

EMPIRE VILLAGE COUNCIL REGULAR MEETING
Empire Township Hall - 10088 W. Front Street
October 24, 2023 @ 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 – 10/12/2023 Work Session
 - 2) Approve October Bills totaling \$ _____
- G. REVIEW OF FINANCIAL STATEMENTS**
- H. COMMUNICATIONS**
- I. PRESENTATION – Resolution of Appreciation**
- J. DEPARTMENT HEAD REPORTS**
- K. COUNCIL MEMBER / COMMITTEE REPORTS**
- L. OLD BUSINESS**
 - 1) Front Loader Purchase (Bacon)
 - 2) Feasibility Study for New/Renovate Office Space (Bacon)
 - 3) Planning Commission Appointment (Palmer)
- M. NEW BUSINESS**
 - 1) Parks Committee Requests (Dye)
 - 2) Disaster Preparedness Committee Extension (Walton)
- N. PUBLIC COMMENT**
- O. COUNCIL MEMBER COMMENT**
- P. ADJOURNMENT**

PERIOD ENDING 09/30/2023

GL NUMBER	DESCRIPTION	2023-24 AMENDED BUDGET	YTD BALANCE 09/30/2023	ACTIVITY FOR MONTH 09/30/2023	AVAILABLE BALANCE	% BDT USED
Fund 101 - GENERAL FUND						
Dept 000						
101-000-403	REAL PROPERTY TAX	450,000.00	432,629.76	179,975.91	17,370.24	96.14
101-000-404	PERS PROP TAX	5,000.00	6,621.59	3,428.10	(1,621.59)	132.43
101-000-476	LICENSES & PERMITS	5,000.00	5,540.00	215.00	(540.00)	110.80
101-000-546	GRANT FUNDING	150,000.00	0.00	0.00	150,000.00	0.00
101-000-574	STATE SHARED REV	40,000.00	19,272.30	1,015.30	20,727.70	48.18
101-000-655	FINES & FORFEITS	5,000.00	2,540.00	605.00	2,460.00	50.80
101-000-664	INVEST INTEREST	5,000.00	5,244.35	326.39	(244.35)	104.89
101-000-670	MISC INCOME	2,000.00	4,525.61	0.02	(2,525.61)	226.28
101-000-671	PARKING PASS	150.00	250.00	45.00	(100.00)	166.67
101-000-672	BEACH PARKING	34,000.00	37,765.35	3,972.30	(3,765.35)	111.07
101-000-691	FUND BALANCE CONTRIBUTION	130,000.00	0.00	0.00	130,000.00	0.00
101-000-693	REFUNDS & REBATES	0.00	598.89	0.00	(598.89)	100.00
Net - Dept 000		826,150.00	514,987.85	189,583.02	311,162.15	
Dept 100 - COUNCIL						
101-100-702	WAGES - COUNCIL	13,000.00	7,330.00	940.00	5,670.00	56.38
101-100-715	PR TAX EXP - COUNCIL	950.00	560.75	71.92	389.25	59.03
101-100-910	PROF DEVELOPMENT	2,000.00	1,295.00	0.00	705.00	64.75
Net - Dept 100 - COUNCIL		(15,950.00)	(9,185.75)	(1,011.92)	(6,764.25)	
Dept 215 - CLERK						
101-215-702	WAGES - CLERK	19,500.00	9,256.04	1,322.29	10,243.96	47.47
101-215-703	WAGES - DEPUTY CLERK	32,400.00	19,635.33	2,764.05	12,764.67	60.60
101-215-715	PR TAX EXP - CLERK	4,000.00	2,210.15	312.60	1,789.85	55.25
101-215-726	SUPPLIES	25.00	0.00	0.00	25.00	0.00
101-215-840	INSURANCE	4,000.00	1,652.00	236.00	2,348.00	41.30
101-215-874	RETIREMENT	1,800.00	981.75	138.20	818.25	54.54
Net - Dept 215 - CLERK		(61,725.00)	(33,735.27)	(4,773.14)	(27,989.73)	
Dept 253 - TREASURER						
101-253-702	WAGES - TREASURER	9,700.00	5,592.15	745.62	4,107.85	57.65
101-253-715	PR TAX EXP - TREASURER	750.00	427.81	57.04	322.19	57.04
101-253-726	SUPPLIES	500.00	198.49	0.00	301.51	39.70
101-253-730	POSTAGE	300.00	756.00	0.00	(456.00)	252.00
101-253-860	TRANSPORTATION	50.00	0.00	0.00	50.00	0.00
Net - Dept 253 - TREASURER		(11,300.00)	(6,974.45)	(802.66)	(4,325.55)	
Dept 262 - ELECTIONS						
101-262-705	ELECTION WORKERS	100.00	0.00	0.00	100.00	0.00
Net - Dept 262 - ELECTIONS		(100.00)	0.00	0.00	(100.00)	
Dept 265 - ADMINISTRATION						
101-265-702	WAGES - ADMINISTRATION MAINTENANCE	30,000.00	17,927.24	2,352.41	12,072.76	59.76
101-265-707	BRUSH PILE WAGES	5,000.00	2,486.44	192.24	2,513.56	49.73
101-265-715	PR TAX EXP - ADMINISTRATION	3,000.00	1,499.69	194.67	1,500.31	49.99
101-265-726	SUPPLIES	2,000.00	1,328.25	51.68	671.75	66.41

