



PROPOSED AGENDA
REGULAR MEETING OF THE LAKE ODESSA VILLAGE COUNCIL
MONDAY, MARCH 18, 2024 - 7:00 P.M.
Page Memorial Building
Village Council Chambers
839 Fourth Avenue, Lake Odessa, Michigan 48849

I. Call to Order

II. Pledge of Allegiance

III. Roll Call of Council Members

IV. Approval of Agenda

V. Public Comment:

Under the Open Meetings Act, any citizen may come forward at this time and make comment on items that appear on the agenda. Comments will be limited to three minutes per person. Anyone who would like to speak shall state his/her name and address for the record. Remarks should be confined to the question at hand and addressed to the chair in a courteous tone. No person shall have the right to speak more than once on any particular subject until all other persons wishing to be heard on that subject have had the opportunity to speak.

VI. Minutes: To approve the meeting minutes from the following Village Council meetings:

- a) Minutes from the regular Village Council meeting of February 19, 2024
- b) Minutes from the special Village Council study session of February 15, 2024
- c) Minutes from the special Village Council study session of February 29, 2024

VII. Expenditures:

- a) Approve bills equal to or less than \$3,000.00 each from 2/1/2024 to 2/29/2024.
- b) Approve bills in excess of \$3,000.00 each, including:
 - i. Detroit Salt Company – Rock Salt – \$3,476.58 (Paid)
 - ii. Detroit Salt Company – Rock Salt – \$3,583.76 (Paid)
 - iii. Lake Odessa Civic & Agricultural Assoc. – Transfer Car Show Fund – \$6,390.76 (Paid)
 - iv. Polly Products – 3 Picnic Tables -- \$3,377.00 (Paid)

VIII. Consent Agenda

The following consent agenda will normally be adopted without discussion; however, at the request of any council member, any item may be removed from the consent agenda for discussion.

Reports and Minutes: To accept and file the following:

- a) Minutes from the regular Lake Odessa Area Arts Commission meeting of January 8, 2024
- b) Minutes from the regular Lake Odessa Area Arts Commission meeting of February 12, 2024
- c) Minutes from the regular Downtown Development Authority meeting of March 12, 2024

IX. Departmental Reports:

- a) Village Manager
- b) Police Department
- c) Department of Public Works
- d) Finance
- e) Zoning

X. Committee Reports

- a) Personnel
- b) Finance
- b) Parks and Recreation

XI. Presentations

- a) None

XII. Public Hearings

- a) Public Hearing re: proposed Application for DNR Trust Fund Grant for Beach Pavilion Improvements

XIII. New Business:

- a) Proposed Resolution 2024-21: Authorizing Hiring a Police Department Recruit, Paying Salary and Academy Costs for Such Individual, and Applying for Available Grant Funds to Defray Salary and Academy Costs
- b) Proposed Resolution 2024-22: Authorizing Submission of an Application for a DNR Trust Fund Grant for Beach Pavilion Improvements
- c) Proposed Resolution 2024-23: Establishing Dates, Times, and Rules and Regulations for the 2024 May Clean-up Program
- d) Proposed Resolution 2024-24: Amending the Village Council Rules of Procedures to Authorize Holding Committee of the Whole Meetings, Establishing Ad Hoc Committees, and Dissolving Standing Committees
- e) Proposed Resolution 2024-25: Approving, Authorizing, Directing the Village President and the Village Manager to Sign a Letter of Engagement from Walker, Fluke, and Sheldon PLC for Auditing Services for the Village of Lake Odessa
- f) Proposed Resolution 2024-26: Approving Budget Amendments for Fiscal Year 2023-24 for the Village of Lake Odessa
- g) Proposed Resolution 2024-27: Approving Budget Amendments for Fiscal Year 2024-25 for the Village of Lake Odessa
- h) Proposed Resolution 2024-28: Authorizing Purchasing New Mobile Radio Equipment for Department of Public Works Vehicles
- i) Proposed Resolution 2024-29: Authorizing Executing the Finding of Exempt Activity Related to the MSHDA CHILL Grant
- j) Proposed Resolution 2024-30: Authorizing Executing the Grant Management Plan for the MSHDA CHILL Grant
- k) Third-Party Administrator Agreement with Smith Housing Consultants for the MSHDA CHILL Grant

XIV. Miscellaneous Correspondence:

- a) Letter of Support to the Michigan Department of Agriculture and Rural Development for the Grant Application from the Lake Odessa Agricultural & Civic Association

XV. Trustee Comments

XVI. Public Comment (See Above)

XVII. Adjournment

Council Meeting Minutes

VILLAGE OF LAKE ODESSA
MINUTES
REGULAR COUNCIL MEETING
FEBRUARY 19, 2024
PAGE MEMORIAL BUILDING
839 FOURTH AVENUE
LAKE ODESSA, MICHIGAN 48849

Meeting called to order at 7:01 pm by Village President Karen Banks.

ROLL CALL

Council present: President Karen Banks, Trustee Mike Brighton, Trustee Terri Cappon, Trustee Jennnifer Hickey, Trustee Carrie Johnson

Council absent: Trustee Martha Yoder, Trustee Rob Young

Staff present: Village Manager Gregg Guetschow, Police Chief Kendra Backing, Clerk/Treasurer Kathy Forman

APPROVAL OF THE AGENDA

Motion by Cappon, supported by Johnson, to approve the agenda. All ayes; motion carried 5-0.

PUBLIC COMMENT ON AGENDA ITEMS

None

MINUTES

Motion by Brighton, supported by Hickey, to approve the minutes from the following meetings:

Regular Village Council meeting of January 17, 2024

Special Village Council meeting of February 5, 2024

Special Village Council meeting of February 7, 2024.

All ayes; motion carried 5-0.

BILLS

Motion by Johnson, supported by Cappon, to approve expenditures equal to or less than \$3,000.00 for the period 1/1/2024 through 1/31/2024. All ayes; motion carried 5-0.

Motion by Hickey, supported by Cappon to approve bills in excess of \$3,000 as submitted.

All ayes; motion carried 5-0.

CONSENT AGENDA

Motion by Johnson, supported by Hickey, to accept the following items and place them on file:

a) Lake Odessa Planning Commission 1/22/2024 regular meeting minutes

All ayes; motion carried 6-0.

DEPARTMENTAL REPORTS

Village Manager: Report submitted.

Police Department: Report submitted.

Department of Public Works: Report submitted.

Finance: Report Submitted.

Zoning: Report submitted.

COMMITTEE REPORTS:

Personnel Committee: No report.
Finance Committee: No report.
Parks & Recreation Committee: No report.

PRESENTATIONS

None

PUBLIC HEARING

Motion by Johnson, supported by Cappon, to open the public hearing on the 2024-2025 Proposed Village of Lake Odessa Budget. Banks called for a roll call vote. Yes: Johnson, Cappon, Brighton, Hickey, Banks; No: None; Absent: Yoder, Young; Abstain: None. Motion carried 5-0. The public hearing was opened at 7:05 pm.

President Banks asked for public comment. None was heard. Public hearing was noticed per state law and no public comment has been received.

Motion by Johnson, supported by Hickey, to close the public hearing. All ayes; motion carried 5-0. The public hearing was closed at 7:06 pm.

NEW BUSINESS

- a) Proposed Resolution 2024-12: Adoption of the Budget for Fiscal Year 2024-2025 for the Village of Lake Odessa.

Motion by Brighton, supported by Hickey, to adopt proposed Resolution 2024-12. Banks called for a roll call vote. Yes: Brighton, Hickey, Cappon, Johnson, Banks; No: None; Absent: Yoder, Young; Abstain: None. Resolution adopted 5-0.

- b) Proposed Resolution 2024-13: Approval and Adoption of the Village of Lake Odessa General Appropriations Act for Fiscal Year 2024-2025.

Motion by Johnson, supported by Cappon, to adopt proposed Resolution 2024-13. Banks called for a roll call vote. Yes: Johnson, Cappon, Brighton, Hickey, Banks; No: None; Absent: Yoder, Young; Abstain: None. Resolution adopted 5-0.

- c) Proposed Resolution 2024-14: Approval and Adoption of the Village of Lake Odessa Capital Improvement Plan for Fiscal Year 2024-2025.

Motion by Brighton, supported by Cappon, to adopt proposed Resolution 2024-14. Banks called for a roll call vote. Yes: Brighton, Cappon, Hickey, Johnson, Banks; No: None; Absent: Yoder, Young; Abstain: None. Resolution adopted 5-0.

- d) Proposed Resolution 2024-15: Establishing Rates, Fees, and Schedules for Water Service Pursuant to Section 34-54 of the Code of Ordinances, Village of Lake Odessa, Michigan.

Motion by Brighton, supported by Johnson, to adopt proposed Resolution 2024-15. Banks called for a roll call vote. Yes: Brighton, Johnson, Cappon, Hickey, Banks; No: None; Absent: Yoder, Young; Abstain: None. Resolution adopted 5-0.

- e) Proposed Resolution 2024-16: Approving the budget Amendment for Fiscal Year 2023-24 for the Village of Lake Odessa.

Motion by Cappon, supported by Johnson, to adopt proposed Resolution 2024-16. Banks called for a roll call vote. Yes: Cappon, Johnson, Brighton, Hickey, Banks; No: None; Absent: Yoder, Young; Abstain: None. Resolution adopted 5-0.

- f) Proposed Resolution 2024-17: Authorizing the Closure and Reallocation of the Lake Odessa Car Show Fund.

Motion by Hickey, supported by Brighton, to adopt proposed Resolution 2024-17. Banks called for a roll call vote. Yes: Hickey, Brighton, Cappon, Johnson, Banks; No: None; Absent: Yoder, Young; Abstain: None. Resolution adopted 5-0.

- g) Proposed Resolution 2024-18: Approving a Citizen Participation Plan for a CDBG CHILL Grant for Homeowner Rehabilitation.

Motion by Johnson, supported by Cappon, to adopt proposed Resolution 2024-18. Banks called for a roll call vote. Yes: Johnson, Cappon, Brighton, Hickey, Banks; No: None; Absent: Yoder, Young; Abstain: None. Resolution adopted 5-0.

- h) Proposed Resolution 2024-19: Authorizing purchase of three picnic tables from Polly Products at a cost of \$3,377.

Motion by Brighton, supported by Hickey, to adopt proposed Resolution 2024-19. Banks called for a roll call vote. Yes: Brighton, Hickey, Cappon, Johnson, Banks; No: None; Absent: Yoder, Young; Abstain: None. Resolution adopted 5-0.

- i) Proposed Resolution 2024-20: Authorizing purchase of two Taser 10 Tasers from Axon Enterprise, Inc. at a cost of \$9,748.80.

Motion by Cappon, supported by Hickey, to adopt proposed Resolution 2024-20. Banks called for a roll call vote. Yes: Cappon, Hickey, Brighton, Johnson, Banks; No: None; Absent: Yoder, Young; Abstain: None. Resolution adopted 5-0.

MISCELLANEOUS CORRESPONDENCE

None

TRUSTEE COMMENTS

Banks - None.

Brighton - None.

Cappon – Thanked Clerk/Treasurer Forman for the work she has been doing on the budget.

Hickey – Would like to see the committees restructured. Possibly create a Police Committee.

Johnson – Would like to see written reports when committees meet.

PUBLIC COMMENT

None

CLOSED SESSION FOR THE PURPOSE OF DISCUSSING THE PROPOSED AGREEMENT BETWEEN THE VILLAGE OF LAKE ODESSA AND THE POLICE OFFICERS LABOR COUNCIL

Motion by Johnson, supported by Cappon to Move into closed session for the purpose of discussing the proposed agreement between the Village of Lake Odessa and the Police Officers Labor Council, in accordance with Section 8(c) of the Open Meetings Act. Banks called for a roll call vote. Yes:

Johnson, Cappon, Brighton, Hickey, Banks; No: None; Absent: Yoder, Young; Abstain: None. Motion carried 5-0.

Council moved into Closed Session at 7:31 pm.

Council returned to Open Session at 7:38 pm.

**APPROVAL OF PROPOSED AGREEMENT BETWEEN THE VILLAGE OF LAKE ODESSA
AND THE POLICE OFFICERS LABOR COUNCIL**

Motion by Johnson, supported by Cappon, to ratify the proposed agreement between the Village of Lake Odessa and the Police Officers Labor Council. All ayes; motion carried 5-0.

ADJOURNMENT

Motion by Brighton, supported by Cappon, to adjourn the meeting. All ayes: motion carried 5-0.
Meeting adjourned at 7:39 pm.

Respectfully submitted,

Kathy S. Forman
Village Clerk / Treasurer

VILLAGE OF LAKE ODESSA
MINUTES
COUNCIL STUDY SESSION
FEBRUARY 15, 2024
PAGE MEMORIAL BUILDING
839 FOURTH AVENUE
LAKE ODESSA, MICHIGAN 48849

President Pro Tem Cappon called the meeting to order at 6:03 p.m. with the following trustees present: Cappon, Yoder, Johnson, Hickey, and Brighton. Trustees absent: President Banks and trustee Young. Also present: Police Chief Backing, DPW Superintendent Trout, and Village Manager Guetschow

Trustee Yoder began the discussion by saying that a plan of action should be developed. She asked, "What does this look like." She referred to the list of options presented at a previous work session for how the Village might go about providing for management of the organization.

After some discussion, it was the consensus of those present that the options they preferred were for either a full-time or a part-time manager.

One suggestion was to initially seek a retired manager who could devote 3-5 years to the position, giving Council time to evaluate what would be the best long-term model.

During discussion about full- vs. part-time, concern was expressed about the impact on the budget of hiring a full-time manager.

Trustee Yoder asked whether the position could be done on a part-time basis. She noted that there a lot of projects that have been initiated that will require attention. She said that hiring a part-time manager might lead to higher costs for additional professional services to fill the gaps.

The department heads were asked to express their opinion on part-time vs. full-time manager. Superintendant Trout said that he thought the position did not warrant a full-time manager. Chief Backing said that she felt a full-time manager should be hired.

Trustee Brighton commented that he wants to see stability in the village manager position.

Discussion was held concerning reviewing the position profile, agreeing on a salary range, and structuring an advertisement that would permit expressions of interest in either a full-time or part-time position.

It was agreed to start with the position profile used in the previous search. Village Manager Guetschow agreed to have copies of the profile provided to each Council member. Trustee Yoder agreed to coordinate the receipt of suggestions for changes to the profile from individual

trustees. Those suggestions will be due by February 25th. A special meeting will be held on February 29th at 6:00 pm to work on updating the position profile.

President Pro Tem Cappon adjourned the meeting at 6:52 pm.

Respectfully submitted,

Gregg Guetschow
Recording Secretary
Village Manager

VILLAGE OF LAKE ODESSA
MINUTES
COUNCIL STUDY SESSION
FEBRUARY 29, 2024
PAGE MEMORIAL BUILDING
839 FOURTH AVENUE
LAKE ODESSA, MICHIGAN 48849

President Karen Banks called the meeting to order at 6:02 p.m.

Council present: President Karen Banks, Trustee Mike Brighton, Trustee Terri Cappon, Trustee Jennifer Hickey, Trustee Carrie Johnson, and Trustee Yoder

Council absent: Trustee Young

Staff present: Village Manager Guetschow and Clerk/Treasurer Forman

President Banks asked Village Manager Guetschow to facilitate the meeting.

The meeting held on 2/15/24 was summarized to begin the session.

Village Manager Guetschow asked council if a department head was willing to assume a dual role position would they consider the possibility. At the first work session in December council seemed to be leaning toward a part-time manager. At the work session in February, it seemed council was looking toward a full-time manager. There was interest from council members to invite current department heads to apply.

A discussion took place about what this would look like.

Discussed what would happen if an internal candidate did not work out. Would they be allowed to return to their previous position. The thought was this should be included in any contract or employment agreement that is reached.

This should be opened to all department heads and interviews scheduled for all who are interested.

Their will be different expectations and a development plan is needed since these individuals will have no Village Manager experience.

Discussed more money would be needed for attorney fees since they have no experience. There may be a need to hire a part-time person to fill gaps. There will be savings on benefits and wages.

Council should provide a document for internal candidates with expectations.

Formal interview process should stand up for internal candidates.

Reviewed the MML Village Manager profile used in the 2023 search. Discussed each of the changes that were made and if the change was acceptable to all council members. Changes were made to the Application Process Page. Trustee Yoder will update the profile and email it to Clerk/Treasurer Forman. Village Manager Guetschow will do a final review and copies will be provided to each council member.

It was decided to post the position internally for all department heads. Village Manager Guetschow will provide an invitation letter to each department head. A resume' and cover letter must be submitted to Village Manager Guetschow by Monday, 3/11. Interviews will be held on Wednesday, 3/13 beginning at 5:30pm.

A discussion was held regarding council meetings and committee meetings. It was decided to move to a Committee of the Whole format. The first such meeting will be held on May 6. These meetings will be used to review the budget and discuss any items that arise. Would like to have department heads attend. May focus on each department at a specific meeting each year. If needed an Ad Hoc committee can be formed for a limited time to work on a specific idea.

Discussed process for what can create the need for a closed session meeting. How does the process work through the chain of command?

Discussed protocol for what council members can and cannot do. Council members should be able to talk to department heads.

It was agreed that no more hurry up items should be brought to council on meeting night. If needed there should be a first reading and second reading of an item. A vote would take place after the second reading.

President Karen Banks adjourned the meeting at 8:19 pm.

Respectfully submitted,

Kathy Forman
Clerk/Treasurer

Expenditures

Check Date	Bank	Check	Vendor	Vendor Name	Amount
Bank ARTS					
02/22/2024	ARTS	3364	VERIZON	VERIZON WIRELESS	43.65
02/29/2024	ARTS	3365	MISC	TIM DAY	150.00
02/29/2024	ARTS	3366	MISC	TOM FARAGE	150.00
ARTS TOTALS:					
Total of 3 Checks:					343.65
Less 0 Void Checks:					0.00
Total of 3 Disbursements:					343.65
Bank CAR 6523 CAR SHOW					
02/29/2024	CAR	1132	MISC	LAKE ODESSA AGRICULTURAL & CIVIC S	6,390.76 V
02/29/2024	CAR	1133	MISC	LAKE ODESSA AGRICULTURAL & CIVIC S	6,390.76
CAR TOTALS:					
Total of 2 Checks:					12,781.52
Less 1 Void Checks:					6,390.76
Total of 1 Disbursements:					6,390.76
Bank GEN 1447 GENERAL FUND					
02/07/2024	GEN	42777	ADT	ADT COMMERCIAL	939.00
02/07/2024	GEN	42778	ADT	ADT COMMERCIAL	63.74
02/07/2024	GEN	42779	AMAZON	AMAZON CAPITAL SERVICES, INC.	761.02
02/07/2024	GEN	42780	CONSUMERS	CONSUMERS ENERGY	2,367.98
02/07/2024	GEN	42781	DICKINSON	DICKINSON WRIGHT PLLC	814.00
02/07/2024	GEN	42782	KIESLER	KIESLER POLICE SUPPLY	1,478.00
02/07/2024	GEN	42783	LAKEWOOD	LAKEWOOD NEWS	330.60
02/07/2024	GEN	42784	VERIZON	VERIZON WIRELESS	153.21
02/07/2024	GEN	42785	WEX	WEX BANK	1,313.65
02/15/2024	GEN	42786	BCN	BLUE CARE NETWORK	1,759.13
02/15/2024	GEN	42787	CARDMEMBER	ELAN FINANCIAL SERVICES	558.00
02/15/2024	GEN	42788	CONSUMERS	CONSUMERS ENERGY	949.77
02/15/2024	GEN	42789	GRANGER	GRANGER	66.96
02/15/2024	GEN	42790	IT RIGHT	VC3, INC	108.00
02/15/2024	GEN	42791	MILLER	MILLER JOHNSON	1,421.87
02/15/2024	GEN	42792	MSP	MICHIGAN STATE POLICE	30.00
02/15/2024	GEN	42793	QUILL	QUILL CORPORATION	233.98
02/15/2024	GEN	42794	TRUE	VILLAGE TRUE VALUE LUMBER	26.69
02/22/2024	GEN	42795	AMAZON	AMAZON CAPITAL SERVICES, INC.	473.12 V
02/22/2024	GEN	42796	BLUE CROSS	BLUE CROSS BLUE SHIELD OF MICHIGAN	45.64 V
02/22/2024	GEN	42797	CINTAS	CINTAS FIRST AID & SAFETY	87.92
02/22/2024	GEN	42798	GREGG	GREGG GUIDANCE, LLC	1,815.26
02/22/2024	GEN	42799	IONIA	IONIA COUNTY TREASURER	2,507.50
02/22/2024	GEN	42800	KDP	KDP RETIREMENT PLAN SVCS, INC	137.50
02/22/2024	GEN	42801	KIMBALL	KIMBALL MIDWEST	213.36
02/22/2024	GEN	42802	MISS DIG	MISS DIG SYSTEM, INC.	495.80
02/22/2024	GEN	42803	NAPA	MOTOR PARTS AND EQUIPMENT COMPANY	478.55
02/22/2024	GEN	42804	SBAM PLAN	SBIS	288.87
02/22/2024	GEN	42805	VERIZON	VERIZON WIRELESS	290.50
02/22/2024	GEN	42806	WOW	WOW! BUSINESS	101.25
02/22/2024	GEN	42807	WOW	WOW! BUSINESS	146.49
02/22/2024	GEN	42808	WOW	WOW! BUSINESS	131.00
02/22/2024	GEN	42809	AMAZON	AMAZON CAPITAL SERVICES, INC.	473.12
02/22/2024	GEN	42810	BLUE CROSS	BLUE CROSS BLUE SHIELD OF MICHIGAN	45.64
02/29/2024	GEN	28(S)	CMP DISTRI	CMP DISTRIBUTORS, INC	0.00 V
02/29/2024	GEN	42811	AMAZON	AMAZON CAPITAL SERVICES, INC.	199.25
02/29/2024	GEN	42812	MCM MI	MCM MI CONSTRUCTION LLC	960.00
02/29/2024	GEN	42813	MCM MI	MCM MI CONSTRUCTION LLC	960.00
02/29/2024	GEN	42814	MCM MI	MCM MI CONSTRUCTION LLC	1,040.00
02/29/2024	GEN	42815	MCM MI	MCM MI CONSTRUCTION LLC	960.00
02/29/2024	GEN	42816	MISC	DAN ZYLSTRA	456.00
02/29/2024	GEN	42817	POLLY	POLLY PRODUCTS	3,972.00
02/29/2024	GEN	42818	TRUE	VILLAGE TRUE VALUE LUMBER	38.18
GEN TOTALS:					
Total of 43 Checks:					29,692.55
Less 3 Void Checks:					518.76
Total of 40 Disbursements:					29,173.79
Bank HWY 6659 GENERAL HWY					
02/22/2024	HWY	2143	SBAM PLAN	SBIS	63.20

