

**EMPIRE VILLAGE COUNCIL WORK SESSION
OCTOBER 12, 2023 @ 7 PM
Empire Township Hall - 10088 W. Front Street**

AGENDA

- A. CALL MEETING TO ORDER AND PLEDGE OF ALLEGIANCE**
- B. ROLL CALL**
- C. CHANGES OR ADDITIONS TO THE AGENDA**
- D. ADOPTION OF THE AGENDA**
- E. PUBLIC COMMENTS ON AGENDA ITEMS**
- F. COMMUNICATIONS**
- G. DEPARTMENT HEAD REPORTS**
- H. COUNCIL MEMBER / COMMITTEE REPORTS**
- I. OLD BUSINESS**
 - 1) Approve September 26, 2023, Regular Meeting Minutes
 - 2) Rules of Procedure 6.2 – 6.6 (Palmer)
 - 3) Glen Lake Library Reimbursement for Costs Associated with Restroom Maintenance (Palmer)
 - 4) South Bar Lake Drainage District Request for Staging (Palmer)
- J. NEW BUSINESS**
 - 1) Request for Purchase – Front Loader for the DPW (Bacon)
 - 2) Request Funding - Site Feasibility Study for New/Renovate Office Space (Bacon)
 - 3) Presentation Request – Glen Lake Superintendent of Schools (Palmer)
- K. PUBLIC COMMENT**
- L. COUNCIL MEMBER COMMENT**
- M. ADJOURNMENT**

September 26, 2023 – EMPIRE VILLAGE COUNCIL REGULAR MEETING

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

CHANGES/ADDITIONS TO AGENDA – None.

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

PUBLIC COMMENT ON AGENDA ITEMS – None.

PRESENTATION – Richard Neihardt of Gabridge & Co. reviewed the 2022-23 FY Audit and pointed out highlights and ways to apply the information throughout. He answered several questions and stated that this audit resulted in the highest level of opinion available as a statement regarding financials.

PUBLIC COMMENTS ON PRESENTATION – None.

CONSENT AGENDA – Motion by Dye, support by Walton to approve the Consent Agenda including minutes of the 9/14/2023 Work Session and bills totaling \$49,322.40.

ROLL CALL: Ayes: Bacon, Dye, Palmer, Rademacher, Walton, Webb. Nays: None. MOTION PASSED.

FINANCIAL REPORTS – Financial reports were received and indicated that the Treasurer's Cash Balance by Fund report matches the Clerk's General Ledger Cash Summary by Fund.

COMMUNICATIONS – Palmer read an update regarding the South Bar Lake Drainage District and a letter from Glen Lake Library requesting funding contribution for maintenance of a public bathroom. Both will be included on the website as a handout. There was consensus to move the library's request to the next meeting. Bacon read the email from RRC accepting the Village's application. **Motion by Dye, support by Walton to have the President sign the Memo of Understanding from the RRC. Upon a voice vote, MOTION PASSED.**

DEPARTMENT HEAD REPORTS – Written reports from DPW Superintendent Friend and Zoning Administrator Hall were received and read aloud. Friend reported on the ongoing Water inspections. Palmer reported on the recent Chamber of Commerce Hill Climb event and the notification that the Village will not be considered for the Rural Readiness grant.

COUNCIL MEMBER/COMMITTEE REPORTS – Dye reported that the interpretive sign for Shalda Park should be completed within a week. Several future committee meetings were announced.

OLD BUSINESS

RULES FOR SHALDA PARK – Motion by Dye, support by Rademacher to approve ordering the sign not to exceed \$150 with a brown background. ROLL CALL: Ayes: Bacon, Dye, Palmer, Rademacher, Walton, Webb. Nays: None. MOTION PASSED.

REQUEST FOR PROPOSAL FOR VILLAGE ATTORNEY – Motion by Rademacher, support by Dye to approve the RFP with a due date of November 1, 2023, at 5 p.m. ROLL CALL: Ayes: Bacon, Dye, Palmer, Rademacher, Walton, Webb. Nays: None. MOTION PASSED.

PURCHASING POLICY – Motion by Dye, support by Rademacher to add No.6 regarding rebates to the Purchasing Policy. Upon a voice vote, MOTION PASSED.

SHALDA PARK FENCE – Motion by Rademacher, support by Bacon to do nothing as the fence is on private property and not located within Village limits. Discussion included common sense, personal safety responsibility, private v public property notification, cost, aesthetics, and functionality of different types of fences. **Upon a voice vote, MOTION DEFEATED with only Rademacher in favor. Motion by Dye, support by Bacon to move this item to the work session for further discussion. Upon a voice vote, MOTION PASSED with Walton opposed.**

APPOINT THE ASSET MAP- COMMUNITY ENGAGEMENT CITIZEN’S TASK FORCE – Motion by Bacon, support by Dye to approve the Citizens Task force with up to 15 members to Define community boundaries; Determine what type of assets to include List the assets of groups, organizations; List the assets of individuals; List natural resource assets; Organize assets on a map. Upon a voice vote, MOTION PASSED. Motion by Bacon, support by Dye to approve the following members to the Task Force: Bob Chase, Linda Lewis, Steve Lewis, Trish Baker, Rod Barnes, Carla Weinheimer. Upon a voice vote, MOTION PASSED.

NEW BUSINESS

SHALDA PARK RIBBON CUTTING CEREMONY – Motion by Bacon, support by Dye to set a date of October 28, 2023 at 1:00 p.m. for a Shalda Park ribbon cutting ceremony. Upon a voice vote, MOTION PASSED.

PUBLIC COMMENT – Diane Oberschulte commented that a new doctor will be joining the Munson Clinic. A meet and greet has been arranged at the Heritage Days event at the Historical Museum on October 14th.

COUNCIL MEMBER COMMENT – Walton noted the postcard she received from the Sleeping Bear Marathon was informative.

ADJOURNMENT at 8:22 p.m.

Derith Smith Empire Village Clerk

These are draft minutes for approval at the October 12, 2023, Council meeting.

Current /Original ROP dated 6-22-21

public comment on presentations to allow the public to respond to the presentation. Presenters and those providing public comment are expected to address their remarks to the meeting Chair.

6.2 Regular Meeting Agendas – Deadline for Submission

All Council Members and staff shall submit agenda items to the Village Office by **noon** on the Tuesday preceding each Regular Meeting for inclusion on the agenda. This would pertain to any item from the public that may require consideration and/or action by the Village Council. This does not include letters of public comment.

6.3 Regular Meeting Agenda/ Consent Agenda

The Village President may use a consent agenda to allow the Council to act on numerous administrative or non-controversial items at one time. Non-controversial items include approval of minutes, payment of bills, approval of recognition resolutions, etc. Any member of the Council may request an item be removed from the consent agenda and placed on the Regular Meeting agenda for discussion.

An agenda shall be prepared for each Regular council meeting with the following order of business as applicable:²

- Call to Order and Pledge of Allegiance
- Taking of the Roll
- Public Hearings
- Changes or Additions to the Agenda
- Adoption of Agenda
- Public Comment on Agenda Items
- Consent Agenda
- Review of Financial Statements
- Communications
- Presentations (as approved)
- Public Comment on Presentations
- Department Head Reports³
- Council Member/Committee Reports
- Old Business
- New Business
- Public Comment
- Council Members Comment
- Adjournment

² All items may not be included on each agenda. For example, if no Public Hearing is scheduled for a specific meeting, that item will not appear on an agenda.

³ For the purposes of the agenda, Department Heads are: DPW Superintendent, Zoning Administrator, Street Administrator and Clerk

Sue

6.4 Work Session Meeting Purpose

Work Sessions are primarily study sessions that take place prior to the Regular Meeting. Motions may be made on time sensitive items that need to be addressed before a Regular Meeting.

6.5 Work Session Meeting Agendas– Deadline for Submission

All Council Members and staff shall have agenda items submitted to the Village Office by **noon** on the Thursday preceding each Work Session meeting for inclusion on the agenda.

6.6 Work Session Agenda

An agenda shall be prepared for each Work Session meeting with the following order of business as applicable:

- Call to Order and Pledge of Allegiance
- Taking of the Roll
- Changes or Additions to the Agenda
- Adoption of Agenda
- Public Comments on Agenda Items
- Communications
- Presentations (as approved)
- Public Comment on Presentations
- Department Head Reports⁴
- Council Member/Committee Reports
- Old Business
- New Business
- Public Comment
- Council Member Comment
- Adjournment

6.7 Agenda and Meeting Material Distribution

Agendas and meeting materials shall be distributed to Council, electronically or in person, and posted no later than the Friday preceding the Regular Meeting and no later than the Monday preceding the Work Session meeting. All materials shall be dated. Documents in draft form (e.g., budgets, financials, ordinances, etc.) shall be labeled as such, with a version number and last date they were changed.

6.8 Special Meeting Agenda

The agenda of a Special Meeting will consist only of the matters so stated in the notice of the meeting.

6.9 Chair

The President shall moderate and chair all meetings of Council. In the absence of the President, the President Pro Tempore shall assume the duties of the Chair. If both the President and

⁴ For the purposes of the agenda, Department Heads are DPW Superintendent, Zoning Administrator, Street Administrator and Clerk

Meeting:	October 9, 2023
Subject:	Update the Rules of Procedure
Author:	Sue Palmer

Overview:

Council will continue reviewing the Rules of Procedure as follows:
Section 6.2 through 6.6.

Action Requested**6.2 Regular Meeting Agendas— Meeting Deadlines for Submission**

Council Members and office administrators shall have agenda items submitted to the village office for inclusion on the agenda as follows:

1. Work Session - noon on the Thursday preceding each Work Session meeting
2. Regular Meeting - noon on the Tuesday preceding each Regular meeting

6.3 Regular Meeting Agenda/Consent Agenda

The Village President may use a consent agenda to allow the Council to act on numerous administrative or non-controversial items at one time. Non-controversial items include approval of minutes, payment of bills, approval of recognition resolutions, etc. Any member of the

Council may request an item be removed from the consent agenda and placed on the Regular Meeting agenda for discussion.

A Consent Agenda contains routine items which do not need further discussion, i.e. approval of minutes and payment of bills . The whole group of items is approved in one motion and one roll call vote. If discussion of an item is desired, it can be removed from the consent agenda and discussed immediately after approval of the consent agenda or in its normal sequence on the agenda.

6.4 Meeting Agenda

An agenda shall be prepared for each council meeting as follows:

- Call to Order and Pledge of Allegiance
- Taking of the Roll
- Public Hearings (if applicable)
- Changes or Additions to the Agenda
- Adoption of Agenda
- Public Comment on Agenda Items
- Consent Agenda
- Review of Financial Statements -Regular Meetings only
- Communications
- Presentations (if applicable)
- Public Comment on Presentations

Department Head Reports
Council Member/Committee Reports
Old Business
New Business
Public Comment
Council Members Comment
Adjournment

6.4 Work Session Meeting Purpose

Work Sessions are vehicles for addressing major issues more effectively and will usually take place prior to a Regular Meeting. They can provide opportunities for members to focus on long-term decisions rather than the day-to-day management issues that confront the village. They also make Regular Meetings more productive and shorter. Work sessions can also help members relate better to one another because of the greater informality of such sessions. Only matters of immediate importance will be voted on at a Work Session. Most generally, no decisions are made during a Work Session.

