



**PROPOSED AGENDA  
REGULAR MEETING OF THE LAKE ODESSA VILLAGE COUNCIL**

**October 18, 2021 - 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**

**IV. Approval of Agenda**

**V. Citizen Comment on Agenda Items:**

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 five 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 regular meeting minutes for September 20, 2021 meeting minutes**

**VII. Bills:**

- a) Approve bills equal to or less than \$3,000.00 each from 9/1//2021 to 9/30/2021
- b) Approve bills in excess of \$3,000.00 each, including:

- 1. GEI Consultants, Inc – Water/ Street Project Engineering -- \$13,200.58 (Paid)
- 2. High Pointe Tree Service, LLC – Tree Removal -- \$6,400.00 (Paid)
- 3. Homeworks – Electricity at Water Plant -- \$4,117.94 (Paid)
- 4. Miller Johnson Attorneys – Legal Services -- \$4,743.75 (Paid)
- 5. Murray’s Asphalt Maintenance, LLC – Downtown Parking Lot Patching -- \$5,700.00 (Paid)
- 6. SDVGC – Water/ Street Improvement Project Pay #4 -- \$537,434.09 (Approved and Paid)
- 7. Stowell Builders, LLC – First Payment for DPW Building Expansion -- \$86,832.00 (Paid)

**VIII. Consent Agenda**

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

**Reports and Minutes:** To accept and file the following:

- a) Lake Odessa Zoning Administrator Monthly Report
- b) Lakewood Recreational Authority – September 2021 Meeting Minutes
- c) Lake Odessa Area Arts Commission – September 2021 Meeting Minutes

**IX. Departmental Reports:**

- a) Village Manager’s Report
- b) Police Department
- c) Department of Public Works
- d) Finance Report

**X. Committee Reports**

- a) Personnel / Finance Committee
- b) Recreation / Special Projects Committee
- c) Website Committee

**XI. Presentations**

- a) Mark Stoor – GEI Consultants, Inc. – Water/ Street Improvement Project Update

**XII. Discussion Items**

- a) None

**XIII. Public Hearing**

- a) None

**XIV. Unfinished Business**

- a) None

**XV. New Business:**

- a) Consideration of Bill #21-02: An Ordinance to Amend Chapter 36 of the Code of Ordinances of the Village of Lake Odessa
- b) Consideration of Bill #21-03: An Ordinance to Amend the Code of Ordinances of the Village of Lake Odessa by Adding Sections 2-31 Through 2-33
- c) Proposed Resolution 2021-50: Approving the Recommendation from the Downtown Development Authority Board of Directors to Create a Permanent Four-Way Stop at the Intersection of Fourth Avenue and Second Street in Downtown Lake Odessa
- d) Proposed Resolution 2021-51: Approving Weekend “On-Call” Pay for the Department of Public Works
- e) Proposed Resolution 2021-52: Approving an Annual Employee Stipend for Earning and Maintaining Approved Limited Water Treatment and Distribution System Water Licensing
- f) Proposed Resolution 2021-53: Approving the Revised Handbook for Village Employees
- g) Proposed Resolution 2021-54: Approving Change Order #5 the Water Main Improvement Project on Pearl, Pleasant, Ionia, And Emerson Streets

- h) Proposed Resolution 2021-55: Approving Pay Application #5 from Service-Disabled Veteran's General Contracting (SDVGC) for the Water Main Improvement Project on Pearl, Pleasant, Ionia, And Emerson Streets
- i) Proposed Resolution 2021-56: Approving the Establishment of Compensation and Expense Reimbursement for the Village President and Village Trustees

**XVI. Miscellaneous Correspondence:**

- a) None

**XVII. Trustee Comments**

**XVIII. Public Comment**

**XIX. Adjournment**

# Council Meeting Minutes

VILLAGE OF LAKE ODESSA  
MINUTES  
REGULAR COUNCIL MEETING  
September 20, 2021  
PAGE MEMROIAL BUILDING  
839 FOURTH AVENUE  
LAKE ODESSA, MICHIGAN 48849

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

Council present: President Karen Banks, President Pro Tem Mel McCloud, Trustee Carrie Johnson, Trustee Jennifer Hickey, Trustee Michael Brighton, Trustee Terri Cappon

Absent: Trustee Robert Young

Staff present: Patrick Reagan, Kendra Backing, Jesse Trout

Visitors present: Mark Stoor, GEI Consultants, Inc; Mary Murphy; Dakota Keeler; George Keeler; Rod Keeler; Dan Vandercar; James Gemeg, Lakewood News

**ROLL CALL**

Motion by Brighton, supported by Cappon, to excuse Trustee Young. Motion carried by voice vote of members present, 6-0.

**APPROVAL OF THE AGENDA**

Motion by McCloud, support by Brighton, to approve the agenda as submitted. Motion carried unanimously by voice vote of members present, 6-0.

**PUBLIC COMMENT ON AGENDA ITEMS**

There was no public comment.

**MINUTES**

Motion by Johnson, support by Brighton, to approve the minutes from the following meetings:

- a) Minutes from the regular Council meeting on August 16, 2021

Motion carried unanimously by voice vote of members present, 6-0.

**BILLS**

Motion by McCloud, supported by Cappon, to approve expenditures equal to or less than \$3,000.00 for the period 8/1/2021 thru 8/31/2021. A roll call vote was called for by President Banks. Ayes: McCloud, Cappon, Johnson, Hickey, Brighton, Banks; No: None. Abstain: None; Absent: Young. Motion passes unanimously by members present, 6-0.

Motion by Cappon, supported by Hickey, to approve the bills in excess of \$3,000 as submitted. A roll call vote was called for by President Banks. Aye: Cappon, Johnson, Hickey, McCloud,

Brighton, Banks; No: None; Abstain: None; Absent: Young. Motion passes unanimously by members present, 6-0.

### **CONSENT AGENDA**

Motion by McCloud, supported by Johnson, to approve the consent agenda, as follows:

- a) Lake Odessa Zoning Administrator Monthly Report
- b) Lakewood Recreational Authority – August 2021 Minutes
- c) Lake Odessa Area Arts Commission – August 2021 minutes
- c) Village of Lake Odessa Downtown Development Authority – July and August 2021 Minutes

A roll call vote was called for by President Banks. Aye: McCloud, Johnson, Brighton, Hickey, Cappon, Banks; No: None; Abstain: None; Absent: Young. Motion passes unanimously by members present, 6-0.

### **DEPARTMENTAL REPORTS**

Manager's Report: Reagan discussed New Business items on the agenda.

DPW: Report submitted.

Police: Report submitted.

Finance: Report submitted.

### **COMMITTEE REPORTS:**

Personnel/Finance Committee: Banks noted that the P&F Committee has been working, with Reagan and Trout, on a revised employee handbook. Banks thanked Reagan for his work on the handbook. Cappon discussed the need for the Village Manager's annual evaluation by the Village Council. Banks stated that the target date for the completion of the evaluation is the October 2021 Council meeting.

Recreation/ Special Projects Committee: No report.

### **PRESENTATIONS/ LEGISLATIVE UPDATE**

- a) Mark Stoor, GEI Consultants – Stoor gave an overview of the Water/ Street Improvement project on Ionia, Pearl, Pleasant, and Emerson Streets. Stoor stated that the project is rapidly nearing completion. Stoor explained that the need to replace service lines into homes – due to the State of Michigan's "Lead and Copper Rule," was almost non-existent as most homes already had copper water services. Stoor also noted that the engineering services amendment, which was on the agenda as a piece of "new business," was necessary due to an additional year of engineering work that was necessary due to the pause related to the COVID-19 pandemic and due to the overall need for engineering during the project. Trustee Brighton asked Stoor his thoughts on how the contractor, SDVGC, did on the project – Stoor answered that, in his opinion, the contractor did very good work on this project.

### **PUBLIC HEARINGS**

There were no public hearings.

## **DISCUSSION ITEMS**

- a) Five-Year Recreation Plan – Reagan stated that the Village’s “Five Year Recreation Plan” is set to expire at the end of 2021, and that a new one is necessary for seeking grants to help fund projects. Reagan further stated that the current plan is a good document, but does require updating and the Recreation and Special Projects Committee is the committee to oversee this update.
- b) Ionia County Board of Commissioners “Declaration for a Local ‘State of Emergency’” – the Council discussed the declaration as adopted by the Ionia County Board of Commissioners. This declaration would allow for local units of government to meet electronically (per PA 254 of 2020) until the end of 2021. This was passed by the County Commissioners due to a surge in COVID-19 cases in the area. After discussion, Banks asked the feelings of Trustees on the topic of returning to remote meetings – McCloud stated that he believes that, until the Village becomes a “hot spot” for cases, in-person meetings were fine. Brighton stated that he believes that meetings should return to being held electronically until the end of the year. Further discussion took place on the matter by Council. Johnson stated that she believes that, with regard to safety, remote meetings were necessary. Banks, Cappon, and Hickey stated that they, individually, were of the belief that meeting either way (in person or electronically) were fine. Motion by Cappon, supported by McCloud, to continue having the Council, as well as other Village Boards, meet in person rather than electronically. Banks called for a roll call vote: Aye: Cappon, McCloud, Hickey, Banks; Nay: Johnson, Brighton; Abstain: None; Absent; Young. Motion passed by Council, 4-2.

## **UNFINISHED BUSINESS**

There was no unfinished business.

## **NEW BUSINESS**

Proposed Resolution 2021-45: Approval to Set the Date and Time for Trick-or-Treating in the Village of Lake Odessa

Motion by Johnson, supported by Brighton, to approve Proposed Resolution 2021-45. Roll call vote. Yes: Johnson, Brighton, McCloud, Hickey, Cappon, Banks; No: None; Absent: Young; Abstain: None. Motion passed unanimously, 6-0.

Proposed Resolution 2021-46: Approving the Resignation of Jennifer Hickey from the Lake Odessa Area Arts Commission Board of Directors

Motion by Cappon, supported by Johnson, to approve Proposed Resolution 2021-46. Roll call vote. Yes: Cappon, Johnson, Brighton, McCloud, Banks; No: None; Absent: Young; Abstain: Hickey. Motion passed, 5-0, with one abstention.

Proposed Resolution 2021-47: Approving Change Order #4 for the Water Main Improvement Project on Pearl, Pleasant, Ionia, And Emerson Streets

Motion by McCloud, supported by Brighton, to approve Proposed Resolution 2021-47. Roll call vote. Yes: McCloud, Brighton, Johnson, Hickey, Cappon, Banks; No: None; Absent: Young; Abstain: None. Motion passed unanimously, 6-0.

Proposed Resolution 2021-48: Approving Pay Application #4 from Service-Disabled Veteran's General Contracting (SDVGC) for the Water Main Improvement Project on Pearl, Pleasant, Ionia, And Emerson Streets

Motion by McCloud, supported by Johnson, to approve Proposed Resolution 2021-48. Roll call vote. Yes: McCloud, Johnson, Hickey, Brighton, Cappon, Banks; No: None; Absent: Young; Abstain: None. Motion passed unanimously, 6-0.

Proposed Resolution 2021-49: Approving the Proposed Amendment to the Engineering Services Agreement between the Village of Lake Odessa

Motion by Cappon, supported by Hickey, to approve Proposed Resolution 2021-49. Roll call vote. Yes: Cappon, Hickey, McCloud, Johnson, Brighton, Banks; No: None; Absent: Young; Abstain: None. Motion passed unanimously, 6-0.

### **MISCELLANEOUS CORRESPONDENCE**

a) Ionia County Board of Commissioners – Declaration for a Local State of Emergency

### **TRUSTEE COMMENTS**

Johnson – No comment.

Hickey – No comment.

McCloud – No comment.

Brighton – No comment.

Cappon – Cappon asked about the practice of Trustees being paid even when they miss meetings. Reagan stated that, since before he was hired, this was apparently a long-standing practice when Trustees were “excused” by the rest of the Council. Cappon stated that she believes this is not a good practice and believes it should be changed. Banks stated that this can, and should, go to the Personnel and Finance Committee for further review and analysis.

Banks – No comment.

### **PUBLIC COMMENT**

None

### **ADJOURNMENT**

Motion by McCloud, supported by Johnson, to adjourn the meeting at 7:35 pm, Motion carried by voice vote of members present, 6-0.

Meeting adjourned at 7:35 pm.



Respectfully submitted,

Patrick T. Reagan  
Village Manager/ Village Clerk

Purchases Over \$3,000.00



PLEASE REMIT TO:  
 PO Box 843005  
 Boston, MA 02284-3005

**GEI PAYMENT INFORMATION:** In accordance with Industry best practices and to help prevent fraud, please contact Julio Guerrero, Senior AR Specialist (781-721-4102) to verify any requests for change in the GEI Payment Instructions. For any billing questions, please contact Billing@GEIConsultants.com.

Attention: Mr. Patrick Reagan  
 Village of Lake Odessa  
 manager@lakeodessa.org  
 839 Fourth Avenue  
 Lake Odessa, MI 48849  
 United States

Invoice : 5013217  
 Invoice Date : 9/7/2021  
 Due Date : 10/7/2021  
 Project : 1904446  
 Project Name : Ionia, Pearl, Pleasant, Emerson  
 Improvements

For Professional Services Rendered For 7/31/2021 Through 8/27/2021

	Fee	Available	Billings		
			To Date	Previous	Current
<b>1904446 - Ionia, Pearl, Pleasant, Emerson Improvements</b>					
1 - Engineering Services	158,500.00	13,201.72	158,498.86	145,298.28	13,200.58
Rate Labor	9,645.25				
Expenses	2,451.57				
Unit Rate Expense	1,103.76				
Total Expense	3,555.33				
			<b>Current Billings</b>		<u>13,200.58</u>
			<b>Amount Due This Bill</b>		<u>13,200.58</u>

Total Fee : 158,500.00  
 To Date Billings : 158,498.86  
 Total Remaining : 1.14

Mark F. Stoor

Outstanding Receivables	Invoice Number	Date	Amount	Balance Due
	5012757	7/8/2021	25,117.67	<u>25,117.67</u>
				25,117.67

2 - Construction		Hours	Rate	Amount
<b>Rate Labor</b>				
<i>Class / Employee</i>				
<b>Senior Professional - Grade 6</b>				
Mark F. Stoor		28.25	167.000	4,717.75
<b>Staff Professional - Grade 1</b>				
Faisal A Shahin		54.75	90.000	4,927.50
<b>Total Rate Labor</b>				<b>9,645.25</b>
<b>Expenses</b>				
<i>Account / Vendor</i>				
<b>Outside Services</b>				
SME SOIL AND MATERIALS ENGINEERS INC			2,131.80	2,451.57
<b>Total Expenses</b>				<b>2,451.57</b>
<b>Unit Rate Expenses</b>				
<i>Account / Unit / Vendor</i>				
<b>Travel</b>				
<b>Employee Mileage</b>				
Mark F. Stoor		90.00	0.560	50.40
Faisal A Shahin		1,786.00	0.560	1,000.16
<b>Total Employee Mileage</b>				<b>1,050.56</b>
<b>Mileage</b>				
GEI Company Vehicle Mileage		95.00	0.560	53.20
<b>Total Travel</b>				<b>1,103.76</b>
<b>Total Unit Rate Expenses</b>				<b>1,103.76</b>
<b>Total Bill Task: 2 - Construction</b>				<b>13,200.58</b>

Total Project: 1904446 - Ionia, Pearl, Pleasant, Emerson Improvements

13,200.58

Ok to pay - PTK  
9/8/21

20% - 202 - 449 - 867.000 - 2,640.18

15% - 203 - 449 - 867.000 - 1,980.09

15% - 204 - 448 - 867.000 - 1,980.09

50% - 591 - 000 - 158.001 - 6,600.29

High Pointe Tree Service LLC  
 1800 Maple Grove Road Hastings mi 49058

# INVOICE

X101-751-931-003 - \$ 1,300  
 X202-449-801 - \$ 2,850  
 X203-449-801 - \$ 2,250

Village Of Lake Odessa  
 839 4TH Ave Lake Odessa , MI 48849

Invoice # 0000012

Invoice Date 07/14/2021

Due Date 07/14/2021

Item	Description	Unit Price	Quantity	Amount
-	1024 Washington cut down and remove 1 tree and total clean up	900.00	1.00	900.00
.	In the Park cut down and remove maple and total clean up	650.00	1.00	650.00
.	In the Park cut down and remove 1 beach tree and total clean up and 2 trims	750.00	1.00	750.00
	633 1st street 1 spruce cut down and total clean up	600.00	0.00	0.00
	901 6th street cut down and total lean up	850.00	1.00	850.00
	736 6th street cut down and total clean up	600.00	1.00	600.00
	at the Fair grounds on Bonanza cut down and remove and total clean up	650.00	1.00	650.00
-	by the Tower Chinese elm cut down and total clean up	650.00	1.00	650.00
	835 5th Ave cut down and total clean up	700.00	1.00	700.00
-	1138 2nd Ave and Tupper cut down and total clean up	650.00	1.00	650.00

*we have not received payment yet. please pay asap  
 thank you*

<b>Subtotal</b>	6,400.00
<b>Total</b>	6,400.00
<b>Amount Paid</b>	0.00
<b>Balance Due</b>	\$6,400.00



Tri-County Electric Cooperative  
7973 E. Grand River Ave.  
Portland, MI 48875-9717

Emergency: 1-800-848-9333  
Billing: 1-800-562-8232  
Payments: 1-877-999-3395

**Blanchard Office**  
3681 Costabella Ave.  
Blanchard MI 49310  
www.homeworks.org

**Portland Office**  
7973 E. Grand River Ave.  
Portland MI 48875

Account Number	2043600
Rate	CMLP5
Current Due Date	09/16/2021
Bill Date	08/23/2021
Days Billed	32
Meter Number	56587
kWh per Day Last Year	1506
kWh per Day This Year	1249

Account Status	
Previous Balance 07/23/21	\$4,242.06
Payment Received 08/09/21	-\$4,242.06
Balance Forward	\$0.00
Current Charges	\$4,291.69
<b>Total Amount Due 09/16/21</b>	<b>\$4,291.69</b>

645 1 AV 0.398  
VILLAGE OF LAKE ODESSA  
839 4TH AVE  
LAKE ODESSA MI 48849-1001

5 645  
C-2



SERVICE ADDRESS:	2367 BONANZA RD #5				POLE #:	OD392X7M		BOARD DIST:	D02	
Billing Period	METER READINGS				MULTIPLIER	ENERGY USED	ENERGY UNIT	RATE PER UNIT	CHARGE	
07/13/2021 TO 08/14/2021	BEGIN	TYPE	END	TYPE						
PEAK	488401	REG	494525	REG	1	6124	KWH	0.07400	\$453.18	
INTERMEDIATE	55229	REG	67720	REG	1	12491	KWH	0.07400	\$924.33	
OFF PEAK	558331	REG	579669	REG	1	21338	KWH	0.07400	\$1,579.01	
POWER SUPPLY COST RECOVERY						39953		0.00051-	-\$20.37	
PEAK KW						87.750	KW	14.00000	\$1,228.50	
AVAILABILITY CHARGE									\$78.50	
MICHIGAN LOW INCOME ENERGY FUND									\$0.91	
MICHIGAN ENERGY OPTIMIZATION SURCHARGE									\$47.63	
TOTAL CURRENT CHARGES WITHOUT OPERATION ROUND UP									\$4,291.69	
TOTAL AMOUNT									\$4,291.69	





September 10, 2021

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

Invoice #: 1802604  
Client #: 54413  
Matter #: 1

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## INVOICE SUMMARY

For professional services rendered and disbursements advanced through August 31, 2021:

**RE: Employment Matters**

Professional Services	\$ 8,625.00
Less Discount	<u>\$ -3,881.25</u>
Net Professional Services	\$ 4,743.75
Disbursements Advanced	<u>\$ .00</u>
<b>TOTAL THIS INVOICE</b>	<b>\$ 4,743.75</b>

Remit to: P.O. Box 306, Grand Rapids, MI 49501-0306



Murray's Asphalt Maintenance LLC  
1727 Moore Rd  
Woodland, MI 48897 US  
+1 2699489369  
lisa@murraysasphalt.net



# INVOICE

**BILL TO**

Village of Lake Odessa  
Lot next to 1032 4th Ave  
Lake Odessa MI 48849  
269-804-7013

**SHIP TO**

Village of Lake Odessa  
Lot next to 1032 4th Ave  
Lake Odessa MI 48849  
269-804-7013

**INVOICE #** 2338

**DATE** 09/23/2021  
**DUE DATE** 09/24/2021  
**TERMS** Due Upon  
Completion

DDA Pillar Project  
Bill to DDA - JT

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
09/24/2021	Patching	1,427 Sq' Patch	1	5,700.00	5,700.00

Thank you for doing business with Murrays!  
Cash, Checks, Money Orders, Visa &  
Mastercard accepted. Price does not include  
the credit card charge, if applicable.  
All Credit Card Transactions subject to a 3.5%  
fee

BALANCE DUE

**\$5,700.00**

BALANCE IS DUE UPON COMPLETION. ALL OUTSTANDING BALANCES WILL INCRUE A  
10% ANNUAL SURCHARGE AFTER 30 DAYS .



# Contractor's Application for Payment No. 4

Application Period: 8/7/21-9/14/21	Application Date: 9/15/2021
From (Contractor): Service Disabled Veterans General Contracting	Via (Engineer): GEI Consultants
Contract: Lake Odessa Water System Improvements	Engineer's Project No.: 1904446
Contractor's Project No.:	

## Application For Payment Change Order Summary


Approved Change Orders	Number	Additions	Deductions
TOTALS			
NET CHANGE BY			
CHANGE ORDERS			

1. ORIGINAL CONTRACT PRICE..... \$ 1,148,609.79
2. Net change by Change Orders..... \$
3. Current Contract Price (Line 1 + 2)..... \$ 1,148,609.79
4. TOTAL COMPLETED AND STORED TO DATE  
(Column F total on Progress Estimates)..... \$ 1,029,530.01
5. RETAINAGE:
  - a. 5% X \$1,029,530.01 Work Completed..... \$ 51,476.50
  - b. X Stored Material..... \$
  - c. Total Retainage (Line 5.a + Line 5.b)..... \$ 51,476.50
6. AMOUNT ELIGIBLE TO DATE (Line 4 - Line 5.c)..... \$ 978,053.51
7. LESS PREVIOUS PAYMENTS (Line 6 from prior Application)..... \$ 540,619.42
8. AMOUNT DUE THIS APPLICATION..... \$ 537,434.09
9. BALANCE TO FINISH, PLUS RETAINAGE  
(Column G total on Progress Estimates + Line 5.c above)..... \$ 129,519.27

**Contractor's Certification**

The undersigned Contractor certifies, to the best of its knowledge, the following:

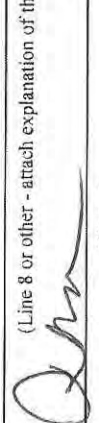
- (1) All previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with the Work covered by prior Applications for Payment;
- (2) Title to all Work, materials and equipment incorporated in said Work, or otherwise listed in or covered by this Application for Payment, will pass to Owner at time of payment free and clear of all Liens, security interests, and encumbrances (except such as are covered by a bond acceptable to Owner indemnifying Owner against any such Liens, security interest, or encumbrances); and
- (3) All the Work covered by this Application for Payment is in accordance with the Contract Documents

Contractor's Signature:  Date: 9/15/21

Payment of: \$ 537,434.09 (Line 8 or other - attach explanation of the other amount) 09/16/21

is recommended by: Mark Stoor (Engineer) (Date)

Payment of: \$ (Line 8 or other - attach explanation of the other amount) 9/21/21 (Date)

is approved by:  (Owner) (Date)

Approved by: \_\_\_\_\_ (Date)

Funding or Financing Entity (if applicable) \_\_\_\_\_ (Date)

SHAWN MILLS PROJECT MANAGER

202-249-9888.001 - 26% 139,132.94

203-449-9888.001 - 22% 118,235.50

204-449-9888.001 - 21% 112,841.16

591-536-931.009 - 31% 164,604.51

Ok to pay PTR 9/21/21

Progress Estimate - Unit Price Work

Contractor's Application

Item		Contract Information		B						C			D		E		F	
Item No	Description	Unit	Unit Price	Pay App #1	Pay App #2	Pay App #3	Pay App #4	Estimated Quantity Installed	Value of Work Installed to Date	Materials Presently Stored (out in C)	Total Completed and Stored to Date (D + E)	% (F / B)	Balance to Finish (B - F)					
M 0110	Mobilization (5% of Total Base Bid Maximum)	\$	37,000.00															
M 0210	Contractor Staking	1,000 SMO	\$12,000.00	11.5	0.5													
M 0310	Maintaining Traffic	1,000 SMO	\$12,000.00	11.5														
M 0410	Utility Excavation	\$	2,100.00		14	7												
M 0510	Soil Erosion and Sedimentation Control	\$	4,200.00															
M 0610	Utility Pole Bracing	\$	1,000.00															
M 1110	Pre-Construction Surface Video Taping	\$	4,068.75															
R 0201	Pre-convent Removal	\$	500.00															
R 0202	Subgrade Undercutting and Backfill	\$	26.00															
R 0210	Remove Concrete Sidewalk, Ramp & Drive Approach	\$	4.50															
R 0220	Remove Concrete Curb and/or Gutter	\$	250.00															
R 0230	Tree Removal	\$	10.30															
R 0240	Subbase MIDOT Class II 12" (CIP)	\$	10.21															
R 0250	Aggregate Base Layer 8" MIDOT 2.5A, R' (CIP)	\$	13.20															
R 0260	Imported French Basefill (CIP)	\$	3.50															
R 0270	Concrete Base 12" (CIP)	\$	88.30															
R 0280	Bluminous Mixture MIDOT 1.3A - Leaching Course (2.5")	\$	77.86															
R 0290	Bluminous Mixture MIDOT 1.3A - Top Course (1.5")	\$	662.50															
R 0300	Bluminous Mixture MIDOT 1.3A	\$	1.05															
R 0310	Gravel Driveway Approach MIDOT 2.5A, 6" (CIP)	\$	9.00															
R 0320	Aggregate Shoulder Course MIDOT 2.5A, 6" (CIP)	\$	12.50															
R 0330	Concrete Sidewalk, 4"	\$	3.62															
R 0340	Concrete Sidewalk, 6"	\$	4.46															
R 0350	Concrete Sidewalk, 8"	\$	14.70															
R 0360	Concrete Sidewalk, 10"	\$	1,200.00															
R 0370	Concrete Sidewalk, 12"	\$	88.15															
R 0380	Concrete Sidewalk, 14"	\$	110.49															
R 0390	Concrete Sidewalk, 16"	\$	794.30															
R 0400	Concrete Sidewalk, 18"	\$	46.83															
R 0410	Concrete Sidewalk, 20"	\$	49.36															
R 0420	Concrete Sidewalk, 22"	\$	55.25															
R 0430	Concrete Sidewalk, 24"	\$	65.39															
R 0440	Concrete Sidewalk, 26"	\$	4,516.01															
R 0450	Concrete Sidewalk, 28"	\$	782.54															
R 0460	Concrete Sidewalk, 30"	\$	275.00															
R 0470	Concrete Sidewalk, 32"	\$	865.50															
R 0480	Concrete Sidewalk, 34"	\$	610.20															
R 0490	Concrete Sidewalk, 36"	\$	47.86															
R 0500	Concrete Sidewalk, 38"	\$	52.71															
R 0510	Concrete Sidewalk, 40"	\$	1,799.86															
R 0520	Concrete Sidewalk, 42"	\$	485.62															
R 0530	Concrete Sidewalk, 44"	\$	853.03															

Progress Estimate - Unit Price Work

Contractor's Application

Item		Contract Identification		Application Number									
Item No	Description	Units	Unit Price	Total Value of Item (\$)	Pay App #1	Pay App #2	Pay App #3	Pay App #4	C	D	E	F	
WS 1190	8" x 8" Tee	1 EACH	\$ 911.68	\$ 911.68	1	3			4	\$3,616.72		133.3%	\$3,616.72
WS 1210	8" x 6" Reducer	1 EACH	\$ 453.80	\$ 453.80				1	1	\$453.80		100.0%	\$453.80
WS 1230	Cut and Cap Existing Watermain	1 EACH	\$ 639.37	\$ 639.37		1	2	2	3	\$2,696.85		62.5%	\$1,648.11
WS 1250	Connect to Existing Watermain	1 EACH	\$ 3,107.05	\$ 3,107.05		1	2	2	3	\$15,537.25		100.0%	\$15,537.25
WS 1250	Watermain Crossing	1 EACH	\$ 820.84	\$ 820.84									
WS 1250	Trench, Undercut and Backfill	1 EACH	\$ 66.13	\$ 66.13									
WS 1250	Hydrant Assembly	1 EACH	\$ 4,243.33	\$ 4,243.33		2	5		7	\$29,703.31		100.0%	\$29,703.31
WS 1250	Remove Existing Hydrant	1 EACH	\$ 477.00	\$ 477.00					3	\$1,531.00		100.0%	\$1,531.00
WS 1250	Abandon Existing Valve Box	1 EACH	\$ 200.00	\$ 200.00					1	\$200.00		33.3%	\$200.00
WS 1250	1" Type K Copper Water Service	1,024 LF	\$ 26.86	\$ 27,504.64		66		778	1,201	\$32,238.86		144.1%	\$1,246.51
WS 1250	2" HDPE Plastic Water Service	31 LF	\$ 40.21	\$ 1,246.51									\$15,518.10
WS 1250	Non-Standard Water Service Replacement	20 EACH	\$ 1,015.66	\$ 20,313.20									\$12,151.50
WS 1250	1" Corporation Stop	1 EACH	\$ 412.15	\$ 412.15		2	11	20	33	\$13,600.95		97.1%	\$13,600.95
WS 1250	2" Corporation Stop	1 EACH	\$ 800.82	\$ 800.82									\$600.82
WS 1250	1" Curb Stop and Box	1 EACH	\$ 655.76	\$ 655.76		2	11	19	32	\$20,984.32		94.1%	\$1,311.32
WS 1250	2" Curb Stop and Box	1 EACH	\$ 928.75	\$ 928.75									\$928.75
WS 1250	1" Water Service Meter Pit	1 EACH	\$ 1,017.94	\$ 1,017.94		3	3	3	6	\$6,105.24		300.0%	\$4,052.62
WS 1250	Connect to Existing Water Service	30 EACH	\$ 459.84	\$ 13,795.20		2	8	20	30	\$13,195.20		65.2%	\$2,199.20
WS 1250	Remove Concrete Sidewalk, Ramp & Drive Approach	300	\$ 3.85	\$ 1,155.00				1,400	1,400	\$5,386.00		#DIV/0!	\$5,386.00
WS 1250	Concrete Sidewalk, 4"	301	\$ 3.85	\$ 1,158.75				1,1745	1,1745	\$45,218.25		#DIV/0!	\$45,218.25
CO-01	Detour Signage	1 USOM	\$ 3,360.00	\$ 3,360.00					1	\$3,360.00		100.0%	\$3,360.00
CO-02	4" RSGV w/Box	1 ea	\$ 1,496.00	\$ 1,496.00		1			1	\$1,496.00		100.0%	\$1,496.00
CO-03	4" Water Service	9 LF	\$ 51.71	\$ 465.39		9			9	\$465.39		100.0%	\$465.39
CO-04	8" Tapping Sleeve	1 ea	\$ 1,220.00	\$ 1,220.00		1			1	\$1,220.00		100.0%	\$1,220.00
CO-05	4" Berris	2 ea	\$ 385.28	\$ 770.56		2			2	\$770.56		100.0%	\$770.56
CO-06	10" PVC Storm Sewer	101 LF	\$ 55.26	\$ 5,577.14		104	6		110	\$6,078.60		105.8%	\$531.56
<b>Totals</b>				<b>\$1,107,874.78</b>						<b>\$1,029,530.01</b>			<b>\$78,014.77</b>

# Stowell Builders LLC

4430 S. Woodland Rd.  
Woodland, MI 48897

# Invoice

Date	Invoice #
9/14/2021	1010

Bill To
Lake Odessa DPW 1204 Jordan Lake St Lake Odessa, MI 48849

P.O. No.	Terms	Project

Quantity	Description	Rate	Amount
	Materials and labor for concrete floor, roofing, masonry for block records room, floor heat tubing, wall steel, framing and labor.	86,832.00	86,832.00
	JT		
	101-441-970.001 - \$80,000		
	591-536-931.001 - \$6,832 <sup>00</sup>		

		<b>Total</b>	\$86,832.00
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Phone #	E-mail
517-204-1016	kdstowell@hotmail.com

<b>Payments/Credits</b>	\$0.00
<b>Balance Due</b>	\$86,832.00

# Consent Agenda

**Lake Odessa Village**  
**Zoning Administrator Report**  
**September 2021**

***Permits:***

On 9-23-21 I approved an amendment to a zoning permit for Bill Rogers for a deck at 1002 Fourth Ave. The amendment is to add a roof and sides over the deck.

