

EMPIRE VILLAGE COUNCIL REGULAR MEETING
Empire Township Hall - 10088 Front Street
September 26, 2023 @ 7 PM

AGENDA

A. CALL REGULAR MEETING TO ORDER AND PLEDGE OF ALLEGIANCE

B. ROLL CALL

C. CHANGES OR ADDITIONS TO THE AGENDA

D. ADOPTION OF THE AGENDA

E. PUBLIC COMMENT ON AGENDA ITEMS

F. PRESENTATION –Gabgride & Co. on 2022-23 FY Audit

G. CONSENT AGENDA

1) Approve minutes - 09/12/2023 Work Session

2) Approve September Bills totaling \$_____.

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

H. REVIEW OF FINANCIAL STATEMENTS

I. COMMUNICATIONS

J. DEPARTMENT HEAD REPORTS

K. COUNCIL MEMBER / COMMITTEE REPORTS

L. OLD BUSINESS

1) Rules for Sign at Shalda Park (Dye)

2) Request for Proposal for Village Attorney Services (Rademacher)

3) Purchasing Policy (Palmer)

4) Shalda Park Fence (Palmer)

5) Appoint the Asset Map – Community Engagement Citizen's Task Force (Bacon)

M. NEW BUSINESS

1) Shalda Park Ribbon Cutting Ceremony (Palmer)

N. PUBLIC COMMENT

O. COUNCIL MEMBER COMMENT

P. ADJOURNMENT

September 14, 2023 – EMPIRE VILLAGE COUNCIL WORK SESSION

The meeting was called to order at the Empire Township Hall and the Pledge of Allegiance was led by Palmer at 7:02 p.m. Upon a roll call, Council members Bacon, Dye, Palmer, Rademacher, Walton, Webb, and Clerk Smith were present. Trustee Chase was absent and excused.

CHANGES/ADDITIONS TO AGENDA – Walton added Ad for new DPW Technician under New Business. Dye added Resolution No.9 of 2023 MEDC under Old Business. Rademacher combined attorney RFP and Proposal for Attorney Services under Old Business.

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

PUBLIC COMMENTS ON AGENDA ITEMS – None.

COMMUNICATIONS – EGLE communication on free water testing was noted.

DEPARTMENT HEAD REPORTS – Palmer noted that DPW Technician Ryan Buchler has given notice that his last day with the Village will be 9-28-23.

COUNCIL MEMBER/COMMITTEE REPORTS – Minutes from the Short-Term Rental Committee, Disaster Preparedness Committee and the Wastewater Task Force were received. Bacon reported that the Planning Commission is wrapping up the sign ordinance and beginning to work on the Recreation Plan and the Master Plan. Emergency Coordinator Ansorge has been notified by Dye that Paul Skinner has been replaced as the contact for the Hill Climb event.

OLD BUSINESS

APPROVE 8-22-23, REGULAR MEETING MINUTES – Motion by Rademacher, support by Bacon to approve the minutes. Upon a voice vote, MOTION PASSED with Bacon and Palmer voting Nay.

APPROVE AUGUST 31, SPECIAL MEETING MINUTES – Motion by Dye, support by Bacon to approve the minutes of the Special Meeting. Upon a voice vote, MOTION PASSED. Motion by Bacon, support by Dye to approve the Closed Session of 8-31-23. Upon a voice vote, MOTION PASSED.

RULES FOR SIGN AT SHALDA PARK – There was consensus that a final estimate will be provided by Dye and added to the Regular meeting consent agenda.

REQUEST FOR PROPOSAL FOR VILLAGE ATTORNEY SERVICES & LEGAL FILES AND CHOICE OF COUNSEL – There was consensus that an RFP for Village Attorney be added to the Regular meeting agenda. Palmer noted that she had already signed and returned the request from Mika-Meyers regarding documents and current issues. **Motion by Bacon, support by Rademacher to select the OMA and content of Closed Session items to Mika-Meyers. Upon a voice vote, MOTION PASSED.**

SHORT TERM RENTAL COMMITTEE EXTENSION – Motion by Dye, support by Walton to extend the ending date of this Committee until November 9th, 2023. Upon a voice vote, MOTION PASSED.

SHALDA PARK FENCE – There was discussion of possibilities to address the safety issues present on adjacent private property. There was consensus that costs for both signs and a fence will be obtained by the DPW for addition to the Regular meeting agenda. Palmer reported that the property owner had requested a letter from the Village that would indemnify them from any trespassers. She will let them know that the Village will not be writing that letter

UPDATE PURCHASING POLICY FOR REBATES – There was consensus to add to the Regular meeting agenda.

RULES OF PROCEDURE 5-6.1.3 – Changes and additions suggested by Palmer and Bacon and included the documentation were reviewed. There was consensus on the changes presented.

CONSUMERS ENERGY RESOLUTION NO.8 OF 2023 – **Motion by Bacon, support by Dye to approve Resolution No.8 of 2023 and the related invoice. ROLL CALL: Ayes: Bacon, Dye, Palmer, Rademacher, Walton, Webb. Nays: None. MOTION PASSED.**

RESOLUTION NO.9 OF 2023 MEDC - MEDC has requested an updated Council Resolution with the new Council. **Motion by Dye, support by Bacon to approve Resolution No. 9 of 2023 MEDC. ROLL CALL: Ayes: Bacon, Dye, Palmer, Rademacher, Walton, Webb. Nays: None. MOTION PASSED.**

NEW BUSINESS

COUNTY RECYCLING PROGRAM – **Motion by Dye, support by Bacon to approve signing the Leelanau County Recycling Agreement. Upon a voice vote, MOTION PASSED.**

CONNECTOR TRAIL FROM SHALDA PARK TO LEELANAU CONSERVANCY – The documentation was reviewed regarding volunteer workday on October 19th from 3-5 p.m. **Motion by Dye, support by Rademacher to approve the joining of the two areas by a foot trail and sponsor the sign up for Village volunteers to work on the trail. Upon a voice vote, MOTION PASSED.** Dye volunteered to be the Volunteer Coordinator for the Village on this project.

END OF BEACH SIGNS – **Motion by Dye, support by Bacon to prohibit private property signs being attached to Village signs. Upon a voice vote, MOTION PASSED.** Palmer will notify the property owners that have made this request.

TRUNK OR TREAT STREET CLOSURES – Dye noted that in the future the President of EACC will make this request, rather than a Council member. **Motion by Bacon, support by Rademacher to approve the closing of Front St. between Union & LaRue from 4:30-7:30 p.m. on 10-31-23 and waive the Temporary Outdoor Use Permit Fee. Upon a voice vote, MOTION PASSED.** There was a consensus that the waiver of fees be added to a future Work Session.

AD for DPW Technician – **Motion by Walton, support by Webb to place an ad for the DPW Technician with MML, Leelanau Enterprise, Benzie Patriot, Record Eagle and on the Village website. ROLL CALL: Ayes: Bacon, Dye, Palmer, Rademacher, Walton, Webb. Nays: None. MOTION PASSED.**

PUBLIC COMMENT – Steve Stepanek asked about the property owner and sign adjacent to Shalda Park. It was noted that the property is in the Township. Rodney Barnes commented on the language for the trail sign at Shalda Park.

COUNCIL MEMBER COMMENT – Rademacher commented on a grant application. Bacon commented on the measurement of Local and Major Roads. Dye commented on the sign at Shalda Park.

ADJOURNMENT at 8:50 p.m.

Derith Smith

Empire Village Clerk

These are draft minutes for approval at the September 22, 2023, Regular Council meeting.