~~6.5 Work Session Meeting Agendas—Deadline for Submission combined above~~

~~All Council Members and staff shall have agenda items submitted to the Village Office by noon on the Thursday preceding each Work Session meeting for inclusion on the agenda.~~

6.6 Work Session Agenda ~~delete and combine above~~

An agenda shall be prepared for each Work Session meeting with the following order of business as applicable:

Due

Village Council Meeting Documentation

Date Prepared:	10/4/2023	
Meeting Date:	10/12/2023	Meeting Type: Work Session
Subject:	ROP 6.3	Author: Maggie Bacon

6.3 Regular Meeting Agenda/ Consent Agenda

The Village President may use a consent agenda to allow the Council to act on numerous administrative or non-controversial items at one time. Non-controversial items include approval of minutes, payment of bills, approval of **standard** resolutions or recognition resolutions etc. Any member of the Council may request an item be removed from the consent agenda and placed on the Regular Meeting agenda for discussion.

An agenda shall be prepared for each Regular Council meeting with the following order of business as applicable:

Call to Order and Pledge of Allegiance

Roll Call

Public Hearings (if needed)

Changes or Additions to the Agenda (only items of an urgent nature)

Adoption of Agenda

Public Comment on Agenda Items

Consent Agenda (not sure if this needs to be spelled out?)

Minutes

Bills to Pay

Review of Financial Statements

Communications

Presentations (as approved and if needed)

Public Comment on Presentations (f needed)

Department Head Reports

Council Member/Committee Reports

Old Business

New Business

Public Comment

Council Member Comment

Adjournment

Village Council Meeting Documentation

Date Prepared:	10/4/2023	
Meeting Date:	10/12/2023	Meeting Type: Work Session
Subject:	RPO - Work Session Changes 6.4-6.6 Explanation and Examples	Author: Maggie Bacon

Issue:

Currently, the difference between a Village Council work session and regular session is almost non-existent. This is not a new phenomenon. Over time, the differences have morphed and quasi “requirements” (such as any item appearing the Regular Meeting Agenda must have been discussed at Work Session) are more lore than fact.

A Work Session (see attached MML Fact Sheet) “can be a vehicle for addressing **major issues** more effectively. They can also provide opportunities for members to focus on **long-term decisions** (dare I say planning?) rather than the day-to-day management issues that confront” the Village.

As a more informal meeting, reimagining work sessions can result in greater productivity. We will not take up a second meeting to discuss an issue that has already been discussed. At the same time, a true work session can be designed to facilitate the simple act of talking through issues in greater depth, listening to the points of view of one another, prioritizing goals leading to greater understanding and Council unity.

6.4 Work Session Meeting

Work Sessions are primarily study sessions that may be scheduled at any time. Work Sessions are a time for the Village Council to discuss major issues, to focus on long-term decisions or priorities versus day-to-day management issues. With the exception of approval of minutes or an urgent issue requiring a vote, no formal actions/decisions are made during a Work Session.

6.5 Work Session Meeting Agenda –Documentation and Deadline for Submission

~~All Council Members and staff shall have agenda items submitted to the Village Office by noon on the Thursday preceding each Work Session meeting for inclusion on the agenda.~~

Work Sessions shall typically be held on the 2nd Thursday of each month at 7:00 pm. **Items for the regular meeting agenda are no longer required to be discussed at a work session.**

Completed documentation for Work Sessions shall submitted to the Village Office by noon on the Thursday preceding each Work Session for inclusion on the agenda.

Council members requesting an agenda item for a Work Session shall submit the standardized documentation form (see attached) as part of their request for agenda items.

6.6 Work Session Agenda

An agenda shall be prepared along with relevant experts/speakers invited (as necessary) for each Work Session with the following order of business:

Call to Order and Pledge of Allegiance

Roll Call

Adopt the Agenda

Public Comment on Agenda Items

Approve Minutes

Urgent Action Items (should be used rarely)

Old Business

New Business

Public Comment

Adjournment

Attachments:

MML Fact Sheet

Documentation Sample

Examples of Agenda items that could be dispatched in one meeting

Work Sessions—Use by Legislative Bodies

Introduction

Work sessions must be posted and fall under the definition of a meeting in the Open Meetings Act (1976 PA 276, MCL 15.261 et seq.). Also, they must be open to the public, except for those issues that by law are permitted to be addressed in closed session, and like all meetings defined under the OMA, minutes must be taken. Several common issues and questions are covered below, and addressed not as “legal” issues but rather as policy or decision-making issues.

When should work sessions be scheduled?

Work sessions can be scheduled at any time. If scheduled immediately prior to regular sessions, items on the agenda are also placed on the work session agenda. If there are any questions on issues, they can be addressed in the work session. If scheduled during the off week, work sessions mean more meetings, more staff preparation, and potentially greater public perception problems if work sessions are not well-attended or televised. If the public isn’t aware of work sessions, it may appear that decisions have already been made by the time council acts in a regular meeting.

What purposes do they serve?

Work sessions can be vehicles for addressing major issues more effectively. They can also provide opportunities for members to focus on long-term decisions rather than the day-to-day management issues that confront the municipality. Presumably, they also make regular sessions more productive and shorter. Work sessions can also help members relate better to one another because of the greater informality of such sessions.

What kinds of items should be on the agenda of work sessions?

An alternative approach to duplicating regular meeting agendas is to reserve work sessions for “blue sky” issues or major projects only. Goal-setting, budget review, or major development proposals are examples. If every issue is on both the work and regular session agenda, it may become repetitive.

Must the public be allowed to participate?

Work sessions are intended to provide opportunities for councilmembers to study difficult issues, gather and analyze information, and clarify problems. However, whenever a governing body holds a meeting, it must be posted, there must be minutes taken, and people must have an opportunity to address the governing body under the Open Meetings Act (MCL 15.263). Those in attendance should be made aware of the purpose of the meeting—to study issues, not to take action.

How do you address the public perception problem?

Citizens often aren’t aware of, or understand, the difference between work sessions and regular sessions. This can give rise to the perception that the decision process in the regular meeting is rigged beforehand. There are no easy answers to this problem. The best that can be done is to communicate, as much as possible, the process by which council makes decisions. Make it clear that council holds work sessions for difficult issues, that these sessions are open to the public, and that no decision is made except in a regular session.

Adapted from an article by Dr. Joe Ohren, ICARD/Eastern Michigan University

Examples of items that would not be on a Work Session Agenda

EMPIRE VILLAGE COUNCIL WORK SESSION
SEPTEMBER 14, 2023 @ 7 pm
Empire Township Hall – 10088 W. Front Street

AGENDA

A. CALL MEETING TO ORDER AND PLEDGE OF ALLEGIANCE

B. ROLL CALL

C. CHANGES AND ADDITIONS TO THE AGENDA *(Should happen rarely!)*

D. ADOPTION OF THE AGENDA

E. PUBLIC COMMENTS ON AGENDA ITEMS

F. COMMUNICATIONS (May be needed if urgent)

~~G. DEPARTMENT HEAD REPORTS~~

~~H. COUNCIL MEMBER/COMMITTEE REPORTS~~

I. OLD BUSINESS

1) Approve August 22, 2023 Regular Meeting Minutes

2) Approve August 31, 2023 Special Meeting Minutes

3) Rules for Signs for Shalda Park (This was a third or fourth reading)

4) Request for Proposal for Village Attorney Services

5) Short-Term Rental Committee Extension (Council Management issue)

6) Shalda Park Fence

7) Update Purchasing Policy for Rebates (Council management issue)

8) Rules of Procedure 5-6.1.3

9) Consumers Energy Resolution No. 8 of 2023 (This was an update to previously discussed item)

J. NEW BUSINESS

1) County Recycling Program (report out from President can happen at Regular meeting)

2) Connector Trail from Shala Park to Leelanau Conservancy

3) Legal Files and Choice of Council (Council management issue)

4) End of Beach Signs

5) Trunk or Treat Street Closures (Council management issue)

K. PUBLIC COMMENT

~~L. COUNCIL MEMBER COMMENT~~

M. ADJOURNMENT

Meeting:	October 9, 2023
----------	-----------------

Subject:	Glen Lake Library Reimbursement for Costs Associated w/Restroom Maintenance
----------	---

Author:	Sue Palmer
---------	------------

Overview:

The Village Council received a letter from the Glen Lake Community Library that was read in our last meeting. In the letter they requested the Empire Township, Empire Chamber of Commerce and the Village of Empire to share in the increased cost of septic maintenance at the library during the summer tourist season. The cost to the Village would be \$650.

Action Requested

Council discussion regarding this request.

September 19, 2023

Village of Empire
Sue Palmer, Village Council President
P.O. Box 253, Empire, MI 49630

We hope you enjoyed another busy northern Michigan summer. We certainly did here at the library, providing varied resources to support life-long learning, entertainment, and enrichment for all.

As you may know, the library has also become the default public restroom for visitors to the village of Empire. During peak season tourists generate a majority of our restroom traffic. We're happy to provide this service to visitors, regardless of their reason for stopping in the community library. However, this increased traffic does present some challenges. We have to devote significant time and resources to maintaining the restrooms. More staff time is required for daily or even twice-daily cleanings; usage of paper products increases dramatically; and our septic system requires more frequent service.

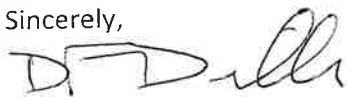
Our facility features two spacious, ADA compliant restrooms. In the planning process for our new library, there were numerous service priorities established, as driven by our long-range plans. Serving as the primary public restroom for Empire was not one of these, nor is it an appropriate use of the support from our constituents and donors. The library serves the entire Glen Lake area – Empire, Glen Arbor and Kasson Townships – so our resources need to be allocated accordingly.

We're asking that the Village of Empire, Empire Township and the Empire Chamber of Commerce assist with the operational expenses of our community restrooms. The cost of maintaining our restrooms since the beginning of June has totaled \$2000. This includes \$1000 for multiple service calls by Williams and Bay Pumping, \$300 for bathroom paper products and cleaning supplies, and an estimated \$700 in staff wages. We feel it's appropriate that all parties with an interest in providing this basic visitor service share the financial burden. Therefore, we are respectfully asking that each entity reimburse the library for \$650, or approximately one third of this seasonal cost.

We would also suggest that a longer-term solution to the public restroom issue be explored. Our local economy is largely driven by tourist traffic. Visitors to Empire have a reasonable expectation to have clean, accessible and conveniently located restrooms. It's important to point out that the library is not open most evenings, nor on Sundays or holidays.

We'd welcome your feedback on this issue. If you're interested in attending one of our Board meetings, which take place on the second Wednesday of each month at 1:00 pm, please let me know. We appreciate your consideration and your ongoing service to our community.