G/L NUMBER	DESCRIPTION	2023-24	YTD BALANCE 09/30/2023	ACTIVITY FOR MONTH 09/30/2023	AVAILABLE BALANCE	% BDGT USED
		AMENDED BUDGET				
Fund 101 - GENERAL FUND						
101-265-730	POSTAGE	300.00	157.00	0.00	143.00	52.33
101-265-800	PROFESSIONAL SERVICES	20,300.00	10,650.00	1,500.00	9,650.00	52.46
101-265-801	AUDIT FEES	5,000.00	8,385.00	3,385.00	(3,385.00)	167.70
101-265-821	ENGINEERING FEES	0.00	420.00	0.00	(420.00)	100.00
101-265-826	LEGAL FEES	3,000.00	3,968.00	1,088.00	(968.00)	132.27
101-265-840	INSURANCE	18,000.00	13,206.00	745.00	4,794.00	73.37
101-265-853	TELEPHONE	400.00	229.94	39.99	170.06	57.49
101-265-854	CABLE INTERNET	1,200.00	679.92	89.99	520.08	56.66
101-265-874	RETIREMENT	1,800.00	443.07	50.12	1,356.93	24.62
101-265-880	BEAUTIFICATION	2,000.00	855.86	784.11	1,144.14	42.79
101-265-900	PRINT & PUB	1,000.00	481.35	0.00	518.65	48.14
101-265-919	WASTE DISPOSAL	1,000.00	2,630.11	787.41	(1,630.11)	263.01
101-265-921	ELECTRICITY	2,000.00	897.41	115.70	1,102.59	44.87
101-265-930	REPAIRS & MAINTENANCE	8,000.00	412.25	0.00	7,587.75	5.15
101-265-931	STORM SEWER CLEANOUT	4,200.00	0.00	0.00	4,200.00	0.00
101-265-933	SOFTWARE MAINTENANCE/SUPPORT	4,000.00	3,990.00	0.00	10.00	99.75
101-265-956	DUES & MISC	600.00	0.00	0.00	600.00	0.00
101-265-957	BANK CHARGES	200.00	3,957.17	0.00	(3,757.17)	1,978.59
101-265-965	CONTR TO OTHER FUNDS	25,000.00	0.00	0.00	25,000.00	0.00
101-265-966	GF CONTR - AIRPORT	750.00	0.00	0.00	750.00	0.00
101-265-967	PARKING AT LION'S PARK	500.00	0.00	0.00	500.00	0.00
101-265-970	CAPITAL OUTLAY - OFFICE ADDITION	25,000.00	0.00	0.00	25,000.00	0.00
101-265-971	SPECIAL PROJECTS - WILCO RD	39,000.00	18,400.00	1,100.00	20,600.00	47.18
101-265-978	EQUIPMENT RENTAL	18,000.00	2,907.20	890.72	15,092.80	16.15
101-265-979	BRUSH PILE - EQUIPMENT RENTAL	8,000.00	7,712.24	494.26	287.76	96.40
Net - Dept 265 - ADMINISTRATION		(229,250.00)	(103,624.14)	(13,861.30)	(125,625.86)	
Dept 444 - SIDEWALKS						
101-444-930	REPAIRS & MAINTENANCE	17,000.00	0.00	0.00	17,000.00	0.00
Net - Dept 444 - SIDEWALKS		(17,000.00)	0.00	0.00	(17,000.00)	
Dept 446 - ALLEYS						
101-446-970	CAPITAL OUTLAY - ALLEYS	29,000.00	1,820.00	0.00	27,180.00	6.28
Net - Dept 446 - ALLEYS		(29,000.00)	(1,820.00)	0.00	(27,180.00)	
Dept 448 - STREET LIGHTING						
101-448-921	STREET LIGHTING	10,000.00	6,201.37	787.46	3,798.63	62.01
Net - Dept 448 - STREET LIGHTING		(10,000.00)	(6,201.37)	(787.46)	(3,798.63)	
Dept 536 - WASTEWATER UPDATE TASK FORCE						
101-536-726	SUPPLIES	0.00	45.14	0.00	(45.14)	100.00
101-536-815	CONTRACTED SERVICES	20,000.00	2,050.00	2,050.00	17,950.00	10.25
Net - Dept 536 - WASTEWATER UPDATE TASK FORCE		(20,000.00)	(2,095.14)	(2,050.00)	(17,904.86)	
Dept 721 - PLANNING COMMISSION						
101-721-701	WAGES - PLANNING COMMISSION	4,300.00	1,650.00	330.00	2,650.00	38.37
101-721-702	WAGES - PLANNING SECY	1,100.00	300.00	100.00	800.00	27.27

REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF EMPIRE

PERIOD ENDING 09/30/2023

GL NUMBER	DESCRIPTION	2023-24	YTD BALANCE 09/30/2023	ACTIVITY FOR	AVAILABLE BALANCE	% BDGT USED
		AMENDED BUDGET		MONTH 09/30/2023		
Fund 101 - GENERAL FUND						
101-721-715	PR TAX EXP - COMM PLANNING	400.00	149.18	32.90	250.82	37.30
101-721-726	SUPPLIES	100.00	219.46	0.00	(119.46)	219.46
101-721-730	POSTAGE	100.00	0.00	0.00	100.00	0.00
101-721-821	PROFESSIONAL	6,000.00	0.00	0.00	6,000.00	0.00
101-721-826	LEGAL FEES	1,500.00	0.00	0.00	1,500.00	0.00
101-721-900	PRINT & PUB	500.00	168.01	67.30	331.99	33.60
101-721-950	SEMINARS	500.00	0.00	0.00	500.00	0.00
101-721-955	DUES & MISC	100.00	0.00	0.00	100.00	0.00
Net - Dept 721 - PLANNING COMMISSION		(14,600.00)	(2,486.65)	(530.20)	(12,113.35)	
Dept 722 - ZONING COMMISSION						
101-722-701	WAGES - BOARD OF APPEALS	400.00	0.00	0.00	400.00	0.00
101-722-702	WAGES - ZONING ADMIN	8,750.00	5,048.10	673.08	3,701.90	57.69
101-722-715	PR TAX EXP - ZONING	700.00	386.18	51.49	313.82	55.17
101-722-726	SUPPLIES	0.00	37.84	0.00	(37.84)	100.00
101-722-826	LEGAL FEES	200.00	0.00	0.00	200.00	0.00
101-722-900	PRINT & PUB	100.00	0.00	0.00	100.00	0.00
Net - Dept 722 - ZONING COMMISSION		(10,150.00)	(5,472.12)	(724.57)	(4,677.88)	
Dept 751 - PARKS						
101-751-702	WAGES - PARK MAINT	27,000.00	17,950.76	2,154.16	9,049.24	66.48
101-751-703	WAGES - AMBASSADOR	7,500.00	13,833.06	697.50	(6,333.06)	184.44
101-751-704	WAGES - PARKS CLERK	4,000.00	1,683.01	240.43	2,316.99	42.08
101-751-715	PR TAX EXP - PARK	3,000.00	2,572.08	236.59	427.92	85.74
101-751-726	SUPPLIES	3,500.00	570.35	0.00	2,929.65	16.30
101-751-840	INSURANCE	3,500.00	1,855.00	265.00	1,645.00	53.00
101-751-874	RETIREMENT	1,400.00	432.54	51.75	967.46	30.90
101-751-919	WASTE DISPOSAL	1,800.00	2,150.75	365.58	(350.75)	119.49
101-751-930	REPAIRS & MAINTENANCE	23,000.00	11,497.44	980.45	11,502.56	49.99
101-751-958	CREDIT CARD FEES	2,500.00	2,117.57	704.35	382.43	84.70
101-751-970	CAPITAL OUTLAY	291,000.00	289,603.83	0.00	1,396.17	99.52
101-751-978	EQUIPMENT RENTAL	19,000.00	19,330.69	3,027.56	(330.69)	101.74
Net - Dept 751 - PARKS		(387,200.00)	(363,597.08)	(8,723.37)	(23,602.92)	
Fund 101 - GENERAL FUND:						
TOTAL REVENUES		826,150.00	514,987.85	189,583.02	311,162.15	62.34
TOTAL EXPENDITURES		806,275.00	535,191.97	33,264.62	271,083.03	66.38
NET OF REVENUES & EXPENDITURES		19,875.00	(20,204.12)	156,318.40	40,079.12	101.66

GL NUMBER	DESCRIPTION	2023-24 AMENDED BUDGET	YTD BALANCE 09/30/2023	ACTIVITY FOR MONTH 09/30/2023	AVAILABLE BALANCE	% BDT USED
Fund 202 - MAJOR STREETS FUND						
Revenues						
202-000-574	STATE SHARED REV	41,000.00	5,004.85	4,831.64	35,995.15	12.21
202-000-575	STATE WINTER REV	6,500.00	27,755.49	0.00	(21,255.49)	427.01
202-000-583	CO ROAD MILLAGE	27,000.00	31,520.93	0.00	(4,520.93)	116.74
202-000-664	INVEST INTEREST	400.00	1,048.81	151.50	(648.81)	262.20
TOTAL REVENUES						
		74,900.00	65,330.08	4,983.14	9,569.92	87.22
Expenditures						
202-000-801	AUDIT FEES	325.00	325.00	45.00	0.00	100.00
202-000-930	REPAIRS & MAINTENANCE	5,000.00	690.35	0.00	4,309.65	13.81
202-215-702	WAGES - MAJOR STREETS CLERK	1,500.00	841.40	120.20	658.60	56.09
202-215-715	PR TAX EXP - CLERK	100.00	64.33	9.19	35.67	64.33
202-463-702	WAGES - ROUTINE MAINTENANCE	6,000.00	1,166.39	56.01	4,833.61	19.44
202-463-715	PR TAX EXP - ROUTINE MAINTENANCE	500.00	89.29	4.30	410.71	17.86
202-463-726	SUPPLIES	1,000.00	697.59	0.00	302.41	69.76
202-463-787	TRAFFIC CON - ROUTINE	200.00	0.00	0.00	200.00	0.00
202-463-821	ENGINEERING FEES	3,000.00	0.00	0.00	3,000.00	0.00
202-463-840	INSURANCE	1,700.00	1,274.00	32.00	426.00	74.94
202-463-874	RETIREMENT	250.00	17.74	0.30	232.26	7.10
202-463-978	EQUIPMENT RENTAL	5,500.00	1,649.28	142.41	3,850.72	29.99
202-478-702	WAGES - WINTER MAINTENANCE	5,000.00	1,026.75	6.06	3,973.25	20.54
202-478-715	PR TAX EXP - WINTER MAINTENANCE	400.00	78.55	0.47	321.45	19.64
202-478-726	SUPPLIES	4,000.00	0.00	0.00	4,000.00	0.00
202-478-840	INSURANCE	800.00	224.00	32.00	576.00	28.00
202-478-874	RETIREMENT	250.00	19.00	0.30	231.00	7.60
202-478-978	EQUIPMENT RENTAL	8,000.00	1,294.19	0.00	6,705.81	16.18
202-965-999	50% TRF TO LOC ST	26,000.00	16,389.02	2,415.82	9,610.98	63.03
TOTAL EXPENDITURES						
		69,525.00	25,846.88	2,864.06	43,678.12	37.18
Fund 202 - MAJOR STREETS FUND:						
TOTAL REVENUES						
		74,900.00	65,330.08	4,983.14	9,569.92	87.22
TOTAL EXPENDITURES						
		69,525.00	25,846.88	2,864.06	43,678.12	37.18
NET OF REVENUES & EXPENDITURES						
		5,375.00	39,483.20	2,119.08	(34,108.20)	734.57
Fund 203 - LOCAL STREETS FUND						
Revenues						
203-000-574	STATE SHARED REV	28,000.00	3,530.75	3,403.08	24,469.25	12.61
203-000-575	STATE WINTER REV	6,000.00	18,808.60	0.00	(12,808.60)	313.48
203-000-664	INVEST INTEREST	350.00	1,149.84	165.00	(799.84)	328.53
203-000-677	50% TRF FR MAJ ST	26,000.00	16,389.02	2,415.82	9,610.98	63.03
203-000-691	FUND BALANCE CONTRIBUTION	40,000.00	0.00	0.00	40,000.00	0.00
203-000-692	CONTRIBUTION FROM OTHER FUNDS	25,000.00	0.00	0.00	25,000.00	0.00
TOTAL REVENUES						
		125,350.00	39,878.21	5,983.90	85,471.79	31.81
Expenditures						
203-000-801	AUDIT FEES	450.00	450.00	450.00	0.00	100.00
203-000-821	ENGINEERING	5,000.00	0.00	0.00	5,000.00	0.00
203-000-930	REPAIRS & MAINTENANCE	7,000.00	690.65	0.00	6,309.35	9.87
203-215-702	WAGES - LOCAL STREETS CLERK	1,500.00	841.40	120.20	658.60	56.09

