



**EMPIRE VILLAGE COUNCIL REGULAR MEETING**  
**Empire Township Hall - 10088 W. Front Street**  
**December 14, 2023 @ 7 PM**

**AGENDA**

- A. CALL MEETING TO ORDER AND PLEDGE OF ALLEGIANCE**
- B. ROLL CALL**
- C. CHANGES OR ADDITIONS TO THE AGENDA**
- D. ADOPTION OF THE AGENDA**
- E. PUBLIC COMMENTS ON AGENDA ITEMS**
- F. CONSENT AGENDA**
  - 1) Approve December Bills totaling \$ \_\_\_\_\_
  - 2) Approve 11/09/2023 Regular Meeting Minutes
- G. REVIEW OF FINANCIAL STATEMENTS**
- H. COMMUNICATIONS**
- I. PRESENTATION**
  - a. Village Attorney Introduction (Palmer)
  - b. Asset Mapping Task Force (Bacon)
  - c. Renovare Development – (Village Office Planning Committee)
- J. DEPARTMENT HEAD REPORTS**
- K. COUNCIL MEMBER / COMMITTEE REPORTS**
  - a. Wastewater Update Task Force
- L. OLD BUSINESS**
  - 1) Appoint 2 PC Members to the STR Registration/Ordinance Development Committee (Bacon)
- M. NEW BUSINESS**
  - 1) Remove and Approval of Tree Removal (Bacon)
- N. PUBLIC COMMENT**
- O. COUNCIL MEMBER COMMENT**
- P. ADJOURNMENT**

## **November 9, 2023 – EMPIRE VILLAGE COUNCIL REGULAR MEETING**

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

**CHANGES/ADDITIONS TO AGENDA** – Bacon swapped the order of several items under New Business; Palmer removed the ROP until the January Work Session and added approval of minutes to the consent agenda.

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

**PUBLIC COMMENT ON AGENDA ITEMS** – None.

**CONSENT AGENDA** – Motion by Dye, support by Rademacher to approve the Consent Agenda including bills totaling \$11,922.61 and the minutes of the Regular meeting of 10-24-23. **ROLL CALL: Ayes: Bacon, Chase, Dye, Palmer, Rademacher, Walton, Webb. Nays: None. MOTION PASSED.**

**FINANCIAL REPORTS** – Financial reports were received from the Treasurer and Clerk. Totals from each indicate that the general ledger matches the bank statements.

**COMMUNICATIONS** – Notice of 4K grant from MI Par Plan towards the cost of the generator and letters from South Bar Lake Association and John and Carol Peterson were read aloud.

**DEPARTMENT HEAD REPORTS** – Friend reported that leaf removal and winter storage of all equipment has been completed. Wayne Taghon has been hired to assist the DPW as requested until the vacant position is filled. Volunteers are available to assist with installing the Christmas decorations. It was noted that the office will be closed the entire week of the Thanksgiving holiday. Palmer reported the Mr. Foulkes had requested information from the Planning Commission regarding Phase V of the New Neighborhood. Bacon will add to the Planning Commission agenda.

**COUNCIL MEMBER/COMMITTEE REPORTS** – Minutes from the Asset Mapping Task Force and the Wastewater Task Force were received and read aloud. Streets Administrator Bacon reported that bids for Florence St. and Lambkin Lane have been advertised with construction completed in Spring 2024. Winter Revenue for Streets was clarified. Parks Committee reported that parking fees, repairs and maintenance and capital improvements for the next fiscal year were discussed.

## **OLD BUSINESS**

**NEW NEIGHBORHOOD PHASE IV** – Motion by Bacon, support by Rademacher to approve Resolution No. 11 of 2023 Accepting Dedication of Roads and Ally in the New Neighborhood to the Public. **ROLL CALL: Ayes: Bacon, Chase, Dye, Palmer, Rademacher, Walton, Webb. Nays: None. MOTION PASSED.**

**Motion by Bacon, support by Dye to approve authorizing the Village President to sign the Street Dedication and Hold Harmless Agreement regarding New Neighborhood Property Owners Association #4. ROLL CALL: Ayes: Bacon, Chase, Dye, Palmer, Rademacher, Walton, Webb. Nays: None. MOTION PASSED.**

**SHORT-TERM RENTAL COMMITTEE REPORT** – The report was read aloud. Discussion included motion to accept vs receive a report; whether continued discussion of this “thorny” issue should be pursued; reasons for tourism increase; validity of some statistics included were questioned; upkeep of properties; short-term renters as supporters of Asparagus Festival and Hill Climb; needed changes to the Zoning Ordinance **Motion by Dye, support by Walton to have the Council establish a special committee to be comprised of 2 council members and 2 planning commissioners to draft a registration ordinance and any other forms that may be necessary to implement a Short-Term Rental Ordinance to be completed by February 1, 2024. Upon a voice vote, MOTION PASSED.**

**Motion by Webb, support by Dye to appoint Walton and Dye to this Special Committee.** Palmer will ask Planning Commissioner Chair Schous to appoint 2 members. **ROLL CALL: Ayes: Dye, Palmer, Walton, Webb. Nays: Bacon, Chase, Rademacher. Nays: Bacon, Chase, Rademacher. MOTION PASSED.**

**APPOINTMENT OF PLANNING COMMISSIONER** – Palmer appointed Carey Ford to the open Planning Commission seat. Bacon expressed disappointment that Carla Weinheimer was not contacted or considered for this position as she holds skills in community development, which has been noted as a priority for the Council. Palmer stated her reason for not selecting Carla, per our process for selecting pc members, was that we already have representation from the Lake Michigan Drive area. **Motion by Walton, support by Dye to approve this appointment. Upon a voice vote, MOTION PASSED.**

## **NEW BUSINESS**

**VILLAGE SERVICE OUTSOURCING** – **Motion by Bacon, support by Dye to approve a pilot program for the 2023-34 season for street plowing only per the proposal from Harriger Construction.** Discussion included average number of plows per year, equipment costs and vendor vs internal costs; number of bids required vs local contractors. **ROLL CALL: Ayes: Bacon, Chase, Dye, Palmer, Rademacher, Walton, Webb. Nays: None.**

**MOTION PASSED. Motion by Bacon, support by Dye to outsource the Brush Pile Cleanup to Harriger Construction from now until December 31, 2023.** Discussion included use of brush pile by non-residents; DPW currently requires twice amount of time as Harriger; quantifiable trips needed for comparison or dollar limit imposed; re-evaluation in the next fiscal year. **CALL: Ayes: Bacon, Chase, Dye, Palmer, Rademacher, Walton, Webb. Nays: None. MOTION PASSED.**

**CIP/PRIORITY DISCUSSION** – **Motion by Bacon, support by Rademacher to appoint a 3-person team of council members to expeditiously review and revise the 2022 plan and (unapproved CIP), but not to lose the 2021-26 plan, for Council adoption making sure to incorporate ad-hoc changes made during 2023, and review, revise and/or add to the draft “big project descriptions” and including a recommended timeline.** Discussion included the steps required to create the first plan and those needed to update that plan annually. **Upon a voice vote, MOTION PASSED.**

**Motion by Webb, support by Rademacher to appoint Bacon, Rademacher and Dye (Streets, Water, and Parks committee chairs) to this CIP committee. Upon a voice vote, MOTION PASSED.**

**PURCHASE JOHN DEERE TRACTOR – Motion by Bacon, support by Rademacher to approve the purchase of a John Deere X738 tractor, snow blower attachment and heated cab as quoted and not to exceed \$25K. ROLL CALL: Ayes: Bacon, Chase, Dye, Palmer, Rademacher, Walton, Webb. Nays: None. MOTION PASSED.**

**REVIEW ATTORNEY RFP SUBMISSIONS – Motion by Bacon, support by Rademacher to hire Olson & Howard as the Village Attorneys.** Discussion included experience in municipal and environmental law; familiarity with community; reasons for change from current legal professionals. **ROLL CALL: Ayes: Bacon, Chase, Rademacher, Webb. Nays: Dye, Palmer, Walton. MOTION PASSED.**

**Motion by Rademacher, support by Dye to extend the meeting until 9:30 p.m. Upon a voice vote, MOTION PASSED**

**REVIEW RISK ASSESSMENT DOCUMENT –** Palmer would like the reoccurring recommendations in the reports be addressed as the budget process moves forward. It was noted that any organization using public property should be asked to sign a use/liability agreement (ex: softball league, farmers market, drainage district).

**PUBLIC COMMENT –** None.

**COUNCIL MEMBER COMMENT –** None.

**ADJOURNMENT** at 9:04 p.m.

Derith Smith Empire Village Clerk

*These are draft minutes for approval at the December 14, 2023, Council meeting.*

## PERIOD ENDING 11/30/2023

GL NUMBER	DESCRIPTION	2023-24 AMENDED BUDGET	YTD BALANCE 11/30/2023	ACTIVITY FOR MONTH 11/30/2023	AVAILABLE BALANCE	% BDGT USED
Fund 101 - GENERAL FUND						
Dept 000						
101-000-403	REAL PROPERTY TAX	450,000.00	437,405.39	0.00	12,594.61	97.20
101-000-404	PERS PROP TAX	5,000.00	6,621.59	0.00	(1,621.59)	132.43
101-000-476	LICENSES & PERMITS	5,000.00	5,990.00	450.00	(990.00)	119.80
101-000-546	GRANT FUNDING	150,000.00	0.00	0.00	150,000.00	0.00
101-000-574	STATE SHARED REV	40,000.00	27,450.25	0.00	12,549.75	68.63
101-000-655	FINES & FORFEITS	5,000.00	2,585.00	15.00	2,415.00	51.70
101-000-664	INVEST INTEREST	5,000.00	8,384.12	2.63	(3,384.12)	167.68
101-000-670	MISC INCOME	2,000.00	5,425.61	0.00	(3,425.61)	271.28
101-000-670	PARKING PASS	150.00	250.00	0.00	(100.00)	166.67
101-000-671	BEACH PARKING	34,000.00	37,765.35	0.00	(3,765.35)	111.07
101-000-672	FUND BALANCE CONTRIBUTION	130,000.00	0.00	0.00	130,000.00	0.00
101-000-691	REFUNDS & REBATES	0.00	598.89	0.00	(598.89)	100.00
101-000-693						
Net - Dept 000		826,150.00	532,476.20	467.63	293,673.80	
Dept 100 - COUNCIL						
101-100-702	WAGES - COUNCIL	13,000.00	9,510.00	1,090.00	3,490.00	73.15
101-100-715	PR TAX EXP - COUNCIL	950.00	727.52	83.40	222.48	76.58
101-100-910	PROF DEVELOPMENT	2,000.00	1,295.00	0.00	705.00	64.75
Net - Dept 100 - COUNCIL		(15,950.00)	(11,532.52)	(1,173.40)	(4,417.48)	
Dept 215 - CLERK						
101-215-702	WAGES - CLERK	19,500.00	11,900.62	1,322.29	7,599.38	61.03
101-215-703	WAGES - DEPUTY CLERK	32,400.00	25,097.12	2,701.89	7,302.88	77.46
101-215-715	PR TAX EXP - CLERK	4,000.00	2,830.26	307.83	1,169.74	70.76
101-215-726	SUPPLIES	25.00	0.00	0.00	25.00	0.00
101-215-840	INSURANCE	4,000.00	2,124.00	236.00	1,876.00	53.10
101-215-874	RETIREMENT	1,800.00	1,254.82	135.08	545.18	69.71
Net - Dept 215 - CLERK		(61,725.00)	(43,206.82)	(4,703.09)	(18,518.18)	
Dept 253 - TREASURER						
101-253-702	WAGES - TREASURER	9,700.00	7,083.39	745.62	2,616.61	73.02
101-253-715	PR TAX EXP - TREASURER	750.00	541.90	57.05	208.10	72.25
101-253-726	SUPPLIES	500.00	198.49	0.00	301.51	39.70
101-253-730	POSTAGE	300.00	756.00	0.00	(456.00)	252.00
101-253-860	TRANSPORTATION	50.00	0.00	0.00	50.00	0.00
Net - Dept 253 - TREASURER		(11,300.00)	(8,579.78)	(802.67)	(2,720.22)	
Dept 262 - ELECTIONS						
101-262-705	ELECTION WORKERS	100.00	0.00	0.00	100.00	0.00
Net - Dept 262 - ELECTIONS		(100.00)	0.00	0.00	(100.00)	
Dept 265 - ADMINISTRATION						
101-265-702	WAGES - ADMINISTRATION MAINTENANCE	30,000.00	21,137.73	1,296.32	8,862.27	70.46
101-265-707	BRUSH PILE WAGES	5,000.00	3,152.40	580.52	1,847.60	63.05
101-265-715	PR TAX EXP - ADMINISTRATION	3,000.00	1,796.24	143.58	1,203.76	59.87
101-265-726	SUPPLIES	2,000.00	1,902.65	424.14	97.35	95.13