On 9-30-21 I approved a zoning permit to Tim Williams for a 9' by 24' addition onto an existing garage located at 1125 Tupper Lake St.

***Supplemental:***

***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.

I have been preparing the proposed amendments to the mobile home sections to send to the Mobile Home Commission for their review. Some of their requirements for submission have changed, so I am working on those, as I have to go line by line to compare the draft ordinance to their laws and note any language above what they require and supporting documentation as to why. It is tedious work.

I have been in contact with Mike of the Quik Lube business on M-50. He also has a business with a trailer containing a smoker to make BBQ meats. He wants to bring it to the Village on some days at his Quik Lube property and sell BBQ to customers and to the public. He thinks it will be an alternative food type for those on the go with little time to dine in. I have suggested that he apply for a special use permit. *Update – Mike has applied for the special use permit and a public hearing will be held before the Council meeting on October 18.*

The Planning Commission had a public hearing on language for the Lakeside Commercial District and are recommending adoption to the Village Council. They are reviewing other language amendment projects.

I spoke with a resident on Fifth Ave who wants to replace a front porch with a larger covered porch. They will need a variance to do so as the house and the front yard are in the setback. I told them to apply for a variance if they proceed with the plans.

MEETING OF THE LAKEWOOD RECREATIONAL AUTHORITY WAS HELD ON SEPTEMBER 13, 2021

Meeting called to order by Chairperson Carolyn Mayhew at 1:00 pm

**Pledge of Allegiance**

**Roll call by Recording Secretary Edith Farrell** – Present: Mayhew, Reagan, Rohrbacher, Farrell, Cappon Nurenberg Absent: Bulling,

**Approval of Agenda**

Rohrbacher added Treasures report

Motion – Farrell to approve the agenda with the additional topic to discuss

Support-Cappon

Motion carried unanimously by voice vote of members present.

**Citizen Comment on Agenda Items** – Jeremy McDonald with Fishbeck asked permission to have John Willemin on speaker phone as he was unable to attend in person

**Minutes**

Motion –Cappon

Support by Reagan to approve the August 2, 2021 regular meeting minutes.

Motion carried unanimously by voice vote of members present.

**Bills** - none

**Presentations/Reports**

**A. Mark Stoor – GEI Consultants Inc**

- Stoor reported that the renderings were complete and there was a request to add stairs to dock renderings in place of the rocks.
- Nurenberg voiced concerns with the professionalism of the renderings and that the privacy shrubs on the Warren/Clack property could be an issue with view of the road when leaving their driveway.
- Stoor will be working on the easement paperwork for the Warren/Clack’s to sign. Chad Hickey and Terri Cappon will arrange an informal meeting to try and sway them to sign the easement. The board’s understanding that the easement must be signed at the Odessa Township Office in the presence of a Township Official was reiterated.
- The proximity of the trail to the road with visibility and traffic speeds was discussed. The Authority and Jordan Lake Trail Board have no control over these concerns. This is an enforcement issue in that area.

**B. Doug Suntken -LW Wastewater and John Willemin of Fishbeck**

- Lakewood Wastewater project is ready to go. The Contractor is coordinating the timing with another project. They are scheduled to start October 1<sup>st</sup> and be completed in Ionia County by November 15<sup>th</sup>. Cemetery Road will be completed by winter this year.
- They are proceeding with plans to build the abutments as a utility trussell for the pipes and not the pedestrian bridge.
- It was miscommunicated to the Authority in August that they would put in the abutments for the pedestrian bridge even if the bridge would be constructed at a later date. This is not the case.



- They are currently working a redesign that will not require the Warren/Clacks to sign a temporary grading permit. This can be accomplished due to the fact that the abutments will not require as much room as they would for the bridge.
- Ideally, they will be able to use the current EAGL permit. Reagan stated this will have to be approved by the Village Council.
- Mayhew questioned if the costs to split the \$70,000 abutment expense had been calculated as was requested at the July 2021 meeting. Willemin replies that it has not and they do not have enough information on the geological situation to do so. Soil sample tests are being run and they are waiting for results.
- It was discussed that the MDOT grant will not cover work previously performed so splitting the cost is a moot point because the Jordan Lake Trail Board does not have the funds to cover their share of the split-up front.
- Stoor suggested that the 2 projects be uncoupled. The LWA proceed with their project now and the pedestrian bridge be completed at a later date under the grant.
- Reagan questioned if Fishbeck could reimburse the Village for legal fees for the EGLE permit agreement.
- Suntken stated that the LWA would like the \$6,000 that was paid to the JLT for re-engineering to be refunded to them.

**C. Jordan Lake Trail Board**

- No questions on the reports presented

**D. MDOT Grant Extension**

- Reagan submitted the extension request. Mike Smith is the new person with MDOT that he is working with.
- Mayhew will call Mike Smith to see if they have questions or need anything further.

**Discussion Items** - Architect rendering was covered earlier in the meeting

**Unfinished Business** – none

**New Business** - none

**Miscellaneous Correspondence** - none

**Member Comments**

- Nurenberg clarified that Stoor will send the temporary easement document to Mayhew

**Public Comments** – none

- Heidi Reed questioned how the position for the Township Supervisor is coming.
- Rohrbacher responded that the position has to be filled within 45 days of Bulling’s resignation date – September 30, 2021. This is an agenda item for this evening’s Township Board Meeting.
- Wayne Baldock questioned the width of the trail along M50. Stoor replied it would be 10 feet.
- Baldock questioned a liability for the trail with traffic concerns. Mayhew replied that it is the same as with any public park.
- Baldock voiced concerns with trespassing on his dock. It was suggested by the board that he put up no trespassing signs.

**Adjournment** 2:00

**Lake Odessa Area Arts Commission  
Page Memorial Building  
839 Fourth Avenue  
Lake Odessa, Michigan 48849  
Regular Meeting Minutes  
September 21, 2021**

Meeting called to order 7:07 pm by Village Manager/ Clerk Reagan.

Roll Call: Margaret Hermes, Patrick Reagan, Carrie Johnson, Nancy Mattson

Absent: Karen Banks

Reagan called for nominations and election of a new Chairperson due to the resignation of Hickey from the Board.

Mattson nominated Reagan to be the Chairperson.

Reagan nominated Hermes. Nominations closed.

Hermes was elected Chairperson by vote, 3-0, with Hermes abstaining.

Hermes opened the meeting.

Motion made by Reagan, supported by Hermes to approve the agenda as presented.

– motion carried by voice vote of members present, 4-0.

Public comment – no public comment was heard.

Minutes: Motion by Johnson, supported by Reagan, to approve the minutes from the August 9, 2021 regular meeting. Motion carried by voice vote of members present, 4-0.

Discussed financial report – Reagan motioned, and Johnson supported, to approve the financial report as submitted. Motion carried by voice vote of members present, 4-0.

Johnson moved to approve, with Hermes supporting, artist referral rebates to Jim Andresen, Kayla Dowker, and Bob Andresen. Motion carried by voice vote of members present, 4-0.

Discussion Items:

A) 2021 Art in the Park

- 1) Vendor Comment Cards – there was discussion as to the number of prizes to be drawn for comment cards. Reagan believed that there were two \$25 gift cards, with 1 free booth space. Winners were drawn:

Lisa Underhill -- \$25 gift card  
Lyle Morten -- \$25 gift card  
Jane Underhill – Free booth space

Jane Schneider has already paid for her booth space in 2022 and will need to be refunded.

Comment card feedback – Hermes reported that most vendors were satisfied with the event. Most vendors did not want a two-day event.

Handicapped Parking (Lot C) – postponed discussion until next meeting.

Sponsor Thank You Letters – Reagan will write a thank you letter to sponsors.

Wine Tasting – Reagan went over Wine Tasting numbers. Revenue for the event was \$3,324.00 and expenses were \$3,057.13.

Improvements for 2022 – the group discussed ideas for improvement. Mattson stated that ice cream and elephant ear vendors were needed for next year's event.

2022 AITP Event – Hermes shared a spreadsheet that she has created for the 2022 event. Currently, the 2022 event has reservations from 27 vendors for 32 booth spaces.

Recruiting of Artists for 2022 – the group discussed ways to recruit artists.

2) Items for next agenda – None.

3) Board member comments – Johnson stated that she will think of ways to recruit for next year's event.,

Meeting adjourned: 7:39 pm

Respectfully submitted  
Patrick Reagan  
Village Manager/ Village Clerk

# Departmental Reports

## **REPORT TO THE VILLAGE OF LAKE ODESSA COUNCIL**

**DATE:** Monday, October 18, 2021

**TO:** President Karen Banks; President Pro-Tempore Mel McCloud; Trustee Brighton; Trustee Cappon; Trustee Johnson; Trustee Young; Trustee Hickey

**FROM:** Patrick Reagan, Village Manager

**RE:** Manager's Report to Village Council

President Banks and Village Trustees,

Please find below my report on the Council agenda before you tonight.

### **PRESENTATIONS**

Mark Stoor, from GEI Consultants, Inc, will be in attendance to give an update on the Pearl, Pleasant, Ionia, and Emerson Water and Street Improvement project.

### **NEW BUSINESS**

#### **Consideration of Bill #21-02: An Ordinance to Amend Chapter 36 of the Code of Ordinances of the Village of Lake Odessa**

Bill 21-02 amends Chapter 36 of the Code of Ordinance by stating the bulk restrictions in the Lakeside Commercial District. As you may recall, the Council amended the Zoning Ordinance in 2020 to allow for single family dwellings in this district.

The Planning Commission held a public hearing on September 27, 2021 to allow for public input on these changes. This public hearing was noticed in the newspaper. No public comment was heard.

#### **Consideration of Bill #21-03: An Ordinance to Amend the Code of Ordinances of the Village of Lake Odessa by Adding Sections 2-31 Through 2-33**

This proposed ordinance was developed by the Personnel and Finance Committee and actively sets out how and when Council members are to be paid – for which activities and under what circumstances, as requested by Council action at last month’s meeting.

**Proposed Resolution 2021-50: Approving the Recommendation from the Downtown Development Authority Board of Directors to Create a Permanent Four-Way Stop at the Intersection of Fourth Avenue and Second Street in Downtown Lake Odessa**

The passing of this resolution would make the downtown four-way stop, at Fourth Avenue and Second Street, permanent. As has been stated at previous meetings, the public input that I have received (as well as other Village staff members) has been overwhelmingly positive and in favor of this four-way stop.

**Proposed Resolution 2021-51: Approving Weekend “On-Call” Pay for the Department of Public Works**

This resolution sets forth paying the DPW “on call” pay for weekends. Basically, this would work like this – as we have four full time DPW employees, each one would be placed on a rotating schedule, during which they would be “on call” in case of an emergency (e.g. watermain issue, tree falling in the road, issue at the water plant, etc). The employee that is on call for a particular weekend would need to be available to come in and ready to work, which means they would need to be nearby and available to work throughout the weekend. In return for staying nearby and ready to work, the Village would pay an extra \$75.00 for that weekend to the on-call employee. The other communities in which I have managed have had a system similar to this and it has worked out well. A question that you may have is: why isn’t this being offered to the police department? The answer to that is this: mutual aid. If we do not have a police officer on and a call comes in from Central Dispatch, then the Ionia County Sheriff’s Department stills has jurisdiction in Lake Odessa and can respond to a call. The same goes for the State Police. However, for example, if we have an issue with a tree falling across the road, the Ionia County Road Commission will not respond as this is our responsibility.

**Proposed Resolution 2021-52: Approving an Annual Employee Stipend for Earning and Maintaining Approved Limited Water Treatment and Distribution System Water Licensing**

The DPW Supervisor and I have been speaking about this since I first arrived in Lake Odessa. Basically, this pays a stipend to our DPW employees that obtain and maintain water licensing for the Village. As we are a D2-S3 system, we need to have a primary operator (Jesse) and a backup operator (Scott) on staff that can do the myriad of things that are necessary to keep our water system clean, safe, and healthy. Incentivizing our full-time DPW employees to obtain and maintain this licensing will only be beneficial to us in the long run. Again, like “on call” pay, this is a common practice done in many other communities across Michigan.

**Proposed Resolution 2021-53: Approving the Revised Handbook for Village Employees**

The P&F Committee has been working diligently on revising this handbook and it is now completed. As you probably know, the last update of the Village Employee Handbook was done in 1994 as was woefully out of date. The P&F Committee worked with Jesse Trout, Pete Peterson from Miller Johnson, and me to update it.

**Proposed Resolution 2021-54: Approving Change Order #5 the Water Main Improvement Project on Pearl, Pleasant, Ionia, And Emerson Streets**

As with the last Change Order for this project, this is a book balancing change order – it simply squares what was done and what was used versus what the contract with SDVGC initially called for in the beginning, thus showing actual costs and amounts.

**Proposed Resolution 2021-55: Approving Pay Application #5 from Service-Disabled Veteran’s General Contracting (SDVGC) for the Water Main Improvement Project on Pearl, Pleasant, Ionia, And Emerson Streets**

This project is mostly complete, with only a few minor issues to be worked out.

**Proposed Resolution 2021-56: Approving the Establishment of Compensation and Expense Reimbursement for the Village President and Village Trustees**

Developed by the P&F Committee, this resolution sets forth the pay and standards for Village Council members.

## **ITEMS NOT ON THE AGENDA**

- We encourage all residents to visit the Village's website and to familiarize themselves with the Brush and Leaf pickup policy. DPW Supervisor Trout has informed me that some residents have been raking the leaves that have fallen so far into the street. At no time should leaves be raked into the street as this causes our storm drains to become plugged and will not allow them to function properly during rain events. Instead, at this time (until the latter half of October), leaves should be bagged and placed curbside and not in the street/ gutter. At no time should leaves ever be placed in the street or gutter!
  
- Village website – The Village Treasurer and I have had meetings with Municode over the new Village website. Last week, the website committee met with Municode to go over styles and colors for this website. I expect this process to extend into 2022 but I believe that the new website will be something that will look fantastic and will be much more helpful for residents/ visitors and will be quite a bit more intuitive than our current website.
  
- Halloween Trick-or-Treating will be on Sunday, October 31, 2021 from 6:00 pm to 8:00 pm.
  
- The annual overnight on street parking ban starts on November 1, 2021.

Respectfully submitted,



Patrick Reagan, Village Manager/ Clerk  
Village of Lake Odessa





## SEPTEMBER 2021 COUNCIL REPORT



In the month of September, The Lake Odessa Police Department conducted 27 Traffic Stops, issued 9 Citations, handled 2 Accidents, and continue to do nightly door checks along our business district. Total Vehicle Mileage: Ford Interceptor 8900 Miles Chevy Tahoe Miles 72568

### **FOUR WAY STOP:**

This road sign is placed at four way stop intersections and informs drivers that all entrances to this intersection are controlled by stop signs. The basic rules that govern the right-of-way at four way stop intersections are as following: the first vehicle to arrive at the intersection should be the first to leave; when two vehicles reach the intersection at the same time, the driver of the vehicle on left must yield to

the driver of the vehicle on the right; if two vehicles are facing each other and are traveling straight through the intersection, both vehicles can go at the same time.

A review of past crash experiences up to and including current date resulted in no crash problems in the area. Typically, “crash problems” are characterized as 5 or more reported accidents in a 12-month period. Sight distance restrictions do exist in the area because of the buildings, street parking and bump outs. Lake Odesa is an active walkable community and four way stop control can be useful as a safety measure for vehicle, foot, and bicyclist traffic. Data from traffic studies indicate stop signs should not be used for speed or volume control. Generally, motorists seem to have adapted to the stops signs and support the change in this traffic pattern.



PUBLIC RELATIONS:



**Martha Brecheisen Yoder**

7h · 🌐



**I am not sure the name of the Lake Odessa Police Officer on duty this morning but shouting out thanks and appreciation for going above and beyond. When I walked my dogs early this morning, the officer was at the beach with a bag picking up trash people had left on the ground yesterday. We have such a beautiful community. Thank you so much! 🚔 ❤️**

👍❤️ 230

6 Comments 6 Shares



## CALLS FOR SERVICE VILLAGE OF LAKE ODESSA

09/30/21 21:01 7000 - JUVENILE TUPPER LAKE ST  
09/29/21 18:37 Traffic  
09/29/21 11:51 9909M - MENTAL JOHNSON STREET  
09/28/21 19:33 Traffic  
09/28/21 18:32 9301B - PDA TRAFFIC JORDAN LAKE ST  
09/28/21 16:50 99092 - MED 2 5TH AVENUE  
09/28/21 15:20 9909M - MENTAL LAKEVIEW DRIVE  
09/27/21 09:38 Traffic  
09/26/21 16:48 5403 - TRAFFIC  
09/26/21 09:55 5500 - HEALTH & JORDAN LAKE ST  
09/26/21 08:20 2201 - BURGLARY FIRST AVE  
09/25/21 23:20 9908A - Assist Outside Agency  
09/25/21 22:01 9807 - SUSPICIOUS JAMIE LN  
09/25/21 14:42 1302 - DOMESTIC/ASSIST MSP CHRISTOPHER ST  
09/25/21 13:00 Traffic  
09/24/21 16:51 9807 - SUSPICIOUS  
09/24/21 16:10 Traffic  
09/24/21 13:31 9909M - MENTAL LAKEVIEW DR  
09/24/21 09:38 9908 - GENERAL MANDY LN  
09/24/21 08:48 9301B - PDA TRAFFIC LINCOLN AVE  
09/23/21 19:33 Traffic  
09/23/21 19:03 Traffic  
09/23/21 18:11 Traffic  
09/23/21 18:05 Traffic  
09/23/21 11:34 9301A - PIA TRAFFIC LAPO RD  
09/22/21 17:41 Traffic  
09/22/21 12:13 Traffic  
09/22/21 11:34 Traffic  
09/21/21 22:11 7000 - JUVENILE FOURTH ST  
09/21/21 20:17 99091 - MED 1  
09/20/21 21:53  
09/20/21 20:39 9500 - FIRE ALL  
09/19/21 18:52 7000 - JUVENILE FOURTH ST  
09/19/21 18:36 5300 - DISORDERLY JORDAN LAKE AVE  
09/19/21 17:17 9500 - FIRE ALL TUPPER LAKE ST  
09/19/21 15:59 99091 - MED 1  
09/18/21 18:40 5403 - TRAFFIC  
09/18/21 13:24 5403 - TRAFFIC  
09/17/21 11:33 99093 - MED 3  
09/16/21 20:14 7000 - JUVENILE FOURTH ST  
09/16/21 20:00 Traffic  
09/16/21 19:23 5403 - TRAFFIC  
09/16/21 19:17 911H - 911 Hang Up  
09/16/21 14:08 9301A - PIA TRAFFIC  
09/15/21 21:45 Traffic  
09/14/21 18:42 Traffic  
09/14/21 12:09 VDOM - VERBAL FOURTH AVE  
09/14/21 01:26 9909P - NON CRIMINAL  
09/13/21 20:07 9903 - MISSING PEARL ST  
09/13/21 19:34 9909P - NON CRIMINAL  
09/13/21 17:46 TRF - 4TH AVE & 4TH ST  
09/13/21 17:29 FOLLOW UP  
09/13/21 17:20 9909P - NON-CRIMINAL  
09/13/21 17:09 Traffic  
09/13/21 14:22 2300 - LARCENY FOURTH AVE  
09/13/21 12:41 TREES - TREE DOWN FOURTH AVE



09/13/21 07:11 9401 - ALARM JORDAN LAKE ST  
09/12/21 16:00 Traffic  
09/12/21 13:13 Traffic  
09/12/21 11:19 3800 - FAMILY FOURTH ST  
09/12/21 10:23 Traffic  
09/12/21 09:52 Traffic  
09/12/21 07:34 9909P - NON-CRIMINAL FOURTH AVE  
09/11/21 18:47 99091 - MED 1  
09/11/21 18:24 PPO - PPO VIOLATION SIXTH AVE  
09/11/21 18:17 99093 - MED 3 PEARL ST  
09/11/21 15:54 Traffic  
09/11/21 15:25 Traffic  
09/11/21 11:09 5500 - HEALTH & SECOND ST  
09/11/21 00:25 99091 -MED 1  
09/10/21 16:12 7000 - JUVENILE  
09/10/21 14:20 9301B - PDA TRAFFIC LAPO RD  
09/09/21 21:30 Traffic  
09/09/21 21:01 9903 - MISSING PEARL ST  
09/09/21 20:19 9500 - FIRE ALL  
09/09/21 19:54 9500 - FIRE ALL  
09/09/21 19:53 9807 - SUSPICIOUS JORDAN LAKE RD  
09/09/21 15:22 7000 - JUVENILE  
09/08/21 20:41 99091 -MED 1 EMERSON ST  
09/08/21 13:53 9909M -MENTAL FIFTH AVE  
09/07/21 19:01 99093 -MED 3  
09/06/21 18:56 9807 - SUSPICIOUS JORDAN LAKE ST  
09/06/21 18:30 9903 - MISSING  
09/06/21 15:36 PPO - PPO VIOLATION SECOND AVE  
09/06/21 15:01 9807 - SUSPICIOUS  
09/06/21 14:30 Traffic  
09/06/21 13:57 Traffic  
09/06/21 10:36 99093 - MED 3  
09/05/21 20:58 Traffic  
09/05/21 20:40 9908 - GENERAL LAKE ODESSA AREA  
09/05/21 20:39 Traffic  
09/05/21 19:35 5300 - DISORDERLY CEMETERY RD  
09/05/21 14:48 Traffic  
09/05/21 14:37 Traffic  
09/05/21 14:12 Traffic  
09/04/21 23:49 Traffic  
09/04/21 23:16 9301B - PDA TRAFFIC JORDAN LAKE ST  
09/04/21 22:51 9807 - SUSPICIOUS 4TH AVE  
09/04/21 20:29 9301B - PDA TRAFFIC JORDAN LAKE ST  
09/04/21 19:36 99092 - MED 2  
09/04/21 14:03 Traffic  
09/03/21 22:07 9909P - NON-CRIMINAL  
09/03/21 18:29 Traffic  
09/03/21 16:25 9807 - SUSPICIOUS JORDAN LAKE BEACH AREA  
09/03/21 15:30 2300 - LARCENY JORDAN LAKE ST  
09/03/21 02:11 5300 - DISORDERLY EMERSON ST  
09/03/21 01:00 5403 - TRAFFIC  
09/02/21 22:34 9807 - SUSPICIOUS  
09/02/21 17:42 9908 - GENERAL  
09/02/21 11:11 PPO - PPO VIOLATION 6TH AVENUE  
09/01/21 23:24 Traffic  
09/01/21 14:22 3500 - VIOLATION OF CONTROLLED SUBSTANCE ACT  
09/01/21 11:06 Traffic

## Department of Public Works

September 15<sup>th</sup> 2021 to October 12<sup>th</sup> 2021

### Council Report

#### Parks & Beach

Ongoing mowing, fertilizing, and grounds maintenance. We closed the beach restrooms for the season and will be closing the park restrooms on the 18<sup>th</sup> of October. The dock will be removed soon. We removed the shade sails at the park pavilion and will be stacking picnic tables out of the weather soon. The beach pavilion windows were boarded up and the restrooms/irrigation will be winterized soon.

#### Streets

We repainted the center lines on every street aside from Fourth Ave. PK Contracting repainted Jordan Lake Ave and painted new lines on the fresh asphalt of Emerson. As time allows, we have been clearing brush from the right of way along Lakeview. We installed the 4-way STOP at 2<sup>nd</sup> St and Fourth Ave and painted STOP bars on Fourth Ave.

#### Water

This month was very busy with year-end water sampling and state reports. We flushed water mains on the 11<sup>th</sup>. During flushing, we also burped the barrels of all even numbered hydrants and inspected them. We performed flow and pressure testing on the 12<sup>th</sup> for the ISO safety rating for the Fire Dept. We will soon winterize all 117 fire hydrants. Meter reading and trouble shooting went without too much issue this quarter.

#### DPW

The final brush collection of the season will be October 18<sup>th</sup>. All brush needs to be placed curbside by 7:00 am on the 18<sup>th</sup>. Once we have completed the final brush collection, we will not collect brush until next April and I will be handing out notices of no further collection as residents continue to place brush curbside. The sticks and limbs plug the shoot of our leaf vac and cannot be curbside as they become hidden under leaves. We are and will continue collecting compost bags every Monday as our schedule allows. We completed the paving of the downtown parking lot. The handicap parking places were repainted. We ground several tree stumps, removed debris and restored the areas. Fall banners were placed on light poles. We have begun changing oil in trucks and prepping them for winter snow removal.

#### Purchase Request

None at this time.

#### Additional Comments

None at this time.

Check Date	Bank	Check	Vendor	Vendor Name	Amount
Bank ARTS					
09/02/2021	ARTS	3191	MI FARM	MFB, INC.	307.77
09/10/2021	ARTS	3192	BUYERS	THE BUYERS GUIDE	127.20
09/10/2021	ARTS	3193	KAREN	KAREN BANKS	76.73
09/10/2021	ARTS	3194	LAKWOOD	LAKWOOD NEWS	762.48
09/13/2021	ARTS	3195	CARDMEMBER	CARDMEMBER SERVICE	58.30
09/16/2021	ARTS	3196	015	VILLAGE OF LAKE ODESSA - GENERAL	67.70
09/24/2021	ARTS	3197	VERIZON	VERIZON WIRELESS	49.59
09/30/2021	ARTS	3198	WKAR	WKAR	485.00
09/30/2021	ARTS	3199	WKAR	WKAR	75.00

ARTS TOTALS:

Total of 9 Checks:	2,009.77
Less 0 Void Checks:	0.00
Total of 9 Disbursements:	2,009.77

Bank DDA 6015 DOWNTOWN DEVELOPMENT AUTHORITY

09/02/2021	DDA	1178	HSV	HSV REDI-MIX	110.00
09/10/2021	DDA	1179	HSV	HSV REDI-MIX	41.32
09/30/2021	DDA	1180	HSV	HSV REDI-MIX	159.80
09/30/2021	DDA	1181	MURRAY'S	MURRAY'S ASPHALT MTNC LLC	5,700.00

DDA TOTALS:

Total of 4 Checks:	6,011.12
Less 0 Void Checks:	0.00
Total of 4 Disbursements:	6,011.12

Bank GEN 1447 GENERAL FUND

09/02/2021	GEN	41651	AMAZON	AMAZON CAPITAL SERVICES, INC.	47.02
09/02/2021	GEN	41652	CINTAS	CINTAS FIRST AID & SAFETY	168.14
09/02/2021	GEN	41653	VERIZON	VERIZON WIRELESS	152.73
09/02/2021	GEN	41654	MSP	MICHIGAN STATE POLICE	600.00
09/10/2021	GEN	41655	AMAZON	AMAZON CAPITAL SERVICES, INC.	70.78
09/10/2021	GEN	41656	CONSUMERS	CONSUMERS ENERGY	2,711.43
09/10/2021	GEN	41657	FAMILY	FAMILY FARM & HOME - CHARLOTTE	209.93
09/10/2021	GEN	41658	MSP	MICHIGAN STATE POLICE	66.00
09/10/2021	GEN	41659	NAPA	NAPA OF IONIA	5.43
09/10/2021	GEN	41660	WEX	WEX BANK	1,168.30
09/13/2021	GEN	41661	CARDMEMBER	CARDMEMBER SERVICE	341.26
09/16/2021	GEN	41662	AMAZON	AMAZON CAPITAL SERVICES, INC.	105.38
09/16/2021	GEN	41663	CONSUMERS	CONSUMERS ENERGY	539.50
09/16/2021	GEN	41664	MENARD	MENARDS-IONIA	493.71
09/16/2021	GEN	41665	MILLER	MILLER, JOHNSON, SNELL & CUMMISKEY	4,743.75
09/16/2021	GEN	41666	MISC	LERETTA LLC	36.35
09/16/2021	GEN	41667	SBAM PLAN	THE SBAM PLAN	462.83
09/17/2021	GEN	41668	BLUE CROSS	BLUE CROSS BLUE SHIELD OF MICHIGAN	2,283.16
09/17/2021	GEN	41669	MENARD	MENARDS-IONIA	128.35
09/17/2021	GEN	41670	WOW	WOW! BUSINESS	74.99
09/24/2021	GEN	41671	NYE	NYE UNIFORM	115.98
09/24/2021	GEN	41672	SENT	SENTINEL-STANDARD, INC.	79.00
09/24/2021	GEN	41673	VERIZON	VERIZON WIRELESS	420.37
09/24/2021	GEN	41674	WOW	WOW! BUSINESS	91.25
09/24/2021	GEN	41675	HIGH POINT	HIGH POINTE TREE SERVICE	1,300.00
09/24/2021	GEN	41676	LWWA	LAKWOOD WASTEWATER AUTHORITY	77.78
09/24/2021	GEN	41677	NAPA	NAPA OF IONIA	458.38
09/24/2021	GEN	41678	WOW	WOW! BUSINESS	132.14
09/30/2021	GEN	41679	AMAZON	AMAZON CAPITAL SERVICES, INC.	928.33
09/30/2021	GEN	41680	CONRADS	CONRADS QUICK LUBE	77.26
09/30/2021	GEN	41681	NYE	NYE UNIFORM	105.98
09/30/2021	GEN	41682	STOWELL	STOWELL BUILDERS LLC	80,000.00

GEN TOTALS:

Total of 32 Checks:	98,195.51
Less 0 Void Checks:	0.00
Total of 32 Disbursements:	98,195.51

Bank HWY 6659 GENERAL HWY

09/10/2021	HWY	2035	GEI	GEI CONSULTANTS	1,980.09
09/16/2021	HWY	2036	SBAM PLAN	THE SBAM PLAN	71.87
09/17/2021	HWY	2037	BLUE CROSS	BLUE CROSS BLUE SHIELD OF MICHIGAN	95.66
09/24/2021	HWY	2038	SDVGC	SDVGC INC.	112,861.16

Check Date	Bank	Check	Vendor	Vendor Name	Amount
<b>HWY TOTALS:</b>					
Total of 4 Checks:					115,008.78
Less 0 Void Checks:					0.00
Total of 4 Disbursements:					115,008.78
<b>Bank LOC 6646 LOCAL STREETS</b>					
09/10/2021	LOC	2301	GEI	GEI CONSULTANTS	1,980.09
09/16/2021	LOC	2302	SBAM PLAN	THE SBAM PLAN	10.52
09/17/2021	LOC	2303	BLUE CROSS	BLUE CROSS BLUE SHIELD OF MICHIGAN	27.37
09/24/2021	LOC	2304	HIGH POINT	HIGH POINTE TREE SERVICE	2,250.00
09/24/2021	LOC	2305	SDVGC	SDVGC INC.	118,235.50
<b>LOC TOTALS:</b>					
Total of 5 Checks:					122,503.48
Less 0 Void Checks:					0.00
Total of 5 Disbursements:					122,503.48
<b>Bank MAJ 6633 MAJOR STREETS</b>					
09/10/2021	MAJ	2370	GEI	GEI CONSULTANTS	2,640.11
09/16/2021	MAJ	2371	SBAM PLAN	THE SBAM PLAN	10.83
09/17/2021	MAJ	2372	BLUE CROSS	BLUE CROSS BLUE SHIELD OF MICHIGAN	48.30
09/24/2021	MAJ	2373	HIGH POINT	HIGH POINTE TREE SERVICE	2,850.00
09/24/2021	MAJ	2374	SDVGC	SDVGC INC.	139,732.86
<b>MAJ TOTALS:</b>					
Total of 5 Checks:					145,282.10
Less 0 Void Checks:					0.00
Total of 5 Disbursements:					145,282.10
<b>Bank WATER 6620 WATER</b>					
09/02/2021	WATER	5276	BADGER	BADGER METER	752.05
09/02/2021	WATER	5277	H2O	H2O COMPLIANCE SERVICES INC.	150.00
09/02/2021	WATER	5278	TRICOU	HOMEWORKS	4,291.69
09/02/2021	WATER	5279	VERIZON	VERIZON WIRELESS	36.35
09/10/2021	WATER	5280	AT&T	AT&T	88.38
09/10/2021	WATER	5281	CONSUMERS	CONSUMERS ENERGY	522.37
09/10/2021	WATER	5282	GEI	GEI CONSULTANTS	6,600.29
09/10/2021	WATER	5283	MENARDS	MENARDS - LANSING WEST	1,288.73
09/10/2021	WATER	5284	QUADIENT	QUADIENT FINANCE USA, INC.	206.99
09/10/2021	WATER	5285	WEX	WEX BANK	352.40
09/10/2021	WATER	5286	WEX	WEX BANK	352.40
09/16/2021	WATER	5287	CONSUMERS	CONSUMERS ENERGY	419.59
09/16/2021	WATER	5288	SBAM PLAN	THE SBAM PLAN	283.54
09/17/2021	WATER	5289	BLUE CROSS	BLUE CROSS BLUE SHIELD OF MICHIGAN	5,548.23
09/24/2021	WATER	5290	SDVGC	SDVGC INC.	166,604.57
09/24/2021	WATER	5291	TRUE	VILLAGE TRUE VALUE LUMBER	52.17
09/24/2021	WATER	5292	VERIZON	VERIZON WIRELESS	138.77
09/24/2021	WATER	5293	WOW	WOW! BUSINESS	66.06
09/24/2021	WATER	5294	SDVGC	SDVGC INC.	166,604.57
09/24/2021	WATER	5295	TRUE	VILLAGE TRUE VALUE LUMBER	52.17
09/30/2021	WATER	5296	LITES	LITES PLUS, INC.	2,265.45
09/30/2021	WATER	5297	MICHCAT	MICHIGAN CAT	565.59
09/30/2021	WATER	5298	RJG	RJG ENTERPRISES INC.	208.00
09/30/2021	WATER	5299	STOWELL	STOWELL BUILDERS LLC	6,832.00
09/30/2021	WATER	5300	TRICOU	HOMEWORKS	4,117.94
09/30/2021	WATER	5301	TRUCK	TRUCK & TRAILER SPECIALTIES	942.00
<b>WATER TOTALS:</b>					
Total of 26 Checks:					369,342.30
Less 4 Void Checks:					167,217.14
Total of 22 Disbursements:					202,125.16
<b>Bank WBOND 8194 WATER BOND REDEMPTION</b>					
09/02/2021	WBOND	3(E)	RURAL DEV	UNITED STATES OF AMERICA	103,070.97
<b>WBOND TOTALS:</b>					
Total of 1 Checks:					103,070.97
Less 1 Void Checks:					103,070.97