PERIOD ENDING 09/30/2023

GL NUMBER	DESCRIPTION	2023-24	YTD BALANCE 09/30/2023	ACTIVITY FOR	AVAILABLE BALANCE	% BDGT USED
		AMENDED BUDGET		MONTH 09/30/2023		
Fund 203 - LOCAL STREETS FUND						
Expenditures						
203-215-715	PR TAX EXP - CLERK	100.00	64.33	9.19	35.67	64.33
203-463-702	WAGES - ROUTINE MAINTENANCE	3,500.00	2,003.09	164.71	1,496.91	57.23
203-463-715	PR TAX EXP - ROUTINE MAINTENANCE	300.00	153.18	12.58	146.82	51.06
203-463-726	SUPPLIES	1,000.00	1,213.96	0.00	(213.96)	121.40
203-463-787	TRAFFIC CON - ROUTINE	250.00	0.00	0.00	250.00	0.00
203-463-821	ENGINEERING FEES	5,000.00	2,190.00	0.00	2,810.00	43.80
203-463-840	INSURANCE	2,100.00	1,274.00	32.00	826.00	60.67
203-463-874	RETIREMENT	250.00	55.06	5.52	194.94	22.02
203-463-978	EQUIPMENT RENTAL	5,500.00	1,827.88	233.58	3,672.12	33.23
203-478-702	WAGES - WINTER MAINTENANCE	5,200.00	1,122.77	9.09	4,077.23	21.59
203-478-715	PR TAX EXP - WINTER MAINTENANCE	500.00	85.87	0.69	414.13	17.17
203-478-726	SUPPLIES	4,500.00	70.00	70.00	4,430.00	1.56
203-478-840	INSURANCE	1,200.00	224.00	32.00	976.00	18.67
203-478-874	RETIREMENT	250.00	22.23	0.46	227.77	8.89
203-478-978	EQUIPMENT RENTAL	7,000.00	1,280.14	0.00	5,719.86	18.29
203-901-970	CAPITAL OUTLAY- UNION ST	70,000.00	7,909.47	7,909.47	62,090.53	11.30
TOTAL EXPENDITURES		120,600.00	21,478.03	9,049.49	99,121.97	17.81
Fund 203 - LOCAL STREETS FUND:						
TOTAL REVENUES		125,350.00	39,878.21	5,983.90	85,471.79	31.81
TOTAL EXPENDITURES		120,600.00	21,478.03	9,049.49	99,121.97	17.81
NET OF REVENUES & EXPENDITURES		4,750.00	18,400.18	(3,065.59)	(13,650.18)	387.37
Fund 591 - WATER FUND						
Revenues						
591-000-626	SERVICE INSTALLATION	15,000.00	1,219.06	0.00	13,780.94	8.13
591-000-642	WATER SALES	155,000.00	131,643.03	61,571.16	23,356.97	84.93
591-000-655	LATE PAYMENT FEES	2,000.00	2,500.00	0.00	(500.00)	125.00
591-000-664	INVEST INTEREST	400.00	1,549.61	261.68	(1,149.61)	387.40
591-000-665	FIRE SUPPRESSION LEASE	800.00	0.00	0.00	800.00	0.00
591-000-670	MISC INCOME	200.00	0.00	0.00	200.00	0.00
591-000-691	FUND BALANCE CONTRIBUTION	140,000.00	0.00	0.00	140,000.00	0.00
TOTAL REVENUES		313,400.00	136,911.70	61,832.84	176,488.30	43.69
Fund 591 - WATER FUND:						
TOTAL REVENUES		2,200.00	0.00	0.00	2,200.00	0.00
TOTAL EXPENDITURES		11,000.00	6,145.03	743.48	4,854.97	55.86
NET OF REVENUES & EXPENDITURES		1,000.00	470.13	56.88	529.87	47.01
TOTAL REVENUES		450.00	239.94	27.56	210.06	53.32
TOTAL EXPENDITURES		19,450.00	11,171.52	2,181.49	8,278.48	57.44
NET OF REVENUES & EXPENDITURES		1,500.00	854.63	166.88	645.37	56.98
TOTAL REVENUES		2,500.00	1,247.60	708.82	1,252.40	49.90
TOTAL EXPENDITURES		600.00	437.60	0.00	162.40	72.93
NET OF REVENUES & EXPENDITURES		800.00	0.00	0.00	800.00	0.00
TOTAL REVENUES		800.00	800.00	800.00	0.00	100.00
TOTAL EXPENDITURES		1,000.00	1,543.75	100.00	(543.75)	154.38
NET OF REVENUES & EXPENDITURES		5,000.00	0.00	0.00	5,000.00	0.00
TOTAL REVENUES		4,000.00	3,036.63	78.09	963.37	75.92
TOTAL EXPENDITURES		1,600.00	814.91	110.03	785.09	50.93
NET OF REVENUES & EXPENDITURES		800.00	331.89	63.15	468.11	41.49

