

EMPIRE VILLAGE COUNCIL REGULAR MEETING
Empire Township Hall - 10088 W. Front Street
October 22, 2024 @ 7 PM

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. CONSENT AGENDA

- 1) Approve minutes – 10/10/2024 Work Session
- 2) Approve October Bills totaling \$_____
- 3) Approve Clerk, Treasurer, DPW Working Superintendent Job Descriptions (Walton)

G. REVIEW OF FINANCIAL STATEMENTS

H. COMMUNICATIONS

I. DEPARTMENT HEAD REPORTS

J. COUNCIL MEMBER / COMMITTEE REPORTS

K. OLD BUSINESS

- 1) Planning Commission Appointment (Palmer)
- 2) Extension of Wastewater Update Taskforce (Palmer)

L. NEW BUSINESS

- 1) MDARD Grant Opportunities (Palmer)

M. PUBLIC COMMENT

N. COUNCIL MEMBER COMMENT

O. ADJOURNMENT

Village of Empire – Clerk

Title	Village Clerk
Reports to	Village Council
Appointment	Appointed by the Village President; Approved by the Village Council for a two-year term (as defined in Ordinance No. 133)
Classification	Non-Union; Salary; Exempt
Salary	Based on qualifications and experience, set by the Village Council
Position Summary	Under the direction of the Village Council, serves as the general accountant for the Village of Empire. Performs and/or ensures statutory duties are completed per the General Law Village Act, the Michigan Department of Treasury, and Village Ordinances. The Village Clerk coordinates and manages the support activities, operations, and administration of the Village office. The clerk prepares and maintains official documentation, financial records, and various reports while ensuring citizens can access public records. The clerk must also take meeting minutes regularly and undertake transcription work, archiving, and digital data management. Serves as the Village FOIA Coordinator
Essential Duties and Functions	<ol style="list-style-type: none"> 1. Serves as the General Accountant for the Village of Empire. 2. Serves as the FOIA Coordinator for the Village of Empire. Responds to Freedom of Information Act (FOIA) requests in conformance with Federal and State of Michigan law. 3. Supervises office staff; oversees daily office operations; develops and maintains standard office operating procedures. 4. Performs all activities related to payment of payroll and accounts payable. 5. Serves as records management officer by overseeing the records management program and maintaining good records management practices; performs grant reporting as required. 6. Attends Village Council meetings; keeps and distributes meeting minutes consistent with Michigan law. 7. Responsible for timely filing of reports with local and State agencies and updates and publishes as may be required by law, Village Ordinances, Policies and Resolutions as approved by Village Council. 8. Maintains custody of the Village seal and all the documents, official bonds, papers, files, and records of the Village, and may administer oaths and affirmations. (1992 PA 116, MCL 24.401 to 24.403 and section 3 1964 PA 105 MCL 691.1103. 9. Assists Village Council members in the conduct of their jobs/duties. 10. Performs all duties as required by state law, the General Law Village Act provisions MCL 64.5-64.8. 11. Receives and coordinates the bid process with professional services providers village. 12. Administers the employee health and retirement program. 13. Coordinates annual audit.

<p>Minimum Requirements</p>	<ol style="list-style-type: none"> 1. Working knowledge of fund accounting. 2. Experience with BS&A and Microsoft Office software is preferred but not required. 3. Knowledge of office management and supervision principles and the ability to apply this knowledge. 4. Knowledge of clerical and record-keeping procedures; including transcribing, and maintaining such records. 5. Knowledge of the laws, ordinances, and other regulations pertaining to records management. 6. Ability to establish and maintain effective working relationships and use good judgment, initiative, and resourcefulness when dealing with employees, professional contacts, elected officials and the public. 7. Investigate and respond to customer concerns promptly and produce documentation for Village files. 8. Submit monthly and annual reports as required by statute, the State of Michigan, or as requested by the Village Council. 9. Provide financial reports as the Michigan Department of Treasury Uniform Accounting Procedures Manual describes. 10. Provide revenue and expenditures reports by fund incorporating monthly and YTD budget data, as requested by the Village Council. 11. Ability to attend meetings or complete work assignments outside regular business hours. 12. Keep informed about current issues through continued education. Attend conferences or workshops.
<p>Education</p>	<p>An associate degree in business or accounting is preferred. A combination of education and experience may be substituted for the education requirement.</p>
<p>Certification</p>	<p>Municipal Clerk certification is encouraged within three years of appointment. Notary Public must be obtained within three months of appointment.</p>
<p>Physical Requirements</p>	<p>The physical demands and work environment characteristics described here represent those an employee encounters while performing the job's essential functions. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.</p> <p>While performing the duties of this job, the Clerk will need to work on a computer, communicate by telephone, email, or in person, access paper files in a filing cabinet, stand for short periods and sit for extended periods.</p>
<p>Comments</p>	<p>The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the role if the work is similar, related, or a logical assignment.</p>

Village of Empire - Treasurer

Title	Treasurer
Reports to	Village Council
Appointment	Appointed by the Village President; Approved by the Village Council for a two-year Term (as defined in Ordinance No. 134)
Classification	Non-union; Salary; Exempt
Salary	Based on qualifications and experience, set by Village Council
Position Summary	Under the direction of the Village Council, serves as the official treasurer of the Village. Performs and/or ensures statutory duties are completed in accordance with the General Law Village Act and village ordinances. Maintains Village funds and accounts, and keeps Village Council apprised of the Village's financial condition.
Essential Duties and Job Functions	<ol style="list-style-type: none"> 1. Serves as Treasurer to the Village of Empire, responsible for the custody of all money and all evidence of value belonging to or held in trust by the Village. 2. Receives all monies belonging to and collected by the Village including Village taxes, fees, utility bills, and other payments due. 3. Deposits all monies or funds in depository institutions in accordance with the General Law Village Act, Village Ordinances and policies, and state law 4. In communication with the Village Clerk, maintains an account of all receipts and expenditures of the Village and authorizes check disbursements. 5. Oversees the distribution and collection of property taxes. Directs verification or personally verifies the accuracy of tax bills, disburses funds to other entities, resolves tax issues and questions, receives and records payments, and reconciles with the County. 6. Holds such powers, duties, and prerogatives as established by law to enforce the collection of Village taxes. 7. In collaboration with the Village Clerk, performs cash management functions including the investment of municipal funds. Investigates and examines various investment options to achieve the best possible rate of return. 8. Works collaboratively with the Village Clerk to ensure adherence to financial policies and procedures and the accuracy of accounts. 9. Performs other related duties as required by state law, the provisions of the General Law Village Act MCL.9 – 64.12a, or by Village Ordinance.

<p>Minimum Requirements</p>	<ol style="list-style-type: none"> 1. Must be able and willing to acquire and apply knowledge of the General Law Village Act, official Village policies, Village services, organizational structure, and general municipal operations. 2. Experience in accounting, financial record keeping, bookkeeping, and banking practices. 3. Skill in maintaining and updating records, documents, and financial information, and preparing clear and accurate reports. 4. Skill in the use of office equipment and technology, including computers and related software, and ability to master new technologies. Software may include, but is not limited to, Microsoft Office and BS&A. 5. Ability to communicate effectively, present ideas and concepts orally and in writing. 6. Ability to establish and maintain effective working relationships and use good judgement, initiative and resourcefulness when dealing with elected officials, professional contacts, and the public. 7. Ability to work the hours needed to complete all job duties. 8. Ability to attend meetings outside of normal business hours. 9. Keep abreast of new administrative techniques and current issues through continued education and professional growth. Attends conferences, workshops and seminars at the direction of the Village council.
<p>Education</p>	<p>An associate degree in accounting is preferred. A combination of education and experience may be substituted for the degree requirement.</p>
<p>Physical Requirements</p>	<p>The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</p> <p>While performing the duties of this job, the Treasurer will need to work on a computer, communicate by telephone, e-mail or in person and to be present in the Village office during office hours on Tax Day.</p>
<p>Comments</p>	<p>The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the role if the work is similar, related, or a logical assignment.</p>