Check Date	Bank	Check	Vendor	Vendor Name	Amount
Total of 0 Disbursements:					0.00
<b>REPORT TOTALS:</b>					
Total of 86 Checks:					961,424.03
Less 5 Void Checks:					270,288.11
Total of 81 Disbursements:					691,135.92



Check Date	Bank	Check	Vendor	Vendor Name	Amount
Bank ARTS					
09/02/2021	ARTS	3191	MI FARM	MFB, INC.	307.77
09/10/2021	ARTS	3192	BUYERS	THE BUYERS GUIDE	127.20
09/10/2021	ARTS	3193	KAREN	KAREN BANKS	76.73
09/10/2021	ARTS	3194	LAKWOOD	LAKWOOD NEWS	762.48
09/13/2021	ARTS	3195	CARDMEMBER	CARDMEMBER SERVICE	58.30
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09/24/2021	ARTS	3197	VERIZON	VERIZON WIRELESS	49.59
09/30/2021	ARTS	3198	WKAR	WKAR	485.00
09/30/2021	ARTS	3199	WKAR	WKAR	75.00

ARTS TOTALS:

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Less 0 Void Checks:	0.00
Total of 9 Disbursements:	2,009.77

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09/10/2021	DDA	1179	HSV	HSV REDI-MIX	41.32
09/30/2021	DDA	1180	HSV	HSV REDI-MIX	159.80
09/30/2021	DDA	1181	MURRAY'S	MURRAY'S ASPHALT MTNC LLC	5,700.00

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Less 0 Void Checks:	0.00
Total of 4 Disbursements:	6,011.12

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09/02/2021	GEN	41653	VERIZON	VERIZON WIRELESS	152.73
09/02/2021	GEN	41654	MSP	MICHIGAN STATE POLICE	600.00
09/10/2021	GEN	41655	AMAZON	AMAZON CAPITAL SERVICES, INC.	70.78
09/10/2021	GEN	41656	CONSUMERS	CONSUMERS ENERGY	2,711.43
09/10/2021	GEN	41657	FAMILY	FAMILY FARM & HOME - CHARLOTTE	209.93
09/10/2021	GEN	41658	MSP	MICHIGAN STATE POLICE	66.00
09/10/2021	GEN	41659	NAPA	NAPA OF IONIA	5.43
09/10/2021	GEN	41660	WEX	WEX BANK	1,168.30
09/13/2021	GEN	41661	CARDMEMBER	CARDMEMBER SERVICE	341.26
09/16/2021	GEN	41662	AMAZON	AMAZON CAPITAL SERVICES, INC.	105.38
09/16/2021	GEN	41663	CONSUMERS	CONSUMERS ENERGY	539.50
09/16/2021	GEN	41664	MENARD	MENARDS-IONIA	493.71
09/16/2021	GEN	41665	MILLER	MILLER, JOHNSON, SNELL & CUMMISKEY	4,743.75
09/16/2021	GEN	41666	MISC	LERETTA LLC	36.35
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09/24/2021	GEN	41673	VERIZON	VERIZON WIRELESS	420.37
09/24/2021	GEN	41674	WOW	WOW! BUSINESS	91.25
09/24/2021	GEN	41675	HIGH POINT	HIGH POINTE TREE SERVICE	1,300.00
09/24/2021	GEN	41676	LWWA	LAKWOOD WASTEWATER AUTHORITY	77.78
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09/30/2021	GEN	41680	CONRADS	CONRADS QUICK LUBE	77.26
09/30/2021	GEN	41681	NYE	NYE UNIFORM	105.98
09/30/2021	GEN	41682	STOWELL	STOWELL BUILDERS LLC	80,000.00

GEN TOTALS:

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Less 0 Void Checks:	0.00
Total of 32 Disbursements:	98,195.51

Bank HWY 6659 GENERAL HWY

09/10/2021	HWY	2035	GEI	GEI CONSULTANTS	1,980.09
09/16/2021	HWY	2036	SBAM PLAN	THE SBAM PLAN	71.87
09/17/2021	HWY	2037	BLUE CROSS	BLUE CROSS BLUE SHIELD OF MICHIGAN	95.66
09/24/2021	HWY	2038	SDVGC	SDVGC INC.	112,861.16

Check Date	Bank	Check	Vendor	Vendor Name	Amount
<b>HWY TOTALS:</b>					
Total of 4 Checks:					115,008.78
Less 0 Void Checks:					0.00
Total of 4 Disbursements:					115,008.78
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09/17/2021	LOC	2303	BLUE CROSS	BLUE CROSS BLUE SHIELD OF MICHIGAN	27.37
09/24/2021	LOC	2304	HIGH POINT	HIGH POINTE TREE SERVICE	2,250.00
09/24/2021	LOC	2305	SDVGC	SDVGC INC.	118,235.50
<b>LOC TOTALS:</b>					
Total of 5 Checks:					122,503.48
Less 0 Void Checks:					0.00
Total of 5 Disbursements:					122,503.48
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09/16/2021	MAJ	2371	SBAM PLAN	THE SBAM PLAN	10.83
09/17/2021	MAJ	2372	BLUE CROSS	BLUE CROSS BLUE SHIELD OF MICHIGAN	48.30
09/24/2021	MAJ	2373	HIGH POINT	HIGH POINTE TREE SERVICE	2,850.00
09/24/2021	MAJ	2374	SDVGC	SDVGC INC.	139,732.86
<b>MAJ TOTALS:</b>					
Total of 5 Checks:					145,282.10
Less 0 Void Checks:					0.00
Total of 5 Disbursements:					145,282.10
<b>Bank WATER 6620 WATER</b>					
09/02/2021	WATER	5276	BADGER	BADGER METER	752.05
09/02/2021	WATER	5277	H2O	H2O COMPLIANCE SERVICES INC.	150.00
09/02/2021	WATER	5278	TRICOU	HOMEWORKS	4,291.69
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09/10/2021	WATER	5281	CONSUMERS	CONSUMERS ENERGY	522.37
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09/10/2021	WATER	5285	WEX	WEX BANK	352.40
09/10/2021	WATER	5286	WEX	WEX BANK	352.40
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09/24/2021	WATER	5291	TRUE	VILLAGE TRUE VALUE LUMBER	52.17
09/24/2021	WATER	5292	VERIZON	VERIZON WIRELESS	138.77
09/24/2021	WATER	5293	WOW	WOW! BUSINESS	66.06
09/24/2021	WATER	5294	SDVGC	SDVGC INC.	166,604.57
09/24/2021	WATER	5295	TRUE	VILLAGE TRUE VALUE LUMBER	52.17
09/30/2021	WATER	5296	LITES	LITES PLUS, INC.	2,265.45
09/30/2021	WATER	5297	MICHCAT	MICHIGAN CAT	565.59
09/30/2021	WATER	5298	RJG	RJG ENTERPRISES INC.	208.00
09/30/2021	WATER	5299	STOWELL	STOWELL BUILDERS LLC	6,832.00
09/30/2021	WATER	5300	TRICOU	HOMEWORKS	4,117.94
09/30/2021	WATER	5301	TRUCK	TRUCK & TRAILER SPECIALTIES	942.00
<b>WATER TOTALS:</b>					
Total of 26 Checks:					369,342.30
Less 4 Void Checks:					167,217.14
Total of 22 Disbursements:					202,125.16
<b>Bank WBOND 8194 WATER BOND REDEMPTION</b>					
09/02/2021	WBOND	3(E)	RURAL DEV	UNITED STATES OF AMERICA	103,070.97
<b>WBOND TOTALS:</b>					
Total of 1 Checks:					103,070.97
Less 1 Void Checks:					103,070.97

Check Date	Bank	Check	Vendor	Vendor Name	Amount
Total of 0 Disbursements:					0.00
<b>REPORT TOTALS:</b>					
Total of 86 Checks:					961,424.03
Less 5 Void Checks:					270,288.11
Total of 81 Disbursements:					691,135.92

User: KATHY

DB: Lake Odessa Vil

PERIOD ENDING 09/30/2021

GL NUMBER	DESCRIPTION	2021-22		YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BDTG REMAIN
		AMENDED BUDGET	NORMAL	09/30/2021 (ABNORMAL)	MONTH 09/30/2021 INCREASE (DECREASE)	NORMAL	(ABNORMAL)	BALANCE	
Fund 101 - GENERAL FUND									
Revenues									
Dept 000 - BALANCE SHEET / GENERAL									
101-000-402.000	CURRENT REAL PROPERTY TAXES	430,000.00		447,813.16		272,328.24		(17,813.16)	(4.14)
101-000-410.000	CURRENT PERSONAL PROPERTY TAX	45,600.00		29,456.83		5,413.68		16,143.17	35.40
101-000-412.000	DELINQUENT REAL PROPERTY TAX	40,000.00		0.00		0.00		40,000.00	100.00
101-000-428.000	MANUFACTURED HOUSING FEES	600.00		301.50		43.00		298.50	49.75
101-000-441.000	LOCAL COMMUNITY STABILIZATION SHARE TAX	40,000.00		33,312.85		0.00		6,687.15	16.72
101-000-445.000	PENALTIES & INTEREST ON TAXES	50.00		3.26		0.00		46.74	93.48
101-000-447.000	PROPERTY TAX ADMINISTRATION FEE	7,500.00		6,928.13		4,033.85		571.87	7.62
101-000-452.000	LIQUOR LICENSE FEES	2,100.00		1,489.95		0.00		610.05	29.05
101-000-454.000	CABLE TV FRANCHISE	4,000.00		2,399.35		0.00		1,600.65	40.02
101-000-476.000	SPECIAL USE/ZBA PERMIT	200.00		0.00		0.00		200.00	100.00
101-000-477.000	ZONING PERMIT FEES	300.00		400.00		175.00		(100.00)	(33.33)
101-000-539.000	STATE GRANTS	936,500.00		6,662.22		0.00		929,837.78	99.29
101-000-543.000	METRO ACT	8,300.00		9,102.78		0.00		(802.78)	(9.67)
101-000-574.000	STATE REVENUE SHARING	182,725.00		98,869.00		0.00		83,856.00	45.89
101-000-576.000	EVIP PMTS	46,754.00		23,378.00		0.00		23,376.00	50.00
101-000-579.000	TREE GRANT	1,200.00		0.00		0.00		1,200.00	100.00
101-000-580.000	CONTRIBUTION FROM LOCAL UNITS	300,000.00		0.00		0.00		300,000.00	100.00
101-000-600.000	VEHICLE RENTAL INCOME	15,450.00		0.00		0.00		15,450.00	100.00
101-000-632.000	MOWING	200.00		180.00		60.00		20.00	10.00
101-000-635.000	MAY CLEAN UP (NON-RESIDENTS)	400.00		100.00		0.00		300.00	75.00
101-000-657.000	PARKING TICKET FEES	200.00		30.00		0.00		170.00	85.00
101-000-660.000	ORDINANCE FINES	2,000.00		2,318.66		379.53		(318.66)	(15.93)
101-000-665.000	INTEREST	1,500.00		618.96		83.85		881.04	58.74
101-000-670.000	RENTS-BUILDINGS-LAND	4,000.00		2,300.00		225.00		1,700.00	42.50
101-000-675.000	DONATIONS-PRIVATE SOURCES	500.00		0.00		0.00		500.00	100.00
101-000-676.000	REIMBURSEMENTS	1,300.00		40.00		0.00		1,260.00	96.92
101-000-695.000	MISC REVENUE	500.00		985.86		0.00		(485.86)	(97.17)
101-000-695.001	MISC REVENUE-MISC REVENUE GENERAL	7,500.00		2,745.42		327.53		4,754.58	63.39
101-000-695.010	MISC REVENUE-POLICE	2,500.00		398.91		28.50		2,101.09	84.04
101-000-695.011	MISC REVENUE-POLICE 302 FUNDS	500.00		0.00		0.00		500.00	100.00
Total Dept 000 - BALANCE SHEET / GENERAL		2,082,379.00		669,834.84		283,098.18		1,412,544.16	67.83
TOTAL REVENUES		2,082,379.00		669,834.84		283,098.18		1,412,544.16	67.83
Expenditures									
Dept 101 - GOVERNING BODY									
101-101-702.708	TRUSTEE MEETING FEES	8,500.00		4,687.50		600.00		3,812.50	44.85
101-101-702.709	TREASURER - CLERK WAGES	7,200.00		0.00		0.00		7,200.00	100.00
101-101-710.000	EMPLOYER FICA	1,700.00		358.59		45.91		1,341.41	78.91
101-101-723.000	WORKMEN'S COMPENSATION	300.00		59.93		0.00		240.07	80.02
101-101-725.000	MEALS & MILEAGE	100.00		0.00		0.00		100.00	100.00
101-101-727.000	OFFICE SUPPLIES	2,500.00		955.90		70.78		1,544.10	61.76
101-101-740.000	POSTAGE	1,500.00		(139.28)		(67.70)		1,639.28	109.29
101-101-801.000	CONTRACTED SERVICES	38,000.00		16,319.76		77.78		21,680.24	57.05
101-101-815.000	DUES & MEMBERSHIPS	3,200.00		2,080.99		79.00		1,119.01	34.97
101-101-816.000	EDUCATION & TRAINING	1,500.00		2,909.00		0.00		(1,409.00)	(93.93)
101-101-825.000	NOTARY & FIDUCIARY BONDS	40.00		140.00		0.00		(100.00)	(250.00)
101-101-826.000	SAFE DEPOSIT BOX RENTAL	15.00		0.00		0.00		15.00	100.00
101-101-828.000	DOWNTOWN DEVELOPMENT	13,500.00		0.00		0.00		13,500.00	100.00
101-101-850.000	COMMUNICATION EXPENSE	700.00		452.74		79.57		247.26	35.32
101-101-880.000	COMMUNITY PROMOTION	10,150.00		6,440.90		0.00		3,709.10	36.54
101-101-900.000	PRINTING & PUBLISHING	1,500.00		206.55		0.00		1,293.45	86.23

PERIOD ENDING 09/30/2021

GL NUMBER	DESCRIPTION	2021-22		YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BDDT REMAIN
		AMENDED BUDGET	NORMAL	09/30/2021 (ABNORMAL)	MONTH 09/30/2021 INCREASE (DECREASE)	NORMAL	(ABNORMAL)	BALANCE	
Fund 101 - GENERAL FUND									
Expenditures									
101-101-957.000	COUNTER DRAIN	6,700.00		0.00		0.00		6,700.00	100.00
101-101-963.000	MISC EXPENSE	200.00		200.00		0.00		0.00	0.00
<b>Total Dept 101 - GOVERNING BODY</b>		<b>97,305.00</b>		<b>34,672.58</b>		<b>885.34</b>		<b>62,632.42</b>	<b>64.37</b>
Dept 172 - MANAGERS									
101-172-702.001	DEPT HEAD WAGES	30,088.00		18,129.05		3,369.28		11,958.95	39.75
101-172-710.000	EMPLOYER FICA	2,600.00		1,341.41		251.22		1,258.59	48.41
101-172-711.000	EMPLOYERS SHARE OF PENSION	2,900.00		0.00		0.00		2,900.00	100.00
101-172-712.000	HEALTH INSURANCE EXPENSE	3,800.00		2,153.41		307.63		1,646.59	43.33
101-172-713.000	DENTAL INSURANCE EXPENSE	380.00		188.09		26.87		191.91	50.50
101-172-714.000	OPTICAL PLAN EXPENSE	45.00		16.73		2.39		28.27	62.82
101-172-716.000	WELLNESS PROGRAM	90.00		0.00		0.00		90.00	100.00
101-172-720.000	DISABILITY INSURANCE	450.00		265.27		37.75		184.73	41.05
101-172-721.000	LIFE INSURANCE EXPENSE	130.00		57.05		8.15		72.95	56.12
101-172-723.000	WORKMEN'S COMPENSATION	300.00		0.00		0.00		300.00	100.00
101-172-725.000	MEALS & MILEAGE	200.00		0.00		0.00		200.00	100.00
101-172-727.000	OFFICE SUPPLIES	1,500.00		98.00		0.00		1,402.00	93.47
101-172-815.000	DUES & MEMBERSHIPS	1,100.00		580.00		0.00		520.00	47.27
101-172-816.000	EDUCATION & TRAINING	1,500.00		2,866.25		2,846.25		(1,366.25)	(91.08)
101-172-850.000	COMMUNICATION EXPENSE	1,200.00		591.23		49.59		608.77	50.73
<b>Total Dept 172 - MANAGERS</b>		<b>46,283.00</b>		<b>26,286.49</b>		<b>6,899.13</b>		<b>19,996.51</b>	<b>43.20</b>
Dept 265 - PAGE MEMORIAL BUILDING									
101-265-702.706	PART TIME WAGES	11,000.00		0.00		0.00		11,000.00	100.00
101-265-710.000	EMPLOYER FICA	1,000.00		0.00		0.00		1,000.00	100.00
101-265-711.000	EMPLOYERS SHARE OF PENSION	1,100.00		0.00		0.00		1,100.00	100.00
101-265-723.000	WORKMEN'S COMPENSATION	200.00		0.00		0.00		200.00	100.00
101-265-728.000	SUPPLIES	2,000.00		470.19		0.00		1,529.81	76.49
101-265-740.000	POSTAGE	400.00		(220.13)		(75.53)		620.13	155.03
101-265-850.000	COMMUNICATION EXPENSE	1,200.00		611.75		66.07		588.25	49.02
101-265-920.000	GAS AND ELECTRIC	5,000.00		0.00		0.00		5,000.00	100.00
101-265-931.001	MAINTENANCE/REPAIR-BUILDING	5,000.00		474.48		0.00		4,525.52	90.51
101-265-931.002	MAINTENANCE/REPAIR-EQUIPMENT	1,000.00		570.00		0.00		430.00	43.00
101-265-931.003	MAINTENANCE-LANDSCAPING & GROUNDS	1,000.00		170.00		0.00		830.00	83.00
101-265-970.000	CAPITAL OUTLAY	1,000.00		885.93		0.00		114.07	11.41
101-265-980.001	HARDWARE	1,000.00		1,000.00		0.00		0.00	0.00
101-265-980.002	SOFTWARE	500.00		61.76		0.00		438.24	87.65
<b>Total Dept 265 - PAGE MEMORIAL BUILDING</b>		<b>31,400.00</b>		<b>4,023.98</b>		<b>(9.46)</b>		<b>27,376.02</b>	<b>87.18</b>
Dept 301 - POLICE									
101-301-702.001	DEPARTMENT HEAD WAGES	63,245.00		38,848.80		7,292.52		24,396.20	38.57
101-301-702.704	FULL TIME WAGES	139,000.00		84,000.47		14,389.60		54,999.53	39.57
101-301-702.705	OVER TIME WAGES	7,000.00		3,991.77		1,186.44		3,008.23	42.97
101-301-702.706	PART TIME WAGES	11,000.00		0.00		0.00		11,000.00	100.00
101-301-702.717	NO FRINGE BENEFIT INCENTIVE	0.00		6,600.00		0.00		(6,600.00)	0.00
101-301-710.000	EMPLOYER FICA	19,200.00		10,011.90		1,715.16		9,188.10	47.85
101-301-711.000	EMPLOYERS SHARE OF PENSION	23,000.00		12,684.08		2,286.85		10,315.92	44.85
101-301-712.000	HEALTH INSURANCE EXPENSE	16,500.00		9,203.42		1,754.21		7,296.58	44.22
101-301-713.000	DENTAL INSURANCE EXPENSE	1,900.00		918.46		131.21		981.54	51.66
101-301-714.000	OPTICAL PLAN EXPENSE	350.00		144.06		20.58		205.94	58.84

PERIOD ENDING 09/30/2021

GL NUMBER	DESCRIPTION	2021-22		YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BDTG REMAIN
		AMENDED BUDGET	NORMAL	09/30/2021 (ABNORMAL)	MONTH 09/30/2021 INCREASE (DECREASE)	NORMAL	(ABNORMAL)	BALANCE	
Fund 101 - GENERAL FUND									
Expenditures									
101-301-716.000	WELLNESS PROGRAM	360.00		0.00		0.00		360.00	100.00
101-301-720.000	DISABILITY INSURANCE	2,850.00		1,692.13		239.51		1,157.87	40.63
101-301-721.000	LIFE INSURANCE EXPENSE	1,000.00		540.68		77.24		459.32	45.93
101-301-723.000	WORKMEN'S COMPENSATION	4,000.00		2,662.34		0.00		1,337.66	33.44
101-301-725.000	MEALS & MILEAGE	500.00		70.55		0.00		429.45	85.89
101-301-726.000	VESTS	1,200.00		823.90		0.00		376.10	31.34
101-301-727.000	OFFICE SUPPLIES	1,500.00		370.09		0.00		1,129.91	75.33
101-301-728.000	SUPPLIES	3,500.00		1,450.10		838.23		2,049.90	58.57
101-301-729.000	RESERVE SUPPLIES	250.00		0.00		0.00		250.00	100.00
101-301-741.000	MEDICAL & PHYSICALS	1,000.00		0.00		0.00		1,000.00	100.00
101-301-744.000	CLOTHING EXPENSE	2,000.00		1,033.80		221.96		966.20	48.31
101-301-751.000	GASOLINE PURCHASES	4,500.00		3,942.27		634.51		557.73	12.39
101-301-801.000	CONTRACTED SERVICES	5,500.00		3,652.10		1,963.50		1,847.90	33.60
101-301-815.000	DUES & MEMBERSHIPS	525.00		115.00		0.00		410.00	78.10
101-301-816.000	EDUCATION & TRAINING	4,000.00		2,437.82		600.00		1,562.18	39.05
101-301-817.000	RANGE QUALIFICATION	1,500.00		0.00		0.00		1,500.00	100.00
101-301-820.001	MEADOWBROOK INSURANCE	8,500.00		8,003.00		0.00		497.00	5.85
101-301-850.000	COMMUNICATION EXPENSE	5,150.00		2,981.38		485.89		2,168.62	42.11
101-301-880.000	COMMUNITY PROMOTION	350.00		26.20		0.00		323.80	92.51
101-301-931.002	MAINTENANCE/REPAIR-EQUIPMENT	1,500.00		169.00		169.00		1,331.00	88.73
101-301-931.004	MAINTENANCE/REPAIR-VEHICLE	5,000.00		475.07		144.37		4,524.93	90.50
101-301-942.000	RENTALS	960.00		960.00		0.00		0.00	0.00
101-301-970.001	CAPITAL OUTLAY-EQUIPMENT	7,000.00		0.00		0.00		7,000.00	100.00
101-301-980.000	OFFICE EQUIP-COMPUTERS	1,000.00		0.00		0.00		1,000.00	100.00
101-301-980.001	HARDWARE	1,000.00		0.00		0.00		1,000.00	100.00
101-301-980.002	SOFTWARE	1,500.00		0.00		0.00		1,500.00	100.00
Total Dept 301 - POLICE		347,340.00		197,808.39		34,150.78		149,531.61	43.05
Dept 441 - PUBLIC WORKS									
101-441-702.001	DEPT HEAD WAGES	18,963.00		11,597.26		2,177.17		7,365.74	38.84
101-441-702.704	FULL TIME WAGES	43,260.00		26,044.00		4,879.00		17,216.00	39.80
101-441-702.705	OVER TIME WAGES	1,600.00		1,429.88		430.50		170.12	10.63
101-441-702.706	PART TIME WAGES	8,000.00		7,047.96		1,572.87		952.04	11.90
101-441-702.707	SICK TIME PAYOUT	0.00		1,220.07		0.00		(1,220.07)	0.00
101-441-702.717	NO FRINGE BENEFIT INCENTIVE	3,000.00		3,300.00		0.00		(300.00)	(10.00)
101-441-710.000	EMPLOYER FICA	7,700.00		4,337.41		693.03		3,362.59	43.67
101-441-711.000	EMPLOYERS SHARE OF PENSION	8,730.00		5,181.55		1,024.75		3,548.45	40.65
101-441-712.000	HEALTH INSURANCE EXPENSE	4,500.00		0.00		0.00		4,500.00	100.00
101-441-713.000	DENTAL INSURANCE EXPENSE	1,950.00		259.91		37.13		1,690.09	86.67
101-441-714.000	OPTICAL PLAN EXPENSE	260.00		21.98		3.14		238.02	91.55
101-441-720.000	DISABILITY INSURANCE	1,100.00		532.08		75.64		567.92	51.63
101-441-721.000	LIFE INSURANCE EXPENSE	330.00		171.78		24.54		158.22	47.95
101-441-723.000	WORKMEN'S COMPENSATION	5,650.00		4,042.02		0.00		1,607.98	28.46
101-441-727.000	OFFICE SUPPLIES	200.00		306.43		0.00		(106.43)	(53.22)
101-441-728.000	SUPPLIES	4,000.00		320.91		132.97		3,679.09	91.98
101-441-741.000	MEDICAL & PHYSICALS	300.00		0.00		0.00		300.00	100.00
101-441-744.000	CLOTHING EXPENSE	1,000.00		377.98		0.00		622.02	62.20
101-441-751.000	GASOLINE PURCHASES	5,000.00		3,166.47		533.79		1,833.53	36.67
101-441-815.000	DUES & MEMBERSHIPS	700.00		20.00		0.00		680.00	97.14
101-441-816.000	EDUCATION & TRAINING	250.00		225.00		225.00		25.00	10.00
101-441-820.001	MEADOWBROOK INSURANCE	7,550.00		7,550.00		0.00		0.00	0.00
101-441-823.000	LICENSE FEES	50.00		0.00		0.00		50.00	100.00
101-441-850.000	COMMUNICATION EXPENSE	1,400.00		915.48		74.99		484.52	34.61
101-441-890.000	MAY CLEAN UP	3,500.00		2,987.00		0.00		513.00	14.66

PERIOD ENDING 09/30/2021

GL NUMBER	DESCRIPTION	2021-22		YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BDGT REMAIN
		AMENDED BUDGET	NORMAL	09/30/2021 (ABNORMAL)	MONTH 09/30/2021 INCREASE (DECREASE)	NORMAL	(ABNORMAL)	BALANCE	
Fund 101 - GENERAL FUND									
Expenditures									
101-441-920.000	GAS AND ELECTRIC	3,500.00		1,012.67		134.65		2,487.33	71.07
101-441-931.001	MAINTENANCE/REPAIR-BUILDING	20,000.00		22,310.89		0.00		(2,310.89)	(11.55)
101-441-931.002	MAINTENANCE/REPAIR-EQUIPMENT	6,000.00		2,334.95		53.49		3,665.05	61.08
101-441-931.003	MAINTENANCE-LANDSCAPING & GROUNDS	500.00		0.00		0.00		500.00	100.00
101-441-931.004	MAINTENANCE/REPAIR-VEHICLE	2,500.00		426.96		407.94		2,073.04	82.92
101-441-931.005	MAINTENANCE/REPAIR-TREES	500.00		0.00		0.00		500.00	100.00
101-441-934.000	REFUSE REMOVAL	800.00		360.00		0.00		440.00	55.00
101-441-943.000	EQUIPMENT RENTAL EXPENSE	500.00		0.00		0.00		500.00	100.00
101-441-955.000	SAFETY	1,500.00		527.64		168.14		972.36	64.82
101-441-963.000	MISC EXPENSE	0.00		1,044.24		0.00		(1,044.24)	0.00
101-441-967.000	PROJECT COSTS	5,000.00		0.00		0.00		5,000.00	100.00
101-441-970.001	CAPITAL OUTLAY-EQUIPMENT	100,000.00		100,000.00		80,000.00		0.00	0.00
Total Dept 441 - PUBLIC WORKS		269,793.00		209,072.52		92,648.74		60,720.48	22.51
Dept 448 - PUBLIC UTILITIES-STREET LIGHTING									
101-448-924.000	STREET LIGHT EXPENSE	33,000.00		19,312.37		2,756.92		13,687.63	41.48
Total Dept 448 - PUBLIC UTILITIES-STREET LIGHTING		33,000.00		19,312.37		2,756.92		13,687.63	41.48
Dept 536 - WATER/SEWER									
101-536-938.000	SEWER EXPENSE	3,200.00		1,410.84		0.00		1,789.16	55.91
101-536-939.000	WATER EXPENSE	1,600.00		678.05		0.00		921.95	57.62
Total Dept 536 - WATER/SEWER		4,800.00		2,088.89		0.00		2,711.11	56.48
Dept 722 - ZONING									
101-722-702.706	PART TIME WAGES	6,862.00		4,116.58		772.80		2,745.42	40.01
101-722-710.000	EMPLOYER FICA	650.00		314.92		59.13		335.08	51.55
101-722-725.000	MEALS & MILEAGE	350.00		0.00		0.00		350.00	100.00
Total Dept 722 - ZONING		7,862.00		4,431.50		831.93		3,430.50	43.63
Dept 728 - ECONOMIC DEVELOPMENT									
101-728-801.000	CONTRACTED SERVICES	2,000.00		2,000.00		0.00		0.00	0.00
Total Dept 728 - ECONOMIC DEVELOPMENT		2,000.00		2,000.00		0.00		0.00	0.00
Dept 751 - PARKS AND RECREATION									
101-751-723.000	WORKMEN'S COMPENSATION	260.00		207.82		0.00		52.18	20.07
101-751-728.000	SUPPLIES	2,300.00		1,218.69		105.38		1,081.31	47.01
101-751-882.000	SWIFTY'S PLACE	500.00		206.68		0.00		293.32	58.66
101-751-920.000	GAS AND ELECTRIC	4,000.00		2,131.95		359.36		1,868.05	46.70
101-751-931.001	MAINTENANCE/REPAIR-BUILDING	2,000.00		1,291.97		360.74		708.03	35.40
101-751-931.002	MAINTENANCE/REPAIR-EQUIPMENT	1,500.00		1,008.60		0.00		491.40	32.76
101-751-931.003	MAINTENANCE-LANDSCAPING & GROUNDS	5,000.00		5,509.64		1,638.28		(509.64)	(10.19)
101-751-970.000	CAPITAL OUTLAY	1,236,500.00		450.00		0.00		1,236,050.00	99.96
Total Dept 751 - PARKS AND RECREATION		1,252,060.00		12,025.35		2,463.76		1,240,034.65	99.04

PERIOD ENDING 09/30/2021

GL NUMBER	DESCRIPTION	2021-22	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDTG
		AMENDED BUDGET	09/30/2021	MONTH 09/30/2021	BALANCE	
			NORMAL (ABNORMAL)	INCREASE (DECREASE)	NORMAL (ABNORMAL)	REMAIN
Fund 101 - GENERAL FUND						
Expenditures						
TOTAL EXPENDITURES		2,091,843.00	511,722.07	140,627.14	1,580,120.93	75.54
Fund 101 - GENERAL FUND:						
TOTAL REVENUES		2,082,379.00	669,834.84	283,098.18	1,412,544.16	67.83
TOTAL EXPENDITURES		2,091,843.00	511,722.07	140,627.14	1,580,120.93	75.54
NET OF REVENUES & EXPENDITURES		(9,464.00)	158,112.77	142,471.04	(167,576.77)	(1,570.6



