



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

November 15, 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 October 18, 2021 meeting minutes

VII. Bills:

- a) Approve bills equal to or less than \$3,000.00 each from 10/1//2021 to 10/31/2021
- b) Approve bills in excess of \$3,000.00 each, including:

- 1. Mercantile Bank – 2016 Refunding Bond Interest Payment -- \$4,815.00 (Paid)
- 2. SDVGC – Water and Street Project Payment #5 -- \$59,806.24 (Paid)
- 3. Stowell Builders, LLC – DPW Addition -- \$15,093.00 (Paid)
- 4. High Pointe Tree Service – Tree Removal -- \$4,100.00 (Paid)
- 5. GEI Consultants, Inc – Street and Water Project Engineering (July 2021) -- \$25,117.67 (Paid)
- 6. GEI Consultants, Inc – Street and Water Project Engineering (Current) -- \$31,523.43 (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 – October 2021 Meeting Minutes
- c) Lake Odessa Area Arts Commission – October 2021 Meeting Minutes
- d) Lake Odessa DDA – September 2021 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) None

XII. Discussion Items

- a) None

XIII. Public Hearing

- a) None

XIV. Unfinished Business

- a) None

XV. New Business:

- a) Proposed Resolution 2021-57: Approving, Authorizing, and Directing the Village Manager to Sign the Proposed Grant Agreement between the Village of Lake Odessa and the Michigan
- b) Proposed Resolution 2021-58: Approval to Re-Adopt the Council Rules of Procedure
- c) Proposed Resolution 2021-59: Approving the Village President's Appointments to Village Boards and Commissions
- d) Approving Village Budget Amendments as Submitted
- e) Approval for the Village Council to Move into Closed Session after agenda item XVIII ("Public Comment") to for the Purpose of Discussing the Village Manager's Annual Evaluation (*Requires a 2/3 Roll Call Vote*)

XVI. Miscellaneous Correspondence:

- a) Village of Lake Odessa CVTRS & CIP Compliance Report
- b) Walker, Fluke, and Sheldon PLC – ARPA Funds Advisory Notice

XVII. Trustee Comments

XVIII. Public Comment

XIX. Adjournment

Council Meeting Minutes

VILLAGE OF LAKE ODESSA
MINUTES
REGULAR COUNCIL MEETING
October 18, 2021
PAGE MEMROIAL BUILDING
839 FOURTH AVENUE
LAKE ODESSA, MICHIGAN 48849

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

ROLL CALL

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, Kathy Forman, Jesse Trout

Visitors present: James Gemell, Lakewood News

APPROVAL OF THE AGENDA

Motion by McCloud, support by Cappon, 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 Hickey, to approve the minutes from the following meetings:

- a) Minutes from the regular Council meeting on September 20, 2021

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

BILLS

Motion by McCloud, supported by Johnson, to approve expenditures equal to or less than \$3,000.00 for the period 9/1/2021 thru 9/30/2021. 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 Brighton, to approve the bills in excess of \$3,000 as submitted. A roll call vote was called for by President Banks. Aye: Cappon, Brighton, Johnson, Hickey, McCloud, 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 – September 2021 Minutes
- c) Lake Odessa Area Arts Commission – September 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 the materials ready for the Village Manager's evaluation. Banks will be placing them in Council members mail slots on 10/19/21. These will be due back to the P&F Committee by November 1, 2021. Banks thanked Trout and Reagan for their work on updating the Village employee handbook.

Recreation/ Special Projects Committee: The Recreation and Special Projects Committee met and discussed the update of the Village's Recreation Plan. This committee will be meeting again on October 21, 2021 via Zoom.

Website Committee: This committee has met with Municode and the website is coming along. Initial mockups of the new website look good though there is a long way to go before it is completed. Trustee Brighton asked of the Council who may have some good pictures of the community, to please feel free to share them as pictures are needed.

PRESENTATIONS/ LEGISLATIVE UPDATE

- a) Mark Stoor, GEI Consultants – due to illness, Stoor was unable to attend. Stoor will update the Council at the November meeting.

PUBLIC HEARINGS

There were no public hearings.

DISCUSSION ITEMS

- a) None

UNFINISHED BUSINESS

There was no unfinished business.

NEW BUSINESS

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

Motion by Johnson, supported by Cappon, to approve Bill #21-02: An Ordinance to Amend Chapter 36 of the Code of Ordinances of the Village of Lake Odessa

Roll call vote. Yes: Johnson, Cappon, Brighton, McCloud, Hickey, Banks; No: None; Absent: Young; Abstain: None. Motion passed unanimously, 6-0.

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

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

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

Motion by Johnson, supported by Cappon, to approve Resolution 2021-50.

Roll call vote. Yes: Johnson, Cappon, Brighton, McCloud, Hickey, Banks; No: None; Absent: Young; Abstain: None. Motion passed unanimously, 6-0.

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

Motion by McCloud, supported by Brighton, to approve Proposed Resolution 2021-51. Roll

call vote. Yes: McCloud, Brighton, Cappon, Johnson, Hickey, Banks; No: None; Absent: Young; Abstain: None. Motion passed unanimously, 6-0.

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

Motion by Brighton, supported by Johnson, to approve Proposed Resolution 2021-52. Roll

call vote. Yes: Brighton, Johnson, Hickey, McCloud, Cappon, Banks; No: None; Absent: Young; Abstain: None. Motion passed unanimously, 6-0.

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

Motion by McCloud, supported by Cappon, to approve Proposed Resolution 2021-53. Roll

call vote. Yes: McCloud, Cappon, Johnson, Hickey, Brighton, Banks; No: None; Absent: Young; Abstain: None. Motion passed unanimously, 6-0.

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

Motion by Cappon, supported by Johnson, to approve Proposed Resolution 2021-54. Roll call vote. Yes: Cappon, Johnson, Hickey, McCloud, Brighton, Banks; No: None; Absent: Young; Abstain: None. Motion passed unanimously, 6-0.

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

Motion by McCloud, supported by Johnson, to approve Proposed Resolution 2021-55. Roll call vote. Yes: McCloud, Johnson, Brighton, Cappon, Hickey, Banks; No: None; Absent: Young; Abstain: None. Motion passed unanimously, 6-0.

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

Motion by McCloud, supported by Hickey, to approve Proposed Resolution 2021-56. Banks called for discussion. Village Manager Reagan asked how staff should proceed with the absence of Young, as he received no notification of Young's absence and Young was therefore not excused for this meeting by the Village Council. Discussion was had. Under the current system, unexcused Council Members that miss meetings are not paid. Reagan was instructed to have his staff continue this policy for tonight's meeting and this resolution, if passed, will be the policy from this point forward.

Roll call vote. Yes: McCloud, Hickey, Johnson, Brighton, Cappon, Banks; No: None; Absent: Young; Abstain: None. Motion passed unanimously, 6-0.

MISCELLANEOUS CORRESPONDENCE

a) None

TRUSTEE COMMENTS

Johnson – No comment.

Hickey – No comment.

McCloud – wished everyone a safe and happy Halloween.

Brighton – No comment.

Cappon – No comment

Banks – No comment.

PUBLIC COMMENT

None

ADJOURNMENT

Motion by Johnson, supported by Cappon, to adjourn the meeting at 7:45 pm, Motion carried by voice vote of members present, 6-0.

Meeting adjourned at 7:45 pm.

Respectfully submitted,

Patrick T. Reagan
Village Manager/ Village Clerk

Purchases Over \$3,000.00



5610 Byron Center Ave. SW
 Wyoming, MI 49519
 (800) 453-8700
 Return Service Requested

LOAN STATEMENT

Account Number	Statement Date
xxxxxx6857	10/19/2021

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

VILLAGE OF LAKE ODESSA
 839 4TH AVE
 LAKE ODESSA, MI 48849

MGLNLOANN 211020-09410-0001

Toll Free: 800-453-8700					
=====					
COMM TAX EXEMPT LOAN xxxxxx6857					
=====					
DATE	DESCRIPTION	-----PAYMENT PRINCIPAL	SPLIT----- INTEREST	TRANSACTION AMOUNT	PRINCIPAL BALANCE
04/16/21	BALANCE LAST STATEMENT				635,000.00
04/30/21	REGULAR PAYMENT				
		100,000.00	5,715.00	105,715.00	535,000.00
10/19/21	BALANCE THIS STATEMENT				535,000.00
L O A N S U M M A R Y					
CREDIT LIMIT:		990,000.00		INTEREST ACCRUED FROM:	05/01/21
AVAILABLE CREDIT:				INTEREST ACCRUED THRU:	10/31/21
MATURITY DATE:		05/01/26		PRINCIPAL DUE:	.00
- - - - ACTIVITY THIS PERIOD	- - - -			INTEREST DUE:	4,815.00
PRINCIPAL PAID:		100,000.00		TOTAL PAYMENT DUE:	4,815.00
INTEREST PAID:		5,715.00		NEXT PRINCIPAL DUE:	05/01/22
				INTEREST DUE DATE:	11/01/21
INTEREST PAID 2021:				5,715.00	

Account Number	Statement Date
xxxxxx6857	10/19/2021

REMI TTANCE SUMMARY				
LOAN NUMBER	PRI NCI PAL BALANCE	PRI NCI PAL DUE	I NTEREST DUE	TOTAL DUE
xxxxxx6857	535,000.00	.00	4,815.00	4,815.00
TOTAL	535,000.00	.00	4,815.00	4,815.00
TOTAL AMOUNT DUE BY 11/01/21:		*	4,815.00	*
		*		*

Village of Lake Odessa

Debt Service Schedule Breakdown - 2016 Refunding Bonds

Payment Date	2006 MTFE and Refunding			2006 LTGO Capital Improvement Bonds and Refunding			
	Principal	Interest	Total	Water Portion	Highway Portion	Combined	Total
5/1/2016	\$45,000.00	\$990.00	\$45,990.00	\$22,800.00	\$527.25	\$23,327.25	\$30,693.75
11/1/2016		6,488.25	6,488.25	3,006.75	3,006.75	6,013.50	6,013.50
5/1/2017	50,000.00	5,535.00	55,535.00	22,800.00	2,565.00	25,365.00	33,750.00
11/1/2017		5,081.00	5,081.00	2,355.80	2,355.80	4,711.60	4,711.60
5/1/2018	55,000.00	5,085.00	60,085.00	26,600.00	2,359.80	28,959.80	38,105.00
11/1/2018		4,590.00	4,590.00	2,120.40	2,120.40	4,240.80	4,240.80
5/1/2019	55,000.00	4,590.00	59,590.00	26,600.00	2,120.40	28,720.40	37,990.00
11/1/2019		4,095.00	4,095.00	1,881.00	1,881.00	3,762.00	3,762.00
5/1/2020	60,000.00	4,095.00	64,095.00	26,600.00	1,881.00	28,481.00	37,475.00
11/1/2020		3,555.00	3,555.00	1,641.60	1,641.60	3,283.20	3,283.20
5/1/2021	65,000.00	3,555.00	68,555.00	26,600.00	1,641.60	28,241.60	37,160.00
11/1/2021		2,970.00	2,970.00	1,402.20	1,402.20	2,804.40	2,804.40
5/1/2022	65,000.00	2,970.00	67,970.00	26,600.00	1,402.20	28,002.20	36,845.00
11/1/2022		2,385.00	2,385.00	1,162.80	1,162.80	2,325.60	2,325.60
5/1/2023	65,000.00	2,385.00	67,385.00	30,400.00	1,162.80	31,562.80	41,530.00
11/1/2023		1,800.00	1,800.00	889.20	889.20	1,778.40	1,778.40
5/1/2024	65,000.00	1,800.00	66,800.00	30,400.00	889.20	31,289.20	41,170.00
11/1/2024		1,215.00	1,215.00	615.60	615.60	1,231.20	1,231.20
5/1/2025	65,000.00	1,215.00	66,215.00	34,200.00	615.60	34,815.60	45,810.00
11/1/2025		630.00	630.00	307.80	307.80	615.60	615.60
5/1/2026	70,000.00	630.00	70,630.00	34,200.00	307.80	34,507.80	45,405.00
Total	\$660,000.00	\$65,659.25	\$725,659.25	\$307,800.00	\$30,855.80	\$338,655.80	\$445,597.00

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

Total 5/1/2016 Bond Payments \$ 76,683.75
 Wire Transfer \$ 22,953.75
 \$ 53,730.00

11/1/21 Pmt 2970.00
 442.80
3412.80
 HBond 204-446-995.984
 204-446-995.987

11/1/21 Pmt \$1402.20
\$4,815.00
 WBond 591-536-995.000



ENGINEERS JOINT CONTRACT DOCUMENTS COMMITTEE

Contractor's Application for Payment No. 5

To (Owner):	Village of Lake Odessa	Application Period:	9/13/21-10/13/21	Application Date:	10/13/2021
Project:	Lake Odessa Water System Improvements	Contract:	Service Disabled Veterans General Contracting	Via (Engineer):	GEI Consultants
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			


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 Niles, PROJECT MANAGER


Date: 10/13/21

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)..... \$ 1,037,860.25
5. RETAINAGE:
 - a. 0% X Work Completed..... \$ 0.00
 - b. X Stored Material..... \$ 0.00
 - 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

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

is recommended by: Mark Stoor (Engineer) 10/14/21

Payment of: \$ 59,806.24 (Line 8 or other - attach explanation of the other amount)

is approved by:  (Engineer) 10/19/21

Approved by: _____ (Owner) 10/19/21

Funding or Financing Entity (if applicable) _____ (Date)

- 202-449-988 001 20% 15,549.75
- 203-449-988 001 22% 13,157.48
- 204-446-988 001 21% 12,559.42
- 591-536-931 009 31% 18,540.09

OK to pay
10/19/21

Date of Issuance: 10/18/21
 Owner: **Village of Lake Odessa**
 Contractor: SDVGC
 Engineer: **GEI Consultants of Michigan, P.C.**
 Project: **Water System Improvements**

Effective Date: 10/18/21
 Owner's Contract No.:
 Contractor's Project No.:
 Engineer's Project No.: **1904446**
 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 <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:
 By: [Signature]
 Engineer (if required)
 Title: Project Manager
 Date: 10/13/21

ACCEPTED:
 By: [Signature]
 Owner (Authorized Signature)
 Title: Village Manager
 Date: 10/19/21

ACCEPTED:
 By: [Signature]
 Contractor (Authorized Signature)
 Title: PROJECT MANAGER
 Date: 10/13/21

Stowell Builders LLC

4430 S. Woodland Rd.

Woodland, MI 48897

Invoice

Date	Invoice #
10/19/2021	1015

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

P.O. No.	Terms	Project

Quantity	Description	Rate	Amount
	Keizer Electric 1st draw	5,000.00	5,000.00
	Precise Concrete front approach	4,700.00	4,700.00
	Siding materials	5,393.00	5,393.00
	591-536-931.001		

Total		\$15,093.00
--------------	--	-------------

Phone #	E-mail
517-204-1016	kdstowell@hotmail.com

Payments/Credits	\$0.00
Balance Due	\$15,093.00

High Pointe Tree Service LLC

1800 Maple Grove Road
Hastings, MI 49058
Phone: (269)838-0601
highpointep@gmail.com

DATE 9/14

9/15

9/16

TO Village of Lake Odessa

202-449-801 - \$600

ST

203-449-801 - \$1,000

591-536-931.009 - \$2,500

SALESPERSON	JOB	PAYMENT TERMS	DUE DATE
		Due on receipt	

QTY	DESCRIPTION	UNIT PRICE	LINE TOTAL
1	1418 Morton St Cut Down & Clean up		1,000.00
1	720 Washington Blv cut down & clean up		600.00
1	1324 Pearl St cut down & clean up		800.00
1	1318 Ionia St cut Down & clean up		850.00
1	1338 Ionia St cut Down & clean up		850.00

SUBTOTAL	
SALES TAX	
TOTAL	4,100.00

Prepared by: Neva M Tish

To accept this, sign here: _____

THANK YOU FOR YOUR BUSINESS!



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 (781-721-4013) 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 : 5012757
Invoice Date : 7/8/2021
Due Date : 8/7/2021
Project : 1904446
Project Name : Ionia, Pearl, Pleasant, Emerson
 Improvements

For Professional Services Rendered For 5/29/2021 Through 6/25/2021

	Fee	Available	To Date	Billings	
				Previous	Current
1904446 - Ionia, Pearl, Pleasant, Emerson Improvements					
1 - Engineering Services	158,500.00	70,470.41	113,147.26	88,029.59	25,117.67
Rate Labor	23,950.75				
Unit Multiplier Expense	1,166.92				
				Current Billings	<u>25,117.67</u>
				Amount Due This Bill	<u>25,117.67</u>

Total Fee : 158,500.00
To Date Billings : 113,147.26
Total Remaining : 45,352.74

Mark F. Stoor

*Ok to pay
 12/2/21*

1 - Design

Rate Labor

Class / Employee

	Hours	Rate	Amount
Senior Professional - Grade 6			
Mark F. Stoor	37.25	167.000	6,220.75
Total Rate Labor			6,220.75

2 - Construction

Rate Labor

Class / Employee

	Hours	Rate	Amount
Staff Professional - Grade 1			
Faisal A Shahin	197.00	90.000	17,730.00
Total Rate Labor			17,730.00

Unit Multiplier Expenses

Account / Unit / Vendor

	Quantity	Cost Rate	Multiplier	Amount
Travel				
Employee Mileage				
Mark F. Stoor	208.00	0.560	1.1500	133.95
Faisal A Shahin	1,604.00	0.560	1.1500	1,032.97
Total Employee Mileage	1,812.00			1,166.92
Total Travel				1,166.92
Total Unit Multiplier Expenses				1,166.92

Total Bill Task: 2 - Construction

18,896.92

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

25,117.67

20% 202-449-867.000 \$ 5023.53
 15% 203-449-867.000 \$ 3767.65
 15% 204-446-867.000 \$ 3767.65
 50% 591-000-158.001 \$ 12,558.84



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 : 5013481
Invoice Date : 10/6/2021
Due Date: 11/5/2021
Project : 1904446
Project Name : Ionia, Pearl, Pleasant, Emerson
 Improvements

For Professional Services Rendered For 8/28/2021 Through 9/24/2021

	Fee	Available	Billings		
			To Date	Previous	Current
1904446 - Ionia, Pearl, Pleasant, Emerson Improvements					
1 - Engineering Services	195,171.75	36,672.89	190,022.29	158,498.86	31,523.43
Rate Labor	22,797.25				
Expenses	8,201.46				
Unit Rate Expense	524.72				
Total Expense	8,726.18				
					Current Billings
					<u>31,523.43</u>
					Amount Due This Bill
					<u>31,523.43</u>

Total Fee : 195,171.75
To Date Billings : 190,022.29
Total Remaining : 5,149.46

Mark F. Stoor

Outstanding Receivables	Invoice Number	Date	Amount	Balance Due
	VOID LB 3-22-21	3/22/2021	0.00	0.00
	5012757	7/8/2021	25,117.67	<u>25,117.67</u>
				25,117.67

2 - Construction

Rate Labor

Class / Employee

	Hours	Rate	Amount
Senior Professional - Grade 6			
Mark F. Stoor	34.25	167.000	5,719.75
Staff Professional - Grade 1			
Faisal A Shahin	189.75	90.000	17,077.50
Total Rate Labor			22,797.25

Expenses

Account / Vendor

Outside Services

	Cost	Multiplier	Amount
SME SOIL AND MATERIALS ENGINEERS INC	7,131.70	1.1500	8,201.46
Total Expenses			8,201.46

Unit Rate Expenses

Account / Unit / Vendor

	Quantity	Rate	Amount
Travel			
Employee Mileage			
Mark F. Stoor	91.00	0.560	50.96
Faisal A Shahin	846.00	0.560	473.76
Total Employee Mileage	----- 937.00		----- 524.72
Total Travel			----- 524.72
Total Unit Rate Expenses			524.72

Total Bill Task: 2 - Construction

31,523.43

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

31,523.43

20% 202-449-867.000 4,304.69
 15% 203-449-867.000 4,728.51
 15% 204-446-867.000 4,728.51
 50% 591-000-158.001 15,761.72

OK to pay
 FR
 10/7/25

Consent Agenda

Lake Odessa Village
Zoning Administrator Report
October 2021

Permits:

On 10-1-21 I approved a zoning permit to Michael Brueggeman for a new 1 story home of 68' by 87' to be located at 1502 Tupper Lake St.

On 10-15-21 I approved a zoning permit to Emili Zwerk for a 6' high wood privacy fence to be located at 753 Second Ave.

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 am still working on it.

The Planning Commission had a public hearing on 10-18-21 for the special use for a portable restaurant of the BBQ trailer to be located at the Quik Lube on M-50. The members approved the request. They are reviewing other language amendment projects.

MINUTES OF THE MEETING OF THE LAKEWOOD RECREATIONAL AUTHORITY THAT WAS HELD ON October 4, 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: Township Supervisor

Approval of Agenda

Motion – Reagan

Support- Farrell

Motion carried unanimously by voice vote of members present.

Citizen Comment on Agenda Items – none

Minutes

Motion – Cappon

Support by Nurenberg to approve the September 13, 2021 regular meeting minutes.

Motion carried unanimously by voice vote of members present.

Bills – no bills at this time.

Treasurer's Report – submitted by Rohrbacher

Presentations/Reports

Presentations were given in Chronological order as opposed to the order on the agenda.

A. Mandy Nurnberg

- After several attempts, Chad Hickey was able to meet with John Clack.
- John stated that his wife has a personal issue with how she has been treated during the process of the trail planning and that she will not budge or sign any easements.

B. Mark Stoor – GEI Consultants Inc

- Stoor had a two-hour discussion with Mike Smith of MDOT. There are two key issues. At this point, design exceptions will need to be minimal.
 1. Terminus has to be safe on both ends.
 - a. West side of bridge
 - 1.) The Jordan Lake Avenue end is fine, but the M50 – east end is not.
 - 2.) Pedestrians would have to cross back on M50 which would require a second pedestrian crossing.
 - b. East side of bridge
 - 1.) No dock owners
 - 2.) Terminus would need to be prior to M50 corner of Cemetery Road
 - 3.) County would have to take over the grant instead of the Village
 - 4.) Mike Smith could approve this section himself
 2. Dock owners agreeing to proposed plans
- Stoor stated that if the West side of the project is not completed now and the trail is a part of the Village and Township's Master Plans, then the next time MDOT works on M50, they will be required to complete that section of the trail.

1. Rohrbacher stated that the Township does not have a Master Plan
 2. Reagan stated that it would take some time for the Village to get it added to theirs, these plans are expensive to update and it only happens every 5 years. He did state that they are in the process of updating their Recreational Plan and could add it there. Reagan said he would contact Mike Smith to determine if the Recreational Plan would be sufficient.
- MDOT will have more authority with the dock owners and easements for the pedestrian bridge.
 - Stoor and the JLT Board had a call prior to the Lakewood Recreational Authority Meeting and there are concerns by the Board that the Cemetery Road portion is not a large enough section to proceed. The JLT Board prefers the west section because it is longer with the terminus to be right on Maier Drive.
 - Stoor stated that the grants cannot be held back for future use. A choice has to be made. He has concerns that the shoreline exceptions will not be approved by MDOT and will result in loss of the grant. He suggested ending the West option at the Veteran's Memorial Building within the Village limits.
 - Nurenberg stated that she prefers the Cemetery Road portion because it adds to the length of the current trail and also continues with the original focus of the trail which was to provide a safe means for students to get to school.
 - Rohrbacher stated she has concerns with the East side and people parking in the cemetery.
 - Mayhew questioned County Commissioner, Karen Banks if the request would need to go to the Board of Commissioners or the Road Commission. Banks responded that it would be the Road Commission.
 - Reagan stated that he has not heard back from the DNR on the requested changes and Smith told him they usually go with whatever decision MDOT makes.
 - Mayhew stated that to move forward we need to take the following steps:
 1. Meet with the MDOT Engineers by phone to determine options and which exceptions they will approve. Stoor will attempt to set up this meeting. It was questioned if the plans for the West side were ready to submit. Stoor responded that they were close but needed to be redone with the exceptions.
 2. Reagan will contact Ionia County to determine if they would be willing to take over the grant.
 - Mayhew also reiterated that this has to be completed by December 1st and that MDOT will not allow any additional extensions.
 - A special meeting may need to be called so that a final decision can be made on how to proceed.

C. Jordan Lake Trail Board

- Minutes were presented with no questions.

Discussion Items – no additional discussion items

Unfinished Business – none

New Business - none

Miscellaneous Correspondence – none

Member Comments

Cappon would like to have Nurenberg thank Chad Hickey for his willingness to meet with the Clacks.

Public Comments - none

Adjournment 1:56 pm

**Lake Odessa Area Arts Commission
Page Memorial Building
839 Fourth Avenue
Lake Odessa, Michigan 48849
Regular Meeting Minutes
October 11, 2021**

Meeting called to order 7:02 pm by Chairperson Hermes.

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

Absent: None

Motion made by Reagan, supported by Banks to approve the agenda as presented.
– motion carried by voice vote of members present, 5-0.

