

**EMPIRE VILLAGE COUNCIL REGULAR MEETING**  
**Empire Township Hall - 10088 W. Front Street**  
**December 12, 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 – 11/14/2024 Regular Meeting
- 2) Approve December Bills totaling \$ \_\_\_\_\_

**G. REVIEW OF FINANCIAL STATEMENTS**

**H. COMMUNICATIONS**

**I. DEPARTMENT HEAD REPORTS**

**J. COUNCIL MEMBER / COMMITTEE REPORTS**

**K. OLD BUSINESS**

- 1) Clerk Appointment (Davis)

**L. NEW BUSINESS**

- 1) President Pro-tempore Appointment (Davis)
- 2) Treasurer Pro-tempore Appointment (Davis)
- 3) Street Administrator Appointment (Davis)
- 4) Committee Appointments (Davis)
- 5) Advertise for Planning Commission, ZBA and Other Openings (Davis)
- 6) Snowplow Policy (Davis)
- 7) Rules of Procedure (Davis)
- 8) Purchasing Policy (Davis)
- 9) Lot Combination Request for Parcel No. 041-500-039-00 and 041-500-040-00 (Hall)

**M. PUBLIC COMMENT**

**N. COUNCIL MEMBER COMMENT**

**O. ADJOURNMENT**

## **November 14, 2024 – EMPIRE VILLAGE COUNCIL REGULAR MEETING**

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

**CHANGES/ADDITIONS TO AGENDA** – Palmer added Short Term Rental and Planning Commission Appointment under New Business as #1 & #2 and the Appointments of Clerk and Treasurer under Old Business to #2 & #3.

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

**PUBLIC COMMENTS ON AGENDA ITEMS** – Bob Chase requested that all the questions sent to the attorney and a list of the conversations, with dates and names, regarding STRs be posted on website. Teresa Howes commented on the petition regarding reappointment of the Clerk and Treasurer. She also commented that the STRs issue was not on the posted agenda so the public is not aware that this would be discussed this evening. Ed Peplinski commented on the STR issue as being driven by State or Local government. Terry Bacon commented on the legal opinion received on STRs as the case used as support for his analysis was announced to be wrong by his own firm. Frank Clement thanked Palmer and Webb for their service, praised the new office facility, and commented on the draft STR ordinance received from attorney.

**CONSENT AGENDA** – Dye requested the bills be removed and discussed as 1<sup>st</sup> item und Old Business. **Motion by Dye, support by Walton to approve the 10/22/24 Regular Meeting minutes. Upon a voice vote, MOTION PASSED.**

**FINANCIAL REPORTS** – The Revenue and Expenditure reports and the Cash Balance by Fund reports thru October was received.

**COMMUNICATIONS** – A petition from 139 residents and property owners regarding the appointments of Clerk and Treasurer was received and read aloud by Bacon. A resignation from Planning Commission from Karen Baja was received. Palmer read letters of interest in being reappointed as Clerk and Treasurer from Smith and Acton.

**DEPARTMENT HEAD REPORTS** – Palmer thanked Chris Webb for his service and congratulated those who were elected (Bacon, Chase, Skrocki, and Davis).

**COUNCIL MEMBER/COMMITTEE REPORTS** – Dye reviewed the minutes of the Parks committee. Rademacher reviewed the Wastewater Task Force meeting and hopes the final report and a presentation will be available for the next meeting.

### **OLD BUSINESS**

**AP BILLS** – Dye questioned whether the payments to Gosling Czubak and Grobbel Environmental should be approved as there were some contract items yet to be received. Bacon noted that a meeting and missing items will be scheduled before early December. **Motion by Dye, support by Walton to approve the bills totaling \$21,061.33. ROLL CALL: Ayes: Bacon, Chase, Dye, Palmer, Rademacher, Walton, Webb. Nays: None. MOTION PASSED.**

CIP–Palmer noted that the last 2 versions be provided to committees for their budget requests.

CLERK APPOINTMENT – Palmer stated she will not nominate for Village Clerk and leave that to President Davis.

TREASURER APPOINTMENT- Palmer nominated Alacia Acton as Village Treasurer. **Motion by Dye, supported by Rademacher to appoint Acton as Treasurer for the next 2 years. Upon a voice vote, MOTION PASSED.**

SHORT-TERM RENTAL – **Motion by Walton, support by Dye to table until the December meeting. Upon a voice vote, MOTION PASSED.**

PLANNING COMMISSION APPOINTMENT – Palmer appointed Andrew Clement. There was discussion of whether the vacancy had been posted for public interest. **Motion by Walton, support by Dye to appoint Andrew Clement to the Planning Commission. There was discussion of whether this was transparent and followed policy. ROLL CALL: Ayes: Palmer, Walton. Nays: Bacon, Chase, Dye, Rademacher, Webb. MOTION DEFEATED.**

#### NEW BUSINESS

DOG WASTE BAG DISPENSERS- Dye reviewed the quotes for such dispensers. **Motion by Dye, support by Webb to order these at a cost not to exceed \$350. ROLL CALL: Ayes: Bacon, Chase, Dye, Palmer, Rademacher, Walton, Webb. Nays: None. MOTION PASSED.**

CEMENT PAD QUOTE FOR CHANGING ROOM AT BEACH – **Motion by Dye, support by Walton to approve the installation of a cement pad with a cost not to exceed \$4500. Ayes: Bacon, Chase, Dye, Palmer, Rademacher, Walton, Webb. Nays: None. MOTION PASSED.**

WINDOW SHADES FOR NEW OFFICE – **Motion by Bacon, support by Rademacher to purchase 7 insulated shades for the new office with a cost not to exceed \$1000. ROLL CALL: Ayes: Bacon, Chase, Dye, Palmer, Rademacher, Walton, Webb. Nays: None. MOTION PASSED.**

MML TRAINING – **Motion by Dye, support by Bacon to approve \$95 for Ella Skrocki to register for the MML New Officials training. ROLL CALL: Ayes: Bacon, Chase, Dye, Palmer, Rademacher, Walton, Webb. Nays: None. MOTION PASSED.**

**PUBLIC COMMENT** – Mark Oberschmidt commented on the maintenance of the beach. He hopes that since the doubling of the parking fee, better attention should be paid. Terry Bacon commented on the legal analysis done by an attorney who may not be familiar with STRs and the Supreme Court decision on such. Tina Dunfee commented that she was grateful that the STR issue has been tabled as many people who are invested in the topic would like to attend those discussions. Teresa Howe commented on FOIA requirements for retaining all emails (both personal and village) regarding village business.

**COUNCIL MEMBER COMMENT** – Bacon read a thank you to Sue Palmer and Chris Webb for their service. Dye also thanked Palmer and Webb for their service and welcomed Dan Davis. Webb expressed his thanks for being appointed to serve on both the Planning Commission and Village Council. Sue Palmer expressed gratitude for her service.

**ADJOURNMENT** at 8:16 p.m.

Derith Smith Empire Village Clerk

*These are draft minutes for approval at the December 12, 2024, Council meeting.*

GL NUMBER	DESCRIPTION	2024-25 AMENDED BUDGET	YTD BALANCE 11/30/2024	ACTIVITY FOR MONTH 11/30/2024	AVAILABLE BALANCE	% BDTG USED
<b>Fund 101 - GENERAL FUND</b>						
<b>Dept 000</b>						
101-000-403	REAL PROPERTY TAX	450,000.00	483,714.51	15,774.72	(33,714.51)	107.49
101-000-404	PERS PROP TAX	7,000.00	9,084.82	0.00	(2,084.82)	129.78
101-000-476	LICENSES & PERMITS	6,000.00	7,474.00	220.00	(1,474.00)	124.57
101-000-574	STATE SHARED REV	34,000.00	27,700.10	0.00	6,299.90	81.47
101-000-655	FINES & FORFEITS	2,500.00	1,000.00	30.00	1,500.00	40.00
101-000-664	INVEST INTEREST	12,000.00	12,058.93	1,330.40	(58.93)	100.49
101-000-670	MISC INCOME	6,000.00	6,044.18	0.00	(44.18)	100.74
101-000-671	PARKING PASS	200.00	245.00	0.00	(45.00)	122.50
101-000-672	BEACH PARKING	37,000.00	34,825.05	0.00	2,174.95	94.12
101-000-691	FUND BALANCE CONTRIBUTION	83,000.00	0.00	0.00	83,000.00	0.00
101-000-693	REFUNDS & REBATES	600.00	0.00	0.00	600.00	0.00
101-000-699	INTERFUND TRANSFERS IN	0.00	119,755.37	0.00	(119,755.37)	100.00
<b>Net - Dept 000</b>		<b>638,300.00</b>	<b>701,901.96</b>	<b>17,355.12</b>	<b>(63,601.96)</b>	
<b>Dept 100 - COUNCIL</b>						
101-100-702	WAGES - COUNCIL	13,000.00	10,130.00	545.00	2,870.00	77.92
101-100-715	PR TAX EXP - COUNCIL	950.00	774.92	41.69	175.08	81.57
101-100-910	PROF DEVELOPMENT	2,000.00	0.00	0.00	2,000.00	0.00
<b>Net - Dept 100 - COUNCIL</b>		<b>(15,950.00)</b>	<b>(10,904.92)</b>	<b>(586.69)</b>	<b>(5,045.08)</b>	
<b>Dept 215 - CLERK</b>						
101-215-702	WAGES - CLERK	20,500.00	12,144.93	1,281.62	8,355.07	59.24
101-215-703	WAGES - DEPUTY CLERK	34,100.00	27,293.27	2,911.49	6,806.73	80.04
101-215-715	PR TAX EXP - CLERK	4,000.00	3,017.28	320.80	982.72	75.43
101-215-840	INSURANCE	4,000.00	1,459.28	49.42	2,540.72	36.48
101-215-874	RETIREMENT	2,000.00	1,364.63	145.58	635.37	68.23
<b>Net - Dept 215 - CLERK</b>		<b>(64,600.00)</b>	<b>(45,279.39)</b>	<b>(4,708.91)</b>	<b>(19,320.61)</b>	
<b>Dept 253 - TREASURER</b>						
101-253-702	WAGES - TREASURER	9,700.00	7,418.91	782.90	2,281.09	76.48
101-253-715	PR TAX EXP - TREASURER	750.00	567.56	59.90	182.44	75.67
101-253-726	SUPPLIES	500.00	362.50	0.00	137.50	72.50
101-253-730	POSTAGE	800.00	342.11	2.11	457.89	42.76
101-253-860	TRANSPORTATION	50.00	0.00	0.00	50.00	0.00
<b>Net - Dept 253 - TREASURER</b>		<b>(11,800.00)</b>	<b>(8,691.08)</b>	<b>(844.91)</b>	<b>(3,108.92)</b>	
<b>Dept 262 - ELECTIONS</b>						
101-262-705	ELECTION WORKERS	1,500.00	0.00	0.00	1,500.00	0.00
101-262-726	SUPPLIES	0.00	70.12	0.00	(70.12)	100.00
<b>Net - Dept 262 - ELECTIONS</b>		<b>(1,500.00)</b>	<b>(70.12)</b>	<b>0.00</b>	<b>(1,429.88)</b>	
<b>Dept 265 - ADMINISTRATION</b>						
101-265-702	WAGES - ADMINISTRATION MAINTENANCE	30,000.00	18,207.45	2,082.11	11,792.55	60.69
101-265-707	BRUSH PILE WAGES	5,000.00	3,908.25	1,306.91	1,091.75	78.17
101-265-715	PR TAX EXP - ADMINISTRATION	3,000.00	1,691.91	259.27	1,308.09	56.40
101-265-726	SUPPLIES	3,000.00	2,137.19	644.81	862.81	71.24