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PERIOD ENDING 09/30/2021

GL NUMBER	DESCRIPTION	2021-22		YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BDTG REMAIN
		AMENDED BUDGET	NORMAL	09/30/2021 (ABNORMAL)	MONTH 09/30/2021 INCREASE (DECREASE)	NORMAL	(ABNORMAL)	BALANCE	
Fund 202 - MAJOR STREET FUND									
Revenues									
Dept 000 - BALANCE SHEET / GENERAL									
202-000-575.000	ACT 51 / STREETS	207,000.00		141,370.00		38,726.53		65,630.00	31.71
202-000-665.000	INTEREST	3,500.00		1,320.01		349.24		2,179.99	62.29
Total Dept 000 - BALANCE SHEET / GENERAL		210,500.00		142,690.01		39,075.77		67,809.99	32.21
TOTAL REVENUES		210,500.00		142,690.01		39,075.77		67,809.99	32.21
Expenditures									
Dept 449 - STREET DEPT (ACT 51)									
202-449-702.001	DEPT HEAD WAGES	3,610.00		2,221.34		416.01		1,388.66	38.47
202-449-710.000	EMPLOYER FICA	350.00		165.60		31.04		184.40	52.69
202-449-711.000	EMPLOYERS SHARE OF PENSION	350.00		0.00		0.00		350.00	100.00
202-449-712.002	ADMIN BENEFITS	1,000.00		330.95		47.26		669.05	66.91
202-449-731.000	COLD/HOT PATCH	600.00		0.00		0.00		600.00	100.00
202-449-734.000	SALT/SAND ROADS	4,000.00		0.00		0.00		4,000.00	100.00
202-449-801.000	CONTRACTED SERVICES	5,000.00		3,750.00		2,850.00		1,250.00	25.00
202-449-863.000	STREET STRIPING	2,500.00		0.00		0.00		2,500.00	100.00
202-449-865.000	STREET SIGNS	800.00		1,182.00		0.00		(382.00)	(47.75)
202-449-867.000	STREET REPAIRS	5,000.00		12,297.41		2,640.11		(7,297.41)	(145.95)
202-449-944.867	VEHICLE RENTAL - STREET REPAIRS	5,000.00		0.00		0.00		5,000.00	100.00
202-449-944.869	VEHICLE RENTAL - SNOW REMOVAL	5,000.00		0.00		0.00		5,000.00	100.00
202-449-963.000	MISC EXPENSE	1,500.00		1,160.30		0.00		339.70	22.65
202-449-988.001	CIP - IONIA, PEARL, PLEASANT, EMERSON	377,000.00		254,293.91		139,732.86		122,706.09	32.55
202-449-999.000	TRANSFERS OUT	30,000.00		0.00		0.00		30,000.00	100.00
Total Dept 449 - STREET DEPT (ACT 51)		441,710.00		275,401.51		145,717.28		166,308.49	37.65
Dept 450 - MAINTENANCE / CONSTRUCTION									
202-450-702.001	MAINTENANCE WAGES	3,520.00		2,147.61		403.18		1,372.39	38.99
202-450-710.000	MAINTENANCE EMPLOYER FICA	360.00		164.29		30.83		195.71	54.36
202-450-711.000	MAINTENANCE ER SHARE OF PENSION	360.00		320.29		62.33		39.71	11.03
202-450-712.002	MAINTENANCE BENEFITS	155.00		83.32		11.87		71.68	46.25
Total Dept 450 - MAINTENANCE / CONSTRUCTION		4,395.00		2,715.51		508.21		1,679.49	38.21
Dept 869 - SNOW REMOVAL									
202-869-702.001	SNOW REMOVAL WAGES	3,500.00		89.64		89.64		3,410.36	97.44
202-869-710.000	SNOW REMOVAL EMPLOYER FICA	350.00		6.42		6.42		343.58	98.17
202-869-711.000	SNOW REMOVAL SHARE OF PENSION	400.00		8.96		8.96		391.04	97.76
Total Dept 869 - SNOW REMOVAL		4,250.00		105.02		105.02		4,144.98	97.53
TOTAL EXPENDITURES		450,355.00		278,222.04		146,330.51		172,132.96	38.22
Fund 202 - MAJOR STREET FUND:									
TOTAL REVENUES		210,500.00		142,690.01		39,075.77		67,809.99	32.21
TOTAL EXPENDITURES		450,355.00		278,222.04		146,330.51		172,132.96	38.22
NET OF REVENUES & EXPENDITURES		(239,855.00)		(135,532.03)		(107,254.74)		(104,322.97)	43.49

GL NUMBER	DESCRIPTION	2021-22		YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BDT REMAIN
		AMENDED BUDGET	NORMAL	09/30/2021 (ABNORMAL)	MONTH	09/30/2021 (DECREASE)	NORMAL	(ABNORMAL) BALANCE	

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PERIOD ENDING 09/30/2021

GL NUMBER	DESCRIPTION	2021-22		YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BDTG REMAIN
		AMENDED BUDGET	NORMAL	09/30/2021 (ABNORMAL)	MONTH 09/30/2021 INCREASE (DECREASE)	NORMAL	(ABNORMAL)	BALANCE	
Fund 203 - LOCAL STREET FUND									
Revenues									
Dept 000 - BALANCE SHEET / GENERAL									
203-000-575.000	ACT 51 / STREETS	72,000.00		47,123.34		12,908.84		24,876.66	34.55
203-000-665.000	INTEREST	1,100.00		697.51		61.69		402.49	36.59
203-000-695.000	MISC REVENUE	30,000.00		38,629.99		0.00		(8,629.99)	(28.77)
203-000-699.000	TRANSFERS IN	30,000.00		0.00		0.00		30,000.00	100.00
Total Dept 000 - BALANCE SHEET / GENERAL		133,100.00		86,450.84		12,970.53		46,649.16	35.05
TOTAL REVENUES		133,100.00		86,450.84		12,970.53		46,649.16	35.05
Expenditures									
Dept 449 - STREET DEPT (ACT 51)									
203-449-702.001	DEPT HEAD WAGES	1,700.00		888.52		166.37		811.48	47.73
203-449-710.000	EMPLOYER FICA	200.00		66.20		12.38		133.80	66.90
203-449-711.000	EMPLOYERS SHARE OF PENSION	200.00		0.00		0.00		200.00	100.00
203-449-712.002	ADMIN BENEFITS	800.00		132.27		18.89		667.73	83.47
203-449-731.000	COLD/HOT PATCH	1,000.00		0.00		0.00		1,000.00	100.00
203-449-734.000	SALT/SAND ROADS	4,000.00		0.00		0.00		4,000.00	100.00
203-449-801.000	CONTRACTED SERVICES	5,000.00		5,750.00		2,250.00		(750.00)	(15.00)
203-449-863.000	STREET STRIPING	1,000.00		0.00		0.00		1,000.00	100.00
203-449-865.000	STREET SIGNS	500.00		945.00		0.00		(445.00)	(89.00)
203-449-867.000	STREET REPAIRS	5,000.00		9,223.06		1,980.09		(4,223.06)	(84.46)
203-449-944.867	VEHICLE RENTAL - STREET REPAIRS	3,000.00		0.00		0.00		3,000.00	100.00
203-449-944.869	VEHICLE RENTAL - SNOW REMOVAL	5,000.00		0.00		0.00		5,000.00	100.00
203-449-956.000	STORM SEWER	500.00		0.00		0.00		500.00	100.00
203-449-963.000	MISC EXPENSE	1,000.00		802.75		0.00		197.25	19.73
203-449-988.001	CIP - IONIA, PEARL, PLEASANT, EMERSON	300,000.00		214,389.46		118,235.50		85,610.54	28.54
Total Dept 449 - STREET DEPT (ACT 51)		328,900.00		232,197.26		122,663.23		96,702.74	29.40
Dept 450 - MAINTENANCE / CONSTRUCTION									
203-450-702.001	MAINTENANCE WAGES	5,670.00		3,436.20		645.10		2,233.80	39.40
203-450-710.000	MAINTENANCE EMPLOYER FICA	515.00		262.90		49.36		252.10	48.95
203-450-711.000	MAINTENANCE ER SHARE OF PENSION	615.00		512.41		99.71		102.59	16.68
203-450-712.002	MAINTENANCE BENEFITS	205.00		133.34		19.00		71.66	34.96
Total Dept 450 - MAINTENANCE / CONSTRUCTION		7,005.00		4,344.85		813.17		2,660.15	37.98
Dept 869 - SNOW REMOVAL									
203-869-702.001	SNOW REMOVAL WAGES	3,500.00		22.41		22.41		3,477.59	99.36
203-869-710.000	SNOW REMOVAL FICA	350.00		1.60		1.60		348.40	99.54
203-869-711.000	SNOW REMOVAL SHARE OF PENSION	400.00		2.24		2.24		397.76	99.44
Total Dept 869 - SNOW REMOVAL		4,250.00		26.25		26.25		4,223.75	99.38
TOTAL EXPENDITURES		340,155.00		236,568.36		123,502.65		103,586.64	30.45
Fund 203 - LOCAL STREET FUND:									
TOTAL REVENUES		133,100.00		86,450.84		12,970.53		46,649.16	35.05

PERIOD ENDING 09/30/2021

GL NUMBER	DESCRIPTION	2021-22	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT
		AMENDED BUDGET	09/30/2021	MONTH 09/30/2021	BALANCE	
			NORMAL (ABNORMAL)	INCREASE (DECREASE)	NORMAL (ABNORMAL)	REMAIN
Fund 203 - LOCAL STREET FUND						
TOTAL EXPENDITURES		340,155.00	236,568.36	123,502.65	103,586.64	30.45
NET OF REVENUES & EXPENDITURES		(207,055.00)	(150,117.52)	(110,532.12)	(56,937.48)	27.50

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PERIOD ENDING 09/30/2021

GL NUMBER	DESCRIPTION	2021-22		YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BDTG REMAIN
		AMENDED BUDGET	NORMAL	09/30/2021 (ABNORMAL)	MONTH 09/30/2021 INCREASE (DECREASE)	NORMAL	(ABNORMAL)	BALANCE	
Fund 204 - GENERAL HWY									
Revenues									
Dept 000 - BALANCE SHEET / GENERAL									
204-000-402.000	CURRENT REAL PROPERTY TAXES	191,000.00		200,689.20		122,045.07		(9,689.20)	(5.07)
204-000-410.000	CURRENT PERSONAL PROPERTY TAX	14,000.00		13,201.30		2,426.17		798.70	5.71
204-000-412.000	DELINQUENT REAL PROPERTY TAX	12,000.00		0.00		0.00		12,000.00	100.00
204-000-441.000	LOCAL COMMUNITY STABILIZATION SHARE TAX	18,000.00		22,208.57		0.00		(4,208.57)	(23.38)
204-000-445.000	PENALTIES & INTEREST ON TAXES	5.00		0.74		0.00		4.26	85.20
204-000-665.000	INTEREST	2,400.00		1,643.82		503.17		756.18	31.51
204-000-695.000	MISC REVENUE	57,000.00		0.00		0.00		57,000.00	100.00
Total Dept 000 - BALANCE SHEET / GENERAL		294,405.00		237,743.63		124,974.41		56,661.37	19.25
TOTAL REVENUES		294,405.00		237,743.63		124,974.41		56,661.37	19.25
Expenditures									
Dept 446 - HIGHWAYS, STREETS (NOT ACT 51)									
204-446-702.001	ADMINISTRATION WAGES	9,330.00		5,109.03		956.69		4,220.97	45.24
204-446-710.000	ADMINISTRATION FICA	870.00		380.88		71.33		489.12	56.22
204-446-711.000	ADMIN EMPLOYERS SHARE OF PENSION	1,025.00		0.00		0.00		1,025.00	100.00
204-446-712.002	ADMIN BENEFITS	1,330.00		761.12		108.69		568.88	42.77
204-446-867.000	STREET REPAIRS	5,000.00		9,223.05		1,980.09		(4,223.05)	(84.46)
204-446-891.000	SIDEWALK REPLACEMENT PROGRAM	15,000.00		2,569.63		0.00		12,430.37	82.87
204-446-988.001	CIP - IONIA, PEARL, PLEASANT, EMERSON	307,000.00		205,391.24		112,861.16		101,608.76	33.10
204-446-990.986	MTF BOND PAYMENT - PRINCIPAL	65,000.00		65,000.00		0.00		0.00	0.00
204-446-990.987	CAPITAL IMPROVEMENT BOND - PRIN	8,400.00		8,400.00		0.00		0.00	0.00
204-446-990.988	CAPITAL IMPROV BOND II - PRIN	38,500.00		38,500.00		0.00		0.00	0.00
204-446-995.986	MTF BOND INTEREST	6,525.00		3,555.00		0.00		2,970.00	45.52
204-446-995.987	CAP IMPROVE BOND I INTEREST	962.00		518.40		0.00		443.60	46.11
204-446-995.988	CAP IMPROV BOND II INTEREST	8,661.00		4,548.25		0.00		4,112.75	47.49
Total Dept 446 - HIGHWAYS, STREETS (NOT ACT 51)		467,603.00		343,956.60		115,977.96		123,646.40	26.44
Dept 450 - MAINTENANCE / CONSTRUCTION									
204-450-702.001	STREET ADMIN SALARY	21,000.00		12,885.94		2,419.09		8,114.06	38.64
204-450-710.000	STREET ADMIN FICA	2,050.00		985.83		185.07		1,064.17	51.91
204-450-711.000	EMPLOYERS SHARE OF PENSION	2,255.00		1,921.49		373.90		333.51	14.79
204-450-712.002	STREET ADMIN BENEFITS	720.00		414.37		58.84		305.63	42.45
Total Dept 450 - MAINTENANCE / CONSTRUCTION		26,025.00		16,207.63		3,036.90		9,817.37	37.72
TOTAL EXPENDITURES		493,628.00		360,164.23		119,014.86		133,463.77	27.04
Fund 204 - GENERAL HWY:									
TOTAL REVENUES		294,405.00		237,743.63		124,974.41		56,661.37	19.25
TOTAL EXPENDITURES		493,628.00		360,164.23		119,014.86		133,463.77	27.04
NET OF REVENUES & EXPENDITURES		(199,223.00)		(122,420.60)		5,959.55		(76,802.40)	38.55

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PERIOD ENDING 09/30/2021

GL NUMBER	DESCRIPTION	2021-22		YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BGD REMAIN
		AMENDED BUDGET	NORMAL	09/30/2021 (ABNORMAL)	MONTH 09/30/2021 INCREASE	(DECREASE)	NORMAL	(ABNORMAL)	
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY									
Revenues									
Dept 000 - BALANCE SHEET / GENERAL									
248-000-402.000	CURRENT REAL PROPERTY TAXES	30,000.00		0.00		0.00		30,000.00	100.00
248-000-665.000	INTEREST	60.00		46.86		3.13		13.14	21.90
248-000-675.000	DONATIONS-PRIVATE SOURCES	1,000.00		0.00		0.00		1,000.00	100.00
Total Dept 000 - BALANCE SHEET / GENERAL		31,060.00		46.86		3.13		31,013.14	99.85
TOTAL REVENUES		31,060.00		46.86		3.13		31,013.14	99.85
Expenditures									
Dept 275 - DDA									
248-275-727.000	OFFICE SUPPLIES	0.00		23.72		0.00		(23.72)	0.00
248-275-801.000	CONTRACTED SERVICES	5,000.00		0.00		0.00		5,000.00	100.00
248-275-815.000	DUES & MEMBERSHIPS	25.00		25.00		0.00		0.00	0.00
248-275-816.000	EDUCATION & TRAINING	1,000.00		0.00		0.00		1,000.00	100.00
248-275-880.000	COMMUNITY PROMOTION	2,000.00		414.26		0.00		1,585.74	79.29
248-275-881.000	ADVERTISING	200.00		500.00		0.00		(300.00)	(150.00)
248-275-967.000	BEAUTIFICATION	51,200.00		33,994.65		5,901.12		17,205.35	33.60
248-275-967.002	CHRISTMAS DECORATIONS	2,600.00		0.00		0.00		2,600.00	100.00
Total Dept 275 - DDA		62,025.00		34,957.63		5,901.12		27,067.37	43.64
TOTAL EXPENDITURES		62,025.00		34,957.63		5,901.12		27,067.37	43.64
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:									
TOTAL REVENUES		31,060.00		46.86		3.13		31,013.14	99.85
TOTAL EXPENDITURES		62,025.00		34,957.63		5,901.12		27,067.37	43.64
NET OF REVENUES & EXPENDITURES		(30,965.00)		(34,910.77)		(5,897.99)		3,945.77	(12.74)

PERIOD ENDING 09/30/2021

GL NUMBER	DESCRIPTION	2021-22		YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BDTG REMAIN
		AMENDED BUDGET	NORMAL	09/30/2021 (ABNORMAL)	MONTH 09/30/2021 INCREASE	(DECREASE)	NORMAL	(ABNORMAL)	
Fund 290 - ARTS									
Revenues									
Dept 000 - BALANCE SHEET / GENERAL									
290-000-401.001	ART IN THE PARK REVENUE-NEXT FY	2,000.00		1,685.00		635.00		315.00	15.75
290-000-401.290	ART IN THE PARK REVENUE	3,000.00		1,740.00		10.00		1,260.00	42.00
290-000-539.000	STATE GRANTS	5,500.00		0.00		0.00		5,500.00	100.00
290-000-610.000	FOOD BOOTH FEES	350.00		555.00		0.00		(205.00)	(58.57)
290-000-611.000	CONCESSIONS	0.00		1,438.00		0.00		(1,438.00)	0.00
290-000-675.000	DONATIONS-PRIVATE SOURCES	3,000.00		8,200.00		0.00		(5,200.00)	(173.33)
290-000-695.000	MISC REVENUE	0.00		697.03		487.03		(697.03)	0.00
<b>Total Dept 000 - BALANCE SHEET / GENERAL</b>		<b>13,850.00</b>		<b>14,315.03</b>		<b>1,132.03</b>		<b>(465.03)</b>	<b>(3.36)</b>
<b>TOTAL REVENUES</b>		<b>13,850.00</b>		<b>14,315.03</b>		<b>1,132.03</b>		<b>(465.03)</b>	<b>(3.36)</b>
Expenditures									
Dept 752 - ARTS									
290-752-701.000	OPER EXPENSE-GRANT DISBURSEMENT	50.00		50.00		0.00		0.00	0.00
290-752-724.000	REFUND/REIMBURSEMENTS	60.00		270.00		0.00		(210.00)	(350.00)
290-752-728.000	SUPPLIES	400.00		2,115.24		58.30		(1,715.24)	(428.81)
290-752-740.000	POSTAGE	100.00		183.28		67.70		(83.28)	(83.28)
290-752-793.000	OPERATING EXPENSE	100.00		194.95		0.00		(94.95)	(94.95)
290-752-794.000	T-SHIRTS	500.00		311.00		0.00		189.00	37.80
290-752-795.000	SOUND	1,500.00		1,500.00		0.00		0.00	0.00
290-752-796.000	ROLLS	200.00		154.60		0.00		45.40	22.70
290-752-798.000	CONCESSIONS SUPPLIES	100.00		427.11		0.00		(327.11)	(327.11)
290-752-851.000	RADIOS	75.00		100.00		0.00		(25.00)	(33.33)
290-752-852.000	TELEPHONE	625.00		380.14		49.59		244.86	39.18
290-752-881.000	ADVERTISING	6,000.00		6,399.96		1,449.68		(399.96)	(6.67)
290-752-890.001	CLEAN UP	0.00		150.00		0.00		(150.00)	0.00
290-752-895.000	KIDS AREA	300.00		0.00		0.00		300.00	100.00
290-752-898.000	ENTERTAINMENT	850.00		1,533.35		0.00		(683.35)	(80.39)
290-752-953.000	PORT A POTTY	200.00		545.00		0.00		(345.00)	(172.50)
290-752-963.000	MISCELLANEOUS EXPENSE	0.00		210.00		0.00		(210.00)	0.00
290-752-967.000	PROJECT COSTS	2,500.00		2,494.85		76.73		5.15	0.21
<b>Total Dept 752 - ARTS</b>		<b>13,560.00</b>		<b>17,019.48</b>		<b>1,702.00</b>		<b>(3,459.48)</b>	<b>(25.51)</b>
<b>TOTAL EXPENDITURES</b>		<b>13,560.00</b>		<b>17,019.48</b>		<b>1,702.00</b>		<b>(3,459.48)</b>	<b>(25.51)</b>
Fund 290 - ARTS:									
<b>TOTAL REVENUES</b>		<b>13,850.00</b>		<b>14,315.03</b>		<b>1,132.03</b>		<b>(465.03)</b>	<b>(3.36)</b>
<b>TOTAL EXPENDITURES</b>		<b>13,560.00</b>		<b>17,019.48</b>		<b>1,702.00</b>		<b>(3,459.48)</b>	<b>(25.51)</b>
<b>NET OF REVENUES &amp; EXPENDITURES</b>		<b>290.00</b>		<b>(2,704.45)</b>		<b>(569.97)</b>		<b>2,994.45</b>	<b>(832.57)</b>

User: KATHY

DB: Lake Odessa Vil

PERIOD ENDING 09/30/2021

GL NUMBER	DESCRIPTION	2021-22	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT
		AMENDED BUDGET	09/30/2021	MONTH 09/30/2021	BALANCE	
			NORMAL (ABNORMAL)	INCREASE (DECREASE)	NORMAL (ABNORMAL)	REMAIN
Fund 291 - CAR SHOW						
Revenues						
Dept 000 - BALANCE SHEET / GENERAL						
291-000-610.000	FOOD BOOTH FEES	25.00	0.00	0.00	25.00	100.00
291-000-625.000	REGISTRATIONS	900.00	0.00	0.00	900.00	100.00
291-000-665.000	INTEREST	5.00	3.26	0.26	1.74	34.80
291-000-675.000	DONATIONS-PRIVATE SOURCES	2,000.00	0.00	0.00	2,000.00	100.00
291-000-678.000	T-SHIRT REVENUE	100.00	0.00	0.00	100.00	100.00
Total Dept 000 - BALANCE SHEET / GENERAL		3,030.00	3.26	0.26	3,026.74	99.89
TOTAL REVENUES		3,030.00	3.26	0.26	3,026.74	99.89
Expenditures						
Dept 753 - CAR SHOW						
291-753-728.000	SUPPLIES	800.00	0.00	0.00	800.00	100.00
291-753-794.000	T-SHIRTS EXPENSE	200.00	0.00	0.00	200.00	100.00
291-753-881.000	ADVERTISING	650.00	0.00	0.00	650.00	100.00
291-753-887.000	TROPHIES	800.00	0.00	0.00	800.00	100.00
291-753-888.000	FLYERS	170.00	0.00	0.00	170.00	100.00
291-753-892.000	DOOR PRIZES	150.00	0.00	0.00	150.00	100.00
291-753-893.000	DJ	350.00	0.00	0.00	350.00	100.00
291-753-953.000	PORT A POTTY	150.00	0.00	0.00	150.00	100.00
Total Dept 753 - CAR SHOW		3,270.00	0.00	0.00	3,270.00	100.00
TOTAL EXPENDITURES		3,270.00	0.00	0.00	3,270.00	100.00
Fund 291 - CAR SHOW:						
TOTAL REVENUES		3,030.00	3.26	0.26	3,026.74	99.89
TOTAL EXPENDITURES		3,270.00	0.00	0.00	3,270.00	100.00
NET OF REVENUES & EXPENDITURES		(240.00)	3.26	0.26	(243.26)	98.64



PERIOD ENDING 09/30/2021

GL NUMBER	DESCRIPTION	YTD BALANCE		ACTIVITY FOR		AVAILABLE		% BDGT REMAIN
		2021-22 AMENDED BUDGET	09/30/2021 NORMAL (ABNORMAL)	MONTH 09/30/2021 INCREASE (DECREASE)	09/30/2021 NORMAL (ABNORMAL)	BALANCE		
Fund 590 - SEWER FUND								
Revenues								
Dept 000 - BALANCE SHEET / GENERAL								
590-000-590.603	SEWER NSF REVENUE	0.00	105.00	(35.00)	(105.00)	0.00		
590-000-614.000	SEWER REVENUE	0.00	1,021,958.56	590.77	(1,021,958.56)	0.00		
590-000-615.000	SEWER PENALTIES	0.00	9,754.12	155.81	(9,754.12)	0.00		
590-000-619.000	LAB TESTING REVENUE	0.00	80.00	0.00	(80.00)	0.00		
Total Dept 000 - BALANCE SHEET / GENERAL		0.00	1,031,897.68	711.58	(1,031,897.68)	0.00		
TOTAL REVENUES		0.00	1,031,897.68	711.58	(1,031,897.68)	0.00		
Fund 590 - SEWER FUND:								
TOTAL REVENUES		0.00	1,031,897.68	711.58	(1,031,897.68)	0.00		
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	100.00		
NET OF REVENUES & EXPENDITURES		0.00	1,031,897.68	711.58	(1,031,897.68)	0.00		

User: KATHY

DB: Lake Odessa Vil

PERIOD ENDING 09/30/2021

GL NUMBER	DESCRIPTION	2021-22		YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BDTG REMAIN
		AMENDED BUDGET	NORMAL	09/30/2021 (ABNORMAL)	MONTH 09/30/2021 INCREASE (DECREASE)	NORMAL	(ABNORMAL)	BALANCE	
Fund 591 - WATER FUND									
Revenues									
Dept 000 - BALANCE SHEET / GENERAL									
591-000-402.591	WATER REVENUE	960,000.00		488,547.35		220.28		471,452.65	49.11
591-000-445.000	PENALTIES & INTEREST	5,500.00		3,747.30		80.00		1,752.70	31.87
591-000-539.002	WELLHEAD PROTECTION	2,750.00		0.00		0.00		2,750.00	100.00
591-000-608.000	WATER TURN ON/OFF FEES	1,200.00		640.94		20.00		559.06	46.59
591-000-609.000	FINAL READ INCOME	500.00		220.00		30.00		280.00	56.00
591-000-665.000	INTEREST	5,000.00		3,234.35		888.60		1,765.65	35.31
591-000-674.000	INCENTIVE PROGRAM	3,000.00		0.00		0.00		3,000.00	100.00
591-000-695.000	MISC REVENUE	5,000.00		10,488.96		775.36		(5,488.96)	(109.78)
<b>Total Dept 000 - BALANCE SHEET / GENERAL</b>		<b>982,950.00</b>		<b>506,878.90</b>		<b>2,014.24</b>		<b>476,071.10</b>	<b>48.43</b>
<b>TOTAL REVENUES</b>		<b>982,950.00</b>		<b>506,878.90</b>		<b>2,014.24</b>		<b>476,071.10</b>	<b>48.43</b>
Expenditures									
Dept 536 - WATER/SEWER									
591-536-702.001	DEPT HEAD WAGES	49,750.00		31,100.35		5,829.96		18,649.65	37.49
591-536-702.704	FULL TIME WAGES	152,000.00		83,740.15		12,401.10		68,259.85	44.91
591-536-702.705	OVER TIME WAGES	2,500.00		2,547.66		407.36		(47.66)	(1.91)
591-536-702.706	PART TIME WAGES	2,000.00		0.00		0.00		2,000.00	100.00
591-536-702.707	SICK TIME PAYOUT	2,000.00		0.00		0.00		2,000.00	100.00
591-536-710.000	EMPLOYER FICA	20,000.00		8,038.37		1,275.21		11,961.63	59.81
591-536-711.000	EMPLOYERS SHARE OF PENSION	22,000.00		12,942.80		4,852.85		9,057.20	41.17
591-536-712.000	HEALTH INSURANCE EXPENSE	34,000.00		29,505.15		3,954.79		4,494.85	13.22
591-536-712.002	ADMIN BENEFITS	4,720.00		2,506.25		357.89		2,213.75	46.90
591-536-713.000	DENTAL INSURANCE EXPENSE	4,820.00		2,795.55		385.83		2,024.45	42.00
591-536-714.000	OPTICAL PLAN EXPENSE	615.00		426.99		58.49		188.01	30.57
591-536-716.000	WELLNESS PROGRAM	270.00		0.00		0.00		270.00	100.00
591-536-720.000	DISABILITY INSURANCE	2,260.00		1,318.58		178.33		941.42	41.66
591-536-721.000	LIFE INSURANCE EXPENSE	670.00		429.68		58.74		240.32	35.87
591-536-723.000	WORKMEN'S COMPENSATION	2,250.00		1,967.89		0.00		282.11	12.54
591-536-725.000	MEALS & MILEAGE	500.00		32.81		0.00		467.19	93.44
591-536-727.000	OFFICE SUPPLIES	500.00		354.50		0.00		145.50	29.10
591-536-728.000	SUPPLIES	1,500.00		420.49		52.17		1,079.51	71.97
591-536-732.000	CHEMICAL SUPPLIES	4,000.00		431.00		0.00		3,569.00	89.23
591-536-740.000	POSTAGE	1,500.00		965.01		206.99		534.99	35.67
591-536-741.000	MEDICAL & PHYSICALS	200.00		74.00		0.00		126.00	63.00
591-536-744.000	CLOTHING EXPENSE	1,200.00		(15.04)		0.00		1,215.04	101.25
591-536-751.000	GASOLINE PURCHASES	4,000.00		2,095.11		352.40		1,904.89	47.62
591-536-780.000	METER REPLACEMENT	3,000.00		80.05		0.00		2,919.95	97.33
591-536-801.000	CONTRACTED SERVICES	20,000.00		11,568.53		150.00		8,431.47	42.16
591-536-815.000	DUES & MEMBERSHIPS	4,000.00		600.00		0.00		3,400.00	85.00
591-536-816.000	EDUCATION & TRAINING	2,000.00		1,835.00		0.00		165.00	8.25
591-536-818.000	WELLHEAD PROTECTION	5,500.00		0.00		0.00		5,500.00	100.00
591-536-821.000	BANK FEES	100.00		10.00		0.00		90.00	90.00
591-536-822.000	FLEET INSURANCE	15,500.00		15,500.00		0.00		0.00	0.00
591-536-827.000	WATER TESTING FEES	2,700.00		1,096.00		0.00		1,604.00	59.41
591-536-850.000	COMMUNICATION EXPENSE	3,800.00		2,742.68		293.21		1,057.32	27.82
591-536-900.000	PRINTING & PUBLISHING	200.00		192.57		0.00		7.43	3.72
591-536-920.000	GAS AND ELECTRIC	61,000.00		32,419.18		4,874.07		28,580.82	46.85
591-536-931.001	MAINTENANCE/REPAIR-BUILDING	42,000.00		10,386.18		10,386.18		31,613.82	75.27
591-536-931.002	MAINTENANCE/REPAIR-EQUIPMENT	8,000.00		2,253.15		1,507.59		5,746.85	71.84
591-536-931.004	MAINTENANCE/REPAIR-VEHICLE	1,000.00		0.00		0.00		1,000.00	100.00
591-536-931.009	MAINTENANCE/REPAIR-WATER LINES	453,000.00		307,341.94		166,604.57		145,658.06	32.15

GL NUMBER	DESCRIPTION	2021-22		YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BDGT REMAIN
		AMENDED BUDGET	NORMAL	09/30/2021 (ABNORMAL)	MONTH 09/30/2021	INCREASE (DECREASE)	NORMAL	(ABNORMAL)	
Fund 591 - WATER FUND									
Expenditures									
591-536-931.010	MAINTENANCE/REPAIRS-TANKS	75,000.00		74,235.00		0.00		765.00	1.02
591-536-933.000	WELL REPAIRS	5,000.00		0.00		0.00		5,000.00	100.00
591-536-946.000	SCADA CONTROL SYSTEM	2,500.00		0.00		0.00		2,500.00	100.00
591-536-963.000	MISC EXPENSE	4,000.00		302.50		0.00		3,697.50	92.44
591-536-970.001	CAPITAL OUTLAY-EQUIPMENT	5,500.00		4,812.50		0.00		687.50	12.50
591-536-980.001	HARDWARE	9,200.00		4,527.43		0.00		4,672.57	50.79
591-536-980.002	SOFTWARE	500.00		0.00		0.00		500.00	100.00
591-536-994.000	CAPITAL IMPROVEMENT BOND	26,600.00		26,600.00		0.00		0.00	0.00
591-536-994.001	CAPITAL IMPROVEMENT BOND II	16,500.00		16,500.00		0.00		0.00	0.00
591-536-994.002	USDA BOND 2016	67,000.00		67,000.00		0.00		0.00	0.00
591-536-995.000	INTEREST EXPENSE	78,897.00		39,661.82		0.00		39,235.18	49.73
Total Dept 536 - WATER/SEWER		1,225,752.00		801,341.83		214,187.73		424,410.17	34.62
TOTAL EXPENDITURES		1,225,752.00		801,341.83		214,187.73		424,410.17	34.62
Fund 591 - WATER FUND:									
TOTAL REVENUES		982,950.00		506,878.90		2,014.24		476,071.10	48.43
TOTAL EXPENDITURES		1,225,752.00		801,341.83		214,187.73		424,410.17	34.62
NET OF REVENUES & EXPENDITURES		(242,802.00)		(294,462.93)		(212,173.49)		51,660.93	(21.28)

PERIOD ENDING 09/30/2021

GL NUMBER	DESCRIPTION	2021-22	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT
		AMENDED BUDGET	09/30/2021 NORMAL (ABNORMAL)	MONTH 09/30/2021 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 999 - PAYROLL CLEARING						
Revenues						
Dept 000 - BALANCE SHEET / GENERAL						
999-000-665.000	INTEREST	0.00	15.61	1.62	(15.61)	0.00
Total Dept 000 - BALANCE SHEET / GENERAL		<u>0.00</u>	<u>15.61</u>	<u>1.62</u>	<u>(15.61)</u>	<u>0.00</u>
TOTAL REVENUES		<u>0.00</u>	<u>15.61</u>	<u>1.62</u>	<u>(15.61)</u>	<u>0.00</u>
Fund 999 - PAYROLL CLEARING:						
TOTAL REVENUES		0.00	15.61	1.62	(15.61)	0.00
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	100.00
NET OF REVENUES & EXPENDITURES		<u>0.00</u>	<u>15.61</u>	<u>1.62</u>	<u>(15.61)</u>	<u>0.00</u>
TOTAL REVENUES - ALL FUNDS		3,751,274.00	2,689,876.66	463,981.75	1,061,397.34	28.29
TOTAL EXPENDITURES - ALL FUNDS		4,680,588.00	2,239,995.64	751,266.01	2,440,592.36	52.14
NET OF REVENUES & EXPENDITURES		<u>(929,314.00)</u>	<u>449,881.02</u>	<u>(287,284.26)</u>	<u>(1,379,195.02)</u>	<u>51.59</u>

# New Business

**VILLAGE OF LAKE ODESSA  
IONIA COUNTY, MICHIGAN**

Trustee \_\_\_\_\_, supported by Trustee \_\_\_\_\_, moved the adoption of the following ordinance:

**ORDINANCE NO. 2021-\_\_\_\_**

**AN ORDINANCE TO AMEND CHAPTER 36 OF THE  
CODE OF ORDINANCES OF THE VILLAGE OF LAKE  
ODESSA**

**THE VILLAGE OF LAKE ODESSA ORDAINS:**

**Section 1.** That Chapter 36, Article II, of the Code of Ordinances, Village of Lake Odessa, Michigan, is hereby amended to read as follows:

Chapter 36 –ZONING

ARTICLE II – ESTABLISHMENT OF DISTRICTS

Sec. 36-35. - Zoning district regulations.

