



**PROPOSED AGENDA
REGULAR MEETING OF THE LAKE ODESSA VILLAGE COUNCIL
MONDAY, MAY 20, 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 April 15, 2024
- b) Minutes from the special Village Council meeting of April 29, 2024
- c) Minutes from the special Village Council Committee of the Whole of May 6, 2024
- d) Minutes from the special Village Council meeting of May 15, 2024
- e) Minutes from the special Village Council meeting of May 16, 2024

VII. Expenditures:

- a) Approve bills equal to or less than \$3,000.00 each from 4/1/2024 to 4/30/2024.
- b) Approve bills in excess of \$3,000.00 each, including:
 - i. Bloom Sluggett, PC – Attorney Fees – \$3,658.88 (Paid)
 - ii. Gregg Guidance – Interim Manager 3/16/24 – 3/31/24 – \$3,143.15 (Paid)
 - iii. Gregg Guidance – Interim Manager 4/1/24 – 4/15/24 – \$3,315.91 (Paid)
 - iv. Mercantile Bank – Gen Hwy & Water Bond Loan – \$107,970.00 (Paid)
 - v. VC3, Inc. – Annual Service Agreement – \$5,662.68 (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 special Lake Odessa Planning Commission meeting of April 16, 2024

IX. Departmental Reports:

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

X. Presentations

- a) None

XI. New Business:

- a) Election of a President Pro-Tem
- b) Proposed Resolution 2024-34: Authorizing Executing an Agreement with MCKENNA ASSOCIATES, INC. for Consulting Services Related to Updating the Village's Master Plan
- c) Proposed Resolution 2024-35: Accepting the Proposal from MICHIGAN PAVING & MATERIALS for 2024 Street Resurfacing Work
- d) Proposed Resolution 2024-36: Accepting the proposal from TIP TOP CUSTOMS LLC for Renovations of the Page Memorial Building
- e) Proposed Resolution 2024-37: Accepting Proposal from the MICHIGAN MUNICIPAL LEAGUE LIABILITY AND PROPERTY POOL for Insurance Coverage Effective June 1, 2024
- f) Proposed Resolution 2024-38: Accepting Proposal from the MICHIGAN MUNICIPAL LEAGUE WORKERS' COMPENSATION FUND for Insurance Coverage Effective July 1, 2024
- g) Proposed Resolution 2024-39: Setting Millage Rates for 2024
- h) Proposed Resolution 2024-40: Approval to Allow Village Participation in a Community "RING OF FIRE" Activity at Municipal Beach on Thursday, July 4, 2024 at 10:00 PM
- i) Discussion regarding Village Manager Candidate Interviews

XII. Miscellaneous Correspondence:

- a) Herbruck's Poultry Ranch Letter 5/15/2024

XIII. Trustee Comments

XIV. Public Comment (See Above)

XV. Adjournment

Council Meeting Minutes

VILLAGE OF LAKE ODESSA

MINUTES

REGULAR COUNCIL MEETING

APRIL 15, 2024

PAGE MEMORIAL BUILDING

839 FOURTH AVENUE

LAKE ODESSA, MICHIGAN 48849

Meeting called to order at 7:00 pm by Village President Karen Banks.

ROLL CALL

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

Council absent: None

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

APPROVAL OF THE AGENDA

Motion by Young, supported by Brighton, to approve the agenda. All ayes; motion carried 7-0.

PUBLIC COMMENT

Carolyn Mayhew – Jordan Lake Trail Board – spoke about their dissatisfaction with the engineering work on the portion of the Jordan Lake Trail that was completed in the Village of Lake Odessa. They have written a letter which is included in the Miscellaneous Correspondence section of the council packet.

MINUTES

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

Regular Village Council meeting of March 18, 2024

Special Village Council Committee of the Whole meeting on April 1, 2024

All ayes; motion carried 7-0.

BILLS

Motion by Yoder, supported by Cappon, to approve expenditures equal to or less than \$3,000.00 for the period 3/1/2024 through 3/31/2024. All ayes; motion carried 7-0.

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

All ayes; motion carried 7-0.

CONSENT AGENDA

Motion by Yoder, supported by Brighton, to accept the following items and place them on file:

a) Minutes from the regular Lake Odessa Area Arts Commission meeting of March 11, 2024

b) Minutes from the regular Lake Odessa Planning Commission meeting of March 25, 2024

c) Accept resignation from the Planning Commission by Al Hamp on March 25, 2024

All ayes; motion carried 7-0.

DEPARTMENTAL REPORTS

Village Manager: Report submitted.

Police Department: Report submitted.

Department of Public Works: Report submitted.
Finance: Report Submitted.
Zoning: Report submitted.

PRESENTATIONS

None

PUBLIC HEARING

Motion by Young, supported by Cappon, to open the public hearing to accept comments on a proposed application for Michigan Community Development Block Grant (CDBG) Funding for CDBG Housing Improving Local Livability (CHILL) Grant – Homeowner Rehab. Banks called for a roll call vote. Yes: Young, Cappon, Brighton, Hickey, Johnson, Yoder, Banks; No: None; Absent: None; Abstain: None. Motion carried 7-0. The public hearing was opened at 7:13 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 Young, supported by Yoder, to close the public hearing. All ayes; motion carried 7-0. The public hearing was closed at 7:16 pm.

NEW BUSINESS

- a) Proposed Resolution 2024-31: Approving Application for Community Development Block Grant Funds for CDBG Housing Improving Local Livability (CHILL) and rescinding Resolution 2024-06 dated 1/17/2024.

Motion by Young, supported by Hickey, to adopt proposed Resolution 2024-31. Banks called for a roll call vote. Yes: Young, Hickey, Brighton, Cappon, Johnson, Yoder, Banks; No: None; Absent: None; Abstain: None. Resolution adopted 7-0.

- b) Proposed Resolution 2024-32: Approving an Arbor Day Proclamation and the holding of a Tree Planting Ceremony on Friday, April 26, 2024.

Motion by Young, supported by Johnson, to adopt proposed Resolution 2024-32. Banks called for a roll call vote. Yes: Young, Johnson, Brighton, Cappon, Hickey, Yoder, Banks; No: None; Absent: None; Abstain: None. Resolution adopted 7-0.

- c) Proposed Resolution 2024-33: Decertifying Railway Street.

Village Manager Guetschow provided an explanation of why it is necessary to take this action.

Motion by Brighton, supported by Cappon, to adopt proposed Resolution 2024-33. Banks called for a roll call vote. Yes: Brighton, Cappon, Hickey, Johnson, Yoder, Young, Banks; No: None; Absent: None; Abstain: None. Resolution adopted 7-0.

MISCELLANEOUS CORRESPONDENCE

- a) Arbor Day Foundation Letter – Village of Lake Odessa Tree City USA 2023
- b) Jordan Lake Trail Letters – Discussion was held about the request for the Village to also sign the letter to GEI Consultants. No action was taken on the request.

TRUSTEE COMMENTS

Banks – None
Brighton – None
Cappon – None

Hickey – None
Johnson – None
Yoder – None
Young – None

PUBLIC COMMENT

None

ADJOURNMENT

Motion by Young, supported by Brighton, to adjourn the meeting. All ayes: motion carried 7-0.
Meeting adjourned at 7:30 pm.

Respectfully submitted,

Kathy S. Forman
Village Clerk / Treasurer

VILLAGE OF LAKE ODESSA
MINUTES
SPECIAL COUNCIL MEETING
APRIL 29, 2024
PAGE MEMORIAL BUILDING
839 FOURTH AVENUE
LAKE ODESSA, MICHIGAN 48849

Meeting called to order at 6:00 pm by Village President Karen Banks.

ROLL CALL

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

Council absent: None

Staff present: Village Manager Gregg Guetschow, Clerk/Treasurer Kathy Forman

APPROVAL OF THE AGENDA

Motion by Young, supported by Hickey, to approve the agenda. All ayes; motion carried 7-0.

PUBLIC COMMENT

None

NEW BUSINESS

a) Consider recommendation of the Planning Commission to accept the November 17, 2023 proposal of McKenna for the review and update of the Village of Lake Odessa Master Plan.

Village Manager Guetschow gave a review of how the Planning Commission came to this recommendation. May be able to use McKenna for the DDA plan that is approaching renewal in 2025. McKenna may be able to assist with site plan reviews of more complex projects in the village.

Motion by Yoder, supported by Young, to accept the recommendation of the Planning Commission to hire McKenna for the review and update of the Village of Lake Odessa Master Plan. All ayes; motion carried 7-0.

b) Consider recessing to closed session for the purpose of 1) considering a matter of attorney-client privilege and 2) to review and discuss village manager candidate submissions, In Accordance with Section 8(c) of the Open Meetings Act.

Motion by Young, supported by Cappon to Move into closed session for the purpose of 1) considering a matter of attorney-client privilege and 2) to review and discuss village manager candidate submissions, In Accordance with Section 8(c) of the Open Meetings Act. Banks called for a role call vote. Yes: Young, Cappon, Brighton, Hickey, Johnson, Yoder, Banks: No; None: Absent; None: Abstain: None. Motion carried 7-0.

Moved to closed session at 6:08 pm.

Returned to open session at 7:39 pm.

ADDITIONAL ITEMS OF NEW BUSINESS

- a) Motion by Young, supported by Cappon to invite village manager candidates 4, 7, 8, 11, 12, and 14 to an interview with the village council. All ayes; motion carried 7-0.
- b) Motion by Yoder, supported by Cappon to set the village manager candidate interview dates as May 15th and 16th. All ayes; motion carried 7-0.
- c) Motion by Johnson, supported by Hickey to approve the Closed Session minutes from the 2/19/2024 Village Council meeting. All ayes; motion carried 7-0.

ADJOURNMENT

Motion by Young, supported by Cappon, to adjourn the meeting. All ayes: motion carried 7-0.
Meeting adjourned at 7:42 pm.

Respectfully submitted,

Kathy S. Forman
Village Clerk / Treasurer

VILLAGE OF LAKE ODESSA

MINUTES

COUNCIL COMMITTEE OF THE WHOLE

MAY 6, 2024

PAGE MEMORIAL BUILDING

839 FOURTH AVENUE

LAKE ODESSA, MICHIGAN 48849

President Karen Banks called the meeting to order at 6:00 p.m.

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

Council absent: Trustee Rob Young

Staff present: Village Manager Guetschow, Police Chief Backing and Clerk/Treasurer Forman

NOISE ORDINANCE

President Banks began by asking Chief Backing to give an overview of the Noise Ordinance question.

There was a discussion about establishing a quiet time in the village. Also, how to make the rules objective instead of subjective.

Questions were raised about situations where a noise ordinance would be helpful and if an ordinance should be created for a few problems.

Chief Backing stated that we currently have a nuisance ordinance or a breach of peace. Enforcement is an issue now.

Village Manager Guetschow suggested coming up with reasonable standards. If the standards don't work, they could be tightened up as needed.

Industrial zones will need to be addressed.

Council asked Chief Backing to work through a draft of her suggestions for an ordinance. She agreed to do this. Council will meet again, possibly in July to discuss Chief Backing's draft.

PUBLIC COMMENT

A person from outside the village asked to address the council. After listening to their concerns, it was determined that they needed to attend the Odessa Township meeting being held at 7:00 pm this evening.

VILLAGE MANAGER CANDIDATE QUESTIONS

There are six confirmed candidate interviews scheduled for May 15th and May 16th. Each interview will be 45 minutes in length with an hour assigned to each candidate.

Council members were presented with a list of questions to consider. It was decided to use the questions as written with no changes or additions. There was a discussion of how to ask the questions and if clarifying questions were allowed. Guetschow encouraged clarifying questions so council members would be clear in the candidate's actual thoughts.

Binders will be provided to each council member with all candidate information included along with a scoring matrix to help organize their thoughts as the interviews are conducted.

Guetschow suggested talking after the last interview on Thursday to determine what the next step should be.

A discussion was held about what a second round of interviews might look like.

How long should someone be given to relocate to the area if hired?

Staff contact with candidates after round one interviews and prior to round two interviews should be scheduled. Guetschow would help staff manage responses since they will be working with the candidate that is selected.

The council would like to take whatever time is necessary to make the selection.

President Karen Banks declared the meeting adjourned at 7:18 pm.

Respectfully submitted,

Kathy Forman
Clerk/Treasurer

VILLAGE OF LAKE ODESSA
MINUTES
SPECIAL COUNCIL MEETING
MAY 15, 2024
PAGE MEMORIAL BUILDING
839 FOURTH AVENUE
LAKE ODESSA, MICHIGAN 48849

Meeting called to order at 6:00 pm by Village President Karen Banks.

ROLL CALL

Council present: President Karen Banks, Trustee Mike Brighton, Trustee Terri Cappon, Trustee Carrie Johnson, Trustee Martha Yoder, Trustee Rob Young

Council absent: Trustee Jennifer Hickey

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

PUBLIC COMMENT

None

NEW BUSINESS

- a) Reviewed interview procedures.
- b) Interviewed Village Manager Candidate Michael Landis.
- c) Council members asked about the scoring tool provided. The tool may be used however each council member chooses.

ADJOURNMENT

President Banks declared the meeting adjourned at 6:53 pm.

Respectfully submitted,

Kathy S. Forman
Village Clerk / Treasurer

VILLAGE OF LAKE ODESSA
MINUTES
SPECIAL COUNCIL MEETING
MAY 16, 2024
PAGE MEMORIAL BUILDING
839 FOURTH AVENUE
LAKE ODESSA, MICHIGAN 48849

Meeting called to order at 5:00 pm by Village President Karen Banks.

ROLL CALL

Council present: President Karen Banks, Trustee Mike Brighton, Trustee Terri Cappon, Trustee Carrie Johnson, Trustee Martha Yoder

Council absent: Trustee Jennifer Hickey, Trustee Rob Young

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

PUBLIC COMMENT

None

NEW BUSINESS

- a) Interviewed Village Manager Candidate Jacob VanBoxel.
- b) Interviewed Village Manager Candidate William Joseph.
- c) Interviewed Village Manager Candidate Robert Clingenpeel.
- d) Discussed what the next steps were for the interview process. A discussion will be held at the regular council meeting on Monday, 5/20/2024

ADJOURNMENT

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

Respectfully submitted,

Kathy S. Forman
Village Clerk / Treasurer

Expenditures

Check Date	Bank	Check	Vendor	Vendor Name	Amount
Bank ARTS					
04/11/2024	ARTS	3370	MISC	WBCH	422.00
04/11/2024	ARTS	3371	MISC	VIEW NEWSPAPER GROUP	698.00
04/11/2024	ARTS	3372	WEST	WEST MI TOURIST ASSOC	420.00
04/11/2024	ARTS	3373	WILLOW	WILLOW AUDIO VIDEO LABORATORIES	1,763.20
04/11/2024	ARTS	3374	WION	WION RADIO	338.00
04/18/2024	ARTS	3375	USGOLFCARS	LADD'S	1,475.00
04/29/2024	ARTS	3376	VERIZON	VERIZON WIRELESS	43.63

ARTS TOTALS:

Total of 7 Checks:	5,159.83
Less 0 Void Checks:	0.00
Total of 7 Disbursements:	5,159.83

Bank GEN 1447 GENERAL FUND

04/04/2024	GEN	42857	014	VILLAGE OF LAKE ODESSA	1,032.88
04/04/2024	GEN	42858	CALEDONIA	CALEDONIA FARMERS ELEVATOR	503.76
04/04/2024	GEN	42859	CONSUMERS	CONSUMERS ENERGY	2,634.63
04/04/2024	GEN	42860	GREGG	GREGG GUIDANCE, LLC	3,143.15
04/04/2024	GEN	42861	LAKWOOD	LAKWOOD NEWS	78.30
04/04/2024	GEN	42862	VERIZON	VERIZON WIRELESS	153.21
04/04/2024	GEN	42863	WEX	WEX BANK	590.53
04/11/2024	GEN	42864	BLOOM	BLOOM SLUGGETT, PC	3,658.88
04/11/2024	GEN	42865	CARDMEMBER	ELAN FINANCIAL SERVICES	804.53
04/11/2024	GEN	42866	CONSUMERS	CONSUMERS ENERGY	232.21
04/11/2024	GEN	42867	GRANGER	GRANGER	95.49
04/11/2024	GEN	42868	IONIA	IONIA COUNTY TREASURER	923.57
04/11/2024	GEN	42869	MENARD	MENARDS-IONIA	54.04
04/11/2024	GEN	42870	MSP	MICHIGAN STATE POLICE	30.00
04/11/2024	GEN	42871	TRUE	VILLAGE TRUE VALUE LUMBER	8.99
04/11/2024	GEN	42872	YOURMEMBER	YOURMEMBERSHIP.COM, INC	150.00
04/18/2024	GEN	42873	BCN	BLUE CARE NETWORK	1,759.13
04/18/2024	GEN	42874	BLUE CROSS	BLUE CROSS BLUE SHIELD OF MICHIGAN	45.64
04/18/2024	GEN	42875	CINTAS	CINTAS FIRST AID & SAFETY	62.74
04/18/2024	GEN	42876	CONSUMERS	CONSUMERS ENERGY	587.24
04/18/2024	GEN	42877	GREGG	GREGG GUIDANCE, LLC	3,315.91
04/18/2024	GEN	42878	HSV	HSV REDI-MIX	138.75
04/18/2024	GEN	42879	IT RIGHT	VC3, INC	2,944.34
04/18/2024	GEN	42880	JOHN	JOHN DEERE FINANCIAL	11.61
04/18/2024	GEN	42881	MISC	ROBERT W LAMSON, PHD	495.00
04/18/2024	GEN	42882	MISC	ROBERT W LAMSON, PHD	495.00
04/18/2024	GEN	42883	NAPA	MOTOR PARTS AND EQUIPMENT COMPANY	710.47
04/18/2024	GEN	42884	SBAM PLAN	SBIS	288.87
04/18/2024	GEN	42885	MISC	ERIC TOLLEFSON	9.28
04/29/2024	GEN	42886	ADT	ADT COMMERCIAL	63.74
04/29/2024	GEN	42887	CALEDONIA	CALEDONIA FARMERS ELEVATOR	268.99
04/29/2024	GEN	42888	COREWELL	COREWELL HEALTH WEST OCCUP HLTH	217.00
04/29/2024	GEN	42889	MISC	HUXWRX SAFETY CO	995.00
04/29/2024	GEN	42890	VERIZON	VERIZON WIRELESS	290.37
04/29/2024	GEN	42891	WOW	WOW! BUSINESS	101.25
04/29/2024	GEN	42892	WOW	WOW! BUSINESS	146.12

GEN TOTALS:

Total of 36 Checks:	27,040.62
Less 0 Void Checks:	0.00
Total of 36 Disbursements:	27,040.62

Bank HBOND 8181 GEN HIGHWAY BOND REDEMPTION

04/18/2024	HBOND	1029	MERCANTILE	MERCANTILE BANK	76,680.80
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HBOND TOTALS:

Total of 1 Checks:	76,680.80
Less 0 Void Checks:	0.00
Total of 1 Disbursements:	76,680.80

Bank HWY 6659 GENERAL HWY

04/18/2024	HWY	2145	SBAM PLAN	SBIS	63.20
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HWY TOTALS:

Total of 1 Checks:	63.20
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Check Date	Bank	Check	Vendor	Vendor Name	Amount	
Less 0 Void Checks:					0.00	
Total of 1 Disbursements:					63.20	
Bank LOC 6646 LOCAL STREETS						
04/11/2024	LOC	2421	DORNBROS	DORNBOS SIGN, INC.	147.50	
04/18/2024	LOC	2422	BLUE CROSS	BLUE CROSS BLUE SHIELD OF MICHIGAN	12.17	
04/18/2024	LOC	2423	JL MUN SVC	JL MUNICIPAL SERVICES, LLC	800.00	
04/18/2024	LOC	2424	SBAM PLAN	SBIS	8.91	
04/29/2024	LOC	2425	CAPITALASP	CAPITAL ASPHALT LLC	520.57	
LOC TOTALS:						
Total of 5 Checks:					1,489.15	
Less 0 Void Checks:					0.00	
Total of 5 Disbursements:					1,489.15	
Bank MAJ 6633 MAJOR STREETS						
04/11/2024	MAJ	2487	DORNBROS	DORNBOS SIGN, INC.	179.50	
04/18/2024	MAJ	2488	BLUE CROSS	BLUE CROSS BLUE SHIELD OF MICHIGAN	7.61	
04/18/2024	MAJ	2489	JL MUN SVC	JL MUNICIPAL SERVICES, LLC	800.00	
04/18/2024	MAJ	2490	SBAM PLAN	SBIS	5.85	
04/29/2024	MAJ	2491	CAPITALASP	CAPITAL ASPHALT LLC	520.58	
04/29/2024	MAJ	2492	CAPITALASP	CAPITAL ASPHALT LLC	520.58	
MAJ TOTALS:						
Total of 6 Checks:					2,034.12	
Less 1 Void Checks:					520.58	
Total of 5 Disbursements:					1,513.54	
Bank WATER 6620 WATER						
04/04/2024	WATER	5904	BADGER	BADGER METER	807.17	
04/04/2024	WATER	5905	IONIA CITY	CITY OF IONIA	44.00	
04/04/2024	WATER	5906	KCI	KCI	393.81	
04/04/2024	WATER	5907	VERIZON	VERIZON WIRELESS	36.67	
04/04/2024	WATER	5908	WEX	WEX BANK	170.69	
04/11/2024	WATER	5909	AT&T	AT&T	142.78	
04/11/2024	WATER	5910	CONSUMERS	CONSUMERS ENERGY	809.14	
04/11/2024	WATER	5911	CRYSTAL	CRYSTAL FLASH	1,224.16	
04/18/2024	WATER	5912	BCN	BLUE CARE NETWORK	3,344.09	
04/18/2024	WATER	5913	BLUE CROSS	BLUE CROSS BLUE SHIELD OF MICHIGAN	198.50	
04/18/2024	WATER	5914	CONSUMERS	CONSUMERS ENERGY	378.03	
04/18/2024	WATER	5915	IONIA CITY	CITY OF IONIA	44.00	
04/18/2024	WATER	5916	IT RIGHT	VC3, INC	2,853.34	
04/18/2024	WATER	5917	SBAM PLAN	SBIS	254.32	
04/18/2024	WATER	5918	SLC	SLC METER, LLC	217.01	
04/29/2024	WATER	5919	HAVILAND	HAVILAND	2,313.00	
04/29/2024	WATER	5920	SLC	SLC METER, LLC	1,615.84	
04/29/2024	WATER	5921	TRICOU	HOMEWORKS	2,783.20	
04/29/2024	WATER	5922	VERIZON	VERIZON WIRELESS	130.89	
04/29/2024	WATER	5923	WOW	WOW! BUSINESS	73.06	
WATER TOTALS:						
Total of 20 Checks:					17,833.70	
Less 0 Void Checks:					0.00	
Total of 20 Disbursements:					17,833.70	
Bank WBOND 8194 WATER BOND REDEMPTION						
04/18/2024	WBOND	1029	MERCANTILE	MERCANTILE BANK	31,289.20	
WBOND TOTALS:						
Total of 1 Checks:					31,289.20	
Less 0 Void Checks:					0.00	
Total of 1 Disbursements:					31,289.20	
REPORT TOTALS:						
Total of 77 Checks:					161,590.62	
Less 1 Void Checks:					520.58	

Check Date	Bank	Check	Vendor	Vendor Name	Amount
Total of 76 Disbursements:					161,070.04

Purchases Over \$3,000.00

Bloom Sluggett, PC

161 Ottawa Ave NW, Ste. 400
Grand Rapids, MI 49503
(616) 965-9340

April 4, 2024

Village of Lake Odessa
Attn: Karen Banks, President
839 Fourth Avenue
Lake Odessa, Mi 48849

Re: 19708-001
Lk Odessa, Village-Litigation

Enclosed is invoice 24990, which covers services through 3/31/2024. This invoice, dated 4/4/2024, is for \$3658.88. Prompt payment of your total balance is appreciated and is due 30 days from invoice date.

Billing Summary

Total for services rendered	\$3,627.00
Total expenses	\$31.88
Total previous balance	\$8,175.67
Total payments and other transactions	(\$8,175.67)
Balance Due	\$3,658.88

If you have questions, please call us at (616) 965-9340. Thank you.

Enclosure

101-101-805.000



Guiding You To Insight, Inspiration & Innovation

Description	Rate	Qty	Line Total
Interim Mgmt. Hrs. March 18, 2024	\$90.00	2	\$180.00
Mileage Per Diem - Lake Odessa March 18, 2024	\$30.13	1	\$30.13
Interim Mgmt. Hrs. March 19, 2024	\$90.00	7.5	\$675.00
Mileage Per Diem - Lake Odessa March 19, 2024	\$30.13	1	\$30.13
Interim Mgmt. Hrs. March 21, 2024	\$90.00	7.25	\$652.50
Mileage Per Diem - Lake Odessa March 21, 2024	\$30.13	1	\$30.13
Interim Mgmt. Hrs. March 26, 2024	\$90.00	8.25	\$742.50
Mileage Per Diem - Lake Odessa March 26, 2024	\$30.13	1	\$30.13
Interim Mgmt. Hrs. March 28, 2024	\$90.00	8.25	\$742.50

Amount Due (USD)
\$3,143.15

Billed To
Village of Lake Odessa
Attn: Accounts Payable
839 Fourth Avenue
Lake Odessa, MI 48849

Invoice Number
GG2024-07

Date of Issue
03/29/2024

Due Date
04/28/2024

101-172-801.000

Mileage Per Diem - Lake Odessa March 28, 2024	\$30.13	1	\$30.13
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Subtotal	3,143.15
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Tax	0.00
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Total	3,143.15
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Amount Paid	0.00
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Amount Due (USD)	\$3,143.15
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Terms

Payment in full is due within 30 days of the date of invoice. Please make checks payable to Gregg Guidance, LLC. Thank you for your business.