PERIOD ENDING 11/30/2024

GL NUMBER	DESCRIPTION	2024-25 AMENDED BUDGET	YTD BALANCE 11/30/2024	ACTIVITY FOR MONTH 11/30/2024	AVAILABLE BALANCE	% BDTG USED
<b>Fund 101 - GENERAL FUND</b>						
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	0.00	160.00	99.68
101-265-801	AUDIT FEES	8,500.00	8,500.00	0.00	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	4,799.00	0.00	5,201.00	47.99
101-265-840	INSURANCE	16,500.00	15,590.29	635.00	909.71	94.49
101-265-853	TELEPHONE	600.00	224.94	49.50	375.06	37.49
101-265-854	CABLE INTERNET	1,200.00	1,094.03	229.47	105.97	91.17
101-265-874	RETIREMENT	1,000.00	681.73	85.08	318.27	68.17
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	438.63	0.00	561.37	43.86
101-265-919	WASTE DISPOSAL	3,500.00	3,545.95	0.00	(45.95)	101.31
101-265-921	ELECTRICITY	1,500.00	1,344.49	110.35	155.51	89.63
101-265-923	HEAT	0.00	264.57	58.73	(264.57)	100.00
101-265-930	REPAIRS & MAINTENANCE	16,000.00	12,680.83	5,091.97	3,319.17	79.26
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	4,823.00	0.00	(623.00)	114.83
101-265-956	DUES & MISC	1,000.00	6,242.34	116.29	(5,242.34)	624.23
101-265-957	BANK CHARGES	1,000.00	225.00	0.00	775.00	22.50
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	453,815.34	2,122.00	(418,815.34)	1,296.62
101-265-971	SPECIAL PROJECTS - WILCO RD	20,000.00	20,035.00	0.00	(35.00)	100.18
101-265-978	EQUIPMENT RENTAL	15,000.00	3,970.49	657.33	11,029.51	26.47
101-265-979	BRUSH PILE - EQUIPMENT RENTAL	10,000.00	12,600.93	3,616.01	(2,600.93)	126.01
<b>Net - Dept 265 - ADMINISTRATION</b>		(269,350.00)	(631,142.04)	(17,064.83)	361,792.04	
<b>Dept 444 - SIDEWALKS</b>						
101-444-930	REPAIRS & MAINTENANCE	20,000.00	19,477.00	0.00	523.00	97.39
101-444-978	EQUIPMENT RENTAL	0.00	325.72	0.00	(325.72)	100.00
<b>Net - Dept 444 - SIDEWALKS</b>		(20,000.00)	(19,802.72)	0.00	(197.28)	
<b>Dept 446 - ALLEYS</b>						
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
<b>Net - Dept 446 - ALLEYS</b>		(75,000.00)	(6,612.82)	0.00	(68,387.18)	
<b>Dept 448 - STREET LIGHTING</b>						
101-448-921	STREET LIGHTING	11,000.00	8,621.59	977.33	2,378.41	78.38
<b>Net - Dept 448 - STREET LIGHTING</b>		(11,000.00)	(8,621.59)	(977.33)	(2,378.41)	
<b>Dept 536 - WASTEWATER UPDATE TASK FORCE</b>						
101-536-815	CONTRACTED SERVICES	15,000.00	9,367.20	0.00	5,632.80	62.45
<b>Net - Dept 536 - WASTEWATER UPDATE TASK FORCE</b>		(15,000.00)	(9,367.20)	0.00	(5,632.80)	
<b>Dept 721 - PLANNING COMMISSION</b>						

PERIOD ENDING 11/30/2024

GL NUMBER	DESCRIPTION	2024-25		ACTIVITY FOR MONTH	AVAILABLE BALANCE	% BDTG USED
		AMENDED BUDGET	YTD BALANCE 11/30/2024			
<b>Fund 101 - GENERAL FUND</b>						
101-721-701	WAGES - PLANNING COMMISSION	4,300.00	2,585.00	330.00	1,715.00	60.12
101-721-702	WAGES - PLANNING SECY	1,100.00	700.00	100.00	400.00	63.64
101-721-715	PR TAX EXP - COMM PLANNING	400.00	251.31	32.89	148.69	62.83
101-721-726	SUPPLIES	200.00	84.00	0.00	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	0.00	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	399.38	0.00	100.62	79.88
101-721-950	SEMINARS	500.00	0.00	0.00	500.00	0.00
<b>Net - Dept 721 - PLANNING COMMISSION</b>		<b>(12,600.00)</b>	<b>(9,560.69)</b>	<b>(462.89)</b>	<b>(3,039.31)</b>	
<b>Dept 722 - ZONING COMMISSION</b>						
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	6,697.20	706.74	3,002.80	69.04
101-722-715	PR TAX EXP - ZONING	800.00	529.17	54.06	270.83	66.15
101-722-726	SUPPLIES	100.00	0.00	0.00	100.00	0.00
101-722-826	LEGAL FEES	200.00	0.00	0.00	200.00	0.00
101-722-900	PRINT & PUB	100.00	109.92	0.00	(9.92)	109.92
<b>Net - Dept 722 - ZONING COMMISSION</b>		<b>(11,300.00)</b>	<b>(7,556.29)</b>	<b>(760.80)</b>	<b>(3,743.71)</b>	
<b>Dept 751 - PARKS</b>						
101-751-702	WAGES - PARK MAINT	28,500.00	19,889.00	1,143.20	8,611.00	69.79
101-751-703	WAGES - AMBASSADOR	15,000.00	2,956.15	0.00	12,043.85	19.71
101-751-704	WAGES - PARKS CLERK	4,000.00	2,208.15	233.02	1,791.85	55.20
101-751-715	PR TAX EXP - PARK	3,500.00	1,916.53	105.27	1,583.47	54.76
101-751-726	SUPPLIES	3,500.00	1,274.55	107.36	2,225.45	36.42
101-751-840	INSURANCE	4,000.00	1,273.91	129.87	2,726.09	31.85
101-751-874	RETIREMENT	1,400.00	454.41	30.82	945.59	32.46
101-751-919	WASTE DISPOSAL	3,000.00	2,101.37	0.00	898.63	70.05
101-751-930	REPAIRS & MAINTENANCE	27,000.00	6,085.67	0.00	20,914.33	22.54
101-751-955	DIGITAL FEES	0.00	75.00	0.00	(75.00)	100.00
101-751-958	CREDIT CARD FEES	3,000.00	2,547.40	0.00	452.60	84.91
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	29,759.36	1,388.77	(4,759.36)	119.04
<b>Net - Dept 751 - PARKS</b>		<b>(127,900.00)</b>	<b>(70,541.50)</b>	<b>(3,438.31)</b>	<b>(57,358.50)</b>	
<b>Fund 101 - GENERAL FUND:</b>						
<b>TOTAL REVENUES</b>		<b>638,300.00</b>	<b>701,901.96</b>	<b>17,355.12</b>	<b>(63,601.96)</b>	<b>109.96</b>
<b>TOTAL EXPENDITURES</b>		<b>636,000.00</b>	<b>828,150.36</b>	<b>28,844.67</b>	<b>(192,150.36)</b>	<b>130.21</b>
<b>NET OF REVENUES &amp; EXPENDITURES</b>		<b>2,300.00</b>	<b>(126,248.40)</b>	<b>(11,489.55)</b>	<b>128,548.40</b>	<b>5,489.06</b>

GL NUMBER	DESCRIPTION	2024-25 AMENDED BUDGET	YTD BALANCE 11/30/2024	ACTIVITY FOR MONTH 11/30/2024	AVAILABLE BALANCE	% BDGT USED
<b>Fund 202 - MAJOR STREETS FUND</b>						
<b>Revenues</b>						
202-000-574	STATE SHARED REV	48,000.00	36,643.11	4,066.86	11,356.89	76.34
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	4,801.22	318.24	(3,801.22)	480.12
<b>TOTAL REVENUES</b>		<b>81,000.00</b>	<b>79,931.93</b>	<b>4,385.10</b>	<b>1,068.07</b>	<b>98.68</b>
<b>Expenditures</b>						
202-000-801	AUDIT FEES	325.00	350.00	0.00	(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	1,104.04	116.51	495.96	69.00
202-215-715	PR TAX EXP - CLERK	150.00	84.41	8.91	65.59	56.27
202-463-702	WAGES - ROUTINE MAINTENANCE	6,000.00	2,950.63	380.25	3,049.37	49.18
202-463-715	PR TAX EXP - ROUTINE MAINTENANCE	500.00	225.67	29.08	274.33	45.13
202-463-726	SUPPLIES	1,000.00	113.70	0.82	886.30	11.37
202-463-821	ENGINEERING FEES	200.00	0.00	0.00	200.00	0.00
202-463-840	INSURANCE	1,700.00	521.72	60.71	1,178.28	30.69
202-463-874	RETIREMENT	250.00	49.85	5.29	200.15	19.94
202-478-702	EQUIPMENT RENTAL	5,500.00	2,725.76	70.70	2,774.24	49.56
202-478-715	WAGES - WINTER MAINTENANCE	6,000.00	350.67	31.59	5,649.33	5.84
202-478-726	PR TAX EXP - WINTER MAINTENANCE	560.00	26.81	2.41	533.19	4.79
202-478-815	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	15.21	1.32	234.79	6.08
202-478-978	EQUIPMENT RENTAL	8,000.00	316.25	0.00	7,683.75	3.95
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	21,455.67	2,033.43	4,544.33	82.52
<b>TOTAL EXPENDITURES</b>		<b>71,835.00</b>	<b>60,115.09</b>	<b>2,741.02</b>	<b>11,719.91</b>	<b>83.68</b>
<b>Fund 202 - MAJOR STREETS FUND:</b>						
<b>TOTAL REVENUES</b>		<b>81,000.00</b>	<b>79,931.93</b>	<b>4,385.10</b>	<b>1,068.07</b>	<b>98.68</b>
<b>TOTAL EXPENDITURES</b>		<b>71,835.00</b>	<b>60,115.09</b>	<b>2,741.02</b>	<b>11,719.91</b>	<b>83.68</b>
<b>NET OF REVENUES &amp; EXPENDITURES</b>		<b>9,165.00</b>	<b>19,816.84</b>	<b>1,644.08</b>	<b>(10,651.84)</b>	<b>216.22</b>
<b>Fund 203 - LOCAL STREETS FUND</b>						
<b>Revenues</b>						
203-000-574	STATE SHARED REV	30,000.00	25,819.73	2,867.45	4,180.27	86.07
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	4,375.60	190.43	(2,875.60)	291.71
203-000-677	50% TRF FR MAJ ST	25,000.00	21,455.67	2,033.43	3,544.33	85.82
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
<b>TOTAL REVENUES</b>		<b>148,500.00</b>	<b>54,992.72</b>	<b>5,091.31</b>	<b>93,507.28</b>	<b>37.03</b>
<b>Expenditures</b>						
203-000-801	AUDIT FEES	450.00	475.00	0.00	(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	1,103.79	116.48	496.21	68.99

