

EMPIRE VILLAGE COUNCIL WORK SESSION
September 12, 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 08/27/2024
 - 2) Sign Ordinance (Bacon)
 - 3) Job Descriptions (Walton)
 - 4) Planning Commission Vacancy Recommendations (Bacon/Dye)
 - 5) Recycling Center Improvements (Bacon)
- J. NEW BUSINESS**
 - 1) New Village Office Curbside Sign (Bacon)
 - 2) Halloween Trunk and Treat Street Closure (Dye)
 - 3) Discussion Regarding Two Way Traffic on Niagara at the Beach (Webb)
- K. PUBLIC COMMENT**
- L. COUNCIL MEMBER COMMENT**
- M. ADJOURNMENT**

Village of Empire - Work Session Documentation

Date: September 5, 2024	Meeting Type: Work Session
Meeting Date: September 12, 2024	
Topic: Sign Ordinance	Author: Maggie Bacon

Overview:

The council had questions about signing the ordinance, so the Planning Commission met on August 1, 2024, and again on September 3, 2024, to address the council's questions and the new questions that arose as changes were made.

As we have stated previously (and as our zoning administrator so aptly put it at the September 3 meeting), this has been a long road. We do not believe this is perfect, but it guides our residents and businesses regarding using temporary and permanent signs and flags. Mr. Hall said he had never seen a municipality our size spend this much time on signs and flags!

As a reminder, this revision will repeal Police Power Ordinance #142 and re-incorporate it into 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 regulation, 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 temporary 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) **Feather Flag:** A flag characterized by its tall, slender design that resembles a feather. Feather flag is designed to move with the wind, usually attracting attention with its motion and graphics or stylized words. They are typically 5 to 15 ft tall and attached to a flexible pole (from 6 to 20 feet tall) and is considerably narrower than its height.
- i) **Flag Sign:** Any cloth or bunting that is either attached to a staff or pole or of a nature that is usually attached to a staff or pole.
- j) **Flashing Lighted Sign:** An illuminated sign that intermittently and repeatedly flashes on and off and/or creates an illusion of a flow of lights.
- k) **Freestanding or Ground Sign:** A sign supported by permanent uprights or braces in the ground.
- l) **Identification Sign:** A sign that identifies a building or street address.
- m) **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.

- n) **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.
- o) **Marquee Surface Sign:** A sign attached to or made part of a marquee.
- p) **Multi-Business Plaza:** Those structures that contain more than one enterprise, leased or owned, and may have a common entrance or multiple entrances.
- q) **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.
- r) **Permitted Signs:** A permitted sign is a sign for which a sign if permit is required and obtained.
- s) **Portable Sign/Trailerred 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.
- t) **Projecting Sign:** A sign attached to or erected on the exterior wall or surface of a building that projects twelve (12) inches or more from the wall or surface.
- u) **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.
- v) **Sign Enforcement Officer (SEO):** The Zoning Administrator or such other person as shall be designated by the Village Council.
- w) **Sign:** A structure, including its base, foundation, and erections or 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: flags smaller than 4 square feet, architectural features, tombstones, art and murals, and other memorial markers.**
- x) **Surface of a sign:** The portion of the sign excluding its base, foundation, and erection

supports on which a message is displayed.

- y) Temporary sign: A sign (including a banner or flag) intended for a limited period and without a permanent foundation.
- z) 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 to establish conformance with this Ordinance.
- d) Issuance of a sign permit in no way indicates any responsibility by the Village of Empire for the 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 approval date. The SEO may approve an extension of ninety (90) business days.
- f) **Public service and non-profit agencies must apply for a permit as required by this Ordinance.**
- g) **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.**

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, any sign except the street address must be removed within thirty (30) business days. A business shall be considered abandoned if the **Zoning Administrator** determines that it has been suspended or halted for a continuous period of one (1) year.
- c) **Temporary signs are to be removed fifteen (15) business days following abandonment or obsolescence as determined by the SEO.**

