

VILLAGE OF LAKE ODESSA  
MINUTES  
REGULAR COUNCIL MEETING  
SEPTEMBER 16, 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

Council absent: Trustee Rob Young

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

**APPROVAL OF THE AGENDA**

Motion by Yoder, supported by Cappon, to approve the agenda. All ayes; motion carried 6-0.

**PUBLIC COMMENT**

1. Beverly Rider – Talked about the alley behind her house. If someone puts ruts in it, who is responsible to fix it.

**MINUTES**

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

- a) Minutes from the regular Village Council meeting of August 19, 2024
- b) Minutes from the Village Council Committee of the Whole meeting of September 9, 2024

All ayes; motion carried 6-0.

**BILLS**

Motion by Cappon, supported by Hickey, to approve expenditures equal to or less than \$3,000.00 for the period 8/1/2024 through 8/31/2024. All ayes; motion carried 6-0.

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

All ayes; motion carried 6-0.

**CONSENT AGENDA**

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

- a. Minutes from the Lake Odessa Area Arts Commission regular meeting of August 12, 2024
- b. Draft Minutes from the Downtown Development Authority regular meeting of September 10, 2024

All ayes; motion carried 6-0.

**DEPARTMENTAL REPORTS**

Village Manager: Report submitted.

Police Department: Report submitted.

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

## **NEW BUSINESS**

- a) Proposed Resolution 2024-48: Approving the Vacation of a Portion of Fourth Avenue

Motion by Johnson, supported by Hickey, to adopt proposed Resolution 2024-48. Banks called for a roll call vote. Yes: Johnson, Hickey; No: Banks, Brighton, Cappon, Yoder; Absent: Young; Abstain: None. Resolution failed 2-4.

- b) Concurrent Resolution: Approving the Dissolution of the Lakewood Recreational Authority

Motion by Yoder, supported by Cappon, to adopt proposed Concurrent Resolution. Banks called for a roll call vote. Yes: Yoder, Cappon, Brighton, Hickey, Johnson, Banks; No: None; Absent: Young; Abstain: None. Resolution adopted 6-0.

- c) Proposed Resolution 2024-49: Approving Setting the Date and Hours for Trick or Treating in the Village of Lake Odessa for 2024

Motion by Brighton, supported by Cappon, to adopt proposed Resolution 2024-49. Banks called for a roll call vote. Yes: Brighton, Cappon, Hickey, Johnson, Yoder, Banks; No: None; Absent: Young; Abstain: None. Resolution adopted 6-0.

- d) Proposed Resolution 2024-50: Authorizing Acceptance of the CDBG Block Grant Funds for CDGB Housing Improving Local Livability (CHILL)

Motion by Yoder, supported by Brighton, to adopt proposed Resolution 2024-50. Banks called for a roll call vote. Yes: Yoder, Brighton, Cappon, Hickey, Johnson, Banks; No: None; Absent: Young; Abstain: None. Resolution adopted 6-0.

- e) Proposed Resolution 2024-51: Accepting a Proposal from Smith Housing Consulting to Serve as Third-Party Administrator for a CDBG CHILL Grant for Homeowner Rehabilitation

Motion by Cappon, supported by Yoder, to adopt proposed Resolution 2024-51. Banks called for a roll call vote. Yes: Cappon, Yoder, Brighton, Hickey, Johnson, Banks; No: None; Absent: Young; Abstain: None. Resolution adopted 6-0.

- f) Proposed Resolution 2024-52: Authorizing the Village President to Sign a Deed on Behalf of the Village

Motion by Cappon, supported by Yoder, to adopt proposed Resolution 2024-52. Banks called for a roll call vote. Yes: Cappon, Yoder, Brighton, Hickey, Johnson, Banks; No: None; Absent: Young; Abstain: None. Resolution adopted 6-0.

- g) Proposed Resolution 2024-53: Approving a Citizen Participation Plan for a CDBG Grant for Homeowner Rehabilitation

Motion by Yoder, supported by Brighton, to adopt proposed Resolution 2024-53. Banks called for a roll call vote. Yes: Yoder, Brighton, Cappon, Hickey, Johnson, Banks; No: None; Absent: Young; Abstain: None. Resolution adopted 6-0.

- h) Village Manager Recruitment Discussion  
Guetschow discussed the potential impact of the November General Election on the candidate pool for our upcoming Village Manager search. Decided to expand the newspapers used for advertising the position posting. We will now use Lakewood News, Ionia Sentinel-Standard and Greenville Daily News.
- i) Village Manager Profile Discussion  
Discussed several suggestions that were made for additions and changes to the Village Manager profile used in April for the search.

Motion by Yoder, supported by Brighton to set the posting dates from 10/21/2024 – 11/15/2024. Banks called for a roll call vote. Yes: Yoder, Brighton, Cappon, Hickey, Johnson, Banks; No: None; Absent: Young; Abstain: None. Resolution adopted 6-0.

Motion by Yoder, supported by Brighton to update the Village Manger Profile changing the CHALLENGES section to include Handicapped Parking on Fourth Avenue and updating Police Officer Staffing to Police Officer Staffing and Retention. Banks called for a roll call vote. Yes: Yoder, Brighton, Cappon, Hickey, Johnson, Banks; No: None; Absent: Young; Abstain: None. Resolution adopted 6-0.

**MISCELLANEOUS CORRESPONDENCE**

- a) ICEA Thank You

**TRUSTEE COMMENTS**

- Banks – None
- Brighton – None
- Cappon – Asked about the next Committee of the Whole Meeting. It will be held Monday, October 21, 2024 at 6:00 p.m. prior to the Village Council Meeting.
- Hickey – None
- Johnson – None
- Yoder – None

**PUBLIC COMMENT**

1. Bill Rogers – Before the fence comes down between his property and the Fourth Avenue Street End, he would like instructions about how the property will be changed. Gregg Guetschow will meet with Bill and put a plan together.

**ADJOURNMENT**

Motion by Cappon, supported by Yoder, to adjourn the meeting. All ayes: motion carried 6-0. Meeting adjourned at 8:14 pm.

Respectfully submitted,

Kathy S. Forman  
Village Clerk / Treasurer