



**PROPOSED AGENDA  
REGULAR MEETING OF THE LAKE ODESSA VILLAGE COUNCIL  
MONDAY, APRIL 18, 2022 - 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 from the March 21, 2022 Regular Council meeting.**

**VII. Bills:**

- a) Approve bills equal to or less than \$3,000.00 each from 3/1//2022 to 3/31/2022
- b) Approve bills in excess of \$3,000.00 each, including:

- 1. Lakewood Heating and Cooling -- \$3,225.50 – DPW Garage HVAC Unit (*Paid*)
- 2. Stowell Builders, LLC -- \$14,957.00 – DPW Garage Addition Final Payment (*Paid*)

**VIII. Consent Agenda**

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

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

- a) Lake Odessa Zoning Administrator Monthly Report
- b) Lakewood Recreational Authority – March 2022 Meeting Minutes
- c) Lake Odessa Area Arts Commission March Meeting Minutes

**IX. Departmental Reports:**

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

**X. Committee Reports**

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

**XI. Presentations**

- a) None

**XII. Discussion Items**

- a) None

**XIII. Public Hearing**

- a) None

**XIV. Unfinished Business**

- a) None

**XV. New Business:**

- a) Proposed Resolution 2022-20: Approving, Authorizing, and Directing the Village President and 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 2022:21: Approving the Proposed Social Security Number Privacy Policy for the Village of Lake Odessa
- c) Proposed Resolution 2022-22 Approving an Arbor Day Proclamation and the Holding of a Tree Planting Ceremony on Friday, April 29, 2022 at 10:00 am at Village Park in Recognition of Arbor Day
- d) Proposed Resolution 2022-23: Approving the Purchase of a 22' Equipment Trailer from DR Trailer Sales for \$8,673.00

**XVI. Miscellaneous Correspondence:**

- a) None

**XVII. Trustee Comments**

**XVIII. Public Comment**

**XIX. Adjournment**

# Council Meeting Minutes

VILLAGE OF LAKE ODESSA  
MINUTES  
REGULAR COUNCIL MEETING  
MARCH 21, 2022  
PAGE MEMROIAL BUILDING  
839 FOURTH AVENUE  
LAKE ODESSA, MICHIGAN 48849

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

**ROLL CALL**

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

Absent: Trustee Robert Young

Staff present: Patrick Reagan, Kathy Forman, Jesse Trout

Visitors present: James Gemell, Lakewood News; Richard Stone

**APPROVAL OF THE AGENDA**

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

**PUBLIC COMMENT ON AGENDA ITEMS**

No public comment was heard.

**MINUTES**

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

- a) Minutes from the regular Council meeting on February 21, 2022

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

**BILLS**

Motion by McCloud, supported by Johnson, to approve expenditures equal to or less than \$3,000.00 for the period 2/1/2022 thru 2/28/2022 Motion carried unanimously by voice vote of members present, 6-0.

Motion by Cappon, supported by Brighton, to approve the bills in excess of \$3,000 as submitted. Motion carried unanimously by voice vote of members present, 6-0.

**CONSENT AGENDA**

Motion by Brighton, supported by Cappon, to approve the consent agenda, as follows:

- a) Lake Odessa Zoning Administrator Monthly Report

- b) Lakewood Recreational Authority –February 2022 Meeting Minutes
- c) Lake Odessa Area Arts Commission January Meeting Minutes
- d) Lake Odessa Downtown Development Authority January 2022 Meeting Minutes

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

### **DEPARTMENTAL REPORTS**

Manager's Report: Reagan discussed New Business items on the agenda. Reagan also showed the Council the new Village website.

DPW: Trout discussed his report.

Police: Report submitted.

Finance: Report submitted. Forman reported on 2022 MML Capitol Conference and the new Village website.

### **COMMITTEE REPORTS:**

Personnel/Finance Committee: No report

Recreation/ Special Projects Committee: No report

Website Committee: No report

### **PRESENTATIONS**

- a) None

### **DISCUSSION ITEMS**

- a) None

### **PUBLIC HEARINGS**

- a) None

### **UNFINISHED BUSINESS**

There was no unfinished business.

### **NEW BUSINESS**

- a) Proposed Resolution 2022-15: Approval to Accept the Proposal for Street Paving from Lakeland Asphalt

Motion by McCloud, supported by Brighton, to approve proposed resolution 2022-15. Banks called for a roll call vote. Yes: McCloud, Brighton, Cappon, Johnson, Hickey, Banks; No: None; Absent: Young; Abstain: None. Motion passed unanimously, 6-0.

- b) Proposed Resolution 2022-16: Approving the Proposal from Lakewood Heating and Cooling for a New Heating and Cooling Unit for the DPW offices for \$6,451.00

Motion by Cappon, supported by Brighton, to approve proposed resolution 2022-16. Banks called for a roll call vote. Yes: Cappon, Brighton, Johnson, McCloud, Hickey, Banks; No: None; Absent: Young; Abstain: None. Motion passed unanimously, 6-0.

- c) Proposed Resolution 2022-17: Approving the Purchase of 340' of PVC DR-18 C900 Watermain from ETNA Supply for \$8,993.00

Motion by Johnson, supported by Brighton, to approve proposed resolution 2022-17. Banks called for a roll call vote. Yes: Johnson, Brighton, Cappon, McCloud, Hickey, Banks; No: None; Absent: Young; Abstain: None. Motion passed unanimously, 6-0.

- d) Proposed Resolution 2022-18: Approving the Purchase of a John Deere 4044M Compact Utility Tractor with Attachments from Hutson, Inc for \$40,779.90

Motion by Cappon, supported by Brighton, to approve proposed resolution 2022-18. Banks called for a roll call vote. Yes: Cappon, Brighton, McCloud, Hickey, Johnson, Banks; No: None; Absent: Young; Abstain: None. Motion passed unanimously, 6-0.

- e) Proposed Resolution 2022-19: Approval of the Village President's Appointment of Richard Stone to the Lake Odessa Area Arts Commission Board.

Motion by Johnson, supported by Hickey, to approve proposed resolution 2022-19. Banks called for a roll call vote. Yes: Johnson, Hickey, McCloud, Cappon, Brighton, Banks; No: None; Absent: Young; Abstain: None. Motion passed unanimously, 6-0.

- f) Approval of Proposed Final FY 2021-2022 Budget Amendments as Submitted

Motion by McCloud, supported by Hickey, to approve the budget amendments as submitted. Banks called for a voice vote. Motion approved by voice vote of members present, 6-0.

## **MISCELLANEOUS CORRESPONDENCE**

None

## **TRUSTEE COMMENTS**

Johnson – Inquired about leaf pickup. Trout stated that leaves will be picked up, when bagged, on Mondays.

Brighton – Stated that he appreciated Mr. Stone stepping up to volunteer in the community.

McCloud – No comment.

Cappon – No comment

Hickey – Thanked Village Manager Reagan for positively addressing complaint calls from Village residents.

Banks – related information about Severe Weather Week and the testing of tornado sirens in the Village on Wednesday, March 23, 2022. Stated that the overnight parking ban in the Village ends on April 1, 2022. Spoke about attending the 2022 Capitol Conference with Treasurer Forman.

**PUBLIC COMMENT**

Richard Stone – voiced concern over the state of the railroad crossing on Jordan lake Avenue. Reagan answered that he will speak with representatives from CSX (the railroad) as it is ultimately their responsibility as the owners of the right-of-way.

**ADJOURNMENT**

Motion by Johnson, supported by Cappon, to adjourn the meeting at 7:43 pm, Motion carried by voice vote of members present, 6-0.

Meeting adjourned at 7:43 pm.

Respectfully submitted,

Patrick T. Reagan  
Village Manager/ Village Clerk

**Purchases Over \$3,000.00**



# Lakewood Heating & Cooling

Box 95  
Woodland, MI 48897  
(616) 537-8744  
keith@lakewoodhvac.solutions

# Estimate

<b>ESTIMATE#</b>	814
<b>DATE</b>	03/04/2022
<b>PO#</b>	

CUSTOMER
Village of Lake Odessa 1214 Jordan Lake Street Lake Odessa MI 48849 (616) 374-7228

SERVICE LOCATION
Village of Lake Odessa 1214 Jordan Lake Street Lake Odessa MI 48849 (616) 374-7228

<b>DESCRIPTION</b>	Estimate for ac and possible new furnace.
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Estimate			
Description	Qty	Rate	Total
50000 btu furnace	1.00	1,174.00	1,174.00
Furnace Installation Labor cost to install your new furnace.	1.00	1,140.00	1,140.00
Material Furnace venting Metal Electrical	1.00	250.00	250.00
RCF2417STAMCA Case coil	1.00	598.00	598.00
2 Ton AC	1.00	1,424.00	1,424.00
AC Installation This is the quoted price for Labor to install your new AC Unit	1.00	1,140.00	1,140.00
Permit We are required to pull permits. This is the fee associated with pulling the permit and inspection for your job.	1.00	175.00	175.00
Material Ac line set Pad Disconnect Pan for furnace and A/C wet switch	1.00	550.00	550.00
MI Tax		6.00%	0.00
Tax Exempt		0.00%	0.00

**CUSTOMER MESSAGE**

Rheem units are warrantied for parts for 10 years once registered and have a lifetime limited heat exchanger warranty. Lakewood HVAC will warranty your units parts and labor for the first year, 2 Years if you've completed your annual Preventative Maintenance with us.

\*\* ALL QUOTED PRICING IS ONLY GOOD FOR 14 days, due to vendor price changes.

Payment Due at Time of Service \* Deposit of 50% required for jobs over \$1,000 \* We accept all credit/debit cards, check, and cash \* Financing Available (If using our financing company, a 6% processing fee will be applied.)

\*\*\*Disclaimer\*\*\* We do not remove or cover the cost for asbestos removal. If asbestos is found, work will be ceased, it will be your responsibility to remove and/or find an abatement company to remove it. Once that is complete, we will continue the job. If you are without heat we will offer you a temporary heat solution during the time of the abatement process. All payment for work that has already been completed will be the customers responsibility, remainder of payment will be due upon completion of the work.

\*\*We are not responsible for cosmetic work that may need to be done, due to difference in the unit size replaced.

