



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

February 17, 2020 - 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 December 16, 2019 meeting minutes

VII. Bills:

- a) Approve bills equal to or less than \$3,000.00 each from 1/1//2020 to 1/31/2020
- b) Approve bills in excess of \$3,000.00 each, including:

- 1. GEI Consultants – Street Project Engineering -- \$5,650.00 (*Paid*)
- 2. Homeworks/ Tri-County Electric Cooperative – \$3,264.08 – Water Plant Electricity (*Paid*)
- 3. Signature Ford -- \$33,809.00 – 2020 Ford Police Interceptor (*Paid*)
- 4. D&K Truck Co. -- \$80,38.00 – 2021 Freightliner 108SD Cab and Chassis (*Paid*)
- 5. Alta Equipment Company -- \$9,795.00 – Snow Plow for DPW Pickup (*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) Lake Odessa Community Library Meeting Minutes – November 2019
 - c) Village Monthly Fuel Purchases
- 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
- XI. Presentations**
- a) Mark Stoor – GEI Consultants – Proposed Ionia, Pearl, Pleasant, and Emerson Street Improvement Project
- XII. Discussion Items**
- a) None
- XIII. Public Hearing**
- a) 2020-2021 Fiscal Year Budget Public Hearing – The property tax millage rate proposed to be levied to support the proposed budget will be a subject of this hearing.
- XIV. Unfinished Business**
- a) None
- XV. New Business:**
- a) Proposed Resolution 2020-06: Approving, Authorizing, and Directing the Village President and the Village Manager to Sign a Letter of Engagement from Walker, Fluke, and Sheldon PLC for Auditing Services for the Village of Lake Odessa
 - b) Proposed Resolution 2020-07: Approving the Recognition of the Lake Odessa Civic and Agricultural Association as a Nonprofit Organization Operating in the Community for the Purpose of Obtaining Charitable Gaming Licenses
 - c) Proposed Resolution 2020-08: Approving the Annual Support of the Ionia County Economic Alliance (ICEA) in the Amount of \$1,924.00
 - d) Proposed Resolution 2020-09: Approving the Village President’s Appointment List as Presented for Various Village Posts, Boards, and Commissions
 - e) Proposed Resolution 2020-10: Approving the Quote for Police Car Outfitting Services
 - f) Proposed Resolution 2020-11: Approving the Estimate and Bid Letting for the Proposed Pearl, Pleasant, Ionia, and Emerson Street Improvement Project

- g) Proposed Resolution 2020-12: Adoption of the Proposed Fiscal Year 2020-2021 Budget for the Village of Lake Odessa
- h) Proposed Resolution 2020-13: Approval and Adoption of the Village of Lake Odessa General Appropriations Act
- i) Proposed Resolution 2020-14: Approval and Adoption of the Village of Lake Odessa Capital Improvement Plan
- j) Proposed Resolution 2020-15: Approval to Adopt the Village of Lake Odessa Employee Deferred Compensation Plan for FY 2020-2021
- k) Approval of Proposed Budget Amendments as Submitted

XVI. Miscellaneous Correspondence:

- a) Habitat for Humanity – Ribbon Cutting and Open House – Sunday, February 23, 2020

XVII. Trustee Comments

XVIII. Public Comment

XIX. Adjournment

VILLAGE OF LAKE ODESSA

MINUTES
REGULAR COUNCIL MEETING
January 21, 2020 (DRAFT)
PAGE MEMORIAL BUILDING

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

Pledge of Allegiance.

Council present: Karen Banks, Mike Brighton, Kay Hartzler, Charles Jaquays, Mel McCloud, Brandy Walkington, Mike Rudisill

Absent: None

Staff present: Patrick Reagan, Jesse Trout, Kendra Backing, Pearl Ward

Visitors present: Daryl Hartzler, L. Adams, Carolyn Mayhew, Heidi Reed, Bruce Estes, Al Klein
Jessica Courtright, Carrie Johnson.

Motion by McCloud support by Walkington to approve the agenda as presented. Motion carried.

PUBLIC COMMENT

Carolyn Mayhew with the Jordan Lake Trail had questions regarding the incorporation articles and inquired about the proposed timeline for the Lakewood Recreational Authority appointments. Banks stated that the articles of incorporation would be voted upon and appointments made after adoption. Mayhew expressed concerns about the timeline of the grant process.

MINUTES

Motion by Rudisill, support by Brighton to approve minutes of December 16, 2019. Motion carried.

BILLS

Motion by McCloud, support by Hartzler to approve expenditures equal to or less than \$3,000.00 for the period 12/1/2019 thru 12/31/2019. Motion carried.

Motion by Rudisill, support by Hartzler to approve payment of invoices in excess of \$3,000.00 items as follows:

1. SLC Meter LLC - \$5,620.64 – Purchase of Water Meters (*paid*)

Motion carried.

CONSENT AGENDA

Motion by McCloud, support by Rudisill to approve the consent agenda, as follows:

1. Lake Odessa Zoning Administrator Monthly Report
2. Lake Odessa Downtown Development Authority Minutes – November 2019

Motion carried.

DEPARTMENTAL REPORTS

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

Police Report: Backing had nothing additional to report.

Finance: Nothing to report

DPW: Nothing additional to report.

COMMITTEE REPORTS:

Personnel/Finance Committee: There was no update.

Recreation/Special Projects Committee: There was no update.

PRESENTATIONS

There were no presentations.

DISCUSSION ITEMS

There were no discussion items.

NEW BUSINESS

Motion made by McCloud, supported by Brighton to adopt Resolution 2020-01: Approving the Appointment of Meg Wheeler to the Planning Commission. Motion carried with the following roll call vote: Yes: McCloud, Jaquays, Hartzler, Brighton, Rudisill, Walkington, Banks; No: None.

Motion by Brighton, supported by Walkington to approve Resolution 2020-02: Approving the Setting of a Public Hearing on the FY 2020-2021 Village Budget. Motion carried with the following roll call vote: Yes: McCloud, Jaquays, Hartzler, Brighton, Rudisill, Walkington, Banks; No: None.

Motion by McCloud, supported by Rudisill to approve Resolution 2020-03: Approval and Acceptance of the Proposed Lakewood Recreational Authority's Articles of Incorporation. Motion carried with the following roll call vote: Yes: McCloud, Jaquays, Hartzler, Brighton, Rudisill, Walkington, Banks; No: None.

Jaquays nominated Patrick Reagan and McCloud nominated Jaquays to the Lakewood Recreational Authority.

Motion by Banks, support by Jaquays to a three-year term on the Lakewood Recreational Authority. Motion carried.

Motion by Brighton, support by Walkington to a two-year term on the Lakewood Recreational Authority. Motion carried.

Motion by Brighton, supported by Hartzler to approve Resolution 2020-04: Approving the Purchase of a 2020 Ford Police Interceptor AWD from through the MiDeal program for the Village's Police Department. Jaquays expressed concern over purchasing another gas guzzling vehicle and saw very little need for two four-wheel drive vehicles and did not agree with purchasing an Interceptor and could save \$5,000. McCloud stated he drove back and forth to Lansing without four-wheel drive and stated he could not justify having a four-wheel drive vehicle. Motion carried with the following roll call vote: Yes: Hartzler, Brighton, Rudisill, Walkington, Banks; No: McCloud, Jaquays.

Motion by Brighton, supported by Rudisill to approve Resolution 2020-05: Approving the Purchase of Six (6) Motorola APX Series Radios for Use by the Police Department. McCloud inquired why 6 radios were to be purchased. Backing explained the need for back-up radios for officers and stated they are also needed for special events. Motion carried with the following roll call vote: Yes: McCloud, Jaquays, Hartzler, Brighton, Rudisill, Walkington, Banks; No: None.

Motion by McCloud, supported by Brighton to approve the Budget Amendments as submitted. All ayes, motion passed.

TRUSTEE COMMENTS

Brighton had no comment.

Rudisill had no comment.

Walkington stated that she appreciated the DPW and Police reports.

McCloud stated Happy Valentines Day.

Jaquays had no comment.

Hartzler complimented Ward for her work for the village and stated she appreciated Trout and the DPW's work in the village. Hartzler complimented and thanked the evening officer for his service in the village.

Banks agreed with Hartzler's comments and reminded everyone of the budget workshop on February 10 at 6:30pm. Banks also informed council that the Ionia County Commissioner's selected Banks to replace her husband's position with the Ionia County Board of Commissioners and stated she intended to fulfill both roles as County Commissioner and Village President. Banks explained that a legal opinion was obtained and there was no conflict of interest.

PUBLIC COMMENT

There was no public comment.

Motion by Rudisill, support by Walkington to adjourn the meeting at 7:36pm.

Respectfully submitted,

Pearl Ward
Village Clerk



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

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

Invoice : 5008692
Invoice Date : 12/24/2019
Project : 1904446
Project Name : Ionia, Pearl, Pleasant, Emerson
 Improvements

For Professional Services Rendered For 10/26/2019 Through 11/29/2019

	Fee	Available	Billings		
			To Date	Previous	Current
1904446 - Ionia, Pearl, Pleasant, Emerson Improvements					
Receive and process topo, begin preliminary plan set and preliminary cost estimate.					
1 - Engineering Services	158,500.00	158,500.00	3,720.00	0.00	3,720.00
Rate Labor		3,720.00			
			Current Billings		<u>3,720.00</u>
			Amount Due This Bill		<u>3,720.00</u>

Total Fee :	158,500.00
To Date Billings :	<u>3,720.00</u>
Total Remaining :	154,780.00

$50\% - 591-000-158.00 = 1,860.00$
 $15\% - 203-449-988.00 = 558.00$
 $20\% - 202-449-988.00 = 744.00$
 $15\% - 204-446-988.00 = 558.00$

Mark F. Stoor

1 - Design

Rate Labor

Class / Employee

Hours

Rate

Amount

PROJECT PROFESSIONAL-GRADE 4

Brian S. Fabbri

15.25

105.00

1,601.25

SENIOR PROFESSIONAL-GRADE 6

Mark F. Stoor

13.25

155.00

2,053.75

WORD PROCESSOR

Patricia L. Ward

1.00

65.00

65.00

Total Rate Labor

3,720.00

Total Bill Task: 1 - Design

3,720.00

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

3,720.00



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

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

Invoice : 5008744
 Invoice Date : 1/6/2020
 Project : 1904446
 Project Name : Ionia, Pearl, Pleasant, Emerson
 Improvements

For Professional Services Rendered For 11/30/2019 Through 12/27/2019

	Fee	Available	Billings		
			To Date	Previous	Current
1904446 - Ionia, Pearl, Pleasant, Emerson Improvements					
1 - Engineering Services	158,500.00	154,780.00	5,650.00	3,720.00	1,930.00
Rate Labor		1,930.00			
					Current Billings
					<u>1,930.00</u>
					Amount Due This Bill
					<u>1,930.00</u>

Total Fee : 158,500.00
 To Date Billings : 5,650.00
 Total Remaining : 152,850.00

50% - 591-000-158.00 = \$ 965.00
 15% - 203-449-988.00 = \$ 289.50
 20% - 202-449-988.00 = \$ 386.00
 15% - 204-446-988.00 = \$ 289.50

Mark F. Stoor

Outstanding Receivables	Invoice Number	Date	Amount	Balance Due
	5008692	12/24/2019	3,720.00	<u>3,720.00</u>
				3,720.00

1 - Design

Rate Labor

Class / Employee

PROJECT PROFESSIONAL-GRADE 4

Brian S. Fabbri

SENIOR PROFESSIONAL-GRADE 6

Mark F. Stoor

Total Bill Task: 1 - Design

Hours

Rate

Amount

11.00

105.000

1,155.00

5.00

155.000

775.00

Total Rate Labor

1,930.00

1,930.00

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

1,930.00



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

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

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

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

Account Number	2043600
Rate	CMLP5
Current Due Date	02/16/2020
Bill Date	01/23/2020
Days Billed	31
Meter Number	56587
kWh per Day Last Year	637
kWh per Day This Year	582

Account Status	
Previous Balance 12/23/19	\$2,544.61
Payment Received 01/08/20	-\$2,544.61
Balance Forward	\$0.00
Current Charges	\$3,264.08
Total Amount Due 02/16/20	\$3,264.08

651 1 AV 0.383
VILLAGE OF LAKE ODESSA
839 4TH AVE
LAKE ODESSA MI 48849-1001

5 651
C-2



SERVICE ADDRESS:	2367 BONANZA RD #5				POLE #:	OD392X7M	BOARD DIST:	D02		
Billing Period	12/14/2019 TO 01/14/2020				METER READINGS	MULTIPLIER	ENERGY USED	ENERGY UNIT	RATE PER UNIT	CHARGE
	BEGIN	TYPE	END	TYPE						
PEAK	427186	REG	428575	REG	1	1389	KWH	0.07400		\$102.79
INTERMEDIATE	929680	REG	935090	REG	1	5410	KWH	0.07400		\$400.34
OFF PEAK	310232	REG	321464	REG	1	11232	KWH	0.07400		\$831.17
POWER SUPPLY COST RECOVERY						18031		0.00564-		-\$101.69
PEAK KW						136.030	KW	14.00000		\$1,904.42
AVAILABILITY CHARGE										\$78.50
MICHIGAN LOW INCOME ENERGY FUND										\$0.92
MICHIGAN ENERGY OPTIMIZATION SURCHARGE										\$47.63
TOTAL CURRENT CHARGES WITHOUT OPERATION ROUND UP										\$3,264.08
TOTAL AMOUNT										\$3,264.08

RECEIVED

JAN 27 2020

591-536-920

ACCOUNT NAME
VILLAGE OF LAKE ODESSA

Home Phone: (616) 374-8698
Business Phone: (269) 804-7013
Mobile Phone: (616) 374-7110

Account Number	2043600
Current Month Due 02/16/2020	\$3,264.08
Pay this amount after 02/21/2020	\$3,427.28
Payment Enclosed or call 1-877-999-3395	

See back of bill for usage graph.
Payment Options on back of bill.

HOMWORKS TRI-COUNTY ELECTRIC
7973 E GRAND RIVER AVE
PORTLAND MI 48875-9717





Signature Ford, L-M

1960 E. Main Street
Owosso, MI 48867
888-92-FLEET fax 517-625-5832

Invoice No. 9875V

INVOICE

Customer

Name Village of Lake Odessa
Address 839 Fourth Avenue
City Lake Odessa State MI ZIP 48849
Phone 616-374-8698 Attn: Patrick Reagan

Date 2/10/2020
Order No. Letter
Rep Bill Campbell
FOB Owosso, MI

Qty	Description	Unit Price	TOTAL
1	Bid requires payment within 10 days of delivery or \$8.00 a day from 10th day from delivery date will be Charged. 2020 FORD POLICE INTERCEPTOR UTLITY AWD VIN: Signed and Received By _____	\$33,809.00	\$33,809.00

Payment Details

- Cash
- Check
- Credit Card

Name _____
CC # _____
Expires _____

SubTotal	\$33,809.00
Shipping & Handling	\$0.00
Taxes MI	\$0.00
TOTAL	\$33,809.00

Office Use Only

1.5% due if not paid within 10 days from delivery of vehicle

Thank You for you order

Sales Invoice



D&K Truck Co. 3020 Snow Rd, Lansing, MI 48917 Phone (517) 484-1905 Fax (517) 322-2585

Invoice MK3734

Village of Lake Odessa DPW
Customer
 839 Fourth Ave
Address
 Lake Odessa MI 48849
City State ZIP Code
 616-374-7228
Phone

2/6/2020
Date
MK3734
Order Number
Brian Pratt
Salesman
COD
Terms

Qty	Description	Unit Price	Total
1	2021 Md Yr Freightliner 108SD Cab and Chassis	\$80,738.00	\$80,738.00
	VIN # MK3734		

Sub-Total	\$80,738.00
Tax	
F.E.T.	
Title	
Plates	
Total	\$80,738.00
Down Payment	
Balance Due	80,738.00

ALTA EQUIPMENT COMPANY

ALTA EQUIPMENT COMPANY
13211 MERRIMAN ROAD
LIVONIA MI 48150

REMIT TO: ALTA CONSTRUCTION EQUIPMENT LLC
DEPT. 771420
PO BOX 77000
DETROIT, MI. 48277-1420

EQUIPMENT SALES INVOICE
ALTA CONSTRUCTION EQUIPMENT CO
8840 BYRON COMMERCE DR SW
BYRON CENTER MI 49315-8491
(616) 878-7450

INVOICE TO:

SHIP TO:

VILLAGE OF LAKE ODESSA
839 4TH AVE
LAKE ODESSA MI 48849-1001

VILLAGE OF LAKE ODESSA
839 4TH AVE
LAKE ODESSA MI 48849-1001

INVOICE NO SE2/3819	CUSTOMER NO BP0057821	CUSTOMER PO	INVOICE DATE 02/11/2020	PAYMENT TERMS CASH ON DELIVERY
SALESPERSON: JACK LAFORGE			DELIVERY TERMS:	
EQUIPMENT ORDER: ESA012293				

UNIT	QTY	UNIT PRICE	TOTAL
EQ0118849 12' ONE WAY FIXED ANGLE SNOW PLOW FOR PICK UP HENKE MODEL: SNOWPLOW12 S/N: 29000	1	9,795.00	9,795.00
SUB TOTAL:			9,795.00

Henke snow plow - ST

101-441-970.001 - \$ 9,795⁰⁰

TOTAL PURCHASE	9,795.00
SALES TAX	0.00
TOTAL INVOICE	9,795.00
PAY(Amount after 02/11/2020)	9,941.93

Lake Odessa Village
Zoning Administrator Report
January 2020

Permits:

None

Supplemental:

None

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.

A representative of the company NV5 contacted me to gather information about 935/937 Fourth Ave. I believe this may be a financing company. They had extensive questions on zoning compliance, if code violations, certificates of occupancy, etc. Some of the questions I referred the representative to the County. Pearl assisted in gathering the info and I sent the results of the questions back to them in early February.

The owners of 1015 First Ave are planning to apply for a variance to replace their front porch with a larger porch. I have met with them several times and tried to find a way for them to do this but none of the flexible methods will work as the porch is in the setback and the street is not in the center of the right of way.

It has been a slow month.

**Lake Odessa Community Library Board Meeting
November 20, 2019**

1. Meeting called to order by Pepper at 7:00pm.
 - a. Present: Pepper, Deardorff, Jarvie, Miller, Spitzley, Beglin, Beard, Director Salgat
 - b. Absent: Goodemoot
2. Public Comment: None.
3. Motion by Miller, support by Beard, to approve the agenda as written. Ayes all. Carried.
4. The minutes from the October 23, 2019 meeting were reviewed. Motion by Deardorff, support by Jarvie, to approve the meeting minutes as written. Ayes all. Carried.
5. The treasurer's report was reviewed. Motion by Miller, support by Spitzley, to approve and pay the monthly bills. Ayes all. Carried.
6. Director's Report:
 - a. The "Quiet Room" is now being constructed, and the Friends have agreed to fund the project. The room is anticipated to be finished by the beginning of the new year. Three of the staff have a reduced schedule, by choice; therefore, two college students will be available to fill in when needed. Lakeland is considering purchasing an app service that allows a patron to self check-out using their phone. The cost of the app is \$2000.
7. Old Business: Employee Manual - Approved as it is currently written.
8. New Business:
 - a. Policy Review: Bulletin Board and Brochures
 - i. Reviewed without changes.
 - b. Policy Review: Capitalization
 - i. Reviewed without changes.
 - c. Policy Review: Credit Card
 - i. Motion by Miller, support by Deardorff, to change credit card policy as presented to item (G). Ayes all. Carried.
 - d. Policy Review: Meeting Room Policy with Added Quiet Room
 - i. Motion by Deardorff, support by Miller, to adopt the *Friends Quiet Room Policy*, as a stand alone policy, as written. Ayes all. Carried.
 - e. Review Library and Board Calendars -
 - i. Motion by Jarvie, support by Beard, to approve the Board Calendar of Meeting Dates as presented. Ayes all. Carried.
 - ii. Library closure dates reviewed.
 - f. Appoint members of Salary Committee
 - i. *Employee Compensation Committee* will now include Kathy Jarvie, Kim Deardorff, and Cherith Goodemoot.
 - g. Staff Gifts
 - i. List of Christmas gifts reviewed and approved.
9. Friends of the Library
 - a. Tea Time Report - 20 people signed up to attend and details are beginning for next year.
 - b. Christmas decorating at the library - On November 25th decorating will begin.
10. Motion by Beard, support by Deardorff, to adjourn the meeting at 8:27pm. Ayes all. Carried.

WEX

<u>Dept</u>	<u>Code</u>	<u>Amount</u>
Manager	101-172-751	
Office	101-101-725	
Police	101-301-751	\$433.01
DPW	101-441-751	\$456.57
Water	591-536-751	\$300.56
Major	202-867	
Major	202-869	
Local	203-867	
Local	203-869	
Misc		
Car Wash		\$0.00
Total Wex		<u>\$1,190.14</u>

REPORT TO THE VILLAGE OF LAKE ODESSA COUNCIL

DATE Tuesday, February 17, 2020

TO: President Karen Banks; Vice-President Mel McCloud; Trustee Brighton; Trustee Rudisill; Trustee Jaquays; Trustee Walkington; Trustee Hartzler

FROM: Patrick Reagan, Village Manager

RE: Manager's Report to Village Council

President Banks and Village Council Members,

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

Presentations

Mark Stoor, the Village's Engineer, will be reviewing the design and costs for the proposed street and infrastructure improvements proposed for Pearl, Pleasant, Ionia, and Emerson for this summer. As you know, these streets – and the infrastructure below – are in desperate need of repair. The funds for this work will be allocated from Major Streets, Local Streets, General Highway, and from the Water Funds. These repairs have been on past iterations of the Capital Improvement Plan for some time now and Village staff has been saving in these funds for this project. These funds each have very healthy fund balances and will continue to at the conclusion of this project.

Public Hearing

A public hearing has been scheduled for the proposed 2020-2021 FY Budget as well as the proposed tax millage rates. This has been published in the local newspaper per the direction of the Village Council.