Title	Department of Public Works – Working Superintendent
Reports to	Village President
Classification	Non-union, hourly, non-exempt
Salary	Based on qualifications and experience
Location	Village of Empire, Michigan
Position Summary	<ul style="list-style-type: none"> • Serves as the head of the Department of Public works which includes buildings, grounds, facilities, streets, sidewalks, parks, stormwater infiltrators, and village vehicles • General responsibilities include: • Working in the field alongside staff • Ensure the proper maintenance of public parks, and other public lands and facilities within the Village • Oversee all major and local street and sidewalk construction and maintenance projects. • Oversee municipal water system, stormwater operations and related water projects • Ensure the proper operation of the village vehicles and maintenance garage • Create and implement preventative maintenance program for all Village equipment and vehicles. • Supervise all employees of the Department of Public Works.
Essential Duties	<p>The DPW Working Superintendent role oversees the coordination and management of all operations, support activities and administration of the public works department including construction, maintenance, repair, preventative maintenance and other duties as assigned. The expected level of performance shall ensure the safe, efficient, and effective work performance of all assigned crew and field staff.</p> <ol style="list-style-type: none"> 1. Work cooperatively with the Village president, trustees, and other department heads to accomplish all duties 2. Submit monthly and annual activity reports to Village Council 3. Attend village council meetings and other committee meetings as requested by Village President 4. Maintain regular hours 5. Respond to customer inquiries pertaining to services offered by the DPW 6. Investigate and resolve concerns from customer in matters related to services offered by the DPW 7. Maintain DPW records in orderly filing system 8. Assist the appropriate council committee in budget preparation and oversight 9. Administer an employee training program to fulfill risk assessment and other regulatory agency requirements. 10. Assist with the interviews of prospective employees 11. Approve employee payroll sheets, leave requests, and labor reports

	<ul style="list-style-type: none"> 12. Ensure adequate daily staffing of the department 13. Allocate work assignments 14. Manage inventory of material, tools, and equipment 15. Write specifications for new equipment 16. Submit required reports with accuracy and timeliness. 17. Ensure compliance for safe working conditions with MIOSHA and environmental regulations (EGLE and EPA) for hazardous materials.
Job Functions	<ul style="list-style-type: none"> 1. Conducts and coordinates regular inspection and preventative maintenance of buildings and equipment 2. Ensures maintenance occurs to keep buildings, structures and grounds in good repair. 3. Receives work orders and other orders including verbal and emergency orders. Reviews work orders and provides direction to crew members for assignment. 4. Enforces Village and Department work rules
Minimum Requirements	<ul style="list-style-type: none"> • High school graduate or equivalent (GED), two year or four-year college degree preferred. • Three years or more of with heavy equipment operation and plowing roads • Three years or more of demonstrated leadership and supervisory experience
Licensing Requirements	<ul style="list-style-type: none"> • Valid Class B Michigan Commercial Driver's License with Air Brakes endorsement and a drive record acceptable to the Village of Empire
Physical Requirements	<p>The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</p> <p>While performing the essential functions of this position the employee is regularly required to use hands to finger, handle, feel or operate objects, tools or controls and reach with hands and arms.</p> <p>The employee is frequently required to:</p> <ul style="list-style-type: none"> • stand, walk and hear • talk, sit, climb, balance, stoop • kneel, crouch, crawl and smell. <p>The employee must regularly lift and move up to fifty- (50) pounds and occasionally move up to one hundred (100) pounds.</p>

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

GL NUMBER	DESCRIPTION	2024-25 AMENDED BUDGET	YTD BALANCE 09/30/2024	ACTIVITY FOR MONTH 09/30/2024	AVAILABLE BALANCE	% BDGT USED
Fund 101 - GENERAL FUND						
Dept 000						
101-000-403	REAL PROPERTY TAX	450,000.00	467,939.79	252,643.88	(17,939.79)	103.99
101-000-404	PERS PROP TAX	7,000.00	9,084.82	6,892.76	(2,084.82)	129.78
101-000-476	LICENSES & PERMITS	6,000.00	7,129.00	115.00	(1,129.00)	118.82
101-000-574	STATE SHARED REV	34,000.00	19,779.15	0.00	14,220.85	58.17
101-000-655	FINES & FORFEITS	2,500.00	970.00	355.00	1,530.00	38.80
101-000-664	INVEST INTEREST	12,000.00	9,170.07	1,289.14	2,829.93	76.42
101-000-670	MISC INCOME	6,000.00	5,011.37	0.00	988.63	83.52
101-000-671	PARKING PASS	200.00	245.00	75.00	(45.00)	122.50
101-000-672	BEACH PARKING	37,000.00	34,554.95	3,942.40	2,445.05	93.39
101-000-691	FUND BALANCE CONTRIBUTION	83,000.00	0.00	0.00	83,000.00	0.00
101-000-693	REFUNDS & REBATES	600.00	0.00	0.00	600.00	0.00
101-000-699	INTERFUND TRANSFERS IN	0.00	119,755.37	0.00	(119,755.37)	100.00
Net - Dept 000		638,300.00	673,639.52	265,313.18	(35,339.52)	
Dept 100 - COUNCIL						
101-100-702	WAGES - COUNCIL	13,000.00	8,495.00	1,090.00	4,505.00	65.35
101-100-715	PR TAX EXP - COUNCIL	950.00	649.84	83.38	300.16	68.40
101-100-910	PROF DEVELOPMENT	2,000.00	0.00	0.00	2,000.00	0.00
Net - Dept 100 - COUNCIL		(15,950.00)	(9,144.84)	(1,173.38)	(6,805.16)	
Dept 215 - CLERK						
101-215-702	WAGES - CLERK	20,500.00	9,581.68	1,281.63	10,918.32	46.74
101-215-703	WAGES - DEPUTY CLERK	34,100.00	21,365.84	2,919.10	12,734.16	62.66
101-215-715	PR TAX EXP - CLERK	4,000.00	2,367.68	321.39	1,632.32	59.19
101-215-840	INSURANCE	4,000.00	1,360.44	49.42	2,639.56	34.01
101-215-874	RETIREMENT	2,000.00	1,068.26	145.97	931.74	53.41
Net - Dept 215 - CLERK		(64,600.00)	(35,743.90)	(4,717.51)	(28,856.10)	
Dept 253 - TREASURER						
101-253-702	WAGES - TREASURER	9,700.00	5,853.11	782.90	3,846.89	60.34
101-253-715	PR TAX EXP - TREASURER	750.00	447.77	59.90	302.23	59.70
101-253-726	SUPPLIES	500.00	362.50	0.00	137.50	72.50
101-253-730	POSTAGE	800.00	340.00	0.00	460.00	42.50
101-253-860	TRANSPORTATION	50.00	0.00	0.00	50.00	0.00
Net - Dept 253 - TREASURER		(11,800.00)	(7,003.38)	(842.80)	(4,796.62)	
Dept 262 - ELECTIONS						
101-262-705	ELECTION WORKERS	1,500.00	0.00	0.00	1,500.00	0.00
101-262-726	SUPPLIES	0.00	70.12	0.00	(70.12)	100.00
Net - Dept 262 - ELECTIONS		(1,500.00)	(70.12)	0.00	(1,429.88)	
Dept 265 - ADMINISTRATION						
101-265-702	WAGES - ADMINISTRATION MAINTENANCE	30,000.00	14,055.20	1,791.71	15,944.80	46.85
101-265-707	BRUSH PILE WAGES	5,000.00	2,495.34	544.29	2,504.66	49.91
101-265-715	PR TAX EXP - ADMINISTRATION	3,000.00	1,266.14	178.72	1,733.86	42.20
101-265-726	SUPPLIES	3,000.00	1,257.79	49.17	1,742.21	41.93