Guiding You To Insight, Inspiration & Innovation

Description	Rate	Qty	Line Total
Interim Mgmt. Hrs. April 2, 2024	\$90.00	7	\$630.00
Mileage Per Diem - Lake Odessa April 2, 2024	\$30.13	1	\$30.13
Interim Mgmt. Hrs. April 4, 2024	\$90.00	8.75	\$787.50
Mileage Per Diem - Lake Odessa April 4, 2024	\$30.13	1	\$30.13
Interim Mgmt. Hrs. April 9, 2024	\$90.00	7.5	\$675.00
Mileage Per Diem - Lake Odessa April 9, 2024	\$30.13	1	\$30.13
Interim Mgmt. Hrs. April 11, 2024	\$90.00	7.5	\$675.00
Mileage Per Diem - Lake Odessa April 11, 2024	\$30.13	1	\$30.13
Interim Mgmt. Hrs. April 12, 2024 - Citizen Complaint	\$90.00	1.25	\$112.50
Mileage Per Diem - Lake Odessa April 12, 2024	\$30.13	1	\$30.13

Amount Due (USD)
\$3,315.91

Billed To
Village of Lake Odessa
Attn: Accounts Payable
839 Fourth Avenue
Lake Odessa, MI 48849

Invoice Number
GG2024-11

Date of Issue
04/17/2024

Due Date
05/17/2024

101-172-801.000

Interim Mgmt. Hrs. April 13, 2024 - Complaint Follow-Up	\$90.00	1.5	\$135.00
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Mileage Per Diem - Lake Odessa April 13, 2024	\$30.13	1	\$30.13
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Interim Mgmt. Hrs. April 15, 2024 - Council Meeting	\$90.00	1	\$90.00
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Mileage Per Diem - Lake Odessa	\$30.13	1	\$30.13
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Subtotal	3,315.91
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Tax	0.00
-----	------

Total	3,315.91
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Amount Paid	0.00
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Amount Due (USD)	\$3,315.91
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Terms

Payment in full is due within 30 days of the date of invoice. Please make checks payable to Gregg Guidance, LLC. Thank you for your business.



5610 Byron Center Ave, SW

Wyoming, MI 49519

(800) 453-8700 | www.mercbank.com

Return Service Requested

Account Number	Statement Date
XXXXXX6857	04/16/2024

PAGE 1

VILLAGE OF LAKE ODESSA
 839 4TH AVE
 LAKE ODESSA MI 48849-1077

St Johns Office
 1065 Superior Dr
 St Johns MI 48879
 PHONE: 800-453-8700

Toll Free: 800-453-8700

COMM TAX EXEMPT LOAN XXXXXX6857

DATE	DESCRIPTION	-----PAYMENT SPLIT----- PRINCIPAL INTEREST	TRANSACTION AMOUNT	PRINCIPAL BALANCE
10/17/23	BALANCE LAST STATEMENT			330,000.00
10/24/23	REGULAR PAYMENT	.00 2,970.00	2,970.00	
04/16/24	BALANCE THIS STATEMENT			330,000.00

- - - - - L O A N S U M M A R Y - - - - -			
CREDIT LIMIT:	990,000.00	INTEREST ACCRUED FROM:	11/01/23
AVAILABLE CREDIT:		INTEREST ACCRUED THRU:	04/30/24
MATURITY DATE:	05/01/26	PRINCIPAL DUE:	105,000.00
- - - - ACTIVITY THIS PERIOD	- - - -	INTEREST DUE:	2,970.00
INTEREST PAID:	2,970.00	TOTAL PAYMENT DUE:	107,970.00
		PRINCIPAL DUE DATE:	05/01/24
		INTEREST DUE DATE:	05/01/24

INTEREST PAID 2023: 6,885.00

LAS Billing Statements

Village of Lake Odessa

Debt Service Schedule Breakdown - 2016 Refunding Bonds

Payment Date	2006 MTF and Refunding			2006 LTGO Capital Improvement Bonds and Refunding			Highway Portion			Water Portion			Combined		
	Principal	Interest	Total	Principal	Interest	Total	Principal	Interest	Total	Principal	Interest	Total	Principal	Interest	Total
5/1/2016	\$45,000.00	\$990.00	\$45,990.00	\$22,800.00	\$527.25	\$23,327.25	\$7,200.00	\$166.50	\$7,366.50	\$30,000.00	\$693.75	\$30,693.75	\$30,000.00	\$693.75	\$30,693.75
11/1/2016		6,488.25	6,488.25		3,006.75	3,006.75		949.50	949.50		3,956.25	3,956.25		3,956.25	3,956.25
5/1/2017	50,000.00	5,535.00	55,535.00	22,800.00	2,565.00	25,365.00	7,200.00	810.00	8,010.00	30,000.00	3,375.00	33,375.00	30,000.00	3,375.00	33,375.00
11/1/2017		5,081.00	5,081.00		2,355.80	2,355.80		741.20	741.20		3,097.00	3,097.00		3,097.00	3,097.00
5/1/2018	55,000.00	5,085.00	60,085.00	26,600.00	2,359.80	28,959.80	8,400.00	745.20	9,145.20	35,000.00	3,105.00	38,105.00	35,000.00	3,105.00	38,105.00
11/1/2018		4,590.00	4,590.00		2,120.40	2,120.40		669.60	669.60		2,790.00	2,790.00		2,790.00	2,790.00
5/1/2019	55,000.00	4,590.00	59,590.00	26,600.00	2,120.40	28,720.40	8,400.00	669.60	9,069.60	35,000.00	2,790.00	37,790.00	35,000.00	2,790.00	37,790.00
11/1/2019		4,095.00	4,095.00		1,881.00	1,881.00		594.00	594.00		2,475.00	2,475.00		2,475.00	2,475.00
5/1/2020	60,000.00	4,095.00	64,095.00	26,600.00	1,881.00	28,481.00	8,400.00	594.00	8,994.00	35,000.00	2,475.00	37,475.00	35,000.00	2,475.00	37,475.00
11/1/2020		3,555.00	3,555.00		1,641.60	1,641.60		518.40	518.40		2,160.00	2,160.00		2,160.00	2,160.00
5/1/2021	65,000.00	3,555.00	68,555.00	26,600.00	1,641.60	28,241.60	8,400.00	518.40	8,918.40	35,000.00	2,160.00	37,160.00	35,000.00	2,160.00	37,160.00
11/1/2021		2,970.00	2,970.00		1,402.20	1,402.20		442.80	442.80		1,845.00	1,845.00		1,845.00	1,845.00
5/1/2022	65,000.00	2,970.00	67,970.00	26,600.00	1,402.20	28,002.20	8,400.00	442.80	8,842.80	35,000.00	1,845.00	36,845.00	35,000.00	1,845.00	36,845.00
11/1/2022		2,385.00	2,385.00		1,162.80	1,162.80		367.20	367.20		1,530.00	1,530.00		1,530.00	1,530.00
5/1/2023	65,000.00	2,385.00	67,385.00	30,400.00	1,162.80	31,562.80	9,600.00	367.20	9,967.20	40,000.00	1,530.00	41,530.00	40,000.00	1,530.00	41,530.00
11/1/2023		1,800.00	1,800.00		889.20	889.20		280.80	280.80		1,170.00	1,170.00		1,170.00	1,170.00
5/1/2024	65,000.00	1,800.00	66,800.00	30,400.00	889.20	31,289.20	9,600.00	280.80	9,880.80	40,000.00	1,170.00	41,170.00	40,000.00	1,170.00	41,170.00
11/1/2024		1,215.00	1,215.00		615.60	615.60		194.40	194.40		810.00	810.00		810.00	810.00
5/1/2025	65,000.00	1,215.00	66,215.00	34,200.00	615.60	34,815.60	10,800.00	194.40	10,994.40	45,000.00	810.00	45,810.00	45,000.00	810.00	45,810.00
11/1/2025		630.00	630.00		307.80	307.80		97.20	97.20		405.00	405.00		405.00	405.00
5/1/2026	70,000.00	630.00	70,630.00	34,200.00	307.80	34,507.80	10,800.00	97.20	10,897.20	45,000.00	405.00	45,405.00	45,000.00	405.00	45,405.00
Total	\$660,000.00	\$65,659.25	\$725,659.25	\$307,800.00	\$30,855.80	\$338,655.80	\$97,200.00	\$9,741.20	\$106,941.20	\$405,000.00	\$40,597.00	\$445,597.00	\$405,000.00	\$40,597.00	\$445,597.00

Note: May 1, 2016 invoices will come from U.S. Bank. All other invoices will come from the 2016 Refunding Bonds purchaser (Mercantile Bank).

204-446-991.000	\$ 65,000.00
204-446-994.000	\$ 1,800.00
204-446-991.000	\$ 9,600.00
204-446-994.000	\$ 280.80
591-000-251.000	\$ 30,400.00
591-536-994.000	\$ 889.20



VC3 Inc
 PO Box 746804
 Atlanta, GA 30374-6804
 (803) 733-7333

Bill To:
Village of Lake Odessa, MI Attn: Kathy Forman 839 Fourth Ave Lake Odessa, MI 48849 United States

Date	Invoice
04/16/2024	146680
Account	
ITR29756139	

Terms	Due Date	PO Number	Reference
Net 15 days	05/01/2024		Annual Increase for April 2024-March 2025
Annual Increase Down Payment for ITRight Service Agreement Contract.			

Managed Services Details	Quantity	Price	Amount
Downpayment Invoice			
<u>Agreement: Service Contract Bundle</u>			
Unlimited Service Contract	1.00	\$5,662.68	\$5,662.68
Email Filtration and Hosting	1.00	\$0.00	\$0.00
Managed Anti-virus	8.00	\$0.00	\$0.00
Workstation - Proactive Performance Monitoring, Patch Management, Predictive Hardware Failure, Intrusion Detection, Antivirus / Anti-Ransomware Protection	8.00	\$0.00	\$0.00
Server - Proactive Performance Monitoring, Patch Management, Predictive Hardware Failure, Health Checks, Intrusion Detection, Antivirus / Anti-Ransomware Protection	1.00	\$0.00	\$0.00
Remote Backup	1.00	\$0.00	\$0.00
Total Managed Services Details:			\$5,662.68

<p>Make checks payable to VC3 Inc</p> <p>Remit To: VC3, Inc PO Box 746804 Atlanta, GA 30374-6804</p> <p>visit www.vc3.com/pay-invoice to pay via credit card</p> <p>If you are signed up for VC3's ACH program, drafts will occur after 15 calendar days. Please email finance@vc3.com with any issues to stop the draft of any invoice.</p> <p>ACH payments may be submitted to the following account information. Please send remittance detail to finance@vc3.com. Bank Name: PNC Bank Routing Number: 021052053 Account Number: 51843132</p>	Invoice Subtotal:	\$5,662.68
	Sales Tax:	\$0.00
	Invoice Total:	\$5,662.68
	Payments:	\$0.00
	Credits:	\$0.00
	Balance Due:	\$5,662.68

101-101-801.000

2831.34

591-536-801.000

2831.34

Consent Agenda

**VILLAGE OF LAKE ODESSA
PLANNING COMMISSION**

MINUTES

**SPECIAL MEETING
TUESDAY, APRIL 16, 2024 - 5:00 p.m.**
Page Memorial Building
Lake Odessa, Michigan

Present: Karen Banks, Ben DeJong, Gregg Guetschow, Meg Wheeler, Martha Yoder
Absent: Beth Barrone
Staff: Kathy Forman

1. **CALL TO ORDER:** Meeting called to order by Chair Wheeler at 5:02 p.m.
2. **PUBLIC COMMENT:** None
3. **ACTION ITEMS:**

- a. **Master Bid Plans:** Village Manager Guetschow provided a memo to commission members. The proposal from McKenna is the only viable proposal currently. Guetschow asked if the commission would entertain a proposal from Giffels Webster or if they were comfortable accepting the proposal from McKenna. Either company would probably offer savings if the village facilitated its own meetings. If the commission decides on McKenna they could recommend the proposal to the village council for approval at their next meeting.

Motion by Banks, with support by DeJong to recommend to village council we engage the services of McKenna for completing the master plan. All ayes; motion carried 5-0.

6. **BOARD MEMBER COMMENTS:** None
7. **ADJOURNMENT:** Without objection, the meeting was adjourned at 5:16 p.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: May 16, 2024

ITEMS OF BUSINESS:

Resolution 2024-34 Approval of Contract with McKenna Associates for Master Plan Work. Council previously accepted the recommendation of the Planning Commission to engage McKenna Associates for the review and update of the Master Plan. Council action is now necessary to authorize the President and Clerk to execute a contract for those services. The provisions of the contract are consistent with the proposal you previously reviewed. There is one optional item referenced specifically in the contract that I want to call to your attention.

McKenna offers their services to facilitate a Community Town Hall as an additional way to engage the citizenry in the master plan development process. This would be in to the visioning session and survey work that they would perform. My recommendation is to grant the Planning Commission the authority to decide whether a Town Hall would be of benefit to the process.

Resolution 2024-35 Approve Bid for Paving of First Street and Third Avenue. DPW Director Jesse Trout solicited bids for the paving of these two streets. Three bids were received. His recommendation is to award a contract to the low bidder Michigan Paving & Materials of Lansing. Their bid, based on estimated quantities, is for \$78,655. The actual cost of the contract could be higher or lower than this amount depending on quantities actually used. Mr. Trout anticipates the need for some additional paving work not included within the specifications of the contract. For these reasons, he is asking for authorization to spend up to the entire budgeted amount of \$107,000.

Resolution 2024-36 Approve Bid for Page Building Renovations. The budget for this fiscal year included improvements to the Page Memorial Building to address roof leaks and the damage that water intrusion has caused over the years. Mr. Trout is recommending awarding a contract for this work to the low bidder Tip Top Customs of Bellevue. The

company's base bid was for \$152,752.46. Mr. Trout is recommending acceptance of an alternate item, the use of a steel shake siding material instead of vinyl.

Resolution 2024-37 Approve Proposal from the Michigan Municipal League for Liability and Property Insurance Coverage. Each year at this time, the Village's liability and property insurance comes up for renewal. As you will see, the quote for this coverage is only a small amount greater than for last year's coverage.

Resolution 2024-38. Approve Proposal from the Michigan Municipal League Workers' Compensation Fund. As with our liability and property insurance coverage, workers' compensation insurance coverage comes up for renewal at this time each year. The estimated premium is slightly less than last year's.

Resolution 2024-29. Set Millage Rates. The budget approved by the Council earlier this year included millage rates equal to those for the prior fiscal year. Because of the county equalization process, the rates the Village is allowed to charge is not known until this time each year. Consequently, it is necessary to adopt a separate resolution setting the rates.

As the resolution states, the rates authorized by statute are slightly lower this year than last. This results from the application of formulas that take into consideration the inflation rate and additions to and deletions from the tax roll. We would not expect these lower rates to significantly affect the tax receipts we will receive this year.

Resolution 2024-30. July 4 Ring of Fire Event. For the past two years, a citizens group has encouraged a July 4 celebration involving the lighting of flares by riparian owners around Jordan Lake. This resolution sets the conditions for how the Village will participate in this celebration at Municipal Beach. Of primary interest is ensuring the safety of the public. This requires closing the beach thirty-minutes before the celebration is scheduled to commence.

MISCELLANEOUS MATTERS:

Water Rate Increase. A press release was published recently advising the community that the next utility bill will reflect the rate increase Council approved. Clerk/Treasurer Kathy Forman reports that she has received no calls inquiring about the increase.

Golf Cart Registration. We also issued a press release advising golf cart owners of the need to update their registrations in accordance with the ordinance Council passed last year. So far, only a few have responded. A mailing to the remainder of those who registered their carts under the old rules will take place soon.

Community Condos, Phase 2. Plans were received for the second phase of the condominium development. These will be reviewed by the Planning Commission at its meeting on Tuesday, May 21. Mrs. Stuart told me the first residents will take occupancy in the very near future.

DDA Development Plan. During the meeting at which Council accepted the recommendation of the Planning Commission to award the master plan contract to McKenna, we also discussed the possibility of using the firm to assist the Downtown Development Authority in updating its development plan. At its meeting on May 14, the DDA authorize soliciting a proposal from McKenna for this work.

Herbruck's WARN Notice. Your agenda packet includes a copy of the Worker Adjustment and Retraining Notification Act letter sent to President Banks advising her of mass layoffs resulting from avian flu measures. This is worthwhile information in terms of awareness of possible economic impact on residents of the community. The act requires notifying the chief elected official in the communities in which facilities are located. It is possible that notices were also sent to the township supervisor and they were just covering all the bases in notifying the Village, too.



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

LOPD APRIL 2024 COUNCIL REPORT



Chief Backing spoke with Girl Scout Troop 8874 at the Page Memorial Building. The Girl Scout Troop is learning about leadership and how to understand their values and use their knowledge to explore the world.



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





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

PUBLIC RELATIONS:

LOPD assisted with the Easter Egg Hunt held at Swifty's Park. The Lakewood Area Chamber of Commerce hosts this event every year for the community to enjoy. The Easter Bunny pictured with Officer Tollefson may or may not be President Banks.

DEA TAKE BACK:



TRAINING:

Chief Backing and Officer Tollefson attended Abandoned Vehicle training. Abandoned vehicles, RVs, off-road vehicles (ORVs), snowmobiles, and watercraft pose an environmental, health and safety hazard. The training focused on the laws and procedures for identifying and processing abandoned vehicles and vessels, while protecting the rights of owners.

Officer Tollefson attended Tactical Medical Training for First Responders: The Tactical Medical for First Responders program is designed to define a Medical Threat Assessment, to include a medical plan for a tactical operation. Students will learn how to apply techniques to control life threatening bleeding during Care under Fire in a (HOT ZONE). Additionally, they will perform techniques to treat life threatening and non-life-threatening injuries during Tactical Field Care in a (WARM ZONE). During the program students will demonstrate lifting, moving and extricating victims from a tactical or hostile environment during Tactical Evacuation Care.

Chief Backing and Officer Tollefson attended Legal Update training.







APRIL 2024 CALLS FOR SERVICE

04/30/24 21:39:44 9909M - MENTAL
04/30/24 18:02:38 9301B - PDA TRAFFIC
04/30/24 16:05:03 911H - 911 Hang Up
04/30/24 15:47:33 9502 - VEHICLE FIRE
04/30/24 13:29:05 9908 - GENERAL
04/29/24 18:11:16 FOLLOW UP -
04/29/24 18:02:18 7000 - JUVENILE
04/29/24 12:13:36 9807 - SUSPICIOUS
04/29/24 06:16:40 3800 - FAMILY
04/28/24 22:13:23 5702 - FOLLOW UP
04/28/24 21:11:43 5702 - FOLLOW UP
04/27/24 22:17:22 9500 - FIRE ALL
04/27/24 07:39:21 Property Check
04/26/24 18:10:32 9909P - NON-CRIMINAL
04/26/24 17:02:27 9908 - GENERAL
04/26/24 15:56:36 9908 - GENERAL
04/26/24 15:26:12 9908 - GENERAL
04/26/24 09:18:50 9908 - GENERAL
04/26/24 09:13:01 TRF - TRAFFIC
04/26/24 08:03:55 9401 - ALARM
04/26/24 07:45:07 7000 - JUVENILE
04/26/24 04:05:36 5403 - TRAFFIC
04/25/24 17:04:37 9807 - SUSPICIOUS
04/25/24 15:57:20 5000 - WARRANT
04/25/24 13:31:39 5000 - WARRANT
04/25/24 13:23:15 99092 - MED 2
04/25/24 09:57:09 9908 - GENERAL
04/24/24 14:15:48 7000 - JUVENILE
04/23/24 19:10:55 99091 - MED 1
04/23/24 11:11:51 9908 - GENERAL
04/22/24 21:29:43 9807 - SUSPICIOUS
04/22/24 19:49:57 2600 - FRAUD
04/22/24 19:24:39 9807 - SUSPICIOUS
04/22/24 18:28:51 9500 - FIRE ALL
04/21/24 14:12:36 99091 - MED 1
04/21/24 10:58:41 FOLLOW UP -
04/20/24 16:30:06 5402 - OWI/OUID
04/20/24 11:20:49 FOLLOW UP -
04/20/24 11:01:25 9909P - NON-CRIMINAL
04/20/24 02:24:45 5300 - DISORDERLY
04/20/24 00:20:31 99091 - MED 1
04/19/24 18:24:30 99091 - MED 1
04/19/24 16:12:46 9808 - LOST
04/19/24 13:28:10 9908 - GENERAL
04/19/24 11:46:35 9807 - SUSPICIOUS
04/17/24 17:54:31 DPW - DPW
04/17/24 09:25:36 1100 - CSC
04/17/24 09:08:35 9807 - SUSPICIOUS
04/17/24 08:56:42 99091 - MED 1
04/15/24 10:33:37 7000 - JUVENILE
04/14/24 15:15:31 9908 - GENERAL
04/14/24 12:45:19 9908 - GENERAL
04/14/24 11:16:20 5403 - TRAFFIC
04/13/24 21:33:53 5500 - HEALTH & SAFETY
04/13/24 15:59:44 Property Check
04/13/24 15:46:18 TRAFFIC
04/13/24 12:44:08 FOLLOW UP
04/13/24 08:28:58 9807 - SUSPICIOUS
04/13/24 07:31:26 TRF - TRAFFIC



APRIL 2024 CALLS FOR SERVICE

04/12/24 18:47:40 2600 - FRAUD
04/12/24 16:00:27 9908 - GENERAL
04/12/24 11:45:43 9908 - GENERAL TUPPER
04/12/24 10:21:28 9908 - GENERAL
04/12/24 08:48:39 2900 - MDOP
04/11/24 21:01:25 9504 - WIRES
04/11/24 20:03:41 9807 - SUSPICIOUS
04/11/24 19:48:11 9807 - SUSPICIOUS
04/11/24 13:25:16 9806 - CIVIL DISPUTE
04/11/24 09:11:21 5500 - HEALTH & PAGE
04/10/24 16:52:41 9908 - GENERAL
04/09/24 21:43:35 TRF - TRAFFIC
04/09/24 16:49:31 9908 - GENERAL
04/09/24 03:59:23 99091 - MED 1
04/08/24 22:18:25 5300 - DISORDERLY
04/08/24 17:38:29 9908 - GENERAL
04/08/24 16:27:29 FOLLOW UP
04/08/24 14:26:40 1100 - CSC
04/08/24 12:16:18 9807 - SUSPICIOUS
04/08/24 03:08:24 99091 - MED 1
04/07/24 13:30:57 9908 - GENERAL
04/07/24 07:08:23 9401 - ALARM
04/06/24 22:40:33 5300 - DISORDERLY
04/06/24 19:33:46 9908 - GENERAL
04/06/24 18:39:37 9807 - SUSPICIOUS
04/06/24 14:39:18 TRF - TRAFFIC
04/06/24 14:25:04 TRF - TRAFFIC
04/06/24 09:20:03 9908 - GENERAL
04/05/24 10:25:00 99093 - MED 3
04/05/24 10:22:25 99091 - MED 1
04/04/24 16:07:49 99091 - MED 1
04/03/24 20:56:22 9807 - SUSPICIOUS
04/03/24 17:24:02 9908 - GENERAL
04/02/24 02:42:44 5702 - FOLLOW UP
04/01/24 19:45:56 7000 - JUVENILE

Department of Public Works
April 10th 2024 to May 10th 2024

Council Report

Parks & Beach

Water was turned on at the beach restrooms, two small repairs were made, and they are open for the season. The park restrooms are also open. Sidewalks were edged and weeds have been sprayed. We planted a red bud and two white pine trees in the park. The beach pavilion and park restroom exteriors were power washed. We installed new touchless soap dispensers in the restrooms. Working with Clorwell Electric, we installed the underground conduit for the sign lighting in the corner of the park.

Streets

We spot swept streets with accumulated debris. Basin tops are also being kept free of debris accumulations. Potholes are being patched as we see them. With the numerous rains, we have graded the gravel streets multiple times now. We installed a speed limit sign at the incoming eastern limits of the village on Tupper Lake St, after a resident request was made.

Water

The guys have spent several days exercising water main valves throughout the village. A handful of inoperable valves have been identified and will be repaired as time and funding allow. We took the M50 water tower off line and drained it on the 29th of March. Dixon is overseeing several maintenance items being completed on both towers, along with the overcoating of the paint of the M50 tank exterior and spot coating of the interior. We should have this tower back in operation around or before Memorial Day. The annual spring water main flushing came and went without issue. All the odd numbered hydrants were also burped and inspected.

DPW

Compost bags are being collected each Monday. We topsoiled the areas from stump removals and have spread grass seed. With the rain, the areas are filling in nicely. The last of the snow removal equipment has been cleaned up and stored for the season. The two pickups were serviced and tires rotated. We have installed the new 2-way radios after receiving them and they are working wonderfully for us. We have seen an increase in the number of lawns having to be tagged and mowed this year compared to years past. A 12' Autumn Blaze Maple tree planted at the fairgrounds in honor of Arbor Day.