03/12/2024 04:29 PM			CHECK REGISTER FOR VILLAGE OF LAKE ODESSA		Page: 2/2
User: KATHY			CHECK DATE FROM 02/01/2024 - 02/29/2024		
DB: Lake Odessa Vil					
Check Date	Bank	Check	Vendor	Vendor Name	Amount
HWY TOTALS:					
Total of 1 Checks:					63.20
Less 0 Void Checks:					0.00
Total of 1 Disbursements:					63.20
Bank LOC 6646 LOCAL STREETS					
02/07/2024	LOC	2413	DETROIT SA	DETROIT SALT	1,738.29
02/07/2024	LOC	2414	ST REGIS	ST. REGIS CULVERT	1,350.40
02/07/2024	LOC	2415	VERMEER	VERMEER OF MICHIGAN, INC	1,525.00
02/15/2024	LOC	2416	DETROIT SA	DETROIT SALT	1,791.88
02/22/2024	LOC	2417	BLUE CROSS	BLUE CROSS BLUE SHIELD OF MICHIGAN	12.17
02/22/2024	LOC	2418	SBAM PLAN	SBIS	8.91
LOC TOTALS:					
Total of 6 Checks:					6,426.65
Less 0 Void Checks:					0.00
Total of 6 Disbursements:					6,426.65
Bank MAJ 6633 MAJOR STREETS					
02/07/2024	MAJ	2479	DETROIT SA	DETROIT SALT	1,738.29
02/07/2024	MAJ	2480	ST REGIS	ST. REGIS CULVERT	1,350.40
02/07/2024	MAJ	2481	VERMEER	VERMEER OF MICHIGAN, INC	975.00
02/15/2024	MAJ	2482	DETROIT SA	DETROIT SALT	1,791.88
02/22/2024	MAJ	2483	BLUE CROSS	BLUE CROSS BLUE SHIELD OF MICHIGAN	7.61
02/22/2024	MAJ	2484	SBAM PLAN	SBIS	5.85
MAJ TOTALS:					
Total of 6 Checks:					5,869.03
Less 0 Void Checks:					0.00
Total of 6 Disbursements:					5,869.03
Bank WATER 6620 WATER					
02/07/2024	WATER	5862	BADGER	BADGER METER	809.90
02/07/2024	WATER	5863	FAMILY	FAMILY FARM & HOME - CHARLOTTE	512.96
02/07/2024	WATER	5864	MICHCAT	MICHIGAN CAT	844.00
02/07/2024	WATER	5865	MISC	SCOTT HUBBERT	54.12
02/07/2024	WATER	5866	TRICOU	HOMEWORKS	2,839.24
02/07/2024	WATER	5867	VERIZON	VERIZON WIRELESS	36.67
02/07/2024	WATER	5868	WEX	WEX BANK	671.00
02/15/2024	WATER	5869	AT&T	AT&T	142.91
02/15/2024	WATER	5870	BCN	BLUE CARE NETWORK	3,344.09
02/15/2024	WATER	5871	CARDMEMBER	ELAN FINANCIAL SERVICES	70.00
02/15/2024	WATER	5872	CONSUMERS	CONSUMERS ENERGY	1,730.79
02/15/2024	WATER	5873	IT RIGHT	VC3, INC	22.00
02/22/2024	WATER	5874	BLUE CROSS	BLUE CROSS BLUE SHIELD OF MICHIGAN	198.50
02/22/2024	WATER	5875	KDP	KDP RETIREMENT PLAN SVCS, INC	137.50
02/22/2024	WATER	5876	MISS DIG	MISS DIG SYSTEM, INC.	495.79
02/22/2024	WATER	5877	SBAM PLAN	SBIS	254.32
02/22/2024	WATER	5878	VERIZON	VERIZON WIRELESS	130.95
02/22/2024	WATER	5879	WOW	WOW! BUSINESS	73.24
02/29/2024	WATER	5880	IONIA CITY	CITY OF IONIA	44.00
02/29/2024	WATER	5881	MICHCAT	MICHIGAN CAT	395.35
02/29/2024	WATER	5882	MISC	MWEA LOCAL SECTION 7	50.00
02/29/2024	WATER	5883	MUNICIPAL	MUNICIPAL SUPPLY CO.	2,550.72
02/29/2024	WATER	5884	NAPA	MOTOR PARTS AND EQUIPMENT COMPANY	176.51
02/29/2024	WATER	5885	PEERLESS	PEERLESS MIDWEST, INC.	2,560.00
02/29/2024	WATER	5886	TRICOU	HOMEWORKS	2,971.78
WATER TOTALS:					
Total of 25 Checks:					21,116.34
Less 0 Void Checks:					0.00
Total of 25 Disbursements:					21,116.34
REPORT TOTALS:					
Total of 86 Checks:					76,292.94
Less 4 Void Checks:					6,909.52
Total of 82 Disbursements:					69,383.42

Purchases Over \$3,000.00



12841 Sanders Street
Detroit, MI 48217
Phone No. 313-841-5144
Fax No. 313-841-0466
ar@detroitsalt.com

Sell-to

LAKE ODESSA VILLAGE
JESSE TROUT
839 FOURTH AVE
Lake Odessa, MI 48849
UNITED STATES

Ship-to

LAKE ODESSA VILLAGE
LAKE ODESSA VILLAGE
800 SEWER PLANT RD
Lake Odessa, MI 48849

Invoice No. SI24-24963
Posting Date 02/02/24
Payment Terms NET 30
Due Date 03/03/24
P.O.
Customer No. MILAK03

Ticket No.	Date	Order	Location	Product	Qty	Rate	Amount	Tax Amount	Total
877001	02/02/24	SO24-14032	007	ROCK SALT	49.63	\$70.05	\$3,476.58		\$3,476.58
Invoice Total					49.63		\$3,476.58		\$3,476.58

Total Invoice **\$3,476.58**

ST
1738.29 202-449-734
1738.29 203-449-734 - split

QUESTIONS? PLEASE CALL 313-841-5144

FEDERAL ID 38-3341484

PLEASE NOTE: OUR REMITTANCE ADDRESS HAS CHANGED

Please remit payment to: Detroit Salt Company, PO Box 874127 Kansas City, MO 64187-4127



12841 Sanders Street
Detroit, MI 48217
Phone No. 313-841-5144
Fax No. 313-841-0466
ar@detroitsalt.com

Sell-to

LAKE ODESSA VILLAGE
JESSE TROUT
839 FOURTH AVE
Lake Odessa, MI 48849
UNITED STATES

Ship-to

LAKE ODESSA VILLAGE
LAKE ODESSA VILLAGE
800 SEWER PLANT RD
Lake Odessa, MI 48849

Invoice No. SI24-25321
Posting Date 02/09/24
Payment Terms NET 30
Due Date 03/10/24
P.O. 0809
Customer No. MILAK03

Ticket No.	Date	Order	Location	Product	Qty	Rate	Amount	Tax Amount	Total
878588	02/09/24	SO24-14157	007	ROCK SALT	51.16	\$70.05	\$3,583.76		\$3,583.76
Invoice Total					51.16		\$3,583.76		\$3,583.76

Total Invoice **\$3,583.76**

1791.88

1791.88

202-449-734

203-449-734

ST

- split

QUESTIONS? PLEASE CALL 313-841-5144

FEDERAL ID 38-3341484

PLEASE NOTE: OUR REMITTANCE ADDRESS HAS CHANGED

Please remit payment to: Detroit Salt Company, PO Box 874127 Kansas City, MO 64187-4127



Village of Lake Odessa

Karen Banks
Village President

Gregg Guetschow
Village Manager

Kathy Forman
Village Treasurer

Kendra Backing
Chief of Police

Jesse Trout
DPW Supervisor

February 29, 2024

Lake Odessa Civic and Agricultural Association
P.O. Box 669
Lake Odessa, MI 48849

Re: Transfer of Car Show Funds

For many years, community volunteers organized and administered the Lake Odessa Car Show that was held in the downtown business district on the first Saturday in August. The last such event occurred in 2019. Since that time, a bank account with funds derived from earlier car shows has been overseen by the Village of Lake Odessa. These funds were intended to be used for the sole and express purpose of promoting and organizing the car show. The amount in this account totals \$6,390.76.

The Fair Board began holding its own car show in 2022 and plans to continue to do so. The Village Council has determined that the Village should close the car show bank account and transfer those funds to the Lake Odessa Civic and Agricultural Association to support organizing and promoting its car show, that doing so is in keeping with the original intent of those funds, and serves a public purpose. To that end, you will find enclosed a check in the amount of \$6,390.76.

Please acknowledge receipt of these funds and your acceptance of the conditions of their use by signing in the space provided below and return a copy to me.

VILLAGE OF LAKE ODESSA

Gregg Guetschow
Village Manager

ACKNOWLEDGEMENT:

Lake Odessa Civic and Agricultural Association

Date

Polly Products

ALR Products, Inc.
12 N. Charlotte St.
Mulliken MI 48861

INVOICE

Invoice Number: INV74169
Invoice Date: 2/23/2024
Terms: Net 30
Due Date: 3/24/2024

Phone (517) 649-2243
Fax (517) 649-2284

BILL TO		SHIP TO
Village of Lake Odessa Jesse Trout 839 4th Avenue (SB4BA-BK/CD * TIMES- BLK INLAY) Lake Odessa MI 48849		Village of Lake Odessa Jesse Trout 269-838-9863 839 4th Avenue Lake Odessa MI 48849 Attn: Jesse Trout Ship Via: Customer Pickup

SALES ORDER:	CUSTOMER PO:	DESCRIPTION:	TRACKING #:
186077	INSTOCK TABLES	Village of Lake Odessa	

Item ID/Description	Quantity	UM	Price	Amount
ASM-SPT6-BK/CD Standard 6 Ft. Picnic Table Black Frame Cedar Top	2	ea	\$1,440.00	\$2,880.00
DISCOUNT Special Discount per Sandra	2	ea	(\$330.00)	(\$660.00)
PATIO ITEM ASM-PTEA6-BK/CD	1	ea	\$1,503.00	\$1,503.00
DISCOUNT Special Discount per Sandra	1	ea	(\$346.00)	(\$346.00)
FP-PTEA6-CU Customer Hardware Package	1	ea	\$0.00	\$0.00

ST
101-751-970
3-picnic tables

Subtotal: \$3,377.00
Tax: \$0.00
Total: \$3,377.00
Amount Paid:
Amount Due:

Consent Agenda

MINUTES

Lake Odessa Area Arts Commission

Meeting

Monday, January 8, 2024

Page Memorial Building

Lake Odessa, Michigan

1. **Call to Order / Roll Call:** Chair Hermes called the meeting to order at 7:05 p.m.
Present: Baker, Banks, Hermes, Johnson, Nurenberg, Rice
Absent: Mattson
Visitors: None
Staff: None
2. **Agenda:** Motion by Banks, support by Johnson to approve agenda. All ayes; motion carried 6-0.
3. **Public Comment:** None.
4. **Minutes:** Motion by Hermes, support by Johnson, to approve minutes of 11/13/23 regular meeting and 12/27/23 special meeting. All ayes; motion carried 6-0.
5. **Finance Report:**
 - a. Revenue/Expense Reports for November and December were reviewed.
 - b. Accounts Payable: Motion by Hermes, support by Johnson to approve \$164.16 payable to the Village of Lake Odessa for postage. All ayes; motion carried 6-0.
6. **Action/Discussion Items:**
 - a. **Fiscal Year 2024-25 Budget:** Motion by Baker, support by Johnson to approve draft budget reflecting total Revenues of \$23,700 and Appropriations of \$25,482, and to forward same to the Village Council for approval and adoption. All ayes; motion carried 6-0.
 - b. **2024 Art in the Park:**
 - 1) Entertainment:
 - Johnson has left a message with Kelly Sanderson and is waiting to hear back.
 - Rice reported she needs to wait until the end of February to find out whether The Vagabonds will be able to perform.
 - Consensus was to book Michael Hulett again in 2024.
 - Melanie will attempt to make contact with Billy Strings and John Berry.

- 2) Artists: The number of artist applications and total booths purchased will be reported at the February meeting.

7. **Adjournment:** Without objection, meeting adjourned at 7:51 p.m.

Respectfully submitted,
Karen Banks, Secretary/Treasurer

MINUTES

Lake Odessa Area Arts Commission

Meeting

Monday, February 12, 2024

Page Memorial Building

Lake Odessa, Michigan

1. **Call to Order / Roll Call:** Chair Hermes called the meeting to order at 7:00 p.m.
Present: Banks, Hermes, Johnson, Mattson, Rice
Absent: Baker, Nurenberg
Visitors: Jennifer Hickey
Staff: None
2. **Agenda:** Motion by Johnson, support by Hermes to approve agenda with the addition of shade cloths for pavilion. All ayes; motion carried 5-0.
3. **Public Comment:** None.
4. **Minutes:** The 1/13/2024 regular meeting minutes were tabled until the 3/11/2024 regular meeting.
5. **Finance Report:**
 - a. The revenue/expense report for the period ending 1/31/2024 showed total revenues of 29,910.35 and expenditures of 22,467.47, reflecting a positive balance of \$7,442.88.
 - b. Accounts Payable:
 - 1) Motion by Mattson, support by Hermes to approve accounts payable for January 2024 in the amount of \$1,049.43.
 - 2) Motion by Banks, support by Mattson to approve invoice from West Michigan Tourist Association in the amount of \$900 for 2024 Art in the Park advertising, to be paid from 2024-25 fiscal year budget. All ayes; motion carried 5-0.
 - 3) Mattson Financial Group has indicated they will pay an invoice from Michigan Farm Bureau for 2023 Holiday Decorating Contest signage in the amount of \$233.13.
 - 4) Motion by Hermes, support by Matton to approve \$698 payable to Michigan Festivals & Events Association for 1/2-page ad in the 2024-25 Michigan Fun magazine. All ayes; motion carried 5-0.
 - 5) Motion by Hermes, support by Mattson to approve \$1,157 payable to Polly Products for the purchase of one picnic table for the village park, to be paid from 2024-25 fiscal year budget. All ayes; motion carried 5-0.

6. Action/Discussion Items:

a. 2023 Art in the Park:

Thank You letters to acknowledge sponsors and volunteers have been mailed.
Thank You letters to artisans have been printed, with Call for Artist fliers to be enclosed. Hermes will prepare letters for mailing.

b. 2024 Art in the Park:

1) Entertainment:

- a) Motion by Hermes, support by Banks, to approve \$350 payable to Michael Hulett for a one-hour time slot, and not to exceed \$850 to Michigan Mafia String Band for a two-hour time slot. All ayes; motion carried 5-0.
- b) Rice reported that the Lakewood High School Vagabonds will be available to perform.

2) Food Vendors: Discussion was held re: physical location of food vendors, with consensus that placement in the paved lot along M-50 would be a good option. Kool Breeze has sent in his application and payment. Consensus was to wait on inviting the Fire Department to participate this year. With food vendors placed in paved lot, park map will need to be revised to add more artisan spaces along the south end of the paved path.

3) Artisans:

- a) 54 applications approved to date, and 72 spaces purchased.
- b) Discussion re: application from Sharon Wright (Airbeads) and questions whether her product is homemade or mass produced. Hermes will contact her for more information.

4) Mobile Hot Spots: Mattson volunteered to contact library to reserve two units.

5) Kids' Zone: Rice has suggested crafts that can be done in teams.

6) Sunshine Artist Magazine: Discussion was held re: two recent articles containing tips and tricks from other show organizers regarding load-in/load-out and early tear-down.

7) Radios: In light of the malfunction of some radios rented from Chrouch Communications in 2023, Hermes suggested the Arts Commission consider investing in two-way radios for 2024 and beyond. Hermes will provide further information at an upcoming meeting.

8) Wheelchairs: Banks will inquire re: rental of two wheelchairs.

7. **Adjournment:** Without objection, meeting adjourned at 8:15 p.m.

Respectfully submitted,

Karen Banks, Secretary/Treasurer

**VILLAGE OF LAKE ODESSA
DOWNTOWN DEVELOPMENT AUTHORITY**

MINUTES

Regular Meeting - Tuesday, March 12, 2024
Page Memorial Building, Lake Odessa MI

Present: Sarah McGarry, Marilyn Danielson, Karen Banks, Bill Rogers
Absent: Sue Dahms, Darwin Thompson, Ben DeJong
Staff: Village Clerk/Treasurer Kathy Forman

- I. **Call to Order:** Meeting called to order by McGarry at 7:03 a.m.
- II. **Agenda:** Motion by Banks, supported by Danielson, to approve the agenda as amended. All ayes, motion carried, 4-0.
- III. **Public Comment:** None.
- IV. **Approval of Minutes:** Motion by Banks, supported by McGarry, to approve minutes of 1/9/24 regular meeting. All ayes; motion carried, 4-0.
- V. **Finance Report:** The Revenue and Expense report for the period ending 2/29/24 was reviewed. There were two checks written during January and February.

Motion by Banks, supported by McGarry to approve Accounts Payable in the amount of \$97.26. All ayes, motion carried, 4-0.

- VI. **Action/Discussion Items:**
- a) **DDA Plan Renewal Update:** Karen, Sue and Kathy will be working on a 20 year look back of revenues and all projects completed. This information will be used to present to the county and other agencies when it is time for the DDA renewal in 2025.
- b) **Old Flower Planters:** The Village of Clarksville has inquired about the old flower planters used on Fourth Avenue. They are interested in 9-10 of them if they are available.
- Motion by Banks, supported by McGarry to give the flower planters to Clarksville, if possible, if not place a value of \$1.00 on each planter. All ayes; motion carried, 4-0.
- c) **Art In the Park 2024 Sponsorship:** Motion by Rogers, supported by McGarry, to purchase an ad in the amount of \$500.00. All ayes; motion carried, 4-0.
- d) **Lake Odessa Fair 2024 Sponsorship:** Motion by Rogers, supported by McGarry, to purchase an ad in the amount of \$250.00. All ayes, motion carried, 4-0.

VII. Beautification Committee:

Spring planting of flowers will be held on Saturday, May 25, 2024 at 9:00 am. The same plants and flowers will be used as last year. There is fertilizer left from last year so that won't have to be purchased. Banks will do research on the best way to fill the planter at the new monument. Small shrubs and perennials for the front. Need to decide how to cover the open area behind the monument

VIII. Board Member Comments:

Banks provided an update on the lights for the trees along Fourth Avenue. DPW will be cutting out the old lights this Spring and making sure all the electrical fixtures are in working order. The electrical work at the new monument will begin next month.

IX. Adjournment: Without objection, meeting adjourned at 7:24 a.m.

Respectfully submitted,

Kathy Forman
Village Clerk/Treasurer

Departmental Reports



MEMORANDUM

TO: President Banks and Village Council Members

FROM: Gregg Guetschow, Village Manager

SUBJECT: Agenda Summary and Miscellaneous Matters

DATE: March 13, 2024

ITEMS OF BUSINESS:

Resolution 2024-21 Police Officer Recruitment and Training. Chief Backing included information in her department report last month regarding the MCOLES Public Safety Academy Assistance Program. This grant program would reimburse the Village up to \$24,000 for salary and academy costs for a recruit at the beginning of his or her career. As the attached resolution states, more communities are finding it necessary to employ potential officers before they are licensed and send them to the academy in order to fill vacancies in the ranks. We are proposing to follow suit. To do so, Chief Backing would advertise the vacancy and indicate the Village's willingness to employ the individual in a civilian capacity as they complete their academy training.

One question that often comes up is whether the Village can recoup costs associated with such an arrangement if an officer it has employed leaves after a short period of time to take a position in another department. We have heard conflicting answers to this question. It is best to assume that the Village cannot. The Chief's efforts, then, are best applied to recruiting a candidate who already has a local connection and can be expected to remain in Lake Odessa for a longer time.

It is important to emphasize that there is no guarantee the Village would be reimbursed through the grant program. Other communities have been applying for these same funds so it would depend on who gets there first. The Council should assume that the expense for employing and training the recruit would be met entirely through the Village's own resources.

Resolution 2024-22 Pavilion Grant Special Meeting. As you are aware, we have been working to develop plans for improvements to the beach pavilion. This project is eligible for a Department of Natural Resources Trust Fund Grant. The deadline for applying for the grant is April 1. I previously authorized engaging the engineering firm Moore & Bruggink to prepare the grant application submittal. Before we submit the application, the Council must conduct a public hearing and authorize the application. To that end, we are asking Council to schedule

a special meeting for Tuesday, March 26, 2024 at 6:00 p.m. (As noted below, you will also be considering approval of a contract for a third-party administrator for the CHILL grant at this meeting.)

Resolution 2024-23 Council Policy 2024-03 – May Clean-Up. Last year a new policy was approved that set rules and procedures for conducting the May clean-up program. One of the provisions of the policy required paying for disposal of certain items at the Village offices. Almost no one paid at the offices, however, and we determined that it would be as efficient to have such transactions take place at the DPW garage. Council Policy 2024-03 would make that change to the rules and procedures.

Resolution 2024-24 Council Rules. Amendments are proposed to the Council's Rules of Procedure to dissolve standing committees and permit the Council to meet as a committee of the whole. I have also included language to allow creating ad hoc committees for those circumstances when a committee of the whole might not be appropriate.

Resolution 2024-25 Audit Engagement Letter. Each year about this time, the Council approves engaging a firm to perform the Village's annual audit of its financial records and procedures. It is our recommendation to once again employ the firm we have been using.