PERIOD ENDING 11/30/2024

GL NUMBER	DESCRIPTION	2024-25		YTD BALANCE 11/30/2024	ACTIVITY FOR MONTH 11/30/2024	AVAILABLE BALANCE	% BDTG USED
		AMENDED BUDGET					
<b>Fund 203 - LOCAL STREETS FUND</b>							
<b>Expenditures</b>							
203-215-715	PR TAX EXP - CLERK	120.00		84.34	8.90	35.66	70.28
203-463-702	WAGES - ROUTINE MAINTENANCE	3,500.00		2,984.30	114.75	515.70	85.27
203-463-715	PR TAX EXP - ROUTINE MAINTENANCE	300.00		228.28	8.79	71.72	76.09
203-463-726	SUPPLIES	1,000.00		232.86	6.00	767.14	23.29
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		411.73	60.71	1,688.27	19.61
203-463-978	RETIREMENT	250.00		58.09	1.96	191.91	23.24
203-463-978	EQUIPMENT RENTAL	5,500.00		1,908.33	0.00	3,591.67	34.70
203-478-702	WAGES - WINTER MAINTENANCE	5,200.00		596.51	182.04	4,603.49	11.47
203-478-715	PR TAX EXP - WINTER MAINTENANCE	500.00		45.63	13.92	454.37	9.13
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		19.48	1.96	230.52	7.79
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
<b>TOTAL EXPENDITURES</b>		<b>146,720.00</b>		<b>126,072.02</b>	<b>515.51</b>	<b>20,647.98</b>	<b>85.93</b>
<b>Fund 203 - LOCAL STREETS FUND:</b>							
<b>TOTAL REVENUES</b>		<b>148,500.00</b>		<b>54,992.72</b>	<b>5,091.31</b>	<b>93,507.28</b>	<b>37.03</b>
<b>TOTAL EXPENDITURES</b>		<b>146,720.00</b>		<b>126,072.02</b>	<b>515.51</b>	<b>20,647.98</b>	<b>85.93</b>
<b>NET OF REVENUES &amp; EXPENDITURES</b>		<b>1,780.00</b>		<b>(71,079.30)</b>	<b>4,575.80</b>	<b>72,859.30</b>	<b>3,993.22</b>
<b>Fund 591 - WATER FUND</b>							
<b>Revenues</b>							
591-000-626	SERVICE INSTALLATION	18,000.00		17,880.00	0.00	120.00	99.33
591-000-642	WATER SALES	165,000.00		132,571.96	0.00	32,428.04	80.35
591-000-655	LATE PAYMENT FEES	3,000.00		1,225.00	0.00	1,775.00	40.83
591-000-664	INVEST INTEREST	2,000.00		5,941.17	639.67	(3,941.17)	297.06
591-000-665	FIRE SUPPRESSION LEASE	800.00		0.00	0.00	800.00	0.00
591-000-670	MISC INCOME	200.00		5,560.00	0.00	(5,360.00)	2,780.00
591-000-691	FUND BALANCE CONTRIBUTION	82,000.00		0.00	0.00	82,000.00	0.00
<b>TOTAL REVENUES</b>		<b>271,000.00</b>		<b>163,178.13</b>	<b>639.67</b>	<b>107,821.87</b>	<b>60.21</b>
<b>Expenditures</b>							
591-000-996	TRANSFERS OUT	0.00		47,902.15	0.00	(47,902.15)	100.00
591-215-702	WAGES - WATER CLERK	2,200.00		0.00	0.00	2,200.00	0.00
591-215-703	WAGES - WATER ADMIN	11,500.00		7,422.72	756.53	4,077.28	64.55
591-215-715	PR TAX EXP - CLERK	1,000.00		567.82	57.87	432.18	56.78
591-215-874	RETIREMENT	450.00		282.85	28.50	167.15	62.86
591-556-702	WAGES - WATER MAINTENANCE	21,000.00		12,792.35	1,254.20	8,207.65	60.92
591-556-715	PR TAX EXP - WATER	1,500.00		978.60	95.94	521.40	65.24
591-556-726	SUPPLIES	2,500.00		2,141.06	646.69	358.94	85.64
591-556-730	POSTAGE	800.00		325.87	113.87	474.13	40.73
591-556-800	PROFESSIONAL SERVICES	800.00		0.00	0.00	800.00	0.00
591-556-801	AUDIT FEES	800.00		850.00	0.00	(50.00)	106.25
591-556-804	LABS & TESTING	4,000.00		2,890.00	345.00	1,110.00	72.25
591-556-840	INSURANCE	4,000.00		10,882.64	979.52	(6,882.64)	272.07
591-556-853	TELEPHONE	1,600.00		1,236.42	237.90	363.58	77.28



GL NUMBER	DESCRIPTION	2024-25		ACTIVITY FOR MONTH	AVAILABLE BALANCE	% BGDY USED
		AMENDED BUDGET	YTD BALANCE 11/30/2024			
<b>Fund 591 - WATER FUND</b>						
<b>Expenditures</b>						
591-556-874	RETIREMENT	800.00	441.63	48.09	358.37	55.20
591-556-921	ELECTRICITY	11,000.00	9,182.37	808.57	1,817.63	83.48
591-556-923	HEAT	4,500.00	2,440.16	0.00	2,059.84	54.23
591-556-930	REPAIRS & MAINTENANCE	11,000.00	6,270.77	0.00	4,729.23	57.01
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	0.00	1,941.00	25.35
591-556-957	BANK CHARGES	400.00	727.05	165.50	(327.05)	181.76
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	3,957.18	364.06	3,042.82	56.53
591-556-991	DEBT PRINCIPLE/BOND RESERVE	20,000.00	22,000.00	16,000.00	(2,000.00)	110.00
591-556-995	DEBT INTEREST	8,800.00	3,839.41	0.00	4,960.59	43.63
<b>TOTAL EXPENDITURES</b>		<b>268,550.00</b>	<b>157,313.42</b>	<b>21,902.24</b>	<b>111,236.58</b>	<b>58.58</b>
<b>Fund 591 - WATER FUND:</b>						
<b>TOTAL REVENUES</b>		<b>271,000.00</b>	<b>163,178.13</b>	<b>639.67</b>	<b>107,821.87</b>	<b>60.21</b>
<b>TOTAL EXPENDITURES</b>		<b>268,550.00</b>	<b>157,313.42</b>	<b>21,902.24</b>	<b>111,236.58</b>	<b>58.58</b>
<b>NET OF REVENUES &amp; EXPENDITURES</b>		<b>2,450.00</b>	<b>5,864.71</b>	<b>(21,262.57)</b>	<b>(3,414.71)</b>	<b>239.38</b>
<b>Fund 661 - EQUIPMENT FUND</b>						
<b>Revenues</b>						
661-000-664	INVEST INTEREST	2,000.00	854.62	82.06	1,145.38	42.73
661-000-668	EQUIPMENT RENTAL	60,000.00	55,899.57	6,096.87	4,100.43	93.17
661-000-670	MISC INCOME	0.00	650.00	0.00	(650.00)	100.00
661-000-691	FUND BALANCE CONTRIBUTION	103,500.00	0.00	0.00	103,500.00	0.00
<b>TOTAL REVENUES</b>		<b>165,500.00</b>	<b>57,404.19</b>	<b>6,178.93</b>	<b>108,095.81</b>	<b>34.69</b>
<b>Expenditures</b>						
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	3,753.96	396.15	1,746.04	68.25
661-215-715	PR TAX EXP - CLERK	450.00	287.14	30.30	162.86	63.81
661-557-702	WAGES - EQUIPMENT MAINTENANCE	13,600.00	9,858.99	1,333.76	3,741.01	72.49
661-557-715	PR TAX EXP - EQUIPMENT	1,000.00	754.24	102.04	245.76	75.42
661-557-726	SUPPLIES	2,000.00	3,739.05	90.00	(1,739.05)	186.95
661-557-751	FUEL & OIL	12,000.00	4,172.30	403.85	7,827.70	34.77
661-557-801	AUDIT FEES	600.00	725.00	0.00	(125.00)	120.83
661-557-840	INSURANCE	17,500.00	18,017.77	105.03	(517.77)	102.96
661-557-874	RETIREMENT	600.00	296.89	37.48	303.11	49.48
661-557-925	WATER	250.00	250.00	0.00	0.00	100.00
661-557-930	REPAIRS & MAINTENANCE	5,000.00	13,374.23	275.37	(8,374.23)	267.48
661-557-970	CAPITAL OUTLAY	106,000.00	105,141.58	0.00	858.42	99.19
<b>TOTAL EXPENDITURES</b>		<b>164,500.00</b>	<b>232,224.37</b>	<b>2,773.98</b>	<b>(67,724.37)</b>	<b>141.17</b>
<b>Fund 661 - EQUIPMENT FUND:</b>						
<b>TOTAL REVENUES</b>		<b>165,500.00</b>	<b>57,404.19</b>	<b>6,178.93</b>	<b>108,095.81</b>	<b>34.69</b>

GL NUMBER	DESCRIPTION	2024-25 AMENDED BUDGET	YTD BALANCE 11/30/2024	ACTIVITY FOR MONTH 11/30/2024	AVAILABLE BALANCE	% BDT USED
Fund 661 - EQUIPMENT FUND						
TOTAL EXPENDITURES		164,500.00	232,224.37	2,773.98	(67,724.37)	141.17
NET OF REVENUES & EXPENDITURES		1,000.00	(174,820.18)	3,404.95	175,820.18	17,482.0
TOTAL REVENUES - ALL FUNDS		666,000.00	355,506.97	16,295.01	310,493.03	53.38
TOTAL EXPENDITURES - ALL FUNDS		651,605.00	575,724.90	27,932.75	75,880.10	88.35
NET OF REVENUES & EXPENDITURES		14,395.00	(220,217.93)	(11,637.74)	234,612.93	1,529.82

CASH SUMMARY BY ACCOUNT FOR VILLAGE OF EMPIRE  
 FROM 11/01/2024 TO 11/30/2024  
 FUND: 101 202 203 301 591 661 715  
 CASH AND INVESTMENT ACCOUNTS

Fund Account	Description	Beginning Balance 11/01/2024	Total Debits	Total Credits	Ending Balance 11/30/2024
<b>Fund 101 GENERAL FUND</b>					
004	STATE SAVINGS CASH	6,797.02	136,168.13	106,129.62	36,835.53
009	SSB MM SWEEP	608,571.64	1,314.17	60,000.00	549,885.81
015	IMPREST (PETTY) CASH	312.50	0.00	0.00	312.50
	<b>GENERAL FUND</b>	<b>615,681.16</b>	<b>137,482.30</b>	<b>166,129.62</b>	<b>587,033.84</b>
<b>Fund 202 MAJOR STREETS FUND</b>					
003	CERTIFICATE OF DEPOSITS	90,861.55	0.00	0.00	90,861.55
004	STATE SAVINGS CASH	47,608.05	2,157.80	718.30	49,047.55
009	SSB MM SWEEP	94,736.26	204.58	0.00	94,940.84
	<b>MAJOR STREETS FUND</b>	<b>233,205.86</b>	<b>2,362.38</b>	<b>718.30</b>	<b>234,849.94</b>
<b>Fund 203 LOCAL STREETS FUND</b>					
003	CERTIFICATE OF DEPOSITS	90,861.55	0.00	0.00	90,861.55
004	STATE SAVINGS CASH	33,041.64	4,990.48	526.22	37,505.90
009	SSB MM SWEEP	51,652.36	111.54	0.00	51,763.90
	<b>LOCAL STREETS FUND</b>	<b>175,555.55</b>	<b>5,102.02</b>	<b>526.22</b>	<b>180,131.35</b>
<b>Fund 301 DEBT SERVICE FUND</b>					
004	STATE SAVINGS CASH	35,093.21	984.15	7,425.00	28,652.36
<b>Fund 591 WATER FUND</b>					
001	HUNTINGTON BANK CASH	241,033.58	5,023.41	254.71	245,802.28
004	STATE SAVINGS CASH	22,855.02	74.60	22,105.83	823.79
008	RRI ACCOUNT	19,985.87	0.00	0.00	19,985.87
009	SSB MM SWEEP	329.65	43.87	0.00	373.52
	<b>WATER FUND</b>	<b>284,204.12</b>	<b>5,141.88</b>	<b>22,360.54</b>	<b>266,985.46</b>
<b>Fund 661 EQUIPMENT FUND</b>					
004	STATE SAVINGS CASH	16,921.92	6,561.15	3,263.76	20,219.31
009	SSB MM SWEEP	19,293.35	41.66	0.00	19,335.01
	<b>EQUIPMENT FUND</b>	<b>36,215.27</b>	<b>6,602.81</b>	<b>3,263.76</b>	<b>39,554.32</b>
<b>Fund 715 MEMORIAL FUND</b>					
004	STATE SAVINGS CASH	1,360.34	3.24	0.00	1,363.58
009	SSB MM SWEEP	4,184.50	9.04	0.00	4,193.54
	<b>MEMORIAL FUND</b>	<b>5,544.84</b>	<b>12.28</b>	<b>0.00</b>	<b>5,557.12</b>
	<b>TOTAL - ALL FUNDS</b>	<b>1,385,500.01</b>	<b>157,687.82</b>	<b>200,423.44</b>	<b>1,342,764.39</b>

