

**EMPIRE VILLAGE COUNCIL REGULAR MEETING**  
**Empire Township Hall - 10088 W. Front Street**  
**September 24, 2024 @ 7 PM**

**AGENDA**

- A. CALL MEETING TO ORDER AND PLEDGE OF ALLEGIANCE**
- B. ROLL CALL**
- C. PUBLIC HEARINGS**
  - 1) Water Rate Increase
  - 2) Beach Park Ordinance No. 150
  - 3) Zoning Ordinance Section 3.12 Signs
- D. CHANGES OR ADDITIONS TO THE AGENDA**
- E. ADOPTION OF THE AGENDA**
- F. PUBLIC COMMENTS ON AGENDA ITEMS**
- G. CONSENT AGENDA**
  - 1) Approve minutes – 09/12/2024 Work Session
  - 2) Approve September Bills totaling \$ \_\_\_\_\_
  - 3) Trunk or Treat Street Closure
  - 4) Treasurer, Clerk, DPW Working Superintendent Job Descriptions
- H. REVIEW OF FINANCIAL STATEMENTS**
- I. COMMUNICATIONS**
- J. PRESENTATION – Gabridge & Co. on FY 2023-24 Audit**
- K. PUBLIC COMMENT ON PRESENTATION**
- L. DEPARTMENT HEAD REPORTS**
- M. COUNCIL MEMBER / COMMITTEE REPORTS**
- N. OLD BUSINESS**
  - 1) Water Rate Increase – Resolution No. 8 of 2024 (Rademacher)
  - 2) Beach Park Ordinance No. 150 (Dye)
  - 3) Zoning Ordinance Section 3.12 Signs (Bacon)
  - 4) Village Office Curbside Sign (Bacon)
- O. NEW BUSINESS**
- P. PUBLIC COMMENT**
- Q. COUNCIL MEMBER COMMENT**
- R. ADJOURNMENT**



## **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

## Village of Empire - Treasurer

Title	Treasurer
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
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"> <li>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.</li> <li>2. Receives all monies belonging to and collected by the Village including Village taxes, fees, utility bills, and other payments due.</li> <li>3. Deposits all monies or funds in depository institutions in accordance with the General Law Village Act, Village Ordinances and policies, and state law</li> <li>4. In collaboration with the Village Clerk, maintains an account of all receipts and expenditures of the Village and authorizes check disbursements.</li> <li>5. Oversees the distribution and collection of property taxes. Directs verification or personally verifies the accuracy of tax bills, disburses money to other funds, answers general questions about tax issues, receives and records payments, and reconciles with the County.</li> <li>6. Holds such powers, duties, and prerogatives as established by law to enforce the collection of Village taxes.</li> <li>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.</li> <li>8. Works collaboratively with the the Village Clerk to ensure adherence to financial policies and procedures and the accuracy of accounts.</li> <li>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</li> <li>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.</li> </ol>

<p><b>Minimum Requirements</b></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"> <li>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.</li> <li>2. Experience in office administration, bookkeeping, or related field is preferred.</li> <li>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.</li> <li>4. Basic knowledge of accounting, financial record keeping, bookkeeping , and banking practices.</li> <li>5. Skill in maintaining and updating records, documents, and financial information, and preparing clear and accurate reports.</li> <li>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&amp;A.</li> <li>7. Ability to communicate effectively and present ideas and concepts orally and in writing, and make presentations in a public forum, if required.</li> <li>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.</li> <li>9. Ability to work the hours needed to complete all job duties.</li> <li>10. Ability to attend meetings outside of normal business hours.</li> </ol>
<p><b>Physical Requirements</b></p>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.</li> </ul>
<p><b>Term</b></p>	<p>Specified by Ordinance No.134</p>
<p><b>Comments</b></p>	<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> </ul>

## 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
Position Summary	<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"> <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. Coordinate with employees 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. May allocate work assignments for office staff</li> <li>14. Manage records of material, tools, and equipment owned by the village</li> <li>15. Receives and administrates all village bid orders and job specifications</li> <li>16. Submit required reports with accuracy and timeliness.</li> <li>17. Review Insurance risk assessment</li> <li>18. Oversight of employee health and retirement programs</li> <li>19. Works with the village auditor</li> <li>20. Coordinates grant administration</li> </ol>

<p>Essential Duties and Job Functions</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 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</li> <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: Balance sheet by fund monthly -Detail revenue by fund-budget to actual monthly -Detail expenditures by fund-budget to actual monthly</i></li> <li>• The Clerk shall serve as the Department head for the office and may from time-to-time report on office activities.</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> </ul>

	<ul style="list-style-type: none"> <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>
Licensing Requirements	<ul style="list-style-type: none"> <li>Certification as a municipal clerk is encouraged upon assuming the duties of this classification</li> <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 any village 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 clerk 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 clerk 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>Clerk may be required 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>Specified by Ordinance No.133</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> </ul>



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
Position 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>
Essential Duties	<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. 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> <li>5. Respond to customer inquiries pertaining to services offered by the DPW</li> </ol>

	<ol style="list-style-type: none"> <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>
Job Functions	<ol style="list-style-type: none"> <li>1. Conducts and coordinates regular inspection and preventative maintenance of buildings and equipment</li> <li>2. Ensures maintenance occurs to keep buildings, structures and grounds in good repair.</li> <li>3. Receives work orders and other orders including verbal and emergency orders. Reviews work orders and provides direction to crew members for assignment.</li> <li>4. Enforces Village and Department work rules</li> </ol>
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 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 twenty- five(25) 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>

REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF EMPIRE

PERIOD ENDING 08/31/2024

2024-25  
 AMENDED BUDGET

YTD BALANCE  
 08/31/2024

ACTIVITY FOR  
 MONTH  
 08/31/2024

AVAILABLE  
 BALANCE

% BDDT  
 USED

GL NUMBER	DESCRIPTION	2024-25 AMENDED BUDGET	YTD BALANCE 08/31/2024	ACTIVITY FOR MONTH 08/31/2024	AVAILABLE BALANCE	% BDDT USED
<b>Fund 101 - GENERAL FUND</b>						
<b>Dept 000</b>						
101-000-403	REAL PROPERTY TAX	450,000.00	215,295.91	86,148.14	234,704.09	47.84
101-000-404	PERS PROP TAX	7,000.00	2,192.06	1,869.81	4,807.94	31.32
101-000-476	LICENSES & PERMITS	6,000.00	7,014.00	475.00	(1,014.00)	116.90
101-000-574	STATE SHARED REV	34,000.00	19,779.15	7,508.75	14,220.85	58.17
101-000-655	FINES & FOREFEITS	2,500.00	615.00	435.00	1,885.00	24.60
101-000-664	INVEST INTEREST	12,000.00	7,880.93	975.99	4,119.07	65.67
101-000-670	MISC INCOME	6,000.00	5,011.37	0.00	988.63	83.52
101-000-671	PARKING PASS	200.00	170.00	0.00	30.00	85.00
101-000-672	BEACH PARKING	37,000.00	30,612.55	11,210.05	6,387.45	82.74
101-000-691	FUND BALANCE CONTRIBUTION	83,000.00	0.00	0.00	83,000.00	0.00
101-000-693	REFUNDS & REBATES	600.00	0.00	0.00	600.00	0.00
101-000-699	INTERFUND TRANSFERS IN	0.00	119,755.37	0.00	(119,755.37)	100.00
<b>Net - Dept 000</b>						
		638,300.00	408,326.34	108,622.74	229,973.66	
<b>Dept 100 - COUNCIL</b>						
101-100-702	WAGES - COUNCIL	13,000.00	7,405.00	1,015.00	5,595.00	56.96
101-100-715	PR TAX EXP - COUNCIL	950.00	566.46	77.64	383.54	59.63
101-100-910	PROF DEVELOPMENT	2,000.00	0.00	0.00	2,000.00	0.00
<b>Net - Dept 100 - COUNCIL</b>						
		(15,950.00)	(7,971.46)	(1,092.64)	(7,978.54)	
<b>Dept 215 - CLERK</b>						
101-215-702	WAGES - CLERK	20,500.00	8,300.05	1,922.44	12,199.95	40.49
101-215-703	WAGES - DEPUTY CLERK	34,100.00	18,446.74	4,352.00	15,653.26	54.10
101-215-715	PR TAX EXP - CLERK	4,000.00	2,046.29	480.04	1,953.71	51.16
101-215-840	INSURANCE	4,000.00	1,311.02	49.42	2,688.98	32.78
101-215-874	RETIREMENT	2,000.00	922.29	217.60	1,077.71	46.11
<b>Net - Dept 215 - CLERK</b>						
		(64,600.00)	(31,026.39)	(7,021.50)	(33,573.61)	
<b>Dept 253 - TREASURER</b>						
101-253-702	WAGES - TREASURER	9,700.00	5,070.21	1,174.35	4,629.79	52.27
101-253-715	PR TAX EXP - TREASURER	750.00	387.87	89.84	362.13	51.72
101-253-726	SUPPLIES	500.00	362.50	0.00	137.50	72.50
101-253-730	POSTAGE	800.00	340.00	0.00	460.00	42.50
101-253-860	TRANSPORTATION	50.00	0.00	0.00	50.00	0.00
<b>Net - Dept 253 - TREASURER</b>						
		(11,800.00)	(6,160.58)	(1,264.19)	(5,639.42)	
<b>Dept 262 - ELECTIONS</b>						
101-262-705	ELECTION WORKERS	1,500.00	0.00	0.00	1,500.00	0.00
101-262-726	SUPPLIES	0.00	70.12	0.00	(70.12)	100.00
<b>Net - Dept 262 - ELECTIONS</b>						
		(1,500.00)	(70.12)	0.00	(1,429.88)	
<b>Dept 265 - ADMINISTRATION</b>						
101-265-702	WAGES - ADMINISTRATION MAINTENANCE	30,000.00	12,263.49	3,009.57	17,736.51	40.88
101-265-707	BRUSH PILE WAGES	5,000.00	1,951.05	22.43	3,048.95	39.02
101-265-715	PR TAX EXP - ADMINISTRATION	3,000.00	1,087.42	231.97	1,912.58	36.25
101-265-726	SUPPLIES	3,000.00	1,208.62	168.98	1,791.38	40.29

User: DSMITH  
 DB: Empire  
 PERIOD ENDING 08/31/2024

2024-25 YTD BALANCE ACTIVITY FOR  
 AMENDED BUDGET 08/31/2024 MONTH 08/31/2024

GL NUMBER	DESCRIPTION	2024-25 AMENDED BUDGET	YTD BALANCE 08/31/2024	ACTIVITY FOR MONTH 08/31/2024	AVAILABLE BALANCE	% BDT USED
Fund 101 - GENERAL FUND						
101-265-730	POSTAGE	300.00	306.59	0.00	(6.59)	102.20
101-265-800	PROFESSIONAL SERVICES	50,000.00	33,840.00	0.00	16,160.00	67.68
101-265-801	AUDIT FEES	8,500.00	7,900.00	0.00	600.00	92.94
101-265-810	CONTRACTED SERVICES - SNOW REMOVAL	0.00	2,575.00	0.00	(2,575.00)	100.00
101-265-826	LEGAL FEES	10,000.00	3,427.00	0.00	6,573.00	34.27
101-265-840	INSURANCE	16,500.00	13,685.29	0.00	2,814.71	82.94
101-265-853	TELEPHONE	600.00	89.97	0.00	510.03	15.00
101-265-854	CABLE INTERNET	1,200.00	559.96	0.00	640.04	46.66
101-265-874	RETIREMENT	1,000.00	462.55	0.00	537.45	46.26
101-265-880	BEAUTIFICATION	3,300.00	1,599.09	0.00	1,700.91	48.46
101-265-900	PRINT & PUB	1,000.00	288.60	0.00	711.40	28.86
101-265-919	WASTE DISPOSAL	3,500.00	1,623.44	0.00	1,876.56	46.38
101-265-921	ELECTRICITY	1,500.00	1,002.68	266.50	497.32	66.85
101-265-923	HEAT	0.00	166.08	59.58	(166.08)	100.00
101-265-930	REPAIRS & MAINTENANCE	16,000.00	3,787.58	477.76	12,212.42	23.67
101-265-931	STORM SEWER CLEANOUT	2,500.00	0.00	0.00	2,500.00	0.00
101-265-933	SOFTWARE MAINTENANCE/SUPPORT	4,200.00	2,090.00	0.00	2,110.00	49.76
101-265-956	DUES & MISC	1,000.00	6,126.05	0.00	(5,126.05)	612.61
101-265-957	BANK CHARGES	1,000.00	185.00	20.00	815.00	18.50
101-265-965	CONTR TO OTHER FUNDS	25,000.00	0.00	0.00	25,000.00	0.00
101-265-966	GF CONTR - AIRPORT	750.00	0.00	0.00	750.00	0.00
101-265-967	PARKING AT LION'S PARK	500.00	0.00	0.00	500.00	0.00
101-265-970	CAPITAL OUTLAY - OFFICE BLDG	35,000.00	442,419.34	0.00	(407,419.34)	1,264.06
101-265-971	SPECIAL PROJECTS - WILCO RD	20,000.00	11,600.00	0.00	8,400.00	58.00
101-265-978	EQUIPMENT RENTAL	15,000.00	2,715.97	444.67	12,284.03	18.11
101-265-979	BRUSH PILE - EQUIPMENT RENTAL	10,000.00	7,576.27	278.73	2,423.73	75.76
Net - Dept 265 - ADMINISTRATION		(269,350.00)	(560,537.04)	(9,418.80)	291,187.04	
Dept 444 - SIDEWALKS						
101-444-930	REPAIRS & MAINTENANCE	20,000.00	0.00	0.00	20,000.00	0.00
101-444-978	EQUIPMENT RENTAL	0.00	325.72	0.00	(325.72)	100.00
Net - Dept 444 - SIDEWALKS		(20,000.00)	(325.72)	0.00	(19,674.28)	
Dept 446 - ALLEYS						
101-446-930	REPAIRS & MAINTENANCE	0.00	187.75	0.00	(187.75)	100.00
101-446-970	CAPITAL OUTLAY - ALLEYS	75,000.00	6,425.07	0.00	68,574.93	8.57
Net - Dept 446 - ALLEYS		(75,000.00)	(6,612.82)	0.00	(68,387.18)	
Dept 448 - STREET LIGHTING						
101-448-921	STREET LIGHTING	11,000.00	5,670.57	993.34	5,329.43	51.55
Net - Dept 448 - STREET LIGHTING		(11,000.00)	(5,670.57)	(993.34)	(5,329.43)	
Dept 536 - WASTEWATER UPDATE TASK FORCE						
101-536-815	CONTRACTED SERVICES	15,000.00	0.00	0.00	15,000.00	0.00
Net - Dept 536 - WASTEWATER UPDATE TASK FORCE		(15,000.00)	0.00	0.00	(15,000.00)	
Dept 721 - PLANNING COMMISSION						