Resolution 2024-26 Budget Amendment -- Car Show Funds. The Council authorized transferring funds it has held for car show purposes to the Fair Board in support of its efforts to sponsor car shows. These funds have been transferred. One housekeeping issue has yet to be addressed, which is to amend the budget for last fiscal year to appropriate funds for this transfer.

Resolution 2024-27 Budget Amendment – Lakewood Community Project. Similar to the item above, funds will be transferred to the Jordan Lake Trail board to be used to defray expenses related to trail construction. This budget amendment appropriates funds accordingly.

Resolution 2024-28 DPW Radios Purchase. Funds were budgeted for replacing radios used in DPW mobile equipment. As the resolution indicates, the current radios do not provide adequate communication and cell phones are not an option. Three quotations were solicited. The recommendation is to accept the low quote.

Resolution 2024-29 and 2024-30 – MSHDA CHILL Grant. These two resolutions address requirements of the CHILL grant, specifically the finding of exempt activity and the adoption of a grant management plan. One other matter – the approval of a contract with Third-Party Administrator Marilyn Smith -- will be taken up during Council's special meeting on March 26.



MCOLES PUBLIC SAFETY ACADEMY ASSISTANCE PROGRAM

Grant scholarships are available to assist law enforcement agencies with hiring officers. The scholarship provides funding to cover the cost of wages and tuition while a recruit is enrolled in a certified police academy. Under this program, law enforcement agencies are eligible for up to \$4,000 per recruit for salaries and benefits, and up to \$20,000 for academy tuition and other training costs that are traditionally paid for by the agency.

I am seeking approval from the Village Council to announce and apply for this grant opportunity should a candidate meet the specific hiring requirements of our department and as outlined by MCOLES. The Village assumes the risk with hiring and this is not an immediate solution to staffing needs. Several steps are required to meet the criteria of this hiring opportunity which could take several months or longer to complete. This scholarship opportunity is only for candidates who do not already possess a license to be a police officer in Michigan.

The Michigan Commission on Law Enforcement Standards (MCOLES) has received funding for grants to law enforcement agencies for basic law enforcement training academy scholarships and salaries for employed recruits.

Program highlights include:

- \$30,000,000.00 in total program funding.
 - Up to \$24,000.00 per recruit for academy costs and for salaries while attending an academy.
- Funding is available until September 30, 2026, or until the funds are exhausted, whichever comes first.
 - As of October 2023, \$13,806,239.35 has been distributed, with \$16,193,760.65 remaining.
- Scholarships are on a first-come, first-served basis.
- Agencies may receive up to 25 scholarships over the course of the program.

Applying for funds:

An eligible law enforcement agency and academy must complete the below process to be considered for this grant:

Agency:

1. Complete the standards screening and Candidate New Hire process in MITN.
2. If your agency needs help with the MITN New Hire transaction process, please view
3. Please review the Hiring Employed Recruits Guidance before calling or emailing the MITN Help Desk.
4. Complete the agency portion of the [MCOLES Public Safety Academy Assistance Program application](#).
5. Forward the MCOLES Public Safety Academy Assistance Program application and



Candidate New Hire documentation to the intended training program no later than 10 days prior to the start of the academy session.

Academy:

1. Enroll the recruit in the academy session.
2. Complete the academy section of the MCOLES Public Safety Academy Assistance Program application.
3. Forward the MCOLES Public Safety Academy Assistance Program application and New Hire Candidate documentation to MCOLES at MSP-MCOLESGrants@michigan.gov. Only when all materials have been received by MCOLES will the application be considered active. At this point the application will be placed in the queue while funding is available.

Distribution of funds:

Upon scholarship application approval by MCOLES, the employing agency will be provided with grant funding up to the \$24,000.00 stipend for the employed recruit's salary and academy costs. The employing agency will be responsible for making payments to the basic law enforcement training program, as well as the Talogy Group (formerly PSI) for the initial licensing exam registration fee. If the recruit withdraws from the academy session or resigns from the agency prior to the full \$24,000.00 (or total grant award amount), the balance shall be returned to MCOLES and applied back to the scholarship fund. If an invoice for additional allowable expenses is included, the approved amount will also be paid at this time.

Also following application approval by MCOLES, the basic law enforcement training program will invoice the applying agency for the eligible expenses related to the recruit's academy session. If the recruit withdraws from the academy session or resigns from the agency within the time period allowed for full or partial refund from the academy, that refund shall be returned to MCOLES and applied back to the scholarship fund.

Agencies would not also receive Training to Locals (TTL) reimbursements for employed recruits funded through this program. Recruits in excess of the 25 maximum scholarships per agency or those not funded by this program will remain eligible for TTL reimbursements to the agency.



Lake Odessa Police Department
839 4th Ave, Lake Odessa, MI 48849
(616) 374-8845

Calls For Service

02/29/24 17:57:13 FOLLOW UP -
02/29/24 12:48:53 5701 - TRESPASSING
02/28/24 18:45:07 2900 - MDOP
02/28/24 14:09:59 9807 - SUSPICIOUS
02/28/24 13:51:29 FOLLOW UP -
02/28/24 12:43:41 99092 - MED 2
02/28/24 12:25:58 9908 - GENERAL
02/28/24 08:46:45 9807 - SUSPICIOUS
02/27/24 20:54:09 5403 - TRAFFIC
02/27/24 14:16:02 9601 - ABANDONED
02/26/24 10:51:48 2300 - LARCENY
02/25/24 20:02:34 99091 - MED 1
02/25/24 15:28:53 9903 - MISSING
02/25/24 14:28:07 TRF -
02/25/24 09:49:53 FOLLOW UP -
02/25/24 08:04:15 5500 - HEALTH &
02/25/24 07:04:01 5000 - WARRANT
02/24/24 18:49:50 FOLLOW UP -
02/24/24 15:36:57 9903 - MISSING
02/23/24 11:01:31 99093 - MED 3
02/23/24 07:52:54 Assist Outside Agency -
02/21/24 11:27:20 9908 - GENERAL
02/21/24 07:02:02 99091 - MED 1
02/20/24 21:21:58 9908A - Assist Other
02/20/24 18:21:11 9807 - SUSPICIOUS
02/20/24 17:36:21 FOLLOW UP -
02/20/24 08:12:32 TEST - TEST
02/20/24 07:29:01 9501 - STRUCTURE
02/19/24 19:13:56 9500 - FIRE ALL
02/18/24 19:07:18 99091 - MED 1
02/18/24 16:21:31 99091 - MED 1
02/18/24 12:59:46 9301B - PDA TRAFFIC
02/18/24 09:58:47 99092 - MED 2
02/17/24 10:00:37 9908 - GENERAL
02/17/24 08:19:27 5500 - HEALTH &
02/17/24 08:00:11 Property Check -
02/17/24 02:03:07 2600 - FRAUD
02/16/24 10:39:46 9807 - SUSPICIOUS
02/16/24 09:18:42 TRF -
02/16/24 06:49:13 99093 - MED 3
02/15/24 16:29:33 2900 - MDOP
02/15/24 13:54:10 9909M - MENTAL
02/15/24 12:09:50 9806 - CIVIL DISPUTE
02/15/24 10:54:10 99091 - MED 1
02/15/24 00:22:01 99092 - MED 2
02/14/24 12:58:39 9908 - GENERAL
02/13/24 21:33:55 5403 - TRAFFIC
02/13/24 20:14:59 FOLLOW UP -
02/13/24 14:46:55 6200 - FIRST
02/13/24 12:17:04 FOLLOW UP -
02/13/24 11:04:52 9808 - LOST
02/13/24 08:22:30 9908 - GENERAL
02/12/24 23:41:11 99093 - MED 3
02/12/24 17:05:40 1302 - DOMESTIC
02/12/24 14:05:10 2300 - LARCENY
02/12/24 12:03:02 99093 - MED 3
02/11/24 15:04:39 2400 - MOTOR
02/11/24 10:42:12 FOLLOW UP -



Lake Odessa Police Department
839 4th Ave, Lake Odessa, MI 48849
(616) 374-8845

02/10/24 20:02:32 9807 - SUSPICIOUS
02/10/24 05:45:52 99091 - MED 1
02/08/24 15:30:45 5500 - HEALTH &
02/08/24 11:41:34 9908 - GENERAL
02/06/24 14:11:23 TRF -
02/06/24 08:11:08 9401 - ALARM
02/05/24 16:13:38 5500 - HEALTH &
02/05/24 15:55:33 99093 - MED 3
02/05/24 03:50:27 99093 - MED 3
02/03/24 08:57:58 FOLLOW UP -
02/03/24 07:04:10 99091 - MED 1
02/02/24 23:58:35 5403 - TRAFFIC
02/02/24 12:52:15 9601 - ABANDONED
02/02/24 11:34:35 FOLLOW UP -
02/02/24 09:46:13 99092 - MED 2
02/02/24 08:08:35 FOLLOW UP -
02/01/24 22:48:45 1100 - CSC
02/01/24 20:28:38 9807 - SUSPICIOUS
02/01/24 16:45:55 9301B - PDA TRAFFIC
02/01/24 13:38:20 TRF -
02/01/24 13:21:19 7000 - JUVENILE

PUBLIC RELATIONS:

Lake Odessa Police Department and Fire Department escorted the Lakewood High School wrestling team in a parade through town to send them off to State finals.

Kalamazoo Bound



02.23.2024



*Lakewood
Wrestling*

Department of Public Works

February 15th 2024 to March 14th 2024

Council Report

Parks & Beach

We replaced the remaining boat bumpers on the dock, pulled the snow fence down, installed the dock, repaired a portion of the seawall, added on to the seawall and spread several loads of sand on the beach. The beach facilities water will be turned on and restrooms opened closer to May. We assembled the three picnic tables we purchased, and also a fourth purchased by the Arts Commission. These have been placed in the park near Swiftys. We inspected and made necessary repairs to all the trash receptacles. The busy season is about to begin.

Streets

We plowed a minor snow event on February 15th. Hopefully that has concluded our snow removal efforts for the season. It was an unusual winter to say the least. We lowered two electrical junction boxes in the sidewalk on 4th Ave and raised the bricks around them. We took an inventory of street signs and I have ordered a few for replacement.

Water

The guys spent a few more days inspecting, cleaning, and making any necessary repairs to water shut off boxes around the village. We installed two new water services on Bonanza. Jake and I somehow got ourselves into a patch of poison oak during the installs. So, that has been something. Nonpayment water turn offs went without issue.

DPW

The winter banners were removed and we later installed the spring version. We have loaded our concrete form trailer and plan to begin sidewalk work within the coming weeks.

Purchase Request

I am requesting authorization to purchase 6 mobile radios from Digicom Global 911 Inc for \$6,175.36. These will replace the nearly useless CB style radios we currently have in our equipment. When doing normal duties, such as plowing snow, hauling brush, sidewalk removal, etc. we need to be able to communicate with one another. The radios we are currently using do not work once we are separated by solid structures, or distance. They do not communicate well unless they are in direct line of sight, and will not communicate through buildings or homes. Under Federal and now State law, we cannot use cell phones either. We were able to demo the Kenwood radios and Motorola from another competitor. The Kenwood radios performed flawlessly, where the Motorolas did not. That said, the Kenwood radio package was also the least expensive quote. The quote includes a new FCC License for these to operate on. This purchase has been budgeted for.

Additional Comments

I had a reputable contractor inspect the Page Building and go over renovation options with me. Upon close inspection, we found a lot of water intrusion that has led to mildew and rotting wood behind the siding. There is also no real ventilation in the attic because the soffit is blocked off with plywood. The design of the building is relying solely on everything being sealed up with silicone, to prevent water intrusion. The contractor highly recommended overhangs be built on the eave of the roofline, soffit be replaced and all the dormers on the north side of the roof to be removed. There is a significant amount of damage being caused by the blocked-up valleys from the multiple peaks and dormers. The lack of gutters has led to brick starting to deteriorate from pooling rainwater also. To make the necessary repairs and improvements, the \$100,000 budgeted may not be enough. It would be my recommendation to do it right this time and not have to make another investment soon.

Not to shock everyone, but we were once again awarded our Tree City USA certification! You can now sleep peacefully!

During the wrap up of initial design of the pavilion and a conversation with Riley Millard from the DNR, we were highly encouraged to get a grant application in before the April 1st deadline, for a beach pavilion/restroom project. Riley said our last Trust Fund Grant was awarded in 2011 for the dock, and that we were ripe to potentially receive another one. With this encouragement, we decided to charge ahead and try to get something in for this grant cycle. If awarded, we would be looking at construction in 2025.

GL NUMBER	DESCRIPTION	2023-24	YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BDGT USED
		AMENDED BUDGET	02/29/2024 (ABNORMAL)	MONTH 02/29/2024 INCREASE (DECREASE)	NORMAL (ABNORMAL) BALANCE			
Fund 101 - GENERAL FUND								
Revenues								
Dept 000 - BALANCE SHEET / GENERAL								
101-000-402.000	CURRENT REAL PROPERTY TAXES	480,000.00	512,195.52	0.00	(32,195.52)	106.71		
101-000-410.000	CURRENT PERSONAL PROPERTY TAX	30,000.00	47,377.14	0.00	(17,377.14)	157.92		
101-000-428.000	MANUFACTURED HOUSING FEES	450.00	501.50	34.50	(51.50)	111.44		
101-000-447.000	PROPERTY TAX ADMINISTRATION FEE	7,500.00	8,379.43	0.00	(879.43)	111.73		
101-000-476.000	LIQUOR LICENSE FEES	1,800.00	2,195.60	0.00	(395.60)	121.98		
101-000-477.000	CABLE TV FRANCHISE	2,600.00	2,693.09	627.87	(93.09)	103.58		
101-000-490.000	SPECIAL USE/ZBA PERMIT	500.00	0.00	0.00	500.00	0.00		
101-000-490.001	ZONING PERMIT FEES	550.00	2,300.00	75.00	(1,750.00)	418.18		
101-000-505.000	OTHER FEDERAL GRANTS	0.00	214,380.99	0.00	(214,380.99)	100.00		
101-000-542.000	METRO ACT	9,100.00	9,614.67	0.00	(514.67)	105.66		
101-000-549.000	TREE GRANT	1,200.00	3,000.00	0.00	(1,800.00)	250.00		
101-000-573.000	LOCAL COMMUNITY STABILIZATION SHARE TAX	82,000.00	54,519.30	0.00	27,480.70	66.49		
101-000-574.000	STATE REVENUE SHARING	205,694.00	215,863.00	35,709.00	(10,169.00)	104.94		
101-000-574.001	EVIP PMTS	50,550.00	51,312.00	8,679.00	(762.00)	101.51		
101-000-580.000	CONTRIBUTION FROM LOCAL UNITS	50,000.00	46,711.16	14,937.14	3,288.84	93.42		
101-000-601.000	VEHICLE RENTAL INCOME	15,000.00	0.00	0.00	15,000.00	0.00		
101-000-632.000	MOWING	500.00	1,245.00	320.00	(745.00)	249.00		
101-000-635.000	MAY CLEAN UP (NON-RESIDENTS)	200.00	795.00	0.00	(595.00)	397.50		
101-000-643.000	PENALTIES & INTEREST ON TAXES	300.00	662.84	0.00	(362.84)	220.95		
101-000-656.000	PARKING TICKET FEES	250.00	80.00	0.00	170.00	32.00		
101-000-657.000	ORDINANCE FINES	2,000.00	5,711.34	215.80	(3,711.34)	285.57		
101-000-665.000	INTEREST	5,000.00	14,827.92	1,266.61	(9,827.92)	296.56		
101-000-667.000	RENTS-BUILDINGS-LAND	2,000.00	1,776.00	150.00	224.00	88.80		
101-000-673.000	SALE OF FIXED ASSET	20,000.00	17,527.50	17,527.50	2,472.50	87.64		
101-000-674.000	DONATIONS-PRIVATE SOURCES	1,500.00	750.00	0.00	750.00	50.00		
101-000-676.000	REIMBURSEMENTS	0.00	140.00	0.00	(140.00)	100.00		
101-000-684.000	MISC REVENUE	500.00	1,263.55	362.90	(763.55)	252.71		
101-000-684.001	MISC REVENUE-MISC REVENUE GENERAL	7,000.00	10,597.55	0.00	(3,597.55)	151.39		
101-000-684.010	MISC REVENUE-POLICE	1,000.00	687.25	243.25	312.75	68.73		
Total Dept 000 - BALANCE SHEET / GENERAL		977,194.00	1,227,107.35	80,148.57	(249,913.35)	125.57		
TOTAL REVENUES		977,194.00	1,227,107.35	80,148.57	(249,913.35)	125.57		
Expenditures								
Dept 101 - GOVERNING BODY								
101-101-702.708	TRUSTEE MEETING FEES	9,000.00	8,100.00	900.00	900.00	90.00		
101-101-702.709	TREASURER - CLERK WAGES	15,000.00	0.00	0.00	15,000.00	0.00		
101-101-710.000	EMPLOYER FICA	0.00	619.65	68.84	(619.65)	100.00		
101-101-711.000	EMPLOYERS SHARE OF PENSION	1,500.00	0.00	0.00	1,500.00	0.00		
101-101-723.000	WORKMEN'S COMPENSATION	300.00	55.47	0.00	244.53	18.49		
101-101-727.000	OFFICE SUPPLIES	1,500.00	681.73	467.71	818.27	45.45		
101-101-728.000	SUPPLIES	100.00	55.69	0.00	44.31	55.69		
101-101-730.000	MEALS & MILEAGE	100.00	0.00	0.00	100.00	0.00		
101-101-740.000	POSTAGE	200.00	0.00	0.00	200.00	0.00		
101-101-750.000	DUES & MEMBERSHIPS	3,200.00	2,336.00	0.00	864.00	73.00		
101-101-752.000	EDUCATION & TRAINING	5,500.00	0.00	0.00	5,500.00	0.00		
101-101-754.000	SAFE DEPOSIT BOX RENTAL	15.00	15.00	0.00	0.00	100.00		
101-101-801.000	CONTRACTED SERVICES	20,000.00	26,278.00	137.50	(6,278.00)	131.39		
101-101-805.000	ATTORNEY FEES	5,000.00	20,678.18	8,989.67	(15,678.18)	413.56		
101-101-806.000	AUDIT SERVICES	6,000.00	5,805.00	0.00	195.00	96.75		
101-101-850.000	COMMUNICATION EXPENSE	900.00	1,235.64	438.21	(335.64)	137.29		
101-101-880.000	COMMUNITY PROMOTION	8,000.00	6,050.00	0.00	1,950.00	75.63		

GL NUMBER	DESCRIPTION	2023-24	YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BDGT USED
		AMENDED BUDGET	NORMAL (ABNORMAL)	MONTH 02/29/2024 INCREASE (DECREASE)	NORMAL (ABNORMAL)	BALANCE		
Fund 101 - GENERAL FUND								
Expenditures								
101-101-880.001	DOWNTOWN DEVELOPMENT	15,000.00	0.00	0.00	15,000.00	0.00		
101-101-900.000	PRINTING & PUBLISHING	1,000.00	1,155.00	103.20	(155.00)	115.50		
101-101-957.000	COUNTER DRAIN	15,000.00	5,019.95	0.00	9,980.05	33.47		
101-101-963.000	MISC EXPENSE	200.00	1,054.94	0.00	(854.94)	527.47		
101-101-991.000	NOTARY & FIDUCIARY BONDS	100.00	40.00	0.00	60.00	40.00		
101-101-994.000	INTEREST EXPENSE	0.00	3,159.13	0.00	(3,159.13)	100.00		
Total Dept 101 - GOVERNING BODY		107,615.00	82,339.38	11,105.13	25,275.62	76.51		
Dept 172 - MANAGERS								
101-172-702.001	DEPT HEAD WAGES	36,450.00	27,307.42	0.00	9,142.58	74.92		
101-172-710.000	EMPLOYER FICA	3,171.00	2,074.97	0.00	1,096.03	65.44		
101-172-711.000	EMPLOYERS SHARE OF PENSION	3,200.00	1,821.04	0.00	1,378.96	56.91		
101-172-712.000	HEALTH INSURANCE EXPENSE	4,500.00	1,002.98	0.00	3,497.02	22.29		
101-172-712.001	HEALTH INS EXPENSE-HEALTH SAVINGS	0.00	765.45	0.00	(765.45)	100.00		
101-172-713.000	DENTAL INSURANCE EXPENSE	450.00	66.68	0.00	383.32	14.82		
101-172-714.000	OPTICAL PLAN EXPENSE	60.00	14.82	0.00	45.18	24.70		
101-172-720.000	DISABILITY INSURANCE	500.00	340.46	3.03	159.54	68.09		
101-172-721.000	LIFE INSURANCE EXPENSE	150.00	60.08	0.00	89.92	40.05		
101-172-723.000	WORKMEN'S COMPENSATION	150.00	0.00	0.00	150.00	0.00		
101-172-727.000	OFFICE SUPPLIES	1,500.00	2,306.61	156.94	(806.61)	153.77		
101-172-730.000	MEALS & MILEAGE	200.00	0.00	0.00	200.00	0.00		
101-172-750.000	DUES & MEMBERSHIPS	1,000.00	473.00	0.00	527.00	47.30		
101-172-752.000	EDUCATION & TRAINING	3,000.00	4,893.08	0.00	(1,893.08)	163.10		
101-172-801.000	CONTRACTED SERVICES	14,500.00	33,140.72	5,250.91	(18,640.72)	228.56		
101-172-805.000	ATTORNEY FEES	2,000.00	3,977.90	0.00	(1,977.90)	198.90		
101-172-850.000	COMMUNICATION EXPENSE	1,200.00	964.01	80.32	235.99	80.33		
Total Dept 172 - MANAGERS		72,031.00	79,209.22	5,491.20	(7,178.22)	109.97		
Dept 265 - PAGE MEMORIAL BUILDING								
101-265-728.000	SUPPLIES	2,000.00	1,019.95	0.00	980.05	51.00		
101-265-740.000	POSTAGE	900.00	457.40	0.00	442.60	50.82		
101-265-850.000	COMMUNICATION EXPENSE	1,200.00	1,126.98	95.38	73.02	93.92		
101-265-931.001	MAINTENANCE/REPAIR-BUILDING	4,000.00	4,685.11	0.00	(685.11)	117.13		
101-265-931.002	MAINTENANCE/REPAIR-EQUIPMENT	1,000.00	2,674.46	0.00	(1,674.46)	267.45		
101-265-931.003	MAINTENANCE-LANDSCAPING & GROUNDS	1,000.00	0.00	0.00	1,000.00	0.00		
101-265-970.000	CAPITAL OUTLAY	50,000.00	44,720.00	0.00	5,280.00	89.44		
101-265-980.001	HARDWARE	5,000.00	939.00	939.00	4,061.00	18.78		
101-265-980.002	SOFTWARE	500.00	152.00	38.00	348.00	30.40		
Total Dept 265 - PAGE MEMORIAL BUILDING		65,600.00	55,774.90	1,072.38	9,825.10	85.02		
Dept 301 - POLICE								
101-301-702.001	DEPARTMENT HEAD WAGES	68,391.00	79,279.67	8,998.74	(10,888.67)	115.92		
101-301-702.704	FULL TIME WAGES	135,811.00	98,615.84	6,854.22	37,195.16	72.61		
101-301-702.705	OVER TIME WAGES	7,570.00	5,913.94	91.93	1,656.06	78.12		
101-301-702.706	PART TIME WAGES	22,000.00	22,760.00	2,720.00	(760.00)	103.45		
101-301-702.717	NO FRINGE BENEFIT INCENTIVE	6,300.00	6,300.00	0.00	0.00	100.00		
101-301-710.000	EMPLOYER FICA	20,762.00	16,115.87	1,407.45	4,646.13	77.62		
101-301-711.000	EMPLOYERS SHARE OF PENSION	24,872.00	20,656.97	1,866.49	4,215.03	83.05		
101-301-712.000	HEALTHINSURANCE EXPENSE	38,700.00	7,904.77	523.48	30,795.23	20.43		
101-301-712.001	HEALTH INS EXPENSE-HEALTH SAVINGS	0.00	4,800.00	0.00	(4,800.00)	100.00		