GL NUMBER	DESCRIPTION	2023-24	YTD BALANCE 11/30/2023	ACTIVITY FOR MONTH 11/30/2023	AVAILABLE BALANCE	% BGD USED
		AMENDED BUDGET				
Fund 101 - GENERAL FUND						
101-265-730	POSTAGE	300.00	157.00	0.00	143.00	52.33
101-265-800	PROFESSIONAL SERVICES	20,300.00	11,460.00	810.00	8,840.00	56.45
101-265-801	AUDIT FEES	5,000.00	8,385.00	0.00	(3,385.00)	167.70
101-265-821	ENGINEERING FEES	0.00	420.00	0.00	(420.00)	100.00
101-265-826	LEGAL FEES	3,000.00	6,242.00	1,039.00	(3,242.00)	208.07
101-265-840	INSURANCE	18,000.00	14,696.00	745.00	3,304.00	81.64
101-265-853	TELEPHONE	400.00	410.57	140.64	(10.57)	102.64
101-265-854	CABLE INTERNET	1,200.00	859.90	89.99	340.10	71.66
101-265-874	RETIREMENT	1,800.00	588.00	93.83	1,212.00	32.67
101-265-880	BEAUTIFICATION	2,000.00	855.86	0.00	1,144.14	42.79
101-265-900	PRINT & PUB	1,000.00	863.00	0.00	137.00	86.30
101-265-919	WASTE DISPOSAL	1,000.00	3,247.77	136.68	(2,247.77)	324.78
101-265-921	ELECTRICITY	2,000.00	1,113.33	112.27	886.67	55.67
101-265-930	REPAIRS & MAINTENANCE	8,000.00	412.25	0.00	7,587.75	5.15
101-265-931	STORM SEWER CLEANOUT	4,200.00	1,965.00	0.00	2,235.00	46.79
101-265-933	SOFTWARE MAINTENANCE/SUPPORT	4,000.00	3,990.00	0.00	10.00	99.75
101-265-956	DUES & MISC	600.00	0.00	0.00	600.00	0.00
101-265-957	BANK CHARGES	200.00	4,007.17	0.00	(3,807.17)	2,003.59
101-265-965	CONTR TO OTHER FUNDS	25,000.00	0.00	0.00	25,000.00	0.00
101-265-966	GF CONTR - AIRPORT	750.00	0.00	0.00	750.00	0.00
101-265-967	PARKING AT LION'S PARK	500.00	0.00	0.00	500.00	0.00
101-265-970	CAPITAL OUTLAY - OFFICE ADDITION	25,000.00	0.00	0.00	25,000.00	0.00
101-265-971	SPECIAL PROJECTS - WILCO RD	39,000.00	18,400.00	0.00	20,600.00	47.18
101-265-978	EQUIPMENT RENTAL	18,000.00	3,505.14	364.30	14,494.86	19.47
101-265-979	BRUSH PILE - EQUIPEMENT RENTAL	8,000.00	9,125.01	1,092.37	(1,125.01)	114.06
Net - Dept 265 - ADMINISTRATION		(229,250.00)	(118,692.02)	(7,068.64)	(110,557.98)	
Dept 444 - SIDEWALKS						
101-444-930	REPAIRS & MAINTENANCE	17,000.00	0.00	0.00	17,000.00	0.00
Net - Dept 444 - SIDEWALKS		(17,000.00)	0.00	0.00	(17,000.00)	
Dept 446 - ALLEYS						
101-446-970	CAPITAL OUTLAY - ALLEYS	29,000.00	1,820.00	0.00	27,180.00	6.28
Net - Dept 446 - ALLEYS		(29,000.00)	(1,820.00)	0.00	(27,180.00)	
Dept 448 - STREET LIGHTING						
101-448-921	STREET LIGHTING	10,000.00	7,768.06	787.63	2,231.94	77.68
Net - Dept 448 - STREET LIGHTING		(10,000.00)	(7,768.06)	(787.63)	(2,231.94)	
Dept 536 - WASTEWATER UPDATE TASK FORCE						
101-536-726	SUPPLIES	0.00	45.14	0.00	(45.14)	100.00
101-536-815	CONTRACTED SERVICES	20,000.00	2,050.00	0.00	17,950.00	10.25
Net - Dept 536 - WASTEWATER UPDATE TASK FORCE		(20,000.00)	(2,095.14)	0.00	(17,904.86)	
Dept 721 - PLANNING COMMISSION						
101-721-701	WAGES - PLANNING COMMISSION	4,300.00	2,365.00	330.00	1,935.00	55.00
101-721-702	WAGES - PLANNING SECY	1,100.00	500.00	100.00	600.00	45.45

GL NUMBER	DESCRIPTION	2023-24 AMENDED BUDGET	YTD BALANCE 11/30/2023	ACTIVITY FOR	AVAILABLE BALANCE	% BDGT USED
				MONTH 11/30/2023		
Fund 101 - GENERAL FUND						
101-721-715	PR TAX EXP - COMM PLANNING	400.00	219.19	32.89	180.81	54.80
101-721-726	SUPPLIES	100.00	219.46	0.00	(119.46)	219.46
101-721-730	POSTAGE	100.00	0.00	0.00	100.00	0.00
101-721-821	PROFESSIONAL	6,000.00	0.00	0.00	6,000.00	0.00
101-721-826	LEGAL FEES	1,500.00	0.00	0.00	1,500.00	0.00
101-721-900	PRINT & PUB	500.00	168.01	0.00	331.99	33.60
101-721-950	SEMINARS	500.00	0.00	0.00	500.00	0.00
101-721-955	DUES & MISC	100.00	0.00	0.00	100.00	0.00
Net - Dept 721 - PLANNING COMMISSION		(14,600.00)	(3,471.66)	(462.89)	(11,128.34)	
Dept 722 - ZONING COMMISSION						
101-722-701	WAGES - BOARD OF APPEALS	400.00	0.00	0.00	400.00	0.00
101-722-702	WAGES - ZONING ADMIN	8,750.00	6,394.26	673.08	2,355.74	73.08
101-722-715	PR TAX EXP - ZONING	700.00	489.16	51.49	210.84	69.88
101-722-726	SUPPLIES	0.00	37.84	0.00	(37.84)	100.00
101-722-826	LEGAL FEES	200.00	0.00	0.00	200.00	0.00
101-722-900	PRINT & PUB	100.00	0.00	0.00	100.00	0.00
Net - Dept 722 - ZONING COMMISSION		(10,150.00)	(6,921.26)	(724.57)	(3,228.74)	
Dept 751 - PARKS						
101-751-702	WAGES - PARK MAINT	27,000.00	21,006.72	971.86	5,993.28	77.80
101-751-703	WAGES - AMBASSADOR	7,500.00	13,833.06	0.00	(6,333.06)	184.44
101-751-704	WAGES - PARKS CLERK	4,000.00	2,163.87	240.43	1,836.13	54.10
101-751-715	PR TAX EXP - PARK	3,000.00	2,842.66	92.75	157.34	94.76
101-751-726	SUPPLIES	3,500.00	570.35	0.00	2,929.65	16.30
101-751-840	INSURANCE	3,500.00	2,385.00	265.00	1,115.00	68.14
101-751-874	RETIREMENT	1,400.00	542.65	39.44	857.35	38.76
101-751-919	WASTE DISPOSAL	1,800.00	2,414.42	61.11	(614.42)	134.13
101-751-930	REPAIRS & MAINTENANCE	23,000.00	13,029.06	0.00	9,970.94	56.65
101-751-958	CREDIT CARD FEES	2,500.00	2,626.88	51.67	(126.88)	105.08
101-751-970	CAPITAL OUTLAY	291,000.00	296,791.33	0.00	(5,791.33)	101.99
101-751-978	EQUIPMENT RENTAL	19,000.00	22,875.54	408.55	(3,875.54)	120.40
Net - Dept 751 - PARKS		(387,200.00)	(381,081.54)	(2,130.81)	(6,118.46)	
Fund 101 - GENERAL FUND:						
TOTAL REVENUES						
TOTAL REVENUES		826,150.00	532,476.20	467.63	293,673.80	64.45
TOTAL EXPENDITURES		806,275.00	585,168.80	17,853.70	221,106.20	72.58
NET OF REVENUES & EXPENDITURES		19,875.00	(52,692.60)	(17,386.07)	72,567.60	265.12

GL NUMBER	DESCRIPTION	2023-24 AMENDED BUDGET	YTD BALANCE 11/30/2023	ACTIVITY FOR MONTH 11/30/2023	AVAILABLE BALANCE	% BGT USED
Fund 202 - MAJOR STREETS FUND						
Revenues						
202-000-574	STATE SHARED REV	41,000.00	40,236.03	3,655.06	763.97	98.14
202-000-575	STATE WINTER REV	6,500.00	0.00	0.00	6,500.00	0.00
202-000-583	CO ROAD MILLAGE	27,000.00	31,520.93	0.00	(4,520.93)	116.74
202-000-664	INVEST INTEREST	400.00	1,279.29	2.47	(879.29)	319.82
TOTAL REVENUES						
		74,900.00	73,036.25	3,657.53	1,863.75	97.51
Expenditures						
202-000-801	AUDIT FEES	325.00	325.00	0.00	0.00	100.00
202-000-930	REPAIRS & MAINTENANCE	5,000.00	690.35	0.00	4,309.65	13.81
202-215-702	WAGES - MAJOR STREETS CLERK	1,500.00	1,081.80	120.20	418.20	72.12
202-215-715	PR TAX EXP - CLERK	100.00	82.71	9.19	17.29	82.71
202-463-702	WAGES - ROUTINE MAINTENANCE	6,000.00	1,538.67	198.65	4,461.33	25.64
202-463-715	PR TAX EXP - ROUTINE MAINTENANCE	500.00	117.80	15.22	382.20	23.56
202-463-726	SUPPLIES	1,000.00	697.59	0.00	302.41	69.76
202-463-787	TRAFFIC CON - ROUTINE	200.00	0.00	0.00	200.00	0.00
202-463-821	ENGINEERING FEES	3,000.00	0.00	0.00	3,000.00	0.00
202-463-840	INSURANCE	1,700.00	1,338.00	32.00	362.00	78.71
202-463-874	RETIREMENT	250.00	33.97	9.93	216.03	13.59
202-463-978	EQUIPMENT RENTAL	5,500.00	2,083.19	423.29	3,416.81	37.88
202-478-702	WAGES - WINTER MAINTENANCE	5,000.00	1,096.15	21.97	3,903.85	21.92
202-478-715	PR TAX EXP - WINTER MAINTENANCE	400.00	83.88	1.70	316.12	20.97
202-478-726	SUPPLIES	4,000.00	23.33	23.33	3,976.67	0.58
202-478-766	INSURANCE	800.00	288.00	32.00	512.00	36.00
202-478-840	RETIREMENT	250.00	20.10	1.10	229.90	8.04
202-478-978	EQUIPMENT RENTAL	8,000.00	1,354.66	60.47	6,645.34	16.93
202-965-999	50% TRF TO LOC ST	26,000.00	20,126.86	1,827.53	5,873.14	77.41
TOTAL EXPENDITURES						
		69,525.00	30,982.06	2,776.58	38,542.94	44.56
Fund 202 - MAJOR STREETS FUND:						
TOTAL REVENUES						
		74,900.00	73,036.25	3,657.53	1,863.75	97.51
TOTAL EXPENDITURES						
		69,525.00	30,982.06	2,776.58	38,542.94	44.56
NET OF REVENUES & EXPENDITURES						
		5,375.00	42,054.19	880.95	(36,679.19)	782.40
Fund 203 - LOCAL STREETS FUND						
Revenues						
203-000-574	STATE SHARED REV	28,000.00	27,604.71	2,574.37	395.29	98.59
203-000-575	STATE WINTER REV	6,000.00	0.00	0.00	6,000.00	0.00
203-000-664	INVEST INTEREST	350.00	1,370.94	2.02	(1,020.94)	391.70
203-000-677	50% TRF FR MAJ ST	26,000.00	20,126.86	1,827.53	5,873.14	77.41
203-000-691	FUND BALANCE CONTRIBUTION	40,000.00	0.00	0.00	40,000.00	0.00
203-000-692	CONTRIBUTION FROM OTHER FUNDS	25,000.00	0.00	0.00	25,000.00	0.00
TOTAL REVENUES						
		125,350.00	49,102.51	4,403.92	76,247.49	39.17
Expenditures						
203-000-801	AUDIT FEES	450.00	450.00	0.00	0.00	100.00
203-000-821	ENGINEERING	5,000.00	0.00	0.00	5,000.00	0.00
203-000-930	REPAIRS & MAINTENANCE	7,000.00	690.65	0.00	6,309.35	9.87
203-215-702	WAGES - LOCAL STREETS CLERK	1,500.00	1,081.80	120.20	418.20	72.12



