

**EMPIRE VILLAGE COUNCIL WORK SESSION**  
**August 8, 2024 @ 7 PM**  
**Empire Township Hall - 10088 W. Front Street**

**AGENDA**

**A. CALL MEETING TO ORDER AND PLEDGE OF ALLEGIANCE**

**B. ROLL CALL**

**C. CHANGES OR ADDITIONS TO THE AGENDA**

**D. ADOPTION OF THE AGENDA**

**E. PUBLIC COMMENTS ON AGENDA ITEMS**

**F. COMMUNICATIONS**

**G. DEPARTMENT HEAD REPORTS**

**H. COUNCIL MEMBER / COMMITTEE REPORTS**

**I. OLD BUSINESS**

- 1) Approve Minutes: Regular Meeting 07/23/2024
- 2) Sign Ordinance (Bacon)
- 3) Park Committee Recommendations (Dye)
- 4) Personnel Committee Job Descriptions (Walton)
- 5) Office Transition (Palmer)
- 6) Water Rates Recommendation (Rademacher)

**J. NEW BUSINESS**

- 1) Aylsworth Street Lights (Bacon)
- 2) Mowing Policy (Palmer)
- 3) Recycling (Bacon)
- 4) Niagara Street (Webb)
- 5) Review Financials (Palmer)

**K. PUBLIC COMMENT**

**L. COUNCIL MEMBER COMMENT**

**M. ADJOURNMENT**

Date: July 29, 2024  
To: Empire Village Council  
From: Residents of West Aylsworth Street  
RE: Reducing Excessive Streetlight Trespass

Dear Empire Village Council:

The residents listed below of West Aylsworth Street are writing this letter to seek mitigation of the excessive brightness and spread of street lighting on Aylsworth Street. There are five streetlights along Aylsworth: One on the west end at the intersection with Lake Street; one between house numbers 10177 and 10153; one between 10109 and 10099, one between 10059 and 10041; and another one on the east end at the intersection with South Lacore/Wood Street.

Except for the two most westward streetlights, these lights have LED bulbs that are extremely bright. Regardless of the type of bulb, all the lights create light pollution that spreads light beyond the street right-of-way onto private property and yards, and inside our homes. In essence, these lights function beyond their purpose to light the street, brightly illuminating our homes and natural areas as well. The current brightness and spread of the lights are unnecessary and harmful to both humans and wildlife.

According to Leelanau Energy's Dark Sky Initiative, street lighting that is too bright and unshielded is harmful to human health because it disrupts melatonin regulation, with improper regulation increasing risks for depression, sleep disorders, diabetes, and obesity. It also disrupts wildlife as birds that migrate and hunt at night navigate by moonlight and starlight. Furthermore, studies suggest that no-glare and less-bright lighting is safer since bright lights blind and create shadows for hiding places. Lastly, with Empire's location in the heart of the Sleeping Bear Dunes National Lakeshore, preserving the night sky by managing street lighting aligns directly with the Park's goal to achieve Dark Sky Certification, as well as the efforts of Leelanau's Dark Sky Committee.

To eliminate the intrusive bright lights shining on our homes and natural areas, we ask that the lights along Aylsworth be outfitted with shields that focus the light on the public right-of-way exclusively. Additionally, the residents at 10099, 10109, 10153, and 10100 request that the streetlight located between 10099 and 10109 be entirely disconnected or removed. Nearby examples of such dark sky-compliant lighting practices can be found in Northport and elsewhere throughout Leelanau Township, following the Township's Dark Sky Resolution. For Empire, the Aylsworth Street effort could serve as a village-specific pilot project for managing light pollution throughout Empire in the future.

Quoting Bettymaya Foott from the International Dark-Sky Association, "Light pollution is one of the only types of pollution that's completely and immediately reversible." Thank you for considering our request to mitigate light pollution on Aylsworth Street.

Ann Terlaak & Brian Smith, on behalf of the following Aylsworth/South Lacore/Wood Street residents:

Susan Tusa, 10133 Aylsworth  
Lori Haveman, 10100 Aylsworth  
Cora & John Rubitschun, 10023 Aylsworth  
Kay Rose, 10194 Aylsworth  
Jason Stringer & Ann Terlaak, 10109 Aylsworth  
Becky Powers & Steve Olinek, 12079 Wood Street

Mae Stier & Tim Egeler, 10099 Aylsworth  
Dave Ford, 10059 Aylsworth  
Jeanette & Tom Lackey, 10038 Aylsworth  
Becky Willis & Jim Hilton, 10153 Aylsworth  
Debbie & Brian Smith, 10041 Aylsworth  
Jess Sheldon, 11950 South Lacore

## **JULY 23, 2024 – EMPIRE VILLAGE COUNCIL REGULAR MEETING**

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

**CHANGES/ADDITIONS TO AGENDA** – Palmer added Increase Plumbing Costs and removed bills from consent agenda, adding both to the agenda.

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

**PUBLIC COMMENTS ON AGENDA ITEMS** – None.

**CONSENT AGENDA – Motion by Dye, support by Bacon to approve the Consent Agenda including the 7/11/24 Work Session minutes. ROLL CALL: Ayes: Bacon, Dye, Palmer, Rademacher, Walton, Webb. Nays: None. MOTION PASSED.**

**FINANCIAL REPORTS** – Financial reports were received and indicated that the bank balances and the general ledger match by fund. Revenue & Expenditure reports thru June were distributed. They will be discussed at the August Work Session.

**COMMUNICATIONS** – None.

**PRESENTATION** – Kyle Bond of MI Rural Water Association presented a first draft report on current water rates and charges. Current CIP and budgets were included in calculations. Applying REUs to commercial Ready to Serve (RTS) was discussed. Installing a meter for each business or residence located in the same building was discussed. Several residents asked questions about current rates, RTS and/or usage by commercial and residential, an annual % increase was suggested. The Water Committee will try to meet and complete a recommendation for the August Work Session.

**DEPARTMENT HEAD REPORTS** – DPW report was received and included in the packet. Friend also reported on the repairs for the pickup and the large truck, and reviewed the water loss report. Palmer thanked EACC for Anchor Days which seemed to go well; met with DPW staff; requested that Committee Chairs and Street Administrator issue a monthly report.

**COUNCIL MEMBER/COMMITTEE REPORTS** – Walton reported on the Personnel Committee's progress on job descriptions. Bacon reported on the Master Plan survey that is currently available online and in print. The educational and informational sessions will be posted upon time and location confirmations. Dye reported the Parks Committee will be meeting soon.

## **OLD BUSINESS**

**PARKING FEE IMPLEMENTATION - Motion by Dye, support by Walton to approve the Parking Fee implantation plan as described and included in packet.** There was discussion of whether the figures used to support the increase were accurate. **Upon a voice vote, Chase and Rademacher opposed, MOTION PASSED.**

UPDATE ON OFFICE TRANSITION – The plumbing permit final inspection will be completed tomorrow. Installation of a counter, and wiring for refrigerator, etc. has not been completed. There was discussion of electrical and remodeling changes needed to make electrical outlets available rather than covered by retail shelving units that also take up usable floor space. Estimates to complete this work have yet to be received. Discussion included whether dressing room removal would require a licensed contractor and whether some work (not electrical) could be performed by DPW staff. A moving date goal was discussed at length. Council members will visit the office in groups to observe the list of concerns.