PERIOD ENDING 09/30/2023

GL NUMBER	DESCRIPTION	2023-24 AMENDED BUDGET	YTD BALANCE 09/30/2023	ACTIVITY FOR MONTH 09/30/2023	AVAILABLE BALANCE	% BDGT USED
Fund 591 - WATER FUND						
Expenditures						
591-556-921	ELECTRICITY	12,000.00	6,676.60	1,538.69	5,323.40	55.64
591-556-923	HEAT	3,600.00	2,841.18	150.87	758.82	78.92
591-556-930	REPAIRS & MAINTENANCE	56,000.00	2,383.24	1,146.00	53,616.76	4.26
591-556-933	SOFTWARE MAINTENANCE/SUPPORT	1,000.00	1,660.00	0.00	(660.00)	166.00
591-556-938	METER HOSTING & SOFTWARE	1,400.00	400.94	0.00	999.06	28.64
591-556-956	DUES & MISC	2,600.00	549.90	0.00	2,050.10	21.15
591-556-957	BANK CHARGES	400.00	242.38	29.89	157.62	60.60
591-556-959	DEPRECIATION	40,000.00	0.00	0.00	40,000.00	0.00
591-556-970	CAPITAL OUTLAY	110,000.00	32,762.58	25,059.44	77,237.42	29.78
591-556-978	EQUIPMENT RENTAL	6,000.00	3,004.65	908.05	2,995.35	50.08
591-556-991	DEBT PRINCIPLE/BOND RESERVE	18,000.00	12,000.00	0.00	6,000.00	66.67
591-556-995	DEBT INTEREST	8,800.00	4,239.55	0.00	4,560.45	48.18
TOTAL EXPENDITURES		312,500.00	93,854.65	33,869.32	218,645.35	30.03
Fund 591 - WATER FUND:						
TOTAL REVENUES			136,911.70	61,832.84	176,488.30	43.69
TOTAL EXPENDITURES		312,500.00	93,854.65	33,869.32	218,645.35	30.03
NET OF REVENUES & EXPENDITURES		900.00	43,057.05	27,963.52	(42,157.05)	4,784.12
Fund 661 - EQUIPMENT FUND						
Revenues						
661-000-664	INVEST INTEREST	1,200.00	1,398.86	199.88	(198.86)	116.57
661-000-668	EQUIPMENT RENTAL	70,000.00	39,006.27	5,696.58	30,993.73	55.72
661-000-691	FUND BALANCE CONTRIBUTION	75,000.00	0.00	0.00	75,000.00	0.00
TOTAL REVENUES		146,200.00	40,405.13	5,896.46	105,794.87	27.64
Expenditures						
661-215-702	WAGES - EQUIPMENT CLERK	5,200.00	2,861.04	408.72	2,338.96	55.02
661-215-715	PR TAX EXP - CLERK	400.00	218.89	31.27	181.11	54.72
661-557-702	WAGES - EQUIPMENT MAINTENANCE	13,000.00	6,955.21	991.25	6,044.79	53.50
661-557-715	PR TAX EXP - EQUIPMENT	1,000.00	532.09	75.83	467.91	53.21
661-557-726	SUPPLIES	2,000.00	1,351.03	0.00	648.97	67.55
661-557-751	FUEL & OIL	12,000.00	4,122.61	909.11	7,877.39	34.36
661-557-801	AUDIT FEES	600.00	600.00	600.00	0.00	100.00
661-557-840	INSURANCE	16,000.00	15,531.00	265.00	469.00	97.07
661-557-874	RETIREMENT	600.00	209.44	30.32	390.56	34.91
661-557-925	WATER	250.00	200.00	0.00	50.00	80.00
661-557-930	REPAIRS & MAINTENANCE	14,000.00	2,333.92	519.08	11,666.08	16.67
661-557-970	CAPITAL OUTLAY	79,000.00	2,999.99	0.00	76,000.01	3.80
TOTAL EXPENDITURES		144,050.00	37,915.22	3,830.58	106,134.78	26.32
Fund 661 - EQUIPMENT FUND:						
TOTAL REVENUES		146,200.00	40,405.13	5,896.46	105,794.87	27.64
TOTAL EXPENDITURES		144,050.00	37,915.22	3,830.58	106,134.78	26.32
NET OF REVENUES & EXPENDITURES		2,150.00	2,489.91	2,065.88	(339.91)	115.81