GL NUMBER	DESCRIPTION	2023-24 AMENDED BUDGET	YTD BALANCE 11/30/2023	ACTIVITY FOR MONTH 11/30/2023	AVAILABLE BALANCE	% BDGT USED
Fund 203 - LOCAL STREETS FUND						
Expenditures						
203-215-715	PR TAX EXP - CLERK	100.00	82.71	9.19	17.29	82.71
203-463-702	WAGES - ROUTINE MAINTENANCE	3,500.00	2,393.53	171.76	1,106.47	68.39
203-463-715	PR TAX EXP - ROUTINE MAINTENANCE	300.00	183.04	13.13	116.96	61.01
203-463-726	SUPPLIES	1,000.00	1,213.96	0.00	(213.96)	121.40
203-463-787	TRAFFIC CON - ROUTINE	250.00	0.00	0.00	250.00	0.00
203-463-821	ENGINEERING FEES	5,000.00	2,190.00	0.00	2,810.00	43.80
203-463-840	INSURANCE	2,100.00	1,338.00	32.00	762.00	63.71
203-463-874	RETIREMENT	250.00	69.98	8.61	180.02	27.99
203-463-978	EQUIPMENT RENTAL	5,500.00	1,920.21	60.47	3,579.79	34.91
203-478-702	WAGES - WINTER MAINTENANCE	5,200.00	1,226.82	32.93	3,973.18	23.59
203-478-715	PR TAX EXP - WINTER MAINTENANCE	500.00	93.81	2.50	406.19	18.76
203-478-726	SUPPLIES	4,500.00	116.66	46.66	4,383.34	2.59
203-478-840	INSURANCE	1,200.00	288.00	32.00	912.00	24.00
203-478-874	RETIREMENT	250.00	23.89	1.66	226.11	9.56
203-478-978	EQUIPMENT RENTAL	7,000.00	1,401.08	120.94	5,598.92	20.02
203-901-970	CAPITAL OUTLAY- UNION ST	70,000.00	7,909.47	0.00	62,090.53	11.30
TOTAL EXPENDITURES		120,600.00	22,673.61	652.05	97,926.39	18.80
Fund 203 - LOCAL STREETS FUND:						
TOTAL REVENUES		125,350.00	49,102.51	4,403.92	76,247.49	39.17
TOTAL EXPENDITURES		120,600.00	22,673.61	652.05	97,926.39	18.80
NET OF REVENUES & EXPENDITURES		4,750.00	26,428.90	3,751.87	(21,678.90)	556.40
Fund 591 - WATER FUND						
Revenues						
591-000-626	SERVICE INSTALLATION	15,000.00	1,219.06	0.00	13,780.94	8.13
591-000-642	WATER SALES	155,000.00	131,655.47	19.61	23,344.53	84.94
591-000-655	LATE PAYMENT FEES	2,000.00	3,775.00	1,275.00	(1,775.00)	188.75
591-000-664	INVEST INTEREST	400.00	1,802.85	7.69	(1,402.85)	450.71
591-000-665	FIRE SUPPRESSION LEASE	800.00	0.00	0.00	800.00	0.00
591-000-670	MISC INCOME	200.00	1.03	0.00	198.97	0.52
591-000-691	FUND BALANCE CONTRIBUTION	140,000.00	0.00	0.00	140,000.00	0.00
TOTAL REVENUES		313,400.00	138,453.41	1,302.30	174,946.59	44.18
Expenditures						
591-215-702	WAGES - WATER CLERK	2,200.00	0.00	0.00	2,200.00	0.00
591-215-703	WAGES - WATER ADMIN	11,000.00	7,532.54	681.32	3,467.46	68.48
591-215-715	PR TAX EXP - CLERK	1,000.00	576.29	52.13	423.71	57.63
591-215-874	RETIREMENT	450.00	290.10	24.46	159.90	64.47
591-556-702	WAGES - WATER MAINTENANCE	19,450.00	13,205.04	625.22	6,244.96	67.89
591-556-715	PR TAX EXP - WATER	1,500.00	1,010.20	47.82	489.80	67.35
591-556-726	SUPPLIES	2,500.00	1,706.12	0.00	793.88	68.24
591-556-730	POSTAGE	600.00	692.60	0.00	(92.60)	115.43
591-556-800	PROFESSIONAL SERVICES	800.00	0.00	0.00	800.00	0.00
591-556-801	AUDIT FEES	800.00	800.00	0.00	0.00	100.00
591-556-804	LABS & TESTING	1,000.00	2,923.75	1,380.00	(1,923.75)	292.38
591-556-821	ENGINEERING FEES	5,000.00	0.00	0.00	5,000.00	0.00
591-556-840	INSURANCE	4,000.00	3,397.81	78.09	602.19	84.95
591-556-853	TELEPHONE	1,600.00	929.35	6.73	670.65	58.08
591-556-874	RETIREMENT	800.00	410.48	31.25	389.52	51.31

GL NUMBER	DESCRIPTION	2023-24 AMENDED BUDGET	YTD BALANCE 11/30/2023	ACTIVITY FOR MONTH 11/30/2023	AVAILABLE BALANCE	% BDGT USED
Fund 591 - WATER FUND						
Expenditures						
591-556-921	ELECTRICITY	12,000.00	8,418.82	702.03	3,581.18	70.16
591-556-923	HEAT	3,600.00	3,400.32	407.50	199.68	94.45
591-556-930	REPAIRS & MAINTENANCE	56,000.00	11,187.23	0.00	44,812.77	19.98
591-556-933	SOFTWARE MAINTENANCE/SUPPORT	1,000.00	1,660.00	0.00	(660.00)	166.00
591-556-938	METER HOSTING & SOFTWARE	1,400.00	702.09	301.15	697.91	50.15
591-556-956	DOES & MISC	2,600.00	1,358.93	809.03	1,241.07	52.27
591-556-957	BANK CHARGES	400.00	346.43	84.05	53.57	86.61
591-556-959	DEPRECIATION	40,000.00	0.00	0.00	40,000.00	0.00
591-556-970	CAPITAL OUTLAY	110,000.00	39,762.58	7,000.00	70,237.42	36.15
591-556-978	EQUIPMENT RENTAL	6,000.00	3,818.10	233.16	2,181.90	63.64
591-556-991	DEBT PRINCIPLE/BOND RESERVE	18,000.00	20,000.00	8,000.00	(2,000.00)	111.11
591-556-995	DEBT INTEREST	8,800.00	8,249.28	4,009.73	550.72	93.74
TOTAL EXPENDITURES		312,500.00	132,378.06	24,473.67	180,121.94	42.36
Fund 591 - WATER FUND:						
TOTAL REVENUES						
TOTAL EXPENDITURES		313,400.00	138,453.41	1,302.30	174,946.59	44.18
NET OF REVENUES & EXPENDITURES		312,500.00	132,378.06	24,473.67	180,121.94	42.36
		900.00	6,075.35	(23,171.37)	(5,175.35)	675.04
Fund 661 - EQUIPMENT FUND						
Revenues						
661-000-664	INVEST INTEREST	1,200.00	1,636.28	2.20	(436.28)	136.36
661-000-668	EQUIPMENT RENTAL	70,000.00	46,082.93	2,763.55	23,917.07	65.83
661-000-691	FUND BALANCE CONTRIBUTION	75,000.00	0.00	0.00	75,000.00	0.00
TOTAL REVENUES		146,200.00	47,719.21	2,765.75	98,480.79	32.64
Expenditures						
661-215-702	WAGES - EQUIPMENT CLERK	5,200.00	3,678.48	408.72	1,521.52	70.74
661-215-715	PR TAX EXP - CLERK	400.00	281.43	31.27	118.57	70.36
661-557-702	WAGES - EQUIPMENT MAINTENANCE	13,000.00	8,013.36	406.10	4,986.64	61.64
661-557-715	PR TAX EXP - EQUIPMENT	1,000.00	613.02	31.06	386.98	61.30
661-557-726	SUPPLIES	2,000.00	1,351.03	0.00	648.97	67.55
661-557-751	FUEL & OIL	12,000.00	4,122.61	0.00	7,877.39	34.36
661-557-801	AUDIT FEES	600.00	600.00	0.00	0.00	100.00
661-557-840	INSURANCE	16,000.00	16,061.00	265.00	(61.00)	100.38
661-557-874	RETIREMENT	600.00	248.27	18.63	351.73	41.38
661-557-925	WATER	250.00	200.00	0.00	50.00	80.00
661-557-930	REPAIRS & MAINTENANCE	14,000.00	2,333.92	0.00	11,666.08	16.67
661-557-970	CAPITAL OUTLAY	79,000.00	2,999.99	0.00	76,000.01	3.80
TOTAL EXPENDITURES		144,050.00	40,503.11	1,160.78	103,546.89	28.12
Fund 661 - EQUIPMENT FUND:						
TOTAL REVENUES						
TOTAL EXPENDITURES		146,200.00	47,719.21	2,765.75	98,480.79	32.64
NET OF REVENUES & EXPENDITURES		144,050.00	40,503.11	1,160.78	103,546.89	28.12
		2,150.00	7,216.10	1,604.97	(5,066.10)	335.63

PERIOD ENDING 11/30/2023

GL NUMBER	DESCRIPTION	2023-24		YTD BALANCE 11/30/2023	ACTIVITY FOR MONTH 11/30/2023	AVAILABLE BALANCE	% BDGT USED
		AMENDED BUDGET					
<hr/>							
TOTAL REVENUES - ALL FUNDS		659,850.00		308,311.38	12,129.50	351,538.62	46.72
TOTAL EXPENDITURES - ALL FUNDS		646,675.00		226,536.84	29,063.08	420,138.16	35.03
NET OF REVENUES & EXPENDITURES		13,175.00		81,774.54	(16,933.58)	(68,599.54)	620.68

## Village of Empire Deputy Clerk

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**From:** Lawrence Epple <leppl@myflfs.com>  
**Sent:** Tuesday, November 14, 2023 2:44 PM  
**To:** s.palmer@villageofempire.com; mbacon@villageofempire.com;  
m.walton@villageofempire.com; t.rademacher@villageofempire.com;  
t.rademacher@villageofempire.com  
**Cc:** l.chase@villageofempire.com; c.webb@villageofempire.com;  
m.dye@villageofempire.com; clerk@villageofempire.com;  
deputyclerk@villageofempire.com  
**Subject:** Amendment

Dear Village of Empire,

I have been a resident since 1989. This is the first time I wanted to address an issue affecting our wonderful village. I would encourage an amendment be adopted, allowing for short term rentals. This is important and will clear up any future politicizing on the subject.