GL NUMBER	DESCRIPTION	2024-25 AMENDED BUDGET	YTD BALANCE 08/31/2024	ACTIVITY FOR MONTH 08/31/2024	AVAILABLE BALANCE	% BDCY USED
<b>Fund 101 - GENERAL FUND</b>						
101-721-701	WAGES - PLANNING COMMISSION	4,300.00	1,650.00	275.00	2,650.00	38.37
101-721-702	WAGES - PLANNING SECY	1,100.00	400.00	0.00	700.00	36.36
101-721-715	PR TAX EXP - COMM PLANNING	400.00	156.83	21.04	243.17	39.21
101-721-726	SUPPLIES	200.00	44.00	44.00	156.00	22.00
101-721-730	POSTAGE	100.00	0.00	0.00	100.00	0.00
101-721-821	PROFESSIONAL	4,000.00	0.00	0.00	4,000.00	0.00
101-721-826	LEGAL FEES	1,500.00	1,541.00	0.00	(41.00)	102.73
101-721-900	PRINT & PUB	500.00	249.35	0.00	250.65	49.87
101-721-950	SEMINARS	500.00	0.00	0.00	500.00	0.00
<b>Net - Dept 721 - PLANNING COMMISSION</b>						
		(12,600.00)	(4,041.18)	(340.04)	(8,558.82)	
<b>Dept 722 - ZONING COMMISSION</b>						
101-722-701	WAGES - BOARD OF APPEALS	400.00	220.00	55.00	180.00	55.00
101-722-702	WAGES - ZONING ADMTN	9,700.00	4,576.98	1,060.11	5,123.02	47.19
101-722-715	PR TAX EXP - ZONING	800.00	366.98	85.32	433.02	45.87
101-722-726	SUPPLIES	100.00	0.00	0.00	100.00	0.00
101-722-826	LEGAL FEES	200.00	0.00	0.00	200.00	0.00
101-722-900	PRINT & PUB	100.00	109.92	0.00	(9.92)	109.92
<b>Net - Dept 722 - ZONING COMMISSION</b>						
		(11,300.00)	(5,273.88)	(1,200.43)	(6,026.12)	
<b>Dept 751 - PARKS</b>						
101-751-702	WAGES - PARK MAINT	28,500.00	15,329.20	3,317.47	13,170.80	53.79
101-751-703	WAGES - AMBASSADOR	15,000.00	1,972.33	1,405.32	13,027.67	13.15
101-751-704	WAGES - PARKS CLERK	4,000.00	1,509.09	349.53	2,490.91	37.73
101-751-715	PR TAX EXP - PARK	3,500.00	1,438.99	388.02	2,061.01	41.11
101-751-726	SUPPLIES	3,500.00	642.19	0.00	2,857.81	18.35
101-751-840	INSURANCE	4,000.00	884.30	129.87	3,115.70	22.11
101-751-874	RETIREMENT	1,400.00	359.29	54.66	1,040.71	25.66
101-751-919	WASTE DISPOSAL	3,000.00	904.03	217.50	2,095.97	30.13
101-751-930	REPAIRS & MAINTENANCE	27,000.00	5,339.96	431.52	21,660.04	19.78
101-751-955	DIGITAL FEES	0.00	150.00	75.00	(150.00)	100.00
101-751-958	CREDIT CARD FEES	3,000.00	1,459.09	990.65	1,540.91	48.64
101-751-970	CAPITAL OUTLAY	10,000.00	0.00	0.00	10,000.00	0.00
101-751-978	EQUIPMENT RENTAL	25,000.00	23,440.85	5,347.05	1,559.15	93.76
<b>Net - Dept 751 - PARKS</b>						
		(127,900.00)	(53,429.32)	(12,706.59)	(74,470.68)	
<b>Fund 101 - GENERAL FUND:</b>						
<b>TOTAL REVENUES</b>		638,300.00	408,326.34	108,622.74	229,973.66	63.97
<b>TOTAL EXPENDITURES</b>		636,000.00	681,119.08	34,037.53	(45,119.08)	107.09
<b>NET OF REVENUES &amp; EXPENDITURES</b>		2,300.00	(272,792.74)	74,585.21	275,092.74	11,860.5