New Business

Proposed Resolution 2020-06: Approving, Authorizing, and Directing the Village President and the Village Manager to Sign a Letter of Engagement

from Walker, Fluke, and Sheldon PLC for Auditing Services for the Village of Lake Odessa

This resolution approves the signing of the letter of engagement sent to us by our auditors. Village staff has appreciated the work done in the past by Walker, Fluke, Sheldon PLC and recommends that the Village continue working with the same auditors for the 2019-2020 report as required by state statute.

Proposed Resolution 2020-07: Approving the Recognition of the Lake Odessa Civic and Agricultural Association as a Nonprofit Organization Operating in the Community for the Purpose of Obtaining Charitable Gaming Licenses

The Lake Odessa Fair is seeking to obtain a charitable gaming license from the State of Michigan to hold a raffle on June 27 as part of the Fair. Per the State Bureau of Lottery, the first step in the licensing process is to obtain recognition from the local governing body of their existence as a nonprofit organization operating within the community. I recommend that this resolution be passed.

Proposed Resolution 2020-08: Approving the Annual Support of the Ionia County Economic Alliance (ICEA) in the Amount of \$1,924.00

This resolution approves the continuation of support from the Village to the Ionia County Economic Chamber Alliance. The Village has supported the ICEA for years and I recommend that this support continue.

Proposed Resolution 2020-09: Approving the Village President's Appointment List as Presented for Various Village Posts, Boards, and Commissions

Proposed Resolution 2020-10: Approving the Quote for Police Car Outfitting Services

Kendra and I met with two businesses – Mid Michigan Emergency Equipment and Jayme Fazi from Pro Comm for the outfitting of the 2020 Police Interceptor vehicle. Kendra and I are waiting for the quotes and will have a recommendation for Council ready for this meeting.

Proposed Resolution 2020-11: Approving the Estimate and Bid Letting for the Proposed Pearl, Pleasant, Ionia, and Emerson Street Improvement Project

Village staff has been working with Mark Stoor, from GEI Consultants, on the proposed street and infrastructure work on Pearl, Pleasant, Ionia, and Emerson for this summer. Mark will be going over the project during presentations. The estimated cost of this project is \$1,308,600.00. As stated before, the funding for this project will be from the Major Streets Fund, the Local Streets Fund, the General Highway Fund, and from the Water Fund. Village staff has been anticipating this project for years and has been setting funds aside for this work. Due to this diligence and good planning by the DPW Supervisor and the Finance Officer, these funds have not only the capacity to pay for this project but will still have very healthy fund balances after the project has been completed.

This resolution accepts the proposed current estimate and will allow the Village to move forward by letting the project out for bid, with the understanding that we will receive bids for this work very soon. This will allow the Village to proceed with this work this summer. I recommend that this resolution be passed.

Proposed Resolution 2020-12: Adoption of the Proposed Fiscal Year 2020-2021 Budget for the Village of Lake Odessa

Please find attached to this resolution a copy of the completed budget. I would like to thank each of the Council members that attended our workshop on Monday, February 10, 2020. I would also like to acknowledge the hard work of our Department Heads, especially our Finance Director, Pearl Ward, for their outstanding work.

While this budget is fully detailed, it needs to be pointed out that this is a balanced budget as the Village has very healthy fund balances that will allow us to perform a much-needed street improvement project (Pearl, Pleasant, Ionia, and a portion of Emerson Street) this summer. The healthy fund balances are due to excellent financial management in years past by the Village Council, the Village's Finance Director, and by sound decision making from Village Department Heads. While many Michigan communities are struggling with burdensome pensions and tremendous OPEB obligations – which ultimately restricts the projects and priorities of communities and cuts back on things like public safety, maintenance, and repairs that can be performed -- Lake Odessa is not. This is not luck, nor is it an accident or mere happenstance – excellent decision making and planning is the reason that Lake Odessa's financial situation is in very good shape.

Proposed Resolution 2020-13: Approval and Adoption of the Village of Lake Odessa General Appropriations Act

Proposed Resolution 2020-14: Approval and Adoption of the Village of Lake Odessa Capital Improvement Plan

This plan sets forth the proposed capital improvements for the coming years. Please note that as situations, needs, and opportunities arise, this plan is a guidepost and is not set in stone.

Proposed Resolution 2020-15: Approval to Adopt the Village of Lake Odessa Employee Deferred Compensation Plan for FY 2020-2021

This resolution continues the deferred compensation plan for the coming fiscal year.

Approval of Proposed Budget Amendments as Submitted

Items of Note

- Please remember that overnight parking restrictions are from November 1, 2019 and end on April 1, 2019. No parking is allowed on Village Streets between 2:00 am and 6:00 am between these dates.
- I encourage you to read the reports from my staff as they have excellent information contained within them.
- Habitat for Humanity will be hosting a ribbon cutting ceremony at 1518 Fourth Avenue on February 23, 2020.

Respectfully submitted,



Patrick Reagan, Village Manager
Village of Lake Odessa



January 2020 MONTHLY REPORT



The Lake Odessa Police Department handled **46** calls for service for the month of January, Attended **3** Public Relations events, Conducted **31** Traffic Stops, Issued **8** Citations and **39** Warnings, Effected **2** arrests, Issued **0** Parking Tickets, **2** Ordinance Violation Citations, Handled **7** Property Damage Accidents, **49619** 2016 Chevy Tahoe Mileage, **82810** 2012 Chevy Impala Mileage.

CALLS FOR SERVICE:

(7) Property Damage Accident	(2) Animal Complaint	(3) Suspicious Situation/Person
(2) Domestic Assault	(2) Larceny	Sex Offender Registration
(2) Threats/Harassment	(2) Obstructing Justice	Trespass
(2) Civil Dispute	(2) Assault	Suspicious Odor
(2) Medical Assist	Alarm	Reckless Driver
(3) Assist Outside Agency	Motorist Assist	OWI
(3) Misd.Traffic Offense	Illegal Dumping	Criminal Sexual Conduct
(2) Lock Outs	Open Door	Welfare Check, Ordinance Violation

Community Policing

Chief Backing was invited by Superintendent of Schools, Randall Fleenor, to attend the Lakewood Public Schools Strategic Planning retreat held on Saturday, January 25th at the Lakewood High School. Various school staff and community stakeholders were present and worked together to review student and financial data. These collaborative considerations enhance overall relations, communications and place focus on safety and security goals for our community.



OFFICER TRAINING

Officer Boot attended Courtroom Testimony which prepares officers to be confident witnesses in court, and highlights the most common defense traps and pitfalls during cross examinations. This training allows for officers to gain hands on experience from role playing hypothetical case scenerios.

Officers attended Suicide Awareness training, "safeTalk", hosted by the Right Door in Ionia Michigan. This training program focused on assisting the audience memebers with identifying persons with thoughts of suicide and commecting them to suicide resouces. The 'safe' of "safeTalk" stands for "suicide alertness for everyone". The 'Talk' letters stand for the practice actions that one does to help those with thoughts of suicide; Tell, Ask, Listen, and Keep Safe.



Joint team building meetings have been on going with the Ionia County Sheriffs Department, Ionia County Central Dispatch, and our department concerning our new software, Central Square. We are in the very beginnings of the building process and working closely with the point of contacts from Central Square to tailor the software to our needs.

Community Relations

Chief Backing assisted the Lions Club at their Annual Pancake Supper held at St. Edwards church on January 26, 2020. Officer Boot posed with two Lakewood High School students who were also there promoting The Strive for A Safer Drive (S4SD) program which seeks to reduce traffic crashes among teens.



Community Relations

Members of Cub Scout Pack 3396 got an opportunity to meet Officer Tollefson at their January meeting. Officer Tollefson answered various questions concerning community and teamwork matters to assist them in earning their Community Badge they are working towards.



ORDINANCE ENFORCEMENT

!! ❄️ !! Remember to shovel your sidewalk and fire hydrants !! ❄️ !! A clearly visible and accessible fire hydrant could save your home and life! People use sidewalks on a daily basis; children, the elderly, walkers/runners, those pushing strollers and using wheel chairs, etc. People depend on them all year long! Thank you for your help and attention to this !! ❄️ !!



Avoid the "Second Shovel"

After a snowstorm, how many times have you shoveled your driveway only to have it plowed in when your local snowplow comes through? Clearing an area to the right of your driveway (as seen in the diagram below), giving the snow on the plow a place to go other than your driveway, should keep you from having to do the same job twice.



Department of Public Works

January 15th 2020 to February 7th 2020

Council Report

Parks & Beach

We removed a concrete structure at the park. I believe it used to be the foundation for a flag pole? Several damaged picnic tables were repaired as well.

Streets

We are still repairing potholes as they surface but with the lack of frost in the ground, it hasn't been bad yet. We cleared the sediment and debris from several hundred feet of ditch line on the gravel portion of Bonanza Road and reestablished proper drainage.

Water

We removed the aeration motor from water treatment plant #1 and sent it to be rebuilt. The guys have been cleaning water main valve boxes and exercising the valves. They spent a couple of days with a metal locator looking for shut off valves to a few homes that we have been unable to locate. They have been successful in locating several and have also cleared a few lawns of any and all foreign metal objects!

DPW

We installed new motion security lights inside of the DPW buildings. With this lighting, if someone were to break in after dark, we will be able to clearly see them on the security cameras. Additional storage racks in the cold storage building were built and we've spent some nasty days inside doing a little house cleaning and reorganizing. Another couple of patches were made to the roof of the cold storage building. The 12' snow plow we ordered a few months ago finally arrived and I'm hopeful we don't need it any time soon! We have plowed only three times this winter but due to minor snow/ice events, we've had to salt the streets several times. Still yet, we've only used 30 tons of salt so far. This is low compared to the normal 60 to 70 tons used by now. We made some structural steel repairs to the interior of the street sweeper dump box.

Purchase Recommendation

None at this time.

Additional Comments

None at this time.

02/12/2020 11:05 AM
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CHECK REGISTER FOR VILLAGE OF LAKE ODESSA
CHECK DATE FROM 01/01/2020 - 01/31/2020

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Check Date	Bank	Check	Vendor Name	Amount
Bank ARTS				
01/23/2020	ARTS	3099	KAREN BANKS	128.00
01/23/2020	ARTS	3100	MICHIGAN FESTIVALS AND EVENTS AS	175.00
01/23/2020	ARTS	3101	VERONICA MARKELL	25.00
01/23/2020	ARTS	3102	VERIZON WIRELESS	99.63
01/23/2020	ARTS	3103	WEST MI TOURIST ASSOC	260.00
ARTS TOTALS:				
Total of 5 Checks:				687.63
Less 0 Void Checks:				0.00
Total of 5 Disbursements:				687.63
Bank DDA 6015 DOWNTOWN DEVELOPMENT AUTHORITY				
01/14/2020	DDA	1437	LAKWOOD NEWS	119.52
DDA TOTALS:				
Total of 1 Checks:				119.52
Less 0 Void Checks:				0.00
Total of 1 Disbursements:				119.52
Bank GEN 1447 GENERAL FUND				
01/03/2020	GEN	40803	AMAZON CAPITAL SERVICES, INC.	526.60
01/03/2020	GEN	40804	KATHY'S CLEANING	240.00
01/03/2020	GEN	40805	KIMBALL MIDWEST	174.77
01/03/2020	GEN	40806	OLD DOMINION BRUSH	2,960.56
01/03/2020	GEN	40807	LAKE ODESSA PARTS PLUS	12.16
01/03/2020	GEN	40808	STEVENS SIGNS & DESIGNS	60.00
01/03/2020	GEN	40809	VILLAGE TRUE VALUE LUMBER	12.88
01/03/2020	GEN	40810	VERIZON WIRELESS	147.36
01/03/2020	GEN	40811	WOW! BUSINESS	125.70
01/03/2020	GEN	40812	WEX BANK	879.49
01/09/2020	GEN	40813	AMAZON CAPITAL SERVICES, INC.	194.57
01/09/2020	GEN	40814	CHROUCH COMMUNICATIONS, INC.	25.00
01/09/2020	GEN	40815	CONSUMERS ENERGY	2,216.52
01/09/2020	GEN	40816	JEANNE VANDERSLOOT	119.30
01/09/2020	GEN	40817	JOHN DEERE FINANCIAL	1,086.21
01/09/2020	GEN	40818	LAKWOOD WASTEWATER AUTHORITY	73.25
01/09/2020	GEN	40819	NEOFUNDS BY NEOPOST	800.00
01/09/2020	GEN	40820	VILLAGE TRUE VALUE LUMBER	8.78
01/09/2020	GEN	40821	JOHNSON CONTROLS SECURITY SOLUTI	334.74
01/09/2020	GEN	40822	YOUNG IONIA	431.82
01/14/2020	GEN	40823	BLUE CROSS BLUE SHIELD OF MICHIG	2,353.96
01/14/2020	GEN	40824	CONSUMERS ENERGY	46.96
01/14/2020	GEN	40825	THE SBAM PLAN	459.47
01/14/2020	GEN	40826	ZUERCHER TECHNOLOGIES, LLC	2,832.00
01/17/2020	GEN	40827	CONSUMERS ENERGY	884.00
01/17/2020	GEN	40828	DICKINSON WRIGHT PLLC	1,406.00
01/17/2020	GEN	40829	FAMILY FARM & HOME - CHARLOTTE	149.99
01/17/2020	GEN	40830	KDP RETIREMENT PLAN SVCS, INC	135.00
01/21/2020	GEN	40831	AMAZON CAPITAL SERVICES, INC.	93.40
01/21/2020	GEN	40832	CARDMEMBER SERVICE	634.11
01/21/2020	GEN	40833	WOW! BUSINESS	91.25
01/21/2020	GEN	40834	WOW! BUSINESS	67.41
01/23/2020	GEN	40835	AMAZON CAPITAL SERVICES, INC.	73.53
01/23/2020	GEN	40836	MENARDS-IONIA	204.62

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CHECK REGISTER FOR VILLAGE OF LAKE ODESSA
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Check Date	Bank	Check	Vendor Name	Amount
01/23/2020	GEN	40837	MILLER, JOHNSON, SNELL & CUMMISKI	2,933.90
01/23/2020	GEN	40838	VERIZON WIRELESS	270.98
01/23/2020	GEN	40839	WOW! BUSINESS	125.02
01/23/2020	GEN	40840	NAPA OF IONIA	57.52
01/27/2020	GEN	40841	CMP DISTRIBUTORS, INC	162.00

GEN TOTALS:

Total of 39 Checks:	23,410.83
Less 0 Void Checks:	0.00
Total of 39 Disbursements:	23,410.83

Bank HWY 6659 GENERAL HWY

01/14/2020	HWY	1956	BLUE CROSS BLUE SHIELD OF MICHIGI	93.37
01/14/2020	HWY	1957	THE SBAM PLAN	68.79
01/23/2020	HWY	1958	GEI CONSULTANTS	847.50

HWY TOTALS:

Total of 3 Checks:	1,009.66
Less 0 Void Checks:	0.00
Total of 3 Disbursements:	1,009.66

Bank LOC 6646 LOCAL STREETS

01/14/2020	LOC	2218	BLUE CROSS BLUE SHIELD OF MICHIGI	27.76
01/14/2020	LOC	2219	THE SBAM PLAN	10.05
01/23/2020	LOC	2220	GEI CONSULTANTS	847.50

LOC TOTALS:

Total of 3 Checks:	885.31
Less 0 Void Checks:	0.00
Total of 3 Disbursements:	885.31

Bank MAJ 6633 MAJOR STREETS

01/14/2020	MAJ	2285	BLUE CROSS BLUE SHIELD OF MICHIGI	47.79
01/14/2020	MAJ	2286	THE SBAM PLAN	10.20
01/23/2020	MAJ	2287	GEI CONSULTANTS	1,130.00

MAJ TOTALS:

Total of 3 Checks:	1,187.99
Less 0 Void Checks:	0.00
Total of 3 Disbursements:	1,187.99

Bank WATER 6620 WATER

01/03/2020	WATER	4793	AMAZON CAPITAL SERVICES, INC.	286.00
01/03/2020	WATER	4794	BADGER METER	770.74
01/03/2020	WATER	4795	ETNA SUPPLY - GRAND RAPIDS	257.27
01/03/2020	WATER	4796	H2O COMPLIANCE SERVICES INC.	150.00
01/03/2020	WATER	4797	STATE OF MICHIGAN	180.00
01/03/2020	WATER	4798	HOMEWORKS	2,544.61
01/03/2020	WATER	4799	VILLAGE TRUE VALUE LUMBER	56.20
01/03/2020	WATER	4800	VERIZON WIRELESS	34.59
01/03/2020	WATER	4801	WOW! BUSINESS	62.85
01/03/2020	WATER	4802	WEX BANK	323.05
01/06/2020	WATER	22(S)	SHERWIN WILLIAMS	0.00

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CHECK REGISTER FOR VILLAGE OF LAKE ODESSA
CHECK DATE FROM 01/01/2020 - 01/31/2020

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Check Date	Bank	Check	Vendor Name	Amount
01/09/2020	WATER	4803	AMAZON CAPITAL SERVICES, INC.	356.04
01/09/2020	WATER	4804	AT&T	75.02
01/09/2020	WATER	4805	KCI	273.83
01/09/2020	WATER	4806	MENARDS-IONIA	103.93
01/14/2020	WATER	4807	BLUE CROSS BLUE SHIELD OF MICHIGI	3,573.83
01/14/2020	WATER	4808	ELHORN ENGINEERING COMPANY	388.38
01/14/2020	WATER	4809	JERRY'S TIRE	865.44
01/14/2020	WATER	4810	NAPA OF IONIA	284.51
01/14/2020	WATER	4811	THE SBAM PLAN	292.37
01/14/2020	WATER	4812	VILLAGE TRUE VALUE LUMBER	22.97
01/17/2020	WATER	4813	AMAZON CAPITAL SERVICES, INC.	90.98
01/17/2020	WATER	4814	CONSUMERS ENERGY	1,486.77
01/17/2020	WATER	4815	KDP RETIREMENT PLAN SVCS, INC	135.00
01/17/2020	WATER	4816	LAKE ODESSA PARTS PLUS	2.91
01/17/2020	WATER	4817	PEERLESS MIDWEST, INC.	2,040.00
01/17/2020	WATER	4818	SLC METER, LLC	5,620.64
01/17/2020	WATER	4819	SMITH WELDING & REPAIR	141.50
01/17/2020	WATER	4820	VILLAGE TRUE VALUE LUMBER	9.73
01/21/2020	WATER	4821	CARDMEMBER SERVICE	98.90
01/21/2020	WATER	4822	CITY OF IONIA	44.00
01/23/2020	WATER	4823	VERIZON WIRELESS	149.22
01/23/2020	WATER	4824	WOW! BUSINESS	62.51
01/23/2020	WATER	4825	GEI CONSULTANTS	2,825.00
01/27/2020	WATER	4826	HOMEWORKS	3,264.08

WATER TOTALS:

Total of 35 Checks:	26,872.87
Less 0 Void Checks:	0.00
Total of 35 Disbursements:	26,872.87

REPORT TOTALS:

Total of 89 Checks:	54,173.81
Less 0 Void Checks:	0.00
Total of 89 Disbursements:	54,173.81

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PERIOD ENDING 01/31/2020

DB: Lake Odessa Vill

GL NUMBER	DESCRIPTION	END BALANCE	YTD BALANCE	2019-20		AVAILABLE	% BDGT USED
		02/28/2019 NORM (ABNORM)	01/31/2020 NORM (ABNORM)	ORIGINAL BUDGET	2019-20 AMENDED BUDGET	BALANCE NORM (ABNORM)	
Fund 101 - GENERAL FUND							
Revenues							
UNCLASSIFIED	Unclassified	812,740.15	735,658.89	799,710.00	839,710.00	104,051.11	87.61
TOTAL REVENUES		<u>812,740.15</u>	<u>735,658.89</u>	<u>799,710.00</u>	<u>839,710.00</u>	<u>104,051.11</u>	<u>87.61</u>
Expenditures							
101	GOVERNING BODY	64,917.62	72,273.98	69,050.00	82,075.00	9,801.02	88.06
172	MANAGERS	17,838.84	32,906.05	50,240.00	50,240.00	17,333.95	65.50
265	PAGE MEMORIAL BUILDING	23,347.99	9,816.59	29,060.00	29,060.00	19,243.41	33.78
301	POLICE	207,291.62	224,328.72	355,640.00	355,640.00	131,311.28	63.08
336	FIRE	0.00	0.00	0.00	0.00	0.00	0.00
441	PUBLIC WORKS	220,171.67	128,139.88	203,360.00	169,844.45	41,704.57	75.45
448	PUBLIC UTILITIES-STREET LIGHTING	32,475.89	25,765.68	37,740.00	37,740.00	11,974.32	68.27
536	WATER/SEWER	4,133.78	3,248.18	3,400.00	3,400.00	151.82	95.53
722	ZONING	7,010.46	6,423.30	7,670.00	7,670.00	1,246.70	83.75
728	ECONOMIC DEVELOPMENT	4,612.31	1,749.00	5,500.00	5,500.00	3,751.00	31.80
751	PARKS AND RECREATION	27,956.06	33,113.52	38,050.00	38,050.00	4,936.48	87.03
790	LIBRARY	0.00	0.00	0.00	0.00	0.00	0.00
999		0.00	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		<u>609,756.24</u>	<u>537,764.90</u>	<u>799,710.00</u>	<u>779,219.45</u>	<u>241,454.55</u>	<u>69.01</u>
Fund 101 - GENERAL FUND:							
TOTAL REVENUES		812,740.15	735,658.89	799,710.00	839,710.00	104,051.11	87.61
TOTAL EXPENDITURES		<u>609,756.24</u>	<u>537,764.90</u>	<u>799,710.00</u>	<u>779,219.45</u>	<u>241,454.55</u>	<u>69.01</u>
NET OF REVENUES & EXPENDITURES		202,983.91	197,893.99	0.00	60,490.55	(137,403.44)	327.15