Purchase Request

I solicited bids from multiple asphalt contractors and received three. We budgeted \$107,000 for paving this year and I am requesting authorization to not exceed the \$107,000 and use Michigan Paving & Materials Co for the work. The focus of paving will be 1st St from Jordan Lake Ave to 3rd Ave, and 3rd Ave from Tupper Lake St to 1st St. We will be crushing the existing asphalt and leaving it in place, as this allows for a better base for the new asphalt to ride on. In addition to this, we are also going to undercut and add several parking spaces along 3rd Ave by Tupper. We will be adding sidewalk along these parking spaces and connecting it to the sidewalk at the corner of Tupper and 3rd Ave. I would also like to apply a few tons of asphalt to the east entrance of Fairground St, as it continues to wash out and cover Jordan Lake Ave in debris. Michigan Paving has the best pricing of the three contractors who submitted bids this year. I have worked with them in the past and have always been pleased with their product.

My second request is authorization to contract Tip Top Customs LLC for the Page Building Renovations. During initial inspection, we budgeted for repairs to come in around \$100,000. After digging deeper, we discovered multiple issues with water intrusion that have caused some extensive damage to the building and roof edges. These additional necessary repairs scrapped our original budget. After discussion with Gregg and Karen, it was decided to proceed with quotes for the renovations as planned and address the rotted and damaged areas of the building. I drafted an RFQ, which was added to our website and the Lakewood Newspaper. The scope of work and RFQ were also advertised on Builders Exchange of Michigan and Dodge Construction Group. These are online sites for entities seeking bids, and builders to obtain documents for bidding processes. There were multiple plan holders looking at the project and we received three bids. I have worked with Tip Top Customs LLC in the past and they do exceptional work. They are recognized in New Orleans by the Historical Society for the work they completed on historical buildings after hurricane Katrina. I have no hesitancy telling you they will do a fantastic job remodeling the Page Memorial Building and they are local to us in Bellevue. Their quote came in at \$159,256.58. There is an alternate of steel shake siding as an increase of \$6,504.12 to be added to the total of \$152,752.46. I would suggest authorizing an additional 10% minimum contingency for unexpected issues they may find during the remodel. This work will be completed using premium materials and will not need to be touched for several decades. It will eliminate the water intrusion, as we are currently relying on silicone to keep water from running behind all the siding off the roof. The existing roof has ice/wind damage, seam separation and does not extend out past the siding enough to prevent water intrusion. There are multiple areas of rotted sheeting behind the siding, along with likely damaged truss ends. The soffit has no ventilation and there are no ridge vents. The only ventilation in the attic are gable vents and they are not adequately sized or placed. There are no gutters, which is causing water intrusion in the council chambers, foundational issues, and mortar erosion in the brick siding.

Additional Comments

As you have likely already heard, we did not receive eligibility for the DNR Trust Fund Grant for the beach pavilion/restrooms. I have reached out to the architect and will be working on a set of blueprints to use in a bidding process, if the council elects to pursue this project alone.

I shifted all full-time departmental employees back to 10-hour days on the 17th of April. I do this each spring, as it allows the public better access to us during the busiest seasons.

PERIOD ENDING 04/30/2024

GL NUMBER	DESCRIPTION	2024-25		YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BGDGT USED
		AMENDED BUDGET	NORMAL	04/30/2024 (ABNORMAL)	MONTH	04/30/2024 (DECREASE)	NORMAL	(ABNORMAL) BALANCE	
Fund 101 - GENERAL FUND									
Revenues									
Dept 000 - BALANCE SHEET / GENERAL									
101-000-402.000	CURRENT REAL PROPERTY TAXES	521,000.00		0.00		0.00		521,000.00	0.00
101-000-410.000	CURRENT PERSONAL PROPERTY TAX	45,000.00		0.00		0.00		45,000.00	0.00
101-000-428.000	MANUFACTURED HOUSING FEES	450.00		73.50		33.50		376.50	16.33
101-000-447.000	PROPERTY TAX ADMINISTRATION FEE	8,000.00		0.00		0.00		8,000.00	0.00
101-000-476.000	LIQUOR LICENSE FEES	1,800.00		0.00		0.00		1,800.00	0.00
101-000-477.000	CABLE TV FRANCHISE	2,100.00		505.36		505.36		1,594.64	24.06
101-000-490.000	SPECIAL USE/ZBA PERMIT	250.00		0.00		0.00		250.00	0.00
101-000-490.001	ZONING PERMIT FEES	1,000.00		225.00		100.00		775.00	22.50
101-000-542.000	METRO ACT	9,500.00		0.00		0.00		9,500.00	0.00
101-000-549.000	TREE GRANT	3,000.00		0.00		0.00		3,000.00	0.00
101-000-573.000	LOCAL COMMUNITY STABILIZATION SHARE TAX	55,000.00		0.00		0.00		55,000.00	0.00
101-000-574.000	STATE REVENUE SHARING	212,500.00		33,854.00		33,854.00		178,646.00	15.93
101-000-574.001	EVIP PMTS	52,000.00		8,679.00		8,679.00		43,321.00	16.69
101-000-601.000	VEHICLE RENTAL INCOME	27,000.00		0.00		0.00		27,000.00	0.00
101-000-632.000	MOWING	500.00		0.00		0.00		500.00	0.00
101-000-635.000	MAY CLEAN UP (NON-RESIDENTS)	500.00		0.00		0.00		500.00	0.00
101-000-643.000	PENALTIES & INTEREST ON TAXES	300.00		0.00		0.00		300.00	0.00
101-000-656.000	PARKING TICKET FEES	150.00		0.00		0.00		150.00	0.00
101-000-657.000	ORDINANCE FINES	3,500.00		605.63		364.06		2,894.37	17.30
101-000-665.000	INTEREST	9,500.00		2,517.79		1,220.05		6,982.21	26.50
101-000-667.000	RENTS-BUILDINGS-LAND	1,500.00		300.00		250.00		1,200.00	20.00
101-000-684.000	MISC REVENUE	500.00		5.07		0.00		494.93	1.01
101-000-684.001	MISC REVENUE-MISC REVENUE GENERAL	8,000.00		0.00		0.00		8,000.00	0.00
101-000-684.010	MISC REVENUE-POLICE	500.00		80.00		0.00		420.00	16.00
Total Dept 000 - BALANCE SHEET / GENERAL		963,550.00		46,845.35		45,005.97		916,704.65	4.86
TOTAL REVENUES		963,550.00		46,845.35		45,005.97		916,704.65	4.86
Expenditures									
Dept 101 - GOVERNING BODY									
101-101-702.708	TRUSTEE MEETING FEES	9,000.00		1,200.00		600.00		7,800.00	13.33
101-101-702.709	TREASURER - CLERK WAGES	15,300.00		0.00		0.00		15,300.00	0.00
101-101-710.000	EMPLOYER FICA	1,950.00		91.80		45.90		1,858.20	4.71
101-101-711.000	EMPLOYERS SHARE OF PENSION	1,600.00		0.00		0.00		1,600.00	0.00
101-101-723.000	WORKMEN'S COMPENSATION	300.00		0.00		0.00		300.00	0.00
101-101-727.000	OFFICE SUPPLIES	1,500.00		0.00		0.00		1,500.00	0.00
101-101-728.000	SUPPLIES	100.00		0.00		0.00		100.00	0.00
101-101-730.000	MEALS & MILEAGE	100.00		0.00		0.00		100.00	0.00
101-101-740.000	POSTAGE	200.00		365.94		0.00		(165.94)	182.97
101-101-750.000	DUES & MEMBERSHIPS	3,200.00		0.00		0.00		3,200.00	0.00
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		0.00		0.00		15.00	0.00
101-101-801.000	CONTRACTED SERVICES	20,000.00		3,150.09		3,056.34		16,849.91	15.75
101-101-805.000	ATTORNEY FEES	10,000.00		7,012.63		3,658.88		2,987.37	70.13
101-101-806.000	AUDIT SERVICES	6,000.00		0.00		0.00		6,000.00	0.00
101-101-850.000	COMMUNICATION EXPENSE	900.00		119.26		75.61		780.74	13.25
101-101-880.000	COMMUNITY PROMOTION	8,000.00		0.00		0.00		8,000.00	0.00
101-101-900.000	PRINTING & PUBLISHING	1,200.00		228.30		228.30		971.70	19.03
101-101-957.000	COUNTER DRAIN	5,200.00		0.00		0.00		5,200.00	0.00
101-101-963.000	MISC EXPENSE	1,000.00		0.00		0.00		1,000.00	0.00
101-101-991.000	NOTARY & FIDUCIARY BONDS	100.00		0.00		0.00		100.00	0.00

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PERIOD ENDING 04/30/2024

GL NUMBER	DESCRIPTION	2024-25		YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BGD USED
		AMENDED BUDGET	NORMAL	04/30/2024 (ABNORMAL)	MONTH 04/30/2024 INCREASE	(DECREASE)	NORMAL	(ABNORMAL)	
Fund 101 - GENERAL FUND									
Expenditures									
Total Dept 101 - GOVERNING BODY		91,165.00		12,168.02		7,665.03		78,996.98	13.35
Dept 172 - MANAGERS									
101-172-702.001	DEPT HEAD WAGES	18,500.00		0.00		0.00		18,500.00	0.00
101-172-710.000	EMPLOYER FICA	1,450.00		0.00		0.00		1,450.00	0.00
101-172-711.000	EMPLOYERS SHARE OF PENSION	1,850.00		0.00		0.00		1,850.00	0.00
101-172-720.000	DISABILITY INSURANCE	500.00		6.06		3.03		493.94	1.21
101-172-721.000	LIFE INSURANCE EXPENSE	250.00		0.00		0.00		250.00	0.00
101-172-723.000	WORKMEN'S COMPENSATION	200.00		0.00		0.00		200.00	0.00
101-172-727.000	OFFICE SUPPLIES	2,000.00		33.76		33.76		1,966.24	1.69
101-172-730.000	MEALS & MILEAGE	200.00		0.00		0.00		200.00	0.00
101-172-750.000	DUES & MEMBERSHIPS	750.00		0.00		0.00		750.00	0.00
101-172-752.000	EDUCATION & TRAINING	5,000.00		599.00		0.00		4,401.00	11.98
101-172-801.000	CONTRACTED SERVICES	25,000.00		9,189.58		6,459.06		15,810.42	36.76
101-172-805.000	ATTORNEY FEES	2,000.00		0.00		0.00		2,000.00	0.00
101-172-850.000	COMMUNICATION EXPENSE	1,200.00		160.62		80.30		1,039.38	13.39
Total Dept 172 - MANAGERS		58,900.00		9,989.02		6,576.15		48,910.98	16.96
Dept 265 - PAGE MEMORIAL BUILDING									
101-265-728.000	SUPPLIES	2,000.00		0.00		0.00		2,000.00	0.00
101-265-740.000	POSTAGE	900.00		0.00		0.00		900.00	0.00
101-265-850.000	COMMUNICATION EXPENSE	1,200.00		190.57		95.19		1,009.43	15.88
101-265-931.001	MAINTENANCE/REPAIR-BUILDING	4,000.00		23.97		23.97		3,976.03	0.60
101-265-931.002	MAINTENANCE/REPAIR-EQUIPMENT	2,000.00		0.00		0.00		2,000.00	0.00
101-265-931.003	MAINTENANCE-LANDSCAPING & GROUNDS	2,000.00		0.00		0.00		2,000.00	0.00
101-265-970.000	CAPITAL OUTLAY	75,000.00		0.00		0.00		75,000.00	0.00
101-265-980.001	HARDWARE	5,000.00		0.00		0.00		5,000.00	0.00
101-265-980.002	SOFTWARE	500.00		80.00		40.00		420.00	16.00
Total Dept 265 - PAGE MEMORIAL BUILDING		92,600.00		294.54		159.16		92,305.46	0.32
Dept 301 - POLICE									
101-301-702.001	DEPARTMENT HEAD WAGES	82,000.00		12,357.94		6,191.16		69,642.06	15.07
101-301-702.704	FULL TIME WAGES	130,000.00		9,401.61		4,700.80		120,598.39	7.23
101-301-702.705	OVER TIME WAGES	8,000.00		440.70		440.70		7,559.30	5.51
101-301-702.706	PART TIME WAGES	25,000.00		3,625.00		1,816.50		21,375.00	14.50
101-301-702.717	NO FRINGE BENEFIT INCENTIVE	3,300.00		0.00		0.00		3,300.00	0.00
101-301-710.000	EMPLOYER FICA	20,100.00		1,948.41		992.30		18,151.59	9.69
101-301-711.000	EMPLOYERS SHARE OF PENSION	24,500.00		2,582.53		1,314.92		21,917.47	10.54
101-301-712.000	HEALTH INSURANCE EXPENSE	24,400.00		1,340.46		670.23		23,059.54	5.49
101-301-712.001	HEALTH INS EXPENSE-HEALTH SAVINGS	10,800.00		0.00		0.00		10,800.00	0.00
101-301-713.000	DENTAL INSURANCE EXPENSE	3,300.00		194.74		97.37		3,105.26	5.90
101-301-714.000	OPTICAL PLAN EXPENSE	350.00		21.60		10.80		328.40	6.17
101-301-716.000	WELLNESS PROGRAM	360.00		0.00		0.00		360.00	0.00
101-301-720.000	DISABILITY INSURANCE	3,050.00		274.06		137.03		2,775.94	8.99
101-301-721.000	LIFE INSURANCE EXPENSE	1,200.00		85.28		42.64		1,114.72	7.11
101-301-723.000	WORKMEN'S COMPENSATION	4,000.00		0.00		0.00		4,000.00	0.00
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		0.00		0.00		750.00	0.00
101-301-728.000	SUPPLIES	2,000.00		0.00		0.00		2,000.00	0.00
101-301-729.000	RESERVE SUPPLIES	250.00		0.00		0.00		250.00	0.00
101-301-730.000	MEALS & MILEAGE	500.00		9.28		9.28		490.72	1.86
101-301-731.000	VESTS	1,000.00		0.00		0.00		1,000.00	0.00

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DB: Lake Odessa Vil

PERIOD ENDING 04/30/2024

GL NUMBER	DESCRIPTION	2024-25		YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BGD USED
		AMENDED BUDGET	NORMAL	04/30/2024 (ABNORMAL)	MONTH 04/30/2024 INCREASE (DECREASE)	NORMAL	(ABNORMAL)	BALANCE	
Fund 101 - GENERAL FUND									
Expenditures									
101-301-741.000	MEDICAL & PHYSICALS	2,000.00		1,207.00		1,207.00		793.00	60.35
101-301-744.000	CLOTHING EXPENSE	2,000.00		0.00		0.00		2,000.00	0.00
101-301-745.000	UNIFORM CLEANING	300.00		0.00		0.00		300.00	0.00
101-301-750.000	DUES & MEMBERSHIPS	525.00		0.00		0.00		525.00	0.00
101-301-751.000	GASOLINE PURCHASES	9,500.00		328.06		328.06		9,171.94	3.45
101-301-752.000	EDUCATION & TRAINING	5,000.00		711.00		216.00		4,289.00	14.22
101-301-752.001	RANGE QUALIFICATION	1,500.00		995.00		995.00		505.00	66.33
101-301-755.000	MEADOWBROOK INSURANCE	10,500.00		0.00		0.00		10,500.00	0.00
101-301-801.000	CONTRACTED SERVICES	3,000.00		989.57		923.57		2,010.43	32.99
101-301-805.000	ATTORNEY FEES	1,000.00		0.00		0.00		1,000.00	0.00
101-301-850.000	COMMUNICATION EXPENSE	6,150.00		1,062.02		498.90		5,087.98	17.27
101-301-880.000	COMMUNITY PROMOTION	350.00		0.00		0.00		350.00	0.00
101-301-931.002	MAINTENANCE/REPAIR-EQUIPMENT	1,500.00		0.00		0.00		1,500.00	0.00
101-301-931.004	MAINTENANCE/REPAIR-VEHICLE	2,500.00		0.00		0.00		2,500.00	0.00
101-301-958.000	ACT 302 TRAINING	500.00		0.00		0.00		500.00	0.00
101-301-970.001	CAPITAL OUTLAY-EQUIPMENT	20,000.00		0.00		0.00		20,000.00	0.00
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		146.00		73.00		1,354.00	9.73
Total Dept 301 - POLICE		416,685.00		37,720.26		20,665.26		378,964.74	9.05
Dept 441 - PUBLIC WORKS									
101-441-702.001	DEPT HEAD WAGES	24,000.00		3,564.19		1,784.84		20,435.81	14.85
101-441-702.704	FULL TIME WAGES	50,500.00		7,808.64		3,910.40		42,691.36	15.46
101-441-702.705	OVER TIME WAGES	1,500.00		0.00		0.00		1,500.00	0.00
101-441-702.706	PART TIME WAGES	6,500.00		297.99		297.99		6,202.01	4.58
101-441-702.717	NO FRINGE BENEFIT INCENTIVE	3,000.00		0.00		0.00		3,000.00	0.00
101-441-710.000	EMPLOYER FICA	6,500.00		852.18		438.16		5,647.82	13.11
101-441-711.000	EMPLOYERS SHARE OF PENSION	8,250.00		1,482.96		815.85		6,767.04	17.98
101-441-712.000	HEALTH INSURANCE EXPENSE	7,900.00		1,252.04		626.02		6,647.96	15.85
101-441-712.001	HEALTH INS EXPENSE-HEALTH SAVINGS	4,800.00		0.00		0.00		4,800.00	0.00
101-441-713.000	DENTAL INSURANCE EXPENSE	1,400.00		187.26		93.63		1,212.74	13.38
101-441-714.000	OPTICAL PLAN EXPENSE	200.00		26.44		13.22		173.56	13.22
101-441-720.000	DISABILITY INSURANCE	1,200.00		160.34		80.17		1,039.66	13.36
101-441-721.000	LIFE INSURANCE EXPENSE	350.00		52.00		26.00		298.00	14.86
101-441-723.000	WORKMEN'S COMPENSATION	5,000.00		0.00		0.00		5,000.00	0.00
101-441-727.000	OFFICE SUPPLIES	1,500.00		0.00		0.00		1,500.00	0.00
101-441-728.000	SUPPLIES	4,000.00		251.94		0.00		3,748.06	6.30
101-441-741.000	MEDICAL & PHYSICALS	250.00		0.00		0.00		250.00	0.00
101-441-744.000	CLOTHING EXPENSE	1,100.00		522.79		522.79		577.21	47.53
101-441-750.000	DUES & MEMBERSHIPS	1,200.00		0.00		0.00		1,200.00	0.00
101-441-751.000	GASOLINE PURCHASES	8,500.00		262.47		262.47		8,237.53	3.09
101-441-752.000	EDUCATION & TRAINING	500.00		0.00		0.00		500.00	0.00
101-441-755.000	MEADOWBROOK INSURANCE	8,500.00		0.00		0.00		8,500.00	0.00
101-441-756.000	LICENSE FEES	300.00		0.00		0.00		300.00	0.00
101-441-801.000	CONTRACTED SERVICES	6,000.00		0.00		0.00		6,000.00	0.00
101-441-850.000	COMMUNICATION EXPENSE	2,000.00		194.34		36.67		1,805.66	9.72
101-441-920.000	GAS AND ELECTRIC	3,000.00		534.73		258.12		2,465.27	17.82
101-441-931.001	MAINTENANCE/REPAIR-BUILDING	4,000.00		177.94		39.06		3,822.06	4.45
101-441-931.002	MAINTENANCE/REPAIR-EQUIPMENT	10,000.00		1,548.25		710.47		8,451.75	15.48
101-441-931.003	MAINTENANCE-LANDSCAPING & GROUNDS	500.00		0.00		0.00		500.00	0.00
101-441-931.004	MAINTENANCE/REPAIR-VEHICLE	3,000.00		0.00		0.00		3,000.00	0.00
101-441-931.005	MAINTENANCE/REPAIR-TREES	500.00		0.00		0.00		500.00	0.00
101-441-933.000	MAY CLEAN UP	5,500.00		0.00		0.00		5,500.00	0.00

User: KATHY

DB: Lake Odessa Vil

PERIOD ENDING 04/30/2024

GL NUMBER	DESCRIPTION	2024-25		YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BGDGT USED
		AMENDED BUDGET	NORMAL	04/30/2024 (ABNORMAL)	MONTH 04/30/2024 INCREASE (DECREASE)	NORMAL	(ABNORMAL) BALANCE		
Fund 101 - GENERAL FUND									
Expenditures									
101-441-934.000	REFUSE REMOVAL	900.00		190.98		95.49		709.02	21.22
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		62.74		62.74		1,437.26	4.18
101-441-963.000	MISC EXPENSE	1,000.00		0.00		0.00		1,000.00	0.00
101-441-967.000	PROJECT COSTS	3,500.00		0.00		0.00		3,500.00	0.00
101-441-970.000	CAPITAL OUTLAY	6,500.00		0.00		0.00		6,500.00	0.00
Total Dept 441 - PUBLIC WORKS		195,350.00		19,430.22		10,074.09		175,919.78	9.95
Dept 448 - PUBLIC UTILITIES-STREET LIGHTING									
101-448-924.000	STREET LIGHT EXPENSE	34,000.00		5,501.28		2,915.15		28,498.72	16.18
Total Dept 448 - PUBLIC UTILITIES-STREET LIGHTING		34,000.00		5,501.28		2,915.15		28,498.72	16.18
Dept 536 - WATER/SEWER									
101-536-928.000	SEWER EXPENSE	3,500.00		708.42		708.42		2,791.58	20.24
101-536-929.000	WATER EXPENSE	2,500.00		324.46		324.46		2,175.54	12.98
Total Dept 536 - WATER/SEWER		6,000.00		1,032.88		1,032.88		4,967.12	17.21
Dept 722 - ZONING									
101-722-702.706	PART TIME WAGES	7,400.00		1,056.16		528.08		6,343.84	14.27
101-722-710.000	EMPLOYER FICA	680.00		80.80		40.40		599.20	11.88
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		0.00		0.00		30,000.00	0.00
101-722-850.000	COMMUNICATION EXPENSE	275.00		0.00		0.00		275.00	0.00
Total Dept 722 - ZONING		38,555.00		1,136.96		568.48		37,418.04	2.95
Dept 728 - ECONOMIC DEVELOPMENT									
101-728-801.000	CONTRACTED SERVICES	2,000.00		0.00		0.00		2,000.00	0.00
Total Dept 728 - ECONOMIC DEVELOPMENT		2,000.00		0.00		0.00		2,000.00	0.00
Dept 751 - PARKS AND RECREATION									
101-751-702.706	PART TIME WAGES	7,000.00		0.00		0.00		7,000.00	0.00
101-751-710.000	EMPLOYER FICA	600.00		0.00		0.00		600.00	0.00
101-751-711.000	EMPLOYERS SHARE OF PENSION	800.00		0.00		0.00		800.00	0.00
101-751-723.000	WORKMEN'S COMPENSATION	270.00		0.00		0.00		270.00	0.00
101-751-728.000	SUPPLIES	2,500.00		118.00		0.00		2,382.00	4.72
101-751-882.000	SWIFTY'S PLACE	250.00		0.00		0.00		250.00	0.00
101-751-920.000	GAS AND ELECTRIC	3,800.00		538.56		280.81		3,261.44	14.17
101-751-931.001	MAINTENANCE/REPAIR-BUILDING	2,500.00		15.94		0.00		2,484.06	0.64
101-751-931.002	MAINTENANCE/REPAIR-EQUIPMENT	4,000.00		1,904.61		11.61		2,095.39	47.62
101-751-931.003	MAINTENANCE-LANDSCAPING & GROUNDS	7,500.00		911.50		911.50		6,588.50	12.15
101-751-970.000	CAPITAL OUTLAY	16,000.00		8,108.40		0.00		7,891.60	50.68
Total Dept 751 - PARKS AND RECREATION		45,220.00		11,597.01		1,203.92		33,622.99	25.65

GL NUMBER	DESCRIPTION	2024-25		YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BDGT USED
		AMENDED BUDGET	NORMAL	04/30/2024 (ABNORMAL)	MONTH 04/30/2024	INCREASE (DECREASE)	NORMAL (ABNORMAL)	BALANCE	
Fund 101 - GENERAL FUND									
Expenditures									
	TOTAL EXPENDITURES	980,475.00		98,870.19		50,860.12		881,604.81	10.08
<hr/>									
Fund 101 - GENERAL FUND:									
	TOTAL REVENUES	963,550.00		46,845.35		45,005.97		916,704.65	4.86
	TOTAL EXPENDITURES	980,475.00		98,870.19		50,860.12		881,604.81	10.08
	NET OF REVENUES & EXPENDITURES	(16,925.00)		(52,024.84)		(5,854.15)		35,099.84	307.38