User: DSMITH
 DB: Empire
 PERIOD ENDING 09/30/2024

GL NUMBER	DESCRIPTION	2024-25 AMENDED BUDGET	YTD BALANCE 09/30/2024	ACTIVITY FOR MONTH 09/30/2024	AVAILABLE BALANCE	% BDGT USED
Fund 101 - GENERAL FUND						
101-265-730	POSTAGE	300.00	306.59	0.00	(6.59)	102.20
101-265-800	PROFESSIONAL SERVICES	50,000.00	49,840.00	6,000.00	160.00	99.68
101-265-801	AUDIT FEES	8,500.00	8,500.00	600.00	0.00	100.00
101-265-810	CONTRACTED SERVICES - SNOW REMOVAL	0.00	2,575.00	0.00	(2,575.00)	100.00
101-265-826	LEGAL FEES	10,000.00	3,427.00	0.00	6,573.00	34.27
101-265-840	INSURANCE	16,500.00	14,320.29	635.00	2,179.71	86.79
101-265-853	TELEPHONE	600.00	149.95	59.98	450.05	24.99
101-265-854	CABLE INTERNET	1,200.00	759.96	200.00	440.04	63.33
101-265-874	RETIREMENT	1,000.00	539.12	76.57	460.88	53.91
101-265-880	BEAUTIFICATION	3,300.00	1,599.09	0.00	1,700.91	48.46
101-265-900	PRINT & PUB	1,000.00	288.60	0.00	711.40	28.86
101-265-919	WASTE DISPOSAL	3,500.00	3,262.95	1,639.51	237.05	93.23
101-265-921	ELECTRICITY	1,500.00	1,159.86	157.18	340.14	77.32
101-265-923	HEAT	0.00	166.08	0.00	(166.08)	100.00
101-265-930	REPAIRS & MAINTENANCE	16,000.00	6,869.55	3,081.97	9,130.45	42.93
101-265-931	STORM SEWER CLEANOUT	2,500.00	0.00	0.00	2,500.00	0.00
101-265-933	SOFTWARE MAINTENANCE/SUPPORT	4,200.00	2,090.00	0.00	2,110.00	49.76
101-265-956	DUES & MISC	1,000.00	6,126.05	0.00	(5,126.05)	612.61
101-265-957	BANK CHARGES	1,000.00	205.00	20.00	795.00	20.50
101-265-965	CONTR TO OTHER FUNDS	25,000.00	0.00	0.00	25,000.00	0.00
101-265-966	GF CONTR - AIRPORT	750.00	0.00	0.00	750.00	0.00
101-265-967	PARKING AT LION'S PARK	500.00	0.00	0.00	500.00	0.00
101-265-970	CAPITAL OUTLAY - OFFICE BLDG	35,000.00	442,419.34	0.00	(407,419.34)	1,264.06
101-265-971	SPECIAL PROJECTS - WILCO RD	20,000.00	11,600.00	0.00	8,400.00	58.00
101-265-978	EQUIPMENT RENTAL	15,000.00	3,043.22	327.25	11,956.78	20.29
101-265-979	BRUSH PILE - EQUIPMENT RENTAL	10,000.00	8,772.82	1,196.55	1,227.18	87.73
Net - Dept 265 - ADMINISTRATION		(269,350.00)	(587,094.94)	(16,557.90)	317,744.94	
Dept 444 - SIDEWALKS						
101-444-930	REPAIRS & MAINTENANCE	20,000.00	8,000.00	8,000.00	12,000.00	40.00
101-444-978	EQUIPMENT RENTAL	0.00	325.72	0.00	(325.72)	100.00
Net - Dept 444 - SIDEWALKS		(20,000.00)	(8,325.72)	(8,000.00)	(11,674.28)	
Dept 446 - ALLEYS						
101-446-930	REPAIRS & MAINTENANCE	0.00	187.75	0.00	(187.75)	100.00
101-446-970	CAPITAL OUTLAY - ALLEYS	75,000.00	6,425.07	0.00	68,574.93	8.57
Net - Dept 446 - ALLEYS		(75,000.00)	(6,612.82)	0.00	(68,387.18)	
Dept 448 - STREET LIGHTING						
101-448-921	STREET LIGHTING	11,000.00	6,664.49	993.92	4,335.51	60.59
Net - Dept 448 - STREET LIGHTING		(11,000.00)	(6,664.49)	(993.92)	(4,335.51)	
Dept 536 - WASTEWATER UPDATE TASK FORCE						
101-536-815	CONTRACTED SERVICES	15,000.00	7,176.00	7,176.00	7,824.00	47.84
Net - Dept 536 - WASTEWATER UPDATE TASK FORCE		(15,000.00)	(7,176.00)	(7,176.00)	(7,824.00)	
Dept 721 - PLANNING COMMISSION						

GL NUMBER	DESCRIPTION	2024-25 AMENDED BUDGET	YTD BALANCE 09/30/2024	ACTIVITY FOR MONTH 09/30/2024	AVAILABLE BALANCE	% BDDT USED
Fund 101 - GENERAL FUND						
101-721-701	WAGES - PLANNING COMMISSION	4,300.00	1,925.00	275.00	2,375.00	44.77
101-721-702	WAGES - PLANNING SECY	1,100.00	500.00	100.00	600.00	45.45
101-721-715	PR TAX EXP - COMM PLANNING	400.00	185.53	28.70	214.47	46.38
101-721-726	SUPPLIES	200.00	84.00	40.00	116.00	42.00
101-721-730	POSTAGE	100.00	0.00	0.00	100.00	0.00
101-721-821	PROFESSIONAL	4,000.00	4,000.00	4,000.00	0.00	100.00
101-721-826	LEGAL FEES	1,500.00	1,541.00	0.00	(41.00)	102.73
101-721-900	PRINT & PUB	500.00	249.35	0.00	250.65	49.87
101-721-950	SEMINARS	500.00	0.00	0.00	500.00	0.00
Net - Dept 721 - PLANNING COMMISSION		(12,600.00)	(8,484.88)	(4,443.70)	(4,115.12)	
Dept 722 - ZONING COMMISSION						
101-722-701	WAGES - BOARD OF APPEALS	400.00	220.00	0.00	180.00	55.00
101-722-702	WAGES - ZONING ADMIN	9,700.00	5,283.72	706.74	4,416.28	54.47
101-722-715	PR TAX EXP - ZONING	800.00	421.04	54.06	378.96	52.63
101-722-726	SUPPLIES	100.00	0.00	0.00	100.00	0.00
101-722-826	LEGAL FEES	200.00	0.00	0.00	200.00	0.00
101-722-900	PRINT & PUB	100.00	109.92	0.00	(9.92)	109.92
Net - Dept 722 - ZONING COMMISSION		(11,300.00)	(6,034.68)	(760.80)	(5,265.32)	
Dept 751 - PARKS						
101-751-702	WAGES - PARK MAINT	28,500.00	16,924.63	1,595.43	11,575.37	59.38
101-751-703	WAGES - AMBASSADOR	15,000.00	2,956.15	983.82	12,043.85	19.71
101-751-704	WAGES - PARKS CLERK	4,000.00	1,742.11	233.02	2,257.89	43.55
101-751-715	PR TAX EXP - PARK	3,500.00	1,654.13	215.14	1,845.87	47.26
101-751-726	SUPPLIES	3,500.00	867.19	225.00	2,632.81	24.78
101-751-840	INSURANCE	4,000.00	1,014.17	129.87	2,985.83	25.35
101-751-874	RETIREMENT	1,400.00	387.45	28.16	1,012.55	27.68
101-751-919	WASTE DISPOSAL	3,000.00	1,770.55	649.02	1,229.45	59.02
101-751-930	REPAIRS & MAINTENANCE	27,000.00	5,339.96	0.00	21,660.04	19.78
101-751-955	DIGITAL FEES	0.00	150.00	0.00	(150.00)	100.00
101-751-958	CREDIT CARD FEES	3,000.00	2,275.82	816.73	724.18	75.86
101-751-970	CAPITAL OUTLAY	10,000.00	0.00	0.00	10,000.00	0.00
101-751-978	EQUIPMENT RENTAL	25,000.00	25,229.98	1,789.13	(229.98)	100.92
Net - Dept 751 - PARKS		(127,900.00)	(60,312.14)	(6,665.32)	(67,587.86)	
Fund 101 - GENERAL FUND:						
TOTAL REVENUES		638,300.00	673,639.52	265,313.18	(35,339.52)	105.54
TOTAL EXPENDITURES		636,000.00	742,667.91	51,331.33	(106,667.91)	116.77
NET OF REVENUES & EXPENDITURES		2,300.00	(69,028.39)	213,981.85	71,328.39	3,001.23