REVENUE AND EXPENDITURE REPORT FOR LAKE ODESSA VILLAGE

PERIOD ENDING 01/31/2020

GL NUMBER	DESCRIPTION	END BALANCE	YTD BALANCE	2019-20		AVAILABLE	% BDGT USED
		02/28/2019 NORM (ABNORM)	01/31/2020 NORM (ABNORM)	ORIGINAL BUDGET	2019-20 AMENDED BUDGET	BALANCE NORM (ABNORM)	
Fund 202 - MAJOR STREET FUND							
Revenues							
UNCLASSIFIED	Unclassified	173,904.95	178,350.78	182,060.00	187,190.00	8,839.22	95.28
TOTAL REVENUES		<u>173,904.95</u>	<u>178,350.78</u>	<u>182,060.00</u>	<u>187,190.00</u>	<u>8,839.22</u>	<u>95.28</u>
Expenditures							
449	STREET DEPT (ACT 51)	137,977.73	170,662.11	184,100.00	189,230.00	18,567.89	90.19
450	MAINTENANCE / CONSTRUCTION	3,893.87	3,721.76	4,250.00	4,250.00	528.24	87.57
869	SNOW REMOVAL	7,584.94	2,261.74	3,710.00	3,710.00	1,448.26	60.96
TOTAL EXPENDITURES		<u>149,456.54</u>	<u>176,645.61</u>	<u>192,060.00</u>	<u>197,190.00</u>	<u>20,544.39</u>	<u>89.58</u>
Fund 202 - MAJOR STREET FUND:							
TOTAL REVENUES		173,904.95	178,350.78	182,060.00	187,190.00	8,839.22	95.28
TOTAL EXPENDITURES		<u>149,456.54</u>	<u>176,645.61</u>	<u>192,060.00</u>	<u>197,190.00</u>	<u>20,544.39</u>	<u>89.58</u>
NET OF REVENUES & EXPENDITURES		24,448.41	1,705.17	(10,000.00)	(10,000.00)	(11,705.17)	17.05

REVENUE AND EXPENDITURE REPORT FOR LAKE ODESSA VILLAGE

PERIOD ENDING 01/31/2020

GL NUMBER	DESCRIPTION	END BALANCE	YTD BALANCE	2019-20		AVAILABLE	% BDGT USED
		02/28/2019 NORM (ABNORM)	01/31/2020 NORM (ABNORM)	ORIGINAL BUDGET	2019-20 AMENDED BUDGET	BALANCE NORM (ABNORM)	
Fund 203 - LOCAL STREET FUND							
Revenues							
UNCLASSIFIED	Unclassified	160,221.97	48,966.20	65,000.00	65,000.00	16,033.80	75.33
TOTAL REVENUES		<u>160,221.97</u>	<u>48,966.20</u>	<u>65,000.00</u>	<u>65,000.00</u>	<u>16,033.80</u>	<u>75.33</u>
Expenditures							
449	STREET DEPT (ACT 51)	25,063.18	15,228.31	31,250.00	31,250.00	16,021.69	48.73
450	MAINTENANCE / CONSTRUCTION	6,229.80	5,954.52	6,550.00	6,550.00	595.48	90.91
869	SNOW REMOVAL	3,068.89	809.79	3,710.00	3,710.00	2,900.21	21.83
TOTAL EXPENDITURES		<u>34,361.87</u>	<u>21,992.62</u>	<u>41,510.00</u>	<u>41,510.00</u>	<u>19,517.38</u>	<u>52.98</u>
<hr/>							
Fund 203 - LOCAL STREET FUND:							
TOTAL REVENUES		160,221.97	48,966.20	65,000.00	65,000.00	16,033.80	75.33
TOTAL EXPENDITURES		<u>34,361.87</u>	<u>21,992.62</u>	<u>41,510.00</u>	<u>41,510.00</u>	<u>19,517.38</u>	<u>52.98</u>
NET OF REVENUES & EXPENDITURES		125,860.10	26,973.58	23,490.00	23,490.00	(3,483.58)	114.83

REVENUE AND EXPENDITURE REPORT FOR LAKE ODESSA VILLAGE

PERIOD ENDING 01/31/2020

GL NUMBER	DESCRIPTION	END BALANCE	YTD BALANCE	2019-20		AVAILABLE	% BDGT USED
		02/28/2019 NORM (ABNORM)	01/31/2020 NORM (ABNORM)	ORIGINAL BUDGET	2019-20 AMENDED BUDGET	BALANCE NORM (ABNORM)	
Fund 204 - GENERAL HWY							
Revenues							
UNCLASSIFIED	Unclassified	216,090.74	217,510.56	228,900.00	228,900.00	11,389.44	95.02
TOTAL REVENUES		<u>216,090.74</u>	<u>217,510.56</u>	<u>228,900.00</u>	<u>228,900.00</u>	<u>11,389.44</u>	<u>95.02</u>
Expenditures							
000	BALANCE SHEET / GENERAL	0.00	0.00	0.00	0.00	0.00	0.00
446	HIGHWAYS, STREETS (NOT ACT 51)	128,589.73	138,234.61	152,100.00	152,100.00	13,865.39	90.88
450	MAINTENANCE / CONSTRUCTION	23,082.84	22,140.41	24,500.00	24,500.00	2,359.59	90.37
TOTAL EXPENDITURES		<u>151,672.57</u>	<u>160,375.02</u>	<u>176,600.00</u>	<u>176,600.00</u>	<u>16,224.98</u>	<u>90.81</u>
Fund 204 - GENERAL HWY:							
TOTAL REVENUES		216,090.74	217,510.56	228,900.00	228,900.00	11,389.44	95.02
TOTAL EXPENDITURES		<u>151,672.57</u>	<u>160,375.02</u>	<u>176,600.00</u>	<u>176,600.00</u>	<u>16,224.98</u>	<u>90.81</u>
NET OF REVENUES & EXPENDITURES		64,418.17	57,135.54	52,300.00	52,300.00	(4,835.54)	109.25

REVENUE AND EXPENDITURE REPORT FOR LAKE ODESSA VILLAGE

PERIOD ENDING 01/31/2020

GL NUMBER	DESCRIPTION	END BALANCE	YTD BALANCE	2019-20		AVAILABLE	% BDGT USED
		02/28/2019 NORM (ABNORM)	01/31/2020 NORM (ABNORM)	ORIGINAL BUDGET	2019-20 AMENDED BUDGET	BALANCE NORM (ABNORM)	
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY							
Revenues							
UNCLASSIFIED	Unclassified	30,823.22	18,967.13	31,525.00	31,525.00	12,557.87	60.17
TOTAL REVENUES		<u>30,823.22</u>	<u>18,967.13</u>	<u>31,525.00</u>	<u>31,525.00</u>	<u>12,557.87</u>	<u>60.17</u>
Expenditures							
275	DDA	8,813.79	8,856.06	28,825.00	28,825.00	19,968.94	30.72
TOTAL EXPENDITURES		<u>8,813.79</u>	<u>8,856.06</u>	<u>28,825.00</u>	<u>28,825.00</u>	<u>19,968.94</u>	<u>30.72</u>
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:							
TOTAL REVENUES		30,823.22	18,967.13	31,525.00	31,525.00	12,557.87	60.17
TOTAL EXPENDITURES		8,813.79	8,856.06	28,825.00	28,825.00	19,968.94	30.72
NET OF REVENUES & EXPENDITURES		<u>22,009.43</u>	<u>10,111.07</u>	<u>2,700.00</u>	<u>2,700.00</u>	<u>(7,411.07)</u>	<u>374.48</u>

REVENUE AND EXPENDITURE REPORT FOR LAKE ODESSA VILLAGE

PERIOD ENDING 01/31/2020

GL NUMBER	DESCRIPTION	END BALANCE	YTD BALANCE	2019-20		AVAILABLE	% BDGT USED
		02/28/2019 NORM (ABNORM)	01/31/2020 NORM (ABNORM)	ORIGINAL BUDGET	2019-20 AMENDED BUDGET	BALANCE NORM (ABNORM)	
Fund 290 - ARTS							
Revenues							
UNCLASSIFIED	Unclassified	24,069.00	10,096.00	9,472.00	9,472.00	(624.00)	106.59
TOTAL REVENUES		<u>24,069.00</u>	<u>10,096.00</u>	<u>9,472.00</u>	<u>9,472.00</u>	<u>(624.00)</u>	<u>106.59</u>
Expenditures							
752	ARTS	15,991.60	11,747.36	9,472.00	9,472.00	(2,275.36)	124.02
TOTAL EXPENDITURES		<u>15,991.60</u>	<u>11,747.36</u>	<u>9,472.00</u>	<u>9,472.00</u>	<u>(2,275.36)</u>	<u>124.02</u>
Fund 290 - ARTS:							
TOTAL REVENUES		24,069.00	10,096.00	9,472.00	9,472.00	(624.00)	106.59
TOTAL EXPENDITURES		15,991.60	11,747.36	9,472.00	9,472.00	(2,275.36)	124.02
NET OF REVENUES & EXPENDITURES		8,077.40	(1,651.36)	0.00	0.00	1,651.36	100.00

REVENUE AND EXPENDITURE REPORT FOR LAKE ODESSA VILLAGE

PERIOD ENDING 01/31/2020

GL NUMBER	DESCRIPTION	END BALANCE	YTD BALANCE	2019-20		AVAILABLE	% BDGT
		02/28/2019	01/31/2020	ORIGINAL	2019-20	BALANCE	
		NORM (ABNORM)	NORM (ABNORM)	BUDGET	AMENDED BUDGET	NORM (ABNORM)	USED
Fund 291 - CAR SHOW							
Revenues							
UNCLASSIFIED	Unclassified	3,223.50	3,419.63	3,005.00	3,005.00	(414.63)	113.80
TOTAL REVENUES		<u>3,223.50</u>	<u>3,419.63</u>	<u>3,005.00</u>	<u>3,005.00</u>	<u>(414.63)</u>	<u>113.80</u>
Expenditures							
753	CAR SHOW	3,384.82	4,224.90	3,005.00	3,005.00	(1,219.90)	140.60
TOTAL EXPENDITURES		<u>3,384.82</u>	<u>4,224.90</u>	<u>3,005.00</u>	<u>3,005.00</u>	<u>(1,219.90)</u>	<u>140.60</u>
Fund 291 - CAR SHOW:							
TOTAL REVENUES		3,223.50	3,419.63	3,005.00	3,005.00	(414.63)	113.80
TOTAL EXPENDITURES		3,384.82	4,224.90	3,005.00	3,005.00	(1,219.90)	140.60
NET OF REVENUES & EXPENDITURES		(161.32)	(805.27)	0.00	0.00	805.27	100.00

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REVENUE AND EXPENDITURE REPORT FOR LAKE ODESSA VILLAGE

PERIOD ENDING 01/31/2020

GL NUMBER	DESCRIPTION	END BALANCE	YTD BALANCE	2019-20		AVAILABLE	% BDGT USED
		02/28/2019 NORM (ABNORM)	01/31/2020 NORM (ABNORM)	ORIGINAL BUDGET	2019-20 AMENDED BUDGET	BALANCE NORM (ABNORM)	
Fund 591 - WATER FUND							
Revenues							
UNCLASSIFIED	Unclassified	2,849,043.07	922,143.96	947,675.00	958,291.45	36,147.49	96.23
TOTAL REVENUES		<u>2,849,043.07</u>	<u>922,143.96</u>	<u>947,675.00</u>	<u>958,291.45</u>	<u>36,147.49</u>	<u>96.23</u>
Expenditures							
536	WATER/SEWER	825,888.02	723,547.93	822,105.00	852,941.89	129,393.96	84.83
TOTAL EXPENDITURES		<u>825,888.02</u>	<u>723,547.93</u>	<u>822,105.00</u>	<u>852,941.89</u>	<u>129,393.96</u>	<u>84.83</u>
Fund 591 - WATER FUND:							
TOTAL REVENUES		2,849,043.07	922,143.96	947,675.00	958,291.45	36,147.49	96.23
TOTAL EXPENDITURES		825,888.02	723,547.93	822,105.00	852,941.89	129,393.96	84.83
NET OF REVENUES & EXPENDITURES		<u>2,023,155.05</u>	<u>198,596.03</u>	<u>125,570.00</u>	<u>105,349.56</u>	<u>(93,246.47)</u>	<u>188.51</u>
TOTAL REVENUES - ALL FUNDS		4,270,116.60	2,135,113.15	2,267,347.00	2,323,093.45	187,980.30	91.91
TOTAL EXPENDITURES - ALL FUNDS		1,799,325.45	1,645,154.40	2,073,287.00	2,088,763.34	443,608.94	78.76
NET OF REVENUES & EXPENDITURES		<u>2,470,791.15</u>	<u>489,958.75</u>	<u>194,060.00</u>	<u>234,330.11</u>	<u>(255,628.64)</u>	<u>209.09</u>

Lake Odessa Village Council

Ionia County, Michigan

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

RESOLUTION NO. 2020-06

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

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

WHEREAS, Walker, Fluke, and Sheldon PLC has sent the Village a “Letter of Engagement” for auditing services for the 2019-2020 fiscal year. A copy of this letter is attached as “Exhibit A;” and

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

NOW THEREFORE BE IT RESOLVED:

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

Ayes:

Nays:

Absent:

Abstain:

RESOLUTION DECLARED ADOPTED.

Dated: February 17, 2020

Pearl Ward, Village Clerk/ Treasurer



WALKER, FLUKE & SHELDON, PLC

CERTIFIED PUBLIC ACCOUNTANTS

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

January 15, 2020

Village of Lake Odessa
839 4th Avenue
Lake Odessa, MI 48849

RE: AUDIT

Dear Village of Lake Odessa Board Members:

Enclosed please find the engagement letter for the audit of your financial statements for the year ended February 29, 2020. The letter sets forth our understanding of the services we are to provide and the fee for those services.

Please sign one copy of the enclosed letter and return it to our office.

If you have questions, please contact our office. We look forward to assisting you in the upcoming months.

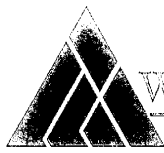
Very truly yours,

Walker, Fluke & Sheldon, PLC

Enclosure

Exhibit

A



WALKER, FLUKE & SHELDON, PLC

CERTIFIED PUBLIC ACCOUNTANTS

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

January 15, 2020

Village of Lake Odessa
839 4th Avenue
Lake Odessa, MI 48849

We are pleased to confirm our understanding of the services we are to provide the Village of Lake Odessa for the year ended February 29, 2020. We will audit the financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise the basic financial statements of the Village of Lake Odessa as of and for the year ended February 29, 2020. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the Village of Lake Odessa's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the Village of Lake Odessa's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

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

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

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

Audit Objective

The objective of our audit is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and will include tests of the accounting records of the Village of Lake Odessa and other procedures we consider necessary to enable us to express such opinions. We will issue a written report upon completion of our audit of the Village of Lake Odessa's financial statements. Our report will be addressed to the governing board of the Village of Lake Odessa. We cannot provide assurance that unmodified

opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or may withdraw from this engagement.-

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

Audit Procedures—General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

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

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by generally accepted auditing standards.

Audit Procedures—Internal Control

Our audit will include obtaining an understanding of the government and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope that would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

An audit is not designed to provide assurance on internal control or to identify deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards, *Government Auditing Standards*, and the uniform Guidance.

Audit Procedures—Compliance

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

Other Services

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

Management Responsibilities

Management is responsible for designing, implementing, establishing, and maintaining effective internal controls, relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, and for evaluating and monitoring ongoing activities to help insure that appropriate goals and objectives are met; following laws and regulations; and ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles; for the preparation and fair presentation of the financial statements, and all accompanying information in conformity with U.S. generally accepted accounting principles; and for compliance with applicable laws and regulations and the provisions of contracts and grant.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

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

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

You are responsible for the preparation of the other supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in

accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

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

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

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

Engagement Administration, Fees, and Other

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

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

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

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

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

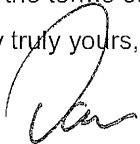
We expect to begin our audit on approximately July 2020 and to issue our reports no later than August 31, 2020. Dave DeHaan is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them.

Our fee for these services will be at our standard hourly rates plus out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, etc.) except that we agree that our gross fee, including expenses will not exceed \$9,900 for the audit, \$550 for the preparation of the State of Michigan Form F-65 and ACT 51 financial information. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

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

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

Very truly yours,



Walker, Fluke & Sheldon, PLC

RESPONSE:

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

Management signature: _____
Title: _____
Date: _____

Governance signature: _____
Title: _____
Date: _____

Lake Odessa Village Council

Ionia County, Michigan

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

RESOLUTION NO. 2020-07

A RESOLUTION RECOGNIZING THE LAKE ODESSA CIVIC AND AGRICULTURAL ASSOCIATION AS A NONPROFIT ORGANIZATION OPERATING IN THE COMMUNITY FOR THE PURPOSE OF OBTAINING CHARITABLE GAMING LICENSES

WHEREAS, the Lake Odessa Civic and Agricultural Association – located at 1640 Fourth Avenue, Lake Odessa, Michigan 48849 -- is a non-profit organization that has historically hosted and produced the annual “Lake Odessa Fair” in the community of Lake Odessa, Michigan: and

WHEREAS, the Lake Odessa Civic and Agricultural Association is filing an application with the State of Michigan’s Bureau of Lottery/ Charitable Gaming Division to hold a raffle, with a drawing date of June 27, 2020. A copy of this application is attached as “Exhibit A;” and

WHEREAS, the application for a charitable gaming license requires a copy of a resolution passed by the local body of government stating that the applying organization is a recognized non-profit organization within the community. A copy of the form resolution from the Charitable Gaming Division of the State Lottery Bureau is attached as “Exhibit B.”

NOW THEREFORE BE IT RESOLVED:

1. The Lake Odessa Village Council recognizes the Lake Odessa Civic and Agricultural Association as a non-profit organization within the community for the purpose of obtaining charitable gaming licenses and authorizes the Village Clerk to sign and submit the required resolution.
2. All resolutions and parts of resolutions are, to the extent of any conflict with this resolution, rescinded.

Ayes:

Nays:

Absent:

Abstain:

RESOLUTION DECLARED ADOPTED.

Dated: February 17, 2020

Pearl Ward, Village Clerk/ Treasurer



Charitable Gaming Division
 Box 30023, Lansing, MI 48909
OVERNIGHT DELIVERY:
 101 E. Hillsdale, Lansing MI 48933
 (517) 335-5780
 www.michigan.gov/cg

RAFFLE LICENSE APPLICATION

For Bureau Use Only

PLEASE PRINT OR TYPE IN BLUE OR BLACK INK.

QUALIFICATION INFORMATION	1. Organization Name LAKE ODESSA CIVIC & AGRICULTURAL ASSOCIATION				2. Organization ID Number or Last License Number Issued	
	3. Organization Street Address 1640 4TH AVE		City LAKE ODESSA	State MI	Zip Code 48849	
	Organization Mailing Address 13252 AINSWORTH ROAD		City LAKE ODESSA	State MI	Zip Code 48849	County 34 Ionia <input type="checkbox"/>
	4. Has your organization ever received a license such as bingo, raffle or charity game ticket? <input type="checkbox"/> Yes - Complete application and submit with the appropriate fee. <input checked="" type="checkbox"/> No - You must submit the documentation requested on the Qualification Requirements sheet and become qualified before any licenses can be issued. The Qualification Requirements sheet can be obtained from our website at www.michigan.gov/cg or by calling our office at (517) 335-5780.					
5. Is your organization a candidate committee, political committee, political party committee, ballot question committee, independent committee or any other committee as defined by, and organized pursuant to, the Michigan Campaign Finance Act 388 of the Public Acts of 1976, as amended, being sections 169.201 to 169.282 of the Michigan Compiled Laws? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No				6. Has your organization received contributions or made expenditures of \$500 or more in the last calendar year for the purpose of influencing or attempting to influence the action of voters for or against the nomination or election of a candidate, or the qualification, passage, or defeat of a ballot question? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		

SIGNATURE(S)	7. Provide name, title, home address, and telephone numbers for the PRINCIPAL OFFICER, e.g., president, grand knight, worthy matron, etc., and the vice president or equivalent and one other officer of the organization. SIGNATURE OF PRINCIPAL OFFICER REQUIRED - OR - signatures of the vice president or equivalent and one other officer. NOTE: Executive director signature not acceptable.		
	Name and Title	Street, City, State, ZIP Code	Telephone Numbers
	Principal Officer BILL KING	3778 W MUSGROVE HWY	Day (616) 291-0245
	Title PRESIDENT	LAKE ODESSA, MI 48849	Evening () Same
	Signature of Principal Officer <i>Bill M King</i>		Date 02/07/20
	- OR -		
	Name and Title	Street, City, State, ZIP Code	Telephone Numbers
	Vice President or Equivalent MICHAEL SMITH	13252 AINSWORTH ROAD	Day (269) 838-1347
	Title VICE PRESIDENT	LAKE ODESSA, MI 48849	Evening () Same
	Signature of Vice President or Equivalent		Date
	Name and Title	Street, City, State, ZIP Code	Telephone Numbers
	Other Officer SHAWNDR A SMITH	13252 AINSWORTH ROAD	Day (269) 838-3065
Title TREASURER	LAKE ODESSA, MI 48849	Evening () Same	
Signature of Other Officer		Date	
By signing above, I CERTIFY that I am at least 18 years of age, the organization applying is a NONPROFIT organization, I have examined this application and there is no misrepresentation or falsification in the information stated or attached, and the facts underlying our original qualification status remain unchanged. I CERTIFY that ALL chairpersons associated with this raffle will read and understand the duties and responsibilities of a Raffle Chairperson as described in the Raffle Guide and Raffle Rules before performing any duties as a chairperson. I FURTHER CERTIFY that I am aware that false or misleading statements will be cause for rejection of this application or revocation of the right to obtain any future licenses and I AM AWARE OF AND AGREE TO the conditions of Act 382 of the Public Acts of 1972, as amended, and the rules and directives of the Michigan Bureau of State Lottery.			

Exhibit

COMPLETE THE ENTIRE APPLICATION AND MAKE A COPY FOR YOUR RECORDS



A

Public Acts of 1972, as amended.

COMPLETION: Required for licensure.
 PENALTY: No license will be issued.