PERIOD ENDING 08/31/2024  
 2024-25 YTD BALANCE  
 AMENDED BUDGET 08/31/2024

ACTIVITY FOR MONTH 08/31/2024

AVAILABLE BALANCE

% BDGT USED

Fund 202 - MAJOR STREETS FUND

Revenues

202-000-574 STATE SHARED REV 48,000.00 23,773.14 3,992.85 24,226.86 49.53

202-000-575 STATE WINTER REV 0.00 6,268.29 0.00 (6,268.29) 100.00

202-000-583 CO ROAD MILEAGE 32,000.00 32,219.31 0.00 (219.31) 100.69

202-000-664 INVEST INTEREST 1,000.00 2,748.18 382.01 (1,748.18) 274.82

TOTAL REVENUES 81,000.00 65,008.92 4,374.86 15,991.08 80.26

Expenditures

202-000-801 AUDIT FEES 325.00 0.00 0.00 325.00 0.00

202-000-930 REPAIRS & MAINTENANCE 9,000.00 4,563.07 440.00 4,436.93 50.70

202-215-702 WAGES - MAJOR STREETS CLERK 1,600.00 754.51 174.76 845.49 47.16

202-215-715 PR TAX EXP - CLERK 150.00 57.68 13.36 92.32 38.45

202-463-702 WAGES - ROUTINE MAINTENANCE 6,000.00 1,541.57 889.67 4,458.43 25.69

202-463-715 PR TAX EXP - ROUTINE MAINTENANCE 500.00 117.93 68.04 382.07 23.59

202-463-726 SUPPLIES 1,000.00 112.88 0.00 887.12 11.29

202-463-821 ENGINEERING FEES 200.00 0.00 0.00 200.00 0.00

202-463-840 INSURANCE 1,700.00 339.59 60.71 1,360.41 19.98

202-463-874 RETIREMENT 250.00 19.50 7.44 230.50 7.80

202-463-978 EQUIPMENT RENTAL 5,500.00 1,071.69 310.94 4,428.31 19.49

202-478-702 WAGES - WINTER MAINTENANCE 6,000.00 268.34 43.47 5,731.66 4.47

202-478-715 PR TAX EXP - WINTER MAINTENANCE 560.00 20.54 3.32 539.46 3.67

202-478-726 SUPPLIES 4,000.00 0.00 0.00 4,000.00 0.00

202-478-815 CONTRACTED SERVICES 0.00 155.55 0.00 (155.55) 100.00

202-478-840 INSURANCE 800.00 1,155.00 0.00 (355.00) 144.38

202-478-874 RETIREMENT 250.00 12.69 2.12 237.31 5.08

202-478-978 EQUIPMENT RENTAL 8,000.00 147.80 0.00 7,852.20 1.85

202-901-970 CAPITAL OUTLAY 0.00 23,951.08 0.00 (23,951.08) 100.00

202-965-999 50% TRF TO LOC ST 26,000.00 15,020.69 1,996.42 10,979.31 57.77

TOTAL EXPENDITURES 71,835.00 49,310.11 4,010.25 22,524.89 68.64

Fund 202 - MAJOR STREETS FUND: 81,000.00 65,008.92 4,374.86 15,991.08 80.26

TOTAL REVENUES 71,835.00 49,310.11 4,010.25 22,524.89 68.64

NET OF REVENUES & EXPENDITURES 9,165.00 15,698.81 364.61 (6,533.81) 171.29

Fund 203 - LOCAL STREETS FUND

Revenues

203-000-574 STATE SHARED REV 30,000.00 16,745.43 2,812.56 13,254.57 55.82

203-000-575 STATE WINTER REV 0.00 3,341.72 0.00 (3,341.72) 100.00

203-000-664 INVEST INTEREST 1,500.00 2,790.57 195.99 (1,290.57) 186.04

203-000-677 50% TRF FR MAJ ST 25,000.00 15,020.69 1,996.42 9,979.31 60.08

203-000-691 FUND BALANCE CONTRIBUTION 67,000.00 0.00 0.00 67,000.00 0.00

203-000-692 CONTRIBUTION FROM OTHER FUNDS 25,000.00 0.00 0.00 25,000.00 0.00

TOTAL REVENUES 148,500.00 37,898.41 5,004.97 110,601.59 25.52

Expenditures

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

203-000-930 REPAIRS & MAINTENANCE 13,000.00 1,719.43 484.00 11,280.57 13.23

203-215-702 WAGES - LOCAL STREETS CLERK 1,600.00 754.35 174.72 845.65 47.15

PERIOD ENDING 08/31/2024  
 2024-25 YTD BALANCE ACTIVITY FOR MONTH  
 AMENDED BUDGET 08/31/2024 08/31/2024

GL NUMBER	DESCRIPTION	AMENDED BUDGET	YTD BALANCE	ACTIVITY FOR MONTH	AVAILABLE BALANCE	% BDT USED
<b>Fund 203 - LOCAL STREETS FUND</b>						
<b>Expenditures</b>						
203-215-715	PR TAX EXP - CLERK	120.00	57.64	13.35	62.36	48.03
203-463-702	WAGES - ROUTINE MAINTENANCE	3,500.00	2,031.42	638.18	1,468.58	58.04
203-463-715	PR TAX EXP - ROUTINE MAINTENANCE	300.00	155.39	48.82	144.61	51.80
203-463-726	SUPPLIES	1,000.00	226.86	0.00	773.14	22.69
203-463-821	TRAFFIC CON - ROUTINE	250.00	0.00	0.00	250.00	0.00
203-463-840	ENGINEERING FEES	5,000.00	0.00	0.00	5,000.00	0.00
203-463-874	INSURANCE	2,100.00	229.60	60.71	1,870.40	10.93
203-463-978	RETIREMENT	250.00	42.42	7.12	207.58	16.97
203-478-702	EQUIPMENT RENTAL	5,500.00	1,665.80	355.53	3,834.20	30.29
203-478-715	WAGES - WINTER MAINTENANCE	5,200.00	338.30	65.26	4,861.70	6.51
203-478-726	PR TAX EXP - WINTER MAINTENANCE	500.00	25.90	5.00	474.10	5.18
203-478-815	SUPPLIES	4,500.00	0.00	0.00	4,500.00	0.00
203-478-840	CONTRACTED SERVICES	0.00	311.12	0.00	(311.12)	100.00
203-478-874	INSURANCE	1,200.00	1,155.00	0.00	45.00	96.25
203-478-978	RETIREMENT	250.00	15.74	3.15	234.26	6.30
203-901-970	EQUIPMENT RENTAL	7,000.00	147.80	0.00	6,852.20	2.11
	CAPITAL OUTLAY	95,000.00	114,590.33	0.00	(19,590.33)	120.62
	<b>TOTAL EXPENDITURES</b>	<b>146,720.00</b>	<b>123,467.10</b>	<b>1,855.84</b>	<b>23,252.90</b>	<b>84.15</b>