PERIOD ENDING 08/31/2023

| GL NUMBER | DESCRIPTION | 2023-24 AMENDED BUDGET | YTD BALANCE 08/31/2023 | ACTIVITY FOR MONTH 08/31/2023 | AVAILABLE BALANCE | % BDGT USED |
|----------------------------|------------------------------------|---------------------------|---------------------------|-------------------------------------|----------------------|----------------|
| Fund 101 - GENERAL FUND | | | | | | |
| Dept 000 | | | | | | |
| 101-000-403 | REAL PROPERTY TAX | 450,000.00 | 252,653.85 | 111,557.44 | 197,346.15 | 56.15 |
| 101-000-404 | PERS PROP TAX | 5,000.00 | 3,193.49 | 3,193.49 | 1,806.51 | 63.87 |
| 101-000-476 | LICENSES & PERMITS | 5,000.00 | 5,325.00 | 1,650.00 | (325.00) | 106.50 |
| 101-000-546 | GRANT FUNDING | 150,000.00 | 0.00 | 0.00 | 150,000.00 | 0.00 |
| 101-000-574 | STATE SHARED REV | 40,000.00 | 18,257.00 | 6,146.00 | 21,743.00 | 45.64 |
| 101-000-655 | FINES & FOREFEITS | 5,000.00 | 1,935.00 | 755.00 | 3,065.00 | 38.70 |
| 101-000-664 | INVEST INTEREST | 5,000.00 | 4,917.96 | 332.54 | 82.04 | 98.36 |
| 101-000-670 | MISC INCOME | 2,000.00 | 4,525.59 | 0.00 | (2,525.59) | 226.28 |
| 101-000-671 | PARKING PASS | 150.00 | 205.00 | 15.00 | (55.00) | 136.67 |
| 101-000-672 | BEACH PARKING | 34,000.00 | 33,793.05 | 11,541.95 | 206.95 | 99.39 |
| 101-000-691 | FUND BALANCE CONTRIBUTION | 130,000.00 | 0.00 | 0.00 | 130,000.00 | 0.00 |
| 101-000-693 | REFUNDS & REBATES | 0.00 | 598.89 | 0.00 | (598.89) | 100.00 |
| Net - Dept 000 | | 826,150.00 | 325,404.83 | 135,191.42 | 500,745.17 | |
| Dept 100 - COUNCIL | | | | | | |
| 101-100-702 | WAGES - COUNCIL | 13,000.00 | 6,390.00 | 1,015.00 | 6,610.00 | 49.15 |
| 101-100-715 | PR TAX EXP - COUNCIL | 950.00 | 488.83 | 77.63 | 461.17 | 51.46 |
| 101-100-910 | PROF DEVELOPMENT | 2,000.00 | 1,295.00 | 595.00 | 705.00 | 64.75 |
| Net - Dept 100 - COUNCIL | | (15,950.00) | (8,173.83) | (1,687.63) | (7,776.17) | |
| Dept 215 - CLERK | | | | | | |
| 101-215-702 | WAGES - CLERK | 19,500.00 | 7,933.75 | 1,322.30 | 11,566.25 | 40.69 |
| 101-215-703 | WAGES - DEPUTY CLERK | 32,400.00 | 16,871.28 | 3,626.00 | 15,528.72 | 52.07 |
| 101-215-715 | PR TAX EXP - CLERK | 4,000.00 | 1,897.55 | 378.53 | 2,102.45 | 47.44 |
| 101-215-726 | SUPPLIES | 25.00 | 0.00 | 0.00 | 25.00 | 0.00 |
| 101-215-840 | INSURANCE | 4,000.00 | 1,416.00 | 236.00 | 2,584.00 | 35.40 |
| 101-215-874 | RETIREMENT | 1,800.00 | 843.55 | 181.32 | 956.45 | 46.86 |
| Net - Dept 215 - CLERK | | (61,725.00) | (28,962.13) | (5,744.15) | (32,762.87) | |
| Dept 253 - TREASURER | | | | | | |
| 101-253-702 | WAGES - TREASURER | 9,700.00 | 4,846.53 | 1,118.43 | 4,853.47 | 49.96 |
| 101-253-715 | PR TAX EXP - TREASURER | 750.00 | 370.77 | 85.57 | 379.23 | 49.44 |
| 101-253-726 | SUPPLIES | 500.00 | 198.49 | 0.00 | 301.51 | 39.70 |
| 101-253-730 | POSTAGE | 300.00 | 756.00 | 0.00 | (456.00) | 252.00 |
| 101-253-860 | TRANSPORTATION | 50.00 | 0.00 | 0.00 | 50.00 | 0.00 |
| Net - Dept 253 - TREASURER | | (11,300.00) | (6,171.79) | (1,204.00) | (5,128.21) | |
| Dept 262 - ELECTIONS | | | | | | |
| 101-262-705 | ELECTION WORKERS | 100.00 | 0.00 | 0.00 | 100.00 | 0.00 |
| Net - Dept 262 - ELECTIONS | | (100.00) | 0.00 | 0.00 | (100.00) | |
| Dept 265 - ADMINISTRATION | | | | | | |
| 101-265-702 | WAGES - ADMINISTRATION MAINTENANCE | 30,000.00 | 15,574.83 | 3,184.96 | 14,425.17 | 51.92 |
| 101-265-707 | BRUSH FILE WAGES | 5,000.00 | 2,294.20 | 757.28 | 2,705.80 | 45.88 |
| 101-265-715 | PR TAX EXP - ADMINISTRATION | 3,000.00 | 1,305.02 | 301.58 | 1,694.98 | 43.50 |
| 101-265-726 | SUPPLIES | 2,000.00 | 1,276.57 | 99.95 | 723.43 | 63.83 |

| GL NUMBER | DESCRIPTION | 2023-24 AMENDED BUDGET | YTD BALANCE 08/31/2023 | ACTIVITY FOR MONTH 08/31/2023 | AVAILABLE BALANCE | % BDGT USED |
|---|----------------------------------|---------------------------|---------------------------|-------------------------------------|----------------------|----------------|
| Fund 101 - GENERAL FUND | | | | | | |
| 101-265-730 | POSTAGE | 300.00 | 157.00 | 0.00 | 143.00 | 52.33 |
| 101-265-800 | PROFESSIONAL SERVICES | 20,300.00 | 9,150.00 | 810.00 | 11,150.00 | 45.07 |
| 101-265-801 | AUDIT FEES | 5,000.00 | 5,000.00 | 0.00 | 0.00 | 100.00 |
| 101-265-821 | ENGINEERING FEES | 0.00 | 420.00 | 0.00 | (420.00) | 100.00 |
| 101-265-826 | LEGAL FEES | 3,000.00 | 2,880.00 | 0.00 | 120.00 | 96.00 |
| 101-265-840 | INSURANCE | 18,000.00 | 12,461.00 | 745.00 | 5,539.00 | 69.23 |
| 101-265-853 | TELEPHONE | 400.00 | 189.95 | 39.99 | 210.05 | 47.49 |
| 101-265-854 | CABLE INTERNET | 1,200.00 | 589.93 | 89.99 | 610.07 | 49.16 |
| 101-265-874 | RETIREMENT | 1,800.00 | 392.95 | 100.74 | 1,407.05 | 21.83 |
| 101-265-880 | BEAUTIFICATION | 2,000.00 | 71.75 | 0.00 | 1,928.25 | 3.59 |
| 101-265-900 | PRINT & PUB | 1,000.00 | 481.35 | 0.00 | 518.65 | 48.14 |
| 101-265-919 | WASTE DISPOSAL | 1,000.00 | 1,842.70 | 555.85 | (842.70) | 184.27 |
| 101-265-921 | ELECTRICITY | 2,000.00 | 781.71 | 122.84 | 1,218.29 | 39.09 |
| 101-265-930 | REPAIRS & MAINTENANCE | 8,000.00 | 412.25 | 0.00 | 7,587.75 | 5.15 |
| 101-265-931 | STORM SEWER CLEANOUT | 4,200.00 | 0.00 | 0.00 | 4,200.00 | 0.00 |
| 101-265-933 | SOFTWARE MAINTENANCE/SUPPORT | 4,000.00 | 3,990.00 | 0.00 | 10.00 | 99.75 |
| 101-265-956 | DUES & MISC | 600.00 | 0.00 | 0.00 | 600.00 | 0.00 |
| 101-265-957 | BANK CHARGES | 200.00 | 3,957.17 | 30.00 | (3,757.17) | 1,978.59 |
| 101-265-965 | CONTR TO OTHER FUNDS | 25,000.00 | 0.00 | 0.00 | 25,000.00 | 0.00 |
| 101-265-966 | GF CONTR - AIRPORT | 750.00 | 0.00 | 0.00 | 750.00 | 0.00 |
| 101-265-967 | PARKING AT LION'S PARK | 500.00 | 0.00 | 0.00 | 500.00 | 0.00 |
| 101-265-970 | CAPITAL OUTLAY - OFFICE ADDITION | 25,000.00 | 0.00 | 0.00 | 25,000.00 | 0.00 |
| 101-265-971 | SPECIAL PROJECTS - WILCO RD | 39,000.00 | 17,300.00 | 0.00 | 21,700.00 | 44.36 |
| 101-265-978 | EQUIPMENT RENTAL | 18,000.00 | 2,016.48 | 350.46 | 15,983.52 | 11.20 |
| 101-265-979 | BRUSH PILE - EQUIPMENT RENTAL | 8,000.00 | 7,217.98 | 2,412.48 | 782.02 | 90.22 |
| Net - Dept 265 - ADMINISTRATION | | (229,250.00) | (89,762.84) | (9,601.12) | (139,487.16) | |
| Dept 444 - SIDEWALKS | | | | | | |
| 101-444-930 | REPAIRS & MAINTENANCE | 17,000.00 | 0.00 | 0.00 | 17,000.00 | 0.00 |
| Net - Dept 444 - SIDEWALKS | | (17,000.00) | 0.00 | 0.00 | (17,000.00) | |
| Dept 446 - ALLEYS | | | | | | |
| 101-446-970 | CAPITAL OUTLAY - ALLEYS | 29,000.00 | 1,820.00 | 0.00 | 27,180.00 | 6.28 |
| Net - Dept 446 - ALLEYS | | (29,000.00) | (1,820.00) | 0.00 | (27,180.00) | |
| Dept 448 - STREET LIGHTING | | | | | | |
| 101-448-921 | STREET LIGHTING | 10,000.00 | 5,413.71 | 781.71 | 4,586.29 | 54.14 |
| Net - Dept 448 - STREET LIGHTING | | (10,000.00) | (5,413.71) | (781.71) | (4,586.29) | |
| Dept 536 - WASTEWATER UPDATE TASK FORCE | | | | | | |
| 101-536-726 | SUPPLIES | 0.00 | 45.14 | 0.00 | (45.14) | 100.00 |
| 101-536-815 | CONTRACTED SERVICES | 20,000.00 | 0.00 | 0.00 | 20,000.00 | 0.00 |
| Net - Dept 536 - WASTEWATER UPDATE TASK FORCE | | (20,000.00) | (45.14) | 0.00 | (19,954.86) | |
| Dept 721 - PLANNING COMMISSION | | | | | | |
| 101-721-701 | WAGES - PLANNING COMMISSION | 4,300.00 | 1,320.00 | 0.00 | 2,980.00 | 30.70 |
| 101-721-702 | WAGES - PLANNING SECY | 1,100.00 | 200.00 | 0.00 | 900.00 | 18.18 |

REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF EMPIRE

PERIOD ENDING 08/31/2023

| GL NUMBER | DESCRIPTION | 2023-24 | YTD BALANCE 08/31/2023 | ACTIVITY FOR | AVAILABLE BALANCE | % BDGT USED |
|--------------------------------------|----------------------------|----------------|---------------------------|---------------------|----------------------|----------------|
| | | AMENDED BUDGET | | MONTH 08/31/2023 | | |
| Fund 101 - GENERAL FUND | | | | | | |
| 101-721-715 | PR TAX EXP - COMM PLANNING | 400.00 | 116.28 | 0.00 | 283.72 | 29.07 |
| 101-721-726 | SUPPLIES | 100.00 | 219.46 | 0.00 | (119.46) | 219.46 |
| 101-721-730 | POSTAGE | 100.00 | 0.00 | 0.00 | 100.00 | 0.00 |
| 101-721-821 | PROFESSIONAL | 6,000.00 | 0.00 | 0.00 | 6,000.00 | 0.00 |
| 101-721-826 | LEGAL FEES | 1,500.00 | 0.00 | 0.00 | 1,500.00 | 0.00 |
| 101-721-900 | PRINT & PUB | 500.00 | 100.71 | 0.00 | 399.29 | 20.14 |
| 101-721-950 | SEMINARS | 500.00 | 0.00 | 0.00 | 500.00 | 0.00 |
| 101-721-955 | DUES & MISC | 100.00 | 0.00 | 0.00 | 100.00 | 0.00 |
| Net - Dept 721 - PLANNING COMMISSION | | (14,600.00) | (1,956.45) | 0.00 | (12,643.55) | |
| Dept 722 - ZONING COMMISSION | | | | | | |
| 101-722-701 | WAGES - BOARD OF APPEALS | 400.00 | 0.00 | 0.00 | 400.00 | 0.00 |
| 101-722-702 | WAGES - ZONING ADMIN | 8,750.00 | 4,375.02 | 1,009.62 | 4,374.98 | 50.00 |
| 101-722-715 | PR TAX EXP - ZONING | 700.00 | 334.69 | 77.24 | 365.31 | 47.81 |
| 101-722-726 | SUPPLIES | 0.00 | 37.84 | 0.00 | (37.84) | 100.00 |
| 101-722-826 | LEGAL FEES | 200.00 | 0.00 | 0.00 | 200.00 | 0.00 |
| 101-722-900 | PRINT & PUB | 100.00 | 0.00 | 0.00 | 100.00 | 0.00 |
| Net - Dept 722 - ZONING COMMISSION | | (10,150.00) | (4,747.55) | (1,086.86) | (5,402.45) | |
| Dept 751 - PARKS | | | | | | |
| 101-751-702 | WAGES - PARK MAINT | 27,000.00 | 15,796.60 | 4,032.67 | 11,203.40 | 58.51 |
| 101-751-703 | WAGES - AMBASSADOR | 7,500.00 | 13,135.56 | 6,161.25 | (5,635.56) | 175.14 |
| 101-751-704 | WAGES - PARKS CLERK | 4,000.00 | 1,442.58 | 240.43 | 2,557.42 | 36.06 |
| 101-751-715 | PR TAX EXP - PARK | 3,000.00 | 2,335.49 | 798.20 | 664.51 | 77.85 |
| 101-751-726 | SUPPLIES | 3,500.00 | 539.13 | 10.30 | 2,960.87 | 15.40 |
| 101-751-840 | INSURANCE | 3,500.00 | 1,590.00 | 265.00 | 1,910.00 | 45.43 |
| 101-751-874 | RETIREMENT | 1,400.00 | 380.79 | 79.82 | 1,019.21 | 27.20 |
| 101-751-919 | WASTE DISPOSAL | 1,800.00 | 1,785.17 | 833.33 | 14.83 | 99.18 |
| 101-751-930 | REPAIRS & MAINTENANCE | 23,000.00 | 10,516.99 | 211.60 | 12,483.01 | 45.73 |
| 101-751-958 | CREDIT CARD FEES | 2,500.00 | 1,413.22 | 883.06 | 1,086.78 | 56.53 |
| 101-751-970 | CAPITAL OUTLAY | 291,000.00 | 289,603.83 | 162,192.98 | 1,396.17 | 99.52 |
| 101-751-978 | EQUIPMENT RENTAL | 19,000.00 | 16,303.13 | 3,516.51 | 2,696.87 | 85.81 |
| Net - Dept 751 - PARKS | | (387,200.00) | (354,842.49) | (179,225.15) | (32,357.51) | |
| Fund 101 - GENERAL FUND: | | | | | | |
| TOTAL REVENUES | | 826,150.00 | 325,404.83 | 135,191.42 | 500,745.17 | 39.39 |
| TOTAL EXPENDITURES | | 806,275.00 | 501,895.93 | 199,330.62 | 304,379.07 | 62.25 |
| NET OF REVENUES & EXPENDITURES | | 19,875.00 | (176,491.10) | (64,139.20) | 196,366.10 | 888.01 |

| GL NUMBER | DESCRIPTION | 2023-24 AMENDED BUDGET | YTD BALANCE 08/31/2023 | ACTIVITY FOR MONTH 08/31/2023 | AVAILABLE BALANCE | % BDGT USED |
|--------------------------------|----------------------------------|---------------------------|---------------------------|-------------------------------------|----------------------|----------------|
| Fund 202 - MAJOR STREETS FUND | | | | | | |
| Revenues | | | | | | |
| 202-000-574 | STATE SHARED REV | 41,000.00 | 7,939.33 | 0.00 | 33,060.67 | 19.36 |
| 202-000-575 | STATE WINTER REV | 6,500.00 | 15,944.86 | 0.00 | (9,444.86) | 245.31 |
| 202-000-583 | CO ROAD MILLAGE | 27,000.00 | 31,520.93 | 0.00 | (4,520.93) | 116.74 |
| 202-000-664 | INVEST INTEREST | 400.00 | 897.31 | 154.25 | (497.31) | 224.33 |
| TOTAL REVENUES | | | | | | |
| | | 74,900.00 | 56,302.43 | 154.25 | 18,597.57 | 75.17 |
| Expenditures | | | | | | |
| 202-000-801 | AUDIT FEES | 325.00 | 280.00 | 0.00 | 45.00 | 86.15 |
| 202-000-930 | REPAIRS & MAINTENANCE | 5,000.00 | 690.35 | 0.00 | 4,309.65 | 13.81 |
| 202-215-702 | WAGES - MAJOR STREETS CLERK | 1,500.00 | 721.20 | 120.20 | 778.80 | 48.08 |
| 202-215-715 | PR TAX EXP - CLERK | 100.00 | 55.14 | 9.19 | 44.86 | 55.14 |
| 202-463-702 | WAGES - ROUTINE MAINTENANCE | 6,000.00 | 1,110.38 | 356.69 | 4,889.62 | 18.51 |
| 202-463-715 | PR TAX EXP - ROUTINE MAINTENANCE | 500.00 | 84.99 | 27.29 | 415.01 | 17.00 |
| 202-463-726 | SUPPLIES | 1,000.00 | 697.59 | 0.00 | 302.41 | 69.76 |
| 202-463-787 | TRAFFIC CON - ROUTINE | 200.00 | 0.00 | 0.00 | 200.00 | 0.00 |
| 202-463-821 | ENGINEERING FEES | 3,000.00 | 0.00 | 0.00 | 3,000.00 | 0.00 |
| 202-463-840 | INSURANCE | 1,700.00 | 1,242.00 | 32.00 | 458.00 | 73.06 |
| 202-463-874 | RETIREMENT | 250.00 | 17.44 | 5.23 | 232.56 | 6.98 |
| 202-463-978 | EQUIPMENT RENTAL | 5,500.00 | 1,506.87 | 242.34 | 3,993.13 | 27.40 |
| 202-478-702 | WAGES - WINTER MAINTENANCE | 5,000.00 | 1,020.69 | 25.14 | 3,979.31 | 20.41 |
| 202-478-715 | PR TAX EXP - WINTER MAINTENANCE | 400.00 | 78.08 | 1.91 | 321.92 | 19.52 |
| 202-478-726 | SUPPLIES | 4,000.00 | 0.00 | 0.00 | 4,000.00 | 0.00 |
| 202-478-840 | INSURANCE | 800.00 | 192.00 | 32.00 | 608.00 | 24.00 |
| 202-478-874 | RETIREMENT | 250.00 | 18.70 | 0.19 | 231.30 | 7.48 |
| 202-478-978 | EQUIPMENT RENTAL | 8,000.00 | 1,294.19 | 0.00 | 6,705.81 | 16.18 |
| 202-965-999 | 50% TRF TO LOC ST | 26,000.00 | 11,950.95 | 0.00 | 14,049.05 | 45.97 |
| TOTAL EXPENDITURES | | | | | | |
| | | 69,525.00 | 20,960.57 | 852.18 | 48,564.43 | 30.15 |
| Fund 202 - MAJOR STREETS FUND: | | | | | | |
| TOTAL REVENUES | | | | | | |
| | | 74,900.00 | 56,302.43 | 154.25 | 18,597.57 | 75.17 |
| TOTAL EXPENDITURES | | | | | | |
| | | 69,525.00 | 20,960.57 | 852.18 | 48,564.43 | 30.15 |
| NET OF REVENUES & EXPENDITURES | | | | | | |
| | | 5,375.00 | 35,341.86 | (697.93) | (29,966.86) | 657.52 |
| Fund 203 - LOCAL STREETS FUND | | | | | | |
| Revenues | | | | | | |
| 203-000-574 | STATE SHARED REV | 28,000.00 | 5,580.78 | 0.00 | 22,419.22 | 19.93 |
| 203-000-575 | STATE WINTER REV | 6,000.00 | 10,506.95 | 0.00 | (4,506.95) | 175.12 |
| 203-000-664 | INVEST INTEREST | 350.00 | 984.84 | 168.07 | (634.84) | 281.38 |
| 203-000-677 | 50% TRF FR MAJ ST | 26,000.00 | 11,950.95 | 0.00 | 14,049.05 | 45.97 |
| 203-000-691 | FUND BALANCE CONTRIBUTION | 4,000.00 | 0.00 | 0.00 | 40,000.00 | 0.00 |
| 203-000-692 | CONTRIBUTION FROM OTHER FUNDS | 25,000.00 | 0.00 | 0.00 | 25,000.00 | 0.00 |
| TOTAL REVENUES | | | | | | |
| | | 125,350.00 | 29,023.52 | 168.07 | 96,326.48 | 23.15 |
| Expenditures | | | | | | |
| 203-000-801 | AUDIT FEES | 450.00 | 0.00 | 0.00 | 450.00 | 0.00 |
| 203-000-821 | ENGINEERING | 5,000.00 | 0.00 | 0.00 | 5,000.00 | 0.00 |
| 203-000-930 | REPAIRS & MAINTENANCE | 7,000.00 | 690.65 | 0.00 | 6,309.35 | 9.87 |
| 203-215-702 | WAGES - LOCAL STREETS CLERK | 1,500.00 | 721.20 | 120.20 | 778.80 | 48.08 |

REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF EMPIRE

PERIOD ENDING 08/31/2023

| GL NUMBER | DESCRIPTION | 2023-24 AMENDED BUDGET | YTD BALANCE 08/31/2023 | ACTIVITY FOR MONTH 08/31/2023 | AVAILABLE BALANCE | % BDT USED |
|--------------------------------|----------------------------------|---------------------------|---------------------------|-------------------------------------|----------------------|---------------|
| Fund 203 - LOCAL STREETS FUND | | | | | | |
| Expenditures | | | | | | |
| 203-215-715 | PR TAX EXP - CLERK | 100.00 | 55.14 | 9.19 | 44.86 | 55.14 |
| 203-463-702 | WAGES - ROUTINE MAINTENANCE | 3,500.00 | 1,838.38 | 751.34 | 1,661.62 | 52.53 |
| 203-463-715 | PR TAX EXP - ROUTINE MAINTENANCE | 300.00 | 140.60 | 57.46 | 159.40 | 46.87 |
| 203-463-726 | SUPPLIES | 1,000.00 | 1,213.96 | 0.00 | (213.96) | 121.40 |
| 203-463-726 | | 250.00 | 0.00 | 0.00 | 250.00 | 0.00 |
| 203-463-787 | TRAFFIC CON - ROUTINE | 5,000.00 | 2,190.00 | 0.00 | 2,810.00 | 43.80 |
| 203-463-821 | ENGINEERING FEES | 2,100.00 | 1,242.00 | 32.00 | 858.00 | 59.14 |
| 203-463-840 | INSURANCE | 250.00 | 49.54 | 19.21 | 200.46 | 19.82 |
| 203-463-874 | RETIREMENT | 5,500.00 | 1,594.30 | 315.82 | 3,905.70 | 28.99 |
| 203-463-978 | EQUIPMENT RENTAL | 5,200.00 | 1,113.68 | 155.20 | 4,086.32 | 21.42 |
| 203-478-702 | WAGES - WINTER MAINTENANCE | 500.00 | 85.18 | 11.87 | 414.82 | 17.04 |
| 203-478-715 | PR TAX EXP - WINTER MAINTENANCE | 4,500.00 | 0.00 | 0.00 | 4,500.00 | 0.00 |
| 203-478-726 | SUPPLIES | 1,200.00 | 192.00 | 32.00 | 1,008.00 | 16.00 |
| 203-478-840 | INSURANCE | 250.00 | 21.77 | 0.28 | 228.23 | 8.71 |
| 203-478-874 | RETIREMENT | 7,000.00 | 1,280.14 | 0.00 | 5,719.86 | 18.29 |
| 203-478-978 | EQUIPMENT RENTAL | 70,000.00 | 0.00 | 0.00 | 70,000.00 | 0.00 |
| 203-901-970 | CAPITAL OUTLAY- UNION ST | | | | | |
| TOTAL EXPENDITURES | | 120,600.00 | 12,428.54 | 1,504.57 | 108,171.46 | 10.31 |
| Fund 203 - LOCAL STREETS FUND: | | | | | | |
| TOTAL REVENUES | | 125,350.00 | 29,023.52 | 168.07 | 96,326.48 | 23.15 |
| TOTAL EXPENDITURES | | 120,600.00 | 12,428.54 | 1,504.57 | 108,171.46 | 10.31 |
| NET OF REVENUES & EXPENDITURES | | 4,750.00 | 16,594.98 | (1,336.50) | (11,844.98) | 349.37 |
| Fund 591 - WATER FUND | | | | | | |
| Revenues | | | | | | |
| 591-000-626 | SERVICE INSTALLATION | 15,000.00 | 1,219.06 | 1,219.06 | 13,780.94 | 8.13 |
| 591-000-642 | WATER SALES | 155,000.00 | 70,071.87 | 147.12 | 84,928.13 | 45.21 |
| 591-000-655 | LATE PAYMENT FEES | 2,000.00 | 2,500.00 | 1,050.00 | (500.00) | 125.00 |
| 591-000-664 | INVEST INTEREST | 400.00 | 1,287.93 | 265.58 | (887.93) | 321.98 |
| 591-000-665 | FIRE SUPPRESSION LEASE | 800.00 | 0.00 | 0.00 | 800.00 | 0.00 |
| 591-000-670 | MISC INCOME | 200.00 | 0.00 | 0.00 | 200.00 | 0.00 |
| 591-000-691 | FUND BALANCE CONTRIBUTION | 140,000.00 | 0.00 | 0.00 | 140,000.00 | 0.00 |
| TOTAL REVENUES | | 313,400.00 | 75,078.86 | 2,681.76 | 238,321.14 | 23.96 |
| Fund 591 - WATER FUND: | | | | | | |
| Expenditures | | | | | | |
| 591-215-702 | WAGES - WATER CLERK | 2,200.00 | 0.00 | 0.00 | 2,200.00 | 0.00 |
| 591-215-703 | WAGES - WATER ADMIN | 11,000.00 | 5,401.55 | 1,207.60 | 5,598.45 | 49.11 |
| 591-215-715 | PR TAX EXP - CLERK | 1,000.00 | 413.25 | 92.38 | 586.75 | 41.33 |
| 591-215-874 | RETIREMENT | 450.00 | 212.38 | 50.75 | 237.62 | 47.20 |
| 591-556-702 | WAGES - WATER MAINTENANCE | 19,450.00 | 8,990.03 | 2,329.88 | 10,459.97 | 46.22 |
| 591-556-715 | PR TAX EXP - WATER | 1,500.00 | 687.75 | 178.26 | 812.25 | 45.85 |
| 591-556-726 | SUPPLIES | 2,500.00 | 568.73 | 29.95 | 1,931.27 | 22.75 |
| 591-556-730 | POSTAGE | 600.00 | 437.60 | 0.00 | 162.40 | 72.93 |
| 591-556-800 | PROFESSIONAL SERVICES | 800.00 | 0.00 | 0.00 | 800.00 | 0.00 |
| 591-556-801 | AUDIT FEES | 800.00 | 0.00 | 0.00 | 800.00 | 0.00 |
| 591-556-804 | LABS & TESTING | 1,000.00 | 1,443.75 | 40.00 | (443.75) | 144.38 |
| 591-556-821 | ENGINEERING FEES | 5,000.00 | 0.00 | 0.00 | 5,000.00 | 0.00 |
| 591-556-840 | INSURANCE | 4,000.00 | 2,958.54 | 78.09 | 1,041.46 | 73.96 |
| 591-556-853 | TELEPHONE | 1,600.00 | 704.88 | 105.88 | 895.12 | 44.06 |
| 591-556-874 | RETIREMENT | 800.00 | 268.74 | 74.04 | 531.26 | 33.59 |