**PRE-WORK SIGNATURE**

Signed By:

**Estimate Total:**

**\$6,451.00**

50%

101-441-931.001

Ok to pay for 50% down  
balance of payment,  
an actual invoice  
will be required.  
PTR  
3/24/22

# Stowell Builders LLC

4430 S. Woodland Rd.  
Woodland, MI 48897

# Invoice

Date	Invoice #
1/3/2022	1005

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

Description	Qty	Rate	Amount
Alternate A Remove and replace steel on North and West walls to match new addition steel. Remove and replace soffit and fascia on existing building to match new addition. Material and Labor  <i>Final invoice to original contract of \$151,350 - ST</i>  <del>591-536-931-001</del> 101-441-970.000 RTH		8,925.00	8,925.00
<b>Total</b>			\$8,925.00
<b>Payments/Credits</b>			-\$3,600.00
<b>Balance Due</b>			\$5,325.00

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

# Stowell Builders LLC

4430 S. Woodland Rd.

Woodland, MI 48897

# Invoice

Date	Invoice #
2/16/2022	1034

<b>Bill To</b>
Lake Odessa DPW 1204 Jordan Lake St Lake Odessa, MI 48849

P.O. No.	Terms	Project

Quantity	Description	Rate	Amount
	Extras added during the course of the project		
	Anderson window sash for break room	271.00	271.00
	Precise Concrete extra approach area	3,000.00	3,000.00
	Added 2' height to block room	500.00	500.00
	New garage door between buildings	2,429.00	2,429.00
	Removing money for the remainder of the eavestrough on the back of building	-1,168.00	-1,168.00
	<i>Additional work added - ST throughout project</i>		
	<i><del>591-536-931.001</del></i>		
	<i>101-441-970.009</i>		
	<i>PTK</i>		

<b>Total</b>	\$5,032.00
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Phone #	E-mail
517-204-1016	kdstowell@hotmail.com

<b>Payments/Credits</b>	\$0.00
<b>Balance Due</b>	\$5,032.00

# Stowell Builders LLC

4430 S. Woodland Rd.

Woodland, MI 48897

# Invoice

Date	Invoice #
2/16/2022	1035

<b>Bill To</b>
Lake Odessa DPW 1204 Jordan Lake St Lake Odessa, MI 48849

P.O. No.	Terms	Project

Quantity	Description	Rate	Amount
	Fan and CO switch per mechanical inspector's request Keizer Electric Wiring and switch for fan	4,000.00 600.00	4,000.00 600.00
	CO fan ordered to be installed to pass inspection - JT  <del>591-536-931.001</del>  101-441-970.000  FR		

<b>Total</b>	\$4,600.00
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<b>Phone #</b>	<b>E-mail</b>
517-204-1016	kdstowell@hotmail.com

<b>Payments/Credits</b>	\$0.00
<b>Balance Due</b>	\$4,600.00

# Consent Agenda

**Lake Odessa Village**  
**Zoning Administrator Report**  
**March 2022**

***Permits:***

On 3-24-22 I approved a zoning permit to Ron & Shirley Van Dorpe for a 6' fence and a 10' by 20' shed to be located at 1223 Jordan Lake St.

On 3-31-22 I approved a zoning permit to Bill Rogers for a 15' by 20' deck behind the building and a 5' by 16' and 5' by 10' walk deck behind the building plus a 42" picket fence along the south and east sides of the deck and a 6' privacy fence on the other sides of the decks to be located at 1002 Fourth Ave.

***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.

**Mobile Home Amendments**

I have sent the proposed mobile home section zoning amendments to the Mobile Home Commission for their review. The parts that are above their standards must be justified and noted. They will review my letter and the proposed ordinance at an upcoming meeting and let me know if it is approved or if any of it is not approved. *I have not heard back from the Commission yet. I will reach out and see if they have reviewed these.*

**Shell station**

The people from the Shell gas station want to replace the carwash building with a newer one and farther north on the property. Underground sewer and water lines are the main issue. They have sent a preliminary plan to several Village entities for feedback. They may need a variance for setbacks on the new location of the carwash. A conference call took place to discuss the project in February. *Nothing new at this time.*

**Third Ave old school**

I have sent info and answered questions to the Stuarts who purchased the old elementary school property on Third Ave. The old school is in the process of demolition. I gave them answers to many questions such as setbacks, process, street and alley right of ways that cross the property and utility info. Part of the property is zoned Multi-family (MF) so they will need to apply for a rezone of the remainder from R-1 to Multi-family. We met with them in early February to discuss the process, obtain forms and show the site plan. They will apply for the vacation of street and alley easements that will not be needed so the land can be used for the senior living buildings. Next will be a rezone application from the part of the land that is R-1 to MF. Last, if all the above is approved, then the Planning Commission can review the site plan per the special use process for the project. It will be an asset to use this vacant property for senior housing so residents of the Village can stay in the Village when they downsize or need care. We have met again and the owners are pursuing alley and street vacations and to rezone the remainder of the property to the Multi-family District. *They have submitted last month a request to vacate some of the alleys and street easements. I continue to answer questions as they prepare site plans.*

Bonanza Rd Property

We met with the developers Allen Edwin Homes. They want to put in a housing development on this 10 acre parcel. Information was shared as to water and sewer lines, zoning requirements and other questions and answers. They plan to keep working on the documents to pursue this. *Nothing new by the end of March.*



## Minutes of the meeting of the Lakewood Recreational Authority held on March 7, 2022

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

### **Pledge of Allegiance**

### **Roll call by Recording Secretary Edith Farrell**

Present: Mayhew, Secor, Rohrbacher, Farrell, Nurenberg, Reagan, Cappon

Absent: none

### **Approval of Agenda**

Motion – Reagan

Support- Nurenberg

Motion carried unanimously by voice vote of members present.

### **Citizen Comment on Agenda Items – none**

### **Minutes**

Motion – Reagan

Support by Cappon to approve the February 7, 2022 regular meeting minutes.

Motion carried unanimously by voice vote of members present.

**Bills** – no bills at this time.

**Treasurer's Report** – submitted by Rohrbacher

### **Presentations/Reports**

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

- Stoor was not able to be present for the meeting
- Mayhew passes along the following information on Stoor's behalf
- All plans have been submitted to MDOT. Julie Thomas called Mayhew with questions on the details.
- Thomas and her boss, Mike Smith are sending the plans to the review board by the end of the week and are flagging it to be expedited.
- If approved, then the project can go out for bids.

#### **B. Jordan Lake Trail Board**

- Minutes and financials attached and Mayhew stated that they will look a little different because they have been adjusted for the shorted trail expense estimates.
- Rohrbacher questioned if the DNR grant will be used for the first phase.
- Mayhew replied that it is the JLT Board's intention to fund the first phase shortfalls as long as MDOT and the DNR approve.

### **Discussion Items**

- The JLT Board questioned how a municipality gets on MDOT's work to be completed
- Reagan stated that he doesn't know how to get on the list and Stoor or Mike Smith would need to answer that. He also commented that he is not aware of any MDOT projects on M50 during the next 5-10 years.
- Mayhew questioned if the Village has the \$140,000 estimate budgeted with the state grants and JLT. Reagan stated that the Village is only a passthrough for the funds and they have the \$200,000 budgeted to facilitate this.

**Unfinished Business**

- **Master Plans**
  - It was questioned if the Village and Township have their master or recreational plans updated to include the trail.
    - Reagan replied that the Village updated their recreation plan in January 2022 to include connecting local trails. They will be updating the master plan in two years and will include it there as well.
    - Rohrbacher replied that the Township does not have a master plan and that their recreational plan is expired. It was needed in 2015 for the original grant and has since expired.
    - Secor stated that they will look into reinstating and updating the recreational plan.
- **Approval of Phase 1(B)**
  - Secor reported that the Township voted to proceed at their last meeting
  - Reagan stated that the Village adopted the budget that included the budget for this project.
- **Stump Removal**
  - Reagan reported that he had spoken to Doug Suntken and that none of the stumps are in the project area and they have no plans to remove them.
  - Mayhew stated that the JLT Board had voted to assume the cost of all stump removal based on the \$2700 bid.
- **Trees on French Fry Lane**
  - Reagan stated that the trees were white oak and came from Trees and Scapes in Charlotte. He would get their contact information. An additional option would be Horrocks in Ionia, but they are typically more expensive.

**New Business** - none

**Miscellaneous Correspondence** - none

**Member Comments**

- Reagan thanked Carrie Johnson for doing the public survey and helping to build out the recreational plan for the Village

**Public Comments** - none

**Adjournment** 1:22 pm

**Lake Odessa Area Arts Commission  
Page Memorial Building  
839 Fourth Avenue  
Lake Odessa, Michigan 48849**

**Minutes  
March 14, 2022 Regular Meeting**

**1. Call to Order / Roll Call:**

Meeting called to order at 7:00 pm by Chairperson Hermes.

Present: Margaret Hermes, Patrick Reagan, Carrie Johnson, Karen Banks

Absent: Nancy Mattson

Visitors: Richard Stone

- 2. Approval of Agenda:** Motion made by Reagan, supported by Johnson, to approve the agenda as presented. Motion carried by voice vote of members present, 4-0.

- 3. Public comment:** Richard Stone introduced himself and expressed an interest in appointment to the Arts Commission.

**4. Action Items:**

- a. Meeting minutes: Motion by Hermes, support by Banks, to approve minutes of regular 1/10/22 meeting and 1/24/22 special meeting. Motion carried by voice vote of members present, 4-0.
- b. Finance: 2022-2023 fiscal year budget and year-end financial statement were reviewed. Reagan reminded everyone that more care needs to be taken to stay within budget. Motion by Banks, support by Reagan, to approve January expenditures totaling \$174.52. Motion carried by voice vote of members present, 4-0.
- c. Art in the Park 2022:
- 1) Sponsor letters: Banks will revise the 2021 sponsor solicitation letter and forward to Hermes for printing/mailing.
  - 2) Artists: Discussion was held re: ongoing issue of artists not submitting "work in progress" photos with their applications. Possible changes need to be made to artist application form. Motion by Banks, support by Hermes, to approve applications from Mary Mason and Rayann Campeau. Motion carried by voice vote of members present, 4-0.
  - 3) Food Vendors: Per e-mail from Mattson, discussion was held re: food vendors recruited to date. Banks reported that food vendor applications have been received from Underground Cookie Club and Michigan Farmhouse Pizza.

- 4) Entertainment: Banks shared information re: entertainment booked to date and possible entertainment line-up. Consensus was to ask Center Stage Dance Academy to take last time slot of the day in an effort to bolster afternoon attendance. Motion by Reagan, support by Hermes, to approve B-Side Growlers at \$325 for one set, pending their availability. Banks will continue to search for more entertainment.

d. Other Projects:

- 1) Discussion was held re: possible replacement of dance floor in 2022. Consensus was to delay purchase of new dance floor until 2023.
- 2) Discussion was held re: possible replacement of pergola shade cloths and type of material used. Reagan will inspect the existing shade cloths and report back to the board.
- 3) Reagan shared information re: a light pole that has come down in the park near Swifty's play structure, and asked if commission members would have interest in installing a flagpole in its place with costs to be shared with the Downtown Development Authority.

Meeting adjourned at 8:00 p.m.

Respectfully submitted,  
Patrick Reagan  
Village Manager/ Village Clerk

# Departmental Reports

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

**DATE:** Monday, April 18, 2022

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

**FROM:** Patrick Reagan, Village Manager

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

President Banks and Village Trustees,

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

### **NEW BUSINESS**

#### **Proposed Resolution 2022-20: Approving, Authorizing, and Directing the Village President and Village Manager to Sign a Letter of Engagement from Walker, Fluke, and Sheldon PLC for Auditing Services for the Village of Lake Odessa**

The State of Michigan requires that all local governments have an annual audit performed by an independent organization, to insure sound financial management and practices have, and are, taking place. The Village has utilized Walker, Fluke, and Sheldon PLC in years past to perform this required audit. Village staff recommends that Walker, Fluke, and Sheldon PLC be utilized again.