PERIOD ENDING 04/30/2024

GL NUMBER	DESCRIPTION	2024-25		YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BGDGT USED
		AMENDED BUDGET	NORMAL	04/30/2024 (ABNORMAL)	MONTH 04/30/2024 INCREASE	(DECREASE)	NORMAL	(ABNORMAL)	
Fund 202 - MAJOR STREET FUND									
Revenues									
Dept 000 - BALANCE SHEET / GENERAL									
202-000-546.000	ACT 51 / STREETS	207,500.00		36,098.62		19,302.46		171,401.38	17.40
202-000-665.000	INTEREST	6,000.00		1,245.14		614.37		4,754.86	20.75
Total Dept 000 - BALANCE SHEET / GENERAL		213,500.00		37,343.76		19,916.83		176,156.24	17.49
TOTAL REVENUES		213,500.00		37,343.76		19,916.83		176,156.24	17.49
Expenditures									
Dept 449 - STREET DEPT (ACT 51)									
202-449-702.001	DEPT HEAD WAGES	2,300.00		0.00		0.00		2,300.00	0.00
202-449-710.000	EMPLOYER FICA	175.00		0.00		0.00		175.00	0.00
202-449-711.000	EMPLOYERS SHARE OF PENSION	230.00		0.00		0.00		230.00	0.00
202-449-712.002	ADMIN BENEFITS	0.00		0.76		0.38		(0.76)	100.00
202-449-731.000	COLD/HOT PATCH	1,200.00		520.58		520.58		679.42	43.38
202-449-734.000	SALT/SAND ROADS	3,700.00		0.00		0.00		3,700.00	0.00
202-449-801.000	CONTRACTED SERVICES	18,000.00		800.00		800.00		17,200.00	4.44
202-449-806.000	AUDIT SERVICES	1,500.00		0.00		0.00		1,500.00	0.00
202-449-863.000	STREET STRIPING	3,500.00		0.00		0.00		3,500.00	0.00
202-449-865.000	STREET SIGNS	1,000.00		179.50		179.50		820.50	17.95
202-449-963.000	MISC EXPENSE	1,500.00		0.00		0.00		1,500.00	0.00
202-449-995.000	TRANSFERS OUT	75,000.00		0.00		0.00		75,000.00	0.00
Total Dept 449 - STREET DEPT (ACT 51)		108,105.00		1,500.84		1,500.46		106,604.16	1.39
Dept 450 - MAINTENANCE / CONSTRUCTION									
202-450-702.001	MAINTENANCE WAGES	13,400.00		660.06		330.54		12,739.94	4.93
202-450-710.000	MAINTENANCE EMPLOYER FICA	1,100.00		50.51		25.30		1,049.49	4.59
202-450-711.000	MAINTENANCE ER SHARE OF PENSION	1,340.00		124.50		73.15		1,215.50	9.29
202-450-712.002	MAINTENANCE BENEFITS	1,450.00		26.16		13.08		1,423.84	1.80
Total Dept 450 - MAINTENANCE / CONSTRUCTION		17,290.00		861.23		442.07		16,428.77	4.98
Dept 869 - SNOW REMOVAL									
202-869-702.001	SNOW REMOVAL WAGES	3,500.00		0.00		0.00		3,500.00	0.00
202-869-710.000	SNOW REMOVAL EMPLOYER FICA	310.00		0.00		0.00		310.00	0.00
202-869-711.000	SNOW REMOVAL SHARE OF PENSION	400.00		0.00		0.00		400.00	0.00
Total Dept 869 - SNOW REMOVAL		4,210.00		0.00		0.00		4,210.00	0.00
TOTAL EXPENDITURES		129,605.00		2,362.07		1,942.53		127,242.93	1.82
Fund 202 - MAJOR STREET FUND:									
TOTAL REVENUES		213,500.00		37,343.76		19,916.83		176,156.24	17.49
TOTAL EXPENDITURES		129,605.00		2,362.07		1,942.53		127,242.93	1.82
NET OF REVENUES & EXPENDITURES		83,895.00		34,981.69		17,974.30		48,913.31	41.70

PERIOD ENDING 04/30/2024

GL NUMBER	DESCRIPTION	2024-25		YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BDGT USED
		AMENDED BUDGET	NORMAL	04/30/2024 (ABNORMAL)	MONTH 04/30/2024 INCREASE (DECREASE)	NORMAL	(ABNORMAL)	BALANCE	
Fund 203 - LOCAL STREET FUND									
Revenues									
Dept 000 - BALANCE SHEET / GENERAL									
203-000-546.000	ACT 51 / STREETS	72,500.00		12,679.00		6,779.65		59,821.00	17.49
203-000-665.000	INTEREST	2,750.00		1,229.64		610.61		1,520.36	44.71
203-000-684.000	MISC REVENUE	38,000.00		45,762.11		45,762.11		(7,762.11)	120.43
203-000-699.000	TRANSFERS IN	75,000.00		0.00		0.00		75,000.00	0.00
Total Dept 000 - BALANCE SHEET / GENERAL		188,250.00		59,670.75		53,152.37		128,579.25	31.70
TOTAL REVENUES		188,250.00		59,670.75		53,152.37		128,579.25	31.70
Expenditures									
Dept 449 - STREET DEPT (ACT 51)									
203-449-702.001	DEPT HEAD WAGES	1,200.00		0.00		0.00		1,200.00	0.00
203-449-710.000	EMPLOYER FICA	125.00		0.00		0.00		125.00	0.00
203-449-711.000	EMPLOYERS SHARE OF PENSION	120.00		0.00		0.00		120.00	0.00
203-449-712.002	ADMIN BENEFITS	0.00		0.30		0.15		(0.30)	100.00
203-449-731.000	COLD/HOT PATCH	1,200.00		520.57		520.57		679.43	43.38
203-449-734.000	SALT/SAND ROADS	3,700.00		0.00		0.00		3,700.00	0.00
203-449-801.000	CONTRACTED SERVICES	28,000.00		800.00		800.00		27,200.00	2.86
203-449-806.000	AUDIT SERVICES	1,000.00		0.00		0.00		1,000.00	0.00
203-449-863.000	STREET STRIPING	1,500.00		0.00		0.00		1,500.00	0.00
203-449-865.000	STREET SIGNS	1,000.00		147.50		147.50		852.50	14.75
203-449-866.000	STREET RE-SURFACING	107,000.00		0.00		0.00		107,000.00	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
203-449-963.000	MISC EXPENSE	1,500.00		0.00		0.00		1,500.00	0.00
203-449-970.006	STREET REPAIRS	3,000.00		0.00		0.00		3,000.00	0.00
Total Dept 449 - STREET DEPT (ACT 51)		159,345.00		1,468.37		1,468.22		157,876.63	0.92
Dept 450 - MAINTENANCE / CONSTRUCTION									
203-450-702.001	MAINTENANCE WAGES	16,800.00		1,056.05		528.83		15,743.95	6.29
203-450-710.000	MAINTENANCE EMPLOYER FICA	1,300.00		80.76		40.44		1,219.24	6.21
203-450-711.000	MAINTENANCE ER SHARE OF PENSION	1,680.00		199.20		117.04		1,480.80	11.86
203-450-712.002	MAINTENANCE BENEFITS	1,550.00		41.86		20.93		1,508.14	2.70
Total Dept 450 - MAINTENANCE / CONSTRUCTION		21,330.00		1,377.87		707.24		19,952.13	6.46
Dept 869 - SNOW REMOVAL									
203-869-702.001	SNOW REMOVAL WAGES	3,900.00		0.00		0.00		3,900.00	0.00
203-869-710.000	SNOW REMOVAL FICA	350.00		0.00		0.00		350.00	0.00
203-869-711.000	SNOW REMOVAL SHARE OF PENSION	390.00		0.00		0.00		390.00	0.00
Total Dept 869 - SNOW REMOVAL		4,640.00		0.00		0.00		4,640.00	0.00
TOTAL EXPENDITURES		185,315.00		2,846.24		2,175.46		182,468.76	1.54

Fund 203 - LOCAL STREET FUND:

GL NUMBER	DESCRIPTION	2024-25		YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BDGT USED
		AMENDED BUDGET	NORMAL	04/30/2024 (ABNORMAL)	MONTH 04/30/2024	INCREASE (DECREASE)	NORMAL	(ABNORMAL) BALANCE	
Fund 203 - LOCAL STREET FUND									
	TOTAL REVENUES			59,670.75		53,152.37		128,579.25	31.70
	TOTAL EXPENDITURES	188,250.00		2,846.24		2,175.46		182,468.76	1.54
	NET OF REVENUES & EXPENDITURES	185,315.00		56,824.51		50,976.91		(53,889.51)	1,936.10

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DB: Lake Odessa Vil

PERIOD ENDING 04/30/2024

GL NUMBER	DESCRIPTION	2024-25		YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BDGT USED
		AMENDED BUDGET	NORMAL	04/30/2024 (ABNORMAL)	MONTH 04/30/2024 INCREASE	(DECREASE)	NORMAL	(ABNORMAL) BALANCE	
Fund 204 - GENERAL HWY									
Revenues									
Dept 000 - BALANCE SHEET / GENERAL									
204-000-402.000	CURRENT REAL PROPERTY TAXES	230,000.00		0.00		0.00		230,000.00	0.00
204-000-410.000	CURRENT PERSONAL PROPERTY TAX	22,000.00		0.00		0.00		22,000.00	0.00
204-000-573.000	LOCAL COMMUNITY STABILIZATION SHARE TAX	29,000.00		0.00		0.00		29,000.00	0.00
204-000-665.000	INTEREST	5,000.00		1,453.65		711.64		3,546.35	29.07
Total Dept 000 - BALANCE SHEET / GENERAL		286,000.00		1,453.65		711.64		284,546.35	0.51
TOTAL REVENUES		286,000.00		1,453.65		711.64		284,546.35	0.51
Expenditures									
Dept 446 - HIGHWAYS, STREETS (NOT ACT 51)									
204-446-702.001	ADMINISTRATION WAGES	5,500.00		0.00		0.00		5,500.00	0.00
204-446-710.000	ADMINISTRATION FICA	425.00		0.00		0.00		425.00	0.00
204-446-711.000	ADMIN EMPLOYERS SHARE OF PENSION	550.00		0.00		0.00		550.00	0.00
204-446-712.002	ADMIN BENEFITS	1,000.00		1.72		0.86		998.28	0.17
204-446-801.000	CONTRACTED SERVICES	10,000.00		0.00		0.00		10,000.00	0.00
204-446-806.000	AUDIT SERVICES	1,500.00		0.00		0.00		1,500.00	0.00
204-446-970.000	SIDEWALK REPLACEMENT PROGRAM	15,000.00		0.00		0.00		15,000.00	0.00
204-446-991.000	CAPITAL IMPROV BOND II - PRIN	118,000.00		74,600.00		74,600.00		43,400.00	63.22
204-446-994.000	CAP IMPROV BOND II INTEREST	9,500.00		2,080.80		2,080.80		7,419.20	21.90
Total Dept 446 - HIGHWAYS, STREETS (NOT ACT 51)		161,475.00		76,682.52		76,681.66		84,792.48	47.49
Dept 450 - MAINTENANCE / CONSTRUCTION									
204-450-702.001	STREET ADMIN SALARY	35,750.00		3,960.29		1,983.17		31,789.71	11.08
204-450-710.000	STREET ADMIN FICA	2,900.00		302.99		151.72		2,597.01	10.45
204-450-711.000	EMPLOYERS SHARE OF PENSION	3,625.00		747.00		438.90		2,878.00	20.61
204-450-712.002	STREET ADMIN BENEFITS	1,925.00		124.68		62.34		1,800.32	6.48
Total Dept 450 - MAINTENANCE / CONSTRUCTION		44,200.00		5,134.96		2,636.13		39,065.04	11.62
TOTAL EXPENDITURES		205,675.00		81,817.48		79,317.79		123,857.52	39.78
Fund 204 - GENERAL HWY:									
TOTAL REVENUES		286,000.00		1,453.65		711.64		284,546.35	0.51
TOTAL EXPENDITURES		205,675.00		81,817.48		79,317.79		123,857.52	39.78
NET OF REVENUES & EXPENDITURES		80,325.00		(80,363.83)		(78,606.15)		160,688.83	100.05

User: KATHY

DB: Lake Odessa Vil

PERIOD ENDING 04/30/2024

GL NUMBER	DESCRIPTION	2024-25		YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BGD USED
		AMENDED BUDGET	NORMAL	04/30/2024 (ABNORMAL)	MONTH 04/30/2024 INCREASE (DECREASE)	NORMAL	(ABNORMAL) BALANCE		
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY									
Revenues									
Dept 000 - BALANCE SHEET / GENERAL									
248-000-402.000	CURRENT REAL PROPERTY TAXES	38,000.00		0.00	0.00		38,000.00		0.00
248-000-665.000	INTEREST	300.00		143.98	70.45		156.02		47.99
248-000-674.000	DONATIONS-PRIVATE SOURCES	900.00		0.00	0.00		900.00		0.00
Total Dept 000 - BALANCE SHEET / GENERAL		39,200.00		143.98	70.45		39,056.02		0.37
TOTAL REVENUES		39,200.00		143.98	70.45		39,056.02		0.37
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	20.00		0.00	0.00		20.00		0.00
248-275-750.000	DUES & MEMBERSHIPS	25.00		0.00	0.00		25.00		0.00
248-275-752.000	EDUCATION & TRAINING	500.00		0.00	0.00		500.00		0.00
248-275-801.000	CONTRACTED SERVICES	15,000.00		0.00	0.00		15,000.00		0.00
248-275-806.000	AUDIT SERVICES	150.00		0.00	0.00		150.00		0.00
248-275-881.000	ADVERTISING	1,000.00		750.00	0.00		250.00		75.00
248-275-967.000	BEAUTIFICATION	8,300.00		0.00	0.00		8,300.00		0.00
248-275-967.002	CHRISTMAS DECORATIONS	1,000.00		0.00	0.00		1,000.00		0.00
Total Dept 275 - DDA		26,045.00		750.00	0.00		25,295.00		2.88
TOTAL EXPENDITURES		26,045.00		750.00	0.00		25,295.00		2.88
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:									
TOTAL REVENUES		39,200.00		143.98	70.45		39,056.02		0.37
TOTAL EXPENDITURES		26,045.00		750.00	0.00		25,295.00		2.88
NET OF REVENUES & EXPENDITURES		13,155.00		(606.02)	70.45		13,761.02		4.61

PERIOD ENDING 04/30/2024

GL NUMBER	DESCRIPTION	2024-25		YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BGD USED
		AMENDED BUDGET	NORMAL	04/30/2024 (ABNORMAL)	MONTH 04/30/2024	INCREASE (DECREASE)	NORMAL	(ABNORMAL)	
Fund 290 - ARTS									
Revenues									
Dept 000 - BALANCE SHEET / GENERAL									
290-000-540.000	STATE GRANTS	10,000.00		0.00		0.00		10,000.00	0.00
290-000-602.001	ART IN THE PARK REVENUE-NEXT FY	3,000.00		0.00		0.00		3,000.00	0.00
290-000-602.003	FOOD BOOTH FEES	500.00		85.00		0.00		415.00	17.00
290-000-602.290	ART IN THE PARK REVENUE	3,000.00		1,285.00		1,060.00		1,715.00	42.83
290-000-665.000	INTEREST	200.00		100.62		48.49		99.38	50.31
290-000-674.000	DONATIONS-PRIVATE SOURCES	7,000.00		3,750.00		3,250.00		3,250.00	53.57
Total Dept 000 - BALANCE SHEET / GENERAL		23,700.00		5,220.62		4,358.49		18,479.38	22.03
TOTAL REVENUES		23,700.00		5,220.62		4,358.49		18,479.38	22.03
Expenditures									
Dept 752 - ARTS									
290-752-727.000	OFFICE SUPPLIES	150.00		0.00		0.00		150.00	0.00
290-752-728.000	SUPPLIES	300.00		0.00		0.00		300.00	0.00
290-752-740.000	POSTAGE	250.00		0.00		0.00		250.00	0.00
290-752-770.000	CREDIT CARD FEES	200.00		(72.70)		(72.70)		272.70	(36.35)
290-752-793.000	OPERATING EXPENSE	150.00		0.00		0.00		150.00	0.00
290-752-794.000	T-SHIRTS	500.00		0.00		0.00		500.00	0.00
290-752-795.000	SOUND	1,650.00		1,763.20		1,763.20		(113.20)	106.86
290-752-798.000	CONCESSIONS SUPPLIES	400.00		0.00		0.00		400.00	0.00
290-752-803.000	SECURITY	150.00		0.00		0.00		150.00	0.00
290-752-806.000	AUDIT SERVICES	150.00		0.00		0.00		150.00	0.00
290-752-851.000	RADIOS	150.00		0.00		0.00		150.00	0.00
290-752-852.000	TELEPHONE	600.00		87.28		43.63		512.72	14.55
290-752-881.000	ADVERTISING	8,332.00		2,778.00		1,878.00		5,554.00	33.34
290-752-882.000	OPER EXP-GRANT DISBURSEMENT	50.00		0.00		0.00		50.00	0.00
290-752-883.000	PUBLIC ART PROJECT	3,250.00		0.00		0.00		3,250.00	0.00
290-752-895.000	KIDS AREA	500.00		0.00		0.00		500.00	0.00
290-752-898.000	ENTERTAINMENT	1,800.00		0.00		0.00		1,800.00	0.00
290-752-953.000	PORT A POTTY	600.00		0.00		0.00		600.00	0.00
290-752-955.000	GOLF CART RENTALS	1,200.00		1,475.00		1,475.00		(275.00)	122.92
290-752-956.000	TENT, TABLES, CHAIR RENTALS	800.00		0.00		0.00		800.00	0.00
290-752-963.000	MISCELLANEOUS EXPENSE	100.00		0.00		0.00		100.00	0.00
290-752-964.000	REFUND/REIMBURSEMENTS	200.00		0.00		0.00		200.00	0.00
290-752-967.001	PARK IMPROVEMENTS	4,000.00		1,157.00		0.00		2,843.00	28.93
Total Dept 752 - ARTS		25,482.00		7,187.78		5,087.13		18,294.22	28.21
TOTAL EXPENDITURES		25,482.00		7,187.78		5,087.13		18,294.22	28.21
Fund 290 - ARTS:									
TOTAL REVENUES		23,700.00		5,220.62		4,358.49		18,479.38	22.03
TOTAL EXPENDITURES		25,482.00		7,187.78		5,087.13		18,294.22	28.21
NET OF REVENUES & EXPENDITURES		(1,782.00)		(1,967.16)		(728.64)		185.16	110.39

GL NUMBER	DESCRIPTION	2024-25		YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BDGT USED
		AMENDED BUDGET	NORMAL	04/30/2024 (ABNORMAL)	MONTH 04/30/2024	INCREASE (DECREASE)	NORMAL	(ABNORMAL) BALANCE	
Fund 291 - CAR SHOW									
Revenues									
Dept 000 - BALANCE SHEET / GENERAL									
291-000-665.000	INTEREST	30.00		0.00		0.00		30.00	0.00
Total Dept 000 - BALANCE SHEET / GENERAL		30.00		0.00		0.00		30.00	0.00
TOTAL REVENUES		30.00		0.00		0.00		30.00	0.00
Expenditures									
Dept 753 - CAR SHOW									
291-753-880.000	COMMUNITY PROMOTION	0.00		5.07		0.00		(5.07)	100.00
Total Dept 753 - CAR SHOW		0.00		5.07		0.00		(5.07)	100.00
TOTAL EXPENDITURES		0.00		5.07		0.00		(5.07)	100.00
Fund 291 - CAR SHOW:									
TOTAL REVENUES		30.00		0.00		0.00		30.00	0.00
TOTAL EXPENDITURES		0.00		5.07		0.00		(5.07)	100.00
NET OF REVENUES & EXPENDITURES		30.00		(5.07)		0.00		35.07	16.90

GL NUMBER	DESCRIPTION	YTD BALANCE		ACTIVITY FOR		AVAILABLE		% BDGT USED
		2024-25 AMENDED BUDGET	04/30/2024 NORMAL (ABNORMAL)	MONTH 04/30/2024 INCREASE (DECREASE)	04/30/2024 NORMAL (ABNORMAL)	BALANCE		
Fund 590 - SEWER FUND								
Revenues								
Dept 000 - BALANCE SHEET / GENERAL								
590-000-590.603	SEWER NSF REVENUE	0.00	105.00	105.00	(105.00)	100.00		
590-000-614.000	SEWER REVENUE	0.00	250,666.60	199,519.66	(250,666.60)	100.00		
590-000-615.000	SEWER PENALTIES	0.00	704.19	0.12	(704.19)	100.00		
590-000-619.000	LAB TESTING REVENUE	0.00	40.00	40.00	(40.00)	100.00		
Total Dept 000 - BALANCE SHEET / GENERAL		0.00	251,515.79	199,664.78	(251,515.79)	100.00		
TOTAL REVENUES		0.00	251,515.79	199,664.78	(251,515.79)	100.00		
Fund 590 - SEWER FUND:								
TOTAL REVENUES		0.00	251,515.79	199,664.78	(251,515.79)	100.00		
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00		
NET OF REVENUES & EXPENDITURES		0.00	251,515.79	199,664.78	(251,515.79)	100.00		

User: KATHY

DB: Lake Odessa Vil

PERIOD ENDING 04/30/2024

GL NUMBER	DESCRIPTION	2024-25		YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BGDGT USED
		AMENDED BUDGET	NORMAL	04/30/2024 (ABNORMAL)	MONTH 04/30/2024 INCREASE	(DECREASE)	NORMAL	(ABNORMAL)	
Fund 591 - WATER FUND									
Revenues									
Dept 000 - BALANCE SHEET / GENERAL									
591-000-642.001	FINAL READ INCOME	950,000.00		133,012.58		90,682.96		816,987.42	14.00
591-000-642.002	WATER HOOK UP FEES	4,000.00		0.00		0.00		4,000.00	0.00
591-000-643.000	PENALTIES & INTEREST	5,500.00		19.51		19.51		5,480.49	0.35
591-000-665.000	INTEREST	8,000.00		1,759.87		848.53		6,240.13	22.00
591-000-684.000	MISC REVENUE	8,000.00		0.00		0.00		8,000.00	0.00
Total Dept 000 - BALANCE SHEET / GENERAL		975,500.00		134,791.96		91,551.00		840,708.04	13.82
TOTAL REVENUES		975,500.00		134,791.96		91,551.00		840,708.04	13.82
Expenditures									
Dept 536 - WATER/SEWER									
591-536-702.001	DEPT HEAD WAGES	45,000.00		3,960.18		1,983.16		41,039.82	8.80
591-536-702.704	FULL TIME WAGES	162,000.00		29,824.78		14,989.24		132,175.22	18.41
591-536-702.705	OVER TIME WAGES	2,000.00		68.39		0.00		1,931.61	3.42
591-536-702.706	PART TIME WAGES	1,000.00		0.00		0.00		1,000.00	0.00
591-536-702.710	WATER LICENSE STIPEND	5,600.00		0.00		0.00		5,600.00	0.00
591-536-702.717	NO FRINGE BENEFIT INCENTIVE	3,000.00		3,000.00		3,000.00		0.00	100.00
591-536-710.000	EMPLOYER FICA	18,250.00		2,653.01		1,444.76		15,596.99	14.54
591-536-711.000	EMPLOYERS SHARE OF PENSION	22,000.00		3,746.31		1,942.82		18,253.69	17.03
591-536-712.000	HEALTH INSURANCE EXPENSE	29,000.00		5,089.42		2,544.71		23,910.58	17.55
591-536-712.001	HEALTH INS EXPENSE-HEALTH SAVINGS	9,600.00		0.00		0.00		9,600.00	0.00
591-536-712.002	ADMIN BENEFITS	2,000.00		124.48		62.24		1,875.52	6.22
591-536-713.000	DENTAL INSURANCE EXPENSE	3,800.00		748.24		374.12		3,051.76	19.69
591-536-714.000	OPTICAL PLAN EXPENSE	625.00		95.24		47.62		529.76	15.24
591-536-720.000	DISABILITY INSURANCE	3,000.00		378.00		189.00		2,622.00	12.60
591-536-721.000	LIFE INSURANCE EXPENSE	925.00		6.16		3.08		918.84	0.67
591-536-723.000	WORKMEN'S COMPENSATION	2,479.00		0.00		0.00		2,479.00	0.00
591-536-727.000	OFFICE SUPPLIES	1,500.00		0.00		0.00		1,500.00	0.00
591-536-728.000	SUPPLIES	1,500.00		0.00		0.00		1,500.00	0.00
591-536-730.000	MEALS & MILEAGE	200.00		0.00		0.00		200.00	0.00
591-536-732.000	CHEMICAL SUPPLIES	5,000.00		2,313.00		2,313.00		2,687.00	46.26
591-536-740.000	POSTAGE	2,000.00		610.97		245.03		1,389.03	30.55
591-536-741.000	MEDICAL & PHYSICALS	200.00		0.00		0.00		200.00	0.00
591-536-744.000	CLOTHING EXPENSE	1,100.00		0.00		0.00		1,100.00	0.00
591-536-750.000	DUES & MEMBERSHIPS	3,500.00		0.00		0.00		3,500.00	0.00
591-536-751.000	GASOLINE PURCHASES	7,000.00		170.69		170.69		6,829.31	2.44
591-536-752.000	EDUCATION & TRAINING	2,000.00		0.00		0.00		2,000.00	0.00
591-536-760.000	FLEET INSURANCE	16,800.00		0.00		0.00		16,800.00	0.00
591-536-765.000	BANK FEES	50.00		0.00		0.00		50.00	0.00
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	3,000.00		88.00		88.00		2,912.00	2.93
591-536-780.000	METER REPLACEMENT	4,000.00		1,832.85		1,832.85		2,167.15	45.82
591-536-781.000	HYDRANT REPLACEMENT	1,000.00		0.00		0.00		1,000.00	0.00
591-536-801.000	CONTRACTED SERVICES	50,000.00		3,073.87		2,980.12		46,926.13	6.15
591-536-805.000	ATTORNEY FEES	1,000.00		0.00		0.00		1,000.00	0.00
591-536-806.000	AUDIT SERVICES	3,700.00		0.00		0.00		3,700.00	0.00
591-536-850.000	COMMUNICATION EXPENSE	4,500.00		867.17		433.40		3,632.83	19.27
591-536-900.000	PRINTING & PUBLISHING	1,000.00		0.00		0.00		1,000.00	0.00
591-536-920.000	GAS AND ELECTRIC	50,000.00		9,144.78		5,194.53		40,855.22	18.29
591-536-931.001	MAINTENANCE/REPAIR-BUILDING	30,000.00		0.00		0.00		30,000.00	0.00
591-536-931.002	MAINTENANCE/REPAIR-EQUIPMENT	12,000.00		0.00		0.00		12,000.00	0.00
591-536-931.004	MAINTENANCE/REPAIR-VEHICLE	1,500.00		0.00		0.00		1,500.00	0.00