PERIOD ENDING 09/30/2023

GL NUMBER	DESCRIPTION	2023-24		YTD BALANCE 09/30/2023	ACTIVITY FOR MONTH 09/30/2023	AVAILABLE BALANCE	% BUDGT USED
		AMENDED BUDGET					
	TOTAL REVENUES - ALL FUNDS	659,850.00		282,525.12	78,696.34	377,324.88	42.82
	TOTAL EXPENDITURES - ALL FUNDS	646,675.00		179,094.78	49,613.45	467,580.22	27.69
	NET OF REVENUES & EXPENDITURES	13,175.00		103,430.34	29,082.89	(90,255.34)	785.05

CASH BALANCE BY FUND - SEPTEMBER 2023

	GF -101	MSF - 202	LSF - 203	DSF - 301	WF - 591	EQF - 661	MF - 715
HUNTINGTON							
BEGINNING BALANCE	\$ -	\$ -	\$ -	\$ -	\$ 26,226.92	\$ -	\$ -
RECEIPTS	\$ -	\$ -	\$ -	\$ -	\$ 2,719.34	\$ -	\$ -
DISPERSALS	\$ -	\$ -	\$ -	\$ -	\$ (29.89)	\$ -	\$ -
ENDING BALANCE	\$ -	\$ -	\$ -	\$ -	\$ 28,916.37	\$ -	\$ -
SWEEP							
BEGINNING BALANCE	\$ 278,296.99	\$ 205,731.76	\$ 198,036.50		\$ 241,612.96	\$ 212,499.81	\$ 4,090.69
RECEIPTS	\$ 318.75	\$ 141.49	\$ 158.29	\$ -	\$ 254.00	\$ 196.61	\$ 3.97
DISPERSALS	\$ -	\$ -	\$ -	\$ -	\$ (30,000.00)	\$ -	\$ -
ENDING BALANCE	\$ 278,615.74	\$ 205,873.25	\$ 198,194.79	\$ -	\$ 211,866.96	\$ 212,696.42	\$ 4,094.66
STATE SAVINGS							
BEGINNING BALANCE	\$ 39,112.78	\$ 24,349.13	\$ 21,888.91	\$ 18,512.65	\$ 20,159.62	\$ 19,988.11	\$ 585.68
RECEIPTS	\$ 191,623.78	\$ 2,425.83	\$ 5,825.61	\$ 10,470.22	\$ 30,026.46	\$ 5,699.85	\$ 0.06
DISPERSALS	\$ (35,051.67)	\$ (448.24)	\$ (9,049.49)	\$ -	\$ (33,865.13)	\$ (3,830.58)	\$ -
ENDING BALANCE	\$ 195,684.89	\$ 26,326.72	\$ 18,665.03	\$ 28,982.87	\$ 16,320.95	\$ 21,857.38	\$ 585.74
FIRST NATIONAL - CD							
BEGINNING BALANCE	\$ 258,245.27	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
RECEIPTS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
DISPERSALS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
ENDING BALANCE	\$ 258,245.27	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

	GF -101	MSF - 202	LSF - 203	DSF - 301	WF - 591	EQF - 661	MF - 715
CASH BALANCE - TREASURER	\$ 732,545.90	\$ 232,199.97	\$ 216,859.82	\$ 28,982.87	\$ 257,104.28	\$ 234,553.80	\$ 4,680.40
CASH BALANCE - CLERK	\$ 732,545.90	\$ 232,199.97	\$ 216,859.82	\$ 28,982.87	\$ 257,104.28	\$ 234,553.80	\$ 4,680.40
DIFFERENCE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

SWEEP ENDING BALANCE		SSB ENDING BALANCE		TOTAL CASH ALL FUNDS	
TREASURER	\$ 1,111,341.82	TREASURER	\$ 308,423.58	TREASURER	\$ 1,706,927.04
CLERK	\$ 1,111,341.82	CLERK	\$ 308,423.58	CLERK	\$ 1,706,927.04
DIFFERENCE	\$ -	DIFFERENCE	\$ -		
REC. BANK STATEMENT BALANCE	\$ 1,111,341.82	REC. BANK STATEMENT BALANCE	\$ 308,405.75		