BSL-CG-1655(R7/18)

8. Contact Person JEFF VANDERBOON				9. Raffle Location (building name, if any) GRANDSTAND AT FAIRGROUNDS	
Mailing Address Where License Should Be Sent 13058 STATE ROAD				Street Address 1640 4TH AVE	
City LAKE ODESSA		State MI	ZIP Code 48849	City LAKE ODESSA	
Telephone Number (Day) (616) 723-4574		Email Address vande341@gmail.com		ZIP Code 48849	County 34 Ionia <input type="checkbox"/>
10. List name, home address, and telephone numbers of the raffle chairperson(s). Must be a member for 6 months. If your organization does not have general membership, chairperson must be a board member for 6 months. Playing card progressive raffles require at least 2 chairpersons. Attach additional list if necessary.					
Raffle Chairperson		Street, City, State, ZIP Code		Telephone Numbers	
Name JEFF VANDERBOON		13058 STATE ROAD		Day (616) 723-4574	
		LAKE ODESSA, MI 48849		Evening ()	
Name RACHEL HASKIN		3226 E MUSGROVE HWY		Day (517) 802-7066	
		LAKE ODESSA, MI 48849		Evening ()	
11. Dates when total value of all prizes awarded in one day is \$500 or LESS.					
Drawing Date(s) and Time(s) (Must be between the hours of 8 a.m.-2 a.m.)					
S M A L L	Date _____ Time a.m. _____ to _____ a.m.		12. License Fee		
	Date _____ Time a.m. _____ to _____ a.m.		All drawing dates included on this application must be at the same location.		
	Date _____ Time a.m. _____ to _____ a.m.		Small Raffle Drawings - \$15 for 1, 2, or 3 dates plus \$5 for each additional drawing date.		
<input type="checkbox"/> Check here if there are additional drawing dates and attach list.					
Dates when total value of all prizes awarded in one day is MORE than \$500.					
Drawing Date(s) and Time(s) (Must be between the hours of 8 a.m.-2 a.m.)					
L A R G E	Date 06/27/20 Time a.m. 07:00 to 11:00 p.m. <input checked="" type="checkbox"/>		a. 1, 2, or 3 small drawing dates \$15 = _____		
	Date _____ Time a.m. _____ to _____ a.m.		b. Additional small drawing dates _____ x \$5 = _____		
<input type="checkbox"/> Check here if there are additional drawing dates and attach list.					
c. Large drawing dates 1 x \$50 = 50					
FEE (total lines a, b and c) \$ 50					

13. If you are conducting an in-house raffle ONLY where there is no presale of the raffle tickets before the event, there is no need to complete the raffle ticket below.					
14. • If you are preselling tickets before the event, complete the boxes below in ink; ensure the ticket is printed with all of the required items according to Raffle Rule 506.					
• Indicate any additional information that will appear on the actual tickets.					
RAFFLE					
LAKE ODESSA CIVIL & AGRICULTURAL ASSN AKA LAKE ODESSA FAIR Name of Licensee				<u>001</u> Ticket #	
06/27/2020 Drawing Date(s)		7:00 p.m. <input checked="" type="checkbox"/> Drawing Time(s)		Purchaser's Name _____	
\$3,000.00 First Prize *				Purchaser's Address _____	
LAKE ODESSA FAIRGROUNDS Raffle Location				Purchaser's Phone # _____	
				\$ 30 Ticket Price	
				<i>(to be added when issued)</i> License Number	
* For large prizes, you may want to include a disclaimer that states "If xxx (indicate number) tickets are not sold, the drawing will revert to a 50/50 raffle with the minimum prize of \$xxx (indicate dollar amount) awarded."					

Make checks payable to: STATE OF MICHIGAN
 Submit completed application, supporting documents, and license fee to:
 Charitable Gaming Division, Box 30023, Lansing, MI 48909
OVERNIGHT DELIVERY: 101 E. Hillsdale, Lansing, MI 48933

RAFFLE INFORMATION

TICKET INFORMATION

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15. If you will be using an Electronic Management System, provide the following information:

- Supplier Name _____
- Supplier License Number _____
- Submit a sample of the raffle ticket that will be used. Raffle tickets must contain all information shown on the right.

* NOTE: The licensee must appear as the sole sponsor of the raffle. No other business or group name may appear on the raffle ticket as a sponsor.

RAFFLE	
*Name of Licensee	
Ticket Number(s)	
Drawing Date	Drawing Time
Raffle Location	
Top Prize to be Awarded	
Where Winning Numbers will be Publicly Posted	
Ticket Price	
License Number (to be added when issued)	

16. **Approved Methods:** If you will be using an alternative method that has been approved through a bureau directive, you must ensure the raffle complies with the directive. (View all available raffle directives at www.michigan.gov/cg.)

17. **Request Approval:** If you intend to use an alternative method that has not been approved through a bureau directive, you must submit a detailed description of the proposed raffle with the application. Please explain how the raffle will be conducted including the random selection method that will be used, how a tie will be handled (if applicable), and your record keeping procedures. (NOTE: THE BUREAU DOES NOT APPROVE GAMES OF SKILL.)

ADDITIONAL DRAWING DATES WHEN PRIZES AWARDED ARE \$500 OR LESS

Date _____	Time	a.m.	_____	to	_____	a.m.
Date _____	Time	a.m.	_____	to	_____	a.m.
Date _____	Time	a.m.	_____	to	_____	a.m.
Date _____	Time	a.m.	_____	to	_____	a.m.
Date _____	Time	a.m.	_____	to	_____	a.m.
Date _____	Time	a.m.	_____	to	_____	a.m.
Date _____	Time	a.m.	_____	to	_____	a.m.
Date _____	Time	a.m.	_____	to	_____	a.m.
Date _____	Time	a.m.	_____	to	_____	a.m.
Date _____	Time	a.m.	_____	to	_____	a.m.
Date _____	Time	a.m.	_____	to	_____	a.m.

N/A

ADDITIONAL DRAWING DATES WHEN PRIZES AWARDED ARE MORE THAN \$500

Date _____	Time	a.m.	_____	to	_____	a.m.
Date _____	Time	a.m.	_____	to	_____	a.m.
Date _____	Time	a.m.	_____	to	_____	a.m.
Date _____	Time	a.m.	_____	to	_____	a.m.
Date _____	Time	a.m.	_____	to	_____	a.m.
Date _____	Time	a.m.	_____	to	_____	a.m.
Date _____	Time	a.m.	_____	to	_____	a.m.
Date _____	Time	a.m.	_____	to	_____	a.m.
Date _____	Time	a.m.	_____	to	_____	a.m.
Date _____	Time	a.m.	_____	to	_____	a.m.
Date _____	Time	a.m.	_____	to	_____	a.m.

N/A



Charitable Gaming Division
 Box 30023, Lansing, MI 48909
 OVERNIGHT DELIVERY:
 101 E. Hillsdale, Lansing MI 48933
 (517) 335-5780
 www.michigan.gov/cg

LOCAL GOVERNING BODY RESOLUTION FOR CHARITABLE GAMING LICENSES
 (Required by MCL 432.103(K)(ii))

At a _____ meeting of the _____
REGULAR OR SPECIAL TOWNSHIP, CITY, OR VILLAGE COUNCIL/BOARD

called to order by _____ on _____
DATE

at _____ a.m./p.m. the following resolution was offered:
TIME

Moved by _____ and supported by _____

that the request from _____ of _____,
NAME OF ORGANIZATION CITY

county of _____, asking that they be recognized as a
COUNTY NAME

nonprofit organization operating in the community for the purpose of obtaining charitable

gaming licenses, be considered for _____.
APPROVAL/DISAPPROVAL

APPROVAL

DISAPPROVAL

Yeas: _____

Yeas: _____

Nays: _____

Nays: _____

Absent: _____

Absent: _____

I hereby certify that the foregoing is a true and complete copy of a resolution offered and

adopted by the _____ at a _____
TOWNSHIP, CITY, OR VILLAGE COUNCIL/BOARD REGULAR OR SPECIAL

meeting held on _____.
DATE

SIGNED: _____
TOWNSHIP, CITY, OR VILLAGE CLERK

PRINTED NAME AND TITLE

Exhibit

ADDRESS

COMPLETION: Required.
 PENALTY: Possible denial of application.

BSL-CG-1153(R6/09)

B

Lake Odessa Village Council

Ionia County, Michigan

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

RESOLUTION NO. 2020-08

A RESOLUTION APPROVING THE ANNUAL SUPPORT OF THE IONIA COUNTY ECONOMIC ALLIANCE (ICEA) IN THE AMOUNT OF \$1,924.00

WHEREAS, the Village of Lake Odessa recognizes the need for regional efforts with regard to economic development for both the Village of Lake Odessa and the Ionia County region: and

WHEREAS, since 2011, the Ionia County Economic Alliance (ICEA) and the Right Place have worked on region-wide economic development efforts in the Ionia County region, and has generated \$186.5 million in new capital investment and 740 new and retained jobs in Ionia County; and

WHEREAS, the ICEA sent a letter to the Village of Lake Odessa, requesting operating support in the amount of \$1,924.00. A copy of the request letter is attached as "Exhibit A."

NOW THEREFORE BE IT RESOLVED:

1. The Lake Odessa Village Council approves the annual support to the Ionia County Economic Alliance in the amount of \$1,924.00.
2. All resolutions and parts of resolutions are, to the extent of any conflict with this resolution, rescinded.

Ayes:

Nays:

Absent:

Abstain:

RESOLUTION DECLARED ADOPTED.

Dated: February 17, 2020

Pearl Ward, Village Clerk/ Treasurer



ICEA

Ionia County Economic Alliance

January 14, 2020

Patrick Reagan
Village of Lake Odessa
839 4th Avenue
Lake Odessa, MI 48849

Dear Patrick,

Since 2011, the Ionia County Economic Alliance (ICEA) has worked in partnership with The Right Place to support sustainable economic growth and quality job creation in Ionia County. The partnership has generated \$186.5 million in new capital investment and created 740 new and retained jobs in Ionia County. As a result, the community has seen businesses thrive as ICEA has provided the tools, resources, and support they need to grow.

ICEA also invests in strategic, long-term initiatives within the county. Infrastructure, work-ready talent, and quality of life are all critical factors in creating healthy foundations for continued growth. Ionia County residents see the effect these projects have in their communities, from the increase in quality employment opportunities to the ripple effect these growing businesses have on the surrounding environment. As businesses grow, they require additional services from other area providers, contributing to the cycle of economic advancement in the county.

The public-private partnership between ICEA and The Right Place relies on financial support from both communities and businesses to be sustainable. In order to continue to deliver and expand on these economic results in Ionia County, we need your support. We ask that you join in our efforts to create the next generation of economic growth in our community with an investment of \$ 1,924.

We will be in touch soon to follow up to this invitation of support. If you have any questions, please contact Jill May, Fund Development Consultant, at jill@trisectorconsultingmi.com or 616.304.9697.

Thank you for your consideration.

Susan Hatto, Chair
Ionia County Economic Alliance

Jill May, Fund Development Consultant
Ionia County Economic Alliance

Exhibit

1 Commitment Amount

Yes, I will commit \$ _____

2 Payment

Please check one:

- Investment is enclosed*
- Please send a payment reminder
- This pledge will be paid over _____ years

*Make checks payable to **The Right Place Foundation** and include Ionia County Economic Alliance in the memo. The Right Place Foundation is incorporated for the purpose of receiving funds exclusively for charitable purposes as defined by IRS Section 501 (c) (3). Payments to The Right Place Foundation are deductible as a charitable contribution. Funds will be used exclusively to support economic development activities in Ionia County.

3 Contact Information & Signature

Primary Contact Name	Title	Email

Secondary Contact Name	Title	Email

Organization	Phone	

Address		

City	State	Postal

Website URL	Industry	

Signature	Date	



Lake Odessa Village Council
Ionia County, Michigan

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

RESOLUTION NO. 2020-09

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 as “Exhibit A.”

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

1. The Village Council approves the appointment list presented by the Village President as presented in “Exhibit A.”
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: February 17, 2020

Pearl Ward, Village Clerk/ Treasurer

**VILLAGE OF LAKE ODESSA
COUNCIL APPOINTMENTS**

(Effective 2/17/2020)

President Pro Tem² Mel McCloud(10/20)
Clerk/Treasurer^{2, 5} Pearl Ward (10/23)

Standing Committees:

Personnel/Finance Committee² Mike Brighton, Karen Banks (10/20)
 Recreation/Special Projects Committee² Mel McCloud, Charles Jaquays (10/20)

Police Chief: Kendra Backing
Street Administrator: Jesse Trout
Zoning Administrator: Jeanne VanderSloot
MML Legislative Coordinator: Patrick Reagan
Marina Director:² Kendra Backing
FOIA Coordinator: Pearl Ward
Administrator, Municipal Ordinance Violations Bureau:² Patrick Reagan

BOARD, AUTHORITIES & COMMISSIONS

Planning Commission:⁴

Karen Banks¹
 Patrick Reagan^{1*}(10/20)
 Daryl Hartzler²(10/20)
 Al Hamp²(10/21)
 Meg Wheeler²(10/21)
 Beth Barrone²(10/22)
 Lisa Williams²(10/22)

Zoning Board of Appeals:⁴

Joel Pepper³(10/22)
 Lisa Williams^{3**}(10/22)
 Mel McCloud³(10/21)
 Heidi Reed³(10/20)
 Ray Dykhouse³(10/20)

Jordan Lake Improvement

Board:

Scott Beglin.²(12/31/20)

Arts Commission:⁴

Vacant²(10/22)
 Karen Banks²(10/22)
 Jennifer Hickey²(10/22)
 Joe Wortley²(10/20)
 Becky Stafford²(10/20)
 Megan Hermes²(10/20)
 Nancy Mattson²(10/21)
 Judith Rodriguez²(10/21)
 Lindsay Farrell²(10/21)

Lakewood Wastewater

Authority:⁴

Mike Rudisill³(12/31/21)
 Mel McCloud³(12/31/22)
 Joel Pepper³(12/31/20)

Lakewood Recreational

Authority:

Patrick Reagan^{3, 4}(4/1/2023)
 Chuck Jaquays^{3, #}(4/1/2022)

Tree Board:

Jesse Trout²
 Mel McCloud²(10/20)
 Patrick Reagan¹

Library Board:

Kim Deardorf^{2, 5}(12/31/21)
 Emily Spitzley^{2, 5}(12/31/21)
 Joel Pepper^{2, 4}(12/31/20)
 Kathy Jarvie^{2, 4}(12/31/20)

Downtown Development

Authority:⁵

Karen Banks¹
 Darwin Thompson²(10/20)
 Sandy Guthrie²(10/20)
 Suzanne Dahms²(10/21)
 Bill Rogers²(10/21)
 Daryl Hartzler²(10/22)
 Vacant²(10/22)
 Sarah McGarry²(10/23)
 Vacant²(10/23)

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

Exhibit

A

Lake Odessa Village Council

Ionia County, Michigan

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

RESOLUTION NO. 2020-11

APPROVING THE ESTIMATE AND BID LETTING FOR THE PROPOSED PEARL, PLEASANT, IONIA, AND EMERSON STREET IMPROVEMENT PROJECT

WHEREAS, the Village of Lake Odessa owns and maintains streets within the Village limits; and

WHEREAS, from time to time, Village streets require maintenance, improvements, and rebuilding due to the age of the street; and

WHEREAS, Village staff has determined that portions of Pearl, Pleasant, Ionia, and Emerson streets are in need of being rebuilt to ensure continued safety. A copy of the proposed project area is attached as “Exhibit A;” and

WHEREAS, Village staff has been working with engineers from GEI Consultants to obtain cost estimates for the improvement of portions of these streets; and

WHEREAS, GEI Consultants has prepared estimates for this work (attached as “Exhibit B”); and

WHEREAS, Village staff recommends that these estimates be accepted by Council and that this project be let out for bid so that these improvements can be performed during the Spring/ Summer of 2020.

NOW THEREFORE BE IT RESOLVED:

1. The Lake Odessa Village Council approves the provided estimate for the proposed street improvement work to be performed on the streets of Pearl, Pleasant, Ionia, and Emerson as outlined in Exhibit A.
2. The Lake Odessa Village Council approves the bid letting of this proposed project using the cost estimates as provided.
3. All resolutions and parts of resolutions are, to the extent of any conflict with this resolution, rescinded.

Ayes:

Nays:

Absent:

Abstain:

RESOLUTION DECLARED ADOPTED.

Dated: January 21, 2020

Pearl Ward, Village Clerk/ Treasurer



KEY PLAN

Lake Odessa Water System Improvements
 Ionia, Pearl, Pleasant, and Emerson
 Village of Lake Odessa
 Lake Odessa, MI 48849



0	As of 5/13/2020
1	Final Design
2	Final Design
3	Final Design
4	Final Design
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99	Final Design
100	Final Design

Exhibit

A

Lake Odessa
2020 Water Project
Engineer's Estimate

GEI Job #1904446

Item No.	Item Description	Contract Quantity	Unit	Unit Price	Extension
M-0110	Mobilization (5% of Total Base Bid Maximum)	1.00	LSUM	\$ 50,000.00	\$ 50,000.00
M-0210	Contractor Staking	1.00	LSUM	\$ 15,000.00	\$ 15,000.00
M-0320	Maintaining Traffic	1.00	LSUM	\$ 20,000.00	\$ 20,000.00
M-0410	Utility Exploration	60.00	EACH	\$ 275.00	\$ 16,500.00
M-0510	Soil Erosion and Sedimentation Control	1.00	LSUM	\$ 4,000.00	\$ 4,000.00
M-0520	Site Stormwater Operator Inspection	30.00	EACH	\$ 27.50	\$ 825.00
M-0610	Utility Pole Bracing	3.00	EACH	\$ 500.00	\$ 1,500.00
M-1110	Pre-Construction Surface Videotaping	1.00	LSUM	\$ 5,000.00	\$ 5,000.00
R-000	Pavement Removal	8229.00	SYD	\$ 7.50	\$ 61,717.50
R-0110	Remove Concrete Sidewalk, Ramp & Drive Approach	410	SYD	\$ 9.00	\$ 3,690.00
R-0110A	Remove Concrete Sidewalk, Ramp & Drive Approach - to house	87	SYD	\$ 9.00	\$ 783.00
R-0120	Remove Concrete Curb and/or Gutter	652	LFT	\$ 10.00	\$ 6,520.00
R-0125	Tree Removal	1	LSUM	\$ 7,500.00	\$ 7,500.00
R-0220	Subbase, MDOT Class II, 12" (CIP)	8,220	SYD	\$ 4.00	\$ 32,880.00
R-0320	Aggregate Base Under Bit., MDOT 22A, 8" (CIP)	8,220	SYD	\$ 8.00	\$ 65,760.00
R-0410	Imported Trench Backfill, (CIP)	1,437	CYD	\$ 4.00	\$ 5,748.00
R-0610	Geogrid with 1' undercut	8,220	CYD	\$ 9.00	\$ 73,980.00
R-0710	Bituminous Mixture, MDOT 13A - Leveling Course (2.5")	1,350	TON	\$ 70.00	\$ 94,500.00
R-0720	Bituminous Mixture, MDOT 13A - Top Course (1.5")	780	TON	\$ 70.00	\$ 54,600.00
R-0740	2" Bituminous Driveway Approach, MDOT 13A	1	TON	\$ 119.90	\$ 119.90
R-0745	Bituminous Curbing	130	LFT	\$ 18.00	\$ 2,340.00
R-0810	Gravel Driveway Approach, MDOT 23A, 6" (CIP)	298	SYD	\$ 5.00	\$ 1,490.00
R-0810A	Gravel Driveway Approach, MDOT 23A, 6" (CIP) - to house	14	SYD	\$ 5.00	\$ 70.00
R-0910	Concrete Sidewalk, 4"	2,859	SFT	\$ 8.00	\$ 22,872.00
R-0910A	Concrete Sidewalk, 4"- to house	456	SFT	\$ 8.00	\$ 3,648.00
R-0911	Brick Sidewalk - to house	70	SFT	\$ 15.00	\$ 1,050.00
R-0930	Concrete Driveway Approach, 6"	821	SFT	\$ 5.00	\$ 4,105.00

Exhibit

B

Lake Odessa
2020 Water Project
Engineer's Estimate

GEI Job #1904446

Item No.	Item Description	Contract Quantity	Unit	Unit Price	Extension
R-0930A	Concrete Driveway Approach, 6" - to house	319	SFT	\$ 5.00	\$ 1,595.00
R-0946	Curb and Gutter	652	LFT	\$ 30.00	\$ 19,560.00
R-1100	Pavement Markings	1	LSUM	\$ 5,500.00	\$ 5,500.00
S-0110	8" SDR-26 PVC Sanitary Sewer Main	45	LFT	\$ 44.00	\$ 1,980.00
S-0130	12" SDR-26 PVC Sanitary Sewer Main	48	LFT	\$ 49.50	\$ 2,376.00
S-1020	Connect to Existing Sanitary Sewer Main	9	EA	\$ 165.00	\$ 1,485.00
S-1040	Connect to Existing Sanitary Sewer Manhole	3	EA	\$ 330.00	\$ 990.00
S-1220	Post-Construction Sanitary Sewer Televising	93	LFT	\$ 2.15	\$ 199.49
D-0113	15" Class C76-IV RCP Storm Sewer	16	LFT	\$ 100.00	\$ 1,600.00
D-0309	4" SDR-26 PVC Storm Sewer Main	15	LFT	\$ 30.00	\$ 450.00
D-0320	8" SDR-26 PVC Storm Sewer Main	48	LFT	\$ 40.00	\$ 1,920.00
D-0340	12" SDR-26 PVC Storm Sewer Main	423	LFT	\$ 50.00	\$ 21,150.00
D-0400	DR Structure, 48" Diameter	2	EA	\$ 3,500.00	\$ 7,000.00
D-0450	Precast Concrete Catch Basin	1	EA	\$ 3,500.00	\$ 3,500.00
D-0800	Drainage Structure Cover	8	EA	\$ 650.00	\$ 5,200.00
D-0830	Adjust Structure Cover	5	EA	\$ 150.00	\$ 750.00
D-0910	Connect to Existing Storm Sewer Main	3	EA	\$ 165.00	\$ 495.00
D-0920	Connect to Existing Storm Sewer Manhole	3	EA	\$ 550.00	\$ 1,650.00
D-0930	Connect to Existing Catch Basin Lead	8	EA	\$ 110.00	\$ 880.00
W-0120	6" Watermain	103	LFT	\$ 75.00	\$ 7,725.00
W-0130	8" Watermain	2,909	LFT	\$ 75.00	\$ 218,175.00
W-0430	8" RSGV w/Box	10	EACH	\$ 1,500.00	\$ 15,000.00
W-0830	8" - DI Bend	16	EACH	\$ 500.00	\$ 8,000.00
W-1110	8" x 6" Tee	7	EACH	\$ 650.00	\$ 4,550.00
W-1120	8" x 8" Tee	3	EACH	\$ 700.00	\$ 2,100.00
W-	6" Cap	2	EACH	\$ 300.00	\$ 600.00

Lake Odessa
 2020 Water Project
 Engineer's Estimate

GEI Job #1904446

Item No.	Item Description	Contract Quantity	Unit	Unit Price	Extension
W-	4" Cap	4	EACH	\$ 250.00	\$ 1,000.00
W-	2" Cap	2	EACH	\$ 200.00	\$ 400.00
W-2220	8" x 6" Reducer	1	EACH	\$ 500.00	\$ 500.00
W-2520	Connect to Existing Watermain	5	EACH	\$ 1,500.00	\$ 7,500.00
W-2530	Watermain Crossing	4	EACH	\$ 2,500.00	\$ 10,000.00
W-2550	Trench Undercut and Backfill	320	CYD	\$ 27.50	\$ 8,800.00
W-2610	Hydrant Assembly	6	EACH	\$ 7,500.00	\$ 45,000.00
W-2620	Remove Existing Hydrant	4	EACH	\$ 500.00	\$ 2,000.00
W-2660	Abandon Existing Valve Box	4	EACH	\$ 500.00	\$ 2,000.00
W-2901	Bulkheads	8	EACH	\$ 200.00	\$ 1,600.00
WS-0940	1" Type K Copper Water Service	1,162	LFT	\$ 35.00	\$ 40,670.00
WS-0940A	1" Type K Copper Water Service - to house	749	LFT	\$ 100.00	\$ 74,900.00
WS-1020	1" Corporation Stop	38	EACH	\$ 200.00	\$ 7,600.00
WS-1120	1" Curb Stop and Box	22	EACH	\$ 200.00	\$ 4,400.00
WS-1210	Connect to Existing Water Service	36	EACH	\$ 200.00	\$ 7,200.00

Probable Construction Cost ==> \$ 1,104,000.00

Construction Contingencies (10%) ==> \$ 110,000.00

Total Construction Cost ==> \$ 1,214,000.00

Additional Sidewalk ==> \$ 94,600.00

Total with Additional Sidewalk ==> \$ 1,308,600.00

Lake Odessa Village Council
Ionia County, Michigan

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

RESOLUTION NO. 2020-12

ADOPTION OF THE PROPOSED FISCAL YEAR 2020-2021 BUDGET FOR THE VILLAGE OF LAKE ODESSA

WHEREAS, Village staff has prepared a budget for the Village of Lake Odessa for the 2020-2021 fiscal year. A copy of the budget is attached as “Exhibit A;” and

WHEREAS, anticipated revenues for all Village funds in the 2020-2021 fiscal year will total \$2,450,234.00; and

WHEREAS, anticipated expenditures for all Village funds in the 2020-2021 fiscal year will total \$3,389,114.00; and

WHEREAS, the Village of Lake Odessa maintains appropriate, adequate, and healthy fund balances in each fund as demonstrated in Exhibit A; and

WHEREAS, a public hearing with regard to said budget was duly noticed and held by the Lake Odessa Village Council on February 17, 2020, in accordance with Michigan statute, and opportunity was given to all present to comment upon the same; and

WHEREAS, the Village Council is now satisfied that the Fiscal Year 2020-2021 budget as originally proposed is reasonable and in the best interest of the Village of Lake Odessa.