GL NUMBER	DESCRIPTION	2024-25 AMENDED BUDGET	YTD BALANCE 09/30/2024	ACTIVITY FOR MONTH 09/30/2024	AVAILABLE BALANCE	% BDGT USED
Fund 202 - MAJOR STREETS FUND						
Revenues						
202-000-574	STATE SHARED REV	48,000.00	28,587.51	4,814.37	19,412.49	59.56
202-000-575	STATE WINTER REV	0.00	6,268.29	0.00	(6,268.29)	100.00
202-000-583	CO ROAD MILLAGE	32,000.00	32,219.31	0.00	(219.31)	100.69
202-000-664	INVEST INTEREST	1,000.00	3,175.04	426.86	(2,175.04)	317.50
TOTAL REVENUES		81,000.00	70,250.15	5,241.23	10,749.85	86.73
Expenditures						
202-000-801	AUDIT FEES	325.00	350.00	350.00	(25.00)	107.69
202-000-930	REPAIRS & MAINTENANCE	9,000.00	4,563.07	0.00	4,436.93	50.70
202-215-702	WAGES - MAJOR STREETS CLERK	1,600.00	871.02	116.51	728.98	54.44
202-215-715	PR TAX EXP - CLERK	150.00	66.59	8.91	83.41	44.39
202-463-702	WAGES - ROUTINE MAINTENANCE	6,000.00	2,075.57	534.00	3,924.43	34.59
202-463-715	PR TAX EXP - ROUTINE MAINTENANCE	500.00	158.76	40.83	341.24	31.75
202-463-726	SUPPLIES	1,000.00	112.88	0.00	887.12	11.29
202-463-821	ENGINEERING FEES	200.00	0.00	0.00	200.00	0.00
202-463-840	INSURANCE	1,700.00	400.30	60.71	1,299.70	23.55
202-463-874	RETIREMENT	250.00	26.81	7.31	223.19	10.72
202-463-978	EQUIPMENT RENTAL	5,500.00	1,199.10	127.41	4,300.90	21.80
202-478-702	WAGES - WINTER MAINTENANCE	6,000.00	303.36	35.02	5,696.64	5.06
202-478-715	PR TAX EXP - WINTER MAINTENANCE	560.00	23.21	2.67	536.79	4.14
202-478-726	SUPPLIES	4,000.00	0.00	0.00	4,000.00	0.00
202-478-815	CONTRACTED SERVICES	0.00	155.55	0.00	(155.55)	100.00
202-478-840	INSURANCE	800.00	1,155.00	0.00	(355.00)	144.38
202-478-874	RETIREMENT	250.00	13.37	0.68	236.63	5.35
202-478-978	EQUIPMENT RENTAL	8,000.00	147.80	0.00	7,852.20	1.85
202-901-970	CAPITAL OUTLAY	0.00	23,951.08	0.00	(23,951.08)	100.00
202-965-999	50% TRF TO LOC ST	26,000.00	17,427.87	2,407.18	8,572.13	67.03
TOTAL EXPENDITURES		71,835.00	53,001.34	3,691.23	18,833.66	73.78
Fund 202 - MAJOR STREETS FUND:						
TOTAL REVENUES		81,000.00	70,250.15	5,241.23	10,749.85	86.73
TOTAL EXPENDITURES		71,835.00	53,001.34	3,691.23	18,833.66	73.78
NET OF REVENUES & EXPENDITURES		9,165.00	17,248.81	1,550.00	(8,083.81)	188.20
Fund 203 - LOCAL STREETS FUND						
Revenues						
203-000-574	STATE SHARED REV	30,000.00	20,139.92	3,394.49	9,860.08	67.13
203-000-575	STATE WINTER REV	0.00	3,341.72	0.00	(3,341.72)	100.00
203-000-664	INVEST INTEREST	1,500.00	3,019.75	229.18	(1,519.75)	201.32
203-000-677	50% TRF FR MAJ ST	25,000.00	17,427.87	2,407.18	7,572.13	69.71
203-000-691	FUND BALANCE CONTRIBUTION	67,000.00	0.00	0.00	67,000.00	0.00
203-000-692	CONTRIBUTION FROM OTHER FUNDS	25,000.00	0.00	0.00	25,000.00	0.00
TOTAL REVENUES		148,500.00	43,929.26	6,030.85	104,570.74	29.58
Expenditures						
203-000-801	AUDIT FEES	450.00	475.00	475.00	(25.00)	105.56
203-000-930	REPAIRS & MAINTENANCE	13,000.00	1,719.43	0.00	11,280.57	13.23
203-215-702	WAGES - LOCAL STREETS CLERK	1,600.00	870.83	116.48	729.17	54.43