Sincerely,



David Diller, Library Director



Chris Nelson, President, GLCL Board of Trustees

Meeting:	October 9, 2023
Subject:	South Bar Lake Drain Commission Request for Staging Construction Equipment
Author:	Sue Palmer

Overview:

An email from the South Bar Lake Drainage District was received and read at our last meeting. They are requesting an area at the Empire Beach Parking area to temporarily stage the construction vehicles as they complete the project at the outlet. The timeframe would be around 3 weeks. The area they suggest is at the boat trailer parking area.

Action Requested

Council discussion regarding this request. Make a decision to relay back to the Drainage District.

Construction staging area for South Bar Lake Drain project ???

To s.palmer@villageofempire.com <s.palmer@villageofempire.com> Copy
Steve Christensen <schristensen@leelanau.gov> • dpw@villageofempire.com <dpw@villageofempire.com> •
clerk@villageofempire.com <clerk@villageofempire.com> • John Collins <johnpcollins4@gmail.com>

Sue,

If you recall in May of this year, Drain Commissioner Christensen and I came and spoke at the Village Council meeting to provide an update on the South Bar Lake Drain project. I am pleased to let you know that 2 weeks ago we received our EGLE permit for the project and are now just waiting on the Army Corps of Engineers portion of that permit to come through (which should be within the next few weeks). As such, we are getting ready to put the project out for bids but in preparing that we wanted to approach the Village to see what would be needed to get permission for the contractor that is awarded the project to be able to stage their equipment and materials on the Village's park property just south of where our work is taking place along Lake Michigan Drive?

There won't be that much material or equipment needed on this project and the length of the project and use of this storage areas would likely be around a 3 week or so time period. A contractor will likely have a large box for stone material and the box culvert pipe stored there temporarily as far as materials goes and for equipment, I'm thinking they'd have an excavator, front end loader and maybe a small 5 yard truck. I know this is land owned by the Village so not sure of your processes. We'd be looking for just a temporary staging area for the Drain's construction and the Village will already be listed as an additional insured on the Contractor's insurance documents and this temporary staging area would also be included on the Contractor's bond; in case whatever area is used does not look exactly like it did prior to them using it.

Below is the rough area I was thinking of but let me know what is needed, like a Temporary Construction Staging Area easement or Agreement or License to Occupy (I've seen different communities use different documents to execute this same type of thing on Parks or other Public lands) & then also what process we'd need to do to get this executed and secured (i.e. like Village Council approval, etc.)? Getting an area like this for the construction staging area ensures that we'll get the best price possible so contractor's won't need to look for their own areas and make their own deals with private landowners.

Village Council Meeting Documentation

Date Prepared:	10/4/2023	
Meeting Date:	10/12/2023	Meeting Type: Work Session
Subject:	DPW Front Loader Information Request for purchasing new Front Loader	Author: Maggie Bacon And John Friend

Update

1. The Village Council had asked for information about the options for a loaner Front Loader from Traverse City. John researched the question and has provided the following:

The weekly cost is \$1800 per week.

This option is not a solution for a new machine. Rather, it is for times when the Village Front Loader needs to be taken in for repairs. *Of note: The Village Front Loader is one of the Village's **most used pieces of equipment**. It is used to move snow piles in the Winter, sand in the Spring and Fall and, at times, to complete work with the brush pile. *

Request

Authorize the purchase of a new Front Loader.

Problem Statement:

The Village's current Front Loader (a CASE product) has presented with multiple problems over the course of the last 10 years. While this type of equipment, normally, can operate for much longer than 10 years, the DPW staff has reported consistent repair (large and small) issues. The first red flag was when the CASE dealership 'left the area' shortly after our purchase. This has made obtaining repairs a bit more challenging. The DPW has invoices related to the most extensive repairs that go as far back as 2015.

Service Calls (not In-house repairs)	
2015/2016	\$7,000
2021	\$3000
2022	\$10,000

Most recently (this summer), the hydraulic lines were compromised (a recurring issue as much of the work done in 2022 was also related to the hydraulics). The DPW staff was able to remove the faulty parts and send them in for repairs versus having to take the equipment in for repairs.

Costs:

1. The DPW has requested and received two quotes.

Product	Cost	Trade-In and Discounts	Final Cost
CAT (Caterpillar)	134,412.33	\$23,000	111,412
John Deere	\$210,000	\$106,830	\$105,150.22

2. Budget. **This was not a requested budget item for this fiscal year.** However, per the 2023 audit, we have \$231,943 in the equipment fund for this purchase.

Attached are the 2 quotes and the Trade-In Discount estimates.



September 13, 2023

Village of Empire

Attn John Friend,

Thank you for this opportunity to quote a solution from Michigan CAT for your business needs. We are pleased to submit the following for your purchase consideration.

One (1) New CATERPILLAR Model: 420 AMPR Backhoe Loader with the following factory and dealer options included below:

STOCK NUMBER: 80275X **SERIAL NUMBER:** H8T03529 **YEAR:** 2023 **SMU:** 8

MACHINE

420 07A BACKHOE LOADER CFG2	542-7992
BUCKET, HOE, (NONE)	175-7877
BELT, SEAT, 2" SUSPENSION	206-1747
BUCKET, LOADER (NONE)	325-5100
SERIALIZED TECHNICAL MEDIA KIT	421-8926
SHIPPING/STORAGE PROTECTION	461-6839
RUST PREVENTATIVE APPLICATOR	462-1033
TIRES, 340 80-18/500 70-24, MX	533-0488
ENGINE, 74.5KW, C3.6 DITA, T4F	541-9540
LOADER BUCKET PINS	545-8548
INSTRUCTIONS, ANSI	559-0872
TRIM PACKAGE 3	630-5313
STABILIZER PADS, FLIP-OVER	9R-6007
420 LANE 2 ZCON	626-9389
BEACON LIGHT INC GREEN GOVT. LENS	
BUCKET-HD, 24", 6.2 FT3	2193387
BUCKET-MP, 1.4 YD3, PO, BOCE	3377444

SELL PRICE	\$134,412.33
TOTAL NET PURCHASE PRICE	\$134,412.33

WARRANTY

Standard Warranty:

Michigan CAT 12 Month, Unlimited Hour Standard Full Machine
Warranty Service Agreement with 6 Months Mileage

F.O.B./TERMS: Sourcewell pricing pending Membership ID status

1-888-MICH CAT
www.michigancat.com

Novi . Shelby Twp. . Grand Rapids . Saginaw . Lansing
Kalkaska . Brownstown Twp. Kalamazoo

We believe the equipment as quoted will exceed your expectations. On behalf of Michigan CAT, thank you for the opportunity to supply Caterpillar machinery. This quotation is subject to machine availability and valid for 30 days, after which time we reserve the right to update the quote. If there are any questions, please do not hesitate to contact me.

Sincerely,

Jeffrey Bauer
Account Representative
jeffrey.bauer@michigancat.com
231-313-0022

1-888-MICH CAT
www.michigancat.com

Novi . Shelby Twp. . Grand Rapids . Saginaw . Lansing
Kalkaska . Brownstown Twp. Kalamazoo



Trade Appraisal

Machine Information				
Appraisal No. 21316		Submit Date 09/08/2023		Inspection No. 10064066
Customer MACHINE POP ARCHIVE UNKNOWN OWNER				
Year 2012	Manufacturer CASE		Vender Model 580	Sales Model 580N
Serial Number JJGN580NVC56034		Compat 420 BHL		
Hours 4,770	Miles 0	Idle Hours 0		
Acquisition TRADE-IN				Condition 2 - Fair
Features CASE-CAB, HTR, ESTK, 4WD, MP BKT, R BKT, FRONT 12-16.5, REAR 19.5L-24				
Lease Return No	RVG/Guarantee No	Guarantee \$0	Term Hours 0	Term Date

Machine Pricing		Issues Noticed
Trade Value	\$23,000	MISSING RUBBER BUMPERS, SEAT BELT EXPIRED, HORN INOPERABLE, BACK UP ALARM INOPERABLE, INTERIOR LIGHTS INOPERABLE, REAR WINDSHIELD WIPER ARM INOPERABLE, RF SIGNAL LIGHT LENS CRACKED SLIGHT, LEFT SIGNAL LENS BROKEN (LIGHTS DO FUNCTION), BUCKET KICK OUT INOPERABLE, LEFT MP CYLINDER ROD SEAL SEEPING, BUCKET PIVOT P&B SQUEALS SLIGHT WHEN OPERATING, REAR TIRES HAVE 35% LIFE REMAINING, FRONT TIRES HAVE 96% LIFE REMAINING
Estimated Repairs	\$7,950	
Freight	\$500	
Total Cost	\$31,450	Repairs Needed
Consignment	\$42,000	CLEANSERVICEREPLACE SEAT BELTREPAIR WINDSHIELD WIPER ARMREPAIR INTERIOR LIGHTSREPAIR BUCKET KICK OUTREPAIR SEEPING MP CYLINDER ROD SEAL
Margin	20%	
Starting Asking Price	\$39,313	
Purchase Price	\$0	

Sales Rep Jeffrey A Bauer	Store Kalkaska
Evaluated By	Expiration Date 10/23/2023

310 P-tier Backhoe Loader

3/31/2023

Code	Description	Qty	List Price(USD)
17B0T	310 P-tier Backhoe Loader	1	\$154,068.00

Option Codes

0202	United States	1	No Added Cost
0351	Translated Text Labels Vehicle labels translated to selected language with English labels. Includes labels for operator station, engine and backhoe controls options.	1	No Added Cost
0259	English English language for operator's manual and electronic content. Includes operator's manual and 4G OM packet.	1	No Added Cost
1003	Cab Isolation mounted modular design for 9/10/11 level 2 (meets ISO 3449 & ISO 3471) molded roof. Tinted safety glass. Deluxe interior trim. Headliner. Molded floor mat. Less radio (cab includes power connector for radio and threaded bosses for mounting brackets - see radio kit installation instructions). Air conditioning 26,000 BTU. CFC free R134a refrigerant. Heater/defrosters/pressurizer, 40,000 BTU, 10 speed. Deluxe mechanical suspension, cloth, swivel seat with lumbar adjustment and arm rests, fully adjustable. 3 inch orange seat belt with retractor. Tilt steering wheel. Interior rearview mirror. Front 2-speed wiper with windshield washer and rear 1-speed wiper. (2) front driving/working halogen lights - 32,500 candlepower each (2) rear working halogen lights - 32,500 candlepower each (6) additional work roof lights adds 2 front, 2 rear and 1 on each side of roof (4) turn signal/flashing/rear stop/tail lights - 2 front and rear (2) rear reflector	1	\$12,582.00