GL NUMBER	DESCRIPTION	2023-24	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	02/29/2024 (ABNORMAL)	MONTH 02/29/2024 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 101 - GENERAL FUND						
Expenditures						
101-301-713.000	DENTAL INSURANCE EXPENSE	3,000.00	1,284.25	97.37	1,715.75	42.81
101-301-714.000	OPTICAL PLAN EXPENSE	800.00	163.53	10.80	636.47	20.44
101-301-716.000	WELLNESS PROGRAM	360.00	195.00	0.00	165.00	54.17
101-301-720.000	DISABILITY INSURANCE	3,050.00	2,166.25	137.03	883.75	71.02
101-301-721.000	LIFE INSURANCE EXPENSE	1,200.00	688.08	42.64	511.92	57.34
101-301-723.000	WORKMEN'S COMPENSATION	4,000.00	2,570.51	0.00	1,429.49	64.26
101-301-724.001	TUITION REIMBURSEMENT	2,000.00	0.00	0.00	2,000.00	0.00
101-301-727.000	OFFICE SUPPLIES	750.00	905.64	0.00	(155.64)	120.75
101-301-728.000	SUPPLIES	2,000.00	1,059.20	61.80	940.80	52.96
101-301-729.000	RESERVE SUPPLIES	250.00	0.00	0.00	250.00	0.00
101-301-730.000	MEALS & MILEAGE	500.00	64.89	0.00	435.11	12.98
101-301-731.000	VESTS	500.00	0.00	0.00	500.00	0.00
101-301-741.000	MEDICAL & PHYSICALS	1,000.00	0.00	0.00	1,000.00	0.00
101-301-744.000	CLOTHING EXPENSE	2,000.00	629.22	0.00	1,370.78	31.46
101-301-750.000	DUES & MEMBERSHIPS	525.00	115.00	0.00	410.00	21.90
101-301-751.000	GASOLINE PURCHASES	9,500.00	7,482.61	535.18	2,017.39	78.76
101-301-752.000	EDUCATION & TRAINING	2,500.00	3,367.52	450.22	(867.52)	134.70
101-301-752.001	RANGE QUALIFICATION	2,750.00	1,769.59	411.32	980.41	64.35
101-301-755.000	MEADOWBROOK INSURANCE	9,415.00	9,302.97	0.00	112.03	98.81
101-301-801.000	CONTRACTED SERVICES	22,000.00	25,137.00	3.07	(3,137.00)	114.26
101-301-805.000	ATTORNEY FEES	1,000.00	1,421.87	1,421.87	(421.87)	142.19
101-301-850.000	COMMUNICATION EXPENSE	6,150.00	6,109.17	499.17	40.83	99.34
101-301-880.000	COMMUNITY PROMOTION	350.00	165.00	0.00	185.00	47.14
101-301-931.002	MAINTENANCE/REPAIR-EQUIPMENT	1,500.00	738.97	0.00	761.03	49.26
101-301-931.004	MAINTENANCE/REPAIR-VEHICLE	2,000.00	3,428.45	0.00	(1,428.45)	171.42
101-301-958.000	ACT 302 TRAINING	500.00	0.00	0.00	500.00	0.00
101-301-970.001	CAPITAL OUTLAY-EQUIPMENT	7,000.00	1,728.00	1,478.00	5,272.00	24.69
101-301-970.002	CAPITAL OUTLAY-VEHICLES	44,000.00	43,875.00	0.00	125.00	99.72
101-301-970.003	CAPITAL OUTLAY-OFFICE FURNITURE	1,000.00	0.00	0.00	1,000.00	0.00
101-301-980.001	HARDWARE	1,000.00	0.00	0.00	1,000.00	0.00
101-301-980.002	SOFTWARE	1,500.00	445.00	70.00	1,055.00	29.67
Total Dept 301 - POLICE		458,506.00	377,159.78	27,680.78	81,346.22	82.26
Dept 441 - PUBLIC WORKS						
101-441-702.001	DEPT HEAD WAGES	20,506.00	22,767.72	2,594.24	(2,261.72)	111.03
101-441-702.704	FULL TIME WAGES	47,835.00	51,377.52	6,559.36	(3,542.52)	107.41
101-441-702.705	OVER TIME WAGES	1,947.00	294.84	88.80	1,652.16	15.14
101-441-702.706	PART TIME WAGES	4,000.00	7,417.18	0.00	(3,417.18)	185.43
101-441-702.717	NO FRINGE BENEFIT INCENTIVE	6,300.00	6,300.00	0.00	0.00	100.00
101-441-710.000	EMPLOYER FICA	8,327.00	6,667.02	676.57	1,659.98	80.07
101-441-711.000	EMPLOYERS SHARE OF PENSION	9,440.00	9,133.23	942.11	306.77	96.75
101-441-712.000	HEALTH INSURANCE EXPENSE	0.00	2,465.24	626.02	(2,465.24)	100.00
101-441-712.001	HEALTH INS EXPENSE-HEALTH SAVINGS	0.00	5,300.00	0.00	(5,300.00)	100.00
101-441-713.000	DENTAL INSURANCE EXPENSE	1,100.00	626.01	93.63	473.99	56.91
101-441-714.000	OPTICAL PLAN EXPENSE	150.00	72.34	13.22	77.66	48.23
101-441-720.000	DISABILITY INSURANCE	1,200.00	962.04	80.17	237.96	80.17
101-441-721.000	LIFE INSURANCE EXPENSE	350.00	312.00	26.00	38.00	89.14
101-441-723.000	WORKMEN'S COMPENSATION	5,000.00	3,801.42	0.00	1,198.58	76.03
101-441-727.000	OFFICE SUPPLIES	250.00	229.71	0.00	20.29	91.88
101-441-728.000	SUPPLIES	4,000.00	2,289.81	556.72	1,710.19	57.25
101-441-741.000	MEDICAL & PHYSICALS	350.00	170.00	0.00	180.00	48.57
101-441-744.000	CLOTHING EXPENSE	1,000.00	1,200.88	0.00	(200.88)	120.09
101-441-750.000	DUES & MEMBERSHIPS	1,200.00	1,055.80	495.80	144.20	87.98
101-441-751.000	GASOLINE PURCHASES	9,000.00	7,892.59	1,546.61	1,107.41	87.70

GL NUMBER	DESCRIPTION	2023-24	YTD BALANCE	ACTIVITY FOR		AVAILABLE	% BDGT USED
		AMENDED BUDGET	02/29/2024 (ABNORMAL)	MONTH 02/29/2024 INCREASE (DECREASE)	NORMAL (ABNORMAL)	BALANCE	
Fund 101 - GENERAL FUND							
Expenditures							
101-441-752.000	EDUCATION & TRAINING	500.00	350.00	0.00	150.00	70.00	
101-441-755.000	MEADOWBROOK INSURANCE	7,900.00	7,344.45	0.00	555.55	92.97	
101-441-756.000	LICENSE FEES	300.00	0.00	0.00	300.00	0.00	
101-441-850.000	COMMUNICATION EXPENSE	1,200.00	2,326.53	472.47	(1,126.53)	193.88	
101-441-920.000	GAS AND ELECTRIC	3,200.00	2,575.74	395.14	624.26	80.49	
101-441-931.001	MAINTENANCE/REPAIR-BUILDING	5,000.00	3,472.01	409.87	1,527.99	69.44	
101-441-931.002	MAINTENANCE/REPAIR-EQUIPMENT	8,000.00	8,067.42	158.56	(67.42)	100.84	
101-441-931.003	MAINTENANCE-LANDSCAPING & GROUNDS	500.00	40.00	0.00	460.00	8.00	
101-441-931.004	MAINTENANCE/REPAIR-VEHICLE	3,000.00	748.58	0.00	2,251.42	24.95	
101-441-931.005	MAINTENANCE/REPAIR-TREES	500.00	197.94	0.00	302.06	39.59	
101-441-933.000	MAY CLEAN UP	9,000.00	4,093.00	0.00	4,907.00	45.48	
101-441-934.000	REFUSE REMOVAL	1,200.00	786.77	66.96	413.23	65.56	
101-441-955.002	EQUIPMENT RENTAL EXPENSE	500.00	0.00	0.00	500.00	0.00	
101-441-955.003	SAFETY	1,500.00	2,700.36	87.92	(1,200.36)	180.02	
101-441-963.000	MISC EXPENSE	1,000.00	1,000.00	0.00	0.00	100.00	
101-441-967.000	PROJECT COSTS	3,500.00	0.00	0.00	3,500.00	0.00	
101-441-970.001	CAPITAL OUTLAY-EQUIPMENT	131,000.00	133,372.27	0.00	(2,372.27)	101.81	
Total Dept 441 - PUBLIC WORKS		299,755.00	297,410.42	15,890.17	2,344.58	99.22	
Dept 448 - PUBLIC UTILITIES-STREET LIGHTING							
101-448-924.000	STREET LIGHT EXPENSE	34,000.00	31,170.72	2,621.23	2,829.28	91.68	
Total Dept 448 - PUBLIC UTILITIES-STREET LIGHTING		34,000.00	31,170.72	2,621.23	2,829.28	91.68	
Dept 536 - WATER/SEWER							
101-536-928.000	SEWER EXPENSE	3,500.00	2,833.68	0.00	666.32	80.96	
101-536-929.000	WATER EXPENSE	1,900.00	1,842.75	0.00	57.25	96.99	
Total Dept 536 - WATER/SEWER		5,400.00	4,676.43	0.00	723.57	86.60	
Dept 722 - ZONING							
101-722-702.706	PART TIME WAGES	7,421.00	7,129.08	792.12	291.92	96.07	
101-722-710.000	EMPLOYER FICA	703.00	545.37	60.59	157.63	77.58	
101-722-727.000	OFFICE SUPPLIES	200.00	0.00	0.00	200.00	0.00	
101-722-802.000	PLANNING & ZONING-OTHER	30,000.00	100.00	0.00	29,900.00	0.33	
101-722-850.000	COMMUNICATION EXPENSE	250.00	258.00	0.00	(8.00)	103.20	
Total Dept 722 - ZONING		38,574.00	8,032.45	852.71	30,541.55	20.82	
Dept 728 - ECONOMIC DEVELOPMENT							
101-728-801.000	CONTRACTED SERVICES	2,000.00	2,000.00	0.00	0.00	100.00	
Total Dept 728 - ECONOMIC DEVELOPMENT		2,000.00	2,000.00	0.00	0.00	100.00	
Dept 751 - PARKS AND RECREATION							
101-751-702.706	PART TIME WAGES	14,000.00	0.00	0.00	14,000.00	0.00	
101-751-723.000	WORKMEN'S COMPENSATION	270.00	205.75	0.00	64.25	76.20	
101-751-728.000	SUPPLIES	2,500.00	1,594.30	0.00	905.70	63.77	
101-751-882.000	SWIFTY'S PLACE	250.00	338.24	0.00	(88.24)	135.30	
101-751-920.000	GAS AND ELECTRIC	3,800.00	3,546.28	301.38	253.72	93.32	

GL NUMBER	DESCRIPTION	2023-24	YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BDGT USED
		AMENDED BUDGET	02/29/2024	MONTH	02/29/2024	NORMAL	(ABNORMAL)	
Fund 101 - GENERAL FUND								
Expenditures								
101-751-931.001	MAINTENANCE/REPAIR-BUILDING	3,500.00	682.27		38.18		2,817.73	19.49
101-751-931.002	MAINTENANCE/REPAIR-EQUIPMENT	2,000.00	1,882.99		0.00		117.01	94.15
101-751-931.003	MAINTENANCE-LANDSCAPING & GROUNDS	6,000.00	4,237.97		619.70		1,762.03	70.63
101-751-970.000	CAPITAL OUTLAY	50,000.00	60,590.15		18,909.14		(10,590.15)	121.18
Total Dept 751 - PARKS AND RECREATION		82,320.00	73,077.95		19,868.40		9,242.05	88.77
TOTAL EXPENDITURES		1,165,801.00	1,010,851.25		84,582.00		154,949.75	86.71
Fund 101 - GENERAL FUND:								
TOTAL REVENUES		977,194.00	1,227,107.35		80,148.57		(249,913.35)	125.57
TOTAL EXPENDITURES		1,165,801.00	1,010,851.25		84,582.00		154,949.75	86.71
NET OF REVENUES & EXPENDITURES		(188,607.00)	216,256.10		(4,433.43)		(404,863.10)	114.66

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GL NUMBER	DESCRIPTION	2023-24 AMENDED BUDGET	YTD BALANCE 02/29/2024 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 02/29/2024 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 202 - MAJOR STREET FUND						
Revenues						
Dept 000 - BALANCE SHEET / GENERAL						
202-000-546.000	ACT 51 / STREETS	210,160.00	218,155.00	23,040.20	(7,995.00)	103.80
202-000-665.000	INTEREST	2,700.00	6,395.63	598.51	(3,695.63)	236.88
Total Dept 000 - BALANCE SHEET / GENERAL		212,860.00	224,550.63	23,638.71	(11,690.63)	105.49
TOTAL REVENUES		212,860.00	224,550.63	23,638.71	(11,690.63)	105.49
Expenditures						
Dept 449 - STREET DEPT (ACT 51)						
202-449-702.001	DEPT HEAD WAGES	4,500.00	3,371.23	0.00	1,128.77	74.92
202-449-710.000	EMPLOYER FICA	379.00	256.17	0.00	122.83	67.59
202-449-711.000	EMPLOYERS SHARE OF PENSION	379.00	224.80	0.00	154.20	59.31
202-449-712.001	HEALTH INS EXPENSE-HEALTH SAVINGS	0.00	94.50	0.00	(94.50)	100.00
202-449-712.002	ADMIN BENEFITS	1,150.00	183.12	0.38	966.88	15.92
202-449-731.000	COLD/HOT PATCH	800.00	854.70	0.00	(54.70)	106.84
202-449-734.000	SALT/SAND ROADS	5,625.00	5,354.54	3,530.17	270.46	95.19
202-449-801.000	CONTRACTED SERVICES	8,000.00	3,300.00	0.00	4,700.00	41.25
202-449-806.000	AUDIT SERVICES	1,500.00	1,265.00	0.00	235.00	84.33
202-449-863.000	STREET STRIPING	2,500.00	4,089.62	0.00	(1,589.62)	163.58
202-449-865.000	STREET SIGNS	1,000.00	0.00	0.00	1,000.00	0.00
202-449-944.000	VEHICLE RENTAL	2,000.00	0.00	0.00	2,000.00	0.00
202-449-944.867	VEHICLE RENTAL - STREET REPAIRS	5,000.00	0.00	0.00	5,000.00	0.00
202-449-944.869	VEHICLE RENTAL - SNOW REMOVAL	5,000.00	0.00	0.00	5,000.00	0.00
202-449-963.000	MISC EXPENSE	1,500.00	4,897.53	2,325.40	(3,397.53)	326.50
202-449-970.006	STREET REPAIRS	20,000.00	19,323.13	0.00	676.87	96.62
202-449-995.000	TRANSFERS OUT	50,000.00	50,000.00	50,000.00	0.00	100.00
Total Dept 449 - STREET DEPT (ACT 51)		109,333.00	93,214.34	55,855.95	16,118.66	85.26
Dept 450 - MAINTENANCE / CONSTRUCTION						
202-450-702.001	MAINTENANCE WAGES	3,806.00	4,216.21	480.41	(410.21)	110.78
202-450-710.000	MAINTENANCE EMPLOYER FICA	390.00	322.46	36.75	67.54	82.68
202-450-711.000	MAINTENANCE ER SHARE OF PENSION	389.00	630.92	51.35	(241.92)	162.19
202-450-712.002	MAINTENANCE BENEFITS	200.00	143.48	13.08	56.52	71.74
Total Dept 450 - MAINTENANCE / CONSTRUCTION		4,785.00	5,313.07	581.59	(528.07)	111.04
Dept 869 - SNOW REMOVAL						
202-869-702.001	SNOW REMOVAL WAGES	3,784.00	1,555.35	0.00	2,228.65	41.10
202-869-710.000	SNOW REMOVAL EMPLOYER FICA	379.00	114.71	0.00	264.29	30.27
202-869-711.000	SNOW REMOVAL SHARE OF PENSION	433.00	155.53	0.00	277.47	35.92
Total Dept 869 - SNOW REMOVAL		4,596.00	1,825.59	0.00	2,770.41	39.72
TOTAL EXPENDITURES		118,714.00	100,353.00	56,437.54	18,361.00	84.53
Fund 202 - MAJOR STREET FUND:						
TOTAL REVENUES		212,860.00	224,550.63	23,638.71	(11,690.63)	105.49

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GL NUMBER	DESCRIPTION	2023-24	YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BDGT USED
		AMENDED BUDGET	02/29/2024	MONTH 02/29/2024		NORMAL (ABNORMAL)	BALANCE	
			NORMAL (ABNORMAL)	INCREASE	(DECREASE)	NORMAL	(ABNORMAL)	
Fund 202 - MAJOR STREET FUND								
TOTAL EXPENDITURES		118,714.00	100,353.00		56,437.54		18,361.00	84.53
NET OF REVENUES & EXPENDITURES		94,146.00	124,197.63		(32,798.83)		(30,051.63)	131.92

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G/L NUMBER	DESCRIPTION	2023-24	YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BDGT USED
		AMENDED BUDGET	02/29/2024 NORMAL (ABNORMAL)	MONTH 02/29/2024 INCREASE (DECREASE)	NORMAL (ABNORMAL)			
Fund 203 - LOCAL STREET FUND								
Revenues								
Dept 000 - BALANCE SHEET / GENERAL								
203-000-546.000	ACT 51 / STREETS	70,057.00	76,570.27	8,092.48	(6,513.27)	109.30		
203-000-665.000	INTEREST	750.00	4,183.61	540.26	(3,433.61)	557.81		
203-000-684.000	MISC REVENUE	40,000.00	39,649.29	0.00	350.71	99.12		
203-000-699.000	TRANSFERS IN	50,000.00	50,000.00	50,000.00	0.00	100.00		
Total Dept 000 - BALANCE SHEET / GENERAL		160,807.00	170,403.17	58,632.74	(9,596.17)	105.97		
TOTAL REVENUES		160,807.00	170,403.17	58,632.74	(9,596.17)	105.97		
Expenditures								
Dept 449 - STREET DEPT (ACT 51)								
203-449-702.001	DEPT HEAD WAGES	1,800.00	1,348.44	0.00	451.56	74.91		
203-449-710.000	EMPLOYER FICA	216.00	102.45	0.00	113.55	47.43		
203-449-711.000	EMPLOYERS SHARE OF PENSION	216.00	89.88	0.00	126.12	41.61		
203-449-712.001	HEALTH INS EXPENSE-HEALTH SAVINGS	0.00	37.80	0.00	(37.80)	100.00		
203-449-712.002	ADMIN BENEFITS	500.00	71.03	0.15	428.97	14.21		
203-449-731.000	COLD/HOT PATCH	0.00	854.70	0.00	(854.70)	100.00		
203-449-734.000	SALT/SAND ROADS	5,650.00	5,354.54	3,530.17	295.46	94.77		
203-449-801.000	CONTRACTED SERVICES	8,000.00	5,650.00	0.00	2,350.00	70.63		
203-449-806.000	AUDIT SERVICES	1,000.00	885.50	0.00	114.50	88.55		
203-449-863.000	STREET STRIPING	1,500.00	516.32	0.00	983.68	34.42		
203-449-865.000	STREET SIGNS	500.00	0.00	0.00	500.00	0.00		
203-449-944.000	VEHICLE RENTAL	2,000.00	0.00	0.00	2,000.00	0.00		
203-449-944.867	VEHICLE RENTAL - STREET REPAIRS	3,000.00	0.00	0.00	3,000.00	0.00		
203-449-944.869	VEHICLE RENTAL - SNOW REMOVAL	5,000.00	0.00	0.00	5,000.00	0.00		
203-449-956.000	STORM SEWER	0.00	540.00	0.00	(540.00)	100.00		
203-449-963.000	MISC EXPENSE	1,000.00	5,089.52	2,875.40	(4,089.52)	508.95		
203-449-970.006	STREET REPAIRS	15,000.00	9,192.09	0.00	5,807.91	61.28		
Total Dept 449 - STREET DEPT (ACT 51)		45,382.00	29,732.27	6,405.72	15,649.73	65.52		
Dept 450 - MAINTENANCE / CONSTRUCTION								
203-450-702.001	MAINTENANCE WAGES	6,132.00	6,745.98	768.68	(613.98)	110.01		
203-450-710.000	MAINTENANCE EMPLOYER FICA	557.00	516.10	58.82	40.90	92.66		
203-450-711.000	MAINTENANCE ER SHARE OF PENSION	1,002.00	1,009.46	82.16	(7.46)	100.74		
203-450-712.002	MAINTENANCE BENEFITS	240.00	238.42	20.93	1.58	99.34		
Total Dept 450 - MAINTENANCE / CONSTRUCTION		7,931.00	8,509.96	930.59	(578.96)	107.30		
Dept 869 - SNOW REMOVAL								
203-869-702.001	SNOW REMOVAL WAGES	3,784.00	613.63	0.00	3,170.37	16.22		
203-869-710.000	SNOW REMOVAL FICA	106.00	45.06	0.00	60.94	42.51		
203-869-711.000	SNOW REMOVAL SHARE OF PENSION	211.00	61.35	0.00	149.65	29.08		
Total Dept 869 - SNOW REMOVAL		4,101.00	720.04	0.00	3,380.96	17.56		
TOTAL EXPENDITURES		57,414.00	38,962.27	7,336.31	18,451.73	67.86		