User: DSMITH
 DB: Empire
 PERIOD ENDING 09/30/2024

GL NUMBER	DESCRIPTION	2024-25 AMENDED BUDGET	YTD BALANCE 09/30/2024	ACTIVITY FOR MONTH 09/30/2024	AVAILABLE BALANCE	% BDGT USED
Fund 203 - LOCAL STREETS FUND						
Expenditures						
203-215-715	PR TAX EXP - CLERK	120.00	66.54	8.90	53.46	55.45
203-463-702	WAGES - ROUTINE MAINTENANCE	3,500.00	2,399.44	368.02	1,100.56	68.56
203-463-715	PR TAX EXP - ROUTINE MAINTENANCE	300.00	183.52	28.13	116.48	61.17
203-463-726	SUPPLIES	1,000.00	226.86	0.00	773.14	22.69
203-463-787	TRAFFIC CON - ROUTINE	250.00	0.00	0.00	250.00	0.00
203-463-821	ENGINEERING FEES	5,000.00	0.00	0.00	5,000.00	0.00
203-463-840	INSURANCE	2,100.00	290.31	60.71	1,809.69	13.82
203-463-874	RETIREMENT	250.00	48.73	6.31	201.27	19.49
203-463-978	EQUIPMENT RENTAL	5,500.00	1,863.91	198.11	3,636.09	33.89
203-478-702	WAGES - WINTER MAINTENANCE	5,200.00	390.88	52.58	4,809.12	7.52
203-478-715	PR TAX EXP - WINTER MAINTENANCE	500.00	29.91	4.01	470.09	5.98
203-478-726	SUPPLIES	4,500.00	0.00	0.00	4,500.00	0.00
203-478-815	CONTRACTED SERVICES	0.00	311.12	0.00	(311.12)	100.00
203-478-840	INSURANCE	1,200.00	1,155.00	0.00	45.00	96.25
203-478-874	RETIREMENT	250.00	16.75	1.01	233.25	6.70
203-478-978	EQUIPMENT RENTAL	7,000.00	147.80	0.00	6,852.20	2.11
203-901-970	CAPITAL OUTLAY	95,000.00	114,590.33	0.00	(19,590.33)	120.62
TOTAL EXPENDITURES		146,720.00	124,786.36	1,319.26	21,933.64	85.05
Fund 203 - LOCAL STREETS FUND:						
TOTAL REVENUES		148,500.00	43,929.26	6,030.85	104,570.74	29.58
TOTAL EXPENDITURES		146,720.00	124,786.36	1,319.26	21,933.64	85.05
NET OF REVENUES & EXPENDITURES		1,780.00	(80,857.10)	4,711.59	82,637.10	4,542.53
Fund 591 - WATER FUND						
Revenues						
591-000-626	SERVICE INSTALLATION	18,000.00	15,650.00	0.00	2,350.00	86.94
591-000-642	WATER SALES	165,000.00	132,556.06	62,259.65	32,443.94	80.34
591-000-655	LATE PAYMENT FEES	3,000.00	1,275.00	(50.00)	1,725.00	42.50
591-000-664	INVEST INTEREST	2,000.00	4,689.90	664.83	(2,689.90)	234.50
591-000-665	FIRE SUPPRESSION LEASE	800.00	0.00	0.00	800.00	0.00
591-000-670	MISC INCOME	200.00	5,560.00	0.00	(5,360.00)	2,780.00
591-000-691	FUND BALANCE CONTRIBUTION	82,000.00	0.00	0.00	82,000.00	0.00
TOTAL REVENUES		271,000.00	159,730.96	62,874.48	111,269.04	58.94
Expenditures						
591-000-996	TRANSFERS OUT	0.00	47,902.15	0.00	(47,902.15)	100.00
591-215-702	WAGES - WATER CLERK	2,200.00	0.00	0.00	2,200.00	0.00
591-215-703	WAGES - WATER ADMIN	11,500.00	6,014.11	743.48	5,485.89	52.30
591-215-715	PR TAX EXP - CLERK	1,000.00	460.07	56.86	539.93	46.01
591-215-874	RETIREMENT	450.00	231.06	27.84	218.94	51.35
591-556-702	WAGES - WATER MAINTENANCE	21,000.00	9,247.37	1,937.77	11,752.63	44.04
591-556-715	PR TAX EXP - WATER	1,500.00	707.41	148.25	792.59	47.16
591-556-726	SUPPLIES	2,500.00	1,253.98	18.96	1,246.02	50.16
591-556-730	POSTAGE	800.00	212.00	0.00	588.00	26.50
591-556-800	PROFESSIONAL SERVICES	800.00	0.00	0.00	800.00	0.00
591-556-801	AUDIT FEES	800.00	850.00	850.00	(50.00)	106.25
591-556-804	LABS & TESTING	4,000.00	2,345.00	1,855.00	1,655.00	58.63
591-556-840	INSURANCE	4,000.00	8,718.60	979.52	(4,718.60)	217.97
591-556-853	TELEPHONE	1,600.00	853.28	247.00	746.72	53.33

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PERIOD ENDING 09/30/2024

GL NUMBER	DESCRIPTION	2024-25 AMENDED BUDGET	YTD BALANCE 09/30/2024	ACTIVITY FOR MONTH 09/30/2024	AVAILABLE BALANCE	% BDGT USED
Fund 591 - WATER FUND						
Expenditures						
591-556-874	RETIREMENT	800.00	315.79	58.57	484.21	39.47
591-556-921	ELECTRICITY	11,000.00	6,986.01	1,702.18	4,013.99	63.51
591-556-923	HEAT	4,500.00	2,151.41	230.73	2,348.59	47.81
591-556-930	REPAIRS & MAINTENANCE	11,000.00	5,700.59	159.07	5,299.41	51.82
591-556-933	SOFTWARE MAINTENANCE/SUPPORT	1,800.00	713.00	0.00	1,087.00	39.61
591-556-938	METER HOSTING & SOFTWARE	1,500.00	2,408.50	0.00	(908.50)	160.57
591-556-956	DUES & MISC	2,600.00	659.00	109.00	1,941.00	25.35
591-556-957	BANK CHARGES	400.00	506.55	56.00	(106.55)	126.64
591-556-959	DEPRECIATION	42,000.00	0.00	0.00	42,000.00	0.00
591-556-970	CAPITAL OUTLAY	105,000.00	16,401.87	0.00	88,598.13	15.62
591-556-978	EQUIPMENT RENTAL	7,000.00	2,827.27	433.64	4,172.73	40.39
591-556-991	DEBT PRINCIPLE/BOND RESERVE	20,000.00	6,000.00	0.00	14,000.00	30.00
591-556-995	DEBT INTEREST	8,800.00	3,839.41	0.00	4,960.59	43.63
TOTAL EXPENDITURES		268,550.00	127,304.43	9,613.87	141,245.57	47.40
Fund 591 - WATER FUND:						
TOTAL REVENUES		271,000.00	159,730.96	62,874.48	111,269.04	58.94
TOTAL EXPENDITURES		268,550.00	127,304.43	9,613.87	141,245.57	47.40
NET OF REVENUES & EXPENDITURES		2,450.00	32,426.53	53,260.61	(29,976.53)	1,323.53
Fund 661 - EQUIPMENT FUND						
Revenues						
661-000-664	INVEST INTEREST	2,000.00	697.50	119.21	1,302.50	34.88
661-000-668	EQUIPMENT RENTAL	60,000.00	43,745.37	4,072.09	16,254.63	72.91
661-000-670	MISC INCOME	0.00	600.00	0.00	(600.00)	100.00
661-000-691	FUND BALANCE CONTRIBUTION	103,500.00	0.00	0.00	103,500.00	0.00
TOTAL REVENUES		165,500.00	45,042.87	4,191.30	120,457.13	27.22
Expenditures						
661-000-996	TRANSFERS OUT	0.00	71,853.22	0.00	(71,853.22)	100.00
661-215-702	WAGES - EQUIPMENT CLERK	5,500.00	2,961.67	396.14	2,538.33	53.85
661-215-715	PR TAX EXP - CLERK	450.00	226.54	30.30	223.46	50.34
661-557-702	WAGES - EQUIPMENT MAINTENANCE	13,600.00	7,731.32	1,165.12	5,868.68	56.85
661-557-715	PR TAX EXP - EQUIPMENT	1,000.00	591.45	89.15	408.55	59.15
661-557-726	SUPPLIES	2,000.00	2,958.68	15.43	(958.68)	147.93
661-557-751	FUEL & OIL	12,000.00	3,272.40	0.00	8,727.60	27.27
661-557-801	AUDIT FEES	600.00	725.00	725.00	(125.00)	120.83
661-557-840	INSURANCE	17,500.00	17,807.71	105.03	(307.71)	101.76
661-557-874	RETIREMENT	600.00	239.97	33.39	360.03	40.00
661-557-925	WATER	250.00	250.00	0.00	0.00	100.00
661-557-930	REPAIRS & MAINTENANCE	5,000.00	13,037.05	7,106.23	(8,037.05)	260.74
661-557-970	CAPITAL OUTLAY	106,000.00	105,141.58	0.00	858.42	99.19
TOTAL EXPENDITURES		164,500.00	226,796.59	9,665.79	(62,296.59)	137.87
Fund 661 - EQUIPMENT FUND:						
TOTAL REVENUES		165,500.00	45,042.87	4,191.30	120,457.13	27.22

PERIOD ENDING 09/30/2024

GL NUMBER	DESCRIPTION	2024-25 AMENDED BUDGET	YTD BALANCE 09/30/2024	ACTIVITY FOR MONTH 09/30/2024	AVAILABLE BALANCE	% BGD USED
Fund 661 - EQUIPMENT FUND						
TOTAL EXPENDITURES		164,500.00	226,796.59	9,665.79	(62,296.59)	137.87
NET OF REVENUES & EXPENDITURES		1,000.00	(181,753.72)	(5,474.49)	182,753.72	18,175.3
TOTAL REVENUES - ALL FUNDS		666,000.00	318,953.24	78,337.86	347,046.76	47.89
TOTAL EXPENDITURES - ALL FUNDS		651,605.00	531,888.72	24,290.15	119,716.28	81.63
NET OF REVENUES & EXPENDITURES		14,395.00	(212,935.48)	54,047.71	227,330.48	1,479.23

DPW Report: October 2024

Office / Shop:

- The new office is looking good. Joey and I removed everything from the crawl space underneath.
- Furnace has been tested, and we will replace the filter soon once it's picked up.
- Thermostat has been adjusted for energy savings, keeping it cooler at night and on weekends (programmed).
- Smoke detectors and CO monitors are hooked up and connected to my phone, similar to the old office.
- The new sign has been picked up, we will install soon. Might need minor adjustments to post, but would be minimal.