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

1. The Village Council for the Village of Lake Odessa approves and hereby adopts the aforementioned budget, subject to such changes as may subsequently be found to be necessary by the Village Council as a result of changes in anticipated receipts and/or unanticipated changes in expenditures which are either unavoidable or determined by the Village Council to be in the best interest of the Village, and which can be met out of surplus funds or a reallocation of budget expenditures.
2. That it is the expressed intent of the Village Council that the aforementioned budget shall be adopted and managed by appropriation accounts.
3. That this budget shall be effective on March 1, 2020 and will end on February 28, 2021.
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.

CERTIFICATION

I hereby certify that the foregoing is a true and complete copy of Resolution 2020-12, adopted by the Lake Odessa Village Council at a regular meeting held on February 17, 2020, the original of which is on file in Clerk/ Treasurer's office and available to the public pursuant to the required statutory procedure.

Dated: February 17, 2020

Pearl Ward, Village Clerk/ Treasurer

★ VILLAGE ★
of Lake Odessa

FISCAL YEAR 2021 BUDGET

March 1, 2020 – February 28, 2021

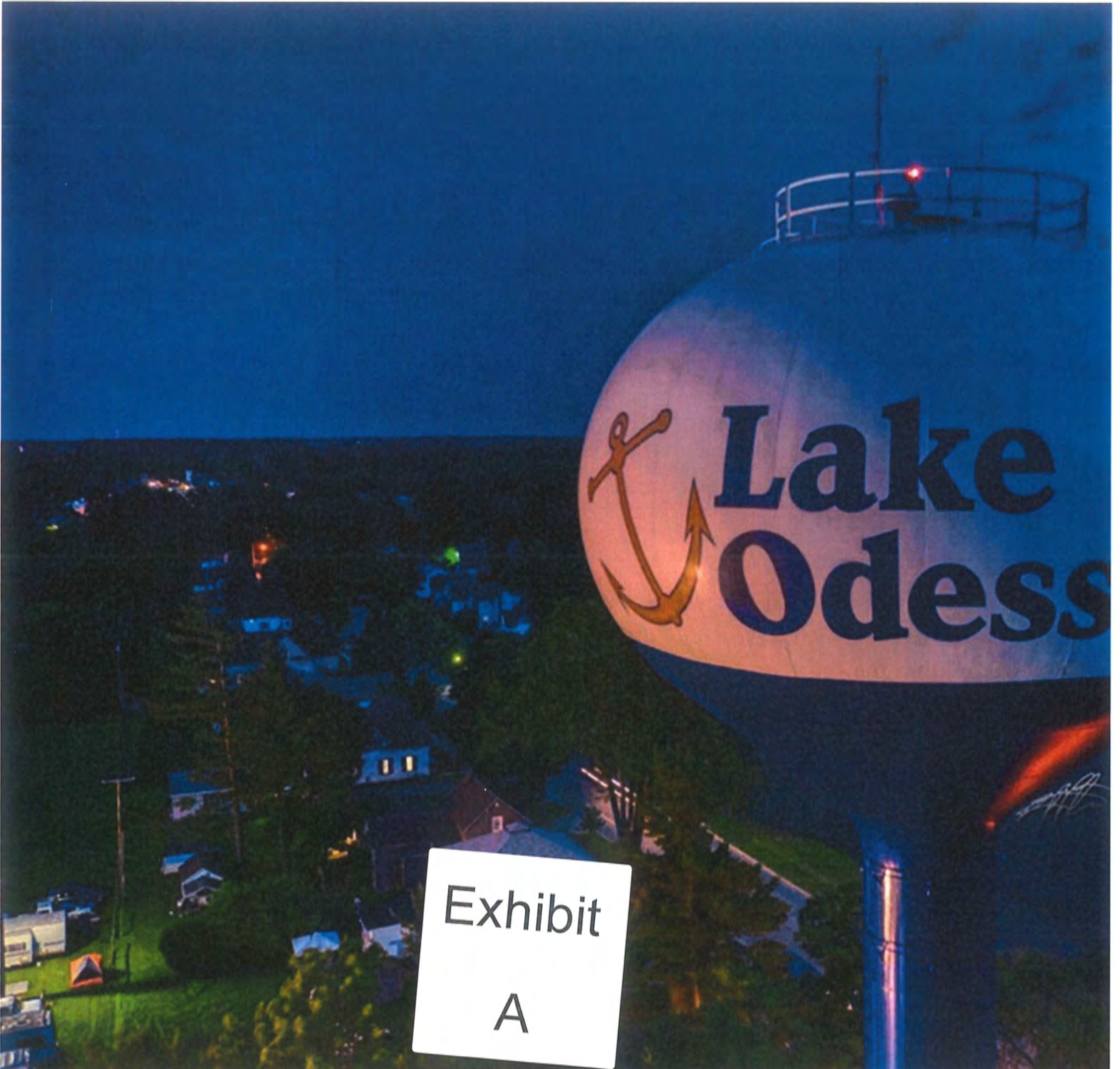


Exhibit
A

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ANNUAL BUDGET DEVELOPMENT OVERVIEW

Welcome to the Village of Lake Odessa's budget document for Fiscal Year 2021, which begins March 1, 2020 and continues through February 28, 2021. Guided by the policies and priorities of the Village Council, the budget is a vital policy document used throughout the year to implement and guide administration and staff towards municipal goals and objectives. The budget is approved annually by the Village Council in compliance with the Village Charter and includes detailed information about revenues and expenditures for the upcoming fiscal year. The revenues and expenditures are broken down by the various operating, enterprise and special funds that comprise the total spending plan.

FUND SUMMARIES

The budget is divided into separate funds with specific functions. The Village's funds include:

- The **General Fund** is the most comprehensive operating fund of the Village. It accounts for the resources to fund Public Safety (police services), most operational and maintenance aspects of Public Works (including streets, storm sewers, tree maintenance, parks) and other general administration activities including legal support, financial management, communications and day-to-day administration. There is also a limited amount of capital expenditures that are funded through General Fund revenues and/or reserves.
- The **Water Fund** is an enterprise fund that provides resources for the operation and maintenance of the Village's water production and distribution divisions. The Water Fund is designed to be a self-sustaining function that is funded entirely by user charges.
- The **Major Street Fund** is funded by revenues provided by the Michigan Transportation Fund (MTF) through Act 51. The Michigan Department of Transportation (MDOT) uses allocation factors to distribute MTF revenue to cities and villages. The distribution is based on population (as of the latest U.S. Census) and road miles. The fund encompasses the maintenance for all major streets in the village (approximately 4 miles). Through the General Appropriations Act, the Village Council can approve transfers of up to 50% of Act 51 Major Street money to the Local Street Fund.
- The **Local Street Fund** is also funded by revenues provided by the MTF through Act 51 using allocation factors set by MDOT. The Local Street Fund supports the maintenance of all local streets in the village (approximately 8 miles).
- The **General Highway Fund** is an operating fund that is supported by a millage dedicated to the construction, operation and maintenance of road activities in the village. The fund acts as a construction in progress account where grant monies run through and also funds a portion of bond payments for financed road projects. Road construction and sidewalk maintenance activities are funded through the General Highway fund.



FINANCE DIRECTOR'S BUDGET MESSAGE

February 3, 2020



PEARL WARD

Treasurer / Clerk / Finance Director

To the Village Council,

Attached for your review is the draft Fiscal Year 2021 Budget which provides recommended revenues and expenditures for the coming fiscal year which begins March 1, 2020 and concludes February 28, 2021. The Village Council is scheduled to review this draft in a workshop session scheduled on February 11, 2020. Formal approval and adoption of the budget will be considered at a public meeting on February 17, 2020.

As presented, the budget projects \$3,338,672 in total spending across the Village's operation funds (which include the General Fund, Water Fund, Major Street Fund, Local Street Fund and General Highway Fund). Overall operational fund revenues total \$2,406,782. In accordance with the Village's policies, a planned expense of accumulated reserve funds for purchases of infrastructure and equipment accommodates the difference between revenues and expenditures and accounts for a balanced budget.

The development of the budget follows a familiar path from year to year with discussions and meetings conducted between department heads, research into changing economic influences at the state and federal levels and observations of previous fiscal year positions.

Highlights of the Fiscal Year 2021 budget include the following:

- An essential infrastructure project is planned for Fiscal Year 2021. The project includes the water main and service line replacement, new storm sewer, partial sidewalk renovations and total street reconstruction for village streets including Ionia, Pearl, Pleasant and Emerson Street. The project will result in a planned spend-down of accumulated reserve funds from multiple funds. The spend-downs will come from the Water Fund, Major Street Fund, Local Street Fund and General Highway Fund with fund balances adequately and appropriately balanced.
- The 2018 voter-passed law made Michigan the first state in the Midwest to legalize the possession and use of recreational marijuana for adults through Proposal 1. The measure created an excise sales tax of 10 percent, which was to be levied on marijuana sales at retailers and microbusinesses. Proposal 1 required that revenue from the tax be dedicated to local governments, K-12 education, and road and bridge maintenance. Michigan marijuana shops sold \$8.3 million worth of recreational marijuana in the first five weeks of sales, since December 1, generating \$1.4 million in combined excise and sales taxes. The excise revenue will increase funding to the Michigan Transportation Fund and increased revenue projections are accounted for in the FY 2021 budget in both the Major Street Fund and Local Street Fund.

- Plans to replace the filter media in filter #2 at the iron removal plant and rebuilding both high service pumps and motors are accounted for in the Water Fund for an approximate expenditure of \$90,000 from the Water Fund. Additional work at both iron removal plants include sandblasting and repainting the exteriors with a projected cost \$20,000 also budgeted in the Water Fund. Additional project details are included in the Director of Public Works message.

Details of the Fiscal Year 2021 Budget is outlined in the following pages. I look forward to discussing this plan with the Village Council and engaging with the community on the implementation of a carefully considered balanced budget.

Sincerely,

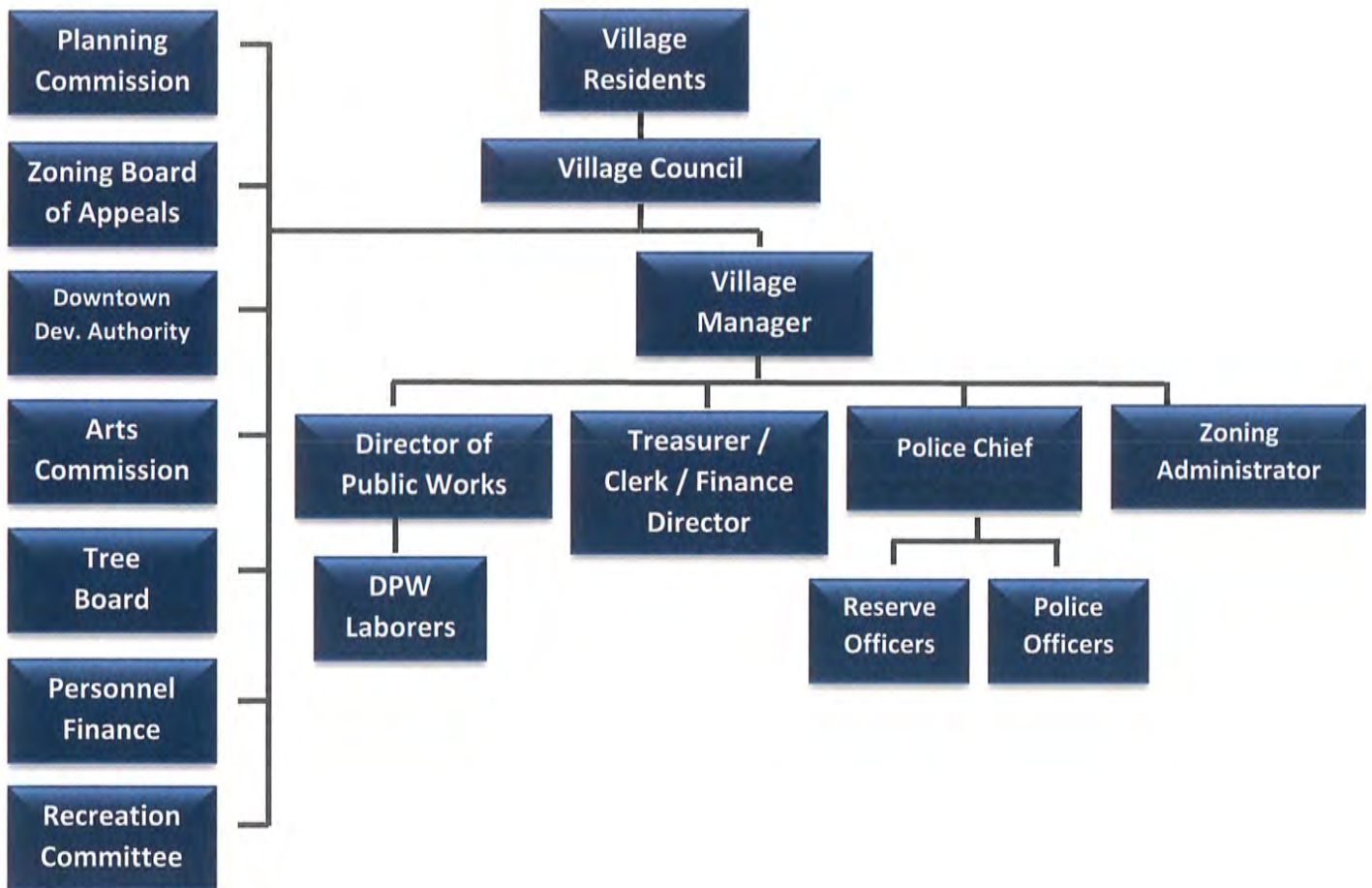


Pearl Rose Ward
Finance Director / Treasurer / Clerk



ORGANIZATIONAL CHART

The Village of Lake Odessa Charter establishes that the local government structure for the community is the Council-Manager form of government. Under the Council-Manager form, the community directly elects 7 members to the Village Council. The Village Council then hires a Village Manager to carry out their policy actions and to oversee the day-to-day operations of the government.





VILLAGE COUNCIL

The Village President and Council are the legislative body for the community; its members are the community's decision makers. Power is centralized in the elected Council, which approves the budget, adopts all legislation, and establishes policies and procedures for the Village. The Council also focuses on the community's goals, major projects, and such long-term considerations as community growth, land use development, capital improvement plans, capital financing, and strategic planning.

VILLAGE COUNCIL

Karen Banks, President, *Term of Office: 2016-2020*

Currently serving on: Personnel / Finance Committee, Planning Commission, Arts Commission, Downtown Development Authority

Melvin McCloud, President Pro Tem, *Term of Office: 2018-2022*

Currently serving on: Recreational / Special Projects Committee, Zoning Board of Appeals, Lakewood Wastewater Authority, Tree Board

Michael Brighton, Council Trustee, *Term of Office: 2018-2022*

Currently serving on: Personnel / Finance Committee

Kay Hartzler, Council Trustee, *Term of Office: 2018-2022*

Charles Jaquays, Council Trustee, *Term of Office: 2016-2020*

Currently serving on: Recreational / Special Projects Committee

Michael Rudisill, Council Trustee, *Term of Office: 2016-2020*

Currently serving on: Lakewood Wastewater Authority

Brandy Walkington, Council Trustee, *Term of Office: 2016-2020*



VILLAGE STAFF

Village departments and trained staff are committed to the Village's core values to guide growth, provide quality services, facilitate neighborhood sustainability and be good stewards of the public trust. Each staff member works together in a highly collaborative and cooperative environment to cultivate continual improvements and progress in the village.

VILLAGE STAFF

Patrick Reagan, Village Manager, *Serving Lake Odessa since: 2019*

MML Legislative Coordinator, Planning Commission, Tree Board, Downtown Development Authority

Kendra Backing, Police Chief, *Serving Lake Odessa since: 2018*

Olivia Boot, Police Officer, *Serving Lake Odessa since: 2019*

Larry Cook, Department of Public Works Laborer, *Serving Lake Odessa since: 2013*

Jacob Hanson, Department of Public Works Laborer, *Serving Lake Odessa since: 2016*

Scott Hubbert, Department of Public Works Laborer, *Serving Lake Odessa since: 2016*

Bryan Rader, Police Officer, *Serving Lake Odessa since: 2017*

Eric Tollefson, Police Officer, *Serving Lake Odessa since: 2019*

Jesse Trout, Director of Public Works, *Serving Lake Odessa since: 2017*

Jeanne Vandersloot, Zoning Administrator, *Serving Lake Odessa since: 2004*

Pearl Ward, Treasurer / Clerk / Finance Director, *Serving Lake Odessa since: 2007*

James Wortley, Department of Public Works Laborer, *Serving Lake Odessa since: 2016*



BACKGROUND / GENERAL INFORMATION

HISTORY

The Village of Lake Odessa was incorporated in 1887 by Humphrey R. Wager, a capitalist from Ionia and Saranac, after buying an 80-acre farm through which the Detroit, Lansing & Northern Railway was to build a new track to Grand Ledge and Grand Rapids. The original town, known as Bonanza, was settled slightly north of today's Lake Odessa --- and folded up and moved south when the first train came through in 1888.

Prior to the construction of the new railroad tracks, what is now Lake Odessa was a broad expanse of fertile farm land, and the typical country cross-road was about a mile north of Jordan Lake. Before the advent of the railway, no one had ever dreamed of Lake Odessa. Bonanza was the big settlement in this area, and, for that time period, was a bustling industrial center. It was a strange twist of fate and broadening civilization that in the space of a few years, practically a whole town moved and a corporate village was created in the midst of meadowlands, leaving the original settlement to revert to corn fields. The principal merchants of Bonanza simply moved buildings, inventory and all, to the new location.

Lake Odessa's name was derived from the two lakes, Tupper Lake and Jordan Lake, and the township within which the Village was incorporated, Odessa Township. The Township was named by a committee in 1846, hoping to be somewhat exclusive while at the same time, honoring one of Russia's cities. The committee, chaired by Elder Tupper, undoubtedly endorsed the suggestion of young Myron Tupper, who was a great reader of history and admired Russian lore.

The main street, 4th Avenue, was constructed in 1887, and was nothing but a muddy lane until it was first paved in 1916. The Lake Odessa Public School was built in 1888, put on an addition in 1896, and was demolished by fire in 1921, after which it was immediately rebuilt.

The Village paid \$1,000 for the park property on South Main Street in 1900. The park remains today in its natural state, with more than two hundred towering maple, beech and oak trees.



In 1967, the Page Memorial Building was built as a village and township hall, with funds donated by the estate of a successful Lake Odessa businessman, millionaire Frank Page, who inherited the bulk of his fortune from a milk condensing process developed by his father.

Over the years, "Lake Odessians" have always been very proud of their beautiful park, and the public beach at Jordan Lake. In 1991, over 400 volunteers worked feverishly for five days building the very popular Swifty's Place, in the park, a wooden playground superstructure constructed with enough lumber to build five homes. In 2012, a \$300k grant was obtained through the DNR and along with local matching funds, improvements were made to the public beach area that included a universally accessible floating dock, all terrain wheelchairs, a security system, canoe/kayak launch and parking lot lighting.