PERIOD ENDING 08/31/2023

| GL NUMBER | DESCRIPTION | 2023-24 AMENDED BUDGET | YTD BALANCE 08/31/2023 | ACTIVITY FOR MONTH 08/31/2023 | AVAILABLE BALANCE | % BDGT USED |
|--------------------------------|-------------------------------|---------------------------|---------------------------|-------------------------------------|----------------------|----------------|
| Fund 591 - WATER FUND | | | | | | |
| Expenditures | | | | | | |
| 591-556-921 | ELECTRICITY | 12,000.00 | 5,137.91 | 1,590.46 | 6,862.09 | 42.82 |
| 591-556-923 | HEAT | 3,600.00 | 2,690.31 | 151.64 | 909.69 | 74.73 |
| 591-556-930 | REPAIRS & MAINTENANCE | 56,000.00 | 1,237.24 | 723.54 | 54,762.76 | 2.21 |
| 591-556-933 | SOFTWARE MAINTENANCE/SUPPORT | 1,000.00 | 1,660.00 | 0.00 | (660.00) | 166.00 |
| 591-556-938 | METER HOSTING & SOFTWARE | 1,400.00 | 400.94 | 0.00 | 999.06 | 28.64 |
| 591-556-956 | DUES & MISC | 2,600.00 | 549.90 | 0.00 | 2,050.10 | 21.15 |
| 591-556-957 | BANK CHARGES | 400.00 | 212.49 | 77.27 | 187.51 | 53.12 |
| 591-556-959 | DEPRECIATION | 40,000.00 | 0.00 | 0.00 | 40,000.00 | 0.00 |
| 591-556-970 | CAPITAL OUTLAY | 110,000.00 | 7,703.14 | 0.00 | 102,296.86 | 7.00 |
| 591-556-978 | EQUIPMENT RENTAL | 6,000.00 | 2,096.60 | 590.06 | 3,903.40 | 34.94 |
| 591-556-991 | DEBT PRINCIPLE/BOND RESERVE | 18,000.00 | 12,000.00 | 0.00 | 6,000.00 | 66.67 |
| 591-556-995 | DEBT INTEREST | 8,800.00 | 4,239.55 | 0.00 | 4,560.45 | 48.18 |
| TOTAL EXPENDITURES | | 312,500.00 | 60,015.28 | 7,319.80 | 252,484.72 | 19.20 |
| Fund 591 - WATER FUND: | | | | | | |
| TOTAL REVENUES | | 313,400.00 | 75,078.86 | 2,681.76 | 238,321.14 | 23.96 |
| TOTAL EXPENDITURES | | 312,500.00 | 60,015.28 | 7,319.80 | 252,484.72 | 19.20 |
| NET OF REVENUES & EXPENDITURES | | 900.00 | 15,063.58 | (4,638.04) | (14,163.58) | 1,673.73 |
| Fund 661 - EQUIPMENT FUND | | | | | | |
| Revenues | | | | | | |
| 661-000-664 | INVEST INTEREST | 1,200.00 | 1,198.98 | 203.67 | 1.02 | 99.92 |
| 661-000-668 | EQUIPMENT RENTAL | 70,000.00 | 33,309.69 | 7,427.67 | 36,690.31 | 47.59 |
| 661-000-691 | FUND BALANCE CONTRIBUTION | 75,000.00 | 0.00 | 0.00 | 75,000.00 | 0.00 |
| TOTAL REVENUES | | 146,200.00 | 34,508.67 | 7,631.34 | 111,691.33 | 23.60 |
| Expenditures | | | | | | |
| 661-215-702 | WAGES - EQUIPMENT CLERK | 5,200.00 | 2,452.32 | 408.72 | 2,747.68 | 47.16 |
| 661-215-715 | PR TAX EXP - CLERK | 400.00 | 187.62 | 31.27 | 212.38 | 46.91 |
| 661-557-702 | WAGES - EQUIPMENT MAINTENANCE | 13,000.00 | 5,963.96 | 1,546.46 | 7,036.04 | 45.88 |
| 661-557-715 | PR TAX EXP - EQUIPMENT | 1,000.00 | 456.26 | 118.31 | 543.74 | 45.63 |
| 661-557-726 | SUPPLIES | 2,000.00 | 1,394.01 | 42.98 | 605.99 | 69.70 |
| 661-557-751 | FUEL & OIL | 12,000.00 | 3,213.50 | 0.00 | 8,786.50 | 26.78 |
| 661-557-751 | AUDIT FEES | 600.00 | 0.00 | 0.00 | 600.00 | 0.00 |
| 661-557-801 | INSURANCE | 16,000.00 | 15,266.00 | 265.00 | 734.00 | 95.41 |
| 661-557-840 | RETIREMENT | 600.00 | 179.12 | 39.94 | 420.88 | 29.85 |
| 661-557-874 | WATER | 250.00 | 200.00 | 0.00 | 50.00 | 80.00 |
| 661-557-925 | REPAIRS & MAINTENANCE | 14,000.00 | 1,121.76 | 99.04 | 12,878.24 | 8.01 |
| 661-557-930 | CAPITAL OUTLAY | 79,000.00 | 2,999.99 | 0.00 | 76,000.01 | 3.80 |
| 661-557-970 | | | | | | |
| TOTAL EXPENDITURES | | 144,050.00 | 33,434.54 | 2,551.72 | 110,615.46 | 23.21 |
| Fund 661 - EQUIPMENT FUND: | | | | | | |
| TOTAL REVENUES | | 146,200.00 | 34,508.67 | 7,631.34 | 111,691.33 | 23.60 |
| TOTAL EXPENDITURES | | 144,050.00 | 33,434.54 | 2,551.72 | 110,615.46 | 23.21 |
| NET OF REVENUES & EXPENDITURES | | 2,150.00 | 1,074.13 | 5,079.62 | 1,075.87 | 49.96 |

PERIOD ENDING 08/31/2023

| GL NUMBER | DESCRIPTION | 2023-24 AMENDED BUDGET | YTD BALANCE 08/31/2023 | ACTIVITY FOR MONTH 08/31/2023 | AVAILABLE | |
|--------------------------------|-------------|---------------------------|---------------------------|-------------------------------------|-------------|-----------------|
| | | | | | BALANCE | % BUDGT USED |
| TOTAL REVENUES - ALL FUNDS | | | | | | |
| TOTAL EXPENDITURES - ALL FUNDS | | | | | | |
| NET OF REVENUES & EXPENDITURES | | | | | | |
| | | 659,850.00 | 194,913.48 | 10,635.42 | 464,936.52 | 29.54 |
| | | 646,675.00 | 126,838.93 | 12,228.27 | 519,836.07 | 19.61 |
| | | 13,175.00 | 68,074.55 | (1,592.85) | (54,899.55) | 516.69 |

Dpw report sept 2023

Ryan and I have been working diligently in the water dept trying to get some more things accomplished before he leaves. we managed to install the battery backup system at the reservoir, it now has the ability to send data to the control panel for approximately 10 days with out intervention and there is room to extend that if needed although I don't think it will be necessary. We have also started adjusting down the power usage on the wells using the newly installed VFDS. it will take a little time to gather enough data to see the difference, but I have enough saved data from earlier (started keeping daily power usage per well in 2015) to get a good picture. and after a lot of communications and explanations to consumers, the final submission for the rebate was sent in for approval with a total of \$4,200 expected for rebate. The generator was ordered and will be a 2 stage install, starting with the concrete pad and transfer switch inside pumphouse 2 and 3 , and final install of generator , some time in feb/march expected . we also started the service inspections with the Vacuum truck we have managed to already have 17 done by this document hoping for a total of 30 by the time ryan departs leaving approximately 12 more to do next spring . going as expected, the galvanized pipes (on the 1976 main) are as suspected and the copper leads on the 1981 main are as predicted .

Worked with john Deere and CAT and received 2 quotes for loader/backhoe with included trade in values , copies submitted to equipment department.

Pay machine to be removed this coming Friday , should be well over \$37,000 total the year that should be the second best year ever since 2014 when it was installed. We have started removing benches and tables from the beach, just a couple weeks early, we will stil leave plenty of spots to sit down ,the color season is just starting ,. just need to get some stuff done before the 28th ...

Kate was here for the tree inspection everything looked good she said , I believe she will be sending a report.,

Reith riley used our location for staging while working on this end of the paving project, they repaid us by , fixing the large holes in the parking lot out front of shop and enough road grind, to redo all the gravel around shop and hopefully enough to redo the soft spots at the brush pile location . that is not BLACK DIRT 🟡 had so many people ask if they could have some for there garden ...

Anyway

As always any questions ryan and I are always available

John



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

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STAFF REPORT
August 2023

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

SIGN ORDINANCE –

If the revised sign ordinance is deemed complete by the PC, the next logical step is to forward to legal for review and to make sure that it is formatted correctly as an ordinance to amend the zoning ordinance. Afterwards, it can be scheduled for a public hearing and then forwarded to the Leelanau County Planning Commission for the mandatory 30-day review period¹. The final step would be to send to Council with an appropriate recommendation.