Public comment – no public comment was heard.

Minutes: Motion by Banks, supported by Mattson, to approve the minutes from the September 21, 2021 regular meeting. Motion carried by voice vote of members present, 5-0.

Discussed financial report – The financial report/ accounts payable report was discussed. Motion by Hermes, supported by Mattson, to approve the financial report as submitted, with the inclusion of the refund of a booth fee for next year's event for Jane Schneider (\$50.00) and for the reimbursement to Karen Banks for the purchase of a Visa Gift Card for Lisa Underhill. Motion carried by voice vote of members present, 5-0.

Discussion Items:

A) Art's Commission Funds – Banks stated that the Arts Commission has \$16,560.87 in the bank account and it might be a good idea to discuss spending some of these funds on an upgrade for the park. Discussion took place. Reagan stated that the purchase of banner brackets for the lightpoles in the park would be a great addition and would help to promote the AITP event and the seasons. Banks put forth that railings for the steps leading up to the pavilion would be necessary as people have fallen in this area at previous AITP events. Mattson put forth that these funds could be utilized to purchase a new stage. It was decided that more information needed to be gathered and that this should be revisited in the winter.

B) 2021 Art in the Park

Artist Letters: Hermes stated that she has the letter to artists completed and ready to be mailed. Reagan will mail these out.

Sponsor Thank You Letters: Reagan will have a draft completed by next week and will send it out to Board members for approval.

Grant Final Report: Banks stated that the final report is due by October 30, 2021 and she has been working with the Village Treasurer to compile the requisite information. Banks stated that she will be updating the 2023 grant application and submitting. Banks stated that she would like to train another Board member to write this application, in order for there to be redundancy.

New Artists Applications: No new applications have been received.

Artists Recruitment: Banks discussed advertising the AITP in a Sunshine Artists publication. She believes that this could be a useful tool in recruiting vendors. Motion by Reagan, supported by Hermes, to approve allocating the \$50.00 costs for advertising. Discussion was had. Voice vote was called for. Motion approved unanimously, 5-0.

Food Vendor Recruitment: discussion took place. Banks had stated that she has been in contact with other possible food vendors. Hermes stated the same. Both will send contact information to Mattson for followup.

Handicap Parking in Lot C: discussion took place. It was decided that a parking lot plan needs to be developed. Motion by Reagan, supported by Johnson, to revisit this issue at a later meeting. Voice vote. Motion approved unanimously, 5-0.

Recruitment of New Board Members: discussion took place. Banks asked about advertising as a possible tool for recruitment. Banks also suggested that contacting people who submitted a comment card might be an excellent idea for recruiting new members.

C) Items for next agenda – None.

D) Board member comments – None.

Meeting adjourned: 7:52 pm

Next Meeting: Monday, November 8, 2021 at 7:00 pm.

Respectfully submitted

Patrick Reagan

Village Manager/ Village Clerk

VILLAGE OF LAKE ODESSA
DOWNTOWN DEVELOPMENT AUTHORITY

DRAFT

MINUTES

Regular Meeting
Tuesday, September 14, 2021
Page Memorial Building
839 Fourth Avenue
Lake Odessa, Michigan 48849

PRESENT: Banks, Guthrie, Rogers, McGarry, Danielson

ABSENT: Dahms, Thompson

STAFF: Village Manager Reagan

VISITORS: None

I. **Call to Order:** Meeting called to order 7:06 am.

II. **Approval of Agenda:** Motion by Banks, supported by McGarry, to approve agenda. All ayes; motion carried, 5-0.

III. **Public Comment:** None.

IV. **Approval of Minutes:** Motion by Banks, supported by Rogers, to approve the minutes from the July 20, 2021 meeting. All ayes; motion carried, 5-0.

Motion by Guthrie, supported by Rogers, to approve the minutes from the August 3, 2021 meeting. All ayes; motion approved 5-0.

V. **Finance Report:** Reagan led the review of the finance report. Motion by Banks, supported by McGarry, to approve the finance report as submitted. All ayes; motion carries 5-0.

VI. **Action/Discussion Items:** None

- a) **Downtown Flower Planting/ Watering:** Banks thanked Trout for the DPW's beautification work in the DDA District. The thought was to keep the flowers in pots until they have died due to frost. The reservoirs need to be drained and emptied by DPW prior to being stored for the winter.
- b) **Four Way Stop:** The group discussed the downtown four-way stop. Motion by McGarry, supported by Rogers, to recommend to the Village Council that this four-way stop be made permanent. All ayes; motion carried 5-0.
- c) **Fence Project:** downtown fence project was discussed. Reagan is working with GR Fence to order fencing that the DDA Board found acceptable.

- d) Garland Project: Banks made the motion to pay the invoice to Sid's Flower Shop for \$1,364.00 for garland. Guthrie supported. All ayes; motion carried 5-0. A press release will be written and the deadline for sponsorship forms is November 19, 2021.
- e) Village Banner Policy: discussion took place about the proposed Village Banner policy. It was noted that the VFW is interested in honoring Veterans with banners on downtown lightpoles. It was noted that Sid's should be asked to hold off for an additional week in installing garland. Danielson stated that the Chamber, at their last meeting, had not yet discussed their annual Christmas Round the Town event.
- f) Trees and Lights: Rogers asked about lights in the Pavilion at Village Park and if it was possible to decorate this with lights this year. Reagan stated that he'd need to discuss this with DPW Supervisor Trout to get the specifics and whether the DPW still had colored lights to do this. Motion by Banks, supported by McGarry, to authorize the purchase of colored lights to decorate the park pavilion. All ayes; motion carried 5-0.

VII. Beautification Committee

VIII. Miscellaneous Correspondence: None.

IX. Board Member Comments

- a) Rogers asked about community entrance signs. Guthrie submitted examples.
- b) The group was asked if they would prefer in person meetings or Zoom meetings. Consensus was that in-person meetings were fine.

X. Adjournment

Without objection, meeting adjourned at 7:48 a.m.

Respectfully submitted,

Patrick Reagan
Village Manager/ Village Clerk

Departmental Reports

REPORT TO THE VILLAGE OF LAKE ODESSA COUNCIL

DATE: Monday, November 15, 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.

NEW BUSINESS

Proposed Resolution 2021-57: Approving, Authorizing, and Directing the Village Manager to Sign the Proposed Grant Agreement between the Village of Lake Odessa and the Michigan

This resolution is centered on the annual MCACA grant that the Village receives on behalf of the Arts Commission, to help support Art in the Park. As this grant agreement is between MCACA and the Village of Lake Odessa, it needs to be approved by the Village Council.

Proposed Resolution 2021-58: Approval to Re-Adopt the Council Rules of Procedure

President Banks has made some changes to the Council Rules of Procedure and the draft document is attached.

Proposed Resolution 2021-59: Approving the Village President's Appointments to Village Boards and Commissions

This resolution is to approve the attached list from the Village President, to approve re-appointments to various Village Boards and Commissions.

Approving Village Budget Amendments as Submitted

In order to keep an accurate accounting of the Village's budget, it is necessary for the Village Treasurer and Village Manager to make occasional amendments to the

adopted budget. Budget amendments have been made by the Treasurer in the following funds: Major Streets; Local Streets; and in the General Fund and these are included in your packet for tonight's meeting.

Approval for the Village Council to Move into Closed Session after agenda item XVIII ("Public Comment") to for the Purpose of Discussing the Village Manager's Annual Evaluation (*Requires a 2/3 Roll Call Vote*)

Per the Michigan Open Meetings Act, a municipal body may adjourn to closed session for the following permitted purposes:

- (1) To consider the dismissal, suspension, or disciplining of, or to hear complaints or charges brought against, or to consider a periodic personnel evaluation of, a public officer, employee, staff member, or individual agent, if the named person requests a closed hearing.
- (2) For strategy and negotiation sessions connected with the negotiation of a collective bargaining agreement if either negotiating party requests a closed hearing.
- (3) To consider the purchase or lease of real property up to the time an option to purchase or lease that real property is obtained.
- (4) To consult with its attorney regarding trial or settlement strategy in connection with specific pending litigation, but only if an open meeting would have a detrimental financial effect on the litigating or settlement position of the public body.
- (5) To review and consider the contents of an application for employment or appointment to a public office if the candidate requests that the application remain confidential. However, all interviews by a public body for employment or appointment to a public office shall be held in an open meeting pursuant to this act.
- (6) To consider material exempt from discussion or disclosure by state or federal statute.⁵² But note – a board is not permitted to go into closed session to discuss an attorney's oral opinion, as opposed to a written legal memorandum.

Per this Act, and with regard to the Manager's Evaluation, I have requested from the Village President, that my evaluation be discussed in closed session. Please find that I have also included in your packet an electronic copy of the Michigan Open Meetings handbook, for your reference.

ITEMS NOT ON THE AGENDA

- The Page Memorial Building will be closed on Thursday, November 25th and Friday, November 26th in observance of Thanksgiving.
- The CVTRS Report, which is required by the State of Michigan, has been completed by Munetrix and has been submitted to the state and has also been uploaded to the Village website via the Munetrix link on the home page. It has also been included in your packet.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'P. Reagan', with a long horizontal flourish extending to the right.

Patrick Reagan, Village Manager/ Clerk
Village of Lake Odessa



October 2021 Council Report



The Lake Odessa Police Department teamed up with our fire department on Halloween and provided donuts and cider to our community members. Five hundred donuts were ordered from Meyer Bakery! Ionia County Central Dispatch sounded off the sirens to signify the start and end time of trick-or-treating and we had no major incidents. October 2nd also marked Officer Boots two year work anniversary with the Village of Lake Odessa.

PUBLIC RELATIONS:

Officer Tollefson got an opportunity to visit and speak with students in Mrs. Erickson's class about what it is like being a police officer in our community. The students were able to check out our patrol vehicle and try on some of our duty gear.



Public Relations: DEA NATIONAL TAKEBACK EVENT



The Lake Odessa Police Department participated in the National Drug Enforcement Take Back Initiative on October 23, 2021. A staff member from the Ionia County Health Department was also present to pass out information about the health departments Drug Needle Collection Program. A total of 54 pounds of unwanted, unused, and expired medications were collected and turned over to the DEA for proper disposal.

TRAINING and EDUCATION

Officer Rader successfully completed Evidence Tech training which highlighted crime scene collection, processing, and safeguarding evidence. The training prepares officers for best practices for preserving, reconstructing, and reporting of evidence for case and court room success.

Chief Backing and Officer Tollefson attended the Fifth Annual Active Assailant conference which helps prepares public safety officials for mass violence. The conference is a crucial opportunity for officials to hear and learn from peers who have guided their communities through the aftermath of such tragedies.

Chief Backing attended training for the live introduction on the navigation and use of the Michigan State Police new Michigan Sex Offender Registry (MSOR) system. This system replaces the former system called OffenderWatch. The overview covered the responsibility of registering, verifying, and updating sex offender records.

LOPD Monthly Council Report
October 2021 Calls For Service:
68 Total Service Calls
04 Traffic Crashes
33 Traffic Stops
10 Traffic Citations Issued

10/31/21 19:02 9806 - CIVIL DISPUTE JORDAN LAKE ST
10/31/21 18:57 TRF
10/31/21 16:11 TRF
10/31/21 15:24 TRF
10/31/21 12:36 9909P – NON CRIMINAL
10/31/21 12:30 99091 - MED 1
10/31/21 12:21 99091 - MED 1 FOURTH
10/31/21 12:00 TRF
10/31/21 11:06 TRF
10/30/21 20:44 TRF
10/30/21 19:26 9807 - SUSPICIOUS FIRST ST
10/30/21 18:48 TRF
10/30/21 18:21 TRF
10/30/21 16:12 2600 - FRAUD FIFTH AVE
10/29/21 07:36 9909M - MENTAL SECOND ST
10/29/21 05:59 9908 - GENERAL
10/29/21 03:58 2201 - BURGLARY PEARL ST
10/28/21 20:37 9807 - SUSPICIOUS JORDAN LAKE AVE
10/28/21 09:12 9908 - GENERAL PEARL STREET
10/27/21 19:14 2300 - LARCENY EMERSON ST
10/27/21 15:57 2300 - LARCENY JORDAN LAKE
10/26/21 21:08 TRF
10/26/21 19:33 TRF
10/25/21 22:02 7000 - JUVENILE FOURTH ST
10/25/21 21:31 99091 - MED 1 JORDAN LAKE ST
10/25/21 15:45 99092 - MED 2
10/25/21 14:53 5701 - TRESPASSING 4TH AVENUE
10/24/21 20:16 9500 - FIRE ALL
10/24/21 19:11 9908 - GENERAL
10/24/21 15:29 TRF
10/24/21 12:59 TRF
10/24/21 11:41 9807 - SUSPICIOUS JORDAN LAKE AVE
10/24/21 08:12 99093 - MED 3
10/24/21 08:03 99091 - MED 1
10/23/21 22:52 9908 - GENERAL EMERSON ST
10/23/21 19:49 Assist Outside Agency
10/22/21 21:04 9806 - CIVIL DISPUTE FOURTH AVE
10/22/21 15:02 TRF -
10/22/21 13:54 TRF - JORDAN LAKE AVE
10/22/21 13:18 TRF -
10/22/21 10:30 9806 - CIVIL DISPUTE
10/22/21 03:42 9301A - PIA TRAFFIC
10/21/21 18:07 TRF
10/21/21 14:18 2300 - LARCENY
10/21/21 11:32 1100 - CSC EMERSON STREET
10/20/21 19:28 TRF
10/19/21 10:42 99091 - MED 1
10/19/21 08:49 9301B - PDA TRAFFIC
10/19/21 07:27 9807 - SUSPICIOUS JORDAN LAKE ST
10/18/21 17:57 99091 - MED 1
10/18/21 00:44 7000 - JUVENILE WASHINGTON BLVD
10/17/21 17:55 TRF
10/17/21 12:02 2900 - MDOP LAKEVIEW DR
10/17/21 10:29 9909P – NON CRIMINAL
10/17/21 08:09 2900 - MDOP EMERSON ST
10/17/21 06:08 99091 - MED 1
10/17/21 02:39 9301B - PDA TRAFFIC TUPPER LAKE RD S
10/16/21 21:24 2900 - MDOP TUPPER LAKE ST
10/16/21 18:02 TRF
10/16/21 17:48 TRF

10/16/21 10:50 9301B - PDA TRAFFIC JORDAN LAKE ST
10/15/21 20:19 TRF
10/15/21 15:45 9909M - MENTAL JORDAN LAKE AVE
10/13/21 20:44 9807 - SUSPICIOUS
10/13/21 15:30 9903 - MISSING THIRD AVE LO21-00891
10/13/21 00:23 7000 - JUVENILE 4TH ST
10/12/21 23:32 9909P - NON CRIMINAL
10/12/21 20:15 9807 - SUSPICIOUS JOHNSON ST
10/12/21 19:09 99091 - MED 1
10/12/21 17:45 TRF
10/12/21 14:01 99091 -MED 1
10/11/21 18:25 TRF
10/11/21 18:08 TRF
10/11/21 16:17 TRF
10/10/21 21:59 TRF
10/10/21 21:49 5402 - OWI/OUID FOURTH AVE
10/10/21 21:30 9500 - FIRE ALL
10/09/21 22:34 9807 - SUSPICIOUS
10/09/21 17:20 9903 - MISSING VELTE RD
10/09/21 10:07 5500 - HEALTH & 4TH AVE
10/08/21 13:53 5500 - HEALTH & FOURTH ST
10/08/21 08:49 9301B - PDA TRAFFIC JORDAN LAKE AVE
10/08/21 07:49 TRF
10/07/21 11:09 9807 - SUSPICIOUS
10/05/21 07:24 99093 - MED 3
10/04/21 19:41 9908 - GENERAL THIRD ST
10/04/21 12:57 99091 - MED 1
10/03/21 17:51 TRF
10/03/21 17:44 TRF
10/03/21 17:26 TRF
10/03/21 15:44 TRF
10/03/21 12:29 9908 - GENERAL W CLARKSVILLE RD LO21-00870 3906
10/03/21 10:56 TRF
10/03/21 09:19 TRF
10/03/21 02:41 99091 - MED 1
10/02/21 22:39 TRF
10/02/21 17:57 TRF
10/02/21 17:49 TRF
10/02/21 17:31 TRF
10/02/21 16:32 99093 - MED 3
10/02/21 15:43 TRF - JORDAN LAKE AVE
10/02/21 14:03 99091 - MED 1
10/02/21 11:41 99091 - MED 1
10/02/21 08:00 TRF - 6TH AVE
10/01/21 14:32 TRF
10/01/21 13:34 TRF
10/01/21 11:41 TRF
10/01/21 11:06 TRF

Department of Public Works

October 13th 2021 to November 10th 2021

Council Report

Parks & Beach

Ongoing mowing and mulching leaves. We winterized the beach and park restrooms, along with the beach irrigation. The dock was removed and smaller sections stored indoors. The snow fence was installed around the large sections that are stored on the beach. The sidewalks were edged again. We planted 6 white oak trees in the small park area along French Fry Lane, as well as 4 maples in the park.

Streets

We patched potholes as needed. Finished clearing brush along the edge of Lakeview right of way. We received another \$1,000 grant from Consumers Energy for tree planting. With this grant, we replaced 10 maple trees that we recently removed along the street right of ways.

Water

We winterized all 117 fire hydrants. 3 of us attended a water disinfections class in Muir.

DPW

The final brush collection of the season was October 18th. No brush piles will be collected until next April. Any brush needing disposed of prior to April will need to be bagged in compost bags. I have been handing out notices of no further collection as residents continue to place brush curbside. The sticks and limbs plug the 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 have been collecting leaf piles with the vac truck. The final day for loose leaf collection will be November 24th. Leaves must be raked to the curbside by 7:00 a.m. on the 24th. Any remaining leaves will need to be bagged after the 24th. Some summer equipment has been serviced and winterized. We prepped the salt truck and have it ready to go should we get snow soon. The Page Municipal building was power washed and windows cleaned. We excavated behind the DPW garage and installed the utilities for the addition, along with downspout drains. We then planted several arborvitaes to screen the garage and provide some needed shade during the summer months. We built a retaining wall along the east side of the new addition and rebuilt the driveway around the building. Most of the site restoration and construction has been completed. The overhead doors were installed. You may have noticed two of the doors' windows are different than the other three. This was a mistake made by the factory and they will be sending two replacement panels with the correct window sizes. We repaired the leaking roof on the old DPW old storage building again. This has become a twice a year repair. We will soon need to replace this roof. We installed a second heater in the old storage building.

Purchase Request

None at this time.

Additional Comments

As a reminder, the final brush collection has been completed and no loose brush piles will be picked up until April 2022. I will be handing out notices as residents continue to pile brush curbside.

Loose leaf collection by vacuum will be ongoing until November 24th. All leaves need to be curbside by 7:00 a.m. on the 24th. With diesel prices through the roof, we are averaging \$250 a day in fuel alone as we collect leaves. With that said, a final pass will be made on November 24th. If the leaves are not curbside by 7:00 a.m., they may not be collected with the vac truck. Any leaves after then must be bagged in order for us to pick them up.

A group of 25 high school students will be assisting in the final fall cleanup of the park on the 23rd.

Check Date	Bank	Check	Vendor	Vendor Name	Amount
Bank ARTS					
10/14/2021	ARTS	3200	KAREN	KAREN BANKS	29.95
10/14/2021	ARTS	3201	MISC	JIM ANDRESEN	20.00
10/14/2021	ARTS	3202	MISC	KAYLA DOWKER	20.00
10/14/2021	ARTS	3203	MISC	BOB ANDRESEN	20.00
10/14/2021	ARTS	3204	MISC	JANE SCHNEIDER	50.00
10/21/2021	ARTS	3205	MISC	SUNSHINE ARTIST	49.95
10/21/2021	ARTS	3206	VERIZON	VERIZON WIRELESS	49.56

ARTS TOTALS:

Total of 7 Checks:	239.46
Less 0 Void Checks:	0.00
Total of 7 Disbursements:	<u>239.46</u>

Bank DDA 6015 DOWNTOWN DEVELOPMENT AUTHORITY

10/07/2021	DDA	1182	CLORWELL	CLOWELL ELECTRICAL CONTRACTORS, LLC	1,627.00
10/13/2021	DDA	1183	DORNBROS	DORNBROS SIGN, INC.	231.10
10/22/2021	DDA	1184	SID'S FLOW	SID'S FLOWER SHOP	1,364.00

DDA TOTALS:

Total of 3 Checks:	3,222.10
Less 0 Void Checks:	0.00
Total of 3 Disbursements:	<u>3,222.10</u>

Bank GEN 1447 GENERAL FUND

10/07/2021	GEN	41683	014	VILLAGE OF LAKE ODESSA	1,438.68
10/07/2021	GEN	41684	CONSUMERS	CONSUMERS ENERGY	2,526.53
10/07/2021	GEN	41685	IT RIGHT	IT RIGHT	1,224.96
10/07/2021	GEN	41686	KDP	KDP RETIREMENT PLAN SVCS, INC	135.00
10/07/2021	GEN	41687	LAKWOOD	LAKWOOD NEWS	179.28
10/07/2021	GEN	41688	LES'S	LES'S SANITARY SERVICE	120.00
10/07/2021	GEN	41689	MMTA	MICHIGAN MUNICIPAL TREASURERS ASSOC	75.00
10/07/2021	GEN	41690	MUNICODE	MUNICODE	900.00
10/07/2021	GEN	41691	NAPA	NAPA OF IONIA	64.73 V
10/07/2021	GEN	41692	TRUE	VILLAGE TRUE VALUE LUMBER	3.98
10/07/2021	GEN	41693	VERIZON	VERIZON WIRELESS	152.49
10/07/2021	GEN	41694	VERNS	VERN'S REPAIR & SPORT	527.99
10/07/2021	GEN	41695	WEX	WEX BANK	1,091.89
10/14/2021	GEN	41696	BRYAN	BRYAN RADER	43.03
10/14/2021	GEN	41697	CALEDONIA	CALEDONIA FARMERS ELEVATOR	123.50
10/14/2021	GEN	41698	CARDMEMBER	CARDMEMBER SERVICE	851.11
10/14/2021	GEN	41699	CONSUMERS	CONSUMERS ENERGY	701.71
10/14/2021	GEN	41700	MILLER	MILLER JOHNSON	1,581.25
10/14/2021	GEN	41701	NAPA	NAPA OF IONIA	64.73 V
10/14/2021	GEN	41702	SBAM PLAN	THE SBAM PLAN	462.83
10/19/2021	GEN	41703	BLUE CROSS	BLUE CROSS BLUE SHIELD OF MICHIGAN	2,283.16
10/21/2021	GEN	41704	AMAZON	AMAZON CAPITAL SERVICES, INC.	188.75
10/21/2021	GEN	41705	MISC	ERIC TOLLEFSON	15.37
10/21/2021	GEN	41706	TRUE	VILLAGE TRUE VALUE LUMBER	19.87
10/21/2021	GEN	41707	VERIZON	VERIZON WIRELESS	390.26
10/21/2021	GEN	41708	WOW	WOW! BUSINESS	91.25
10/21/2021	GEN	41709	IONIA	IONIA COUNTY TREASURER	231.25
10/28/2021	GEN	41710	AMAZON	AMAZON CAPITAL SERVICES, INC.	25.90
10/28/2021	GEN	41711	NAPA	NAPA OF IONIA	6.84
10/28/2021	GEN	41712	SHARE	SHARE CORPORATION	257.27
10/28/2021	GEN	41713	SHMG	SHMG OCCUPATIONAL HEALTH	37.00
10/28/2021	GEN	41714	TRUE	VILLAGE TRUE VALUE LUMBER	62.62
10/28/2021	GEN	41715	WOW	WOW! BUSINESS	131.88

GEN TOTALS:

Total of 33 Checks:	16,010.11
Less 2 Void Checks:	129.46
Total of 31 Disbursements:	<u>15,880.65</u>

Bank HBOND 8181 GEN HIGHWAY BOND REDEMPTION

10/21/2021	HBOND	1024	MERCANTILE	MERCANTILE BANK	3,412.80
------------	-------	------	------------	-----------------	----------

HBOND TOTALS:

