,525.00	13,871.46	654.97	55,653.54	19.95
NET OF REVENUES & EXPENDITURES		5,375.00	34,203.50	(654.97)	(28,828.50)	636.34
Fund 203 - LOCAL STREETS FUND						
Revenues						
203-000-546	STATE GRANTS - STREETS	0.00	0.00	0.00	0.00	0.00
203-000-574	STATE SHARED REV	28,000.00	2,717.43	0.00	25,282.57	9.71
203-000-575	STATE WINTER REV	6,000.00	7,914.60	0.00	(1,914.60)	131.91
203-000-664	INVEST INTEREST	350.00	486.43	0.00	(136.43)	138.98
203-000-677	50% TRF FR MAJ ST	26,000.00	8,057.64	0.00	17,942.36	30.99
203-000-691	FUND BALANCE CONTRIBUTION	40,000.00	0.00	0.00	40,000.00	0.00
203-000-692	CONTRIBUTION FROM OTHER FUNDS	25,000.00	0.00	0.00	25,000.00	0.00
TOTAL REVENUES		125,350.00	19,176.10	0.00	106,173.90	15.30
Expenditures						
203-000-801	AUDIT FEES	450.00	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 BALANCE	% BDC
		AMENDED BUDGET	06/30/2023	MONTH			USED
Fund 203 - LOCAL STREETS FUND							
Expenditures							
203-000-821	ENGINEERING	5,000.00	0.00	0.00	5,000.00	0.00	
203-000-826	LEGAL FEES	0.00	0.00	0.00	0.00	0.00	
203-000-860	TRANSPORTATION	0.00	0.00	0.00	0.00	0.00	
203-000-930	REPAIRS & MAINTENANCE	7,000.00	0.00	0.00	7,000.00	0.00	
203-215-702	WAGES - LOCAL STREETS CLERK	1,500.00	480.80	0.00	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	ACTIVITY FOR		AVAILABLE BALANCE	% BDGT USED
		AMENDED BUDGET	06/30/2023	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	DOES & 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	

REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF EMPIRE

PERIOD ENDING 06/30/2023

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