## **NEW BUSINESS**

SIGN ORDINANCE - Several areas were questioned (flags in definitions, etc.) the numbering was adjusted, and questions were noted by Bacon for reconsideration by the Planning Commission before Council approval.

**PLUMBING COSTS - Motion by Bacon, support Dye to approve plumbing costs not to exceed \$2100. ROLL CALL: Ayes: Bacon, Chase, Dye, Palmer, Rademacher, Walton, Webb. Nays: None. MOTION PASSED.**

**BILL APPROVAL – Motion by Dye, support by Walton to approve the bills totaling \$28,437.00. Bacon reviewed bills from the auditor for \$7900 and Renovare for \$10K. ROLL CALL: Ayes: Bacon, Chase, Dye, Palmer, Rademacher, Walton, Webb. Nays: None. MOTION PASSED.**

**PUBLIC COMMENT – Karen Baja commented on professional behavior.**

**COUNCIL MEMBER COMMENT –None.**

**ADJOURNMENT at 8:54 p.m.**

Derith Smith Empire Village Clerk

*These are draft minutes for approval at the August 8, 2024, Council meeting.*

## Village of Empire - Work Session Documentation

Date: July 30, 2024	Meeting Type: Work Session
Meeting Date: August 8, 2024	
Topic: Sign Ordinance	Author: Maggie Bacon

### Overview:

The council had questions related to signing the ordinance. The Planning Commission met on August 1 to address those questions.

1. It was always the intent of the sign ordinance to treat flags as temporary signs and to limit the number.
  - Section 2: modify the definition of a sign to remove flag as an exemption
  - Section 2: Retain flags as a temporary sign
2. Section 3f. Reworded. Public service and non-profit agencies must apply for a permit. (removed waiver by SEO).
3. Section 8 title: Signs allowed in Zoning Districts was modified to "Signs Regulated by Zoning District"
4. Purpose. The question was asked why was the Purpose section so long? The purpose statement was written by our attorney. The last section has been modified for greater clarity (given it is all legal ease). "based on regulation, location, uses and availability of other means of communication"
5. For consistency, the definition should be Banner Sign (to match the permitted sign table).
6. The letter designations in Section 2 (Definitions) were incorrect. The corrected copy, attached, has the lettering a-y
7. Will provide the VC with the Fee Schedule referring to the cost of a sign permit. (Section 3 refers to a fee).
8. For clarity, add the following to General Provisions (Section 4). (These all come from other sections)
  - a. (From 3g). "Except for signs authorized without a sign permit pursuant to Section 5, no sign shall be erected or altered until approved by the SEO or authorized by the Village of Empire Planning Commission as part of an approved site plan. After approval, the required sign permit shall be issued by the SEO." (Rationale: this explains "why one has to get a permit.")
  - b. (From 5g) "Temporary signs are to be removed fifteen (15) business days following abandonment or obsolescence as determined by the SEO".

c. (from 9a) "Sign size limits are based on size type. If a sign is a double-faced sign, only one side shall be used in calculating compliance with the total allowable square footage."

9. Section 4b. It is the Zoning Administrator's (ZA) function to determine a building's abandonment. This caused some confusion because the ZA can also be Sign Enforcement Officer (SEO). The statement in Section 4b is correct as is.

10. The letter designations for Section 6 (Prohibited Signs (were incorrect). The corrected copy, attached, has the lettering a-i.

11. Section 9. Permitted Sign Types, Allowable Dimensions and Specific Requirements. It became clear that the word "permitted" can be construed to be "allowed" instead of "that for which a permit is required." Added to Definitions, Permitted Signs.

12. Section 10. A question came up about "Sanctions" in the Heading: Administration, Annual Inspection; Enforcement; Sanctions. Removed the word sanction. Retained the language, **the sign shall be removed by the Village or its employees**. It should be noted this applies specifically to "in the case of a sign that poses an immediate danger to the health or safety of the public.

**Action:**

Approve the sign ordinance as updated on August 1, 2024. This approval will: 1) require definitions be added to the definition section of the Zoning Ordinance and 2) insert the ordinance in the Zoning Ordinance 3.12.

VILLAGE OF EMPIRE  
LEELANAU COUNTY, MICHIGAN

Minutes of a regular meeting of the Village Council of the Village of Empire, Leelanau County, Michigan, held at the Empire Township Hall located at 10088 W. Front St., Empire, Michigan, on the \_\_\_ day of \_\_\_\_\_, 2024, at \_\_\_\_\_ p.m. Local Time.

PRESENT: \_\_\_\_\_

ABSENT: \_\_\_\_\_

The following ordinance was offered by \_\_\_\_\_ and supported by \_\_\_\_\_.

AN ORDINANCE TO AMEND THE ZONING ORDINANCE OF THE VILLAGE OF EMPIRE BY ADDING SECTION 3.12: SIGNS AND TO REPEAL ALL ORDINANCES IN CONFLICT HEREWITH

**Part I.** The Village of Empire ordains: Article 3 of the Zoning Ordinance of the Village of Empire is hereby amended by the amendment of Section 3.12, which shall be read in its entirety as follows:

**Section 3.12 – Signs**

**1. Purpose.**

- a) This section is intended to regulate the size, number, location, and manner of display of signs in the Village to carry out the following purposes:
  - i) To protect and further the health, safety and welfare of Village residents, property owners, and travelers caused by signs which obstruct vision, distract, disorient, or confuse drivers or pedestrians, or are improperly secured or constructed.
  - ii) To conserve and enhance community character by reducing visual clutter which can arise due to excessive or unregulated signage, temporary signage, or other signage which is improperly located or unreasonably distracting.
  - iii) To promote uniformity in the size, number and placement of signs within each zoning district.
  - iv) To promote the economic viability of commercial areas by minimizing visual clutter and allowing for proper placement of signs to safely direct motorists to their destination; to allow businesses the opportunity to use

- v) the signage permitted to them to advertise their businesses and to direct customers to their businesses.
- vi) To promote the use of signs that are safe, aesthetically pleasing, compatible with their surroundings, and legible in the circumstances in which they are seen.
- vii) To carry out these purposes in a manner that is content neutral by regulating the size, number, location and other physical aspects of signs without respect to their content, except as the content may relate to the location of the sign for regulatory purposes or conveys information essential for safety purposes.
- viii) To respect the rights recognized by the courts for residents to use signage on their premises to express their viewpoints or personal messages, with additional opportunities during limited seasons, by regulating the number, size and location of signs, without reference to the message the occupant of the premises may choose to convey.
- ix) To recognize that signs with messages which change automatically by electronic or mechanical means by their nature pose a greater risk of motorist distraction due to the changing nature of the sign, message, or graphics, as opposed to a static sign, the distinction being similar to the distinction between a painting and a television set. It is recognized, however, that in limited sizes and locations, such signs serve a valuable purpose of providing up to date information, requiring a balancing of the impact of such signs with their benefits.
- x) To recognize that directional signage and traffic control signs such as street signs, stop signs, signs within commercial or institutional sites which direct traffic or identify facilities for the disabled, address signs or which identify historic or public service sites, serve an important function of promoting traffic safety by avoiding driver confusion and promoting the safe flow of traffic, and allowing ready location in emergency situations. In addition, it is recognized that such signs are often placed by governmental entities that are not subject to local zoning.
- xi) To require that signs of significant size and substantial construction obtain a permit to assure compliance with the ordinance and codes, while recognizing the administrative burden of requiring permits for certain small and non-permanent signs outweighs the benefit of prior permitting.