Total of 1 Checks:	3,412.80
Less 0 Void Checks:	0.00

Check Date	Bank	Check	Vendor	Vendor Name	Amount
Total of 1 Disbursements:					3,412.80
Bank HWY 6659 GENERAL HWY					
10/14/2021	HWY	2039	GEI	GEI CONSULTANTS	8,496.16
10/14/2021	HWY	2040	SBAM PLAN	THE SBAM PLAN	71.87
10/19/2021	HWY	2041	BLUE CROSS	BLUE CROSS BLUE SHIELD OF MICHIGAN	95.66
10/21/2021	HWY	2042	SDVGC	SDVGC INC.	12,559.42
HWY TOTALS:					
Total of 4 Checks:					21,223.11
Less 0 Void Checks:					0.00
Total of 4 Disbursements:					21,223.11
Bank LOC 6646 LOCAL STREETS					
10/07/2021	LOC	2306	CALEDONIA	CALEDONIA FARMERS ELEVATOR	78.29
10/07/2021	LOC	2307	HORROCKS	HORROCKS GARDEN CENTER	959.88
10/07/2021	LOC	2308	SUPERIOR	SUPERIOR ASPHALT, INC.	536.20
10/14/2021	LOC	2309	GEI	GEI CONSULTANTS	8,496.16
10/14/2021	LOC	2310	HIGH POINT	HIGH POINTE TREE SERVICE	1,000.00
10/14/2021	LOC	2311	SBAM PLAN	THE SBAM PLAN	10.52
10/19/2021	LOC	2312	BLUE CROSS	BLUE CROSS BLUE SHIELD OF MICHIGAN	27.37
10/21/2021	LOC	2313	SDVGC	SDVGC INC.	13,157.48
LOC TOTALS:					
Total of 8 Checks:					24,265.90
Less 0 Void Checks:					0.00
Total of 8 Disbursements:					24,265.90
Bank MAJ 6633 MAJOR STREETS					
10/07/2021	MAJ	2375	HORROCKS	HORROCKS GARDEN CENTER	959.88 V
10/07/2021	MAJ	2376	SUPERIOR	SUPERIOR ASPHALT, INC.	536.20 V
10/07/2021	MAJ	2377	HORROCKS	HORROCKS GARDEN CENTER	959.88
10/07/2021	MAJ	2378	SUPERIOR	SUPERIOR ASPHALT, INC.	536.20
10/14/2021	MAJ	2379	DORNBROS	DORNBROS SIGN, INC.	195.69
10/14/2021	MAJ	2380	GEI	GEI CONSULTANTS	11,328.22
10/14/2021	MAJ	2381	HIGH POINT	HIGH POINTE TREE SERVICE	600.00
10/14/2021	MAJ	2382	MISC	PK CONTRACTING	1,990.66
10/14/2021	MAJ	2383	SBAM PLAN	THE SBAM PLAN	10.83
10/19/2021	MAJ	2384	BLUE CROSS	BLUE CROSS BLUE SHIELD OF MICHIGAN	48.30
10/21/2021	MAJ	2385	SDVGC	SDVGC INC.	15,549.75
MAJ TOTALS:					
Total of 11 Checks:					32,715.61
Less 2 Void Checks:					1,496.08
Total of 9 Disbursements:					31,219.53
Bank PR VI 1498 PAYROLL					
10/01/2021	PR VI	21(E)	AMERICAN F	AMERICAN FUNDS	187.50
PR VI TOTALS:					
Total of 1 Checks:					187.50
Less 0 Void Checks:					0.00
Total of 1 Disbursements:					187.50
Bank WATER 6620 WATER					
10/07/2021	WATER	5302	BADGER	BADGER METER	752.05
10/07/2021	WATER	5303	H2O	H2O COMPLIANCE SERVICES INC.	150.00
10/07/2021	WATER	5304	HSV	HSV REDI-MIX	70.56
10/07/2021	WATER	5305	IT RIGHT	IT RIGHT	167.04
10/07/2021	WATER	5306	KCI	KCI	303.82
10/07/2021	WATER	5307	KDP	KDP RETIREMENT PLAN SVCS, INC	135.00
10/07/2021	WATER	5308	VERIZON	VERIZON WIRELESS	36.29
10/07/2021	WATER	5309	WEX	WEX BANK	344.04
10/13/2021	WATER	5310	AMAZON	AMAZON CAPITAL SERVICES, INC.	206.55
10/13/2021	WATER	5311	AT&T	AT&T	87.91
10/13/2021	WATER	5312	CARDMEMBER	CARDMEMBER SERVICE	208.00
10/13/2021	WATER	5313	CONSUMERS	CONSUMERS ENERGY	651.97

Check Date	Bank	Check	Vendor	Vendor Name	Amount
10/13/2021	WATER	5314	GEI	GEI CONSULTANTS	28,320.56
10/13/2021	WATER	5315	HIGH POINT	HIGH POINTE TREE SERVICE	2,500.00
10/13/2021	WATER	5316	SBAM PLAN	THE SBAM PLAN	283.54
10/13/2021	WATER	5317	STATE OF M	STATE OF MICHIGAN	32.00
10/19/2021	WATER	5318	BLUE CROSS	BLUE CROSS BLUE SHIELD OF MICHIGAN	5,548.23
10/21/2021	WATER	5319	AMAZON	AMAZON CAPITAL SERVICES, INC.	138.87
10/21/2021	WATER	5320	HSV	HSV REDI-MIX	143.64
10/21/2021	WATER	5321	SDVGC	SDVGC INC.	18,540.09
10/21/2021	WATER	5322	STOWELL	STOWELL BUILDERS LLC	15,093.00
10/21/2021	WATER	5323	VERIZON	VERIZON WIRELESS	138.68
10/28/2021	WATER	5324	AMAZON	AMAZON CAPITAL SERVICES, INC.	485.22
10/28/2021	WATER	5325	FERGUSON	FERGUSON WATERWORKS	1,420.00
10/28/2021	WATER	5326	LITES	LITES PLUS, INC.	238.00
10/28/2021	WATER	5327	SHARE	SHARE CORPORATION	142.27
10/28/2021	WATER	5328	STATE OF M	STATE OF MICHIGAN	324.00
10/28/2021	WATER	5329	WOW	WOW! BUSINESS	65.93

WATER TOTALS:

Total of 28 Checks:	76,527.26
Less 0 Void Checks:	0.00
Total of 28 Disbursements:	76,527.26

Bank WBOND 8194 WATER BOND REDEMPTION

10/21/2021	WBOND	1024	MERCANTILE	MERCANTILE BANK	1,402.20
------------	-------	------	------------	-----------------	----------

WBOND TOTALS:

Total of 1 Checks:	1,402.20
Less 0 Void Checks:	0.00
Total of 1 Disbursements:	1,402.20

REPORT TOTALS:

Total of 97 Checks:	179,206.05
Less 4 Void Checks:	1,625.54
Total of 93 Disbursements:	177,580.51

User: KATHY

DB: Lake Odessa Vill

PERIOD ENDING 10/31/2021

GL NUMBER	DESCRIPTION	2021-22	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BGDG
		AMENDED BUDGET	10/31/2021	MONTH 10/31/2021	BALANCE	
			NORMAL (ABNORMAL)	INCREASE (DECREASE)	NORMAL (ABNORMAL)	REMAIN
Fund 101 - GENERAL FUND						
Revenues						
Dept 000 - BALANCE SHEET / GENERAL						
101-000-402.000	CURRENT REAL PROPERTY TAXES	430,000.00	447,813.16	0.00	(17,813.16)	(4.14)
101-000-410.000	CURRENT PERSONAL PROPERTY TAX	45,600.00	29,492.78	35.95	16,107.22	35.32
101-000-412.000	DELINQUENT REAL PROPERTY TAX	40,000.00	27,281.85	27,281.85	12,718.15	31.80
101-000-428.000	MANUFACTURED HOUSING FEES	600.00	344.50	43.00	255.50	42.58
101-000-441.000	LOCAL COMMUNITY STABILIZATION SHARE TAX	40,000.00	80,524.03	47,211.18	(40,524.03)	(101.31)
101-000-445.000	PENALTIES & INTEREST ON TAXES	50.00	6.06	2.80	43.94	87.88
101-000-447.000	PROPERTY TAX ADMINISTRATION FEE	7,500.00	7,346.90	418.77	153.10	2.04
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	450.00	50.00	(150.00)	(50.00)
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	135,833.00	36,964.00	46,892.00	25.66
101-000-576.000	EVIP PMTS	46,754.00	31,326.00	7,948.00	15,428.00	33.00
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	0.00	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	2,773.03	454.37	(773.03)	(38.65)
101-000-665.000	INTEREST	1,500.00	704.95	85.99	795.05	53.00
101-000-670.000	RENTS-BUILDINGS-LAND	4,000.00	2,525.00	225.00	1,475.00	36.88
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	3,238.23	3,198.23	(1,938.23)	(149.09)
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	3,045.42	300.00	4,454.58	59.39
101-000-695.010	MISC REVENUE-POLICE	2,500.00	449.91	51.00	2,050.09	82.00
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	794,104.98	124,270.14	1,288,274.02	61.87
TOTAL REVENUES		2,082,379.00	794,104.98	124,270.14	1,288,274.02	61.87
Expenditures						
Dept 101 - GOVERNING BODY						
101-101-702.708	TRUSTEE MEETING FEES	8,500.00	5,212.50	525.00	3,287.50	38.68
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	398.77	40.18	1,301.23	76.54
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	0.00	1,544.10	61.76
101-101-740.000	POSTAGE	1,500.00	(139.28)	0.00	1,639.28	109.29
101-101-801.000	CONTRACTED SERVICES	38,000.00	19,776.12	3,456.36	18,223.88	47.96
101-101-815.000	DUES & MEMBERSHIPS	3,200.00	2,080.99	0.00	1,119.01	34.97
101-101-816.000	EDUCATION & TRAINING	1,500.00	3,317.75	408.75	(1,817.75)	(121.18)
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	652.24	199.50	47.76	6.82
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	437.80	231.25	1,062.20	70.81

PERIOD ENDING 10/31/2021

GL NUMBER	DESCRIPTION	2021-22	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT
		AMENDED BUDGET	10/31/2021	MONTH 10/31/2021	BALANCE	
			NORMAL (ABNORMAL)	INCREASE (DECREASE)	NORMAL (ABNORMAL)	REMAIN
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
Total Dept 101 - GOVERNING BODY		97,305.00	39,533.62	4,861.04	57,771.38	59.37
Dept 172 - MANAGERS						
101-172-702.001	DEPT HEAD WAGES	30,088.00	20,375.26	2,246.21	9,712.74	32.28
101-172-710.000	EMPLOYER FICA	2,600.00	1,508.91	167.50	1,091.09	41.97
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	2,461.04	307.63	1,338.96	35.24
101-172-713.000	DENTAL INSURANCE EXPENSE	380.00	214.96	26.87	165.04	43.43
101-172-714.000	OPTICAL PLAN EXPENSE	45.00	19.12	2.39	25.88	57.51
101-172-716.000	WELLNESS PROGRAM	90.00	0.00	0.00	90.00	100.00
101-172-720.000	DISABILITY INSURANCE	450.00	303.02	37.75	146.98	32.66
101-172-721.000	LIFE INSURANCE EXPENSE	130.00	65.20	8.15	64.80	49.85
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	3,573.75	707.50	(2,073.75)	(138.25)
101-172-850.000	COMMUNICATION EXPENSE	1,200.00	677.08	85.85	522.92	43.58
Total Dept 172 - MANAGERS		46,283.00	29,876.34	3,589.85	16,406.66	35.45
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)	0.00	620.13	155.03
101-265-850.000	COMMUNICATION EXPENSE	1,200.00	699.90	88.15	500.10	41.68
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
Total Dept 265 - PAGE MEMORIAL BUILDING		31,400.00	4,112.13	88.15	27,287.87	86.90
Dept 301 - POLICE						
101-301-702.001	DEPARTMENT HEAD WAGES	63,245.00	43,710.48	4,861.68	19,534.52	30.89
101-301-702.704	FULL TIME WAGES	139,000.00	94,732.63	10,732.16	44,267.37	31.85
101-301-702.705	OVER TIME WAGES	7,000.00	4,125.09	133.32	2,874.91	41.07
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	11,190.24	1,178.34	8,009.76	41.72
101-301-711.000	EMPLOYERS SHARE OF PENSION	23,000.00	14,256.79	1,572.71	8,743.21	38.01
101-301-712.000	HEALTH INSURANCE EXPENSE	16,500.00	9,835.01	631.59	6,664.99	40.39
101-301-713.000	DENTAL INSURANCE EXPENSE	1,900.00	1,049.67	131.21	850.33	44.75
101-301-714.000	OPTICAL PLAN EXPENSE	350.00	164.64	20.58	185.36	52.96

PERIOD ENDING 10/31/2021

GL NUMBER	DESCRIPTION	2021-22	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT
		AMENDED BUDGET	10/31/2021	MONTH 10/31/2021	BALANCE	
			NORMAL (ABNORMAL)	INCREASE (DECREASE)	NORMAL (ABNORMAL)	REMAIN
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	1,931.64	239.51	918.36	32.22
101-301-721.000	LIFE INSURANCE EXPENSE	1,000.00	617.92	77.24	382.08	38.21
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	128.95	58.40	371.05	74.21
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	982.57	612.48	517.43	34.50
101-301-728.000	SUPPLIES	3,500.00	1,450.10	0.00	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	0.00	966.20	48.31
101-301-751.000	GASOLINE PURCHASES	4,500.00	4,513.04	570.77	(13.04)	(0.29)
101-301-801.000	CONTRACTED SERVICES	5,500.00	4,600.85	948.75	899.15	16.35
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	2,832.82	395.00	1,167.18	29.18
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	3,374.83	393.45	1,775.17	34.47
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	0.00	1,331.00	88.73
101-301-931.004	MAINTENANCE/REPAIR-VEHICLE	5,000.00	485.07	10.00	4,514.93	90.30
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	220,375.58	22,567.19	126,964.42	36.55
Dept 441 - PUBLIC WORKS						
101-441-702.001	DEPT HEAD WAGES	18,963.00	13,048.71	1,451.45	5,914.29	31.19
101-441-702.704	FULL TIME WAGES	43,260.00	29,324.00	3,280.00	13,936.00	32.21
101-441-702.705	OVER TIME WAGES	1,600.00	1,552.88	123.00	47.12	2.94
101-441-702.706	PART TIME WAGES	8,000.00	7,712.16	664.20	287.84	3.60
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	4,759.59	422.18	2,940.41	38.19
101-441-711.000	EMPLOYERS SHARE OF PENSION	8,730.00	5,798.73	617.18	2,931.27	33.58
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	297.04	37.13	1,652.96	84.77
101-441-714.000	OPTICAL PLAN EXPENSE	260.00	25.12	3.14	234.88	90.34
101-441-720.000	DISABILITY INSURANCE	1,100.00	607.72	75.64	492.28	44.75
101-441-721.000	LIFE INSURANCE EXPENSE	330.00	196.32	24.54	133.68	40.51
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	344.76	23.85	3,655.24	91.38
101-441-741.000	MEDICAL & PHYSICALS	300.00	37.00	37.00	263.00	87.67
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	3,687.59	521.12	1,312.41	26.25
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	0.00	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	951.77	36.29	448.23	32.02
101-441-890.000	MAY CLEAN UP	3,500.00	2,987.00	0.00	513.00	14.66

PERIOD ENDING 10/31/2021

GL NUMBER	DESCRIPTION	2021-22	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT REMAIN
		AMENDED BUDGET	10/31/2021 NORMAL (ABNORMAL)	MONTH 10/31/2021 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 101 - GENERAL FUND						
Expenditures						
101-441-920.000	GAS AND ELECTRIC	3,500.00	1,120.05	107.38	2,379.95	68.00
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	2,383.48	48.53	3,616.52	60.28
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	0.00	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	480.00	120.00	320.00	40.00
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	810.81	283.17	689.19	45.95
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	0.00	0.00	0.00
Total Dept 441 - PUBLIC WORKS		269,793.00	216,948.32	7,875.80	52,844.68	19.59
Dept 448 - PUBLIC UTILITIES-STREET LIGHTING						
101-448-924.000	STREET LIGHT EXPENSE	33,000.00	22,087.08	2,774.71	10,912.92	33.07
Total Dept 448 - PUBLIC UTILITIES-STREET LIGHTING		33,000.00	22,087.08	2,774.71	10,912.92	33.07
Dept 536 - WATER/SEWER						
101-536-938.000	SEWER EXPENSE	3,200.00	2,110.50	699.66	1,089.50	34.05
101-536-939.000	WATER EXPENSE	1,600.00	1,253.66	575.61	346.34	21.65
Total Dept 536 - WATER/SEWER		4,800.00	3,364.16	1,275.27	1,435.84	29.91
Dept 722 - ZONING						
101-722-702.706	PART TIME WAGES	6,862.00	4,631.78	515.20	2,230.22	32.50
101-722-710.000	EMPLOYER FICA	650.00	354.33	39.41	295.67	45.49
101-722-725.000	MEALS & MILEAGE	350.00	0.00	0.00	350.00	100.00
101-722-850.000	COMMUNICATION EXPENSE	0.00	179.28	179.28	(179.28)	0.00
Total Dept 722 - ZONING		7,862.00	5,165.39	733.89	2,696.61	34.30
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	1,407.44	188.75	892.56	38.81
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	2,478.10	346.15	1,521.90	38.05
101-751-931.001	MAINTENANCE/REPAIR-BUILDING	2,000.00	1,330.21	38.24	669.79	33.49
101-751-931.002	MAINTENANCE/REPAIR-EQUIPMENT	1,500.00	1,536.59	527.99	(36.59)	(2.44)
101-751-931.003	MAINTENANCE-LANDSCAPING & GROUNDS	5,000.00	5,657.52	147.88	(657.52)	(13.15)
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	13,274.36	1,249.01	1,238,785.64	98.94

PERIOD ENDING 10/31/2021

GL NUMBER	DESCRIPTION	2021-22	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT
		AMENDED BUDGET	10/31/2021	MONTH 10/31/2021	BALANCE	
			NORMAL (ABNORMAL)	INCREASE (DECREASE)	NORMAL (ABNORMAL)	REMAIN
Fund 101 - GENERAL FUND						
Expenditures						
TOTAL EXPENDITURES		2,091,843.00	556,736.98	45,014.91	1,535,106.02	73.39
Fund 101 - GENERAL FUND:						
TOTAL REVENUES		2,082,379.00	794,104.98	124,270.14	1,288,274.02	61.87
TOTAL EXPENDITURES		2,091,843.00	556,736.98	45,014.91	1,535,106.02	73.39
NET OF REVENUES & EXPENDITURES		(9,464.00)	237,368.00	79,255.23	(246,832.00)	2,408.11

PERIOD ENDING 10/31/2021

GL NUMBER	DESCRIPTION	2021-22	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BGD REMAIN
		AMENDED BUDGET	10/31/2021 NORMAL (ABNORMAL)	MONTH 10/31/2021 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 202 - MAJOR STREET FUND						
Revenues						
Dept 000 - BALANCE SHEET / GENERAL						
202-000-575.000	ACT 51 / STREETS	207,000.00	141,370.00	0.00	65,630.00	31.71
202-000-665.000	INTEREST	3,500.00	1,331.29	11.28	2,168.71	61.96
Total Dept 000 - BALANCE SHEET / GENERAL		210,500.00	142,701.29	11.28	67,798.71	32.21
TOTAL REVENUES		210,500.00	142,701.29	11.28	67,798.71	32.21
Expenditures						
Dept 449 - STREET DEPT (ACT 51)						
202-449-702.001	DEPT HEAD WAGES	3,610.00	2,498.64	277.30	1,111.36	30.79
202-449-710.000	EMPLOYER FICA	350.00	186.27	20.67	163.73	46.78
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	378.21	47.26	621.79	62.18
202-449-731.000	COLD/HOT PATCH	600.00	536.20	536.20	63.80	10.63
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	4,350.00	600.00	650.00	13.00
202-449-863.000	STREET STRIPING	2,500.00	1,990.66	1,990.66	509.34	20.37
202-449-865.000	STREET SIGNS	800.00	1,377.69	195.69	(577.69)	(72.21)
202-449-867.000	STREET REPAIRS	5,000.00	0.00	(12,297.41)	5,000.00	100.00
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	2,120.18	959.88	(620.18)	(41.35)
202-449-988.001	CIP - IONIA, PEARL, PLEASANT, EMERSON	377,000.00	293,469.29	39,175.38	83,530.71	22.16
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	306,907.14	31,505.63	134,802.86	30.52
Dept 450 - MAINTENANCE / CONSTRUCTION						
202-450-702.001	MAINTENANCE WAGES	3,520.00	2,416.40	268.79	1,103.60	31.35
202-450-710.000	MAINTENANCE EMPLOYER FICA	360.00	184.85	20.56	175.15	48.65
202-450-711.000	MAINTENANCE ER SHARE OF PENSION	360.00	359.27	38.98	0.73	0.20
202-450-712.002	MAINTENANCE BENEFITS	155.00	95.19	11.87	59.81	38.59
Total Dept 450 - MAINTENANCE / CONSTRUCTION		4,395.00	3,055.71	340.20	1,339.29	30.47
Dept 869 - SNOW REMOVAL						
202-869-702.001	SNOW REMOVAL WAGES	3,500.00	89.64	0.00	3,410.36	97.44
202-869-710.000	SNOW REMOVAL EMPLOYER FICA	350.00	6.42	0.00	343.58	98.17
202-869-711.000	SNOW REMOVAL SHARE OF PENSION	400.00	8.96	0.00	391.04	97.76
Total Dept 869 - SNOW REMOVAL		4,250.00	105.02	0.00	4,144.98	97.53
TOTAL EXPENDITURES		450,355.00	310,067.87	31,845.83	140,287.13	31.15
Fund 202 - MAJOR STREET FUND:						
TOTAL REVENUES		210,500.00	142,701.29	11.28	67,798.71	32.21
TOTAL EXPENDITURES		450,355.00	310,067.87	31,845.83	140,287.13	31.15
NET OF REVENUES & EXPENDITURES		(239,855.00)	(167,366.58)	(31,834.55)	(72,488.42)	30.22

11/11/2021 02:38 PM
User: KATHY
DB: Lake Odessa Vill

REVENUE AND EXPENDITURE REPORT FOR LAKE ODESSA VILLAGE

PERIOD ENDING 10/31/2021

GL NUMBER	DESCRIPTION	2021-22	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDT
		AMENDED BUDGET	10/31/2021	MONTH 10/31/2021	BALANCE	
			NORMAL (ABNORMAL)	INCREASE (DECREASE)	NORMAL (ABNORMAL)	REMAIN

PERIOD ENDING 10/31/2021

GL NUMBER	DESCRIPTION	2021-22	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT
		AMENDED BUDGET	10/31/2021	MONTH 10/31/2021	BALANCE	
			NORMAL (ABNORMAL)	INCREASE (DECREASE)	NORMAL (ABNORMAL)	REMAIN
Fund 203 - LOCAL STREET FUND						
Revenues						
Dept 000 - BALANCE SHEET / GENERAL						
203-000-575.000	ACT 51 / STREETS	72,000.00	47,123.34	0.00	24,876.66	34.55
203-000-665.000	INTEREST	1,100.00	740.64	43.13	359.36	32.67
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	86,493.97	43.13	46,606.03	35.02
TOTAL REVENUES		133,100.00	86,493.97	43.13	46,606.03	35.02
Expenditures						
Dept 449 - STREET DEPT (ACT 51)						
203-449-702.001	DEPT HEAD WAGES	1,700.00	999.47	110.95	700.53	41.21
203-449-710.000	EMPLOYER FICA	200.00	74.49	8.29	125.51	62.76
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	151.16	18.89	648.84	81.11
203-449-731.000	COLD/HOT PATCH	1,000.00	536.20	536.20	463.80	46.38
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	6,750.00	1,000.00	(1,750.00)	(35.00)
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	0.00	(9,223.06)	5,000.00	100.00
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	1,840.92	1,038.17	(840.92)	(84.09)
203-449-988.001	CIP - IONIA, PEARL, PLEASANT, EMERSON	300,000.00	245,266.16	30,876.70	54,733.84	18.24
Total Dept 449 - STREET DEPT (ACT 51)		328,900.00	256,563.40	24,366.14	72,336.60	21.99
Dept 450 - MAINTENANCE / CONSTRUCTION						
203-450-702.001	MAINTENANCE WAGES	5,670.00	3,866.29	430.09	1,803.71	31.81
203-450-710.000	MAINTENANCE EMPLOYER FICA	515.00	295.82	32.92	219.18	42.56
203-450-711.000	MAINTENANCE ER SHARE OF PENSION	615.00	574.77	62.36	40.23	6.54
203-450-712.002	MAINTENANCE BENEFITS	205.00	152.34	19.00	52.66	25.69
Total Dept 450 - MAINTENANCE / CONSTRUCTION		7,005.00	4,889.22	544.37	2,115.78	30.20
Dept 869 - SNOW REMOVAL						
203-869-702.001	SNOW REMOVAL WAGES	3,500.00	22.41	0.00	3,477.59	99.36
203-869-710.000	SNOW REMOVAL FICA	350.00	1.60	0.00	348.40	99.54
203-869-711.000	SNOW REMOVAL SHARE OF PENSION	400.00	2.24	0.00	397.76	99.44
Total Dept 869 - SNOW REMOVAL		4,250.00	26.25	0.00	4,223.75	99.38
TOTAL EXPENDITURES		340,155.00	261,478.87	24,910.51	78,676.13	23.13
Fund 203 - LOCAL STREET FUND:						
TOTAL REVENUES		133,100.00	86,493.97	43.13	46,606.03	35.02