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) **temporary** signs per property not to exceed six (6) square feet each of the sign surface.
- b) **Two (2) temporary flags on a pole or staff less than 8 ft where the display area of the flag does not exceed 15 square feet each.**
- c) **One (1) flag on a permanent pole or staff that is greater than 8 feet.**
- d) Signs erected, **required** or approved by the state, county, or village agencies ~~when necessary to give proper directions or to safeguard the public.~~
- e) 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.
- f) Signs posted near property boundaries, provided the sign surface does not exceed the maximum size of one (1) square foot.
- g) Signs marking a historically significant place, building, or area when sanctioned by a national, 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.
- h) 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.
- i) ~~Temporary signs are to be removed by the Village after fifteen (15) business days following abandonment or obsolescence as determined by the SEO.~~ (this was moved to Section 4c)

5.1 Signs Not Requiring a Sign Permit in the Gateway Corridor only. The following signs are allowed only in the Gateway Corridor 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. Two (2) temporary feather flags not to exceed 25 square feet each.
- b. A limit of six (6) temporary signs or flags may be placed per property.

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 flags**, 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 5: Signs Not Requiring a Sign Permit.
- h) Bench Signs.
- i) Roof signs **provided that Mansard roof signs shall be considered as wall signs.**

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. Sign Regulation by Zoning District.

- a) **General Residential (GR), Mixed Residential (MR), and Village Residential (VR) Districts.** Only signs or flags not requiring a permit shall be allowed.
- b) **Commercial Residential (CR) Front Street District (FS) and Light Industrial (LI) Districts.** Any sign or flag not requiring a permit, **approved permitted** signs in accordance

with Section 10.9.

- c) **Gateway Corridor (GC).** Any sign or flag not requiring a permit (section 5.1) and approved permitted signs in accordance with Section 10.9.
- d) **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.
- e) **Planned Unit Developments (PUD).** Any sign or flag not requiring a permit and for commercial uses within a PUD, permitted signs in accordance with Section 10- 9.

9. Permitted Sign Types, Allowable Dimensions and Specific Requirements

~~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))~~

a) **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.

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	These signs must comply with the outdoor lighting ordinances. 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 2 weeks 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 create an inventory of non-temporary signs in the FS and Gateway Districts and may inspect signs yearly. In the case of a sign that poses an immediate danger to the public health or safety, the sign shall be removed by the Village or its employees. Neither the Village nor any of its employees shall be held liable for any damage to 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.

Sue Palmer, President
Village of Empire

Derith Smith, Clerk
Village of Empire

STATE OF MICHIGAN)
) ss.
COUNTY OF LEELANAU)

I, the undersigned, the duly qualified and acting Clerk of the Village of Empire, Leelanau County, Michigan (the "Village"), do hereby certify that the foregoing is a true and copy of an ordinance adopted by the Village Council at a regular meeting on the ____ day of _____, 2024, the original of which is on file in my office. Public notice of said meeting was given pursuant to and in compliance with Act No. 267, Public Acts of Michigan, 1976, as amended, including in the case of a special or rescheduled meeting, notice by posting at least eighteen (18) hours prior to the time set for the meeting.

IN WITNESS WHEREOF, I have hereto affixed my official signature on this ____ day of _____, 2024.

Derith Smith, Clerk
Village of Empire



Village Council Meeting Documentation

Date Prepared:	September 5, 2024	# of Pages:
Meeting Date:	September 12, 2024	Meeting Type: work session
Subject:	Personnel	Author: Meg Walton

Overview: Personnel Committee has reviewed and prepared a job description for the DPW Superintendent, Village Clerk and Treasurer. Committee is asking Council for opinions, suggestions, additions and deletions to the attached job descriptions. The committee is meeting on Tuesday, 9/10/24 at 1:00pm in the library to finalize the 3 job descriptions for inclusion in the Village Personnel Manual. Committee will begin work on the Deputy Clerk/ Administrative Assistant Job Description and the Zoning Administrator Job Description. The intent is to standardize the format so the relevant information is captured in an easily readable format is available to use for future hires.