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GL NUMBER	DESCRIPTION	2023-24	YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BDGT
		AMENDED BUDGET	02/29/2024	MONTH	02/29/2024	NORMAL	(ABNORMAL)	
			(ABNORMAL)	INCREASE	(DECREASE)			USED
Fund 203 - LOCAL STREET FUND								
Fund 203 - LOCAL STREET FUND:								
TOTAL REVENUES		160,807.00	170,403.17		58,632.74		(9,596.17)	105.97
TOTAL EXPENDITURES		57,414.00	38,962.27		7,336.31		18,451.73	67.86
NET OF REVENUES & EXPENDITURES		103,393.00	131,440.90		51,296.43		(28,047.90)	127.13

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GL NUMBER	DESCRIPTION	2023-24 AMENDED BUDGET	YTD BALANCE 02/29/2024 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 02/29/2024 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED	
Fund 204 - GENERAL HWY							
Revenues							
Dept 000 - BALANCE SHEET / GENERAL							
204-000-402.000	CURRENT REAL PROPERTY TAXES	215,000.00	229,541.82	0.00	(14,541.82)	106.76	
204-000-410.000	CURRENT PERSONAL PROPERTY TAX	13,500.00	21,232.54	0.00	(7,732.54)	157.28	
204-000-573.000	LOCAL COMMUNITY STABILIZATION SHARE TAX	24,000.00	33,138.15	0.00	(9,138.15)	138.08	
204-000-643.000	PENALTIES & INTEREST ON TAXES	0.00	2.20	0.00	(2.20)	100.00	
204-000-665.000	INTEREST	3,100.00	7,074.83	696.54	(3,974.83)	228.22	
Total Dept 000 - BALANCE SHEET / GENERAL		255,600.00	290,989.54	696.54	(35,389.54)	113.85	
TOTAL REVENUES		255,600.00	290,989.54	696.54	(35,389.54)	113.85	
Expenditures							
Dept 446 - HIGHWAYS, STREETS (NOT ACT 51)							
204-446-702.001	ADMINISTRATION WAGES	11,100.00	7,753.86	0.00	3,346.14	69.85	
204-446-710.000	ADMINISTRATION FICA	1,061.00	589.08	0.00	471.92	55.52	
204-446-711.000	ADMIN EMPLOYERS SHARE OF PENSION	1,251.00	517.18	0.00	733.82	41.34	
204-446-712.001	HEALTH INS EXPENSE-HEALTH SAVINGS	0.00	217.35	0.00	(217.35)	100.00	
204-446-712.002	ADMIN BENEFITS	1,620.00	408.37	0.86	1,211.63	25.21	
204-446-806.000	AUDIT SERVICES	1,500.00	1,265.00	0.00	235.00	84.33	
204-446-970.000	SIDEWALK REPLACEMENT PROGRAM	10,000.00	10,398.28	0.00	(398.28)	103.98	
204-446-991.000	CAPITAL IMPROV BOND II - PRIN	115,900.00	115,900.00	0.00	0.00	100.00	
204-446-994.000	CAP IMPROV BOND II INTEREST	11,723.00	11,722.63	0.00	0.37	100.00	
Total Dept 446 - HIGHWAYS, STREETS (NOT ACT 51)		154,155.00	148,771.75	0.86	5,383.25	96.51	
Dept 450 - MAINTENANCE / CONSTRUCTION							
204-450-702.001	STREET ADMIN SALARY	22,709.00	25,297.91	2,882.50	(2,588.91)	111.40	
204-450-710.000	STREET ADMIN FICA	2,217.00	1,935.36	220.52	281.64	87.30	
204-450-711.000	EMPLOYERS SHARE OF PENSION	2,438.00	3,785.54	308.10	(1,347.54)	155.27	
204-450-712.002	STREET ADMIN BENEFITS	1,035.00	748.08	62.34	286.92	72.28	
Total Dept 450 - MAINTENANCE / CONSTRUCTION		28,399.00	31,766.89	3,473.46	(3,367.89)	111.86	
TOTAL EXPENDITURES		182,554.00	180,538.64	3,474.32	2,015.36	98.90	
Fund 204 - GENERAL HWY:							
TOTAL REVENUES		255,600.00	290,989.54	696.54	(35,389.54)	113.85	
TOTAL EXPENDITURES		182,554.00	180,538.64	3,474.32	2,015.36	98.90	
NET OF REVENUES & EXPENDITURES		73,046.00	110,450.90	(2,777.78)	(37,404.90)	151.21	

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G/L NUMBER	DESCRIPTION	2023-24	YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BDGT USED
		AMENDED BUDGET	NORMAL (ABNORMAL)	MONTH 02/29/2024	INCREASE (DECREASE)	NORMAL (ABNORMAL)		
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY								
Revenues								
Dept 000 - BALANCE SHEET / GENERAL								
248-000-402.000	CURRENT REAL PROPERTY TAXES	30,000.00	25,130.90	0.00		4,869.10		83.77
248-000-665.000	INTEREST	65.00	767.37	68.82		(702.37)		1,180.57
248-000-674.000	DONATIONS-PRIVATE SOURCES	1,000.00	925.00	0.00		75.00		92.50
Total Dept 000 - BALANCE SHEET / GENERAL		31,065.00	26,823.27	68.82		4,241.73		86.35
TOTAL REVENUES		31,065.00	26,823.27	68.82		4,241.73		86.35
Expenditures								
Dept 275 - DDA								
248-275-727.000	OFFICE SUPPLIES	50.00	0.00	0.00		50.00		0.00
248-275-740.000	POSTAGE	0.00	15.06	0.00		(15.06)		100.00
248-275-750.000	DUES & MEMBERSHIPS	25.00	25.00	0.00		0.00		100.00
248-275-752.000	EDUCATION & TRAINING	500.00	0.00	0.00		500.00		0.00
248-275-801.000	CONTRACTED SERVICES	23,000.00	7,864.75	0.00		15,135.25		34.19
248-275-806.000	AUDIT SERVICES	150.00	126.50	0.00		23.50		84.33
248-275-881.000	ADVERTISING	1,000.00	961.20	0.00		38.80		96.12
248-275-967.000	BEAUTIFICATION	60,000.00	56,391.52	0.00		3,608.48		93.99
248-275-967.002	CHRISTMAS DECORATIONS	1,000.00	972.00	0.00		28.00		97.20
Total Dept 275 - DDA		85,725.00	66,356.03	0.00		19,368.97		77.41
TOTAL EXPENDITURES		85,725.00	66,356.03	0.00		19,368.97		77.41
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:								
TOTAL REVENUES		31,065.00	26,823.27	68.82		4,241.73		86.35
TOTAL EXPENDITURES		85,725.00	66,356.03	0.00		19,368.97		77.41
NET OF REVENUES & EXPENDITURES		(54,660.00)	(39,532.76)	68.82		(15,127.24)		72.32

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Fund 290 - ARTS						
Revenues						
Dept 000 - BALANCE SHEET / GENERAL						
290-000-540.000	STATE GRANTS	8,000.00	11,548.00	0.00	(3,548.00)	144.35
290-000-602.001	ART IN THE PARK REVENUE-NEXT FY	2,500.00	3,780.00	375.00	(1,280.00)	151.20
290-000-602.003	FOOD BOOTH FEES	500.00	505.00	0.00	(5.00)	101.00
290-000-602.290	ART IN THE PARK REVENUE	2,500.00	3,300.00	0.00	(800.00)	132.00
290-000-665.000	INTEREST	11.00	326.29	48.94	(315.29)	2,966.27
290-000-674.000	DONATIONS-PRIVATE SOURCES	7,000.00	10,875.00	0.00	(3,875.00)	155.36
Total Dept 000 - BALANCE SHEET / GENERAL		20,511.00	30,334.29	423.94	(9,823.29)	147.89
TOTAL REVENUES		20,511.00	30,334.29	423.94	(9,823.29)	147.89
Expenditures						
Dept 752 - ARTS						
290-752-727.000	OFFICE SUPPLIES	1,000.00	104.93	0.00	895.07	10.49
290-752-728.000	SUPPLIES	1,000.00	283.78	0.00	716.22	28.38
290-752-740.000	POSTAGE	200.00	230.16	0.00	(30.16)	115.08
290-752-770.000	CREDIT CARD FEES	0.00	(122.61)	0.38	122.61	100.00
290-752-793.000	OPERATING EXPENSE	150.00	124.00	0.00	26.00	82.67
290-752-794.000	T-SHIRTS	500.00	665.50	0.00	(165.50)	133.10
290-752-795.000	SOUND	1,600.00	1,633.00	0.00	(33.00)	102.06
290-752-798.000	CONCESSIONS SUPPLIES	400.00	345.21	0.00	54.79	86.30
290-752-803.000	SECURITY	300.00	300.00	300.00	0.00	100.00
290-752-806.000	AUDIT SERVICES	150.00	126.50	0.00	23.50	84.33
290-752-851.000	RADIOS	125.00	144.00	0.00	(19.00)	115.20
290-752-852.000	TELEPHONE	625.00	521.28	43.65	103.72	83.40
290-752-881.000	ADVERTISING	6,620.00	7,842.07	0.00	(1,222.07)	118.46
290-752-882.000	OPER EXP-GRANT DISBURSEMENT	50.00	50.00	0.00	0.00	100.00
290-752-890.001	CLEAN UP	150.00	0.00	0.00	150.00	0.00
290-752-895.000	KIDS AREA	500.00	313.68	0.00	186.32	62.74
290-752-898.000	ENTERTAINMENT	1,500.00	1,725.00	0.00	(225.00)	115.00
290-752-953.000	PORT A POTTY	600.00	590.00	0.00	10.00	98.33
290-752-955.000	GOLF CART RENTALS	1,250.00	1,102.80	0.00	147.20	88.22
290-752-956.000	TENT, TABLES, CHAIR RENTALS	1,100.00	736.00	0.00	364.00	66.91
290-752-963.000	MISCELLANEOUS EXPENSE	0.00	885.00	0.00	(885.00)	100.00
290-752-964.000	REFUND/REIMBURSEMENTS	60.00	190.00	0.00	(130.00)	316.67
290-752-967.001	PARK IMPROVEMENTS	5,621.00	5,021.20	0.00	599.80	89.33
Total Dept 752 - ARTS		23,501.00	22,811.50	344.03	689.50	97.07
TOTAL EXPENDITURES		23,501.00	22,811.50	344.03	689.50	97.07
Fund 290 - ARTS:						
TOTAL REVENUES		20,511.00	30,334.29	423.94	(9,823.29)	147.89
TOTAL EXPENDITURES		23,501.00	22,811.50	344.03	689.50	97.07
NET OF REVENUES & EXPENDITURES		(2,990.00)	7,522.79	79.91	(10,512.79)	251.60

GL NUMBER	DESCRIPTION	2023-24	YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BDGT USED
		AMENDED BUDGET	02/29/2024	MONTH	02/29/2024	NORMAL	(ABNORMAL)	
				INCREASE	(DECREASE)			
Fund 291 - CAR SHOW								
Revenues								
Dept 000 - BALANCE SHEET / GENERAL								
291-000-665.000	INTEREST	4.00	40.43		5.07		(36.43)	1,010.75
Total Dept 000 - BALANCE SHEET / GENERAL		4.00	40.43		5.07		(36.43)	1,010.75
TOTAL REVENUES		4.00	40.43		5.07		(36.43)	1,010.75
Expenditures								
Dept 753 - CAR SHOW								
291-753-801.000	CONTRACTED SERVICES	0.00	6,390.76		6,390.76		(6,390.76)	100.00
Total Dept 753 - CAR SHOW		0.00	6,390.76		6,390.76		(6,390.76)	100.00
TOTAL EXPENDITURES		0.00	6,390.76		6,390.76		(6,390.76)	100.00
Fund 291 - CAR SHOW:								
TOTAL REVENUES		4.00	40.43		5.07		(36.43)	1,010.75
TOTAL EXPENDITURES		0.00	6,390.76		6,390.76		(6,390.76)	100.00
NET OF REVENUES & EXPENDITURES		4.00	(6,350.33)		(6,385.69)		6,354.33	158,758.

GL NUMBER	DESCRIPTION	2023-24	YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BDGT USED
		AMENDED BUDGET	02/29/2024 NORMAL (ABNORMAL)	MONTH 02/29/2024 INCREASE (DECREASE)	NORMAL (ABNORMAL)	BALANCE		
Fund 590 - SEWER FUND								
Revenues								
Dept 000 - BALANCE SHEET / GENERAL								
590-000-590.603	SEWER NSF REVENUE	0.00	210.00	35.00	(210.00)	100.00		
590-000-614.000	SEWER REVENUE	0.00	1,633,144.04	90.62	(1,633,144.04)	100.00		
590-000-615.000	SEWER PENALTIES	0.00	14,996.29	2,997.99	(14,996.29)	100.00		
590-000-619.000	LAB TESTING REVENUE	0.00	120.00	0.00	(120.00)	100.00		
Total Dept 000 - BALANCE SHEET / GENERAL		0.00	1,648,470.33	3,123.61	(1,648,470.33)	100.00		
TOTAL REVENUES		0.00	1,648,470.33	3,123.61	(1,648,470.33)	100.00		
Fund 590 - SEWER FUND:								
TOTAL REVENUES		0.00	1,648,470.33	3,123.61	(1,648,470.33)	100.00		
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00			
NET OF REVENUES & EXPENDITURES		0.00	1,648,470.33	3,123.61	(1,648,470.33)	100.00		

GL NUMBER	DESCRIPTION	2023-24	YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BDGT USED
		AMENDED BUDGET	02/29/2024 (ABNORMAL)	MONTH 02/29/2024 INCREASE	02/29/2024 (DECREASE)	NORMAL	BALANCE (ABNORMAL)	
Fund 591 - WATER FUND								
Revenues								
Dept 000 - BALANCE SHEET / GENERAL								
591-000-642.001	FINAL READ INCOME	975,000.00	876,431.86		209.42	98,568.14	89.89	
591-000-642.002	WATER HOOK UP FEES	4,000.00	10,307.37		2,998.74	(6,307.37)	257.68	
591-000-643.000	PENALTIES & INTEREST	5,500.00	7,184.14		1,309.76	(1,684.14)	130.62	
591-000-665.000	INTEREST	4,500.00	8,181.38		846.90	(3,681.38)	181.81	
591-000-675.000	INCENTIVE PROGRAM	0.00	916.36		0.00	(916.36)	100.00	
591-000-676.000	REIMBURSMENTS	0.00	17,725.28		0.00	(17,725.28)	100.00	
591-000-684.000	MISC REVENUE	8,000.00	11,203.12		10,709.83	(3,203.12)	140.04	
Total Dept 000 - BALANCE SHEET / GENERAL		997,000.00	931,949.51		16,074.65	65,050.49	93.48	
TOTAL REVENUES		997,000.00	931,949.51		16,074.65	65,050.49	93.48	
Expenditures								
Dept 536 - WATER/SEWER								
591-536-702.001	DEPT HEAD WAGES	60,000.00	52,941.49		2,882.48	7,058.51	88.24	
591-536-702.704	FULL TIME WAGES	165,635.00	190,220.96		22,157.77	(24,585.96)	114.84	
591-536-702.705	OVER TIME WAGES	2,704.00	1,092.78		110.45	1,611.22	40.41	
591-536-702.706	PART TIME WAGES	6,000.00	0.00		0.00	6,000.00	0.00	
591-536-702.710	WATER LICENSE STIPEND	5,600.00	4,400.00		4,400.00	1,200.00	78.57	
591-536-702.717	NO FRINGE BENEFIT INCENTIVE	3,000.00	3,000.00		0.00	0.00	100.00	
591-536-710.000	EMPLOYER FICA	21,628.00	18,215.48		2,149.69	3,412.52	84.22	
591-536-711.000	EMPLOYERS SHARE OF PENSION	23,790.00	25,090.49		2,809.94	(1,300.49)	105.47	
591-536-712.000	HEALTH INSURANCE EXPENSE	46,600.00	29,109.09		2,256.64	17,490.91	62.47	
591-536-712.001	HEALTH INS EXPENSE-HEALTH SAVINGS	10,400.00	10,374.90		0.00	25.10	99.76	
591-536-712.002	ADMIN BENEFITS	6,000.00	1,620.19		62.24	4,379.81	27.00	
591-536-713.000	DENTAL INSURANCE EXPENSE	5,500.00	4,230.42		374.12	1,269.58	76.92	
591-536-714.000	OPTICAL PLAN EXPENSE	725.00	562.18		47.62	162.82	77.54	
591-536-720.000	DISABILITY INSURANCE	3,000.00	2,268.00		189.00	732.00	75.60	
591-536-721.000	LIFE INSURANCE EXPENSE	925.00	517.32		3.08	407.68	55.93	
591-536-723.000	WORKMEN'S COMPENSATION	2,479.00	1,799.85		0.00	679.15	72.60	
591-536-727.000	OFFICE SUPPLIES	500.00	397.27		0.00	102.73	79.45	
591-536-728.000	SUPPLIES	1,500.00	549.01		0.00	950.99	36.60	
591-536-730.000	MEALS & MILEAGE	200.00	0.00		0.00	200.00	0.00	
591-536-732.000	CHEMICAL SUPPLIES	4,500.00	4,151.00		0.00	349.00	92.24	
591-536-740.000	POSTAGE	1,600.00	2,256.87		400.00	(656.87)	141.05	
591-536-741.000	MEDICAL & PHYSICALS	200.00	0.00		0.00	200.00	0.00	
591-536-744.000	CLOTHING EXPENSE	1,200.00	715.05		567.08	484.95	59.59	
591-536-750.000	DUES & MEMBERSHIPS	4,000.00	2,918.87		545.79	1,081.13	72.97	
591-536-751.000	GASOLINE PURCHASES	7,000.00	5,224.98		1,024.46	1,775.02	74.64	
591-536-752.000	EDUCATION & TRAINING	2,500.00	130.00		70.00	2,370.00	5.20	
591-536-760.000	FLEET INSURANCE	15,500.00	15,994.58		0.00	(494.58)	103.19	
591-536-765.000	BANK FEES	0.00	30.00		0.00	(30.00)	100.00	
591-536-770.000	WELLHEAD PROTECTION	5,000.00	0.00		0.00	5,000.00	0.00	
591-536-771.000	WATER TESTING FEES	2,000.00	1,386.55		44.00	613.45	69.33	
591-536-780.000	METER REPLACEMENT	10,000.00	10,362.46		0.00	(362.46)	103.62	
591-536-781.000	HYDRANT REPLACEMENT	3,500.00	3,815.00		0.00	(315.00)	109.00	
591-536-801.000	CONTRACTED SERVICES	85,000.00	9,677.20		2,697.50	75,322.80	11.38	
591-536-805.000	ATTORNEY FEES	1,000.00	0.00		0.00	1,000.00	0.00	
591-536-806.000	AUDIT SERVICES	3,600.00	3,401.50		0.00	198.50	94.49	
591-536-850.000	COMMUNICATION EXPENSE	4,500.00	4,908.92		433.77	(408.92)	109.09	
591-536-900.000	PRINTING & PUBLISHING	200.00	789.60		0.00	(589.60)	394.80	
591-536-920.000	GAS AND ELECTRIC	50,000.00	50,952.08		7,541.81	(952.08)	101.90	
591-536-931.001	MAINTENANCE/REPAIR-BUILDING	20,000.00	22,272.37		285.00	(2,272.37)	111.36	