REVENUE AND EXPENDITURE REPORT FOR LAKE ODESSA VILLAGE

PERIOD ENDING 10/31/2021

GL NUMBER	DESCRIPTION	2021-22	YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BDGT
		AMENDED BUDGET	10/31/2021	MONTH	10/31/2021	NORMAL	(ABNORMAL)	
			NORMAL (ABNORMAL)	INCREASE	(DECREASE)			
Fund 203 - LOCAL STREET FUND								
TOTAL EXPENDITURES		340,155.00	261,478.87	24,910.51		78,676.13		23.13
NET OF REVENUES & EXPENDITURES		(207,055.00)	(174,984.90)	(24,867.38)		(32,070.10)		15.49

PERIOD ENDING 10/31/2021

GL NUMBER	DESCRIPTION	2021-22	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT REMAIN
		AMENDED BUDGET	10/31/2021 NORMAL (ABNORMAL)	MONTH 10/31/2021 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 204 - GENERAL HWY						
Revenues						
Dept 000 - BALANCE SHEET / GENERAL						
204-000-402.000	CURRENT REAL PROPERTY TAXES	191,000.00	200,689.20	0.00	(9,689.20)	(5.07)
204-000-410.000	CURRENT PERSONAL PROPERTY TAX	14,000.00	13,217.41	16.11	782.59	5.59
204-000-412.000	DELINQUENT REAL PROPERTY TAX	12,000.00	12,226.39	12,226.39	(226.39)	(1.89)
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	1.06	0.32	3.94	78.80
204-000-665.000	INTEREST	2,400.00	1,655.41	11.59	744.59	31.02
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	249,998.04	12,254.41	44,406.96	15.08
TOTAL REVENUES		294,405.00	249,998.04	12,254.41	44,406.96	15.08
Expenditures						
Dept 446 - HIGHWAYS, STREETS (NOT ACT 51)						
204-446-702.001	ADMINISTRATION WAGES	9,330.00	5,746.81	637.78	3,583.19	38.41
204-446-710.000	ADMINISTRATION FICA	870.00	428.42	47.54	441.58	50.76
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	869.81	108.69	460.19	34.60
204-446-867.000	STREET REPAIRS	5,000.00	0.00	(9,223.05)	5,000.00	100.00
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	235,669.87	30,278.63	71,330.13	23.23
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	6,525.00	2,970.00	0.00	0.00
204-446-995.987	CAP IMPROVE BOND I INTEREST	962.00	961.20	442.80	0.80	0.08
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	369,218.99	25,262.39	98,384.01	21.04
Dept 450 - MAINTENANCE / CONSTRUCTION						
204-450-702.001	STREET ADMIN SALARY	21,000.00	14,498.67	1,612.73	6,501.33	30.96
204-450-710.000	STREET ADMIN FICA	2,050.00	1,109.21	123.38	940.79	45.89
204-450-711.000	EMPLOYERS SHARE OF PENSION	2,255.00	2,155.33	233.84	99.67	4.42
204-450-712.002	STREET ADMIN BENEFITS	720.00	473.21	58.84	246.79	34.28
Total Dept 450 - MAINTENANCE / CONSTRUCTION		26,025.00	18,236.42	2,028.79	7,788.58	29.93
TOTAL EXPENDITURES		493,628.00	387,455.41	27,291.18	106,172.59	21.51
Fund 204 - GENERAL HWY:						
TOTAL REVENUES		294,405.00	249,998.04	12,254.41	44,406.96	15.08
TOTAL EXPENDITURES		493,628.00	387,455.41	27,291.18	106,172.59	21.51
NET OF REVENUES & EXPENDITURES		(199,223.00)	(137,457.37)	(15,036.77)	(61,765.63)	31.00

REVENUE AND EXPENDITURE REPORT FOR LAKE ODESSA VILLAGE
 PERIOD ENDING 10/31/2021

GL NUMBER	DESCRIPTION	2021-22	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BGD REMAIN
		AMENDED BUDGET	10/31/2021 NORMAL (ABNORMAL)	MONTH 10/31/2021 INCREASE (DECREASE)	BALANCE 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	49.57	2.71	10.43	17.38
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	49.57	2.71	31,010.43	99.84
TOTAL REVENUES		31,060.00	49.57	2.71	31,010.43	99.84
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	645.36	231.10	1,354.64	67.73
248-275-881.000	ADVERTISING	200.00	500.00	0.00	(300.00)	(150.00)
248-275-967.000	BEAUTIFICATION	51,200.00	35,621.65	1,627.00	15,578.35	30.43
248-275-967.002	CHRISTMAS DECORATIONS	2,600.00	1,364.00	1,364.00	1,236.00	47.54
Total Dept 275 - DDA		62,025.00	38,179.73	3,222.10	23,845.27	38.44
TOTAL EXPENDITURES		62,025.00	38,179.73	3,222.10	23,845.27	38.44
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:						
TOTAL REVENUES		31,060.00	49.57	2.71	31,010.43	99.84
TOTAL EXPENDITURES		62,025.00	38,179.73	3,222.10	23,845.27	38.44
NET OF REVENUES & EXPENDITURES		(30,965.00)	(38,130.16)	(3,219.39)	7,165.16	(23.14)

PERIOD ENDING 10/31/2021

GL NUMBER	DESCRIPTION	2021-22	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT REMAIN
		AMENDED BUDGET	10/31/2021 NORMAL (ABNORMAL)	MONTH 10/31/2021 INCREASE (DECREASE)	BALANCE 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	0.00	315.00	15.75
290-000-401.290	ART IN THE PARK REVENUE	3,000.00	1,740.00	0.00	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	1,470.00	32.00	(1,470.00)	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	0.00	(697.03)	0.00
Total Dept 000 - BALANCE SHEET / GENERAL		13,850.00	14,347.03	32.00	(497.03)	(3.59)
TOTAL REVENUES		13,850.00	14,347.03	32.00	(497.03)	(3.59)
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	380.00	110.00	(320.00)	(533.33)
290-752-728.000	SUPPLIES	400.00	2,115.24	0.00	(1,715.24)	(428.81)
290-752-740.000	POSTAGE	100.00	183.28	0.00	(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	429.70	49.56	195.30	31.25
290-752-881.000	ADVERTISING	6,000.00	6,733.26	49.95	(733.26)	(12.22)
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	1,250.00	0.00	(400.00)	(47.06)
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	2,524.80	29.95	(24.80)	(0.99)
Total Dept 752 - ARTS		13,560.00	17,258.94	239.46	(3,698.94)	(27.28)
TOTAL EXPENDITURES		13,560.00	17,258.94	239.46	(3,698.94)	(27.28)
Fund 290 - ARTS:						
TOTAL REVENUES		13,850.00	14,347.03	32.00	(497.03)	(3.59)
TOTAL EXPENDITURES		13,560.00	17,258.94	239.46	(3,698.94)	(27.28)
NET OF REVENUES & EXPENDITURES		290.00	(2,911.91)	(207.46)	3,201.91	(904.11)

PERIOD ENDING 10/31/2021

GL NUMBER	DESCRIPTION	2021-22	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT
		AMENDED BUDGET	10/31/2021	MONTH 10/31/2021	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	3.53	0.27	1.47	29.40
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	3.53	0.27	3,026.47	99.88
TOTAL REVENUES		3,030.00	3.53	0.27	3,026.47	99.88
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	3.53	0.27	3,026.47	99.88
TOTAL EXPENDITURES		3,270.00	0.00	0.00	3,270.00	100.00
NET OF REVENUES & EXPENDITURES		(240.00)	3.53	0.27	(243.53)	98.53

PERIOD ENDING 10/31/2021

GL NUMBER	DESCRIPTION	2021-22	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT
		AMENDED BUDGET	10/31/2021	MONTH 10/31/2021	BALANCE	
			NORMAL (ABNORMAL)	INCREASE (DECREASE)	NORMAL (ABNORMAL)	REMAIN
Fund 590 - SEWER FUND						
Revenues						
Dept 000 - BALANCE SHEET / GENERAL						
590-000-590.603	SEWER NSF REVENUE	0.00	140.00	35.00	(140.00)	0.00
590-000-614.000	SEWER REVENUE	0.00	1,454,362.86	197,469.93	(1,454,362.86)	0.00
590-000-615.000	SEWER PENALTIES	0.00	9,926.54	172.42	(9,926.54)	0.00
590-000-619.000	LAB TESTING REVENUE	0.00	120.00	40.00	(120.00)	0.00
Total Dept 000 - BALANCE SHEET / GENERAL		0.00	1,464,549.40	197,717.35	(1,464,549.40)	0.00
TOTAL REVENUES		0.00	1,464,549.40	197,717.35	(1,464,549.40)	0.00
Fund 590 - SEWER FUND:						
TOTAL REVENUES		0.00	1,464,549.40	197,717.35	(1,464,549.40)	0.00
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	100.00
NET OF REVENUES & EXPENDITURES		0.00	1,464,549.40	197,717.35	(1,464,549.40)	0.00

User: KATHY

DB: Lake Odessa Vill

PERIOD ENDING 10/31/2021

GL NUMBER	DESCRIPTION	2021-22	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BGD REMAIN
		AMENDED BUDGET	10/31/2021 NORMAL (ABNORMAL)	MONTH 10/31/2021 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 591 - WATER FUND						
Revenues						
Dept 000 - BALANCE SHEET / GENERAL						
591-000-402.591	WATER REVENUE	960,000.00	660,489.12	89,474.63	299,510.88	31.20
591-000-445.000	PENALTIES & INTEREST	5,500.00	3,885.71	138.41	1,614.29	29.35
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	730.94	90.00	469.06	39.09
591-000-609.000	FINAL READ INCOME	500.00	260.00	40.00	240.00	48.00
591-000-665.000	INTEREST	5,000.00	3,321.42	87.07	1,678.58	33.57
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	0.00	(5,488.96)	(109.78)
Total Dept 000 - BALANCE SHEET / GENERAL		982,950.00	679,176.15	89,830.11	303,773.85	30.90
TOTAL REVENUES		982,950.00	679,176.15	89,830.11	303,773.85	30.90
Expenditures						
Dept 536 - WATER/SEWER						
591-536-702.001	DEPT HEAD WAGES	49,750.00	34,986.95	3,886.60	14,763.05	29.67
591-536-702.704	FULL TIME WAGES	152,000.00	95,274.80	11,534.65	56,725.20	37.32
591-536-702.705	OVER TIME WAGES	2,500.00	2,824.46	276.80	(324.46)	(12.98)
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	9,733.52	1,124.14	10,266.48	51.33
591-536-711.000	EMPLOYERS SHARE OF PENSION	22,000.00	11,159.68	(1,783.12)	10,840.32	49.27
591-536-712.000	HEALTH INSURANCE EXPENSE	34,000.00	32,420.77	2,915.62	1,579.23	4.64
591-536-712.002	ADMIN BENEFITS	4,720.00	2,864.14	357.89	1,855.86	39.32
591-536-713.000	DENTAL INSURANCE EXPENSE	4,820.00	3,181.38	385.83	1,638.62	34.00
591-536-714.000	OPTICAL PLAN EXPENSE	615.00	485.48	58.49	129.52	21.06
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	1,496.91	178.33	763.09	33.77
591-536-721.000	LIFE INSURANCE EXPENSE	670.00	488.42	58.74	181.58	27.10
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	373.42	18.92	126.58	25.32
591-536-728.000	SUPPLIES	1,500.00	420.49	0.00	1,079.51	71.97
591-536-732.000	CHEMICAL SUPPLIES	4,000.00	637.55	206.55	3,362.45	84.06
591-536-740.000	POSTAGE	1,500.00	1,156.67	191.66	343.33	22.89
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	494.91	509.95	705.09	58.76
591-536-751.000	GASOLINE PURCHASES	4,000.00	2,439.15	344.04	1,560.85	39.02
591-536-780.000	METER REPLACEMENT	3,000.00	1,642.32	1,562.27	1,357.68	45.26
591-536-801.000	CONTRACTED SERVICES	20,000.00	12,132.73	564.20	7,867.27	39.34
591-536-815.000	DUES & MEMBERSHIPS	4,000.00	1,940.28	1,340.28	2,059.72	51.49
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	1,452.00	356.00	1,248.00	46.22
591-536-850.000	COMMUNICATION EXPENSE	3,800.00	3,071.49	328.81	728.51	19.17
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	37,831.84	5,412.66	23,168.16	37.98
591-536-931.001	MAINTENANCE/REPAIR-BUILDING	42,000.00	25,717.18	15,331.00	16,282.82	38.77
591-536-931.002	MAINTENANCE/REPAIR-EQUIPMENT	8,000.00	2,253.15	0.00	5,746.85	71.84
591-536-931.004	MAINTENANCE/REPAIR-VEHICLE	1,000.00	303.22	303.22	696.78	69.68
591-536-931.009	MAINTENANCE/REPAIR-WATER LINES	453,000.00	328,596.23	21,254.29	124,403.77	27.46

PERIOD ENDING 10/31/2021

GL NUMBER	DESCRIPTION	2021-22	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BGD REMAIN
		AMENDED BUDGET	10/31/2021 NORMAL (ABNORMAL)	MONTH 10/31/2021 INCREASE (DECREASE)	BALANCE 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	5,279.48	752.05	3,920.52	42.61
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	41,064.02	1,402.20	37,832.98	47.95
Total Dept 536 - WATER/SEWER		1,225,752.00	870,784.91	68,872.07	354,967.09	28.96
TOTAL EXPENDITURES		1,225,752.00	870,784.91	68,872.07	354,967.09	28.96
Fund 591 - WATER FUND:						
TOTAL REVENUES		982,950.00	679,176.15	89,830.11	303,773.85	30.90
TOTAL EXPENDITURES		1,225,752.00	870,784.91	68,872.07	354,967.09	28.96
NET OF REVENUES & EXPENDITURES		(242,802.00)	(191,608.76)	20,958.04	(51,193.24)	21.08

PERIOD ENDING 10/31/2021

GL NUMBER	DESCRIPTION	2021-22	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BGD REMAIN
		AMENDED BUDGET	10/31/2021 NORMAL (ABNORMAL)	MONTH 10/31/2021 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 999 - PAYROLL CLEARING						
Revenues						
Dept 000 - BALANCE SHEET / GENERAL						
999-000-665.000	INTEREST	0.00	17.20	1.59	(17.20)	0.00
Total Dept 000 - BALANCE SHEET / GENERAL		0.00	17.20	1.59	(17.20)	0.00
TOTAL REVENUES		0.00	17.20	1.59	(17.20)	0.00
Fund 999 - PAYROLL CLEARING:						
TOTAL REVENUES		0.00	17.20	1.59	(17.20)	0.00
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	100.00
NET OF REVENUES & EXPENDITURES		0.00	17.20	1.59	(17.20)	0.00
TOTAL REVENUES - ALL FUNDS						
TOTAL EXPENDITURES - ALL FUNDS		3,751,274.00	3,431,441.16	424,162.99	319,832.84	8.53
NET OF REVENUES & EXPENDITURES		4,680,588.00	2,441,962.71	201,396.06	2,238,625.29	47.83
		(929,314.00)	989,478.45	222,766.93	(1,918,792.45)	(6.47)

New Business

Lake Odessa Village Council
Ionia County, Michigan

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

RESOLUTION NO. 2021-57

APPROVING, AUTHORIZING, AND DIRECTING THE VILLAGE MANAGER TO SIGN A GRANT AGREEMENT BETWEEN THE VILLAGE OF LAKE ODESSA AND THE MICHIGAN COUNCIL FOR ARTS AND CULTURAL AFFAIRS

WHEREAS, the Village of Lake Odessa, on behalf of the Lake Odessa Area Arts Commission, has submitted an application for a grant to support the annual “Art in the Park” event; and

WHEREAS, the Village of Lake Odessa was notified that on November 3, 2021, this grant application was approved for funding, with a grant amount of \$6,741.00 in total; and

WHEREAS, the Michigan Council for Arts and Cultural Affairs has provided the Village with a grant agreement, to be signed by the Village Manager upon Village Council approval. A copy of a letter of funding is attached to this resolution.

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

1. The Village Council approves, authorizes, and directs the Village Manager to sign the attached grant agreement and to remit back to the Michigan Council for Arts and Cultural Affairs.
2. All resolutions and parts of resolutions, insofar as they conflict with the provisions of this resolution are rescinded.

Ayes:

Nays:

Absent:

Abstain:

RESOLUTION DECLARED ADOPTED.

Dated: November 15, 2021

Patrick Reagan, Village Manager/ Clerk

GRANT AGREEMENT FOR ARTS SERVICES

Control Number: 22PS4075

The MICHIGAN COUNCIL FOR ARTS AND CULTURAL AFFAIRS, (the 'Council') and VILLAGE OF LAKE ODESSA, (the 'Grantee') enter this Grant Agreement for Arts Services ('Grant Agreement') on November 03, 2021 and mutually agree as follows:

1. Authority

This Grant Agreement is executed under authority of Sec. 11(6) of the History, Arts and Libraries Act, 2001 PA 63, MCL 399.711 and Sec. 1035 of 2015 PA 84.

2. Grant Agreement Period

The period of this Grant Agreement shall be from October 01, 2021 to September 30, 2022 ("Term"), unless prior termination is effectuated by the Council pursuant to Section 7.

3. Project(s) Funded

Beginning on October 01, 2021, Grantee shall:

Produce Art in the Park, a juried one-day fine art and craft fair held the first Saturday of August in the Village Park in Lake Odessa, Michigan, as more specifically set forth in the grant application or revised 'grantee information form', which is incorporated herein and made part of this Grant Agreement by reference.

Grantee shall comply with all financial and other requirements as outlined in the 2022 MCACA Grant Program Guidelines, which are incorporated herein and are made part of this Grant Agreement by reference.

Grantee understands and agrees that:

- a. Artistic excellence and artistic merit are criteria by which applications are judged, taking into consideration general standards of decency and respect for the diverse beliefs and values of the people of Michigan.
- b. Obscenity is without artistic merit, is not protected speech, and will not be funded by a grant awarded by the Council and supported with State appropriations.

Grantee understands that the Council shall withhold undistributed grant payments from Grantee if Grantee violates any of the requirements for funding listed in the preceding paragraph, and further, that if Grantee violates any of the requirements, Grantee may be disqualified from awards of future grants for a period of up to three (3) years.

4. Category Specification

The Grantee is eligible for this grant in the Project Support category.

5. Terms and Conditions of Payment

The Council shall pay the Grantee an amount not to exceed \$6,741 on the following dates and in the following amounts, subject to the Grantee's compliance with this Grant Agreement. The Council, in its sole discretion, shall determine whether the Grantee has fulfilled all Grant Agreement terms and conditions. If the Council determines that the Grantee has failed to comply with any term or condition, the Grantee shall not be entitled to any payment listed below:

Amount:	Date:	Stipulation:
\$5,730	02/11/2022	Upon processing of signed agreement and copies of Governor and Legislative notifications
\$1,011	12/23/2022	Upon council approval of final report due on 10/30/2022

Additionally, the Council may demand full repayment of distributed grant proceeds in such event.

The Grantee shall meet the above listed conditions at least 30 days prior to the indicated payment date, so that the Council will have adequate time to process scheduled payments. Failure to comply with any deadlines will delay payment or may cause termination of this Grant Agreement pursuant to Section 7. In the event this Grant Agreement needs to be approved by the State Administrative Board or OFM, it shall be contingent upon such approval and no grant payments shall be made until this contingency is satisfied. Further, Grantee acknowledges that Council's performance of its payment obligation is dependent upon the continued receipt of government funding. In the event that the State Legislature or any State official, commission, authority, body, or employee, or the federal government (a) takes any legislative or administrative action, which fails to provide, terminates, or reduces the funding necessary for this Grant Agreement, or (b) takes any legislative or administrative action, which is unrelated to the source of funding for this Grant Agreement, but which affects the Council's ability to fund and administer this Grant Agreement, and other Council programs, then the Council may terminate this Grant Agreement by providing notice to the Grantee of termination.

The payment amounts set forth in this section shall, at a minimum, be matched on a dollar-for-dollar basis from local and/or private sources. The match may include the reasonable value of services, materials, and equipment as allowed under the Federal Internal Revenue Code for charitable contributions, subject also to the pre-approval of such a match by the Council.

No member of the State Legislature or any individual employed by the State may share in the awarded grant or any benefit that arises

from the grant.

The Council requires the payments under this Agreement be processed by electronic funds transfer (EFT). Grantee is required to register to receive payments by EFT at the State Integrated Governmental Management Applications (SIGMA) Vendor Self Service (VSS) website (www.michigan.gov/VSSLogin).

6. Redistribution Prohibition

The Grantee may not redistribute any grant awarded under this Grant Agreement or the matching funds which conferred eligibility for the grant to any other entity, unless specifically provided for in this Grant Agreement.

7. Termination of Grant Agreement

The Council may terminate this Grant Agreement for any reason by giving five (5) days written notice to the Grantee. Upon termination, the Council shall have no further obligation to make the payments described in Section 5.

8. Grantee's Liability

The Grantee will furnish and maintain during the term of this Grant Agreement public liability, property damage, and workers' compensation insurance insuring, as they may appear, the interests of the parties to this Grant Agreement. The Grantee is responsible for ensuring that all precautions are exercised at all times for the protection of all persons and property. The Grantee shall secure all necessary certificates and permits from municipal or other public authorities and comply with all national, state, and municipal laws, ordinances, and regulations as may be required in connection with the performance of this Grant Agreement.

9. Limitation of Liability

The State of Michigan, the Michigan Strategic Fund and the Council, and their organizational units, officers, agents, and employees shall not be liable to the Grantee, nor to any individuals or entity with whom the Grantee contracts, for any direct, indirect, incidental, consequential or other damages incurred as a result of activities, actions or inactions on the part of the Grantee for services rendered pursuant to this Grant Agreement resulting in litigation; from the Council's decision not to make payment to the Grantee pursuant to Section 5; or from termination of this Grant Agreement pursuant to Section 7.

Any liability resulting from activities, actions or inactions engaged in by the Grantee under this Grant Agreement shall be the sole responsibility of the Grantee. Any liability resulting from activities, actions or inactions engaged in by individuals or entities with whom the Grantee contracts shall be the sole responsibility of the subgrantee or as otherwise specified in a subgrant agreement between the Grantee and the subgrantee; however, under no circumstances shall the State, the Michigan Strategic Fund or the Council, and their organizational units, officers, agents and employees be liable for the activities of the Grantee or any subgrantee. Neither party will indemnify the other party in any litigation that may arise from the performance of this Grant Agreement or any subgrant agreement executed to fulfill this Grant Agreement. This section shall not be construed as a waiver of governmental immunity.

10. Third Party Beneficiary

This Grant Agreement is not intended to make any person or entity not a party to this Grant Agreement a third-party beneficiary of this Grant Agreement or to confer on a third party any rights or obligations enforceable in their favor.

11. Support Credit

The Grantee shall prominently display the Council's name and logo in printed materials associated with the grant and include support credit in each broadcast promotion as follows:

'This activity is supported in part by an award from the MICHIGAN COUNCIL FOR ARTS AND CULTURAL AFFAIRS and the NATIONAL ENDOWMENT FOR THE ARTS'

When no printed material is used, verbal acknowledgment shall be given prior to or at the beginning of each presentation. The Grantee shall transmit copies of printing, photographs, advertising and program materials prepared for this activity to the Council.

12. Accounting and Administrative Requirements

The Grantee shall maintain appropriate documents, journals, ledgers, and statements in accordance with generally accepted accounting practices, retain these records for a period of not less than five (5) years from the date of completion of the final report prepared pursuant to Section 15, and make these documents available for examination and audit by appropriate agents of the State and/or Federal Government. Grantee shall comply with the applicable administrative requirements for grants-in-aid and use cost accounting principles which comply with Federal requirements as set forth in 2 CFR Chapter I, Chapter II part 200 Uniform Administrative Requirements, Cost, Principals, and Audit Requirements for Federal Awards.

13. Equal Opportunity

Grantee certifies compliance with Executive Order 79-4, the Elliott-Larsen Civil Rights Act, 1976 PA 453, MCL 372.101 et seq., and all other pertinent federal, state and local fair employment practices and equal opportunity laws. The Grantee covenants not to discriminate against any employee or applicant for employment, to be employed when services under this Grant Agreement are undertaken, with respect to hire, tenure, terms, conditions, or privileges of employment, or any matter directly or indirectly related to employment, on the grounds of race, color, religion, national origin, age, sex or disability, or to exclude any person from participation in, deny any person the benefits of, or discriminate any person due to the above-listed grounds with respect to any program or activity funded in whole or part under this Grant Agreement. The Grantee agrees to include the aforementioned covenant in every contract or subgrant entered into by the Grantee to effectuate this Grant Agreement. Grantee certifies that the Grantee has an established policy to provide equal opportunity to participate in and benefit from all programs, activities and services and equal employment opportunities; and agrees to state in all promotional materials, advertisements, and recruiting materials its equal opportunity policies.