User: KATHY

DB: Lake Odessa Vil

PERIOD ENDING 04/30/2024

GL NUMBER	DESCRIPTION	2024-25		YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BDGT USED
		AMENDED BUDGET	NORMAL	04/30/2024 (ABNORMAL)	MONTH 04/30/2024	INCREASE (DECREASE)	NORMAL	(ABNORMAL) BALANCE	
Fund 591 - WATER FUND									
Expenditures									
591-536-931.009	MAINTENANCE/REPAIR-WATER LINES	5,000.00		0.00		0.00		5,000.00	0.00
591-536-931.010	MAINTENANCE/REPAIRS-TANKS	86,715.00		86,715.00		0.00		0.00	100.00
591-536-932.000	NEW WATER MAINS	6,000.00		226.97		0.00		5,773.03	3.78
591-536-933.000	WELL REPAIRS	5,000.00		0.00		0.00		5,000.00	0.00
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	1,500.00		0.00		0.00		1,500.00	0.00
591-536-980.001	HARDWARE	9,000.00		807.17		807.17		8,192.83	8.97
591-536-980.002	SOFTWARE	100.00		44.00		22.00		56.00	44.00
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	18,600.00		0.00		0.00		18,600.00	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	72,000.00		889.20		889.20		71,110.80	1.24
Total Dept 536 - WATER/SEWER		825,644.00		156,477.88		41,556.74		669,166.12	18.95
TOTAL EXPENDITURES		825,644.00		156,477.88		41,556.74		669,166.12	18.95
Fund 591 - WATER FUND:									
TOTAL REVENUES		975,500.00		134,791.96		91,551.00		840,708.04	13.82
TOTAL EXPENDITURES		825,644.00		156,477.88		41,556.74		669,166.12	18.95
NET OF REVENUES & EXPENDITURES		149,856.00		(21,685.92)		49,994.26		171,541.92	14.47

PERIOD ENDING 04/30/2024

GL NUMBER	DESCRIPTION	2024-25	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	04/30/2024 NORMAL (ABNORMAL)	MONTH 04/30/2024 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 999 - PAYROLL CLEARING						
Revenues						
Dept 000 - BALANCE SHEET / GENERAL						
999-000-665.000	INTEREST	0.00	12.54	6.88	(12.54)	100.00
Total Dept 000 - BALANCE SHEET / GENERAL		0.00	12.54	6.88	(12.54)	100.00
TOTAL REVENUES		0.00	12.54	6.88	(12.54)	100.00
Fund 999 - PAYROLL CLEARING:						
TOTAL REVENUES		0.00	12.54	6.88	(12.54)	100.00
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES		0.00	12.54	6.88	(12.54)	100.00
TOTAL REVENUES - ALL FUNDS						
		2,689,730.00	536,998.40	414,438.41	2,152,731.60	19.96
TOTAL EXPENDITURES - ALL FUNDS						
		2,378,241.00	350,316.71	180,939.77	2,027,924.29	14.73
NET OF REVENUES & EXPENDITURES		311,489.00	186,681.69	233,498.64	124,807.31	59.93

VILLAGE OF LAKE ODESSA
RECONCILED
CHECKING / SAVINGS / INVESTMENT ACCOUNT BALANCES
AS OF APRIL 30, 2024

GENERAL FUND	CHECKING	UNION BANK	\$	868,968.29
GENERAL FUND	SAVINGS	PFCU	\$	14.77
LAKWOOD COMMUNITY PROJECT	SAVINGS	UNION BANK	\$	11,712.81
VEHICLE REPLACEMENT	SAVINGS	UNION BANK	\$	69,159.35
GENERAL FUND	INVESTMENT	MI CLASS	\$	233,591.73
GENERAL FUND	CERTIFICATE OF DEPOSIT	UNION BANK	\$	125,000.00
MAJOR STREET FUND	CHECKING	UNION BANK	\$	462,305.20
MAJOR STREET FUND	INVESTMENT	MI CLASS	\$	117,694.32
LOCAL STREET FUND	CHECKING	UNION BANK	\$	413,600.61
GENERAL HIGHWAY FUND	CHECKING	UNION BANK	\$	295,981.19
GENERAL HIGHWAY BOND REDEMPTION	CHECKING	UNION BANK	\$	3,822.80
GENERAL HIGHWAY FUND	INVESTMENT	MI CLASS	\$	145,399.69
DOWNTOWN DEVELOPMENT AUTHORITY	CHECKING	UNION BANK	\$	57,210.93
ARTS COMMISSION	CHECKING	UNION BANK	\$	38,906.64
WATER FUND	CHECKING	UNION BANK	\$	797,428.12
WATER RR&I	SAVINGS	UNION BANK	\$	296,655.07
WATER BOND REDEMPTION	CHECKING	UNION BANK	\$	5,853.61
WATER BOND RESERVE	SAVINGS	MI 1 COMM CU	\$	120,407.84
WATER FUND	SAVINGS	PFCU	\$	286.09
WATER FUND	INVESTMENT	MI CLASS	\$	138,155.84
WATER FUND	CERTIFICATE OF DEPOSIT	UNION BANK	\$	100,000.00
PAYROLL FUND	CHECKING	UNION BANK	\$	4,507.97

Lake Odessa Village
Zoning Administrator Report
April 2024

Permits:

On 4-2-24 I approved a zoning permit to Martha Yoder for a 10' by 20' storage shed to be located at 535 Sixth Ave.

On 4-30-24 I approved a zoning permit to Kendra Backing for home remodeling consisting of replacing the garage with a 2 story garage with a 2 story connection to the home and adding ½ story to the home part and new roof lines located at 1112 Lakeview Dr.

Miscellaneous:

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

Master Plan

The Planning Commission has sent out RFP's for assistance to update the Master Plan. Two are being asked back for a presentation.

I sent a letter to the owner of 1130 Jordan Lake Ave regarding people living in an RV on her land. A second letter was sent to her address and addressed to the people in the RV. Within a week of receiving the letters the RV was gone from the property.

I have been working with the Stuarts on the phase 2 plans for the condo project. They are planning to attend the May 21 Planning Commission meeting to get approval for phase 2. They also want to get an approval to change the front yard trees on phase 1 to another variety.

In May I have sent out several letters of various violations. They will be detailed in the May report.

New Business

Lake Odessa Village Council
Ionia County, Michigan

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

RESOLUTION NO. 2024-34

**AUTHORIZING EXECUTING AN AGREEMENT
WITH MCKENNA ASSOCIATES, INC. FOR CONSULTING SERVICES
RELATED TO UPDATING THE VILLAGE’S MASTER PLAN**

WHEREAS, the Village Council, during its meeting of April 29, 2024, accepted the recommendation of the Planning Commission to accept the November 17, 2023 proposal submitted by McKenna Associates, Inc. to complete a review and update of the Village’s master plan; and

WHEREAS, McKenna Associates, Inc. has submitted a professional services agreement pursuant to which it would complete services specified in the scope of work, which includes optional services such as a facilitated town hall meeting; and

WHEREAS, the cost of professional services, including the optional facilitated town hall meeting would equal \$28,000 which is less than the \$30,000 included in the current budget for this project;

NOW, THEREFORE, BE IT RESOLVED, that the Village Council hereby authorizes the President and Clerk to execute the agreement on behalf of the Village; and

BE IT FURTHER RESOLVED, that the Village Council authorizes the Planning Commission to conduct a facilitated town hall meeting if it believes that doing so will provide a meaningful opportunity for citizen engagement during the process of updating master plan

Ayes:

Nays:

Absent:

Abstain:

RESOLUTION DECLARED ADOPTED.

Dated: May 20, 2024

Kathy Forman, Village Clerk

PROFESSIONAL SERVICES AGREEMENT

THIS AGREEMENT, entered into this _____ day of May, 2024 by and between the VILLAGE OF LAKE ODESSA, State of Michigan, hereinafter referred to as "VILLAGE" and McKENNA ASSOCIATES, INC., a Michigan corporation of Northville, Michigan, hereinafter referred to as "Consultant."

WITNESS:

WHEREAS, the Village is desirous of updating its Master Plan; and

WHEREAS, the Village has reviewed and approved the Consultant's proposal dated November 17, 2023;

NOW, THEREFORE, the parties hereto do mutually agree as follows:

SECTION 1. SCOPE OF SERVICES.

The Consultant shall perform all the necessary services under this Agreement.

The above services and task end products are specified and described in the proposal to the Village by the Consultant, dated November 17, 2023. The Scope of Work on pages seven (7) through sixteen (16) of said proposal are hereby attached to and made a part of this agreement. The Consultant shall carry out all activities and end products specified in the above-cited proposal in a satisfactory and proper manner as set forth in the proposal.

SECTION 2. MEETINGS.

The Consultant shall prepare for and attend up to the following five (5) meetings:

- A. One (1) Project initiation meeting with Village Staff
- B. One (1) Visioning Session (with the Planning Commission, Village Council, Downtown Development Authority, Village staff, and community stakeholders)
- C. One (1) Draft Review Meeting with the Planning Commission
- D. One (1) Planning Commission Public Hearing
- E. One (1) Village Council Adoption Meeting

SECTION 3. COMPENSATION AND METHOD OF PAYMENT.

- A. The Village shall pay the Consultant for the work as described in SECTION 1. SCOPE OF SERVICES and SECTION 2. END PRODUCTS the amount of Twenty-Four Thousand Dollars (\$24,000.00).
- B. **OPTIONAL Services.** At the Village's request and approval, the Consultant shall provide and be compensated as follows:
 - 1. Community Town Hall facilitated including material production, such as engagement boards and supplies in the amount of Four Thousand Dollars (\$4,000.00).
 - 2. Urban design renderings in the amount of Three Thousand Dollars (\$3,000.00) for one site or Five Thousand Dollars (\$5,000.00) for two sites.
- B. **Additional Services.** For additional professional services provided to the Village, at the Village's request, as described in Section 3. and which are beyond the Scope of Services and End Products described in Sections 1. and 2., above, including attendance at additional meetings, mailing and tabulation of mail-in surveys, or other services, the Consultant shall be compensated on an hourly basis as follows:

Professional Classification	Rate Per Hour*
President	\$150
Executive or Senior Vice President	\$145
Vice President	\$140
Director	\$135
Senior Principal or Manager	\$130
Principal	\$125
Senior	\$120
Associate	\$115
Assistant	\$100
Administrative Assistant	\$75
Consultation, preparation for, and sitting as expert witness in legal matters.	\$200

* Rates include the following overhead: Accounting, Advertising and Promotion, Books, Publications and Maps, Business Entertainment, Charitable Contributions, Computers, Furniture and Fixtures, Graphics Supplies and General Insurance, Interest, Legal, Licenses, Meals, Memberships and Subscriptions, Office Equipment, Office Space and Parking, Office Supplies, Postage (Except Overnight), Professional Dues, Software, Taxes and Telephone.

These rates do not include photography, outside reproduction, document or materials purchases, which are invoiced additionally. Rates also do not include reimbursable costs for travel, courier, overnight mail, etc. Mileage will be invoiced at the Federal mileage rate.

These hourly rates are valid through December 31, 2025, after which they may change per classification by a percentage equal to the increase in the Consumer Price Index for the prior 12 months per U.S. Department of Labor, Bureau of Labor Statistics.

- C. **Payment.** Payment for services shall be monthly based upon Consultant's estimated percent complete and a description of services performed. Consultant shall submit an invoice, and the Village shall within thirty (30) days satisfy itself as to the performance of such work and pay the amount for services and reimbursement requested by the invoice.

SECTION 4. VILLAGE DATA AND SERVICES TO BE PROVIDED TO CONSULTANT.

If requested by the Consultant and if available, the Village shall furnish the following in digital format, or paper format if no digital version is available, without charge to the Consultant:

- A. Copies of previous Planning Commission minutes.
- B. Planning Commission agenda packages submitted to the Consultant prior to the meeting.
- C. One set of the most recent aerial photos (with property lines) of the Village, as available from County or Regional Agencies.
- D. Copies of previously prepared plans, maps and ordinances, economic development data or economic studies, as applicable.
- E. Updated assessment and ownership data, tax maps, and other basic data to be gathered and/or made available from Village and County files, as may become available.
- F. Information on utilities, both public and private, applicable records, minutes, agendas, base maps, tax maps, environmental data and other basic data to be gathered and/or made available from Village files.
- G. Any professional, legal or accounting services connected with the project and the costs of publication, postings, notices and mailings. The Village shall be responsible for all scheduling and notification of meetings.
- H. Information available to the Village from State, regional, and local data sources.

SECTION 5. SERVICES.

The Village hereby engages the services of the Consultant to perform the duties, provide the information, prepare such materials and render such advice as are fully described herein.

SECTION 6. TIME.

The Consultant shall complete work required and described in this Agreement within Twelve (12) months of authorization of this agreement, according to a mutually agreed upon schedule, unless the Village and Consultant mutually agree to alter the timeline.

SECTION 7. ACCEPTANCE.

Consultant hereby agrees to perform the services described herein.

SECTION 8 - EQUAL EMPLOYMENT OPPORTUNITY

There shall be no discrimination against any employee who is employed in the work covered by this Agreement or against any applicant for such employment because of race, color, religion, sex, national origin, or any reason prohibited by applicable law.

SECTION 9. OWNERSHIP OF DATA.

All reports, charts, maps, and graphics shall become the property of the Village, and shall not be furnished to any other party without written permission of the Village.

SECTION 10. COMPLIANCE WITH ALL LAWS

In performance of this agreement, the Consultant agrees to comply with all applicable federal, State and local statutes, ordinances and regulations, when applicable, including minimum wages, Social Security, unemployment compensation insurance, and Worker's Compensation, and to obtain any and all permits applicable to the performance of this agreement.

SECTION 11. NO CONFLICT OF INTEREST.

During the term of this contract, the Consultant agrees that it shall not accept employment, nor shall it perform services for or on behalf of any client whose interests are adverse to that of the Village, or for which a conflict between the Village and Consultant would be created, without the prior written consent of the Village.

SECTION 12. COMPLIANCE WITH CODE OF ETHICS.

The consultant agrees it shall be bound by the American Planning Association Code of Professional Ethics.

IN WITNESS WHEREOF, the Village and Consultant have executed this Agreement the day and year first above written.

WITNESS:

VILLAGE OF LAKE ODESSA, MICHIGAN

By: _____

By: _____

Gina Sloan

McKENNA

By: 

John R. Jackson, AICP, President

Scope of Work



We have designed the following Scope of Work for the Village of Lake Odessa that will satisfy the requirements outlined in the Request for Proposals, creating a dynamic Master Plan that builds upon the Village's existing assets and positions the Lake Odessa for sustainable future success.

Our work plan consists of seven steps:

- Task 1 – Project Initiation and Strategic Issues
- Task 2 – Identify, Quantify, and Analyze
- Task 3 – Public Participation and Community Outreach
- Task 4 – Goals and Objectives
- Task 5 – Housing Needs Assessment
- Task 6 – Market Analysis
- Task 7 – A Roadmap for the Future
- Task 8 – Implementation Strategies
- Task 9 – Adoption

TASK 1. PROJECT INITIATION & STRATEGIC ISSUES

Project initiation consists of tasks and processes necessary to get the project up and running. These include:

1. **Initiation and Strategic Issues Meeting.** We will meet with Village staff and review the work plan and finalize a structure for review and management of the plan process to:
 - Establish a working relationship
 - Reach an understanding of expectations
 - Answer questions
 - Make mutually agreed-upon adjustments in the work plan
 - Identify preferred method of communication (i.e., email, mail, telephone, etc.).

At the project initiation meeting, we will also finalize procedures for public input and the framework for public workshops, public exhibits, press releases and mechanisms for public input; and will identify stakeholder groups. The McKenna Team will work collaboratively with the Village on all aspects of public engagement and input throughout the process.

Finally, we will engage Village staff and other participants in a preliminary discussion of strategic issues of importance to the Village that will be critical for review and analysis during the planning process. Key stakeholders will be identified by Village staff.

2. **Statutory Notifications.** Pursuant to the requirements of the Michigan Planning Enabling Act, PA 33 of 2008 (MPEA), as amended, McKenna will assist the Village in guiding the Master Plan Update through the required adoption process. The first step in this process is the distribution of the Notice of Intent. McKenna will assist the Village in notifying all surrounding units of government and public entities of this step.
3. **Evaluation of Past Studies.** McKenna will conduct a thorough review of the current Master Plan as well as other documents relevant to the planning process.



TASK 2. IDENTIFY, QUANTIFY AND ANALYZE

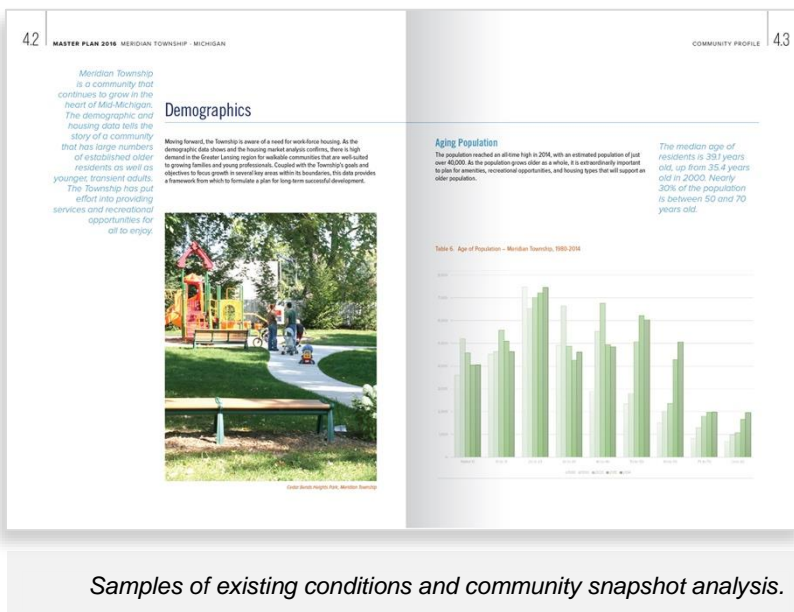
- Existing Conditions Analysis.** This section will be the analysis of existing conditions. In particular, we will review the following:
- Regional Context.** Using data from the Village, Ionia County, the U.S. Census, and other available sources, an overview of the Village's position as it relates to the region in terms of its relationship to development patterns, arterial roads and highways, and natural features and open space will be provided.
- Natural Features.** A Natural Features Inventory will be performed and maps will be included in the Master Plan to provide an easy-to-understand picture of the Village's natural features, such as wetlands, floodplain areas, and natural open spaces.
- Existing Land Uses.** An existing land use survey will be conducted. The Team will use the Village's most recent existing land use survey data and aerial photographs for the base data. The information will be mapped to visually illustrate the existing conditions.

Quantities of land uses will be computed and compared with any previously collected data to determine significant changes or trends. Conflicting land uses or land uses that are potentially incompatible with future development will be identified and analyzed.

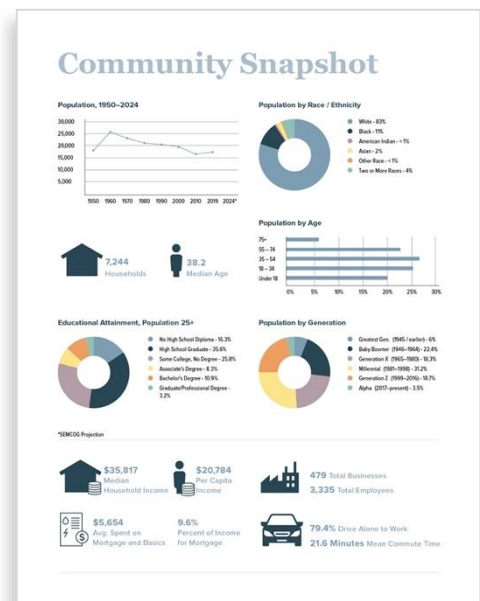
- Population, Housing and Economics.** With updated Census demographic data, Lake Odessa's population will be compared to the population in the region and adjoining communities. Population trends, projections, and demographic characteristics of the community will be identified and analyzed to understand the impact on the community and future development and will be compared with previous datasets from the current Master Plan.

Data on income, education, and employment will also be included. This provides a representation of the Village's economic profile and can illustrate employment needs as the Village contends with challenges brought by the COVID-19 pandemic and shifts in the global economy.

McKenna will describe the existing housing climate in Lake Odessa and note trends and relationships. Factors to be described and analyzed will include number of units by type, age, occupancy, tenure, and value.



Samples of existing conditions and community snapshot analysis.



6. **Community Facilities.** The following will be included in the Community Facilities Analysis:

- a) Description of public and private community utilities, and community facilities including name, location, size, function, classification, public services, condition, and plans for continuation, expansion, curtailment, or closure.
- b) Evaluation of Public Facilities based on secondary data in terms of generally accepted standards and results of socio-economic analysis and previous studies.
- c) Inventory of recommendations pertaining to community facilities noted in the current Master Plan and analysis of changes that have been made since then.
- d) Recommendations for facilities based on:
 - i. Deficiencies in comparison to standards and recommendations of previous studies and community perception.
 - ii. Improvements needed for public recreation, community facilities, and utilities in terms of additional land area, buildings, and facilities.
 - iii. Sources of potential funding.

- e) **Transportation.** Using data provided by the Village, Ionia County Road Commission, and Michigan Department of Transportation, McKenna will prepare an updated inventory of existing conditions (traffic volumes, surface conditions, right of way requirements, special traffic generators, pedestrian improvements, and accident data among other factors). Traffic projections as available from the applicable road agencies will be included in the analysis. The team will consult with State, County, and local transportation officials to identify other factors that may influence the Village's Updated Plan.

Our team will also map existing pedestrian pathways, such as non-motorized trails, downtown sidewalks, and residential sidewalks. Our team will present an inventory of those in existence at the time of analysis and generate a "gap" map that will aid in the facilitation of strategic investment into the pedestrian system.

- f) **Infrastructure.** The Village's infrastructure will be described, and recommendations given for the following where data is available:
 - iv. Public water and sewer expansion
 - v. Stormwater infrastructure
 - vi. Streets, alleys, and major structures (bridges, overpasses, etc.)
 - vii. Information technology infrastructure (local telephone service, long distance, cable, Internet connectivity (T-1, DSL satellite, etc.))



TASK 3. PUBLIC PARTICIPATION AND COMMUNITY OUTREACH

The following details McKenna's approach to engaging residents and stakeholders in the master plan process.

1. **Visioning Sessions.** We understand that the Village seeks to hold visioning sessions with the Village Council, Planning Commission, Downtown Development Authority, residents, business owners, and other key stakeholders. McKenna proposes one day of visioning session engagement. Such sessions could follow the timeline below:

- 3:00 p.m. – Village Council session
- 4:00 p.m. – Business owner session
- 5:00 p.m. – 7:00 p.m. Resident session
- 7:00 p.m. – Planning Commission session

By holding the visioning sessions on the same day, in a condensed timeframe, the Village and McKenna can gather critical feedback from the community, while being cognizant of the Village's budget. The visioning sessions will seek input from those in attendance regarding the positive aspects of the community, and what aspirations should be sought after to aid in the enhancement of the Village of Lake Odessa. Further, McKenna will collaborate with Village staff on their vision of the community. McKenna proposes to hold a separate meeting(s) with staff to offer a more intimate and direct communication approach on planning for the next 10-20 years.