1. Suggestions or comments on the attached job descriptions.
2. The committee would like to move forward with the Deputy clerk/ Administrative Assistant and Zoning Administrator job descriptions using the same format and process,

Recommendation for Action: Without further suggestions DPW Job Description and Village Clerk and Treasurer moved to consent agenda of regular meeting on September 24, 2024.

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"> • Serves as the head of the Department of Public works which includes buildings, grounds, facilities, streets, sidewalks, parks, stormwater infiltrators, and village vehicles • General responsibilities include: • Working in the field alongside staff • Ensure the proper maintenance of public parks, and other public lands and facilities within the Village • Oversee all major and local street and sidewalk construction and maintenance projects. • Oversee municipal water system, stormwater operations and related water projects • Ensure the proper operation of the village vehicles and maintenance garage • Create and implement preventative maintenance program for all Village equipment and vehicles. • Supervise all employees of the Department of Public Works.
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"> 1. Work cooperatively with the Village president, trustees, and other department heads to accomplish all duties 2. Submit monthly and annual activity reports to Village Council 3. Attend village council meetings and other committee meetings as requested by Village President 4. Maintain regular hours 5. Respond to customer inquiries pertaining to services offered by the DPW

	<ol style="list-style-type: none"> 6. Investigate and resolve concerns from customer in matters related to services offered by the DPW 7. Maintain DPW records in orderly filing system 8. Assist the appropriate council committee in budget preparation and oversight 9. Administer an employee training program to fulfill risk assessment and other regulatory agency requirements. 10. Assist with the interviews of prospective employees 11. Approve employee payroll sheets, leave requests, and labor reports 12. Ensure adequate daily staffing of the department 13. Allocate work assignments 14. Manage inventory of material, tools, and equipment 15. Write specifications for new equipment 16. Submit required reports with accuracy and timeliness. 17. Ensure compliance for safe working conditions with MIOSHA and environmental regulations (EGLE and EPA) for hazardous materials.
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"> • High school graduate or equivalent (GED), two year or four-year college degree preferred. • Three years or more of with heavy equipment operation and plowing roads • Three years or more of demonstrated leadership and supervisory experience
Licensing Requirements	<ul style="list-style-type: none"> • Valid Class B Michigan Commercial Driver's License with Air Brakes endorsement and a drive record acceptable to the Village of Empire
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 and arms.</p>

	<p>The employee is frequently required to:</p> <ul style="list-style-type: none"> • stand, walk and hear • talk, sit, climb, balance, stoop • kneel, crouch, crawl and smell. <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"> • Close vision • Distance • Color vision • The ability to focus <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"> • Nomination by Village President, approved by Village Council • Reports to the Village Council
Classification	Non-union, salary, exempt
Salary	Based on qualifications and experience set by Village Council
Location	Village of Empire, Michigan
General	<p>The Village Clerk role oversees the coordination and management of all operations, support activities and administration of the village office. 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"> 1. Work cooperatively with the Village president, trustees, and other department heads to accomplish all duties 2. Submit monthly and annual activity reports to Village Council 3. Attend village council meetings and other committee meetings as requested by Village Council 4. Maintain regular hours 5. Respond to customer inquiries pertaining to services offered by the village 6. Investigate and resolve concerns from customer in matters related to services offered by the village 7. Maintain village records in orderly filing system 8. Assist the Village Council and Department heads in budget preparation and oversight 9. Administer an employee training program to fulfill risk assessment and other regulatory agency requirements. 10. Assist with the interviews of prospective employees 11. Approve employee payroll sheets, leave requests, and reports 12. Ensure adequate daily staffing of the village office 13. Allocate work assignments 14. Manage inventory of material, tools, and equipment 15. Review all village bid orders and job specifications 16. Submit required reports with accuracy and timeliness. 17. Ensure compliance for safe working conditions 18. Review Insurance risk assessment 19. Oversight of employee health and retirement programs 20. Assist in all village audit requirements