GL NUMBER	DESCRIPTION	2023-24	YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BDGT USED
		AMENDED BUDGET	02/29/2024 NORMAL (ABNORMAL)	MONTH 02/29/2024 INCREASE (DECREASE)	NORMAL (ABNORMAL) BALANCE			
Fund 591 - WATER FUND								
Expenditures								
591-536-931.002	MAINTENANCE/REPAIR-EQUIPMENT	10,000.00	7,850.49	1,415.86	2,149.51	78.50		
591-536-931.004	MAINTENANCE/REPAIR-VEHICLE	1,500.00	0.00	0.00	1,500.00	0.00		
591-536-931.009	MAINTENANCE/REPAIR-WATER LINES	4,000.00	3,272.99	0.00	727.01	81.82		
591-536-931.010	MAINTENANCE/REPAIRS-TANKS	75,000.00	74,235.00	0.00	765.00	98.98		
591-536-932.000	NEW WATER MAINS	5,000.00	5,537.65	3,069.80	(537.65)	110.75		
591-536-933.000	WELL REPAIRS	5,000.00	0.00	0.00	5,000.00	0.00		
591-536-937.000	IRON REMOVAL	55,000.00	19,500.00	0.00	35,500.00	35.45		
591-536-946.000	SCADA CONTROL SYSTEM	2,500.00	0.00	0.00	2,500.00	0.00		
591-536-963.000	MISC EXPENSE	4,000.00	913.37	0.00	3,086.63	22.83		
591-536-980.001	HARDWARE	9,000.00	9,609.33	1,619.80	(609.33)	106.77		
591-536-980.002	SOFTWARE	500.00	88.00	22.00	412.00	17.60		
591-536-991.000	CAPITAL IMPROVEMENT BOND	30,400.00	0.00	0.00	30,400.00	0.00		
591-536-991.001	CAPITAL IMPROVEMENT BOND II	17,700.00	0.00	0.00	17,700.00	0.00		
591-536-991.002	USDA BOND 2016	71,000.00	0.00	0.00	71,000.00	0.00		
591-536-994.000	INTEREST EXPENSE	73,288.00	72,168.83	0.00	1,119.17	98.47		
Total Dept 536 - WATER/SEWER		951,374.00	678,552.12	57,179.90	272,821.88	71.32		
TOTAL EXPENDITURES		951,374.00	678,552.12	57,179.90	272,821.88	71.32		
Fund 591 - WATER FUND:								
TOTAL REVENUES		997,000.00	931,949.51	16,074.65	65,050.49	93.48		
TOTAL EXPENDITURES		951,374.00	678,552.12	57,179.90	272,821.88	71.32		
NET OF REVENUES & EXPENDITURES		45,626.00	253,397.39	(41,105.25)	(207,771.39)	555.38		

GL NUMBER	DESCRIPTION	2023-24	YTD BALANCE	ACTIVITY FOR		AVAILABLE	% BDGT USED
		AMENDED BUDGET	02/29/2024	MONTH	02/29/2024	BALANCE	
			NORMAL (ABNORMAL)	INCREASE	(DECREASE)	NORMAL (ABNORMAL)	
Fund 999 - PAYROLL CLEARING							
Revenues							
Dept 000 - BALANCE SHEET / GENERAL							
999-000-665.000	INTEREST	0.00	0.00		(48.77)	0.00	0.00
Total Dept 000 - BALANCE SHEET / GENERAL		0.00	0.00		(48.77)	0.00	0.00
TOTAL REVENUES		0.00	0.00		(48.77)	0.00	0.00
Fund 999 - PAYROLL CLEARING:							
TOTAL REVENUES		0.00	0.00		(48.77)	0.00	0.00
TOTAL EXPENDITURES		0.00	0.00		0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES		0.00	0.00		(48.77)	0.00	0.00
TOTAL REVENUES - ALL FUNDS							
TOTAL REVENUES - ALL FUNDS		2,655,041.00	4,550,668.52		182,763.88	(1,895,627.52)	171.40
TOTAL EXPENDITURES - ALL FUNDS		2,585,083.00	2,104,815.57		215,744.86	480,267.43	81.42
NET OF REVENUES & EXPENDITURES		69,958.00	2,445,852.95		(32,980.98)	(2,375,894.95)	3,496.17

VILLAGE OF LAKE ODESSA
RECONCILED
CHECKING / SAVINGS / INVESTMENT ACCOUNT BALANCES
AS OF FEBRUARY 29, 2024

GENERAL FUND	CHECKING	UNION BANK	\$ 1,058,148.74
GENERAL FUND	SAVINGS	PFCU	\$ 14.77
LAKEWOOD COMMUNITY PROJECT	SAVINGS	UNION BANK	\$ 11,708.89
VEHICLE REPLACEMENT	SAVINGS	UNION BANK	\$ 69,136.24
ARPA FUND	INVESTMENT	MI CLASS	\$ 231,497.41
MAJOR STREET FUND	CHECKING	UNION BANK	\$ 428,378.71
MAJOR STREET FUND	INVESTMENT	MI CLASS	\$ 116,639.12
LOCAL STREET FUND	CHECKING	UNION BANK	\$ 356,776.10
GENERAL HIGHWAY FUND	CHECKING	UNION BANK	\$ 377,967.79
GENERAL HIGHWAY BOND REDEMPTION	CHECKING	UNION BANK	\$ 3,503.60
GENERAL HIGHWAY FUND	INVESTMENT	MI CLASS	\$ 144,096.12
DOWNTOWN DEVELOPMENT AUTHORITY	CHECKING	UNION BANK	\$ 57,816.95
ARTS COMMISSION	CHECKING	UNION BANK	\$ 40,873.80
LAKE ODESSA CAR SHOW	CHECKING	UNION BANK	\$ 5.07
WATER FUND	CHECKING	UNION BANK	\$ 921,809.83
WATER RR&I	SAVINGS	UNION BANK	\$ 296,506.39
WATER BOND REDEMPTION	CHECKING	UNION BANK	\$ 5,142.81
WATER BOND RESERVE	SAVINGS	MI 1 COMM CU	\$ 120,397.78
WATER FUND	SAVINGS	PFCU	\$ 286.03
WATER FUND	INVESTMENT	MI CLASS	\$ 136,917.18
PAYROLL FUND	CHECKING	UNION BANK	\$ 5,483.39

Lake Odessa Village
Zoning Administrator Report
February 2024

Permits:

On 2-9-24 I approved a zoning permit to MCM MI Construction LLC to place a new manufactured home of 16' by 66' at Lot 11, 1615 Tupper Lake St, Lakewood Estates.

Miscellaneous:

Phone calls involved various appraisers checking on the zoning classification of assorted parcels. Other questions involved various questions regarding setbacks, fences, pools, future projects and permits. Many spring calls!

Master Plan

The Planning Commission has sent out RFP's for assistance to update the Master Plan. Responses were to be reviewed at an upcoming meeting.

The Village Attorney reviewed the Master Deed for the Stuart condo project and comments were forwarded to the owners. A draft site plan for phase 2 was submitted and I reviewed it and let the owner know of a list of items that need to be added to it. This is being prepared for an upcoming Planning Commission meeting.

Public Hearing

New Business

Lake Odessa Village Council
Ionia County, Michigan

Trustee _____, supported by Trustee _____, made a motion to adopt the following resolution:

RESOLUTION NO. 2024-21

**A RESOLUTION TO AUTHORIZE HIRING A POLICE DEPARTMENT
RECRUIT, PAYING SALARY AND ACADEMY COSTS FOR SUCH
INDIVIDUAL, AND APPLYING FOR AVAILABLE GRANT FUNDS TO
DEFRAY SALARY AND ACADEMY COSTS**

WHEREAS; staff shortages in police departments are common in communities throughout Michigan, with fewer individuals seeking careers in the field of law enforcement, a situation that has made it difficult to identify, recruit, and hire suitable candidates for these positions, and has led some departments to sponsor prospective employees to police academies, to pay their academy costs, and to employ them in a civilian capacity while completing their training; and

WHEREAS, the Lake Odessa Police Department has faced challenges in recent years in its hiring and retaining of suitable qualified officers, and currently has two unfilled vacancies; and

WHEREAS, Chief Backing wishes to expand her options for filling vacancies in the Police Department by employing an individual in a civilian capacity, enrolling them in a police academy, and paying the costs for academy education, utilizing funds included in the 2024-25 Police Department budget for staffing in the department; and

WHEREAS, funds might be available through the Michigan Commission on Law Enforcement Standards (MCOLES) Public Safety Academy Assistance Program to defray a recruit's salary and academy costs, subject to funding availability and other factors;

NOW, THEREFORE, BE IT RESOLVED, that Chief Backing is hereby authorized to advertise for and hire an individual with the intent to enroll them in a police academy and pay the costs for academy education; and

BE IT FURTHER RESOLVED, that Chief Backing is authorized to apply for available assistance through MCOLES's Public Safety Academy Assistance Program to defray salary and academy costs for a suitable recruit hired for this position:

Ayes:
Nays:
Absent:
Abstain:

RESOLUTION DECLARED _____.

Date: March 18, 2024

Kathy Forman, Village Clerk/Treasurer

Lake Odessa Village Council
Ionia County, Michigan

Trustee _____, supported by Trustee _____, made a motion to adopt the following resolution:

RESOLUTION NO. 2024-22

**A RESOLUTION TO APPROVE SCHEDULING A SPECIAL VILLAGE
COUNCIL MEETING TO CONDUCT A PUBLIC HEARING AND
AUTHORIZE SUBMITTING AN APPLICATION FOR A DNR TRUST
FUND GRANT FOR BEACH PAVILION IMPROVEMENTS**

WHEREAS, the pavilion at the Village's beach is in need of repair and design work has been undertaken to determine what improvements should be undertaken; and

WHEREAS, improvements to the beach pavilion would constitute a project eligible for funding through the Department of Natural Resources Trust Fund grant program; and

WHEREAS, applying for a Trust Fund grant requires the Village Council to conduct a public hearing and authorize submitting the application by the April 1, 2024 deadline for submissions; and

WHEREAS, it has been determined that a special meeting must be held in late March to allow sufficient time for publishing a notice of the public hearing;

NOW, THEREFORE, BE IT RESOLVED, that the Village Council does hereby authorize holding a special meeting on Tuesday, March 26, 2024 at 6:00 p.m. for the purposes of conducting a public hearing on a DNR Trust Fund grant application for beach pavilion improvements and to consider submission of the grant application; and

BE IT FURTHER RESOLVED, that the Village Council may consider other matters of an urgent nature related to the grant application or any other issue during this same meeting.

Ayes:

Nays:

Absent:

Abstain:

RESOLUTION DECLARED _____.

Date: March 18, 2024

Kathy Forman, Village Clerk/Treasurer

Lake Odessa Village Council
Ionia County, Michigan

Trustee _____, supported by Trustee _____, moved to adopt the following resolution:

RESOLUTION NO. 2024-23

**ESTABLISHING DATES, TIMES, AND RULES AND REGULATIONS
FOR THE 2024 MAY CLEAN-UP PROGRAM**

WHEREAS, the Village of Lake Odessa has offered a May Clean-Up program for many years, providing residents an opportunity to dispose of trash and debris by transporting it to a designated location where dumpsters are provided, and it is necessary to set the dates and times for the operation of the program in 2024; and

WHEREAS, the cost of this service is projected to increase significantly as compared to prior years due to the need to contract with a different provider of waste hauling and disposal services and it is therefore necessary to revise some past practices regarding the May Clean-Up program;

NOW, THEREFORE, BE IT RESOLVED, that the dates and times for the 2024 May Clean-Up program shall be Friday, May, 17, 2024 from 7:00 a.m. to 7:00 p.m. and Saturday, May 18, 2024 from 8:00 a.m. to 12:00 noon; and

BE IT FURTHER RESOLVED, that Council Policy 2024-03 May Clean-Up Rules and Regulations is hereby adopted.

Ayes:

Nays:

Absent:

Abstain:

RESOLUTION DECLARED _____.

Dated: March 18, 2024

Kathy Forman, Village Clerk

**VILLAGE OF LAKE ODESSA
COUNCIL POLICY 2024-03
MAY CLEAN-UP RULES AND REGULATIONS**

1. Background.

For many years in the month of May, the Village of Lake Odessa has offered a service whereby area residents may dispose of various items of household trash and debris. Disposal of these items takes place at the Department of Public Works garage where roll-off dumpsters are stationed into which trash and debris is loaded. The public purpose served by the program is to create a more pleasing environment in residential neighborhoods by discouraging the accumulation of discarded items.

2. Purpose.

The purpose of this policy is to promulgate rules and regulations regarding the operation of the May Clean-Up program so as to provide guidance to residents and staff alike as to how the program is to be conducted.

3. Dates and Hours.

The Village Council shall annually, not later than its regular meeting in March, establish the dates during which the May Clean-Up service will be offered and the hours on those dates when residents may enter onto the property of the Department of Public Works at 1214 Jordan Lake Street for the purpose of disposing of household trash and debris.

4. Items for Disposal.

The following items are acceptable for disposal at the Department of Public Works during the May Clean-Up Program:

- Household furniture, including couches, loveseats, chairs, other upholstered furniture, and mattresses and box springs after paying any required disposal fee as outlined in these rules and regulations;
- Lawn mowers from which all fuel and oil has been drained;
- BBQ grills;
- Bicycles;
- Bathtubs and sinks;
- Lawn furniture;
- Building materials, except as prohibited by these rules and regulations;
- Recyclable metals;
- Household appliances, provided that refrigerators, freezers, air conditioners, and similar items shall first have had freon gas properly drained by a company authorized to do so, which company has affixed to the appliance a sticker certifying proper disposal of the freon;

- Miscellaneous household trash and debris unless prohibited by these rules;
- Items of a character similar to those listed in this paragraph.

5. Items Not Accepted for Disposal.

The following items will not be accepted for disposal at the Department of Public Works during the May Clean-Up program:

- Tires;
- Cement, stones, bricks, patio blocks and the like;
- Roofing shingles;
- Yard waste, including leaves, brush, and grass clippings;
- Household garbage;
- Animal waste;
- Liquids and chemicals, including paints, paint thinners, solvents, oils, gasoline, and lighter fluid;
- Herbicides and pesticides;
- Fire extinguishers;
- Debris containing hazardous substances such as asbestos;
- Batteries;
- Electronic devices;
- Items of a character similar to those listed in this paragraph.

6. Charges for Disposal of Certain Items.

The following charges are established for disposal of trash and debris during the May Clean-Up program:

- 6.1. Disposal of items by non-residents. Persons unable to show proof of residency within the limits of the Village of Lake Odessa shall be charged \$50.00 per trip through the DPW garage site;
- 6.2. Disposal of couches, mattresses and the like. Persons who wish to dispose of couches, loveseats, mattresses, and box springs shall be charged \$35.00 per item. This charge will be in addition to charges levied on non-residents for disposal.

7. Collection of Disposal Charges.

Payments for disposal as outlined in paragraph 6 will be collected at the Department of Public Works facility.

8. Implementation of the Policy.

The Village Manager is hereby authorized and directed to undertake such actions as are required to implement the provisions of this policy. In addition, he or she is directed to take steps to broadly disseminate the contents of this policy so that residents are made aware of its provisions.

9. Violations of the Policy.

Persons who violate the provisions of this policy may be prosecuted pursuant to applicable provisions of the Code of Ordinances of the Village of Lake Odessa.

10. Effective Date.

This policy shall become effective upon its approval by the Village Council.

Lake Odessa Village Council
Ionia County, Michigan

Trustee _____, supported by Trustee _____, made a motion to adopt the following resolution:

RESOLUTION NO. 2024-24

**A RESOLUTION TO AMEND THE VILLAGE COUNCIL RULES OF
PROCEDURES TO AUTHORIZE HOLDING COMMITTEE OF THE
WHOLE MEETINGS, ESTABLISHING AD HOC COMMITTEES,
AND DISSOLVING STANDING COMMITTEES**

WHEREAS, the General Law Village Act requires that the Village Council “prescribe rules of its own proceedings;” and

WHEREAS, the Council has from time to time adopted and revised Rules of Procedure, with the most recent revision in its Rules of Procedure occurring on December 18, 2023; and

WHEREAS, the Council wishes to amend its Rules of Procedure so as to increase its members’ participation in deliberations about a broad range of matters including those that previously were referred to standing committees, to clarify the use of ad hoc committees, and to dissolve standing committees;

NOW, THEREFORE, BE IT RESOLVED, that article VII. Miscellaneous of the December 18, 2023 Rules of Procedure shall be amended to read as follows:

VII. MISCELLANEOUS

- A. Adoption and amendment of rules of procedure.** These Rules of Procedure of the Council will be placed on the agenda of the regular November Council meeting following the seating of newly-elected Council Members, for review and adoption. A copy of the Rules adopted shall be distributed to each Council Member. The Council may alter or amend its rules at any time by a vote of a majority of its members after notice has been given of the proposed alteration or amendment.
- B. Suspension of rules.** These Rules may be suspended for a specified portion of a meeting by an affirmative vote of two-thirds of the members present, except that Council actions shall conform to state statutes and to the Michigan and the United States Constitutions.
- C. Bid awards.** Bids will be awarded by the Council during regular or special meetings. A bid award may be made at a special meeting of Council if that action is announced in the notice of the special meeting.
- D. Committees.**

~~1. Standing and special committees of council. The Village shall have the following standing committees:~~

- ~~a) Personnel: Makes recommendations to the Village Council regarding human resource issues; conducts appeal hearings on employee complaints in accordance with the Employee Policies & Procedure Handbook.~~
- ~~b) Finance: Makes recommendations to the Village Council regarding budgetary and financial matters.~~
- ~~c) Parks and Recreation: Makes recommendations to the Village Council with regard to recreational facilities and policies.~~

~~2. Committee members will be appointed by the President, subject to a majority vote of the Council. They shall be members of the Council. The President shall fill any committee vacancies. The committee member shall serve for a term of one year and may be re-appointed. Special committees may be established for a specific period of time by the President or by a resolution of the Council which specifies the task of the special committee and the date of its dissolution.~~

1. Committee of the Whole. In addition to its regular and special meetings, the Council may meet from time to time as a committee of the whole for the purpose of conducting study sessions pursuant to Article II.E. of these Rules of Procedure.

2. Ad Hoc Advisory Committees. The Council may, by majority vote, establish temporary committees or task forces for definite periods of time sufficient to address specified, limited scopes of work. The Village President, with the approval of the Council, shall appoint members to ad hoc committees. Members shall include the number of Trustees deemed appropriate to the work of the committee. A committee may include other residents of the Village, appointed by the Village President with the approval of the Council, when necessary to provide information and perspectives relevant to the committee's scope of work. Ad hoc advisory committee meetings shall be subject to applicable provisions of the Open Meetings Act. A member of an ad hoc advisory committee shall serve as recording secretary for the committee's meetings, and keep minutes of its proceedings. Copies of all minutes, work papers, reports, recommendations, and other documents created by the committee shall be given to the Village Clerk for safekeeping in accordance with the Village's records retention policies and practices.

3. Standing Committees. Standing committees created pursuant to previous revisions of these Rules of Procedure are hereby dissolved. The Council, meeting in regular or special session or as a committee of the whole, shall perform all duties previously performed by standing committees.

E. Citizen task forces. Citizen task forces may be established by a resolution of the Council which specifies the task to be accomplished and the date of its dissolution.

Members of such committees will be appointed by the President, subject to approval by a majority vote of the Council, and must be residents of the Village. Vacancies will be filled by majority vote of the Council in the same way appointments are made.

F. Authorization for contacting the Village attorney. The following officials (by title) are authorized to contact the Village attorney regarding municipal matters:

1. Village Manager
2. President

Ayes:
Nays:
Absent:
Abstain:

RESOLUTION DECLARED _____.

Date: March 18, 2024

Kathy Forman, Village Clerk/Treasurer

Lake Odessa Village Council

Ionia County, Michigan

Trustee _____, supported by Trustee _____, made a motion to adopt the following resolution:

RESOLUTION NO. 2024-25

APPROVING, AUTHORIZING, AND DIRECTING THE VILLAGE PRESIDENT AND THE VILLAGE MANAGER TO SIGN A LETTER OF ENGAGEMENT FROM WALKER, FLUKE, AND SHELDON PLC FOR AUDITING SERVICES FOR THE VILLAGE OF LAKE ODESSA

WHEREAS, the Village of Lake Odessa has historically utilized the services of Walker, Fluke, and Sheldon PLC for its required annual financial audit: and

WHEREAS, Walker, Fluke, and Sheldon PLC have sent the Village a “Letter of Engagement” for auditing services for the 2023-2024 fiscal year. A copy of this letter is attached to the resolution; and

WHEREAS, the attached letter of engagement sets out the terms and costs for this annual audit and requires the signatures of the Village President and the Village Manager.

NOW THEREFORE BE IT RESOLVED:

1. The Lake Odessa Village Council approves, authorizes, and directs the Village President and the Village Manager to accept the auditing services provided by Walker, Fluke, and Sheldon PLC via signature to the attached “Letter of Engagement.”
2. All resolutions and parts of resolutions are, to the extent of any conflict with this resolution, rescinded.

Ayes:

Nays:

Absent:

Abstain:

RESOLUTION DECLARED _____.

Dated: March 18, 2024

Kathy Forman, Village Clerk/Treasurer



WALKER, FLUKE & SHELDON, PLC
CERTIFIED PUBLIC ACCOUNTANTS

Building Trust, Delivering Integrity, One Handshake at a Time.

January 18, 2024

Village of Lake Odessa
839 Fourth Avenue
Lake Odessa, MI 48849

RE: AUDIT

Dear Ladies and Gentlemen:

Enclosed please find the engagement letter for the audit of your financial statements for the year ended February 29, 2024. The letter sets forth our understanding of the services we are to provide and the fee for those services. Please sign the enclosed letter and return it to our office.

In addition, if you have expended more than \$750,000 in federal funds, you will be required to have a Single Audit and a revised engagement letter will be necessary. Please contact our office if you think you may be subject to a Single Audit.

Upon receipt of the signed copy of the engagement letter, we will contact you to schedule the audit.

If you have further questions, please contact our office.

Very truly yours,

Walker, Fluke & Sheldon, PLC

Enclosure



WALKER, FLUKE & SHELDON, PLC

CERTIFIED PUBLIC ACCOUNTANTS

Building Trust, Delivering Integrity, One Handshake at a Time.

February 21, 2024

To Village Council
Village of Lake Odessa
Lake Odessa, MI 48849

We are pleased to confirm our understanding of the services we are to provide the Village of Lake Odessa for the year ended February 29, 2024.

Audit Scope and Objectives

We will audit the financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information, and the disclosures, which collectively comprise the basic financial statements of the Village of Lake Odessa as of and for the year ended February 29, 2024. Accounting standards generally accepted in the United States of America (GAAP) provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the Village of Lake Odessa's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the Village of Lake Odessa's RSI in accordance with auditing standards generally accepted in the United States of America (GAAS). These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient appropriate evidence to express an opinion or provide any assurance. The following RSI is required by GAAP and will be subjected to certain limited procedures, but will not be audited:

- 1) Management's Discussion and Analysis
- 2) Budgetary Comparison Schedules-General Fund, Major Street Fund, and Local Street Fund, Road Fund
- 3) Schedule of Changes in Employer's Net Pension Liability and Related Ratios
- 4) Schedule of Net Pension Liability
- 5) Schedule of Employer Contributions

We have also been engaged to report on supplementary information other than RSI that accompanies the Village of Lake Odessa's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with GAAS, and we will provide an opinion on it in relation to the financial statements as a whole or in a report combined with our auditor's report on the financial statements.