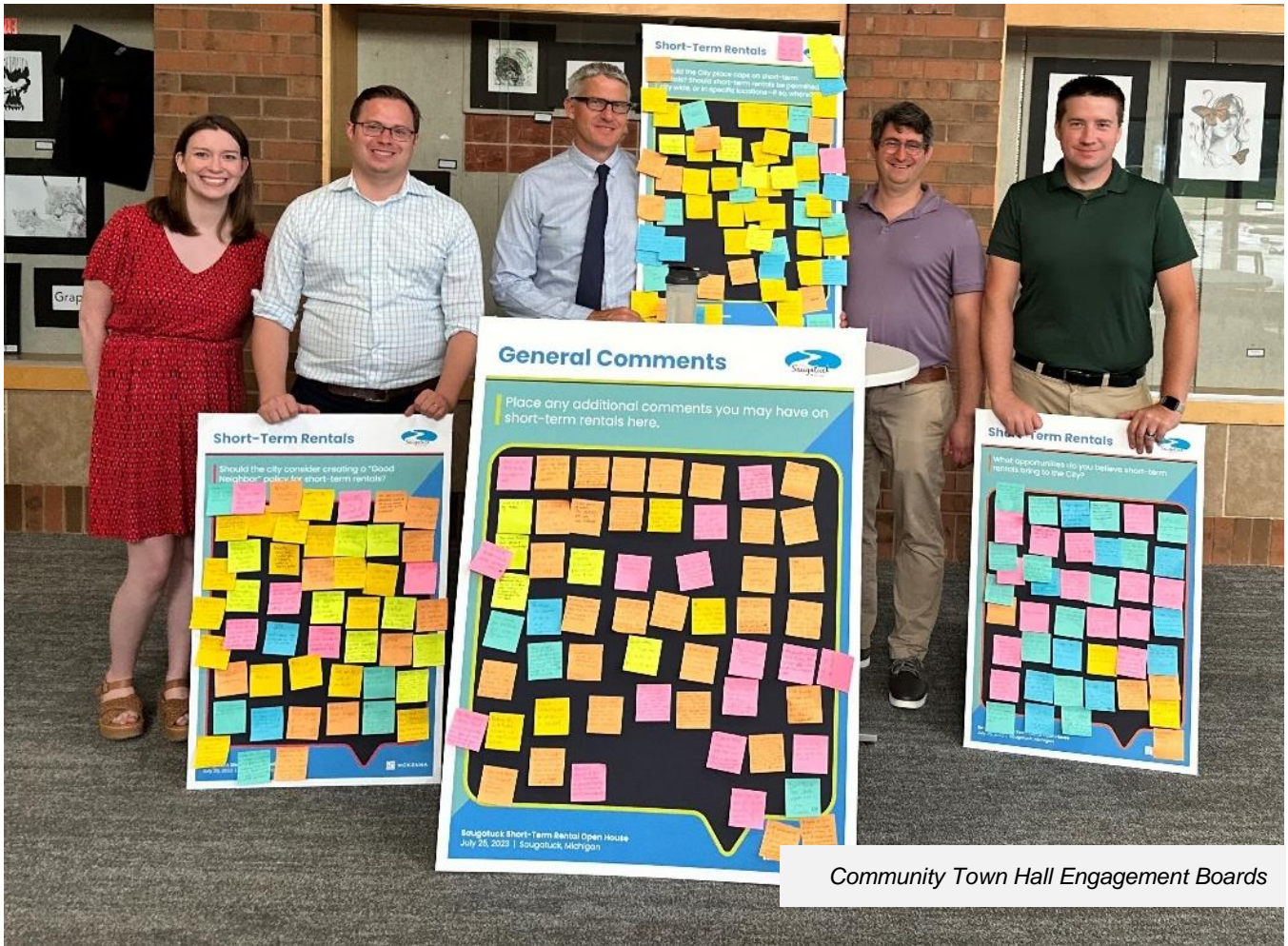
2. **Survey.** A survey offers a "non-meeting" opportunity for residents, business owners, and other key stakeholders to share their thoughts. McKenna will create an easy-to-use online survey instrument, designed to elicit a wide sampling of community input on issues in a manner that permits residents to feel involved in the process without investing too much time. Hard copies of the survey form can be prepared for the Village to make available (via direct mail or at public places for pick-up) to those members of the public who are more comfortable with a non-computer-based survey.

We will create an easy-to-find webpage, with a simple URL such as "PlanningLakeOdessa2024.com", as the landing page for the survey. From there, we have access to several online formats (Community Remarks, Social Pinpoint, SurveyMonkey, Konveio, etc.), and we will tailor questions to position the survey in a way that gather's information that is unique to the Village's needs and conditions. Further, the webpage can also display general information about the master plan update process, upcoming events, and other topics as agreed upon with Village staff.

3. **Master Plan Town Hall (Optional).** An effective form of public engagement is to hold a town hall, in which the first portion is structured to offer an informal dialogue between residents and the master plan team, while the second portion of the town hall focuses directly on public comment. The McKenna team proposes to create visual engagement boards, in which residents and stakeholders may place their comments, via sticky notes, on the boards. The comments are then collected at the end of the event and a synopsis report is provided to the Planning Commission regarding comments collected.

The second portion, direct public comment, would allow residents and stakeholders to provide their comments "on the record". The McKenna team will collate these comments into key takeaways, while also maintaining an accurate record of statements.

Because town halls can be staff intensive, the McKenna team proposes this as an optional public engagement strategy.



Community Town Hall Engagement Boards

TASK 4. GOALS AND OBJECTIVES

McKenna will review the Village's existing goals and modify them as necessary based upon the existing conditions analysis, completed projects since the last master plan update adoption, results of the survey and visioning sessions, and other input received. Using that as a foundation, we will refine the goals and objectives for the Master Plan Update which will collectively set the direction for the new Plan.

Goals are general in nature and – as they relate to planning – are statements of ideals toward which the Village will strive. **Objectives** are more specific policies and are intended to present a means to attain established goals. **Strategies** are general approaches used to achieve objectives. Each objective may include three to eight strategies, depending on how complicated the objectives are. Strategies should be **actionable and measurable** and explain how you will accomplish the objective and why you are taking that approach. The goals, objectives, and strategies will be separated into categories (i.e. residential development, commercial development, economic development, community safety, etc.), and prioritized in terms of how they will contribute to the realization, continual evaluation, and support for subsequent plan policies.

TASK 5. HOUSING NEEDS ASSESSMENT

McKenna will describe the existing and projected housing situation in Lake Odessa in further detail, while noting trends and relationships between the two metrics. Factors that will be analyzed and described in this section are:

1. Housing supply (type, age, occupancy, tenure, and value)
2. Housing demand (headship rate, homeownership rate)
3. Population growth projections
4. Affordability
 - a) The housing needs assessment will have the following major conclusions, which will tie directly to the Village Framework and Future Land Use chapter:
5. The number of housing units need in the community over the next 20 years (with a 10-year interim window as well).
6. The anticipated numbers of different housing types, price points, and densities that will be demanded, based on the anticipated demographics of new households in Lake Odessa.
7. The availability of appropriate land for different styles of housing growth, given infrastructure availability and natural preservation goals.

TASK 6. MARKET ANALYSIS

McKenna proposes to conduct the following elements within a market analysis for the Village of Lake Odessa. These elements may be modified based on mutual agreement between McKenna and the Village of Lake Odessa:

- A. **Trade Area Definition.** McKenna will evaluate the geographic constraints of the Lake Odessa retail market, identifying the likely distances that customers are willing to travel to shop in the Village, as well as the distance to competing centers like Byron Center, Grand Ledge, Lansing, Kentwood, Grand Rapids, and Charlotte. This analysis will define a “trade area” for Lake Odessa that will be used as the basis for the analysis.
- B. **Supply Analysis.** Informed by the Business Inventory and based on ESRI Business Analyst and U.S. Census data, McKenna will determine the total retail sales in Lake Odessa, as well as those sales broken down by retail segment.
- C. **Demand Analysis.** Utilizing the ESRI Business Analyst and U.S. Census data, McKenna will analyze the spending power of the residents of the Lake Odessa trade area, as well as the retail segments where that money is spent. We will use an online sales factor to determine how much spending power is being lost to digital retailers, in order to right-size demand.
- D. **Gap Analysis:** Based on the Supply and Demand Analyses, McKenna will calculate the “gap” – the amount of spending power that is being spent outside the community and could be captured by new businesses. The gap will be broken down by the retail segment, to determine the types of businesses that will be demanded.
- E. **Determination of Possible New Businesses.** Using sales per square foot numbers for different retail segments, McKenna will convert the gap analysis to a number of new businesses in categories where there is demand for new opportunities.

TASK 7. A ROADMAP FOR THE FUTURE

1. **Future Land Use Plan.** The Village of Lake Odessa Master Plan Update will identify both desired future land uses and recommended characteristics for the various areas of the Village. The Plan will make recommendations beyond land use, as its intent is to create or preserve community character and quality of place. The quality of the built environment, the quality of public spaces and open spaces, the preservation of natural resources, the recommendations from the current Future Land Use Plan, and the mixture of land uses are some aspects that define community character.

The plan and map will identify recommendations on:

- a. Land use (residential at a variety of densities, commercial and industrial uses at a variety of intensities, open spaces, etc.)
 - b. Transportation
 - c. Community Facilities
 - d. Natural Features (floodplains, water resources, wetlands)
 - e. Overlay districts for special planning areas and Village borders
 - f. Redevelopment sites and RRC Best Practices
2. **Transportation Plan.** In order to provide a transportation system that meets the needs of the Village and provides a high quality of life for its residents, businesses, and visitors, the Village must work with the Michigan Department of Transportation, the Ionia County Road Commission, and others to provide various transportation options, including non-motorized travel. The transportation section of the Master Plan Update will be prepared to fulfill the requirements of Michigan's Complete Streets legislation.

The Plan will recognize the role that the automobile currently plays in Lake Odessa's transportation system. However, it will analyze the potential for non-motorized transportation to play an increasing and defining role in the Village and surrounding area. McKenna will explore ways to extend and expand existing pedestrian facilities and improve the function and capacity of street systems. To achieve this balance, the Transportation Plan will address:

- a) Existing transportation infrastructure, including roads and sidewalks;
 - b) Existing travel patterns (generalized) and regional influences;
 - c) Functional classifications of existing streets;
 - d) Planned improvements by the Village;
 - e) The impacts of future land use changes proposed by the Future Land Use Plan on the transportation network and recommendations; and
 - f) Improvement priorities and funding options.
3. **Community Facilities.** Schools, parks and recreation, public safety, utilities, and communications infrastructure are critical components for creating a desirable, quality, and sustainable community. These assets (mapped in the Inventory task) provide a foundation for the Village's character and help to differentiate it from other communities in the region, state, and nation. This section of the master plan update will focus on maintaining and enhancing the Village's assets and evaluating how these facilities provided by other agencies will impact the community's plan and development.



Scenario 1: High Density



Scenario 2: Medium Density



Scenario 3: Low Density

Our team integrates future land use planning with key transportation principles, resulting in high-impact strategies for future corridor development (Tecumseh, Michigan density study by McKenna).

4. **OPTIONAL Redevelopment Ready Communities (RRC) Strategy Incorporation.** While not specifically referenced in the RFP, the RRC program may be a useful consideration for the Village to pursue. Our team can incorporate these strategies throughout the process to ensure the Village becomes certified under this program, opening the door for additional state funding.

5. **OPTIONAL Urban design studies.** Our team includes talented urban designers. While urban design was not requested in the RFP, we have included it as an optional service. If requested, our team can provide a vision for the build-out of the Village's downtown, or another part of Lake Odessa, as envisioned by the plan.

TASK 8. IMPLEMENTATION STRATEGIES

The entire plan update will be focused on implementation. An Implementation Roadmap will be crafted to provide a concise list of implementation-ready projects and strategies that the Village should pursue in order to fulfill the vision presented and the goals and objectives stated in the Plan. This portion of the Plan will include the following two elements:



Urban design renderings allow the community to visualize the future of key sites in the Village. (Example: Holland Township, Ottawa County redevelopment design by McKenna).

1. **Implementation Matrix.** A matrix that includes specific recommendations, priorities, capital expenditures, programs, and actions will be provided.

The matrix will identify:

- a. Each project
 - b. Its importance
 - c. A timeframe for completing the project
 - d. The person, body, or organization responsible for overseeing the project
 - e. Funding opportunities for the project
2. **Zoning Plan.** Consistent with the requirements of the MPEA, PA 33 of 2008 as amended, McKenna will create an updated zoning plan along with the Future Land Use Plan review. The Zoning Plan will include a description of what zoning districts correspond to planned land use categories, where new zoning districts will be required, overlay district locations, and other recommended zoning techniques to implement the updated Master Plan.

LAND USE AREA	CORRESPONDING ZONING DISTRICTS
RESIDENTIAL	
Residential Reserve	ARG
Suburban Single Family	R-1
Traditional Single Family	R-2
Multiple Family Residential	RM-1
Manufactured Housing	MHP
COMMERCIAL	
Neighborhood Commercial	BUS
Regional Commercial	BUS
INDUSTRIAL	
Light Industrial	IND
Industrial Park	IND

Example of Zoning Plan relating future land use districts to corresponding zoning districts

TASK 9. ADOPTION

McKenna will assist the Village with the adoption of the updated Master Plan as follows:

1. **Distribution of Draft Plan.** McKenna will prepare the draft Master Plan, including all elements described above and present it for review by the Planning Commission and Village Council. Based on the input and direction received, we will revise the draft and submit it to the Commission for recommendation to the Village Council for dissemination as required by state law.
2. **Final Review, Planning Commission Public Hearing, and Adoption.** Upon conclusion of the draft review and comment period for noticed entities, McKenna will review all comments received and – if deemed necessary – make modifications to the draft. McKenna will attend the Planning Commission public hearing to explain the Plan to the public, respond to review by entities, and assist with the adoption by the Planning Commission. McKenna will also attend, present the Plan at the public hearing, and assist with adoption.

Lake Odessa Village Council
Ionia County, Michigan

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

RESOLUTION NO. 2024-35

**ACCEPTING THE PROPOSAL FROM MICHIGAN PAVING & MATERIALS
FOR 2024 STREET RESURFACING WORK**

WHEREAS, the Department of Public Works Director Jesse Trout has solicited bids for resurfacing 1st Street from Jordan Lake Avenue to 3rd Avenue and 3rd Avenue from Tupper Lake Street to 1st Street; and

WHEREAS, following bids were received

Michigan Paving & Materials Co. Lansing, MI	\$78,655.00
Lakeland Asphalt Battle Creek, MI	\$91,000.00
Murray Asphalt Woodland, MI	\$98,000.00

; and

WHEREAS, Mr. Trout has recommended awarding the contract to the low bidder Michigan Paving & Materials Co.; and

WHEREAS, bid prices for street resurfacing work are based on estimated quantities of materials, with the final price determined by the actual measured quantities used; and

WHEREAS, Mr. Trout has recommended that Council authorized the expenditure of up to the budgeted amount \$107,000 for the 2024 street resurfacing contract to recognize final quantities actually used and to permit additional work to be done to address a wash-out problem;

NOW, THEREFORE, BE IT RESOLVED, that the Village Council hereby accepts the low bid of Michigan Paving and Materials Co. and authorizes the expenditure of an amount not to exceed \$107,000 for the 2024 street resurfacing work project.

Ayes:

Nays:

Absent:

Abstain:

RESOLUTION DECLARED ADOPTED.

Dated: May 20, 2024

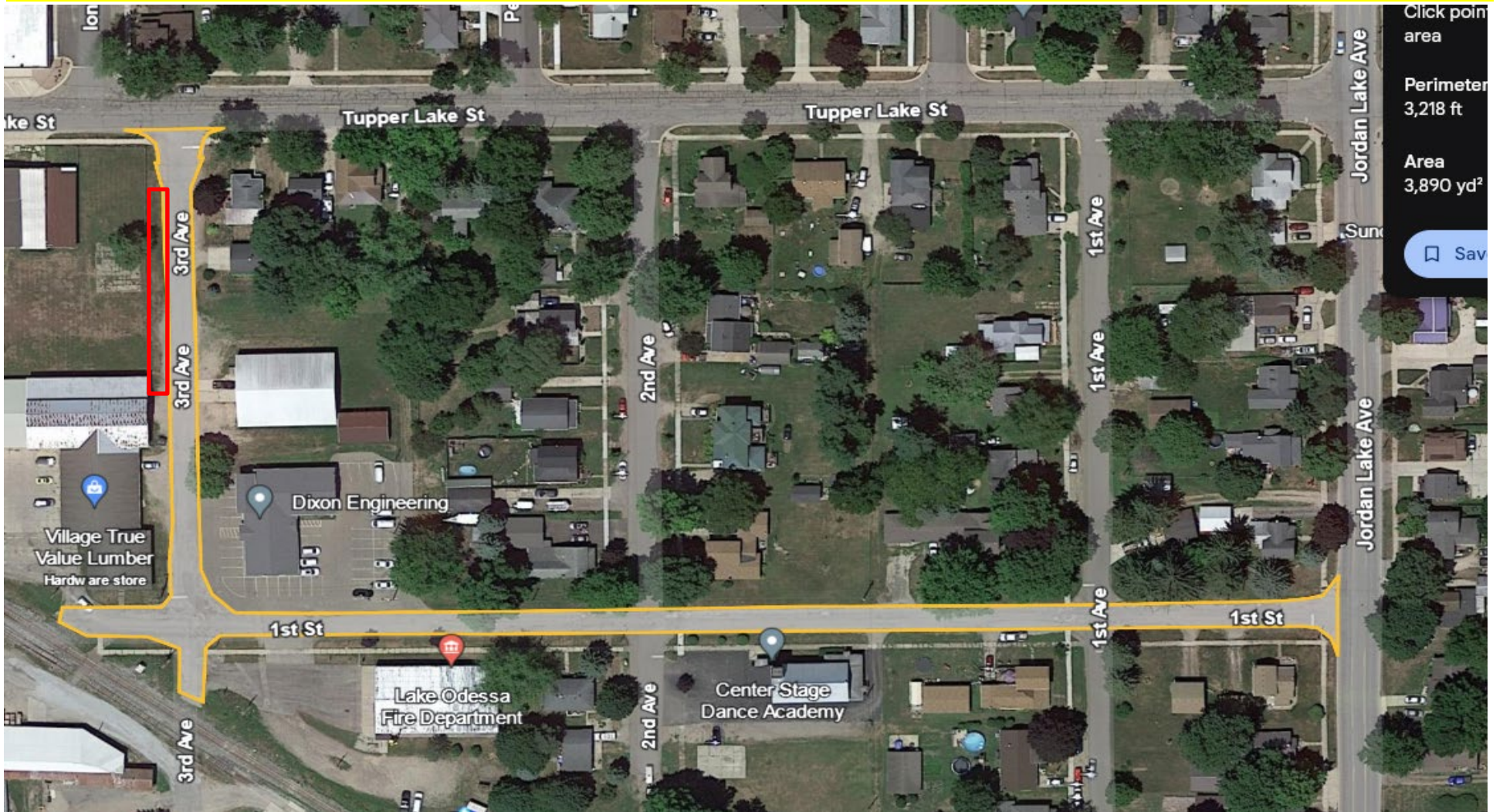
Kathy Forman, Village Clerk

Village of Lake Odessa

3rd Ave: from Tupper Lake St to dead end at train tracks

1st from dead end at train tracks to Jordan Lake Ave

3.5" Crush & Shape 3,890 syds of HMA. Alt for 150 syds of Street Parking





A CRH COMPANY



STONECO

To: Village of Lake Odessa

Bid Date: 4/29/2024

Estimator: Seth VanderKooi

Project: 1st St Lake Odessa

Biditem	Description	Quantity	Unit	Unit Price	Ext Price
1	Mobilization/General Conditions	1.000	LS	\$1,665.00	\$1,665.00
5	HMA 3C Base Course 2" Depth	425.000	TON	\$ 91.00	\$38,675.00
10	HMA 5E1 Top Course 1.5" Depth	320.000	TON	\$ 94.75	\$30,320.00
15	Pulverization, Shaping, Grading	3,250.000	SYD	\$ 2.46	\$7,995.00
Grand Total:					\$78,655.00

Excludes Bonds, fees, and permits

All mixes meet MDOT gradation specs

Mix laid will be as specified unless other arrangements are made

We offer to furnish necessary labor and materials to do the above work in accordance with the above specifications and the Terms and Conditions listed on the following page of this document for the above sum.

Signed: Seth VanderKooi (Michigan Paving and Materials Company Representative)
Seth VanderKooi, Area Manager

- The prices quoted above may be subject to change if not accepted within 10 days from the date hereof. Final acceptance by Michigan Paving & Materials Company is subject to the approval of the Division Manager.

ACCEPTANCE

We hereby accept this proposal. The specifications and prices are approved and satisfactory. The Terms & Conditions are understood and accepted. Payment will be made in accordance with the terms offered. I further represent that I am authorized to sign this contract.

Accepted by Michigan Paving and Materials Co: _____ date _____ Signature/Title
Accepted by Customer: _____ date _____ Signature/Title

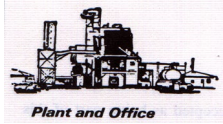
- By initialing, Customer acknowledges and accepts the Terms and Conditions stated on pg 2 of this document. _____ initials

TERMS & CONDITIONS

- 1) Entirety – This agreement contains the entire agreement of the parties hereto and shall supersede all previous oral & written agreements and all contemporaneous negotiations, commitments and understandings. This agreement may be modified only by written instrument duly executed by each party hereto.
- 2) Thickness – All descriptions of paving thickness in this proposal are referred to as average thickness. Variation in sub-base and technical limitation may result in variation in thickness. We warrant sufficient material will be used on the project to result in the average thickness stated.
- 3) Property Lines – The customer shall establish and designate property lines and shall be obligated to pay for work performed as ordered in the event said work results in trespass on other property. Customer shall also be responsible for any damage caused by the owner of such other property.
- 4) Delays – Contractor shall complete the job within a reasonable time but shall not be liable for delays beyond the control of Contractor. The contractor shall complete the project as weather and schedule permit.
- 5) Permits – Customer shall acquire and pay for any and all permits or assessments if they are required. Upon acceptance, a legal description of the property improvement and/or a notice of Commencement shall be provided to Contractor prior to start of work.
- 6) Wet or Unstable Grade – No materials will be placed on wet or frozen subgrade. A suitable subgrade is a condition precedent to the requirement of performance of this contract.
- 7) Reproduction Cracks – When resurfacing concrete, brick or asphalt pavements, Contractor is not responsible for the reproduction of cracks or expansion joints which occur.
- 8) Minimum Grade – Contractor reserves the right to refuse to construct a pavement unless minimum grades of 1% are possible for surface drainage. If Customer directs construction with less than a minimum grade of 1%, it is understood that water ponding may occur and that no warranty attaches to the work as to satisfactory surface drainage. Depressions over ¼ inch will be filled.
- 9) Underground Structures – It is Customer's responsibility to advise Contractor of the existence and location of all underground structures such as sewers, water and gas line, etc., which might be encountered by Contractor in the performance of its work hereunder. Contractor shall be deemed to have notice of the existence of only those structures specifically referred to in this proposal and of the location thereof as indicated in this proposal. If it develops in the performance of the work that the identity or location of the underground structures varies from those specified herein, any extra cost occasioned thereby in moving, protecting or covering same, or otherwise, shall be paid by Customer.
- 10) Soil Conditions – Should any unusual conditions be encountered not specifically referred to in this proposal, any extra cost in the performance of the work occasioned by such conditions shall be paid by Customer.
- 11) Tree Roots – Contractor shall not be responsible for damage to trees occasioned by the removal of tree roots in preparing the roadbed, nor shall Contractor be obligated to remove damaged or destroyed trees.
- 12) Timely Payment – As stated above, payment in full is due upon completion of the job. Interim billings for partial performance are due and payable thirty (30) days after presentment of said billings. Customer agrees to pay interest at the rate of 1 ½% per month on any amount due Contractor with said interest to start accruing thirty (30) days after presentation to Customer of a billing for work performed and/or expenses incurred by Contractor. This interest is an annual rate of 18%. Contractor may, upon written notice to Customer, terminate this contract when for a period of five (5) days after payment is due, as provided herein, Customer fails to make said payment or payments. On such termination, Contractor may recover from Customer payment for all work completed and for any loss sustained by Contractor for materials, etc., to the extent of actual loss thereon, plus loss on a reasonable profit.
- 13) Unit Prices – The quantities and units stated in this proposal are estimates and unless otherwise stated, this is a unit price proposal. Actual 'as built' quantities shall be paid for at their respective unit prices.
- 14) Acceptance – The paving shall be deemed accepted by Customer at such time as the paving is opened for travel and parking. If for any reason the wearing course is not placed prior to opening to the public, Customer shall be responsible for the cost of repair.
- 15) Hidden Objects – Contractor assumes no responsibility for removing hidden objects encountered during the performance of the work. Any costs incurred by the removal and disposal of such hidden objects shall be borne by Customer and the Contractor shall be reimbursed accordingly. Contractor assumes no responsibility for discovery or removal of materials that may be contaminated or hazardous.
- 16) Zoning Requirement/Other Regulations – Contractor assumes no responsibility for determining whether Customer has the legal right or authority to pave the property as directed. Notwithstanding that such work might be deemed to violate any ordinance, zoning regulation, or other law, Customer shall, nevertheless, be obligated to pay for the work as ordered.
- 17) Stockpiling Materials – Contractor shall be permitted to stockpile materials and park equipment necessary to the performance of the work, on the Customer's property adjacent to the site of the work, without cost.
- 18) Carports – Asphalt paving must be placed prior to the building of carports or the placing of asphalt curb.
- 19) Force Majeure - Contractor shall not be liable for any failure to perform its obligations where such failure is as a result of Acts of Nature (including fire, flood, earthquake, storm, hurricane or other natural disaster), war, invasion, act of foreign enemies, hostilities (whether war is declared or not), civil war, rebellion, revolution, insurrection, military or usurped power or confiscation, terrorist activities, nationalization, government sanction, blockade, embargo, labor dispute, strike, or lockout. Customer will not have a right to terminate this Agreement in such circumstances.
- 20) Fine Grading - Contractor is responsible for fine grading base unless otherwise list as option and accepted.
- 21) Operator Engineers 324 Union Michigan Paving & Materials Company is not responsible for providing any fringe benefit payments on behalf of our operators to Operators Engineer 324 Union or to the prime contractor. Furthermore, all Operator Engineer 324 Union references will be removed from the subcontract.