<p>Details</p>	<p>Essential Duties:</p> <ul style="list-style-type: none"> • Clerk is to fulfill all duties in General Law and Village Act listed in MCL 64.5 • When required, the clerk shall make reproductions pursuant to the records media act, 1992 PA 116, MCL 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 • Clerk as general account; duties; check disbursement. As outlined in MCL 64.6. • Clerk shall complete all duties as outlined in MCL 64.7. • 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 • 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 • The Clerk shall serve as the Department head for the office and may from time-to-time report on office activities.
<p>Minimum Requirements</p>	<ul style="list-style-type: none"> • Thorough knowledge of the laws, ordinances and other regulations pertaining to records management, public information, elections, and general municipal administration. • Thorough knowledge of the rules of public meeting conduct. • Thorough knowledge of village services, organizational structure and general operation to effectively direct and assist the public. • Skilled in accurately compiling and evaluating data and information, and preparing clear and accurate reports using appropriate accounting software. • Skilled in maintaining complex record keeping and document retention systems. • Hold a two- year degree of business English, public administration and math. • Ability to effectively communicate and exercise a high degree of diplomacy. • Ability to attend meetings scheduled at night or at times other than regular business hours. • Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with the public, elected officials, vendors and other employees

Licensing Requirements	<ul style="list-style-type: none"> • Certification as a municipal clerk must be initiated upon assuming the duties of this classification • Certification as a notary public must be obtained after appointment to this position.
Physical Requirements	<ul style="list-style-type: none"> • 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. • While performing the duties of this job the employee is regularly required to communicate with other employees and the public. • Some mobility within the office and the ability to operate various office equipment is required. <p>The employee is frequently required to:</p> <ul style="list-style-type: none"> • stand, walk and hear • talk, sit, climb, balance, stoop • kneel, crouch, crawl and smell. • The employee must regularly lift and move up to ten (10) pounds <p>Specific vision abilities required by the job include:</p> <ul style="list-style-type: none"> • Close vision • Distance • Color vision • The ability to focus <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"> • Specified by Ordinance No.133
Comments	<ul style="list-style-type: none"> • 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.

Village of Empire - Treasurer

Title	Treasurer
Reports to	Appointed by the Village Council for a 2- year term Reports to the Village Council
Classification	Non-union, salary, exempt
Salary	Based on qualifications and experience, set by Village Council
Location	Village of Empire, Michigan
Position Summary	Under the direction of the Village Council, serves as the official treasurer of the Village. Performs and/or ensures statutory duties are completed in accordance with the General Law Village Act and village ordinances. Maintains Village funds and accounts, and keeps Village Council apprised of the Village's financial condition.
Essential Duties and Job Functions	<ol style="list-style-type: none"> 1. Serves as Treasurer to the Village Council, responsible for the custody of all money and all evidence of value belonging to or held in trust by the Village. 2. Receives all monies belonging to and collected by the Village including Village taxes, fees, utility bills, and other payments due. 3. Deposits all monies or funds in depository institutions in accordance with the General Law Village Act, Village Ordinances and policies, and state law 4. In collaboration with the Village Clerk, maintains an account of all receipts and expenditures of the Village and authorizes check disbursements. 5. Oversees the distribution and collection of property taxes. Directs verification or personally verifies the accuracy of tax bills, disburses funds to other entities, resolves tax issues and questions, receives and records payments, and reconciles with the County. 6. Holds such powers, duties, and prerogatives as established by law to enforce the collection of Village taxes. 7. In collaboration with the Village Clerk, performs cash management functions including the investment of municipal funds. Investigates and examines various investment options in order to achieve the best possible rate of return. 8. Works collaboratively with the the Village Clerk to ensure adherence to financial policies and procedures and the accuracy of accounts. 9. Keeps abreast of new administrative techniques and current issues through continued education and professional growth. Attends conferences, workshops and seminars at the direction of Village Council 10. Performs other related duties as required by state law, the provisions of the General Law Village Act MCL 64.9 – 64.12a or by Village Ordinance.