The regulations contained in this ~~chapter~~ **section** involve a determination by the Village that the rights of sign owners to convey a message must be balanced against the public right to be free of signs which unreasonably compete for attention, distract drivers and pedestrians, or produce confusion. It is recognized that sign regulations must afford businesses a reasonable opportunity to communicate. It is also determined, however, that oversized, projecting, distracting, clutter, or crowded signs can lead to pedestrian and driver confusion,



disorientation, and distraction and endanger the public health, safety and welfare. To lessen such adverse consequences, reasonable limitations and restrictions are appropriate with respect to the placement, construction, size, type, and design of signs ~~in location of buildings and uses and the availability of other means of communication.~~ **based on the location, uses, and availability of other means of communication.**

**2. Definitions. As used in this Ordinance, the following words shall have the meanings:**

- a) **Accessory Sign:** A sign that is not for a principal use of the property on which it is located, including warning signs.
- b) **Animated Sign:** A sign that uses movement, spins, or changes of lighting to depict action or create a special effect or scene.
- c) **Awning/Canopy Sign:** A sign that is part of or attached to the surface of an awning/canopy.
- d) **Banner Sign:** A sign printed or displayed upon cloth or other flexible material, except national, state, or municipal flags.
- e) **Changeable Copy Sign:** A sign or a portion of a sign with characters, letters, or illustrations that can be changed or rearranged without altering the face or the surface of the sign. A sign on which the message changes more than eight (8) times per day shall be considered an animated sign and not a changeable copy sign for purposes of this Ordinance.
- f) **Corner Lot Sign:** Signs placed facing both public streets on corner lots.
- g) **Display Area:** The entire space used for lettering and symbols on one vertical plane.
- h) **Flag Sign:** Any cloth or bunting attached to a staff.
- i) **Flashing Lighted Sign:** An illuminated sign that intermittently and repeatedly flashes on and off and/or creates an illusion of a flow of lights.
- j) **Freestanding or Ground Sign:** A sign supported by permanent uprights or braces in the ground.
- k) **Identification Sign:** A sign that identifies a building or street address.
- l) **Illuminated Sign:** A sign rendered visible during the period from sunset to sunrise by means of an internal light source or by means of an exterior light source directed on to or in the vicinity of the sign.
- m) **Marquee Sign:** A permanent overhang or roof-like structure projecting beyond a building or extending along and projecting beyond the wall of the buildings and are generally designed and constructed to provide protection from the weather.

- n) **Marquee Surface Sign:** A sign attached to or made part of a marquee.
- o) **Multi-Business Plaza:** Those structures that contain more than one enterprise, leased or owned, and may have a common entrance or multiple entrances.
- p) **Nonconforming Sign:** Any existing sign on the effective date of this Ordinance, as amended, which does not at that time comply with all the provisions of this Ordinance and any amendments.
- q) **Portable Sign/Trailer Sign/Sandwich Board:** A sign that is designed to be transported, including but not limited to signs:
- With a chassis or support constructed without wheels.
  - Designed to be transported by trailer or wheels.
  - Converted A- or T-frame signs.
  - Attached temporarily to ground, a structure, or other signs.
  - Mounted on the exterior of a vehicle and visible from the public right-of-way.
  - Menu and sandwich boards.
  - Searchlight stand; and
  - Hot-air or gas-filled balloons or umbrellas.
- r) **Projecting Sign:** A sign attached to or erected on the exterior wall or surface of a building which projects twelve (12) inches or more from the wall or surface.
- s) **Roof Sign:** A sign mounted on or over the roof of a building and is wholly or partially supported by the building. Mansard roof signage shall be considered wall signage for the purpose of calculating allowable footage.
- t) **Sign Enforcement Officer (SEO):** The Zoning Administrator or such other person as shall be designated by the Village Council.
- u) **Sign:** A structure, including its base, foundation and erections supports upon which is displayed any words, letters, figures, emblems, symbols, designs, or trademarks by which any message or image is afforded public visibility out of doors. **The following are not signs: (1) Flags; (2) architectural features; (3) tombstones and other memorial markers.**
- v) **Surface of a sign:** The portion of the sign excluding its base, foundation and erection supports on which a message is displayed.
- w) **Temporary sign:** A display sign, banner, flag, or device intended for a limited period of display.
- x) **Wall sign:** A sign that is affixed to or placed flat against the exterior wall or surface of a building or structure, with no portion projecting more than twelve (12) inches from the building or structure wall.

**3. Permit Application.** The following application requirements shall apply to all signs requiring a permit pursuant to the provisions of this Ordinance.

- a) Application for a permit, on a form supplied by the Village of Empire, shall be required to erect, alter, or reconstruct a sign unless otherwise noted. The completed application, together with all plans and specifications, shall be submitted to the SEO. Approval shall not be given until the application complies with all provisions of this Ordinance. If the application is approved, a permit to erect, alter, relocate, or post the sign shall be issued.
- b) A non-refundable permit fee shall be submitted with the application. Fees for sign permits shall be established, from time to time, by resolution of the Village Council and shall be remitted to the Village.
- c) The application shall contain or have attached the following:
  - i) Name, address, and telephone number of the owner, where the sign is to be erected, and the owner of the sign.
  - ii) Location of building, structure, or lot where the sign is to be attached or erected.
  - iii) Position of the sign in relation to nearby buildings or structures.
  - iv) A sketch or scale drawing with the dimensions, specifications of the display area, method of construction, lighting, and, if applicable, method of attachment to the building or ground.
  - v) Name of person, firm, or corporation erecting the sign.
  - vi) Any Leelanau County construction permit required and issues for the sign.
  - vii) Other details the SEO shall require establishing conformance with this Ordinance.
- d) Issuance of a sign permit in no way indicates any responsibility by the Village of Empire for structural adequacy of a sign or the right to construct the sign.
- e) A sign permit shall be null and void if the sign has not been installed within ninety (90) business days from the date of approval. An extension of ninety (90) business days may be approved by the SEO.
- f) Public service and non-profit agencies must apply for a permit, but the fee may be waived by the SEO.
- g) ~~In addition to the limitations stated in Sections 5, 9 and 10 4, 8, and 9 the following conditions shall apply to all signs in any use zoning district:~~
  - i) Except for the signs authorized without a sign permit pursuant to Section 5, 6, no sign shall be erected or altered until approved by the SEO or authorized by the Village of

Empire Planning Commission as part of an approved site plan. After approval, the required sign permit shall be issued by the SEO. (Modify and move to 4d) - remove reference to Section 6).

**4. General Provisions.** The following regulations shall apply to all signs:

- a) Signs must be constructed of durable materials, maintained in good condition, and shall not be allowed to become dilapidated.
- b) When a business is abandoned, the sign must be removed within thirty (30) business days. A business shall be considered abandoned if determined by the Zoning Administrator to have been suspended or halted for a continuous period of one (1) year.
- c) Temporary signs are to be removed fifteen (15) business day following abandonment or obsolescence as determined by the SEO.
- d) Except for the signs authorized without a sign permit pursuant to Section 5, no sign shall be erected or altered until approved by the SEO or authorized by the Village of Empire Planning Commission as part of an approved site plan. After approval, the required sign permit shall be issued by the SEO. (This provides clarity as to why one gets or does not obtain a permit: - don't need it, need it or it is part of a site plan).
- e) Sign size limits are based on size type. If a sign is a double-faced sign, only one side shall be used in calculating compliance with the total allowable square footage.