MAINTENANCE GUARANTEE

This pavement is guaranteed against failure due to improper workmanship or materials for a period of (1) year(s) after construction unless otherwise stated herein. Use of a pavement for a purpose other than the disclosed and intended use, or by heavier traffic than disclosed will void this guarantee. It is understood that this guarantee does not cover damage caused by intentional or accidental excavation, fire, flood, gasoline, oil, chemicals, subsurface water, overloading or other misuse. Failure of the Customer to conform to the requirements of timely payment as stipulated in the Terms & Conditions will void this guarantee. This guarantee does not apply to first or intermediate stages of construction. Asphalt bases are not guaranteed. This guarantee starts when the final wearing surface is placed and the pavement structure is brought up to full design strength.



Lakeland Asphalt Corp.
 548 Avenue A
 Battle Creek, MI 49037
 www.lakelandasphalt.com

Phone: 269-964-1720
 Fax: 269-964-8202



Submitted to:
 Village of Lake Odessa
 839 4th Ave
 Lake Odessa, MI 48849
 Jesse Trout
jtrout@lakeodessa.org

Job:
3rd Ave
 from Tupper Lake St to dead end at train tracks
1st
 from dead end at train tracks to Jordan Lake Ave

Date:
 4/17/2024

We hereby submit specifications and estimates for:

Syds: 3,890

Scope of Work:

3rd Ave: from Tupper Lake St to dead end at train tracks
1st: from dead end at train tracks to Jordan Lake Ave

Crush and shape asphalt roads to a depth of 6.0" - 8.0", approx., 3,890 syds
 Furnish, install and compact an average of 2.0" of MDOT, 3C leveling course asphalt
 Apply a bond coat for proper adhesion
 Furnish, install and compact an average of 1.5" of MDOT, 5EL wearing course asphalt, 3,890 syds

\$91,000.00

Alt #1: Pave Parking area along 3rd Ave, 150 syds \$3,400.00

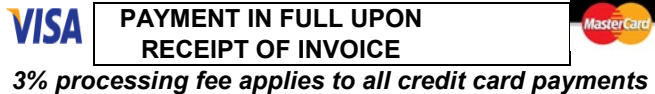
Lake Odessa to supply a couple trucks to haul spoils away
 Subgrade repairs below existing base to be performed as additional cost (time and materials)
 Shoulder restoration not included in proposal

Not to Exceed 452 tons of 3C, Additional HMA leveling \$91.36 per ton
 339 tons of 5EL, Additional HMA wearing \$102.29 per ton

THIS CONTRACT INCLUDES ALL OF THE STANDARD
 CONDITIONS SET FORTH ON THE REVERSE SIDE.

Authorized Signature
Daniel Belt
Project Manager
269-908-1184

Note: This contract may be withdrawn by us if not
 accepted within 15 days.



ACCEPTANCE OF CONTRACT & STANDARD CONDITIONS

I (We) have read the above contract INCLUDING THE STANDARD CONDITIONS ON THE REVERSE SIDE,
 and hereby accept the prices, specifications, and standard conditions as stated. You are hereby authorized
 to begin the work as proposed at your earliest convenience. We also acknowledge receipt of this Contract
 and agree that it is accurate and as contracted.

Date: _____ **Signature:** _____ (owner/officer)

Signature: _____ (owner/officer)



Mid-Michigan's Asphalt Specialist

Serving The Area
For Over 30 Years

Murray's Asphalt
1727 Moore Road
Woodland, MI 48897
(269)948-9369
www.murraysasphalt.com

Village of Lake Odessa
Jesse Trout
839 Fourth Avenue
Lake Odessa, MI 48849
269-804-7013
jtrout@lakeodessa.org

04-30-2024

All seal coat prices are valid for 30 days.

All paving prices are valid for 15 days.

Cash, checks, money orders, Visa & MasterCard
ALL CREDIT CARD TRANSACTIONS HAVE
3.5% INTEREST FOR HOMEOWNERS AND
3.5% FOR CORPORATIONS.

We hereby submit specifications and estimates for:

1st Street From Jordan Lake Street to Railroad Tracks and
3rd Avenue All The Way to Tupper Lake Street

- Finish grade
- Compact
- Install 2" 3C Asphalt base
- Apply tack coat for bonding
- Install 1.5" 5E1 Asphalt top
- 3.5" total average thickness

35,072 Sq. Feet

We propose to furnish material & labor-complete in accordance with the above specifications for the sum of: **\$98,000.00**

\$ Ninety Eight Thousand Dollars

With payments made as follows: 50% due at signing, balance paid ON completion

Respectfully Submitted: Nick Murray

Acceptance of Proposal

By signing this estimate, you are agreeing to the terms and conditions listed on page 2. In addition, you are authorizing us to do the work and agreeing to make payments as outlined above. Signature: _____

Date Of Acceptance: _____

Signature: _____



Mid-Michigan's Asphalt Specialist

Serving The Area

For Over 30 Years

Murray's Asphalt
1727 Moore Road
Woodland, MI 48897
(269)948-9369
www.murraysasphalt.com

Murray's Asphalt Terms and Conditions

- Customer is responsible for backfilling, topsoiling & seeding after installation, unless otherwise stated.
The finished asphalt height may be higher or lower than the lawn to maintain proper water flow.
- We can't guarantee water drainage on a surface less than 2% slope.
- We are not responsible for any damage to concrete or asphalt due to heavy equipment.
- If the existing sub-base is unstable, additional removal and product will be charged on a time and material basis.
- Asphalt contains stone for strength. This will cause some stone to be visible in the finished product.
- Parking on new asphalt and/ or turning your tires can create tire marks for the first year, sometimes longer. Do your best to park on concrete whenever possible.
- Any alteration or deviation from above specifications involving extra costs will be executed only upon written order, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents, or delays beyond our control.

Please sign below acknowledging you have read and agree to our terms and conditions.

Customer Signature: _____

Date Of Acceptance: _____

Lake Odessa Village Council
Ionia County, Michigan

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

RESOLUTION NO. 2024-36

**ACCEPTING THE PROPOSAL FROM TIP TOP CUSTOMS LLC FOR
RENOVATIONS OF THE PAGE MEMORIAL BUILDING**

WHEREAS, the Department of Public Works Director Jesse Trout solicited bids for renovations to the Page Memorial Building to address water intrusion and related damage to the building and roof edges; and

WHEREAS, following bids were received

Tip Top Customs LLC Bellevue, MI	\$152,752.46
All Call Restoration Lake Odessa, MI	\$208,751.36
Advanced Construction Group Temperance, MI	\$250,000.00

; and

WHEREAS, Mr. Trout has recommended awarding the contract to the low bidder Tip Top Customs LLC; and

WHEREAS, Tip Top Customs LLC has offered an alternate bid to provide steel shake siding in place of the vinyl siding for the dormers at an added cost of \$6504.12 which Mr. Trout is recommending as a worthwhile additional investment; and

WHEREAS, Mr. Trout is recommending that Council include in its action authorization for an additional 10% of the total bid for contingencies associated with the possible discovery of other areas in which repairs will be required;

NOW, THEREFORE, BE IT RESOLVED, that the Village Council hereby accepts the low bid of Tip Top Customs LLC of \$152,752.46 for renovations to the Page Memorial Building plus \$6504.12 for the alternate steel shake siding or a total of \$159,256.58, and authorizes additional expenditures up to 10% of this total for contingencies.

Ayes:

Nays:

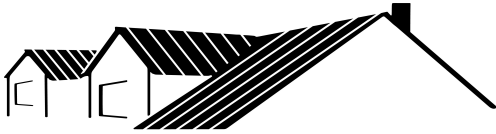
Absent:

Abstain:

RESOLUTION DECLARED ADOPTED.

Dated: May 20, 2024

Kathy Forman, Village Clerk



TIP TOP CUSTOMS LLC

METAL ROOFING SIDING DECKS POLE BUILDINGS ETC.
269-223-2726 | WWW.TIPTOPCUSTOMSLLC.COM

Estimate

Date

3/28/2024

Name / Address

Village of Lake Odessa
839 4th Ave
Lake Odessa MI 48849

P.O. No.

Lake-O2

Terms

Deposit/Material/Completion

Item	Description	Qty	Rate	Total
Framing	To remove four false dormers on eave of building and supply/install necessary 5/8" CDX to create a level roof surface after removal. Build 1' overhang on four remaining gables.	1	12,892.40	12,892.40
Asphalt Roofing	To perform a tear off of one layer existing metal roof system. To inspect existing decking and replace as needed (additional \$65 per sheet will be added to final invoice) To supply and install HT Ice & Water Shield on all eaves and valleys with Synthetic Underlayment in the remainder of the field. To supply and install Grand Manor Dimensional Asphalt Roofing System, approx 60 sq, in color of TBD. To supply and install approx 230 LF of Drip Edge, 230 LF of Rake Trim, 180 LF of Ridge Cap with Vent System, and 60 LF of RTW Flashing with all necessary boots and fasteners. To clean and remove all job related debris. (**Alternate Material Option - Certaineed LandmarkPRO Asphalt Roof System \$45,724.30**)	1	67,488.35	67,488.35

Signature

Date _____

Total

Phone #

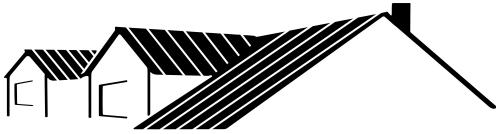
(269) 223-2726

E-mail

nick@tiptopcustomsllc.com

Web Site

www.tiptopcustomsllc.com



TIP TOP CUSTOMS LLC

METAL ROOFING SIDING DECKS POLE BUILDINGS ETC.
269-223-2726 | WWW.TIPTOPCUSTOMSLLC.COM

Estimate

Date

3/28/2024

Name / Address

Village of Lake Odessa
839 4th Ave
Lake Odessa MI 48849

P.O. No.

Lake-O2

Terms

Deposit/Material/Completion

Item	Description	Qty	Rate	Total
Siding	To remove all existing vinyl siding. To supply and install Tyvek House Wrap over existing sheathing. To supply and install approx 450 LF of 24 Ga. 1" Flush Wall, 16" Panel below gables, in color of TBD. To supply and install StyleCrest Novishake Vinyl Siding in 4 designated dormers, approx 15 sq, in color of TBD. To supply and install all necessary J-Channel and fasteners. To clean and remove all job related debris. (STEEL OPTION: EDCO Shake, additional \$6,504.12)	1	19,846.36	19,846.36
Soffit & Fascia	To remove existing soffit and fascia. To supply and install approx 450 LF of 24 Ga. Kynar Fascia, color TBD. To supply and install approx 648 LF of 24 Ga. Kynar 1" Flush Soffit System, 16" Panels in entryway and permitters, color TBD. To supply and install all necessary F-Channel and fasteners. To clean and remove all job related debris.	1	49,125.35	49,125.35
Gutters	To supply and install approx 230 LF of seamless 5" K-style gutters with all necessary hangers and fasteners, color TBD. To supply and install 2x3 down spouts with all necessary straps and fasteners, color TBD.	1	3,400.00	3,400.00

Signature _____

Date _____

Total

\$152,752.46

Phone #

(269) 223-2726

E-mail

nick@tiptopcustomsllc.com

Web Site

www.tiptopcustomsllc.com



All Call Restoration

All Call Restoration
3710 West Tupper Lake Rd
Lake Odessa, MI.
844-462-2557

Client: Page Memorial Bldg
Property: 839 4th Ave
Lake Odessa, MI 48849

Operator: JBAKER

Estimator: Joe Baker

Type of Estimate:

Date Entered: 5/7/2024

Date Assigned:

Price List: MIGR8X_MAY24

Labor Efficiency: Restoration/Service/Remodel

Estimate: PAGE_MEMORIAL

"Your Beacon of Hope, When Disaster Strikes"



All Call Restoration

All Call Restoration
3710 West Tupper Lake Rd
Lake Odessa, MI.
844-462-2557

PAGE_MEMORIAL

PAGE_MEMORIAL

DESCRIPTION

QTY

1. Carpenter - per hour	400.00 HR
Labor includes:	
-Remove existing siding, soffit and fascia	
-Remove (4) dormers and patch in roof sheathing to accept new shingles	
-Remove raised section on all gables	
-Frame 1' overhang on gables	
-Replace all rotted wood at \$75/sheet OSB and \$7/lineal foot dimensional lumber	
-5 men x 2 weeks to complete this portion	
2. Material Only Soffit - box framing - 1' overhang	112.00 LF
3. Siding/soffit/fascia (Bid Item)	1.00 EA
Complete siding, soffit and fascia installation	
4. Roofing (Bid Item)	1.00 EA
Strip existing roof covering and replace with:	
-High temp ice & water shield on all eaves and valleys	
-Synthetic underlayment on all remaining areas of roof sheathing that do not get ice & water shield	
-Certainteed Grand Manor dimensional asphalt roofing system	
-Drip edge, rake trim, ridge cap with vent and roof to wall flashings with all boots & fasteners	
5. Gutter (Bid Item)	1.00 EA
Materials & labor for:	
-6" seamless white commercial gutters	
-3" x 4" white commercial downspouts	
6. Dumpster load - Approx. 40 yards, 7-8 tons of debris	1.00 EA

Grand Total

\$208,751.36

Joe Baker



**ADVANCED
CONSTRUCTION
GROUP INC.**
LISTEN BETTER. PLAN BETTER. BUILD BETTER.



Bid Proposal

Bid To: Village of Lake Odessa
839 Forth Ave
Lake Odessa, MI 48849
Attn: Jesse Trout

Project: Remodel of the Page Memorial
Municipal Building

Due Date: May 10, 2024
Estimate #: 4280
Email: billa@acongrp.com

Time: 4:30 PM
Estimator: Bill Alff
Cell Number: 419-376-8066

RE: Supply labor, materials, and equipment to renovate the exterior roof, siding, soffit and gutters at the Page Memorial Municipal Building.

- Remove the four dormers on the north side of the building and infill to a smooth level surface to match the existing roof profile.
- Cut back and remove parapet walls on the remaining six gables and remove roof sheeting back to allow for proper stager and securement.
- Build new 12" overhangs on the remaining six gables with dimensional lumber and new roof sheeting that will be attached with heavy-duty fasteners.
- Remove the existing metal roof system, edge metal flashings and penetration flashings down to the wood deck. (Deck replacement will require prior authorization at unit pricing - See Below)
- Supply and install two layers of new high temp self-adhering ice and water shield along the eve of the roof and one layer of new high temp self-adhering ice and water shield down the center of the roof valleys.
- Install new CertainTeed Grand Manor shingles including large face drip edge, starter shingles, ridge vents, ridge cap shingles, metal flashings and penetration flashings.
- Remove all the existing vinyl siding from the entire building. (wall replacement will require prior authorization at unit pricing - See Below)
- Install new EDCO Metal Shake siding on the gables of the building including new 24-gauge kynar finished metal trims. (In Standard Colors)
- Install new 12" flush panel siding to the remaining areas below the gables and along the building including new 24-gauge kynar finished metal trims. (In Standard Colors)
- Remove all the existing soffit and fascia on the building.

- Install new 12" flush panel soffit to the remaining areas below the gables and along the building including new 24-gauge kynar finished metal trims. (In Standard Colors)
- Fabricate and install new 24-Gauge fascia metal. (In Standard Colors)
- Install new 5" K-style gutter system that will be secured to the building with heavy-duty hidden fasteners (In Standard Colors)
- Supply and install new kynar finished downspouts. (Locations by client)
- Remove all debris created by this project.

Exclusions:

- Prevailing Wages
- Bond
- Permits
- Snow and Ice Removal

Unit Pricing:

- 1/2" CDX \$5.75 per Sq/F.
- 5/8" CDX \$6.00 per Sq/F.
- 1"x6" Fascia \$4.50 per Ln/F.

Base Bid: 250,000.00

Alternate: N/A

Addendums: [Click here to enter text.](#)

Lake Odessa Village Council
Ionia County, Michigan

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

RESOLUTION NO. 2024-37

**ACCEPTING PROPOSAL FROM THE
MICHIGAN MUNICIPAL LEAGUE LIABILITY AND PROPERTY POOL
FOR INSURANCE COVERAGE EFFECTIVE JUNE 1, 2024**

WHEREAS, the Village has been provided liability and property insurance coverage through the Michigan Municipal League Liability and Property Pool since 2006 and has found the coverage to meet its needs and to be cost effective; and

WHEREAS, the Pool has provided a proposal dated April 2, 2024 for renewal of said insurance coverage effective June 1, 2023, with a premium of \$32,870, an increase of \$228 over the premium for the prior year; and

WHEREAS, Village officials believe that it is in the Village's interests to accept the proposal;

NOW, THEREFORE, BE IT RESOLVED, that the Village Council hereby accepts the proposal of the Michigan Municipal League Liability and Property Pool dated April 2, 2024.

Ayes:

Nays:

Absent:

Abstain:

RESOLUTION DECLARED ADOPTED.

Dated: May 20, 2024

Kathy Forman, Village Clerk



michigan municipal league

Liability & Property Pool

Renewal Proposal

for the

Village of Lake Odessa

Presented By:

Diane Jones
MML Liability & Property Pool
(616) 304-0739

April 2, 2024

Table of Contents

<u>EXECUTIVE OVERVIEW</u>	3
<u>OUR MISSION</u>	4
<u>INTRODUCTION</u>	4
<u>WHAT YOU CAN EXPECT OF US</u>	4
<u>YOUR POOL INSURES MORE THAN . . .</u>	4
<u>COST AND COVERAGE SUMMARY</u>	5
<u>YOUR TEAM OF EXPERTS</u>	7
<u>BENEFITS OF POOLING WITH THE MML</u>	8
<u>VILLAGE OF LAKE ODESSA HAS . . .</u>	9
<u>INCREASED LIABILITY LIMITS</u>	9
<u>HIGHLIGHTS OF COVERAGES PROVIDED</u>	10
<u>WHO IS INSURED?</u>	10
<u>GENERAL LIABILITY</u>	10
<u>GENERAL LIABILITY EXCLUSIONS . . .</u>	10
<u>PUBLIC OFFICIALS LIABILITY COVERAGE</u>	11
<u>PUBLIC OFFICIALS LIABILITY EXCLUSIONS</u>	11
<u>PERSONAL INJURY & ADVERTISING / BROADCASTERS LIABILITY COVERAGE</u>	11
<u>POLICE PROFESSIONAL LIABILITY COVERAGE</u>	11
<u>PROPERTY COVERAGE</u>	12
<u>PROPERTY EXCLUSIONS</u>	12
<u>COMPREHENSIVE CRIME COVERAGE</u>	13
<u>AUTOMOBILE COVERAGE HIGHLIGHTS</u>	13
<u>WHAT IS COVERED?</u>	13
<u>AUTO COVERAGES PROVIDED</u>	13
<u>POOL RISK MANAGEMENT SERVICES</u>	14
<u>MEMBER EDUCATION</u>	14
<u>ONLINE SERVICES</u>	14
<u>MEMBERSHIP RESPONSIBILITIES</u>	15

This proposal is intended to be only a summary of coverages and services. For specific details on coverage terms and conditions, please refer to the Michigan Municipal League Liability and Property Pool coverage document.

Executive Overview

The Michigan Municipal League Liability and Property Pool has been a stable source of comprehensive municipal insurance and risk management services since 1982. It is financially secure and positioned for long-term stability.

The **Village of Lake Odessa** has been a Pool member since 2006.

The Pool staff is made up of municipal insurance experts. Municipal risk management is our only business, and we're proud of it!

The Pool provides insurance coverage designed specifically for Michigan municipal exposures, combined with a package of loss control programs, claims administration, legal defense and membership services that you won't find anywhere else in Michigan.

This quotation is based on the limits of coverage requested by the **Village of Lake Odessa**. Higher limits may be available, subject to underwriting review by Pool Management. Please submit requests for higher limits in writing to your Account Executive. Your request will be considered by Pool Management.

The insurance and related services described more fully in this proposal are being offered to the **Village of Lake Odessa** for an annual premium of **\$32,870**. When compared to last year's cost of \$32,642, it represents a premium increase of \$228. **The following exposure, rate, and coverage limit changes are reflected in this renewal quote:**

- \$122 Michigan Catastrophic Claims Assessment (MCCA) per vehicle (was \$86/vehicle for 2023)
- The property deductible increased from \$250 to \$500
- A slight property rate increase
- One less police officer (3 - 2023 to 2- 2024)
- \$253,268 increase in total property values for underwriting inflation guard (\$7,668,377 - 2023 to \$7,921,645 - 2024)
- One additional automobile (9 - 2023 to 10 - 2024)

In addition, the MML Liability & Property Pool Board of Trustees voted to return another post-renewal dividend for Members renewing in 2024. **The Village of Lake Odessa's portion of the dividend return is \$2,824. The Village of Lake Odessa will receive this dividend in the month following payment of your 2024 renewal premium.**

Thank you for being a Pool member. We look forward to servicing your risk management program for many years to come.

Our Mission

To be a long-term, stable, cost-effective risk management alternative for members of the Michigan Municipal League Liability and Property Pool.

Introduction

What You Can Expect Of Us

- ✓ A commitment to learn, understand and respond to your insurance needs;
- ✓ Continuous planning and innovation in product development and service delivery;
- ✓ Products that meet your needs in terms of price, coverage and service;
- ✓ Prompt, accurate, and courteous response to your questions, problems and claims; and
- ✓ Knowledgeable and professional staff serving your needs consistently and with integrity.

Your Pool Insures More Than . . .

- | | |
|--------------------------------|----------------------------------|
| ✓ 437 Public Entity Members | ✓ 182 Water Utilities |
| ✓ 136 Fire Departments | ✓ 214 Sewer Utilities |
| ✓ 147 Law Enforcement Agencies | ✓ 17 Municipal Marinas |
| ✓ 2,111 Police Officers | ✓ \$6 Billion of Property Values |
| ✓ 6,730 Miles of Streets/Roads | ✓ 182 Water Service Operations |
| ✓ 7,258 Vehicles | ✓ 6 Dams |
| ✓ 18 Electric Utilities | |

Coverage and Cost Summary Village Of Lake Odessa

Effective 06-01-2024 to 06-01-2025

Coverages	Limit of Liability	Aggregate Limit	Per Occurrence Deductible						
Municipal General Liability (Coverage A)	\$5,000,000	N/A	\$0						
MML235 Milepost CH-120.12	\$5,000,000	N/A	\$0						
Sewer Back-Up Sublimit	No Coverage	N/A	N/A						
Personal Injury Liability (Coverage B)	\$5,000,000	N/A	\$0						
Medical Payments (Coverage C)	\$10,000	N/A	N/A						
Public Officials Liability (Coverage D)	\$5,000,000	N/A	\$0						
Law Enforcement Liability (Coverages A, B, and D)	\$5,000,000	N/A	\$0						
Employee Benefit Liability	\$1,000,000	\$1,000,000	\$0						
Fire Legal Liability	\$100,000	N/A	N/A						
Cyber Liability & Data Breach Response	\$100,000	\$100,000	See Declaration						
Dam Liability	No Coverage	N/A	N/A						
Marina Operator Liability	No Coverage	N/A	N/A						
Uninsured/Underinsured Motorists Coverage	\$100,000	N/A	\$0						
Automobile Liability (Coverages A and B)	\$5,000,000	N/A	\$0						
<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; border-bottom: 1px solid black;"># Vehicles</th> <th style="text-align: left; border-bottom: 1px solid black;">Comp</th> <th style="text-align: left; border-bottom: 1px solid black;">Coll</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">10</td> <td style="text-align: center;">\$250</td> <td style="text-align: center;">\$250</td> </tr> </tbody> </table>	# Vehicles	Comp	Coll	10	\$250	\$250			
# Vehicles	Comp	Coll							
10	\$250	\$250							
Agreed Amount, if applicable 2 Vehicles for a total of \$122,000									
<i>Coverages A, B, and D are provided with a combined single limit of liability. The most the Pool will pay for any one occurrence is \$5,000,000 regardless of the number of coverages involved in the occurrence.</i>									

Property

Property - Blanket Basis	\$7,921,645	N/A	\$500
Boiler and Machinery	Included	N/A	\$500
Building(s)	Included	N/A	\$500
Contents	Included	N/A	\$500
Property in the Open	Included	N/A	\$500
Protection & Preservation	Included	N/A	N/A
Property - Actual Cash Value	N/A	N/A	N/A
Property - Limited Replacement Cost	N/A	N/A	N/A
Property - No Coverage	See Schedule	N/A	N/A
Property - Replacement Cost	See Schedule	N/A	\$0
(2) Speed Boards	\$7,000	N/A	\$250
Accounts Receivable	\$100,000	N/A	\$250
Consequential Damage	\$100,000	N/A	N/A



Coverage and Cost Summary Village Of Lake Odessa

Effective 06-01-2024 to 06-01-2025

Coverages	Limit of Liability	Aggregate Limit	Per Occurrence Deductible
Contractors Equipment	\$630,680	N/A	\$250
Debris Removal - the lesser of 25% of physical damage loss or	\$5,000,000	\$5,000,000	N/A
Demolition & Increased Costs of Construction Limit	\$100,000	N/A	N/A
Earth Movement	\$2,000,000	\$2,000,000	\$5,000
Electronic Data Processing Equip	\$69,800	N/A	\$250
Expediting Expense	\$100,000	N/A	N/A
Extra Expense	\$100,000	N/A	N/A
Fine Arts	\$100,000	N/A	\$250
Flood (Except for Members located in Flood Zone A, AO, AH, A1-A999, AE, or AR)	\$1,000,000	\$1,000,000	\$5,000
Fungal Pathogens	\$25,000	\$25,000	\$250
Loss of Income	\$100,000	N/A	N/A
Loss of Rents	\$100,000	N/A	N/A
Miscellaneous Equipment Golf Carts	\$18,360	N/A	\$250
Ornamental Trees, Shrubs, Plants or Lawn	\$5,000	\$10,000	\$250
Outdoor Decorations, including Planters	\$23,525	N/A	\$250
Personal Effects & Property of Others	\$500	\$2,500	\$250
Radio Equipment	\$14,077	N/A	\$250
Seasonal Docking System	\$200,000	N/A	\$250
Trailers	\$1,971	N/A	\$250
Valuable Papers	\$100,000	N/A	\$250
<u>Comprehensive Crime Coverage</u>			
Employee Dishonesty Blanket/Faithful Performance	\$100,000	N/A	N/A
Computer Fraud	\$100,000	N/A	N/A
Depositors Forgery	\$100,000	N/A	N/A
Funds Transfer Fraud	\$100,000	N/A	N/A
Impersonation Fraud	\$100,000	N/A	N/A
Money and Securities Inside	\$100,000	N/A	N/A
Money and Securities Outside	\$100,000	N/A	N/A
Money Orders and Counterfeit Paper	\$100,000	N/A	N/A
<u>Bonds</u>			
Bond #: A Clerk / Treasurer	\$100,000	N/A	N/A
Bond #: B Manager, President, Clerk/Treasurer with respect to USDA Rural Development Revenue Bond, Water System Improvements	\$151,000	N/A	N/A



Coverage and Cost Summary Village Of Lake Odessa

Effective 06-01-2024 to 06-01-2025

Coverages	Limit of Liability	Aggregate Limit	Per Occurrence Deductible
Bond #: C Treasurer with respect to Lakewood Recreation Authority	\$10,000	N/A	N/A

Only one deductible applies to claims involving two or more property coverages.