14. Fair Labor Standards

All professional performers and related or supporting professionals employed on projects or in productions which are financed in whole or in part under this Grant Agreement will be paid, without deduction or rebate on any account, not less than the minimum compensation determined by the Secretary of Labor to be the prevailing minimum compensation for persons employed in similar activities. Furthermore, no part of any project or production which is financed in whole or in part under this Grant Agreement will be implemented under working conditions which are unsanitary, hazardous or evidence of compliance. The Council may terminate this Grant Agreement if the name of the Grantee or any contractor, manufacturer or supplier of the Grantee appears in the register compiled by the Michigan Department of Licensing and Regulatory Affairs pursuant to the State Contracts with Certain Employers Prohibited Act, 1980 PA 278, MCL 423.321 et seq., or Grantee fails to comply with subpart C of 2 CFR 180, as adopted by the Arts Endowment in 2 CFR 32.3254.

15. Reports

The Grantee shall furnish the following report or reports to the Council:

- a. A final report covering the grant period, which is due within 30 days after the end of the grant period. The final report shall indicate at least the following:
 - i. Project revenues and expenditures, including grant matching fund amounts;
 - ii. Number of individuals attending or engaged during the grant period; and
 - iii. A narrative summary of the project and its outcome.

Failure to submit the above-described reports in a timely manner may void Grantee's claim to funds or cause repayment of funds already distributed under this Grant Agreement.

The Grantee shall meet the above listed conditions at least 30 days prior to the indicated payment date, so that the Council will have adequate time to process scheduled payments. Failure to comply with any deadlines will delay payment or may cause termination of this Grant Agreement pursuant to Section 7. In the event this Grant Agreement

16. Reviews and Evaluations

In order to provide members of the Council, appropriate Council evaluators and staff an opportunity to appraise the nature and caliber of activities supported by Council funds, Grantee agrees to admit those individuals to activities without charge and to cooperate with in-depth reviews and evaluations as may be required.

During the Term, and for five (5) years after the Term, Grantee shall maintain reasonable records including evidence that the project was actually performed and the identity of all individuals paid for the project, and shall allow access to those records by the Council or its authorized representative at any time during this period.

17. Other Certifications

The Grantee certifies, by signature to this Grant Agreement, that neither he/she/it nor any principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in the grant by any federal department or agency. If the Grantee is unable to certify to any portion of this statement, the Grantee shall attach to this Grant Agreement an explanation of the reason.

18. Governance

This Grant Agreement is governed by the laws of the State of Michigan and supersedes all prior agreements, documents and representations related to this Grant Agreement between the Council and the Grantee, whether expressed, implied, oral or otherwise. This Grant Agreement constitutes the entire agreement between the parties and may not be amended, except by written instrument executed by both parties prior to the termination date set forth in Section 2. No party to this Grant Agreement may assign this Grant Agreement or any of his/her/its rights, interest or obligations hereunder without prior consent of the other party. The Grantee agrees to inform the Council in writing immediately of any proposed changes of dates, budget or services indicated in this Grant Agreement, as well as changes of address or personnel affecting this Grant Agreement. Changes in dates, budget or services are subject to the Council's approval. If any provision of this Grant Agreement is deemed void or unenforceable, the remainder of the Grant Agreement shall remain valid.

19. Compliance with Laws

The Grantee shall otherwise be in compliance at all times with all applicable federal laws, regulations, rules and orders including, but not limited to Title VI of the Civil Rights Act of 1964, 42 USC 2000d et seq.; Executive Order 13166; Title IX of the Education Amendments of 1972, 20 USC 1681 et seq.; Section 504 of the Rehabilitation Act of 1973, 29 USC 701 et seq.; the Age Discrimination Act of 1975, 42 USC 6101 et seq.; the National Environmental Policy Act (NEPA) of 1969, 42 USC 4321 et seq.; the National Historic Preservation Act (NHPA) of 1966, 16 USC 470 et seq.; the Drug Free Workplace Act of 1988, 41 USC 701 et seq.; Lobbying restrictions, 18 USC 1913, 2 CFR 200.450, and 31 USC 1352; Davis-Bacon and Related Acts; the Native American Graves Protection and Repatriation Act of 1990, 25 USC 3001 et seq.; the U.S. Constitution Education Program, P.L. 108-447, Division J, Sec. 111(b); and the prohibition on funding to ACORN, P.L. 111-88, Sec. 427.

20. Counterparts


This Grant Agreement may be executed in one or more counterparts and transmitted by facsimile, email, pdf or other electronic means, each of which shall constitute an original, and all of which together shall constitute one and the same instrument.

21. Survivability

The terms and conditions of sections 6, 8, 9, 10, 11, 12, 15, 16, 18 shall survive termination of this Grant Agreement.

MICHIGAN STRATEGIC FUND
MI COUNCIL FOR ARTS AND CULTURAL AFFAIRS

VILLAGE OF LAKE ODESSA



Alison Watson
Director

Patrick Reagan
Village Manager

November 03, 2021

Date

In Process



State of Michigan
Gretchen Whitmer, Governor

State of Michigan
Council for Arts and Cultural Affairs
300 N Washington Square
Lansing, Michigan 48913
Ph: 517-241-4011
Fax: 517-241-3979

November 03, 2021

Patrick Reagan, Village Manager
839 FOURTH AVENUE
LAKE ODESSA, MI 48849

Dear Mr. Reagan,

On October 22, 2021, the Michigan Council for Arts and Cultural Affairs took action on grant requests for Project Support Program. I am pleased to inform you that your application was included among those recommended to receive support. On behalf of the Council, I congratulate you on your grant award, as referenced below:

Grant Number: 22PS4075 **Title:** Art in the Park
Award: \$6,741 **State Funds:** \$6,741 **Federal Funds:** \$0
Recipient DUNS #: 09-594-7669 **Award Period:** 10/01/2021 - 09/30/2022

You will receive your grant agreement in a separate e-mail in approximately 5-7 business days.
Read those materials and carefully follow instructions to expedite the contracting process.

Please note, in addition to acknowledging the MCACA grant in your promotional materials etc., if there are federal dollars from the National Endowment for the Arts (NEA) included as part of your grant award, proper acknowledgement of the NEA is also required.

Before we are able to pay out any grant monies, you are required to return your signed grant agreement and a copy of the letters (or email etc.) you used to notify the Governor and your local legislators that you have received this award. In addition, any fiscal year 2021 grants received by your organization need to be closed out prior to receiving funding for 2022 grants.

Panelist comments regarding the application will be available within your grant record under the "Scores & Comments" tab in the SmartSimple system.

If you have questions, please feel free to contact me or at 517-275-0579 or our staff at 517-241-4011.

Alison Watson
Director

Council Members
Gretchen Gonzales Davidson
Chair
Birmingham

Anne Belanger
Rogers City

Darryl Brown
St. Ignace

Cézanne Charles
Ann Arbor

Sigal Hemy
Pleasant Ridge

Nheena Ittner
Marquette

Joori Jung
Detroit

Anessa Kramer
Bloomfield Hills

Deborah Mikula
Howell

Jessica Care Moore
Detroit

Amy Spadafore
Saginaw

Ara Topouzian
Farmington Hills

Rhonda Welsh
Troy

Germaine Williams
Detroit

Kate Yancho
Kalamazoo





State of Michigan
Gretchen Whitmer, Governor

State of Michigan
Council for Arts and Cultural Affairs
300 N Washington Square
Lansing, Michigan 48913
Ph: 517-241-4011
Fax: 517-241-3979



Sincerely,

A handwritten signature in blue ink that reads "Alison Watson".

Alison Watson, Director
Michigan Council for Arts and Cultural Affairs
300 N. Washington Square
Lansing, MI 48913
Watsona11@Michigan.org
517.275.0579
www.michigan.gov/arts

**LAKE ODESSA VILLAGE COUNCIL
Ionia County, Michigan**

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

RESOLUTION NO. 2021-58

**APPROVAL TO RE-ADOPT VILLAGE COUNCIL RULES
OF PROCEDURE**

WHEREAS, a general law village is required by the General Law Village Act, 1895 PA 3, as amended, to adopt rules of its own proceedings; and

WHEREAS, the Village Council previously adopted revised rules of proceeding at a regular Council meeting held on November 16, 2020; and

WHEREAS, the re-adoption of these rules has, historically, been done annually in November.

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

1. The Lake Odessa Village Council has reviewed the Village Council Rules of Procedure and hereby approve the same.
2. All resolutions and parts of resolutions, insofar as they conflict with the provisions of this resolution, are rescinded.

Ayes:

Nays:

Absent:

Abstain:

RESOLUTION DECLARED ADOPTED.

Dated: November 15, 2021

Patrick Reagan, Village Manager/ Clerk

VILLAGE OF LAKE ODESSA



VILLAGE COUNCIL RULES OF PROCEDURE

Revised: ~~March 16, 2020~~ November 15, 2021

Exhibit A

TABLE OF CONTENTS

	Page
I. INTRODUCTION	1
II. REGULAR AND SPECIAL MEETINGS	
A. Regular meetings	1
B. Special meetings	1
C. Posting requirements for regular and special meetings.....	1
D. Minutes of regular and special meetings.....	2
E. Study sessions.....	2
III. CONDUCT OF MEETINGS	
A. Meetings to be public.....	2
B. Agenda preparation	2
C. Consent agenda	3
D. Agenda distribution	3
E. Quorum	3
F. Attendance at council meetings.....	3
G. Presiding officer.....	4
H. Disorderly conduct	4
IV. CLOSED MEETINGS	
A. Purpose.....	5
B. Calling closed meetings	5
C. Minutes of closed meetings	6
V. DISCUSSION AND VOTING.	
A. Rules of parliamentary procedure	6
B. Conduct of discussion	6
C. Ordinances and resolutions	6
D. Roll call.....	6
E. Duty to vote	7
F. Results of voting.....	7
VI. CITIZEN PARTICIPATION	
A. In General.....	7
B. Length of presentation.....	7
C. Addressing the Council	7
VII. MISCELLANEOUS	
A. Adoption and amendment of rules of procedure	8
B. Suspension of rules	8
C. Bid awards.....	8
D. Committees	8

E. Citizen task forces.....8
F. Authorization for contacting the Village attorney.....9

I. INTRODUCTION

These Rules of Procedure are adopted pursuant to the requirements of the General Law Village Act, 1895 PA 3, as amended.

Rules of procedure help a council to run an efficient meeting and to deal with the public and the media in a positive manner. The Village Council should review and re-adopt these Rules of Procedure at its first meeting after Council Members have been elected, have taken office and when a quorum is present.

II. REGULAR AND SPECIAL MEETINGS

All meetings of the Village Council will be held in compliance with state statutes, including the Open Meetings Act, 1976 PA 267, as amended, and with these rules.

A. Regular meetings. Regular meetings of the Village Council will be held on the third Monday of each month, beginning at 7 p.m. at the Page Memorial Building, unless otherwise rescheduled by a majority vote of the Village Council. Council meetings shall conclude no later than 10:30 p.m., subject to extension by the council.

B. Special meetings. A special meeting shall be called by the President or any three members of the Council on at least 24 hours' written notice to each member of the Council, served personally or left at the Council Member's usual place of residence. Special meeting notices shall state the purpose of the meeting. No official action shall be transacted at any special meeting of the Council unless the item has been stated in the notice of such meeting.

C. Posting requirements for regular and special meetings.

1. Within 10 days after the regular December meeting of the Council, a public notice stating the dates, times and places of the regular monthly council meetings for the following calendar year will be posted at the Village offices.
2. For a rescheduled regular or a special meeting of the Council, a public notice stating the date, time, and place of the meeting shall be posted at the Village office at least 18 hours before the meeting.
3. The notice described above is not required for a meeting of the Council in emergency session in the event of a severe and imminent threat to the health, safety or welfare of the public, when two-thirds of the members of the Council determine that delay would be detrimental to the Village's efforts in responding to the threat.

D. Minutes of regular and special meetings.

1. The Clerk shall attend Council meetings and record all proceedings and resolutions of the Council, in accordance with Section 64.5 of the General Law Village Act of 1895, as amended, and the Open Meetings Act.
2. In the absence of the Clerk, the Council may appoint one of its own members or another person to temporarily perform the Clerk's duties.
3. Within 8 business days of a Council meeting, minutes of the council proceedings shall be prepared by the Clerk and shall indicate the vote of the Council Members and will be available for public inspection.
4. A copy of the approved minutes of each regular or special council meeting shall be available for public inspection at the Village offices during regular business hours or at www.lakeodessa.org within 5 business days after the meeting at which the minutes are approved by the public body.

E. Study sessions. Upon the call of the President or any three members of the Council, and with appropriate notice to the Council Members and to the public, the Council may convene a work session devoted exclusively to the exchange of information relating to municipal affairs. No votes shall be taken on any matters under discussion, nor shall any Council Member enter into a formal commitment with another member regarding a vote to be taken subsequently.

III. CONDUCT OF MEETINGS

A. Meetings to be public. All regular and special meetings of the Council shall be open to the public, and citizens shall have a reasonable opportunity to be heard in accordance with such rules and regulations as the Council may determine, except that the meetings may be closed to the public and the media in accordance with the Open Meetings Act. All official meetings of the Council and its committees shall be open to the media, freely subject to recording by radio, television and photographic services at any time, provided that such arrangements do not interfere with the orderly conduct of the meetings.

B. Agenda preparation. An agenda for each regular Council meeting shall be prepared by the President with the following order of business:

1. Call to order
2. Pledge of Allegiance
3. Roll call of Council Members
4. Approval of agenda
5. Public comment on agenda items
6. Minutes
7. Expenditures

8. Approval of consent agenda
9. Departmental reports
10. Committee reports
11. Presentations
12. Discussion items
13. Public hearings
14. Unfinished business
15. New business
16. Miscellaneous Correspondence
17. Trustee Comments
18. Public comment
19. Adjournment

Any Council Member shall have the right to add items to the regular agenda before it is approved.

C. Consent agenda. A consent agenda may be used to allow the Council to act on numerous administrative or non-controversial items at one time. Included on the agenda can be items such as board and committee minutes, approval of recognition resolutions, etc. Upon request by any member of the Council, an item shall be removed from the consent agenda and placed on the regular agenda for discussion.

D. Agenda distribution. An agenda and supporting materials shall be distributed to Council members no later than the Friday prior to each regular Council meeting.

E. Quorum. A majority of the entire elected or appointed and sworn members of the Council shall constitute a quorum for the transaction of business at all Council meetings. In the absence of a quorum, a lesser number may adjourn any meeting to a later time or date, with appropriate public notice.

F. Attendance at council meetings.

1. Election to the Village Council is a privilege freely sought by the nominee. It carries with it the responsibility to participate in Council activities and represent the residents of the Village. Attendance at Council meetings is critical to fulfilling this responsibility. A general law village council is empowered by Section 65.5 of the General Law Village Act, as amended, to adjourn a meeting if a quorum is not present, and compel attendance in a manner prescribed by ordinance.
2. ~~The Council, by unanimous vote, may excuse absences for cause.~~ If a Council Member has more than three ~~unexcused~~ successive absences for regular or special Council meetings, the Council may enact a resolution of reprimand. In the event that the member's absences continue for more than three additional successive regular or special meetings of the Council, the Council may enact a resolution of censure or request the Council Member's resignation or both.

- ~~3. The following definition and procedures shall apply to accommodate the absence from a public meeting, workshop and/or work session (hereafter "meeting") of a Council Member due to military duty:~~
- ~~a) "Military Duty" means: (1) training and service performed by an inductee, enlistee or reservist or any entrant into a temporary component of the armed forces of the United States, and (2) time spent in reporting for and returning from such training and service, or if rejection occurs, from the place of reporting, pursuant to a lawful order.~~
 - ~~b) The Council Member who will be absent from a meeting due to military duty shall notify the Village Manager of the intended absence and affected dates sufficiently in advance of the public meeting to allow the public to provide input on any business that will come before the Village Council, along with an e-mail address and telephone number where that Council Member can be reached during the absence from the meeting for military duty.~~
 - ~~c) Upon notification by the Village Manager to the Village Clerk of the absence under this sub-section, the Village Clerk shall post a notice of the affected public meeting, which shall include a notification to the public of the name of the Council Member who will be absent due to military duty, and a notification that the Council Member may be contacted through the Village of Lake Odessa website portal or with a written message submitted to the Village Manager's office.~~
 - ~~d) The Council Member who will be absent from a public meeting due to military duty shall be permitted to participate in, and vote on, business before the public body in a manner determined by the Village Manager, or his/her designee, to ensure 2-way communication wherever feasible, ideally utilizing a form of teleconferencing whenever possible.~~

G. Presiding officer.

1. The presiding officer shall be responsible for enforcing these Rules of Procedure and for enforcing orderly conduct at meetings. The President is ordinarily the presiding officer and serves as a voting member of the council on all issues.
2. The President, with concurrence of the Council, shall appoint one member President Pro Tempore, who shall preside in the absence of the President.
3. In the absence of both the President and the President Pro Tempore, Council shall appoint one member from the remaining Council Members present.

H. Disorderly conduct. The presiding officer may call to order any person who is being disorderly by speaking out of order or otherwise disrupting the proceedings, failing to be germane, speaking longer than the allotted time or speaking vulgarities.

Such person shall be seated until the chair determines whether the person is in order. If the person so engaged in presentation is called out of order, he or she shall not be permitted to continue to speak at the same meeting except by special leave of the Council. If the person shall continue to be disorderly and disrupt the meeting, the presiding officer may order the sergeant at arms to remove the person from the meeting. No person shall be removed from a public meeting except for an actual breach of the peace committed at the meeting.

IV. CLOSED MEETINGS SESSIONS

A. Purpose. Closed meetings sessions may be held only for the reasons authorized in the Open Meetings Act, as follows:

1. To consider the dismissal, suspension, or disciplining of, or to hear complaints or charges brought against, or to consider a periodic personnel evaluation of, a public officer, employee, staff member or individual agent, when if the named person requests a closed meeting.
2. For strategy and negotiation sessions connected with the negotiation of a collective bargaining agreement when either negotiating party requests a closed hearing.
3. To consider the purchase or lease of real property up to the time an option to purchase or lease that real property is obtained.
4. To consult with the municipal attorney or another attorney regarding trial or settlement strategy in connection with specific pending litigation, but only when an open meeting would have a detrimental financial effect on the litigating or settlement position of the council.
5. To review the specific contents of an application for employment or appointment to a public office when a candidate requests that the application remain confidential. However, all interviews by the Council for employment or appointment to a public office shall be held in an open meeting.
6. To consider material exempt from discussion or disclosure by state or federal statute.

B. Calling closed meetings a closed session. At a regular or special meeting, the Council Members, elected or appointed and serving, by a two-thirds roll call vote may call a closed session under the conditions outlined in Section C.1 above, and in accordance with the Open Meetings Act. The roll call vote and purpose(s) for calling the closed meeting shall be entered into the minutes of the public part of the meeting at which the vote is taken.

C. Minutes of closed meetings sessions. A separate set of minutes shall be taken by the Clerk or the designated secretary of the Council at the closed session. These minutes will be retained by the Clerk under seal, shall not be available to the public, and shall only be disclosed if required by a civil action, as authorized by the Michigan Open Meetings Act. These minutes may be destroyed one year and one day after approval of the minutes of the regular meeting at which the closed session was approved.

V. DISCUSSION AND VOTING

- A. Rules of parliamentary procedure.** The rules of parliamentary practice as contained in the latest edition of “Robert’s Rules of Order” shall govern the Council in all cases to which they are applicable, provided that they are not in conflict with these Rules, Village ordinances or applicable state statutes. The President may appoint a parliamentarian. The chair shall preserve order and decorum and may speak to points of order in preference to other Council Members. The chair shall decide all questions arising under this parliamentary authority, subject to appeal and reversal by a majority of the Council Members present. Any member may appeal to the Council a ruling of the presiding officer. If the appeal is seconded, the member making the appeal may briefly state the reason for the appeal and the presiding officer may briefly state the ruling. There shall be no debate on the appeal and no other member shall participate in the discussion. The question shall be, “Shall the decision of the chair be sustained?” If the majority of the members present vote “aye,” the ruling of the chair is sustained; otherwise it is overruled.
- B. Conduct of discussion.** During the Council discussion and debate, no member shall speak until recognized for that purpose by the chair. After such recognition, the member shall confine discussion to the question at hand and to its merits and shall not be interrupted except by a point of order or privilege raised by another member. Speakers should address their remarks to the chair, maintain a courteous tone, and avoid interjecting a personal note into debate. No member shall speak more than once on the same question unless every member desiring to speak to that question shall have had the opportunity to do so. The chair, at his or her discretion and subject to the appeal process mentioned in Section A. above, may permit any person to address the Council during its deliberations.
- C. Ordinances and resolutions.** No ordinance, except an appropriation ordinance, an ordinance adopting or embodying an administrative or governmental code, or an ordinance adopting a code of ordinances, shall relate to more than one subject, and that subject shall be clearly stated in its title. A vote on all ordinances and resolutions shall be taken by a roll call vote and entered in the minutes.
- D. Roll call.** In all roll call votes, the names of all members of the Council shall be called, with the President voting last.

E. Duty to vote.

1. Election to a deliberative body carries with it the obligation to vote. Council Members present at a Council meeting shall vote on every matter before the body, unless otherwise excused or prohibited from voting by law. A Council Member who is present and abstains or does not respond to a roll call vote shall be counted as voting with the prevailing side and shall be so recorded, unless otherwise excused or prohibited by law from voting.
2. Conflict of interest, as defined by law, shall be the sole reason for a member to abstain from voting. The opinion of the Village attorney shall be binding on the Council with respect to the existence of a conflict of interest.
3. A vote may be tabled, if necessary, to obtain the opinion of the Village attorney.
4. The right to vote is limited to the members of Council present at the time the vote is taken.
5. Voting by proxy or by telephone is not permitted. All votes must be held and determined in public; no secret ballots are permitted.

F. Results of voting. In all cases where a vote is taken, the chair shall declare the result. It shall be in order for any Council Member voting in the majority to move for a reconsideration of the vote on any question at that meeting or at the next succeeding meeting of the Council. When a motion to reconsider fails, it cannot be renewed.

VI. CITIZEN PARTICIPATION

A. In General. Each regular Council meeting agenda shall provide for reserved time for citizen comment. If requested by a member of the Council, the presiding officer shall have discretion to allow a member of the audience to speak at times other than reserved time for citizen comment.

B. Length of presentation. Any person who addresses the Council during a Council meeting with regard to an agenda item or during a public hearing shall be limited to five minutes in length per individual presentation. The clerk will maintain the official time and notify the speakers when their time is up.

C. Addressing the Council. When a person addresses the Council, he or she shall state his or her name and home address. 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.

VII. MISCELLANEOUS

- A. Adoption and amendment of rules of procedure.** These Rules of Procedure of the Council will be placed on the agenda of the regular November Council meeting following the seating of newly-elected Council Members, for review and adoption. A copy of the Rules adopted shall be distributed to each Council Member. The Council may alter or amend its rules at any time by a vote of a majority of its members after notice has been given of the proposed alteration or amendment.
- B. Suspension of rules.** These Rules may be suspended for a specified portion of a meeting by an affirmative vote of two-thirds of the members present, except that Council actions shall conform to state statutes and to the Michigan and the United States Constitutions.
- C. Bid awards.** Bids will be awarded by the Council during regular or special meetings. A bid award may be made at a special meeting of Council if that action is announced in the notice of the special meeting.
- D. Committees.**
1. Standing and special committees of council. The Village shall have the following standing committees:
 - a) Personnel/Finance: Makes recommendations to the Village Council regarding human resource issues and Village financial matters; conducts appeal hearings on employee complaints in accordance with the Employee Policies & Procedure Handbook.
 - b) Recreation/Special Projects: Makes recommendations to the Village Council with regard to recreational facilities and policies, as well as such other matters as may be referred to it from time to time by the Village Council.
 2. Committee members will be appointed by the President, subject to a majority vote of the Council. They shall be members of the Council. The President shall fill any committee vacancies. The committee member shall serve for a term of one year and may be re-appointed. Special committees may be established for a specific period of time by the President or by a resolution of the Council which specifies the task of the special committee and the date of its dissolution.
- E. Citizen task forces.** Citizen task forces may be established by a resolution of the Council which specifies the task to be accomplished and the date of its dissolution. Members of such committees will be appointed by the President, subject to approval by a majority vote of the Council, and must be residents of the Village. Vacancies will be filled by majority vote of the Council in the same way appointments are made.

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

1. Village Manager
2. President

Lake Odessa Village Council
Ionia County, Michigan

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

RESOLUTION NO. 2021-59

APPROVING THE VILLAGE PRESIDENT’S APPOINTMENT LIST AS PRESENTED FOR VARIOUS VILLAGE POSTS, BOARDS, AND COMMISSIONS

WHEREAS, per Michigan PA 3 of 1895 (“General Law Village Act”) (62.2)(Sec.2)(1):

“The president may nominate and the council appoint such officers as shall be provided for by resolution or ordinance of the council. The council may provide by ordinance or resolution for the appointment of other officers whose election or appointment is not specifically provided for in this act, as the council considers necessary for the execution of the powers granted by this act. The powers and duties of such officers shall be prescribed by the council. The council may require that the officers perform their duties faithfully and that proper measures be taken to punish neglect of duty by an officer,” and;

WHEREAS, the Lake Odessa Village President, the Honorable Karen L. Banks, has presented a list of appointments for various posts, boards, and commissions for the Village of Lake Odessa. A copy of this appointment list is attached to the resolution.