(h) *LC, lakeside commercial district.* Zoning district regulations for the LC, lakeside commercial district shall be as follows:

- (1) *Intent and purpose.* Lakeside commercial refers to an already established area along the shoreline of Jordan Lake. This is a restrictive district in the sense that no additional land will be devoted to commercial uses because of environmental constraints. Lands now included within this designation are to be devoted only to specialized low-intensity types of commercial uses related to lake development. Examples would be general store, marina, bait shop, marina, gas station, etc., and similar lake/neighborhood related businesses. **Many of the lots in this district have been converted to dwellings. This district allows mixed uses of limited commercial and single-family dwellings.**
- (2) *Uses permitted by right.* Uses permitted by right in the lakeside commercial district shall be as follows:
  - a. Bait shop.
  - b. Ice cream or sandwich/coffee shop.
  - c. Fishing equipment sales or rental, excluding watercraft.
  - d. Single family dwellings
  - e. Type 1 Home Occupations per Section 36-95(14)(a)
- (3) *Uses permitted by special use permit.* Uses permitted by special use permit in the lakeside commercial district shall be as follows:
  - a. Boat marina, sales and service.
  - b. Restaurants.

- c. Boat rental.
  - d. Mini general store.
  - e. Realty or other small office.
  - f. Type 2 Home Occupations per Section 36-95(14)(e)
- (4) *Permitted accessory uses.* Permitted accessory uses in the lakeside commercial district shall be as follows:
- a. Parking lots.
  - b. On-site storage.
  - c. Docks, boardwalks, patios and decks.
  - d. Private auto garages, carports.
  - e. Child playhouses, swing sets and similar apparatus.
  - f. Swimming pools and bathhouses.
  - g. Porches, gazebos, and similar structures.
  - h. One for sale or rent sign pr lot.
  - i. Tennis, basketball or volleyball court and similar uses for private use.
  - j. Identification name plate not more than two square feet in size.
- (5) *Permitted accessory signs.* Permitted accessory signs in the lakeside commercial district shall be as follows:
- a. One ground sign or one wall sign is permitted per street side and lakeside, with a maximum permitted sign area of 25 feet. The minimum sign setback for ground signs shall be one-half the required setback for the yard in which the sign is located.
  - b. Only signs identifying the use and occupation are permitted.
  - c. No sign shall be illuminated by flashing or moving lights, and external illumination shall be downward facing.
  - d. One window sign is permitted per window, with a maximum permitted 4 square feet of sign area per window.
- (6) *Minimum off-street parking spaces.* Minimum off-street parking spaces in the lakeside commercial district shall be as follows:
- Same as the central business district.
- (7) *Minimum off-street loading berths.* Minimum off-street loading berths in the lakeside commercial district shall be as follows:
- Same as the central business district **for commercial uses.**
- (8) *Bulk regulations.* Bulk regulations in the lakeside commercial district shall be as follows:
- a. *Minimum lot area:* Minimum lot area in this district shall be 8700 \_\_\_\_\_ square feet.
  - b. *Minimum lot width:* Minimum lot width shall be 33 feet.
  - c. *Required front yard:* Front yard set back shall be ten feet.
  - d. *Required side yard depth:*

1. Three feet side yard depth shall be required.
  2. The total width for both side yards shall be six feet.
- e. *Required rear yard depth:* Rear yard depth for commercial uses shall be 20 feet from the rear lot line or the normal waterline of the lakeshore, except commercial unenclosed decks may project into the rear setback up to ten feet and may connect to a boardwalk not wider than five feet that extends to the shoreline or dock. Residential dwellings (and decks) rear yard depth shall be 30 feet from the normal waterline of the lakeshore.
- f. *Maximum building height:* Maximum building height shall be 35 feet.

**Section 2.** Conflict and Repeal. All ordinances or parts of ordinances in conflict with this ordinance are repealed.

**Section 3.** Effective Date. This ordinance shall take effect seven days following its publication in a newspaper circulated within the Village.

**Section 4.** Publication. After its adoption, this ordinance or a summary thereof, as permitted by law, shall be published by the Village Clerk in a newspaper of general circulation in the Village.

Ayes:

Nays:

Abstain:

Absent:

**ORDINANCE DECLARED ADOPTED.**

Dated: \_\_\_\_\_, 2021

\_\_\_\_\_  
Karen L. Banks, Village President

\_\_\_\_\_  
Patrick Reagan, Village Clerk

**CERTIFICATION**

I, the undersigned duly appointed Interim Village Clerk of the Village of Lake Odessa, Ionia County, Michigan, do hereby certify that the above ordinance, or a summary thereof, was published in the Lakewood News, a newspaper of general circulation in the Village, on \_\_\_\_\_, 2021, and that such ordinance was entered into the Ordinance Book of the Village on \_\_\_\_\_, 2021.



Trustee \_\_\_\_\_, supported by Trustee \_\_\_\_\_, moved the adoption of the following ordinance:

**ORDINANCE NO. 2021-03**

**AN ORDINANCE TO AMEND THE CODE OF  
ORDINANCES OF THE VILLAGE OF LAKE ODESSA BY  
ADDING SECTIONS 2-31 THROUGH 2-33**

**THE VILLAGE OF LAKE ODESSA ORDAINS:**

**Section 1.** That the Code of Ordinances, Village of Lake Odessa, Michigan, is hereby amended by adding Section 2-31, which reads as follows:

2-31. - Compensation.

In accordance with Public Act 3 of 1895, the General Law Village Act (Sec. 64.21), the president and trustees of the village council shall receive such compensation and benefits as may be established from time to time by resolution of the village council, to be paid from the General Fund. Such compensation may include a base salary, a per diem rate for attending council meetings and other meetings in fulfillment of the duties of the president and trustees. Further, the president and trustees of the village council may be entitled to receive such hourly compensation as may be established from time to time by resolution of the village council for additional tasks performed by such persons if in fulfillment of such person's official duties of president or trustee.

**Section 2.** That the Code of Ordinances, Village of Lake Odessa, Michigan, is hereby amended by adding Section 2-32, which reads as follows:

Sec. 2-32. - Payment.

Compensation that is due to the president and trustees shall not be paid more frequently than monthly as established by resolution of the village council.

**Section 3.** That the Code of Ordinances, Village of Lake Odessa, Michigan, is hereby amended by adding Section 2033, which reads as follows:

Sec. 2-33. - Expense reimbursement.

The president and trustees shall not be entitled to reimbursement of mileage or out-of-pocket expenses except by resolution of the village council. The president and trustees may only be reimbursed for reasonable and customary expenses incurred in performance of official duties upon documentation of actual expenses and village council approval.

**Section 4.** Effective Date. This ordinance shall take effect immediately upon its publication in a newspaper circulated within the Village.

**Section 5.** Publication. After its adoption, this ordinance or a summary thereof, as permitted by law, shall be published by the Village Clerk in a newspaper of general circulation in the Village.

Ayes:

Nays:

Abstain:

Absent:

**ORDINANCE DECLARED ADOPTED.**

Dated: October 18, 2021

\_\_\_\_\_  
Karen L. Banks, Village President

\_\_\_\_\_  
Patrick Reagan, Village Clerk

CERTIFICATION

I, the undersigned duly appointed Village Clerk of the Village of Lake Odessa, Ionia County, Michigan, do hereby certify that the above ordinance, or a summary thereof, was published in the Lakewood News, a newspaper of general circulation in the Village, on \_\_\_\_\_, 2021, and that such ordinance was entered into the Ordinance Book of the Village on \_\_\_\_\_, 2021.

Date: \_\_\_\_\_

\_\_\_\_\_  
Patrick Reagan, Village Clerk

# Lake Odessa Village Council

Ionia County, Michigan

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

## RESOLUTION NO. 2021-50

### APPROVING THE RECOMMENDATION FROM THE DOWNTOWN DEVELOPMENT AUTHORITY BOARD OF DIRECTORS TO CREATE A PERMANENT FOUR-WAY STOP AT THE INTERSECTION OF FOURTH AVENUE AND SECOND STREET IN DOWNTOWN LAKE ODESSA

**WHEREAS**, the Village Council has previously approved, per a recommendation from the Downtown Development Authority, the temporary installation of a four-way stop at the intersection of Fourth Avenue and Second Street in downtown Lake Odessa; and

**WHEREAS**, this new four-way stop was initially approved, on a trial basis, by the Village Council on April 19, 2021 and was installed in June 2021; and

**WHEREAS**, the Village Council extended the original 90-day placement of this stop in August 2021; and

**WHEREAS**, at their September meeting, the Downtown Development Authority Board of Directors approved a recommendation to the Village Council to make this four-way stop a permanent fixture in the downtown; and

**WHEREAS**, anecdotally, this four-way stop has been well received by business owners and residents.

#### **NOW THEREFORE BE IT RESOLVED:**

1. The Lake Odessa Village Council Approves the Recommendation to the Village Council to Create a Permanent Four-Way Stop at the Intersection of Fourth Avenue and Second Street in Downtown Lake Odessa
2. All resolutions and parts of resolutions are, to the extent of any conflict with this resolution, rescinded.

**Ayes:**

**Nays:**

**Absent:**

**Abstain:**

**RESOLUTION DECLARED ADOPTED.**

**Dated:** October 18, 2021

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**Patrick Reagan, Village Manager/ Clerk**

**Lake Odessa Village Council**  
Ionia County, Michigan

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

**RESOLUTION NO. 2021-51**

**A RESOLUTION APPROVING THE WEEKEND “ON-CALL” PAY FOR THE DEPARTMENT OF PUBLIC WORKS**

**WHEREAS**, the Village of Lake has a Department of Public Works (DPW), which is staffed by four, full-time employees; and

**WHEREAS**, the DPW repairs, maintains, and replaces the streets, storm sewers, water distribution system, parks, trees, and other public works in the Village of Lake Odessa on a regular basis; and

**WHEREAS**, situations and emergencies arise wherein full-time employees are required to report on weekends, outside of their normal shift schedules; and

**WHEREAS**, should an emergency arise, one that requires immediate attention to ensure the health and safety of the community, the DPW does not currently have either a backup system or mutual aid system, as other Village departments have, which requires their immediate involvement; and

**WHEREAS**, it is common in communities to have an “on call” system, wherein one employee is paid to be prepared to respond to an emergency on weekends. These systems give limited compensation to insure that, when an emergency arises, an employee will be able to respond to this emergency in a fashion that allows them to respond to the issue swiftly and immediately; and

**WHEREAS**, the Village Manager and the DPW Supervisor recommend that the full-time DPW employees be placed on a rotating schedule, for weekends, that pays an individual employee \$75.00 in “on-call” pay, to ensure that emergency situations can be met with a swift and clear response. This means that an employee will be paid \$75.00 for the weekend to be able to respond within twenty minutes to an emergency issue, in a non-impaired fashion and ready to work; and

**WHEREAS**, it shall be the responsibility of the DPW Supervisor and Village Manager to adjust the DPW’s budget accordingly to secure the funds for this unbudgeted expense.

**NOW THEREFORE BE IT RESOLVED:**

1. The Lake Odessa Village Council approves the proposed weekend “On Call” Pay of \$75.00, on a rotating basis for full-time DPW employees, to ensure that emergencies can be responded to in a swift and immediate fashion.

2. All resolutions and parts of resolutions are, to the extent of any conflict with this resolution, rescinded.

**Ayes:**

**Nays:**

**Absent:**

**Abstain:**

**RESOLUTION DECLARED ADOPTED.**

**Dated:** October 18, 2021

\_\_\_\_\_  
**Patrick Reagan, Village Manager/ Clerk**

# Lake Odessa Village Council

Ionia County, Michigan

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

## RESOLUTION NO. 2021-52

### A RESOLUTION APPROVING AN ANNUAL EMPLOYEE STIPEND FOR EARNING AND MAINTAINING APPROVED LIMITED WATER TREATMENT AND DISTRIBUTION SYSTEM WATER LICENSING

**WHEREAS**, the Village of Lake has a water distribution system that serves Village residents and businesses, and also serves properties outside of the Village

**WHEREAS**, in order to legally operate a water distribution system in Michigan, operators are required to obtain and maintain both a “Limited Water Treatment” and “Distribution System” licensing that are based on the number of people that are served by the system. The DPW Supervisor has created a document outlining the licensing system and it is attached to this resolution; and

**WHEREAS**, due to the size of our community, the Village’s water system is required to have a primary operator that holds a D2-S3 license as well as backup operator that holds the same licensing; and

**WHEREAS**, obtaining these licenses requires a substantial amount of study, testing, time, and effort as providing clean, healthy, and safe water to residents is a priority in the State of Michigan; and

**WHEREAS**, many communities in Michigan, that own, operate, and maintain a water distribution system, provide an annual stipend for employees that obtain and maintain proper water licensing for their community; and

**WHEREAS**, currently, two of our employees (Jesse Trout and Scott Hubbert), hold the required licensing for the Village of Lake Odessa’s water system; and

**WHEREAS**, having additional licensed operators allows for the Village to be prepared in the event of illness, termination, retirement, extended medical leave, etc and will allow the Village to meet the standards as placed forth by the State of Michigan; and

**WHEREAS**, the DPW Supervisor and Village Manager recommend that a system of compensation, for obtaining and maintaining these licenses as required by the State of Michigan, be set and adhered to by the Village; and

**WHEREAS**, this system be in the form of an annual stipend, paid during the last pay period of each fiscal year, and be based upon the holding of various licenses per the chart below:

Proposed Compensation for Limited Treatment, Distribution System License

<u>Limited Treatment License</u>	<u>Distribution System License</u>
<b>D4- \$300</b>	<b><u>S4- \$200</u></b>
<b>D3- \$600</b>	<b><u>S3 or greater- \$500</u></b>
<b>D2 or greater- \$1200</b>	

And;

**WHEREAS**, an employee holding these license that resigns or is terminated for cause prior to the aforementioned pay period forfeits any and all compensation as outlined above.

**NOW THEREFORE BE IT RESOLVED:**

1. The Lake Odessa Village Council approves an Annual Employee Stipend for Earning and Maintaining Approved Limited Water Treatment and Distribution System Water Licensing as set forth in the chart included in the resolution above.
2. All resolutions and parts of resolutions are, to the extent of any conflict with this resolution, rescinded.

**Ayes:**

**Nays:**

**Absent:**

**Abstain:**

**RESOLUTION DECLARED ADOPTED.**

**Dated:** October 18, 2021

\_\_\_\_\_  
**Patrick Reagan, Village Manager/ Clerk**



Compensation for Limited Treatment, Distribution System License

Limited Treatment License	Distribution System License
<b>D4- \$300</b>	<b><u>S4- \$200</u></b>
<b>D3- \$600</b>	<b><u>S3 or greater- \$500</u></b>
<b>D2 or greater- \$1200</b>	

EGLE classifies the Village of Lake Odessa as a level D-2, S-3 public water system. There are two examination categories, “D” for Limited Treatment and “S” for Distribution. Each category has various levels, 1-5. The “1” level represents the upper most level and the “4” level is considered the entry level for community water supplies. The level “5” exams are for noncommunity (Type II) water supplies and are not usually of interest to community water utility employees.

**Level 1 & 2 Examinations**

D CLASSIFICATIONS Corrosion, Cross Connections, Disinfection, Emergency/Security, Fluoridation, Hardness/Softening, Hydraulics, Instrumentation, Iron Removal, Laboratory Procedures, Management, Membrane Technology, Microbiology, Operation & Maintenance, Phosphate, Public Relations, Pumps & Motors, Record Keeping, Safety, Sampling, SDWA (Act 399), Taste & Odor, Wells

S CLASSIFICATIONS Chlorination, Contingencies & Emergencies, Corrosion, Cross Connections, Customer Relations, Hydrants, Hydraulics, Instrumentation, Main Installation, Management, Meters, Operation & Maintenance, Pipes & Joints, Pumps & Motors, Record keeping, Safety, Sampling, SDWA (Act 399), Storage Reservoirs, Valves, Water Quality

**Level 3 & 4 Examinations**

D CLASSIFICATIONS Corrosion, Cross Connections, Disinfection, Emergencies & Security, Fluoridation, Harness/Softening, Hydraulics, Instrumentation, Iron Removal, Laboratory, Management, Membrane Technology, Microbiology, Operation & Maintenance, Phosphate, Public Relations, Pumps & Motors, Record Keeping, Safety, Sampling, SDWA (Act 399), Taste & Odor, Wells

S CLASSIFICATIONS Chlorination, Contingencies & Emergencies/Security, Corrosion Control, Cross Connection Control, Customer Relations, Hydrants, Hydraulics, Instrumentation, Management, Meters, Microbiology, Operation & Maintenance, Pipes & Joints, Pumps & Motors, Record Keeping, Safety, Sampling, SDWA (Act 399), Storage, Valves, Water Quality, Water Main Installation

**Lake Odessa Village Council**  
Ionia County, Michigan

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

**RESOLUTION NO. 2021-53**

**APPROVING THE REVISED HANDBOOK FOR VILLAGE EMPLOYEES**

**WHEREAS**, the Village of Lake Odessa employees individuals to perform various functions, and to provide services to, Village residents, businesses, and visitors; and

**WHEREAS**, each employee is responsible for providing high-quality service to the Village; and

**WHEREAS**, the Village had previously created an “Employee Handbook,” which outlined rules, responsibilities, and expectations for individuals in the employ of the Village of Lake Odessa; and

**WHEREAS**, this handbook was last updated in 1994 and was therefore to be found antiquated and out-of-date with regard to employees, rules, and expected conduct; and

**WHEREAS**, the Personnel and Finance Committee – along with assistance from the DPW Supervisor, Village Legal Counsel, and the Village Manager – worked over the course of the past year to develop a fair, balanced, and up-to-date revision of the employee handbook. A copy of this document is attached to this resolution; and

**WHEREAS**, the Personnel Committee and the Village Manager recommend that this handbook be adopted.

**NOW THEREFORE BE IT RESOLVED:**

1. The Lake Odessa Village Council approves and adopts the proposed revised Village Employee Handbook as presented.
2. All resolutions and parts of resolutions are, to the extent of any conflict with this resolution, rescinded.

**Ayes:**

**Nays:**

**Absent:**

**Abstain:**

**RESOLUTION DECLARED ADOPTED.**

**Dated:** October 18, 2021

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**Patrick Reagan, Village Manager/ Clerk**



**EMPLOYEE HANDBOOK**

EFFECTIVE \_\_\_\_\_, 2021

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## INTRODUCTION

The Village of Lake Odessa is committed to providing sound, effective public services to the residents of the Village in the most efficient and reliable manner possible. The Village's ability to accomplish this goal is affected by the quality and capabilities of its employees who are charged with carrying out this mission. The Village understands that in order to attract and retain top quality employees, it must maintain a competitive posture with regard to compensation and fringe benefits and such benefits must be administered in a uniform manner. The purpose of this Employee Handbook is to inform employees of the benefits, responsibilities, and expectations associated with employment with the Village.

This Handbook applies to all Village employees and administrative officials. To the extent this Handbook conflicts with express terms and conditions of a collective bargaining agreement, the applicable agreement shall govern.

This Handbook outlines the main features of the Village's employment policies, procedures, and certain other information. This Handbook cannot cover every issue regarding employment with the Village and may be changed from time to time at the Village's sole discretion.

The Village may from time to time in its sole discretion make exceptions to stated policies or take action in a particular way where no policy has been established. These instances are based on special circumstances and should not be considered as revising or establishing policy.

Questions regarding the Employee Handbook should be directed to the Village Manager.

## SECTION 1. EMPLOYMENT

### 1.01 IMPORTANT NOTICE

Except as specifically set forth in this “Important Notice” section, the language in this Handbook is not intended to establish a contract between the Village and any of its employees for either employment or the providing of any term, condition, compensation, or benefit of employment. You have the right to terminate your employment and compensation with or without cause and with or without notice at any time, and the Village retains the same right. The only contractual provisions of this Handbook are contained in the following paragraphs (a) through (e). If you are not covered by a collective bargaining agreement, by signing this Handbook you contract with the Village in the following matters:

a) *Authority to Contract.* No employee, official, or representative of the Village, except as authorized in accordance with law, has any authority to enter into any agreement for employment for any specific or definite period of time, or to make any agreement contrary to the terms of this Handbook. Any such agreement must be made in writing and signed by the Village Manager to be effective. The Village reserves the right to alter, modify, amend, or terminate Village policies and benefits in a manner believed to be in the Village’s and its employees’ best interests. Any such changes or modifications shall only be effective prospectively. In addition, as to insurance or retirement plans, the terms of the policies or official plan documents control, regardless of any statements contained in the Handbook to the contrary.

b) *Limitations on Claims.* You agree that any lawsuit, claim or charge against the Village and/or its agents arising out of your employment or termination of employment, including but not limited to claims arising under state or federal civil rights statutes, must be brought within the following time limits or be forever barred: (a) for lawsuits requiring a Notice of Right to Sue from the EEOC, within 90 days after the EEOC issues that Notice; or (b) for all other claims or suits, within (i) 180 days of the event(s) giving rise to the claim, or (ii) the time limit specified by statute, whichever is shorter. You waive any statute of limitations that exceeds this time limit.

c) *Confidentiality of Village Information.* You agree to treat all information, records, and documents to which you may have access in the course of your employment at the Village as strictly confidential both during and after employment ends. You agree not to disclose to any person, firm, association, corporation, or other entity any confidential information acquired in the course of employment with the Village.

d) *Reimbursement.* Upon termination of employment, you are responsible for returning any Village property in your possession or under your control and for paying any expenses or other amounts that you may owe to the Village at that time. If you have not done so, by signing this Handbook, you authorize the Village to deduct the amount(s) owed from any wage or benefit payments that may be due from you.

e) *Jurisdiction and Choice of Law.* All provisions of this Handbook and any disputes arising out of this Handbook shall, in all respects, be governed by the laws of the State of Michigan.



## **1.02 AT-WILL EMPLOYMENT**

Unless provided otherwise by a valid collective bargaining agreement, the employment relationship between the employee and the Village is terminable at the will of either the employee or the Village at any time, with or without cause, and with or without notice. No employee, administrative official, agent or other representative of the Village has any authority to enter into any agreement for employment for any specified period of time or to make any agreement or representation, verbally or in writing, which amends or contradicts the at-will employment relationship. The only exceptions are variances expressly authorized in writing and signed by the Village Manager.

## **1.03 VILLAGE MANAGEMENT**

The overall policies of the Village are determined by the Village Council. The day-to-day operations are managed by the Village Manager, assisted by Department Supervisors. The Village Manager and Department Supervisors constitute the management structure of the Village.

## **1.04 EQUAL OPPORTUNITY EMPLOYMENT**

To provide equal opportunity and advancement opportunities to all individuals, employment decisions at the Village will be based solely upon merit, qualifications, and abilities. The Village does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, disability, genetic information, age, pregnancy, weight, height, marital status, familial status, veteran or military status, or any other characteristic or activity protected by law.

This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training. Any employee with questions or concerns about any type of discrimination in the workplace is encouraged to bring these issues to the attention of their immediate supervisor, their Department Head, or the Village Manager. Employees can raise concerns, make reports of discrimination, or participate in an investigation into a discrimination complaint without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including discharge.

## **1.05 OUTSIDE EMPLOYMENT**

Employees who are considering outside or supplemental employment must receive prior written approval from the Village Manager. In no case shall outside or supplemental employment conflict with or impair an employee's job responsibilities to the Village. Further, employees engaged in outside or supplemental employment shall:

- Not solicit for the outside employment while conducting their Village job functions.
- Not be engaged in the outside employment activities while conducting their Village job functions.
- Not use the name of the Village as a reference or credential in advertising or soliciting customers.
- Not use Village supplies, facilities, staff, or equipment in conjunction with any outside or supplemental employment or private practice.
- Maintain a clear separation of outside or supplemental employment from activities performed for the Village.
- Not cause any incompatibility, conflict of interest, or any possible appearance of conflict of interest, or any impairment of the independent and impartial performance of the employee's duties for the Village.

The Village shall not be liable, either directly or indirectly, for any activities performed during any outside or supplemental employment.

## **SECTION 2. EMPLOYMENT STATUS & RECORDS**

### **2.01 EMPLOYEE CATEGORIES**

*Regular Full-Time Employees:* Employees normally scheduled to work forty (40) hours or more in a workweek throughout the work year.

*Part-Time Employees:* Employees normally scheduled to work between twenty (20) and thirty-two (32) hours per week, on average, throughout the calendar year.

*Seasonal/Temporary Employees:* Employees hired for a limited time period, such as summer months, or to perform a specific, limited function.

### **2.02 EMPLOYEE INFORMATION**

Employees are responsible for notifying the Village in writing of changes in their personal information such as changes to one's address, contact information, or dependent or marital status (for tax and/or benefit purposes). The Village is not responsible for problems arising because employees fail to update the Village on such changes.

### **2.03 PERSONNEL FILES**

The Village keeps personnel files on all employees. The personnel files include the job applications and related hiring documents, training records, performance documentation, salary history, and other employment records. Personnel files are the property of the Village. Because personnel files contain confidential information, the only people who can see them are those with a legitimate business reason. If you wish to review your own file in accordance with applicable law, please contact the Village Manager. You will need to give advance notice if you wish to see your file. You may review your file only when a representative of the Village is present.

### **2.04 INTRODUCTORY PERIOD**

The first 12 months of employment are considered to be an introductory period for both the employee and the Village. A new employee can evaluate the job and work environment to decide if he or she is suited to the Village and his or her position. It is equally a time for the Village to evaluate the employee's skills and performance to determine whether he or she should be considered as a regular employee. The completion of the introductory period is not intended to be construed as a promise or contract for continued employment rights or the providing of any compensation or benefit, nor does it alter any rights of the Village or the employee regarding termination of employment or the employee's at-will employment relationship.

### **2.05 COMPENSATION AND PERFORMANCE**

The Village has established pay rates for all job classifications. Pay rates are reviewed as needed by management. Adjustments are made by the Village as it deems appropriate.

The Village believes that each employee needs and appreciates feedback on overall performance. The Village also believes each employee should be given the opportunity to share thoughts about their job and performance and about the Village in general. This interchange should occur on a continuing basis. In most situations the appraisal process is informal, by regular communications between the employee and supervisor.

Performance reviews and corresponding pay increases are normally conducted upon completion of six months of employment and annually thereafter. You will be given the opportunity at these times to individually speak with your supervisor about the quality and quantity of your work. Job knowledge, work habits, teamwork, regular attendance, and punctuality will also be discussed. Your job performance may affect your pay rate. Pay increases are not automatic and may be granted or withheld at the sole discretion of the Village. Performance reviews become part of the employee's personnel file.

## **2.06 SOCIAL SECURITY NUMBER PRIVACY**

The Village obtains and uses a variety of confidential information in the conduct of its business. This includes documents and other records containing Social Security numbers. Any and all documents and records containing Social Security numbers must be obtained, used and disclosed only for legitimate business reasons. Such documents and records must also be treated as confidential, which means they must be retained in secured areas or files, password protected when stored on computers, disclosed only to authorized persons, and destroyed at an appropriate time and in an appropriate manner consistent with Village policies and procedures and other legal requirements. Employees who obtain, use or disclose Social Security numbers for improper, unauthorized or illegal reasons are subject to discipline or discharge, as well as potential criminal or civil prosecution. For additional information, please see your supervisor or the Village Manager.

## **SECTION 3. EMPLOYEE BENEFITS**

### **3.01 HEALTH INSURANCE**

The Village provides a health care plan that includes medical, dental, and vision coverage. Details of these specific coverages are attached to this Handbook and may be modified from time to time as changes occur.

Employees that are eligible for and opt for health insurance coverage through the Village will contribute 20% of the cost of health insurance including medical, dental and vision premiums, health savings accounts, and claims tax.

The Village offers an alternative benefit for full-time employees who are covered by their spouse's medical and/or dental insurance and elect not to have the medical and/or dental insurance provided by the Village. This benefit is a specific cash payment in lieu of insurance benefits. In order to qualify for this benefit, an employee must be covered by her or his spouse's insurance and provide proof of such coverage. The maximum annual benefit payable for an eligible employee who elects neither health nor dental insurance is \$3,300.00. Details of this alternative benefit are available at the Page Building.

### **3.02 LIFE INSURANCE**

The Village pays the premiums for group life insurance for full-time employees and their spouses and dependent children. The life insurance benefit is \$50,000 for an employee. An employee and her or his dependents become eligible for coverage after completion of the employee's introductory period. Further details of the life insurance benefit are available at the Page Building.

### **3.03 RETIREMENT PLAN**

After one year of employment, an employee who has attained age 21 may participate in the 401(k) Deferred Compensation Plan, which is a plan to provide retirement income. Employees who work at least 1,000 hours per year may participate in the 401(k) Plan. Employees may contribute from 4% to 15% of their compensation (in whole percent increments) to the plan, and the contribution is tax deferred. The Village will match an employee's contribution, up to 10%. The Plan is subject to IRS rules. Eligible employees may enroll in the plan during the months of March and September.

### **3.04 PAID SICK LEAVE**

Employees accumulate one (1) sick leave day per month, not to exceed twelve (12) days per year, with a maximum accumulation of 600 hours. Upon request employees shall furnish satisfactory evidence of the need for sick leave use. Falsification of a medical document or falsely setting forth the reasons for the absence will result in discipline up to and including discharge.

It is the responsibility of the employee to communicate with their supervisor their use of sick leave. Failure to report the use of sick time to the employee's supervisor will result in discipline up to and including discharge.

An employee eligible for sick leave with pay may use such leave for the following: 1) absence due to illness, surgery, or operation in the employee's immediate family which is limited to current spouses, children, and parents; 2) absence to act as a pallbearer; or 3) absence due to illness, surgery, or operation of the employee.

Only the sick leave record kept by the Village Office shall be considered official. All sick leave must be requested in writing to the Department Head who will deliver said request to the Village Office so that the official record can be updated.

Sick leave is a benefit to be used according to the above requirements and is not to be converted to cash upon death, retirement, resignation, or termination. Any sick time accrued in excess of 600 hours, as of the end of a fiscal year, will be paid out at 50% of the employee's current rate of pay.

### **3.05 TRANSFER OF SICK LEAVE**

Subject to the prior written approval of the Village Manager, an employee may donate up to eighty (80) hours of their accumulated sick leave to another employee for use during a catastrophic illness. The Village Manager will consider the following factors in determining whether to allow or deny the transfer of sick leave:

- a) Unless twenty (20) hours or less is donated in any calendar year, the donating employee must retain a minimum of one hundred (100) hours of accumulated sick leave after the transfer of the donated time.
- b) A donating employee may give a maximum of eighty (80) hours of sick leave to other employees during any calendar year.
- c) All sick leave hours donated must be voluntary and no employees will be required to take part in this program.
- d) Donations may be from any Village department.
- e) The receiving employee must have worked for the Village at least six (6) months.
- f) The receiving employee shall not have been disciplined for sick leave abuse.
- g) The receiving employee must have exhausted all accumulated comp, sick, and vacation leave prior to a transfer from another employee.
- h) No more than 320 hours in total may be contributed to the benefit of any one employee for any single catastrophic leave per fiscal year (March 1 to February 28/29).
- i) Both employees must sign a memorandum of understanding which explains the transfer of sick leave time from one employee to another before the donated time is approved. (In the event that the receiving employee is unable to sign, a spouse or family member may sign for him/her.)
- j) Only sick time may be transferred from one employee to another. Vacation and personal time shall not be transferred under any circumstances.