<p>Minimum Requirements</p>	<p>The requirements listed below are representative of the knowledge , skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.</p> <ol style="list-style-type: none"> 1. Ability to understand written instructions and to communicate effectively in writing is required. Must have the ability to perform simple mathematical calculations and understand bookkeeping principles. An associate’s degree is preferred. 2. Experience in office administration, bookkeeping, or related field is preferred. 3. Must be able and willing to acquire and apply knowledge of the General Law Village Act, official Village policies, Village services, organizational structure, and general municipal operations. 4. Basic knowledge of accounting, financial record keeping, bookkeeping , and banking practices. 5. Skill in maintaining and updating records, documents, and financial information, and preparing clear and accurate reports. 6. Skill in the use of office equipment and technology, including computers and related software, and ability to master new technologies. Software may include, but is not limited to, Microsoft Office and BS&A. 7. Ability to communicate effectively and present ideas and concepts orally and in writing, and make presentations in a public forum, if required. 8. Ability to establish and maintain effective working relationships and use good judgement, initiative and resourcefulness when dealing with Village officials, professions contacts, the media, and the public. 9. Ability to work the hours needed to complete all job duties. 10. Ability to attend meetings outside of normal business hours.
<p>Physical Requirements</p>	<ul style="list-style-type: none"> • The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. • While performing the duties of this job, the Treasurer will need to work on a computer, communicate by telephone, e-mail or in person and to be present in the Village office during office hours on Tax Day.
<p>Term</p>	<p>Specified by Ordinance No.134</p>
<p>Comments</p>	<ul style="list-style-type: none"> • 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.

Village of Empire - Work Session Documentation

Date: September 5, 2024	Meeting Type: Work Session
Meeting Date: September 12, 2024	
Topic: Planning Commission Vacancy Recommendations	Author: Maggie Bacon

Overview:

The Village Council was informed of Margaret Ellibee's resignation from the Planning Commission effective immediately. On November 12, 2020, the Village Council adopted the Planning Commission Selection Guidelines, which are attached.

Action taken to date:

1. At the September 3, 2024, Planning Commission meeting, Commissioners recommended the Village Council consider the following as "important segments" to consider in posting the Planning Commission seat open that will expire February of 2026:

- a. Must be a Village resident (two non-resident seats are currently filled)
- b. Consider newer residents - those living in Empire for less than 10 years
- c. Areas of interest/expertise: Recreation, Tourism, Technology
- d. Geographical areas: Core Village, Village at M-22, New Neighborhood, and those living on smaller lots, moderately priced homes.

Next Steps:

1. Council reach a consensus on important segments, geographical constraints for posting
2. Posting will provide a deadline for applications
3. The wording of the posting shall follow the guidelines:

"The Village Council is seeking applications for one (1) seat on the Planning Commission to fill a vacancy for a term to expire on February 2026. The Village Council has identified the following as priorities in filling this vacancy":

- a. Must be a Village resident
- b.
- c.
- d.

Village of Empire Council Meeting Documentation

Date: September 4, 2024

Type of Meeting: Work Session

Meeting Date: September 12, 2024

Subject: Planning Commission Vacancy

Author: March Dye

Overview:

At the last Council meeting there was an item under New Business entitled "Request Planning Commission Applications". There was discussion concerning what should be posted on the website as far as segments of the village or areas of interest to be represented.

The attached Planning Commission Guidelines (Page 1) and "For the Village Website" (Page 2) were approved at a meeting of the council on 11/12/20.

They were also brought up again on 1/12/23 when appointments were being considered.

Recommendations for Action:

Consider what our priorities are for a new planning commissioner.

Post such priorities on the website.