<b>Fund 203 - LOCAL STREETS FUND:</b>						
	<b>TOTAL REVENUES</b>	<b>148,500.00</b>	<b>37,898.41</b>	<b>5,004.97</b>	<b>110,601.59</b>	<b>25.52</b>
	<b>TOTAL EXPENDITURES</b>	<b>146,720.00</b>	<b>123,467.10</b>	<b>1,855.84</b>	<b>23,252.90</b>	<b>84.15</b>
	<b>NET OF REVENUES &amp; EXPENDITURES</b>	<b>1,780.00</b>	<b>(85,568.69)</b>	<b>3,149.13</b>	<b>87,348.69</b>	<b>4,807.23</b>

<b>Fund 591 - WATER FUND</b>						
<b>Revenues</b>						
591-000-626	SERVICE INSTALLATION	18,000.00	15,650.00	40.00	2,350.00	86.94
591-000-642	WATER SALES	165,000.00	70,296.41	511.46	94,703.59	42.60
591-000-655	LATE PAYMENT FEES	3,000.00	1,325.00	675.00	1,675.00	44.17
591-000-664	INVEST INTEREST	2,000.00	4,025.07	712.68	(2,025.07)	201.25
591-000-665	FIRE SUPPRESSION LEASE	800.00	0.00	0.00	800.00	0.00
591-000-670	MISC INCOME	200.00	5,560.00	0.00	(5,360.00)	2,780.00
591-000-691	FUND BALANCE CONTRIBUTION	82,000.00	0.00	0.00	82,000.00	0.00
	<b>TOTAL REVENUES</b>	<b>271,000.00</b>	<b>96,856.48</b>	<b>1,939.14</b>	<b>174,143.52</b>	<b>35.74</b>

<b>Expenditures</b>						
591-000-996	TRANSFERS OUT	0.00	47,902.15	0.00	(47,902.15)	100.00
591-215-702	WAGES - WATER CLERK	2,200.00	0.00	0.00	2,200.00	0.00
591-215-703	WAGES - WATER ADMIN	11,500.00	5,270.63	1,150.03	6,229.37	45.83
591-215-715	PR TAX EXP - CLERK	1,000.00	403.21	87.97	596.79	40.32
591-215-874	RETIREMENT	450.00	203.22	43.52	246.78	45.16
591-556-702	WAGES - WATER MAINTENANCE	21,000.00	7,309.60	2,029.36	13,690.40	34.81
591-556-715	PR TAX EXP - WATER	1,500.00	559.16	155.24	940.84	37.28
591-556-726	SUPPLIES	2,500.00	1,235.02	395.78	1,264.98	49.40
591-556-730	POSTAGE	800.00	212.00	0.00	588.00	26.50
591-556-800	PROFESSIONAL SERVICES	800.00	0.00	0.00	800.00	0.00
591-556-801	AUDIT FEES	800.00	0.00	0.00	800.00	0.00
591-556-804	LABS & TESTING	4,000.00	490.00	290.00	3,510.00	12.25
591-556-840	INSURANCE	4,000.00	7,739.08	979.52	(3,739.08)	193.48
591-556-853	TELEPHONE	1,600.00	606.28	5.95	993.72	37.89



PERIOD ENDING 08/31/2024  
 2024-25 YTD BALANCE  
 AMENDED BUDGET 08/31/2024 08/31/2024

GL NUMBER	DESCRIPTION	AMENDED BUDGET	YTD BALANCE	ACTIVITY FOR MONTH	AVAILABLE BALANCE	% BDT USED
Fund 591 - WATER FUND						
Expenditures						
591-556-874	RETIREMENT	800.00	257.22	68.07	542.78	32.15
591-556-921	ELECTRICITY	11,000.00	5,283.83	1,621.19	5,716.17	48.03
591-556-923	HEAT	4,500.00	1,720.68	172.83	2,579.32	42.68
591-556-930	REPAIRS & MAINTENANCE	11,000.00	5,541.52	680.64	5,458.48	50.38
591-556-933	SOFTWARE MAINTENANCE/SUPPORT	1,800.00	713.00	713.00	1,087.00	39.61
591-556-938	METER HOSTING & SOFTWARE	1,500.00	2,408.50	31.50	(908.50)	160.57
591-556-956	DUES & MISC	2,600.00	550.00	0.00	2,050.00	21.15
591-556-957	BANK CHARGES	400.00	450.55	145.75	(50.55)	112.64
591-556-959	DEPRECIATION	42,000.00	0.00	0.00	42,000.00	0.00
591-556-970	CAPITAL OUTLAY	105,000.00	16,401.87	2,267.24	88,598.13	15.62
591-556-978	EQUIPMENT RENTAL	7,000.00	2,393.63	600.76	4,606.37	34.19
591-556-991	DEBT PRINCIPLE/BOND RESERVE	20,000.00	6,000.00	0.00	14,000.00	30.00
591-556-995	DEBT INTEREST	8,800.00	3,839.41	0.00	4,960.59	43.63
TOTAL EXPENDITURES						
		268,550.00	117,690.56	11,438.35	150,859.44	43.82

Fund 591 - WATER FUND:						
TOTAL REVENUES		271,000.00	96,856.48	1,939.14	174,143.52	35.74
TOTAL EXPENDITURES		268,550.00	117,690.56	11,438.35	150,859.44	43.82
NET OF REVENUES & EXPENDITURES		2,450.00	(20,834.08)	(9,499.21)	23,284.08	850.37

Fund 661 - EQUIPMENT FUND						
Revenues						
661-000-664	INVEST INTEREST	2,000.00	578.29	98.92	1,421.71	28.91
661-000-668	EQUIPMENT RENTAL	60,000.00	39,673.28	7,337.68	20,326.72	66.12
661-000-670	MISC INCOME	0.00	600.00	0.00	(600.00)	100.00
661-000-691	FUND BALANCE CONTRIBUTION	103,500.00	0.00	0.00	103,500.00	0.00
TOTAL REVENUES						
		165,500.00	40,851.57	7,436.60	124,648.43	24.68