Autun
10/19/23

CASH SUMMARY BY ACCOUNT FOR VILLAGE OF EMPIRE

FROM 09/01/2023 TO 09/30/2023

FUND: 101 202 203 301 591 661 715

CASH AND INVESTMENT ACCOUNTS

Fund Account	Description	Beginning Balance 09/01/2023	Total Debits	Total Credits	Ending Balance 09/30/2023
Fund 101	GENERAL FUND				
003	CERTIFICATE OF DEPOSITS	258,245.27	0.00	0.00	258,245.27
004	STATE SAVINGS CASH	39,112.78	194,750.38	38,178.27	195,684.89
009	SSB MM SWEEP	278,296.99	318.75	0.00	278,615.74
	GENERAL FUND	575,655.04	195,069.13	38,178.27	732,545.90
Fund 202	MAJOR STREETS FUND				
004	STATE SAVINGS CASH	24,349.13	2,425.83	448.24	26,326.72
009	SSB MM SWEEP	205,731.76	141.49	0.00	205,873.25
	MAJOR STREETS FUND	230,080.89	2,567.32	448.24	232,199.97
Fund 203	LOCAL STREETS FUND				
004	STATE SAVINGS CASH	21,888.91	5,825.61	9,049.49	18,665.03
009	SSB MM SWEEP	198,036.50	158.29	0.00	198,194.79
	LOCAL STREETS FUND	219,925.41	5,983.90	9,049.49	216,859.82
Fund 301	DEBT SERVICE FUND				
004	STATE SAVINGS CASH	18,512.65	10,647.54	177.32	28,982.87
Fund 591	WATER FUND				
001	HUNTINGTON BANK CASH	26,226.92	2,719.34	29.89	28,916.37
004	STATE SAVINGS CASH	20,159.62	30,026.46	33,865.13	16,320.95
008	RRI ACCOUNT	19,985.87	0.00	0.00	19,985.87
009	SSB MM SWEEP	221,627.09	254.00	30,000.00	191,881.09
	WATER FUND	287,999.50	32,999.80	63,895.02	257,104.28
Fund 661	EQUIPMENT FUND				
004	STATE SAVINGS CASH	19,988.11	5,699.85	3,830.58	21,857.38
009	SSB MM SWEEP	212,499.81	196.61	0.00	212,696.42
	EQUIPMENT FUND	232,487.92	5,896.46	3,830.58	234,553.80
Fund 715	MEMORIAL FUND				
004	STATE SAVINGS CASH	585.68	0.06	0.00	585.74
009	SSB MM SWEEP	4,090.69	3.97	0.00	4,094.66
	MEMORIAL FUND	4,676.37	4.03	0.00	4,680.40
	TOTAL - ALL FUNDS	1,569,337.78	253,168.18	115,578.92	1,706,927.04

Dpw report oct 2023

Been working diligently at getting everything fall related done .

All benches have been removed and put away

All tables removed and put away

Drinking fountains at shalda , bank and beach park shut off and winterized , tree irrigation systems blow out and set for winter , tennis court shut down and locked up for winter ,beach bathrooms put in winter mode .

Boat ramp removed with harrigers help did not go well this year took a lot longer then normal had issues with retention pins will need to repair in spring, before installation,. Am currently working on swim dock and fishing dock weather permitting should be done by meeting,.

Heaters in pump houses cleaned and fired up for season .

Basically have everything done but planter boxes after Halloween

Rain next week hopefully will get brush pile moved always growing 😊

Rules Sign for shalda park is done just need to find time to pick it up . next week sometime.

Been working with **Isehart Electric LLC** getting info from consumers for electrical permit on generator required by leelanau inspections dept.

Worked with john Deere on extended warranty should have data by meeting .

Started winter water turn offs still doing installs on meter in new constructions .

Sure there's more I missed

As always any questions always available

John

VC 10/24/23

Short-Term Rental Committee of Council
Minutes of Meeting of October 13, 2023
10:00am at Glen Lake Library

Meeting was called to order at 10:05

Members of committee present: March Dye, Linda Chase, Meg Walton

Also present: 2 members of public

The committee reviewed and compared the Ordinances from the City of Frankfort, the Village of Suttons Bay, the Township of Onekema, the Village of Elk Rapids, Long Lake Township and Lake Township. Then we discussed items in relation to the Village of Empire and talked about which ones we thought were important to include and which were not so important.

Fees were discussed.

Ways of managing the work related to setting up the registration, costs involved, ways of paying for it, who would be doing the work were also discussed.

We decided the next step would be to write a report of our findings to be presented at the November council meeting.

Comments were taken from the public.

Meeting adjourned at 11:00 am.

Respectfully submitted by March Dye

Village Council Meeting Documentation

Date Prepared:	10/17/2023	
Meeting Date:	10/24/2023	Meeting Type: Regular Meeting
Subject:	DPW Frontloader	Author: Maggie Bacon And John Friend

Request

Authorize the purchase of a new Front Loader. The consensus of the Council was to focus on the questions related to the John Deere. **Questions from Work Session:** 1. More detailed information regarding the warranty information. 2. Explain the disparity in the trade-in and discounts.

Warranty Information:

John Deere Standard Warranty: Standard Warranty promises that John Deere will fix or replace parts on that are defective in material or workmanship for the first two years or 2,000 hours, whichever occurs first after delivery.

Extended Warranty lets you choose the coverage that fits your needs. Want Comprehensive, Powertrain & Hydraulics, Powertrain, or just Engine Only coverage? Need 3,000 hours of coverage, or would 4,000 or 5,000 make more sense for the work you do? Combine the hours of coverage with 24 or up to 60 months — you decide.

Of note: Some items are not covered by Extended Warranty, including but not limited to:

- Ground-engaging tools such as cutting edges and bucket teeth.
- Maintenance items such as oil and filters.
- Hydraulic pressure checks and adjustments.
- *Wear items such as undercarriage components, pin and bushing joints, tires, rubber tracks, or bulb.*

(It is our recommendation to include an extended warranty with this contract to purchase).

Trade-in and Discounts

John Deere starts by listing the full price. They reduce that price through a government pricing contract (MIDEAL). That reduction is \$79,830.78. An additional reduction will be in the form of the trade-in value of \$27,000.

CAT's list price has the government pricing (Sourcewell) option built in. Their trade in offer was \$23,000.

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.

Village Council Meeting Documentation

Date Prepared:	10/17/2023	
Meeting Date:	10/24/2023	Meeting Type: Regular Meeting
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. While our work with them 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 Village was not in a position to receive outside grant funding.

Action:

The Committee is recommending the Village Council fund the Renovare feasibility study using the fund balance in the General Fund.

Clarification since the work session meeting: Renovare’s charge for the feasibility study is \$70,000. When we thought there might be a grant opportunity, Renovare had given us a quote of \$5,000 to assist with the grant.

	2003	2004
Budget/Projected Budget per CIP	\$25,000	\$35,000
Requested Budget Amendment	\$10,000	
Sub Total:	\$35,000	\$35,000

The Village Council will need to do a budget amendment for the additional \$10,00 this year and to PLAN for \$35,000 expenditure for the FY 2004 budget. Per the Agreement with Renovare, the Village will be billed monthly based actual expenses.

