

EMPIRE VILLAGE COUNCIL BUDGET HEARING AND REGULAR MEETING

FEBRUARY 25, 2020

EMPIRE TOWN HALL, 10088 FRONT ST.

AGENDA

A. PLEDGE OF ALLEGIANCE

B. BUDGET HEARING

C. CHANGES/ADDITIONS TO THE AGENDA

D. PUBLIC COMMENTS ON AGENDA ITEMS

E. CONSENT AGENDA

1. Approve minutes of Regular Meeting 01/28/2020, Special Meeting 02/13/2020 and Work Session Meeting 02/13/2020.
2. Approve February Bills totaling \$
3. Approve Resolution #04 of 2020 transferring \$1,832.63 in Major to Local Street Fund.

Please Note: Any item can be removed from the consent agenda by any council member.

F. REVIEW OF FINANCIAL STATEMENTS & TREASURER'S REPORT

G. COMMUNICATIONS

H. DEPARTMENT HEAD REPORTS

I. COMMITTEE REPORTS

J. OLD BUSINESS

1. Iron Fish Distillery Off Premise Tasting Room License
2. Discharge of Water from Private Property Ordinance #155

K. NEW BUSINESS

1. Schedule of Regular and Work Session Meetings for FY 2020-21
2. Empire Chamber of Commerce Event Street Closure Requests for 2020
3. Clerk Position

QUESTIONS/ COMMENTS FROM AUDIENCE

BOARD COMMENTS

ADJOURNMENT

Calculations as of 02/29/2020

100% 130%

GL NUMBER	DESCRIPTION	2019-20 AMENDED BUDGET	2019-20 ACTIVITY THRU 02/29/20	2020-21 REQUESTED BUDGET	2020-21 COUNCIL REVIEW BUDGET
Dept 000					
101-000-400	GF PRIOR YR SURPLUS	177,000.00			
101-000-403	REAL PROPERTY TAX	290,000.00	306,035.52	307,000.00	307,000.00
101-000-404	PERS PROP TAX	3,000.00	1,044.44	1,000.00	1,000.00
101-000-476	LICENSES & PERMITS	1,500.00	2,145.00	1,500.00	1,500.00
101-000-541	GF TREE GRANT	15,000.00	7,450.00		
101-000-574	STATE SHARED REV	31,700.00	36,951.93	33,500.00	33,500.00
101-000-655	FINES & FORFEITS	2,000.00	5,856.35	5,800.00	5,800.00
101-000-664	INVEST INTEREST	2,500.00	5,875.23	4,800.00	4,800.00
101-000-670	MISC INCOME	1,000.00	3,056.33	1,000.00	1,000.00
101-000-671	PARKING PASS		75.00		
101-000-672	BEACH PARKING	32,000.00	33,625.45	33,000.00	33,000.00
101-000-676	GF TRF FR OTHER FUND	17,000.00			
101-000-693	REFUNDS & REBATES	100.00		100.00	100.00
101-000-890	GF CONTINGENCY	1,500.00			
NET OF REVENUES/APPROPRIATIONS - 000 -		571,300.00	402,115.25	387,700.00	387,700.00
Dept 100 - COUNCIL					
101-100-702	WAGES - COUNCIL	12,500.00	11,560.00	12,500.00	12,500.00
101-100-715	PR TAX EXP - COUNCIL	957.00	884.36	807.00	807.00
101-100-910	PROF DEVELOPMENT	4,000.00	1,191.00	2,000.00	2,000.00
NET OF REVENUES/APPROPRIATIONS - 100 - COUNCIL		(17,457.00)	(13,635.36)	(15,307.00)	(15,307.00)
Dept 215 - CLERK					
101-215-702	WAGES - CLERK	15,500.00	13,339.94	15,500.00	15,500.00
101-215-703	WAGES - DEPUTY CLERK	25,000.00	26,398.40	25,000.00	25,000.00
101-215-715	PR TAX EXP - CLERK	3,105.00	3,245.96	3,105.00	3,105.00
101-215-726	SUPPLIES	25.00	22.18	25.00	25.00
101-215-840	INSURANCE	5,200.00	5,439.68	5,500.00	5,500.00
101-215-874	RETIREMENT	1,500.00	371.70	1,500.00	1,500.00
NET OF REVENUES/APPROPRIATIONS - 215 - CLERK		(50,330.00)	(48,817.86)	(50,630.00)	(50,630.00)
Dept 253 - TREASURER					
101-253-702	WAGES - TREASURER	9,000.00	8,999.90	9,000.00	9,000.00
101-253-715	PR TAX EXP - TREASURER	700.00	688.49	700.00	700.00
101-253-726	SUPPLIES	700.00	706.98	500.00	500.00
101-253-730	POSTAGE	200.00	110.00	200.00	200.00
101-253-860	TRANSPORTATION	200.00	202.42	200.00	200.00
NET OF REVENUES/APPROPRIATIONS - 253 - TREASURER		(10,800.00)	(10,707.79)	(10,600.00)	(10,600.00)
Dept 262 - ELECTIONS					
101-262-705	ELECTION WORKERS			1,200.00	1,200.00
101-262-726	SUPPLIES			200.00	200.00
NET OF REVENUES/APPROPRIATIONS - 262 - ELECTIONS				(1,400.00)	(1,400.00)
Dept 265 - ADMINISTRATION					
101-265-702	WAGES - ADMINISTRATION MAINTENANC	28,000.00	29,892.20	28,000.00	28,000.00
101-265-715	PR TAX EXP - ADMINISTRATION	2,150.00	2,286.59	2,200.00	2,200.00
101-265-726	SUPPLIES	4,000.00	1,879.18	2,500.00	2,500.00
101-265-730	POSTAGE	500.00	164.00	500.00	500.00
101-265-800	PROFESSIONAL SERVICES	15,700.00	13,155.00	13,000.00	5,000.00
101-265-801	AUDIT FEES	4,500.00	4,500.00	4,500.00	4,500.00
101-265-821	ENGINEERING FEES	1,000.00	8,398.00	5,000.00	5,000.00
101-265-826	LEGAL FEES	4,500.00	5,952.00	5,000.00	5,000.00
101-265-840	INSURANCE	16,500.00	16,912.48	14,500.00	14,500.00
101-265-853	TELEPHONE	1,800.00	1,171.15	1,000.00	1,500.00
101-265-854	CABLE INTERNET	1,000.00	987.34	1,000.00	1,000.00
101-265-860	TRANSPORTATION	2,000.00			
101-265-874	RETIREMENT	2,600.00	1,493.46	2,000.00	2,000.00
101-265-880	BEAUTIFICATION	1,500.00	868.42	1,000.00	1,500.00
101-265-900	PRINT & PUB	1,000.00	719.12	1,000.00	1,000.00
101-265-921	ELECTRICITY	2,500.00	1,423.06	1,500.00	1,500.00
101-265-923	HEAT		174.09	500.00	500.00
101-265-930	REPAIRS & MAINTENANCE	1,500.00	2,977.96	2,500.00	2,500.00
101-265-931	STORM SEWER CLEANOUT	2,000.00	2,000.00	2,000.00	2,000.00
101-265-933	SOFTWARE MAINTENANCE/SUPPORT			2,500.00	2,500.00
101-265-956	DUES & MISC	3,000.00	166.75	1,000.00	1,000.00
101-265-957	BANK CHARGES	100.00	51.48	100.00	100.00
101-265-960	M-22 PROJECT EXP	1,000.00			
101-265-965	CONTR TO OTHER FUNDS	25,000.00		25,000.00	25,000.00
101-265-966	GF CONTR - AIRPORT	750.00	750.00	750.00	750.00
101-265-967	GF CONTRIB - LIONS	500.00	500.00	500.00	500.00

User: DSMITH

Fund: 101 GENERAL FUND

DB: Empire

Calculations as of 02/29/2020

100%

130%

GL NUMBER	DESCRIPTION	2019-20 AMENDED BUDGET	2019-20 ACTIVITY THRU 02/29/20	2020-21 REQUESTED BUDGET	2020-21 COUNCIL REVIEW BUDGET
Dept 265 - ADMINISTRATION					
101-265-978	EQUIPMENT RENTAL	20,000.00	39,019.23	28,000.00	40,000.00
101-265-984	SOFTWARE	40,000.00	25,975.50		2,500.00
NET OF REVENUES/APPROPRIATIONS - 265 - ADMINISTRATIO		(183,100.00)	(161,417.01)	(145,550.00)	(153,050.00)
Dept 448 - STREET LIGHTING					
101-448-921	STREET LIGHTING	10,000.00	9,540.34	10,000.00	10,000.00
NET OF REVENUES/APPROPRIATIONS - 448 - STREET LIGHTI		(10,000.00)	(9,540.34)	(10,000.00)	(10,000.00)
Dept 721 - PLANNING COMMISSION					
101-721-701	WAGES - PLANNING COMMISSION	6,000.00	4,840.00	6,000.00	6,000.00
101-721-702	WAGES - PLANNING SECY	1,950.00	1,300.00	2,000.00	2,000.00
101-721-715	PR TAX EXP - COMM PLANNING	610.00	469.69	615.00	615.00
101-721-726	SUPPLIES	400.00	399.44	400.00	400.00
101-721-730	POSTAGE	100.00		100.00	100.00
101-721-821	PROFESSIONAL	9,000.00	8,132.50	8,000.00	8,000.00
101-721-826	LEGAL FEES	4,300.00	4,321.00	2,500.00	2,500.00
101-721-860	TRANSPORTATION	100.00		100.00	100.00
101-721-900	PRINT & PUB	700.00	699.75	700.00	700.00
101-721-950	SEMINARS	1,000.00	220.00	1,000.00	1,000.00
NET OF REVENUES/APPROPRIATIONS - 721 - PLANNING COMM		(24,160.00)	(20,382.38)	(21,415.00)	(21,415.00)
Dept 722 - ZONING COMMISSION					
101-722-701	WAGES - BOARD OF APPEALS	800.00		800.00	800.00
101-722-702	WAGES - ZONING ADMIN	8,500.00	8,429.98	8,500.00	8,500.00
101-722-715	PR TAX EXP - ZONING	650.00	644.90	650.00	650.00
101-722-726	SUPPLIES	250.00		250.00	250.00
101-722-826	LEGAL FEES	1,000.00		1,000.00	1,000.00
101-722-900	PRINT & PUB	100.00		100.00	100.00
NET OF REVENUES/APPROPRIATIONS - 722 - ZONING COMMIS		(11,300.00)	(9,074.88)	(11,300.00)	(11,300.00)
Dept 751 - PARKS					
101-751-702	WAGES - PARK MAINT	22,000.00	20,954.99	22,000.00	22,000.00
101-751-703	WAGES - LAW ENFORCEMENT	13,000.00	12,627.76	13,000.00	13,000.00
101-751-704	WAGES - PARKS CLERK		999.94	960.00	960.00
101-751-715	PR TAX EXP - PARK	1,700.00	2,158.55	1,760.00	1,760.00
101-751-716	PR TAX EXPENSE LAW ENFORCEMENT	1,000.00	487.01	1,000.00	1,000.00
101-751-726	SUPPLIES	4,000.00	2,432.03	4,000.00	4,000.00
101-751-840	INSURANCE	6,500.00	4,452.81	3,500.00	3,500.00
101-751-853	TELEPHONE	50.00	8.06	50.00	50.00
101-751-874	RETIREMENT	1,400.00	1,007.09	1,400.00	1,400.00
101-751-930	REPAIRS & MAINTENANCE	5,000.00	4,928.30	6,000.00	6,000.00
101-751-956	CC FEES	1,500.00	1,060.74		
101-751-958	CREDIT CARD FEES		826.68	2,000.00	2,000.00
101-751-970	CAPITAL OUTLAY	174,000.00	159,267.05	20,000.00	30,000.00
101-751-978	EQUIPMENT RENTAL	25,133.00	24,334.63	18,500.00	25,200.00
NET OF REVENUES/APPROPRIATIONS - 751 - PARKS		(255,283.00)	(235,545.64)	(94,170.00)	(110,870.00)
ESTIMATED REVENUES - FUND 101		572,800.00	402,115.25	387,700.00	387,700.00
APPROPRIATIONS - FUND 101		563,930.00	509,121.26	360,372.00	384,572.00
NET OF REVENUES/APPROPRIATIONS - FUND 101		8,870.00	(107,006.01)	27,328.00	3,128.00