**5. Signs Not Requiring a Sign Permit.** The following signs may be placed in any zoning district without a sign permit, provided such signs comply with all applicable federal or state law or regulation and are located to not cause a nuisance or safety hazard:

- a) Four (4) non-illuminated signs per property not to exceed six (6) square feet each of sign surface.
- b) Signs erected or approved by the state, county, or village agencies when necessary to give proper directions or to safeguard the public.
- c) Accessory signs erected by any organization, person, firm, or corporation that is needed to warn the public of dangerous conditions and unusual hazards including but not limited to road hazards, high voltage, fire danger explosives, and severe visibility.
- d) Signs posted near property boundaries, provided the sign surface does not exceed the maximum size of one (1) square foot.
- e) Signs marking a historically significant place, building or area when sanctioned by a notional, state, township, village, or local historical organization provided the sign surface does not exceed the maximum allowed size of sixteen (16) square feet or the maximum size allowed in the zoning district whichever is less.
- f) Signs required by federal or state agencies in connection with federal or state grant programs that have been approved in conjunction with a valid site plan or land use permit.
- ~~g) Temporary signs are to be removed by the Village after fifteen (15) business days following abandonment or obsolescence as determined by the SEO. (move to Section 4c)~~

**6. Prohibited Signs.** The following signs are prohibited:

- a) A sign not expressly permitted is prohibited.
- b) Signs imitating warning signals are prohibited. No sign shall display intermittent lights resembling the flashing lights customarily used in traffic signals or in police, fire, ambulance, or rescue vehicles.
- c) Revolving, moving, animated, mechanical, electronic simulated motion, and flashing signs are prohibited, except for rotating/revolving barbershop poles.



- d) Signs within a village street or highway right-of-way are prohibited. No signs (except those established and maintained by the village, township, county, state or federal governments) are to be located, projected onto, or located overhead within a public right-of-way or dedicated public easement, unless the sign has been issued a permit by the agency having jurisdiction over that right-of-way.
- e) Signs higher than eight (8) feet, measured from ground level are prohibited, except for projecting signs and signs fully attached to the face of a building.
- f) A sign which is part of a canopy or an awning.
- g) Stake or wire signs, other than those allowed in Section 6 5: Signs Not Requiring a Sign Permit.
- h) Bench Signs.
- i) Mansard roof signs shall be considered as wall signage.

7. **Alteration or re-establishment of nonconforming signs.** Any existing sign which, on the effective date of this Ordinance, does not at that time comply with all provisions of this Ordinance and any amendments shall not be changed to another type of sign which is not in compliance with this Ordinance.

8. **Signs Allowed in Zoning Districts.**

- a) **General Residential (GR), Mixed Residential (MR), and Village Residential (VR) Districts.** Only signs not requiring a permit shall be allowed.
- b) **Commercial-Residential (CR) Gateway Corridor (GC), Front Street District (FS) and Light Industrial (LI) Districts.** Any sign not requiring a permit, and approved permitted signs in accordance with Section 10.9.
- c) **Recreation/Conservation (RC) District.** Any sign not requiring a permit. Also, for nature areas consisting of over thirty (30) acres in the R/C District, may have on the property not more than two (2) identifying signs, each not to exceed twelve (12) square feet and not more than eight (8) feet in height. One (1) thirty- two (32) foot kiosk is also allowed with a height limitation of eight (8) feet.

**Planned Unit Developments (PUD).** Any sign not requiring a permit. Commercial uses within a PUD, shall be allowed approved signs in accordance with Section 10- 9

9. **Permitted Sign Types, Allowable Dimensions and Specific Requirements**

A permitted sign is a sign for which a permit is required and obtained.

- a) ~~Sign size limits based on sign type. If a sign is a double faced sign, only one side shall be used in calculating compliance with the total allowable square footage.~~  
(move to Section 4 (General Provisions))
  
- b) **Corner Lots.** Signs may be placed facing both public streets on corner lots within the Gateway Corridor (GC) and Front Street Corridor (FSC), Light Industrial (LI) District, and Planned Unit Development (PUD) Districts. All other requirements of this Ordinance must be met.

Sign Type	Max Sign Surface Area	Other Regulations
Either freestanding or marquee sign	24 square feet	Number of freestanding signs shall not exceed 1 sign / 100-foot lot in the Gateway Corridor or Front Street district. Maximum height allowed is 8 feet.
Identification sign	4 square feet	
Illuminated sign	24 square feet	Signs may be illuminated only during the hours of operation by a direct light source. Light source shall be shielded and downward directed. No direct rays or glare from the light sources shall be visible from a public right-of-way or from an abutting property.
Projecting sign	20 square feet	Maximum projection allowed is 5 feet from a building; not to extend over a public sidewalk, street, or alley; shall not exceed to height of a building's roof line; and with a maximum height of 15 feet.
Portable sign or	2 feet wide by 4 feet high. Signs on wheels 4 feet high by 8 feet high	If intended to direct attention to a specific event, may be displayed for up to 14 days prior, and must be removed within 3 days after the event.
Banner sign	24 square feet	May be displayed 2 weeks prior to an event and removed within 3 days following an event.
Wall sign	32 square feet	1 sign / building. If multiple businesses are within a building, they shall share the total 32 square feet.
Alley sign	4 square feet	1 sign / street façade. If multiple businesses are within a building, they shall share the total 4 square feet.
Multiple business / plaza entrance sign	48 square feet	All businesses with a common structure will share a common entrance sign.
Individual businesses within a multiple business building	1 square foot / lineal feet building length	The total lineal street frontage divided by the number of business units within a building, not to exceed 12 square feet / business. Signs shall comply with all other provisions of this Ordinance.



**10. Administration; Annual Inspection; Enforcement; Sanctions.** The SEO, or designee shall administer and enforce the provisions of this Ordinance. The SEO shall inspect signs on a yearly basis. In the case of a sign that poses an immediate danger to the public health or safety, the sanction shall be the removal of the sign by the Village or its employees as they may shall remove the sign immediately and without notice. Neither the Village nor any of its employees shall be held liable for any damage of the sign or building of the sign or building when a sign is removed under this Ordinance.

**Part II: Repealer**

Signs – Ordinance #142 of the Village of Empire Code of Ordinances is hereby repealed.

**Part III: Severability**

The various parts, sections and clauses of this Ordinance are hereby declared to be severable. Should any part, clause, sentence, paragraph, or section of this Ordinance be found invalid or unconstitutional for any reason by any court of competent jurisdiction, any such decision shall not affect the validity of the remainder of this Ordinance.

**Part IV: 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.

**Part V: 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.

**Part VI: Adoption**

This Ordinance was duly adopted by the Village of Empire Council at its regular meeting called and held on the \_\_\_ day of \_\_\_\_\_, 2024.

**Part VII: 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.

AYES:           Members: \_\_\_\_\_

NAYS:           Members: \_\_\_\_\_

ORDINANCE DECLARED ADOPTED.



## Village of Empire Council Meeting Documentation

Date: August 1, 2024	Type of Meeting: Work Session
Meeting Date: August 8, 2024	
Subject: Parks Committee Recommendations	Author: March Dye

**Overview:** The Parks Committee met on July 29, 2024 to review the Beach Park Ordinance No. 150, review the beach fines, discuss fishing off of swimming dock, discuss submerged pilings signs, life rings, and any other park related items.

We have made some suggestions as to improving the language in the Beach Park Ordinance which are attached. Also attached are suggestions for beach fines.