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

1. The Village Council approves the appointment list presented by the Village President as submitted.
2. All resolutions and parts of resolutions, insofar as they conflict with the provisions of this resolution are rescinded.

Ayes:

Nays:

Absent:

Abstain:

RESOLUTION DECLARED ADOPTED.

Dated: November 15, 2021

Patrick Reagan, Village Manager/ Clerk

**VILLAGE OF LAKE ODESSA
COUNCIL APPOINTMENTS**

(Effective 11/15/2021)

President Pro Tem² Mel McCloud (11/22)
Clerk Patrick Reagan (10/23)
Treasurer^{2, 5} Kathy Forman (10/23)

Standing Committees:

Personnel/Finance Committee² Mike Brighton, Karen Banks, Terri Cappon (11/22)
Recreation/Special Projects Committee² Mel McCloud, Carrie Johnson, Rob Young (11/22)

Police Chief: Kendra Backing

Street Administrator: Jesse Trout

Zoning Administrator: Jeanne VanderSloot

MML Legislative Coordinator: Patrick Reagan

Marina Director:² Kendra Backing

FOIA Coordinator: Patrick Reagan

Administrator, Municipal Ordinance Violations Bureau:² Patrick Reagan

BOARD, AUTHORITIES & COMMISSIONS

Planning Commission:⁴

Al Hamp² (10/24)

Meg Wheeler² (10/24)

Beth Barrone² (10/22)

Vacant² (10/22)

Vacant² (10/23)

Karen Banks¹

Patrick Reagan^{1*}

Zoning Board of Appeals:⁴

Mel McCloud³ (10/24)

Joel Pepper³ (10/22)

Meg Wheeler^{3**} (10/22)

Heidi Reed³ (10/23)

Ray Dykhous³ (10/23)

Jordan Lake Improvement

Board:

Scott Beglin.² (12/31/22)

Arts Commission:⁴

Nancy Mattson² (10/24)

Kay Hartzler² (10/21)

Vacant² (10/24)

Karen Banks² (10/22)

Patrick Reagan² (10/22)

Jennifer Hickey² (10/22)

Vacant² (10/23)

Vacant (10/23)

Megan Hermes² (10/23)

Lakewood Wastewater

Authority:⁴

Mike Rudisill³ (12/31/24)

Mel McCloud³ (12/31/22)

Joel Pepper³ (12/31/23)

Lakewood Recreation

Authority:

Terri Cappon^{3, #} (4/1/2022)

Patrick Reagan^{3, 4} (4/1/2023)

Tree Board:

Jesse Trout²

Mel McCloud² (10/22)

Patrick Reagan¹

Library Board:

Kim Deardorff^{2, 5} (12/31/25)

Emily Spitzley^{2, 5} (12/31/25)

Joel Pepper^{2, 4} (12/31/23)

Benjamin Dillon^{2, 4} (12/31/24)

Downtown Development

Authority:⁵

Karen Banks¹

Suzanne Dahms² (10/25)

Bill Rogers² (10/25)

Marilyn Danielson² (10/22)

Vacant² (10/22)

Sarah McGarry² (10/23)

Vacant² (10/23)

Darwin Thompson² (10/24)

Sandy Guthrie² (10/24)

¹Required by ordinance or agreement

²Appointment by president, with ratification by Village Council

³Village Council appointment

⁴3-year term

⁵4-year term

*Term runs concurrently with that of Village President

**Ex-officio (Planning Commission representative)

#2-year term

LAKE ODESSA VILLAGE

JOURNAL ENTRY

JE: 5883

Post Date: 11/02/2021

Entry Date: 11/02/2021

Description:

Entered By: KATHY

Journal: BA

GL #	Description	DR	CR
101-000-539.000	STATE GRANTS		929,837.78
101-000-580.000	CONTRIBUTION FROM LOCAL UNITS		300,000.00
101-751-970.000	CAPITAL OUTLAY	1,236,500.00	
	Journal Total:	1,236,500.00	1,229,837.78

APPROVED BY: _____

LAKE ODESSA VILLAGE

JOURNAL ENTRY

JE: 5901

Post Date: 11/11/2021

Entry Date: 11/11/2021

Description:

Entered By: KATHY

Journal: BA

GL #	Description	DR	CR
202-449-865.000	STREET SIGNS		700.00
202-449-963.000	MISC EXPENSE		700.00
202-449-988.001	CIP - IONIA, PEARL, PLEASANT, EMERSON	1,400.00	
	Journal Total:	1,400.00	1,400.00

APPROVED BY: _____

LAKE ODESSA VILLAGE

JOURNAL ENTRY

JE: 5902

Post Date: 11/11/2021

Entry Date: 11/11/2021

Description:

Entered By: KATHY

Journal: BA

GL #	Description	DR	CR
203-449-801.000	CONTRACTED SERVICES		1,750.00
203-449-865.000	STREET SIGNS		445.00
203-449-963.000	MISC EXPENSE		1,000.00
203-449-988.001	CIP - IONIA, PEARL, PLEASANT, EMERSON	3,195.00	
	Journal Total:	3,195.00	3,195.00

APPROVED BY: _____

LAKE ODESSA VILLAGE
JOURNAL ENTRY
JE: 5906

Post Date: 11/12/2021
Entry Date: 11/12/2021
Description: BUDGET AMENDMENT NOVEMBER 12, 2021

Entered By: KATHY
Journal: BA

GL #	Description	DR	CR
101-301-702.706	PART TIME WAGES	6,600.00	
101-301-702.717	NO FRINGE BENEFIT INCENTIVE		6,600.00
	Journal Total:	6,600.00	6,600.00

APPROVED BY: _____

OPEN MEETINGS ACT HANDBOOK



Attorney General Dana Nessel

Additional copies available at mi.gov/foia-ag

The Handbook is intended to be a quick reference guide. It is not intended to be encyclopedic on every subject or resolve every situation that may be encountered.

TABLE OF CONTENTS

THE BASICS

The Act	4
What bodies are covered?	4
Public notice requirements.....	4
Agendas and the OMA	6
Penalties for OMA violations.....	6
Lawsuits to compel compliance.....	6
Correcting non-conforming decisions	6

DECISIONS MUST BE MADE IN PUBLIC MEETINGS

All decisions must be made at a meeting open to the public	7
Meeting "informally" to discuss matters	7
Canvassing board members on how they might vote.....	7
May a quorum of a board gather outside an open meeting without violating the OMA?.....	8
Advisory committees and the OMA	8
Use of e-mail or other electronic communications during an open meeting.....	9

CLOSED SESSIONS

Meeting in closed session.....	10
A closed session must be conducted during the course of an open meeting	10
Going into closed session.....	11
Leaving a closed session	11
Decisions must be made at an open meeting, not the closed session	12
Avoid using the terms "closed session" and "executive session" interchangeably.....	12
Staff and others may join the board in a closed session	12
Forcibly removing a person from a closed session.....	12

PUBLIC ATTENDING OPEN MEETINGS

Excluding individuals	13
Identifying public attendees.....	13
Limiting public comment.....	13
Meeting location.....	14
Timing of public comment.....	14

Taping and broadcasting	14
-------------------------------	----

MINUTES

What must be in the minutes	15
When must the minutes be available	15
When must the minutes be approved	15
Closed session minutes	15
Inadvertent omissions from the minutes	16

PARLIAMENTARY PROCEDURES

Core principle.....	17
---------------------	----

QUORUM

Quorum	17
What is the quorum?	17
Disqualified members	17
Losing a quorum.....	18
Resigned members	18

VOTING

Abstain	19
Adjourning the meeting	19
Chairperson voting	19
Expired-term members	19
Imposing a greater voting requirement	19
Majority	19
Proxy voting.....	20
Roll call vote.....	20
Round-robin voting	20
Rule of necessity.....	20
Secret ballot.....	21
Tie vote	21

OPEN MEETINGS ACT

THE BASICS

The Act – the [Open Meetings Act \(OMA\)](#) is 1976 PA 267, MCL 15.261 through 15.275. The OMA took effect January 1, 1977. In enacting the OMA, the Legislature promoted a new era in governmental accountability and fostered openness in government to enhance responsible decision making.¹

Nothing in the OMA prohibits a public body from adopting an ordinance, resolution, rule, or charter provision that requires a greater degree of openness relative to public body meetings than the standards provided for in the [OMA](#).²

What bodies are covered? – the OMA applies to all meetings of a [public body](#).³ A "public body" is broadly defined as:

[A]ny state or local legislative or governing body, including a board, commission, committee, subcommittee, authority, or council, that is empowered by state constitution, statute, charter, ordinance, resolution, or rule to *exercise governmental or proprietary authority or perform a governmental or proprietary function*; a lessee of such a body performing an essential public purpose and function pursuant to the [lease agreement](#).⁴ [Emphasis added.]

As used in the OMA, the term "[public body](#)" connotes a collective entity and does not include an individual government official.⁵ The OMA does not apply to [private, nonprofit corporations](#).⁶

Public notice requirements – a meeting of a public body cannot be held unless public notice is given consistent with the [OMA](#).⁷ A [public notice](#) must contain the public body's name, telephone number, and address, and must be posted at its principal office and any other locations

¹ *Booth Newspapers, Inc v Univ of Michigan Bd of Regents*, 444 Mich 211, 222-223; 507 NW2d 422 (1993).

² MCL 15.261.

³ MCL 15.263. When the Handbook refers to a "board," the term encompasses all boards, commissions, councils, authorities, committees, subcommittees, panels, and any other public body.

⁴ MCL 15.262(a). The provision in the OMA that includes a lessee of a public body performing an essential public purpose is unconstitutional because the title of the act does not refer to organizations other than "public bodies." OAG, 1977-1978, No 5207, p 157 (June 24, 1977). Certain boards are excluded "when deliberating the merits of a case." MCL 15.263(7). See also MCL 15.263(8) and (10).

⁵ *Herald Co v Bay City*, 463 Mich 111, 129-133; 614 NW2d 873 (2000) – a city manager is not subject to the OMA. *Craig v Detroit Public Schools Chief Executive Officer*, 265 Mich App 572, 579; 697 NW2d 529 (2005). OAG, 1977-1978, No 5183A, p 97 (April 18, 1977).

⁶ OAG, 1985-1986, No 6352, p 252 (April 8, 1986) – the Michigan High School Athletic Association is not subject to the OMA. See also *Perlongo v Iron River Cooperative TV Antenna Corp*, 122 Mich App 433; 332 NW2d 502 (1983).

⁷ MCL 15.265(1). *Nicholas v Meridian Charter Twp*, 239 Mich App 525, 531; 609 NW2d 574 (2000).

the public body considers appropriate.⁸ If a public body is a part of a state department, a [public notice](#) must also be posted in the principal office of the state department.⁹

Public notice requirements are specific to the type of meeting:

- (1) For regular meetings of a public body, there shall be posted within 10 days after the first meeting of the public body in each calendar or fiscal year a public notice stating the dates, times, and places of its regular meetings.
- (2) For a change in schedule of regular meetings of a public body, there shall be posted within three days after the meeting at which the change is made, a public notice stating the new dates, times, and places of its regular meetings.
- (3) For a rescheduled regular or a special meeting of a public body, a public notice stating the date, time, and place of the meeting shall be posted at least 18 hours before the meeting.
- (4) A meeting of a public body which is recessed for more than 36 hours shall be reconvened only after [public notice](#) has been posted at least 18 hours before the reconvened meeting.¹⁰

At their first meeting of the calendar or fiscal year, each board must set the dates, times, and places of the board's regular meetings for the coming year. The OMA does not require any particular number of meetings. The board's schedule of regular meetings is not, of course, set in stone. The board is free to cancel or reschedule its meetings.

The minimum 18-hour notice requirement is not fulfilled if the public is denied access to the notice of the meeting for any part of the [18 hours](#).¹¹ The requirement may be met by posting at least 18 hours in advance of the meeting using a method designed to assure access to the notice. For example, the public body can post the [notice](#) at the main entrance visible on the outside of the building that houses the principal office of the public body.¹²

A public body must send copies of the public notices by first class mail to a requesting party, upon the party's payment of a yearly fee of not more than the reasonable estimated cost of printing and postage. Upon written request, a public body, at the same time a public notice of a meeting is posted, must provide a copy of the public notice to any newspaper published in the state or any radio or television station located in the state, [free of charge](#).¹³

⁸ MCL 15.264(a)-(c).

⁹ MCL 15.264(c).

¹⁰ MCL 15.265(2)-(5).

¹¹ OAG, 1979-1980, No 5724, p 840 (June 20, 1980).

¹² OAG No 5724.

¹³ MCL 15.266.

Agendas and the OMA – while the OMA requires a public body to give public notice when it meets, it has no requirement that the [public notice](#) include an agenda or a specific statement as to the purpose of a meeting.¹⁴ No agenda format is required by the OMA.¹⁵

Penalties for OMA violations – a public official who "intentionally violates" the OMA may be found guilty of a [misdemeanor](#)¹⁶ and may be [personally liable](#) for actual and exemplary damages of not more than \$500 for a single meeting.¹⁷ The exemptions in the OMA must be strictly construed. The "rule of lenity" (i.e., courts should mitigate punishment when the punishment in the criminal statute is unclear) does not apply to construction of the OMA's exemptions.¹⁸

A decision made by a public body may be invalidated by a court, if the public body has not complied with the requirements of [MCL 15.263\(1\), \(2\), and \(3\)](#) [i.e., making decisions at a public meeting] or if failure to give notice in accordance with section 5 has interfered with substantial compliance with [MCL 15.263\(1\), \(2\), and \(3\)](#) and the court finds that the noncompliance has impaired the rights of the public under the OMA.

Lawsuits to compel compliance – actions must be brought within [60 days](#) after the public body's approved minutes involving the challenged decision are made publicly available.¹⁹ If the decision involves the approval of contracts, the receipt or acceptance of bids, or the procedures pertaining to the issuance of bonds or other evidences of indebtedness, the action must be brought within [30 days](#) after the approved minutes are made publicly available.²⁰ If the decision of a state public body is challenged, venue is in [Ingham County](#).²¹

Correcting non-conforming decisions – in any case where a lawsuit has been initiated to invalidate a public body's decision on the ground that it was not made in conformity with the OMA, the public body may, without being deemed to make any admission contrary to its interest, reenact the disputed decision in conformity with the OMA. A decision reenacted in this manner shall be effective from the [date of reenactment](#) and is not rendered invalid by any deficiency in its initial enactment.²² If the board acts quickly, the reenactment may defeat a claim for attorney's fees, since plaintiffs would not be successful in "obtaining relief in the action" within the meaning of the OMA.²³

¹⁴ OAG, 1993-1994, No 6821, p 199 (October 18, 1994). But, as discussed in OAG No 6821, other statutes may require a public body to state in its notice the business to be transacted at the meeting.

¹⁵ *Lysogorski v Bridgeport Charter Twp*, 256 Mich App 297, 299; 662 NW2d 108 (2003).

¹⁶ MCL 15.272.

¹⁷ MCL 15.273.

¹⁸ *People v Whitney*, 228 Mich App 230, 244; 578 NW2d 329 (1998).

¹⁹ MCL 15.270(3)(a).

²⁰ MCL 15.270(3)(b).

²¹ MCL 15.270(4).

²² MCL 15.270(5).

²³ *Leemreis v Sherman Twp*, 273 Mich App 691, 700; 731 NW2d 787 (2007). *Felice v Cheboygan County Zoning Comm*, 103 Mich App 742, 746; 304 NW2d 1 (1981).

DECISIONS MUST BE MADE IN PUBLIC MEETINGS

All decisions must be made at a meeting open to the public – the OMA defines "decision" to mean "a determination, action, vote, or disposition upon a motion, proposal, recommendation, resolution, order, ordinance, bill, or measure on which a vote by members of a public body is required and by which a [public body](#) effectuates or formulates public policy."²⁴ The OMA provides that "[a]ll decisions of a public body shall be made at a meeting open to the public," and that, with limited exceptions, "[a]ll deliberations of a public body constituting a quorum of its members shall take place at a meeting [open to the public](#)."²⁵

The OMA does not contain a "voting requirement" or any form of "formal voting requirement." A "consensus building process" that equates to decision-making would fall under the act.²⁶ For example, where board members use telephone calls or sub-quorum meetings to achieve the same intercommunication that could have been achieved in a full board or commission meeting, the members' conduct is susceptible to "round-the-horn" decision-making, which achieves the same effect as if the entire board had met publicly and formally cast its votes. A "round-the-horn" process violates the OMA.²⁷

Meeting "informally" to discuss matters – while the OMA "does not apply to a meeting which is a [social or chance gathering or conference](#) not designed to avoid this act,"²⁸ a meeting of a public body must be open to the public. The OMA does not define the terms "social or chance gathering" or "conference," and provides little direct guidance as to the precise scope of this [exemption](#).²⁹ To promote openness in government, however, the OMA is entitled to a broad interpretation and exceptions to conduct closed sessions must be construed strictly.³⁰ Thus, the [closed session exception](#) does not apply to a quorum of a public body that meets to discuss matters of public policy, even if there is no intention that the deliberations will lead to a decision on that occasion.³¹

Canvassing board members on how they might vote – an informal canvas by one member of a public body to find out where the votes would be on a particular issue does not violate the OMA,

²⁴ MCL 15.262(d).

²⁵ MCL 15.263(2) and (3).

²⁶ *Booth Newspapers, Inc v Univ of Michigan Bd of Regents*, 444 Mich at 229.

²⁷ *Booth Newspapers, Inc*, 444 Mich at 229 – "any alleged distinction between the [public body's] consensus building and a determination or action, as advanced in the OMA's definition of 'decision,' is a distinction without a difference."

²⁸ MCL 15.263(10).

²⁹ OAG, 1981-1982, No 6074, p 662, 663 (June 11, 1982).

³⁰ *Wexford County Prosecutor v Pranger*, 83 Mich App 197, 201, 204; 268 NW2d 344 (1978).

³¹ OAG, 1977-1978, No 5298, p 434, 435 (May 2, 1978). See also OAG, 1979-1980, No 5444, p 55, 56 (February 21, 1979) – anytime a quorum of a public body meets and considers a matter of public policy, the meeting must comply with the OMA's requirements. Compare OAG, 1979-1980, No 5437, p 36, 37 (February 2, 1979), where members of a public body constituting a quorum come together by chance, the gathering is exempt from the OMA; however, even at a chance meeting, matters of public policy may not be discussed by the members with each other.

so long as no decisions are made during the discussions and the discussions are not a deliberate attempt to the avoid the OMA.³²

May a quorum of a board gather outside an open meeting without violating the OMA? – yes, in some instances. In addition to a purely [social gathering or chance gathering](#)³³ that does not involve discussions of public policy among the members of the board, a quorum may accept an invitation to address a [civic organization](#),³⁴ listen to the concerns of a neighborhood organization, or observe demonstrations, if the board doesn't deliberate toward, or make, a [decision](#).³⁵

A board quorum also may meet for a workshop, seminar, informational gathering, or professional conference designed to convey, to the conference participants, information about areas of [professional interest](#) common to all conference participants.³⁶ These kinds of meetings involve a conference designed primarily to provide training or background information and involve a relatively broad focus upon issues of general concern, rather than a more limited focus on matters or issues of [particular interest](#) to a single public body.³⁷ However, when gatherings are designed to receive input from officers or employees of the public body, the OMA requires that the gathering be held at a [public meeting](#).³⁸

The OMA was not violated when several members of the board of county commissioners attended a public meeting of the county planning committee (which had more than fifty members, two who were county commissioners), which resulted in a quorum of the board being present at the meeting (without the meeting also being noticed as a county commission meeting), so long as the nonmember commissioners did not engage in deliberations or render [decisions](#).³⁹

Advisory committees and the OMA – the OMA does not apply to committees and subcommittees composed of less than a quorum of the full public body if they "are merely [advisory](#) or only capable of making 'recommendations concerning the exercise of governmental authority.'"⁴⁰

Where, on the other hand, a committee or subcommittee is empowered to act on matters in such a fashion as to deprive the full public body of the opportunity to consider a matter, a decision of the committee or subcommittee "is an exercise of governmental authority which effectuates

³² *St Aubin v Ishpeming City Council*, 197 Mich App 100, 103; 494 NW2d 803 (1992).

³³ OAG, 1979-1980, No 5437, p 36 (February 2, 1979).

³⁴ OAG, 1977-1978, No 5183, p 21, 35 (March 8, 1977).

³⁵ OAG, 1977-1978, No 5364, p 606, 607 (September 7, 1978).

³⁶ OAG, 1979-1980, No 5433, p 29, 31 (January 31, 1979).

³⁷ OAG, 1981-1982, No 6074, at p 664.

³⁸ OAG No 5433 at p 31.

³⁹ OAG, 1989-1990, No 6636, p 253 (October 23, 1989), cited with approval in *Ryant v Cleveland Twp*, 239 Mich App 430, 434-435; 608 NW2d 101 (2000) and *Nicholas v Meridian Charter Twp*, 239 Mich App at 531-532. If, however, the noncommittee board members participate in committee deliberations, the OMA would be violated. *Nicholas*, 239 Mich App at 532.

⁴⁰ OAG, 1997-1998, No 6935, p 18 (April 2, 1997); OAG No 5183 at p 40.

public policy" and the committee or subcommittee proceedings are, therefore, subject to the [OMA](#).⁴¹

If a joint meeting of two committees of a board (each with less than a quorum of the board) results in the presence of a quorum of the board, the board must comply in all respects with the OMA and notice of the joint meeting must include the fact that a [quorum](#) of the board will be present.⁴²

Use of e-mail or other electronic communications among board members during an open meeting – e-mail, texting, or other forms of electronic communications among members of a board or commission during the course of an open meeting that constitutes deliberations toward decision-making or actual decisions violates the OMA, since it is in effect a "closed" session. While the OMA does not require that all votes by a public body must be by roll call, voting requirements under the act are met when a vote is taken by roll call, show of hands, or other method that informs the public of the public official's decision rendered by his or her vote. Thus, the OMA bars the use of e-mail or other electronic communications to conduct a secret ballot at a public meeting, since it would prevent citizens from knowing how members of the public body have [voted](#).⁴³

Moreover, the use of electronic communications for discussions or deliberations, which are not, at a minimum, able to be heard by the public in attendance at an open meeting are contrary to the OMA's core purpose – the promotion of openness in government.⁴⁴

Using e-mail to distribute handouts, agenda items, statistical information, or other such material during an open meeting should be permissible under the OMA, particularly when copies of that information are also made available to the public before or during the meeting.

⁴¹ *Schmiedicke v Clare School Bd*, 228 Mich App 259, 261, 263-264; 577 NW2d 706 (1998); *Morrison v East Lansing*, 255 Mich App 505; 660 NW2d 395 (2003); and OAG, 1997-1998, No 7000, p 197 (December 1, 1998) – a committee composed of less than a quorum of a full board is subject to the OMA, if the committee is effectively authorized to determine whether items will or will not be referred for action by the full board, citing OAG, 1977-1978, No 5222, p 216 (September 1, 1977).

⁴² OAG, 1989-1990, No 6636, at p 254.

⁴³ See *Esperance v Chesterfield Twp*, 89 Mich App 456, 464; 280 NW2d 559 (1979) and OAG, 1977-1978, No 5262, p 338 (January 31, 1978).

⁴⁴ See *Booth Newspapers, Inc*, 444 Mich at 229; *Schmiedicke*, 228 Mich App at 263, 264; and *Wexford County Prosecutor*, 83 Mich App at 204.

CLOSED SESSIONS

Meeting in closed session – a public body may meet in a [closed session](#) *only* for one or more of the permitted purposes specified in section 8 of the OMA.⁴⁵ The [limited purposes](#) for which closed sessions are permitted include, among others⁴⁶:

- (1) To consider the dismissal, suspension, or disciplining of, or to hear complaints or charges brought against, or to consider a periodic personnel evaluation of, a public officer, employee, staff member, or individual agent, *if the named person requests a [closed hearing](#)*.⁴⁷
- (2) For strategy and negotiation sessions connected with the negotiation of a collective bargaining agreement *if either negotiating party requests a [closed hearing](#)*.⁴⁸
- (3) To consider the purchase or lease of real property up to the time an option to purchase or lease that [real property](#) is obtained.⁴⁹
- (4) To consult with its attorney regarding trial or settlement strategy in connection with specific pending litigation, *but only if an [open meeting](#) would have a detrimental financial effect on the litigating or settlement position of the public body*.⁵⁰
- (5) To review and consider the contents of an application for employment or appointment to a public office *if the candidate requests that the application remain confidential*. However, all [interviews](#) by a public body for employment or appointment to a public office shall be held in an open meeting pursuant to this act.⁵¹
- (6) To consider material [exempt](#) from discussion or disclosure by state or federal statute.⁵² But note – a board is not permitted to go into closed session to discuss an attorney's oral opinion, as opposed to a written legal memorandum.⁵³

A closed session must be conducted during the course of an open meeting – section 2(c) of the OMA defines "[closed session](#)" as "a meeting or part of a meeting of a public body that is

⁴⁵ MCL 15.268. OAG, 1977-1978, No 5183, at p 37.