- 1) Balance Sheet – Downtown Development Authority
- 2) Statement of Revenues, Expenditures and Changes in Fund Balance – Downtown Development Authority

The objectives of our audit are to obtain reasonable assurance as to whether the financial statements as a whole are free from material misstatements, whether due to fraud or error; issue an auditor's report that includes our opinion about whether your financial statements are fairly presented, in all material respects, in conformity with GAAP, and report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgement of a reasonable user made based on the financial statement.

The objectives also include reporting on internal control over financial reporting and compliance with provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.

Auditor's Responsibilities for the Audit of the Financial Statements

We will conduct our audit in accordance with GAAS and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and will include tests of your accounting records of the Village of Lake Odessa and other procedures we consider necessary to enable us to express such opinions. As part of an audit in accordance with GAAS and *Government Auditing Standards*, we exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of waste and abuse is subjective, *Government Auditing Standards* do not expect auditors to perform specific procedures to detect waste or abuse in financial audits nor do they expect auditors to provide reasonable assurance of detecting waste or abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements may not be detected by us, even though the audit is properly planned and performed in accordance with GAAS and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that comes to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

In connection with this engagement, we may communicate with you or others via email transmission. As emails can be intercepted and read, disclosed, or otherwise used or communicated by an unintended third party, or may not be delivered to each of the parties to whom they are directed and only to such parties, we cannot guarantee or warrant that emails from us will be properly delivered and read only by the addressee. Therefore, we specifically disclaim and waive any liability or responsibility whatsoever for interception or unintentional disclosure of emails transmitted by us in connection with the performance of this engagement. In that regard, you agree that we shall have no liability for any loss or damage to any person or entity resulting from the use of email transmissions, including any consequential, incidental, direct, indirect, or special damages, such as loss of revenues or anticipated profits, or disclosure or communication of confidential or proprietary information.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and direct confirmation of receivables and certain assets and liabilities by correspondence with selected customers, creditors, and financial institutions. We will also request written representations from your attorneys as part of the engagement and they may bill you for responding to this inquiry.

We have identified the following significant risks of material misstatement as part of our audit planning:

- The Village is required to prepare financial statements in accordance with GAAP.

We may, from time to time and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement,

you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

Our audit of financial statements does not relieve you of your responsibilities.

Audit Procedures—Internal Control

We will obtain an understanding of the government and its environment, including the system of internal control, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinions. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards and *Government Auditing Standards*.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests the Village of Lake Odessa's compliance with the provisions of applicable laws, regulations, contracts, agreements, and grants. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

Other Services

We will also assist in preparing the financial statements, schedule of expenditures and related notes of the Village of Lake Odessa in conformity with accounting principles generally accepted in the United States of America and the Uniform Guidance based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statement services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

You agree to assume all management responsibilities relating to the financial statements and related notes and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements and related notes and that you have reviewed and approved the financial statements and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Responsibilities of Management for the Financial Statements

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for designing, implementing, establishing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, and for evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met; following laws and regulations; and ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles, for the preparation and fair presentation of the financial statements and all accompanying information in conformity with accounting principles generally accepted in the United States of America, and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management is responsible for making drafts of financial statements, all financial records, and related information available to us and for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers). You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters; (2) additional information that we may request for the purpose of the audit; and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.^{hh} At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by GAAS and *Government Auditing Standards*.

Your responsibilities include adjusting the financial statements to correct material misstatements and for confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements of each opinion unit taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants and for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements that we report.

You are responsible for the preparation of the supplementary information, which we have been engaged to report on, in conformity with accounting principles generally accepted in the United States of America (GAAP). You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon OR make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Scope and Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

The Village of Lake Odessa agrees to indemnify Walker, Fluke & Sheldon, PLC, for any damages, including attorney fees, caused in whole or part, by the Village of Lake Odessa's failure to fulfill these responsibilities. Any controversy or claim arising out of or relating to this agreement or breach thereof, shall be settled by arbitration in accordance with the arbitration rules of the American Institute of Certified Public Accountants, and judgment upon the award may be entered in any court having jurisdiction thereof. The party initiating such action will pay for all the expenses of the arbitration.

Engagement Administration, Fees, and Other

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing.

We will provide copies of our reports to the Village of Lake Odessa; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

Thomson Reuters File Exchange is used solely as a method of exchanging information and is not intended to store The Village of Lake Odessa information. Upon completion of the engagement, data and other content will either be removed from the Thomson Reuters File Exchange or become unavailable within six months.

The audit documentation for this engagement is the property of Walker, Fluke & Sheldon, PLC and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to the State of Michigan or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Walker, Fluke & Sheldon, PLC personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend or decide to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by the State of Michigan or federal oversight agencies. If we are aware that a federal awarding agency or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

Dave DeHaan is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them. We expect to begin our audit in approximately June 2024 and to issue our reports no later than August 31, 2024.

Our fee for these services will be at our standard hourly rates plus out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, etc.) except that we agree that our gross fee, including expenses for the year ended February 29, 2024, will not exceed \$11,500 for the audit, and \$750 for the preparation of the State of Michigan form F-65 and Act 51 and \$1,500 for the audit of the DDA. Our invoices for these fees will be rendered upon completion and is payable on presentation. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

In addition, if we incur additional time to post receivables, payables, balance cash, or due to/due from accounts or make necessary reclassification entries, a bookkeeping bill will be presented based on the actual time spent at our standard hourly rates.

Reporting

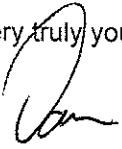
We will issue a written report upon completion of our audit of the Village of Lake Odessa's financial statements. Our report will be addressed to those charged with governance of the Village of Lake Odessa. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add a separate section, or add an emphasis-of-matter or other-matter paragraph to our auditor's report, or if necessary, withdraw from this engagement. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issues reports, or withdraw from this engagement.

We will also provide a report (that does not include an opinion) on internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements as required by *Government Auditing Standards*. The report on internal control and on compliance and other matters will state (1) that the purpose of the report is solely to describe the scope of testing of internal control and compliance, and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control on compliance, and (2) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The report will also state that the report is not suitable for any other purpose. If during our audit we become aware that the Village of Lake Odessa is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit in accordance with U.S. generally accepted auditing standards and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.

We will provide copies of our reports to the State of Michigan; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

We appreciate the opportunity to be of service to the Village of Lake Odessa and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,



Walker, Fluke & Sheldon, PLC

RESPONSE:

This letter correctly sets forth the understanding of the Village of Lake Odessa.

Management signature: _____

Title: _____

Date: _____

Governance signature: _____

Title: _____

Date: _____

Lake Odessa Village Council
Ionia County, Michigan

Trustee _____, supported by Trustee _____, made a motion to adopt the following resolution:

RESOLUTION NO. 2024-26

A RESOLUTION TO AMEND THE BUDGET FOR FISCAL YEAR 2023-24

WHEREAS, each year, the Lake Odessa Village Council adopts, by resolution, a General Appropriations Ordinance to appropriate funds for the Villages various operations; and

WHEREAS, from time to time, in accordance with the General Appropriations Ordinance, it is necessary to seek Council approval to amend the budget adopted through the General Appropriations Ordinance to transfer of unencumbered balances from one category to another; and

WHEREAS, village administrators expect the amount expended in the Contracted Services category of the Car Show Fund for fiscal year 2023-24 will exceed the amount appropriated by \$6,400 because of the balance transfer to the Lake Odessa Civic and Agricultural Association authorized by Council Resolution 2024-17;

NOW, THEREFORE, BE IT RESOLVED, that the appropriations for the Car Show Fund shall be amended as follows:

Fund/Category	Current Budget	Amended Budget	Net Change
Car Show Fund			
Car Show	\$0.00	\$6,400.00	\$6,400.00
Planned Use of Cash			(\$6,400.00)
Net Change to Fund			\$0.00

Ayes:

Nays:

Absent:

Abstain:

RESOLUTION DECLARED _____.

CERTIFICATION

I hereby certify that the foregoing is a true and complete copy of Resolution 2024-26, adopted by the Lake Odessa Village Council at a regular meeting held on March 18, 2024, the original of which is on file in the Clerk's office and available to the public pursuant to the required statutory procedure.

Dated: March 18, 2024

Kathy Forman, Village Clerk/Treasurer

Lake Odessa Village Council
Ionia County, Michigan

Trustee _____, supported by Trustee _____, made a motion to adopt the following resolution:

RESOLUTION NO. 2024-27

A RESOLUTION TO AMEND THE BUDGET FOR FISCAL YEAR 2024-25

WHEREAS, each year, the Lake Odessa Village Council adopts, by resolution, a General Appropriations Ordinance to appropriate funds for the Villages various operations; and

WHEREAS, from time to time, in accordance with the General Appropriations Ordinance, it is necessary to seek Council approval to amend the budget adopted through the General Appropriations Ordinance to transfer of unencumbered balances from one category to another; and

WHEREAS, village administrators expect the amount expended in the General Government category of the General Fund for fiscal year 2024-25 will exceed the amount appropriated by \$11,750 because of the balance transfer to the Jordan Lake Trail Board authorized by Council Resolution 2023-65;

NOW, THEREFORE, BE IT RESOLVED, that the appropriations for the Legislative category of the General Fund shall be amended as follows:

Fund/Category	Current Budget	Amended Budget	Net Change
General Fund			
Legislative	\$0.00	\$11,750.00	\$11,750.00
Planned Use of Cash			(\$11,750.00)
Net Change to Fund			\$0.00

Ayes:

Nays:

Absent:

Abstain:

RESOLUTION DECLARED _____.

CERTIFICATION

I hereby certify that the foregoing is a true and complete copy of Resolution 2024-27, adopted by the Lake Odessa Village Council at a regular meeting held on March 18, 2024, the original of which is on file in the Clerk's office and available to the public pursuant to the required statutory procedure.

Dated: March 18, 2024

Kathy Forman, Village Clerk/Treasurer

Lake Odessa Village Council
Ionia County, Michigan

Trustee _____, supported by Trustee _____, made a motion to adopt the following resolution:

RESOLUTION NO. 2024-28

**A RESOLUTION TO AUTHORIZE PURCHASING
NEW MOBILE RADIO EQUIPMENT FOR
DEPARTMENT OF PUBLIC WORKS VEHICLES**

WHEREAS, the Lake Odessa Department of Public Works has been using low amperage citizen band (CB) radios in its mobile equipment that have proven ineffective in that solid structures and elevation changes limit and obstruct communication with operators; and

WHEREAS, using cell phones for such communications in commercial vehicles is prohibited by Federal and State law and would be a safety hazard in any case; and

WHEREAS, DPW Director Jesse Trout solicited quotations for suitable radios and the purchase of a new Federal Communications Commission license and received the following responses:

Vendor	Amount Quoted
Digicom Global 911 Inc., Troy, MI	\$6175.36
Crouch Communications, Inc., Saranac, MI	\$6452.88
Tele-Rad, Holland, MI	\$6363.00

; and

WHEREAS, DPW Director Trout has tested the Kenwood brand radios proposed by the low bidder Digicom Global 911 and found the performance superior to the Motorola radios proposed by the other vendors; and

WHEREAS, funds are included in the 2024-25 budget for this purchase; and

NOW, THEREFORE, BE IT RESOLVED, that the Village Council does hereby approve the purchase of the radios, license and associated equipment and supplies from the low bidder Digicom Global 911 in the amount of \$6175.36:

Ayes:

Nays:

Absent:

Abstain:

RESOLUTION DECLARED _____.

Date: March 18, 2024

Kathy Forman, Village Clerk/Treasurer

Digicom Global 911 Inc.

675 East Big Beaver
Suite 105
Troy, Mi. 48083

QUOTE

Date	QUOTE #
2/20/2024	4733

Bill To:
Lake Odessa Public Works Jesse Trout 1204 Jordan Lake St. Lake Odessa, Mi 48849

Ship To:
Lake Odessa Public Works Jesse Trout 1204 Jordan Lake St. Lake Odessa, Mi 48849

Rep	Project
DEB	

Description	Qty	Rate	Total
Jesse Trout 269-804-7013 jtrout@lakeodessa.org			
FCC License assistance includes for up to 5 freq license good for 10 years, for FRN # & schedule K filing, frequency coordination & for form 601 preparation.	1	350.00	350.00
NX-1800HNUK2 UHF NXDN mobile radio analog/digital UHF (400 - 470MHz), 45 Watts, 260 CH, 128 Zones Includes KMC-65, Mounting Bracket, DC cable. 3 year warranty	6	427.76	2,566.56
CAB RAY075-R Cigarette Lighter Power Cable for Kenwood, 8A fuse, 4 ft long w/LED	6	45.00	270.00
G Mag Prime G 80635 RBG Chrome Mag Mount RG58 A/U	2	59.00	118.00
OK-259/CR (Conn installed) for UHF radio	2	39.00	78.00
MBMC-NC Chrome, 1-1/8"-18 thread; mirror bracket mount for trucks.	4	21.95	87.80
Cable MB8 Cable 0-960 Mhz 3/4 " Brass Mount / non / Conn. For roof mount RG58. 17 ft	4	5.00	20.00
CONN RFU-505 / 91538 PL259 RG58 UHF MALE CRIMP	1	25.00	25.00
Service-Two Way Radio Crimping / Soldering of Connectors to MB8 before shippment (all 4)	6	65.00	390.00
Ant MWU4002S 2DB 380-512 MHZ Antenna	6	20.00	120.00
Service-Two Way Radio Program Radios \$20 Ea	6	325.00	1,950.00
Service-Two Way Radio Installation of Radio	1	150.00	150.00
Service-Two Way Radio Mobile Charge			
OPTIONAL			
		Subtotal	
		Sales Tax (6.0%)	
		Total	

Digicom Global 911 Inc.

675 East Big Beaver
Suite 105
Troy, Mi. 48083

QUOTE

Date	QUOTE #
2/20/2024	4733

Bill To:
Lake Odessa Public Works Jesse Trout 1204 Jordan Lake St. Lake Odessa, Mi 48849

Ship To:
Lake Odessa Public Works Jesse Trout 1204 Jordan Lake St. Lake Odessa, Mi 48849

Rep	Project
DEB	

Description	Qty	Rate	Total
KCT-60M DB15-to-15pin in Molex Adaptor Cable. COST: \$ 28.16 Ea.			0.00
KES-5A External speaker 12-15 Watt Output. 9 ft lead COST:\$ 58.40 Ea			0.00
Shipping	1	50.00	50.00
		Subtotal	\$6,175.36
		Sales Tax (6.0%)	\$0.00
		Total	\$6,175.36

QUOTATION
124326

Page 1
Date: 01/24/24

Bill To:
VILLAGE OF LAKE ODESSA
839 FOURTH AVENUE
LAKE ODESSA MI 488490000

Ship To:
VILLAGE OF LAKE ODESSA
839 FOURTH AVENUE
LAKE ODESSA MI 488490000

Primary Contact: JESSE TROUT
Contact#: 6163747228
Order Contact: JESSE TROUT

Contact: JESSE TROUT
Contact#: 6163747228

Cust. #:	840	Customer Rep:	MITCHELL JACKSON	Terms:	NET 10 DAYS
Qty	Description			Unit Price	Extended
6	CM200D MOBILE RADIO UHF - 40 WATT			652.80	3,916.80
6	17 COAX KIT			23.33	139.98
6	ANTENNA ROD, UHF 1/4 WAVE			7.50	45.00
6	ANT COUPLING NUT			8.54	51.24
6	IGNITION SWITCH CBL			18.36	110.16
6	MAGNETIC MICROPHONE CLIP			39.95	239.70
6	INSTALLATION			200.000	1,200.00
	FCC LICENSING FEES ESTIMATE ONLY				750.00
(Continued on Page 2)					



7860 MORRISON LAKE ROAD
SARANAC MI 48881
Phone: 616-642-3881
Fax: 616-642-6008

QUOTATION
124326

Page 2
Date: 01/24/24

Bill To:
VILLAGE OF LAKE ODESSA
839 FOURTH AVENUE
LAKE ODESSA MI 488490000

Ship To:
VILLAGE OF LAKE ODESSA
839 FOURTH AVENUE
LAKE ODESSA MI 488490000

Primary Contact: JESSE TROUT
Contact#: 6163747228
Order Contact: JESSE TROUT

Contact: JESSE TROUT
Contact#: 6163747228

Cust. #:	840	Customer Rep:	MITCHELL JACKSON	Terms:	NET 10 DAYS
Qty	Description	Unit Price	Extended		
		Subtotal:	6,452.88		
		Total Quote:	6,452.88		

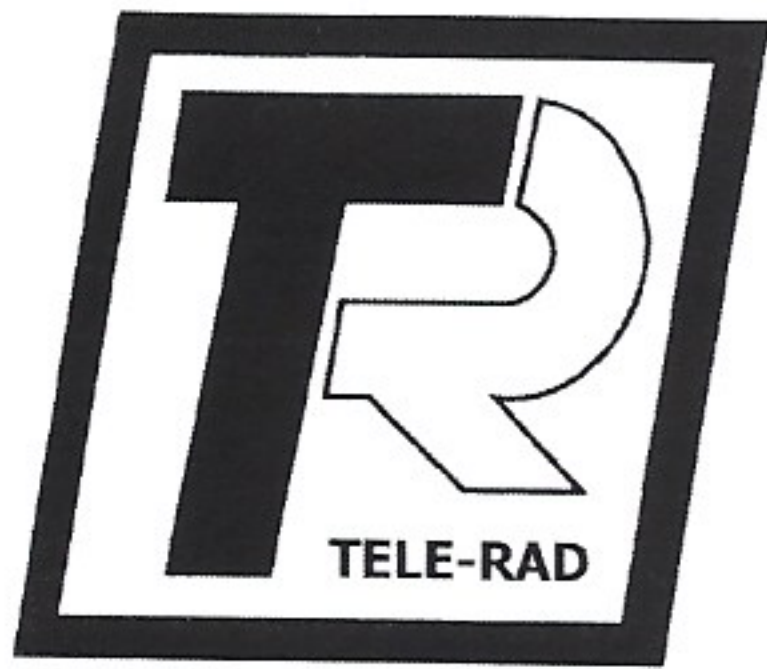
Quote valid for 15 days

Order Total:

6,452.88

Accepted By:_____ Date:_____

PO#:_____



511 E. 8th St.

Holland MI 49423-3759

(616) 396-3541 Fax: (616) 392-9707

QUOTATION

QUOTE NO.: 61430 - 00 CC

DATE: 2/26/24

TERMS: NET 15 DAYS

DELIVERY: INSTALL

Please reference Quote No. on

Correspondence & purchase orders.

Quote expires: 03/27/2024

11823

TO: Lake Odessa Public Works
839 Fourth Street
1214 Jordan Lake St.
Lake Odessa, MI 4884-9

WE ARE PLEASED TO QUOTE YOU THE FOLLOWING:

QTY	DESCRIPTION	UNIT PRICE	DISC%	TOTAL
6	MOTO CM200D 403-470 40W 16CH ND	630.00		3,780.00
6	STANDARD BRACKET			
6	STANDARD CABLE			
6	3 YEAR ESSENTIAL REPAIR			
6	STANDARD MICROPHONE			
6	MOTO UNITY GAIN ANT KIT ROOF MNT- 450-470 QUARTERWAVE	18.00		108.00
1	PROGRAM TEMPLATE PLANNING GRAND RAPIDS SERVICE	100.00		100.00
6	SALES ORDER PROGRAMMING GRAND RAPIDS SERVICE	40.00		240.00
Continued on following page				

ORDERS SUBJECT TO SHIPPING & HANDLING AND SALES TAX IF APPLICABLE.

TERMS SUBJECT TO CREDIT REVIEW

*Orders over \$50,000 may require a 25% down payment to be invoiced at time of order.

*Unpaid balances over 30 days are subject to 1.5% monthly interest charge (18% annually).

*Your purchase of MOTOTRBO radios includes a 5 year essential services warranty and software support package.
Additional investment may be required to extend essential service after 5 years.

BY KEITH JOHNSON / 616-610-0888 7005

THIS QUOTATION DOES NOT CONSTITUTE A SALES ORDER UNLESS SIGNED BY YOU, OUR CLIENT. SEE TERMS AND CONDITIONS OF SALE ATTACHED.

Accepted

by

P.O. No. _____

LEGAL NAME OF PURCHASER _____

Date _____

AUTHORIZED SIGNATURE _____

QTY	DESCRIPTION	UNIT PRICE	DISC%	TOTAL
6	SALES ORDER INSTALLATION GRAND RAPIDS SERVICE	210.00		1,260.00
1	TRAVEL / ON-SITE FEE	50.00		50.00
1	MISCELLANEOUS HARDWARE	150.00		150.00
1	FCC Fees New License	600.00		600.00
This quote includes a new FCC License and a one time Template planning fee.				
Item summary				6,288.00
Subtotal				6,288.00
Inbound Ship				75.00
Sales Tax				.00
GRAND TOTAL:				6,363.00

Lake Odessa Village Council

Ionia County, Michigan

Trustee _____, supported by Trustee _____, made a motion to adopt the following resolution:

RESOLUTION NO. 2024-29

A RESOLUTION TO AUTHORIZE EXECUTING THE FINDING OF EXEMPT ACTIVITY RELATED TO THE MSHDA CHILL GRANT

WHEREAS, the Village is seeking funding for a housing rehabilitation program through a Michigan State Housing Development Authority (MSHDA) CHILL grant; and

WHEREAS, program requirements include the submission of a finding of exempt activity; and

WHEREAS, a finding of exempt activity has been prepared and reviewed by the Council;

NOW, THEREFORE, BE IT RESOLVED, that the Village Council does hereby authorize Village President Karen Banks to execute the finding of exempt activity on behalf of the Village:

Ayes:

Nays:

Absent:

Abstain:

RESOLUTION DECLARED _____.