#### **Proposed Resolution 2022:21: Approving the Proposed Social Security Number Privacy Policy for the Village of Lake Odessa**

The Village Treasurer, Kathy Forman, attended a webinar held by the Michigan Treasury. One of the takeaways that she brought is the need for there to be an approved Social Security Number Privacy Policy. After researching this, neither Kathy or I could find this policy, nor could we locate any evidence that this policy was brought before Council for consideration and adoption. While the Village has strictly followed the practices contained in PA 454 of 2004, a written policy is required. Kathy and I have developed this policy, based on PA 454 and example policies collected from other municipalities. Village staff recommends that this be adopted.

**Proposed Resolution 2022-22 Approving an Arbor Day Proclamation and the Holding of a Tree Planting Ceremony on Friday, April 29, 2022 at 10:00 am at Village Park in Recognition of Arbor Day**

As a Tree City USA, the Village holds each year a tree planting ceremony. DPW Supervisor Trout believes Friday, April 29, 2022 at 10:00 am would be a good day to hold this event. Village staff recommends that this resolution be adopted.

**Proposed Resolution 2022-23: Approving the Purchase of a 22' Equipment Trailer from DR Trailer Sales for \$8,673.00**

During the budget process for the 2022-2023 fiscal year, the DPW Supervisor set funds aside in the Parks fund and the Water fund for the purchase of a new materials trailer. The DPW Supervisor obtained three quotes, per the Village's adopted Purchasing Policy. Village staff recommends that the quote from DR Trailer Sales be accepted. The current trailer used by the DPW is very old and has outlived its expected, useful lifespan.

**ITEMS NOT ON THE AGENDA**

- The overnight, on street parking ban ends on April 1, 2022.
- The Village's annual May Clean Up Day will be held on May 12<sup>th</sup> and 13<sup>th</sup>, from 7:00 am until 7:00 pm, and on May 14<sup>th</sup> from 8:00 am until 12:00 pm. This service is free of charge to Village residents and is held at the DPW Garage, located at 1214 Jordan Lake Street. Non-resident's wishing to discard any of the approved items will be charged \$50.00 per load. For more information, please visit the Village's website at [www.lakeodessa.org](http://www.lakeodessa.org).
- Finally, anyone that is interested in running for a seat on the Village Council this fall can pick up a nominating petition at the Page Building. Petitions require between six (6) and twenty (20) signatures of registered electors of the Village and completed packets must be submitted by 4:00 pm on July 21, 2022 to the Odessa Township Clerk, Lisa Williams. If anyone has any questions, they should contact Lisa at (616) 374-4237, ext 10.

Respectfully submitted,



Patrick Reagan, Village Manager/ Clerk  
Village of Lake Odessa



## March 2022 Montly Council Report



**Lake Odessa Police Department Staff; Chief Backing, Officer Rader, Officer Tollefson, Officer Boot; 105 Calls for Service, Zero Use of Force Incidents, 3 Traffic Crashes, 1 Hit and Run, 2 Personal Injury Accidents, 25 traffic Stops, 8 Citations issued, 14643 Miles on Ford Interceptor, 77259 Miles on Chevy Tahoe**

**TRAINING:** Chief Backing and Officer Tollefson successfully completed a Death Investigation training offered through the West Michigan Training Consortium. This course gives investigators and crime scene personnel a foundation in identifying and documenting bloodstain pattern evidence at crime scenes. It provides the basic tools needed to establish parameters in bloodstain pattern identification and crime scene reconstruction. Participants will learn how to document evidence so that others will be able to reconstruct what occurred. The course included case presentations, practical exercises, and a final exam.





**Calls For Service:**

03/31/22 15:30:34 Traffic  
03/31/22 12:31:03 MED 2  
03/30/22 07:49:25 HIT AND RUN  
03/30/22 07:14:50 TRAFFIC  
03/30/22 06:47:23 NON-CRIMINAL  
03/29/22 21:06:09 DISORDERLY  
03/29/22 19:35:39 DOMESTIC  
03/28/22 21:34:14 MISSING  
03/28/22 20:53:04 SUSPICIOUS  
03/28/22 20:04:24 GENERAL  
03/28/22 18:54:18 ALARM  
03/28/22 17:03:24 Disturbance  
03/28/22 16:03:32 Assist  
03/28/22 06:40:37 Fire  
03/28/22 00:15:13 Medical  
03/27/22 19:40:26 Traffic  
03/27/22 18:48:07 Traffic  
03/27/22 13:40:21 TUPPER LAKE ST  
03/27/22 13:36:29 Traffic  
03/27/22 13:13:39 Traffic  
03/27/22 10:44:43 Traffic  
03/27/22 10:20:13 Traffic  
03/27/22 00:11:40 General Assist  
03/26/22 17:43:10 Traffic  
03/26/22 14:05:00 Traffic  
03/26/22 09:54:14 Traffic  
03/26/22 09:00:09 Alarm  
03/26/22 07:59:52 Traffic  
03/25/22 19:52:52 Alarm  
03/25/22 18:02:21 Traffic  
03/25/22 16:00:04 Medical  
03/25/22 02:45:21 ALARM  
03/24/22 17:29:42 PIA  
03/24/22 14:07:56 MED  
03/24/22 09:41:00 HEALTH  
03/24/22 08:01:31 ASSAULT  
03/23/22 20:36:26 ABANDONED  
03/22/22 15:20:45 Traffic  
03/21/22 19:30:16 DOMESTIC  
03/21/22 18:22:23 Traffic  
03/21/22 17:40:17 Traffic  
03/21/22 15:38:16 PIA  
03/21/22 11:44:40 FRAUD  
03/20/22 17:20:04 MED 2  
03/20/22 13:21:10 SUSPICIOUS  
03/20/22 12:22:04 FIRE  
03/20/22 12:03:32 MED 2  
03/20/22 10:04:33 DOMESTIC  
03/20/22 09:17:34 Traffic  
03/20/22 08:57:09 Traffic  
03/19/22 23:04:50 MENTAL  
03/19/22 13:38:04 Traffic  
03/19/22 13:27:26 Traffic  
03/19/22 11:09:23 Medical 3  
03/18/22 15:43:24 Traffic  
03/18/22 02:34:57 Medical  
03/17/22 15:32:31 Mental  
03/17/22 14:52:36 Assist Outside Agency  
03/16/22 23:57:20 Assist Other  
03/16/22 21:28:21 ALARM  
03/16/22 13:33:52 General Assist



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

03/14/22 18:31:02 911 Hang Up  
03/14/22 15:08:15 Traffic  
03/14/22 14:23:16 Traffic  
03/14/22 11:06:57 Traffic  
03/14/22 08:05:17 Medical  
03/14/22 02:22:50 Medical  
03/13/22 22:24:53 Medical  
03/13/22 14:14:33 Medical  
03/13/22 11:03:58 SUSPICIOUS  
03/13/22 09:42:15 MED 2  
03/12/22 16:05:06 MENTAL  
03/12/22 15:24:46 Traffic  
03/12/22 15:06:13 Traffic  
03/12/22 11:17:36 Medical  
03/11/22 18:27:54 CIVIL DISPUTE  
03/11/22 14:33:34 Traffic  
03/11/22 14:26:41 Traffic  
03/11/22 13:43:24 SUSPICIOUS  
03/11/22 00:52:12 Assist Other  
03/10/22 16:18:45 Traffic  
03/09/22 18:00:18 Traffic  
03/09/22 17:24:51 Traffic  
03/09/22 01:05:32 SUSPICIOUS  
03/08/22 18:22:47 JUVENILE  
03/08/22 17:58:22 7000 - JUVENILE  
03/08/22 17:35:50 9806 - CIVIL DISPUTE  
03/08/22 10:55:59 Medical  
03/08/22 05:51:52 Medical  
03/08/22 01:34:26 Medical  
03/07/22 14:57:03 Medical  
03/06/22 17:45:18 Traffic  
03/05/22 21:34:12 Juvenile  
03/04/22 18:15:47 Traffic  
03/03/22 01:59:24 Suspicious  
03/02/22 19:56:52 Civil Dispute  
03/02/22 08:36:15 Medical  
03/01/22 23:12:54 Traffic  
03/01/22 21:26:54 Medical  
03/01/22 21:11:37 MISSING  
03/01/22 20:30:29 SUSPICIOUS  
03/01/22 19:01:00 SUSPICIOUS  
03/01/22 17:34:04 Traffic  
03/01/22 10:48:15 Alarm  
03/01/22 08:03:32 Fraud

## **Department of Public Works**

**March 18<sup>th</sup> 2022 to April 14<sup>th</sup> 2022**

### **Council Report**

#### **Parks & Beach**

We installed the dock once the ice left the lake. During the high winds we had one day, the dock shifted and a section broke off. We made the necessary repairs to the disconnected section, pulled all of the poles and realigned the dock. During the same wind, a large portion of a beech tree came down at Swifty's Place. Luckily, nothing aside from a light pole was damaged. We cleaned up the downed tree, stood the light pole back up, replaced the light fixture, repaired the conduit and rewired the electrical. We turned the water on at the beach to confirm there were no leaks after winterization. We will be opening the restrooms once the weather allows for beachgoers. We have been rolling the grounds in the parks and at the ball fields and will be fertilizing soon. We took over the mowing at the ball fields for the little league this year and have mowed once now to ready it for practice.

#### **Streets**

We swept the curbs on M50 and invoiced the county for the work. We are continuing to patch potholes as necessary. We have been grading our gravel roads as needed.

#### **Water**

Peerless Midwest reinstalled the motors and high service pumps at the water treatment plant. Both of the electric motors were able to be rebuilt. One of the two pumps was rebuilt, one couldn't be rebuilt and had to be replaced. We now have this treatment plant back in operation. We did meter reads/billing this month. A few cellular endpoints had to be replaced. The shipment of 440 new endpoints should arrive in late June.

#### **DPW**

We installed the fencing panels between the pillars at the downtown parking lot. We shampooed the filthy carpets at the Page building. "Mother would be mad as there are a few people not wiping their shoes off before they walk through the house!" We have begun the seasonal brush collections and are picking up compost bags every Monday, or as our schedule allows. Even after years of the same schedule, there still seems to be a great amount of confusion as to when we collect brush and bags. The bags need to be curbside by 7:00 a.m. each Monday. We make one pass through the village collecting bags. I cannot guarantee bags will be collected if they are placed curbside at 10:00 in the morning. By that time, we have likely already passed by and won't return for bags until the following week. This also applies for brush collection. If it is placed curbside two days after the scheduled collection date, it will likely sit there for a month. I cannot tell you how many calls I receive regarding this. The schedules are available on the village website. [www.lakeodessa.org](http://www.lakeodessa.org) and attached below.