DEMOGRAPHICS

POPULATION

Lake Odessa's estimated population is 2,083 according to the most recent United States census estimates with a median age of 36.4. Between 2016 and 2017, the population of Lake Odessa, MI grew from 2,066 to 2,083, a 0.823% increase.

The ethnic composition of the population of Lake Odessa, MI is composed of 1,623 White Alone residents (79.8%), 325 Hispanic or Latino residents (16%), 51 Black or African American Alone residents (2.45%) and 36 Two or More Races residents (1.73%).

MEDIAN HOUSEHOLD INCOME

Households in Lake Odessa, MI have a median annual income of \$41,587, which is less than the median annual income of \$61,937 across the entire United States. This is in comparison to a median income of \$41,421 in 2016, which represents a 0.401% annual growth.

HOUSING & TRANSPORTATION

The median property value in Lake Odessa, MI was \$95,100 in 2017, which is 0.414 times smaller than the national average of \$229,700. Between 2016 and 2017, the median property value increased from \$91,300 to \$95,100, a 4.16% increase. The homeownership rate in Lake Odessa, MI is 62.3%, which is lower than the national average of 63.9%. People in Lake Odessa, MI have an average commute time of 24.2 minutes, and they commute by driving. Car ownership in Lake Odessa, MI is approximately the same as the national average, with an average of 2 cars per household.

All Data provided by the Census Bureau; ACS 5-year Estimate.



CAPITAL IMPROVEMENT PLAN

A capital improvement plan is a financial planning and management tool that lists proposed capital projects and capital purchases for the future. This multi-year document identifies and prioritizes the need for improvements and purchases and coordinates their funding and optimal time frames for completion. It is also a process that provides order and continuity to the repair, replacement, construction and/or expansion of the Village of Lake Odessa facilities. It puts focus on preserving infrastructure while ensuring the prudent and efficient use of public funds.

Capital improvement projects are major and infrequent expenditures, such as the construction of a new facility, a major rehabilitation or repair of an existing facility, or the purchase of major equipment or property. Capital improvement projects are non-recurring expenditures that tend to be large in cost and have a long-term usefulness.

The following plan sets forth the proposed expenditures for systematically constructing, maintaining, upgrading and replacing the community's infrastructure. In order to be useful as a tool for budgeting and sound financial management, the plan must be updated annually by reviewing existing projects, proposing new projects and potentially extending projects. This process considers the short term and long-term effects of expenditures on the associated funds and identifies potential cash flow avenues.

VILLAGE OF LAKE ODESSA CAPITAL IMPROVEMENT PLAN

	FUNDING SOURCE							Total Project Cost
	General Fund	Water Fund	General Highway	Major Street Fund	Local Street Fund	Grant	Loan	
Fiscal Year 2020/2021								
Ionia, Pearl, Pleasant, Emerson Infrastructure Improvements		\$ 710,950	\$ 213,285	\$ 284,380	\$ 213,285	\$ -		\$ 1,421,900
Fiscal Year 2021/2022								
Jordan Lake Trail Phase 1B - MDOT TAP Grant/DNR Rec Grant						\$ 1,350,493		\$ 1,350,493
DPW Building Addition	\$ 50,000	\$ 30,000						\$ 80,000
Fairgrounds Area/Baseball Field Rehabilitation - DNR Grant App	\$ 50,000					\$ 50,000		\$ 100,000
Fiscal Year 2022/2023								
Beach Pavilion Rehab - DNR Passport Grant App	\$ 20,000					\$ 50,000		\$ 70,000
Infrastructure Improvements - Johnson, Emerson, Lincoln		\$ 770,000	\$ 231,000	\$ 308,000	\$ 231,000			\$ 1,540,000
Fiscal Year 2023/2024								
Chip/Fog Seal - Tupper Lake St, Washington Blvd				\$ 60,000				\$ 60,000
Fiscal Year 2024/2025								
Infrastructure Improvements - 2nd Ave, 3rd Ave		\$ 554,400	\$ 277,200		\$ 277,200			\$ 1,108,800
Fiscal Year 2025/2026								
Paving - Fourth Ave, McArthur St, Morningside, Emerald Circle				\$ 74,100	\$ 114,500			\$ 188,600
Fiscal Year 2026/2027								
Paving - Fourth Ave/Tupper to Jordan Lake St			\$ 50,000	\$ 160,000				\$ 210,000
Fiscal Year 2027/2028								
Micro Surfacing - Bonanza, Jordan Lake Ave				\$ 90,000				\$ 90,000
Fiscal Year 2028/2029								
Infrastructure Improvements - 1st Ave, 2nd Ave, 3rd Ave		\$ 600,000	\$ 300,000		\$ 300,000			\$ 1,200,000
Paving - Tupper/4th Ave to Jordan Lake Ave				\$ 180,000				\$ 180,000

1/30/20

Prepared by: Jesse Trout, Director of Public Works



VILLAGE MANAGER'S MESSAGE

The budget being presented to you is one that is developed through the hard work and diligence of Village staff, with special thanks to Clerk/ Treasurer/ Finance Director, Pearl Ward; Department of Public Works Supervisor, Jesse Trout; and Police Chief, Kendra Backing. This budget balances the needs for everyday services provided to the community as well as infrastructure improvements that are intended to increase/ maintain the health, safety, and welfare for the residents of the Village of Lake Odessa.



PATRICK REAGAN
Village Manager

It should be noted that municipal budgets are living documents and should be considered as a guide to the efficient operation of the Village during the fiscal year. Equipment can break down, emergencies occur, and unexpected developments within a community can shift priorities in a heartbeat. Throughout the year, budget amendments are proposed to meet any unexpected needs and unforeseen opportunities that often arise each year. The sound financial practices over the years has provided the Village with the ability to meet both expected needs/ projects as well as the ability to respond to the unexpected.

The Village of Lake Odessa is fortunate to have excellent employees that work to keep their community one of the best in Ionia County. Village staff work every day to provide excellent service to the community and it is gratifying to see the dedication that is put forth by these people on a daily basis.



GENERAL FUND

REVENUES

The General Fund is the primary operating fund for the village. The General Fund derives its revenue from several sources, with the top two being property tax and state shared revenue. Other revenues include cable franchise fees, park and beach pavilion rental fees, metro act, trailer taxes and other miscellaneous fees.

DESCRIPTION	2017-18 ACTIVITY	2018-19 ACTIVITY	2019-20 PROJECTED ACTIVITY	2020-21 RECOMMENDED BUDGET
CURRENT REAL PROPERTY TAXES	394,595	423,031	424,899	425,000
CURRENT PERSONAL PROPERTY TAX	54,008	56,074	31,637	59,740
DELINQUENT REAL PROPERTY TAX	13,966		23,569	51,500
MANUFACTURED HOUSING FEES	585	598	468	600
LOCAL COMMUNITY STABILIZATION	6,984	6,944	46,367	40,000
PENALTIES & INTEREST ON TAXES	1,159	965	20	50
PROPERTY TAX ADMINISTRATION FEE	6,870	7,099	6,962	7,500
LIQUOR LICENSE FEES	2,323	2,038	1,729	2,100
CABLE TV FRANCHISE	5,516	5,093	3,956	5,000
SPECIAL USE/ZBA PERMIT				200
ZONING PERMIT FEES	225	925	1,050	200
METRO ACT	7,841	7,901	7,918	8,240
STATE REVENUE SHARING	165,769	173,538	187,821	176,000
EVIP PMTS	44,346	44,073	44,967	44,070
TREE GRANT		2,500	2,000	2,500
VEHICLE RENTAL INCOME	19,546	27,175	4,799	15,450
PHOTO COPIES			6	
MOWING	700	150	100	200
MAY CLEAN UP (NON-RESIDENTS)	839	589	685	500
PARKING TICKET FEES	495	175	120	200
ORDINANCE FINES	2,813	1,291	2,302	1,800
INTEREST	1,923	2,640	1,919	1,300
RENTS-BUILDINGS-LAND	3,626	3,751	3,388	3,000
SALE OF FIXED ASSET	5,999	21,205	2,500	15,000
DONATIONS-PRIVATE SOURCES	4,255	900	3,778	500
REIMBURSEMENTS	10,057	1,301	1,737	1,500
MISC REVENUE	11,807	21,866	12,515	15,450
MISC REVENUE-POLICE	1,996	918	1,692	2,060
	768,243	812,740	818,804	879,660

EXPENSES

GOVERNING BODY

The General Government Department includes responsibilities of the elected officials, Clerk's office and Treasurer's office. This section includes contracted services for attorneys, legal publications, downtown development, office supplies and other miscellaneous government activities.

DESCRIPTION	2017-18 ACTIVITY	2018-19 ACTIVITY	2019-20 PROJECTED ACTIVITY	2020-21 RECOMMENDED BUDGET
Dept 101 - GOVERNING BODY				
TRUSTEE MEETING FEES	8,700	10,200	7,211	8,500
TREASURER - CLERK WAGES	6,431	6,625	6,745	7,000
EMPLOYER FICA	1,155	1,287	1,067	1,500
WORKMEN'S COMPENSATION	73	359	86	300
MEALS & MILEAGE	85	99		100
OFFICE SUPPLIES	1,366	2,137	2,180	2,500
POSTAGE	1,554	1,599	774	1,500
CONTRACTED SERVICES	63,970	30,465	35,431	38,000
DUES & MEMBERSHIPS	3,379	2,281	2,172	3,090
EDUCATION & TRAINING	251	1,958	968	1,500
NOTARY & FIDUCIARY BONDS	40	40	44	40
SAFE DEPOSIT BOX RENTAL	15	15	16	15
DOWNTOWN DEVELOPMENT			13,555	13,000
COMMUNICATION EXPENSE	785	676	598	670
COMMUNITY PROMOTION	103	148		150
PRINTING & PUBLISHING	1,600	1,936	866	1,300
COUNTER DRAIN	6,228	5,000	7,229	6,700
MISC EXPENSE	613	93	19	500
Totals for dept 101 - GOVERNING BODY	96,348	64,918	78,961	86,365

MANAGER'S DEPARTMENT

DESCRIPTION	2017-18 ACTIVITY	2018-19 ACTIVITY	2019-20 PROJECTED ACTIVITY	2020-21 RECOMMENDED BUDGET
Dept 172 - MANAGERS				
DEPT HEAD WAGES	8,766	14,887	26,485	28,500
EMPLOYER FICA	662	1,139	1,984	2,600
EMPLOYERS SHARE OF PENSION	2,556			2,900
HEALTH INSURANCE EXPENSE	1,669		3,096	3,600
DENTAL INSURANCE EXPENSE	86		330	360
OPTICAL PLAN EXPENSE	20		26	36
WELLNESS PROGRAM				90
DISABILITY INSURANCE	16		333	420
LIFE INSURANCE EXPENSE	4		80	120
WORKMEN'S COMPENSATION		125		300
MEALS & MILEAGE	377			200
OFFICE SUPPLIES	520	612	1,928	2,000
CLOTHING EXPENSE	634			100
GASOLINE PURCHASES	1,625			500
DUES & MEMBERSHIPS	25	65	612	1,100
EDUCATION & TRAINING	1,501	10		1,500
COMMUNICATION EXPENSE	1,604	1,001	1,077	1,200
Totals for dept 172 - MANAGERS	20,065	17,839	35,951	45,526

PAGE MEMORIAL BUILDING

DESCRIPTION	2017-18 ACTIVITY	2018-19 ACTIVITY	2019-20 PROJECTED ACTIVITY	2020-21 RECOMMENDED BUDGET
Dept 265 - PAGE MEMORIAL BUILDING				
PART TIME WAGES				11,000
EMPLOYER FICA				1,000
EMPLOYERS SHARE OF PENSION				1,100
WORKMEN'S COMPENSATION				200
OFFICE SUPPLIES	244			
SUPPLIES	1,179	539	899	1,000
POSTAGE	154	(390)	418	400
COMMUNICATION EXPENSE	1,823	1,106	973	1,200
GAS AND ELECTRIC	3,102	3,030	843	5,000
MAINTENANCE/REPAIR-BUILDING	20,050	6,203	4,545	5,000
MAINTENANCE/REPAIR-EQUIPMENT	854		1,406	1,500
MAINTENANCE-LANDSCAPING & GROUN	338	734	1,510	1,000
LEASED ASSETS/FURNITURE & EQUIP			131	
CAPITAL OUTLAY		11,508		3,000
HARDWARE	685			1,030
SOFTWARE	150	619		500
Totals for dept 265 - PAGE MEM BLDG	28,579	23,349	10,725	32,930



POLICE CHIEF'S MESSAGE

A significant focus throughout the year for the police department was community immersion. The Lake Odessa Police Department had a presence in several community events throughout the year which strengthened connections and empowered positive interactions. The following events were attended by members of the Lake Odessa Police Department:



KENDRA BACKING
Police Chief

- Art in the Park
- Easter Egg Hunt
- Fair
- Jordan Lake Trail 5k Walk/Run
- Central Dispatch Open House
- Presentation to GFWC Women's Club Lake Odessa
- Halloween Safety Check Point
- Halloween Parade at Lakewood Elementary
- Prescription Take Back Initiatives
- Meijer Shop with A Hero
- Village of Sunfield Christmas Parade
- Walmart Shop with a Hero
- Parade of Lights
- Operation Christmas Cheer

The Lake Odessa Police Departments social media Facebook page has grown to over 1400 followers due to frequent postings of community matters, which in return has allowed for quick information to be disseminated in real time, transparency, and responsiveness to our community matters.

Patrol and community relation efforts focused significantly in the areas of Washington Blvd, Jordan Lake Avenue and Jordan Lake Street due to construction detours and school zone safety concerns. As a result of these efforts, positive community feedback has circled back to our department thanking us for our efforts in these areas of concentration. Downtown business door checks were implemented into our patrol duties and updated business contact forms were achieved through personal contact of officers to each of the businesses.

LAKE ODESSA POLICE DEPARTMENT FY 2020/2021 GOALS

Safe Exchange Zone designated at the Lake Odessa Police Department reserved for child custody, private property and E-commerce transactions. A large number of people use online services, including Craigslist, Marketplace, and phone Apps, to buy and sell items. For this reason, we would like to be able to offer a designated safe exchange location at the Page building that is under surveillance 24/7 to allow for a safe/monitored place to meet someone.

Purchase and Install a Radar Speed Sign to calm and resolve traffic issues especially during school start and release times. Animated graphics and speed display information is a proactive way to alert drivers attention to speed, school zone times, and construction areas.

The Lake Odessa Police Department will continue to be a visible presence in the community and develop programs that reach various groups to include the elderly, business community, property owner, student population, and all residents. We will continue to provide the citizens of Lake Odessa with community focused police services. We will commit ourselves as an agency to quality training and continuous education to serve the citizens in the most responsive and professional manner.

POLICE DEPARTMENT

DESCRIPTION	2017-18 ACTIVITY	2018-19 ACTIVITY	2019-20 PROJECTED ACTIVITY	2020-21 RECOMMENDED BUDGET
Dept 301 - POLICE				
DEPARTMENT HEAD WAGES	25,045	30,318	60,289	58,800
FULL TIME WAGES	133,839	60,496	94,103	135,300
OVER TIME WAGES	4,754	685	1,440	5,000
PART TIME WAGES	27,718	10,121	229	11,000
EMPLOYER FICA	14,288	7,549	11,661	19,200
EMPLOYERS SHARE OF PENSION	8,308	4,987	11,992	22,000
HEALTH INSURANCE EXPENSE	21,710	11,868	13,011	15,600
DENTAL INSURANCE EXPENSE	2,207	1,384	1,676	1,800
OPTICAL PLAN EXPENSE	252	115	151	300
WELLNESS PROGRAM				270
DISABILITY INSURANCE	2,272	892	2,216	2,760
LIFE INSURANCE EXPENSE	361	92	719	960
WORKMEN'S COMPENSATION	4,864	3,945	3,414	5,253
MEALS & MILEAGE	404	52	40	500
VESTS			1,342	2,500
OFFICE SUPPLIES	708	831	642	1,500
SUPPLIES	4,392	786	2,242	3,500
RESERVE SUPPLIES	153			250
MEDICAL & PHYSICALS	980	1,444	337	1,500
CLOTHING EXPENSE	1,565	1,076	1,545	2,000
GASOLINE PURCHASES	4,744	2,397	3,623	4,500
CONTRACTED SERVICES	2,517	47,765	7,900	5,150
DUES & MEMBERSHIPS	262	365	363	525
EDUCATION & TRAINING	4,465	1,127	1,627	4,000
RANGE QUALIFICATION	500		1,009	1,500
MEADOWBROOK INSURANCE	8,500	7,096	8,740	8,240
COMMUNICATION EXPENSE	4,659	4,703	4,829	5,150
COMMUNITY PROMOTION	251	28		350
MAINTENANCE/REPAIR-EQUIPMENT	532	50	27	2,000
MAINTENANCE/REPAIR-VEHICLE	5,376	2,355	2,271	3,000
RENTALS	960	1,920		
CAPITAL OUTLAY-EQUIPMENT				18,000
CAPITAL OUTLAY-VEHICLES	(1,358)			
OFFICE EQUIP-COMPUTERS	1,358	2,017	1,458	2,000
HARDWARE	292			1,000
SOFTWARE	2,246	828	6,188	2,000
Totals for dept 301 - POLICE	289,124	207,292	245,084	347,408



DIRECTOR OF PUBLIC WORK'S MESSAGE

The Department of Public Works (DPW) is primarily responsible for managing and maintaining the Village's infrastructure and facilities through routine maintenance and the design and construction of infrastructure improvement projects.



JESSE TROUT
Director of Public Works

DPW FISCAL YEAR 2019/2020 HIGHLIGHTS

- Through the support of the Village, generous donations and our local Girl Scouts of America, we built and installed a handicap accessible swing structure at the Village Park.
- A new asphalt wearing surface was placed on Bonanza, Jordan Lake Ave and Fourth Ave. This was a very crucial project as it will extend the life of the asphalt by many years.
- Through rebates and budgeted funding, we finished updating the dated interior lighting throughout all of our municipal buildings. The majority of all Village owned exterior lighting has been updated with energy efficient fixtures as well. Monthly energy bills are now showing a substantial savings.
- A Consumers Energy Tree Grant was obtained and allowed us to plant 25 new trees throughout the village park and village right of ways.
- Utilizing a Wellhead Protection Grant, we were able to provide classroom supplies, water conservation literature, informational pamphlets, refillable water bottles and library books to the elementary school.
- We sanded and painted all piping, tank exteriors, pumps, motors and flooring inside of both water treatment facilities. This drastically improved appearances and was highly commended during the routine inspections performed by the State.
- We were able to advance the replacement of a dump truck and, without financing, completely pay for the build of a new snow/ice control dump truck. This will be a welcomed addition to the fleet and should provide many years of reliable service for the community.

DPW FY 2020/2021 GOALS AND OBJECTIVES

INFRASTRUCTURE REPLACEMENT

We will be replacing the century old infrastructure of Ionia, Pearl, Pleasant and a portion of Emerson Streets. This much needed project will include water main and service replacement, storm sewer replacement, sidewalk renovations and a complete rebuild of streets. This work will essentially mirror image the past infrastructure projects you have seen prior. The project will result in a planned spend-down of accumulated reserve funds from multiple funds. The spend-downs will come from the Water Fund, Major Street Fund, Local Street Fund and General Highway Fund.

WATER TREATMENT FACILITY

In 2015, the media of both iron removal filters was inspected by a trained professional and a lab analysis was performed in order to confirm the media integrity. In conclusion, the media inside filter #1 was deemed to be in good condition and no further action needed at the time. The media inside filter #2 was deemed to be past its useful life and recommended for replacement within the next 1-2 years. The media inside filter #2 at the time of testing was approximately 9 years old and is now 14 years old. The typical life expectancy of filter media is 10 years. This project will entail the removal of filter media and interior inspection of filter #2. If no interior repairs are needed, the media will be replaced with new and put back into service. In order to continue meeting the high standards of quality water that we currently provide to the public; this project is highly recommended. The cost estimate for this project is \$50,000.

Once water flows through the filter media, there are two 60 horsepower motors; each attached to an 850 gallon per minute pump which is connected to the distribution system. Per manufacturers specifications, it is strongly recommended to pull each motor and pump every 10 years and have the motor inspected, cleaned and baked and to have the attached pump rebuilt. These pumps and motors have been in service well beyond 10 years now. For continued reliability, our contracted professional service provider and myself recommend moving forward with this project while the filter is out of service for media replacement. The total cost estimate to inspect and rebuild each pump/motor combination is \$20,000 to \$30,000 per combination. The varying cost depends on the condition of each pump and whether they can simply be rebuilt or have to be completely replaced. It has been suggested by our contracted service provider that the pumps will likely not need replacing. Therefore, I am budgeting the lower of \$40,000 for this project.

The protective exterior coating of both filtration plants has deteriorated to the point of failure. It is peeling off, leaving bare steel exposed to the elements and in turn corroding. The coating is identical in form to what you see on the water towers. The filters are constructed of steel and have a high-performance paint to protect the steel from corrosion and ultraviolet rays. The process of rehabilitation will be much like what you would see done to a water tower. The exterior steel will be sand blasted and multiple coats of paint will be applied. The estimated total cost to blast and paint both filtration plants is \$20,000. I have budgeted this amount with plans to do the work after media replacement and motor/pump projects are complete. If unforeseen expenses arise during media replacement and motor/pump rebuilding, the \$20,000 budgeted will be used to offset those costs.

DEPARTMENT OF PUBLIC WORKS

This budget closely resembles the past fiscal budget with the exception of Capital Outlay. I have budgeted \$21,000 for the proposed purchase of an asphalt trailer. You have likely seen other Municipalities, County Road Commissions and MDOT filling potholes by shoveling asphalt from a trailer behind a pickup. Those trailers are generally referred to as a (Hot Box). The trailer mounted asphalt box is insulated and has a burner inside of it to keep hot asphalt at a workable temperature for extended periods of time. Having this will allow us to use a less costly material to repair potholes and also allow us to make asphalt repairs in the winter if we have to remove a section of the street for any reason.