	Premium Mirror Option - Exterior Rear View Mirrors (2)		
8096	and Front View Mirror (1)	1	\$177.00
8109	Sun Visor	1	\$100.00
8146	Left Side Console Storage with Cup Holders	1	\$85.00
8183	Radio, Bosch Premium Package AM/FM/Weather Radio, Bluetooth capable with microphone, 3.5mm auxiliary input, USB input, roof power port, roof storage compartment.	1	\$1,424.00
8208	Seat, Cloth Air-Suspension - Heated For enclosed Cab.	1	\$1,044.00
183E	JDLink™ Includes integrated cab wiring harness, antenna, and JDLink™ Modem's (MTG). JDLink™ connectivity is enabled separately through the JDLink™ website. Connectivity service is subject to country availability.	1	No Added Cost
3005	Powershift Transmission - Mechanical Front Wheel Drive (MFWD) with Limited Slip Differential 4F/2R powershift transmission. Includes torque converter with electrically actuated twist grip TCL in 1st through 4th gears.	1	\$1,029.00
4006	John Deere PowerTech™ EWL 4.5L (276 cu. in.) Engine Meets Final Tier 4 and Stage IV Emissions Net peak power of 100 Hp. For use only in areas where EPA final tier 4/EU stage IV is required. Turbocharged. Wet sleeve cylinder liners. 4 Valves / cylinder. Electronically controlled HPCR fuel delivery system, B20 biodiesel compatible. Serpentine belt with automatic belt tensioner. Enclosed safety fan guard. Vertical spin-on engine oil filter. Spin-on fuel filter with water separator. Dual safety element dry-type air cleaner with evacuator valve. Underhood catalysts with vertical curved exhaust stack. Passive flow-through exhaust aftertreatment system with grid heater. Electronically controlled, variable-speed cooling fan.	1	No Added Cost
5245	Galaxy 19.5L-24 12PR Rear & 12.5/80-18 10PR Front Requires axle code 3005. Rear tire chains require wheel spacers (AT347522).	1	\$462.00

6154	Dual Maintenance Free Batteries With Disconnect, Jump Post, and Engine Block Heater 350 minute reserve capacity (1900 CCA). Recommended for use in ambient temperatures below 32 degrees F (0 degrees C). Includes engine block heater.	1	\$482.00
8142	LED Light Package Includes factory installed 2 LED spot lights and 8 LED flood lights in lieu of the standard halogen light package.	1	\$1,106.00
8226	Strobe Light with Magnetic Mount Light is shipped loose in the cab.	1	\$617.00
6752	Extendible Dipperstick Standard stabilizer legs; stabilizer overall width, operating: 11 ft. 7 in. (3.53 m.)	1	\$10,180.00
6572	Heavy-Duty Bumper - For Machines without a Front Counterweight	1	\$234.00
7002	Auxiliary Hydraulics with One & Two Way Flow (Hammer & Thumb/Swinger) Includes factory installed plumbing to bulkhead (mid-point of dipperstick) for one and two way flow valves (selective flow and proportional). Includes hydraulic quick disconnect fittings KV11305 and AT312681 for one-way flow circuit rated for full auxiliary circuit flow capacity. Quick disconnects require connection without pressure and are identical to the couplings provided with the front loader 3rd function hydraulic option.	1	\$4,811.00
7028	Pilot Controls, Two Lever, with Pattern Selection Horn button integrated into pilot control levers.	1	\$2,798.00
7040	Three-Function Loader Hydraulics, Single Lever Single lever loader control with electric clutch disconnect, momentary MFWD, and electro-hydraulic auxiliary control. For front attachments. Includes valve with circuit relief and .5 in. (12.7 mm) hoses and steel lines to loader cross tube.	1	\$3,431.00
8202	Manual Ride Control	1	\$2,087.00
7806	24 in. (610 mm.) Wide, Heavy-Duty, 7.5 cu. ft. (0.21 cu. m.) Bucket Bucket includes TK Teeth.	1	\$2,286.00
7701	Less Coupler - Thumb Ready Includes factory installed thumb cylinder mounting ears installed onto dipper. If factory installed thumb option required, order code 8025 - 37 inch tine.	1	No Added Cost
7856	86 in. (2.18 m.) Wide, 1.25 cu. yd. (0.96 cu. m.) Multi-Purpose Bucket	1	\$10,629.00

Includes reversible bolt-on cutting edge for moldboard and back of clamshell, skid plates and two lift holes.
Pre-drilled for seven teeth - order teeth from parts.

8115	MFWD Driveshaft Guard	1	\$449.00
------	-----------------------	---	----------

Recommended when operating over large rocks or stumps.

Total	\$210,081.00
	-\$79,830.78
BASE	\$130,250.22
PDI	\$1,300.00
Delivery	\$600.00
TRADE IN VALUE - CASE 580 - 2012 model in operating condition	-\$27,000.00
TOTAL MIDEAL 2023	\$105,150.22

Including - Deere Manufacturer Warranty and AIS No Cost for Travel for 12 months
(Lead time on new oreders 9 months from issuing of PO)



Cat® 420

BACKHOE LOADER

The Cat® 420 Backhoe Loader delivers exceptional performance, increased fuel efficiency, superior hydraulic system, versatility and an updated operator station. The 420 features the following:

- **Ergonomic Operator Station** – Ample legroom inside the cab makes rotating the seat simple. The air suspension seat provides comfort to the operator while loading. New backhoe control pods allow for unlimited adjustability.
- **Load Sensing Hydraulics** – The Cat Backhoe Loader's load sensing piston pump provides full hydraulic lifting and digging forces at any engine speed. Variable flow pump matches hydraulic power to work demands.
- **Machine Performance** – The Cat C3.6 engine delivers solid performance and meets U.S. EPA Tier 4 Final/EU Stage V emission standards by utilizing Selective Catalytic Reduction technology with a Diesel Oxidation Catalyst. The system allows the operator to disconnect the machine, even while the diesel exhaust fluid is being purged from the system.
- **Machine Versatility** – The all new Integrated Tool Carrier (IT Coupler) for Single Tilt Loader Arm configurations are available from the factory or for simple field installation. The Cat Backhoe Loader with Integrated Tool Carrier (IT Coupler) will be the most versatile machine on the job site providing quick connection to a variety of Cat Attachments.
- **Cat Attachments** – A large portfolio of Backhoe Loader Attachments, including but not limited to, Quick Couplers, Thumbs, assorted Buckets, and Brooms are available from the factory or for field installation. Cat Backhoe Loaders will be "Dirt Ready" upon delivery.
- **Powershift Transmission** – A Four Speed Powershift Transmission is standard to make shifting gears smooth and as simple as twisting the Powershuttle Lever.
- **Spring Applied Hydraulically Released (SAHR) Parking Brake** – The SAHR Parking Brake is activated at the push of a button and automatically engages when the machine is powered down.
- **Lift Performance** – The redesigned boom cylinder increases lift performance by 15%.

Specifications

Engine

Engine	C3.6 74.5 kW (100 hp) Electronic Turbo Intercooled	
Ratings at 2,200 rpm		
Gross Power SAE J1995	76 kW	102 hp
Gross Power ISO 14396	74 kW	100 hp
Net Power Rating at 2,200 rpm		
SAE J1349	68 kW	92 hp
ISO 9249	68 kW	91 hp
Net Peak Power Rating@ 1,800 rpm		
SAE J1349	79 kW	105 hp
ISO 9249	78 kW	105 hp
Dimensions		
Bore	98 mm	3.86 in
Stroke	120 mm	4.72 in
Displacement	3.6 L	220 in ³
Torque Rise (net) at 1,400 rpm	47%	
SAE J1349 Net	436 N·m	322 lb·ft
Power Rating Conditions		
No de-rating required up to	3048 m	10,000 ft

- Engine meets Tier 4 Final/Stage V emission standards.

Weights*

Operating Weight (estimated)	7834 kg	17,271 lb
Operating Weight (maximum) (ROPS capacity)	11 000 kg	24,251 lb
Operating Weight (minimum)	7384 kg	16,279 lb
Cab, ROPS/FOPS	145 kg	320 lb
Power-Shift Transmission	STD	STD
Ride Control	15 kg	33 lb
Air Conditioning	45 kg	99 lb
All-Wheel Drive	STD	STD
MP bucket (0.96 m ³ /1.25 yd ³)		
with fold-over forks	915 kg	2,017 lb
without fold-over forks	745 kg	1,642 lb
Loader QC	245 kg	540 lb
Extendible Stick (excludes ft. counterweight)	270 kg	595 lb
Counterweights, base	115 kg	256 lb
Stackable, one	240 kg	529 lb
Maximum	460 kg	1,014 lb

*Machine configuration: standard stick hoe, OROPS canopy, AWD power shift transmission, 0.96 m³ (1.25 yd³) GP loader bucket, 610 mm (24 in) standard duty hoe bucket, 340/80-18 and rear 500/70-24 tires, 240 kg (530 lb) counterweight, 80 kg (176 lb) operator, full fuel tank.



420 Backhoe Loader

Transmission*

Power Shift Transmission – Standard

Forward – 1st	5.9 km/h	3.7 mph
2nd	9.4 km/h	5.8 mph
3rd	20 km/h	12 mph
4th	41 km/h	25 mph
Reverse – 1st	5.9 km/h	3.7 mph
2nd	12.4 km/h	7.7 mph
3rd	27 km/h	17 mph

	Power-Shift Transmission – Optional		Power-Shift Transmission with LTC – Optional	
Forward – 1st	5.9 km/h	3.7 mph	5.9 km/h	3.7 mph
2nd	9.4 km/h	5.8 mph	9.4 km/h	5.8 mph
3rd	12 km/h	8 mph	12 km/h	8 mph
4th	20 km/h	12 mph	20 km/h	12 mph
5th	27 km/h	17 mph	27 km/h	17 mph
5th LTC	—	—	29 km/h	18 mph
6th	41 km/h	25 mph	41 km/h	25 mph
6th LTC**	—	—	40 km/h	25 mph
Reverse – 1st	5.9 km/h	3.7 mph	5.9 km/h	3.7 mph
2nd	12 km/h	7.7 mph	12 km/h	7.7 mph
3rd	27 km/h	17 mph	27 km/h	17 mph

*Travel speeds of two wheel drive backhoe loader at full throttle, when equipped with 500/70-24 rear tires.