I truly believe tourism benefits our Municipality and allows us to share the Lake and National Forest with family and friends. It allows people to celebrate weddings, family reunions and outdoor activities. It also provides shelter for people attending the Asparagus Festival, Road Rallies, Holidays , Anchor Days and Winter Festivals.

Thank you in advance for your time and consideration. Have a great day!

Sincerely,

Lawrence Epple  
10165 Wilcie Street  
Empire, MI 49630  
leppl@myflfs.com

November 9, 2023

Dear Empire Village Council,

"Just because you can does not mean you should". This is an old English quote attributed to nobody but seems to apply to this project. The proposal to construct a boardwalk through the wetlands on the south side of Bar Lake – terminating at our Johnson Park – seems to be an unwise use of money and sensitive resources when a parallel alternate route lies a couple hundred feet to the south. Johnson Park was privately donated to the Empire Lions Club by the Johnson family to be utilized as a Lions gathering center as well as a park for use by both Village and Township residents, now complete with a playground, a pavilion, and pickle ball courts. We have never balked at the area being used for over-flow parking, but the proposed path would make the boardwalk terminus a "destination" **and possibly relegate Johnson Park to nothing more than Johnson Parking Lot.** With this in mind, the Empire Lions would kindly request that the installation of this boardwalk be reconsidered.

Respectfully,

Board – Empire Lions Club

VC 12/14/23

# Village Council Meeting Documentation

Date Prepared:	December 5, 2023	
Meeting Date:	December 14, 2023	Meeting Type: Work Session
Subject:	Community Asset Mapping	Author: Maggie Bacon

## Overview or Problem Statement

On May 11, 2023, the Village Council, by a consensus vote, agreed to form a Community Engagement Task Force as a starting point for increasing community engagement. The title was subsequently changed to Community Asset Mapping Task Force – a citizen committee that could help the Village Council identify community assets and resources and how to engage them in increasing community engagement.

The Community Asset Mapping Task Force was charged by the Village Council to complete the following initial steps in creating an asset map:

- Define community boundaries
- Identify and involve partners
- Determine what type of assets to include
- List the assets of groups
- List the assets of individuals
- Organize the assets

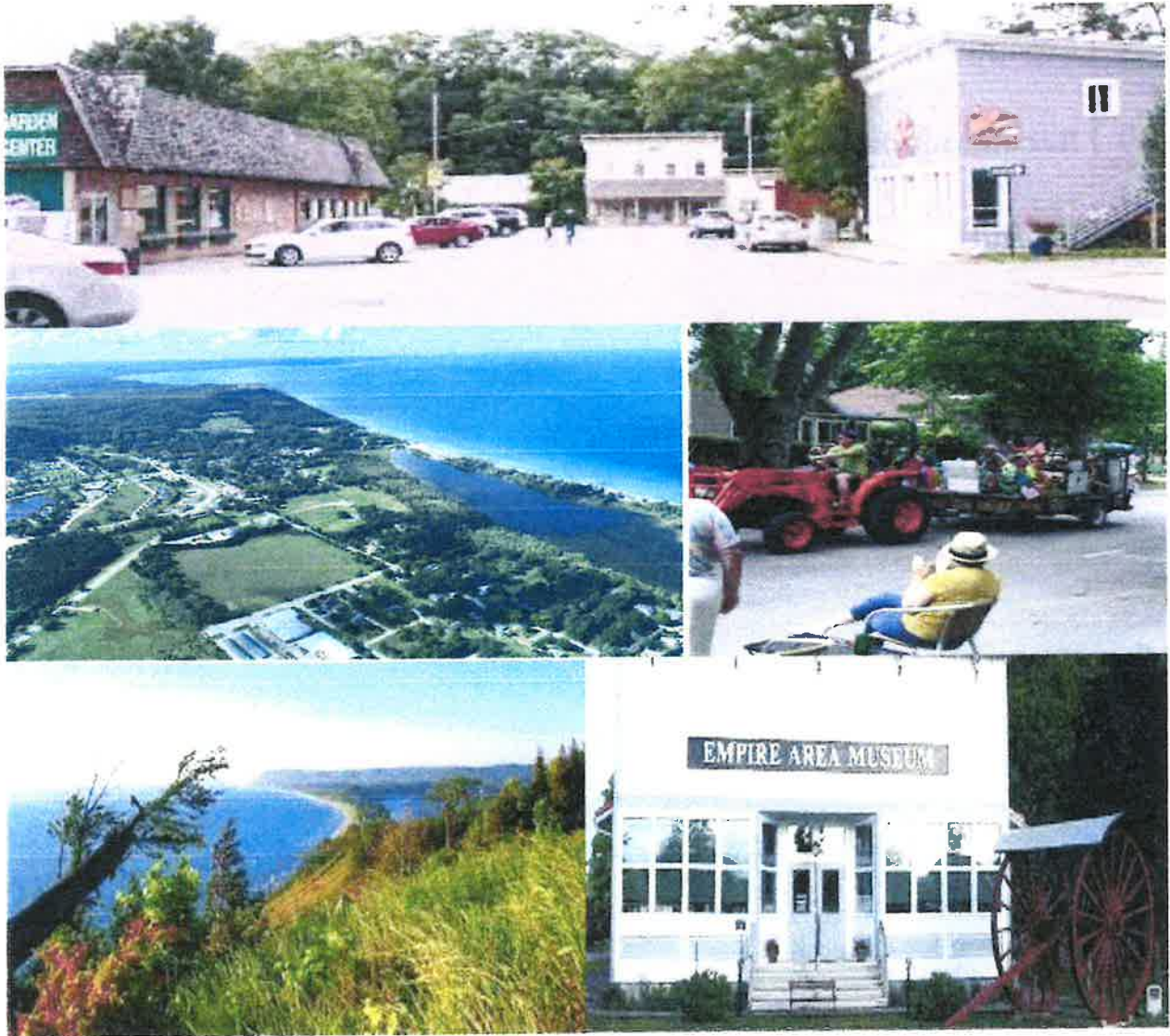
The Community Asset Mapping Task Force and committed to providing a report to the Village Council no later than December 14, 2023.

## Recommendation for Action:

Recommend the Village Council hear and receive the Community Asset Mapping Task Force summary report and recommendations.

# Summary Report of the Community Asset Mapping Task Force - Village of Empire -

A strength-based approach to community development



Task Force Members: Rodney Barnes, Bob Chase, Trish Baker,  
Linda Lewis, Steve Lewis, Carla Weinheimer

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**3 - 4 | Introduction**

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**7 | Community Mapping**

**9 | Recommendations**

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## Introduction

On May 11, 2023, the Village Council, by a consensus vote, agreed to form a Community Engagement Task Force as a starting point for increasing community engagement. The title was subsequently changed to Community Asset Mapping Task Force – a citizen committee that could help the Village Council identify community assets and resources and how to engage them in increasing community engagement. The Village Council established the following overall goals for increasing community engagement:

- Assist the Village Council as it seeks to increase citizen's knowledge about the community and the issues the Village government is seeking to address.
- Encourage citizens to co-create additional knowledge and understanding and apply that knowledge.
- Promote meaningful opportunities for citizens and civic organizations to engage with each other.
- Support the Village Council's efforts to incorporate data-driven decision making in its work.

The Village Council recognizes that many community organizations tend to focus on the needs or deficits of the community; needs and deficits that ought to be attended to. But it is also possible to focus on and build upon the community's assets and strengths – emphasizing what the community does have, not what it doesn't. The Village Council, therefore, desires to identify the assets and strengths that can be used to meet those same community needs and improve community life. To draw upon the community's assets and strengths, we first have to find out what they are. So, the Village Council directed the Community Asset Mapping Task Force to identify community assets and resources so they can be harnessed to meet community needs and to strengthen the community as a whole.

The Community Asset Mapping Task Force was charged by the Village Council to complete the following initial steps in creating an asset map:

- Define community boundaries
- Identify and involve partners
- Determine what type of assets to include
- List the assets of groups
- List the assets of individuals
- Organize the assets

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The Community Asset Mapping Task Force held its first meeting on October 11, 2023, and committed to providing a report to the Village Council no later than December 14, 2023. The Task Force met on the following dates:

October 16, 2023  
October 30, 2023  
November 6, 2023  
November 13, 2023  
November 20, 2023  
November 27, 2023  
December 5, 2023

The Community Asset Mapping Task Force completed the following initial steps:

- Defined community boundaries (see Exhibit #1)
- Identified (but did not involve partners at this stage) partners (see Exhibits #2-3)
- Determined what types of assets to include (see Exhibit #2)
- Listed and categorized the identified assets (see Exhibit #2-3)
- Organized and mapped the identified assets (see Exhibit #2)

## Types of Assets

**What is a Community Asset?** A community asset (or community resource, a very similar term) is anything that can be used to improve the quality of community life. And this means:

- It can be a **person** -- Residents can be empowered to realize and use their abilities to build and transform the community. The stay-at-home mom or dad who organizes a playgroup. The informal neighborhood leader. The firefighter who risks his life to keep the community safe. These are all community assets.
- It can be a **physical structure or place** -- a school, hospital, church, library, recreation center, social club. It can be a town landmark or symbol. It might also be an unused building that could house a room ideal for community meetings. Or it might be a public place that already belongs to the community -- a park, a wetland, or other open space.
- It can be a **community service** that makes life better for some or all community members - public transportation, community recycling facility, cultural organization, nonprofit organization.
- It can be a **business** that provides jobs and supports the local economy.
- **You and everyone else in the community** are potential community assets. Everyone has some skills or talents, and everyone can provide knowledge about the community, connections to the people they know, and the kind of support that every effort needs - making phone calls, stuffing envelopes, giving people information, moving equipment or supplies - whatever needs doing. This suggests that *everyone in the community can be a force for community improvement if only we knew what their assets were and could put them to use.*

Every community has assets; facilities such as libraries and community centers, valued businesses, parks, and public spaces are obvious assets. But more importantly the people and their capacities; organized community groups or individuals who have skills and talents are all assets that can be mapped to create a picture of the community which shows its capacity and its potential.