Calculations as of 02/29/2020

100%

130%

GL NUMBER	DESCRIPTION	2019-20 AMENDED BUDGET	2019-20 ACTIVITY THRU 02/29/20	2020-21 REQUESTED BUDGET	2020-21 COUNCIL REVIEW BUDGET
UNK REV					
202-000-574	STATE SHARED REV	25,000.00	37,490.06	25,000.00	25,000.00
202-000-575	STATE WINTER REV	3,500.00	12,567.40	3,500.00	3,500.00
202-000-583	CO ROAD MILLAGE	20,000.00	21,705.46	20,000.00	20,000.00
202-000-664	INVEST INTEREST	400.00	2,533.11	1,500.00	1,500.00
202-000-691	FUND BALANCE CONTRIBUTION				14,000.00
NET OF REVENUES/APPROPRIATIONS - UNK_REV		48,900.00	74,296.03	50,000.00	64,000.00
UNK EXP					
202-000-801	AUDIT FEES	325.00	325.00	325.00	325.00
202-000-853	TELEPHONE	15.00			
202-000-930	REPAIRS & MAINTENANCE		948.90	1,000.00	1,000.00
202-215-702	WAGES - MAJOR STREETS CLERK		1,100.01	1,200.00	1,200.00
202-215-715	PR TAX EXP - CLERK		84.85	92.00	92.00
202-463-702	WAGES - ROUTINE MAINTENANCE	3,000.00	1,767.63	3,000.00	3,000.00
202-463-715	PR TAX EXP - ROUTINE MAINTENANCE	229.00	135.24	230.00	230.00
202-463-726	SUPPLIES	800.00	403.13	800.00	800.00
202-463-787	TRAFFIC CON - ROUTINE	200.00		200.00	200.00
202-463-840	INSURANCE	420.00	1,726.22	1,700.00	1,700.00
202-463-874	RETIREMENT	150.00	88.39	150.00	150.00
202-463-978	EQUIPMENT RENTAL	3,500.00	2,406.76	2,100.00	3,000.00
202-478-702	WAGES - WINTER MAINTENANCE	4,500.00	5,695.55	4,500.00	4,500.00
202-478-715	PR TAX EXP - WINTER MAINTENANCE	343.00	560.58	500.00	500.00
202-478-726	SUPPLIES	1,300.00	2,497.26	2,500.00	2,500.00
202-478-840	INSURANCE	990.00	1,116.51	950.00	950.00
202-478-874	RETIREMENT	252.00	159.95	252.00	252.00
202-478-978	EQUIPMENT RENTAL	15,000.00	17,333.36	11,500.00	15,000.00
202-901-970	CAPITAL OUTLAY	33,000.00			
202-965-999	50% TRF TO LOC ST	15,000.00	21,389.77	16,000.00	16,000.00
NET OF REVENUES/APPROPRIATIONS - UNK_EXP		(79,024.00)	(57,739.11)	(46,999.00)	(51,399.00)
NET OF REVENUES/APPROPRIATIONS - FUND 202		(30,124.00)	16,556.92	3,001.00	12,601.00

100%

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GL NUMBER	DESCRIPTION	2019-20 AMENDED BUDGET	2019-20 ACTIVITY THRU 02/29/20	2020-21 REQUESTED BUDGET	2020-21 COUNCIL REVIEW BUDGET
UNK REV					
203-000-546	STATE GRANTS - STREETS			80,000.00	80,000.00
203-000-574	STATE SHARED REV	21,000.00	26,150.19	22,000.00	22,000.00
203-000-575	STATE WINTER REV	5,000.00	8,238.26	6,000.00	6,000.00
203-000-664	INVEST INTEREST	1.00	2,044.74	1,700.00	1,700.00
203-000-677	50% TRF FR MAJ ST	15,000.00	21,389.77	16,000.00	16,000.00
203-000-691	FUND BALANCE CONTRIBUTION				71,000.00
203-000-692	CONTRIBUTION FROM OTHER FUNDS				25,000.00
NET OF REVENUES/APPROPRIATIONS - UNK REV		41,001.00	57,822.96	125,700.00	221,700.00
UNK EXP					
203-000-801	AUDIT FEES	450.00	450.00	450.00	450.00
203-000-821	ENGINEERING	5,000.00	3,070.00	5,000.00	5,000.00
203-000-826	LEGAL FEES	500.00		500.00	500.00
203-000-853	TELEPHONE	15.00			
203-000-860	TRANSPORTATION	100.00		100.00	100.00
203-000-930	REPAIRS & MAINTENANCE	4,000.00	7,199.29	7,000.00	7,000.00
203-000-932	ADDITIONAL GENERAL FUND TRANSFER	25,000.00			
203-000-957	BANK CHARGES	10.00			
203-215-702	WAGES - LOCAL STREETS CLERK	725.00	1,100.01	1,200.00	1,200.00
203-215-715	PR TAX EXP - CLERK	56.00	84.15	92.00	92.00
203-463-702	WAGES - ROUTINE MAINTENANCE	5,400.00	1,785.15	2,000.00	2,000.00
203-463-715	PR TAX EXP - ROUTINE MAINTENANCE	412.00	136.59	200.00	200.00
203-463-726	SUPPLIES	2,000.00	72.97	1,000.00	1,000.00
203-463-787	TRAFFIC CON - ROUTINE	200.00	225.70	250.00	250.00
203-463-821	ENGINEERING FEES		3,665.00	12,000.00	12,000.00
203-463-840	INSURANCE	600.00	2,012.12	2,000.00	2,000.00
203-463-874	RETIREMENT	271.00	89.32	200.00	200.00
203-463-978	EQUIPMENT RENTAL	5,000.00	2,969.63	2,450.00	3,500.00
203-478-702	WAGES - WINTER MAINTENANCE	5,000.00	5,176.91	4,500.00	4,500.00
203-478-715	PR TAX EXP - WINTER MAINTENANCE	381.00	396.06	500.00	500.00
203-478-726	SUPPLIES	2,500.00	3,916.45	4,000.00	4,000.00
203-478-840	INSURANCE	1,300.00	1,875.34	1,700.00	1,700.00
203-478-874	RETIREMENT	259.00	258.94	250.00	250.00
203-478-978	EQUIPMENT RENTAL	8,000.00	12,884.29	6,300.00	9,000.00
203-901-970	CAPITAL OUTLAY- UNION ST		5,115.00	154,000.00	154,000.00
NET OF REVENUES/APPROPRIATIONS - UNK EXP		(67,179.00)	(52,482.92)	(205,692.00)	(209,442.00)
NET OF REVENUES/APPROPRIATIONS - FUND 203		(26,178.00)	5,340.04	(79,992.00)	12,258.00

Calculations as of 02/29/2020

100%

130%

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UNK REV					
591-000-400	WF PRIOR YR SURPLUS	110,000.00			
591-000-626	SERVICE INSTALLATION	4,800.00	29,200.00	4,800.00	4,800.00
591-000-642	WATER SALES	112,600.00	111,126.39	112,600.00	112,600.00
591-000-655	LATE PAYMENT FEES	3,000.00	3,115.79	2,500.00	2,500.00
591-000-664	INVEST INTEREST	1,000.00	2,741.36	2,300.00	2,300.00
591-000-670	MISC INCOME	75.00	410.40		
591-000-691	FUND BALANCE CONTRIBUTION				3,000.00
NET OF REVENUES/APPROPRIATIONS - UNK_REV		231,475.00	146,593.94	122,200.00	125,200.00
UNK EXP					
591-215-702	WAGES - WATER CLERK	3,000.00	2,982.14	2,000.00	2,000.00
591-215-703	WAGES - WATER ADMIN	5,000.00	4,248.70	5,000.00	5,000.00
591-215-715	PR TAX EXP - CLERK	615.00	553.12	615.00	615.00
591-215-874	RETIREMENT		47.72	250.00	250.00
591-556-702	WAGES - WATER MAINTENANCE	15,000.00	12,621.96	13,000.00	13,000.00
591-556-715	PR TAX EXP - WATER	1,150.00	965.61	1,000.00	1,000.00
591-556-726	SUPPLIES	6,000.00	5,836.97	6,000.00	6,000.00
591-556-730	POSTAGE	800.00	665.00	800.00	800.00
591-556-800	PROFESSIONAL SERVICES	800.00		800.00	800.00
591-556-801	AUDIT FEES	800.00	800.00	800.00	800.00
591-556-821	ENGINEERING FEES	15,000.00	1,700.00	2,000.00	2,000.00
591-556-840	INSURANCE	7,000.00	5,863.61	4,560.00	4,560.00
591-556-853	TELEPHONE	1,000.00	1,514.16	1,800.00	1,800.00
591-556-874	RETIREMENT	680.00	631.07	650.00	650.00
591-556-921	ELECTRICITY	7,500.00	8,739.86	8,200.00	8,200.00
591-556-923	HEAT	3,100.00	3,388.37	3,000.00	3,000.00
591-556-930	REPAIRS & MAINTENANCE	10,000.00	8,833.87	9,000.00	9,000.00
591-556-933	SOFTWARE MAINTENANCE/SUPPORT			600.00	600.00
591-556-956	DUES & MISC	2,000.00	1,400.00	1,500.00	1,500.00
591-556-957	BANK CHARGES	25.00	42.56	50.00	50.00
591-556-970	CAPITAL OUTLAY	102,000.00	131,567.33	16,500.00	16,500.00
591-556-978	EQUIPMENT RENTAL	4,500.00	6,046.91	3,150.00	4,500.00 *
591-556-984	SOFTWARE		17,393.72		
591-556-991	DEBT PRINCIPLE/BOND RESERVE	22,000.00	6,000.00	22,000.00	22,000.00
591-556-995	DEBT INTEREST	20,460.00	10,353.75	20,460.00	20,460.00
NET OF REVENUES/APPROPRIATIONS - UNK_EXP		(228,430.00)	(232,196.43)	(123,735.00)	(125,085.00)
NET OF REVENUES/APPROPRIATIONS - FUND 591		3,045.00	(85,602.49)	(1,535.00)	115.00