DEPARTMENT OF PUBLIC WORKS

DESCRIPTION	2017-18 ACTIVITY	2018-19 ACTIVITY	2019-20 PROJECTED ACTIVITY	2020-21 RECOMMENDED BUDGET
Dept 441 - PUBLIC WORKS				
DEPT HEAD WAGES	16,916	17,520	18,014	18,500
FULL TIME WAGES	45,085	46,596	27,713	42,000
OVER TIME WAGES	432		162	1,000
PART TIME WAGES	10,625	10,947	12,919	20,000
NO FRINGE BENEFIT INCENTIVE	6,000	6,000	3,278	3,000
EMPLOYER FICA	6,048	6,201	4,750	7,500
EMPLOYERS SHARE OF PENSION	5,497	3,761	4,589	8,500
HEALTH INSURANCE EXPENSE				4,200
DENTAL INSURANCE EXPENSE	1,460	1,568	1,569	1,920
OPTICAL PLAN EXPENSE	261	274	264	240
WELLNESS PROGRAM				180
DISABILITY INSURANCE	2,048	2,188	1,304	1,020
LIFE INSURANCE EXPENSE	611	682	419	320
WORKMEN'S COMPENSATION	6,304	4,515	5,204	5,500
MEALS & MILEAGE			36	100
OFFICE SUPPLIES	210	461	200	500
SUPPLIES	4,122	4,250	6,024	6,000
MEDICAL & PHYSICALS	142	142	70	200
CLOTHING EXPENSE	382	708	440	1,000
GASOLINE PURCHASES	6,277	7,081	5,290	6,800
DUES & MEMBERSHIPS	489	180	22	500
EDUCATION & TRAINING		270	578	600
MEADOWBROOK INSURANCE	7,500	7,096	7,757	7,300
LICENSE FEES		78	38	150
COMMUNICATION EXPENSE	1,042	1,044	1,185	1,400
STREET REPAIRS	851			
MAY CLEAN UP	4,226	2,822	3,519	4,000
GAS AND ELECTRIC	3,039	3,039	2,131	2,800
MAINTENANCE/REPAIR-BUILDING	6,084	4,171	3,028	5,000
MAINTENANCE/REPAIR-EQUIPMENT	9,237	6,361	8,167	8,300
MAINTENANCE-LANDSCAPING	285	1,000		1,000
MAINTENANCE/REPAIR-VEHICLE	6,385	4,548	1,581	4,500
MAINTENANCE/REPAIR-TREES	1,120		546	500
REFUSE REMOVAL	720	720	656	800
LEASED ASSETS	6,473	5,431	7,120	7,500
SAFETY	987	765	638	2,060
PROJECT COSTS	60,941	5,582	426	6,000
CAPITAL OUTLAY-EQUIPMENT	22,370	19,414		21,000
CAPITAL OUTLAY-VEHICLES		44,755	10,362	
Totals for dept 441 - PUBLIC WORKS	244,169	220,170	139,999	207,490

PARKS AND RECREATION

DESCRIPTION	2017-18 ACTIVITY	2018-19 ACTIVITY	2019-20 PROJECTED ACTIVITY	2020-21 RECOMMENDED BUDGET
Dept 751 - PARKS AND RECREATION				
WORKMEN'S COMPENSATION	198	215	244	250
SUPPLIES	2,438	3,581	2,717	3,000
SWIFTY'S PLACE	1,440	866	19,882	2,500
GAS AND ELECTRIC	4,244	3,947	3,680	4,300
MAINTENANCE/REPAIR-BUILDING	6,020	2,923	4,818	7,000
MAINTENANCE/REPAIR-EQUIPMENT	1,988	1,665	522	1,500
LANDSCAPING & GROUNDS	1,561	8,000	4,314	5,000
DEBT PRINCIPAL	1,845	6,171		
INTEREST EXPENSE	663	588		
Totals for dept 751 - PARKS AND REC	20,397	27,956	36,177	23,550

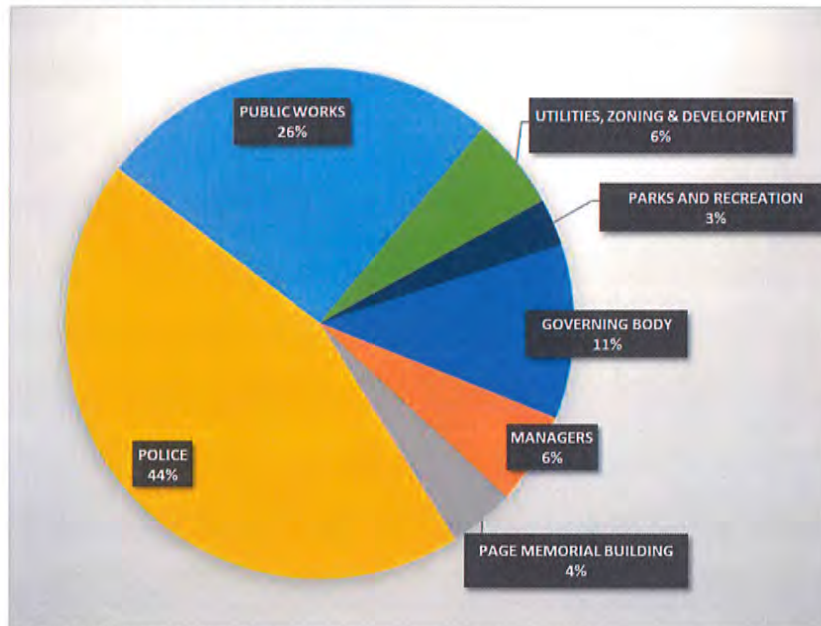
UTILITIES, ZONING & ECONOMIC DEVELOPMENT

DESCRIPTION	2017-18 ACTIVITY	2018-19 ACTIVITY	2019-20 PROJECTED ACTIVITY	2020-21 RECOMMENDED BUDGET
Dept 448 - PUBLIC UTILITIES-STREET LIGHTING				
STREET LIGHT EXPENSE	32,220	32,476	28,150	32,000
Totals for dept 448 - PUBLIC UTILITIES	32,220	32,476	28,150	32,000
Dept 536 - WATER/SEWER				
SEWER EXPENSE	2,337	2,716	2,157	3,000
WATER EXPENSE	878	1,418	1,392	1,400
Totals for dept 536 - WATER/SEWER	3,215	4,134	3,549	4,400
Dept 722 - ZONING				
PART TIME WAGES	6,344	6,344	6,398	6,695
EMPLOYER FICA	485	485	489	620
MEALS & MILEAGE		181	130	310
Totals for dept 722 - ZONING	6,829	7,010	7,017	7,625
Dept 728 - ECONOMIC DEVELOPMENT				
CONTRACTED SERVICES	1,749	1,749	1,911	2,000
ENHANCEMENT PROJECTS	2,188	2,805		
CHRISTMAS DECORATIONS	1,642	58		
Totals for dept 728 - ECONOMIC DEV	5,579	4,612	1,911	2,000

GENERAL FUND

DESCRIPTION	2017-18 ACTIVITY	2018-19 ACTIVITY	2019-20 PROJECTED ACTIVITY	2020-21 RECOMMENDED BUDGET
BALANCE SHEET / GENERAL	768,243	812,740	818,804	879,660
GOVERNING BODY	96,348	64,918	78,961	86,365
MANAGERS	20,065	17,839	35,951	45,526
PAGE MEMORIAL BUILDING	28,579	23,349	10,725	32,930
POLICE	289,124	207,292	245,084	347,408
PUBLIC WORKS	244,169	220,170	139,999	201,890
PUBLIC UTILITIES-STREET LIGHTING	32,220	32,476	28,150	32,000
WATER/SEWER	3,215	4,134	3,549	4,400
ZONING	6,829	7,010	7,017	7,625
ECONOMIC DEVELOPMENT	5,579	4,612	1,911	2,000
PARKS AND RECREATION	20,397	27,956	36,177	23,550
ESTIMATED REVENUES - FUND 101	768,243	812,740	818,804	879,660
APPROPRIATIONS - FUND 101	746,525	609,756	587,524	783,694
NET OF REVENUES/APPROPRIATIONS	21,718	202,984	231,280	95,966
BEGINNING FUND BALANCE	477,150	498,871	701,855	933,135
ENDING FUND BALANCE	498,868	701,855	933,135	1,029,101

GENERAL FUND APPROPRIATIONS BY PERCENT





MAJOR STREET FUND

DESCRIPTION	2017-18 ACTIVITY	2018-19 ACTIVITY	2019-20 PROJECTED ACTIVITY	2020-21 RECOMMENDED BUDGET
REVENUES				
ACT 51 / STREETS	162,017	172,196	153,413	207,431
INTEREST	1,131	1,709	2,196	1,300
REIMBURSMENTS	1,242			
MISC REVENUE			39,168	10,000
NET OF REVENUES	164,390	173,905	194,777	218,731
Dept 449 - STREET DEPT (ACT 51)				
DEPT HEAD WAGES	4,174	1,904	3,270	3,500
EMPLOYER FICA	315	146	245	350
EMPLOYERS SHARE OF PENSION	69			350
ADMIN BENEFITS	1,039		495	1,400
COLD/HOT PATCH	2,000	406	510	1,300
SALT/SAND ROADS	2,083	3,246	1,856	5,000
CONTRACTED SERVICES	8,138	4,513	3,879	5,000
STREET STRIPING	1,747	348	7,840	4,000
STREET SIGNS	1,229	2,146	1,288	
STREET REPAIRS	37,277	47,206	163,799	280,889
BRUSH REMOVAL	62			
VEHICLE RENTAL - STREET REPAIRS	4,292	2,770	892	5,000
VEHICLE RENTAL - SNOW REMOVAL	4,139	15,546		5,000
MISC EXPENSE	4,359	2,680	1,147	3,000
CIP - IONIA, PEARL, PLEASANT, EMERSON			1,235	
TRANSFERS OUT	49,850	57,068		40,000
Totals for dept 449 - STREET DEPT	120,773	137,979	186,456	354,789
Dept 450 - MAINTENANCE / CONSTRUCTION				
MAINTENANCE WAGES	3,133	3,245	3,336	3,410
MAINTENANCE EMPLOYER FICA	240	248	255	350
MAINTENANCE ER SHARE OF PENSION	175	278	334	350
MAINTENANCE BENEFITS	113	123	141	150
Totals for dept 450 - MAINT. / CONST.	3,661	3,894	4,066	4,260
Dept 869 - SNOW REMOVAL				
SNOW REMOVAL WAGES	4,138	6,579	2,136	3,060
SNOW REMOVAL EMPLOYER FICA	301	476	156	300
SNOW REMOVAL SHARE OF PENSION	263	530	179	350
Totals for dept 869 - SNOW REMOVAL	4,702	7,585	2,471	3,710
ESTIMATED REVENUES - FUND 202	164,390	173,905	194,777	218,731
APPROPRIATIONS - FUND 202	129,136	149,458	192,993	362,759
NET OF REVENUES/APPROPRIATIONS	35,254	24,447	1,784	(144,028)
BEGINNING FUND BALANCE	329,049	364,301	388,749	390,533
ENDING FUND BALANCE	364,303	388,748	390,533	246,505



LOCAL STREET FUND

DESCRIPTION	2017-18 ACTIVITY	2018-19 ACTIVITY	2019-20 PROJECTED ACTIVITY	2020-21 RECOMMENDED BUDGET
REVENUES				
OTHER STATE GRANTS		27,815		
STATE REVENUE OTHER		16,226		
ACT 51 / STREETS	54,644	58,049	51,682	69,876
INTEREST	376	1,065	1,446	1,000
REIMBURSEMENTS	497			
MISC REVENUE			218	
TRANSFERS IN	49,850	57,068		40,000
NET OF REVENUES	105,367	160,223	53,346	110,876
Dept 449 - STREET DEPT (ACT 51)				
DEPT HEAD WAGES	1,670	762	1,308	1,500
EMPLOYER FICA	126	58	98	150
EMPLOYERS SHARE OF PENSION	28			150
ADMIN BENEFITS	416		198	650
COLD/HOT PATCH	1,202	406	510	1,000
SALT/SAND ROADS	1,913	3,141	1,856	5,000
CONTRACTED SERVICES	3,658	5,150	5,463	5,000
STREET STRIPING			495	1,000
STREET SIGNS		3,092	1,265	700
STREET REPAIRS	22,199			213,529
BRUSH REMOVAL	1,062	500		
VEHICLE RENTAL - STREET REPAIRS	6,432	3,167	3,907	5,000
VEHICLE RENTAL - SNOW REMOVAL	4,317	5,693		5,000
STORM SEWER		23		500
MISC EXPENSE	15,571	3,072	612	3,000
CIP - IONIA, PEARL, PLEASANT, EMERSON			926	
Totals for dept 449 - STREET DEPT	58,594	25,064	16,638	242,179
Dept 450 - MAINTENANCE / CONSTRUCTION				
MAINTENANCE WAGES	5,012	5,191	5,337	5,500
MAINTENANCE EMPLOYER FICA	383	397	408	500
MAINTENANCE ER SHARE OF PENSION	280	444	534	600
MAINTENANCE BENEFITS	181	197	226	200
Totals for dept 450 - MAINT. / CONST.	5,856	6,229	6,505	6,800
Dept 869 - SNOW REMOVAL				
SNOW REMOVAL WAGES	2,979	2,666	770	3,060
SNOW REMOVAL FICA	216	191	55	300
SNOW REMOVAL SHARE OF PENSION	160	212	60	350
Totals for dept 869 - SNOW REMOVAL	3,355	3,069	885	3,710
ESTIMATED REVENUES - FUND 203	105,367	160,223	53,346	110,876
APPROPRIATIONS - FUND 203	67,805	34,362	24,028	252,689
NET OF REVENUES/APPROPRIATIONS - FUND 203	37,562	125,861	29,318	(141,813)
BEGINNING FUND BALANCE	174,348	211,909	337,769	367,087
ENDING FUND BALANCE	211,910	337,770	367,087	225,274



WATER FUND

DESCRIPTION	2017-18 ACTIVITY	2018-19 ACTIVITY	2019-20 PROJECTED ACTIVITY	2020-21 RECOMMENDED BUDGET
REVENUES				
WATER REVENUE	850,484	914,756	945,086	954,810
PENALTIES & INTEREST	5,506	6,540	4,203	5,500
FEDERAL GRANTS		1,906,073	20,879	
STATE GRANTS	78,500			
WELLHEAD PROTECTION		7,970	2,756	2,750
WATER HOOK UP FEES	2,219	2,061	2,634	1,500
WATER TURN ON/OFF FEES	821	825	1,221	1,200
FINAL READ INCOME	480	330	339	350
INTEREST	4,195	6,764	7,305	5,000
SALE OF FIXED ASSET	3,272			
INCENTIVE PROGRAM	3,260	2,970	3,286	3,000
REIMB FROM WASTEWATER	10,181			
MISC REVENUE	7,595	755	18,050	5,000
MISC REVENUE-OTHER	310		1,420	
NET OF REVENUES	966,823	2,849,044	1,007,179	979,110
Dept 536 - WATER/SEWER				
DEPT HEAD WAGES	53,024	35,079	46,827	48,500
FULL TIME WAGES	149,374	142,386	150,932	156,100
OVER TIME WAGES	4,843	821	2,124	2,000
PART TIME WAGES	4,763	2,061	4,954	5,000
SICK TIME PAYOUT				500
NO FRINGE BENEFIT INCENTIVE	6,000	3,000	3,278	3,000
EMPLOYER FICA	16,195	13,946	15,330	19,500
EMPLOYERS SHARE OF PENSION	9,469	10,145	15,763	21,400
HEALTH INSURANCE EXPENSE	24,194	28,015	26,091	33,000
ADMIN BENEFITS	8,667		4,056	4,600
DENTAL INSURANCE EXPENSE	5,340	5,496	5,077	4,700
OPTICAL PLAN EXPENSE	531	542	533	600
WELLNESS PROGRAM	90	90		270
DISABILITY INSURANCE	2,536	2,290	2,268	2,200
LIFE INSURANCE EXPENSE	555	444	674	650
WORKMEN'S COMPENSATION	3,081	2,324	2,247	2,200
MEALS & MILEAGE				500
OFFICE SUPPLIES	1,693	1,536	1,185	2,000
SUPPLIES	2,987	546	722	2,500



WATER FUND (continued)

DESCRIPTION	2017-18 ACTIVITY	2018-19 ACTIVITY	2019-20 PROJECTED ACTIVITY	2020-21 RECOMMENDED BUDGET
CHEMICAL SUPPLIES	5,396	4,382	3,639	5,000
POSTAGE	714	925	1,283	1,100
MEDICAL & PHYSICALS			157	200
CLOTHING EXPENSE	1,354	1,243	1,147	1,200
GASOLINE PURCHASES	4,464	4,701	3,504	5,500
METER REPLACEMENT	184,415	80,266	14,922	5,000
HYDRANT REPLACEMENT		466		
CONTRACTED SERVICES	24,857	19,839	26,930	20,000
DUES & MEMBERSHIPS	2,580	2,869	3,923	3,700
EDUCATION & TRAINING	2,810	2,915	1,038	1,500
WELLHEAD PROTECTION	6,033	2,775	2,480	5,550
BANK FEES	30	20	22	100
FLEET INSURANCE	14,872	14,191	15,533	15,000
WATER TESTING FEES	1,032	1,296	2,390	2,100
COMMUNICATION EXPENSE	2,755	3,557	3,811	3,800
PRINTING & PUBLISHING	414	885		500
GAS AND ELECTRIC	57,108	57,551	55,862	63,000
MAINTENANCE/REPAIR-BUILDING	1,002	4,307	1,983	1,500
MAINTENANCE/REPAIR-EQUIPMENT	5,337	6,285	6,544	46,000
MAINTENANCE/REPAIR-VEHICLE	3,972	3,316	617	2,500
MAINTENANCE/REPAIR-WATER LINES	5,731	3,285	2,930	700,448
MAINTENANCE/REPAIRS-TANKS	88,060	74,235	81,105	74,235
WELL REPAIRS	25,281		5,463	5,000
IRON REMOVAL			95	70,000
EQUIPMENT LEASE PAYMENT	2,172	7,603	12,783	15,600
SCADA CONTROL SYSTEM		1,500	2,296	2,500
MISC EXPENSE	1,108	824	8	1,000
DEPRECIATION EXPENSE	127,555	180,432		
CAPITAL OUTLAY-EQUIPMENT			21,954	
CAPITAL OUTLAY-VEHICLES			61,423	
HARDWARE	6,414	10,028	8,402	9,600
SOFTWARE		724		1,000
CAPITAL IMPROVEMENT BOND			29,061	26,600
CAPITAL IMPROVEMENT BOND II			17,044	15,600
USDA BOND 2016			69,922	66,000
INTEREST EXPENSE	180,743	86,742	50,174	81,224
BOND COSTS	9,300			
Totals for dept 536 - WATER DEPT	1,058,851	825,883	790,506	1,561,277
ESTIMATED REVENUES - FUND 591	966,823	2,849,044	1,007,179	979,110
APPROPRIATIONS - FUND 591	1,058,851	825,883	790,506	1,561,277
NET OF REVENUES/APPROPRIATIONS - F	(92,028)	2,023,161	216,673	(582,167)
BEGINNING FUND BALANCE	2,896,478	4,352,012	6,375,167	6,591,840
FUND BALANCE ADJUSTMENTS	1,547,566			
ENDING FUND BALANCE	4,352,016	6,375,173	6,591,840	6,009,673



GENERAL HIGHWAY FUND

DESCRIPTION	2017-18 ACTIVITY	2018-19 ACTIVITY	2019-20 PROJECTED ACTIVITY	2020-21 RECOMMENDED BUDGET
REVENUES				
CURRENT REAL PROPERTY TAXES	176,841	189,104	208,042	191,000
CURRENT PERSONAL PROPERTY TAX	24,464	25,130	15,491	14,000
DELINQUENT REAL PROPERTY TAX	11,198		11,540	11,000
DELINQUENT PERSONAL PROPERTY TAXES	(4,939)			
PENALTIES & INTEREST ON TAXES	173	11	3	5
INTEREST	1,218	1,845	2,479	2,400
REIMBURSMENTS	2,856			
MISC REVENUE	465			
DEBT PRINCIPAL	(508,200)			
NET OF REVENUES	720,476	216,090	237,555	218,405
Dept 446 - HIGHWAYS, STREETS				
ADMINISTRATION WAGES	9,600	4,379	7,520	9,100
ADMINISTRATION FICA	725	335	563	850
ADMIN EMPLOYERS SHARE OF PENSION	159			1,000
ADMIN BENEFITS	2,391		1,138	
CONTRACTED SERVICES	251			
DOWNTOWN DEVELOPMENT			6,075	
STREET REPAIRS	60,469			213,529
SIDEWALK REPLACEMENT PROGRAM		4,927	3,614	5,000
CIP - IONIA, PEARL, PLEASANT, EMERSON			926	
MTF BOND PAYMENT - PRINCIPAL	57,200	55,000	60,090	60,000
CAPITAL IMPROVEMENT BOND - PRIN		8,400	9,177	8,400
CAPITAL IMPROV BOND II - PRIN	514,500	32,900	39,768	36,400
MTF BOND INTEREST	11,822	9,293	9,489	7,650
CAP IMPROVE BOND I INTEREST		1,415	1,381	1,264
CAP IMPROV BOND II INTEREST	21,822	11,941	11,286	10,400
BOND COSTS	21,700			
Totals for dept 446 - HIGHWAYS, STREETS	700,639	128,590	151,027	353,593
Dept 450 - MAINTENANCE / CONSTRUCTION				
STREET ADMIN SALARY	18,796	19,467	20,016	20,460
STREET ADMIN FICA	1,438	1,489	1,531	2,000
EMPLOYERS SHARE OF PENSION	1,050	1,666	2,002	2,200
STREET ADMIN BENEFITS	422	460	640	
Totals for dept 450 - MAINTENANCE / CONSTRUCTION	21,706	23,082	24,189	24,660
ESTIMATED REVENUES - FUND 204	212,276	216,090	237,555	218,405
APPROPRIATIONS - FUND 204	214,145	151,672	175,216	378,253
NET OF REVENUES/APPROPRIATIONS - FUND 204	(1,869)	64,418	62,339	(159,848)
BEGINNING FUND BALANCE	302,488	300,617	365,035	427,374
ENDING FUND BALANCE	300,619	365,035	427,374	267,526



CAR SHOW FUND

The Lake Odessa Car Show will be holding its 17th annual event in FY 2020-2021. The family-friendly event attracts hundreds to the Lake Odessa community who showcase their specialty cars. Trophies, awards and dash plaques are distributed at the event. The special event features live entertainment by a DJ, food vendors and giveaways.