## **Purchase Request**

I have obtained quotes and need to purchase the equipment/materials trailer that we budgeted for. The old tandem axle landscape trailer that has been owned by the village for 30+ years was not built for what it has been used for. The trailer is sprung, has been repaired countless times and will not hold the weight we need to haul. That trailer is now only used for our concrete sidewalk forms. We need a proper trailer to haul heavy supplies and our midsized equipment on. As of now, we have to rent a trailer to haul equipment on.

## **Additional Comments**

I have reached out to multiple concrete contractors and have unfortunately found only one contractor to give me a price. Our Thing Unlimited did a large amount of work for us in 2018 and they are available to help us out again this year. At a minimum; I need them to spot replace roughly 350' of high back curb on 4<sup>th</sup> Avenue. This has to be done before we can pave. I estimate this cost to be roughly \$11,500. There are also 6 ADA accessible handicap ramps needed on this street. The actual cost of each ramp varies because of the amount of additional sidewalk needed at the approach, but the average cost per ramp is approximately \$725. They are willing to help out with misc. sidewalk replacement as well and did a great job for us before. We budgeted over 4x the normal amount for sidewalk replacement this year and cannot do it all ourselves.

I can continue seeking out additional quotes, but my efforts so far have been fruitless and we are nearing a time crunch for portions of this work to be done prior to paving.

## Village of Lake Odessa

### Brush and Yard Waste Policy and Schedule for 2022

The following is only a portion of the Village's Brush and Yard Waste Policy, a complete copy of the policy can be obtained at the Page Memorial Building or on the Village web site, [www.lakeodessa.org](http://www.lakeodessa.org)

Brush and Yard waste is scheduled for Village wide collection on the **THIRD MONDAY OF THE MONTH** from April thru October, with the exception of April's 1<sup>st</sup> and 3<sup>rd</sup> Monday collection dates.

Brush/Yard waste is to be placed curbside on designated dates by 7:00 a.m.

**AT NO TIME DURING THE 2021 CALENDAR YEAR IS BRUSH OR YARD WASTE TO BE PLACED IN THE STREETS OR GUTTER PANS**

**YARD WASTE MUST BE PLACED IN BIO DEGRADABLE PAPER LAWN BAGS**

**DPW CREWS WILL NOT PICK UP ANY BRUSH OR YARD WASTE IN PLASTIC OR ANY OTHER CONTAINER THAT IS NOT CLEARLY MARKED AS BIO DEGRADABLE**

**Curbside:** Is defined as an area that is at the edge of the street or back of curb so that the brush/yard waste does not come into contact with the street.

**Brush:** Is defined as tree branches, limbs, or shrubs with no roots or stumps attached. Brush is to be no more than 8 feet in length, no larger than 6 inches in diameter, and shall be stacked with all the butt ends facing the same direction. Please do not pile brush behind street signs, fire hydrants, mail boxes, etc. Brush must also be free of any metal objects or debris. Lumber, split rail fencing, and other types of landscape or building materials will not be collected.

Brush that is generated by a contractor shall be the responsibility of the contractor to remove.  
Small stumps and root systems can be disposed of by calling (616) 374-7228 to schedule a pick up.

**Yard Waste:** Is defined as leaves, lawn clippings, flowers, plants, and small twigs broken down to fit into Bio bags. No other material is allowed in the Bio bags, for instance: Soil, Stones, Animal Waste, Concrete, Trash, etc.

**\* Yard waste in Bio bags will be collected each Monday as the DPW schedule allows. \***

**Thorns:** For our workers safety we ask that any type of brush/yard waste with thorns be bundled and tied, or placed into Bio bags, and placed in a separate area from other brush.

#### 2022 Brush Schedule

**APRIL 4<sup>th</sup> and 18<sup>th</sup>**

**MAY 16<sup>th</sup>**

**JUNE 13<sup>TH</sup>**

**JULY 18<sup>th</sup>**

**AUGUST 15<sup>th</sup>**

**SEPTEMBER 19<sup>th</sup>**

**OCTOBER 17<sup>th</sup>**

**Brush will not be collected after the final removal date of October 17<sup>th</sup>.**

**Christmas trees will be collected weekly, beginning the 1<sup>st</sup> Monday in January.**

When leaves fall in mass quantities (after the full color change) residents are allowed to rake **only leaves** curbside, after notification on the website at [www.lakeodessa.org](http://www.lakeodessa.org). The DPW crew will then vacuum them. PLEASE, do not mix other debris with the leaves as it plugs up the vacuum truck. All other yard waste must still be BAGGED. **The last day for leaf removal by vacuum is November 23<sup>rd</sup>. Do not rake leaves to the curb after 7:00 a.m. November 23<sup>rd</sup>.**

**Leaves must be bagged after this time and date.**

Any questions concerning this policy or collection schedule, call Jesse Trout at (616) 374-7228 from 7:00 am to 3:30 pm

Check Date	Bank	Check	Vendor	Vendor Name	Amount
Bank ARTS					
03/25/2022	ARTS	3214	VERIZON	VERIZON WIRELESS	49.52

ARTS TOTALS:

Total of 1 Checks:	49.52
Less 0 Void Checks:	0.00
Total of 1 Disbursements:	49.52

Bank GEN 1447 GENERAL FUND

03/04/2022	GEN	41852	AMAZON	AMAZON CAPITAL SERVICES, INC.	1,541.98
03/04/2022	GEN	41853	CONSUMERS	CONSUMERS ENERGY	1,998.68
03/04/2022	GEN	41854	ETNA	ETNA SUPPLY	2,680.00
03/04/2022	GEN	41855	HOLLAND	HOLLAND DEPT OF PUBLIC SAFETY	200.00
03/04/2022	GEN	41856	LAKWOOD	LAKWOOD NEWS	91.80
03/04/2022	GEN	41857	MMTA	MICHIGAN MUNICIPAL TREASURERS ASSOC	550.00
03/04/2022	GEN	41858	MSP	MICHIGAN STATE POLICE	90.00
03/04/2022	GEN	41859	STOWELL	STOWELL BUILDERS LLC	14,957.00
03/04/2022	GEN	41860	TRUE	VILLAGE TRUE VALUE LUMBER	17.45
03/04/2022	GEN	41861	VERIZON	VERIZON WIRELESS	150.47
03/04/2022	GEN	41862	IONIA COU	IONIA COUNTY CENTRAL DISPATCH	167.10
03/10/2022	GEN	41863	AMAZON	AMAZON CAPITAL SERVICES, INC.	465.43
03/10/2022	GEN	41864	ARBOR DAY	ARBOR DAY FOUNDATION	20.00
03/10/2022	GEN	41865	CARDMEMBER	CARDMEMBER SERVICE	1,593.97
03/10/2022	GEN	41866	CONSUMERS	CONSUMERS ENERGY	42.04
03/10/2022	GEN	41867	QUADIENTLE	QUADIENT LEASING USA, INC	299.94
03/10/2022	GEN	41868	WEX	WEX BANK	1,728.08
03/17/2022	GEN	41869	BLUE CROSS	BLUE CROSS BLUE SHIELD OF MICHIGAN	2,508.98
03/17/2022	GEN	41870	CONSUMERS	CONSUMERS ENERGY	960.85
03/17/2022	GEN	41871	MSP	MICHIGAN STATE POLICE	156.00
03/17/2022	GEN	41872	SBAM PLAN	THE SBAM PLAN	490.29
03/17/2022	GEN	41873	TRUE	VILLAGE TRUE VALUE LUMBER	6.99
03/17/2022	GEN	41874	WMCJTC	WEST MICHIGAN CRIMINAL JUSTICE	100.00
03/17/2022	GEN	41875	WOW	WOW! BUSINESS	74.99
03/17/2022	GEN	41876	WOW	WOW! BUSINESS	91.25
03/18/2022	GEN	41877	WMCJTC	WEST MICHIGAN CRIMINAL JUSTICE	45.00
03/25/2022	GEN	41878	CONRADS	CONRADS QUICK LUBE	85.34
03/25/2022	GEN	41879	DICKINSON	DICKINSON WRIGHT PLLC	1,089.00
03/25/2022	GEN	41880	LKWD H&C	LAKWOOD HEATING & COOLING	3,225.50
03/25/2022	GEN	41881	MSP	MICHIGAN STATE POLICE	30.00
03/25/2022	GEN	41882	VERIZON	VERIZON WIRELESS	270.16
03/25/2022	GEN	41883	WOW	WOW! BUSINESS	134.92
03/25/2022	GEN	41884	MML	MICHIGAN MUNICIPAL LEAGUE	360.00 V

GEN TOTALS:

Total of 33 Checks:	36,223.21
Less 1 Void Checks:	360.00
Total of 32 Disbursements:	35,863.21

Bank HWY 6659 GENERAL HWY

03/17/2022	HWY	2060	BLUE CROSS	BLUE CROSS BLUE SHIELD OF MICHIGAN	106.16
03/17/2022	HWY	2061	SBAM PLAN	THE SBAM PLAN	76.11

HWY TOTALS:

Total of 2 Checks:	182.27
Less 0 Void Checks:	0.00
Total of 2 Disbursements:	182.27

Bank LOC 6646 LOCAL STREETS

03/04/2022	LOC	2325	DETROIT SA	DETROIT SALT	1,350.43 V
03/04/2022	LOC	2326	DETROIT SA	DETROIT SALT	1,350.42
03/17/2022	LOC	2327	BLUE CROSS	BLUE CROSS BLUE SHIELD OF MICHIGAN	30.13
03/17/2022	LOC	2328	SBAM PLAN	THE SBAM PLAN	11.14

LOC TOTALS:

Total of 4 Checks:	2,742.12
Less 1 Void Checks:	1,350.43
Total of 3 Disbursements:	1,391.69

Bank MAJ 6633 MAJOR STREETS

Check Date	Bank	Check	Vendor	Vendor Name	Amount
03/04/2022	MAJ	2395	DETROIT SA	DETROIT SALT	1,350.42 V
03/04/2022	MAJ	2396	DETROIT SA	DETROIT SALT	1,350.41
03/17/2022	MAJ	2397	BLUE CROSS	BLUE CROSS BLUE SHIELD OF MICHIGAN	53.46
03/17/2022	MAJ	2398	SBAM PLAN	THE SBAM PLAN	11.45

MAJ TOTALS:

Total of 4 Checks:	2,765.74
Less 1 Void Checks:	1,350.42
Total of 3 Disbursements:	1,415.32

Bank PR VI 1498 PAYROLL

03/18/2022	PR VI	23(E)	AMERICAN F	AMERICAN FUNDS	187.50
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PR VI TOTALS:

Total of 1 Checks:	187.50
Less 0 Void Checks:	0.00
Total of 1 Disbursements:	187.50