**Limited by engine speed to 40 km/h (25 mph).

Axle Ratings

Front Axle, AWD

Static	23 500 kg	51,808 lb
Dynamic	9000 kg	19,841 lb

Rear Axle

Static	26 500 kg	58,422 lb
Dynamic	10 000 kg	22,046 lb

Hydraulic System

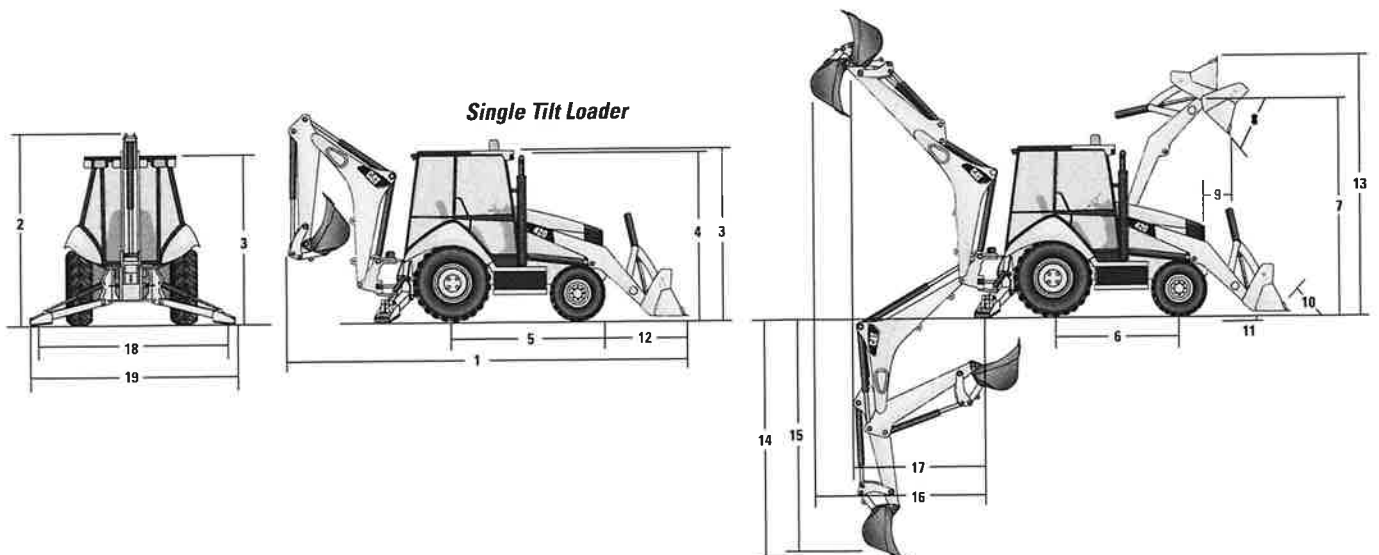
Type	Closed Center	
Pump Type	Variable-flow, Axial Piston	
Pump Capacity @ 2,200 rpm	187 L/min	49.4 gal/min
System Pressure		
Backhoe	25 000 kPa	3,626 psi
Loader	25 000 kPa	3,626 psi

Steering

Type	Front Wheel	
Power Steering	Hydrostatic	
One Double-Acting Cylinder		
Bore	65 mm	2.6 in
Stroke	106 mm	4.2 in
Rod Diameter	40 mm	1.6 in
Axle Oscillation	11°	
Turning Circle – (inner wheel not braked)		
Outside front wheels	8.205 m	26'11"
Outside widest loader bucket	10.745 m	35'3"

Service Refill Capacities

Cooling System with Air Conditioning	18.0 L	4.8 gal
Fuel Tank	160.0 L	42.3 gal
Engine Oil with Filter	9.0 L	2.4 gal
Diesel Exhaust Fluid (DEF)	19.0 L	5.0 gal
Transmission – Power shuttle		
AWD	18.0 L	4.8 gal
Transmission – Power Shift		
AWD	19.0 L	5.0 gal
Rear Axle	16.0 L	4.2 gal
Planetaries	1.7 L	0.4 gal
Front Axle (AWD)	11.0 L	2.9 gal
Planetaries	0.7 L	0.2 gal
Hydraulic System	95.0 L	25.1 gal
Hydraulic Tank	42.0 L	11.1 gal



420 Backhoe Loader

Dimensions

Machine configuration: standard stick hoe, OROPS canopy, AWD power shift transmission, 0.96 m³ (1.25 yd³) GP loader bucket, 610 mm (24 in) standard duty hoe bucket, 340/80-18 and rear 500/70-24 tires, 240 kg (530 lb) counterweight, 80 kg (176 lb) operator, full fuel tank.

Single Tilt Loader with Pin-On Buckets

	0.96 m ³ (1.25 yd ³) GP	1.0 m ³ (1.31 yd ³) GP	1.07 m ³ (1.40 yd ³) GP	1.15 m ³ (1.50 yd ³) GP	1.0 m ³ (1.31 yd ³) MP	1.07 m ³ (1.40 yd ³) MP
1 Overall Length (loader on ground) – S-Stick – mm (ft/in)	7132 (23'5")	7087 (23'3")	7153 (23'6")	7153 (23'6")	7060 (23'2")	7060 (23'2")
Overall Length (loader on ground) – E-Stick – mm (ft/in)	7138 (23'5")	7093 (23'3")	7158 (23'6")	7158 (23'6")	7066 (23'2")	7066 (23'2")
Overall Transport Length – S-Stick – mm (ft/in)	7163 (23'6")	7130 (23'5")	7201 (23'7")	7201 (23'7")	7131 (23'5")	7131 (23'5")
Overall Transport Length – E-Stick – mm (ft/in)	7190 (23'7")	7135 (23'5")	7206 (23'8")	7206 (23'8")	7136 (23'5")	7136 (23'5")
2 Overall Transport Height – Standard Stick – mm (ft/in)	3645 (12'0")	3645 (12'0")	3645 (12'0")	3645 (12'0")	3645 (12'0")	3645 (12'0")
Overall Transport Height – Extendible Stick – mm (ft/in)	3665 (12'0")	3665 (12'0")	3665 (12'0")	3665 (12'0")	3665 (12'0")	3665 (12'0")
Overall Width – mm (ft/in)	2248 (7'5")	2248 (7'5")	2248 (7'5")	2248 (7'5")	2248 (7'5")	2248 (7'5")
3 Height to Top of Cab/Canopy – mm (ft/in)	2815 (9'3")	2815 (9'3")	2815 (9'3")	2815 (9'3")	2815 (9'3")	2815 (9'3")
4 Height to Top of Exhaust Stack – mm (ft/in)	2720 (8'11")	2720 (8'11")	2720 (8'11")	2720 (8'11")	2720 (8'11")	2720 (8'11")
Height to Loader Hinge Pin (transport) – mm (ft/in)	378 (1'3")	378 (1'3")	422 (1'5")	422 (1'5")	420 (1'5")	420 (1'5")
Ground Clearance (LH step) – mm (ft/in)	316 (1'0")	316 (1'0")	316 (1'0")	316 (1'0")	316 (1'0")	316 (1'0")
Ground Clearance (AWD guard) – mm (ft/in)	312 (1'0")	312 (1'0")	312 (1'0")	312 (1'0")	312 (1'0")	312 (1'0")
Ground Clearance (485 kg/1,070 lb counterweight) – mm (ft/in)	289 (0'11")	289 (0'11")	289 (0'11")	289 (0'11")	289 (0'11")	289 (0'11")
5 Rear Axle Centerline to Front Grill – mm (ft/in)	2706 (8'11")	2706 (8'11")	2706 (8'11")	2706 (8'11")	2706 (8'11")	2706 (8'11")
Front Wheel Tread Gauge – mm (ft/in)	1895 (6'3")	1895 (6'3")	1895 (6'3")	1895 (6'3")	1895 (6'3")	1895 (6'3")
Rear Wheel Tread Gauge – mm (ft/in)	1728 (5'8")	1728 (5'8")	1728 (5'8")	1728 (5'8")	1728 (5'8")	1728 (5'8")
6 Wheelbase – mm (ft/in)	2200 (7'3")	2200 (7'3")	2200 (7'3")	2200 (7'3")	2200 (7'3")	2200 (7'3")

Single Tilt Loader with Quick Coupler

	0.96 m ³ (1.25 yd ³) GP	1.0 m ³ (1.31 yd ³) GP	1.15 m ³ (1.50 yd ³) GP	1.0 m ³ (1.31 yd ³) MP	1.07 m ³ (1.40 yd ³) MP
1 Overall Length (loader on ground) – S-Stick – mm (ft/in)	7314 (24'0")	7269 (23'10")	7311 (24'0")	7221 (23'8")	7221 (23'8")
Overall Length (loader on ground) – E-Stick – mm (ft/in)	7319 (24'0")	7275 (23'10")	7316 (24'0")	7226 (23'9")	7226 (23'9")
Overall Transport Length – S-Stick – mm (ft/in)	7290 (23'11")	7257 (23'10")	7288 (23'11")	7219 (23'8")	7219 (23'8")
Overall Transport Length – E-Stick – mm (ft/in)	7296 (23'11")	7262 (23'10")	7294 (23'11")	7224 (23'8")	7224 (23'8")
2 Overall Transport Height – Standard Stick – mm (ft/in)	3645 (12'0")	3645 (12'0")	3645 (12'0")	3645 (12'0")	3645 (12'0")
Overall Transport Height – Extendible Stick – mm (ft/in)	3665 (12'0")	3665 (12'0")	3665 (12'0")	3665 (12'0")	3665 (12'0")
Overall Width – mm (ft/in)	2248 (7'5")	2248 (7'5")	2248 (7'5")	2248 (7'5")	2248 (7'5")
3 Height to Top of Cab/Canopy – mm (ft/in)	2815 (9'3")	2815 (9'3")	2815 (9'3")	2815 (9'3")	2815 (9'3")
4 Height to Top of Exhaust Stack – mm (ft/in)	2720 (8'11")	2720 (8'11")	2720 (8'11")	2720 (8'11")	2720 (8'11")
Height to Loader Hinge Pin (transport) – mm (ft/in)	345 (1'2")	346 (1'2")	346 (1'2")	344 (1'2")	344 (1'2")
Ground Clearance (LH step) – mm (ft/in)	316 (1'0")	316 (1'0")	316 (1'0")	316 (1'0")	316 (1'0")
Ground Clearance (AWD guard) – mm (ft/in)	312 (1'0")	312 (1'0")	312 (1'0")	312 (1'0")	312 (1'0")
Ground Clearance (485 kg/1,070 lb counterweight) – mm (ft/in)	289 (0'11")	289 (0'11")	289 (0'11")	289 (0'11")	289 (0'11")
5 Rear Axle Centerline to Front Grill – mm (ft/in)	2706 (8'11")	2706 (8'11")	2706 (8'11")	2706 (8'11")	2706 (8'11")
Front Wheel Tread Gauge – mm (ft/in)	1895 (6'3")	1895 (6'3")	1895 (6'3")	1895 (6'3")	1895 (6'3")
Rear Wheel Tread Gauge – mm (ft/in)	1728 (5'8")	1728 (5'8")	1728 (5'8")	1728 (5'8")	1728 (5'8")
6 Wheelbase – mm (ft/in)	2200 (7'3")	2200 (7'3")	2200 (7'3")	2200 (7'3")	2200 (7'3")

420 Backhoe Loader

Dimensions

Machine configuration: standard stick hoe, OROPS canopy, AWD power shift transmission, 0.96 m³ (1.25 yd³) GP loader bucket, 610 mm (24 in) standard duty hoe bucket, 340/80-18 and rear 500/70-24 tires, 240 kg (530 lb) counterweight, 80 kg (176 lb) operator, full fuel tank.