We decided not to attach any fines to fishing off of the swimming dock when swimmers are present since the ambassadors can simply tell them not to do it. These are children who just need to be told, not fined.

We noted that there are Submerged Pilings signs on both boat launch sites which we feel is adequate. The sign on South Bar also says it is a "No Wake Lake". We feel that marking the pilings in South Bar is up to the South Bar Lake Association since they have done that in the past.

We do not recommend putting up a sign telling Jet Ski's to stay out of swimming area since there are State Laws pertaining to this.

### **Recommendations:**

Review and make any corrections to Beach Park Ordinance so that it can be added to Public Hearing with other ordinances which need updating.

Review the beach fines for update when Fee Schedule is updated in January.

**VILLAGE OF EMPIRE**  
Leelanau County, Michigan

Ordinance No. 150 Amended

**BEACH PARK ORDINANCE**

AN ORDINANCE TO REGULATE AND CONTROL TRAFFIC,  
OVERNIGHT CAMPING, PARKING, DOMESTIC ANIMALS, NOISE, AND  
DUMPING OF GARBAGE AND RUBBISH AT THE VILLAGE OF EMPIRE'S  
LAKE MICHIGAN BEACH PARK, AND TO PROVIDE FOR THE HEALTH,  
SAFETY, AND WELFARE OF RESIDENTS AND GUESTS, AND TO PROVIDE  
PENALTIES FOR VIOLATIONS THEREOF.

THE VILLAGE OF EMPIRE HEREBY ORDAINS:

**Section 1. Purpose**

The purpose of this Ordinance is to regulate the use of the park, beach, and recreational areas in the Village of Empire's Lake Michigan Park in order that all residents and their guests may enjoy and make use of the park, beach, parking lots, and recreational areas in a safe manner and to protect the rights of those owning property adjacent to the park.

**Section 2. Definitions.** As used in this Ordinance,

- (a). "Domestic animal" means a dog, cat, reptile, horse, pig, duck, goose, chicken, guinea hen, ferret, or other domesticated animals.
- (b). "Garbage" means rejected food wastes, including waste accumulation of animal, fruit or vegetable matter used or intended for food or that relate to the preparation, use, cooking, dealing in, or storing of meat, fish, fowl, fruit or vegetables.
- (c). "Park" means the Village of Empire's Lake Michigan Beach Park.
- (d). "Person" means an individual, firm, corporation, association, partnership, limited liability company, or other legal entity.
- (e). "Rubbish" means non-putrescible solid wastes, including ashes consisting of both combustible and noncombustible wastes, such as paper, cardboard, metal containers, yard clippings, wood, glass, bedding, crockery, bags, rags, and demolished materials.
- (f). "Feces" means a body's solid waste matter.

**Section 3. Regulations.**

No person shall do any of the following within the park:

- (a). Utilize any part of the park, beach, parking lots or recreational areas as an overnight camping or overnight sleeping place.
- (b). Willfully bring in and dump, deposit, or leave any household or commercial garbage or rubbish at any area of the park, beach, parking lots or recreational areas.

(c). Allow a domestic animal under his or her control or custody to run at large in any area of the park, beach, parking lots, or recreational areas or leave domestic animal feces ~~on the beach~~ anywhere in aforementioned places. Such domestic animals shall be restrained at all times by adequate leashes or other means to keep the animal physically restrained.

~~(d). Take a domestic animal under his or her control or custody to any area of the park in which dogs are prohibited as indicated by posted signs.~~

person last (d). Grill, kindle, or build a fire in any area of the park, beach, parking lots, recreational areas or the beach walls, except in the fire pits provided for such use or in grills or other receptacles specifically designated for such use. Upon leaving such fire, the using it shall fully extinguish the fires.

public (e). Intentionally make any noise or play any sound producing device between the hours of 11:00 p.m. and 8:00 a.m. which is audible from any adjoining property or from any highway.

Empire (f). The use, discharge or ignition of any fireworks, including consumer fireworks, is prohibited on public property regardless of the day. This includes the Village of Beach Park and Shalda Park. (Village Ordinance 138)

(g). Park a motor vehicle, camper, or boat in the designated fire lane or in any other area other than an established or designated parking area.

(h). Park or store any motor vehicle, camper, or boat overnight.

(i). Park any vehicle over 22 feet from July 1st through Labor Day.

(j). All boat trailers must be parked in designated areas.

(k). ~~Ride or drive a motor vehicle at a rate of speed exceeding fifteen (15) miles per hour or~~  
Operate a motor vehicle without due care and caution within the confines of the park.

(l). Ride or drive any motor vehicle within the park, except on the paved park roads or parking areas.

(m). Ride vehicles, such as, but not limited to, scooters, motor bikes, skateboards, skates (regular or in-line), on beach walls.

machine is (n). Park any motor vehicle, scooter, motor bike, ~~or camper RV or boat~~ in any designated parking areas between the hours of 10 a.m. and 8 p.m. when the pay parking present without evidence of:

- i.) An official residential parking pass affixed to the lower or upper drivers side windshield of the vehicle, (or in the case of multi-family residential ownership, an official residential parking pass affixed to an object permitting an unobstructed displayed of said pass on the driver's side dashboard), or
- ii.) A displayed receipt of paid parking.

(o). Jet Ski's are not permitted in the swim area.

- (p). Fishing is not permitted off of the swimming dock when swimmers are present.

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#### **Section 4. Parking Fees**

Parking fees in an amount to be determined from time to time by the Village Council as established in the Village Fee Schedule shall be collected between the hours of 10a.m. and 8 p.m. when the pay parking machine is present.

#### **Section 5. Penalties.**

Any person who violates any provision of this Ordinance shall be responsible for a municipal civil infraction as provided for in Ordinance No. 107, being the Village of Empire's Municipal Civil Infraction Ordinance, as amended, and as authorized under Chapter 87 of the revised Judicature Act, Act 236 of the Public Act of 1961, as amended [MCL 600.8701, et seq.], and other applicable laws. (See 2020 Fine and Fee Schedule for Beach Ordinance Violations).

- (a). ~~For a violation of section 3(1), the person shall be fined not less than \$15.00;~~
- (b). ~~For a first offense, other than 4(a), the person shall be fined not less than \$25.00, nor more than \$150, plus the costs of prosecution and other sanctions provided by law.~~
- (c). ~~For a second or subsequent offense occurring within two (2) years of the date the person was found responsible for the first or immediately preceding offense, the person shall be fined not less than \$50.00 nor more than \$500, plus the costs of prosecution and other sanctions provided by law.~~

Each day this Ordinance is violated shall be considered a separate violation.

#### **Section 6. Enforcement Officers.**

Enforcement Officers are as provided in Ordinance No. 107, being the Village of Empires Municipal Civil Infraction Ordinance, as amended, and as authorized under Chapter 87 of the Revised Judicature Act, Act 236 of the Public Act of 1961, as amended [MCL 600.8701, et seq.], and other applicable laws.

#### **Section 6. Nuisance Per Se.**

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

#### **Section 7. Separate Court Action.**

~~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 8-7. Severability.**

~~If any section, provision or clause of this Ordinance or the application thereof to any person or circumstance shall be invalid, such invalidity shall not effect any remaining portion or application of this Ordinance which can be given effect without the invalid portion or application.~~

The various parts, sections and clauses of this Ordinance are hereby declared to be severable.

Should any part, clause, sentence, paragraph, or section of this Ordinance be found invalid or unconstitutional for any reason by any court of competent jurisdiction, any such decision shall not affect the validity of the remainder of this Ordinance.