*Not only is it important to list the assets, but how they are currently being used (if they are being used at all). Asking the right questions is the key to unlocking the potential of these assets. For example, if you mark on the map that the local community center is an asset, it is important to note who it is an asset to - Which demographic of the community is using it? Who could be using it? What activities is it used for? What could it be used for? These kinds of questions add context and meaning to the asset and could eventually be the key to unlocking that asset's full potential.*

The Community Asset Mapping Task Force chose to categorize our identified community assets in three (3) major asset categories:

Community Assets:

- Organizations
- Associations
- Government
- Arts
- Culture
- History
- Events

Natural Assets:

- Lake Michigan
- South Bar Lake
- Beaches
- Sand Dunes
- Forests
- Streams
- Wetlands
- Views
- Groundwater
- Wildlife
- Vegetation
- Sun
- Wind
- Four Seasons
- Bioswales
- Night Sky

Economic Assets:

- Jobs
- Businesses
- Development
- Land
- Tax Base

*See Exhibit #2 for a detailed asset map.*

*See Exhibit #3 for a detailed inventory list of community assets.*

## Community Mapping

**What is Community Mapping?** Community Mapping (sometimes called community asset-based mapping) is a strength-based approach to community development. It's a means of gathering information about the strengths and resources – not deficits and needs – of the community and creating an inventory list of assets and visually mapping the assets that can be drawn upon for strengthening the community. By helping the community look at itself from a place of strength, the community is better able to leverage its assets to build and improve its future. Community Mapping is based on the concept that community members are the experts about their community. By involving community members in identifying their individual and community assets, community members come together to build a shared awareness of their community's strengths and how those resources can be harnessed to meet community needs and to strengthen the community as a whole.

*"...Communities can only be built by focusing on the strengths and capacities of the citizens who call that community home...At the center of the map, and of the community building process, lie the "gifts" of individual residents – their knowledge, skills, resources, values, and commitments."*

*- John P. Kretzmann*

The process of Community Mapping serves as a catalyst for everyone to contribute to building a community from the inside out. Community Mapping can encourage people to become powerful advocates for the transformation of the spaces in which they live, becoming more civically minded in the process. Community Mapping can also foster a sense of environmental and community responsibility in local residents.

### Why Should We Identify Community Assets?

- They can be used as a foundation for community improvement.
- External resources (e.g., federal and state money) or grants may not be available. Therefore, the resources for change must come from within the community.
- Identifying and mobilizing community assets enables community residents to gain control over their lives.
- Improvement efforts are more effective and longer lasting when community members dedicate their time and talents to changes they desire.
- Community residents can't fully understand the community without identifying its assets. Knowing the community's strengths makes it easier to understand what kinds of programs or initiatives might be possible to address the community's needs.

- When efforts are planned on the strengths of the community, people are likely to feel more positive about them, and to believe they can succeed. It's a lot easier to gain community support for an effort that emphasizes the positive - "We have the resources within our community to deal with this, and we can do it!" - than one that stresses how large a problem is and how difficult it is to solve.

### When Should We Identify Community Assets?

- When conducting a community assessment and need to find assets to mobilize to address community needs.
- When the community includes talented and experienced citizens whose skills are valuable and needed but underutilized.
- When you can't provide traditional services, even if you wanted to, and are looking for other ways to build up the community.
- When you want to encourage residents to take pride in and responsibility for local concerns and improvements.
- When you want to strengthen existing relationships and build new ones that will promote successful community development in the future.



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## Recommendations

1. Community members of all stripes and from all sectors should be involved in identifying assets. An important reason is that community members from a broad range of groups and populations are far more likely to identify assets that may not be apparent to everyone. The community's perception of what constitutes an asset or a resource is at least as legitimate as the "standard" list of institutions and people with specific skills. For example, a garbage-strewn, overgrown empty lot in a neighborhood can be seen as an eyesore and a neighborhood shame. But that lot can also be seen as open space that can be turned into a playground, pocket park, or farmers' market with volunteer labor that in itself provides a neighborhood community-building opportunity. Community perception is crucial, because seeing something as an asset can make it possible to use it as one.

Therefore, we recommend continue working towards involving community participation in identifying and mapping our community's assets.

2. Once we have collected asset information, it's often especially helpful to put it on a map. Maps are good visual aids: seeing the data right in front of you often increases one's insight and understanding. The ability to see the geographic location of groups and organizations by creating "overlays," visually placing one category map over another and the ability to change these visual patterns, may reveal important patterns that can be surprising. We may see, for example, that certain locations have different numbers or types of associations. Those areas where few associations exist may be good targets for community development later on.

Therefore, we recommend the development of a geographic community asset map (e.g., Google Maps, GIS Mapping, Google Earth).

3. As mentioned, just as it is important to list and map the assets, it's also important to determine how they are currently being used (if they are being used at all). Asking the right questions is the key to unlocking the potential of these assets. For example, if we mark on the map that the local community center is an asset, it is important to note who is it an asset to? Which demographic of the community is using it? Who could be using it? What activities is it used for? What could it be used for? These kinds of questions add context and meaning to the asset and could eventually be the key to unlocking that asset's full potential.

Therefore, we recommend continue working towards adding context and meaning to the identified community assets.

## Exhibits

1. Community Boundary Maps
2. Community Asset Major Categories Map
3. Community Asset Inventory List



## Maps Legend

**MAP 1: Village Boundary**                      Black Line

**MAP 2: Neighborhoods**

M22 Corridor	Lt Blue
Front Street Corridor	Yellow
New Neighborhood	Red
Storm Hill	Gray
Village at M22	Green
Heritage Hills	Pink
Empire Hills	Purple
Lake Michigan Drive	Orange
Empire Townhouses	Brown
Core Village	Blue
General Residential South	Lt Peach
General Residential North	Lilac

**MAP 3: Undeveloped (Public/Private)**

National Park/Conservancy	Brown
Parks	Green
Undeveloped (Public/Private)	Red

**MAP 4: Critical Dune/Wetlands**

Critical Dunes (dSPACE.nmc.edu)	Purple
Wetlands (mcgi.state.mi.us)	Magenta

Draft 12-14-23





MAP 2: Neighborhoods

Draft 12-14-23







## **Village Asset Inventory**

### **Natural Assets**

Including Lake Michigan, South Bar Lake, Beaches, Sand Dunes, Forests, Streams, Wetlands, Critical Dunes, Views, Ground Water, Wildlife, Vegetation, Sun, Wind, Four Seasons, Bioswales, Night Sky

#### **Designated Areas:**

- Lake Michigan Beach
- James R Johnson Park
- Shalda Park
- Village Park
- Chippewa Run Natural Area
- Philip A. Hart NPS Visitors Center
- National Park Land

#### **Organizations and Agencies:**

- Leelanau Conservancy
- EGLE/DNR
- South Bar Lake Association
- Sleeping Bear National Park
- Army Corp of Engineers
- Leelanau County Drainage Commission
- Leelanau Clean Water

#### **Recreation:**

- Swimming
- Hiking
- Boating
- Kayaking
- Paddleboarding,
- Fishing
- Surfing
- Birding
- Hunting
- Skating
- Skiing
- Snow Shoeing
- Biking
- Star Gazing

*Draft 12/14/23*

## Economic Assets

Including Jobs, Business, Development, Land, Tax Base

### Service/Health/Personal Care:

- Empire Community Health Care/Munson Healthcare (Family Care, Physical Therapy, Lab Services, Pharmacy)
- Empire Family Dental
- Salon Bellissima
- Rich's Barber Shop
- Northern Touch Massage Therapy
- Amy's Therapeutic Massage

### Commercial/Tourists/Seasonal:

- BP Easy Mart
- Cherry Republic
- Cottonwood Inn
- Empire Lakeshore Inn
- Empire Outdoors
- Empire Village Inn
- Field Trip Goods
- Figura Law
- Grocer's Daughter
- Huntington National Bank
- Joe's Friendly Tavern
- JoJo and Bucky Art Studio
- Lakeshore Inn
- Lighthouse Insurance
- Little Finger Eatery
- Manitou Storage
- Mel & Fel Catering
- The Miser's Hoard
- Nature Walk Studio
- NOW (Blue Heron Bldg)
- Roman-Jones
- SBD Tours
- Secret Garden
- Shipwreck Cafe
- Sleeping Bear Gallery
- Sleeping Bear Surf & Kayak
- State Savings Bank
- Tiffany's
- Rentals (Seasonal, Short-term Rentals, Long-term Rentals)

#### Facilities:

- Playgrounds
- Basketball Courts
- Volleyball Courts
- Pickleball/Tennis Courts
- Boat Ramps
- Fire Pits
- Park Shelters
- Rest Rooms

#### Business Support:

- Chamber of Commerce
- Parking
- Business and Property Owners

#### Regulatory:

- Planning Commission
- Leelanau Assessor
- Zoning Map
- Zoning Regulations
- Village Ordinances
- Village Council
- Health Dept

### Community Assets

Including Organizations, Associations, Government, Arts, Culture, History, Events

#### Organizations and Associations:

- Neighborhoods (see Neighborhood Map)
- Empire Area Museum (Dave Taghon, President, 231-326-5568)
- Church/Empire United Methodist Church, Melody Olin, Pastor, 231-326-5510
- Church/St Philip Neri Catholic Church, Father Kenneth Stachnik, Pastor, 231-326-5255
- Lions Club (Diane Hammersmith 231-326-5709, [www.e.clubhouse.org](http://www.e.clubhouse.org))
- Friends of the Sleeping Bear ([www.friendsofsleepingbear.org](http://www.friendsofsleepingbear.org) )
- Empire Garden Club (Linda Payment 231-835-1207)
- Empire Area Community Center/EEAC (Gerry Shiffman, President, [www.empireareacommunitycenter.org](http://www.empireareacommunitycenter.org))
- Glen Lake Community Library
- South Bar Lake Association (John Collins, President, 312-560-8395)



- Empire Chamber of Commerce (Paul Skinner, 231-620-1829, [www.empirechamber.com](http://www.empirechamber.com))
- Grand Lodge of Michigan/Empire Lodge #597 (Carl Noonan, 231-326-5450)

#### Events:

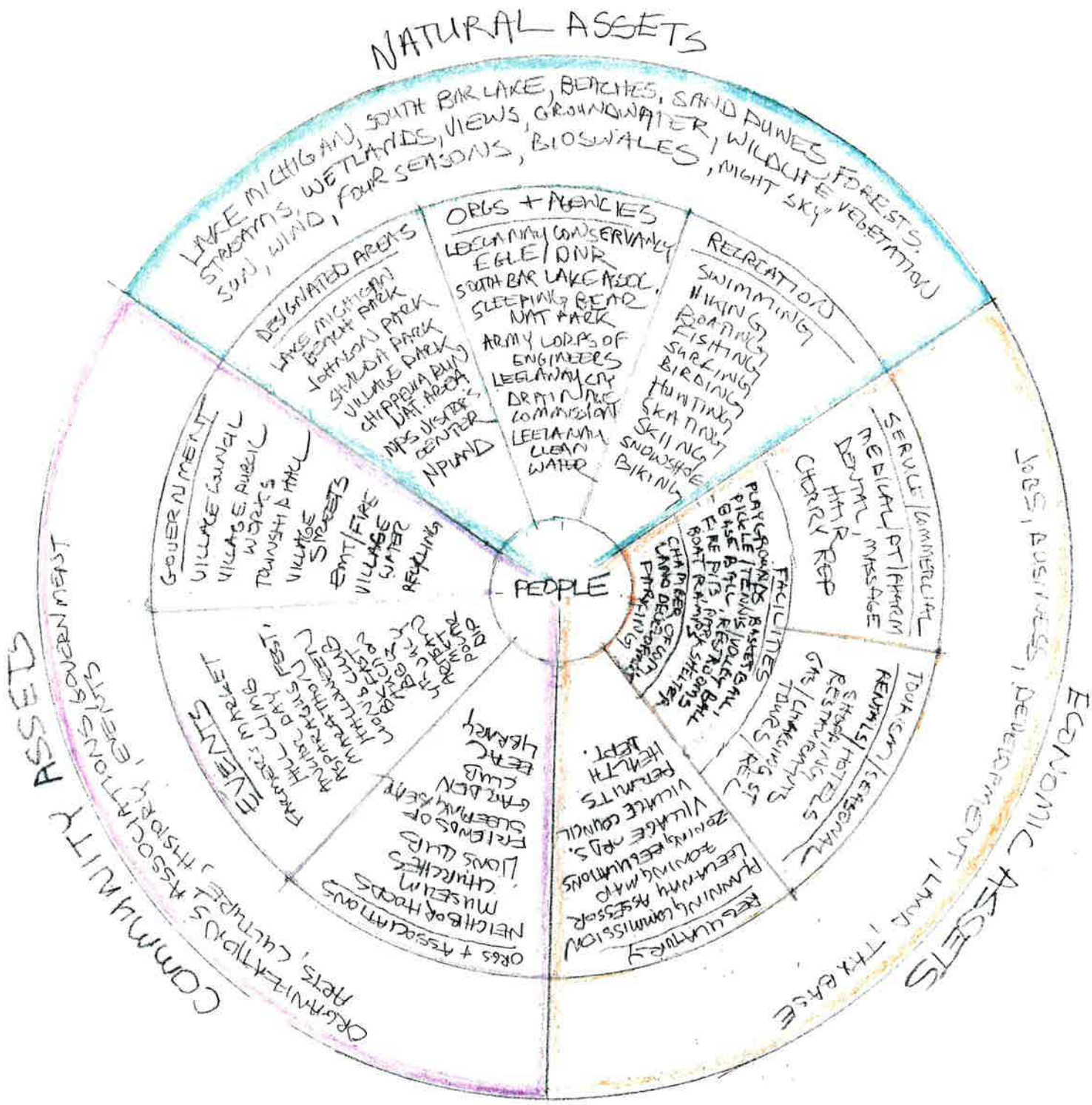
- Farmer's Market
- Anchor Day
- Asparagus Festival
- Sleeping Bear Marathon
- Hill Climb Event
- Lions Club: Breakfast, Auction, BBQ
- Halloween
- 4<sup>th</sup> of July
- Artisan Marketplace
- Polar Bear Dip
- EACC Annual Holiday Potluck