Bank WATER 6620 WATER

03/04/2022	WATER	5421	BADGER	BADGER METER	758.28
03/04/2022	WATER	5422	H2O	H2O COMPLIANCE SERVICES INC.	150.00
03/04/2022	WATER	5423	NAPA	NAPA OF IONIA	339.93
03/04/2022	WATER	5424	TRICOU	HOMEWORKS	2,520.09
03/04/2022	WATER	5425	VERIZON	VERIZON WIRELESS	35.90
03/10/2022	WATER	5426	CARDMEMBER	CARDMEMBER SERVICE	567.06
03/10/2022	WATER	5427	MWEA	MICHIGAN WATER ENVIRONMENT ASSOC	50.00
03/10/2022	WATER	5428	QUADIENTLE	QUADIENT LEASING USA, INC	299.94
03/10/2022	WATER	5429	WEX	WEX BANK	648.70
03/17/2022	WATER	5430	AT&T	AT&T	87.71
03/17/2022	WATER	5431	BLUE CROSS	BLUE CROSS BLUE SHIELD OF MICHIGAN	4,588.23
03/17/2022	WATER	5432	CONSUMERS	CONSUMERS ENERGY	1,726.98
03/17/2022	WATER	5433	SBAM PLAN	THE SBAM PLAN	300.30
03/17/2022	WATER	5434	STOWELL	STOWELL BUILDERS LLC	1,516.00
03/17/2022	WATER	5435	TRUE	VILLAGE TRUE VALUE LUMBER	9.47
03/25/2022	WATER	5436	IONIA CITY	CITY OF IONIA	88.00
03/25/2022	WATER	5437	VERIZON	VERIZON WIRELESS	148.56
03/25/2022	WATER	5438	WOW	WOW! BUSINESS	67.46

WATER TOTALS:

Total of 18 Checks:	13,902.61
Less 0 Void Checks:	0.00
Total of 18 Disbursements:	13,902.61

REPORT TOTALS:

Total of 63 Checks:	56,052.97
Less 3 Void Checks:	3,060.85
Total of 60 Disbursements:	52,992.12

User: KATHY

DB: Lake Odessa Vil

PERIOD ENDING 03/31/2022

GL NUMBER	DESCRIPTION	2022-23		YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BDTG REMAIN
		AMENDED BUDGET	NORMAL	03/31/2022 (ABNORMAL)	MONTH 03/31/2022	INCREASE (DECREASE)	NORMAL	(ABNORMAL)	
Fund 101 - GENERAL FUND									
Revenues									
Dept 000 - BALANCE SHEET / GENERAL									
101-000-402.000	CURRENT REAL PROPERTY TAXES	440,000.00		0.00		0.00		440,000.00	100.00
101-000-410.000	CURRENT PERSONAL PROPERTY TAX	30,000.00		0.00		0.00		30,000.00	100.00
101-000-412.000	DELINQUENT REAL PROPERTY TAX	40,000.00		0.00		0.00		40,000.00	100.00
101-000-428.000	MANUFACTURED HOUSING FEES	400.00		43.00		43.00		357.00	89.25
101-000-441.000	LOCAL COMMUNITY STABILIZATION SHARE TAX	80,000.00		0.00		0.00		80,000.00	100.00
101-000-445.000	PENALTIES & INTEREST ON TAXES	50.00		0.00		0.00		50.00	100.00
101-000-447.000	PROPERTY TAX ADMINISTRATION FEE	7,500.00		0.00		0.00		7,500.00	100.00
101-000-452.000	LIQUOR LICENSE FEES	1,500.00		0.00		0.00		1,500.00	100.00
101-000-454.000	CABLE TV FRANCHISE	4,000.00		0.00		0.00		4,000.00	100.00
101-000-476.000	SPECIAL USE/ZBA PERMIT	200.00		0.00		0.00		200.00	100.00
101-000-477.000	ZONING PERMIT FEES	550.00		50.00		50.00		500.00	90.91
101-000-539.000	STATE GRANTS	140,000.00		0.00		0.00		140,000.00	100.00
101-000-543.000	METRO ACT	9,000.00		0.00		0.00		9,000.00	100.00
101-000-574.000	STATE REVENUE SHARING	186,803.00		0.00		0.00		186,803.00	100.00
101-000-576.000	EVIP PMTS	47,689.00		0.00		0.00		47,689.00	100.00
101-000-579.000	TREE GRANT	1,200.00		0.00		0.00		1,200.00	100.00
101-000-580.000	CONTRIBUTION FROM LOCAL UNITS	60,000.00		0.00		0.00		60,000.00	100.00
101-000-600.000	VEHICLE RENTAL INCOME	15,000.00		0.00		0.00		15,000.00	100.00
101-000-632.000	MOWING	200.00		0.00		0.00		200.00	100.00
101-000-635.000	MAY CLEAN UP (NON-RESIDENTS)	200.00		0.00		0.00		200.00	100.00
101-000-657.000	PARKING TICKET FEES	500.00		0.00		0.00		500.00	100.00
101-000-660.000	ORDINANCE FINES	2,000.00		16.50		16.50		1,983.50	99.18
101-000-665.000	INTEREST	1,000.00		102.31		102.31		897.69	89.77
101-000-670.000	RENTS-BUILDINGS-LAND	2,000.00		125.00		125.00		1,875.00	93.75
101-000-675.000	DONATIONS-PRIVATE SOURCES	500.00		0.00		0.00		500.00	100.00
101-000-676.000	REIMBURSEMENTS	1,500.00		0.00		0.00		1,500.00	100.00
101-000-695.000	MISC REVENUE	500.00		0.00		0.00		500.00	100.00
101-000-695.001	MISC REVENUE-MISC REVENUE GENERAL	7,000.00		300.00		300.00		6,700.00	95.71
101-000-695.010	MISC REVENUE-POLICE	1,000.00		43.00		43.00		957.00	95.70
Total Dept 000 - BALANCE SHEET / GENERAL		1,080,292.00		679.81		679.81		1,079,612.19	99.94
TOTAL REVENUES		1,080,292.00		679.81		679.81		1,079,612.19	99.94
Expenditures									
Dept 101 - GOVERNING BODY									
101-101-702.708	TRUSTEE MEETING FEES	8,500.00		525.00		525.00		7,975.00	93.82
101-101-702.709	TREASURER - CLERK WAGES	7,380.00		0.00		0.00		7,380.00	100.00
101-101-710.000	EMPLOYER FICA	1,743.00		40.14		40.14		1,702.86	97.70
101-101-723.000	WORKMEN'S COMPENSATION	300.00		0.00		0.00		300.00	100.00
101-101-725.000	MEALS & MILEAGE	100.00		0.00		0.00		100.00	100.00
101-101-727.000	OFFICE SUPPLIES	1,500.00		0.00		0.00		1,500.00	100.00
101-101-740.000	POSTAGE	500.00		0.00		0.00		500.00	100.00
101-101-801.000	CONTRACTED SERVICES	32,000.00		93.75		93.75		31,906.25	99.71
101-101-805.000	ATTORNEY FEES	5,000.00		231.00		231.00		4,769.00	95.38
101-101-806.000	AUDIT SERVICES	6,750.00		0.00		0.00		6,750.00	100.00
101-101-815.000	DUES & MEMBERSHIPS	3,200.00		0.00		0.00		3,200.00	100.00
101-101-816.000	EDUCATION & TRAINING	1,500.00		550.00		550.00		950.00	63.33
101-101-825.000	NOTARY & FIDUCIARY BONDS	150.00		0.00		0.00		150.00	100.00
101-101-826.000	SAFE DEPOSIT BOX RENTAL	15.00		0.00		0.00		15.00	100.00
101-101-828.000	DOWNTOWN DEVELOPMENT	13,500.00		0.00		0.00		13,500.00	100.00
101-101-850.000	COMMUNICATION EXPENSE	850.00		79.50		79.50		770.50	90.65
101-101-880.000	COMMUNITY PROMOTION	8,000.00		0.00		0.00		8,000.00	100.00



User: KATHY

DB: Lake Odessa Vil

PERIOD ENDING 03/31/2022

GL NUMBER	DESCRIPTION	2022-23		YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BDTG REMAIN
		AMENDED BUDGET	NORMAL	03/31/2022 (ABNORMAL)	MONTH 03/31/2022	INCREASE	(DECREASE)	NORMAL	
Fund 101 - GENERAL FUND									
Expenditures									
101-101-900.000	PRINTING & PUBLISHING	1,000.00		0.00		0.00		1,000.00	100.00
101-101-957.000	COUNTER DRAIN	12,000.00		0.00		0.00		12,000.00	100.00
101-101-963.000	MISC EXPENSE	200.00		0.00		0.00		200.00	100.00
<b>Total Dept 101 - GOVERNING BODY</b>		<b>104,188.00</b>		<b>1,519.39</b>		<b>1,519.39</b>		<b>102,668.61</b>	<b>98.54</b>
Dept 172 - MANAGERS									
101-172-702.001	DEPT HEAD WAGES	30,840.00		3,453.49		3,453.49		27,386.51	88.80
101-172-710.000	EMPLOYER FICA	2,665.00		256.93		256.93		2,408.07	90.36
101-172-711.000	EMPLOYERS SHARE OF PENSION	3,200.00		0.00		0.00		3,200.00	100.00
101-172-712.000	HEALTH INSURANCE EXPENSE	4,208.00		342.07		342.07		3,865.93	91.87
101-172-713.000	DENTAL INSURANCE EXPENSE	421.00		29.37		29.37		391.63	93.02
101-172-714.000	OPTICAL PLAN EXPENSE	50.00		2.45		2.45		47.55	95.10
101-172-720.000	DISABILITY INSURANCE	477.00		39.83		39.83		437.17	91.65
101-172-721.000	LIFE INSURANCE EXPENSE	138.00		8.64		8.64		129.36	93.74
101-172-723.000	WORKMEN'S COMPENSATION	150.00		0.00		0.00		150.00	100.00
101-172-725.000	MEALS & MILEAGE	200.00		0.00		0.00		200.00	100.00
101-172-727.000	OFFICE SUPPLIES	500.00		42.12		42.12		457.88	91.58
101-172-805.000	ATTORNEY FEES	2,000.00		0.00		0.00		2,000.00	100.00
101-172-815.000	DUES & MEMBERSHIPS	1,000.00		0.00		0.00		1,000.00	100.00
101-172-816.000	EDUCATION & TRAINING	3,000.00		550.00		550.00		2,450.00	81.67
101-172-850.000	COMMUNICATION EXPENSE	1,200.00		85.42		85.42		1,114.58	92.88
<b>Total Dept 172 - MANAGERS</b>		<b>50,049.00</b>		<b>4,810.32</b>		<b>4,810.32</b>		<b>45,238.68</b>	<b>90.39</b>
Dept 265 - PAGE MEMORIAL BUILDING									
101-265-702.706	PART TIME WAGES	11,000.00		0.00		0.00		11,000.00	100.00
101-265-710.000	EMPLOYER FICA	1,000.00		0.00		0.00		1,000.00	100.00
101-265-711.000	EMPLOYERS SHARE OF PENSION	1,100.00		0.00		0.00		1,100.00	100.00
101-265-723.000	WORKMEN'S COMPENSATION	200.00		0.00		0.00		200.00	100.00
101-265-728.000	SUPPLIES	2,000.00		0.00		0.00		2,000.00	100.00
101-265-740.000	POSTAGE	400.00		0.00		0.00		400.00	100.00
101-265-850.000	COMMUNICATION EXPENSE	1,200.00		89.21		89.21		1,110.79	92.57
101-265-920.000	GAS AND ELECTRIC	4,000.00		0.00		0.00		4,000.00	100.00
101-265-931.001	MAINTENANCE/REPAIR-BUILDING	4,000.00		13.46		13.46		3,986.54	99.66
101-265-931.002	MAINTENANCE/REPAIR-EQUIPMENT	1,000.00		0.00		0.00		1,000.00	100.00
101-265-931.003	MAINTENANCE-LANDSCAPING & GROUNDS	1,000.00		0.00		0.00		1,000.00	100.00
101-265-970.000	CAPITAL OUTLAY	1,000.00		0.00		0.00		1,000.00	100.00
101-265-980.001	HARDWARE	12,000.00		0.00		0.00		12,000.00	100.00
101-265-980.002	SOFTWARE	500.00		0.00		0.00		500.00	100.00
<b>Total Dept 265 - PAGE MEMORIAL BUILDING</b>		<b>40,400.00</b>		<b>102.67</b>		<b>102.67</b>		<b>40,297.33</b>	<b>99.75</b>
Dept 301 - POLICE									
101-301-702.001	DEPARTMENT HEAD WAGES	64,826.00		7,423.14		7,423.14		57,402.86	88.55
101-301-702.704	FULL TIME WAGES	142,475.00		16,381.12		16,381.12		126,093.88	88.50
101-301-702.705	OVER TIME WAGES	7,175.00		119.60		119.60		7,055.40	98.33
101-301-702.706	PART TIME WAGES	11,000.00		0.00		0.00		11,000.00	100.00
101-301-702.717	NO FRINGE BENEFIT INCENTIVE	3,300.00		0.00		0.00		3,300.00	100.00
101-301-710.000	EMPLOYER FICA	19,680.00		1,789.33		1,789.33		17,890.67	90.91
101-301-711.000	EMPLOYERS SHARE OF PENSION	23,575.00		2,392.38		2,392.38		21,182.62	89.85
101-301-712.000	HEALTH INSURANCE EXPENSE	18,274.00		1,159.97		1,159.97		17,114.03	93.65
101-301-713.000	DENTAL INSURANCE EXPENSE	2,104.00		142.79		142.79		1,961.21	93.21