### **3.06 FUNERAL LEAVE**

Upon request, an employee will be granted a leave of absence, with pay, for up to three (3) normally scheduled working days following the date of death of a member of the employee's immediate family. The immediate family is defined as a spouse, parent, child, sibling, parent of a current spouse, brother or sister of a current spouse, grandchild, and grandparent.

In cases where an employee has significant travel to attend a funeral of a member of the immediate family, the employee may request personal leave to be taken in conjunction with the funeral leave or may request to use unused sick leave in conjunction with the employee's funeral leave time, subject to approval by the Village Manager.

The Village may request documentation to support an employee's request for funeral leave.

### **3.07 JURY DUTY LEAVE**

An employee summoned by the court to serve as a juror shall be given a leave of absence for the period of his/her jury duty. For each day that an employee serves as a juror when an employee otherwise would have worked, the employee shall receive their regular base wages. The employee shall turn over to the Village all juror fees that they receive from the court other than mileage. In order to receive jury duty pay, an employee must: 1) give the Village advance notice of the time that they are to report for jury duty; 2) give satisfactory evidence that they served as a juror at the summons of the court on the day they claim such pay; and 3) return to work promptly if, after they are summoned by the court, they are excused from service. All jury duty leave must be communicated, with a copy of the summons from the court, to the employee's supervisor prior to taking leave.

### **3.08 PERSONAL BUSINESS TIME**

A full-time employee with ninety (90) or more days of employment will be allowed sixteen (16) hours of personal business time per fiscal year (March through February). These are not additional vacation days. Requests to use personal business time must be made to the employee's supervisor one (1) day in advance of the use requested, except in cases of emergency. A request to use personal business time may be denied if the absence of the employee would unreasonably interfere with the services of the Village. There shall be no accumulation or carryover of personal business time from one fiscal year to another. Terminated employees will not be paid for unused personal business time. Failure to properly request the use of personal business time, prior to using it, may result in discipline up to and including termination.

### **3.09 HOLIDAYS**

The Village recognizes eleven (11) paid holidays each year. These include New Year's Day, Martin Luther King Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, the Friday after Thanksgiving Day, Christmas Eve, Christmas Day, and New Year's Eve. The actual day off for a holiday may change from year to year depending on the day of the week where the holiday falls. A holiday schedule for each year is posted in January.

Full-time employees will be paid a day's pay at their regular straight time rate of pay for each holiday recognized by the Village. A full-time hourly employee who is required to work on a holiday will be paid one and one-half times her or his regular straight time rate of pay for all hours worked on the holiday, in addition to holiday pay. Shifts that straddle a holiday and non-holiday will be paid based on the number of hours worked on the actual holiday.

Holiday pay will be based on the shift length currently scheduled by the Department Head. For example, if the department is working ten (10) hour shifts, then the holiday pay will be for ten (10) hours.

If a holiday recognized by the Village falls during an employee's vacation, that day will be considered a holiday and not a vacation day.

Employee eligibility for holiday pay is subject to the following conditions and qualifications:

- a) The employee must otherwise have been scheduled to work on such day if it had not been observed as a holiday; provided, however, that holidays which occur on a Saturday or Sunday will be paid to an otherwise eligible employee. Holidays which fall on a weekend may be observed on a Friday or Monday, at the sole discretion of the Village.
- b) The employee must work their hours on the Village's last scheduled day before and the first scheduled day after the holiday, unless otherwise excused by the Manager.
- c) A full-time employee who is scheduled and fails to work on a holiday as required will not be entitled to holiday pay.

**3.10 COMPENSATORY TIME**

Full-time non-exempt employees may choose to receive compensatory time in lieu of paid overtime. Employees may accumulate up to 40 hours of compensatory time each fiscal year. Employees may request to have compensatory time paid out at any time. The Village will pay out all compensatory time balances at the end of each fiscal year.

**3.11 VACATION**

Employees earn vacation with pay in accordance with the following schedule:

- At least 1 year but less than 5 years of service: 80 hours
- At least 5 years but less than 10 years: 120 hours
- At least 10 years but less than 19 years: 160 hours
- 19 years or more: 200 hours

Vacation time shall be calculated upon the employees hiring date. Vacation pay will be computed at the employee’s regular straight time hourly rate of pay. Vacation time may be taken in half hour periods.

An employee who has attained six (6) months of service, but not one year, may elect to take five days (40 hours), which will be subtracted from the employee’s vacation entitlement on his/her first anniversary date.

Any employee with one year of service or more, who separates from employment with the Village for any reason other than discharge, shall be paid for all accumulated and unused vacation time, provided that the employee provides Village management with twenty-eight (28) days’ written notice of resignation.

Employees may schedule time off for their vacations during the twelve (12) months following the anniversary date each year provided that, in the opinion of the Village Manager, such time off does not unreasonably interfere with the efficient operation of the Village and the Village's obligation to the public in general.

Vacation schedules shall be arranged with the prior approval of the employee's supervisor at least five (5) workdays in advance if the length of the vacation is to be more than one (1) week. The

supervisor shall be informed of any vacation of one (1) week or less in duration at least one (1) workday prior to the vacation. Exceptions may be made to the above notice requirements for good cause. Department Heads must receive approval, in writing, from the Village Manager prior to using vacation time. Using vacation time without written approval by the supervisor may result in discipline, up to and including termination.

If a holiday recognized by this Handbook falls during an employee's vacation, he/she will receive holiday pay for the holiday, and no vacation time will be deducted from the employee's vacation hours for that day so long as the employee complies with the Holidays policy set forth herein.

Employees may roll over a maximum of eighty (80) hours of vacation hours from one year to the next, if they have 80 hours of unused vacation prior to their anniversary date of hire. All requests for the rollover of vacation time must be made by the employee in writing and must be done prior to the employee's hiring anniversary date or other date as previously agreed to with the Village Manager or, in the case of the Village Manager, with the Village Council. Employees shall be encouraged to take annual vacations. Employees with more than one year of service are required to take at least 40 hours of vacation per year.

### **3.12 MEDICAL LEAVE**

Medical leave will be granted upon proper application, subject to the Village's right to require medical proof satisfactory to the Village. Unless otherwise required by law, any employee may be on medical leave for a period of disability of not more than one (1) year, or the length of her or his employment at the time the leave began, whichever is less, and employment shall not continue beyond that time. The Village may request, as a condition of continuance of any medical leave, certification of continuing disability satisfactory to the Village.

In situations where an employee's physical or mental condition raises a question as to the employee's capability to perform her or his job, the Village may require a medical examination, and, if appropriate, require the employee to take a medical leave of absence. An employee should report any condition which may become disabling as soon as the employee becomes aware of that condition. An employee returning to work from a medical leave of absence of more than three (3) days must present a physician's certificate satisfactory to the Village indicating the employee is able to return to work.

Although medical leaves of absence are without pay, an employee on medical leave of absence may be entitled to payment under some other provision, such as use of paid sick days or from disability insurance.

An employee who becomes pregnant will be granted an unpaid maternity leave for a period of twelve (12) weeks prior to and/or after the birth or adoption of a child.



## **SECTION 4. TIMEKEEPING & PAYROLL**

### **4.01 TIMEKEEPING**

Non-exempt employees are responsible for accurately recording the hours they work on the designated form or computer program. The law requires the Village to keep accurate records of time worked in order to correctly calculate employee pay and benefits. If you are a non-exempt employee, you must accurately record the time you start and stop work, when you start and end any meal periods, and when you leave the workplace for personal reasons.

Falsifying time records is a serious matter. You may not change time after it is already recorded, purposely enter a false time, tamper with time records, or record other employees' time for them. If you do any of these actions, you may be subject to disciplinary action, up to and including termination of employment.

Non-exempt employees must not perform work if they are not "on the clock." Unless authorized in writing by management, they are not expected to perform any work before or after their shift and are not expected to answer phone calls, emails, or texts after their shift.

### **4.02 PAY PERIODS**

Pay periods for all employees are bi-weekly, beginning on a Wednesday and ending two weeks later on Tuesday. Pay checks are issued on the Thursday following the end of the pay period. All Village employees must utilize direct deposit. Employees must provide deposit information to the Village Treasurer to allow for direct deposits.

### **4.03 OVERTIME**

Employees are required to work overtime when directed to do so by management. Except for those employees authorized and required to perform occasional emergency work in order to maintain essential Village services, employees are not permitted to work overtime without prior approval from the employee's Department Head. Employees who work unapproved overtime may be subject to discipline, up to and including termination of employment.

Full-time non-exempt employees that are approved to work more than forty (40) hours in a workweek will be paid overtime in accordance with the Fair Labor Standards Act at one and a half (1½) times the employee's regular rate. Employees are responsible for accurately and timely recording all hours worked.

For the purpose of computing overtime, an employee absent on authorized sick leave with pay, jury leave with pay, recognized holiday, or vacation will be considered to have worked her or his normal work shifts during such absence. Employees absent on unpaid leave will not be considered to have worked during such absence.

### **4.04 PAYCHECK ERRORS**

It is the Village's policy and practice to pay employees in compliance with federal and state law. The Village prohibits improper deductions from employee pay, including any deduction that might affect exempt status, and is prepared to correct any mistakes or improper deductions. Employees who believe any mistakes or improper deductions have been made to their pay should report their concerns

immediately to the Village Manager. The Village will make all appropriate corrections as soon as reasonably possible and take steps necessary to assure future compliance.

## **SECTION 5. WORK CONDITIONS & HOURS**

### **5.01 NORMAL WORKWEEK/WORKDAY**

The normal workday for full-time non-exempt employees will consist of eight (8) hours. The normal workweek will consist of forty (40) hours. However, the Village may adjust schedules, hours, and shifts as it deems necessary and prudent. When schedules are changed, employees will be provided written notice thereof fourteen (14) days in advance if possible. This section is not a guarantee of any number of hours per day or days per workweek.

Some executive, management, administrative, and professional positions are exempt from the overtime provisions of the Fair Labor Standards Act. Exempt employees will be notified of their exempt status. It is expected that exempt employees maintain a consistent presence at the Village. The consistent physical presence of our exempt employees is critical to effective teamwork, customer relations, the supervision of employees, and the overall success of the Village. Exempt employees are generally expected to work a minimum of forty (40) hours in a workweek and may be required to work more than forty (40) hours in a workweek to meet the demands of the position or to attend after-hours meetings and events. Exempt employees are expected to be at work during the Village's regular business hours.

### **5.02 LUNCH AND BREAK PERIODS**

Lunch and break periods are scheduled by the employee's supervisor. Employees will generally receive a fifteen (15) minute break period during each half of their work day. Department of Public Works employees are normally scheduled to work Monday through Friday from 7:00 a.m. to 3:30 p.m., with a one-half hour unpaid lunch period.

### **5.03 CALL-BACK PAY**

Non-exempt employees may sometimes be called back to work at a time other than their scheduled work shift. In such a case, the non-exempt employee will be paid a minimum of two (2) hours of overtime.

### **5.04 NO PYRAMIDING**

There will be no pyramiding or duplication of overtime premiums or other premium pay provided for in this Handbook.

### **5.05 SMOKING AND TOBACCO USE**

Smoking is prohibited in any Village building, on any Village property (including in a parked personal vehicle), in a Village-owned vehicle/ equipment, or on a Village work/ jobsite. The use of e-cigarettes and smokeless tobacco products is also prohibited, in the same manner as smoking, under this policy.

## **5.06 VEHICLE USE**

It is the policy of the Village to acquire and maintain non-emergency passenger vehicles ("Village vehicles") for use by Village employees in the performance of their job duties. Village vehicles are not personal vehicles, and may not be used for any employee's personal use or for any use unrelated to a legitimate Village function. A copy of the official vehicle use policy is attached and can be found in the Appendix section of this Handbook.

Village employees operating any type of motorized vehicles shall use all safety restraint systems and devices provided in such equipment at all times while on duty. The driver of any such vehicle is also responsible to make every reasonable effort to ensure that all make use of safety devices. Any employee who discovers an inoperable restraint system or safety device shall promptly report to her or his supervisor the inoperable equipment.

## **5.07 COMMERCIAL DRIVER'S LICENSE**

Some employees are required by law to have a commercial driver's license. The Village pays the cost for required commercial driver's licenses and for physical examinations of drivers required by law.

## **5.08 PURCHASES**

Any purchases for Village accounts must be approved in advance, pursuant to the Village's Purchasing Policy, adopted in 2019. A copy of this policy is attached in the Appendix section of this Handbook.

## **5.09 FUEL CARDS**

Fuel credit cards offer an efficient way for Village staff to refuel Village-owned vehicles in the course of Village business, and a way to track fuel purchases and monitor fuel use. The purpose of this policy is to provide rules, guidance and procedures for the use of fuel credit cards. A copy of the official fuel card policy is attached in the Appendix section of this Handbook.

## **5.10 SEMINARS AND CONFERENCES**

Village employees may attend seminars, conferences, etc., subject to approval by the Village Manager and if the department budget allows. All approval must be obtained in advance of the conference or seminar.

The Village will reimburse employees for reasonable expenses in connection with these events, including mileage at the IRS rate, lodging (if more than 50 miles from home/work) and meals. All spouse and/or guest expenses must be paid by the employee.

Allowances for meals will be based on the following schedule:

- Breakfast: When travel begins prior to 7:00 a.m. and extends beyond 8:30 a.m. - \$12.00
- Lunch: When travel begins prior to 11:30 a.m. and extends beyond 2:00 p.m. - \$15.00
- Dinner: When travel begins prior to 5:00 p.m. and extends beyond 7:00 p.m. - \$23.00

Forms to be utilized for expense reimbursement are available from your supervisor or from the Page Building. Expense forms must be submitted in a timely manner and must include itemized receipts

for all expenses over \$5.00. Reimbursements will be made on a separate check within a reasonable time. The purchase of alcoholic beverages will not be reimbursed. Expenses without itemized receipts will not be reimbursed. Failure to provide an itemized receipt will forfeit any reimbursement. All expenses incurred through the use of a Village credit card must include an itemized receipt. Failure to provide an itemized receipt will result in discipline, up to and including termination.

If an advance is made for expenses, the expense forms, itemized receipts and balance of the advance, if any, must be turned in the first work day following the seminar, conference, etc.

Employees are encouraged to utilize Village-owned vehicles for travel when both possible and feasible. Employees should refer to the Village's Vehicle Use policy for further information and guidance.

Approval for the attendance of conferences and trainings must be requested, in writing, prior to registration. Failure to request approval, or attending without approval, may result in discipline, up to and including termination.

### **5.11 REDUCTION IN WORKFORCE**

It is the Village's goal to maintain full employment for everyone. However, there may be times when layoffs become necessary in order to provide more cost-efficient services. Some examples of a need for layoff include shortage of funds or work, elimination of a position, changes in duties, or changes in organization. Layoffs may be implemented on a Village-wide basis, or in one or more departments or job classifications.

In the event it becomes necessary to reduce the workforce, the Village will determine which employees will be affected based upon a number of factors, including classification, need, department, qualifications, productivity, attitude, attendance, and general performance. The exact method or manner of this reduction and subsequent recall is at the sole discretion of the Village. The duties performed by an employee scheduled for layoff may be reassigned to other employees. No vacation, sick leave, holidays, or other benefits will be earned during a layoff.

### **5.12 DRESS AND APPEARANCE**

The Village expects you to use good taste in selecting apparel that reflects professionalism and is not offensive to the community or fellow employees. Neatness, personal cleanliness, and a businesslike appearance must be maintained at all times.

### **5.13 SOLICITATION AND DISTRIBUTION**

In the interest of efficiency, convenience, the continued goodwill of the community, and for the protection of Village employees, there shall be no solicitation or distribution of literature pertaining to non-Village business of any kind by any person during working time in working areas. This policy does not apply to break or meal periods, to non-working areas, or bulletin boards, which are supplied by the Village if specifically authorized. Solicitation pertaining to non-Village business by non-employees is prohibited at all times on all Village premises, except for Village-sponsored programs.

#### **5.14 ABSENCES FROM WORK**

If an employee is unable to report for work for any reason, it is the responsibility of the absent employee to notify their supervisor as soon as possible before the beginning of their scheduled shift. If it is not possible to notify the supervisor before the start of the shift, it should be done as soon as possible. Failure on the part of the employee to notify their supervisor of an absence prior to the beginning of a scheduled shift may result in discipline, up to and including termination.

### **SECTION 6. LEAVES OF ABSENCE**

#### **6.01 PERSONAL LEAVE OF ABSENCE**

At the sole discretion of the Village, a personal leave of absence without pay may be granted upon the showing of a proper need. This leave shall not exceed thirty (30) calendar days per year. Requests for a Personal Leave of Absence must be in writing and approved by the Village Manager prior to taking the leave.

Employees who are absent from work due to any authorized unpaid personal leave will not be eligible for holiday pay or vacation and sick leave accrual during the specified time period. Any employee who desires to maintain insurance coverage while on an approved unpaid personal leave of absence must make appropriate arrangements in advance to pay for all missed payroll deductions.

#### **6.02 MILITARY LEAVE**

The Village complies with the protections provided to employees serving their country by applicable state and federal laws. Please contact the Village Manager for further information as it pertains to the administration of military leave.

#### **6.03 FAMILY AND MEDICAL LEAVE ACT (FMLA)**

The Village is covered by the Family and Medical Leave Act. However, because of our small size, none of our employees are eligible for FMLA leave. The Village does provide medical leaves of absence, including maternity leave. Personal leaves of absence may also be requested.

### **SECTION 7. CONDUCT & DISCIPLINARY ACTION**

#### **7.01 EMPLOYEE CONDUCT**

All Village employees are required to conduct themselves in a manner that reflects a positive image for the Village. Employees are expected to perform their duties safely with honesty and integrity. Below is a list of rules that all employees are required to adhere to. The list is not all-inclusive, and the Village reserves the right to change, add, and/or revise these as it deems appropriate and necessary. Nothing stated in this policy, including the work rules, changes the at-will employment relationship.

Violation of any rules, or failure to perform assigned duties, may subject employees to discipline, up to and including termination, depending on the seriousness of the violation in the sole judgment of

the Village. Although in some situations the Village may elect to use corrective action, an employee has no right to or guarantee of a specific progression or number of disciplinary steps.

Prohibited employee conduct includes, but is not limited to, the following:

1) Insubordination and Related Misconduct

- a) Failure or refusal to follow instructions or orders from a supervisor, disrespect toward a supervisor, neglect of duty, failure or refusal to carry out job duties or assignments, or other forms of insubordination.

2) Dishonesty and Related Misconduct

- a) Theft or dishonesty of any kind. This includes but is not limited to lying, falsification (either written or verbal) of personnel records, official Village records or reports, or withholding information in a Village investigation.

3) Improper Treatment of Others and Related Misconduct

- a) Discrimination or reprisal against an employee, participant in a Village program or activity, citizen, or other person(s) doing business with the Village because of color, race, religion, sex, national origin, height, weight, age or handicap or any other reason prohibited by federal or state law.
- b) Violating the Village's Harassment and Employee Dignity policy.
- c) Interfering with the work of another employee, including, but not limited to, restricting production or influencing another to do so.
- d) Discourteous treatment of fellow employees, vendors, citizens or visitors.
- e) Engaging in abusive, intimidating, threatening or coercive treatment, either physical and/or mental, of another employee or the public on Village time or premises.
- f) Engaging in offensive, immoral, indecent or illegal conduct, or using offensive language toward the public, or in public, or toward Village officers or employees, while on or off duty.
- g) Making or publishing false, vicious or malicious statements concerning anyone.

4) Misuse of Village Property and Records and Related Misconduct

- a) Carelessness or negligence relating to, or misuse or intentional destruction of, Village property or monies or another employee's property.

- b) Misuse or removal of any Village record of any nature, or disclosing such record or confidential information without proper authorization.
- c) Violating the Village's Information Technology Systems policy.
- d) Unauthorized use of Village vehicles, machines, tools and/or equipment.
- e) Accessing Village facilities or being present on Village property without authorization.
- f) Excessive or improper time spent for personal purposes or excessive or improper personal use of phones, computers, equipment or other technology.
- g) Removal or defacing of any material on Village bulletin boards or posting of unauthorized materials.

5) Unsafe Acts and Related Misconduct

- a) Horseplay.
- b) Provoking, instigating or participating in a fight on Village time or premises.
- c) Failure to observe safety rules and common safety practices.
- d) Smoking or tobacco use in an unauthorized area.
- e) Failure to report any job-related accidents or injuries to a supervisor as soon as possible.
- f) Failure to report damage, defects or hazardous conditions relating to Village property or a Village vehicle to a supervisor as soon as possible.
- g) Any deliberate or careless conduct endangering the safety of oneself or others.
- h) Unauthorized carrying, use or possession of fireworks, firearms, explosives or weapons while on duty or on Village property.

6) Absenteeism, Sick Leave Abuse and Related Misconduct

- a) Abuse of sick leave, habitual absenteeism, or other forms of leave.
- b) Failure to report known or anticipated absence or late arrival in advance of the employee's work shift.
- c) Quitting work or leaving the duty area without authorization.
- d) Habitual or excessive tardiness or leaving early.

e) Absence from work without authorized leave.

7) Illegal and Unethical Acts and Related Misconduct

a) Using, or threatening or attempting to use personal or political influence in an effort to secure promotion, leave of absence, transfer or change of grade, pay or character of work, or other advantage.

b) Inducing or attempting to induce, any employee in the service of the Village to act in violation of the law or any departmental or Village rule(s), regulation(s) or order(s).

c) Accepting any fee, gift or other considerations of value as a Village employee for personal gain or preferential treatment.

d) Conviction or violation of any criminal or penal statute or ordinance.

e) Engaging in action(s) which constitute a conflict of interest toward the Village or adversely affects the Village's regard or reputation in the community.

8) Misuse of Village Motor Vehicles and Related Misconduct

a) Failure to operate a motor vehicle safely, receiving a motor vehicle violation, not wearing a seat belt or being an at fault driver in an accident.

b) Operating a vehicle in a reckless manner, driving at excessive speed (excluding emergency vehicles operating according to department policy), driving under the influence of alcohol or illegal drugs or drugs that impair driving ability, leaving the scene of an accident, carrying unauthorized passengers, or gross negligence while operating a vehicle.

c) Violating any Village policy relating to driving or vehicles.

d) Unnecessarily allowing Village vehicles or equipment to idle or leave keys in Village vehicles or equipment unattended.

9) Improper Personal Behavior and Related Misconduct

a) Vending, soliciting, distributing literature, circulating a petition, or collecting contributions on the Village's time or premises without prior authorization from the Village Manager.

b) Failure to maintain a work appearance that is appropriate to an employee's job duties.

c) Sleeping on the job.

d) Violating any Village policy relating to drugs or alcohol.



## 10) Other Misconduct

- a) Violation of any departmental rule or other official regulation, policy, order or rule of the Village.

### **7.02 HARASSMENT AND EMPLOYEE DIGNITY**

The Village is committed to maintaining a work environment that fosters dignity and respect among all employees. Every Village employee has the right to work in an environment free from harassment, discrimination, and unprofessional conduct. All Village employees are expected to conduct themselves with dignity, respect, and professionalism towards fellow employees, the citizens of the Village, and all other people who may have contact with the Village.

Harassment of employees, residents, contractors, visitors, or any other person will not be tolerated. This policy includes, but is not limited to, harassment that is based on protected legal characteristics such as sex, race, color, religion, sexual orientation or identity, national origin, age, height, weight, marital status, pregnancy status, military or veteran status, genetic information, physical or mental disability, citizenship or immigration status.

This policy prohibits all forms of physical acts or conduct, attempted acts, statements, gestures, jokes, written or graphic material, and e-mail or other communications, that are harmful, offensive, derogatory, abusive, insulting, threatening, or intimidating. Violation of this policy will result in disciplinary action up to and including termination of employment.

One form of conduct that is prohibited by this policy is harassment based on sex. The following description of sexual harassment illustrates the types of behavior that will be considered to be harassment. Sexual harassment includes, but may not be limited to, unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature, where 1) submission to this conduct becomes a condition of any person's continued employment with the Village; 2) submission to or rejection of this conduct becomes the basis for employment decisions affecting any person; or 3) this conduct has the purpose or effect of creating an intimidating, hostile or offensive working environment.

The Village also expects all employees to conduct themselves professionally while at work. Unprofessional conduct is conduct of any type which is inappropriate in the workplace or demeaning towards others, as such conduct may be identified by the Village in its sole discretion. In determining whether or not conduct is inappropriate or unprofessional, the Village will rely on its judgment and common sense as applied in light of the facts of the situation, as well as the need to maintain a positive and efficient workplace. Unprofessional conduct includes, but is not limited to, the types of conduct described above, even if such conduct may not necessarily be unlawful. Employees who have engaged in such unprofessional conduct may be disciplined up to and including termination.

Each employee is responsible to ensure that his or her behavior complies with the standards expressed in this policy. Behavior that is harassing or unprofessional toward others will not be excused simply because the actor or actors did not intend any harm or offense.

Employees who are witnesses to, or who are subjected to, any form of discrimination, harassment, or unprofessional conduct, are required to immediately notify a supervisor or Village official to report the conduct. A supervisor or other Village official should also be notified even if witnessed conduct in violation of this policy is perpetrated by a person who is not employed by the Village. Depending on the circumstances and nature of the conduct a reporting employee may see or be subjected to, reports may also be directed to the Village Clerk or President as appropriate.

Each report will be given serious consideration and investigated promptly. Reports and investigations will be handled with discretion, and appropriate corrective action will be taken. Retaliation against anyone who has lodged a complaint, has expressed a concern about workplace conduct or professionalism, or has cooperated in an employer investigation, is prohibited by this policy. The initiation of any complaint made in good faith shall not be grounds for disciplinary action by the Village. Village employees who make complaints that are proven to be intentionally false may be subject to disciplinary action, however, up to and including termination.

This policy does not prohibit (nor will it be applied so as to restrict) the lawful exercise of any right guaranteed by state or federal law.

### **7.03 PROHIBITED SUBSTANCES**

It is the policy of the Village to maintain a safe, healthy, and efficient environment for all of its employees and the public. The unauthorized possession, use, or abuse of any legal or illegal drugs or alcohol in the workplace poses an unacceptable risk to that critically important goal. With this in mind, the following is prohibited employee conduct:

- 1) Possession, use, consumption, manufacture, distribution, dispensation, solicitation, or sale of a prohibited substance off Village time or premises that adversely affects the employee's work performance, his own or others' safety at work, or the Village's regard or reputation in the community.
- 2) Storing any prohibited substance or drug paraphernalia in a locker, desk, automobile, or other repository.
- 3) Failure to keep prescribed medicine in its original container.

For purposes of this policy, prohibited substances include:

- 1) Drugs that are illegal under local, state, and/or federal law (including marijuana in any form), other controlled substances (including trace amounts), and other substances which have the effect of altering the physical and/or mental abilities of the employee.
- 2) Imitation controlled substances as defined by applicable law.
- 3) Alcoholic beverages and any beverage, mixture or preparation, including any medication, containing alcohol.

The Village recognizes that on occasion employees must use prescription or over-the-counter drugs to legitimately treat various conditions. An employee using a prescription drug or over-the-counter medication which is known to or may cause impairment is responsible for being aware of any potential effect such drug may have on his/her judgment or ability to perform his/her duties and must inform their supervisor of his/her use of the drug. In addition, employees must maintain a prescription drug in its original container showing it has been prescribed to the employee and use the drug only as directed.

The Village is a drug-free workplace. Because of the seriousness of the substance abuse issue, applicants for employment are required to undergo pre-employment drug and alcohol testing. Active employees may also be required to undergo drug and alcohol testing if the Village has reasonable suspicion of drug or alcohol use by the employee. This testing will be performed by a reputable hospital or independent laboratory using qualified and trained medical technicians or professionals. This facility will be chosen by the Village, and the employee will be transported to and from the testing center. Should the test prove negative, the employee will be returned to work without discipline or loss of pay. A positive test or refusal to submit to testing will be grounds for discipline, up to and including termination.

This policy encompasses and includes by reference all of the provisions of the United States Department of Transportation controlled substance testing regulations as contained in 49 CFR Part 391, Subpart H, and all other pertinent provisions, as they apply to certain vehicle operators and supervisory personnel. Among other things, these regulations mandate the random testing of certain vehicle operators, and the training of such employees and their supervisors in the issues of substance abuse.

The Village has established an Employee Assistance Program (EAP) to inform you about the dangers of drug abuse in the workplace and to help you understand the Village's policy of maintaining a drug-free workplace. Contact the Village Manager for more information.

All employees must abide by the terms of this Prohibited Substances Policy if they are to remain employees of the Village. For everyone's health and safety, please help maintain a drug-free and alcohol-free work environment.

#### **7.04 COMMUNICATION AND COOPERATION**

The Village strives to create an atmosphere of trust, cooperation, and respect among employees. To achieve this goal, an "open door" policy is maintained and is intended to encourage open communications and to quickly settle differences, misunderstandings, or complaints. Please discuss any concerns you may have with your Department Head or the Village Manager.

All employees should work together, regardless of their designated positions, and work to the best of their ability and cooperate with fellow employees. Any spare time should be spent helping someone else. Village employees do not work entirely as individuals, but as a team, all doing their best. Please be interested, helpful, and considerate while working. You are expected to treat fellow employees with respect and consideration.

## **7.05 DISPUTE RESOLUTION PROCEDURE**

The Village is committed to an orderly system for resolving employee disputes or complaints. A dispute or complaint includes disciplinary action (excluding termination) or the interpretation or application of this Handbook. This Dispute Resolution Procedure does not affect employee status as defined elsewhere in this Handbook, including the At-Will Employment section.

Step One: An employee who has a dispute/complaint is to schedule a meeting with his or her immediate supervisor and attempt to resolve the dispute/complaint. At this meeting, or within five (5) working days after the meeting, the immediate supervisor will verbally respond to the employee. This step may be skipped by the employee if there is an aggravated problem which would not be appropriate to take to their supervisor.

Step Two: If not resolved at Step One and the employee wishes to pursue the matter, the employee should schedule a meeting with their Department Head and attempt to resolve the dispute/complaint. At the meeting, or within five (5) working days after the meeting, the Department Head will verbally respond to the employee. The Department Head will also keep a written record of the response.

Step Three: If not resolved at Step Two and the employee wishes to pursue the matter, the employee is to submit the dispute/complaint in writing to the Village Manager within one (1) week after Step Two is completed, but in no event later than two (2) weeks after the events giving rise to the dispute/complaint. The written dispute/complaint should state what happened, when it happened, the policy or procedure in dispute, and the resolution sought. Within two (2) weeks after receiving the written dispute/complaint, the Village Manager will schedule a conference and discuss the dispute/complaint with the employee. Within five (5) working days after the conference, the Village Manager will provide a decision in writing to the employee. This decision will be final and binding on all concerned.

Time Limitations: Time limits may be extended by mutual agreement in writing. Late appeals at any step may be filed only upon showing good cause in writing for the delay. Any unanswered dispute/complaint not appealed within the time limits will be considered settled on the basis of the last answer. The Village will try to respond to the dispute/complaint; however, if the Village fails to respond at any step within the specified time limits, the employee may appeal to the next step of the procedure.

## **SECTION 8. SAFETY & SECURITY**

### **8.01 WORKPLACE SAFETY**

Employees are required to comply with all safety requirements, whether established by the Village or by federal, state, or local law. Any safety violation or any accidents resulting in injuries to employees must be reported immediately to management. Safety and required personal protective equipment must be used at all times when required.

You are required to report known unsafe working conditions in order that any potential hazard can be eliminated. It is your responsibility to practice safe working habits. Acceptance of this responsibility is essential if you and your fellow employees are to maintain a safe and secure working

environment. It is individual action—your action—which results in safe work practices and makes the Village a safe place to work.

Proper housekeeping is a very important part of safety. Form the habit of putting everything in its proper place. When everyone does their part, the Village becomes a more pleasant and safe place to work.

Labels are placed on the containers of certain potentially hazardous chemicals by the manufacturers and/or the Village. These labels identify the chemical in the container along with appropriate hazard warnings and the name of the manufacturer. These labels must not be removed at any time.

The Village also maintains a Safety Data Sheets (SDS) for any hazardous chemical used in the workplace. Each SDS identifies chemicals and provides other information relating to spill procedures, personal protection and health data. Any SDS is available to all employees upon request. All appropriate employees will be trained in the use of these hazardous chemicals and any questions concerning their use should be directed to the applicable Department Head.

Some of the best safety improvement ideas come from employees. If you have an idea, concern, or suggestion on how to improve safety in the workplace, tell your supervisor, Department Head, or the Village Manager. You can report any concerns about workplace safety anonymously and without fear of reprisal.