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 Village 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.

Village Council Meeting Documentation

Date Prepared:	October 20, 2023	
Meeting Date:	October 24, 2023	Meeting Type: Regular
Subject:	Planning Commission Appointments and Information	Author: Maggie Bacon

Overview:

In 2022, the Figura Law Firm assisted the Empire Village Council in completing a set of procedures/protocol for appointing members to the Planning Commission. This document was to serve as a guide and help to the President and the Village Trustees in recommending and approving appointments to the Planning Commission. This is just an excerpt of the that document.

Selection of Planning Commissioners

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

The last set of guidelines in that document indicate the Village Council, when approving the posting of a vacancy, will identify the segments of the Village and/or areas of interest/expertise that may be used as a priority in filling the vacancy. These are just examples:

- *Geographical location: Village at M-22, Lacore, New Neighborhood*
- *Those who can offer an historical perspective on the Village*
- *Owners of seasonal rental homes are encouraged to apply.*

Upon the resignation that is prompting the appointment of a new Planning Commissioner, as the Council liaison to the Planning Commission, I provide the information below to the Village President. This is information that will be shared with the Planning Commission at their next meeting. It is my hope that some of this information will have been shared with potential nominees.

"Sue,

As you are aware, Steve Stapanek has resigned from the Planning Commission. As the liaison with the PC for the Village Council, I wanted to share the following information with you. This will be shared with the PC at our next meeting as well.

1. Chris Grobbel provided a very informative presentation to the Planning Commission that was recorded about roles and responsibilities. Alacia has said that she can provide that to current members of the PC (or even potential members). As I am sure you recall, the PC can only make recommendations and that can be frustrating. Similarly, like the Village Council, PC members are representing an

constituency (an entire Village) not just their own point of view. Again, that can be challenging for someone who may be used to being a decision maker.

2. The PC purchased 2 books related to Planning and Zoning. They are available for check out at the Library. The first one is called *Michigan Zoning Guidebook: For Citizens and Local Officials, 3rd Edition*. The second is the *Michigan Planning Guidebook: For Citizens and Local Officials, 2nd Edition*. It might be useful - before appointing anyone - or for anyone accepting the appointment - to give them the opportunity look over those two books. (As a plug to the Village Office - Alacia and Derith made sure information about those two books were included in the notebooks every PC member received earlier this year. This type of notebook was something you and I had discussed when we were both on the Planning Commission. A job well done by our Village Office!)

3. Directing folks to the Michigan Planning and Enabling Act would also be helpful. While it is the law, (which can be sometimes difficult to read), it does provide the facts of what is expected of a Planning Commission. Here is the link: <https://www.legislature.mi.gov/documents/mcl/pdf/mcl-Act-33-of-2008.pdf>

4. Bob Hall has done good work in reminding PC members of the professional development opportunities. It may be time for the PC to consider requiring PC members to go through the **Citizen Planner** training that you, Tom and I did a few years ago. It is totally online and self-paced now. The cost is \$250 and is in the PC budget. Here is the link: <https://www.canr.msu.edu/courses/citizen-planner-online>

5. As you are more aware than most, doing the work of the people is hard. It is hard because it is not about what each of us thinks is best, personally, in any given circumstance. It is about what the law allows us to do in responding to the needs of the collective body of a Village. Let's face it, there are always competing issues. Acknowledging the various viewpoints and reaching consensus is hard work and requires that we leave many of our personal needs, wants, desires and egos at the door. I have always thought that being a planning commissioner is so much harder than being on the Village Council. When reaching out to people, part of your spiel might include something about that challenge.

6. The President appoints Planning Commissioners with the consent of the Village Council. However, that is where the Council's authority stops. The decision of leadership on the PC rests with the PC. They vote on the chair, secretary, vice-chair and treasurer positions."

I trust the Village President in offering nomination at this meeting will provide the Council with information about what her priority list for this appointment was (as this was not discussed during our work session) and will indicate what words of wisdom (and maybe caution) was shared with the nominee.



Date Prepared:	October 17, 2023	# of Pages: 1
Meeting Date:	October 24, 2023	Meeting Type: Regular
Subject:	Parks Committee Requests	Author: March Dye

Village Council Meeting Documentation

Overview: It has been the policy of the Village Council to allow committees to only look into items which have been approved by the Council to be looked into.

Questions: I would like to ask permission for the Parks Committee to look into an increase in fees for Beach Parking, playground equipment for Shalda Park (open ended in order to take advantage of discounts and deals) and permission to explore the feasibility and the costs involved in building a boardwalk connecting Lions Park to Lake Michigan Beach Park.

Recommendations for Action: Council approves the request for the Parks Committee to gather information on the above items in order to present said information to council at some time in the future.



Village Council Meeting Documentation

Date Prepared:	October 17,2023	# of Pages: 1
Meeting Date:	October 24, 2023	Meeting Type: Regular
Subject:	Disaster Preparedness Committee	Author: Meg Walton

Overview: Disaster Preparedness committee was established by the council in May 2023. This committee composed of 3 council members has been meeting regularly and gathering information from various people and organizations. We have established a scope of work and have proceeded to identify some best practices for our village in the event of a natural disaster. We may be able to finish by the November end date established by the council but would request the option of extending the completion date until January 2024. This extension will allow the committee to finish gathering information to make recommendations to the council that are feasible and economically sustainable.

Recommendation for Action: Extend completion date to January 2024