Date: March 18, 2024

Kathy Forman, Village Clerk/Treasurer

FINDING OF EXEMPT ACTIVITY

24 CFR 58.34

Grantee VILLAGE OF LAKE ODESSA
Grant No. TBD

I hereby certify that the following activities comprising the MSHDA CHILL GRANT Project have been reviewed and determined to be an Exempt Activity per 24 CFR 58.34(a) as follows:

- ☒ (1) Environmental and other studies, resource identification and the development of plans and strategies.
- ☐ (2) Information and financial services.
- ☒ (3) Administrative and management activities.
- ☐ (4) Public services that will not have a physical impact or result in any physical change, including but not limited to services concerned with employment, crime prevention, child care, health, drug abuse, education, counseling, energy conservation and welfare or recreational needs.
- ☐ (5) Inspections and testing of properties for hazards or defects.
- ☐ (6) Purchase of insurance.
- ☐ (7) Purchase of tools.
- ☐ (8) Engineering or design costs.
- ☒ (9) Technical assistance and training.
- ☐ (10) Assistance for temporary or permanent improvements that do not alter environmental conditions and are limited to protection, repair or restoration activities necessary only to control or arrest the effects from disasters, imminent threats or physical deterioration.
- ☐ (11) Payment of principal and interest on loans made or obligations guaranteed by HUD.
- ☐ (12) Any of the categorical exclusions listed in 58.35(a) provided that there are no circumstances which require compliance with any other Federal laws and authorities cited in 58.5. Such activities are documented as exempt by the Statutory Checklist.
- ☐ (13) Planning grant (not associated with an imminent project under 7 CFR § 1970.53).

FLOOD INSURANCE/FLOOD DISASTER PROTECTION ACT

1. Does the project involve the acquisition, construction, or rehabilitation of structures, buildings, or mobile homes?

- ☒ No. Flood insurance is not required. The review of this factor is completed.
☐ Yes. Continue Review.

2. Is the structure or part of the structure located in a Federal Emergency Management Agency (FEMA) designated Special Flood Hazard Area?

- ☐ No. Cite Source Documentation:
Proceed with project.
☐ Yes. Cite Source Documentation:
Continue Review.

3. Is the community participating in the National Flood Insurance Program (or has less than one year passed since FEMA notification of Special Flood Hazards)?

- ☐ Yes. Flood insurance under the National Flood Insurance Program must be obtained and maintained for the economic life of the project, in the amount of the total project cost. A copy of the flood insurance policy declaration must be maintained in this Environmental Review Record.
☐ No. **Federal assistance may not be used in the Special Flood Hazard Area.**

Coastal Barriers Resources Act

-
1. Is the project located in a coastal barrier resource area?
☒ No. Cite Source Documentation: MAP OF STATE OF MICHIGAN
☐ Yes. **Federal assistance may not be used in such an area.**

AIRPORT RUNWAY CLEAR ZONES AND CLEAR ZONES DISCLOSURES

1. Does the project involve the sale or acquisition of existing property within a Civil Airport's Runway Clear Zone, Approach Protection Zone or a Military Installation's Clear Zone?

☒ No. Cite Source Documentation: Lake Odessa is not near airports nor are in Runway Clear Zones. MAP OF LAKE ODESSA AND AIRPORTS

☐ Yes. **Disclosure statement must be provided** and a copy of the signed disclosure statement must be maintained in this Environmental Review Record.

In accordance with 24 CFR 58.34(b), no further environmental approval form from HUD or the State is necessary for the drawdown of funds to implement this program.

KAREN L. BANKS, PRESIDENT

Name and Title of Certifying Officer

Signature of Certifying Officer

Date

Marilyn Smith, TPA

Name of person preparing this form

734-341-1866

Phone #

For State Use Only	Reviewed	Date
Compliance Specialist		

Lake Odessa Village Council

Ionia County, Michigan

Trustee _____, supported by Trustee _____, made a motion to adopt the following resolution:

RESOLUTION NO. 2024-30

A RESOLUTION TO AUTHORIZE EXECUTING THE GRANT MANAGEMENT PLAN FOR THE MSHDA CHILL GRANT

WHEREAS, the Village is seeking funding for a housing rehabilitation program through a Michigan State Housing Development Authority (MSHDA) CHILL grant; and

WHEREAS, program requirements include the submission of a grant management plan; and

WHEREAS, a grant management plan has been prepared and reviewed by the Council;

NOW, THEREFORE, BE IT RESOLVED, that the Village Council does hereby authorize Village President Karen Banks to execute the grant management plan on behalf of the Village:

Ayes:

Nays:

Absent:

Abstain:

RESOLUTION DECLARED _____.

Date: March 18, 2024

Kathy Forman, Village Clerk/Treasurer

GRANT MANAGEMENT PLAN PROCUREMENT AND DUE DILIGENCE

The use of developers (if applicable) and/or third-party administrators, for some units of a general local government (UGLG), are an essential element of running a successful housing program. MSHDA's CDBG Housing Improving Local Livability (CHILL) Program offers guidance on the procurement of, and reimbursement for, these professional services in the Policy Manual.

However, the search for an effective grant administrator begins in the very early stages of program design when applicants explore the ramifications of grant management on staff time and available resources. To assist our grantees in their self-assessment and possible decision to begin the search for a grant administrator, CHILL encourages consideration of the following to ensure due diligence in the procurement of third-party administrators.

Developers and third-party administrators have independent responsibilities. The developer's responsibilities are associated with developing a Demolition Reconstruction Resale (DRR) project and does not include administrative responsibilities.

1. Know your own program; as the grantee, the UGLG is still responsible for compliance with the terms of the grant agreement and regulations governing allowable expenditures.
2. Use proper procurement standards in the hiring of outside consultants (see CHILL Program Policy Manual).
3. Present a comprehensive list of tasks/skills in your written request for proposals.
4. Ask for evidence/documentation of: experience administering housing programs, program knowledge, financial stability, staff capacity, training, etc. Documentation must include contact names, phone numbers and email addresses.
5. Verify the information presented in responding proposals.
6. Use clear and succinct written agreements. Be sure that your selected contractor understands the responsibilities required under the agreement.
7. Take stock of your internal staff capacity to perform grant administration activities that are required of the grantee; assign a staff person for being liaison to your developer and/or third-party administrator (this person should understand program guidelines, federal requirements, etc.).
8. Participate actively in writing program guidelines that accurately reflect the parameters of your program.
9. Establish and enforce active, ongoing, progress and financial reporting responsibilities for your program.
10. Make sure you have current manuals, forms, policies, etc.
11. Plan with your administrator and developer for the completion of milestones and desired results.
12. Document everything. (This is Murphy's Law: The item HUD or MSHDA wants as evidence of compliance is the exact document you thought you could get away with not completing.)

GRANT MANAGEMENT PLAN

In addition to the information presented in the Implementation and Capacity section of your application, it is important that Grantees understand their oversight responsibilities for grant implementation by a Developer and/or Third-Party Administrator. Please complete this Grant Management Plan and return it to your Specialist as part of the Special Conditions of your recent grant award.

Date:	MARCH 18, 2024
Grant #:	TBD
Grantee:	VILLAGE OF LAKE ODESSA
Grantee Contact Person:	KAREN L. BANKS

A. List names and titles of Grantee staff responsible for overall grant management and compliance.

Name	Title
Gregg Guetschow	Interim Village Manager
Karen L. Banks	Village President
Kathy Forman	Village Clerk/Treasurer
Jesse Trout	Supervisor, Department of Public Works

B. Identify the contracted Third- Party Administrator for this grant.

Marilyn Smith, Smith Housing Consulting

C. List names and titles of the Third-Party Administrator (TPA) staff responsible for various grant implementation duties.

Name	Title

D. Identify the contracted Developer for this grant.

NA

E. List names and titles of the Developer staff responsible for various grant implementation duties.

Name	Title

F. Name the individual that will have primary responsibility for all the following tasks that apply to your housing grant and indicate if the person is a grantee staff member, Developer staff, or TPA staff.

Task	Name of Person Responsible (if Grantee, Developer or TPA, provide name and agency) or N/A	Grantee	Developer	TPA
1. Housing Needs Assessment	Marilyn Smith/Karen Banks/Council	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2. Public Hearings	KarenBanks/Kathy Forman/Council	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3. Civil Rights / EEO	Karen Banks/Council/Marilyn Smith	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4. Complaint Procedure	Karen Banks/Marilyn Smith/Council	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5. Davis Bacon and Related Act (labor standards)	NA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Environmental Review	Marilyn Smith/Karen Banks	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7. Environmental Review procurement	NA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Fair Housing	Karen Banks/Council/Marilyn Smith	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
9. Uniform Relocation Act (relocation and acquisition)	NA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Financial Management	Karen Banks/Kathy Forman/Gregg Guetschow/Marilyn Smith	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
11. Household Income Eligibility	Marilyn Smith	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
12. Processing Applications for Assistance	Marilyn Smith	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
13. Program Guidelines (preparation of)	Marilyn Smith/Karen Banks	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
14. Outreach and Public Information	Village Staff/Marilyn Smith	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
15. Property Selection for Acquisition	NA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Contractor Selection Process	Owners/Marilyn Smith	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
17. Cost Estimates	Marilyn Smith/Contractors	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
18. Inspections	Marilyn Smith/IC Building Inspector Village Staff	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
19. Lead Based Paint Requirements	Marilyn Smith	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
20. Specifications	Marilyn Smith	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
21. Grant Status updates	Karen Banks/Council/Marilyn Smith	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
22. Construction Supervision	Marilyn Smith/Village Staff	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
23. Homeownership Counseling	NA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
24. Marketing Units	NA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
25. Mortgage/Lien Documents	Marilyn Smith	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
26. Project Bid Awards	Marilyn Smith	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
27. Financial Status Reports (FSR Payment Requests)	KarenBanks/GreggGuetschow Marilyn Smith/Kathy Forman	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
28. Other:		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
29. Other:		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
30. Other:		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
31. Other:		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

G. Describe Grantee's internal controls and monitoring procedures to ensure accountability for program progress, compliance, and financial management. If an update or report will be used (see #20 above), indicate contents and frequency of submission to the Grantee.

ALL PROJECTS WILL BE SET UP AND COMPLETED PER MSHDA REQUIREMENTS, AND DOCUMENTATION/ELIGIBILITY GUIDELINES DISCUSSED AND APPROVED AT VILLAGE LEVEL. BUILDING PERMITS/IFINAL NSPECTIONS, IF PERMITS ARE REQUIRED, WILL BE DONE WITH THE ASSISTANCE OF THE IONIA COUNTY BUILDING DEPARTMENT AND THE VILLAGE. THE VILLAGE HAS AN ACCOUNTING SYSTEM SEPARATE FROM MSHDA, AND ALL GRANT DOLLARS RECEIVED WILL BE HELD IN A NON-INTEREST BEARING ACCOUNT, AS REQUIRED BY HUD.

H. Describe the “money flow”. Who and how will grant funds be requested from MSHDA and payments made to contractors? Who has authority to approve payments? What documentation is reviewed? Who will write checks and who will sign them? Give as much detail as necessary to show that required financial management practices are understood and followed.

GRANT FUNDS SHALL BE REQUESTED AFTER PROJECTS ARE SET-UP AND APPROVED BY MSHDA PER THE GUIDELINES THAT MSHDA HAS ESTABLISHED FOR CONTRACTOR DRAWS. MARILYN SMITH WILL PREPARE THE REQUESTS FOR PAYMENT AND THE VILLAGE CLERK WILL REQUEST THE DOLLARS ONCE THE PAYMENT REQUEST HAS BEEN REVIEWED, APPROVED AND SIGNED BY THE VILLAGE PRESIDENT AS AUTHORIZED SIGNATORY. ALL INVOICES/VOUCHERS/LIEN WAIVERS SHALL BE SENT TO VILLAGE FINANCE OFFICE WITH PAYMENTS TO CONTRACTORS IDENTIFIED WITH MSHDA PROJECT NUMBER AND OWNERS. ALL ADMINISTRATION AND CONTRACTOR CHECKS WILL BE WRITTEN/SIGNED/MAILED AT VILLAGE LEVEL.

CHECKS WILL BE WRITTEN BY THE CLERK/TREASURER, REVIEWED BY VILLAGE MANAGER, AND SIGNED BY PRESIDENT AND ONE OTHER COUNCIL MEMBER. ALL CHECKS OVER \$3,000 WILL BE LISTED IN THE COUNCIL PACKET AND APPROVED.

I. List any technical assistance received or trainings attended by **Grantee** staff in the last year. Give the names of relevant staff members.

NONE

J. List any technical assistance received or trainings attended by **Third Party Administrator** staff in the last year. Give the names of relevant staff members.

MEDC CDBG AND MSHDA CHILL GRANT SESSIONS ONLINE

K. Written description of **previous TPA experience** with Federal and/or MSHDA grants. Identify any significant findings or delays.

MARILYN SMITH HAS WRITTEN AND ADMINISTERED CDBG/HOME/NPP/NSP I GRANTS FOR OVER TWENTY YEARS. ALL GRANTS REQUIRED COMPLIANCE WITHI FEDERAL GUIDELINES, AND THREE REQUIRED DAVIS BACON (NOT REQUIRED FOR CHILL GRANTS). ALL THE GRANTS WERE COMPLETED SUCCESSFULLY AND SEVERAL SO SUCCESSFULLY THAT MSHDA PROVIDED MORE MONEY FOR ADDITIONAL PROJECTS. ONLY TWO USED SLIGHTLY LESS MONEY THAN THE GRANT MONEY ALLOCATED (ONE WAS \$120 LESS), AND A FEW HAD GRANT EXTENSIONS DUE TO DELAYED OR INTERRUPTED WORK SCHEDULING, AND TWO WERE IMPACTED BY COVID DELAYS DUE TO SHORTAGES OF WORKERS AND MATERIAL. ONE GRANT HAD FINDINGS THAT WERE RESOLVED.

L. List any technical assistance received or trainings attended by **Developer** staff in the last year. Give the names of relevant staff members.

NA

M. Written description of **previous Developer experience** with Federal and/or MSHDA grants. Identify any significant findings or delays.

NA

I understand that the individuals listed above have responsibility for ensuring various tasks and grant management duties are completed; however, it is the ultimate responsibility of Grantee for meeting the terms of the Grant Agreement with MSHDA, including all program and compliance requirements; HUD and MSHDA guidelines; Policy Manual; and local codes and ordinances.

Grantee has put in place the necessary agreements, policies, procedures, and training to ensure that the Developer and/or Third-Party Administrator named above understands their contractual obligations and has the capacity to effectively implement their Grant.

X

Date

KAREN L. BANKS, VILLAGE PRESIDENT

REQUIRED ATTACHMENTS

- 1) Copy of **Request for Proposal** (RFP) for Third Party Administrator. Indicate number of proposals received and reasons for selection. If an RFP was not used, indicate NA ☐ and explain.
- 2) Copy of **Agreement(s)** between Grantee and Developer and/or Third-Party Administrator. Please ensure that the agreements reflect the roles and responsibilities in the management plan and program guidelines.

VILLAGE OF LAKE ODESSA
MSHDA CHILL GRANT CONTRACTUAL AGREEMENT

This Agreement made and entered into this 18th day of March 2024, by and between Smith Housing Consulting, hereinafter referred to as **SMITH**, and the Village of Lake Odessa, hereinafter referred to as **VILLAGE**, as administrator of a grant to the VILLAGE, for the purpose of establishing the rights, obligations and responsibilities of the parties with regard to the administration of the CDBG CHILL Grant from the Michigan State Housing Development Authority provided by the U.S. Department of Housing and Urban Development;

WITNESSETH:

WHEREAS, the Michigan State Housing Development Authority has awarded the VILLAGE a Community Development Block Grant CHILL grant; and

WHEREAS, the VILLAGE, as the grantee, submits financial reports to the state and has appropriate financial capacity to accept and administer a Community Development Block Grant CHILL grant, and

WHEREAS, the VILLAGE, as governmental unit of the grant has, through application, requested SMITH to administer the Community Development Block Grant CHILL grant; and

WHEREAS, SMITH has agreed to provide the administrative services necessary to administer the Community Development Block Grant CHILL grant;

NOW, THEREFORE, SMITH and the VILLAGE, with regard to their respective interests as above described and as hereinafter set forth, agree that:

SMITH SHALL:

A. Provide all such administrative services as may be required for the administration of the Community Development Block Grant Program, including but not restricted to:

1. Forgivable Loans

- a. Advertise activities/projects availability.
- b. Solicit initial applications.
- c. Verify eligibility of applicants.
- d. Specify and estimate cost of work to be completed on homes.
- e. Assist Homeowners with bidding process.
- f. Establish local guidelines per MSHDA for administration of funds.
- g. Create mortgages and notes for loans over \$10,001 for five-year forgivable loans.

2. Contractor Selection

- a. Advertise for and develop a list of qualified contractors, including Minority and Women Owned Businesses.
 - b. Screen contractors to assure proper licensing, insurance, and workmanship qualifications.
 - c. Send/give work specifications to contractors for bids.
 - d. Send all paperwork to MSHDA for approval prior to having owners sign contracts for construction.
 - e. Assist contractors and homeowners with contracts.
- 3. Procurement of Additional Funds
 - a. Assist with the referrals to the Community Action Agencies, Rural Development, Community Action Agency, and DHHS, as funds are available, and work with these Agencies to leverage funds.
 - b. Assist with referrals to other pertinent agencies for other assistance independent of the MSHDA CHILL grant.
- 4. Inspections of Work and Final Payment
 - a. Assure that work requiring permits have them prior to start of work.
 - b. Review all work and confirm that all work is satisfactorily completed, paperwork is filled out, invoices properly done, and communications properly presented in order to receive partial payments.
 - c. Assure that all work is satisfactorily completed and inspected, and that all subcontractors and suppliers have been paid, and all waivers signed prior to final payment.
- 5. Closure of Program
 - a. Responsible for reconciling payments and paperwork related to the Community Development Block Grant CHILL Housing Program.
 - b. Assist VILLAGE with file project documents and retain for required time period.
 - c. Prepare program reports of activities and account for all expenditures.
 - d. Work with Michigan State Housing Development Authority officials for monitoring visits.
 - e. Work with VILLAGE Clerk/Treasurer to coordinate bookkeeping.
 - f. Work with VILLAGE Manager, President and Village Council as needed.
 - g. Assist with audit of program.
- 6. Hours of Availability
 - a. Regular office hours and on call as needed for administration of the program.
- B. Administer the Community Development Block Grant CHILL Program in accordance with rules and regulations of the U.S. Department of Housing and Urban Development, as set forth in 24 CFR 570 et seq. and the Guidebook for Administration of Community Development Block Grant Program and MSHDA regulations in the MSHDA Grant Administration Manual.

- C. Be considered an independent contractor.

VILLAGE SHALL:

- A. Compensate SMITH to administer the entire CDBG CHILL Grant for the amount of administration money established by MSHDA to be paid from CDBG funds: \$28,800. Administration expenses shall be limited to those expenses listed in 24 CFR 206.

IT IS FURTHER AGREED THAT:

- A. INDEPENDENT CONTRACTOR It is expressly understood and agreed that the Contractor is an independent contractor. The contractor and any persons employed by her shall in no way be deemed to be and shall not hold themselves out as employees, servants or agents of the VILLAGE or the State of Michigan and shall not be entitled to any fringe benefits of the VILLAGE or the State of Michigan, such as, but not limited to, health and accident insurance, life insurance, longevity, paid sick or vacation leave. The contractor shall be responsible for paying the wages of her personnel and for the withholding and payment of all income and social security taxes to the proper Federal, State and local governments. The Contractor shall also be responsible for providing her personnel with workers' compensation and unemployment compensation coverage, as required by law.
- B. Any changes or increase or decrease in grant costs, which shall cause any change in the total administrative costs, shall require approval by the VILLAGE Council.
- C. Either party may terminate this Agreement after not less than forty-five (45) days written notice to the other party. In the event of termination, SMITH shall be reimbursed for all eligible costs incurred in the furtherance of the above-mentioned Grant.
- D. In accord with provision of Act 453, P.A. 1976 as amended (Elliot-Larson Civil Rights Act) parties to this contract may not discriminate against an employee or applicant for employment with respect to hire, tenure, terms, conditions, or privileges of employment, or a matter directly or indirectly related to employment because of race, color, religion, national origin, age, sex, height, weight, or marital status, and other regulations of the federal government.

This Agreement shall become binding on the parties hereto and of full force and effect upon the signing thereof by the duly authorized official of the VILLAGE and SMITH.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed the day and year first above written.

Marilyn M. Smith, Smith Housing Consulting, LLC

Date

Karen L. Banks, President
Lake Odessa Village Council

Date

Witness Signature

Date

PRINT WITNESS NAME

Miscellaneous Correspondence



Lake Odessa

Gregg Guetschow
Village Manager

Karen Banks
Village President

Jesse Trout
DPW Superintendent

Kathy Forman
Clerk/Treasurer

Kendra Backing
Chief of Police

March 11, 2024

Michigan Department of Agriculture and Rural Development
525 W. Allegan Street
P.O. Box 30017
Lansing, Michigan 48909

Re: Grant Application from the Lake Odessa Agricultural & Civic Association

To Whom It May Concern:

On behalf of the Board of Trustees for the Village of Lake Odessa, I write this letter to express our enthusiastic support for an application for grant funding submitted by the Lake Odessa Agricultural & Civic Association ("ACA").

The ACA Board of Directors organizes and oversees the annual Lake Odessa Fair, a five-day event which has introduced people region-wide to the picturesque Lake Odessa community for many decades. As a part of their ongoing efforts to enhance and provide recreational opportunities to our community, the ACA has also in recent years worked diligently to develop on-site camping facilities at our local fairgrounds, which has provided even more opportunities for citizens to visit and enjoy all that Lake Odessa has to offer.

If awarded funding, it is our understanding that the ACA intends to construct restroom and office facilities to service the campground. We believe these proposed improvements will enhance the functionality of the campground and help to boost attendance and overnight campsite rentals.

We appreciate your consideration of the ACA's request, and strongly encourage you to approve their grant application.

Very truly yours,

VILLAGE OF LAKE ODESSA

Karen L. Banks, President