## **8.02 WORKPLACE VIOLENCE PREVENTION**

The Village is committed to preventing workplace violence and making the workplace a safe place to work. This policy explains the Village's guidelines for dealing with intimidation, harassment, violent acts, or threats of violence that might occur during business hours or on the premises at any time.

Village employees are expected to treat co-workers, including supervisors and temporary employees, with courtesy and respect at all times. Fighting verbally or physically, playing tricks on others, and behaving in any manner that might endanger other people is strictly prohibited. The Village does not allow behavior at any time that threatens, intimidates, bullies, or coerces another employee or a member of the public. This includes off-duty periods. The Village does not permit any act of harassment that is based on an individual's sex, race, age, or any other characteristic protected by federal, state, or local law.

You should immediately report threats or acts of violence with as many details as you can recall to your supervisor or management. You should also immediately report any suspicious person or activities to a supervisor. Never place yourself in danger. If you see or hear trouble or a disturbance, do not try to see what is happening or try to intervene and stop it. Call a supervisor immediately.

The Village will promptly and completely investigate all reports of violent acts or threats of violence, and all suspicious people and activities. The Village will protect the identity of any person who makes a report when practical. Until an investigation is completed, an employee may be suspended, either with or without pay, if the Village thinks it is necessary for safety reasons or to complete the investigation.

Firearms, weapons, fireworks, and other dangerous or hazardous devices and substances are prohibited on or in Village vehicles and Village property (except as authorized for law enforcement personnel). A state or federal license to carry a weapon, concealed or otherwise, does not supersede this policy. This policy does not apply to off-duty employees nor to firearms legally possessed and stored in an employee's personal vehicle. The Village reserves the right to search all Village owned or leased vehicles, as well as all packages, containers, briefcases, purses, lockers, desks, enclosures, and persons entering or located on Village property where circumstances concerning the enforcement of this policy or other work rules and procedures warrant such action. Any employee failing or refusing a search or committing acts or threats of violence will be subject to discipline, up to and including termination of employment.

### **8.03 ACCIDENTS**

All accidents or incidents involving Village vehicles or equipment, a community member's property, or people, no matter how minor, must be reported immediately to your supervisor or Department Head with as much information as possible.

### **8.04 WORKPLACE SECURITY**

Knowledge of and compliance with the Village's security policies and procedures is required of every employee. Each employee will have an identification badge of some sort, issued by the Village, which must be worn or carried at all times when performing their duties.

Visits to the Village by friends or family of employees are discouraged in work areas. In some departments it is not allowed at all. Check with your Department Head regarding departmental rules regarding visits by friends and family. Should it be necessary for a friend or relative to speak with you during working hours, the individual must wait in the lobby/receptionist area and be escorted by you personally. Employees are responsible for the conduct and safety of their visitors. If an unauthorized individual is observed on Village premises, employees should immediately notify their supervisor.

The Village will assist its employees in safeguarding their personal property while at work. However, the Village cannot assume responsibility for the personal belongings of its employees.

Authorized employees are issued access to Village facilities and/or restricted areas where applicable. Your means of access (badge, key code, key, etc.) is not to be loaned to any other employee or person except by authorization of your supervisor or Department Head. Employees shall not have means of access duplicated or have an unauthorized means of access in their possession. An employee with an unauthorized or duplicate means of access in his possession will be subject to discipline up to and including termination.

For the safety and security of Village employees, visitors, community members, and property, the Village reserves the right to inspect the contents of all vehicles, packages, containers, and other items brought onto Village premises. Desks, lockers, and other storage areas may be provided for the convenience of employees, but employees should not have an expectation of privacy of any items stored in these Village-provided storage areas. Any employee who wishes to avoid inspection of any articles or materials should not bring such items onto Village premises.

### **8.05 WORK-RELATED INJURY OR ILLNESS**

Any work-related injury or illness, no matter how minor, must be reported immediately to your direct supervisor or to Human Resources. Federal and state law requires that certain work-related injuries be reported to the appropriate federal or state agency. The Village accident/incident report form must be completed at the time of the injury and can be found either on the Village's employee intranet or directly through your department supervisor.

### **8.06 VILLAGE VEHICLES AND DISTRACTED DRIVING**

Employees are expected and required to be alert and attentive to their duties at all times, including periods of on-duty driving and equipment operation. Distracted driving can be caused by many factors, including but not limited to, such activities as cell phone manipulation and use; texting; eating or drinking; attention to a radio communication, pager, or mobile data terminal; adjusting a radio/cassette/CD; listening to audio or music using a portable device; attention to distractions outside of the vehicle, such as an accident, unusual event, or searching for an address; adjusting vehicle/climate controls; being startled by or attention to a moving object within the vehicle; or conversations with passengers. Some of these distractions are controlled by the driver.

The Village wants to maintain a safe and healthy workplace, and to control potential risk to our employees, passengers, and the general public, employees driving Village vehicles must use extreme caution when driving and utilizing two-way radios or cell phones. Preferably, when possible, employees should proceed to safe location, park the care and complete the conversation. Please "hang up and drive." Employees must not send or read texts while driving.

## **SECTION 9. TECHNOLOGY**

### **9.01 INFORMATION TECHNOLOGY SYSTEMS**

The Village owns and operates various computer systems, which are provided for use by employees in support of Village activities. All users are responsible for seeing that these systems are used in a proper, effective, ethical, and lawful manner. This policy applies regardless of the user's location when accessing the network.

Violations of this policy are subject to discipline, up to and including termination of employment. Persons who use Village systems or equipment for defamatory, illegal, or fraudulent purposes, or who break into unauthorized areas of the Village's systems, may also be subject to civil liability and criminal prosecution.

### Use of Systems and Equipment

All Village property, including computers, computer systems, e-mail, voicemail, internet service, telephone systems, fax machines, wire services, and other equipment and services, are provided for business use. Very limited, occasional use of these Village systems for personal, non-business purposes is permitted. Employees must demonstrate responsible judgment in this use. Personal use of Village systems must be limited to non-working time, must not be disruptive to the work of any employee, and must not put the Village's technology at risk to be infected with viruses or other adverse technologies. Also, use of Village systems for promoting, buying or selling goods or services, or group solicitations is prohibited. Equipment may not be modified in any way except by authorized personnel. Employees may not use Village telephones to record personal conversations. Employees with access to telephone call recording are limited to using the recording feature for business purposes only. Employees may not use Village telephones to record internal calls with other employees.

### System Security

All users of Village systems are required to maintain the security and integrity of Village systems and information from access by unauthorized persons. Workspaces and equipment must not be left unattended in a manner that could permit any unauthorized person to obtain unauthorized access. Authorized use must be only with the user's own user name, password, or other access device. Users may not share user names, passwords, or access devices with any other person, except when business needs require and an appropriate manager has given written authorization.

### Access and Monitoring

Employees should not assume that electronic communications are private. Security procedures, such as passwords, are designed to control access to Village systems, not to guarantee the personal privacy or confidentiality of any message or document. Employees should keep personal records and information at home, as the Village does not provide privacy or confidentiality of non-business information stored in files (electronic or hard copy) at work.

The Village reserves the right to access and review everything on all information systems and equipment, including directories, discs, files, databases, e-mail messages, voicemail messages, and any data stored or used in connection with Village information systems. Electronic files that have been deleted or erased may remain stored in the Village's computer or telephone systems. The Village retains the right to access such information for as long as it may be obtained from any source, even after it has been deleted or erased. All e-mail messages are archived and stored on a Village server pursuant to the Village's retention policies.

The Village does not monitor employee communications on a continuous basis. But individual use patterns (for example, telephone numbers dialed, websites accessed, call lengths, etc.) may be monitored on occasion. This is done to evaluate the optimum utilization of technology resources and to detect patterns of use that could suggest improper or illegal activity. The Village may employ web filtering and block websites based on categories determined by the Village.



Each employee who uses Village communication systems, by doing so, consents to the Village monitoring his or her communications over those systems, as authorized by law, when the Village finds that a business reason warrants it.

#### E-Mail and Internet Use

The Village strictly prohibits the use of information and communication systems for any communication or activity which is obscene, pornographic, profane, abusive, defamatory, derogatory, discriminatory, a violation of any civil or criminal law or statute, or a violation of any Village policy or standard. If a user has any question about whether a particular use or communication is improper, it is the user's responsibility to ask an appropriate supervisor before engaging in the activity.

Revealing Village business information, community member or customer information, or trade secret information by e-mail or the internet is prohibited. Any other messages that may adversely affect the Village, its customers, the public or employees are also prohibited. Internet and e-mail may not be used for personal gain, personal business, or advancement of personal views. No one should make any online statement about the Village except as expressly authorized by management. If you have any question about whether a particular use is improper, ask an appropriate supervisor before engaging in the activity.

Communicating anonymously or by an assumed name is prohibited. E-mail messages should be written in a professional manner. Consider your routing list carefully and exercise the same care you would with any written document before sending an electronic message.

Delete or archive unwanted and obsolete messages. It is each employee's responsibility to keep their mailboxes manageable and up to date. All messages are archived automatically.

If you receive an e-mail message from an unknown sender, delete the message to prevent viruses and other risks to Village information systems. If you receive a message that was not intended for you, inform the sender immediately and delete the message from your mailbox.

Users of Village equipment may not access any external or public computer or network, except for specific business purposes with express authorization by a supervisor. Any user who is authorized to connect to any outside computer or network is obligated to take all necessary measures to ensure the security of the Village's systems and information. Employees may not install, add, or download any other computer software to Village systems without prior approval by the Village.

Employees may not monitor or intercept anything on the Village's computer system without authorization; obtain unauthorized access to any part of the Village's information system; use Village systems to obtain unauthorized access to any other computer or system; use anyone else's user name or password without Village permission; or use Village systems in a way that has the purpose or effect of concealing or disguising the user's identity.

### Software

The Village has acquired rights to use certain software programs on the Village's communication and information systems for business purposes. Software is protected by copyright law. The Village's right to use software is subject to license agreements with the publisher or seller of the software. Those license agreements generally prohibit users from copying, selling, loaning, or giving away software, or using or duplicating it in any way that is not expressly authorized by the license agreement. Therefore, any software that is available through the Village's information systems may not be used in any way other than in the regular course of Village business.

Only IT personnel or agents contracted by them may install or remove software or hardware on any Village computer system. IT personnel may, at their discretion, authorize staff to perform specific software or hardware installations. All other software or hardware installations are strictly prohibited.

### Portable Devices

The Village may provide employees with portable technology, including laptop computers, cell phones, smartphones, and tablets, in order to support Village business. Such portable technology is to be used solely by the employee and solely for the benefit of the Village. Upon termination of employment, or upon request by the Village, each employee must immediately return to the Village all equipment which is Village property or contains any confidential or proprietary information belonging to the Village or its clients/customers or the public. Employees are strictly prohibited from using any portable technology for Village business unless the portable technology is owned and provided by the Village. Use of non-Village-owned portable technology for Village business, including the access, sharing, or retrieval of information from Village systems, is not permitted.

### Remote Work

Any employee working remotely to any significant degree will be required to sign an agreement stating the terms under which he or she will be permitted to telecommute and creating reasonable protections for the use and transmittal of Village information.

## **9.02 SOCIAL MEDIA**

The Village recognizes that many of its employees use social media for personal communication and enjoyment. In general, the Village views social media positively and respects the right of employees to use social media as a medium of self-expression. An employee's online activities, however, can reflect negatively on the Village or have negative consequences for the Village, especially if you choose to identify yourself as a Village employee or to discuss matters related to the Village. This policy is designed to protect the Village's interests, while allowing its employees to engage in the use of social media as freely as possible.

Social media includes social networking sites (such as Facebook); video and photo-sharing websites (such as YouTube and Instagram); micro-blogging sites (such as Twitter); blogs, including corporate blogs, personal blogs, or blogs hosted by traditional media publications; forums and discussion boards; online encyclopedias (such as Wikipedia); and any other website that allows individuals to publish their own content or comment on content posted by others.

Some employees, as part of their job duties and responsibilities with the Village, may be authorized to create social media content on behalf of the Village. These employees will receive written authorization describing the content they are entitled to create and any restrictions or policies that apply to their individual circumstances.

Employees who use social media for personal use are reminded that they are personally responsible for the content of any social media they create. If you use social media, you must comply with the following:

- 1) Make it clear that the views you express are yours only and that they do not necessarily reflect the views of the Village. You should neither claim nor imply you are speaking on the Village's behalf. If you identify yourself as a Village employee, refer to the work done by Village government, or provide a link to the Village's website, you are required to include the following disclaimer in a reasonably prominent place: "The views expressed on this post are mine and do not necessarily reflect the views of the Village of Lake Odessa."
- 2) Do not disclose any confidential or proprietary information of the Village or concerning residents of the Village.
- 3) Do not use any Village logo in any social media posting.
- 4) Your social media postings should not violate any other applicable policy of the Village, including those set forth in the Employee Handbook. You may not harass, defame, demean, or threaten any other person or entity.
- 5) Assume your social media posting is accessible to the general public. You must be respectful to the Village, its employees, constituents, partners and affiliates, and others. Do not let your personal perspectives, opinions, or postings cause damage to the Village and/or its interests.
- 6) If a member of the news media or blogger contacts you about a social media posting that concerns the Village, refer that person to the Village Manager.

### **9.03 CELLPHONE REIMBURSEMENT**

The Village will reimburse an employee who is not issued a Village cell phone and is instead using their personal cell phone for Village business during working hours. The reimbursement will be added to the employee's paycheck during the first pay day of each month. Determination of eligibility for this reimbursement shall be the responsibility of the Village Manager. The Village will pay \$25.00/month for the use of personal cell phones so long as the following conditions are met:

- 1) The cell phone is the personal property of the employee.
- 2) The employee has registered the cell phone number with the Village Manager's office
- 3) The employee maintains the cell phone in good working order at his/her own expense.
- 4) The Village is not liable for any damages or phones lost while the employee is on the job.

- 5) The employee is expected to carry the cell phone and have it on during the course of the work day.
- 6) The Village Manager has agreed that use of the employee's cell phone is advantageous to the Village.
- 7) Village employees that have been issued a department cell phone are not eligible for reimbursement compensation.

## **SECTION 10. MISCELLANEOUS**

### **10.01 HANDBOOK REVISIONS**

This Handbook may be revised prospectively at the sole discretion of the Village. However, no one is authorized to make changes in the terms of this Handbook, except through written revision adopted by the Village Council. No officer, employee, agent, or other representative of the Village has any power to create, modify, or enter into any agreement for employment or relating to terms and conditions of employment, including termination, except the Village Manager through a written and signed agreement. Any representation by any other person or in any other manner is without authority and is not valid.

**VILLAGE OF LAKE ODESSA  
POLICIES & PROCEDURES**

Section: Personnel	Policy Title: Vehicle Use
Resolution #2018-9	Effective Date: 2/19/2018

**PURPOSE:**

It is the policy of the Village to acquire and maintain non-emergency passenger vehicles ("Village vehicles") for use by Village employees in the performance of their job duties. Village vehicles are not personal vehicles, and may not be used for any employee's personal use or for any use unrelated to a legitimate Village function.

**POLICY:**

**A. Use of Village Vehicles**

1. Employees must operate Village vehicles in a lawful, safe, and efficient manner. Proper care in the operation of the vehicle, including observing speed limits, rules of the road, and the use of seatbelts and restraints, shall be observed at all times.
2. All drivers must possess a valid Michigan driver's license.
3. Village vehicles shall be driven for official use only. Personal use of Village vehicles, including commuting between home and work, is not permitted.
4. Village vehicles will be operated only when they are in safe operating condition.
5. At the end of each workday, Village vehicles are to be parked at Village facilities and locked. No Village vehicle shall be taken home at the end of a workday unless specifically authorized by the Village Manager. (*See paragraph A.12.*)
6. No unauthorized drivers may operate a Village vehicle. Non-employee passengers, including family members, are allowed to ride in Village vehicles only if accompanying an authorized employee when the employee is required to be away on extended overnight Village business. Non-employee passengers are authorized to ride in Village vehicles only pursuant to advance approval of the Village Manager.
7. Any malfunction of a Village vehicle, citations and/or infractions shall be reported to the Village Manager within one business day. In the event of a violation of state or local motor vehicle laws, the driver shall be personally liable for any criminal or civil penalty incurred. Drivers shall also provide the Village Manager written proof that tickets received have been paid within the time frame as required by law.

8. Financial assessments related to Village vehicles incurred as a result of a driver's poor judgment, irresponsibility or negligence will be the responsibility of the employee. Such charges or assessments may include, but are not limited to, tow charges, parking tickets, and fines or assessments for moving violations.
9. Employees using a Village vehicle are required to use an approved Village fuel credit account for refueling. Please see the Fuel Card Use Policy for additional details.
10. Employees using a Village vehicle to conduct business outside the Village limits shall record their date of travel, beginning and ending odometer readings, total miles traveled, and reason for travel on a Village-approved log sheet provided for that use. Vehicle log sheets will be filed with the Village Clerk/Treasurer on or before the first day of each calendar month.
11. When utilizing a Village vehicle to travel to and from conferences, meetings, etc., vehicle use shall be limited to travel between the Village and the destination. The vehicle shall be driven over the most direct route, taking into account road and traffic conditions.
12. There may be occasions where an employee's performance of Village-related business may require him or her to drive a Village vehicle to a meeting or event beginning early in the morning or ending late in the evening, such that the employee must either report to a work site outside of his or her normal duty hours. In such instances, the employee may be authorized to "take home" a Village vehicle with explicit prior approval from the Village Manager. The employee may use the Village vehicle only for such travel that may be necessary to accomplish official Village business.

**B. Prohibited Use of Village Vehicles**

1. Unauthorized use of Village vehicles is absolutely prohibited. "Unauthorized use" includes, but is not limited to, the following:
  - a. Any use for personal purposes other than necessary or immediately incidental to official Village use.
  - b. Commuting between an employee's work site and home, except as permitted on occasion with approval of the Village Manager. (*See paragraph A.12.*)
  - c. Transport of cargo that has no relation to official Village business.
  - d. Transporting any passenger for a purpose not directly or indirectly related to Village business. Passengers shall be limited to Village employees and individuals directly associated with Village work activity (committee members, consultants, contractors, etc.). (*See paragraph A.6.*)

- e. Extending the length of time the vehicle is in one's possession beyond that which is required to complete the official purpose of the trip.
  - f. Operating a Village vehicle while under the influence of alcohol, illegal drugs or prescription medications which interfere with effective and safe operation.
  - g. The use of tobacco products while in a Village vehicle, including smoking, smokeless tobacco and e-cigarettes.
  - h. The use of a cellphone or any other electronic equipment while the Village vehicle is in motion, to the extent that such use may result in distracted driving and/or interfere with vehicle operation.
  - i. Operating a Village vehicle without a valid operator's license or while said license is under suspension or revocation.
2. Village vehicles shall not be loaned to any other person, contractors, municipalities, other agencies, other companies or organizations.
  3. Any unauthorized use of a Village vehicle may result in disciplinary action up to and including termination of employment.

**C. Use of Personal Vehicles**

1. When a Village vehicle is otherwise unavailable, an employee may use his or her personal vehicle to conduct Village business. Personal vehicles may be used to conduct Village business only with prior approval of the Village Manager.
2. An employee who uses a personal vehicle for Village business will be reimbursed for mileage at the IRS rate in effect at the time of travel. The mileage rate is intended to include the cost of gasoline, repairs, insurance, and general wear and tear on the vehicle.
3. In order to receive reimbursement for personal vehicle use, the employee shall complete and file with the Village Clerk/Treasurer a Travel Expense Form. The employee shall attach proof of miles traveled, utilizing an online service such as Mapquest or Google Maps. Please see the Fuel Card Use Policy for additional details.
4. Use of the Village fuel credit card to purchase gasoline, motor oil, car washes, etc. for an employee's personal vehicle is prohibited.
5. When a personal vehicle is used for Village business, the employee's insurance on that vehicle shall be the primary insurance. The employee shall have automobile insurance that meets or exceeds the minimum requirements for public liability and property damage.

**D. Reporting of Accidents**

Whenever a Village vehicle is involved in an accident or is subject to damage, or in the event an employee's personal vehicle is damaged during approved work-related travel, the employee operating the vehicle shall immediately notify the Village Manager. The employee shall complete and provide to the Village Manager an Accident Report Form.

**E. Special Circumstances**

This policy is intended to provide a basic framework governing the use of Village and personal vehicles and, as such, cannot contain procedures governing every situation that might arise. Employees seeking clarification of or exemption from the provisions of this policy should contact the Village Manager, who will provide clarification and may authorize exceptions to this policy in the event of mitigating circumstances.



**ACKNOWLEDGMENT**

This is to certify that I have received a copy of the Village of Lake Odessa Vehicle Use Policy. I have read the policy and agree to abide by its terms. I understand that my failure to follow the procedures described in this policy may result in revocation of Village vehicle privileges and/or disciplinary action.

Date: \_\_\_\_\_

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
(Print) First Name

\_\_\_\_\_  
Last Name

Village of Lake Odessa  
Purchasing and Fiscal Procedure Policy

**I. Purpose/Objective**

The purchasing and fiscal policies guidelines are to assure that the Village of Lake Odessa maintains lawful, financially prudent, and ethical methods to procure or dispose of supplies, materials, equipment, contract services, and construction projects for the Village.

**II. Purchasing**

- A. All purchases require that the appropriate funds are budgeted and sufficient funds are available at the time of purchase.
- B. No employee or any person shall make purchases or commit Village funds without prior authorization.
- C. All purchases shall be accompanied by an invoice/ receipt and a purchase order presented prior to the processing of the check.
- D. All employees/designated persons making purchases or presenting claims less than \$20 are encouraged to seek reimbursement from the appropriate petty cash fund.
- E. Purchases involving budgeted expenditures of \$1,000.00 or less may be made with the approval of the department head.
- F. Proposed unbudgeted purchases under \$3,000.00 must be approved by the Village Manager prior to purchase.
- G. Proposed purchases of supplies, materials, or equipment between \$1,000.00 and \$3,000.00 must be approved by the Village Manager prior to purchase. All proposed purchases must be determined by competitive prices and shall be awarded to the lowest competent vendor, except as otherwise provided in this policy. Department heads shall attempt to obtain, at a minimum, three quotes for proposed purchases of supplies, materials, services, or equipment. Quotes may be obtained in person, email, fax, mail, or by phone.
- H. In determining the competency of a vendor, the employee shall be guided by his judgment of the ability of the vendor to provide the required material or services in compliance with the specifications set forth. If the purchase is not made from the lowest quoted vendor, a statement of the reasons for placing the order with a higher quote shall be prepared by the department head and filed with the purchase order.
- I. The Village Council must approve any expenditure for supplies, materials, services, equipment, and construction projects or contracts obligated to the Village, where the amount of the Village obligation is in excess of \$3,000.00.
- J. Expenditures greater than what the Village has budgeted within its various fund budgets requires the Village Council approval in advance of any purchase or commitment of funds.
- K. When all other considerations are equal, contracts shall be awarded to local vendors.
- L. The Village Manager may impose a spending freeze on all discretionary purchasing if it is deemed in the best interest of the Village.

**EXHIBIT  
B**

### **III. Fiscal Purchasing Policies**

- A. All Purchases must have a detailed receipt or invoice along with an accompanying purchase order prior to the issuance of a check.
- B. All checks issued by the Village shall have two authorized signatures recorded on its front surface before the check is valid.
- C. It is the intent of the Village to engage in the settlement of accounts payable on Friday of each week.
- D. Whenever possible and when accepted, employees purchasing supplies, materials, equipment, services, as well as lodging and travel must utilize a tax-exempt form available from the Clerk/ Treasurer's office.

### **IV. Bid Procedure**

- A. Purchases of supplies, equipment, and contractual services with a cost greater than \$15,000.00 must be from sealed bids/proposals. In any case where competitive bidding is not practical or it is to the Village's advantage to contract without competitive bidding, the Village Council may, upon recommendation of the Village Manager, authorize the execution of a purchase without competitive bidding.
- B. A notice inviting bids shall be published in local publications and on the Village's website at least ten days preceding the date set for receipt of the bid.
- C. Bids shall be solicited from local, responsible prospective suppliers when possible. Invitations shall be limited to vendors whose commodities or services are similar in character and ordinarily handled by the trade group to which the invitations are sent.
- D. Proposed purchases over \$15,000.00 require the preparation and dissemination of a document which provides potential vendors with as much information about the transaction as possible. The intent of this document is to provide all potential vendors with an appropriate understanding of what they are required to do in order to be successful in the solicitation process.
- E. Bids shall be sealed and identified as a bid on the envelope and submitted to the Village Clerk.
- F. Late bids, at the Village's discretion, may be returned unopened to the bidder.
- G. All bid openings are conducted by the Village Manager and will be prepared for consideration by the Village Council.
- H. Competitive bidding will not be required – but rather will be at the discretion of the Village -- in the following cases:
  - (1) Where the subject of the contract is other than a public work or improvement and the product or material contracted for is not competitive in nature or no advantage to

the Village would result from requiring competitive bidding and the council by resolution authorizes execution of a contract without competitive bidding.

(2) In the employment of professional services including medical, accounting, auditing, data processing, legal, planning, engineering, and architectural services.

(3) Where the Village elects to do, with Village forces, work suitable for contracting; provided, the Village Council authorizes such work.

(4) In purchasing any type of insurance coverage.

(5) Uniforms and protective clothing.

(6) Noncontractible services; where the scope of the work is not definitive or the cost of preparing contract documents exceeds the cost of the service.

(7) Specialty services or pre-determined sole-source providers.

(8) Additional services may be included in the above listing, as the Village Council deems necessary to be in the best interest of the Village. For other items for which it is not practical to obtain competitive quotes or bids, the Village Council may waive the requirements of the purchasing ordinance and authorize the purchase as recommended by the Village Manager.

(9) Annual purchase of road salt through the MIDeal program.

## **V. Award of Contract and Rejection of Bid**

A. The Village shall have the authority to reject any and all bids when the best interest of the public is served.

B. The Village shall not accept the bid of a contractor who is in default on the payment of taxes, utilities, or other monies due the Village.

C. In determining the best responsible bidder, in addition to price, the Village shall consider the location, ability, and skill of the bidder to perform as contracted; whether the bidder can perform in a timely manner consistent with Village requirements; the character, integrity, reputation, judgment, experience, and efficiency demonstrated by the bidder; the performance experienced with previous contracts; and the predictable ability of the bidder to provide future maintenance and service.

D. When the award is not given to the lowest bidder, a statement of reasons for placing the order with the successful contractor shall be prepared and filed with other award documentation.

E. After a bid is awarded, a contract will be executed with the successful bidder. A performance bond, certificate of liability insurance or worker compensation may be required if applicable and appropriate for the contracted service.

## **VI. Performance Bonds**

A. The Village shall have the authority to require a performance bond before entering a contract in an amount necessary to protect the interests of the Village.

## **VII. Co-operative Purchasing**

A. The Village shall have the authority to join with other units of government in a cooperative purchasing plan when the best interest of the Village would be served.

## **VIII. Legal and Professional Services**

A. Only the Village President and/ or Village Manager is authorized to purchase legal or professional services that are not otherwise already contracted for execution.

## **IX. Emergency Purchases**

A. In an emergency or an apparent emergency endangering the public peace, health or safety of the Village, the Village Manager or any department head may purchase directly any supplies, materials or equipment which they deem immediately necessary. The employee shall advise the Village Council of the purchase no later than the next regular meeting of the council.

## **X. Conflict of Interest- Employees**

A. No employee will participate directly or indirectly in a procurement when the employee knows that the employee or any member of the employee's immediate family has a financial interest to the procurement; when a business or organization in which the employee, or any member of the employee's immediate family, has a financial interest pertaining to the procurement; or when any other person, business or organization with whom the employee or any member of the employee's immediate family is negotiating or has an arrangement concerning prospective employment is involved in the procurement.

B. Upon discovery of an actual or potential conflict of interest, an employee shall promptly file a written statement of disqualification and shall withdraw from any further participation in the transaction involved. Failure to do so could result in immediate dismissal.

## **XI. Conflict of Interest- Council Members**

A. The Village of Lake Odessa can enter into a contract with a vendor which a Council Member has a conflict of interest as defined in section X above. In entering into a contract with this vendor the Council Member must not vote on the contract and must disclose any pecuniary interest. A vote of two thirds of the full Village Council must approve the contract.

**VILLAGE OF LAKE ODESSA  
POLICIES & PROCEDURES**

Section: Personnel	Policy Title: Fuel Credit Cards
Resolution #2018-5	Effective Date: 2/19/2018

**PURPOSE:**

Fuel credit cards offer an efficient way for Village staff to refuel vehicles in the course of Village business, and a way to track fuel purchases and monitor fuel use. The purpose of this policy is to provide rules, guidance and procedures for the use of fuel credit cards.

**POLICY:**

**A. Fuel Card Manager**

1. The Village Clerk/Treasurer will be designated as the fuel card manager, and shall be responsible for issuing and cancelling fuel cards, and maintaining a confidential list of employee Personal Identification Numbers.
2. A fuel card may only be transferred to another vehicle by the Clerk/Treasurer.
3. The Clerk/Treasurer will not be an authorized fuel card user.

**B. Authorized Users**

Employees who are authorized to use fuel cards must sign a statement acknowledging that they have read and understand this policy and the consequences for misusing a fuel card in violation of this policy. The signed statement will be kept in the employee's personnel file.

**C. Employee Personal Identification Number (PIN)**

1. The employee Personal Identification Number (PIN) is a 4-digit number assigned to each employee who is authorized to purchase fuel. Each employee's PIN is specific to that employee. Employees must enter this number when making a purchase with the fuel card.
2. Employee PINs must be kept confidential. Employees must not share their PIN with anyone else. If an employee suspects another person knows his PIN, he should immediately notify his supervisor.

3. Employees may not, under any circumstances, use a PIN assigned to any other employee.
4. An employee who forgets his PIN must contact the Clerk/Treasurer to obtain a copy. The Clerk/Treasurer will not disclose PINs to other any person.
5. An employee PIN can be used with any fuel card assigned to any Village vehicle.
6. Employee PINs will identify the employee by name on monthly fuel invoices.

**D. Use of Fuel Cards**

1. Each Village vehicle will be assigned a fuel card that is to be kept in the vehicle at all times. (The only exception is when the vehicle is being repaired and/or is in the custody of an outside vendor. In this instance, the fuel card should be kept by the appropriate department head, and returned to the vehicle once the vehicle is placed back in service.)
2. Fuel cards shall be kept in the glove box or center console of the assigned vehicle. The assigned vehicle must be securely locked whenever the vehicle is not in use in order to limit the opportunity for theft or misuse of the fuel card.
3. Fuel cards must be used to purchase fuel only for the vehicle to which they are assigned.
4. Employees shall only fuel vehicles while they are on duty.
5. A fuel card will be issued to the Public Works Superintendent for miscellaneous equipment-related fuel purchases (e.g., lawnmower, towable air compressor). A log will be maintained to document miscellaneous fuel purchases. At the time of fueling, the employee will record the time and date, type of equipment, number of gallons purchased and total cost.
6. Fuel cards must never be used to purchase fuel for personal vehicles (even in the event that the employee is using his or her personal vehicle for Village use), nor may they be used for personal or non-Village related purchases. Using a fuel card for any purpose other than Village use will be considered theft of Village property.

7. Employees shall notify their supervisor immediately if a fuel card is lost or stolen. The supervisor shall promptly notify the Clerk/Treasurer so that the card may be cancelled. If the card is subsequently found or returned, the card shall be delivered to the Clerk/Treasurer to be destroyed.
8. When using a card, the employee will:
  - a. Swipe the fuel card or insert it into the chip reader;
  - b. Enter the vehicle's odometer reading;
  - c. Enter the employee's assigned PIN; and
  - d. Obtain a printed receipt, which the employee will initial and deliver to his supervisor within one (1) business day.
9. If an employee loses a receipt, the employee will submit a signed statement accounting for the lost information. The signed statement shall be delivered to the employee's supervisor.
10. Violations of this policy will result in one or more of the following:
  - a. Discipline up to and including termination.
  - b. Reimbursement to the Village for unauthorized purchases and any administrative costs associated with unauthorized purchases.
  - c. Limitation on the use of fuel cards and/or termination of the right to use fuel cards.

#### **E. Accounting Procedures**

1. When the fuel card statement is received, each department will review all charges, and verify that all charges are accurately recorded, were made for a legitimate Village-related purpose, and were made in conformity with this policy. The Clerk/Treasurer shall be responsible for reviewing and verifying charges for vehicles used by more than one department.
2. Account balances must be paid in full each month, with the exception of disputed charges.
3. The Clerk/Treasurer shall notify the credit card company within five business days of any disputed amounts on the statement.



**ACKNOWLEDGMENT**

This is to certify that I have received a copy of the Village of Lake Odessa Policy Re: Fuel Credit Cards. I have read the policy and agree to abide by its terms. I understand that my failure to follow the procedures described in this policy may result in revocation of Village fuel card privileges and/or disciplinary action up to and including discharge.