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UNK REV					
661-000-664	INVEST INTEREST	12.00	1,747.19	1,600.00	1,600.00
661-000-668	EQUIPMENT RENTAL	80,000.00	103,994.81	72,000.00	100,200.00
661-000-670	MISC INCOME		309.35		
NET OF REVENUES/APPROPRIATIONS - UNK_REV		80,012.00	106,051.35	73,600.00	101,800.00
UNK EXP					
661-215-702	WAGES - EQUIPMENT CLERK	4,000.00	7,940.05	4,000.00	4,000.00
661-215-715	PR TAX EXP - CLERK	320.00	(4,163.59)	306.00	306.00
661-557-702	WAGES - EQUIPMENT MAINTENANCE	11,000.00	10,360.86	11,000.00	11,000.00
661-557-715	PR TAX EXP - EQUIPMENT	839.00	792.65	840.00	840.00
661-557-726	SUPPLIES	4,500.00	2,078.81	2,000.00	2,000.00
661-557-751	GAS & OIL	7,000.00	6,533.81	7,000.00	7,000.00
661-557-801	AUDIT FEES	1,200.00	2,579.00	2,579.00	2,579.00
661-557-840	INSURANCE	11,000.00	14,123.20	13,500.00	13,500.00
661-557-853	TELEPHONE	0.12			
661-557-874	RETIREMENT	550.00	517.99	550.00	550.00
661-557-923	HEAT	1,500.00	311.77	500.00	500.00
661-557-925	WATER	200.00	100.39	205.00	205.00
661-557-930	REPAIRS & MAINTENANCE	5,500.00	7,323.71	6,000.00	6,000.00
661-557-956	DUES & MISC	290.00	996.05	1,000.00	1,000.00
661-557-957	BANK CHARGES	10.00	0.96	10.00	10.00
661-557-970	CAPITAL OUTLAY	16,000.00	12,344.00		
NET OF REVENUES/APPROPRIATIONS - UNK_EXP		(63,909.12)	(61,839.66)	(49,490.00)	(49,490.00)
NET OF REVENUES/APPROPRIATIONS - FUND 661		16,102.88	44,211.69	24,110.00	52,310.00
ESTIMATED REVENUES - ALL FUNDS					
		401,388.00	384,764.28	371,500.00	512,700.00
APPROPRIATIONS - ALL FUNDS					
		438,542.12	404,258.12	425,916.00	435,416.00
NET OF REVENUES/APPROPRIATIONS - ALL FUNDS					
		(37,154.12)	(19,493.84)	(54,416.00)	77,284.00

JANUARY 28, 2020 EMPIRE VILLAGE COUNCIL REGULAR MEETING

The meeting was called to order at the Empire Township Hall and the Pledge of Allegiance was led by President Aylsworth at 7:00 p.m. Council members Rademacher, Davis, Bacon, Stier and Skrocki were present. Clerk Smith, Treasurer Ronkaitis, Planner Grobbel, DPW Superintendent Friend were also present.

CHANGES/ADDITIONS TO AGENDA – Aylsworth moved all New Business in front of Old Business. Smith noted that Skrocki had requested the Personnel Committee item be added to the Work Session agenda, so it was removed.

PUBLIC COMMENTS ON AGENDA ITEMS – John Collins thanked the Village Council and staff for keeping the outlet open in bad conditions. Chris Frey thanked the Council for the beach remediation, commented on the repair quote at the outlet and echoed Mr. Collins comments.

CONSENT AGENDA – Motion by Bacon, supported by Rademacher to approve minutes of Special Meeting of 12-11-19, Regular Meeting of 12-16-19 and Work Session of 1-9-20; and Approve Bills totaling \$169,664.85; and Resolution #1 of 2020 transferring \$1,531.95 in Major to Local Street Funds. A roll call vote yielded unanimous approval. **MOTION PASSED.**

REVIEW OF FINANCIAL STATEMENTS & TREASURER'S REPORT – Bacon asked several questions regarding budget including the transfer of 25K from General to Water Fund, cost of software and needed budget amendments.

COMMUNICATIONS – Aylsworth read a letter from Karen Baja regarding council vacancies (see attached). Smith read a letter of resignation from Trustee Carpenter (see attached). She passed out copies of such referred to the prepared resolution on the back that the Council could address under the agenda item: PROCEDURE FOR FILLING COUNCIL VACANCIES.

DEPARTMENT HEAD REPORTS – DPW Superintendent Friend reported that the lake level over the past year and his predictions, of being in the red in 2020 (see attached report). Friend reported that the lake is 5" over last January and a total of 20" over last year. Predictions are for increased levels for every month in 2020. He reported a basement is currently pumping onto a Village road. Bacon asked that issue be discussed at the next Work Session.

Bacon asked about some items at the beach that Engineer Graf had noted and Friend had some ideas about. Friend suggested the handicap access should fit in the area and some flattened stones were installed as stairs near the volleyball court to the beach. Other areas will need to be addressed after the water levels drop.

Zoning Administrator Grobbel commented on being prepared for changing lake levels. He will be speaking with the EGLE tomorrow on possible funding sources for lake level issues. He has been meeting with landowners on lot splits, proposed residential developments in the Village and issues along Lake Mi Drive. He encouraged the council to seek solutions for flooding basements and streets due to rising ground water table levels. Bacon asked about solutions for ground water table levels. Grobbel commented that owners cannot pump themselves out of a flooded basement and the County Drain commissioner's Office told him that water pumped on the roads is a Village issue.

COMMITTEE REPORTS – Stier reported on the Parks Committee meeting in January and there will be further discussion at the Work Session of the budget and Beach Park Ordinance. Skrocki reported on the minutes from the 2 meetings held in January by the Personnel Committee that will be discussed at the Work Session.

NEW BUSINESS

PROCEDURE FOR FILLING COUNCIL VACANCIES – Aylsworth recommended **Resolution 2 of 2020, supported by Bacon to approve. Roll Call, Ayes: Rademacher, Davis, Bacon, Stier, Skrocki, Aylsworth. Motion passed unanimously.**

Motion by Stier, supported by Rademacher to accept applications for 1 week and then hold a special meeting to fill the vacant office. Davis felt that a week may not be long enough to notify everyone who is interested and feels it should be at least 2 weeks to a month. Rademacher felt it could be addressed at the next regular meeting. Skrocki felt with the budget the Council should not lollygag. There was discussion of how an interview might be conducted. A majority agreed that a public interview was not needed. A letter of interest including qualifications could be accepted. **Roll Call: Ayes: Stier, Aylsworth Nays: Rademacher, Davis, Skrocki, Bacon. Motion defeated 4 Nays to 2 Ayes.**

Motion by Bacon, supported by Rademacher that the Village Council accept applications and/or letters of interest for the Council Vacancy beginning on Wednesday, 1/29/20 and ending on Wednesday, 2/12/20. Discussion included how late applications may be accepted. **Roll Call: Ayes: Rademacher, Davis, Skrocki, Stier, Bacon and Aylsworth. Nays: None. Motion passed unanimously.**

SET PUBLIC HEARING FOR FISCAL YEAR 2020-21 BUDGET- **Motion by Bacon, supported by Rademacher to set a Public Hearing on the 2020-2021 Budget for 6 p.m. on February 25, 2020 just prior to the Regular Meeting. A Voice vote was unanimous. Motion passed.**

SOUTH BAR LAKE OUTLET – Aylsworth reported that Elmer’s has offered to install a single sheet pile along the outlet wall at no charge in return for stockpiling materials on the volleyball area. **Motion by Davis, supported by Rademacher to allow Elmer’s to stockpile materials on the volleyball area for up to 1 month.** Skrocki asked if the installation plan was like one of the 2 quotes received from Elmer’s. Aylsworth said it would be the 4K temporary proposal. **Upon a voice vote, the motion passed unanimously.**

Motion by Bacon, supported by Stier to have Aylsworth bring an updated drainage district petition to share with council at the March work session. There was discussion on how soon this discussion should happen. Davis felt there should be a committee to approach the Township before initiating a drainage district. **Motion passed upon a unanimous voice vote.**

Motion by Bacon, supported by Skrocki to approve Resolution 3 of 2020 whereas the Council is seeking all options to resolve issues at South Bar Lakes a Drainage District to form a Committee of the Council comprised of Aylsworth, Davis and Rademacher, to exist no longer than 7 months, to speak with the Township about a potential Special Assessment District. There was conversation regarding how to approach the Township. Bacon asked that the committee

be formed, and they decide how to formulate the discussion. **Motion passed upon a unanimous roll call vote.**

OLD BUSINESS

FISCAL YEAR 2020-21 BUDGET – The budget was reviewed on a line by line basis and several adjustments were made. These changes were noted and will be included in the updated budget for the February work session. Changes included a net increase in expenditures in the General Fund of \$15,500, \$14,000 revenue increase in Major Street Fund, \$96,000 revenue increase in Local Street Fund, and a \$3,000 revenue increase in the Water Fund.

Motion by Bacon, supported by Davis to amend the current 2019-20 Budget as follows: 101-253-726 increased to \$700, 101-253-860 increased to \$200, 101-721-821 increased to \$9000, and 101-721-826 increased to \$4300. Motion passed unanimously upon a roll call vote.

Motion by Bacon, supported by Davis to leave the general millage rate at 6.3063 and the bond debt rate at .36. A roll call yielded unanimous approval. Motion passed.

COMMENTS FROM THE AUDIENCE – Chris Frey commented on a Drainage District by the County vs the Village and the Township. He feels the Council has misconceptions and needs to better inform themselves. Bob Scott commented that the water flooding a basement and being pumped on the road might be better directed towards the alley as a safety concern. Sam Barr commented on the unanticipated heavy use of certain equipment may lower their planned life. Marie Scott commented on planning down the edge of new pavement to impact drainage.

BOARD COMMENTS – Davis commented that his interest in speaking to the Township was based on the Township's ability to assess both the Village and the Township as one special assessment district.

ADJOURNMENT at 9:38 p.m.

Derith Smith, Empire Village Clerk

These are draft minutes for approval at the February 25, 2020 Regular Council meeting.

Susan Carpenter
PO Box 67
Empire MI 49630

January 20, 2020

Dear Empire Village Council and Empire Residents:

This letter is to confirm my resignation from the Empire Village Council as of January 23, 2020. It is a bittersweet time of change for me. Time has a way of creeping up on us all and because of the many personal changes and challenges of the past few years Phil and I have sold our Empire family home and I am no longer eligible to serve on Village Council.

I would like to express my gratitude to those council members and administrators who served during my time as Village President and Councilmember. It is an important service to our residents and imperative to our future that the Council focus on providing good government through its actions, policies and practices.

Most of all I would like to sincerely thank the Village residents for the opportunity to serve in the positions you elected me to. I have gained so much knowledge, and shared many enlightening and entertaining experiences. My best memories are of packed meetings where I knew the Village would speak it's mind, openly and with candor so we could all share, without fear of reprisal our opinions, and make decisions for the benefit of an entire Village! It is an amazing experience to be a part of a government that is functioning for the people.

Finally, you all know Phil and I have long been a part of this community not only as elected and appointed officials but as part of a Village family. The bonds and friendships we have developed over the years will not be broken by our change of location. Even though circumstances have caused a change in location the Village of Empire is still in our hearts and memories, just as it always was. Thank you for all the many wonderful times and memories.

Most Sincerely,

Sue Carpenter



VC 01/28/2020

January 24, 2020

To the Empire Village Council,

I am unable to attend the meeting, but please read this into the minutes under correspondence. Thank you.

There are going to be at least two vacancies on Village Council in the near future. Even though 2020 is an election year there will be several months to be dealt with before the general election. Even though the way the last vacancy was filled was legal, it was at the very least unethical and left a sour taste in many residents' mouths. I am requesting that this time we return to tradition and accept applications after posting the vacancies. The President of Council (the Chief Administrator via law) would review the applications, perhaps with the help of the personnel committee chair, and make recommendations to Council for their vote. This would be the most open, fair and transparent method to filling these positions.

Thank you for your consideration.