**CASH BALANCE BY FUND - NOVEMBER 2024**

	<b>GF - 101</b>	<b>MSF - 202</b>	<b>LSF - 203</b>	<b>DSF - 301</b>	<b>WF - 591</b>	<b>EQF - 661</b>	<b>MF - 715</b>
<b>HUNTINGTON</b>							
BEGINNING BALANCE	\$ -	\$ -	\$ -	\$ -	\$ 241,033.58	\$ -	\$ -
RECEIPTS	\$ -	\$ -	\$ -	\$ -	\$ 4,934.20	\$ -	\$ -
DISPERSALS	\$ -	\$ -	\$ -	\$ -	\$ (165.50)	\$ -	\$ -
ENDING BALANCE	\$ -	\$ -	\$ -	\$ -	\$ 245,802.28	\$ -	\$ -
<b>SWEEP</b>							
BEGINNING BALANCE	\$ 608,571.64	\$ 94,736.26	\$ 51,652.36	\$ -	\$ 20,315.52	\$ 19,293.35	\$ 4,184.50
RECEIPTS	\$ 1,314.17	\$ 204.58	\$ 111.54	\$ -	\$ 43.87	\$ 41.66	\$ 9.04
DISPERSALS	\$ (60,000.00)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
ENDING BALANCE	\$ 549,885.81	\$ 94,940.84	\$ 51,763.90	\$ -	\$ 20,359.39	\$ 19,335.01	\$ 4,193.54
<b>STATE SAVINGS</b>							
BEGINNING BALANCE	\$ 6,797.02	\$ 47,608.05	\$ 33,041.64	\$ 35,093.21	\$ 22,855.02	\$ 16,921.92	\$ 1,360.34
RECEIPTS	\$ 136,168.13	\$ 2,147.09	\$ 4,979.77	\$ 984.15	\$ 54.57	\$ 6,137.27	\$ 3.24
DISPERSALS	\$ (106,129.62)	\$ (707.59)	\$ (515.51)	\$ (7,425.00)	\$ (22,085.80)	\$ (2,839.88)	\$ -
ENDING BALANCE	\$ 36,835.53	\$ 49,047.55	\$ 37,505.90	\$ 28,652.36	\$ 823.79	\$ 20,219.31	\$ 1,363.58
<b>FIRST NATIONAL - CD</b>							
BEGINNING BALANCE	\$ -	\$ 90,861.55	\$ 90,861.55	\$ -	\$ -	\$ -	\$ -
RECEIPTS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
DISPERSALS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
ENDING BALANCE	\$ -	\$ 90,861.55	\$ 90,861.55	\$ -	\$ -	\$ -	\$ -
<b>PETTY CASH</b>	\$ 312.50	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

	<b>GF - 101</b>	<b>MSF - 202</b>	<b>LSF - 203</b>	<b>DSF - 301</b>	<b>WF - 591</b>	<b>EQF - 661</b>	<b>MF - 715</b>
CASH BALANCE - TREASURER	\$ 587,033.84	\$ 234,849.94	\$ 180,131.35	\$ 28,652.36	\$ 266,985.46	\$ 39,554.32	\$ 5,557.12
CASH BALANCE - CLERK	\$ 587,033.84	\$ 234,849.94	\$ 180,131.35	\$ 28,652.36	\$ 266,985.46	\$ 39,554.32	\$ 5,557.12
DIFFERENCE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>SWEEP ENDING BALANCE</b>							
TREASURER	\$ 740,478.49			\$ 174,448.02			\$ 1,342,764.39
CLERK	\$ 740,478.49			\$ 174,448.02			\$ 1,342,764.39
DIFFERENCE	\$ -			\$ -			\$ -
<b>SSB ENDING BALANCE</b>							
TREASURER				\$ 174,448.02			\$ 1,342,764.39
CLERK				\$ 174,448.02			\$ 1,342,764.39
DIFFERENCE				\$ -			\$ -
<b>TOTAL CASH ALL FUNDS</b>							
TREASURER				\$ 174,448.02			\$ 1,342,764.39
CLERK				\$ 174,448.02			\$ 1,342,764.39
DIFFERENCE				\$ -			\$ -

## Signatories

Motion by \_\_\_\_\_ to make

President, Dan Davis

President Pro tempore, \_\_\_\_\_

Treasurer, Alacia Acton and

Treasurer Pro tempore, \_\_\_\_\_

A signatory on all Village of Empire bank accounts.

Support by \_\_\_\_\_.

## RESOLUTION FOR DESIGNATION OF STREET ADMINISTRATOR

*This information is required by Act 51, P.A. 1951 as amended. Failure to supply this information will result in funds being withheld.*

**MAIL TO:** Michigan Department of Transportation, Financial Operations  
Division, P.O. Box 30050, Lansing, MI 48909.  
or Fax to: (517) 335-1828

**NOTE:** Indicate, if possible, where Street Administrator can usually be reached during normal working hours, if different than City or Village Office. List any other office held by the Administrator.

Councilperson or Commissioner \_\_\_\_\_

offered the following resolution and moved its adoption:

Whereas, Section 13(9) of Act 51, Public Acts of 1951 provided that each incorporated city and village to which funds are returned under the provisions of this section, that, "the responsibility for street improvements, maintenance, and traffic operations work, and the development, construction, or repair of off-street parking facilities and construction or repair of street lighting shall be coordinated by a single administrator to be designated by the governing body who shall be responsible for and shall represent the municipality in transactions with the State Transportation Department pursuant to this act."

Therefore, be it resolved, that this Honorable Body designate \_\_\_\_\_

\_\_\_\_\_ as the single Street Administrator for the City or Village of

\_\_\_\_\_ in all transactions with the State Transportation Department

as provided in Section 13 of the Act.

Supported by the Councilperson or Commissioner \_\_\_\_\_

Yeas \_\_\_\_\_

Nays \_\_\_\_\_

I hereby certify that the foregoing is a true and correct copy of a resolution made and adopted at a regular meeting of the governing body of this municipality on the \_\_\_\_\_ day of \_\_\_\_\_

CITY OR VILLAGE CLERK (SIGNATURE)	E-MAIL ADDRESS	DATE
STREET ADMINISTRATOR (SIGNATURE)	E-MAIL ADDRESS	DATE
ADDRESS OF CITY OR VILLAGE OFFICE		P.O. BOX
CITY OR VILLAGE	ZIP CODE	PHONE NUMBER

# Planning Commission Selection Guidelines

## Based on the Michigan Planning Enabling Act - Act 33 of 2008

Approved 11/12/2020

### Appointment and Approval

The President is responsible for appointing Planning Commissioners. Village Council Trustees are responsible for approving the appointments made by the President.<sup>1</sup>

### Planning Commissioner Requirements

1. At least 5 of the 7 Planning Commissioners must be qualified electors of the Village
  - a. 2 of the 7 Planning Commissioners may be individuals who are not qualified electors of the Village, but are qualified electors of another local government.<sup>2</sup>
2. Membership of the planning commission should reflect the important segments of the Village for residents and businesses of the Village such as economic, governmental, and social development.<sup>3</sup>
3. In addition, the Planning Commission membership should reflect the major interests as they exist in the Village. Examples can include appointing and approving individuals who live in specific areas of the Village or who have demonstrated an interest in areas such as agriculture, education, public health, industry, commerce.<sup>4</sup>

### Other Considerations

1. The Village President may serve as ex-officio on the Planning Commission.<sup>5</sup>
2. The Village President may designate 1 or more Trustees, as ex officio members to Planning Commission.<sup>6</sup>
3. Not more than 1/3 of Planning Commission may be ex officio members.<sup>7</sup>
  - An ex officio member has full voting rights but serves on the planning commission by virtue of holding another office in the Village (i.e. President, Trustee)<sup>8</sup>
  - An ex officio member may not serve as chairperson of the Planning Commission.<sup>9</sup>
4. Village employees are not eligible to be members of the Planning Commission (except in a non-voting, administrative role).<sup>10</sup>
5. Terms for any elected officials to the Planning Commission (President or Trustee) corresponds to his/her term of office.<sup>11</sup>

### Selection of Planning Commissioners

The Village Council (President and Trustee) 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.

---

<sup>1</sup> MPEA Act 33 of 2008 - 125.3815 Section 15 (1)

<sup>2</sup> MPEA Act 33 of 2008 - 125.3815 Section 15 (4) (b)

<sup>3</sup> MPEA Act 33 of 2008 - 125.3814 Section 15 (3)

<sup>4</sup> MPEA Act 33 of 2008 - 125.3815 Section 15 (3)

<sup>5</sup> MPEA Act 33 of 2008 - 125.3815 Section 15 (5)

<sup>6</sup> *Ibid*

<sup>7</sup> *Ibid*

<sup>8</sup> MPEA Act 33 of 2008 - 125.3803 (d)

<sup>9</sup> MPEA Act 33 of 2008 - 125.3817 (1)

<sup>10</sup> MPEA Act 33 of 2008 - 125.3815 Section 15 (5)

<sup>11</sup> MPEA Act 33 of 2008 - 125.3815 Section 15 (5) (a)

## **For the Village Website:**

### Planning Commission

The Planning Commission is an important part of the Village of Empire and its operations. The Michigan Planning Enabling Act (Act 33 of 2008) is the foundational statutory authority for the Planning Commission.

The Village of Empire Planning Commission consists of 7 members. They are appointed by the Village President subject to the approval by a majority vote of the Village Council.

Planning Commission Meetings are open to the Public and all residents are encouraged to attend to have a voice in your government! Planning Commission meetings are held the first Tuesday of the month at 7:00 pm in the Empire Township Hall (meetings during the COVID-19 pandemic are being held remotely).

If you are considering applying for a position as Planning Commissioner, we encourage you to review the Michigan Municipal League Planning Commissioners Handbook available online: <https://www.mml.org/pdf/pcebook.pdf>. In addition, the Glen Lake Library has two guidebooks: *The Michigan Planning Guidebook for Citizens and Local Officials* and the *Michigan Zoning Guidebook for Citizens and Local Officials* that interested persons may find useful.

### **Vacancies:**

If there are no vacancies this message would appear on the site:

“The Village Planning Commission has no vacancies at this time. Some Planning Commissioners terms of office expire in March (of any given year). Calls for applications and vacancy notices are, typically, posted in late January to early February.”

If there are vacancies (example only!)

The Village Council is seeking applications for (#) seats for the Planning Commission. The Village Council has identified the following segments of the Village and areas of the interest as priorities in filling these vacancies:



**VILLAGE OF EMPIRE**  
**SNOW PLOWING POLICY**

To facilitate snow removal after 2" to 3" has fallen, from October 15<sup>th</sup> until April 15<sup>th</sup>, vehicles are prohibited from parking on any Village Street between the hours of 3:00 AM and 8:00 AM. Under ordinary snowfall, plowing will begin at between 5:00 AM and 6:00 AM, depending on the severity of the situation. Severity of snowfall is determined by the Department of Public Works (DPW) Superintendent.

If there is exceptional snowfall after 8 AM, a joint decision between the DPW Superintendent, the Street Administrator and/or the Village President will be made to determine if snow removal should be completed during normal working hours on any street.

The Village is not responsible or liable for damage or injury caused by snow from snow removal. The Village may be responsible for physical damage caused by the truck or plow.

See Ordinance No. 147 more snow removal information.

VILLAGE OF EMPIRE  
LEELANAU COUNTY, MICHIGAN

ORDINANCE 147

PUBLIC HIGHWAYS, STREETS, ALLEYS, RIGHT-OF-WAY  
MAINTENANCE AND SNOW REMOVAL ORDINANCE

AN ORDINANCE TO RESTRICT THE TIME, PLACE AND MANNER OF PARKING OR ABANDONING VEHICLES AND/OR THE PLACING OF OTHER OBJECTS, INCLUDING SNOW, ICE OR SLUSH IN THE PUBLIC RIGHT OF WAY; TO PROVIDE FOR VIOLATIONS AND PENALTIES; AND TO DESIGNATE ENFORCEMENT OFFICIALS.

THE VILLAGE OF EMPIRE HEREBY ORDAINS:

**Section 1.**

In accordance MCL 257.677a of the Michigan Motor Vehicle Code, a person shall not remove or cause to be removed, snow, ice or slush onto or across a roadway in a manner which obstructs the safety vision of the driver of motor vehicle; or deposit, or cause to be deposited snow, ice or slush on any roadway or highway.

**Section 2.**

In accordance with this Ordinance no person shall park or abandon any vehicle or other objects or occupy the right-of-way of a public street in any manner which interferes with snow removal or maintenance, or which encumbers, obstructs or endangers the use of a public highway, street or alley.

**Section 3.**

From October 15<sup>th</sup> through April 15<sup>th</sup> of each year, no person shall park or abandon any vehicle, trailer or object, or occupy the street right-of-way between the hours of 3:00 a.m. and 8:00 a.m.