#### Government:

- Empire Village Council
- Village President
- Village Dept of Public Works
- Village Water
- Recycling
- Township Hall
- EMT/Fire Dept.
- Village Streets

LAKE MICHIGAN, SOUTH BAR LAKE, BEACHES, SAND DUNES, FORESTS,  
STREAMS, WETLANDS, VIEWS, GROUNDWATER, WILDLIFE VEGETATION,  
SUN, WIND, FOUR SEASONS, BIOSWALES, NIGHT SKY

NATURE AREAS	ORGS + AGENCIES LEARNING CONSERVANCY EGLE/DNR SOUTH BAR LAKE ASSOC. PERRIN RD	RECREATION SWIMMING Hiking
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## Village Council Meeting Documentation

Date Prepared:	12/7/2023	
Meeting Date:	12/14/2023	Meeting Type: Regular
Subject:	New Village Office Planning	Author: Chris Webb, Sue Palmer, Maggie Bacon

**Overview:** The Village Council has contracted with Renovare to assist with identifying potential locations and to complete site plans on up to three locations in the Village for a new Village Office and Community space.

Renovare will be providing description of the initiative, including timelines, deliverables and as well as an introduction of their staff who will be involved with the project.

Of note: Renovare will be in the Village beginning on Wednesday, December 13 to look at potential sites with the committee and will be attending the Planning Commission meeting the night of December 13. They will conducting individual interview with Village Council members as well as the Deputy Clerk, Clerk and DPW Superintendent on Thursday, December 14.

Fund Account	Description	Beginning Balance 11/01/2023	Total Debits	Total Credits	Ending Balance 11/30/2023
Fund 101	GENERAL FUND				
003	CERTIFICATE OF DEPOSITS	261,063.74	0.00	0.00	261,063.74
004	STATE SAVINGS CASH	29,607.69	467.63	20,978.47	9,096.85
009	SSB MM SWEEP	428,922.07	0.00	0.00	428,922.07
015	IMPREST (PETTY) CASH	312.50	0.00	0.00	312.50
		<u>719,906.00</u>	<u>467.63</u>	<u>20,978.47</u>	<u>699,395.16</u>
Fund 202	MAJOR STREETS FUND				
004	STATE SAVINGS CASH	27,790.41	1,830.00	949.05	28,671.36
009	SSB MM SWEEP	206,099.60	0.00	0.00	206,099.60
		<u>233,890.01</u>	<u>1,830.00</u>	<u>949.05</u>	<u>234,770.96</u>
Fund 203	LOCAL STREETS FUND				
004	STATE SAVINGS CASH	22,723.98	4,403.92	652.05	26,475.85
009	SSB MM SWEEP	198,412.69	0.00	0.00	198,412.69
		<u>221,136.67</u>	<u>4,403.92</u>	<u>652.05</u>	<u>224,888.54</u>
Fund 301	DEBT SERVICE FUND				
004	STATE SAVINGS CASH	29,257.24	2.59	12,009.73	17,250.10
Fund 591	WATER FUND				
001	HUNTINGTON BANK CASH	20,878.38	8,263.93	344.73	28,797.58
004	STATE SAVINGS CASH	22,292.24	262.66	24,389.62	(1,834.72)
008	RRI ACCOUNT	19,985.87	0.00	0.00	19,985.87
009	SSB MM SWEEP	232,114.03	0.00	0.00	232,114.03
		<u>295,270.52</u>	<u>8,526.59</u>	<u>24,734.35</u>	<u>279,062.76</u>
Fund 661	EQUIPMENT FUND				
004	STATE SAVINGS CASH	24,744.75	2,765.75	1,160.78	26,349.72
009	SSB MM SWEEP	212,930.27	0.00	0.00	212,930.27
		<u>237,675.02</u>	<u>2,765.75</u>	<u>1,160.78</u>	<u>239,279.99</u>
Fund 715	MEMORIAL FUND				
004	STATE SAVINGS CASH	585.77	0.10	0.05	585.82
009	SSB MM SWEEP	4,099.16	0.00	0.00	4,099.16
		<u>4,684.93</u>	<u>0.10</u>	<u>0.05</u>	<u>4,684.98</u>
	TOTAL - ALL FUNDS	<u>1,741,820.39</u>	<u>17,996.58</u>	<u>60,484.48</u>	<u>1,699,332.49</u>

# CASH BALANCE BY FUND - NOVEMBER 2023 - DRAFT

	GF -101	MSF - 202	LSF - 203	DSF - 301	WF - 591	EQF - 661	MF - 715
<b>HUNTINGTON</b>							
BEGINNING BALANCE	\$ -	\$ -	\$ -	\$ -	\$ 20,878.38	\$ -	\$ -
RECEIPTS	\$ -	\$ -	\$ -	\$ -	\$ 8,263.93	\$ -	\$ -
DISPERSALS	\$ -	\$ -	\$ -	\$ -	\$ (344.73)	\$ -	\$ -
ENDING BALANCE	\$ -	\$ -	\$ -	\$ -	\$ 28,797.58	\$ -	\$ -
<b>SWEEP</b>							
BEGINNING BALANCE	\$ 428,922.07	\$ 206,099.60	\$ 198,412.69	\$ -	\$ 252,099.90	\$ 212,930.27	\$ 4,099.16
RECEIPTS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
DISPERSALS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
ENDING BALANCE	\$ 428,922.07	\$ 206,099.60	\$ 198,412.69	\$ -	\$ 252,099.90	\$ 212,930.27	\$ 4,099.16
<b>STATE SAVINGS</b>							
BEGINNING BALANCE	\$ 29,607.69	\$ 27,790.41	\$ 22,723.98	\$ 29,257.24	\$ 22,292.24	\$ 24,744.75	\$ 585.77
RECEIPTS	\$ 467.63	\$ 1,830.00	\$ 4,403.92	\$ 2.59	\$ 262.66	\$ 2,765.75	\$ 0.05
DISPERSALS	\$ (20,978.47)	\$ (949.05)	\$ (652.05)	\$ (12,009.73)	\$ (24,389.62)	\$ (1,160.78)	\$ -
ENDING BALANCE	\$ 9,096.85	\$ 28,671.36	\$ 26,475.85	\$ 17,250.10	\$ (1,834.72)	\$ 26,349.72	\$ 585.82
<b>FIRST NATIONAL - CD</b>							
BEGINNING BALANCE	\$ 261,063.74	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
RECEIPTS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
DISPERSALS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
ENDING BALANCE	\$ 261,063.74	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

	GF -101	MSF - 202	LSF - 203	DSF - 301	WF - 591	EQF - 661	MF - 715
CASH BALANCE - TREASURER	\$ 699,082.66	\$ 234,770.96	\$ 224,888.54	\$ 17,250.10	\$ 279,062.76	\$ 239,279.99	\$ 4,684.98
CASH BALANCE - CLERK	\$ 699,082.66	\$ 234,770.96	\$ 224,888.54	\$ 17,250.10	\$ 279,062.76	\$ 239,279.99	\$ 4,684.98
DIFFERENCE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

## SWEEP ENDING BALANCE

TREASURER	\$ 1,302,563.69
CLERK	\$ 1,302,563.69
DIFFERENCE	\$ -
REC. BANK STATEMENT BALANCE	\$ 2,500.06

missing interest & balance  
(still need NOV statement)

## SSB ENDING BALANCE

TREASURER	\$ 106,594.98
CLERK	\$ 106,594.98
DIFFERENCE	\$ -
REC. BANK STATEMENT BALANCE	\$ 106,594.98

## TOTAL CASH ALL FUNDS

TREASURER	\$ 1,699,019.99
CLERK	\$ 1,699,019.99

*A. Auden*  
12/17/2023



**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)

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## **STAFF REPORT** **NOVEMBER 2023**

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

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The ZA participated in a preliminary discussion with representatives of Cherry Republic regarding 'proposed' expansion / merger of existing operations – (also engaged in the conversation were the Village President and the Planning Commission Chair) details are available at this time. They have recognized existing conditions and an intention to 'make things better' in the future, recognizing potential impacts in the community.

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

2023-17	FENCE	G-RES	45-041-103-011-00	Stacewicz, Ricahard and Goethals, Ann	10125 Washington Street
2023-18	SPR	G-COR	45-041-036-00 and 049-00	VanEsley, Joseph and Elizabeth	10017 W. Front Street
2023-19	ADA	G-RES	45-041-703-007-00	Baker, Trish - North Coast Cont.	10185 W. Wilce Street
2023-20	ND	G-RES	45-041-500-045-00	Heart & Homes LLC	11530 S. Crescent Drive
2023-21	ND	G-RES	45-041-500-046-00	M22 Development	11524 S. Crescent Drive
2023-22	ND	G-RES	45-041-500-048-00	M22 Development	11512 S. Crescent Drive
2023-23	ND	G-RES	45-041-400-049-00	M22 Development	11506 S. Crescent Drive

(Senate Bills **271**, **273**, and **502**): These bills are now 'law' that will take effect next year. Although the Village of Empire may not think that they are susceptible, there is sizeable open space within the Village that may be used for a commercial solar array if desired. The result is that essentially, if an applicant meets all of the standards as established by the Michigan Public Service Commission, then the Village has no meaningful input regarding the installation.

### **Short-Term Rentals**

Short-Term Rentals are not defined and are 'not' a use listed anywhere in the Village of Empire Zoning Ordinance. There is a committee that has performed some fantastic work in attempting to establish the necessary framework required to regulate them appropriately.

Zoning Ordinances are written in a 'permissive' manner, meaning that if a use is not implicitly listed as a 'by-right or special / conditional use', then the 'use' is prohibited. Complicating matters is the fact that Short-Term Rentals are more appropriately regulated as an 'activity under a 'police' power ordinance.



The primary difference is that a zoning ordinance cannot be enforced retroactively, whereas a police power ordinance can go back in time so that there is no claim of a nonconformity of 'grandfather' clause.