Karen Baya

VC 1/28/20

2020 Outlet maintenance changed to inches above concrete due to guage being removed

date	beach dam	water level in inches	culvert plugged	sand in pipe	natural	shovel only	back hoe	hydrant	time used hours
1/1/2020	yes not flowing	19	y	y	n	n	n	n	0
1/2/2020	yes not flowing	24	y	y	n	n	3	n	3
1/3/2020	clear but slow	19	n	n	n	n	1	n	2
1/6/2020	yes not flowing	15	y	y	n	n	n	n	1
1/7/2020	yes not flowing	18	y	y	n	n	4	1	5
1/8/2020	yes not flowing	20	y	y	n	n	4	n	4
1/9/2020	clear	14					1		1
1/10/2020	yes not flowing	18	y	y	n	n	4	1	5
1/12/2020	yes not flowing	14	n	n	n	n	1	n	1
1/13/2020	clear	10	n	n	n	n	n	n	0.5
1/14/2020	clear but slow	10	n	n	n	n	n	n	0.5
1/15/2020	yes not flowing	13	y	n	n	n	1	n	1
1/16/2020	yes not flowing	12	y	y	n	n	1	n	1
1/17/2020	yes not flowing	14	y	y	n	n	2	n	3
1/20/2019	yes not flowing	15	y	y	n	n	4	1	5
1/23/2020	yes not flowing	20	y	y	n	n	1	1	4
1/24/2020	clear	20							1
1/27/2020	yes not flowing	18	n	n	n	n	1	n	2
1/28/2020	clear	17							

to windy | sw |
 windy | sw | 6 to 9
 windy | w | normal
 windy | w | 10 to 15
 windy | nw | OK
 windy | nnw | 15 to 18
 windy | se | caution
 windy | ne | 19 to 24
 calm | bad
 wind | wsw | 25 +
 calm | se | extreme
 to windy | wnw
 calm | ese
 windy | w
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 wind | n
 calm

VC 1/28/2020

FEBRUARY 13, 2020 EMPIRE VILLAGE COUNCIL SPECIAL MEETING

The meeting was called to order at 6:30 p.m. at the Empire Township Hall by President Aylsworth. In attendance were Trustees Skrocki, Stier, Bacon, Davis and Rademacher. Treasurer Ronkaitis and Zoning Administrator Grobbel were also present.

APPOINTMENT OF VILLAGE COUNCIL TRUSTEE - Aylsworth read a prepared statement that reviewed the applications from 6 individuals seeking appointment to the vacant council position (see attached). He stated that it is the sworn duty of council members to appoint the most knowledgeable and qualified person to help fulfill the needs of the village. He recommended Todd Avis as the persons with the most municipal experience, knowledge of the MCLs and Village Rules of Procedure and current dealings with the Village at the current time. He recommended his appointment to the vacant Council position. **Motion by Stier, supported by Skrocki to accept the recommendation from Aylsworth to appoint Todd Avis to the vacant seat on Village Council.** Discussion included comments from Skrocki and Stier as Avis being a wonderful addition to the council. Rademacher feels his background looks pretty good, but he had some concerns about his pushing zoning for businesses while on the Planning Commission. Bacon thanked all applicants for their interest and feels Avis is smart and knowledgeable. **ROLL ALL: Ayes: Rademacher, Skrocki, Stier, Aylsworth Nays: Davis & Bacon. MOTION PASSED.**

ADOPTION OF DISCHARGE OF WATER FROM PRIVATE PROPERTY ORDINANCE
– Grobbel described the ordinance he had assembled and pointed out that the Village has a Civil Infraction Ordinance in effect and that would be related. He suggested the President and DPW head be the Enforcement Officers for this ordinance as a regular presence is needed. He pointed out there are currently several properties that are pumping onto public property like the roads and the issue would likely increase in the spring. Several sections of the wording were questioned by Davis and he asked if Attorney Figura had reviewed this draft. Grobbel said no this was just prepared on Sunday and it is designed to be a stop gap measure as the problem will expand with rising ground water levels. Bacon questioned the fines and who would decide them. Grobbel feels the ordinance should specifically designate the enforcement officer and Village should commit to consistent enforcement in order to be effective. Davis questioned the enforcement standards, discretion, an appeal process and if the Council would be involved. Grobbel referred to the existing Civil Infraction Ordinance that addresses each of these questions. **Motion by Bacon, supported by Davis to send the ordinance to Attorney Figura for review with an insertion of the word “not” regarding other municipal ordinances in Sec.1, identify specific enforcement officers in Sec. 4, and whether the description of discharged waters in Sec. 3 is adequate. ROLL CALL: Ayes: Bacon, Skrocki, Stier, Rademacher, Davis and Aylsworth. Nays: None. MOTION PASSED.**

Motion by Davis, support by Bacon to adjourn. Unanimous voice vote. MOTION PASSED.

MOTION OF REQUIRED COUNCIL ACTION - Bacon asked if this was the appropriate time to address the Lot Split request while Mr. Grobbel was still present. Grobbel described the request from Linda Chase Deering as meeting all zoning requirements upon his review and the fee has

been paid. **Motion by Davis, supported by Rademacher to approve the Lot Split request. A ROLL CALL vote was unanimous. MOTION PASSED.**

CHANGES/ADDITIONS TO AGENDA – Bacon requested the Empire Township Community Survey be moved to the March work session. Aylsworth asked for a motion regarding the start of the Regular Meeting be changed to follow the Budget Hearing. **Motion by Bacon, supported by Rademacher to start the February 25, 2020 Regular Meeting immediately following the Budget Hearing. Upon a unanimous voice vote MOTION PASSED.**

PUBLIC COMMENT ON AGENDA ITEMS - Gerry Schiffman, Karen Baja and Linda Chase commented on the proposed Water Discharge Ordinance. Chris Frey commented on the budget.

DEPARTMENT HEAD REPORTS – Grobbel reviewed the Zoning Report as submitted. He described the Liquor License approval request from the Grocer’s Daughter as meeting all zoning requirements.

COMMITTEE REPORTS – None.

OLD BUSINESS

FISCAL YEAR 2020-21 Budget – Bacon noted the email provided in the packet from Dept. of Treasury to auditor addressing Equipment Charges at a rate more than 100% of their schedule. Discussion included reducing the General Fund Balance to set aside additional monies in the Equipment Fund, possible equipment purchases needed, funding priorities for the General Fund. Consensus was to have both 100% and 130% rate charges described for the budget hearing.

Stier described some of the additional repairs needed at the beach including wall repair and ramp. Friend feels that would likely cost less than the 20K budgeted, but rip rap is also needed. There was consensus to raise the 20K to 30K under capital improvements for Parks.

Bacon reviewed the projected revenues for both Street Funds as like this year based on a communication received today from MDOT.

Personnel raises were reviewed based on committee reports. The 10% increase in cost of health insurance (paid entirely by Village), COLA for all employees, and the increased responsibilities and hours for Deputy Clerk/Office Administrator were discussed. A 2% increase was recommended for this position.

NEW BUSINESS

TOWNSHIP/VILLAGE DRAINAGE COMMITTEE - Rademacher, Davis and Aylsworth reported that they didn’t feel there was interest from the Township in pursuing a joint district. There was discussion of who can levy special assessments. The Township Supervisor did not feel they could assess outside the township.

DRAINAGE DISTRICT INFORMATION - Aylsworth brought a copy of the application and a resolution from the Drain Commissioner as requested. Bacon asked that the Drain Commissioner be invited to a Village Council meeting and reviewed a list of questions she had prepared for him to address and encouraged other council members to submit their questions. Aylsworth will call

and ask the Drain Commissioner if he is available for the next regular meeting or the next work session.

BEACH PARK – BOAT RAMP & LIGHTHOUSE – Stier reported she had spoken with Friend regarding a cost for riprap around the lighthouse and he said Elmer’s had estimated no more than \$20K. **Motion by Bacon, supported by Davis to explore costs to install a barrier to protect the lighthouse, with Friend to obtain quotes for both rip rap and geo tubes.** Discussion included potential federal assistance monies, geo tubes vs rip rap at the boat ramp area and the cost of each. **A roll call yielded unanimous approval. MOTION PASSED.**

BEACH PARK ORDINANCE NO. 150 & FEE SCHEDULE - Stier reviewed the highlighted changes the committee has suggested to address issues pointed out last summer. Most of changes would align the fee schedule with the ordinance and language to address boat and/or trailer parking was added. A reference to the State Fireworks ordinance and safe distance for jet skis was also added. Wording regarding grilling was reviewed to address enforcement issues. Stier will make the changes and submit for inclusion in the Regular Meeting agenda.

GROCERS’S DAUGHTER OFF-PREMISE TASTING ROOM LICENSE – Aylsworth read an email from GDC describing their plans and their request for the Village to sign off on the request from Iron Fish Distillery. Bacon suggested the licensing request be reviewed by Attorney Figura. Application can be completed by the Clerk/Deputy Clerk and passed to Figura for review and added to Regular meeting agenda.

PERSONNEL POLICY – Skrocki stated the review completed by Figura several years ago had not been passed. She feels the vacation schedule is not attractive and alternatives were discussed. Bacon questioned whether a recent law combining personal and sick time should be reviewed or included. The vacation schedule was discussed at length. There was a consensus that the policy needs further review. It was suggested that the changes be made and highlighted for future review by Council.

QUESTIONS/COMMENTS FROM AUDIENCE – Frank Clements commented that some newer developments in the Village include drainage plans with storm water retention. He feels the attorney should review the ordinance to include these situations. Chris Frey reflected these comments and included statements about the budget. Val Dalton suggested a professional review of the personnel policy before approval.

BOARD COMMENTS – Skrocki thanked Frey for the diagram about the outlet and thanked all those who applied for the vacant position.

ADJOURNMENT at 9:18 p.m.

Derith Smith, Empire Village Clerk

These are draft minutes for approval at the February 25, 2020 Regular Council meeting.

FIGURA LAW OFFICE
 11470 S. Leelanau Hwy, Ste. 105
 PO Box 447
 Empire, MI 49630
 www.figuralaw.com

Statement

Invoice No: Vg Emp-672
 Date: 2/5/20
 Group: Empire Village
 bill group

Empire, Village of
 Derith Smith, Clerk
 11518 LaCore Street
 PO Box 253
 Empire, MI 49630

Multiple Matters

General Matters

Hourly Fees

<u>Date</u>	<u>Description</u>	<u>Timekeeper</u>	<u>ID</u>	<u>Time</u>	<u>Rate</u>	<u>Amount</u>
1/13/20	telephone conference(s) with S. Aylsworth and receive request for legal opinion on Council Rules advisory Committee	Richard J. Figura	RJF	0.2 hrs	\$150.00/HR	\$30.00
1/14/20	review of council meeting minutes regarding establishment of council rules advisory committee	Richard J. Figura	RJF	0.4 hrs	\$150.00/HR	\$60.00
1/23/20	continued review of General Law Village Act and preparation of legal opinion regarding validity of establishment of Council Rules Advisory Committee; forward same to client	Richard J. Figura	RJF	1.4 hrs	\$150.00/HR	\$210.00

VC 2/25/2020

1/27/20	conference with S.Aylsworth regarding status of council member delinquent in property taxes; telephone conference(s) with council member to verify facts; research law and search for relevant cases on point; preparation of legal opinion regarding same	Richard J. Figura	RJF	3.7 hrs	\$150.00/HR	\$555.00
Total Hourly Fees				5.7 hrs		\$855.00

Matter Total: \$855.00

Planning and Zoning

Hourly Fees

<u>Date</u>	<u>Description</u>	<u>Timekeeper</u>	<u>ID</u>	<u>Time</u>	<u>Rate</u>	<u>Amount</u>
1/7/20	attend meeting of planning commission regarding proposed amendments regarding non-conforming uses and structures	Richard J. Figura	RJF	1.6 hrs	\$150.00/HR	\$240.00
Total Hourly Fees				1.6 hrs		\$240.00