Loader Bucket Dimensions and Performance

Single Tilt Loader with Pin-On Buckets												
	0.96 m ³ (1.25 yd ³) GP		1.0 m ³ (1.31 yd ³) GP		1.07 m ³ (1.40 yd ³) GP		1.15 m ³ (1.50 yd ³) GP		1.0 m ³ (1.31 yd ³) MP		1.07 m ³ (1.40 yd ³) MP	
Capacity (SAE rated) – m ³ (yd ³)	0.96	(1.26)	1.00	(1.31)	1.07	(1.40)	1.15	(1.50)	1.00	(1.31)	1.07	(1.40)
Overall Bucket Width – mm (in)	2262	(89)	2406	(95)	2262	(89)	2406	(95)	2279	(90)	2425	(95)
Lift Capacity at Maximum Height – kg (lb)	3280	(7,230)	3286	(7,245)	3213	(7,084)	3192	(7,038)	3059	(6,745)	3047	(6,717)
Lift Breakout Force – N (lbf)	50 179	(11,280)	50 941	(11,452)	49 644	(11,160)	49 467	(11,120)	49 114	(11,041)	49 017	(11,019)
Tilt Breakout Force – N (lbf)	49 891	(11,216)	53 037	(11,923)	50 945	(11,452)	50 834	(11,428)	56 242	(12,643)	56 166	(12,626)
Tipping Load at Breakout Point – kg (lb)	6663	(14,689)	6821	(15,038)	6562	(14,467)	6545	(14,430)	6699	(14,769)	6690	(14,748)
7 Maximum Hinge Pin Height – mm (ft/in)	3488	(11'5")	3488	(11'5")	3488	(11'5")	3488	(11'5")	3488	(11'5")	3488	(11'5")
8 Dump Angle at Full Height – degrees	44°		44°		44°		44°		44°		44°	
Dump Height at Maximum Angle – mm (ft/in)	2758	(9'1")	2790	(9'2")	2736	(9'0")	2736	(9'0")	2803	(9'2")	2803	(9'2")
9 Dump Reach at Maximum Angle – mm (ft/in)	807	(2'8")	774	(2'6")	773	(2'6")	773	(2'6")	722	(2'4")	722	(2'4")
10 Maximum Bucket Rollback at Ground Level – degrees	36°		36°		37°		37°		37°		37°	
11 Digging Depth – mm (ft/in)	70	(0'3")	70	(0'3")	110	(0'4")	110	(0'4")	97	(0'4")	97	(0'4")
Maximum Grading Angle – degrees	113°		114°		114°		114°		116°		116°	
Width of Dozer Cutting Edge – mm (ft/in)	N/A		N/A		N/A		N/A		2262	(7'5")	2406	(7'11")
12 Grill to Bucket Cutting Edge, Carry Position – mm (ft/in)	1480	(4'10")	1447	(4'9")	1518	(5'0")	1517	(5'0")	1447	(4'9")	1447	(4'9")
13 Maximum Operating Height – mm (ft/in)	4356	(14'3")	4354	(14'3")	4366	(14'4")	4397	(14'5")	4378	(14'4")	4407	(14'6")
Jaw Opening Maximum – mm (ft/in)	N/A		N/A		N/A		N/A		843	(2'9")	843	(2'9")
Bucket Jaw Clamping Force – N (lbf)	N/A		N/A		N/A		N/A		40 160	(9,028)	40 261	(9,051)
Weight (does not include teeth or forks) – kg (lb)	451	(994)	462	(1,019)	473	(1,043)	493	(1,087)	745	(1,642)	774	(1,706)

	Single Tilt Loader with Quick Coupler									
	0.96 m ³ (1.25 yd ³) GP		1.0 m ³ (1.31 yd ³) GP		1.15 m ³ (1.50 yd ³) GP		1.0 m ³ (1.31 yd ³) MP		1.07 m ³ (1.40 yd ³) MP	
Capacity (SAE rated) – m ³ (yd ³)	0.96	(1.26)	1.00	(1.31)	1.15	(1.50)	1.00	(1.31)	1.07	(1.40)
Overall Bucket Width – mm (in)	2262	(89)	2406	(95)	2406	(95)	2279	(90)	2425	(95)
Lift Capacity at Maximum Height – kg (lb)	3361	(7410)	3364	(7416)	3328	(7336)	3245	(7153)	3207	(7069)
Lift Breakout Force – N (lbf)	51 954	(11,679)	52 665	(11,839)	51 662	(11,614)	51 690	(11,620)	51 431	(11,562)
Tilt Breakout Force – N (lbf)	51 516	(11,581)	54 168	(12,177)	51 227	(11,516)	55 471	(12,470)	55 300	(12,431)
Tipping Load at Breakout Point – kg (lb)	5883	(12,971)	6007	(13,243)	5858	(12,915)	5982	(13,187)	5957	(13,132)
7 Maximum Hinge Pin Height – mm (ft/in)	3488	(11'5")	3488	(11'5")	3488	(11'5")	3488	(11'5")	3488	(11'5")
8 Dump Angle at Full Height – degrees	44°		44°		44°		44°		44°	
Dump Height at Maximum Angle – mm (ft/in)	2623	(8'7")	2654	(8'9")	2625	(8'7")	2690	(8'10")	2690	(8'10")
9 Dump Reach at Maximum Angle – mm (ft/in)	887	(2'11")	855	(2'10")	886	(2'11")	832	(2'9")	832	(2'9")
10 Maximum Bucket Rollback at Ground Level – degrees	37°		37°		37°		37°		37°	
11 Digging Depth – mm (ft/in)	111	(0'4")	111	(0'4")	110	(0'4")	101	(0'4")	101	(0'4")
Maximum Grading Angle – degrees	109°		110°		109°		111°		111°	
Width of Dozer Cutting Edge – mm (ft/in)	N/A		N/A		N/A		2262	(7'5")	2406	(7'11")
12 Grill to Bucket Cutting Edge, Carry Position – mm (ft/in)	1607	(5'3")	1573	(5'2")	1605	(5'3")	1535	(5'0")	1535	(5'0")
13 Maximum Operating Height – mm (ft/in)	4439	(14'7")	4406	(14'5")	4484	(14'9")	4476	(14'8")	4531	(14'10")
Jaw Opening Maximum – mm (ft/in)	N/A		N/A		N/A		843	(2'9")	843	(2'9")
Bucket Jaw Clamping Force – N (lbf)	N/A		N/A		N/A		40 185	(9,034)	40 286	(9,056)
Weight (does not include teeth or forks) – kg (lb)	447	(985)	457	(1,008)	481	(1,060)	724	(1,596)	753	(1,660)

420 Backhoe Loader

Dimensions

Machine configuration: standard stick hoe, OROPS canopy, AWD power shift transmission, 0.96 m³ (1.25 yd³) GP loader bucket, 610 mm (24 in) standard duty hoe bucket, 340/80-18 and rear 500/70-24 tires, 240 kg (530 lb) counterweight, 80 kg (176 lb) operator, full fuel tank.

Backhoe Dimensions and Performance

	Standard Stick		E-Stick Retracted		E-Stick Extended	
14 Digging Depth, SAE (max.) – mm (ft/in)	4278	(14'0")	4319	(14'2")	5372	(17'7")
15 Digging Depth, 2440 mm (8 ft) Flat Bottom – mm (ft/in)	3900	(12'10")	3944	(12'11")	5074	(16'8")
Digging Depth, 610 mm (2 ft) Flat Bottom – mm (ft/in)	4240	(13'11")	4280	(14'1")	5335	(17'6")
Reach from Rear Axle Centerline at Ground Line – mm (ft/in)	6690	(21'11")	6726	(22'1")	7731	(25'4")
16 Reach from Swing Pivot at Ground Line – mm (ft/in)	5600	(18'4")	5636	(18'6")	6641	(21'9")
Maximum Operating Height – mm (ft/in)	5598	(18'4")	5622	(18'5")	6364	(20'11")
Loading Height – mm (ft/in)	3709	(12'2")	3666	(12'0")	4237	(13'11")
17 Loading Reach – mm (ft/in)	1845	(6'1")	1932	(6'4")	2850	(9'4")
Swing Arc	180°		180°		180°	
Bucket Rotation	205°		204°		204°	
18 Stabilizer Spread, Operating Position (center) – mm (ft/in)	3310	(10'10")	3310	(10'10")	3310	(10'10")
Stabilizer Spread, Operating Position (outside) – mm (ft/in)	3770	(12'4")	3770	(12'4")	3770	(12'4")
Stabilizer Spread, Transport Position – mm (ft/in)	2322	(7'7")	2322	(7'7")	2322	(7'7")
Bucket Dig Force – N (lbf)	64 193	(14,431)	63 292	(14,229)	63 292	(14,229)
Stick Dig Force – N (lbf)	43 529	(9,786)	43 395	(9,756)	31 684	(7,123)

Dimensions with Forks/Material Handling Arm

Fork Tine Length	1070 mm (3'6")		1220 mm (4'0")		1370 mm (4'10")	
Operating Load (SAE J1197) – kg (lb)	2295	(5,060)	2221	(4,897)	2135	(4,708)
SAE Load Center – mm (in)	535	(1'9")	610	(2'0")	685	(2'3")
Operating Load (CEN 474-4) – kg (lb)	2352	(5,186)	2337	(5,151)	2320	(5,115)
CEN Load Center – mm (ft/in)	500	(1'8")	500	(1'8")	500	(1'8")
Overall Length (A) (forks on ground) – mm (ft/in)	7648	(25'1")	7798	(25'7")	7948	(26'1")
Reach at Ground (from grill to heel of fork) – mm (ft/in)	939	(3'1")	939	(3'1")	938	(3'1")
Maximum Reach (from grill to heel of fork) – mm (ft/in)	1524	(5'0")	1524	(5'0")	1524	(5'0")
Fork Height at Maximum Reach – mm (ft/in)	1619	(5'4")	1619	(5'4")	1619	(5'4")
Reach at Maximum Height (from grill to heel of fork) – mm (ft/in)	749	(2'5")	749	(2'5")	749	(2'5")
Maximum Fork Height – mm (ft/in)	3418	(11'3")	3418	(11'3")	3418	(11'3")
Maximum Fork Depth (below ground level) – mm (ft/in)	-38	(-1'11")	-38	(-1'10")	-39	(-1'10")

Material Handling Arm Position	Retracted		Mid-Position		Extended	
Operating Load (SAE J1197 and CEN 474-4) – kg (lb)*	1524	(3,360)	1030	(2,271)	758	(1,671)
Overall Length, Maximum – mm (ft/in)	8904	(29'3")	9904	(32'6")	10 902	(35'9")
Reach at Maximum Depth (from machine nose) – mm (ft/in)	544	(1'9")	550	(1'10")	557	(1'10")
Maximum Depth – mm (ft/in)	2618	(8'7")	3618	(11'10")	4616	(15'2")
Maximum Reach (from machine nose) – mm (ft/in)	3221	(10'7")	4221	(13'10")	5219	(17'1")
Height at Maximum Reach – mm (ft/in)	1118	(3'8")	1124	(3'8")	1130	(3'8")
Reach at Maximum Height (from machine nose) – mm (ft/in)	1783	(5'10")	2473	(8'1")	3161	(10'4")
Maximum Height – mm (ft/in)	4445	(14'7")	5169	(16'11")	5891	(19'4")

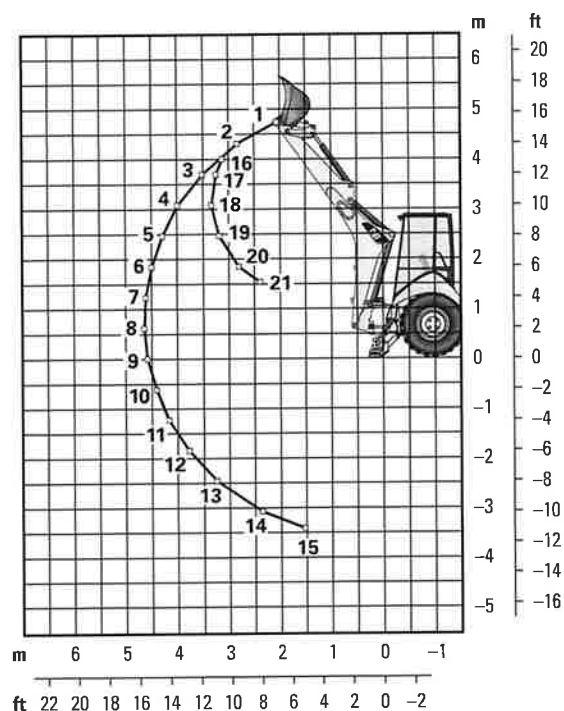
*These numbers are hydraulically limited.