DESCRIPTION	2017-18 ACTIVITY	2018-19 ACTIVITY	2019-20 PROJECTED ACTIVITY	2020-21 RECOMMENDED BUDGET
REVENUES				
FOOD BOOTH FEES	25		25	25
REGISTRATIONS	770	910	900	900
VENDORS			15	
INTEREST	4	9	9	5
DONATIONS-PRIVATE SOURCES	1,275	2,195	2,330	2,000
T-SHIRT REVENUE	212	110	140	100
NET OF REVENUES	2,286	3,224	3,419	3,030
Dept 753 - CAR SHOW				
SUPPLIES	324	1,043	1,314	800
T-SHIRTS EXPENSE			714	200
ADVERTISING	371	564	640	650
TROPHIES	1,349	1,478	774	800
FLYERS			162	170
DOOR PRIZES			120	150
DJ	250	300	350	350
PORT A POTTY	225		151	150
Totals for dept 753 - CAR SHOW	2,519	3,385	4,225	3,270
ESTIMATED REVENUES - FUND 291	2,286	3,224	3,419	3,030
APPROPRIATIONS - FUND 291	2,519	3,385	4,225	3,270
NET OF REVENUES/APPROPRIATIONS	(233)	(161)	(806)	(240)
BEGINNING FUND BALANCE	7,538	7,305	7,144	6,338
ENDING FUND BALANCE	7,305	7,144	6,338	6,098



ARTS COMMISSION FUND

Planning is underway for Art in the Park as the Arts Commission celebrates its 46th year in 2020. The Arts Commission is a nine-member board whose members are appointed by the Lake Odessa Village President for three-year terms. In addition to overseeing Art in the Park each year, commission members are responsible for sponsoring and encouraging cultural and educational activities within Lake Odessa and the surrounding areas.

DESCRIPTION	2017-18 ACTIVITY	2018-19 ACTIVITY	2019-20 PROJECTED ACTIVITY	2020-21 RECOMMENDED BUDGET
REVENUES				
ART IN THE PARK REVENUE-NEXT FY	1,220	1,685	2,225	1,500
ART IN THE PARK REVENUE	2,645	4,090	2,890	2,250
STATE GRANTS	2,932	14,914	1,400	2,222
FOOD BOOTH FEES	450	350	550	350
CONCESSIONS	203			
DONATIONS-PRIVATE SOURCES	3,662	3,000	3,031	3,000
MISC REVENUE	32	30		150
NET OF REVENUES	11,144	24,069	10,096	9,472
Dept 752 - ARTS				
OPER EXPENSE-GRANT DISBURSEMENT	50	50	50	50
REFUND/REIMBURSEMENTS	20	60	83	60
SUPPLIES	648	439	95	400
POSTAGE	121	90	154	100
OPERATING EXPENSE	191	99	198	100
T-SHIRTS		540	369	500
SOUND		1,500	1,500	1,500
ROLLS	150			200
CONCESSIONS SUPPLIES	602	261	333	100
CREDIT CARD FEES			147	
RADIOS	53	75	100	75
TELEPHONE	131	67	316	
ADVERTISING	5,788	8,529	5,233	2,537
KIDS AREA	508	223	228	300
ENTERTAINMENT	2,650	850	740	850
PORT A POTTY	315	380	252	200
MISCELLANEOUS EXPENSE	50	57		
PARK IMPROVEMENTS			494	
PROJECT COSTS	2,479	2,770	1,483	2,500
Totals for dept 290 - Arts	13,756	15,990	11,775	9,472
ESTIMATED REVENUES - FUND 290	11,144	24,069	10,096	9,472
APPROPRIATIONS - FUND 290	13,756	15,990	11,775	9,472
NET OF REVENUES/APPROPRIATIONS	(2,612)	8,079	(1,679)	
BEGINNING FUND BALANCE	10,375	7,765	15,842	14,163
ENDING FUND BALANCE	7,763	15,844	14,163	14,163



DOWNTOWN DEVELOPMENT AUTHORITY

Under the provisions of Act 197 of Public Acts of 1975 of the State of Michigan, as amended, the Downtown Development Authority was established in 2004, in the Village of Lake Odessa. The Act was developed to assist units of government in their encouragement of historic preservation and to encourage and promote economic development, growth and revitalization in central business districts of Michigan municipalities.

In 1991, the Planning Commission of Lake Odessa adopted a Land Use Plan for the Village which incorporated various goals, objectives and strategies paralleling the purposes of a DDA as expressed in the Act. In addition, in December 2002, community visioning and imaging workshops facilitated by Michigan State University and the Small Town Design Initiative revealed a broad range of issues and land use challenges and it outlined a set of recommendations for the downtown area.

Approximately 25 years ago, the Village Council and Village staff began contemplating the formation of a DDA in the Village. The formation of a DDA was seen as an additional implementation tool for the strategies and policies outlined in the Land Use Plan. On November 15, 2004, the Village Council adopted a resolution of intent to establish the Lake Odessa DDA and on December 20, 2004 a hearing was held pursuant to Section 3(2) of the Act, to consider the formation of the Authority.

DESCRIPTION	2017-18 ACTIVITY	2018-19 ACTIVITY	2019-20 PROJECTED ACTIVITY	2020-21 RECOMMENDED BUDGET
REVENUES				
CURRENT REAL PROPERTY TAXES		28,902	19,630	30,000
INTEREST		31	57	50
DONATIONS-PRIVATE SOURCES		1,890	1,027	900
NET OF REVENUES		30,823	20,714	30,950
Dept 275 - DDA				
CONTRACTED SERVICES				5,000
DUES & MEMBERSHIPS		25	27	
EDUCATION & TRAINING			42	1,000
ADVERTISING		443	605	2,000
BEAUTIFICATION		7,032	6,539	29,700
CHRISTMAS DECORATIONS		1,314	2,463	
Totals for dept 275 - DDA		8,814	9,676	37,700
ESTIMATED REVENUES - FUND 248		30,823	20,714	30,950
APPROPRIATIONS - FUND 248		8,814	9,676	37,700
NET OF REVENUES/APPROPRIATIONS - FUND 248		22,009	11,038	(6,750)
BEGINNING FUND BALANCE			27,716	38,754
FUND BALANCE ADJUSTMENTS		5,706		
ENDING FUND BALANCE		27,715	38,754	32,004

Lake Odessa Village Council
Ionia County, Michigan

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

RESOLUTION NO. 2020-13

**APPROVAL AND ADOPTION OF THE VILLAGE OF LAKE ODESSA GENERAL
APPROPRIATIONS ACT**

WHEREAS, each year, the Village of Lake Odessa establishes a General Appropriations Act for the Village of Lake Odessa; to define the powers and duties of the officers of the Village of Lake Odessa in relation to the administration of the budget; and to provide remedies for refusal or neglect to comply with the requirements of this resolution.

Section 1: Title

This resolution shall be known as the Village of Lake Odessa General Appropriations Act.

Section 2: Chief Administrative Officer

The Lake Odessa Village Manager shall be the Chief Administrative Officer and shall perform the duties of the Chief Administrative Officer enumerated in this act. In the absence of a Village Manager, the Village President shall perform the duties of the Chief Administrative Officer enumerated in this act.

Section 3: Fiscal Officer

The Lake Odessa Clerk/Treasurer shall be the Fiscal Officer and shall perform the duties of the Fiscal Officer enumerated in this act.

Section 4: Public Hearing on the Budget

Pursuant to MCL 141.412, notice of public hearing on the proposed Fiscal Year 2020-2021 budget for the Village of Lake Odessa was published in a newspaper of general circulation, and a public hearing on said proposed budget was held by the Lake Odessa Village Council on February 17, 2020.

Section 5: Estimated Revenues

Estimated Village revenues for Fiscal Year 2020-2021, including a general operating millage of 10.6475, a street repair millage of 4.7718, and various miscellaneous revenues shall total \$2,450,234.00.

Section 6: Millage Levy

The Lake Odessa Village Council shall cause to be levied and collected the general property tax on all real and personal property within the Village upon the current tax roll an amount equal to 15.4193 mills, including a general operating millage of 10.6475 and a street repair millage of 4.7718.

Section 7: Estimated Expenditures

Estimated expenditures for Fiscal Year 2020-2021 for the activities of the Village shall total \$3,389,114.00. In accordance with the Village's policies, a planned expense of accumulated reserve funds for purchases of infrastructure and equipment accommodates the difference between revenues and expenditures and accounts for a balanced budget.

Section 8: Adoption of Budget by Reference

The Fiscal Year 2020-21 general fund budget of the Village is hereby adopted by reference, with revenues and expenditures as indicated in Sections 5 and 7 above.

Section 9: Adoption of Budget by Account

The Lake Odessa Village Council adopts the Fiscal Year 2020-21 budget by appropriation account. The Village officials responsible for expenditures authorized in the budget may expend Village funds up to, but not to exceed, the total appropriation authorized for each appropriation account, and may make transfers among the various line items contained therein. However, no transfers of appropriations for line items related to wages or salaries may be made without Village Council approval by budget amendment.

Section 10: Appropriation not a Mandate to Spend

Appropriations will be deemed maximum authorizations to incur expenditures. The Fiscal Officer shall exercise supervision and control to ensure that expenditures are within appropriations, and shall not issue any order for expenditures that exceed appropriations.

Section 11: Transfers

Transfers of any unencumbered balance, or any portion, in any appropriation account to any other appropriation account may not be made without amendment of this resolution; except that the Chief Administrative Officer may transfer to the Local Street Fund an amount not to exceed 50% of the total appropriation authorized in the Major Street Fund, in accordance with the laws of the State of Michigan. The Village Council shall be notified at its next meeting of any such transfer made, and reserves the right to modify, amend or nullify any such transfer. Under no circumstances may the total general fund budget be changed without prior approval of the Village Council.

Section 12: Periodic Fiscal Reports

The Fiscal Officer shall make available to the Village Council at the end of each month a report of financial operations, including, but not limited to:

- a. a summary statement of the actual financial condition of the general fund at the end of the previous month;
- b. a summary statement showing the receipts and expenditures for the previous month and for the current fiscal year to the end of the previous month.

Section 13: Limit on Obligations and Payments

No obligation shall be incurred against and no payment shall be made from any appropriation account unless there is a sufficient balance in the account and sufficient funds are or will be available to meet the obligation.

Section 14: Budget Monitoring

Whenever it appears to the Chief Administrative Officer or the Village Council that the actual and probable revenues in any account will be less than the estimated revenues upon which appropriations from such account were based, and when it appears that expenditures shall exceed an appropriation, the Chief Administrative Officer shall present to the Village Council recommendations to prevent expenditures from exceeding available revenues or appropriations for the current fiscal year. Such recommendations shall include proposals for reducing appropriations, increasing revenues or both.

Section 15: Violations of this Act

Any obligation incurred or payment authorized in violation of this resolution shall be void and shall subject any responsible official(s) or employee(s) to disciplinary action as outlined in 1978 PA 621.

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

1. The Village Council for the Village of Lake Odessa approves and hereby adopts the proposed General Appropriations Act as outlined above.
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.

CERTIFICATION

I hereby certify that the foregoing is a true and complete copy of Resolution 2020-12, adopted by the Lake Odessa Village Council at a regular meeting held on February 17, 2020, the original of which is on file in Clerk/ Treasurer's office and available to the public pursuant to the required statutory procedure.

Dated: February 17, 2020

Pearl Ward, Village Clerk/ Treasurer

Lake Odessa Village Council
Ionia County, Michigan

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

RESOLUTION NO. 2020-14

**APPROVAL AND ADOPTION OF THE VILLAGE OF LAKE ODESSA CAPITAL
IMPROVEMENT PLAN**

WHEREAS, each year, Village of Lake Odessa staff creates and recommends a Capital Improvement Plan that is submitted as part of the annual proposed budget; and

WHEREAS, this plan provides a snapshot of needed and/ or proposed Capital Improvements for infrastructure projects and/ or improvements to Village owned assets; and

WHEREAS, a copy of the proposed Capital Improvement Plan is attached as “Exhibit A” and is also included in the Village of Lake Odessa’s proposed budget.

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

1. The Village of Lake Odessa Council approves and hereby adopts the proposed Capital Improvement Plan as attached in Exhibit A.
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: February 17, 2020

Pearl Ward, Village Clerk/ Treasurer

VILLAGE OF LAKE ODESSA CAPITAL IMPROVEMENT PLAN

	FUNDING SOURCE						Loan	Total Project Cost
	General Fund	Water Fund	General Highway	Major Street Fund	Local Street Fund	Grant		
Fiscal Year 2020/2021								
Ionia, Pearl, Pleasant, Emerson Infrastructure Improvements		\$ 710,950	\$ 213,285	\$ 284,380	\$ 213,285	\$ -		\$ 1,421,900
Fiscal Year 2021/2022								
Jordan Lake Trail Phase 1B - MDOT TAP Grant/DNR Rec Grant						\$ 1,350,493		\$ 1,350,493
DPW Building Addition	\$ 50,000	\$ 30,000						\$ 80,000
Fairgrounds Area/Baseball Field Rehabilitation - DNR Grant App	\$ 50,000					\$ 50,000		\$ 100,000
Fiscal Year 2022/2023								
Beach Pavilion Rehab - DNR Passport Grant App	\$ 20,000					\$ 50,000		\$ 70,000
Infrastructure Improvements - Johnson, Emerson, Lincoln		\$ 770,000	\$ 231,000	\$ 308,000	\$ 231,000			\$ 1,540,000
Fiscal Year 2023/2024								
Chip/Fog Seal - Tupper Lake St, Washington Blvd				\$ 60,000				\$ 60,000
Fiscal Year 2024/2025								
Infrastructure Improvements - 2nd Ave, 3rd Ave		\$ 554,400	\$ 277,200		\$ 277,200			\$ 1,108,800
Fiscal Year 2025/2026								
Paving - Fourth Ave, McArthur St, Morningside, Emerald Circle				\$ 74,100	\$ 114,500			\$ 188,600
Fiscal Year 2026/2027								
Paving - Fourth Ave/Tupper to Jordan Lake St			\$ 50,000	\$ 160,000				\$ 210,000
Fiscal Year 2027/2028								
Micro Surfacing - Bonanza, Jordan Lake Ave				\$ 90,000				\$ 90,000
Fiscal Year 2028/2029								
Infrastructure Improvements - 1st Ave, 2nd Ave, 3rd Ave		\$ 600,000	\$ 300,000		\$ 300,000			\$ 1,200,000
Paving - Tupper/4th Ave to Jordan Lake Ave				\$ 180,000				\$ 180,000

1/30/20

Prepared by: Jesse Trout, Director of Public Works

Exhibit

A

Lake Odessa Village Council
Ionia County, Michigan

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

RESOLUTION NO. 2020-15

**APPROVAL TO ADOPT THE VILLAGE OF LAKE ODESSA EMPLOYEE DEFERRED
COMPENSATION PLAN FOR FY 2020-2021**

WHEREAS, the Village of Lake Odessa established the Village of Lake Odessa Deferred Compensation Plan (the "Plan"), effective April 1, 1986, as restated effective October 15, 2018, and approved again by Village Council on February 25, 2019; and

WHEREAS, the Plan is administered by KDP Retirement Plan Services, Inc., and the Summary Plan Description is on file at the Village offices; and

WHEREAS, each employee who participates in the Plan and contributes a percentage of their compensation to the Plan, the Village will contribute an equal amount up to a maximum of 10 percent (10%) of said employee's compensation; and

WHEREAS, the Village's fiscal year and the Plan year begins on March 1, 2020 and will end on February 28, 2021.

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

1. The Village of Lake Odessa Council approves and hereby adopts the proposed Capital Improvement Plan as attached in Exhibit A.
2. During the 2020-2021 fiscal year (March 1, 2020 to February 28, 2021), for each employee who participates in the Plan and contributes a percentage of their compensation to the Plan, the Village will contribute an equal amount up to a maximum of ten percent (10%) of said employee's compensation.
3. 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: February 17, 2020

Pearl Ward, Village Clerk/ Treasurer

Batch Add Budget Amendments

GL Number	Description	19-20 Adopted	19-20 Amended	19-20 Activity	New Amended	Change
101-000-402.000	CURRENT REAL PROPERTY TAXES	396,000.00	396,000.00	424,898.61	420,000.00	24,000.00
101-101-727.000	OFFICE SUPPLIES	2,000.00	2,000.00	2,007.00	4,000.00	2,000.00
101-101-828.000	DOWNTOWN DEVELOPMENT	12,000.00	12,000.00	12,407.18	12,500.00	500.00
101-265-931.002	MAINTENANCE/REPAIR-EQUIPMENT	500.00	500.00	1,286.75	1,300.00	800.00
101-265-931.003	MAINTENANCE-LANDSCAPING & GROUNDS	500.00	500.00	1,382.00	1,500.00	1,000.00
101-265-980.001	HARDWARE	1,000.00	1,000.00	0.00	3,000.00	2,000.00
101-265-980.002	SOFTWARE	500.00	500.00	250.00	1,000.00	500.00
101-301-721.000	LIFE INSURANCE EXPENSE	400.00	400.00	658.51	750.00	350.00
101-301-726.000	VESTS	1,020.00	1,020.00	1,228.00	1,300.00	280.00
101-301-801.000	CONTRACTED SERVICES	5,000.00	5,000.00	7,230.95	8,000.00	3,000.00
101-441-702.706	PART TIME WAGES	11,000.00	11,000.00	11,824.88	12,500.00	1,500.00
101-441-728.000	SUPPLIES	5,000.00	5,000.00	5,513.86	6,000.00	1,000.00
101-441-816.000	EDUCATION & TRAINING	500.00	500.00	529.24	600.00	100.00
101-441-970.002	CAPITAL OUTLAY-VEHICLES	0.00	9,484.45	9,484.45	167,000.00	157,515.55
101-536-938.000	SEWER EXPENSE	2,200.00	2,200.00	2,709.11	3,000.00	800.00
101-536-939.000	WATER EXPENSE	1,200.00	1,200.00	1,515.49	1,600.00	400.00
101-751-882.000	SWIFTY'S PLACE	18,000.00	18,000.00	18,197.88	18,500.00	500.00
202-000-695.000	MISC REVENUE	0.00	5,130.00	35,850.63	35,000.00	29,870.00
202-449-734.000	SALT/SAND ROADS	3,000.00	3,000.00	3,406.38	3,500.00	500.00
202-449-863.000	STREET STRIPING	3,000.00	3,000.00	7,176.10	8,000.00	5,000.00
202-449-865.000	STREET SIGNS	500.00	1,130.00	1,179.05	1,200.00	70.00
202-449-988.001	CIP - IONIA, PEARL, PLEASANT, EMERSON	0.00	0.00	1,130.00	2,000.00	2,000.00
203-000-665.000	INTEREST	800.00	800.00	1,462.07	1,400.00	600.00
203-449-734.000	SALT/SAND ROADS	3,000.00	3,000.00	3,406.36	3,500.00	500.00
204-000-402.000	CURRENT REAL PROPERTY TAXES	177,000.00	177,000.00	190,421.07	190,000.00	13,000.00
204-446-988.001	CIP - IONIA, PEARL, PLEASANT, EMERSON	0.00	0.00	847.50	1,000.00	1,000.00
204-450-712.002	STREET ADMIN BENEFITS	500.00	500.00	586.21	700.00	200.00
248-000-402.000	CURRENT REAL PROPERTY TAXES	30,000.00	30,000.00	17,967.36	18,000.00	(12,000.00)
248-275-967.002	CHRISTMAS DECORATIONS	1,500.00	1,500.00	2,282.12	2,300.00	800.00
290-000-539.000	STATE GRANTS	2,222.00	2,222.00	7,229.00	7,000.00	4,778.00
290-752-724.000	REFUND/REIMBURSEMENTS	60.00	60.00	82.50	100.00	40.00
290-752-740.000	POSTAGE	100.00	100.00	153.75	200.00	100.00
290-752-793.000	OPERATING EXPENSE	100.00	100.00	197.95	200.00	100.00
290-752-798.000	CONCESSIONS SUPPLIES	100.00	100.00	332.61	350.00	250.00
290-752-804.000	CREDIT CARD FEES	0.00	0.00	147.15	200.00	200.00
290-752-851.000	RADIOS	75.00	75.00	100.00	100.00	25.00
290-752-852.000	TELEPHONE	0.00	0.00	289.51	325.00	325.00
290-752-881.000	ADVERTISING	2,537.00	2,537.00	5,232.90	5,500.00	2,963.00
290-752-953.000	PORT A POTTY	200.00	200.00	252.00	250.00	50.00
290-752-964.000	PARK IMPROVEMENTS	0.00	0.00	494.25	500.00	500.00
290-752-967.000	PROJECT COSTS	2,500.00	2,500.00	1,483.25	2,000.00	(500.00)
591-000-695.000	MISC REVENUE	1,000.00	11,616.45	16,521.19	18,000.00	6,383.55
591-536-781.000	HYDRANT REPLACEMENT	2,500.00	2,500.00	0.00	0.00	(2,500.00)

Batch Add Budget Amendments

GL Number	Description	19-20 Adopted	19-20 Amended	19-20 Activity	New Amended	Change
591-536-945.000	EQUIPMENT LEASE PAYMENT	13,500.00	3,500.00	12,786.20	13,500.00	10,000.00
591-536-970.002	CAPITAL OUTLAY-VEHICLES	0.00	56,220.44	56,220.44	83,000.00	26,779.56
Total Revenues:		2,267,347.00	2,323,093.45	3,963,273.58	2,389,725.00	66,631.55
Total Expenditures:		2,073,287.00	2,088,763.34	1,682,681.08	2,309,411.45	220,648.11
Net of Rev/Exp:		194,060.00	234,330.11	2,280,592.50	80,313.55	(154,016.56)

LAKE ODESSA HOME DEDICATION CEREMONY



PLEASE JOIN HABITAT FOR HUMANITY OF IONIA COUNTY FOR OUR
RIBBON CUTTING & OPEN HOUSE

1518 4TH AVENUE
LAKE ODESSA, MI 48849

SUNDAY, FEBRUARY 23, 2020
12:00 PM – 1:00 PM



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