Sincerely,



Robert (Bob) Hall  
Village of Empire – Zoning Administrator





EMPIRE AIRPORT AUTHORITY  
P.O. Box 204  
Empire, MI 49630  
Airport: 231-326-5513 Administration: 231-326-5194 Fax: 231-326-5195

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Administration and Management of Empire Airport

**EAA Meeting Minutes**  
**August 2, 2023**

7:00 Roll Call for meeting of Empire Airport Authority

Meeting called to order by chair Lance Roman. Present were Linda Chase, Claude Fields, Zack Stanz, Bob Ballmer, Bill Rotenberry, Christoph Schenk, Jim Hilgard, Andrew Schierholz, Mike Kelly, Mark Iuppenlatz (via phone), and Peter Blitzer.

Approve Agenda:

No modifications or additions

Public Comments:

None.

Business:

1. Review of airport financials:

Roman reported that as of June 30, 2023, the airport funds (State Savings Band) as follows:

Checking: \$35,858.56

Savings: \$20,476.36

CD: \$25,000.00 (1yr term @4.33% interest, matures on 4/5/2024)

2. Hanger electrical service and installation costs:

Discussed expenditure of \$14,554 to Consumers' Power to extend primary electrical and install new transformer for southern hanger expansion sites. There was discussion as whether to access the new hanger owners for this cost or have the EAA absorb the cost as infrastructure.

**Motion by Rotenberry, supported by Hilgard that the EAA absorb these costs as infrastructure. All ayes, motion passed.**

3. Upgrade taxi way for South hanger parcels:

A taxi way for the new southern hangers need improvement to fix grade and sandy areas. It was suggested that Stanz Excavation perform this work in the fall, as Zack Stanz is familiar with this area and has performed much of past excavation and vegetation clearing at the airport. Work would also include road access improvement to the southern and northern hangers as needed.

**Motion by Kelly, supported by Hilgard for Stanz Excavation to improve taxi way and road access to the southern and northern hanger sites as needed. All ayes, motion passed.**

4. Consider fencing South airport boundary:

Discussed problems of snowmobiles and road vehicles accessing runway 17/35 from the south end via Stomer Road and damaging runway, runway lights, and sod. Fencing has already been procured for this area, but lacking a gate for allowed access from Stomer Road. Lack of a gate would cause problems for the Winter Snowmobile Event in January, which is needed for parking and snowmobile access.. It was discussed that the fence could be assembled this fall and a gate be later added.

**Motion by Kelly, supported by Hilgard to hire a contractor (possibility Stanz Excavation) to install fence and gate along Stomer Road to protect the south end of runway 17/35. All**



ayes, motion passed.

5. Consider new lawn tractor:

The world's fastest lawn mower (Dixie Chopper, 6' deck) is old and will become undependable. Discussion was two fold, a larger tracker with large or multiple cutting decks, or a second tracker (similar to the Dixie Chopper). The larger tractor may be price prohibitable, but something used may be available, Stanz to investigate. A new or slightly used single deck tracker could be use in tandem with the existing Dixie Chopper to cut grass (weeds) faster. Discussion indicated that once the 6' (72") deck cutting width is exceeded, tractor prices are in a much higher category. Further investigation and suggestions to be researched.

6. Township water well considerations:

Carl Noonan, Empire township supervisor, communicated with Roman concerns using the Campground water supply. While there is no current problem other than a concern of a possible back flow from the airport into the water supply, Noonan suggested that the airport could provide its own well. Upon discussion, it was noted that the airport does not use much water and placing a well would be a poor use of funds. The concern of a possible back flow from the airport into the water supply can be easily mitigated with a check valve located at the Campground pump house.

7. RC flyers paved runway:

Our RC (Radio Controlled) flying cohorts are interested in a paved runway for their planes. The plan is a privately funded, 270" x 30" hard surface strip, located between runway 17/35 (at the northern end of) and the northern hanger row. The property was *walked* to identify the best location.

**Motion by Rotenberry, supported by Ballmer, to construct a 30' x 270' hard surface strip for RC traffic using private funds. All ayes, motion passed.**

Roman to investigate using the Leelanau County Road Commission to install. AS of the writing of these minutes, Roman contacted the LCRC (who pave runway 17/35 with *tar & chip*) and was told that the LCRC the *tar & chip* technology with a new *sealcoat* process. The LCRC no longer uses *sealcoat* on gravel, but only to seal asphalt, but Roman was told that this was possible. The engineer at the LCRC indicated that they contract Elmer's to lay asphalt and declined involvement in our project. Roman suggest to use Stanz to prepare grade and sub-surface material and contract Ron Brown (or other) asphalt provider.

8. Additional ideas:

Need to address condition of courtesy truck – Jim Sorbie

Review MDOT Inspection Report from 12/20/2022, inspected on 8/25/2022.

Adjourn:

Meeting adjourned at 8:30PM.

Respectfully submitted by,

Lance Roman  
EAA President

**Minutes - Park Committee**  
**November 8, 2023**  
**Glen Lake Library**

Meeting was called to order at 1:30 pm.

Committee members present - March Dye, Tom Rademacher, Chris Webb

Members of public - 2

1. We briefly discussed parking fees at the beach. Before we proceed any further we need to hear back from Alex Galloway from the DNR Grants Management division. We did agree to try and figure out what our actual costs are yearly for the beach and discussed the possibility of having a separate fund for parks so that the money from the beach parking would be applied to parks maintenance.

2. Discussed items to be on the Parks Capital Improvement plan.

A. South Bar Frontage - We agreed to move this to 2025-2030 with cost of \$10,000

B. LM Beach Park Improvements - Recommend removing until the water starts to rise again.

C. South Bar Lake Beach Improvements - We no longer fill in or dredge. We changed this to read Playground for Scope of work and noted that swings were put in in 2023-2024 with a completed cost of \$6,023 from the Memorial Fund.

D. Took out LM Beach Pump Station - This was painted last year - maintenance.

E. Changing Room - This has been on the CIP and budgeted for for the last two years but has not been built. Ryan had drawn up plans. We need to find out if these are acceptable to the county. We discussed having the work contracted out and getting estimates for cost.

F. LM Beach Rinse-Off-Station -We recommend removing this since the lakes are fresh water. Discussed having it near changing station if it is still wanted.

G. LM Beach Park Pavillion/Amphitheater - Where will this go? The cost estimates are unrealistic.

H. LM Parking Machine - Completed in 2023-2024 for \$14,375

I. LM Boat Ramp - Take off - Grant turned down

J. Construct Pathway/Boardwalk Connecting Johnson Park with LM Beach Park - We decided to leave this on but move in the timeline until after 2030. Will look into further when we hear from Lions.

K. Shalda Park Picnic Area - This was completed in the Grant

L. Shalda Park Bleachers - These were bought in 22-23 for \$3850

M. Shalda Park Play Equipment - \$40,000 for year 25-26 - A compact play structure.

N. Ball Diamonds - Maintenance

O. Splash Pad - Recommend taking off due to problems with e-coli.

P. Shalda Park Pavillion - Recommend moving to some future date with an updated cost estimate.

Q. Shalda Park Walking Path - Done 2023-2024 - \$295,791 with \$150,000 Grant Funding

R. Shalda Park Footbridge to Conservancy - Move far into future

S. Shalda Park Restroom - Move far into future

Other items discussed - Purchasing a third life-ring for LM Beach - to be put nearer the pump house. Purchasing Wipes for cleaning off kayaks and paddle boards before going in South Bar.

Meeting Adjourned at 2:20.

## **MINUTES**

### **Empire Wastewater Task Force Meeting November 20th, 2023**

Meeting convened at 6:00 PM, members present: Tom Rademacher, Paul Skinner, Bill Dickinson, Bruce Taggart, John Bruder.

Guest: Rowan Brady, AICP, Beckett & Raeder

Regarding the Economic Impact Study, Paul said this is the first time an economic impact study would look at possible economic benefits and cost to the individual.

Paul indicated that treatment would be for effluent and not solid waste.

Rowan Brady said they could look at multiple scenarios, but they would be with less detail if they were only looking at one scenario.

John Bruder asked if negative impact would be presented as well as positive impact. Rowan said they could put together an abstract regarding that.

Tom Rademacher asked about meeting with the community stakeholders for input. Rowan said this could be done after putting together information.

Questions from the audience:

- Frank Clements asked about worker housing and affordable housing impact.

Rowan would look at potential development and how it would affect the community.

- Bob Scott had a question on property values if they would decrease if municipal sewers were not installed.

Paul to call Mark Hurley to be at the next wastewater meeting, and Paul hopes to have some more info on grants.

Next meeting, Wednesday, November 29<sup>th</sup>, 6:00 PM, at the Town Hall.

Respectfully submitted,  
Tom Rademacher

## MINUTES

### Asset Mapping Task Force

November 27, 2023

Task Force convened at 10:05 AM by Chairman Rodney Barnes

Members present: Rodney Barnes, Trish Baker, Bob Chase, Carla Weinheimer, Linda Lewis, and Steve Lewis.

Minutes were reviewed from the November 20<sup>th</sup> meeting and no corrections were made.

Chairman Rodney opened discussion on the upcoming presentation to the Village Council.

Carla presented an updated Asset Pie Chart. The chart was put together by Carla, Steve, and Linda. Discussion followed on changes to the chart and usefulness to the Council. Some next steps were discussed to present to the council for their consideration.

Trish and Bob presented the updated neighborhood map they colored. Bob presented a map with the Critical Dunes and wetland areas. Discussion of producing a map with parks, National Park, Conservancy, and undeveloped asset properties was brought forward.

Rodney presented a framework for the presentation to the council. We discussed the timetable to get information into the council packet for the December 14<sup>th</sup> meeting.

Tasking to be completed for our next meeting:

Carla – updating the pie chart,

Steve & Linda – collating Tangible Asset list to correspond to the pie chart,

Trish & Bob – continue to make maps,

Rodney – presentation documents.

The next meeting will be on Tuesday, December 5<sup>th</sup> from 10:00 AM at the Glen Lake Community Library.

The meeting was adjourned at 12:02 PM

Respectfully submitted, Bob Chase

## **MINUTES**

### **Empire Wastewater Task Force Meeting November 29th, 2023**

Meeting convened at 6:00 PM, members present: Tom Rademacher, Paul Skinner, Bill Dickinson, Bruce Taggart, John Bruder.

Guest: Mark Hurley, Gozling and Czubic.

Tonight's meeting is to discuss the three updated scenarios from the 2018 wastewater study.

It was discussed that the 2020 Chamber study primarily focused on the downtown, while the scenarios from the 2017 village study were different.

Mark Hurley updated the capital cost and O&M cost from last study. Mark described the three scenarios from the 2017 study. Mark gave a brief discussion on step and gravity wastewater systems.

#### **Scenario #1**

- 10 million cost for a step system, this would be for the whole village at 36,000 effluent flow daily.
- A gravity system would be 8 million, but would require quite a lot of digging to install lines.
- O&M would be \$100,000 to \$250,000 yearly.

#### **Scenario #2**

- 2.8 million cost for a step system.
- 2.7 million cost for a gravity system.
- 10,000 gallons a day.
- Acre to an acre and a half would be required for treatment.
- O&M would be \$100,000 yearly.

#### **Scenario #3**

- 5.6 million for a step system.
- 4 million for a gravity system.
- 20,000 gallons a day.
- 90,000 to 100,000 for O&M.

Mark Hurley took questions from the audience.

Discussion on choosing systems. Lagoon system was eliminated because of the land needed. Discussion on the amount of land that would be needed. Paul suggested leaving out scenario E from the Luzius study. The 2020 Chamber study only looked at commercial facilities, businesses and residents who wanted to hook up. Committee needed to compare scenarios to come up with three to present to the council. Scenario D from Luzius and scenario #2 from Gozling & Czubic were somewhat comparable. Any system put in would have to be a village public system for funding.

Further questions from the audience.

Next meeting, Monday, December 18<sup>th</sup>, 6:00 PM, at the Town Hall.