**Section 4.**

No person shall deposit on any public highway, street or alley, sidewalk, or right- of-way thereof, snow or ice which has been removed from private driveways or private property. No person shall place or plow snow toward an intersection thereby causing obstruction of sight for vehicular traffic at the intersection.

**Section 5.**

No person shall place or deposit on to any public sidewalk, street, alley or right- of-way, snow or ice which has been removed from private driveways or property that will impede pedestrian or vehicle movement.

**Section 6.**

No person shall place or deposit at any intersection snow, ice or slush which has been removed from private driveways or property that will block or obstruct vision at any intersection of vehicle traffic.

**Section 7. Violations and Penalties.**

Any person who violates any provision of this Ordinance shall be responsible for a municipal civil infraction as defined in Public Act 12 of 1994, amending Public Act 236 of 1961, being Sections 600.101-600.9939 of Michigan Compiled Laws, and shall be subject to a fine of not more than Five Hundred and 00/100 (\$500.00) Dollars. Each day this Ordinance is violated shall be considered a separate new violation.

Following the issuance of a municipal civil infraction citation, if a person fails to remove the vehicle, trailer, or object after being directed to do so by a police officer, the officer may have such vehicle removed and impounded at the owner's expense.

**Section 8. Enforcement Officials.**

The Zoning Administrator of the Village of Empire, any member of the Leelanau County Sheriff's Department, and the Department of Public Works Supervisor are hereby designated as the authorized officials to issue municipal civil infraction citations under this ordinance.

**Section 9. Separate Enforcement Action.**

In addition to enforcing this Ordinance through the use of a municipal civil infraction proceeding, the Village may have any vehicle parked within the street or alley right-of-way removed and impounded at the owner's expense. The Village may initiate proceedings in the District Court to abate or eliminate the nuisance or any other violation of this Ordinance.

**Section 10. Repeal of Prior Ordinances.**

Ordinance 71 and any other ordinance related to snow removal are hereby repealed in their entirety.

**Section 11. Validity.**

If any section, provision or clause of this Ordinance or the application thereof to any person or circumstance is held invalid, such invalidity shall not affect any remaining portions or application of this Ordinance which can be given effect without the invalid portion or application.

**Section 12. Effective Date.**

This Ordinance shall become effective thirty (30) days after publication.

VILLAGE OF EMPIRE

By:   
Sue Palmer, Village President

By:   
Derith A. Smith, Village Clerk

Adoption Date: 04/13/2023

Publication Date: 04/28/2023

Effective Date: 05/28/2023

#### CERTIFICATION

I, Derith Smith, Clerk, Village of Empire, Leelanau County, Michigan, do hereby certify that the foregoing is a true and complete copy of this Ordinance adopted by the Village of Empire Council at a regular meeting held on April 13, 2023. The following members of the Village of Empire Council were present at the meeting: Bacon, Chase, Dye, Palmer, Rademacher, Walton, Webb.

The Ordinance was adopted by the Empire Village Council with members of the Council voting in favor: Bacon, Chase, Dye, Palmer, Rademacher, Walton, Webb.

members of the Council voting against: None.

A copy of the Ordinance or a summary has been published in the Record Eagle on April 28, 2023.



Derith Smith, Clerk, Village of Empire

## **Empire Village Council Rules of Procedure**

Introduction: The General Law Village Act requires the Village to adopt rules of its own proceedings. These Rules of Procedure are a tool to assist and enhance the orderly, cooperative conduct of Village business by the Council. As such, the Rules are not intended and shall not be applied as a basis to invalidate good faith action by the Council and/or its members, as long as such action does not violate the laws of the State of Michigan. The absence of a timely objection that a Rule of Procedure is being violated demonstrates good faith in the action taken.

### **1. Meetings**

#### **1.1 Regular and Work Session Meetings**

The Regular Meetings of the Council shall be held on the fourth Tuesday and the Work Session meetings shall be held on the second Thursday of each month, unless those days are a holiday. Each February, the Council shall approve by resolution the Regular and Work Session meeting schedule for the following fiscal year of March 1<sup>st</sup> through February 28<sup>th</sup>, including any exceptions for holidays. Said schedule shall be posted no later than 10 days following the first meeting in March.

#### **1.2 Special Meetings**

A Special Meeting is any meeting of the governing body other than those called for in paragraph 1.1. Upon the request of the President or any three members of the Council, the Clerk/Deputy Clerk shall call a Special Meeting. Every Councilmember will be notified, individually, of a Special Meeting being scheduled, and notice of Special Meetings shall be posted at least 18 hours in advance of the meeting. Special Meeting notices shall contain the date, time, place and purpose of the meeting. No official action shall be transacted at any Special Meeting unless the item has been stated in the notice of the meeting.

#### **1.3 Public Hearings**

A Public Hearing is a meeting designed specifically to receive input from the public on a single issue. Public Hearings shall be scheduled, and due notice given in accordance with the provisions of the applicable act or ordinance. Public Hearings that are scheduled as part of a Regular Meeting shall follow the procedures outlined in Section 5, Public Hearings.

#### **1.4 Place of Meeting**

All Work Session, Regular and Special Meetings of the Council will be held at the Empire Township Hall, 10088 W. Front Street. A majority of the Council may designate a different place for any Work Session, Regular or Special Meeting. Alternatively, the Clerk/Deputy Clerk, with the consent of the President, may change the meeting to another location. As required by law, a notice of the change shall be prominently posted on the door of the Township Hall, at the Village Office, at the Village kiosk next to the Post Office and at the Glen Lake Community Library. As time and technology allow, such notice will be posted on the Village website with notification of

the posting sent out via the email blast system sent to those who have specifically requested such notification.

### **1.5 Time of Meetings**

All Work Session and Regular Meetings of the Council will begin at 7:00 p.m., unless the Council, by a majority vote, sets a different starting time. The time of any Special Meeting shall be included in the meeting notice.

### **1.6 Ending of Meetings**

At Work Session and Regular Meetings of the Council, items of business shall be completed by 9:00 p.m. in order to allow time for public comment and an adjournment time of 9:30 p.m. At the appointed hour, Council shall immediately adjourn unless the Council, by majority vote, extends the meeting or members of the public are present and wish to speak as part of the public comment section of the agenda.

## **2. Public Notice of Meetings**

### **2.1 Work Session and Regular Meeting Schedule**

As required by law, the Clerk/Deputy Clerk shall post a notice of Work Session and the Regular Meeting schedule for the fiscal year on the Village website and at the Village of Empire Office. The notice shall indicate the dates, times and places of the Work Session and Regular Meetings scheduled.

As time and technology allow, information about individual meetings will be added to the website. That information may include the agenda, meeting materials and other pertinent documents. Notification of the posting of that information will be sent out via the email blast system to those who have specifically requested such notification.

### **2.2 Rescheduled Meetings**

As required by law, for a rescheduled Work Session, Regular or Special Meeting of the Council, the Clerk/Deputy Clerk shall post a public notice at least 18 hours before the meeting at the Village of Empire Office, at the Village kiosk next to the Post Office and at the Glen Lake Community Library. The notice shall state the date, time, place and purpose of the meeting.

As time and technology allow, information about rescheduled meetings will be added to the website and sent via email blast to those who have specifically requested to receive such notification.

### **2.3 Emergency Special Meetings**

The notice described above in Section 2.2 is not required for an emergency session of Council in the event of a severe and imminent threat to the health, safety, or welfare of the public when two-thirds of the members of the Council determine that delay would be detrimental to the Village's efforts in responding to the threat.

### **3. Record of Meetings**

#### **3.1 Recording Responsibility**

The Clerk shall be responsible for maintaining the official record and minutes of each meeting of the Council. The minutes shall include all actions of the Council with respect to motions, including the name of the member who made the motion and the member who supported it. Highlights of discussions will be included. If the vote is a roll call, the minutes shall show who voted “Yes,” “No” or “Abstained”.

The Clerk shall not be responsible for maintaining a verbatim report of all the discussion or comments of the Council or members of the public made at Council meetings.

In the absence of the Clerk or Deputy Clerk, the Council may appoint one of its own members or another person to temporarily perform this duty.

#### **3.2 Minutes**

Draft of minutes (synopsis) of each Work Session, Regular and Special Meeting shall be prepared by the Clerk, approved by the President and posted in three public places in the Village (Village Office, Village kiosk [on Front Street next to the Post Office], and at the Glen Lake Community Library) within 8 business days following the meeting to which they refer. Draft minutes (synopsis) shall be clearly labeled as such.

Council Members shall be notified, via email, when the draft minutes (synopsis) have been posted; a copy of the draft minutes (synopsis) will be included in the email notification to Council Members. Council Members shall refer all typographical, grammatical or corrections of the draft minutes (synopsis) in writing to the Clerk for review within 48 hours of posting.

Approved minutes showing corrections shall be posted in place of draft minutes (synopsis) on the Village website and available in hard copy at the Village Office and the Glen Lake Community Library within five business days following the meeting at which they were approved by Council. Approved minutes shall be clearly labeled as such.

#### **3.3 Communications**

All written (physical or electronic) communication received by the Council or an individual Council Member from a member of the public shall be provided to the Clerk. Acknowledgement of the receipt of each communication, its author and subject shall be announced when discussing “Communications” at the Regular Meeting of the Council. The communication or a summary shall be read at that time, unless waived by the author or if no member of council asks that it be read or summarized.

#### **3.4 Public Access to Meeting Materials and Minutes**

All minutes and meeting materials, except for those deemed privileged or confidential, shall be available for public inspection at the Village Office during regular business hours. Council

Members shall turn into the Clerk for proper filing, any personal notes, writings, drawings, etc. when said items are used in a meeting or referred to in a meeting.

### **3.5 Taping of Meetings and Disposition of Tapes**

Council meetings are taped solely for assisting the Clerk/Deputy Clerk in preparing the minutes of the meetings. Tape recordings are not to be considered the official record of a Council meeting and may be recycled or disposed of 6 months after the Council approves the written minutes.

## **4. Closed Meetings**

### **4.1 Purpose and Procedure**

A roll call vote and purpose for calling a closed meeting must be recorded in the minutes of a Work Session, Regular or Special Meeting. Upon a 2/3 roll call vote of the total number of members of the Council (not just the members present), the Council may call a closed meeting for any of the following reasons:

- A.** To consider the purchase or lease of real property.
- B.** To consult with its attorneys regarding trial or settlement strategy in connection with specific pending litigation, but only when an open meeting would have a detrimental financial effect on the litigating or settlement position of the Council.
- C.** To review contents of an application for employment or appointment, but only when the candidate requests confidentiality. However, an interview must be conducted in an open meeting.
- D.** To consider material specifically exempt from discussion or disclosure by state or federal statute.

Upon a simple majority roll call vote of the total number of members of Council (not just the members present), the meeting may go into a closed session for the following reasons:

- A.** To consider the dismissal, suspension, or disciplining of, or to hear complaints or charges brought against, or to consider a periodic personnel evaluation of, a public officer, employee, staff member, or individual agent, but only when the named person requests a closed session.
- B.** For strategy and negotiation sessions connected with the negotiation of a collective bargaining agreement if either negotiating party requests a closed hearing.

### **4.2 Minutes of Closed Meetings**

The Clerk/Deputy Clerk shall take a separate set of minutes at the closed session. These minutes and any audiotape of the closed session will be retained by the Clerk, and shall **not** be available to the public, and shall only be disclosed if required by a civil action, as authorized by the Michigan Open Meetings Act. These minutes, the audio tape and any attachments may be



destroyed one year and one day after approval of the minutes of the Regular or Special Meeting at which the closed session was approved.

5. **Public Hearings**

The Chair begins each Public Hearing by calling the meeting to order, taking the roll and explaining the purpose of the hearing and the rules of public conduct. Following the briefing, the Chair opens the hearing to receive written and oral comments. Section 6.14 applies to the length of each person's comments and rules regarding written comment.

After all persons have had the opportunity to speak, the Chair shall call the hearing adjourned. No action may be taken by the Council during a public hearing, but the matter may be placed on the Regular Meeting agenda or Special Meeting notice for possible action.