Matter Total: \$240.00

S. Bar Lake Outlet

Hourly Fees

<u>Date</u>	<u>Description</u>	<u>Timekeeper</u>	<u>ID</u>	<u>Time</u>	<u>Rate</u>	<u>Amount</u>
1/13/20	receipt and review of legal descriptions for easements	Richard J. Figura	RJF	0.4 hrs	\$150.00/HR	\$60.00
1/15/20	Preparation of initial draft of easement for Ludlows; send text to J. Friend for review as to authority covered	Richard J. Figura	RJF	1.1 hrs	\$150.00/HR	\$165.00

1/28/20	Preparation of changes to easement language per suggestion from John Friend; preparation of revised draft of easement agreement; verify title of property owner and preparation of certificate of trust required for recording	Richard J. Figura	RJF	2.0 hrs	\$150.00/HR	\$300.00
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1/28/20	review of correspondence from trustee for Fennell Trust; verify title to property; preparation of draft of easement agreement with Fennell Trust; preparation of certificate of trust required for recording	Richard J. Figura	RJF	1.6 hrs	\$150.00/HR	\$240.00
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Total Hourly Fees	5.1 hrs	\$765.00
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Matter Total: \$765.00

Balance: \$1,860.00

Empire; Village of
 PO Box 253
 Empire, MI 49630-0253

Invoice number 84788
 Invoice Date 01/30/2020

Project Empire, Village - South Bar Lake Outlet
 Retaining Wall
 2019116002

Invoice payable in 15 days

Professional services through 01/19/2020

South Bar Lake Outlet

Specific services include: Prepare design drawings, attend council meeting, submit plan to contractor and EGLE for comment

Description	Contract Amount	Current Billed	Total Billed	Contract Remaining
Easement Preparation	1,500.00	0.00	1,500.00	0.00
Retaining Wall Design	3,000.00	1,575.00	2,705.00	295.00
Total	4,500.00	1,575.00	4,205.00	295.00

Current Invoice amount due **1,575.00**

101-265-821

Empire; Village of
 PO Box 253
 Empire, MI 49630-0253

Invoice number 84787
 Invoice Date 01/30/2020

Project Empire, Village - South Bar Lake Outlet
 Study
 2019116004

Invoice payable in 15 days

Professional services through 01/19/2020

South Bar Lake Outlet Study

Specific services include: Review 1986 study, meet with study committee, prepare map

Description	Contract Amount	Current Billed	Total Billed	Contract Remaining
Outlet Study	1,500.00	1,100.00	1,100.00	400.00
Total	1,500.00	1,100.00	1,100.00	400.00

Current Invoice amount due 1,100.00

101-265-821

Empire; Village of
 PO Box 253
 Empire, MI 49630-0253

Invoice number 84786
 Invoice Date 01/30/2020

Project Empire, Vill - Emp Beach N. Parking
 Lot, Shoreline Protection
 2019116003

Invoice payable in 15 days

Professional services through 01/19/2020

Services for shoreline protection of the Empire Beach North Parking Lot

Specific services include: Site visits, contractor communications, shop drawing review and permit fees.

Description	Contract Amount	Current Billed	Total Billed	Contract Remaining
Design	2,500.00	0.00	2,500.00	0.00
Bidding	1,600.00	0.00	1,600.00	0.00
Construction Admin	1,800.00	650.00	1,800.00	0.00
Permit Fee (Soil Erosion)	218.00	218.00	218.00	0.00
Total	6,118.00	868.00	6,118.00	0.00

Current Invoice amount due **868.00**

101-265-821

Empire; Village of
 PO Box 253
 Empire, MI 49630-0253

Invoice number 84777
 Invoice Date 01/30/2020

Project Empire, Village - Union Street
 Reconstruction
 2019116001

Invoice payable in 15 days

Professional services through 01/19/2020

Union Street Reconstruction

Specific services include: Final design, council meeting, preparation of bidding documents

Description	Contract Amount	Current Billed	Total Billed	Contract Remaining
Topographic Survey	5,500.00	0.00	5,500.00	0.00
Geotechnical Investigation	800.00	0.00	800.00	0.00
Schematic Design	1,700.00	0.00	1,700.00	0.00
Final Design	6,500.00	2,960.00	6,500.00	0.00
Bidding	1,600.00	705.00	705.00	895.00
Total	16,100.00	3,665.00	15,205.00	895.00

Current Invoice amount due **3,665.00**

203-901-970

*Project 4 next year
 Transf Cap Imp
 to Engineering Fee in 2020
 Budget*

*Reclass to Cap Exp in 2020/21
 Budget*



Professional Services Statement

Derith Smith, Clerk
Village of Empire
11518 LaCore St.
Empire, MI 49630

STATEMENT NUMBER 2020-012

DESCRIPTION Professional Community
Planning Services

**RE: Professional Planner, Village of Empire, Leelanau
County, MI January 1 - January 31, 2020**

DATE 2-4-20

DATE	SERVICE DESCRIPTION	HOURS	RATE	AMOUNT
1/7/20	Short term rental committee and Planning Commission (PC) meetings (N/C & SPR amends)	3.0	\$75/hr	\$135.00
1/9/20	Update Empire zoning map, meeting with R. Herman, GIS/Equilization at Leelanau County Bldg	1.25	\$75/hr	\$93.75
1/28/20	Planning Commission meeting (N/C & SPR amends)	2.0	\$75/hr	\$150.00
1/30/20	Edit & send draft non-conformity & site plan review zoning ordinance amendments	5.5	\$75/hr	\$412.50

Thank you for allowing me to assist the Village of Empire in community planning matters!

\$791.25

TOTAL DUE

PLEASE REMIT TO:
Grobbe Environmental & Planning Associates
PO Box 58
Lake Leelanau, MI 49653
231-499-7165
cgrobbe@grobbeenvironmental.com

VC 2/25/20

**RESOLUTION NO. 04 OF 2020
VILLAGE OF EMPIRE**

RESOLUTION DESIGNATING THE AMOUNT OF "ACT 51" FUNDS INTO MAJOR AND LOCAL STREET FUNDS AND LIMITING CIRCUMSTANCES UNDER WHICH THOSE TRANSFERS MAY OCCUR

WHEREAS, Public Act 51 of 1951 (MCL 247.651, et seq.), "ACT 51" defines certain purposes under which Michigan transportation funds ("ACT 51 Funds") may be allocated and expensed; and

WHEREAS, ACT 51 further provides for the powers and duties of village officials to act under those certain purposes to adequately maintain major and local streets; and

WHEREAS, village officials may use Act 51 Funds on major or local streets, provided the first priority is funding the major street system; and

WHEREAS, village officials state that the village is adequately maintaining its major streets (See attachment listing major streets.); and

WHEREAS, the village is following an asset management process for its major and local street systems; and

WHEREAS, the village desires to transfer fifty percent (50%) of its major street funds to the local street system (See attachment listing local streets).

NOW, THEREFORE, BE IT RESOLVED that the following transfer of major street funds to the local street funds is hereby approved and adopted by the Village Council;

For M/E December 31, 2019	Major	\$3,596.99
	<u>LRP Major</u>	<u>\$ 68.27</u>
	Total	\$3,665.26 x 50% = \$1,832.63

BE IT FURTHER RESOLVED that all the local streets (see attached) are to be funded with the transfer.

_____ moved that Resolution No. 04 of 2020, a resolution designating the amount of "ACT 51" funds into major and local street funds and limiting circumstances under which those transfers may occur, be adopted with immediate effect. 2nd by _____.

Voting for:

Voting against:

The resolution is declared adopted.

Wayne R. Aylsworth, Village President

CERTIFICATION

I hereby certify that the foregoing is a true copy of Resolution No. 01 of 2020 which was adopted by the Village Council for the Village of Empire at a regular meeting held on February 25th, 2020.

Derith A. Smith, Village Clerk

VC Reg 2/25/20

Michigan Transportation Fund Distribution
Payments to Cities and Villages

12/2019 - 02/2020

Month	Warrant Date	MTF Major Funds	MTF Local Funds	LRP Major Funds	LRP Local Funds	Additional Distribution or Adjustments	Total
City/Village - 12/2019	Empire 01/31/2020	3,596.99	2,508.91	68.27	47.62	0.00	6,221.79
Total		\$3,596.99	\$2,508.91	\$68.27	\$47.62	\$0.00	\$6,221.79

Grand Total

Deposit Summary - Last month
1/1/2020 through 1/31/2020

2/19/2020

Page 1

Category	1/1/2020- 1/31/2020
INCOME	
Fine	
Ticket	15.00
TOTAL Fine	15.00
Interest	87.16
MI Revenue Sharing	
Sales Tax	6,093.00
TOTAL MI Revenue Sharing	6,093.00
Parking-Credit Card	169.00
Permit	
LUP	75.00
TOTAL Permit	75.00
Recycle	312.50
Street	
Local	3,669.03
Major	3,063.89
TOTAL Street	6,732.92
Water Bill Payment	20,557.66
TOTAL INCOME	34,042.24
OVERALL TOTAL	34,042.24

VC 2/25/20

Last Month's Bank Balances - As of 1/31/2020

2/19/2020

Page 1

Account	1/31/2020 Balance
Bank Accounts	
Checking - Huntington National Bank	191,316.46
Checking - State Savings Bank XX6901	263,257.21
Checking-Tax SSB XX0001	1,006.33
Money Market - Honor Bank	207,512.61
Money Market - Independent Bank (TC...	32,604.58
Money Market - MBank	24,282.71
Sav CD - 1st National	248,975.50
Sav CD - Huntington	131.11
Sav CD - Independent Bank63-1	52,559.55
Sav CD - Independent Bank81-1	113,083.36
Sav CD - Mbank 21218	215,780.09
TOTAL Bank Accounts	1,350,509.51
OVERALL TOTAL	1,350,509.51

February 19, 2020

To: Village of Empire Council
Re: Clerk, Treasurer and Audits

Dear Council Members,

The attached article from the Lansing State Journal highlights the importance of having highly qualified officials in the position of the Office of the Clerk and Treasurer and in retaining a respected and vetted auditing firm.

The Village should be congratulated for finding both a clerk and an auditing firm that meet those qualifications without question. Your treasurer has been in place for some time and, therefore, would not be directly responsible for bringing the Office of the Clerk into compliance after your recent experience with former clerk, Traci Cruz.

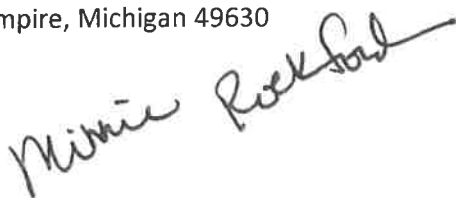
Ms. Derith Smith has accomplished much in her short time as your Clerk. That is evident – on the surface – by how much more organized the office appears to the public. There is much more that the Village Council and the clerk can celebrate. I see her term of office is nearing expiration; certainly no one in the village nor on the Council could doubt the importance of continuing to retain her services. Giving her the opportunity to continue moving the Village forward in a positive direction and offering her expertise in municipal government is a gift to your residents – and allows the Council to focus on their role as legislators and government officials. As the Lansing State Journal article states, consistency in staff cannot be underestimated. It is difficult, I am sure, to express the mess your clerk inherited – from filing to a set of books that, clearly, were in complete disarray.

Let me share my perspective of her impact and contributions.