Beach Park / Shalda Park:

- Removal of benches and tables from both parks has started and should be completed, or nearly completed, by the meeting.
- The boat ramp and docks will be removed and stored for the winter, and bathrooms are in winter mode but still open.

Water Department:

- The phone line issue has been resolved, and we should be set for a long time.
- The water committee directed me to investigate putting the tank on radio transmission. I will gather quotes, hopefully by budget season, to prepare in case we move in that direction. This would ensure only **one** company handles control system issues, avoiding delays like we experienced.
- The **DSMI Report** has been submitted on time. I don't anticipate any issues, but EGLE will likely take time to sort through reports from water systems across the state. If there are any comments, it won't be for a while. The report is available in my office and the village office and will be online soon.

Streets:

- Fall cleanup is scheduled for **November 5th and 6th**. Flyers will be distributed soon.
- Sidewalks have been (almost) completed still waiting for little cleanup around them

- And he (tom durga) has expressed interest in doing pad behind bathrooms for changing rooms, I will continue to move forward with him on that. And get you pricing before.

Equipment:

- Joey picked up the new steam cleaner and has been busy steam cleaning all the equipment. It's working fantastically and will help maintain our equipment in top shape.
- We will be switching to winter mode soon, on plow truck and sander, salt/sand delivery should be sometime in November we wont need a lot but definitely some.

As always, if there's anything I forgot or if you need further clarification, feel free to reach out to me or Joey.

Thank you,
John Friend
Village Superintendent

well	first read	final read	total
well 1	2484316	4480274	1995958 0
well 2 and 3	10709900	15678000	4968100 0
well 4	148049000	156834000	8785000
		pumpage	15749058
		billed	13272861
		difference	2476197
		Percentage	15.72%



Village of Empire
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231-326-5353

ZONING REPORT
October 2024

This report is presented for review by the Village Council as an update on recent activities related to Planning and Zoning. Recently the ZA presented several comments for consideration by the Planning Commission for the Redevelopment Ready Communities (RRC) project being worked on concurrently with the Master Plan update. The comments focused on public engagement and participation and the importance of distinguishing the difference.

Public engagement is such a vital necessity, especially during the planning phase(s) of any community. The Master Planning and RRC projects will certainly allow the Village of Empire to better prepared for the future. Keeping the public informed of potential development projects can be a challenging task. Developers expect and should be afforded a certain degree of confidentiality up until the time a formal application is received to be reviewed. It's then that the public can play a vital role in providing essential concerns, facts, expectations or queries to the reviewing body such as the Planning Commission. Information provided by the public can genuinely assist the Planning Commission in their findings and conclusions to support decisions.

While there has been little Land Use activity (again), calls continue to be received regarding potential development projects related to certain sites in the Village of Empire. Anywhere that you may see a For-Sale sign in the Front Street / Gateway Corridor District, I've probably handled an inquiry asking about the possible uses permitted. Some calls have asked about commercial uses, residential uses, mixed uses, and density allowances (number of units per acre). IF and WHEN an application is received I will do my best to share as much information as possible that can be made available to the public. The Zoning Administrator often encourages pre-application conferences and neighborhood outreach by the developer when appropriate.

At your October work session you were presented an email from Mika Meyers dated September 20, 2024 that was in response to a general inquiry of mine related to the sign ordinance and enforcement --- brought about by a past experience that came dangerously close to ending up in federal court. This is sometimes where risk management are better asked on the front end. It is NOT my desire to put off any type of enforcement activity, but rather to ensure that we are consistent in our practices. *(see next page)*

Many of you are aware that I serve multiple municipalities. In Wexford County I have a joint Planning Commission, where I am the Planning and Zoning Director administering zoning for ten Townships. One might imagine that we receive our share of concerns / complaints about junk, blight, signs, zoning etc. After 9 years in existence, I was finally forced to recommend an [Ordinance Enforcement and Compliance Policy](http://www.wexfordjpc.org/uploads/9/7/9/9/97992734/wjpc_comp_policy.pdf). (http://www.wexfordjpc.org/uploads/9/7/9/9/97992734/wjpc_comp_policy.pdf) The need arose because everyone thought that their complaint was more deserving of attention than any other. There, just as with the Village, we must also manage our resources; *people, hours, money* ...

I have experienced this 'season' of signs (*trying to remain content neutral*) going on twenty-five years now. Elections, without fail, seem to bring out a mass quantity of signs in every zoning district that more often than not, do NOT comply with your sign ordinances in effect at the time. I will certainly follow the well thought out direction of the Council should they decide to pursue any type of enforcement.

Cherry Republic has been issued their Land Use permit contingent upon the combination of the subject properties, compliance with the required landscaping imposed by the Planning Commission, compliance with other various sections of the ZO related to lighting, signage etc.

For your review,



Robert (Bob) Hall
Zoning Administrator



Village of Empire Meeting Documentation

Meeting Date: October 22, 2024 – Regular Meeting

Agenda Item: Planning Commission Appointment

Requestor: Sue Palmer

Overview/Statement of Agenda Item:

We have an open seat on the Planning Commission with the resignation of Margaret Ellibee. The term for this appointment will be from October 22, 2024, through February 28, 2026.

The Village Council agreed to post the following for the position that was open until September 27, 2024.

The Village Council welcomes applications from anyone interested in serving. The Village Council has identified the following as important segments to consider in filling this position:

1. Must be a registered voter in the Village of Empire.
2. Area of personal interest/expertise: Recreation, Tourism, Technology.
3. Residents residing on smaller lots or long-term renters.

Recommendations:

After consideration of the job posting and review of the applications the president will make her nomination of a new Planning Commission member.

I request a motion to approve the presidents nomination to the Planning Commission effective October 22, 2024, through February 28, 2026.



Village of Empire Meeting Documentation

Meeting Date: October 22, 2024 – Regular Meeting

Agenda Item: MDARD - Rural Development Fund Grants Opportunity

Requestor: Sue Palmer

Overview/Statement of Agenda Item:

We have recently received an email from the Michigan Department of Agriculture and Rural Development (MDARD) that a Michigan Rural Development Grant opportunity up to \$100,000 is open. There may be some opportunities for our Village.

Dates:

October 10, 2024 – Release Request for Proposal

October 24, 2024 – Informational Webinar

December 5, 2024 – Proposals Due

January 2025 – Evaluation Meeting

April 2025 – Announce Awarded Funding

Recommendations:

Council – Please read the information provided in the packets for your review. I hope to discuss any possible opportunities for our Village. PLEASE PREPARE. If we have an idea how to best apply for this grant, we will make a motion to contact a grant writer or consultant to help us.

I have also attached prior years grant awards for our preparation.



Rural Development Fund Grants Fact Sheet

The Michigan Department of Agriculture & Rural Development (MDARD) is offering a grant opportunity for projects that address expansion and sustainability of land-based industries; worker training related to land-based industries; and energy, livestock processing, transportation, housing, communications, broadband, water and wastewater infrastructure to benefit rural communities and Micropolitan statistical areas.