The Michigan Municipal League Liability and Property Pool is pleased to offer all coverages and services described in this proposal for an annual premium of \$32,870.

Cyber Coverage

TOWER 1 Limit	POLICY AGGREGATE LIMIT OF LIABILITY	\$100,000	For all Damages, Claims Expenses, Penalties and PCI Fines, Expenses and Costs
	Information Security and Privacy Sublimit	\$100,000	each Claim and in the Aggregate
	Regulatory Defense and Penalties Aggregate Sublimit:	\$20,000	each Claim and in the Aggregate
	Website Media and Content Liability Aggregate Sublimit:	\$100,000	each Claim and in the Aggregate
	PCI Fines, Expenses and Costs Aggregate Sublimit:	\$10,000	each Claim and in the Aggregate
	Cyber Extortion Aggregate Sublimit:	\$25,000	each Claim and in the Aggregate
	First Party Data Protection Aggregate Sublimit:	\$25,000	each Claim and in the Aggregate
	First Party Network Business Interruption Aggregate Sublimit:	\$25,000	each Claim and in the Aggregate
	Note: The above Sublimits are part of, and not in addition to, the overall Policy Aggregate Limit of Liability		
Liability Retention Per Claim:			
TOWER 1 Retention	All other coverages Retention:	\$0	each Claim
	Cyber Extortion:	\$5,000	each Extortion Threat
	First Party Data Protection:	\$5,000	each Data Protection Loss
	First Party Network Business Interruption:	\$5,000	each Business Interruption Loss Waiting Period: 12 hours
Limits of Coverage - Privacy Breach Response Services			
TOWER 2 Limit	Legal Services/Computer Expert Services/Public Relations and Crisis Management Expenses Aggregate Sublimit:	\$50,000	per Incident and in the Aggregate
TOWER 3 Limit	Notified Individuals:	10,000	Notified Individuals in the Aggregate
	A sublimit of up to 10% of Notified Individuals residing outside the United States, which is part of and not in addition to the Notified Individuals Aggregate Limit of Coverage		
Note: The Privacy Breach Response Services Limits of Coverage are separate from and in addition to the overall Policy Aggregate Limit of Liability			
Privacy Breach Response Services Threshold/Retention (Each Incident):			
TOWER 2 Retention	Legal Services/Computer Expert Services/Public Relations and Crisis Management Expenses Retention:	\$0	each Incident
TOWER 3 Retention	Notification Services/Call Center Services/Breach Resolution and Mitigation Services Threshold:	0	each Incident

Your Team of Experts



Diane Jones
Account Executive
(616) 304-0739



Michael J. Forster
Pool Administrator
(734) 669-6340



Katelyn Petracca
248-204-6160
(Le – Z)

Alpha Split:



Joan Opett
248-204-8579
(A – La)

Customer Service Representatives



Christopher Flechsig
Liability Claims Supervisor
(810) 844-8146



Matt Heins
Loss Control Supervisor
Law Enforcement Action Forum Coordinator
(248) 791-4371

Benefits of Pooling with the MML

- ✓ Proven long-term availability and stability
- ✓ Broad coverage document written specifically for Michigan municipalities
- ✓ Services tailored to unique needs of Michigan municipalities
- ✓ Member assets controlled by an elected Board of municipal officials
- ✓ Equitable rating based on Pool experience in Michigan
- ✓ Aggressive defense strategy – positive impact on case law
- ✓ Professional, dedicated, and experienced local management, oversight and service
- ✓ Decisions made and problems resolved by a group of your peers
- ✓ Investment income and underwriting surplus used to benefit members
- ✓ Lower expenses through tax-exempt and non-profit status
- ✓ Special loss avoidance training sessions including:
 - ✓ Safety aspects of emergency vehicle operations
 - ✓ Accident investigation for supervisors
 - ✓ Confined spaces training

The advantages of pooling can be summarized by:

Service + Control + Value

Village of Lake Odessa Has . . .

- ✓ \$714,713 Annual Payroll
- ✓ \$7,921,645 of total values for real and personal property
- ✓ 2 Law enforcement officers
- ✓ 10 Vehicles
- ✓ 2 Vehicles with agreed values totaling \$122,000

Increased Liability Limits

We cannot guarantee the adequacy of any limit of liability. Due to the following factors, it may be prudent to consider higher limits:

- ✓ Increased jury awards in your jurisdiction
- ✓ Increased litigation trends
- ✓ Protection of tax base against judgments in excess of your policy limits

If you are interested in increasing your liability limits, please contact your Account Executive.

Highlights of Coverages Provided

Who Is Insured?

The Pool member entity, elected and appointed officials, employees and authorized volunteers, and any person officially appointed to a Board or Commission

General Liability

In addition to standard liability coverages (bodily injury, property damage, products and completed operations) the Pool provides coverages that municipalities need on an **occurrence basis with no aggregate liability limits**:

- ✓ Liability resulting from mutual aid agreements
- ✓ Premises medical payments
- ✓ Host liquor liability
- ✓ Watercraft liability, owned less than 26' and non-owned less than 50'
- ✓ Special events **excluding** -
 - Fireworks (unless endorsed)
 - Liquor Liability
 - Mechanical Amusement Rides
- ✓ Fire legal liability for real property
- ✓ Ambulance and EMT malpractice

Fireworks Coverage Options: (Fireworks application must be completed before coverage is endorsed)

1. The MML Liability & Property Pool is primary (the Member is not added as an additional insured on a pyrotechnician's coverage):

Annual Aggregate Sublimit	Additional Premium
\$500,000	Yes
\$1,000,000	Yes
2. The MML Liability & Property Pool is excess (the Member is added as an additional insured on a pyrotechnician's coverage):

NO ADDITIONAL PREMIUM

- ✓ Athletic participation liability
- ✓ Employee benefit liability
- ✓ Cemetery operations coverage
- ✓ Marina Operators coverage available
- ✓ Up to \$10 million in liability limits available
- ✓ Pollution coverage for Hazardous Response Teams
- ✓ Cyber Liability and Data Breach Response Coverage – as described on MMLCYD (09/17)

General Liability Exclusions . . .

The following is a partial list of general liability coverage exclusions. Consult the coverage document for the complete listing:

- ✓ Pollution (except for Hazmat operations).
- ✓ Nuclear energy / nuclear material hazards
- ✓ Expected or intended injury
- ✓ Breach of contract
- ✓ Failure of dams (unless endorsed)
- ✓ Backup of Sewers and Drains
- ✓ Aircraft Liability – (Unless Endorsed -- Limited Coverage for Unmanned Aircraft—MML236)
- ✓ Contractual Liability
- ✓ Failure to supply utilities
- ✓ Electromagnetic radiation
- ✓ Medical malpractice for doctors and physicians
- ✓ Criminal activity--Intentional acts w/knowledge of wrongdoing

Cyber Liability and Data Breach Response Coverage

- ✓ Information Security and Privacy Liability
- ✓ Privacy Breach Response Services
- ✓ Regulatory Defense and Penalties
- ✓ Website Media Content Liability
- ✓ PCI Fines, Expenses and Costs
- ✓ Cyber Extortion
- ✓ First Party Data Protection
- ✓ First Party Business Interruption

Public Officials Liability Coverage

“Wrongful Acts”, including intentional acts, defined as any actual or alleged error, misstatement, act of omission, neglect or breach of duty including:

- ✓ Neglect of duty
- ✓ Zoning defense and land use litigation
- ✓ Malfeasance
- ✓ Violation of civil rights
- ✓ Discrimination
- ✓ Employment practices
- ✓ Misfeasance
- ✓ Cable TV broadcasting

Public Officials Liability Exclusions

The following is a partial list of public officials’ liability coverage exclusions. Consult the coverage document for the complete listing:

- ✓ Pollution and Nuclear Energy
- ✓ Fraud, dishonesty, intentional and criminal acts
- ✓ Failure to purchase coverage or adequate coverage
- ✓ Return of governmental grants or subsidies
- ✓ Intentional acts with knowledge of wrongdoing
- ✓ Eminent domain / takings
- ✓ Illegal profit
- ✓ Labor union actions
- ✓ ERISA violations
- ✓ Backup of Sewers and Drains

Personal Injury & Advertising / Broadcasters Liability Coverage

- ✓ Mental anguish and stress
- ✓ Libel, slander or defamation of character; violation of an individual’s right of privacy
- ✓ Proactive services for non-monetary damage claims

Police Professional Liability Coverage

Police Professional Liability coverage is contained within the General Liability and Public Official Liability Coverage Parts

- ✓ Discrimination
- ✓ Violation of civil rights
- ✓ Jail operations
- ✓ False arrest, detention or imprisonment, or malicious prosecution
- ✓ Wrongful entry or eviction or other invasion of the right of private occupancy
- ✓ Assault or battery
- ✓ Improper service of suit
- ✓ Coverage assumes officers act with intent

Property Coverage

In addition to covering buildings, contents and personal property, the Pool provides:

- ✓ Blanket coverage -- All member-owned property insured (unless specifically excluded)
- ✓ Coverage based on ownership rather than on a "schedule on file" avoids coverage gaps due to errors or oversight
- ✓ Property of others in custody of the Member for which the Member has an obligation to provide coverage
- ✓ Boiler & Machinery coverage, including Boiler certification inspections
- ✓ Replacement Cost or Actual Cash Value available
- ✓ Fungal Pathogens (Mold) Limited Coverage
- ✓ Demolition/increased cost of construction
- ✓ No coinsurance
- ✓ Valuable papers
- ✓ Loss of Rents
- ✓ Property in the open
- ✓ Extra expense
- ✓ Expediting expense

Property Exclusions

The following is a partial list of property coverage exclusions. Consult the coverage document for the complete listing:

- ✓ Nuclear reaction/ contamination
- ✓ War
- ✓ Cyber Risk
- ✓ Fungal Pathogens (Mold) excess of sub-limit
- ✓ Failure to supply utilities
- ✓ Transmission Lines and Poles
- ✓ Dishonest acts
- ✓ Acts of Terrorism excess of Pool's Aggregate Sublimit -- MMLC TR (9/1/10)
- ✓ Wear and tear
- ✓ Computer failures/ viruses

Only one deductible applies to claims involving two or more property coverages.

Comprehensive Crime Coverage

- ✓ Employee Dishonesty/ Faithful Performance of Duty coverage provided on a blanket basis
- ✓ Loss Inside the Premises
- ✓ Loss Outside the Premises
- ✓ Money Orders/ Counterfeit Currency
- ✓ Depositors Forgery
- ✓ Position Fidelity Bonds
- ✓ Computer Fraud
- ✓ Funds Transfer Fraud

Automobile Coverage Highlights

What Is Covered?

Coverage is afforded while operating land motor vehicles, trailers or semi-trailers designed for travel on public roads.

Auto Coverages Provided

- ✓ Michigan No-Fault Coverage, includes mini-tort coverage for no extra charge
- ✓ Excess protection for use of personal automobile for municipal business
- ✓ Uninsured motorist for municipally owned vehicles
- ✓ Underinsured motorists
- ✓ Non-owned and hired auto
- ✓ Comprehensive - actual cash value basis
- ✓ Collision - actual cash value basis
- ✓ Agreed value coverage for emergency vehicles is available

Pool Risk Management Services

- ✓ Review and service of all municipal insurance matters
- ✓ Public entity experts address various liability issues
- ✓ Aggressive, member-oriented defense strategy
- ✓ Former police officials address law enforcement risks
- ✓ Physical inspection by municipal loss control consultants
- ✓ Law enforcement risk control programs (LEAF and LERC)
- ✓ Property appraisal services available

Online Services

www.mml.org (click on the *Insurance* button) – offers Pool members an outstanding resource for municipal risk management information and self-help tools in one attractive, simple-to-navigate location. File a claim online. Download your renewal application. Request a loss control service visit. E-mail us a question. Other services available online:

- ✓ Online Forms (including Sewer Backup Sample Documents)
- ✓ Risk Resources:
 - ✓ Risk Control Solutions
 - ✓ Safety & Health Manual
 - ✓ Risk Management is Good Management Program
 - ✓ Law Enforcement Newsletters
 - ✓ Access to Safetysurance website -- <http://www.safetysurance.com/>
- ✓ MML Pool Audited Financial Statements
- ✓ Intergovernmental Contract
- ✓ Board of Directors, Pool Administrator and Staff Profiles and Contact Information

Membership Responsibilities

Membership in the Michigan Municipal League Liability and Property Pool provides numerous benefits. Likewise, individual members have certain responsibilities to the other members, which are detailed in the Intergovernmental Contract. The following is a summary of the membership responsibilities. Please refer to the Intergovernmental Contract, Articles 5 and 6, for more information.

- ✓ If a Member intends to leave the Pool, the Member must send a written notice to the Pool at least 60 days prior to its next renewal date.
- ✓ A Member must pay its premium when due. The Pool must give each member 20 days written notice of intent to terminate membership for nonpayment of premium. Payment of premium before the 20 days notice is effective will entitle the Member to reinstatement.
- ✓ Members must maintain membership or associate membership status in the Michigan Municipal League.
- ✓ A Member will allow attorneys employed by the Pool to represent the Member in defense of any claim made against the Member within the scope of coverage provided by the Pool. A Member will cooperate with the assigned attorneys, claims adjusters, service company or other agents of the Pool relating to the defense of claims for which the Pool is providing coverage.
- ✓ A Member will follow loss reduction and prevention measures established by the Pool.
- ✓ A Member will report to the Pool as promptly as possible all incidents that the Member reasonably believes may result in a claim against the Member.

Lake Odessa Village Council
Ionia County, Michigan

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

RESOLUTION NO. 2024-38

**ACCEPTING PROPOSAL FROM THE
MICHIGAN MUNICIPAL LEAGUE WORKERS' COMPENSATION FUND
FOR INSURANCE COVERAGE EFFECTIVE JULY 1, 2024**

WHEREAS, the Village has been provided workers' compensation insurance and services through the Michigan Municipal League Workers' Compensation Fund; and

WHEREAS, the Fund has provided a proposal dated May 15, 2024, for renewal of said coverage effective July 1, 2023, with a net estimated premium of \$8,219, a decrease of \$214 from the premium for the prior year; and

WHEREAS, Village officials believe that it is in the Village's interests to accept the proposal;

NOW, THEREFORE, BE IT RESOLVED, that the Village Council hereby accepts the proposal of the Michigan Municipal League Workers' Compensation Fund dated May 15, 2024.

Ayes:

Nays:

Absent:

Abstain:

RESOLUTION DECLARED ADOPTED.

Dated: May 20, 2024

Kathy Forman, Village Clerk

Michigan Municipal League Workers' Compensation Fund

05/15/2024

Declaration Page

5001410-24

Village Of Lake Odessa
 Attn: Kathy Forman
 839 Fourth Ave.
 Lake Odessa, MI 488491077

Coverage Period 7/1/2024 to 6/30/2025
 RENEWAL

Class Code	Class Description	Estimated Annual Payroll	Rate per \$100 of Payroll	Estimated Annual Premium
5509-00	Street Operations	138,500	6.06	8,393
7520-00	Water Operations	114,000	3.08	3,511
7720-01	Police Officers	229,000	2.45	5,611
7720-02	Volunteer Police Officers	4,000	2.24	90
8810-01	Clerical-Office	143,900	0.35	504
8810-02	Elected Officials	42,000	0.19	80
9102-00	Parks & Recreation	8,000	2.80	224
9410-00	Municipal Employee	7,000	0.56	39
	Totals:	\$686,400		\$18,452

Coverage Amount

Employers Liability: \$2,000,000
 Workers' Compensation: STATUTORY

Annual Premium Due By June 15th:	\$8,219
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Total Standard Premium	\$18,452
Experience Modifier: .80	(\$3,690)
Modified Premium	= \$14,762
Size of Premium Credit	\$0
Expense Constant	\$150
Total Estimated Premium	= \$14,912
(Dividend Credit)	(\$6,693)
NET ESTIMATED ANNUAL PREMIUM	= \$8,219

Lake Odessa Village Council
Ionia County, Michigan

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

RESOLUTION NO. 2024-39

SETTING MILLAGE RATES FOR 2024

WHEREAS, the budget adopted by the Village Council for the fiscal year that began March 1, 2024 contemplated the levy of property tax millage to fund a portion of the appropriations for the General Fund and the Highway Fund; and

WHEREAS, Council advertised and conducted a public hearing prior to adopting the budget in accordance with the requirements of Michigan’s Uniform Budgeting and Accounting Act; and

WHEREAS, the millage rates the Village can levy were not known at the time the budget was required to be adopted because those rates are determined by the County Director of Equalization following meetings of the Odessa Township Board of Review held in March and, consequently, the general appropriations ordinance Council adopted provided that the amount of general operating millage and street repair millage levied could not be greater than 10.1216 mills and 4.5361 mills respectively, in accordance with state statute, and the general appropriations ordinance required Council to set its millage rates when legally authorized rates were known; and

WHEREAS, the County Equalization Director has recently notified Village officials that the maximum legally authorized millage rates for general operating and street repair purposes in 2024 are reduced to 10.0173 and 4.4893 respectively;

NOW, THEREFORE, BE IT RESOLVED, that Council hereby sets the millage rates for 2024 at 10.0173 mills for general operating purposes and 4.4893 mills for street repair purposes and directs the Village Treasurer to report these rates to the County Equalization Director and to the take such other measures as are required to prepare the tax roll so as to levy these millages in the summer of 2024.

Ayes:

Nays:

Absent:

Abstain:

RESOLUTION DECLARED ADOPTED.

Dated: May 20, 2024

Kathy Forman, Village Clerk

Lake Odessa Village Council

Ionia County, Michigan

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

RESOLUTION NO. 2024-40

APPROVAL TO ALLOW VILLAGE PARTICIPATION IN A COMMUNITY “RING OF FIRE” ACTIVITY AT MUNICIPAL BEACH ON THURSDAY, JULY 4, 2024 AT 10:00 PM

WHEREAS, the Village of Lake Odessa owns and maintains a park area on Jordan Lake known as Municipal Beach; and

WHEREAS, this park is utilized by residents, visitors, and local community groups for recreation, leisure, swimming, family outings, and civic events during the summer season; and

WHEREAS, the beach is open to users from 6:00 am until 10:00 pm; and

WHEREAS, neither fireworks or open fires are allowed to be used, created, or discharged at Municipal Beach at any time; and

WHEREAS, a local community group has expressed interest in holding a “Ring of Fire” event on the shores of Jordan Lake on July 4, 2024 at 10:00 pm. This event consists of lakefront property owners placing special flares into the ground at the lakeshore, lighting them, and experiencing a fun, community-oriented, visual effect; and

WHEREAS, this community group has inquired as to whether or not the Village would be interested in taking part at Municipal Beach, in order to have a more complete effect around Jordan Lake; and

WHEREAS, the Village’s liability insurance carrier requires the following:

1. That the beach is closed to any and all public for a reasonable time before, during, and after the event;
2. That all flares during this event are to be handled/controlled only by Village staff; and
3. All flares are to be properly and completely extinguished, and disposed of, by Village staff immediately following the event.

; and

WHEREAS, the Village’s participation in this event requires approval from the Village Council to allow for flares to be ignited and supervised by Village staff, beginning at 10:00 pm and through the duration of this event on July 4, 2024; and

WHEREAS, preparing for this requires the closure of Municipal Beach at approximately 9:30 pm on Thursday, July 4, 2024.

NOW THEREFORE BE IT RESOLVED AS FOLLOWS:

1. The Lake Odessa Village Council approves the participation in this “Ring of Fire” event on Municipal Beach on Thursday, July 4, 2024.
2. The Lake Odessa Village Council approves the lighting of flares on the beach at 10:00 pm on Thursday, July 4, 2024.
3. The Lake Odessa Village Council approves the closing of Municipal Beach to the public at 9:30 pm on Thursday, July 4, 2024 in preparation for this event.
4. All resolutions and parts of resolutions are, to the extent of any conflict with this resolution, rescinded.

Ayes:

Nays:

Absent:

Abstain:

RESOLUTION DECLARED _____.

Dated: May 20, 2024

Kathy Forman, Clerk/Treasurer

Gregg Guetschow

From: kathy stowell <kathystowell@hotmail.com>
Sent: Tuesday, May 14, 2024 9:40 AM
To: Manager
Subject: Ring of Fire

The committee for the Ring of Fire would like to request permission once again to distribute flares to Lake homeowners to create a ring of fire, using flares to light up the circumference of the lake at 10 o'clock p.m. on July 4.

As in the past, the Lake Odessa police and fire department have assisted us down at the beach. There's usually a large crowd in attendance at the beach and the fire and police department have assisted us in incorporating safety measures during the ring of fire, as well as helping in setting out flares.

Lakefront homeowners will be able to purchase their flares at a drive-through method set up at Swifty's Place. We have successfully done this in the past, and it seems to work well.

This is the third year that we have done the Ring of Fire, and it is proven to be a successful and popular event over the Fourth of July. We appreciate the fire and police department assisting us in helping to ensure safety and success of the Ring of Fire.

If you need more information, please contact me at 269-838-0218 or email kathystowell@hotmail.com.

Miscellaneous Correspondence

Herbruck's Poultry Ranch
6425 Grand River Avenue
Saranac, MI 48881
Corporate: 616.642.9421



Herbruck's of Pennsylvania
8069 Corner Road
Mercersburg, PA 17236
Office: 717.914.9140

www.herbrucks.com

May 15, 2024

Via Certified Mail

Karen Banks
Village President
Village of Lake Odessa
839 Fourth Avenue
Lake Odessa, MI 48849

Re: *Announcement of Planned Action*

Dear Ms. Banks:

I am writing on behalf of Herbruck's Poultry Ranch, Inc. (the "Company"). As you are likely aware, the Company's hen population in some of its Ionia county farms have been unexpectedly impacted by avian influenza, which is highly contagious to hens and deadly for them. Accordingly, please allow this letter to serve as notice that there will be a mass layoff at the farms located at the following addresses, starting on May 15, 2024: 6425 W. Grand River Ave, Saranac, MI 48881; 7351 Morrison Lake Road, Saranac, MI 48881; 3896 W. Grand River Ave, Saranac MI 48881; 478 W Portland Road, Lake Odessa, MI 48849; 248 W Portland Road, Lake Odessa, MI 48849. This mass layoff is expected to be largely temporary, with some permanent, and will affect many hourly and salaried employees as well as contractors. The company plans to rehire many positions as hen replenishing and egg production increases.

All affected employees will be notified of their separation dates and that the separation from employment in many cases will be temporary. Attached is a list of the job positions and estimated number of individuals who will be affected by the mass layoff.

If you have any questions or want additional information concerning this matter, please contact Herbruck's Human Resources at (616) 642-0825 or hr@herbrucks.com.

Sincerely,


Stephanie Kempa
Chief Human Resources Officer