1. Most important is her ability to fulfil her statutory obligations to be above politics and ensure the Council acts within the boundaries of the law. As elected officials, I realize having the law recited to you may cause you some discomfort – in particular when you just want to get something done your way. It is her part of her job to keep the Council focused on their responsibilities and oath of office and prevent you from straying into taking action or making decisions outside your statutory duties. She may, at times, save you from lawsuits or civil actions. Do not doubt the value of the honesty and ethics she brings to the Office.
2. She has brought the Office of the Clerk into the 21st Century with the implementation of the new accounting software specifically intended for municipal government accounting. It has been a bit surprising how quiet she has been – during your meetings - about the monstrous task it had to have been moving from a home-grown Quickbooks system this state-of-the art system.
3. She has ensured the office is open 5 days a week to serve both full-time residents and seasonal residents.
4. It is clear - to even a casual visitor and recipients of your mailing list announcements - that she has been a mentor and trainer for your new Deputy Clerk. Who also shines as a new fresh face in the Village Office.

Thank you for your service.

Minnie Rockford, PhD Candidate
PO Box 77
Empire, Michigan 49630



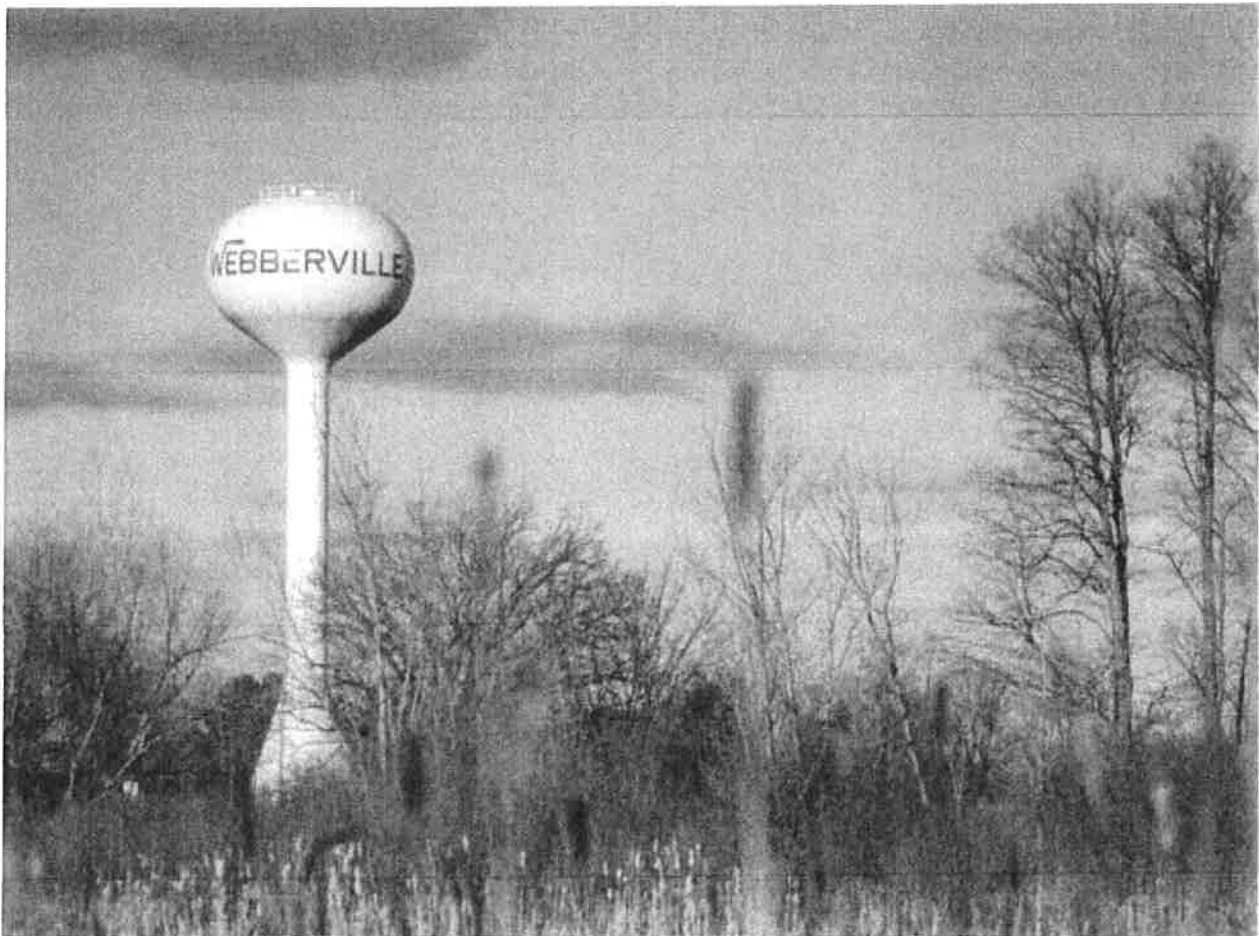
VC 2/25/20

Lansing State Journal

Updated 10:34 a.m. ET Feb. 6, 2020

Years of missed deadlines for financial records prompts state to withhold \$600K from Webberville

[Craig Lyons](#)



Buy Photo

The Webberville water tower on Sunday, March 11, 2018. The Michigan Department of Treasury is withholding almost \$600,000 from the village until it sorts out years of delinquent financial filings. *(Photo: Christopher Haxel | Lansing State Journal)*

WEBBERVILLE – Webberville’s repeated failure to file required financial documents to a state agency prompted the state in January to withhold almost \$600,000 in funding this year from the village.

The Michigan Department of Treasury is withholding \$544,000 in Michigan Transportation Fund money and \$97,000 in state revenue sharing until Webberville officials corrects problems with the village's financial filings.

The state can restore the funding once Webberville files its delinquent reports and other financial documents.

“Like we offer all communities statewide, the Michigan Department of Treasury is actively working with the village of Webberville to problem-solve the long-withstanding financial and operational issues facing the community,” Ron Leix, a spokesman for the Department of Treasury said, in an email.

The Department of Treasury requires local governments to file annual audits and other financial documents at the end of their fiscal years. The state can withhold revenue sharing payments if those documents are not filed.

Webberville Clerk Treasurer Jaymee Hord said, in filings with the state, village officials have already started implementing policies to correct issues the state identified. Hord has been clerk treasurer since February of 2014.

“We will start the Fiscal Year 20/21 completely caught up, with proper and updated policies and procedures in place,” Hord said in a letter to the Department of Treasury. “The audit for that year will be on time and will not be adverse or disclaimed.”

Village President Brad Hitchcock did not respond to requests for comment. Hord referred a request for comment to Hitchcock.

The village's general fund budget was roughly \$1 million for 2015-16, the most recent budget available on the village website.

Village has history of noncompliance

Webberville consistently missed filing state-required audits and in two years didn't submit any audits.

Filings from 2019 are now four months late, 2016 documents were 35 months late and 2015 came three years late. The village skipped filing 2017 and 2018 audits entirely.

The Department of Treasury said it could not form an opinion on the state of Webberville’s finances based on what officials submitted for 2015 or 2016.

From what the state saw in Webberville’s 2016 documents, it found no shortage of issues:

- The village's checkbook was not in a safe
- Checks written did not have invoices attached
- There was a high number of voided checks
- Invoices were returned by vendors because the bills had already been paid
- Vendor files were disorganized

Staffing, poor organization caused problems

Town officials admitted its records were not well organized and staff had difficulty finding or producing documents for auditors, records said.

A consistent lack of staff for four years led to the issues identified by state officials.

The village hired two staffers in 2018 to work with Hord so she is not the only one in the office. She told the state the two staff members helped the village catch up on filing and organizing financial documents.

Dig Deeper

See what's trending

Policies and procedures for handling finances are drafted and the Village Council is expected to approve them in February, town officials told the state.

The Village Council is now spending more time in the office to monitor staff progress and get routine reports on bank reconciliations and other financial matters, the village informed the state.

"They are giving the office staff adequate time to get organized and they believe that the issues with the audits getting behind and staying behind and being disclaimed or averse will not happen again due to the staffing of the village," Hord told the state.

Contact reporter Craig Lyons at [517-377-1047](tel:517-377-1047) or calyons@lsj.com. Follow him on Twitter [@craigalyons](https://twitter.com/craigalyons).

February 20, 2020

Dear Council members,

As I was reading (in Florida) the Feb. 13th edition of the Leelanau Enterprise article about Clerks from the surrounding areas, I remembered that the term of our Village Clerk's position was about to expire.

Knowing that this position is an appointed position, we are urging Council to reappoint Derith Smith as the Clerk.

After the mess and expense that our Village went through with the past clerk, we are now seeing the position handled in a professional, ethical, and non-political manner with a Clerk who has a wealth of knowledge in governmental rules and procedures, along with financial expertise (as it seems that there are no problems with the financials)!

Updating and implementing the accounting system is also to her credit!

On a personal note Ms. Smith has been a fantastic mentor to our daughter, Alacia, who has had no previous governmental experience.

Hopefully, this Council will reappoint Ms. Smith to the Clerk's position so that the Village office continues in an efficient, professional, and non-confrontational environment!

Sincerely,

Bud and Martha Acton

VC 2/25/2020

Local Government Approval For Off-Premises Tasting Room License
(Authorized by MCL 436.1536)

Instructions for Applicants:

- You must obtain a recommendation from the local legislative body for a new Off-Premises Tasting Room License application.

Instructions for Local Legislative Body:

- Complete this resolution or provide a resolution, along with certification from the clerk or adopted minutes from the meeting at which this request was considered.

At a Regular meeting of the Village of Empire council/board
(regular or special) (township, city, village)
called to order by Wayne Aylsworth on February 25, 2020 at 7:00 PM
the following resolution was offered: (date) (time)

Moved by _____ and supported by _____
that the application from Iron Fish Distillery
(name of applicant - if a corporation or limited liability company, please state the company name)

for a **NEW OFF-PREMISES TASTING ROOM LICENSE**

to be located at: 11572 S. Lacore Road, Empire, MI 49630

It is the consensus of this body that it _____ this application be considered for
(recommends/does not recommend)
approval by the Michigan Liquor Control Commission.

If disapproved, the reasons for disapproval are _____

Vote

Yeas: _____

Nays: _____

Absent: _____

I hereby certify that the foregoing is true and is a complete copy of the resolution offered and adopted by the _____
council/board at a _____ meeting held on _____ (township, city, village)
(regular or special) (date)

Print Name of Clerk

Signature of Clerk

Date

Under Article IV, Section 40, of the Constitution of Michigan (1963), the Commission shall exercise complete control of the alcoholic beverage traffic within this state, including the retail sales thereof, subject to statutory limitations. Further, the Commission shall have the sole right, power, and duty to control the alcoholic beverage traffic and traffic in other alcoholic liquor within this state, including the licensure of businesses and individuals.

Please return this completed form along with any corresponding documents to:
Michigan Liquor Control Commission
Mailing address: P.O. Box 30005, Lansing, MI 48909
Hand deliveries or overnight packages: Constitution Hall - 525 W. Allegan, Lansing, MI 48933
Fax to: 517-763-0059

VC 2/25/2020

From: Soni Aylsworth <s.aylsworth@villageofempire.com>
Sent: Wednesday, February 5, 2020 3:25 PM
To: deputy clerk
Subject: GDC Expansion Plans
Attachments: Off-Premises Tasting Room License.pdf

Please distribute to the Council and put this on the agenda.
If anyone would like them to be there please let me know and I will invite them.