Respectfully submitted,  
Tom Rademacher



## **MINUTES**

### **Empire Wastewater Task Force Meeting November 16th, 2023**

Meeting convened at 6:00 PM, members present: Tom Rademacher, Paul Skinner, Bill Dickinson, Bruce Taggart, John Bruder.

Guests: Dr. Dan Wickham from Sludgehammer and Scott Jozwiak for Harry Luzius Engineering.

Scott Jozwiak discussed how the sewage collection system worked.

- \* Effluent treatment vs sewage system treatment.
- \* Directional drilling would be used as opposed to deeper trenches for a gravity system.
- \* 30,000 daily flow would have to meet EGLE criteria.
- \* Discussed Step system vs Gravity flow.
  - A gravity flow system would probably go into the water table requiring dewatering.
  - Some of the maintenance for the Step system, main tank would require a filter on the outlet to the pump tank, the pump tank would have an alarm in case of pump failure.
- \* A grant component and non-grant component were figured into the study.
- \* Scenario E was added to the original study.
- \* Some raw cost for scenario E:
  - \$700,000 for home tanks
  - \$800,000 for sewer lines.
  - \$240,000 for tanks.
  - \$135,000 drip system, land, legal cost, etc.
- \* Expected overall cost, \$2,400,000 million.
- \* \$16,000 per each REU (over the life of the system).
- \* Discussion on who might have to hook up, the vote must be 51% in favor for the project to go forward. If in the sewage district, you wouldn't have a choice regarding hook up.

Scott fielded questions and comments from the audience.

Dr. Wickham discussed Sludgehammer.

- \* The drip irrigation system is beneficial compared to a traditional sewage system.
- \* Discussed how the Sludgehammer system works.
- \* Discussed how bacteria works within the Sludgehammer system.
- \* Effluent flow could be adjusted for seasonal flow.
- \* Talked about some projects that were using a Sludgehammer system.

Fielded questions and comments from the audience.

Next meeting, Monday, November 20<sup>th</sup>, 2:00 PM, at the Town Hall.

Respectfully submitted,  
Tom Rademacher

Meeting:	December 14, 2023
Subject:	Appoint 2 PC Members to the STR Registration/Ordinance Development Committee
Author:	Sue Palmer

### Overview:

At our last Regular Meeting on November 9, 2023, the Council established a Special Committee as follows:

- Charge:
  - Draft a registration ordinance and any other forms that may be necessary to implement a Short-Term Rental Ordinance
- Appoint 2 Council members and 2 Planning Commission members. *Council originally agreed to have Palmer contact Planning Commissioner Chair Schous to appoint 2 members of the Planning Commission to this committee. It was brought to my attention that the PC Chair cannot appoint people to a committee, only recommend based on discussions with the PC.*
  - Dye and Walton- Council members appointed by Council
  - Palmer will appoint 2 PC members with input from Planning Commission recommendations.
- Deadline:
  - February 1, 2024

### Action to be Taken:

President Appointment/Council approval to select two (2) Planning Commission members to the Special Committee created to draft a registration ordinance and any other forms that may be necessary to implement a Short-Term Rental Registration Ordinance and Registration Form.

# Village Council Meeting Documentation

Date Prepared:	12/7/2023	
Meeting Date:	12/14/2023	Meeting Type: Regular
Subject:	Review and Approve Tree removal	Author: March Dye, Maggie Bacon

**Overview:** The Village Council budgeted \$3,000 for tree removal in the FY 2023/2024 budget. With input from March Dye and John Friend, 4 trees were identified as a priority for this year. Three are located at Shalda Park and one Maple on the sidewalk going down to the Lake Michigan Beach Park.

Three companies were contacted: Deering Tree Service, Parshall Tree and Old Tree Service. All three have done work for private landowners in the Village and came highly recommended.

Parshall Tree Service and Old Tree Service were able to come out to create a bid.

During the site visit, both were asked include in the bid the removal of 2 existing stumps at Lake Michigan Beach Park. They were asked to include in the quote for the Maple at Lake Michigan Drive the removal of the stump.

**Action requested:** The two quotes are attached for Council review. We are seeking approval of one of the quotes to move forward with the removal of those trees.

OLDS TREE SERVICE LLC.

9929 W County Line Rd.  
Buckley, Mi. 49620  
231-649-1504

Date	Estimate #
10/23/2023	536

Name / Address
Village of Empire 231-383-5073 Maggie Bacon

			Project
Description	Qty	Rate	Total
grind stump and remove grindings	1	150.00	150.00
grind stump and remove grindings	1	150.00	150.00
remove maple	1	750.00	750.00
grind maple stump and remove grindings	1	150.00	150.00
remove spruce	1	750.00	750.00
remove spruce	1	750.00	750.00
remove spruce	1	750.00	750.00
		<b>Total</b>	\$3,450.00

TO ACCEPT THIS ESTIMATE PLEASE SIGN AND RETURN.

Signature \_\_\_\_\_

# PARSHALL



TREE



TURF



PEST

Corporate Office  
P.O. Box 215  
Traverse City, MI 49685  
877-250-2060  
info@parshalltreecare.com

## PROPOSAL

### Job Name

The Village of Empire 20231027

Thursday, December 7, 2023

The Village of Empire  
Maggie Bacon  
11518 S Lacore Rd  
Empire, MI 49630

**Expert:** Matthew Haro  
**Phone:** 231- 631 -0735  
**Email:** m.haro@parshalltreecare.com  
**Worksite:** 11518 S Lacore Rd  
Empire, MI 49630

### (1) Tree Removal

#	Item	Description	Qty	Cost
1	Trees	Tree Removal	0	\$1,720.00

- #1 Spruce (3) trees are located along the fence by the new walking path at Shalda Park.
- #3 Maple 23" located right of the road before the Beach Park and just past Storm Hill.
  - *Cut down and remove to a low stump.*
  - *Chip and remove all cut material.*
  - *Complete with a thorough final cleanup.*

**Subtotal:** \$1,720.00

**Tax:** \$0.00

**(1) Tree Removal Total:** \$1,720.00

### (1) Tree Removal and/or Pruning

#	Item	Description	Qty	Cost
2	Logs	Log Pick up	0	\$250.00

Large-diameter trunk wood too large to go through the chipper will be cut into long sections and placed by the road for pickup shortly after the work is completed. The log crew will finish with a thorough final clean-up.

- #1 Spruce (3) trees are located along the fence by the new walking path at Shalda Park.
- #3 Maple 23" located right of the road before the Beach Park and just past Storm Hill.

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Traverse City, MI 49685  
877-250-2060  
info@parshalltreecare.com

## PROPOSAL

Subtotal: \$250.00

Tax: \$0.00

(1) Tree Removal and/or Pruning Total: \$250.00

### (2) Stump Grinding

#	Item	Description	Qty	Cost
3	Stump(s)	<b>Stump Grinding</b> Parshall's will contact MISS DIG for <b>public</b> utility location services and have underground utilities marked for safe stump grinding operations. Standard stump grinding will grind wood material down to 8-12" below the grade. <i>PTCE is not responsible for damages to underground sprinklers, drain lines, invisible dog fences, or underground cables unless the authorizing party adequately and accurately maps the system(s) and a copy is presented before or at the time the work is performed. Please be aware that if the ground is frozen, stump grinding services may need to be completed at a later date, once weather/ground conditions permit.</i>	0	\$250.00
		<ul style="list-style-type: none"><li>• #1 Spruce (3) trees are located along the fence by the new walking path at Shalda Park.</li><li>• #3 Maple 23" located right of the road before the park and just past Storm Hill.</li></ul>		
4	Stump(s)	<b>Stump Grinding Cleanup</b> Clean up, haul away and dispose of stump grinding shaving mess. Our thorough cleanup and disposal option saves the property owner from a tough clean-up job that is left over after their stump(s) have been properly ground. This service usually takes longer than the grinding itself.	0	\$210.00
		<ul style="list-style-type: none"><li>• #2 Stump(s) 30" (two stumps) both are located right of the road at the beach park.</li><li>• #3 Maple 23" located right of the road before the park and just past Storm Hill.</li></ul>		
5	Stump(s)	<b>Topsoil Application</b> Parshall's will purchase, pick up, deliver, and install fresh topsoil to the stump ground site. At this time, the stump grinding crew will have topsoil to amend any divots that were made from heavy trunk wood or equipment during the removal process. Please see the terms and conditions for Lawn Repair. Site conditions cannot be controlled by PTCE after the topsoil and seed applications have been completed therefore we do not warranty seed germination. (If the seed does not germinate, reseeding will be an additional cost upon client request).	0	\$180.00

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P.O. Box 215  
Traverse City, MI 49685  
877-250-2060  
info@parshalltreecare.com

## PROPOSAL

- #1 Spruce (3) trees are located along the fence by the new walking path at Shalda Park.
- #3 Maple 23" located right of the road before the park and just past Storm Hill.

**Subtotal:** \$640.00

**Tax:** \$0.00

**(2) Stump Grinding Total:** \$640.00

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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FYI

B R i  
**Beckett&Raeder**

*Landscape Architecture  
Planning, Engineering &  
Environmental Services*

December 2, 2023

**Paul Skinner**  
Village of Empire  
10088 W Front St  
Empire, MI 49630

**Regarding: Village of Empire Economic Impact Study for Proposed Sanitary System**

Village of Empire,

Below is a scope of services for an economic impact study for the proposed sanitary sewer system for the Village of Empire. The scope of services is drafted based on conversations between Beckett & Raeder, Inc. Associate Rowan Brady, AICP and the Village of Empire Wastewater Taskforce.

**Task 1: Funding Sanitary Systems.** BRI will outline various ways local units of government fund sanitary systems and the impact of those funding mechanisms on users of the system, residents, and other relevant parties. Special attention will be given to Michigan communities which have sanitary systems and that are of similar size, geography, and position to the Village of Empire.

**Task 2: Evaluation of Proposed Sanitary Sewer Systems.** BRI will evaluate the three proposed systems for their economic impact on the Village. The analysis will comparatively evaluate the systems, highlighting the relative economic impact of each system in place of exact economic figures. This analysis will also include analysis of a "no action" scenario.

**Task 3: Evaluation of Redevelopment / Development Sites.** BRI will analyze three sites selected by the Village and evaluate the impact of each proposed system on those sites. BRI will determine what/where are the development opportunities on each site. Exact economic figures, including jobs, tax revenue, and overall economic impact will be provided for each site under each proposed system.

**Task 4: Final Presentation.** BRI will present its findings to the Village of Empire Village Council at a regularly scheduled meeting.

The initiation of the project is contingent upon receiving the three proposed sanitary systems from the Village and its respective engineering firm(s), a GIS parcel layer of the Village, the most recent assessing roll from the Village of Empire, and a signed professional service agreement.

The project is anticipated to be completed within three (3) months.

Beckett & Raeder, Inc.  
535 West William  
Suite 101  
Ann Arbor, MI 48103

Petoskey Office  
113 Howard Street  
Petoskey, MI 49770

Traverse City Office  
148 East Front Street  
Suite 207  
Traverse City, MI 49684

Grand Rapids Office  
5211 Cascade Road SE  
Suite 300  
Grand Rapids, MI 49546

734 663 2622 ph  
734 663 6759 fx

231 347 2523 ph  
231 347 2524 fx

231 933 8400 ph  
231 944 1709 fx

616 585 1295 ph

[www.bria2.com](http://www.bria2.com)

i  
initiative

Beckett & Reader, Inc. will solely rely on the engineering information provided by the Village and its consultants to perform our assessment.

Project not to exceed: **\$5,900.00.**

This proposal in its entirety is valid for a period of ninety (90) days.

Thank you,

A handwritten signature in black ink, appearing to read 'R. B.', with a stylized, cursive script.

Rowan Brady, AICP

*i*  
*initiative*