**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. Prior Ordinances Repealed.**

Ordinance No. 72, Ordinance No.105, Ordinance No. 106, and Ordinance No.123 are hereby repealed in their entirety.

**Section 10. Effective Date.**

This amended Ordinance shall ~~become effective thirty (30) days after publication.~~ **take effect upon the later of thirty (30) days after adoption or thirty (30) days after the date of its publication in the manner provided by law.**

**Section 11. Adoption.**

This Ordinance was duly amended and adopted by the Village of Empire Council at its regular meeting called and held on the \_\_\_th day of \_\_\_\_\_, 20\_\_

~~The forgoing Ordinance was amended by the Village of Empire Village Council on the \_\_ day of \_\_\_\_; adoption of the forgoing ordinance was motioned by \_\_\_\_\_ and supported by \_\_\_\_\_.~~

~~Voting for:~~

~~Voting against:~~

VILLAGE OF EMPIRE

By: \_\_\_\_\_

By: \_\_\_\_\_

Date of Approval:

\_\_\_\_\_  
XXXXXXXXXX, President, Village of Empire

\_\_\_\_\_  
XXXXXXXXXX, Clerk, Village of Empire

Adoption date: \_\_\_\_\_

Publications date: \_\_\_\_\_

Effective date: \_\_\_\_\_



**BEACH FINES (ORDINANCE NO. 150)**

BEACH PARKING PER HOUR	\$1.00
Parking in Designated Parking Area with No Parking or Expired Pass	<del>\$15.00</del> <b>\$25.00</b>
Failure to Clean Up Pet Waste	\$25.00
Grill, Kindle, or Start a Fire Outside of Provided Receptacles	\$25.00
Using Scooters, Motor Bikes, Skateboards, Skates on Beach Wall	\$25.00
Driving on Beach or off of Paved Roads	\$50.00
Pet Without a Leash	\$50.00
Noise Disturbance between 11:00 PM and 8:00 AM	\$50.00
Parking in Undesignated Parking Spot	\$50.00
Boat Trailer Parked in Undesignated Parking Area	\$75.00
Park or Store Motor Vehicle, <del>Campers</del> <b>RVs</b> , or Boats Overnight	\$75.00
<b>Operating a Motor Vehicle without Due Care and Caution in Park</b>	<b>\$75.00</b>
Park any Vehicle Over 22 Feet from July 1st - Labor Day	\$100.00
Dumping Garbage or Rubbish	\$100.00
Violation of Fireworks Ordinance No. 130	\$100.00
Parking in Fire Lane	\$100.00
Using Jet Skis in Swimming Area	\$100.00
Overnight Camping or Sleeping	\$150.00

*office*

Date Prepared:	August 1, 2024	# of Pages:
Meeting Date:	August 8, 2024	Meeting Type: work session
Subject:	Personnel	Author: Meg Walton



## Village Council Meeting Documentation

**Overview:** Personnel Committee has reviewed and prepared a job description for the DPW Superintendent and Village Clerk. Current DPW Superintendent has reviewed the job description and made a few suggestions for improvement. The Personnel Committee has reviewed the clerk position and consulted the clerk for review of the job description. See the attached job descriptions.

1. Does Council have an opinion on the attached format; which the committee thought was clear and descriptive.
2. Suggestions or comments on the attached job descriptions.
3. The committee would like to move forward with the Treasurer and Deputy clerk/ Administrative Assistant descriptions using the same format and process,

**Recommendation for Action:** Without further suggestions DPW Job Description and Village Clerk moved to consent agenda of regular meeting

## Department of Public Works – Working Superintendent

Title	Department of Public Works – Working Superintendent
Reports to	Village President
Classification	Non-union, hourly, non-exempt
Salary	Based on qualifications and experience
Location	Village of Empire, Michigan
Summary	<ul style="list-style-type: none"> <li>• Serves as the head of the Department of Public works which includes buildings, grounds, facilities, streets, sidewalks, parks, stormwater infiltrators, and village vehicles</li> <li>• General responsibilities include:</li> <li>• Working in the field alongside staff</li> <li>• Ensure the proper maintenance of public parks, and other public lands and facilities within the Village</li> <li>• Oversee all major and local street and sidewalk construction and maintenance projects.</li> <li>• Oversee municipal water system, stormwater operations and related water projects</li> <li>• Ensure the proper operation of the village vehicles and maintenance garage</li> <li>• Create and implement preventative maintenance program for all Village equipment and vehicles.</li> <li>• Supervise all employees of the Department of Public Works.</li> </ul>
General	<p>The DPW Working Superintendent role oversees the coordination and management of all operations, support activities and administration of the public works department including construction, maintenance, repair, preventative maintenance and other duties as assigned.</p> <p>The expected level of performance shall ensure the safe, efficient, and effective work performance of all assigned crew and field staff.</p> <ol style="list-style-type: none"> <li>1. Work cooperatively with the Village president, trustees, and other department heads to accomplish all duties</li> <li>2. Submit monthly and annual activity reports to Village Council</li> <li>3. Attend village council meetings and other committee meetings as requested by Village President</li> <li>4. Maintain regular hours</li> </ol>

	<ol style="list-style-type: none"> <li>5. Respond to customer inquiries pertaining to services offered by the DPW</li> <li>6. Investigate and resolve concerns from customer in matters related to services offered by the DPW</li> <li>7. Maintain DPW records in orderly filing system</li> <li>8. Assist the appropriate council committee in budget preparation and oversight</li> <li>9. Administer an employee training program to fulfill risk assessment and other regulatory agency requirements.</li> <li>10. Assist with the interviews of prospective employees</li> <li>11. Approve employee payroll sheets, leave requests, and labor reports</li> <li>12. Ensure adequate daily staffing of the department</li> <li>13. Allocate work assignments</li> <li>14. Manage inventory of material, tools, and equipment</li> <li>15. Write specifications for new equipment</li> <li>16. Submit required reports with accuracy and timeliness.</li> <li>17. Ensure compliance for safe working conditions with MIOSHA and environmental regulations (EGLE and EPA) for hazardous materials.</li> </ol>
Details	<p>Essential Duties:  Conducts and coordinates regular inspection and preventative maintenance of buildings and equipment  Ensures maintenance occurs to keep buildings, structures and grounds in good repair.  Receives work orders and other orders including verbal and emergency orders. Reviews work orders and provides direction to crew members for assignment.  Enforces Village and Department work rules</p>
Minimum Requirements	<ul style="list-style-type: none"> <li>• High school graduate or equivalent (GED), two year or four-year college degree preferred.</li> <li>• Three years or more of with heavy equipment operation and plowing roads</li> <li>• Three years or more of demonstrated leadership and supervisory experience</li> </ul>
Licensing Requirements	<ul style="list-style-type: none"> <li>• Valid Class B Michigan Commercial Driver's License with Air Brakes endorsement and a drive record acceptable to the Village of Empire</li> </ul>
Physical Requirements	<p>The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</p> <p>While performing the essential functions of this position the employee is regularly required to use hands to finger, handle, feel or operate objects, tools or controls and reach with hands</p>