⁴⁶ The other permissible purposes deal with public primary, secondary, and post-secondary student disciplinary hearings – section 8(b); state legislature party caucuses – section 8(g); compliance conferences conducted by the Michigan Department of Community Health – section 8(i); and public university presidential search committee discussions – section 8(j).

⁴⁷ MCL 15.268(a) (Emphasis added.)

⁴⁸ MCL 15.268(c) (Emphasis added.)

⁴⁹ MCL 15.268(d).

⁵⁰ MCL 15.268(e) (Emphasis added.)

⁵¹ MCL 15.268(f) (Emphasis added.)

⁵² MCL 15.268(h).

⁵³ *Booth Newspapers, Inc v Wyoming City Council*, 168 Mich App 459, 467, 469-470; 425 NW2d 695 (1988).

closed to the public."⁵⁴ Section 9(1) of the OMA provides that the [minutes](#) of an open meeting must include "the purpose or purposes for which a closed session is held."⁵⁵

Going into closed session – section 7(1) of the [OMA](#)⁵⁶ sets out the procedure for calling a closed session:

A 2/3 roll call vote of members elected or appointed and serving is required to call a closed session, except for the closed sessions permitted under section 8(a), (b), (c), (g), (i), and (j). The roll call vote and the purpose or purposes for calling the closed session shall be entered into the minutes of the meeting at which the vote is taken.

Thus, a public body may go into closed session only upon a motion duly made, seconded, and adopted by a [2/3 roll call vote](#) of the members appointed and serving⁵⁷ during an open meeting for the purpose of (1) considering the purchase or lease of real property, (2) consulting with their attorney, (3) considering an employment application, or (4) considering material exempt from disclosure under state or federal law. A majority vote is sufficient for going into closed session for the other OMA permitted purposes.

We suggest that every motion to go into closed session should cite one or more of the permissible purposes listed in section 8 of the [OMA](#).⁵⁸ An example of a motion to go into closed session is:

I move that the Board meet in closed session under section 8(e) of the Open Meetings Act, to consult with our attorney regarding trial or settlement strategy in connection with [the name of the specific lawsuit].

Another example is the need to privately discuss with the public body's attorney a memorandum of advice as permitted under section 8(h) of the OMA – "to consider material [exempt](#) from discussion or disclosure by state or federal statute."⁵⁹ The motion should cite section 8(h) of the OMA and the statutory basis for the closed session, such as section 13(1)(g) of the [Freedom of Information Act](#), which exempts from public disclosure "[i]nformation or records subject to the attorney-client privilege."⁶⁰

Leaving a closed session – the OMA is silent as to how to leave a closed session. We suggest that you recommend a motion be made to end the closed session with a majority vote needed for

⁵⁴ MCL 15.262(c).

⁵⁵ MCL 15.269(1).

⁵⁶ MCL 15.267(1).

⁵⁷ And not just those attending the meeting. OAG No 5183 at p 37.

⁵⁸ MCL 15.268.

⁵⁹ MCL 15.268(h). Proper discussion of a written legal opinion at a closed meeting is, with regard to the attorney-client privilege exemption to the OMA, limited to the meaning of any strictly legal advice presented in the written opinion. *People v Whitney*, 228 Mich App at 245-248.

⁶⁰ MCL 15.243(1)(g).

approval. Admittedly, this is a decision made in a closed session, but it certainly isn't a decision that "effectuates or formulates public policy."

When the public body has concluded its closed session, the open meeting minutes should state the time the public body reconvened in open session and, of course, any votes on matters discussed in the closed session must occur in an open meeting.

Decisions must be made during an open meeting, not the closed session – section 3(2) of the OMA requires that "[a]ll decisions of a public body shall be made at a meeting [open to the public](#)."⁶¹ Section 2(d) of the OMA defines "[decision](#)" to mean "a determination, action, vote, or disposition upon a motion, proposal, recommendation, resolution, order, ordinance, bill, or measure on which a vote by members of a public body is required and by which a public body effectuates or formulates public policy."⁶²

Avoid using the terms "closed session" and "executive session" interchangeably – we suggest that a public body not use the term "executive session" to refer to a "closed session." The term "executive session" does not appear in the OMA, but "closed session" does. "Executive session" is more of a private sector term and is often used to describe a private session of a board of directors, which is not limited as to purpose, where actions can be taken, and no minutes are recorded.

Staff and others may join the board in a closed session – a public body may rely upon its officers and employees for [assistance](#) when considering matters in a closed session. A public body may also request private citizens to assist, as appropriate, in its considerations.⁶³

Forcibly excluding persons from a closed session – a public body may, if necessary, exclude an [unauthorized individual](#) who intrudes upon a closed session by either (1) having the individual forcibly removed by a law enforcement officer, or (2) by recessing and removing the closed session to a new location.⁶⁴

⁶¹ MCL 15.263(2). *St Aubin v Ishpeming City Council*, 197 Mich App at 103. See also, OAG, 1977-1978, No 5262, at p 338-339 – the OMA prohibits a voting procedure at a public meeting which prevents citizens from knowing how members of the public body have voted and OAG, 1979-1980, No 5445, p 57 (February 22, 1979) – a public body may not take final action on any matter during a closed meeting.

⁶² MCL 15.262(d).

⁶³ OAG, 1979-1980, No 5532, p 324 (August 7, 1979).

⁶⁴ OAG, 1985-1986, No 6358, p 268 (April 29, 1986), citing *Regents of the Univ of Michigan v Washtenaw County Coalition Against Apartheid*, 97 Mich App 532; 296 NW2d 94 (1980).

PUBLIC ATTENDING OPEN MEETINGS

Excluding individuals – no one may be excluded from a meeting otherwise open to the public except for a [breach of the peace](#) actually committed at the meeting.⁶⁵

Identifying public attendees – no one may be required to register or otherwise provide his or her name or other information or otherwise to fulfill a [condition](#) precedent to attend a public meeting.⁶⁶

Building security at the meeting site may cause issues. Members of the public might object, based on the [OMA](#), to signing in to gain access to the building where a public meeting is being held.⁶⁷ We, therefore, recommend that public bodies meet in facilities or areas not subject to public access restrictions.

If the public body wishes the members of the public to identify themselves at the meeting, we suggest the board chair announce something like this:

The Board would appreciate having the members of the public attending the meeting today identify themselves and mention if they would like the opportunity to speak during the public comment period. However, you do not need to give your name to attend this meeting. When the time comes to introduce yourself and you do not want to do so, just say pass.

Since speaking at the meeting is a step beyond "attending" the public meeting and the OMA provides that a person may address the public body "under rules established and recorded by the public body," the board may establish a [rule](#) requiring individuals to identify themselves if they wish to speak at a meeting.⁶⁸

Limiting public comment – a public body may adopt a [rule](#) imposing individual time limits for members of the public addressing the public body.⁶⁹ In order to carry out its responsibilities, the board can also consider establishing rules allowing the chairperson to encourage groups to designate one or more individuals to speak on their behalf to avoid cumulative comments. But a [rule](#) limiting the period of public comment may not be applied in a manner that denies a person the right to address the public body, such as by limiting all public comment to a half-hour period.⁷⁰

⁶⁵ MCL 15.263(6).

⁶⁶ MCL 15.263(4).

⁶⁷ In addition, "[a]ll meetings of a public body . . . shall be held in a place available to the general public." MCL 15.263(1).

⁶⁸ MCL 15.263(5). OAG, 1977-1978, No 5183, at p 34.

⁶⁹ OAG, 1977-1978, No 5332, p 536 (July 13, 1978). The rule must be duly adopted and recorded. OAG, 1977-1978. No 5183, at p 34.

⁷⁰ OAG No 5332 at p 538.

Meeting location – the [OMA](#) only requires that a meeting be held "in a place available to the general public;" it does not dictate that the meeting be held within the geographical limits of the public body's jurisdiction.⁷¹ However, if a meeting is held so far from the public which it serves that it would be difficult or inconvenient for its citizens to attend, the meeting may not be considered as being held at a place available to the general public. Whenever possible, the meeting should be held within the public body's geographical boundaries.

Timing of public comment – a public body has discretion under the OMA when to schedule [public comment](#) during the meeting.⁷² Thus, scheduling public comment at the beginning⁷³ or the [end](#)⁷⁴ of the meeting agenda does not violate the OMA. The public has no right to address the [commission](#) during its deliberations on a particular matter.⁷⁵

Taping and broadcasting – the [right](#) to attend a public meeting includes the right to tape-record, videotape, broadcast live on radio, and telecast live on television the proceedings of a public body at the public meeting.⁷⁶ A board may establish reasonable [regulations](#) governing the televising or filming by the electronic media of a hearing open to the public in order to minimize any disruption to the hearing, but it may not prohibit such coverage.⁷⁷ And the exercise of the [right](#) to tape-record, videotape, and broadcast public meetings may not be dependent upon the prior approval of the public body.⁷⁸

⁷¹ OAG, 1979-1980, No 5560, p 386 (September 13, 1979). Of course, local charter provisions or ordinances may impose geographical limits on public body meetings.

⁷² MCL 15.263(5).

⁷³ *Lysogorski v. Bridgeport Charter Twp*, 256 Mich App at 302.

⁷⁴ OAG, 1979-1980, No 5716, p 812 (June 4, 1980).

⁷⁵ OAG, 1977-1978, No 5310, p 465, 468 (June 7, 1978).

⁷⁶ MCL 15.263(1).

⁷⁷ OAG, 1987-1988, No 6499, p 280 (February 24, 1988).

⁷⁸ MCL 15.263(1).

MINUTES

What must be in the minutes – at a minimum, the minutes must show the date, time, place, members present, members absent, any decisions made at a meeting open to the public, and the purpose or purposes for which a closed session is held. The [minutes](#) must include all roll call votes taken at the meeting.⁷⁹ The OMA does not prohibit a public body from preparing a more detailed set of minutes of its public meetings if it chooses to do so.⁸⁰

When must the minutes be available – proposed minutes must be made available for public inspection within eight days after the applicable meeting. Approved [minutes](#) must be made available for public inspection within five days after the public body's approval.⁸¹

When must the minutes be approved – at the board's [next meeting](#).⁸² Corrected minutes must show both the original entry and the correction (for example, using a "strikethrough" word processing feature).

Closed session minutes – a separate set of minutes must be taken for closed sessions. While closed session minutes must be approved in an open meeting (with contents of the minutes kept confidential), the board may meet in [closed session](#) to consider approving the minutes.⁸³

Closed session minutes shall only be disclosed if required by a civil action filed under sections 10, 11, or 13 of the [OMA](#).⁸⁴ The board secretary may furnish the minutes of a closed session of the body to a board member. A member's [dissemination](#) of closed session minutes to the public, however, is a violation of the OMA, and the member risks criminal prosecution and civil penalties.⁸⁵ An audiotape of a closed session meeting of a public body is part of the minutes of the session meeting and, thus, must be filed with the clerk of the public body for retention under the OMA.⁸⁶

Closed session minutes may be [destroyed](#) one year and one day *after approval of the minutes of the regular meeting at which the closed session occurred*.⁸⁷

⁷⁹ MCL 15.269(1).

⁸⁰ Informational letter to Representative Jack Brandenburg from Chief Deputy Attorney General Carol Isaacs dated May 8, 2003.

⁸¹ MCL 15.269(3).

⁸² MCL 15.269(1)

⁸³ OAG, 1985-1986, No 6365, p 288 (June 2, 1986). This, of course, triggers the need for more closed session minutes.

⁸⁴ MCL 15.270, 15.271, and 15.273; *Local Area Watch v Grand Rapids*, 262 Mich App 136, 143; 683 NW2d 745 (2004); OAG, 1985-1986 No 6353, p 255 (April 11, 1986).

⁸⁵ OAG, 1999-2000, No 7061, p 144 (August 31, 2000).

⁸⁶ *Kitchen v Ferndale City Council*, 253 Mich App 115; 654 NW2d 918 (2002).

⁸⁷ MCL 15.267(2).

Inadvertent omissions from the minutes – the OMA does not invalidate a decision due to a simple error in the minutes, such as inadvertently omitting the vote to go into closed session from a meeting's minutes.⁸⁸

⁸⁸ *Willis v Deerfield Twp*, 257 Mich App 541, 554; 669 NW2d 279 (2003).

PARLIAMENTARY PROCEDURES

Core principle – for the actions of a public body to be valid, they must be approved by a [majority vote](#) of a quorum, absent a controlling provision to the contrary, at a lawfully convened meeting.⁸⁹

QUORUM

Quorum – is the minimum number of members who must be present for a board to act. Any substantive action taken in the absence of a quorum is invalid. If a public body properly notices the meeting under OMA, but lacks a quorum when it actually convenes, the board members in attendance may receive reports and comments from the public or staff, ask questions, and comment on matters of interest.⁹⁰

What is the quorum? – look to the statute, charter provision, or ordinance creating the board. On the state level, the Legislature in recent years has taken care to set the board quorum in the statute itself. The statute will often provide that "a majority of the board appointed and serving shall constitute a quorum." For a 15-member board, that means eight would be the quorum, assuming you have 15 members appointed and serving. Without more in the statute, as few as five board members could then decide an issue, since they would be a majority of a [quorum](#).⁹¹ But, be careful, recent statutes often provide that "voting upon action taken by the board shall be conducted by [majority vote](#) of the members appointed and serving." In that instance, the board needs at least eight favorable votes to act.⁹² The Legislature has a backstop statute, which provides that any provision that gives "joint authority to 3 or more public officers or other persons shall be construed as giving such authority to a majority of such officers or other persons, unless it shall be otherwise expressly declared in the law giving the authority."⁹³

Disqualified members – a member of a public body who is disqualified due to a [conflict of interest](#) may not be counted to establish a quorum to consider that matter.⁹⁴

⁸⁹ OAG, 1979-1980, No 5808, p 1060 (October 30, 1980). Robert's Rules of Order Newly Revised (RRONR) (10th ed.), p 4. We cite to Robert's Rules in this Handbook as a leading guide on parliamentary procedures. This is not to imply that public bodies are, as a general rule, bound by Robert's Rules.

⁹⁰ OAG, 2009-2010, No 7235, p (October 9, 2009).

⁹¹ See OAG, 1977-1978, No 5238, p 261 (November 2, 1977).

⁹² See OAG, 1979-1980, No 5808, at p 1061.

⁹³ MCL 8.3c. *Wood v Bd of Trustees of the Policemen and Firemen Retirement System of Detroit*, 108 Mich App 38, 43; 310 NW2d 39 (1981).

⁹⁴ OAG, 1981-1982, No 5916, p 218 (June 8, 1981). But see MCL 15.342a, which provides a procedure for disqualified public officials to vote in some limited circumstances where a quorum is otherwise lacking for a public body to conduct business.

Losing a quorum – even if a meeting begins with a quorum present, the board loses its right to conduct substantive action whenever the attendance of its members falls below the necessary quorum.⁹⁵

Resigned members – the common law rule in Michigan is that a public officer's resignation is not effective until it has been accepted by the appointing authority (who, at the state level, is usually the governor). Acceptance of the [resignation](#) may be manifested by formal acceptance or by the appointment of a successor.⁹⁶ Thus, until a resignation is formally accepted or a successor appointed, the resigning member must be considered "appointed and serving," be counted for quorum purposes, and be permitted to vote.

⁹⁵ RRONR (10th ed.), p 337-338.

⁹⁶ OAG, 1985-1986, No 6405, p 429, 430 (December 9, 1986), citing *Clark v Detroit Bd of Education*, 112 Mich 656; 71 NW 177 (1897).

VOTING

Abstain – means to refuse to vote. Thus, a board member does not "vote" to abstain. If a vote requires a majority or a certain percentage of the members present for approval, an abstention has the same effect as a "no" vote.⁹⁷

Adjourning the meeting - a presiding officer cannot arbitrarily adjourn a meeting without first calling for a vote of the members present.⁹⁸

Chairperson voting – perhaps as a spillover from the well-known constitutional rule that the vice president can only vote to break a tie in the United States Senate⁹⁹ or that a legislative presiding officer usually refrains from voting unless his or her vote affects the result,¹⁰⁰ some believe that a board's presiding officer (usually, the chairperson) can only vote to break a tie. However, absent a contrary controlling provision, all board members may [vote](#) on any matter coming before a board.¹⁰¹ A board's presiding officer can't vote on a motion and then, if the vote is tied, vote to break the tie unless explicitly authorized by law.¹⁰²

Expired-term members – look first to the statute, charter provision, or ordinance creating the public body. Many statutes provide that "a member shall serve until a successor is appointed." Absent a contrary controlling provision, the general rule is that a public officer holding over after his or her term expires may [continue](#) to act until a successor is appointed and qualified.¹⁰³

Imposing a greater voting requirement – where the Legislature has required only a majority vote to act, public bodies can't impose a greater voting requirement, such as requiring a two-thirds vote of its members to [alter](#) certain policies or bylaws.¹⁰⁴

Majority – means simply "more than half."¹⁰⁵ Thus, on a 15-member board, eight members constitute a majority.

⁹⁷ RRONR (10th ed.), p 390-395.

⁹⁸ *Dingwall v Detroit Common Council*, 82 Mich 568, 571; 46 NW 938 (1890),

⁹⁹ US Const, art I, §3.

¹⁰⁰ RRONR (10th ed.), p 392-393 – an assembly's presiding officer can break or create a tie vote.

¹⁰¹ See OAG, 1981-1982, No 6054, p 617 (April 14, 1982).

¹⁰² *Price v Oakfield Twp Bd*, 182 Mich 216; 148 NW 438 (1914).

¹⁰³ OAG, 1979-1980, No 5606, p 493 (December 13, 1979), citing *Greyhound Corp v Public Service Comm*, 360 Mich 578, 589-590; 104 NW2d 395 (1960). See also, *Cantwell v City of Southfield*, 95 Mich App 375; 290 NW2d 151 (1980).

¹⁰⁴ OAG, 1979-1980, No 5738, p 870 (July 14, 1980). OAG, 2001-2002, No 7081, p 27 (April 17, 2001), citing *Wagner v Ypsilanti Village Clerk*, 302 Mich 636; 5 NW2d 513 (1942).

¹⁰⁵ RRONR (10th ed.), p 387.

Proxy voting – the OMA requires that the deliberation and formulation of decisions effectuating public policy be conducted at open meetings.¹⁰⁶ Voting by proxy effectively forecloses any involvement by the absent board member in the board's public discussion and deliberations before the board votes on a matter effectuating public policy.¹⁰⁷ Without explicit statutory authority, this [practice](#) is not allowed.¹⁰⁸

Roll call vote – there is no bright line rule for conducting a [roll call vote](#).¹⁰⁹ We suggest some rules of thumb. When a voice vote reveals a divided vote on the board (i.e., more than one no vote), a roll call vote should be conducted to remove doubt about the vote's count. When the board is acting on matters of significance, such as, contracts of substantial size or decisions that will have multi-year impacts, a roll call vote is the best choice.

Round-robin voting – means approval for an action outside of a public meeting by passing around a sign-off sheet. This practice has its roots in the legislative committee practice of passing around a tally sheet to gain approval for discharging a bill without a committee meeting. "[Round-robinning](#)" defeats the public's right to be present and observe the manner in which the body's decisions are made and violates the letter and the spirit of the OMA.¹¹⁰

Rule of necessity – if a state agency's involvement in prior administrative or judicial proceedings involving a party could require recusal of all of its board members or enough of them to prevent a quorum from assembling, the common law rule of necessity precludes recusing all members, if the disqualification would leave the agency unable to adjudicate a question.¹¹¹ But the rule of necessity may not be applied to allow members of a public body to vote on matters that could benefit their [private employer](#).¹¹²

¹⁰⁶ *Esperance v Chesterfield Twp*, 89 Mich App at 464, quoting *Wexford County Prosecutor v Pranger*, 83 Mich App 197; 268 NW2d 344 (1978).

¹⁰⁷ Robert's Rules concur: "Ordinarily it [proxy voting] should neither be allowed nor required, because proxy voting is incompatible with the essential characteristics of a deliberative assembly in which membership is individual, personal, and nontransferable." RRONR (10th ed.), p 414. The Michigan House and Senate do not allow proxy voting for their members.

¹⁰⁸ OAG, 2009-2010, No 7227, p (March 19, 2009). OAG, 1993-1994, No 6828, p 212 (December 22, 1994), citing *Dingwall*, 82 Mich at 571, where the city council counted and recorded the vote of absent members in appointing election inspectors. The Michigan Supreme Court rejected these appointments, ruling that "the counting of absent members and recording them as voting in the affirmative on all questions, was also an inexcusable outrage."

¹⁰⁹ "The fact that the Open Meetings Act prohibits secret balloting does not mean that all votes must be roll call votes." *Esperance v Chesterfield Twp*, 89 Mich App at 464 n 9. The OMA does provide that votes to go into closed session must be by roll call. MCL 15.267.

¹¹⁰ OAG, 1977-1978, No 5222, at p 218. See also, *Booth Newspapers*, 444 Mich at 229, which concluded that "round-the-horn" deliberations can constitute decisions under the OMA.

¹¹¹ *Champion's Auto Ferry, Inc v Michigan Public Service Comm*, 231 Mich App 699; 588 NW2d 153 (1998). The Court noted that the PSC members did not have any personal financial interest in the matter. *Id.* at 708-709.

¹¹² OAG, 1981-1982, No 6005, p 439, 446 (November 2, 1981). After OAG No 6005 was issued, the Legislature amended section 2a of 1973 PA 196, MCL 15.342a, to provide a procedure for voting by public officials in some limited circumstances where a quorum is otherwise lacking for a public entity to conduct business.

Secret ballot – the OMA requires that all decisions and deliberations of a public body must be made at an open meeting and the term "[decision](#)" is defined to include voting.¹¹³ The OMA prohibits a "[voting procedure](#)" at a public meeting that prevents citizens from knowing how members of a public body have voted."¹¹⁴ Obviously, the use of a secret ballot process would prevent this transparency. All board decisions subject to the OMA must be made by a public vote at an open meeting.¹¹⁵

Tie vote – a tie vote on a motion means that the motion did not gain a majority. Thus, the motion fails.¹¹⁶

¹¹³ See MCL 15.262(d) and 15.263(2) and (3).

¹¹⁴ OAG, 1977-1978, No 5262, at p 338-339.

¹¹⁵ *Esperance*, 89 Mich App at 464.

¹¹⁶ *Rouse v Rogers*, 267 Mich 338; 255 NW 203 (1934). RRONR (10th ed.), p 392.

Miscellaneous Correspondence

Michigan Department of Treasury
Revenue Sharing and Grants Division
PO Box 30722
Lansing MI 48909

RE: Compliance Form 4886 for Village of Lake Odessa, MI Transparency & Accountability

The Village of Lake Odessa is pleased to submit form 4886 with the required documents in compliance with the State of Michigan's Transparency and Accountability Initiative.

The Village of Lake Odessa has chosen to use a web-service for this requirement, and has partnered with Munetrix to showcase our data.

Included with this letter are the required documents for Village of Lake Odessa:

- Citizen's Guide to Finances including our Pension and OPEB status
- Performance Dashboard
- Debt Service Report
- Projected Budget Report

We have made the data available to the public via a link on our website; as well we will make available limited quantities of paper copies in our municipality lobby and notify residents in our periodic mailings. You will find the confirmation of our website link and various supporting transparency documentation included with this letter.

We look forward to receiving these important funds from the State of Michigan and trust you will contact us if there are any questions or concerns.

Sincerely,



Patrick Reagan
Village Manager


City, Village, and Township Revenue Sharing and County Incentive Program Certification

Issued under authority of 2021 Public Act 87. Filing is mandatory to qualify for payments.

Each city/village/township/county applying for City, Village, and Township Revenue Sharing or County Incentive Program payments must:

1. Certify to the Michigan Department of Treasury (Treasury) that the local unit listed below has produced and made available to the public a Citizen's Guide, a Performance Dashboard, a Debt Service Report, and a Projected Budget Report as required by 2021 Public Act 87. The local unit must include in any mailing of general information to its citizens, the Internet website address or the physical location where all the documents are available for public viewing in the clerk's office.
2. Submit to Treasury a Citizen's Guide, a Performance Dashboard, a Debt Service Report, and a Projected Budget Report.

This certification, along with a Citizen's Guide, a Performance Dashboard, a Debt Service Report, and a Projected Budget Report, **must be received by December 1, 2021**, (or the first day of a payment month) in order to qualify for that month's payment. Postmark dates will not be considered. For questions, call 517-335-7484.