Land Use Permit (zoning) Activity
(year-to-date summary)

| PERMIT # | TYPE | ZONE | PARCEL ID # | NAME(last) | NAME(first) - BLDR | SITE ADDRESS / LOCATION |
|----------|--------|---------|-------------------|---|--------------------|----------------------------|
| 2023-01 | ND | PUD | 45-041-550-059-00 | McNutt, Stephen and Sharon- | Pathway Homes | 9974 W. South Street |
| 2023-02 | SIGN | G-RES | 45-041-719-011-00 | St. Philip Neri Catholic Church | | 11411 S. LaCore Street |
| 2023-03 | FM-MKT | FSD | 45-041-824-009-10 | Leelanau Farmers Markets Baril, Bob | | N/A - West Front Street |
| 2023-04 | RA | G-RES | 45-041-824-052-00 | Greisiger, Joe | | 11472 S. Lacore Street |
| 2023-05 | RA | PUD | 45-041-550-005-00 | Evans, James and Kaye | | 9888 Wilce Street |
| 2023-06 | TEMP | REC-CON | WITHDRAWN | Quinn, Robert - Benzie Community Band | | Niagra Street- S. Bar Lake |
| 2023-07 | RA | V-RES | 45-041-702-018-00 | Jacob, Karen and Cortright, David | | 10138 W. Wilce Street |
| 2023-08 | SIGN | FSD | 45-041-702-022-00 | Glen Lake Community Library | | 10115 N Front Street |
| 2023-09 | FENCE | G-RES | 45-041-719-011-00 | St. Philip Neri Catholic Church | | 11411 S. LaCore Street |
| 2023-10 | ND | PUD | 45-041-325-065-00 | Ford, Carey | | 11757 S. Roen Road |
| 2023-11 | RA | VR | 45-041-300-058-00 | Weber, Tima nd Beth | | 11857 S. Lake Street |
| 2023-12 | RAD | G-RES | 45-041-200-002-00 | Schuessler, Guy and Nikki | | 11231 S. LaCore Street |
| 2023-13 | RA | PUD | 45-041-550-020-00 | Greenwoods of MI, LLC-Ernst, Dan and Jeanne | | 11914 S. Ontario Street |
| 2023-14 | ADU | G-RES | 45-041-824-037-00 | Chase, Robert and Linda | | 11364 LaCore Street |
| 2023-15 | C-ACC | G-COR | 45-041-719-003-01 | Blarney Castle EZ Mart | | 9988 W. Front Street |
| 2023-16 | DECK | G-RES | 45-041-730-003-00 | Palmer, Sue | | 12089 S. Wood Street |

-In Progress-

The ZA has received input in the form of a proposed checklist that would assist in streamlining the permitting process related to the Mass Gathering Ordinance and other special events that require multiple levels of review by different coordinating agencies. This is currently being reviewed and commented on.

¹ PA 110 of 2006 (as amended), Section 125.3307



CASH BALANCE BY FUND - AUGUST 2023

| | GF -101 | MSF - 202 | LSF - 203 | DSF - 301 | WF - 591 | EQF - 661 | MF - 715 |
|---------------------------------|-----------------|----------------|----------------|---------------|----------------|----------------|-----------------|
| HUNTINGTON | | | | | | | |
| BEGINNING BALANCE | \$ - | \$ - | \$ - | \$ - | \$ 19,654.63 | \$ - | \$ - |
| RECEIPTS | \$ - | \$ - | \$ - | \$ - | \$ 6,649.56 | \$ - | \$ - |
| DISPERSALS | \$ - | \$ - | \$ - | \$ - | \$ (77.27) | \$ - | \$ - |
| ENDING BALANCE | \$ - | \$ - | \$ - | \$ - | \$ 26,226.92 | \$ - | \$ - |
| SWEEP | | | | | | | |
| BEGINNING BALANCE | \$ 327,972.12 | \$ 145,587.55 | \$ 162,875.16 | | \$ 261,354.08 | \$ 202,299.42 | \$ 4,086.64 |
| RECEIPTS | \$ 324.87 | \$ 60,144.21 | \$ 35,161.34 | \$ - | \$ 258.88 | \$ 10,200.39 | \$ 4.05 |
| DISPERSALS | \$ (50,000.00) | \$ - | \$ - | \$ - | \$ (20,000.00) | \$ - | \$ - |
| ENDING BALANCE | \$ 278,296.99 | \$ 205,731.76 | \$ 198,036.50 | \$ - | \$ 241,612.96 | \$ 212,499.81 | \$ 4,090.69 |
| STATE SAVINGS | | | | | | | |
| BEGINNING BALANCE | \$ 63,623.52 | \$ 83,169.01 | \$ 55,705.96 | \$ 11,961.18 | \$ 6,383.88 | \$ 27,152.11 | \$ 485.62 |
| RECEIPTS | \$ 185,253.24 | \$ 2,032.30 | \$ 4,877.52 | \$ 6,551.47 | \$ 21,249.78 | \$ 7,473.93 | \$ 100.06 |
| DISPERSALS | \$ (209,763.98) | \$ (60,852.18) | \$ (38,694.57) | \$ - | \$ (7,474.04) | \$ (14,637.93) | \$ - |
| ENDING BALANCE | \$ 39,112.78 | \$ 24,349.13 | \$ 21,888.91 | \$ 18,512.65 | \$ 20,159.62 | \$ 19,988.11 | \$ 585.68 |
| FIRST NATIONAL - CD | | | | | | | |
| BEGINNING BALANCE | \$ 258,245.27 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| RECEIPTS | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| DISPERSALS | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| ENDING BALANCE | \$ 258,245.27 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| CASH BALANCE - TREASURER | \$ 575,655.04 | \$ 230,080.89 | \$ 219,925.41 | \$ 18,512.65 | \$ 287,999.50 | \$ 232,487.92 | \$ 4,676.37 |
| CASH BALANCE - CLERK | \$ 575,655.04 | \$ 230,080.89 | \$ 219,925.41 | \$ 18,512.65 | \$ 287,999.50 | \$ 232,487.92 | \$ 4,676.37 |
| DIFFERENCE | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| SWEEP ENDING BALANCE | | | | | | | |
| TREASURER | \$ 1,140,268.71 | | | \$ 144,596.88 | | | \$ 1,569,337.78 |
| CLERK | \$ 1,140,268.71 | | | \$ 144,596.88 | | | \$ 1,569,337.78 |
| DIFFERENCE | \$ - | | | \$ - | | | \$ - |
| REC. BANK STATEMENT BALANCE | \$ 1,140,268.71 | | | \$ 144,596.88 | | | |
| TOTAL CASH ALL FUNDS | | | | | | | |
| TREASURER | | | | \$ 144,596.88 | | | \$ 1,569,337.78 |
| CLERK | | | | \$ 144,596.88 | | | \$ 1,569,337.78 |
| DIFFERENCE | | | | \$ - | | | \$ - |
| REC. BANK STATEMENT BALANCE | \$ 1,140,268.71 | | | \$ 144,596.88 | | | |

CASH SUMMARY BY ACCOUNT FOR VILLAGE OF EMPIRE

FROM 08/01/2023 TO 08/31/2023

FUND: 101 202 203 301 591 661 715

CASH AND INVESTMENT ACCOUNTS

| Fund Account | Description | Beginning Balance 08/01/2023 | Total Debits | Total Credits | Ending Balance 08/31/2023 |
|--------------|-------------------------|---------------------------------|--------------|---------------|------------------------------|
| Fund 101 | GENERAL FUND | | | | |
| 003 | CERTIFICATE OF DEPOSITS | 258,245.27 | 0.00 | 0.00 | 258,245.27 |
| 004 | STATE SAVINGS CASH | 63,623.52 | 185,253.24 | 209,763.98 | 39,112.78 |
| 009 | SSB MM SWEEP | 327,972.12 | 324.87 | 50,000.00 | 278,296.99 |
| | GENERAL FUND | 649,840.91 | 185,578.11 | 259,763.98 | 575,655.04 |
| Fund 202 | MAJOR STREETS FUND | | | | |
| 004 | STATE SAVINGS CASH | 83,169.01 | 2,032.30 | 60,852.18 | 24,349.13 |
| 009 | SSB MM SWEEP | 145,587.55 | 60,144.21 | 0.00 | 205,731.76 |
| | MAJOR STREETS FUND | 228,756.56 | 62,176.51 | 60,852.18 | 230,080.89 |
| Fund 203 | LOCAL STREETS FUND | | | | |
| 004 | STATE SAVINGS CASH | 55,705.96 | 4,877.52 | 38,694.57 | 21,888.91 |
| 009 | SSB MM SWEEP | 162,875.16 | 35,161.34 | 0.00 | 198,036.50 |
| | LOCAL STREETS FUND | 218,581.12 | 40,038.86 | 38,694.57 | 219,925.41 |
| Fund 301 | DEBT SERVICE FUND | | | | |
| 004 | STATE SAVINGS CASH | 11,961.18 | 6,551.47 | 0.00 | 18,512.65 |
| Fund 591 | WATER FUND | | | | |
| 001 | HUNTINGTON BANK CASH | 19,654.63 | 6,649.56 | 77.27 | 26,226.92 |
| 004 | STATE SAVINGS CASH | 6,383.88 | 21,249.77 | 7,474.03 | 20,159.62 |
| 008 | RRI ACCOUNT | 19,985.87 | 0.00 | 0.00 | 19,985.87 |
| 009 | SSB MM SWEEP | 241,368.21 | 258.88 | 20,000.00 | 221,627.09 |
| | WATER FUND | 287,392.59 | 28,158.21 | 27,551.30 | 287,999.50 |
| Fund 661 | EQUIPMENT FUND | | | | |
| 004 | STATE SAVINGS CASH | 27,152.11 | 7,473.93 | 14,637.93 | 19,988.11 |
| 009 | SSB MM SWEEP | 202,299.42 | 10,200.39 | 0.00 | 212,499.81 |
| | EQUIPMENT FUND | 229,451.53 | 17,674.32 | 14,637.93 | 232,487.92 |
| Fund 715 | MEMORIAL FUND | | | | |
| 004 | STATE SAVINGS CASH | 485.62 | 100.06 | 0.00 | 585.68 |
| 009 | SSB MM SWEEP | 4,086.64 | 4.05 | 0.00 | 4,090.69 |
| | MEMORIAL FUND | 4,572.26 | 104.11 | 0.00 | 4,676.37 |
| | TOTAL - ALL FUNDS | 1,630,556.15 | 340,281.59 | 401,499.96 | 1,569,337.78 |

| | | |
|---------------|----------------------------|-------------------|
| Date: | September 18,2023 | Pages: 2 |
| Meeting Date: | September 26,2023 | Regular Meeting |
| Subject: | Rules Sign For Shalda Park | Author: March Dye |

OVERVIEW:

After consulting with the Disabilities Network of Northern Michigan it was established that no further wording was needed on the sign. The wording was discussed at the previous Work Session and there were no suggested changes. I was asked to get a quote/estimate for the sign from the DPW. The quote/estimate should be available by the time of the meeting.