Expenditures						
661-000-996	TRANSFERS OUT	0.00	71,853.22	0.00	(71,853.22)	100.00
661-215-702	WAGES - EQUIPMENT CLERK	5,500.00	2,565.53	594.22	2,934.47	46.65
661-215-715	PR TAX EXP - CLERK	450.00	196.24	45.45	253.76	43.61
661-557-702	WAGES - EQUIPMENT MAINTENANCE	13,600.00	6,566.20	2,023.21	7,033.80	48.28
661-557-715	PR TAX EXP - EQUIPMENT	1,000.00	502.30	154.77	497.70	50.23
661-557-726	SUPPLIES	2,000.00	2,943.25	620.70	(943.25)	147.16
661-557-751	FUEL & OIL	12,000.00	3,272.40	783.42	8,727.60	27.27
661-557-801	AUDIT FEES	600.00	0.00	0.00	600.00	0.00
661-557-840	INSURANCE	17,500.00	17,702.68	105.03	(202.68)	101.16
661-557-874	RETIREMENT	600.00	206.58	73.39	393.42	34.43
661-557-925	WATER	250.00	250.00	0.00	0.00	100.00
661-557-930	REPAIRS & MAINTENANCE	5,000.00	5,930.82	408.54	(930.82)	118.62
661-557-970	CAPITAL OUTLAY	106,000.00	105,141.58	(8.64)	858.42	99.19
TOTAL EXPENDITURES						
		164,500.00	217,130.80	4,800.09	(52,630.80)	131.99

Fund 661 - EQUIPMENT FUND:						
TOTAL REVENUES		165,500.00	40,851.57	7,436.60	124,648.43	24.68

REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF EMPIRE

PERIOD ENDING 08/31/2024

GL NUMBER	DESCRIPTION	PERIOD ENDING 08/31/2024		ACTIVITY FOR MONTH 08/31/2024	AVAILABLE BALANCE	% BGDY USED
		2024-25 AMENDED BUDGET	YTD BALANCE 08/31/2024			
Fund 661 - EQUIPMENT FUND						
TOTAL EXPENDITURES		164,500.00	217,130.80	4,800.09	(52,630.80)	131.99
NET OF REVENUES & EXPENDITURES		1,000.00	(176,279.23)	2,636.51	177,279.23	17,627.9
TOTAL REVENUES - ALL FUNDS		666,000.00	240,615.38	18,755.57	425,384.62	36.13
TOTAL EXPENDITURES - ALL FUNDS		651,605.00	507,598.57	22,104.53	144,006.43	77.90
NET OF REVENUES & EXPENDITURES		14,395.00	(266,983.19)	(3,348.96)	281,378.19	1,854.69

**CASH BALANCE BY FUND - AUGUST 2024**

	<b>GF - 101</b>	<b>MSF - 202</b>	<b>LSF - 203</b>	<b>DSF - 301</b>	<b>WF - 591</b>	<b>EQF - 661</b>	<b>MF - 715</b>
<b>HUNTINGTON</b>							
BEGINNING BALANCE	\$ -	\$ -	\$ -	\$ -	\$ 177,203.78	\$ -	\$ -
RECEIPTS	\$ -	\$ -	\$ -	\$ -	\$ 5,750.94	\$ -	\$ -
DISPERSALS	\$ -	\$ -	\$ -	\$ -	\$ (145.75)	\$ -	\$ -
ENDING BALANCE	\$ -	\$ -	\$ -	\$ -	\$ 182,808.97	\$ -	\$ -
<b>SWEEP</b>							
BEGINNING BALANCE	\$ 330,156.19	\$ 94,008.48	\$ 51,255.56	\$ -	\$ 20,159.46	\$ 19,145.13	\$ 4,152.36
RECEIPTS	\$ 75,838.22	\$ 238.68	\$ 130.13	\$ -	\$ 51.18	\$ 48.61	\$ 10.54
DISPERSALS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
ENDING BALANCE	\$ 405,994.41	\$ 94,247.16	\$ 51,385.69	\$ -	\$ 20,210.64	\$ 19,193.74	\$ 4,162.90
<b>STATE SAVINGS</b>							
BEGINNING BALANCE	\$ 44,673.93	\$ 46,478.22	\$ 21,356.67	\$ 15,062.27	\$ 48,689.48	\$ 16,313.63	\$ 1,100.73
RECEIPTS	\$ 107,784.52	\$ 2,139.76	\$ 4,874.84	\$ 5,070.62	\$ 150.15	\$ 7,387.99	\$ 3.40
DISPERSALS	\$ (111,796.37)	\$ (2,013.83)	\$ (1,855.84)	\$ -	\$ (11,245.84)	\$ (4,811.45)	\$ -
ENDING BALANCE	\$ 40,662.08	\$ 46,604.15	\$ 24,375.67	\$ 20,132.89	\$ 37,593.79	\$ 18,890.17	\$ 1,104.13
<b>FIRST NATIONAL - CD</b>							
BEGINNING BALANCE	\$ -	\$ 89,880.60	\$ 89,880.60	\$ -	\$ -	\$ -	\$ -
RECEIPTS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
DISPERSALS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
ENDING BALANCE	\$ -	\$ 89,880.60	\$ 89,880.60	\$ -	\$ -	\$ -	\$ -
<b>PETTY CASH</b>							
	\$ 312.50	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>CASH BALANCE - TREASURER</b>							
	\$ 446,968.99	\$ 230,731.91	\$ 165,641.96	\$ 20,132.89	\$ 240,613.40	\$ 38,083.91	\$ 5,267.03
<b>CASH BALANCE - CLERK</b>							
	\$ 446,968.99	\$ 230,731.91	\$ 165,641.96	\$ 20,132.89	\$ 240,613.40	\$ 38,083.91	\$ 5,267.03
<b>DIFFERENCE</b>							
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>SWEEP ENDING BALANCE</b>							
TREASURER	\$ 595,194.54						
CLERK	\$ 595,194.54						
DIFFERENCE	\$ -						
REC. BANK STATEMENT BALANCE	\$ 595,194.54						
<b>SSB ENDING BALANCE</b>							
TREASURER				\$ 189,362.88			
CLERK				\$ 189,362.88			
DIFFERENCE				\$ -			
REC. BANK STATEMENT BALANCE				\$ 189,362.88			
<b>TOTAL CASH ALL FUNDS</b>							
TREASURER	\$ 1,147,440.09						
CLERK	\$ 1,147,440.09						