420 Backhoe Loader

Backhoe Lift Capacity

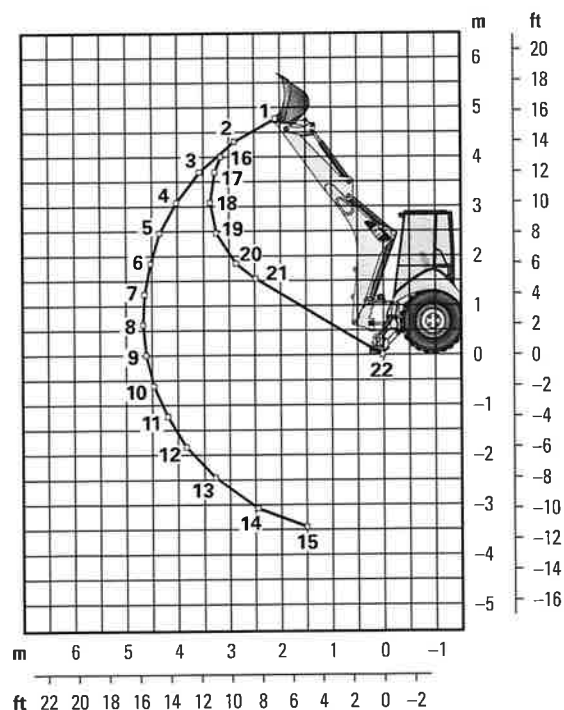
Cat 420 Standard Stick

Boom Lifting		kg	lb
1		1842	4,060
2		2009	4,429
3		2008	4,427
4		1951	4,301
5		1880	4,145
6		1808	3,986
7		1739	3,833
8		1673	3,689
9		1613	3,556
10		1558	3,435
11		1509	3,327
12		1468	3,237
13		1441	3,176
14		1455	3,208
15		1590	3,506
Stick Lifting			
16		2170	4,785
17		2642	5,823
18		2933	6,465
19		3069	6,767
20		3626	7,994
21		4441	9,790



Cat 420 Extendible Stick – Retracted

Boom Lifting		kg	lb
1		1658	3,656
2		1814	3,999
3		1806	3,982
4		1748	3,853
5		1677	3,696
6		1604	3,536
7		1534	3,382
8		1468	3,236
9		1407	3,101
10		1350	2,976
11		1299	2,864
12		1255	2,766
13		1221	2,692
14		1219	2,687
15		1333	2,938
Stick Lifting			
16		2019	4,451
17		2467	5,438
18		2729	6,016
19		2854	6,292
20		3359	7,405
21		4057	8,944
22		0	0



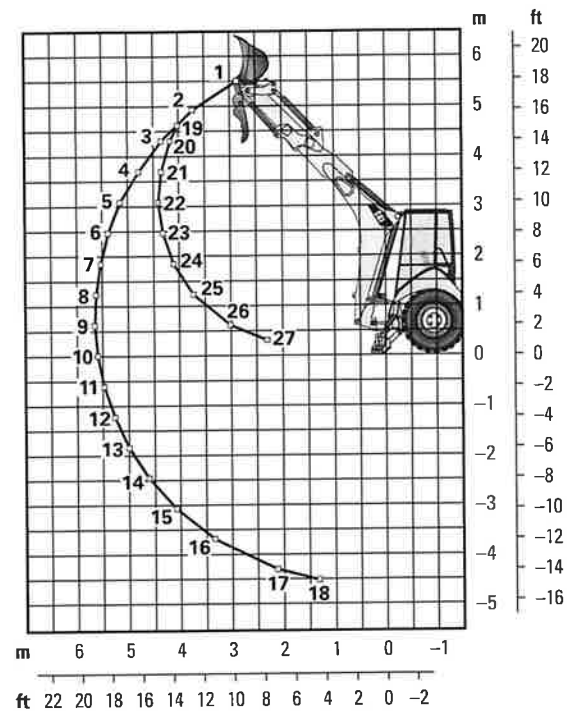
Lift capacities are over-end values calculated according to SAE J31. Values are 87% of the maximum lift force available.
Machine equipped with AWD, OROPS, 0.96 m³ (1.25 yd³) general purpose bucket and 240 kg (530 lb) counterweight.
Extendible stick includes 460 kg (1,015 lb) counterweight.

420 Backhoe Loader

Backhoe Lift Capacity

Cat 420 Extendible Stick – Extended

Boom Lifting		kg	lb
1		984	2,169
2		1191	2,625
3		1216	2,681
4		1119	2,467
5		1065	2,347
6		1039	2,290
7		1036	2,283
8		1052	2,320
9		1090	2,403
10		1105	2,436
11		1079	2,379
12		1056	2,328
13		1037	2,287
14		1026	2,261
15		1027	2,263
16		1058	2,332
17		1243	2,740
18		1694	3,734
Stick Lifting		kg	lb
19		928	2,046
20		1159	2,555
21		1485	3,273
22		1715	3,782
23		1912	4,216
24		2052	4,525
25		2343	5,165
26		3105	6,845
27		4455	9,821



Lift capacities are over-end values calculated according to SAE J31. Values are 87% of the maximum lift force available.
 Machine equipped with AWD, OROPS, 0.96 m³ (1.25 yd³) general purpose bucket and 240 kg (530 lb) counterweight.
 Extendible stick includes 460 kg (1,015 lb) counterweight.

420 Backhoe Loader

Counterweights (Minimum Counterweight Recommendations)

Standard Stick Loader Bucket	Pin-On Bucket		Loader QC		Extendible Stick Loader Bucket	Pin-On Bucket		Loader QC	
	kg	lb	kg	lb		kg	lb	kg	lb
GP	240	530	0	0	GP	460	1,015	240	530
MP	0	0	0	0	MP	240	530	0	0
Forks	N/A	N/A	0	0	Forks	N/A	N/A	240	530
Material Handling Arm	N/A	N/A	0	0	Material Handling Arm	N/A	N/A	240	530

Backhoe Buckets (With weld on adapters and pin-on teeth)

Standard Duty							Rock						
Width		Rated Capacity		Weight		No. of Teeth	Width		Rated Capacity		Weight		No. of Teeth
mm	in	L	ft³	kg	lb		mm	in	L	ft³	kg	lb	
305	12	80	2.8	111	245	3	305	12	70	2.5	127	279	3
457	18	120	4.2	122	268	4	457	18	130	4.6	146	322	4
610	24	180	6.4	141	311	5	610	24	200	7.1	174	384	5
762	30	230	8.1	157	345	5	762	30	270	9.5	197	434	5
914	36	290	10.2	176	388	6	914	36	330	11.7	224	493	6

Heavy Duty							Coral						
Width		Rated Capacity		Weight		No. of Teeth	Width		Rated Capacity		Weight		No. of Teeth
mm	in	L	ft³	kg	lb		mm	in	L	ft³	kg	lb	
305	12	80	2.8	121	266	3	305	12	60	2.1	134	295	4
406	16	110	3.9	128	282	3	457	18	100	3.5	155	341	6
457	18	120	4.2	135	299	4	610	24	140	4.9	182	402	8
610	24	180	6.4	160	353	5	762	30	190	6.7	210	463	10
762	30	230	8.1	177	391	5							
914	36	290	10.2	201	443	6							

Soil Excavation						
Width		Rated Capacity		Weight		No. of Teeth
mm	in	L	ft³	kg	lb	
457	18	180	6.4	155	341	4
610	24	240	8.5	182	402	5
762	30	320	11.3	206	454	5
914	36	380	13.4	233	513	6

STANDARD EQUIPMENT

- Adjustable auxiliary controls, backhoe loader
- Air cleaner
- Alarm, back-up
- Audible system fault alarm
- Automatic Engine Speed Control (AESC)
- Battery, maintenance-free, 850 CCA
- Battery disconnect switch
- Boom transport lock
- Brace, lift cylinder
- Brake, parking, Spring Applied Hydraulically Released (SAHR)
- Brakes, hydraulically boosted, oil disc, dual pedals, interlocking
- Bucket level indicator
- Canopy, ROPS/FOPS
- Cat cushion swing system
- Coat restraint
- Coolant/antifreeze, extended life
- Dome light (cab only)
- Diagnostic port for engine, machine and gauge cluster Electronic Control Modules
- Differential lock, loader joystick
- Drink holders, two
- Engine, Cat C3.6 (Direct Injection Turbocharged), meets Tier 4 Final/Stage V emission standards, Selective Catalytic Reduction, Diesel Oxidation Catalyst (DOC)
- Engine enclosure, sound suppression removal panels
- Face seals, O-ring
- Fan, suction and guard
- Fast reversing shuttle, all gears
- Fenders, rear
- Filters, spin-on: fuel, engine oil, transmission oil, water separator
- Filters, bowl and cartridge: hydraulic fluid
- Flashing hazards/signal lights
- Floor mat
- Four wheel drive
- Four wheel drive shaft guard
- Fuel tank, fully enclosed
- Fully hinged front grill for cooling package cleaning access
- Gauge cluster: coolant temperature, fuel level, torque converter temperature, DEF level
- Ground level fuel fill and DEF fill
- Halogen lights, working (2 front, 2 rear)
- High ambient cooling package
- Hood lock, inside cab
- Hydraulic hose, XT™
- Hydraulic oil cooler
- Hydraulic oil level sight gauge
- Hydraulic valves, loader 2 function
- Hydraulic valves, backhoe 4 function
- Hydraulics, load sensing with variable displacement piston pump
- Indicator lights: wait to start, water in fuel, engine warning, warning lamp, emissions module malfunction, low battery/charging system warning, high hydraulic oil temperature: LCD warnings: engine oil pressure, machine locked, service due, air filter blocked, high coolant temperature, auto idle shutdown, high torque converter temperature, hydraulic filter bypass
- Instrument panel lights
- Joystick controls: pilot operated, excavator-style with pattern changer
- Key start/stop system
- LCD operator display with soft key controls: engine speed, hour meter, gear/direction, battery voltage, hydraulic oil temperature, torque converter temperature, coolant temperature, trip totals (fuel and hours), lifetime totals (fuel and hours), operator settings (units, brightness, programmable hoe auxiliary flow), service mode diagnostics, maintenance intervals, ECM/system info
- Loader, self-leveling, return-to-dig and transmission disconnect switch
- Loader, single tilt
- Mirror, interior, rearview
- One-touch low idle
- Open circuit breather
- Pattern changer, in cab
- Power receptacle, 5 volt USB, 1 internal
- Power receptacle, 12 volt, 2 internal, 1 external
- Power steering, hydrostatic
- Product Link™, satellite, network manager
- Product Link, cellular, network manager
- Seat belt, retractable, 51 mm (2 in)
- Socket, two roof
- Stabilizer shoes, street
- Steering knob
- Seat, air suspension, vinyl cover, with armrest
- Stabilizers, EH Control, Auto-UP
- Starting system, glow plugs
- Steering column, tilting, telescopic
- Storage compartment, lockable
- Storage tray
- Stop and tail lights
- Swing transport lock
- Tires
- Toolbox, external, lockable
- Torque converter
- Throttle, hand and foot, electronic
- Transmission, 4 speed, powershift
- Transmission neutralizer switch
- Transport tie-downs
- Vandalism locks, four
- Warning horn, electric