RECOMMENDATION:

Order the sign.

ACTION TO BE TAKEN:

A motion to approve ordering the sign for the amount of the estimate with room for adjustment.

WELCOME TO SHALDA PARK

No Motor Vehicles or Golf Carts on Walking Path

Pedestrians Have Right-of-Way

No Overnight Parking

No Excessive Noise or Loud Music

No Fireworks

Pets Must Be Leashed

Please Pick Up After Pets

No Littering

Quiet Time Between 11:00pm and 8:00am

ENJOY YOUR VISIT



Village Council Meeting Documentation

| | | |
|----------------|--------------------------|-------------------------------|
| Date Prepared: | 9/19/2023 | |
| Meeting Date: | 9/26/2023 | Meeting Type: Regular Meeting |
| Subject: | RFP for Village Attorney | Author: Tom Rademacher |

Overview or Problem Statement:

The original submission to the Village Council regarding an RFP for a Village Attorney focused on the retirement of Dick Figura who was the experienced municipal attorney in the Figura Law firm. Tim Figura's area of practice was more focused on Estate and Trust Planning, Real Estate, Zoning and Land Use along with Municipal Litigation. Just prior to our Village Council work session, the Village Council was informed by Tim Figura that he accepting a position with the Mika Meyers law firm out of Grand Rapids with offices in Manistee. He welcomed the opportunity to continue to serve the Village in his new position.

Consideration:

In the past, the Village Council had opted, (on an irregular basis) to implement RFP's for attorney services and auditing services. Any decision to open the doors to an RFP should not be considered as poor reflection on any of the Village Council's professional service team.

Recommendation for Action:

Send out the final version of the RFP to the following firms:

Mika Meyers
414 Water Street
Manistee, MI 49660

Sondee, Racine & Doren PLC
310 W. Front Street, Suite 300
Traverse City, MI 49684

Olsen Bzdok & Howard
420 East Front Street
Traverse City, MI 49686

Cummings, McClorey, Davis & Acho, PLC
310 West Front Street, Suite 221
Traverse City, MI 49684

Request for Proposal

Village Attorney Services
Village of Empire

Proposal Information:

The Village of Empire (Village) has a population of less than 400 full-time residents. The Village is a General Law Act Village (Act 3 of 1895). The Village Council consists of seven (7) elected members: Six (6) Trustees and one (1) Village President. The Village government includes a seven (7) member Planning Commission established by the Michigan Planning and Enabling Act (Act 33 of 2008).

The Village is seeking proposals from attorney's or law firms for Village Attorney services for the Village. The Village Council anticipates submitted proposals will identify a lead attorney that works on all Village matters focusing on, but not limited, to government/municipal functions including planning, human resources and labor relations. It is expected that the lead attorney may opt to consult with additional attorneys within the firm or an outside firm via contract.

Submission Information

Sealed proposals will be received by the Village Clerk on or before _____. The envelope shall be clearly marked "Village Attorney Proposal" to prevent any errors in opening prior to the deadline. Proposals will be publicly opened at that time and evaluated by the Village Council at a later time.

All correspondence regarding this RFP should be addressed to:

Village of Empire Clerk
PO Box 252
11518 S. Lacore Street
Empire, MI 49630-0253

Scope of Services

The Village Attorney shall perform the following duties as requested:

- Act as legal advisor to the Council, the Clerk, the Treasurer and Planning Commissioners
- Prepare legal opinions for Council and Planning Commissioners, plus related legal research
- Prepare or review Ordinances, regulations, contracts, bonds and other instruments as may be required or requested by Council or Planning Commissioners and provide a legal opinion
- Prepare and deliver educational programs including but not limited to the Open Meetings Act and the Freedom of Information Act

- Attend meetings of the Village Council, Planning Commission and Board of Appeals meetings as requested
- Advise the Council relative to hiring outside attorney's
- Represent or provide a referral to the Village in cases before the County, State or Federal courts or other tribunals – including the Tax Commission. These matters may include code violation enforcement actions, income prosecution and civil suits filed by or against the Village
- Perform other such duties as prescribed by the General Law Village Act or the Village Council

Estimated Workload and Support Services

The Village does not guarantee a set workload or billable hours. The Village expects to be charged for services rendered (no retainer), unless a separate agreement for a special project is arranged.

RFP Information

The following items shall be addressed in the RFP:

- Office location(s)
- Documentation and/or information about your firm's municipal experience in the role of advising a small, rural Village
- Provide a list of current municipal clients and how they are chartered (General Law Village Act, Home Rule, City, etc.)
- Documentation/information about your experience advising small rural Planning Commissions operating under the Michigan Planning and Enabling Act
- Provide at least three client references
- Any additional documentation/information you consider to be of value in evaluating your qualifications
- Provide the hourly rate to be charged to perform legal services authorized by the Village Council. Please indicate any anticipated reimbursement expense that may be charged to the Village.

RFP Submission Notes

1. The RFP submission shall become part of the Village's bid records and will be available for public review.
2. The Village of Empire will not be liable for any costs incurred by any firm in responding to this RFP.

Evaluation and Selection

- Those submitted a proposal may be asked to make an oral presentation to the Village Council
- The Village Council will evaluate each proposal based on the documentation provided that supports the individual or firm's ability to provide quality legal services in a cost effective, efficient and timely manner.
- The Village of Empire reserves the right to reject any or all proposals and to waive any irregularities in a proposal and to award a contract that, in the judgement of the Village Council in the best interest of the Village without regard to cost.

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| Meeting: | September 14, 2023 |
| Subject: | Update the Purchase Policy for Rebates |
| Author: | Sue Palmer |

Overview:

The Purchase Policy needs to be updated to include the process for rebates. Council agreed to have move this to our Regular Meeting for approval.

Action Requested

Approve the language as follows:

6. Any purchase made that contains a rebate should be handled by the Clerk. All receipts will be turned in to the office, with rebate forms attached, within 3 business days from purchase.

VILLAGE OF EMPIRE PURCHASING POLICY

The purpose of this Purchasing Policy is to encourage the efficient purchasing of appropriate goods or services at appropriate prices.

- Purchases under \$500.00 require only Department Head or Supervisor's approval accompanied by a receipt for the purchase.
- Purchases of budgeted items, from \$501.00 to \$1,000.00 require at least one quote, Supervisor's approval, and the Village President to sign off.
- Purchases of budgeted items, over \$1,001.00 to \$10,000.00 require two quotes and Council approval. *Exceptions may be made for sole-source procurements.*
- Purchases of budgeted items over \$10,001.00 require at least two quotes and Council approval. In extenuating circumstances, Council may wave the second quote by majority vote. Council may request sealed bids.

Note:

- 1) Separating the work of vendors into smaller invoices is a violation of the dollar threshold rules.
- 2) Purchases to be reimbursed from grants are subject to the requirements of the grant.
- 3) It shall be the job of the Department Head/Requester to provide comparable quotes.
- 4) If the lowest bid is not accepted the rationale and reasons for acceptance of a higher bid must be presented to Council for final decision and consideration.
- 5) In an emergency situation, Council may approve non-budgeted procurements. Examples: unforeseen development of dangerous conditions which may vitally affect the safety, health, property or welfare of the public; a breakdown of essential machinery or equipment requiring immediate replacement.
- 6) **Any purchase made that contains a rebate should be handled by the Clerk. All receipts will be turned in to the office, with rebate forms attached, within 3 business days from purchase.**

Approved: 06/27/2023

Meeting: September 26, 2023

Subject: Barbed Wire Fence at Shalda Park

Author: Sue Palmer

Overview:

There is an exposed barbed wire fence on private property adjacent to (and sometimes very close) to the Shalda Park Walking Path.

The barbed wire has been raised and placed on the side of the private property. Nothing is hidden from view and the barbed wire fence is plenty of distance from the paved walking trail. Common sense should prevail –

- Parents should take responsibility for keeping small children on the paved surface, out of weeds and away from the fence line.
- Owners will keep pets leashed in the park. (Park Rule)
- The property owner is responsible if someone is hurt wandering onto their property.