	<p>and arms.</p> <p>The employee is frequently required to:</p> <ul style="list-style-type: none"> <li>• stand, walk and hear</li> <li>• talk, sit, climb, balance, stoop</li> <li>• kneel, crouch, crawl and smell.</li> </ul> <p>The employee must regularly lift and move up to ten (10) pounds and occasionally move up to one hundred (100) pounds.</p> <p>Specific vision abilities required by the job include:</p> <ul style="list-style-type: none"> <li>• Close vision</li> <li>• Distance</li> <li>• Color vision</li> <li>• The ability to focus</li> </ul> <p>Employee can be exposed to fumes, airborne particles, excessive noise, vehicles, dampness/humidity and insects.</p> <p>Employee regularly works in outside weather conditions that include rain, snow and heat.</p> <p>Employee must be able to pass a pre-employment physical and drug/alcohol screening and additional random screenings during employment.</p>
Term	At Will
Comments	<p>This role is required to be available for operational problems, equipment emergencies, widespread storms, power outages and other operations and maintenance emergencies deemed necessary by management after normal working hours, weekends, and holidays. Also, employees in this classification are required to be assigned On-Call and/or On-Call alternate, as required by management.</p> <p>The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the role if the work is similar, related or a logical assignment to the role.</p> <p>The role description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the role change.</p>

## Village of Empire - Office of the Clerk

Title	Village Clerk
Reports to	<ul style="list-style-type: none"> <li>• Nomination by Village President, approved by Village Council</li> <li>• Reports to the Village Council</li> </ul>
Classification	Non-union, salary, exempt
Salary	Based on qualifications and experience set by Village Council
Location	Village of Empire, Michigan
Summary	<ul style="list-style-type: none"> <li>• Keep and affix Village seal on official documents.</li> <li>• Keep and maintain all documents, papers, village records and bonds.</li> <li>• Attend all council meetings.</li> <li>• Record, produce, and distribute council minutes and records.</li> <li>• Record, maintain, and publish all village ordinances.</li> <li>• Countersign and register all licenses.</li> <li>• Make reproductions in accordance with the media records act.</li> <li>• Administer oaths and affirmations.</li> <li>• Serve as general accountant for the Village of Empire.</li> <li>• Copy, compile, input, and edit all records and reports including financial and highway reports.</li> <li>• Tabulate and post data in record books.</li> <li>• Make complete financial reports to council as requested.</li> <li>• Present all bills to council monthly for approval of payment. Utility bills and bills supported by a purchase order and proof of receipt may be paid prior to council meetings in accordance with policy approved by the Village Council.</li> <li>• Assist Township Clerk in all village elections as outlined in the Michigan election law.</li> <li>• Maintain village office hours as stipulated by Village Council. Time to be used for village clerk and general office clerical activities.</li> <li>• Compute payroll, calculate and file all federal and state payroll taxes.</li> <li>• Copy and record all village purchase orders for merchandise or services.</li> <li>• Answers questions of customers, clients, and employees as required.</li> <li>• Prepare, issue, and send out receipts, bills and vouchers.</li> <li>• Operate computer terminal to input and retrieve data.</li> </ul>

	<ul style="list-style-type: none"> <li>• Operate office machines, such as: computer, calculator, and photocopier</li> <li>• Request and oversee repairs to all office machines by approved vendor.</li> <li>• Open and route all incoming mail. Answer correspondence and prepare outgoing mail.</li> <li>• Greet and assist all visitors to the office.</li> <li>• Perform any additional office duties as requested by the Village Council</li> </ul>
General	<p>The Village Clerk role oversees the coordination and management of all operations, support activities and administration of the village office.</p> <p>The expected level of performance shall ensure the safe, efficient, and effective work performance of all village employees.</p> <ol style="list-style-type: none"> <li>1. Work cooperatively with the Village president, trustees, and other department heads to accomplish all duties</li> <li>2. Submit monthly and annual activity reports to Village Council</li> <li>3. Attend village council meetings and other committee meetings as requested by Village Council</li> <li>4. Maintain regular hours</li> <li>5. Respond to customer inquiries pertaining to services offered by the village</li> <li>6. Investigate and resolve concerns from customer in matters related to services offered by the village</li> <li>7. Maintain village records in orderly filing system</li> <li>8. Assist the Village Council and Department heads in budget preparation and oversight</li> <li>9. Administer an employee training program to fulfill risk assessment and other regulatory agency requirements.</li> <li>10. Assist with the interviews of prospective employees</li> <li>11. Approve employee payroll sheets, leave requests, and reports</li> <li>12. Ensure adequate daily staffing of the village office</li> <li>13. Allocate work assignments</li> <li>14. Manage inventory of material, tools, and equipment</li> <li>15. Review all village bid orders and job specifications</li> <li>16. Submit required reports with accuracy and timeliness.</li> <li>17. Ensure compliance for safe working conditions</li> <li>18. Review Insurance risk assessment</li> <li>19. Oversight of employee health and retirement programs</li> <li>20. Assist in all village audit requirements</li> </ol>
Details	<p>Essential Duties:</p> <ul style="list-style-type: none"> <li>• Clerk is to fulfill all duties in General Law and Village Act listed in MCL 64.5</li> <li>• When required, the clerk shall make reproductions pursuant to the records media act, 1992 PA 116, MCL</li> </ul>

	<p>24.401 to 24.403, of the papers and records filed and kept in his or her office and shall certify the reproductions under the seal of the village. The admissibility in evidence of such reproductions is governed by section 3 of 1964 PA 105, MCL 691.1103</p> <ul style="list-style-type: none"> <li>• Clerk as general account; duties; check disbursement. As outlined in MCL 64.6.</li> <li>• Clerk shall complete all duties as outlined in MCL 64.7.</li> <li>• The clerk shall report to the council, whenever required, a detailed statement of the receipts, expenditures, and financial condition of the village, of the debt to be paid, and moneys necessary to meet the estimated expenses of the corporation, and shall perform such other duties pertaining to his or her office as the council may require as listed under MCL 64.8</li> <li>• Clerk shall provide financial reports as described by the <i>Michigan Department of Treasury Uniform Accounting Procedures Manual</i>: Balance sheet by fund monthly - Detail revenue by fund-budget to actual monthly - Detail expenditures by fund-budget to actual monthly</li> <li>• <i>The Clerk shall serve as the Department head for the office and may from time-to-time report on office activities.</i></li> </ul>
<p>Minimum Requirements</p>	<ul style="list-style-type: none"> <li>• Thorough knowledge of the laws, ordinances and other regulations pertaining to records management, public information, elections, and general municipal administration.</li> <li>• Thorough knowledge of the rules of public meeting conduct.</li> <li>• Thorough knowledge of village services, organizational structure and general operation to effectively direct and assist the public.</li> <li>• Skilled in accurately compiling and evaluating data and information, and preparing clear and accurate reports using appropriate accounting software.</li> <li>• Skilled in maintaining complex record keeping and document retention systems.</li> <li>• Hold a two- year degree of business English, public administration and math.</li> <li>• Ability to effectively communicate and exercise a high degree of diplomacy.</li> <li>• Ability to attend meetings scheduled at night or at times other than regular business hours.</li> <li>• Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with the public, elected officials, vendors and other employees</li> </ul>
<p>Licensing</p>	<ul style="list-style-type: none"> <li>• Certification as a municipal clerk must be initiated</li> </ul>