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PERIOD ENDING 03/31/2022

GL NUMBER	DESCRIPTION	2022-23		YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BDTG REMAIN
		AMENDED BUDGET	NORMAL	03/31/2022 (ABNORMAL)	MONTH 03/31/2022 INCREASE	(DECREASE)	NORMAL	(ABNORMAL) BALANCE	
Fund 101 - GENERAL FUND									
Expenditures									
101-301-714.000	OPTICAL PLAN EXPENSE	388.00		20.92		20.92		367.08	94.61
101-301-716.000	WELLNESS PROGRAM	360.00		0.00		0.00		360.00	100.00
101-301-720.000	DISABILITY INSURANCE	3,050.00		253.81		253.81		2,796.19	91.68
101-301-721.000	LIFE INSURANCE EXPENSE	1,000.00		81.84		81.84		918.16	91.82
101-301-723.000	WORKMEN'S COMPENSATION	4,000.00		0.00		0.00		4,000.00	100.00
101-301-724.001	TUITION REIMBURSEMENT	4,000.00		0.00		0.00		4,000.00	100.00
101-301-725.000	MEALS & MILEAGE	500.00		0.00		0.00		500.00	100.00
101-301-726.000	VESTS	300.00		0.00		0.00		300.00	100.00
101-301-727.000	OFFICE SUPPLIES	1,500.00		0.00		0.00		1,500.00	100.00
101-301-728.000	SUPPLIES	3,500.00		489.71		489.71		3,010.29	86.01
101-301-729.000	RESERVE SUPPLIES	250.00		0.00		0.00		250.00	100.00
101-301-741.000	MEDICAL & PHYSICALS	1,000.00		0.00		0.00		1,000.00	100.00
101-301-744.000	CLOTHING EXPENSE	2,000.00		0.00		0.00		2,000.00	100.00
101-301-745.000	UNIFORM CLEANING	300.00		0.00		0.00		300.00	100.00
101-301-751.000	GASOLINE PURCHASES	9,500.00		816.62		816.62		8,683.38	91.40
101-301-801.000	CONTRACTED SERVICES	7,000.00		233.10		233.10		6,766.90	96.67
101-301-805.000	ATTORNEY FEES	1,000.00		0.00		0.00		1,000.00	100.00
101-301-815.000	DUES & MEMBERSHIPS	525.00		0.00		0.00		525.00	100.00
101-301-816.000	EDUCATION & TRAINING	4,000.00		145.00		145.00		3,855.00	96.38
101-301-817.000	RANGE QUALIFICATION	1,750.00		0.00		0.00		1,750.00	100.00
101-301-820.001	MEADOWBROOK INSURANCE	8,967.00		0.00		0.00		8,967.00	100.00
101-301-850.000	COMMUNICATION EXPENSE	5,150.00		386.75		386.75		4,763.25	92.49
101-301-880.000	COMMUNITY PROMOTION	350.00		0.00		0.00		350.00	100.00
101-301-931.002	MAINTENANCE/REPAIR-EQUIPMENT	1,500.00		0.00		0.00		1,500.00	100.00
101-301-931.004	MAINTENANCE/REPAIR-VEHICLE	5,000.00		85.34		85.34		4,914.66	98.29
101-301-942.000	RENTALS	960.00		0.00		0.00		960.00	100.00
101-301-958.000	ACT 302 TRAINING	500.00		200.00		200.00		300.00	60.00
101-301-970.001	CAPITAL OUTLAY-EQUIPMENT	7,000.00		0.00		0.00		7,000.00	100.00
101-301-970.003	CAPITAL OUTLAY-OFFICE FURNITURE	1,000.00		0.00		0.00		1,000.00	100.00
101-301-980.001	HARDWARE	1,000.00		0.00		0.00		1,000.00	100.00
101-301-980.002	SOFTWARE	1,500.00		0.00		0.00		1,500.00	100.00
Total Dept 301 - POLICE		371,259.00		32,121.42		32,121.42		339,137.58	91.35
Dept 441 - PUBLIC WORKS									
101-441-702.001	DEPT HEAD WAGES	19,437.00		2,214.84		2,214.84		17,222.16	88.61
101-441-702.704	FULL TIME WAGES	45,341.00		4,513.28		4,513.28		40,827.72	90.05
101-441-702.705	OVER TIME WAGES	1,845.00		0.00		0.00		1,845.00	100.00
101-441-702.706	PART TIME WAGES	8,300.00		0.00		0.00		8,300.00	100.00
101-441-702.717	NO FRINGE BENEFIT INCENTIVE	3,300.00		0.00		0.00		3,300.00	100.00
101-441-710.000	EMPLOYER FICA	7,893.00		514.70		514.70		7,378.30	93.48
101-441-711.000	EMPLOYERS SHARE OF PENSION	8,948.00		859.51		859.51		8,088.49	90.39
101-441-712.000	HEALTH INSURANCE EXPENSE	4,501.00		0.00		0.00		4,501.00	100.00
101-441-713.000	DENTAL INSURANCE EXPENSE	2,160.00		40.55		40.55		2,119.45	98.12
101-441-714.000	OPTICAL PLAN EXPENSE	288.00		3.22		3.22		284.78	98.88
101-441-720.000	DISABILITY INSURANCE	1,166.00		80.16		80.16		1,085.84	93.13
101-441-721.000	LIFE INSURANCE EXPENSE	350.00		26.01		26.01		323.99	92.57
101-441-723.000	WORKMEN'S COMPENSATION	5,989.00		0.00		0.00		5,989.00	100.00
101-441-727.000	OFFICE SUPPLIES	250.00		0.00		0.00		250.00	100.00
101-441-728.000	SUPPLIES	4,000.00		0.00		0.00		4,000.00	100.00
101-441-741.000	MEDICAL & PHYSICALS	300.00		0.00		0.00		300.00	100.00
101-441-744.000	CLOTHING EXPENSE	1,000.00		0.00		0.00		1,000.00	100.00
101-441-751.000	GASOLINE PURCHASES	6,000.00		545.28		545.28		5,454.72	90.91
101-441-801.000	CONTRACTED SERVICES	31,500.00		0.00		0.00		31,500.00	100.00
101-441-815.000	DUES & MEMBERSHIPS	1,200.00		20.00		20.00		1,180.00	98.33

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PERIOD ENDING 03/31/2022

GL NUMBER	DESCRIPTION	2022-23		YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BGDGT REMAIN
		AMENDED BUDGET	NORMAL	03/31/2022 (ABNORMAL)	MONTH 03/31/2022 INCREASE (DECREASE)	NORMAL	(ABNORMAL) BALANCE		
Fund 101 - GENERAL FUND									
Expenditures									
101-441-816.000	EDUCATION & TRAINING	500.00		0.00		0.00		500.00	100.00
101-441-820.001	MEADOWBROOK INSURANCE	7,965.00		0.00		0.00		7,965.00	100.00
101-441-823.000	LICENSE FEES	300.00		0.00		0.00		300.00	100.00
101-441-850.000	COMMUNICATION EXPENSE	1,400.00		110.89		110.89		1,289.11	92.08
101-441-890.000	MAY CLEAN UP	3,500.00		0.00		0.00		3,500.00	100.00
101-441-920.000	GAS AND ELECTRIC	3,000.00		422.96		422.96		2,577.04	85.90
101-441-931.001	MAINTENANCE/REPAIR-BUILDING	13,000.00		3,225.50		3,225.50		9,774.50	75.19
101-441-931.002	MAINTENANCE/REPAIR-EQUIPMENT	6,000.00		0.00		0.00		6,000.00	100.00
101-441-931.003	MAINTENANCE-LANDSCAPING & GROUNDS	500.00		0.00		0.00		500.00	100.00
101-441-931.004	MAINTENANCE/REPAIR-VEHICLE	3,000.00		0.00		0.00		3,000.00	100.00
101-441-931.005	MAINTENANCE/REPAIR-TREES	500.00		0.00		0.00		500.00	100.00
101-441-934.000	REFUSE REMOVAL	800.00		0.00		0.00		800.00	100.00
101-441-943.000	EQUIPMENT RENTAL EXPENSE	500.00		0.00		0.00		500.00	100.00
101-441-955.000	SAFETY	1,500.00		0.00		0.00		1,500.00	100.00
101-441-963.000	MISC EXPENSE	1,000.00		0.00		0.00		1,000.00	100.00
101-441-967.000	PROJECT COSTS	5,000.00		0.00		0.00		5,000.00	100.00
101-441-970.001	CAPITAL OUTLAY-EQUIPMENT	26,000.00		0.00		0.00		26,000.00	100.00
Total Dept 441 - PUBLIC WORKS		228,233.00		12,576.90		12,576.90		215,656.10	94.49
Dept 448 - PUBLIC UTILITIES-STREET LIGHTING									
101-448-924.000	STREET LIGHT EXPENSE	34,000.00		2,299.73		2,299.73		31,700.27	93.24
Total Dept 448 - PUBLIC UTILITIES-STREET LIGHTING		34,000.00		2,299.73		2,299.73		31,700.27	93.24
Dept 536 - WATER/SEWER									
101-536-938.000	SEWER EXPENSE	3,400.00		0.00		0.00		3,400.00	100.00
101-536-939.000	WATER EXPENSE	1,800.00		0.00		0.00		1,800.00	100.00
Total Dept 536 - WATER/SEWER		5,200.00		0.00		0.00		5,200.00	100.00
Dept 722 - ZONING									
101-722-702.706	PART TIME WAGES	7,034.00		786.32		786.32		6,247.68	88.82
101-722-710.000	EMPLOYER FICA	666.00		60.16		60.16		605.84	90.97
101-722-727.000	OFFICE SUPPLIES	100.00		0.00		0.00		100.00	100.00
101-722-850.000	COMMUNICATION EXPENSE	200.00		0.00		0.00		200.00	100.00
Total Dept 722 - ZONING		8,000.00		846.48		846.48		7,153.52	89.42
Dept 728 - ECONOMIC DEVELOPMENT									
101-728-801.000	CONTRACTED SERVICES	2,000.00		0.00		0.00		2,000.00	100.00
Total Dept 728 - ECONOMIC DEVELOPMENT		2,000.00		0.00		0.00		2,000.00	100.00
Dept 751 - PARKS AND RECREATION									
101-751-723.000	WORKMEN'S COMPENSATION	270.00		0.00		0.00		270.00	100.00
101-751-728.000	SUPPLIES	2,000.00		0.00		0.00		2,000.00	100.00
101-751-882.000	SWIFTY'S PLACE	250.00		0.00		0.00		250.00	100.00
101-751-920.000	GAS AND ELECTRIC	3,600.00		278.88		278.88		3,321.12	92.25
101-751-931.001	MAINTENANCE/REPAIR-BUILDING	2,000.00		6.99		6.99		1,993.01	99.65
101-751-931.002	MAINTENANCE/REPAIR-EQUIPMENT	26,000.00		0.00		0.00		26,000.00	100.00