Thank you,

Soni Aylsworth
Empire Village President

Hey Soni,

DC and I are working on our plans for the expansion of GDC and the hardware building. You've probably heard some of this already but we intend to demolish the building and construct a new 2 story building. We are working to create a partnership with Iron Fish Distillery to house an IFD tasting room as part of the new retail business.

GDC will technically be contracted by IFC as their 'operator' with an Off Premise Tasting Room License. Each distillery is allowed 5 of these 'Off Premise' licenses and we're excited to bring IFD to Empire in this capacity. In order for the MLCC to approve the Off Premise Tasting Room License, we need the Village Council to sign off on the attached form. The applicant is Iron Fish Distillery, not Grocer's Daughter Chocolate.

I'm hoping you'll be able to add this to the work session agenda for next week and then to the voting meeting on February 25th.

Richard Anderson and I plan to attend the meeting on the 25th and we're happy to be present at the Work Session meeting if it's helpful.

Let me know if you have any questions.

Thanks much,
Jody Hayden
231 342 0696

From: Grobbel Environmental <cgrobbel@grobbelenvironmental.com>
Sent: Wednesday, February 12, 2020 11:26 AM
To: Soni Aylsworth; Maggie Bacon; Tom Rademacher; Mae Stier; Beryl Skrocki; Jody Hayden
Cc: Derith Smith; Darlene Friend; DC Hayden
Subject: Re: GDC Expansion Plans
Attachments: J & DC LUP #002-20.pdf; Untitled attachment 00008.html

Hi again all,

Sorry for the 2nd email. J & DC Chocolates, LLC has applied for a Land Use Permit for change of use only of the former Anchor Hardware property. The proposed use as a tasting room is interpreted as a permitted use in the Gateway Commercial (GC) District (amended language thru 11/20), Sec. 4.09.2(6).

Consequently, I have approved the change in use only and a formal LUP application with site plan review is to follow. Attached is their approved LUP for discussion purposes tomorrow. Thanks.

Christopher P Grobbel, PhD
GROBBEL ENVIRONMENTAL & PLANNING ASSOCIATES
PO BOX 58
Lake Leelanau, MI 49653
231-499-7165

From: Timothy Figura <tfigura@figuralaw.com>
Sent: Friday, February 21, 2020 12:59 PM
To: Wayne Aylsworth
Cc: Dick Figura; Alacia Acton; Derith Smith
Subject: Re: Water Discharge Ordinance
Attachments: Empire Village Water Discharge Ordinance tjf edit copy with RJF changes copy copy.docx

Soni,

Please see the attached ordinance with our suggested edits.

1. How does this Ordinance protect or ignore or hold harmless Village resident residing in the New Neighborhood, Storm Hill, Heritage Hills or the former (maybe still current) Beaver Creek PUD's? They were constructed using the Leelanau County Soil Erosion, Sedimentation and Stormwater Runoff Control Ordinance. Does our Ordinance reflect that somehow?

The ordinance governs the pumping of accumulated water from within a structure to "onto public ways, public streets and alleys, or other public easements and thoroughfares". Homes would only be effected if they are using a pump to remove water from a structure, then depositing that water onto a public way.

2. The policy struggle, I think, is that the Village residents this affects are not constructing something new that can accomplish the objectives. Rather we will be fining them for a for a circumstance that needs remediation and that will take time - so should there be a grace period where the resident presents a good faith effort?

It is within the discretion of the enforcement officials to offer a grace period, say in exchange for a promise to remediate. This is typical practice in zoning, where compliance rather than punishment is the goal.

3. As far as I know, this ordinance is being employed based on two specific issues occurring in the Village right now. Yet, we know it is likely there will be more of this type of thing happening in the Village in the next couple of years. Will our President be spending his days writing citations?

The president, director of public works, and zoning administrator are the three persons authorized to enforce the ordinance. Our draft adds "or other official as designated by the Village of Empire" to allow flexibility in the future.

4. Is it possible that the Village could be held accountable because of poor engineering or lack of a drain system infrastructure?

These concerns are more likely to be deployed as a defense to enforcement rather than as independent claims against the Village. If a claim of this nature were brought against the village, it is most likely that governmental immunity would prevent liability on the part of the Village.

Please let us know if we may assist further.

Best,

Timothy J. Figura, Esq.

FIGURA LAW OFFICE

11470 S. Leelanau Hwy, Ste. 105
PO Box 447
Empire, MI 49630
231-326-2072

“Working for a better community through law”

Of counsel to Simen, Figura & Parker, PLC, Flint, MI

From: Wayne Aylsworth <ayls1@hotmail.com>
Date: Wednesday, February 19, 2020 at 9:43 AM
To: Dick Figura <rfigura@figuralaw.com>, Timothy Figura <tfigura@figuralaw.com>
Subject: Fwd: Water Discharge Ordinance

Can you please answer these questions from Maggie?

[Get Outlook for Android](#)

From: Soni Aylsworth <s.aylsworth@villageofempire.com>
Sent: Wednesday, February 19, 2020 9:40:05 AM
To: ayls1@hotmail.com <ayls1@hotmail.com>
Subject: FW: Water Discharge Ordinance

From: Maggie Bacon
Sent: Tuesday, February 18, 2020 11:54 AM
To: Soni Aylsworth; Derith Smith
Subject: Water Discharge Ordinance

Soni,

Please forward on to Dick these additional questions re: the Water Discharge Ordinance.

1. How does this Ordinance protect or ignore or hold harmless Village resident residing in the New Neighborhood, Storm Hill, Heritage Hills or the former (maybe still current) Beaver Creek PUD's? They were constructed using the Leelanau County Soil Erosion, Sedimentation and Stormwater Runoff Control Ordinance. Does our Ordinance reflect that somehow?

2. The policy struggle, I think, is that the Village residents this affects are not constructing something new that can accomplish the objectives. Rather we will be fining them for a for a circumstance that needs remediation and that will take time - so should there be a grace period where the resident presents a good faith effort?

As far as I know, this ordinance is being employed based on two specific issues occurring in the Village right now. Yet, we know it is likely there will be more of this type of thing happening in the Village in the next couple of years. Will our

President be spending his days writing citations?

3. Is it possible that the Village could be held accountable because of poor engineering or lack of a drain system infrastructure?

Thanks, Soni

**VILLAGE OF EMPIRE
LEELANAU COUNTY, MICHIGAN
Discharge of Water from Private Property
Ordinance #155 - Village of Empire Code of Ordinances**

The Village of Empire ordains:

Part I: Village of Empire hereby enacts Ordinance #155 - Village of Empire Code of Ordinances as follows:

Section 1. Purpose: This Ordinance is intended to protect public safety, public health, public streets/infrastructure and water quality within the Village of Empire by controlling the flow of accumulated waters from private property into the streets, alleys and other public ways of the Village. The provisions of this Ordinance are not intended to and do not replace any county, state or federal regulation of waters.

Section 2. Definitions: As used in this Ordinance, the following words shall have the meanings:

Discharge Accumulated Waters: ~~Accumulated W~~aters that are collected within ~~and actively pumped from~~ a structure's basement, crawl space, foundation or other similar structures on real private property within the Village of Empire.

Discharge: To actively pump waters from one place to another.

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Section 3. Regulations for Discharge of Accumulated Water Established: This regulation shall apply and govern all properties within the Village of Empire. The discharge of accumulated waters from residences, businesses and other structures on private property and onto public ways, public streets and alleys, or other public easements and thoroughfares is prohibited by this Ordinance. The infiltration and/or discharge of accumulated waters onto a private property is not prohibited, provided that such waters do not enter onto public ways, public streets and alleys, or other public easements and thoroughfares.

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Section 4. Municipal Civil Infraction. A violation of any provision of this ordinance by any person or firm shall be a municipal civil infraction, and the person or firm responsible for said infraction shall be subject to the penalties and sanctions provided for in Ordinance 107 as amended by Ordinance 149.

Section 5.4. Administration and Enforcement. The Village President, Zoning Administrator, and Director of the Department of Public Works, or other official as designated by the Village of Empire, shall administer and enforce the provisions of this Ordinance. In the case that such discharge of accumulated waters poses a danger to the public health, safety or the environment, such as from the accumulation of ice and/or stagnant waters on public ways, public streets and alleys, or other public easements and thoroughfares, these designated Village officers may order

that the discharge of accumulated waters be ceased and desisted. Neither the Village nor any of its designees shall be held liable for any damage from the enforcement of this Ordinance. Violations of this Ordinance shall be subject to the Village of Empire, Civil Infractions & Violations Bureau Ordinance, #107.

Part II. Severability

The various parts, sections and clauses of this Ordinance are hereby declared to be severable. Should any part, clause, sentence, paragraph or section of this Ordinance be found invalid or unconstitutional for any reason by any court of competent jurisdiction, any such decision shall not affect the validity of the remainder of this Ordinance.

Part III. Conflict and Interpretation

The standards and provisions of this Ordinance shall be interpreted as being the minimum requirements necessary to uphold the purposes of this Ordinance. Whenever this Ordinance imposes a higher standard than that required by other regulations, ordinances, or rules, or by easements, covenants or agreements, the provisions of this Ordinance shall govern. When the provisions of any other statute impose higher standards the provisions of such statutes shall govern. ~~A person aggrieved by a decision of the Village enforcement designees may appeal said decision to the Village Council shall review such an appeal, provided that a written appeal is filed within thirty (30) days of the decision of the Village enforcement designee.~~ When it is alleged by a petitioner that there is an error in interpretation of this Ordinance by the Village enforcement designees, the concurring vote of a majority of the Village Council shall be necessary to reverse any interpretation of this Ordinance by the Village enforcement designee.

Part IV. Savings Clause

All proceedings pending and rights and liabilities existing, acquired or incurred at the time this Ordinance takes effect are saved and may be consummated according to the law in force when they were commenced.

Part V. Effective Date

The provisions of this Ordinance are ordered to take effect thirty (30) days after publication (as the full text or as a summary thereof) in a newspaper of general circulation in the Village of Empire.

Part VI. Adoption

This Ordinance was duly adopted by the Village of Empire Council at its regular meeting called and held on the ____ day of _____, 2020.

Part VII. Publication

The Village Clerk shall cause this Ordinance or summary of this Ordinance to be published in a newspaper of general circulation within Village of Empire within thirty (30) days after adoption.

Wayne Aylsworth, President, Village of Empire

Derith Smith, Clerk, Village of Empire

Adoption date:
Publication date:
Effective date:

CERTIFICATION

I, Derith Smith, the Clerk for 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 _____, 2020. The following members of the Village of Empire Council were present at the meeting: _____.

The Ordinance was adopted by the Village of Empire Council with ___ members of the Council voting in favor (_____) and ___ voting against (_____).

A copy of the Ordinance or a summary thereof was published in the Leelanau Enterprise and the Traverse City Record Eagle on _____.