Date: \_\_\_\_\_

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
(Print) First Name

\_\_\_\_\_  
Last Name

# Lake Odessa Village Council

Ionia County, Michigan

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

## RESOLUTION NO. 2021-54

### APPROVING CHANGE ORDER #5 FOR THE WATER MAIN IMPROVEMENT PROJECT ON PEARL, PLEASANT, IONIA, AND EMERSON STREETS

**WHEREAS**, the Village of Lake Odessa has previously entered into an agreement with Service-Disabled Veteran's General Contractors (SDVGC) for a watermain, water service, and street improvements on Pearl, Pleasant, Ionia, and Emerson Streets in the Village of Lake Odessa; and

**WHEREAS**, upon amendment of the plans and excavation of the project site, Village staff, GEI Consultants, Inc, and SDVGC recognized a reduction in quantities originally deemed necessary to complete this project. A copy of the change order is attached to this resolution; and

**WHEREAS**, the contractor has submitted the proposed change order (a copy of which is attached to this resolution) – if accepted, this Change Order will amend the total contract price from the amended amount (from Change Order #4) of \$1,063,312.41 to \$1,037, 860.25, a decrease of \$25,452.16; and

**WHEREAS**, Village staff recommends that this change order be approved.

#### NOW THEREFORE BE IT RESOLVED:

1. The Lake Odessa Village Council approves the submitted Change Order #5 for the Water Main Improvement Project on Pearl, Pleasant, Ionia, and Emerson Streets
2. All resolutions and parts of resolutions are, to the extent of any conflict with this resolution, rescinded.

**Ayes:**

**Nays:**

**Absent:**

**Abstain:**

**RESOLUTION DECLARED ADOPTED.**

**Dated:** October 18, 2021

\_\_\_\_\_  
**Patrick Reagan, Village Manager/ Clerk**

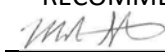
Date of Issuance: 10/18/21	Effective Date: 10/18/21
Owner: <b>Village of Lake Odessa</b>	Owner's Contract No.:
Contractor: SDVGC	Contractor's ProjectNo.:
Engineer: <b>GEI Consultants of Michigan, P.C.</b>	Engineer's Project No.: <b>1904446</b>
Project: <b>Water System Improvements</b>	Contract Name: <b>Ionia, Pearl, Pleasant, and Emerson</b>

The Contract is modified as follows upon execution of this Change Order:

Description: Quantity balance for final pay application

Attachments: *CO-5 Breakdown*

CHANGE IN CONTRACT PRICE	CHANGE IN CONTRACT TIMES <i>[note changes in Milestones if applicable]</i>
Original Contract Price: \$ <u>1,148,009.79</u>	Original Contract Times: Substantial Completion: <u>October 7, 2021</u> Ready for Final Payment: <u>October 21, 2021</u> days or dates
[Increase] [Decrease] from previously approved Change Orders No. <u>1</u> to No. <u>4</u> : \$ <u>(85,297.38)</u>	[Increase] [Decrease] from previously approved Change Orders No. <u>1</u> to No. <u>4</u> : Substantial Completion: <u>7</u> Ready for Final Payment: <u>7</u> days
Contract Price prior to this Change Order: \$ <u>1,063,312.41</u>	Contract Times prior to this Change Order: Substantial Completion: <u>October 14, 2021</u> Ready for Final Payment: <u>October 28, 2021</u> days or dates
[Increase] [Decrease] of this Change Order: \$ <u>(25,452.16)</u>	[Increase] [Decrease] of this Change Order: Substantial Completion: <u>0</u> Ready for Final Payment: <u>0</u> days or dates
Contract Price incorporating this Change Order: \$ <u>1,037,860.25</u>	Contract Times with all approved Change Orders: Substantial Completion: <u>October 14, 2021</u> Ready for Final Payment: <u>October 28, 2021</u> days or dates

RECOMMENDED:	ACCEPTED:	ACCEPTED:
By: <u></u>	By: _____	By: _____
Engineer (if required)	Owner (Authorized Signature)	Contractor (Authorized Signature)
Title: <u>Project Manager</u>	Title: _____	Title: _____
Date: <u>10/13/21</u>	Date: _____	Date: _____

Base Bid									
Item No.	Item Description	Unit	Contract Unit Price	Original Contract Quantity	Original Contract Extension	C.O. #5 Quantity	C.O. #5 Extension	Revised Contract Quantity	Revised Contract Extension
M-0110	Mobilization (5% of Total Base Bid Maximum)	LSUM	\$ 37,000.00	1	\$ 37,000.00		\$ -	1	\$ 37,000.00
M-0210	Contractor Staking	LSUM	\$ 12,000.00	1	\$ 12,000.00		\$ -	1	\$ 12,000.00
M-0320	Maintaining Traffic	LSUM	\$ 2,810.00	1	\$ 2,810.00		\$ -	1	\$ 2,810.00
M-0410	Utility Exploration	EACH	\$ 210.00	60	\$ 12,600.00	-15	\$ (3,150.00)	21	\$ 4,410.00
M-0510	Soil Erosion and Sedimentation Control	LSUM	\$ 4,200.00	1	\$ 4,200.00		\$ -	1	\$ 4,200.00
M-0610	Utility Pole Bracing	EACH	\$ 1,000.00	3	\$ 3,000.00		\$ -	1	\$ 1,000.00
M-1110	Pre-Construction Surface Videotaping	LSUM	\$ 4,068.75	1	\$ 4,068.75		\$ -	1	\$ 4,068.75
M-1155	Trash and Recycling Relocation	LSUM	\$ 500.00	1	\$ 500.00		\$ -	1	\$ 500.00
R-0001	Pavement Removal	SYD	\$ 1.97	8,352	\$ 16,453.44		\$ -	8352	\$ 16,453.44
R-0002	Subgrade Undercutting and Backfill	CYD	\$ 26.80	3,000	\$ 80,400.00		\$ -	324	\$ 8,669.80
R-0110	Remove Concrete Sidewalk, Ramp & Drive Approach	SYD	\$ 3.99	382	\$ 1,524.18		\$ -	0	\$ -
R-0120	Remove Concrete Curb and/or Gutter	LFT	\$ 4.50	1,236	\$ 5,562.00		\$ -	1236	\$ 5,562.00
R-0125	Tree Removal	LSUM	\$ 250.00	1	\$ 250.00	-1	\$ (250.00)	0	\$ -
R-0220	Subbase, MDOT Class II, 12" (CIP)	SYD	\$ 10.30	8,352	\$ 86,025.60		\$ -	8112	\$ 83,549.89
R-0320	Aggregate Base Under Bit., MDOT 22A, 8" (CIP)	SYD	\$ 10.21	8,352	\$ 85,273.92		\$ -	8112	\$ 82,819.84
R-0410	Imported Trench Backfill, (CIP)	CYD	\$ 13.20	1,437	\$ 18,968.40		\$ -	2696	\$ 35,592.48
R-0610	Tensor BX 1200 Geogrid	SYD	\$ 3.50	8,352	\$ 29,232.00		\$ -	6752	\$ 23,630.74
R-0710	Bituminous Mixture, MDOT 13A - Leveling Course (2.5")	TON	\$ 68.30	1,350	\$ 92,205.00	-115.69	\$ (7,901.63)	1315	\$ 89,835.67
R-0720	Bituminous Mixture, MDOT 13A - Top Course (1.5")	TON	\$ 77.86	780	\$ 60,730.80		\$ -	929	\$ 72,364.64
R-0740	2" Bituminous Driveway Approach, MDOT 13A	TON	\$ 682.50	1	\$ 682.50		\$ -	0	\$ -
R-0745	Bituminous Curbing	LFT	\$ 1.05	934	\$ 980.70		\$ -	934	\$ 980.70
R-0810	Gravel Driveway Approach, MDOT 23A, 6" (CIP)	SYD	\$ 9.00	250	\$ 2,250.00		\$ -	1300	\$ 11,700.00
R-0821	Aggregate Shoulder Course, MDOT 23A, 6" (CIP)	SYD	\$ 12.50	729	\$ 9,112.50		\$ -	729	\$ 9,112.50
R-0910	Concrete Sidewalk, 4"	SFT	\$ 3.62	2,400	\$ 8,688.00		\$ -	2400	\$ 8,688.00
R-0916	Concrete Sidewalk; Paver	SFT	\$ 49.00	70	\$ 3,430.00		\$ -	0	\$ -
R-0920	Concrete Sidewalk Ramp, w/Detectable Warning Strip	SFT	\$ 12.81	120	\$ 1,537.20	-80	\$ (1,024.80)	120	\$ 1,537.20
R-0930	Concrete Driveway Approach, 6"	SFT	\$ 4.46	659	\$ 2,939.14		\$ -	2668	\$ 11,899.28
R-0940	Concrete Curb and Gutter	LFT	\$ 14.70	1,236	\$ 18,169.20		\$ -	1258	\$ 18,492.60
R-1100	Pavement Markings	LSUM	\$ 1,200.00	1	\$ 1,200.00	-1	\$ (1,200.00)	0	\$ -
S-0110	8" SDR-26 PVC Sanitary Sewer Main	LFT	\$ 88.15	15	\$ 1,322.25		\$ -	0	\$ -
S-0130	12" SDR-26 PVC Sanitary Sewer Main	LFT	\$ 110.49	38	\$ 4,198.62		\$ -	0	\$ -
S-1020	Connect to Existing Sanitary Sewer Main	EA	\$ 794.30	4	\$ 3,177.20		\$ -	0	\$ -
S-1040	Connect to Existing Sanitary Sewer Manhole	EA	\$ 916.60	2	\$ 1,833.20		\$ -	0	\$ -
D-0308	4" CPP Storm Sewer Main	LFT	\$ 48.83	95	\$ 4,638.85		\$ -	0	\$ -
D-0309	4" SDR-26 PVC Storm Sewer Main	LFT	\$ 49.36	15	\$ 740.40		\$ -	33	\$ 1,604.20
D-0320	8" SDR-26 PVC Storm Sewer Main	LFT	\$ 55.26	48	\$ 2,652.48		\$ -	216	\$ 11,908.53
D-0340	12" SDR-26 PVC Storm Sewer Main	LFT	\$ 55.39	394	\$ 21,823.66		\$ -	378	\$ 20,937.42
D-0400	Precast Drainage Structure, 48" Diameter	EA	\$ 4,516.01	10	\$ 45,160.10		\$ -	9	\$ 40,644.09
D-0800	Drainage Structure Cover	EA	\$ 782.54	10	\$ 7,825.40		\$ -	9	\$ 7,042.86
D-0830	Adjust Structure Cover	EA	\$ 275.00	5	\$ 1,375.00		\$ -	5	\$ 1,375.00
D-0910	Connect to Existing Storm Sewer Main	EA	\$ 821.30	1	\$ 821.30		\$ -	0	\$ -

Item No.	Item Description	Unit	Contract Unit Price	Original Contract Quantity	Original Contract Extension	C.O. #5 Quantity	C.O. #5 Extension	Revised Contract Quantity	Revised Contract Extension
D-0920	Connect to Existing Storm Sewer Manhole	EA	\$ 865.50	3	\$ 2,596.50		\$ -	3	\$ 2,596.50
D-0930	Connect to Existing Catch Basin Lead	EA	\$ 610.20	9	\$ 5,491.80	-3	\$ (1,830.60)	14	\$ 8,542.80
W-0120	6" Watermain	LFT	\$ 47.86	103	\$ 4,929.58		\$ -	121	\$ 5,767.13
W-0130	8" Watermain	LFT	\$ 52.71	2,829	\$ 149,116.59	-137.5	\$ (7,247.63)	2892	\$ 152,410.97
W-0430	8" RSGV w/Box	EACH	\$ 1,799.86	9	\$ 16,198.74		\$ -	10	\$ 17,998.60
W-0830	8" - DI Bend	EACH	\$ 495.63	26	\$ 12,886.38	-16	\$ (7,930.08)	12	\$ 5,947.56
W-1110	8" x 6" Tee	EACH	\$ 853.03	7	\$ 5,971.21		\$ -	6	\$ 5,118.18
W-1120	8" x 8" Tee	EACH	\$ 911.68	3	\$ 2,735.04		\$ -	4	\$ 3,646.72
W-2220	8" x 6" Reducer	EACH	\$ 453.80	1	\$ 453.80		\$ -	1	\$ 453.80
W-2510	Cut and Cap Existing Watermain	EACH	\$ 539.37	8	\$ 4,314.96		\$ -	5	\$ 2,696.85
W-2520	Connect to Existing Watermain	EACH	\$ 3,107.05	5	\$ 15,535.25		\$ -	5	\$ 15,535.25
W-2530	Watermain Crossing	EACH	\$ 820.84	3	\$ 2,462.52		\$ -	0	\$ -
W-2550	Trench Undercut and Backfill	CYD	\$ 66.13	320	\$ 21,161.60		\$ -	0	\$ -
W-2610	Hydrant Assembly	EACH	\$ 4,243.33	7	\$ 29,703.31		\$ -	7	\$ 29,703.31
W-2620	Remove Existing Hydrant	EACH	\$ 477.00	3	\$ 1,431.00		\$ -	3	\$ 1,431.00
W-2660	Abandon Existing Valve Box	EACH	\$ 200.00	3	\$ 600.00		\$ -	1	\$ 200.00
WS-0940	1" Type K Copper Water Service	LFT	\$ 26.86	1,053	\$ 28,283.58		\$ -	1201	\$ 32,258.86
WS-0941	2" HDPE Plastic Water Service	LFT	\$ 40.21	31	\$ 1,246.51		\$ -	0	\$ -
WS-0942	Non-Standard Water Service Replacement	EACH	\$ 1,015.66	35	\$ 35,548.10		\$ -	0	\$ -
WS-1020	1" Corporation Stop	EACH	\$ 412.15	34	\$ 14,013.10		\$ -	33	\$ 13,600.95
WS-1021	2" Corporation Stop	EACH	\$ 800.82	1	\$ 800.82		\$ -	0	\$ -
WS-1120	1" Curb Stop and Box	EACH	\$ 655.76	34	\$ 22,295.84		\$ -	32	\$ 20,984.32
WS-1121	2" Curb Stop and Box	EACH	\$ 928.75	1	\$ 928.75		\$ -	0	\$ -
WS-1140	1" Water Service Meter Pit	EACH	\$ 1,017.54	3	\$ 3,052.62		\$ -	6	\$ 6,105.24
WS-1210	Connect to Existing Water Service	EACH	\$ 439.84	35	\$ 15,394.40		\$ -	30	\$ 13,195.20
ALT-01	Remove Concrete Sidewalk, Ramp & Drive Approach	SYD	\$ 3.99	1,400	\$ 5,586.00		\$ -	1400	\$ 5,586.00
ALT-02	Concrete Sidewalk, 4"	SFT	\$ 3.85	12,600	\$ 48,510.00		\$ -	11745	\$ 45,218.25
CO-01	Detour Signage	LSUM	\$ 3,360.00	-	\$ -		\$ -	1	\$ 3,360.00
CO-02	4" RSGV w/box	EA	\$ 1,496.00	-	\$ -		\$ -	1	\$ 1,496.00
CO-03	4" Water Service	LFT	\$ 51.71	-	\$ -		\$ -	9	\$ 465.39
CO-04	8" Tapping Sleeve	EA	\$ 1,220.00	-	\$ -		\$ -	1	\$ 1,220.00
CO-05	4" Bends	EA	\$ 385.28	-	\$ -		\$ -	2	\$ 770.56
CO-06	10" PVC Storm Sewer	LFT	\$ 55.26	-	\$ -		\$ -	110	\$ 6,078.60
CO-07	Driveway Drains	LSUM	\$ 1,351.20	-	\$ -	1	\$ 1,351.20	1	\$ 1,351.20
CO-08	Extensions and Added Restoration	LSUM	\$ 3,731.37	-	\$ -	1	\$ 3,731.37	1	\$ 3,731.37
					\$ 1,148,609.79		\$ (25,452.16)		\$ 1,037,860.25

# Lake Odessa Village Council

Ionia County, Michigan

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

## RESOLUTION NO. 2021-55

### APPROVING PAY APPLICATION #5 FROM SERVICE-DISABLED VETERAN'S GENERAL CONTRACTING FOR THE WATER MAIN IMPROVEMENT PROJECT ON PEARL, PLEASANT, IONIA, AND EMERSON STREETS

**WHEREAS**, the Village of Lake Odessa has previously entered into an agreement with Service-Disabled Veteran's General Contracting (SDVGC) for a watermain, water service, and street improvements on Pearl, Pleasant, Ionia, and Emerson Streets in the Village of Lake Odessa; and

**WHEREAS**, SDVGC has submitted, through GEI Consultants, Inc, the fourth pay application for their work on this project – this application is attached to this resolution; and

**WHEREAS**, Pay Application #5 is for the sum of \$59,806.74.

#### **NOW THEREFORE BE IT RESOLVED:**

1. The Lake Odessa Village Council approves the submitted Pay Application #5 from Service-Disabled Veteran's General Contracting (SDVGC) for the Water Main Improvement Project on Pearl, Pleasant, Ionia, and Emerson Streets, in the amount of \$59,806.74.
2. All resolutions and parts of resolutions are, to the extent of any conflict with this resolution, rescinded.

**Ayes:**

**Nays:**

**Absent:**

**Abstain:**

**RESOLUTION DECLARED ADOPTED.**

**Dated:** October 18, 2021

\_\_\_\_\_  
**Patrick Reagan, Village Manager/ Clerk**



ENGINEERS JOINT CONTRACT DOCUMENTS COMMITTEE

**Contractor's Application for Payment No.**

**5**

Application Period: 9/13/21-10/13/21		Application Date: 10/13/2021	
To (Owner): Village of Lake Odessa	From (Contractor): Service Disabled Veterans General Contracting	Via (Engineer): GEI Consultants	
Project: Lake Odessa Water System Improvements	Contract:		
Owner's Contract No.:	Contractor's Project No.:	Engineer's Project No.:	1904446

**Application For Payment  
Change Order Summary**

Approved Change Orders		
Number	Additions	Deductions
TOTALS		
NET CHANGE BY		
CHANGE ORDERS		

1. ORIGINAL CONTRACT PRICE.....	\$	\$1,148,609.79
2. Net change by Change Orders.....	\$	(110,749.54)
3. Current Contract Price (Line 1 ± 2).....	\$	\$1,037,860.25
4. TOTAL COMPLETED AND STORED TO DATE (Column F total on Progress Estimates).....	\$	\$1,037,806.25
5. RETAINAGE:		
a. 0% X Work Completed.....	\$	\$0.00
b. X Stored Material.....	\$	
c. Total Retainage (Line 5.a + Line 5.b).....	\$	\$0.00
6. AMOUNT ELIGIBLE TO DATE (Line 4 - Line 5.c).....	\$	\$1,037,860.25
7. LESS PREVIOUS PAYMENTS (Line 6 from prior Application).....	\$	\$978,053.51
8. AMOUNT DUE THIS APPLICATION.....	\$	\$59,806.74
9. BALANCE TO FINISH, PLUS RETAINAGE (Column G total on Progress Estimates + Line 5.c above).....	\$	\$0.00

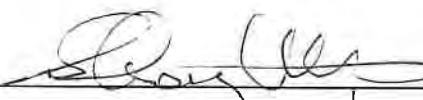
**Contractor's Certification**

The undersigned Contractor certifies, to the best of its knowledge, the following:

(1) All previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with the Work covered by prior Applications for Payment;

(2) Title to all Work, materials and equipment incorporated in said Work, or otherwise listed in or covered by this Application for Payment, will pass to Owner at time of payment free and clear of all Liens, security interests, and encumbrances (except such as are covered by a bond acceptable to Owner indemnifying Owner against any such Liens, security interest, or encumbrances); and

(3) All the Work covered by this Application for Payment is in accordance with the Contract Documents

Contractor Signature: 

By: Shawn Noles PROJECT MANAGER Date: 10/13/21

Payment of: \$ 59,806.74  
(Line 8 or other - attach explanation of the other amount)

is recommended by: \_\_\_\_\_ Date: 10/14/21  
(Engineer) (Date)

Payment of: \$ \_\_\_\_\_  
(Line 8 or other - attach explanation of the other amount)

is approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
(Owner) (Date)

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
Funding or Financing Entity (if applicable) (Date)

Change Order No. 5

Date of Issuance: 10/18/21  
 Effective Date: 10/18/21  
 Owner: Village of Lake Odessa  
 Contractor: SDVGC  
 Engineer: GEI Consultants of Michigan, P.C.  
 Project: Water System Improvements  
 Contract Name: Contract No.: 1904446  
 Contractor's Project No.:  
 Engineer's Project No.:  
 Owner's Contract No.:  
 Contractor's Contract No.:  
 Contract Name: Ionia, Pearl, Pleasant, and Emerson

The Contract is modified as follows upon execution of this Change Order:  
 Description: Quantity balance for final pay application

Attachments: CO-5 Breakdown

CHANGE IN CONTRACT PRICE	CHANGE IN CONTRACT TIMES
Original Contract Price: \$ 1,148,009.79	Original Contract Times: Substantial Completion: October 7, 2021 Ready for Final Payment: October 21, 2021
[Increase] [Decrease] from previously approved Change Orders No. 1 to No. 4 : \$ (85,297.38)	[Increase] [Decrease] from previously approved Change Orders No. 1 to No. 4 : Substantial Completion: 7 Ready for Final Payment: 7
Contract Price prior to this Change Order: \$ 1,063,312.41	Contract Times prior to this Change Order: Substantial Completion: October 14, 2021 Ready for Final Payment: October 28, 2021
[Increase] [Decrease] of this Change Order: \$ (25,452.16)	[Increase] [Decrease] of this Change Order: Substantial Completion: 0 Ready for Final Payment: 0
Contract Price incorporating this Change Order: \$ 1,037,860.25	Contract Times with all approved Change Orders: Substantial Completion: October 14, 2021 Ready for Final Payment: October 28, 2021

RECOMMENDED: \_\_\_\_\_  
 BY: \_\_\_\_\_  
 Title: Project Manager  
 Date: 10/13/21

ACCEPTED: \_\_\_\_\_  
 BY: \_\_\_\_\_  
 Title: Project Manager  
 Date: 10/13/21

ACCEPTED: \_\_\_\_\_  
 BY: \_\_\_\_\_  
 Title: Contractor (Authorized Signature)  
 Date: 10/13/21



Item	No.	Item Description	Unit	Contract Price	Original Contract Quantity	Extension Contract Quantity	C.O.#5	C.O.#5	Extension Contract Quantity	Revised Contract Quantity	Revised Contract
D-0930	EA	Connect to Existing Catch Basin Lead	EA	610.20	9	5,491.80	-3	(1,830.60)	14	8,542.80	
D-0920	EA	Connect to Existing Storm Sewer Manhole	EA	865.50	3	2,595.50			3	2,595.50	
W-0130	FT	Watermain	FT	47.86	103	4,929.58			121	5,767.13	
W-0130	FT	Watermain	FT	52.71	2,829	149,116.59	-137.5	(7,247.63)	2892	152,410.97	
W-0430	EA	R5GV w/Box	EA	1,799.86	9	16,198.74			10	17,998.60	
W-0830	EA	DI Bend	EA	495.63	26	12,886.38	-16	(7,930.08)	12	5,947.56	
W-1110	EA	8" x 6" Tee	EA	853.03	7	5,971.21			6	5,118.18	
W-1120	EA	R" x R" Tee	EA	911.68	3	2,735.04			4	3,646.72	
W-2220	EA	8" x 6" Reducer	EA	453.80	1	453.80			1	453.80	
W-2510	EA	Cut and Cap Existing Watermain	EA	339.37	8	4,314.96			5	2,696.85	
W-2520	EA	Connect to Existing Watermain	EA	3,107.05	5	15,535.25			5	15,535.25	
W-2530	EA	Watermain Crossing	EA	820.84	3	2,462.52			0	0	
W-2530	CYD	Trench Undercut and Backfill	CYD	66.13	320	21,161.60			0	0	
W-2610	EA	Hydrant Assembly	EA	4,243.33	7	29,703.31			7	29,703.31	
W-2620	EA	Remove Existing Hydrant	EA	477.00	3	1,431.00			3	1,431.00	
W-2660	EA	Abandon Existing Valve Box	EA	200.00	3	600.00			1	200.00	
WS-0340	FT	1" Type K Copper Water Service	FT	76.86	1,053	28,283.58			1,701	37,258.86	
WS-0941	FT	2" HDPE Plastic Water Service	FT	40.11	31	1,246.51			0	0	
WS-0942	EA	Non-Standard Water Service Replacement	EA	1,015.66	34	35,548.10			0	0	
WS-1021	EA	1" Corporation Stop	EA	412.15	34	14,013.10			33	13,600.95	
WS-1021	EA	2" Corporation Stop	EA	800.82	1	800.82			0	0	
WS-1120	EA	1" Curb Stop and Box	EA	655.76	34	22,295.84			33	20,984.32	
WS-1121	EA	2" Curb Stop and Box	EA	978.75	1	978.75			0	0	
WS-1140	EA	1" Water Service Meter Pit	EA	1,017.54	3	3,052.62			6	6,105.24	
WS-1210	EA	Connect to Existing Water Service	EA	439.84	35	15,394.40			30	13,195.20	
AL1-01	SYD	Approach	SYD	3.99	1,400	5,586.00			1,400	5,586.00	
AL1-02	SFT	Concrete Sidewalk, 4"	SFT	3.85	12,600	48,510.00			11,745	45,218.25	
CO-01	LSUM	Decor Signage	LSUM	3,360.00	1	3,360.00			1	3,360.00	
CO-02	EA	R5GV w/box	EA	1,496.00	1	1,496.00			1	1,496.00	
CO-03	FT	Water Service	FT	51.71	9	465.39			9	465.39	
CO-04	EA	8" Tapping Sleeve	EA	1,220.00	1	1,220.00			1	1,220.00	
CO-05	EA	Bends	EA	385.28	2	770.56			2	770.56	
CO-06	FT	PVC Storm Sewer	FT	55.26	110	6,078.60			110	6,078.60	
CO-07	LSUM	Driveway Drains	LSUM	1,351.20	1	1,351.20			1	1,351.20	
CO-08	LSUM	Extensions and Added Restoration	LSUM	3,731.37	1	3,731.37			1	3,731.37	
<p style="text-align: right;"> <b>\$ 1,148,609.79</b>      <b>\$ (25,452.16)</b>      <b>\$ 1,097,860.25</b> </p>											

Item	No.	Item Description	Unit	Contract Price	Original Contract Quantity	Original Contract Extension	C.O.#5	Extension Quantity	C.O.#5	Contract Quantity	Contract Extension	Revised Contract Quantity	Revised Contract Extension
M-0110	1	Mobilization (5% of Total Base Bid Maximum)	LSUM	37,000.00	1	37,000.00							
M-0210	1	Contractor Staking	LSUM	12,000.00	1	12,000.00							
M-0320	1	Maintaining Traffic	LSUM	2,810.00	1	2,810.00							
M-0410	21	Utility Exploration	EACH	210.00	60	12,600.00	-15	(3,150.00)					
M-0510	1	Soil Erosion and Sedimentation Control	LSUM	4,200.00	1	4,200.00							
M-0610	1	Utility Pole Bracing	EACH	1,000.00	3	3,000.00							
M-1110	1	Pre-Construction Surface Videoaping	LSUM	4,068.75	1	4,068.75							
M-1155	1	Trash and Recycling Relocation	LSUM	500.00	1	500.00							
R-0001		Pavement Removal	SYD	1.97	8,352	16,453.44							
R-0002		Subgrade Undercutting and Backfill	CYD	26.80	3,000	80,400.00							
R-0110		Remove Concrete Sidewalk, Ramp & Drive Approach	SYD	3.99	382	1,524.18							
R-0120		Remove Concrete Curb and/or Gutter	LFT	4.50	1,236	5,562.00							
R-0125		Tree Removal	LSUM	250.00	1	250.00	-1	(250.00)					
R-0220		Subbase, MDOOT Class II, 12" (CIP)	SYD	8.352	86,025.60								
R-0320		Aggregate Base Under Bit, MDOOT 22A, 8"	SYD	10.21	85,273.92								
R-0410		Imported Trench Backfill, (CIP)	CYD	13.20	1,437	18,968.40							
R-0610		Tensar BX 1200 Geogrid	SYD	3.50	8,352	29,232.00							
R-0710		Bituminous Mixture, MDOOT 13A - Leveling Course (2.5")	TON	68.30	1,350	92,205.00	-115.69	(7,901.63)					
R-0720		Bituminous Mixture, MDOOT 13A - Top Course (1.5")	TON	77.86	780	60,730.80							
R-0740		2" Bituminous Driveway Approach, MDOOT 13A	TON	682.50	1	682.50							
R-0745		Bituminous Curbing	LFT	1.05	934	980.70							
R-0810		Gravel Driveway Approach, MDOOT 23A, 6"	SYD	9.00	250	2,250.00							
R-0821		Aggregate Shoulder Course, MDOOT 23A, 6"	SYD	12.50	729	9,112.50							
R-0910		Concrete Sidewalk, 4"	SFT	3.62	2,400	8,688.00							
R-0915		Concrete Sidewalk, Paver	SFT	49.00	70	3,430.00							
R-0920		Concrete Sidewalk Ramp, w/Detectable Warning Strip	SFT	12.81	120	1,537.20	-80	(1,024.80)					
R-0930		Concrete Driveway Approach, 6"	SFT	4.46	659	2,939.14							
R-0940		Concrete Curb and gutter	LFT	14.70	1,236	18,169.20							
R-1100		Pavement Markings	LSUM	1,200.00	1	1,200.00	-1	(1,200.00)					
S-0110		8" SDR-26 PVC Sanitary Sewer Main	LFT	88.15	15	1,322.25							
S-0130		12" SDR-26 PVC Sanitary Sewer Main	LFT	110.49	38	4,198.62							
S-1020		Connect to Existing Sanitary Sewer Main	EA	794.30	4	3,177.20							
S-1040		Connect to Existing Sanitary Sewer Manhole	EA	916.60	2	1,833.20							
D-0308		4" CPJ Storm Sewer Main	LFT	48.83	95	4,638.85							
D-0309		4" SDR-26 PVC Storm Sewer Main	LFT	49.36	15	740.40							
D-0320		8" SDR-26 PVC Storm Sewer Main	LFT	55.26	48	2,652.48							
D-0340		12" SDR-26 PVC Storm Sewer Main	LFT	55.39	394	21,823.66							
D-0400		Precast Drainage Structure, 48" Diameter	EA	4,516.01	10	45,160.10							
D-0800		Drainage Structure Cover	EA	782.54	10	7,825.40							
D-0830		Adjust Structure Cover	EA	275.00	5	1,375.00							
D-0910		Connect to Existing Storm Sewer Main	EA	821.30	1	821.30							

**VILLAGE OF LAKE ODESSA**

**RESOLUTION NO. 2021-56**

At a regular meeting of the Lake Odessa Village Council held on October 18, 2021, at the Page Memorial Building, Lake Odessa, Michigan, the following Resolution was offered for adoption by Trustee \_\_\_\_\_ and seconded by Trustee \_\_\_\_\_:

**A RESOLUTION ESTABLISHING COMPENSATION AND EXPENSE REIMBURSEMENT FOR VILLAGE PRESIDENT AND VILLAGE TRUSTEES**

**WHEREAS**, pursuant to Public Act 3 of 1895, the General Law Village Act (Sec. 64.21), the president and each trustee shall receive compensation for the performance of the duties of the office of president or trustee only as provided by ordinance; and

**WHEREAS**, on October 18, 2021, the village council adopted Ordinance 2021-55, setting forth the manner in which the president and trustees of the village council shall be compensated.

**NOW, THEREFORE, BE IT HEREBY RESOLVED**, that the president shall receive the sum of \$150.00 and each trustee shall receive the sum of \$75.00, paid from the General Fund, for each regular meeting attended. Furthermore, the Village President shall receive the sum of \$75.00 and each Trustee shall receive the sum of \$37.50, for each special meeting of the village council attended by them during their term of office. No compensation shall be paid for village council study sessions, work sessions, or meetings not attended; and

**BE IT FURTHER RESOLVED**, that the village president and trustees may be reimbursed for reasonable and customary expenses incurred in performance of official duties in accordance with the expense reimbursement policy as set forth in the village's Employee Handbook, and following approval by the village council; and

**BE IT FURTHER RESOLVED**, this resolution shall take effect on the effective date of Ordinance 2021-55.

YEAS: \_\_\_\_\_  
NAYS: \_\_\_\_\_  
ABSENT/ABSTAIN: \_\_\_\_\_

RESOLUTION DECLARED ADOPTED.

CERTIFICATION

I hereby certify that this is a true and complete copy of Resolution 2021-\_\_\_\_, adopted by the Lake Odessa Village Council at a regular meeting held on \_\_\_\_\_, 2021, the original of which is on file in my office and available to the public pursuant to the required statutory procedure.

Date: October 18, 2021

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Patrick Reagan, Village Manager/ Clerk