6. **Conduct of Meeting**

6.1 **Agenda, Agenda Documentation for Work Session, Regular or Special Meetings**

Only the Village President and the Council Members may introduce an agenda item and vote on matters brought for action<sup>1</sup>. Upon review of the requests submitted, the Village President sets the agenda.

The President shall have the authority:

- a) to request additional documentation for agenda items,
- b) to move items to future meetings to ensure smooth, productive meetings and,
- c) may opt to deny an agenda item coming before the Council that has been decided upon within the previous 6 months.

The Council shall have the ability to overrule the President's decision about the agenda during the discussion of Changes and Additions to the Agenda.

The President, in consultation with Council Members, Department Heads or the Village Office Personnel, shall ensure the wording for each agenda item provides a clear description of expected discussion and/or action, so the public is aware of the issue being discussed and what action the Council may take during that discussion.

6.1.1 **Amending Approved Agenda**

After an agenda has been adopted by the Council, no change can be made except by a two-thirds vote of the members present or unanimous consent.

6.1.2 **Presentations**

Presentations may be added to a Work Session or Regular Meeting if approved by council at a prior meeting. Presentations shall follow the communications agenda and be followed by

---

<sup>1</sup> MML GLVA Handbook Section 2; Chapter 6 (<https://www.mml.org/resources/publications/ebooks/glv.htm>)

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

### **6.2 Regular Meeting Agendas – Deadline for Submission**

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

### **6.3 Regular Meeting Agenda/ Consent Agenda**

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

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

- Call to Order and Pledge of Allegiance
- Taking of the Roll
- Public Hearings
- Changes or Additions to the Agenda
- Adoption of Agenda
- Public Comment on Agenda Items
- Consent Agenda
- Review of Financial Statements
- Communications
- Presentations (as approved)
- Public Comment on Presentations
- Department Head Reports<sup>3</sup>
- Council Member/Committee Reports
- Old Business
- New Business
- Public Comment
- Council Members Comment
- Adjournment

---

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

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

**6.4 Work Session Meeting Purpose**

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

**6.5 Work Session Meeting Agendas– Deadline for Submission**

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

**6.6 Work Session Agenda**

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

- Call to Order and Pledge of Allegiance
- Taking of the Roll
- Changes or Additions to the Agenda
- Adoption of Agenda
- Public Comments on Agenda Items
- Communications
- Presentations (as approved)
- Public Comment on Presentations
- Department Head Reports<sup>4</sup>
- Council Member/Committee Reports
- Old Business
- New Business
- Public Comment
- Council Member Comment
- Adjournment

**6.7 Agenda and Meeting Material Distribution**

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

**6.8 Special Meeting Agenda**

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

**6.9 Chair**

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

---

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

President Pro Tempore are absent, the longest serving member of Council will assume the role of Chair.

#### **6.10 Quorum**

Four members of the Council shall constitute a quorum for the transaction of business at all Council meetings. In the absence of a quorum, a lesser number may adjourn a meeting to a later time or date, providing appropriate public notice.

#### **6.11 Attendance at Council Meetings**

Election to the Council is a privilege freely sought by the nominee. It carries with it the responsibility to participate in Council activities and represent the residents of the Village. Attendance at Council meetings is critical to fulfilling this responsibility.

No member of the Council may be absent from a Regular or Work Session meeting without first notifying the Village Office, President or Clerk. Members who are unable to attend a Special Meeting shall inform the person planning the meeting, so it can be ensured that a quorum will be present at the meeting.

#### **6.12 Council Civility<sup>5</sup>**

Regardless of the actual relationships among Council Members outside of Council meetings, the general atmosphere of any Council meeting should be relaxed, friendly, efficient, and dignified. Sarcasm, innuendoes, exclamations, and name calling are not appropriate. This does not mean misinterpretations, distortions, and challenges should be left unanswered. They should be answered. However, they should address the facts rather than the qualities, or lack of them, of the person being addressed. No performance issues of any officer or staff member shall be discussed unless the issue is properly noticed on the agenda and the officer or staff member has been given proper notice and the option to request a closed session.

#### **6.13 Council Discussion**

- (a) During Council discussion and debate, the member shall confine discussion to the question at hand and to its merits and shall not be interrupted except by a point of order or privilege raised by another member.
- (b) Council Members shall refrain from introducing a new topic or issue during discussion of the question at hand. As the public has not been properly noticed of this new topic or issue, no discussion or action may occur.
- (c) No member shall be recognized to speak a second time until all members wishing to speak a first time have been recognized.
- (d) Speakers should maintain a professional demeanor.
- (e) If Council Members have a question for a Department Head (or anyone else) during Council discussion of an agenda item (other than Department Head reports), the President shall decide, after all Council Members have had an opportunity to speak, if the Department Head will be recognized to answer any questions raised by Council.

---

<sup>5</sup> p. 3 MML Handbook, Section 1, Chapter 1 (<https://www.mml.org/resources/publications/ebooks/glv.htm>)

#### **6.14 Public Comment**

A person may address the Council at the time it is considering public comments and may address the Council, at the discretion of the Chair, during Council's consideration of an item of business. Members of the public at a meeting shall not speak unless recognized by the Chair; when addressing the Council, the speaker may state their name for the public record. Comments should be confined to the question at hand and addressed to the Council in a courteous tone. A person shall limit their remarks to 3 minutes unless prior arrangements have been made. Communications of greater length shall be submitted in writing. The Chair or a designated Council Member may maintain the official time and notify the speakers when their time is up. It shall not be the practice of Council to respond directly to questions during these portions of the meeting, unless directed to do so by the Chair. The opportunity for Council Members to respond may occur during the business portions of the meeting or during the Council Comment section of the meeting.

#### **6.15 Disorderly Conduct at Meetings**

The Chair may call to order any person who is being disorderly. Disorderly conduct includes, for example, speaking when not recognized by the Chair, disrupting the proceeding by speaking off topic, by speaking longer than the allotted time, or by using vulgar language.

If a person is called out of order, they shall be seated and not be permitted to continue to speak at the same meeting except by special leave of the Chair or the Council. A person who continues to disregard being called out of order is deemed to have committed a breach of peace. A person who commits a breach of peace at a meeting may be excluded from the meeting, but a person may not be excluded from a meeting for any other reason.

### **7. Parliamentary Procedure**

The rules of parliamentary procedure, as contained in the edition of Robert's Rules of Order currently available in the Village office, shall be used as a guide by the Council in all cases to which they are applied, unless they are in conflict with these Rules, the General Law Village Act or the laws of the State of Michigan. Robert's Rules shall be read and applied in a practical and common-sense fashion as a means for the Council to proceed in an orderly and cooperative manner. No technical violation of Robert's Rules shall invalidate any good faith action taken by the Council that otherwise is not in violation of the laws of the State of Michigan.

#### **7.1 Motions, Resolutions, and Ordinances**

All action taken by the Council shall be by motion, resolution, or ordinance and shall be publicly set forth in the official record (minutes) of Council.

#### **7.2 Non-debatable Motions**

A motion to adjourn, recess, lay on the table or to vote immediately shall be voted upon without further debate.

## **8. Voting**

### **8.1 Duty to Vote**

Council Members present at a Council meeting shall vote on every matter before the body. Voting by proxy or by telephone is not permitted.

### **8.2 Conflict of Interest and Abstention from Voting**

No Council Member shall vote or participate in the discussion of a question, issue or decision where the Council Member has knowledge that the outcome of the question, issue or decision will provide a direct or indirect financial benefit to the Council Member, a member of his or her immediate family or a business with which he or she is associated, if different from any financial benefit shared by the general public. In such an event, the Council Member shall abstain and shall state on the record, or in writing for inclusion in the record, the facts which create the conflict.

Where no conflict exists as a matter of law, but a Council Member is concerned that facts exist which may create the appearance of a conflict, the Council Member may participate in discussion and shall vote on the matter; but before doing so the Council Member shall make a disclosure on the record, or in writing for inclusion in the record, the facts which create the appearance of a conflict.

Unless otherwise prohibited by law, if all sitting members of the Council are present at a meeting and one or more members must abstain because of a conflict of interest and such abstention(s) result in the inability of the Council to act, then the member(s) with the conflict may be permitted to vote. In such an event, in addition to stating on the record, or in writing for inclusion in the record, the facts which create the conflict, the Council Member shall vote his or her conscience disregarding his or her personal interest and shall state the facts in support of his or her vote on the record.

If a question arises as to whether or not a conflict exists, the Council may postpone the matter to seek legal opinion regarding the existence of a conflict or may by a simple majority vote of the remaining members determine whether a conflict exists using the guidelines set forth above.

### **8.3 Roll Call Votes**

Roll call votes shall be taken when required by law, at the request of any member of Council or when the Chair cannot determine the results of a voice vote.

## **9. Appointments**

The President, subject to the approval of a majority of the Council, will make appointments, unless the General Law Village Act, a federal law or an ordinance defines a different appointment procedure.

Boards, commissions and committees operating under the jurisdiction of the Village Council may make recommendations to the Council regarding appointments, but the President or Council shall not be bound by the recommendations.

**9.1 President Pro Tempore Appointment**

Per MCL 65.3, ACT III 1895, on November 20<sup>th</sup> of each year, or as soon after that date as possible, Council shall make President pro tempore appointment.

**10. Committees**

**10.1 Standing Committees of Council**

The Village shall have the following Standing Committees:

- Parks
- Personnel
- Water
- Streets, Sidewalks and Equipment
- Airport

Committee members, as with all other appointments, shall be appointed by the President and are subject to the approval of the Council. Standing Committee members shall be Council Members. Committee members shall serve for a term of one year and may be re-appointed. The President will designate a Chair for each Committee.

**10.2 Special Committees of Council**

Special Committees may be established for a specific period of time by the President or by an approved motion or resolution of the Council, which specifies the task of the Special Committee and the date of its dissolution.

**10.3 Public Notice of Committee Meetings**

All Council appointed Committees (Standing, Special and Citizen’s Task Force) shall be conducted in accordance with the Open Meetings Act and are subject to these Rules of Procedure and other applicable laws of the State.

**10.4 Committee Authority**

Committee Chairs shall:

- a. Work with the Clerk/Deputy Clerk to properly notice the meeting to the public, and
- b. Make sure minutes are taken and provided to the Village Office for posting on the website, and
- c. Preside over the meeting.

Neither the Chair of a Committee nor any member of the Committee shall have any authority to take any action on behalf of the Village Council, unless instructed by the Council. A Committee may only make reports and recommendations to the Council on matters referred to it.

**10.5 Citizens Task Forces**

Citizen task forces may be established by a motion or resolution of the Council which specifies the task to be accomplished and the date of the Task Force’s dissolution. Members of such committees will be appointed by the Village President subject to approval by a majority vote of the Council. Vacancies will be filled by majority vote of the Village Council in the same way appointments are made.

**11. Authorization for Contacting Village Professional Service Providers**

Only the Village President and/or his or her designee shall contact vendors on behalf of the Village. This includes, but is not limited to, legal counsel, engineering staff, and other contracted and professional services. In addition, a report including any charges for services rendered, shall be provided to the Council either via Village email or at the next Village Council meeting.

All responses from the Village Attorney on issues of law or procedure shall be in writing and provided to the Village Council and the Village Office for filing.

The Street Administrator and the Water Commissioner (in the case of an emergency) shall be authorized to contact professional service providers in fulfilling their statutory duties without prior approval of the Council.

All Council Members who have been authorized to contact a professional service provider will provide a report (verbally or in writing) to the Council on the discussion including any request for additional information or action needed to move forward. Any and all electronic or written documentation related to those discussions – including bids, quotes or authorizations – will be made available to the Village Office and the Council.

Authorization for payment to professional service providers or the Village Attorney shall not be approved unless procedures outlined in this section are followed.

**12. Amendment of Council Rules of Procedure**

These rules were adopted by resolution of the Village Council pursuant to the authority of the General Law Village Act. None of these rules may supersede the General Law Village Act or the laws of the State of Michigan. The Council may alter or amend its rules at any time by a majority vote of its members after notice has been given of the proposed alteration or amendment.