PERIOD ENDING 03/31/2022

GL NUMBER	DESCRIPTION	2022-23	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT
		AMENDED BUDGET	03/31/2022	MONTH 03/31/2022	BALANCE	
			NORMAL (ABNORMAL)	INCREASE (DECREASE)	NORMAL (ABNORMAL)	REMAIN
Fund 101 - GENERAL FUND						
Expenditures						
101-751-931.003	MAINTENANCE-LANDSCAPING & GROUNDS	5,000.00	0.00	0.00	5,000.00	100.00
101-751-970.000	CAPITAL OUTLAY	200,000.00	0.00	0.00	200,000.00	100.00
Total Dept 751 - PARKS AND RECREATION		239,120.00	285.87	285.87	238,834.13	99.88
TOTAL EXPENDITURES		1,082,449.00	54,562.78	54,562.78	1,027,886.22	94.96
Fund 101 - GENERAL FUND:						
TOTAL REVENUES		1,080,292.00	679.81	679.81	1,079,612.19	99.94
TOTAL EXPENDITURES		1,082,449.00	54,562.78	54,562.78	1,027,886.22	94.96
NET OF REVENUES & EXPENDITURES		(2,157.00)	(53,882.97)	(53,882.97)	51,725.97	(2,398.00)

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PERIOD ENDING 03/31/2022

GL NUMBER	DESCRIPTION	2022-23		YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BDTG REMAIN
		AMENDED BUDGET	NORMAL	03/31/2022 (ABNORMAL)	MONTH 03/31/2022 INCREASE	(DECREASE)	NORMAL	(ABNORMAL)	
Fund 202 - MAJOR STREET FUND									
Revenues									
Dept 000 - BALANCE SHEET / GENERAL									
202-000-575.000	ACT 51 / STREETS	207,000.00		17,011.70		17,011.70		189,988.30	91.78
202-000-665.000	INTEREST	2,000.00		351.06		351.06		1,648.94	82.45
Total Dept 000 - BALANCE SHEET / GENERAL		209,000.00		17,362.76		17,362.76		191,637.24	91.69
TOTAL REVENUES		209,000.00		17,362.76		17,362.76		191,637.24	91.69
Expenditures									
Dept 449 - STREET DEPT (ACT 51)									
202-449-702.001	DEPT HEAD WAGES	3,700.00		426.36		426.36		3,273.64	88.48
202-449-710.000	EMPLOYER FICA	359.00		31.73		31.73		327.27	91.16
202-449-711.000	EMPLOYERS SHARE OF PENSION	359.00		0.00		0.00		359.00	100.00
202-449-712.002	ADMIN BENEFITS	1,107.00		52.14		52.14		1,054.86	95.29
202-449-731.000	COLD/HOT PATCH	750.00		0.00		0.00		750.00	100.00
202-449-734.000	SALT/SAND ROADS	4,500.00		(1,350.42)		(1,350.42)		5,850.42	130.01
202-449-801.000	CONTRACTED SERVICES	6,000.00		0.00		0.00		6,000.00	100.00
202-449-806.000	AUDIT SERVICES	1,500.00		0.00		0.00		1,500.00	100.00
202-449-863.000	STREET STRIPING	2,500.00		0.00		0.00		2,500.00	100.00
202-449-865.000	STREET SIGNS	1,000.00		0.00		0.00		1,000.00	100.00
202-449-867.000	STREET REPAIRS	72,000.00		0.00		0.00		72,000.00	100.00
202-449-944.867	VEHICLE RENTAL - STREET REPAIRS	5,000.00		0.00		0.00		5,000.00	100.00
202-449-944.869	VEHICLE RENTAL - SNOW REMOVAL	5,000.00		0.00		0.00		5,000.00	100.00
202-449-956.000	STORM SEWER	7,000.00		0.00		0.00		7,000.00	100.00
202-449-963.000	MISC EXPENSE	1,500.00		0.00		0.00		1,500.00	100.00
202-449-999.000	TRANSFERS OUT	30,000.00		0.00		0.00		30,000.00	100.00
Total Dept 449 - STREET DEPT (ACT 51)		142,275.00		(840.19)		(840.19)		143,115.19	100.59
Dept 450 - MAINTENANCE / CONSTRUCTION									
202-450-702.001	MAINTENANCE WAGES	3,608.00		410.18		410.18		3,197.82	88.63
202-450-710.000	MAINTENANCE EMPLOYER FICA	369.00		31.37		31.37		337.63	91.50
202-450-711.000	MAINTENANCE ER SHARE OF PENSION	369.00		75.60		75.60		293.40	79.51
202-450-712.002	MAINTENANCE BENEFITS	172.00		12.77		12.77		159.23	92.58
Total Dept 450 - MAINTENANCE / CONSTRUCTION		4,518.00		529.92		529.92		3,988.08	88.27
Dept 869 - SNOW REMOVAL									
202-869-702.001	SNOW REMOVAL WAGES	3,587.00		1,049.11		1,049.11		2,537.89	70.75
202-869-710.000	SNOW REMOVAL EMPLOYER FICA	359.00		77.61		77.61		281.39	78.38
202-869-711.000	SNOW REMOVAL SHARE OF PENSION	410.00		104.91		104.91		305.09	74.41
Total Dept 869 - SNOW REMOVAL		4,356.00		1,231.63		1,231.63		3,124.37	71.73
TOTAL EXPENDITURES		151,149.00		921.36		921.36		150,227.64	99.39
Fund 202 - MAJOR STREET FUND:									
TOTAL REVENUES		209,000.00		17,362.76		17,362.76		191,637.24	91.69
TOTAL EXPENDITURES		151,149.00		921.36		921.36		150,227.64	99.39

GL NUMBER	DESCRIPTION	2022-23		YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BDT REMAIN
		AMENDED BUDGET	NORMAL	03/31/2022 (ABNORMAL)	MONTH 03/31/2022	INCREASE (DECREASE)	NORMAL (ABNORMAL)	BALANCE	
Fund 202 - MAJOR STREET FUND									
NET OF REVENUES & EXPENDITURES		57,851.00		16,441.40		16,441.40		41,409.60	71.58

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PERIOD ENDING 03/31/2022

GL NUMBER	DESCRIPTION	2022-23		YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BGDGT REMAIN
		AMENDED BUDGET	NORMAL	03/31/2022 (ABNORMAL)	MONTH 03/31/2022 INCREASE (DECREASE)	NORMAL	(ABNORMAL)	BALANCE	
Fund 203 - LOCAL STREET FUND									
Revenues									
Dept 000 - BALANCE SHEET / GENERAL									
203-000-575.000	ACT 51 / STREETS	72,000.00		5,670.56		5,670.56		66,329.44	92.12
203-000-665.000	INTEREST	1,100.00		49.48		49.48		1,050.52	95.50
203-000-695.000	MISC REVENUE	30,000.00		0.00		0.00		30,000.00	100.00
203-000-699.000	TRANSFERS IN	30,000.00		0.00		0.00		30,000.00	100.00
Total Dept 000 - BALANCE SHEET / GENERAL		133,100.00		5,720.04		5,720.04		127,379.96	95.70
TOTAL REVENUES		133,100.00		5,720.04		5,720.04		127,379.96	95.70
Expenditures									
Dept 449 - STREET DEPT (ACT 51)									
203-449-702.001	DEPT HEAD WAGES	1,743.00		170.55		170.55		1,572.45	90.22
203-449-710.000	EMPLOYER FICA	205.00		12.69		12.69		192.31	93.81
203-449-711.000	EMPLOYERS SHARE OF PENSION	205.00		0.00		0.00		205.00	100.00
203-449-712.002	ADMIN BENEFITS	886.00		20.85		20.85		865.15	97.65
203-449-731.000	COLD/HOT PATCH	750.00		0.00		0.00		750.00	100.00
203-449-734.000	SALT/SAND ROADS	4,500.00		(1,350.43)		(1,350.43)		5,850.43	130.01
203-449-801.000	CONTRACTED SERVICES	6,500.00		0.00		0.00		6,500.00	100.00
203-449-806.000	AUDIT SERVICES	1,050.00		0.00		0.00		1,050.00	100.00
203-449-863.000	STREET STRIPING	1,000.00		0.00		0.00		1,000.00	100.00
203-449-865.000	STREET SIGNS	1,000.00		0.00		0.00		1,000.00	100.00
203-449-867.000	STREET REPAIRS	150,000.00		0.00		0.00		150,000.00	100.00
203-449-944.867	VEHICLE RENTAL - STREET REPAIRS	3,000.00		0.00		0.00		3,000.00	100.00
203-449-944.869	VEHICLE RENTAL - SNOW REMOVAL	5,000.00		0.00		0.00		5,000.00	100.00
203-449-963.000	MISC EXPENSE	1,000.00		0.00		0.00		1,000.00	100.00
Total Dept 449 - STREET DEPT (ACT 51)		176,839.00		(1,146.34)		(1,146.34)		177,985.34	100.65
Dept 450 - MAINTENANCE / CONSTRUCTION									
203-450-702.001	MAINTENANCE WAGES	5,812.00		656.27		656.27		5,155.73	88.71
203-450-710.000	MAINTENANCE EMPLOYER FICA	528.00		50.21		50.21		477.79	90.49
203-450-711.000	MAINTENANCE ER SHARE OF PENSION	630.00		120.95		120.95		509.05	80.80
203-450-712.002	MAINTENANCE BENEFITS	227.00		20.42		20.42		206.58	91.00
Total Dept 450 - MAINTENANCE / CONSTRUCTION		7,197.00		847.85		847.85		6,349.15	88.22
Dept 869 - SNOW REMOVAL									
203-869-702.001	SNOW REMOVAL WAGES	3,587.00		423.91		423.91		3,163.09	88.18
203-869-710.000	SNOW REMOVAL FICA	359.00		31.35		31.35		327.65	91.27
203-869-711.000	SNOW REMOVAL SHARE OF PENSION	410.00		42.39		42.39		367.61	89.66
Total Dept 869 - SNOW REMOVAL		4,356.00		497.65		497.65		3,858.35	88.58
TOTAL EXPENDITURES		188,392.00		199.16		199.16		188,192.84	99.89
Fund 203 - LOCAL STREET FUND:									
TOTAL REVENUES		133,100.00		5,720.04		5,720.04		127,379.96	95.70
TOTAL EXPENDITURES		188,392.00		199.16		199.16		188,192.84	99.89