Planning Commission Selection Guidelines

Based on the Michigan Planning Enabling Act - Act 33 of 2008

Approved 11/12/2020

Appointment and Approval

The President is responsible for appointing Planning Commissioners. Village Council Trustees are responsible for approving the appointments made by the President.¹

Planning Commissioner Requirements

1. At least 5 of the 7 Planning Commissioners must be qualified electors of the Village
 - a. 2 of the 7 Planning Commissioners may be individuals who are not qualified electors of the Village, but are qualified electors of another local government.²
2. Membership of the planning commission should reflect the important segments of the Village for residents and businesses of the Village such as economic, governmental, and social development.³
3. In addition, the Planning Commission membership should reflect the major interests as they exist in the Village. Examples can include appointing and approving individuals who live in specific areas of the Village or who have demonstrated an interest in areas such as agriculture, education, public health, industry, commerce.⁴

Other Considerations

1. The Village President may serve as ex-officio on the Planning Commission.⁵
2. The Village President may designate 1 or more Trustees, as ex officio members to Planning Commission.⁶
3. Not more than 1/3 of Planning Commission may be ex officio members.⁷
 - An ex officio member has full voting rights but serves on the planning commission by virtue of holding another office in the Village (i.e. President, Trustee)⁸
 - An ex officio member may not serve as chairperson of the Planning Commission.⁹
4. Village employees are not eligible to be members of the Planning Commission (except in a non-voting, administrative role).¹⁰
5. Terms for any elected officials to the Planning Commission (President or Trustee) corresponds to his/her term of office.¹¹

Selection of Planning Commissioners

The Village Council (President and Trustee) recognizes its role in appointing Planning Commissioners that can, while representing differing perspectives, work together in a collegial manner. The Michigan Planning Guidebook offers the Village Council this advice: some of the best Planning Commissioners are those who start off with little to no experience but grew into the position.

¹ MPEA Act 33 of 2008 - 125.3815 Section 15 (1)

² MPEA Act 33 of 2008 - 125.3815 Section 15 (4) (b)

³ MPEA Act 33 of 2008 - 125.3814 Section 15 (3)

⁴ MPEA Act 33 of 2008 - 125.3815 Section 15 (3)

⁵ MPEA Act 33 of 2008 - 125.3815 Section 15 (5)

⁶ *Ibid*

⁷ *Ibid*

⁸ MPEA Act 33 of 2008 - 125.3803 (d)

⁹ MPEA Act 33 of 2008 - 125.3817 (1)

¹⁰ MPEA Act 33 of 2008 - 125.3815 Section 15 (5)

¹¹ MPEA Act 33 of 2008 - 125.3815 Section 15 (5) (a)

For the Village Website:

Planning Commission

The Planning Commission is an important part of the Village of Empire and its operations. The Michigan Planning Enabling Act (Act 33 of 2008) is the foundational statutory authority for the Planning Commission.

The Village of Empire Planning Commission consists of 7 members. They are appointed by the Village President subject to the approval by a majority vote of the Village Council.

Planning Commission Meetings are open to the Public and all residents are encouraged to attend to have a voice in your government! Planning Commission meetings are held the first Tuesday of the month at 7:00 pm in the Empire Township Hall (meetings during the COVID-19 pandemic are being held remotely).

If you are considering applying for a position as Planning Commissioner, we encourage you to review the Michigan Municipal League Planning Commissioners Handbook available online: <https://www.mml.org/pdf/pcebook.pdf>. In addition, the Glen Lake Library has two guidebooks: *The Michigan Planning Guidebook for Citizens and Local Officials* and the *Michigan Zoning Guidebook for Citizens and Local Officials* that interested persons may find useful.

Vacancies:

If there are no vacancies this message would appear on the site:

“The Village Planning Commission has no vacancies at this time. Some Planning Commissioners terms of office expire in March (of any given year). Calls for applications and vacancy notices are, typically, posted in late January to early February.”

If there are vacancies (example only!)