**Adopted: November 20, 2001**

**Last Amended: January 24, 2023**



# VILLAGE OF EMPIRE PUCHASING POLICY

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

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

## Note:

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

Approved: 09/26/2023



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

[Village of Empire \(leelanau.gov\)](http://leelanau.gov)

231-326-5353

[za@villageofempire.com](mailto:za@villageofempire.com)

---

Re: 45-041-500-039-00 and 45-041-500-040-00 | Sunset Subdivision | General Residential [GR]  
**COMBINATION REQUEST**

To: EMPIRE VILLAGE COUNCIL

FROM: ZONING ADMINISTRATOR

Ordinance No. 103 of March 20, 2007 (Land Division Ordinance) requires that all divisions or combinations be approved by the Village Council. Section 5 of this Ordinance outlines the procedures for review by the Zoning Administrator, prior to a recommendation, as follows:

- A. The proposed parcel(s) or lot(s) as divided or combined, shall fully conform to or, if presently nonconforming, will be more conforming to the requirements of the Village Zoning Ordinance.

***ZA Findings: The proposed physical combination is for two adjacent platted lots - #39 and #40 in the Sunset Subdivision | Village of Empire. Each lot on its own is nonconforming as they do not meet the minimum area requirements for the zoning district in which it is located. Lot #39 is only 7,425 square feet and would be presented with unique challenges due to fronting on three (3) sides. Lot #40 is approximately 10,162 square feet. The minimum required lot area for the General Residential zoning district is 12,500 square feet. See image No. 1 on page 3 of this report.***

- B. The property remaining after the proposed division or combination has occurred constitutes a lot or parcel which conforms fully with the requirements of the zoning district in which it is located or, if presently nonconforming, will be more conforming to the requirements of the Village Zoning Ordinance.

***ZA Findings: The newly created lot / parcel will conform in all respects of the zoning district in which it located. The minimum required lot area is 12,500 square feet – combined, the new lot / parcel will equal approximately 17,587 square feet. See image No. 1 on page 3 of this report.***

- C. A lot in a recorded plat is not being divided into more than four (4) parcel(s) or Lot(s) as a result of the proposed division.

***ZA Findings: This review standard is not applicable because a division is not being proposed.***

- D. The division of an unplatted parcel of land complied with the requirements of the LDA.

***ZA Findings: This review standard is not applicable because a division is not being proposed.***

- E. Any lot resulting from the proposed division or combination must meet the minimum dimensional requirements of the zoning district in which it is located.

***ZA Findings: As stated and found in A and B above, the resulting parcel will meet all dimensional requirements of the zoning district in which it is located, having three (3) front yards, one (1) side yard, and a total area of approximately 17,587 square feet. See image NO. 1 on page 3 of this report.***

- F. Any lot resulting from the proposed division or combination must meet the minimum buildable area requirements of the zoning district in which it is located.

***ZA Findings: The Village of Empire Zoning Ordinance does NOT specifically define buildable area, however, Article 4, Section 4.10 (schedule of regulations) does require a minimum of 8,700 square feet of lot area per dwelling unit. The combined parcel will exceed this minimum area requirement.***

- G. The division or combination shall not result in a flag lot except upon a finding by the Village Council that, due to limited street frontage, there is no other way to gain access to a parcel or lot which is otherwise buildable under the requirements of the zoning district in which it is located. In such cases, the flag lot created must have at least twenty (20) feet of frontage on a public street and it must be separated from another flag lot by a distance equal to the minimum lot width of the zoning district in which it is located. In addition the main (non-flag) portion of the lot shall meet the front, side, and rear yard setback requirements of the zoning district in which it is located.

***ZA Findings: This review standard is not applicable because the division / combination is NOT creating a flag lot.***

---

IMAGE NO. 1



**Recommendation:**

The Zoning Administrator recommends approval by the Empire Village Council for the requested combination of parcels #45-041-500-039-00 and 45-041-500-040-00 based upon the above findings.

For your review,

Robert (Bob) Hall  
Village of Empire – Zoning Administrator



# Parcel No. 041-500-039-00

## Leelanau County Property Information (Assessment Year - 2025)

**Jurisdiction:** VILLAGE OF EMPIRE  
**Owner Name:** M22 DEVELOPMENT LLC  
**Property Address:** S SUNSET DR  
 EMPIRE, MI 49630  
**Mailing Address:** 954 BUSINESS PARK DR STE 1  
 TRAVERSE CITY, MI 49686

### Property Information

Period	Taxable Value	Assessment	S.E.V.
Current Year	\$11,300	\$11,300	\$11,300
Last Year	\$11,300	\$11,300	\$11,300

**School District:** 45010  
**Current P.R.E.:** 0%  
**Current Property Class:** 402

### Current Year Tax Information

Tax Period	Tax Amount	Tax Owed
Summer	\$309.48	\$0.00
Village	\$75.32	\$0.00

### Prior Years Tax Information

Tax Period	Tax Amount
Summer 2023	\$106.26
Village 2023	\$75.32
Winter 2023	\$279.98
Summer 2022	\$106.26
Village 2022	\$75.32
Winter 2022	\$286.27
Summer 2021	\$106.73
Village 2021	\$75.32
Winter 2021	\$295.04
Summer 2020	\$15.36
Village 2020	\$10.81
Winter 2020	\$42.58
Summer 2019	\$15.12
Village 2019	\$10.61

Winter 2019	\$41.49
-------------	---------

### Delinquent Tax Information

For current delinquent tax information or to pay your delinquent taxes online, [CLICK HERE](#) and you will be redirected to a third party site.

### Property Sale Information

Sale Date	Sale Price	Instrument	Grantor	Grantee	Terms of Sale	Liber/Page
9/25/2020	Confidential	WD	SALISBURY LAND DEVELOPMENT	M22 DEVELOPMENT LLC	20-MULTI PARCEL SALE REF	2020006292
12/9/2005	\$1.00	QC	SALISBURY FREDERICK J SR TRUST	SALISBURY LAND DEVELOPMENT	09-FAMILY	885:81

### Legal Description

LOT 39 SUNSET SUBD SUBJ TO EASE VILLAGE OF EMPIRE SEC 19 T28N R14W 0.19 A M/L 2006  
 SPLIT FROM 041-500-036-00

# Parcel No. 041-500-040-00

## Leelanau County Property Information (Assessment Year - 2025)

**Jurisdiction:** VILLAGE OF EMPIRE  
**Owner Name:** M22 DEVELOPMENT LLC  
**Property Address:** S SUNSET DR  
 EMPIRE, MI 49630  
**Mailing Address:** 954 BUSINESS PARK DR STE 1  
 TRAVERSE CITY, MI 49686

### Property Information

Period	Taxable Value	Assessment	S.E.V.
Current Year	\$11,300	\$11,300	\$11,300
Last Year	\$11,300	\$11,300	\$11,300

**School District:** 45010  
**Current P.R.E.:** 0%  
**Current Property Class:** 402

### Current Year Tax Information

Tax Period	Tax Amount	Tax Owed
Summer	\$309.48	\$0.00
Village	\$75.32	\$0.00

### Prior Years Tax Information

Tax Period	Tax Amount
Summer 2023	\$106.26
Village 2023	\$75.32
Winter 2023	\$279.98
Summer 2022	\$106.26
Village 2022	\$75.32
Winter 2022	\$286.27
Summer 2021	\$106.73
Village 2021	\$75.32
Winter 2021	\$295.04
Summer 2020	\$15.36
Village 2020	\$10.81
Winter 2020	\$42.58
Summer 2019	\$15.12
Village 2019	\$10.61



Winter 2019	\$41.49
-------------	---------

### Delinquent Tax Information

For current delinquent tax information or to pay your delinquent taxes online, [CLICK HERE](#) and you will be redirected to a third party site.

### Property Sale Information

Sale Date	Sale Price	Instrument	Grantor	Grantee	Terms of Sale	Liber/Page
9/25/2020	Confidential	WD	SALISBURY LAND DEVELOPMENT	M22 DEVELOPMENT LLC	20-MULTI PARCEL SALE REF	2020006292
12/9/2005	\$1.00	QC	SALISBURY FREDERICK J SR TRUST	SALISBURY LAND DEVELOPMENT	09-FAMILY	885:81

### Legal Description

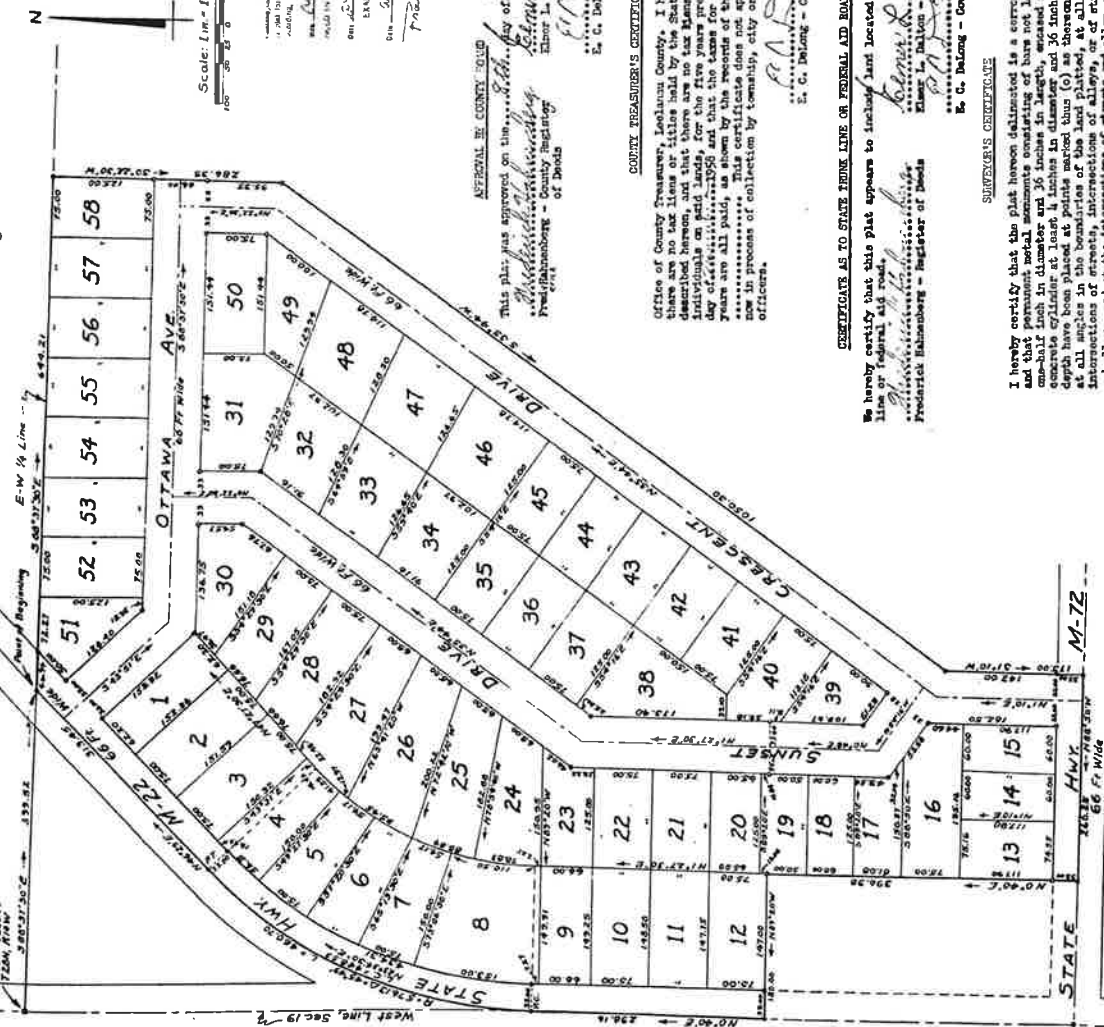
LOT 40 SUNSET SUBD SUBJ TO EASE VILLAGE OF EMPIRE SEC 19 T28N R14W 0.23 A M/L 2006  
SPLIT FROM 041-500-036-00

# "SUNSET SUBDIVISION"

of part of the N 1/4 of the SW 1/4, Sec. 19, T.28N, R.14W, Village of Empire, Leelanau County, Michigan

Surveyed by: *Albert C. Mackay*  
Superior City, Michigan

Note: All dimensions are in feet and decimals, rounded. All curve distances are given along the arc.