PART 1: LOCAL UNIT INFORMATION			
Local Unit Name Village of Lake Odessa		Local Unit County Name Ionia County	
Local Unit Code 34 3030		Contact E-Mail Address treasurer@lakeodessa.org	
Contact Name Kathy Forman	Contact Title Treasurer	Contact Telephone Number 616-374-7110	Extension
Website Address, if reports are available online http://munetrix.com/sections/data/municipal.php?MuniID=1266&Type=Village		Current Fiscal Year End Date 02/28/2022	
PART 2: CITIZEN'S GUIDE			
Check any of the following that apply:			
<input type="checkbox"/> The local unit has elected to use Treasury's online Citizen's Guide to comply with the legislative requirements. Therefore, a copy of the Citizen's Guide will not be submitted to Treasury.			
<input type="checkbox"/> The local unit does not have any unfunded liabilities (pensions or other postemployment benefits (OPEB)).			
PART 3: CERTIFICATION			
<i>In accordance with 2021 Public Act 87, the undersigned hereby certifies to Treasury that the above mentioned local unit 1) has produced a Citizen's Guide, a Performance Dashboard, a Debt Service Report, and a Projected Budget Report and 2) will include in any mailing of general information to our citizens, the Internet website address or the physical location where all the documents are available for public viewing in the clerk's office. The Citizen's Guide, Performance Dashboard, Debt Service Report, and Projected Budget Report are attached to this signed certification, unless otherwise noted in Part 2.</i>			
Chief Administrative Officer Signature (as defined in MCL 141.422b) 		Printed Name of Chief Administrative Officer (as defined in MCL 141.422b) Patrick Reagan	
Title Village Manager		Date November 09, 2021	

Completed and signed form (including required attachments) should be e-mailed to: TreasRevenueSharing@michigan.gov.
If you are unable to submit via e-mail, fax to 517-335-3298 or mail the completed form and required attachments to:

Michigan Department of Treasury
Revenue Sharing and Grants Division
PO Box 30722
Lansing MI 48909

TREASURY USE ONLY		
CVTRS/CIP Eligible Y N	Certification Received	Citizen's Guide Received
Performance Dashboard Received	Debt Service Report Received	Projected Budget Report Received
Final Certification	CVTRS/CIP Notes	

General Info

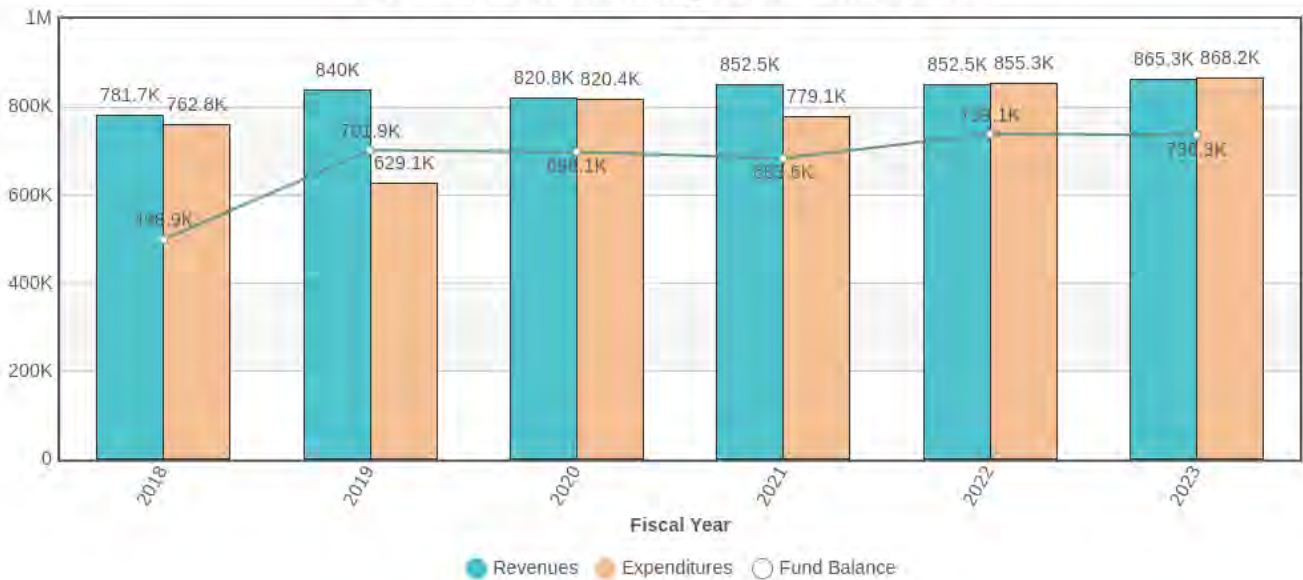
Name	Type	Fiscal Year End	Population (2010)	Phone	Website
Lake Odessa	Village	February	2040	(616) 374-7110	www.lakeodessa.org

Multi-Year General Fund Only

Year	Data Status	Fiscal Score	Population	General Fund Revenues	General Fund Expenditures	*Available Fund Balance	Taxable Value
2023	Forecast	0	2034	\$865,335	\$868,195	\$736,255	\$47,363,699
2022	Budget	0	2034	\$852,541	\$855,343	\$739,099	\$46,709,762
2021	Historic	1	2034	\$852,451	\$779,054	\$683,598	\$46,064,854
2020	Historic	1	2034	\$820,812	\$820,434	\$698,110	\$46,644,335
2019	Historic	0	2040	\$840,033	\$629,133	\$701,855	\$48,140,319
2018	Historic	0	2034	\$781,674	\$762,796	\$498,871	\$47,060,356

*Available Fund Balance includes Committed, Assigned, and Unassigned Funds. It excludes Nonspendable and Restricted Funds.

How We Have Managed Our Resources



Fiscal Year Assumptions Notes

2023 Notes: General Fund

The Village of Lake Odessa's Budget Forecast presented represents the financial status and service delivery plans for the upcoming 2022-2023 Fiscal Year. The budget forecast presents all village financial obligations and an anticipated taxable value for 2022.

Careful consideration was given in preparing the budget forecast knowing that Michigan's economic climate will affect revenue sharing. The Village further expects, but does not currently know, negative impacts due to the COVID-19 pandemic.

The primary focus for the Village continues to be a development process that balances expenses with anticipated revenues while providing excellent services to the public.

Financial Statement

Including General Fund only

Balance Sheet

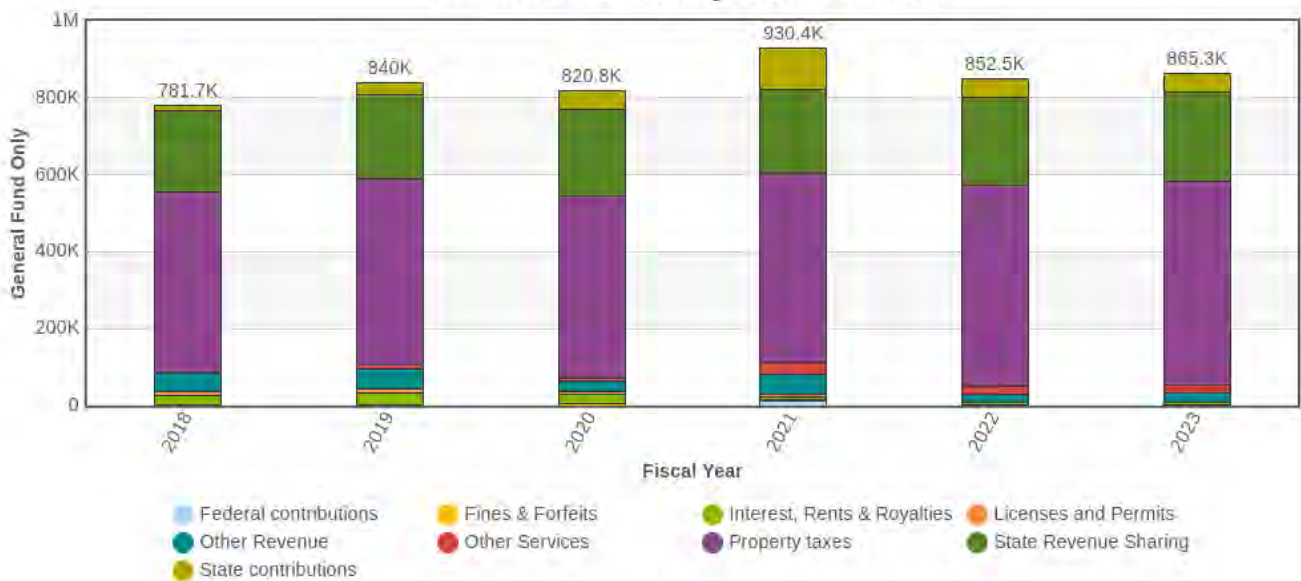
Category Name	2023	2022	2021	2020	2019	2018
Fund Equity	\$736,255	\$739,099	\$877,541	\$725,219	\$724,841	\$513,941
Total Assets	N/A	N/A	\$910,155	\$896,382	\$750,936	\$531,458
Total Liabilities	N/A	N/A	\$11,658	\$69,959	\$25,907	\$19,021

*Fund Equity includes all five fund types: Committed, Assigned, Unassigned, Nonspendable and Restricted Funds.

Revenues

Category Name	2023	2022	2021	2020	2019	2018
Federal contributions	\$609	\$600	\$12,115			
Fines & Forfeits	\$2,284	\$2,250	\$2,799	\$4,499	\$1,466	\$3,308
Interest, Rents & Royalties	\$5,583	\$5,500	\$7,031	\$24,798	\$33,575	\$25,095
Licenses and Permits	\$2,335	\$2,300	\$6,974	\$7,596	\$8,056	\$8,064
Other Revenue	\$21,420	\$21,100	\$53,602	\$27,024	\$53,915	\$47,545
Other Services	\$20,656	\$20,350	\$31,801	\$7,557	\$7,884	\$1,539
Property taxes	\$530,947	\$523,100	\$490,248	\$475,250	\$487,767	\$471,183
State Revenue Sharing	\$232,921	\$229,479	\$219,953	\$226,101	\$217,611	\$210,115
State contributions	\$48,580	\$47,862	\$105,925	\$47,987	\$29,759	\$14,825
Total	\$865,335	\$852,541	\$930,448	\$820,812	\$840,033	\$781,674

Where The Money Comes From



Expenses

Category Name	2023	2022	2021	2020	2019	2018
Capital Outlay & Special Items			\$132,700	\$236,197	\$75,677	\$83,311
Community & Economic Development	\$10,010	\$9,862	\$8,958	\$8,728	\$11,622	\$12,408
Debt Service				\$9,484	\$6,759	\$2,508
General Government	\$145,750	\$143,588	\$120,861	\$118,105	\$98,731	\$144,990
Police Department	\$352,555	\$347,340	\$316,966	\$250,735	\$207,292	\$289,123
Public Works Department	\$339,213	\$334,193	\$173,664	\$163,840	\$188,478	\$196,293
Recreation & Culture	\$15,795	\$15,560	\$24,977	\$33,345	\$40,574	\$34,163
Utilities	\$4,872	\$4,800				
Total	\$868,195	\$855,343	\$778,126	\$820,434	\$629,133	\$762,796

How The Money Is Spent



Supplementary Information (Pension / OPEB)

Category Name	2023	2022	2021	2020	2019	2018
Pensions Actuarial Liability	N/A	N/A	\$519,903.00	\$518,847.00	\$470,647.00	\$325,128.00
Pension Fund Assets	N/A	N/A	\$479,662.00	\$432,155.00	\$385,727.00	\$334,655.00
OPEB Actuarial Liability	N/A	N/A	N/A	N/A	N/A	N/A
OPEB Fund Assets	N/A	N/A	N/A	N/A	N/A	N/A

Pension Fund Status



Other Post-Employment Benefit Fund Status



OPEB Notes:

The Village of Lake Odessa does not offer OPEB (Other Post Employment Benefits) to its employees/retirees.

Fund Equity Detail

Category Name	2023	2022	2021	2020	2019	2018
Committed	0	0	\$61,646.00	\$191,188.00	\$160,742.00	\$149,797.00
Restricted	0	0	\$25,579.00	\$27,109.00	\$22,986.00	\$15,070.00
Unassigned	\$736,255.00	\$739,099.00	\$790,316.00	\$506,922.00	\$541,113.00	\$349,074.00

Dashboard for Lake Odessa

Fiscal Stability	2020	2021	Progress
Fiscal Wellness Indicator Score	1	1	↔
Annual General Fund expenditures per capita	\$403	\$383	↑
Fund balance as % of General Fund Revenues	85.1%	80.2%	↓
Debt burden per capita	\$246.0	\$200.1	↑
Economy & Financial Health	2020	2021	Progress
Population	2,034	2,034	↔
Taxable Value (100k)	\$46,644	\$46,065	↓
Public Safety	2018	2019	Progress
Crimes against persons per thousand residents	14.7	14.2	↑
Crimes against property per thousand residents	23.6	23.5	↔
Crimes against society per thousand residents	7.4	3.9	↑
Other crimes per thousand residents	14.7	5.9	↑
Traffic crashes property	7	9	↓

OPEB Notes:

The Village of Lake Odessa does not offer OPEB (Other Post Employment Benefits) to its employees/retirees.

Village of Lake Odessa

Local Code: 34-3030

Debt Service Summary Report

Bonds & contracts payable	Fiscal Years			
Name	2021	2022	2023	2024
2016 Refunding Bonds	107,285	110,530	108,730	111,885
2016 USDA Bonds	149,520	149,024	149,494	149,919
2017 Refunding Bond	65,583	67,374	66,131	68,842
Subtotal for Bonds & contracts payable	322,388	326,927	324,354	330,646
Total Principal & Interest	322,388	326,927	324,354	330,646

Lake Odessa

Complete Debt Report for 2016 USDA Bonds

Issuance Information

Debt Type: Bonds & contracts payable

Activity Type: Business-type/Enterprise

Repayment Source: Revenue - Water

Issuance Date: 2016-08-23

Issuance Amount: \$3,934,000

Interest Rate: 2.250

Maturing Through: 2056

Principal Maturity Range: \$62,000 - \$147,000

Purpose:

Fund Number:

Comments: Water Infrastructure Improvements

Payment Schedule

Date Due	Interest Rate	Principal	Interest	Payment	Balance
2021-02-01	2.250	0.00	41,388.75	41,388.75	\$3,679,000.00
2021-08-01	2.250	67,000.00	41,388.75	108,388.75	\$3,612,000.00
2022-02-01	2.250	0.00	40,635.00	40,635.00	\$3,612,000.00
2022-08-01	2.250	69,000.00	40,635.00	109,635.00	\$3,543,000.00
2023-02-01	2.250	0.00	39,858.75	39,858.75	\$3,543,000.00
2023-08-01	2.250	71,000.00	39,858.75	110,858.75	\$3,472,000.00
2024-02-01	2.250	0.00	39,060.00	39,060.00	\$3,472,000.00
2024-08-01	2.250	72,000.00	39,060.00	111,060.00	\$3,400,000.00
2025-02-01	2.250	0.00	38,250.00	38,250.00	\$3,400,000.00
2025-08-01	2.250	74,000.00	38,250.00	112,250.00	\$3,326,000.00
2026-02-01	2.250	0.00	37,417.50	37,417.50	\$3,326,000.00
2026-08-01	2.250	75,000.00	37,417.50	112,417.50	\$3,251,000.00
2027-02-01	2.250	0.00	36,573.75	36,573.75	\$3,251,000.00
2027-08-01	2.250	77,000.00	36,573.75	113,573.75	\$3,174,000.00
2028-02-01	2.250	0.00	35,707.50	35,707.50	\$3,174,000.00
2028-08-01	2.250	79,000.00	35,707.50	114,707.50	\$3,095,000.00
2029-02-01	2.250	0.00	34,818.75	34,818.75	\$3,095,000.00
2029-08-01	2.250	81,000.00	34,818.75	115,818.75	\$3,014,000.00
2030-02-01	2.250	0.00	33,907.50	33,907.50	\$3,014,000.00
2030-08-01	2.250	82,000.00	33,907.50	115,907.50	\$2,932,000.00
2031-02-01	2.250	0.00	32,985.00	32,985.00	\$2,932,000.00
2031-08-01	2.250	84,000.00	32,985.00	116,985.00	\$2,848,000.00
2032-02-01	2.250	0.00	32,040.00	32,040.00	\$2,848,000.00

Date Due	Interest Rate	Principal	Interest	Payment	Balance
2032-08-01	2.250	86,000.00	32,040.00	118,040.00	\$2,762,000.00
2033-02-01	2.250	0.00	31,072.50	31,072.50	\$2,762,000.00
2033-08-01	2.250	88,000.00	31,072.50	119,072.50	\$2,674,000.00
2034-02-01	2.250	0.00	30,082.50	30,082.50	\$2,674,000.00
2034-08-01	2.250	90,000.00	30,082.50	120,082.50	\$2,584,000.00
2035-02-01	2.250	0.00	29,070.00	29,070.00	\$2,584,000.00
2035-08-01	2.250	92,000.00	29,070.00	121,070.00	\$2,492,000.00
2036-02-01	2.250	0.00	28,035.00	28,035.00	\$2,492,000.00
2036-08-01	2.250	94,000.00	28,035.00	122,035.00	\$2,398,000.00
2037-02-01	2.250	0.00	26,977.50	26,977.50	\$2,398,000.00
2037-08-01	2.250	96,000.00	26,977.50	122,977.50	\$2,302,000.00
2038-02-01	2.250	0.00	25,897.50	25,897.50	\$2,302,000.00
2038-08-01	2.250	98,000.00	25,897.50	123,897.50	\$2,204,000.00
2039-02-01	2.250	0.00	24,795.00	24,795.00	\$2,204,000.00
2039-08-01	2.250	101,000.00	24,795.00	125,795.00	\$2,103,000.00
2040-02-01	2.250	0.00	23,658.75	23,658.75	\$2,103,000.00
2040-08-01	2.250	103,000.00	23,658.75	126,658.75	\$2,000,000.00
2041-02-01	2.250	0.00	22,500.00	22,500.00	\$2,000,000.00
2041-08-01	2.250	105,000.00	22,500.00	127,500.00	\$1,895,000.00
2042-02-01	2.250	0.00	21,318.75	21,318.75	\$1,895,000.00
2042-08-01	2.250	108,000.00	21,318.75	129,318.75	\$1,787,000.00
2043-02-01	2.250	0.00	20,103.75	20,103.75	\$1,787,000.00
2043-08-01	2.250	110,000.00	20,103.75	130,103.75	\$1,677,000.00
2044-02-01	2.250	0.00	18,866.25	18,866.25	\$1,677,000.00
2044-08-01	2.250	112,000.00	18,866.25	130,866.25	\$1,565,000.00
2045-02-01	2.250	0.00	17,606.25	17,606.25	\$1,565,000.00
2045-08-01	2.250	115,000.00	17,606.25	132,606.25	\$1,450,000.00
2046-02-01	2.250	0.00	16,312.50	16,312.50	\$1,450,000.00
2046-08-01	2.250	118,000.00	16,312.50	134,312.50	\$1,332,000.00
2047-02-01	2.250	0.00	14,985.00	14,985.00	\$1,332,000.00
2047-08-01	2.250	120,000.00	14,985.00	134,985.00	\$1,212,000.00
2048-02-01	2.250	0.00	13,635.00	13,635.00	\$1,212,000.00
2048-08-01	2.250	123,000.00	13,635.00	136,635.00	\$1,089,000.00
2049-02-01	2.250	0.00	12,251.25	12,251.25	\$1,089,000.00
2049-08-01	2.250	126,000.00	12,251.25	138,251.25	\$963,000.00
2050-02-01	2.250	0.00	10,833.75	10,833.75	\$963,000.00
2050-08-01	2.250	129,000.00	10,833.75	139,833.75	\$834,000.00
2051-02-01	2.250	0.00	9,382.50	9,382.50	\$834,000.00
2051-08-01	2.250	131,000.00	9,382.50	140,382.50	\$703,000.00
2052-02-01	2.250	0.00	7,908.75	7,908.75	\$703,000.00
2052-08-01	2.250	134,000.00	7,908.75	141,908.75	\$569,000.00
2053-02-01	2.250	0.00	6,401.25	6,401.25	\$569,000.00
2053-08-01	2.250	137,000.00	6,401.25	143,401.25	\$432,000.00
2054-02-01	2.250	0.00	4,860.00	4,860.00	\$432,000.00
2054-08-01	2.250	141,000.00	4,860.00	145,860.00	\$291,000.00

Date Due	Interest Rate	Principal	Interest	Payment	Balance
2055-02-01	2.250	0.00	3,273.75	3,273.75	\$291,000.00
2055-08-01	2.250	144,000.00	3,273.75	147,273.75	\$147,000.00
2056-02-01	2.250	0.00	1,653.75	1,653.75	\$147,000.00
2056-08-01	2.250	147,000.00	1,653.75	148,653.75	
2057-02-01	2.250	0.00	0.00	0.00	
Total		\$3,679,000.00	\$1,728,247.50	\$5,407,247.50	

Lake Odessa

Complete Debt Report for 2017 Refunding Bond

Issuance Information

Debt Type:	Bonds & contracts payable
Activity Type:	Government
Repayment Source:	General Obligation
Issuance Date:	2017-01-02
Issuance Amount:	\$1,412,000
Interest Rate:	
Maturing Through:	2029
Principal Maturity Range:	\$7,000 - \$75,000
Purpose:	Refund 2009 Capital Improvement Bond
Fund Number:	
Comments:	

Payment Schedule

Date Due	Principal	Interest	Payment	Balance
2021-06-01	55,000.00	6,497.50	61,497.50	\$520,000.00
2021-12-01	0.00	5,876.00	5,876.00	\$520,000.00
2022-06-01	55,000.00	5,876.00	60,876.00	\$465,000.00
2022-12-01	0.00	5,254.50	5,254.50	\$465,000.00
2023-06-01	59,000.00	5,254.50	64,254.50	\$406,000.00
2023-12-01	0.00	4,587.80	4,587.80	\$406,000.00
2024-06-01	62,000.00	4,587.80	66,587.80	\$344,000.00
2024-12-01	0.00	3,887.20	3,887.20	\$344,000.00
2025-06-01	62,000.00	3,887.20	65,887.20	\$282,000.00
2025-12-01	0.00	3,186.60	3,186.60	\$282,000.00
2026-06-01	66,000.00	3,186.60	69,186.60	\$216,000.00
2026-12-01	0.00	2,440.80	2,440.80	\$216,000.00
2027-06-01	69,000.00	2,440.80	71,440.80	\$147,000.00
2027-12-01	0.00	1,661.10	1,661.10	\$147,000.00
2028-06-01	72,000.00	1,661.10	73,661.10	\$75,000.00
2028-12-01	0.00	847.50	847.50	\$75,000.00
2029-06-01	75,000.00	847.50	75,847.50	
Total	\$575,000.00	\$61,980.50	\$636,980.50	

Lake Odessa

Complete Debt Report for 2016 Refunding Bonds

Issuance Information

Debt Type:	Bonds & contracts payable
Activity Type:	Government
Repayment Source:	General Obligation
Issuance Date:	2016-04-01
Issuance Amount:	\$1,065,000
Interest Rate:	1.8%
Maturing Through:	2026
Principal Maturity Range:	\$75,000 - \$115,000
Purpose:	Refund 2006 MTF and 2006 LTGO CIP Bonds
Fund Number:	
Comments:	Refund 2006 MTF and 2006 LTGO CIP Bonds

Payment Schedule

Date Due	Principal	Interest	Payment	Balance
2021-05-01	100,000.00	5,715.00	105,715.00	\$535,000.00
2021-11-01	0.00	4,815.00	4,815.00	\$535,000.00
2022-05-01	100,000.00	4,815.00	104,815.00	\$435,000.00
2022-11-01	0.00	3,915.00	3,915.00	\$435,000.00
2023-05-01	105,000.00	3,915.00	108,915.00	\$330,000.00
2023-11-01	0.00	2,970.00	2,970.00	\$330,000.00
2024-05-01	105,000.00	2,970.00	107,970.00	\$225,000.00
2024-11-01	0.00	2,025.00	2,025.00	\$225,000.00
2025-05-01	110,000.00	2,025.00	112,025.00	\$115,000.00
2025-11-01	0.00	1,035.00	1,035.00	\$115,000.00
2026-05-01	115,000.00	1,035.00	116,035.00	
Total	\$635,000.00	\$35,235.00	\$670,235.00	



WALKER, FLUKE & SHELDON, PLC

CERTIFIED PUBLIC ACCOUNTANTS

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

CLIENT ADVISORY

October 2021

To: Governmental Unit Clients of Walker, Fluke & Sheldon, PLC

Re: ARPA – American Rescue Plan Act Funds

You will soon start receiving, or may already have received ARPA funds. Given that very little guidance has been received as to how these funds may be utilized, we urge you to segregate these funds and delay making any expenditures until you are certain what rules and reporting requirements will apply.

These funds provide exciting opportunities to positively impact your community but they will likely come with some restrictions that are currently unseen and quite possibly burdensome or punitive. Please be cautious. Proceed with your planning but refrain from making any actual expenditures or contractual commitments.

Please call Ross Sprague, CPA – Audit Manager at 269-945-9452 if you have any question or need further assistance.

Sincerely,

Walker, Fluke & Sheldon, PLC