CASH SUMMARY BY ACCOUNT FOR VILLAGE OF EMPIRE

FROM 08/01/2024 TO 08/31/2024  
 FUND: 101 202 203 301 591 661 715  
 CASH AND INVESTMENT ACCOUNTS

Fund Account	Description	Beginning Balance 08/01/2024	Total Debits	Total Credits	Ending Balance 08/31/2024
Fund 101	GENERAL FUND				
004	STATE SAVINGS CASH	44,673.93	109,700.71	113,712.56	40,662.08
009	SSB MM SWEEP	330,156.19	75,838.22	0.00	405,994.41
015	IMPREST (PETTY) CASH	312.50	0.00	0.00	312.50
	GENERAL FUND	375,142.62	185,538.93	113,712.56	446,968.99
Fund 202	MAJOR STREETS FUND				
003	CERTIFICATE OF DEPOSITS	89,880.60	0.00	0.00	89,880.60
004	STATE SAVINGS CASH	46,478.22	2,139.76	2,013.83	46,604.15
009	SSB MM SWEEP	94,008.48	238.68	0.00	94,247.16
	MAJOR STREETS FUND	230,367.30	2,378.44	2,013.83	230,731.91
Fund 203	LOCAL STREETS FUND				
003	CERTIFICATE OF DEPOSITS	89,880.60	0.00	0.00	89,880.60
004	STATE SAVINGS CASH	21,356.67	4,874.84	1,855.84	24,375.67
009	SSB MM SWEEP	51,255.56	130.13	0.00	51,385.69
	LOCAL STREETS FUND	162,492.83	5,004.97	1,855.84	165,641.96
Fund 301	DEBT SERVICE FUND				
004	STATE SAVINGS CASH	15,062.27	5,180.00	109.38	20,132.89
Fund 591	WATER FUND				
001	HUNTINGTON BANK CASH	177,203.78	5,989.48	384.29	182,808.97
004	STATE SAVINGS CASH	48,689.48	150.15	11,245.84	37,593.79
008	RRI ACCOUNT	19,985.87	0.00	0.00	19,985.87
009	SSB MM SWEEP	173.59	51.18	0.00	224.77
	WATER FUND	246,052.72	6,190.81	11,630.13	240,613.40
Fund 661	EQUIPMENT FUND				
004	STATE SAVINGS CASH	16,313.63	7,387.99	4,811.45	18,890.17
009	SSB MM SWEEP	19,145.13	48.61	0.00	19,193.74
	EQUIPMENT FUND	35,458.76	7,436.60	4,811.45	38,083.91
Fund 715	MEMORIAL FUND				
004	STATE SAVINGS CASH	1,100.73	3.40	0.00	1,104.13
009	SSB MM SWEEP	4,152.36	10.54	0.00	4,162.90
	MEMORIAL FUND	5,253.09	13.94	0.00	5,267.03
	TOTAL - ALL FUNDS	1,069,829.59	211,743.69	134,133.19	1,147,440.09

## DPW Report: September 2024

---

### Beach Park

- **End of Summer:** The summer season is drawing to a close. The beach was busy this year, and overall, things went smoothly. Joey did a great job with daily sweeping, bathroom cleaning, and maintaining the beach parking areas.
- **Garbage & Recycling:** Both were well-maintained throughout the season.
- **Boat Ramp:** Sand removal and adjustments occurred almost daily. With just a few weeks left before its seasonal removal, it's been managed well.
- **End-of-Season Tasks:** The parking machine will be turned off and stored away by the end of September, along with the signs. In October, we will begin storing beach equipment such as picnic tables, benches, and garbage cans. We also plan to remove additional sand and plant growth from the center islands.

### Water Department

- **Pump House 2 & 3 Roof:** The roof repairs were completed, though they required more work than initially anticipated. The edges were rotted towards the back, so wood was replaced and additional support was added for stability. The final result should be durable for the next 30 years.
- **DSMI Report:** The Distribution System Materials Inventory (DSMI) is expected to be submitted by this meeting. The timeline for receiving comments (if any) is currently uncertain.

### Streets & Signs

- **Stop Signs:** The stop sign post at Niagara and Lake was replaced, raised, and new advisory signs were added to indicate that traffic from the left and right does not stop. The four-way stop signs at Niagara and Union were adjusted to the proper height, and the posts were replaced.

### Equipment

- **Big Dump Truck:** The dump truck is back in service and has resumed hauling brush and leaves. We expect to be caught up by this meeting and plan to maintain the schedule as time progresses. The truck is running very well.

As always, if there is anything I forgot or needs addressing, please feel free to ask me or Joey.

Thank you,

**John Friend**

Village Superintendent



## EMPIRE VILLAGE COUNCIL PUBLIC HEARING NOTICE

### PROPOSED WATER RATE INCREASE

Notice is hereby given that the Empire Village Council has scheduled a Public Hearing in the Empire Township Hall located at 10088 W. Front Street, Empire, MI 49630, **on Tuesday, September 24, 2024, at 7:00 PM**, on the proposed Water Rate adjustments.

Interested persons are welcome to attend the Public Hearing and offer comments or may submit comments in writing prior to the hearing to Village Clerk, Village of Empire, PO Box 253, Empire, MI 49630 or by email to [clerk@villageofempire.com](mailto:clerk@villageofempire.com). A copy of the proposed rates is available for review at the Village Offices at, 11518 S. Lacore Road, Empire, MI 49630 during regular business hours, 8:00 a.m. – 4:00 p.m. Monday through Friday.

A summary of the proposed changes are as follows:

Residential Ready to Serve Rate (Quarterly)  
Current: \$55.00      Proposed: \$58.00

Commercial Ready to Serve Rate (Quarterly)  
Current: \$100.00      Proposed: \$105.00

The proposed ready-to-serve rates shall be effective October 1<sup>st</sup> and will be used to determine the utility bill that is mailed out January 1<sup>st</sup>.

Persons with questions or individuals with disabilities requiring auxiliary aids or services to effectively participate in the meeting should contact the Village of Empire Office at: (231) 326- 5466, PO Box 253, Empire, MI 49630, or at [deputyclerk@villageofempire.com](mailto:deputyclerk@villageofempire.com).