420 Backhoe Loader

OPTIONAL EQUIPMENT

- Auxiliary hydraulics, loader, adjustable flow
- Auxiliary hydraulics, rear, adjustable flow
- Battery, additional, 850 CCA
- Cab, deluxe
- Cold weather fuel (-30° C/-22° F)
- Cold weather package, including additional battery, engine block heater, radiator antifreeze, cold weather fuel (-30° C/-22° F) and mounting for an ether bottle
- Counterweights, 115 kg (255 lb), 240 kg (530 lb) or 460 kg (1,015 lb)
- Fenders, front with integral steps
- Guard, boom protection plate
- Guard, stabilizer, rock
- Hydraulic valves, loader with auxiliary roller thumb control (3rd valve for MP or Quick Coupler)
- Hydraulic valves, backhoe (5th and 6th function)
- Hydraulic lines, combined function auxiliary
- LED lights, working (2 front, 2 rear)
- Quick Coupler, hydraulic, dual lock
- Quick Coupler, manual, dual lock
- Quick Coupler, manual, pin lock
- Radio and CD player, Bluetooth®
- Ride Control
- Rotating beacon, magnetic mount
- Seat, air suspension, fabric with armrest
- Seat, air suspension, fabric with armrest, heated
- Seat belt, retractable, 75 mm (3 in)
- Security system, Bluetooth
- Security system, operator display
- Side mirrors, cab, external
- Single Tilt Loader Coupler, Integrated Tool Carrier (IT) Interface
- Stabilizer pads, reversible
- Stick, extendible
- Touch screen LCD Display : engine speed, hour meter, gear/direction, battery voltage, hydraulic oil temperature, torque converter temperature, coolant temperature, trip totals (fuel and hours), lifetime totals (fuel and hours), operator settings (units, brightness, programmable hoe auxiliary flow), service mode diagnostics, maintenance intervals, ECM/system info
- Transmission, AutoShift with lock-up torque converter, 6 speed
- Vandalism protection, gauge cover
- Work Tool Attachments such as buckets, forks, material handling arms, augers, hammers, brooms, cold planers and vibratory plate compactors. See your Cat dealer for more information.

Village Council Meeting Documentation

Date Prepared:	10/4/2023	
Meeting Date:	10/12/2023	Meeting Type: Work Session
Subject:	Feasibility Study for New/Renovate Office Space	Authors Chris Webb, Sue Palmer, Maggie Bacon

Overview:

Since July, the Council Committee working on a new/renovate Village Office space has worked in a pro bono fashion with Renovare Development (renovaredevelopment.com). Their business model “focuses on transformational projects in urban areas and rural main streets that meet community needs”. They have a partnership with experts in site feasibility studies in the Traverse City Area. Our work included a deep dive into two grant opportunities – The Michigan Community Center Grant and a Michigan Department of Agriculture and Rural Development (MARD) Rural Readiness grant.

The Michigan Community Center Grant was a big lift and the Village simply did not have the site planning pieces (construction drawings, price estimates, use cases) in place to move forward. Renovare Development assisted the Village Council with the submission of the MDARD Rural Readiness Grant initial phase of a letter of intent. The Village was not selected to move the project forward. We are aware that the MDARD grant was highly competitive and at least one large consortium of NGO’s in the area submitted a compelling letter. The reality is that a consortium of non-profits make a strong case of regional rural transformation and impact. The Committee, at some point, will contact MDARD to ask what we might do in the future to be more successful.

As a committee, we are neither defeated nor deterred.

Proposition

Attached is the Village Office needs assessment along with the costs of the site feasibility study and deliverables developed for the Village of Empire by Renovare.

The Committee is asking the council to consider funding the entire project with General Fund dollars.

The budget for the Village Office for 2023 was \$25,000. The committee is recommending approving another \$45,000 for a total of \$70,000 (the original estimate had included \$5,000 for completing the MDARD grant which is no longer available to the Village). That additional \$45,000 may spent over two fiscal years – the remainder of 2023 and as a budgeted item for fiscal year 2024.

Village of Empire New/Renovated Office Space

The Village has the following objectives:

- Address identified facility/space deficits in the Village Office in an efficient and cost-effective manner;
- Provide design for a Village Office that address the following needs:
 - Build or renovate a building for a Village of Empire Office to accommodate:
 - Serving the public
 - Parking for the public
 - Meeting room space for committees
 - Additional private shared office spaces (ZA, Clerk, President or Village Manager)
 - A public restroom – accessible after hours (this may dependent upon location of new office)
 - Implement a technology plan that can accommodate changes in Village service offerings using technology
 - Design a secure, easily accessible space for volumes of Village files (print)
 - Space for adequate parking (6 spaces + one handicapped space)
 - Design shall be energy efficient and following Redevelopment Ready Energy efficiency best practices.
 - Design shall allow of access to meeting rooms/private offices separate from public service area

Background:

In February of 2021, the Empire Village Council included in its budget funding for beginning the process of renovating/updating the Village Office to better meet the needs of the community, the Council, the Planning Commission and to improve technology connectivity within the office space. Sometime prior to 2018, an informal drawing had been made about how the current office could be enlarged. No actual research on potential issues was completed.

In 2021, after consultation with a certified architect, a large number of challenges with regard to needs versus ability to enlarge the current office were identified. These challenges include:

- Water System wiring (large co-ax cables) comes off the Fire Hall and goes underground directly behind the Village Office, this will impede enlarging the current structure to the west (and even potentially to the south)
- In addition, the land space behind the current office is already limited because of the location of the electrical panel, sand and salt building, dumpsters, etc.,
- To the south, the Village does own “up the hill” toward the Fire Hall requiring significant excavation,
- Set back will not allow growth to the east.
- The current structure is prone to mild flooding via the Village Garage

- Given the need for additional land use for a building, locating accessible parking will be difficult for staff and for visitors

Needs Assessment:

- Until 2018, the Empire Village Office housed a deputy clerk for 4 days per week with the Clerk and Treasurer working offsite. Today, the Village Office staff includes a full-time deputy clerk, the Clerk, on site, for approximately 8 hours per week (pre-COVID, those onsite hours were often 12-16) per week, and onsite hours scheduled for the Treasurer.
- Space for the part time (approximately 3 hours per week) Zoning Administrator was and continues to be a worktable in the middle of the Village Office.
- All of the current print files, financial ledgers, minutes books, Ordinance and Resolution books, land permits, parking permits are housed in nooks and crannies in that one open office space. Older materials are currently housed in a loft area in the Village DPW garage.
- No service counter/space is available.
- No staff, council or planning commission member has the ability to adequately work at the work table during business hours without negatively impacting the office workflow.
- Staff and/or council members have no place to meet, privately, with a resident or visitor should one desire to discuss sensitive or private issues (inability to pay a bill, land use permit violations, sign violations, etc.).
- During the summer months, the Deputy Clerk is responsible for the supervision of three to seven Beach Ambassadors. Space for meeting with those employees is non-existent given the limited space.
- While the Village office staff continue to find ways to streamline the paying of water bills and taxes as well as the submission of land use and other permits, the office continues to see significant foot traffic.
- The recent pandemic and the laws regarding indoor interaction and social distancing was a stark reminder of the small size of the office.
- Access to technology ports is as limited as is the space for additional file cabinets.
- Empire expects to see growth in service needs related land use permits, grant funded projects and general Village operations. This requires adequate space for addressing the needs of the public, for filing cabinets and space for uninterrupted meetings for the Clerk, the Treasurer, and the Zoning Administrator as well as for smaller council committee meetings.

Renovare Proposal

The proposed Scope of Work for will include the following activities:

1. Data Gathering
 - Gather additional data on space needs, potential community uses
 - Convene key stakeholders to gather additional data
2. Community Engagement
 - Hold public sessions to gather community input and key stakeholder input of spatial design
3. Site Reconnaissance and Research
 - Review existing property data for three sites to understand development obstacles and constraints and possible site designs
 - Gather any historical data readily available for each site
 - Explore opportunities for discreet acquisition
4. Conceptual Site Plans
 - Develop conceptual site plans for three sites that meet the requirements identified through the data gathering and community engagement sessions.
5. Present Options
 - Present three options to the Village of Empire for review and approval
 - Presentation will include three separate conceptual site plans with preliminary floor plans for each building
6. Provide financial modeling
 - Develop a preliminary budget for the construction of the selected complex
7. Connect and coordinate with staff throughout the process to implement and refine best practices, share information, and coordinate messaging.

Renovare Development does not provide legal services. A licensed attorney should be engaged to draft or modify all legal documents necessary for the project and provide any necessary legal advice.

TIMELINE

The draft timeline below is subject to change based on information that is gathered and strategic recommendations from the leadership council and Renovare.

Activity	Deliverables	Est. Timeline
Grant Implementation		
<ul style="list-style-type: none"> • Data Gathering • Community Engagement • Site Reconnaissance and Research • Conceptual Site Plans • Present Options • Provide financial modeling 	<ol style="list-style-type: none"> 1. Reports on data collected, engagement and site analysis 2. Conceptual Site Plans 3. Proforma 	(Timing will depend on the grant – but the Scope of Work is intended to take 3 to 5 months total)

FEES

The fees related to the proposed Scope of Work, further defined by the client, will be estimated and billed on a monthly retainer:

- Scope of Work for Grant - \$70,000

In order to initiate work, Renovare Development requires receipt of the signed proposal. In the event that this agreement is terminated per the Terms and Conditions in Attachment A.

If the Client requests assistance with additional items outside of the Scope of Work, a separate proposal will be provided.

Meeting:	October 9, 2023
Subject:	Presentation Request – Glen Lake Superintendent of Schools
Author:	Sue Palmer

Overview:

The Glen Lake Superintendent of Schools, Jason Misner, has requested an opportunity to inform the residents of the details of the upcoming school bond. The Empire Township board has approved a presentation at their upcoming meeting. Jason would like to come to our October 24, 2023 meeting to answer any questions our village residents may have.

Action Requested

I would like the council to consider this request for a presentation on October 24, 2023.