Requirements	<p>upon assuming the duties of this classification</p> <ul style="list-style-type: none"> <li>• Certification as a notary public must be obtained after appointment to this position.</li> </ul>
Physical Requirements	<ul style="list-style-type: none"> <li>• The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</li> <li>• While performing the duties of this job the employee is regularly required to communicate with other employees and the public.</li> <li>• Some mobility within the office and the ability to operate various office equipment is required.</li> </ul> <p>The employee is frequently required to:</p> <ul style="list-style-type: none"> <li>• stand, walk and hear</li> <li>• talk, sit, climb, balance, stoop</li> <li>• kneel, crouch, crawl and smell.</li> <li>• The employee must regularly lift and move up to ten (10) pounds</li> </ul> <p>Specific vision abilities required by the job include:</p> <ul style="list-style-type: none"> <li>• Close vision</li> <li>• Distance</li> <li>• Color vision</li> <li>• The ability to focus</li> </ul> <p>Employee must be able to pass a pre-employment physical and drug/alcohol screening and additional random screenings during employment.</p>
Term	<ul style="list-style-type: none"> <li>• <b>Specified by contract, council resolution or at -will</b></li> </ul>
Comments	<ul style="list-style-type: none"> <li>• The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the role if the work is similar, related or a logical assignment to the role.</li> <li>• The role description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the role change.</li> </ul>



## Village of Empire Meeting Documentation

**Meeting Date:** August 8, 2024

**Agenda Item:** Office Transition

**Requestor:** Sue Palmer

### **Overview/Statement of Agenda Item:**

At our last meeting we agreed to have the council members go to the new office space and look at what issues may be preventing us from moving in.

The following tasks have been identified to be completed prior to our office move

- 1) Purchase a new modem and router
- 2) Contact Spectrum with dates available to turn on our service
- 3) Contact Denny, our computer technician, to set up the network in the office
- 4) Contact printer company to move and set up the printer
- 5) Deliver new desks and file cabinets
- 6) Put in counter and sink
- 7) Repair cut drywall

Things that can occur once the above is completed

- 1) If new desks and cabinets are delayed
  - a. Move current desks and file cabinets
  - b. When delivered move old desks back to the DPW

Volunteers can be used to:

- 1) Clean the office floors, bathroom and windows
- 2) Get the screens from the crawl space for windows and install
- 3) Box up and move files that are not needed daily
- 4) Unload and box up folders and binders from cabinets and furniture
- 5) Reload cabinets and furniture at the new office

### **Recommendations:**

I am requesting the following motions:

- 1) Approve Joey to install the counter and sink and fix the drywall.
- 2) Agree to a move in date.
- 3) Agree to allow the help of volunteers

# Streetlights and Aylsworth!

**Maggie Bacon** <m.bacon@villageofempire.com>

11:06 AM 

**To** ann.terlaak@wisc.edu, smithb709@gmail.com **Copy** Derith Smith

Reply Reply all Forward Delete 

Aylsworth

Ann,

Thank you for your well-researched letter to the Village Council about the streetlights on Aylsworth. We have a relatively straightforward process for getting shields added to the lights, which may be a starting point for all of you.

I'd like to see if you and your neighbors might be interested in going one step further and meeting with the folks from Consumer's to talk about other - possibly - more innovative options. I am aware (I don't have a lot of specifics about this) of some pilot projects that were in the works about the ability to set a timer for dimming lights. I believe Northport was part of that pilot.

Your input is crucial in this process. Would you and your neighbors be interested in such a meeting? I have contacted our Consumer representative and will reach out to you (and your group) in the next few days to get your thoughts.

Please share your phone number with me to help facilitate future conversations.

Thank you again for your letter!

Maggie Bacon

Mail: Agenda items for Au... 

VC



## Village of Empire Meeting Documentation

**Meeting Date:** August 8, 2024 - Work Session

**Agenda Item:** Mowing Policy

**Requestor:** Sue Palmer

### **Overview/Statement of Agenda Item:**

The Village does not currently have a policy that would allow our Department of Public Works to mow grass in the area between a sidewalk and road in the Village. We have some situations where not keeping this area clear, it creates a hazard in our community.

### **Recommendations:**

Request notice to a homeowner/renter that they need to mow their grass if it exceeds \_\_\_ inches in height. After a week, if this is still a hazard, the DPW could mow the grass and the Village would bill the homeowner/renter for the cost of doing this.

I would like to talk about possibly creating a Mowing Policy. Grass that is now on our at the roadside causes a safety issue and is a hazard to the village.

I will attach an example for discussion purposes.

## Village of Empire - Work Session Documentation

Date: July 30, 2024	Meeting Type: Work Session
Meeting Date: August 8, 2024	
Topic: Recycling	Author: Maggie Bacon

### Overview:

The Village Council was informed of some issues regarding the decline of the recycling center's condition a little over a year ago. Some actions, such as forming a volunteer clean-up group, have proven successful. Additional actions, such as clarifying ownership, fence maintenance, and identifying possible longer-term solutions for "wayward" garbage, required some research and planning.

### Action taken to date:

1. Verified by written contract, the Village does own the property (Leelanau County pays the Village - about \$1200 per year to help maintain the property.) The property line is clearly marked with an upright stake and a marker in the ground. However, the fence is not on the Village property.
2. GFL has installed a camera on the outside of the Cherry Republic building. Neither Cherry Republic nor the Village has access to the control box or video. The Village may request access to the recording through GFL - in the future if desired.
3. An informal survey of other Leelanau recycling centers was completed. Some are very well-kept (Glen Arbor Township, for example), while others are less appealing.
4. Leelanau County Planning appreciates any efforts the Village employs to improve the functioning of that area. The Village does not need their approval to make any changes. However, they appreciate being kept informed about issues and solutions that work.

### Recommendation:

- A. Remove current fencing (along the east end). This could be done by our DPW staff.
- B. Professionally install new 6ft high chain link fencing—at least one foot—inside the property line on two sides (east end of Fisher Street and along the south side of Fisher Street). Add a gate on the northeast end, allowing access to the Conservancy property.
- C. Clearly define a space beyond which GFL should NOT place the bins—a thick yellow paint line on the concrete should suffice as a starting point. This would be a visual marker.
- D. Consider adding a small shed with padlock for brooms, plastic bags, gloves, and rakes for volunteers. (This may be a crazy idea)

### Next Steps:

1. Get quotes from fencing companies.
2. Check with DPW on the ability to remove fencing.
3. Check with DPW on painting options
4. Obtain a quote for a small shed and tools.

**MEETING:** AUGUST <sup>8TH</sup>~~2<sup>ND</sup>~~ 2024

**SUBJECT:** DISCUSSION REGARDING TWO WAY TRAFFIC ON NIAGRA AT THE BEACH

**AUTHOR:** CHRIS WEBB

**OVERVIEW:** Niagara St runs down to the park as a two way street. This summer as in past summer there is confusion with vehicles driving east out of the park on Niagara when they encounter drivers heading west who think Niagara is a one-way street. This past weekend I was driving up Niagara when I encounters a line of vehicles driving down the center of the street. A driver in one of the vehicles rolled his window down, provided me with a hand gesture and a colorful verbal opinion that I was driving the wrong way on a one way. This happens at least once a month.

**Action Recommended:** Discussion of putting in a white or yellow line down the middle of Niagara and/or put up 2 way signs.



## Village of Empire Meeting Documentation

**Meeting Date:** August 8, 2024 - Work Session

**Agenda Item:** Review Financials

**Requestor:** Sue Palmer

**Overview/Statement of Agenda Item:**

The Expense and Revenue Report for July 2024 was received at our meeting. Council would like additional time to review them so we agreed to move the review of Financials to the Work Session.

**Recommendations:**

Review the Expense and Revenue Report for July 2024.