- \$100,000 maximum grant amount
- Minimum 30% match required

LAND-BASED INDUSTRIES INCLUDED:

- Food and Agriculture
- Forestry
- Mining
- Oil and Gas Production
- Tourism

ELIGIBLE APPLICANTS:

- Individuals
- Organizations
- Businesses
- Local Units of Government (county, city, township, village, school district; any authority composed of counties, cities, townships, villages and school districts or combination of these entities)
- Federally Recognized Tribes
- Educational Institutions

FUNDING WILL BE FOCUSED ON THE FOLLOWING TYPES OF RURAL AREA PROJECTS:

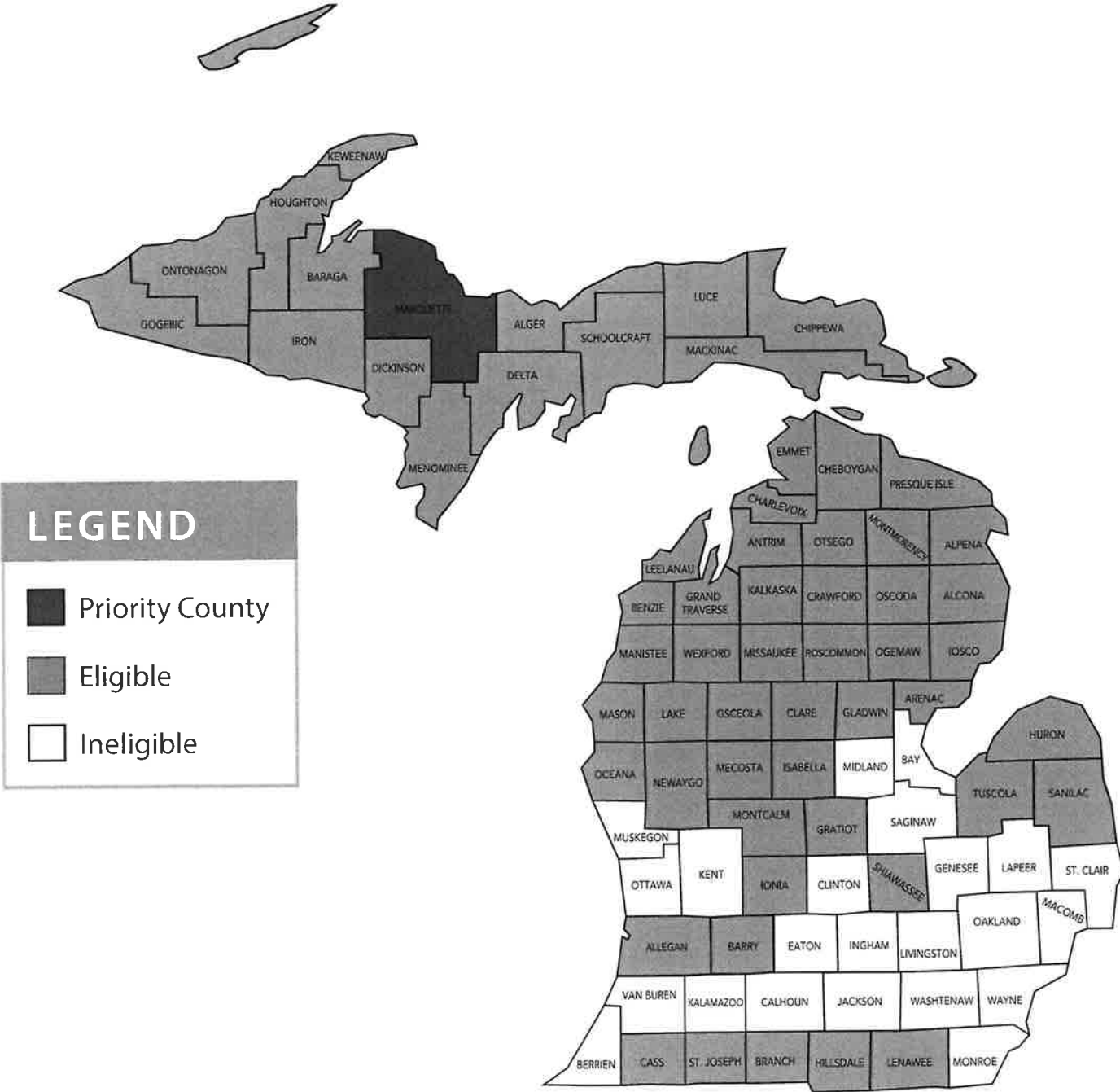
- Infrastructure Development
- Rural Capacity Building
- Business Development
- Talent Development and Training

ELIGIBLE COUNTIES MAP:

- Rural counties (population of 70,000 or less) and micropolitan statistical areas are eligible.
- Note: Per the Rural Development Fund Act criteria, preference must be given to projects in Marquette County.
- Applicants must be located in an eligible county in order to be eligible to apply. Applicants not located in an eligible county will not be considered for funding.

All communications and inquiries can be sent to mda-grants@michigan.gov.
Grant guidelines, program information, and project review criteria can be found at
michigan.gov/mdardgrants

Eligible Counties Map



All communications and inquiries can be sent to mda-grants@michigan.gov.
Grant guidelines, program information, and project review criteria can be found at michigan.gov/mdardgrants



2025 Rural Development Fund Grants Grant Guidelines

(Updated 7/19/2024)

The Michigan Department of Agriculture & Rural Development (MDARD) is offering a grant opportunity to promote the sustainability of land-based industries and support infrastructure that benefits rural communities.

Land-based industries included:

- Food and Agriculture
- Forestry
- Mining
- Oil and Gas Production
- Tourism

The grant funds are available for projects that address expansion and sustainability of land-based industries; worker training related to land-based industries; and energy, transportation, communications, water, and wastewater infrastructure to benefit rural communities and micropolitan statistical areas. The definition of a micropolitan statistical area can be found at [BULLETIN NO. 20-01 \(whitehouse.gov\)](http://BULLETIN NO. 20-01 (whitehouse.gov))

Process:

MDARD has implemented a new grant management system, MiAgGrants. You can access the grant application at [MDARD - Rural Development Fund Grants \(michigan.gov\)](http://MDARD - Rural Development Fund Grants (michigan.gov)). MDARD will advise all applicants of the outcome of the grant review in April 2025. The detailed grant timeline is noted below in the table for reference:

Proposal	
Release Request for Proposals	October 10, 2024
Informational Webinar <u>Join the meeting now</u> Meeting ID: 221 158 161 797 Passcode: cTtdtw	October 24, 2024, at 10 a.m.
Proposals Due	December 5, 2024, at 5 p.m. (EDT)
Joint Evaluation Committee (JEC)	
Evaluation Meeting	January 2025
Award	
Announce Awarded Funding	April 2025

Funding Areas:

Funding will be focused on the following types of projects in rural areas:

- Infrastructure Development
 - Examples of projects could be roadways, bridges, renewable energy, wastewater, rural housing, broadband, etc.
- Rural Capacity Building
 - Examples of projects include museums, local and regional tourism campaigns, technical assistance programs, shared service models, feasibility studies, etc.
- Business Development
 - Examples for projects include business expansion ensuring long-term creation or retention of jobs with a strong local and/or regional impact.
- Talent Development and Training
 - Examples of projects include local and regional workforce development programs, workforce training, rural housing projects, childcare, etc.