Action Requested

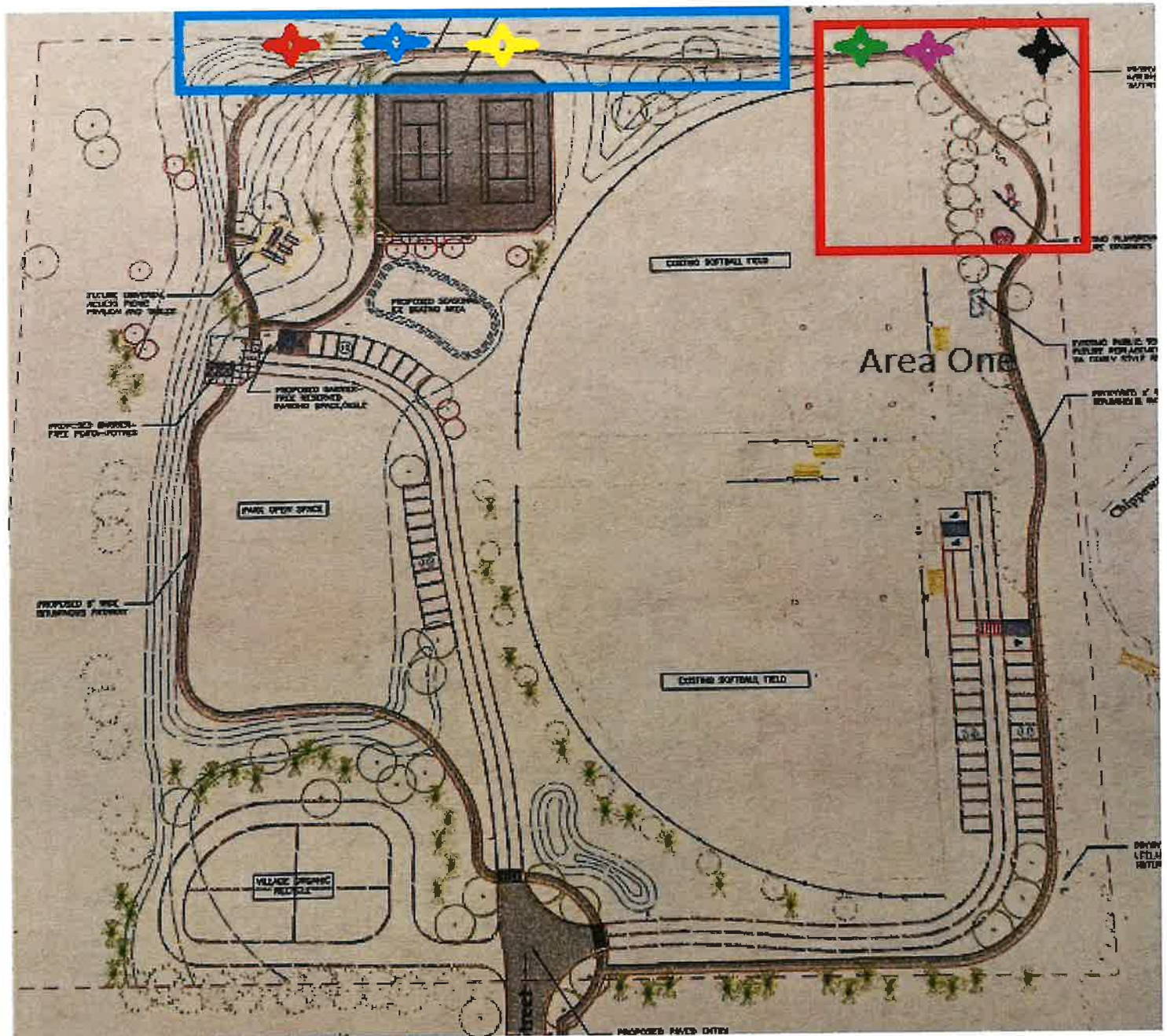
The Village Council needs to discuss the pros and cons of each solution to determine what actions, if any, best serve residents and visitors using the walking path.

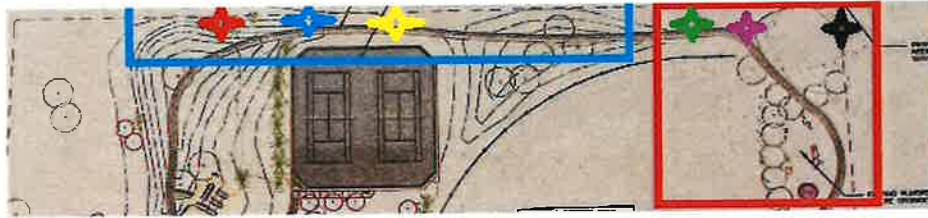
1. Build a split rail fence: 600 feet @ approximately \$2,800.
2. Add signage to tell the public that barbed wire is in-the area



3. Do nothing. The fence is on private property
 - a. It is not a problem – let's move on.

Shalda Park Path

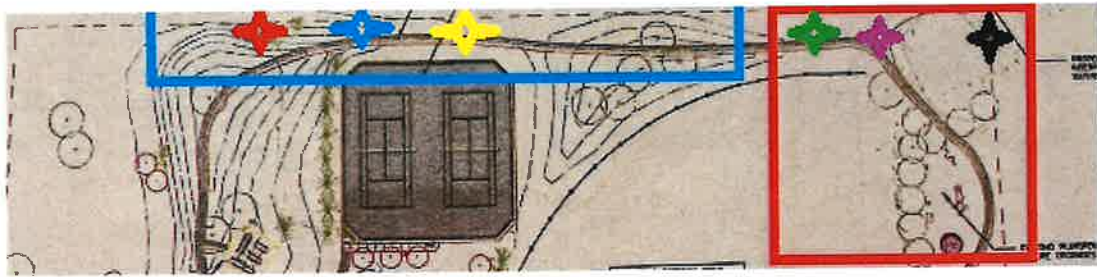




Black Star

Purple Star

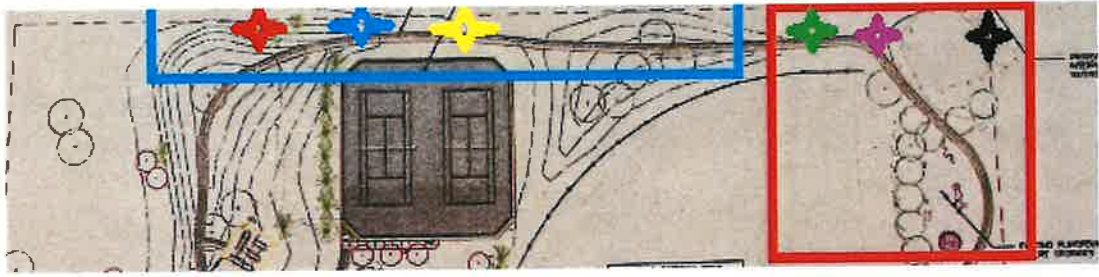




Yellow Star

Green Star





Blue Star



Red Star



Village Council Meeting Documentation

| | | |
|----------------|---|-----------------------|
| Date Prepared: | September 19, 2023 | |
| Meeting Date: | September 26, 2023 | Meeting Type: Regular |
| Subject: | Appoint the Asset Map – Community Engagement Citizen’s Task Force | Author: Maggie Bacon |

Overview:

The Village Council taken some steps toward increased Community Engagement. One small step that could only be made with the approval of the entire Council has been the more consistent. detailed documentation for the agenda.

The next step is to approve the members of the community who have graciously volunteered to be part of the inaugural Citizens Task Force to Create an Asset Map.

Citizen’s Task Force Charge

The initial charge for the Citizens Task Force is to create a list (that may take another form) of Village assets.

- 1.1 Define community boundaries
- 1.2 Determine what type of assets to include
- 1.3 List the assets of groups, organizations
- 1.4 List the assets of individuals
- 1.5 List natural resource assets
- 1.6 Organize assets on a map

The process of asset mapping itself can be an organizing tool (see attached for detailed information about asset mapping).

Recommendation:

1. Approve Bacon to act as the **organizer for the first meeting only**. Bacon will be responsible for setting up the meeting, locating a space for the meeting and posting the meeting and contacting the members. Bacon will provide the Task Force with meeting protocol requirements: posting meetings, publishing minutes, etc.
2. Approve up to 15 applicants. This task force needs to represent a cross-section of residents – from those who have been her for 50 years to those who moved in just last week. If the number of applicants exceeds 15, the Village Council will draw names.

Attachment - 1

Asset Map (excerpted from UCLA)

Purpose

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

What is a community asset?

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

Assets include:

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

When the Village Council (or others) would use an Asset Map

When making program decisions. An asset map can help you identify community assets and concerns.

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

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

| | |
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| Meeting: | September 26, 2023 |
| Subject: | Shalda Park Ribbon Cutting Ceremony |
| Author: | Sue Palmer |

Overview:

Part of the Grant is to have a Ribbon Cutting Ceremony at Shalda Park. It requires a 30-day notice to the DNR before we can have the ceremony. We will need time to invite the press, the DNR, and residents of the Village.

Action Requested

Request that Council select a date for the Shalda Park Ribbon Cutting Ceremony that is 30 days from today.

Dates suggested are:

October 28, 2023 – Saturday

November 4, 2023 - Saturday