Scale: 1 in. = 100 ft.

APPROVAL BY BOARD OF COUNTY ROAD COMMISSIONERS

This plat was approved on this 1st day of November 1958, by the Leelanau County Board of Road Commissioners, at a meeting held at the Court House, Leelanau County, Michigan, at 1:30 P.M., this day of November, 1958, and it is certified that this plat conforms with the provisions of Act 172 of Public Acts of 1929 as amended.

APPROVAL BY BOARD OF COUNTY ROAD COMMISSIONERS

This plat was approved on this 1st day of November 1958 by the Leelanau County Board of Road Commissioners, at a meeting held at the Court House, Leelanau County, Michigan, at 1:30 P.M., this day of November, 1958, and it is certified that this plat conforms with the provisions of Act 172 of Public Acts of 1929 as amended.

APPROVAL BY BOARD OF COUNTY ROAD COMMISSIONERS

### DEDICATION

THE ALLIANCE BY THESE PRESIDENTS, that we, Oscar O. Jankata, Ida N. Jankata, his wife, Robert W. Jankata, Albert W. Jankata, his wife, William T. Kuhl, Naomi Kuhl, his wife, and myself, do hereby dedicate the above described plat to be known as 'SUNSET SUBDIVISION' in the Village of Empire, Leelanau County, Michigan, in accordance with the provisions of Act 172 of Public Acts of 1929 as amended, and that the streets as shown on said plat is hereby dedicated to the use of the public.

### ACKNOWLEDGMENT

STATE OF MICHIGAN  
County of Leelanau

On this 1st day of November 1958, before me, a Notary Public in and for said county, personally appeared Oscar O. Jankata, Ida N. Jankata, his wife, Robert W. Jankata, Albert W. Jankata, his wife, William T. Kuhl, and Naomi Kuhl, known to me to be the persons who executed the above dedication, and acknowledged the same to be their free act and deed.

Notary Public  
My Commission expires Nov. 15, 1961

### MUNICIPAL APPROVAL

This plat was approved by the Village Council of the Village of Empire, at a meeting held on this 1st day of November 1958, and it is certified that this plat conforms with the provisions of Act 172 of Public Acts of 1929 as amended.

### APPROVAL BY BOARD OF COUNTY ROAD COMMISSIONERS

This plat was approved on this 1st day of November 1958 by the Leelanau County Board of Road Commissioners, at a meeting held at the Court House, Leelanau County, Michigan, at 1:30 P.M., this day of November, 1958, and it is certified that this plat conforms with the provisions of Act 172 of Public Acts of 1929 as amended.

### DESCRIPTION OF LAND PLATED

The land embraced in the annexed plat of Empire Subdivision of part of the N 1/4 of the SW 1/4, Sec. 19, T.28N, R.14W, Village of Empire, Leelanau County, Michigan, is comprised of the following described lots as follows: Lot 19, 18,000 sq. ft., beginning at the N 1/2 of section 19, 233.52 ft. to the Point of Beginning on the centerline of State Hwy. M-22; thence containing 83,571.90 sq. ft. along said line, 64x21 ft., thence 25,217.30 sq. ft., 286.35 ft.; thence 83,571.90 sq. ft., 1050.80 ft.; thence 20,910 sq. ft., 175.00 ft.; thence 175,000 sq. ft., 175.00 ft.; thence 20,910 sq. ft., 175.00 ft.; thence 20,910 sq. ft., 175.00 ft.; thence 20,910 sq. ft., 175.00 ft. to the P.C. of a curve bearing to the right, the long chord of which bears S28.21 N 19 W, 483.53 ft. to the P.T. of said curve; thence S46.99 W, 113.15 ft. to the Point of Beginning.

COPY  
APPROVED  
DATE  
JOHN C. MACKAY  
STATE HIGHWAY COMMISSIONER

APPROVAL BY BOARD OF COUNTY ROAD COMMISSIONERS

STATE OF MICHIGAN  
County of Leelanau

APPROVAL BY BOARD OF COUNTY ROAD COMMISSIONERS

APPROVAL BY BOARD OF COUNTY ROAD COMMISSIONERS

**Section 4.10 Schedule of Regulations -**

Key: D.U. --Dwelling Unit      sq. ft. --square feet      ft. --feet

Zoning District	District Name	Min. Lot Area		Max.Ht of Structure	Yard Setbacks					Min. space btwn Bldgs	Min. & Max. S.F. per D.U or Main Bldg.	Maximum Lot Coverage %	
		Area (sq. ft)	Width (ft)		Front (ft)	Min. Side (ft)	Min. Rear (ft)	Min. Alley	Min. Water				
GR	General Residential	12,500	100	32	20 min	10	10	10	20	20	900	25% (b)	
MR	Mixed Residential	2 ac (c)	150	32	40 min	20	20	20 (d)	20	40	1 BR- 540/ DU 2 BR 700/DU	40% (b)	
VR	Village Residential	6,250	50	32	10 min 20 max	5	10	10	---	10	750	50%	
GC	Gateway Corridor	5,000	50	32	5 min 20 max	0 (e) (f)	10 (f)	10	---	10 (g)	750	70%	
FS	Front Street	5,000	50	32	5 min 20 max	0 (e) (f)	10 (f)	10	---	10 (g)	750	90%	
LI	Light Industrial	1 acre	100	32	20 min	15 (f)	20	10	---	10	NA	60%	
R/C	Recreation/Conservation	3 acres	300	32	10 min	10	20	20	20	20	900	10%	
PUD	Planned Unit Development	See Article 7			See Article 7								

- a) Maximum height for an accessory building shall be 25 feet or the height of the primary structure, whichever is less.
- b) Existing 50' wide (or less) platted lots shall be permitted a maximum of 50 percent building coverage.
- c) A minimum of 8,700 square feet of lot area is required per dwelling unit.
- d) Minimum setback from an internal drive serving multiple family dwellings, shall be 10 feet.
- e) Minimum 0' side yard setback applies when a commercial use is adjacent to a commercial use, the setback is increased to 5' for a commercial use adjacent to a residential use, or for a residential use adjacent to another residential use.
- f) Except when adjacent to a different zoning district, the greater of the two district side setback standards applies.
- g) The minimum building spacing does not apply for the portion of a building utilizing the zero-setback provision, provided a firewall is provided between buildings located on the property line.
- h) Maximum floor area in the GC District shall be 2,999 sq. ft. for any permitted use and 3,000 – 5,000 sq. ft. for any special use.

Parcel Combination Request: 041-500-039-00 and 041-500-040-00





## **WARRANTY DEED**

---

KNOW ALL PERSONS BY THESE PRESENTS: That Salisbury Land Development Corporation, a Michigan Corporation whose address is PO Box 249 Empire, MI 49630

Convey(s) and Warrant(s) to M22 Development, LLC, a Michigan Limited Liability Company whose address is 830 E. Front Street, Ste. 204, Traverse City, MI 49686

the following described premises situated in the Township/Village of Empire, County of Leelanau, and State of Michigan to-wit:

Lots 29, 30, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48 and 49, Sunset Subdivision, according to the recorded plat thereof, as recorded in Liber 3 of Plats, Page 15.

Commonly known as: 11510 S. Sunset Dr.; 11504 S. Sunset Dr.; 11509 S. Sunset Dr.; 11515 S. Sunset Dr.; 11527 S. Sunset Dr.; 11541 S. Sunset Dr.; 11549 S. Sunset Dr.; 11555 S. Sunset Dr.; 11571 S. Sunset Dr.; 11563 S. Sunset Dr.; 11558 S. Crescent Dr.; 11550 S. Crescent Dr.; 11542 S. Crescent Dr.; 11536 S. Crescent Dr.; 11530 S. Crescent Dr.; 11524 S. Crescent Dr.; 11518 S. Crescent Dr.; 11512 S. Crescent Dr.; 11506 S. Crescent Dr.; 11533 S. Sunset Dr., Empire, MI 49630

Tax Parcel # 45-041-500-029-00, 45-041-500-030-00, 45-041-500-032-00, 45-041-500-033-00, 45-041-500-034-00, 45-041-500-036-00, 45-041-500-037-00, 45-041-500-038-00, 45-041-500-039-00, 45-041-500-040-00, 45-041-500-041-00, 45-041-500-042-00, 45-041-500-043-00, 45-041-500-044-00, 45-041-500-045-00, 45-041-500-046-00, 45-041-500-047-00, 45-041-500-048-00, 45-041-500-049-00, 45-041-500-035-00

for the consideration of: Real Estate Transfer Tax Valuation Affidavit Filed

subject to easement, use, building, and other restrictions of record, if any.

Dated: September 25, 2020

Signed and Sealed:  
Salisbury Land Development Corporation, a Michigan Corporation

---

By: Frederick J. Salisbury Sr., President

*(Warranty Deed (page 2) dated: September 25, 2020  
between Salisbury Land Development Corporation, a Michigan Corporation, Seller(s) and M22  
Development, LLC, a Michigan Limited Liability Company, Purchaser(s).)*

STATE OF MICHIGAN )  
)ss  
COUNTY OF GRAND TRAVERSE )

The foregoing instrument was acknowledged before me on September 25, 2020, by Frederick J. Salisbury Sr., who is the President of Salisbury Land Development Corporation, a Michigan Corporation.

Notary Signature: \_\_\_\_\_  
Notary Name Printed:  
Notary Public County, Michigan  
Acting in County  
My term expires: \_\_\_\_\_

File No. 39519TRV

Drafted by: Fred Salisbury Sr.	Return to:
Salisbury Land Development Corporation Assisted by Transnation Title Agency PO Box 249 Empire, MI 49630	M22 Development, LLC, a Michigan Limited Liability Company 830 E. Front Street, Ste. 204 Traverse City, MI 49686
County Treasurer's Certificate	City Treasurer's Certificate

PAID VIA EMAIL  
OLDER 2024  
✓ #2160222145

Village of Empire

Application to combine or recombine property in the Village of Empire  
Required by Ordinance #103, dated 3-20-2007

Date: 11/1/24 Application Fee: \$100.00 (check #) 2160

Name of Owner/Applicant: M22 Development LLC

Address: 2542 W. Crown Dr. Phone #: 231-357-2802

Traverse City, MI 49685 Fax #: \_\_\_\_\_

Property Identification (Tax ID) 45-041- 500-040-00

Property ID of second parcel for combination 45-041- 500-039-00

Reason for requested combination: Lot 39 has road frontage on 3 sides making the building envelope very small. A home built on this lot in it's current state would be out of character with the rest of the neighborhood.

**THE FOLLOWING ADDITIONAL INFORMATION MUST BE ATTACHED TO THE APPLICATION:**

- A completed application on such form as is determined and provided by the Village.
- The zoning district in which the proposed parcel(s) or lot(s) is/are located and a full description of the minimum dimensional requirements of that district for lot size, minimum frontage required, setbacks, coverage requirements, etc.
- Proof of fee ownership of the land proposed to be divided or combined.
- An adequate and accurate legal description of the proposed parcel(s) or lot(s) to be created, and a drawing or survey showing:
  - 1) the size of the proposed parcel(s) or lot(s) to be created and the boundaries thereof;
  - 2) the size of the remainder of the parcel or lot from which the proposed parcel(s) or lot(s) is split;
  - 3) public utility easements;
  - 4) the location of all existing structures and other land improvements on the proposed parcel(s) or lot (s);
  - 5) the accessibility of the parcels for vehicular traffic and utilities from existing public roads.



If the drawing provided is other than a survey map, the application shall not be deemed complete until the Village Zoning Administrators satisfied that the drawing accurately depicts the land proposed to be divided.

- A copy of the recorded plat or other official maps showing the size of parcels in the vicinity of the parcel proposed for division.
- Proof that all due and payable taxes or installments of special assessments pertaining to the land proposed to be divided or combined are paid in full.

Signature of Applicant: *John A. member* Date: 11/1/24

*Romanus*  
Signature of Zoning Administrator: *Robert Hall* Date: 12/06/2024  
*Robert Hall*

Date of Meeting by Village Council:  
12 DECEMBER 2024

Approved: \_\_\_\_\_ Denied and Reason for Denial: \_\_\_\_\_  
\_\_\_\_\_