Eligible Applicants:

- Individuals
- Organizations
- Businesses
- Local Units of Government (county, city, township, village, school district; any authority composed of counties, cities, townships, villages and school districts or combination of these entities)
- Federally Recognized Tribes
- Educational Institutions

Eligible Rural Communities & Micropolitan Statistical Areas:

Projects in the following counties are eligible rural (70,000 population or less), or Micropolitan statistical areas:

- | | | |
|--------------|------------------|----------------|
| • Alcona | • Gogebic | • Mecosta |
| • Alger | • Grand Traverse | • Menominee |
| • Allegan | • Gratiot | • Missaukee |
| • Alpena | • Hillsdale | • Montcalm |
| • Antrim | • Houghton | • Montmorency |
| • Arenac | • Huron | • Newaygo |
| • Baraga | • Ionia | • Oceana |
| • Barry | • Iosco | • Ogemaw |
| • Benzie | • Iron | • Ontonagon |
| • Branch | • Isabella | • Osceola |
| • Cass | • Kalkaska | • Oscoda |
| • Charlevoix | • Keweenaw | • Otsego |
| • Cheboygan | • Lake | • Presque Isle |
| • Chippewa | • Leelanau | • Roscommon |
| • Clare | • Lenawee | • Saint Joseph |
| • Crawford | • Luce | • Sanilac |
| • Delta | • Mackinac | • Schoolcraft |
| • Dickinson | • Manistee | • Shiawassee |
| • Emmet | • Marquette | • Tuscola |
| • Gladwin | • Mason | • Wexford |

Grant Criteria:

The grant criteria was established by the Rural Development Fund Board on July 25, 2024, at their official board meeting.

- The maximum limit on grant fund requests is \$100,000. The total allotment for funding is approximately \$2 million.
- Applicants must provide a minimum **30% match**.
 - The match is 30% of the grant amount you are requesting. For example, if you are requesting a \$100,000 grant, you must provide a match amount of at least \$30,000. If you are requesting a \$50,000 grant, you must provide a match amount of at least \$15,000.
 - Projects with a stronger match ~~will~~ may receive increased scoring by the Joint Evaluation Committee.
 - Do not commit to match funds that you are unable to fulfill.
 - In-kind match will be *considered* as part of the review criteria but will *not count* towards minimum match requirements.
 - Match Commitment - The funds being provided under this grant require the Grantee to provide a funding match in order to secure a disbursement of funding. Project costs, grant amount, and match amount committed by the Grantee are identified in the Project Budget included in the Grant Agreement. If a Grantee fails to provide the match amount identified in the Grant Agreement, or if the total project cost for a completed project is less than the amount identified in the Grant Agreement, which leads to a reduction of the match amount, the Grantor may reduce the grant amount. The amount of this reduction will be communicated to the Grantee before a final grant payment is made to the Grantee. If total project costs are less than what is included in the Project Budget in the Grant Agreement, the Grantor may reduce the grant payment amount to a level that equals the percentage of the project identified in the proposed Project Budget that would have been funded by the grant payment. Under no circumstances will a grant payment be made if the Grantee fails to provide at least a 30 percent match.
- Rural area is defined as a county with a population of 70,000 or less and Micropolitan statistical area as defined by the United States Office of Management and Budget.
- Preference will be given to projects in Marquette County.
- Only one proposal per applicant will be considered. Your organization may be a partner on more than one application.
- Applicant is required to have three support letters.
- Applicants must be located in an eligible county in order to be eligible to apply. Applicants not located in an eligible county will not be considered for funding.
- Applicants must apply through our online grant management system, MiAgGrants, to be considered for review.
- If you have not received approval of permits, other grant sources, including necessary additional funding, from (MDNR, EGLE, MEDC), or have not started those processes if needed, please consider delaying submission of the application until the next round of grants is open.

- This grant is a **cost-reimbursement** program. Grantees will be responsible for costs until proper reports/invoices/receipts are received and reviewed. Grantees are required to show proof of payment.
- Expenses for equipment items only, within the budget will be allowed for grant reimbursement from October 10, 2024, to the close of selected and awarded grants.
 - Equipment: Any tangible, nonexpendable, personal property directly related to the grant activities over \$4,999 per item. In the budget narrative, provide the basis of the cost estimate (e.g., price analyses, vendor quotes) for each piece of equipment, new or used, and its correlation to the purpose/goals of the project to justify your need for the equipment to be purchased.
 - All financial documentation and proof of payments must be retained and provided. No grant activities or budget expenses will be allowed prior to October 10, 2024.
- Grantees will be eligible for reimbursement up to three (3) times, at specified dates, during the 18 to 24-month grant cycle, with the final reimbursement provided at the completion of the project.
- Each grantee will be required to submit written reports and appropriate financial documentation to MDARD for payment. Grantees may also be required to report on the outcomes and impact of their grant for a period of time (up to three years) after the grant period ends.
- All Grantees must be registered and in good standing with the LARA Corporations Division, register here Corporations Division - Login Page <https://cofs.lara.state.mi.us/corpweb/LoginSystem/ExternalLogin.aspx>
- Proposals must be submitted via online through the MiAgGrants grant management system by **5:00 p.m. (EST) on December 5, 2024**. If you don't receive a confirmation email after submitting, please reach out to mda-grants@michigan.gov

Ineligible Projects:

- Projects or applicants in the following counties are not eligible for grant funding:
 - Bay, Berrien, Calhoun, Clinton, Eaton, Genesee, Ingham, Jackson, Kalamazoo, Kent, Lapeer, Livingston, Macomb, Midland, Monroe, Muskegon, Oakland, Ottawa, Saginaw, Saint Clair, Van Buren, Washtenaw, and Wayne.
- State agencies are not eligible for grant funding.
- Indirect costs are **not** allowed under this grant program. Indirect costs are defined as the expenses of doing business that are not readily identified within the project but are necessary for the general operation of the organization and the implementation proposal related activities.
- Projects that include telecommunications facilities owned or operated by an educational institution or an affiliate, a local unit of government or any other government entity.
- The construction of telecommunication facilities or wireless telecommunication facilities in areas where broadband services of at least three mbps downstream and 768 kbps upstream are available.

Project Criteria and Review:

The Rural Development Fund Board identified criteria in which projects will be scored upon in a 100-point scale, including, but not limited to:

- A well-defined and focused project.
- Overall impact of the project on sustainability of land-based industries and support infrastructure that benefits rural communities.
- Measurable outcomes.
- Capacity building in rural communities.
- The amount of match provided and the financial viability of the project.
- The long-term sustainability of the project.
- The near-term and long-term impact, including broad regional benefit.
- The level of support for the project within the community and region – Required - three partner support letters outlining the significant impact of the project.
- The ability of the project to leverage other state, local and federal funding.
- The ability of the project to provide jobs and investment.
- Preference will be given to projects in Marquette County by receiving ten bonus points.

MDARD will convene a Joint Evaluation Committee (JEC) comprised of individuals with an interest in, and knowledge about, Michigan rural communities and land-based industries. The JEC will score proposals and conduct a review meeting to discuss projects. At the meeting, the JEC will determine the projects they recommend for funding. These projects will be presented to the MDARD Director, who will make the final determination. All applicants will be notified at the end of the review period and when final decisions are made approximately April 2025. MDARD may ask for additional information or clarification of a proposal and may award funding at a lesser amount than requested in a grant application.

All communications and inquiries concerning this RFP should be sent via e-mail to: mda-grants@michigan.gov.

MDARD reserves the right, at its sole discretion, to reject an application if it:

- Does not meet the program requirements including scope, eligibility, and allowable grant dollar use.
- Is received after the deadline.
- Is incomplete or missing any of the required forms, narrative, and budget.
- Does not follow the outlined application requirements.

If you would like to see a list of last year's awardees or would like more information on the program, please go to www.michigan.gov/mdardgrants.

Equal Opportunity

The State of Michigan and the Department of Agriculture & Rural Development prohibit discrimination on the basis of religion, race, color, national origin, age, sex, sexual orientation, gender identity or expression, height, weight, marital status, partisan considerations, or a disability or genetic information that is unrelated to the person's ability to perform the duties of a particular job or position.

To file a complaint of discrimination, please contact: MDARD Office of Legal Affairs, 525 West Allegan, Lansing, MI 48909, or call 517-284-5729.

You may also contact the Michigan Department of Civil Rights at:

Phone: 313-456-3700

Fax: 313-456-3701

Toll-Free: 800-482-3604

TTY: 877-878-8464

Email: MDCRServiceCenter@michigan.gov