**VILLAGE OF EMPIRE  
RESOLUTION NO. 8 OF 2024  
WATER SYSTEM SERVICE RATES**

WHEREAS, the Village of Empire has adopted Ordinance No. 61, as amended, "The Village Water Supply System", which prescribes the rates to be charged for the use of the water system; and the Village finds that said rates should be adjusted from time to time by resolution of the Village Council, which amounts shall be sufficient to cover all financial obligations.

THEREFORE, BE IT RESOLVED that \_\_\_\_\_ moved, and \_\_\_\_\_ supported, that the Empire Village Council adopt the following rate and fee schedule, effective October 1, 2024, for water and fire suppression services as follows:

New Service Connection Fee:	\$630.00 pre-tapped main + additional expenses \$1,780.00 un-tapped main + additional expenses \$4,380.00 untapped main (boring required) + additional expenses
New Service Water System Benefit Charge:	\$1,600.00
Residential Ready-to-Serve Rate:	\$58.00 per quarter
Commercial Ready-to-Serve Rate:	\$105.00 per quarter
Residential and Commercial Usage Rate:	\$3.00 per 1,000 gallons used
Fire Department Flat Rate:	\$18.00 per quarter
Fire Suppression System Rate:	\$300.00 annually
Late Payment Penalty:	\$25.00 per quarter
Water Off	\$50.00
Water Off/On (Full Turn, Same Day)	\$40.00

Voting for:

Voting against:

The resolution is declared adopted.

\_\_\_\_\_  
Sue Palmer, Village President

**CERTIFICATION**

I hereby certify that the foregoing is a true copy of Resolution No. 8 of 2024 which was adopted by the Village Council for the Village of Empire at a regular meeting held on September 24, 2024.

\_\_\_\_\_  
Derith A. Smith, Village Clerk

## Village of Empire Council Meeting Documentation

Date: September 16, 2024

Type of Meeting: Regular

Meeting Date: September 24, 2024

Subject: Beach Park Ordinance

Author: March Dye

### **Overview:**

As discussed at the last work session it was suggested that we add a definition of "Boat Trailer" to the ordinance

### **Recommendation of action to be taken:**

Approve the Beach Park Ordinance No.150 Amended with the addition in Section 2 Definitions (g). "Boat Trailer" means any trailer designed specifically for transporting boats.



**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.
- (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 person last using it shall fully extinguish the fires.
- (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 public highway.
- (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 Empire 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.
- (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 machine is 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.**

**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. Violations**

Any person who violates any provision of this Ordinance shall be responsible for a municipal civil infraction. See Village Fee Schedule for fines concerning this Ordinance.

Each day this Ordinance is violated shall be considered a separate violation, 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. Civil Remedies**

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

**Section 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.~~

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

**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 \_\_\_ day of \_\_\_\_\_, 2024.

~~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

**Section 12: Publication**

The Village Clerk shall cause this Ordinance or summary of this Ordinance to be published in a newspaper of general circulation within the 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 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 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/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.
- 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	<del>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.</del>
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





**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/

**Invoice #: 242210**

**Customer #: 7666**

Order Created: 9/16/2024 5:00:00PM

Order Date: 9/16/2024 5:00:00PM

Account No.: 7666

**Billed To:** Village of Empire  
**Contact:** Maggie Bacon  
**Address:** PO Box 253  
 Empire, MI 49630  
  
**Email:** m.bacon@villageofempire.com  
 Office Phone: (231) 326-5466  
 Cell Phone: (231) 383-5073

**Created Date:**  
**Salesperson:** Jason Hadfield  
**Email:** jason@proimagedesign.net  
 Not Specified: (231) 322-8052  
 Not Specified:

**Description:** Exterior Building Signage

		Quantity	Unit Price	Subtotal
1	<b>Product:</b> Survey <b>Description:</b> Survey to evaluate new building for exterior signs • Location: <b>11537 S. Leelanau Hwy(M-22) across the street from State Savings Bank</b>	1.00	\$0.00	\$0.00
2	<b>Product:</b> Design <b>Description:</b> Design • Design, • 75 min standard design	1.00	\$118.75	\$118.75
3	<b>Product:</b> Flatstock Signs <b>Description:</b> 26" x 45" Double-sided Custom Signage made from 6mm ACM stock material, Flatbed Printed, Laminated • 1 26 in x 45 in Double Sided Custom Signage, made from ACM 6mm White 48 x 96in. stock material	1.00	\$426.56	\$426.56
4	<b>Product:</b> Misc <b>Description:</b> Sooper u brackets for mounting with screws • 4 Sign panel mounting hardware	4.00	\$13.50	\$54.00
5	<b>Product:</b> Service and Install <b>Description:</b> Customer will install using existing posts. • Location: <b>PO Box 253 Empire, MI 49630</b> • Vehicle/Loc: (1) TC Install Van • Installers: (1)	1.00	\$0.00	\$0.00



**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/

**Invoice #: 242210**

**Customer #: 7666**

Order Created: 9/16/2024 5:00:00PM

**Notes** | 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.

**Order Subtotal:** \$599.31  
**Total Taxes:** \$0.00  
**Total:** \$599.31  
**Order Balance:** \$599.31

Payment Terms: Balance due upon receipt.

**Invoice #: 242210**

**Customer Information**

Maggie Bacon  
 Village of Empire  
 PO Box 253  
 Empire, MI 49630

Ph: (231) 326-5466  
 Fax: (231) 383-5073

**Payment Information**

**Payment Options:**

- Visa  MasterCard  Fax Check
- Discover  American Express  Mail Check

**Cardholder's Name:** \_\_\_\_\_  
 (as appears on card)

**Card Number:** \_\_\_\_\_

**Expiration Date:** \_\_\_\_\_ **VCode:** \_\_\_\_\_

**Billing Address:** \_\_\_\_\_  
 (If different than mailing address)

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

I agree to pay the above total amount according to the card issuer agreement.



PROOF 3  
9/17/24

**PLEASE CHECK ALL INFORMATION CAREFULLY**

		<small>TRAVEREE CITY • PETOSKEY • TOSCONOVICH • OShtown</small>	
<small>CLIENT</small>	<small>WORK TYPE</small>	<small>PROJ. NUMBER</small>	<small>DATE</small>
Village of Empire	Exterior Building Signage	INV#242210	

**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.**

The artwork created or furnished by PRO IMAGE DESIGN shall remain their exclusive property. If reproduction of content or parts from the attached design occurs, PRO IMAGE DESIGN expects to be reimbursed for all costs incurred in time, materials, and effort entailed in creating these plans. All artwork is the property of Pro Image Design • Copyright 2022