Derith Smith, Clerk, Village of Empire

Village of Empire

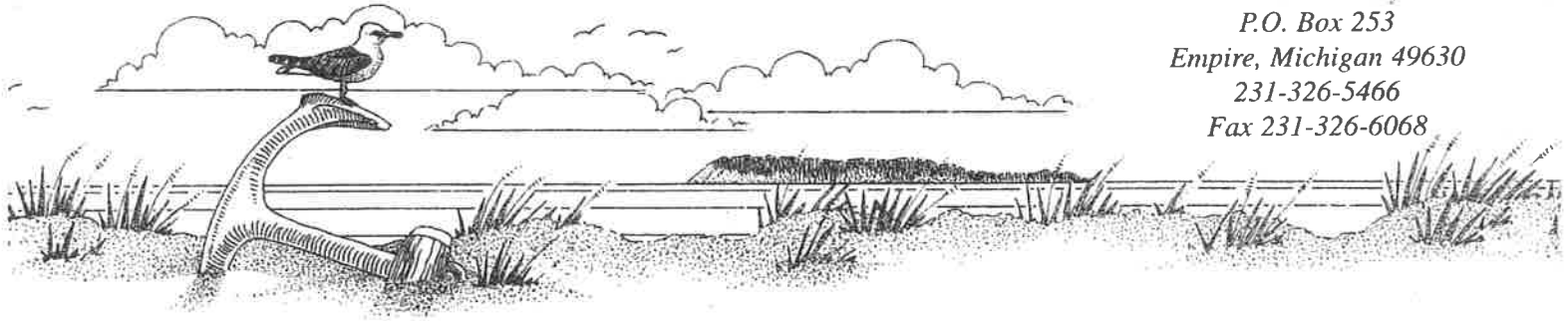
Leelanau County

P.O. Box 253

Empire, Michigan 49630

231-326-5466

Fax 231-326-6068



PUBLIC NOTICE

Schedule of Regular and Work Session Meetings of Empire Village Council for Fiscal Year 2020-21

Regular meetings of the Empire Village Council will be the fourth Tuesday of each month and Work Sessions will be the second Thursday of each month, held at 10088 Front Street in the Empire Town Hall at 7:00 p.m. The following schedule is for March 1, 2020 thru February 28, 2021.

Work Sessions

March 12, 2020

April 9, 2020

May 14, 2020

June 11, 2020

July 9, 2020

August 13, 2020

September 10, 2020

October 8, 2020

No Work Session

No Work Session

January 14, 2021

February 11, 2021

Regular Sessions

March 24, 2020

April 28, 2020

May 26, 2020

June 23, 2020

July 28, 2020

August 25, 2020

September 22, 2020

October 27, 2020

November 12, 2020

December 10, 2020

January 26, 2021

February 23, 2021

Special meetings will be called as needed and will be posted in accordance with requirements of the Open Meetings Act (P.A. 267, 1976).

Persons with questions or individuals with disabilities requiring auxiliary aids or services to effectively participate in the meeting should contact the Deputy Clerk at (231) 326-5466, PO Box 253, Empire, MI 49630, or at deputyclerk@villageofempire.com.

VC 2/25/20

FYI

EMPIRE PLANNING COMMISSION
P.O. BOX 253
Empire, MI 49630
231-326-5466
Fax • 231-326-6068

PUBLIC NOTICE

Schedule of Regular Meetings of
Village Planning Commission for Fiscal Year 2020

Regular meetings of the Village Planning Commission will be held at 10088 Front St in the Town Hall on the first Tuesday of each month at 7:00 p.m. The following schedule is for March 1, 2020 thru February 28, 2021.

Tuesday, March 3, 2020

Tuesday, April 7, 2020

Tuesday, May 5, 2020

Tuesday, June 2, 2020

Tuesday, July 7, 2020

Wednesday, August 5, 2020

Tuesday, September 1, 2020

Tuesday, October 6, 2020

Wednesday, November 4, 2020

Tuesday, December 1, 2020

Tuesday, January 5, 2021

Tuesday, February 2, 2021

Special meetings will be called as needed and will be posted in accordance with requirements of the Open Meetings Act (P.A. 267, 1976).

Persons with questions or individuals with disabilities requiring auxiliary aid or services to effectively participate in the meetings should contact the Deputy Clerk at 231-326-5466, Box 253 Empire, MI 49630 or at deputyclerk@villageofempire.com.

Empire Chamber of Commerce.

20th February 2020

Dear Village Council Members.

The Empire Chamber of Commerce would appreciate the Empire Village Council continued support in granting the following street closures via a motion. This will enable the Chamber to promote its 20th Festival Schedule in the coming months.

The Empire Asparagus Festival

Closure of Front Street from noon Friday 15th May 2020 through to noon Sunday 17th May 2020

Empire Hill Climb Revival

Closure of Wilco/Lake Street from Washington to the Village Limit 10 am thru 4 pm Friday 18th September 2020 for the purpose of setting up timing equipment, reason of safety.

Closure of Front Street from 8am Saturday 19th September 2020 until 6pm. To include from Union St to M22/ M72 Junction to accommodate increased entry level.

Closure of Lake Street / Wilco Rd is requested from 8.00am thru 6pm on Saturday 19th September 2020. From the Junction of Pitch Apple Lane to the Village limit.

Empire Hops Festival

Closure of Front Street from noon Friday 2nd October 2020 through to noon Sunday 4th October 2020.

I'm sure the members of the Village Council are fully aware that the Chamber relies completely on these events to raise the revenues needed to operate the Chamber on a day to day basis.

VC 2/25/20

From: Beryl Skrocki <b.skrocki@villageofempire.com>
Sent: Thursday, February 13, 2020 11:19 AM
To: deputy clerk <deputyclerk@villageofempire.com>
Subject: Personnel matters

Good-morning Alacia ~

I have been asked to post position available for village clerk. Are you able to access any information from 2 years ago when the position was posted? I have no information on the verbiage used so if you could assist me that would be fabulous. Once previous listing has been found we need to post in Leelanau Enterprise, etc. I do not know if this will come as a surprise to Derith so please keep this request confidential for the moment.

Give me a call if you have any questions and hopefully I will be able to answer them.

Thanks!

Beryl

From: deputyclerk@villageofempire.com <deputyclerk@villageofempire.com>
Sent: Thursday, February 13, 2020 12:18 PM
To: Beryl Skrocki
Subject: RE: Personnel matters

Beryl-

I am sure it will not come as a surprise to her. I'd hate to see her go, she is extremely knowledgeable and excellent at what she does.

This is what I have found, very basic, generic ad.

Alacia Acton

Re: Personnel matters
Beryl Skrocki b.skrocki@villageofempire.com
To deputy clerk deputyclerk@villageofempire.com

Thank-you Alacia! I know this is a challenging task I have asked of you. :/

On an easier matter, my husband found some glasses on the wall at the beach last night. If someone is looking for them they are at my house. I am deep in preparation mode for tonights meeting or I would deliver to village office today.

smiles!

Re: Personnel matters
Beryl Skrocki b.skrocki@villageofempire.com
To deputy clerk deputyclerk@villageofempire.com

Good-morning Alacia ~

Let's use that basic generic ad. If you would please place an ad, asap, in the Leelanau Enterprise and post on website, kiosk, email blast and any other spots I am not thinking of. I would also think it would be helpful to place an ad in the Record Eagle.

This is the sum total of information I have about the position. If you have anything else I would appreciate it!

Thank-you immensely!

Beryl

Re: Personnel matters
deputyclerk@villageofempire.com
To 'Beryl Skrocki' b.skrocki@villageofempire.com

Beryl-

Since I have not been a Village employee for that long, I have yet to go through the process of appointing a new Clerk or Treasurer. I've had a night to think about the correct process for handling such matters and I have concerns. It is clear from my job description that my direct supervisor is the Clerk and that I am given responsibilities and direction from the Clerk.

I need some documentation, such as meeting minutes, that gives instruction or direction to go around the Clerk. I do not have the authority to post this position and this puts me in a terrible position with my direct supervisor.

The General Law Village Act, states that it is the President's job, to nominate an appointed official. A good process would be for the President to notify the Clerk that her appointment is expiring and to let her know the Village will be posting the position. The Clerk may be directed to post the position and the Clerk may delegate that responsibility to me.

The request for me to post this position should come from the Clerk. Therefore, I do not view this as a confidential matter, as it should be handled procedurally, not secretively.

I hope this explains my view on how to handle the process.

Alacia Acton
Deputy Clerk

Re: Personnel matters
Beryl Skrocki b.skrocki@villageofempire.com
To deputy clerk deputyclerk@villageofempire.com

Thank-you Alacia for taking the time to provide me with your professional and very thoughtful response, I do really appreciate it!

Clerk Appointment

Soni Aylsworth <s.aylsworth@villageofempire.com>
To: Derith Smith <clerk@villageofempire.com>
Cc: deputy clerk <deputyclerk@villageofempire.com>; Beryl Skrocki
<b.skrocki@villageofempire.com>

Derith,
Please post the Clerk appointment position. This has to be done every two years.
Sorry for the sort email, I'm super busy!

Thank you very much,

Soni Aylsworth
Empire Village President

Primary Village of Empire DPW Equipment - Replacement Cost/Savings Analysis, 3% Inflation

(used equipment liquidation values not included)

FYI - FOR
Budget

	Plow Truck	Sand Truck	Pickup	Backhoe	Deere Tractor	Deere Mower Sweeper
Year Purchased	2000	2015	2013	2012	2005	2004
Lifespan (yrs)	25	15	15	20	20	15
Initial Purchase	(\$79,285)	(\$60,000)	(\$19,767)	(\$82,200)	(\$20,565)	(\$10,040)
Inflation Rate	3%	3%	3%	3%	3%	3%
1st Future Replacement Cost	\$166,005	\$93,478	\$30,796	\$148,462	\$37,143	\$15,642
Remaining Life Years Starting 2017	8	13	11	15	8	2

Year Ending February	Future Purchases	Future Purchases	Future Purchases	Future Purchases	Future Purchases	Future Purchases	Future Purchases	Equip Fund Annual Surplus - Income + Depreciation	Equip Fund Unrestricted Net Position (per audit)	
									130,655.00	
2017	\$18,000 *new plow bed							\$18,025	\$29,821	142,451.00
2018	\$11,000 *new plow blade							\$11,000	\$29,000	160,451.00
2019								\$0	\$29,000	189,451.00
2020							\$15,642	\$15,642	\$29,000	202,809.01
2021								\$0	\$29,000	231,809.01
2022								\$0	\$29,000	260,809.01
2023								\$0	\$29,000	289,809.01
2024								\$0	\$29,000	318,809.01
2025								\$0	\$29,000	347,809.01
2026	\$166,005					\$37,143		\$203,148	\$29,000	173,661.15
2027								\$0	\$29,000	202,661.15
2028								\$0	\$29,000	231,661.15
2029			\$30,796					\$30,796	\$29,000	229,864.80
2030								\$0	\$29,000	258,864.80
2031		\$93,478						\$93,478	\$29,000	194,386.76
2032								\$0	\$29,000	223,386.76
2033				\$148,462				\$148,462	\$29,000	103,924.42
2034							\$15,642	\$15,642	\$29,000	117,282.42
2035								\$0	\$29,000	146,282.42
2036								\$0	\$29,000	175,282.42
2037								\$0	\$29,000	204,282.42
2038								\$0	\$29,000	233,282.42
2039								\$0	\$29,000	262,282.42
2040								\$0	\$29,000	291,282.42
2041								\$0	\$29,000	320,282.42
2042								\$0	\$29,000	349,282.42
2043								\$0	\$29,000	378,282.42
2044			\$47,980					\$47,980	\$29,000	359,302.73
2045								\$0	\$29,000	388,302.73
2046		\$145,636				\$67,084		\$212,720	\$29,000	204,583.17
2047								\$0	\$29,000	233,583.17
2048							\$24,370	\$24,370	\$29,000	238,213.46
2049								\$0	\$29,000	267,213.46
2050								\$0	\$29,000	296,213.46
2051	\$347,578							\$347,578	\$29,000	(22,364.53)
2052								\$0	\$29,000	6,635.47
2053				\$268,140				\$268,140	\$29,000	(232,504.04)
	\$542,583	\$239,114	\$78,776	\$416,602	\$104,226	\$55,654	\$0	\$1,436,980		