The Village Council is seeking applications for (#) seats for the Planning Commission. The Village Council has identified the following segments of the Village and areas of the interest as priorities in filling these vacancies:

Village of Empire - Work Session Documentation

Date: September 5, 2024	Meeting Type: Work Session
Meeting Date: September 12, 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, for reasons unknown, the fence is not on the Village property.
2. GFL has installed a camera outside the Cherry Republic building. Neither Cherry Republic nor Village can access the control box or video. The Village may request access to the recording through GFL or request GFL review a recording - 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 than Empire.
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. Some recommendations will include informing GFL.

Recommendation:

A. Remove current fencing (along the east end). Our DPW staff could do this.

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. This is likely to require obtaining quotes and professional installation.

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. Our DPW staff could do this.

Optional: 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
- Optional 4. Obtain a quote for a small shed and tools.

Village of Empire - Work Session Documentation

Date: September 5, 2024	Meeting Type: Work Session
Meeting Date: September 12, 2024	
Topic: Curbside Sign	Author: Maggie Bacon

Overview:

The Village Council received options from two companies (Pro Design and Signplicity) for both curbside and building signage. Council members were asked to preview the signs and provide feedback.

The Village Council is not recommending the purchase of a building sign at this time. The curbside signs with the most votes were for a sign attached to two posts - with a blue background.

To date, we have received one quote from Pro Design; it is attached. The quote does include creating one Village of Empire decal for the window (left or right panel). While the Signplicity sign was not a top vote-getter, I have requested a quote. In this case, the price makes a difference in our choice.



COLOR VARIATION



PROOF 2 - FREESTANDING
7/25/24

PLEASE CHECK ALL INFORMATION CAREFULLY



TRAVERSE CITY • TIOCKEY • TORCH RIVER • 931-392-8052	
CLIENT	APPROVAL DATE
Village of Empire	
DESCRIPTION	PROJECT NUMBER
Exterior Building Signage	INV#3460
<p>Important: It is client's responsibility to verify all spelling and design content prior to approval. Pro Image Design will make changes ONE time after the initial concept, from that point any revisions will be billed at \$95 per hour.</p> <p><small>The artwork created or furnished by PRO IMAGE DESIGN shall remain their exclusive property. A reproduction of content or thefts from the attached design documents, PRO IMAGE DESIGN requests to be reimbursed for all costs incurred in time, materials, and effort entailed in creating these plans.</small></p> <p><small>All artwork is the property of Pro Image Design. © Copyright 2022</small></p>	



Pro Image Design, Inc.
 331 W South Airport Rd.
 Traverse City, MI 49686
 Ph: (231) 322-8052
 Email: alan@proimagedesign.net
 Web: https://proimagedesigninc.net/

Created Date: 5/1/2024 7:53:00AM	Prepared For: Village of Empire
Salesperson: Matt McCormick	Contact: Maggie Bacon
Email: matt@proimagedesign.net	Office Phone: (231) 326-5466
Not Specified: (231) 322-8052	Cell Phone: (231) 383-5073
Not Specified: (231) 322-8053	Email: m.bacon@villageofempire.com
Entered by: Matt McCormick	Address: PO Box 253 Empire, MI 49630

Description: Exterior Building Signage

		Quantity	Unit Price	Subtotal
1	Product: Survey Description: Survey to evaluate new building for exterior signs • Location: 11537 S. Leelanau Hwy(M-22) across the street from State Savings Bank	1	\$0.00	\$0.00
2	Product: Design Description: Design • Design, • 90 min standard design	1	\$142.50	\$142.50
3	Product: Custom Signage Description: (1) 16" x 16" Digital Roll Print window decal made from 3M IJ175 60-cast laminated • 1 16 in x 16 in Single Sided Roll Print(s) made from 3M IJ175 60-Cast stock material	1	\$52.00	\$52.00
4	Product: Custom Signage Description: 20" x 45" Double-sided Custom Signage made from 6mm ACM stock material, Flatbed Printed, Laminated • 1 20 in x 45 in Double Sided Custom Signage, made from ACM 6mm White 48 x 96in. stock material	1	\$426.56	\$426.56
5	Product: Custom Sign Description: Fill this out as detailed as possible for easy categorization. • 4 Sign panel mounting hardware	4	\$13.50	\$54.00
6	Product: Service and Install Description: Standard Installation • Location: PO Box 253 Empire, MI 49630 • Vehicle/Loc: (1) TC Install Van • Installers: (1)	1	\$405.00	\$405.00



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Notes

Estimate Good for 30 Days
50% Down/ Balance Upon Completion
*All electric signs require power to be at sign's location for final hook-up by Pro Image Design.
Order subject to a 2.5% fee when a credit card is used as payment.

Estimate Total:	\$1,080.06
Subtotal:	\$1,080.06
Total:	\$1,080.06

Payment Terms: Balance due upon receipt.

Client Reply Request

- Estimate Accepted "As Is". Please proceed with Order.
- Changes required, please contact me.

Other: _____
SIGN: _____ Date: / /

Village of Empire Council Meeting Documentation

Date: September 4, 2024

Type of Meeting: Work Session

Meeting Date: September 12, 2024

Subject: Halloween Street Closure

Author: March Dye

Overview:

EACC has requested closure of Front St on Halloween for their Trunk and Treat event.

Action to be Taken:

Add "Approval to close Front Street from Union to LaRue on October 31, 2024 from 4:30pm to 7:30pm for EACC Trunk or Treat" to consent agenda on the September 24th Regular Meeting agenda.

September 4, 2024

Dear Council Members,

EACC is requesting the closure of Front St. between LaRue and Union on October 31, 2024 from 4:30 to 7:30 for the annual Trunk and Treat festivities. The event will take place from 5:00 to 7:00.

Thank you,
"Yogi" Beare
EACC Vice President

MEETING: SEPTEMBER 12TH 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.

FVI



Glen Lake Electric, Inc.
2191 Valley Road
Honor Michigan 49640

Quote

Number	5569
Date	9/3/2024

Village of Empire
11518 S. LaCore Road
Box 253
Empire MI 49630-0253

GENERAC[®]
Authorized Residential and
Commercial Generac Generator
Sales Dealer with Certified
Technicians

Description	Amount
Project: New Village Building - 11537 S. Leelanau Highway, Empire, Michigan 49630	
* * * * * Revision Number 02 * * * * *	
* *	
The Following Electrical Tasks are Included:	
Office Number 01	
- Rework the Existing Wiring in the Newly Removed Wall:	288.00
- Supply and Install (2) Standard Double Receptacle Devices:	246.00
Office Number 02	
- Supply and Install (1) Standard Double Receptacle Device:	126.00
MISC Areas	
- Supply and Install (1) Electrical Circuit and (1) Standard Receptacle Device for the Existing Printer:	195.00
- Supply and Install (1) Electrical Circuit and (1) Standard Receptacle Device for the Existing	195.00
Refrigerator:	
- Supply and Install (2) CAT6 Lines:	265.00
* - Supply and Install (4) ADDITIONAL CAT6 Lines (Per Dennis Ray, Network Contractor):	358.00
- Remove (3) Existing Light Fixtures and Install Blank Cover Plates.	85.00
Crawl Space	
- Supply and Install (4) Blank Cover Plates:	75.00
Option Number 01	
- If an Electrical Permit is Required for the Work Listed - ADD an Addition \$150.00 to the Total Quoted Amount.	
General Notes	
- This Quote will Expire After 30 Days.	
- A Signed Copy of this Quote is Required Prior to Starting the Project.	
- Homeowner is Responsible for Any Wall Repairs.	
- Project to be Completed During Normal Business Hours.	
- Labor Rates for Electrical Tasks Performed Beyond the Total Quoted Amount:	
- Journeyman Electrician: \$96.00 Per Hour.	
- Electrical Apprentice: \$68.00 to \$82.00 Per Hour (Based on Experience and Education).	
Total Quoted Amount	\$1,833.00