GL NUMBER	DESCRIPTION	2022-23		YTD BALANCE		ACTIVITY FOR		AVAILABLE		% BDT REMAIN
		AMENDED BUDGET	NORMAL	03/31/2022 (ABNORMAL)	INCREASE	MONTH 03/31/2022 (DECREASE)	NORMAL	(ABNORMAL)	BALANCE	
Fund 203 - LOCAL STREET FUND										
NET OF REVENUES & EXPENDITURES		(55,292.00)		5,520.88		5,520.88		(60,812.88)		90.02



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PERIOD ENDING 03/31/2022

GL NUMBER	DESCRIPTION	2022-23		YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BDTG REMAIN
		AMENDED BUDGET	NORMAL	03/31/2022 (ABNORMAL)	MONTH 03/31/2022 INCREASE	(DECREASE)	NORMAL	(ABNORMAL) BALANCE	
Fund 204 - GENERAL HWY									
Revenues									
Dept 000 - BALANCE SHEET / GENERAL									
204-000-402.000	CURRENT REAL PROPERTY TAXES	200,000.00		0.00		0.00		200,000.00	100.00
204-000-410.000	CURRENT PERSONAL PROPERTY TAX	14,000.00		0.00		0.00		14,000.00	100.00
204-000-412.000	DELINQUENT REAL PROPERTY TAX	12,000.00		0.00		0.00		12,000.00	100.00
204-000-441.000	LOCAL COMMUNITY STABILIZATION SHARE TAX	22,000.00		0.00		0.00		22,000.00	100.00
204-000-665.000	INTEREST	2,200.00		493.53		493.53		1,706.47	77.57
Total Dept 000 - BALANCE SHEET / GENERAL		250,200.00		493.53		493.53		249,706.47	99.80
TOTAL REVENUES		250,200.00		493.53		493.53		249,706.47	99.80
Expenditures									
Dept 446 - HIGHWAYS, STREETS (NOT ACT 51)									
204-446-702.001	ADMINISTRATION WAGES	9,563.00		980.64		980.64		8,582.36	89.75
204-446-710.000	ADMINISTRATION FICA	892.00		72.96		72.96		819.04	91.82
204-446-711.000	ADMIN EMPLOYERS SHARE OF PENSION	1,051.00		0.00		0.00		1,051.00	100.00
204-446-712.002	ADMIN BENEFITS	1,473.00		119.92		119.92		1,353.08	91.86
204-446-801.000	CONTRACTED SERVICES	500.00		0.00		0.00		500.00	100.00
204-446-806.000	AUDIT SERVICES	1,500.00		0.00		0.00		1,500.00	100.00
204-446-891.000	SIDEWALK REPLACEMENT PROGRAM	45,000.00		0.00		0.00		45,000.00	100.00
204-446-990.986	MTF BOND PAYMENT - PRINCIPAL	65,000.00		0.00		0.00		65,000.00	100.00
204-446-990.987	CAPITAL IMPROVEMENT BOND - PRIN	8,400.00		0.00		0.00		8,400.00	100.00
204-446-990.988	CAPITAL IMPROV BOND II - PRIN	38,500.00		0.00		0.00		38,500.00	100.00
204-446-995.986	MTF BOND INTEREST	5,355.00		0.00		0.00		5,355.00	100.00
204-446-995.987	CAP IMPROVE BOND I INTEREST	810.00		0.00		0.00		810.00	100.00
204-446-995.988	CAP IMPROV BOND II INTEREST	7,792.00		0.00		0.00		7,792.00	100.00
Total Dept 446 - HIGHWAYS, STREETS (NOT ACT 51)		185,836.00		1,173.52		1,173.52		184,662.48	99.37
Dept 450 - MAINTENANCE / CONSTRUCTION									
204-450-702.001	STREET ADMIN SALARY	21,525.00		2,460.95		2,460.95		19,064.05	88.57
204-450-710.000	STREET ADMIN FICA	2,101.00		188.27		188.27		1,912.73	91.04
204-450-711.000	EMPLOYERS SHARE OF PENSION	2,311.00		453.55		453.55		1,857.45	80.37
204-450-712.002	STREET ADMIN BENEFITS	797.00		62.35		62.35		734.65	92.18
Total Dept 450 - MAINTENANCE / CONSTRUCTION		26,734.00		3,165.12		3,165.12		23,568.88	88.16
TOTAL EXPENDITURES		212,570.00		4,338.64		4,338.64		208,231.36	97.96
Fund 204 - GENERAL HWY:									
TOTAL REVENUES		250,200.00		493.53		493.53		249,706.47	99.80
TOTAL EXPENDITURES		212,570.00		4,338.64		4,338.64		208,231.36	97.96
NET OF REVENUES & EXPENDITURES		37,630.00		(3,845.11)		(3,845.11)		41,475.11	89.78

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PERIOD ENDING 03/31/2022

GL NUMBER	DESCRIPTION	2022-23		YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BDGT REMAIN
		AMENDED BUDGET	NORMAL	03/31/2022 (ABNORMAL)	MONTH 03/31/2022 INCREASE	(DECREASE)	NORMAL	(ABNORMAL)	
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY									
Revenues									
Dept 000 - BALANCE SHEET / GENERAL									
248-000-402.000	CURRENT REAL PROPERTY TAXES	30,000.00		0.00		0.00		30,000.00	100.00
248-000-665.000	INTEREST	60.00		4.10		4.10		55.90	93.17
248-000-675.000	DONATIONS-PRIVATE SOURCES	1,000.00		0.00		0.00		1,000.00	100.00
Total Dept 000 - BALANCE SHEET / GENERAL		31,060.00		4.10		4.10		31,055.90	99.99
TOTAL REVENUES		31,060.00		4.10		4.10		31,055.90	99.99
Expenditures									
Dept 275 - DDA									
248-275-727.000	OFFICE SUPPLIES	50.00		0.00		0.00		50.00	100.00
248-275-801.000	CONTRACTED SERVICES	8,000.00		0.00		0.00		8,000.00	100.00
248-275-806.000	AUDIT SERVICES	150.00		0.00		0.00		150.00	100.00
248-275-815.000	DUES & MEMBERSHIPS	25.00		0.00		0.00		25.00	100.00
248-275-816.000	EDUCATION & TRAINING	500.00		0.00		0.00		500.00	100.00
248-275-880.000	COMMUNITY PROMOTION	1,000.00		0.00		0.00		1,000.00	100.00
248-275-881.000	ADVERTISING	500.00		0.00		0.00		500.00	100.00
248-275-967.000	BEAUTIFICATION	44,000.00		0.00		0.00		44,000.00	100.00
248-275-967.002	CHRISTMAS DECORATIONS	2,600.00		0.00		0.00		2,600.00	100.00
Total Dept 275 - DDA		56,825.00		0.00		0.00		56,825.00	100.00
TOTAL EXPENDITURES		56,825.00		0.00		0.00		56,825.00	100.00
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:									
TOTAL REVENUES		31,060.00		4.10		4.10		31,055.90	99.99
TOTAL EXPENDITURES		56,825.00		0.00		0.00		56,825.00	100.00
NET OF REVENUES & EXPENDITURES		(25,765.00)		4.10		4.10		(25,769.10)	99.98

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PERIOD ENDING 03/31/2022

GL NUMBER	DESCRIPTION	2022-23		YTD BALANCE	ACTIVITY FOR		AVAILABLE		% B DGT
		AMENDED BUDGET	NORMAL	03/31/2022 (ABNORMAL)	MONTH 03/31/2022	INCREASE (DECREASE)	NORMAL	(ABNORMAL) BALANCE	
Fund 290 - ARTS									
Revenues									
Dept 000 - BALANCE SHEET / GENERAL									
290-000-401.001	ART IN THE PARK REVENUE-NEXT FY	2,000.00		0.00		0.00		2,000.00	100.00
290-000-401.290	ART IN THE PARK REVENUE	2,500.00		300.00		300.00		2,200.00	88.00
290-000-539.000	STATE GRANTS	6,000.00		5,730.00		5,730.00		270.00	4.50
290-000-610.000	FOOD BOOTH FEES	600.00		170.00		170.00		430.00	71.67
290-000-611.000	CONCESSIONS	1,500.00		0.00		0.00		1,500.00	100.00
290-000-675.000	DONATIONS-PRIVATE SOURCES	6,000.00		0.00		0.00		6,000.00	100.00
290-000-695.000	MISC REVENUE	200.00		0.00		0.00		200.00	100.00
Total Dept 000 - BALANCE SHEET / GENERAL		18,800.00		6,200.00		6,200.00		12,600.00	67.02
TOTAL REVENUES		18,800.00		6,200.00		6,200.00		12,600.00	67.02
Expenditures									
Dept 752 - ARTS									
290-752-701.000	OPER EXPENSE-GRANT DISBURSEMENT	50.00		0.00		0.00		50.00	100.00
290-752-724.000	REFUND/REIMBURSEMENTS	60.00		0.00		0.00		60.00	100.00
290-752-728.000	SUPPLIES	2,000.00		0.00		0.00		2,000.00	100.00
290-752-740.000	POSTAGE	200.00		0.00		0.00		200.00	100.00
290-752-793.000	OPERATING EXPENSE	200.00		0.00		0.00		200.00	100.00
290-752-794.000	T-SHIRTS	500.00		0.00		0.00		500.00	100.00
290-752-795.000	SOUND	1,500.00		0.00		0.00		1,500.00	100.00
290-752-796.000	ROLLS	175.00		0.00		0.00		175.00	100.00
290-752-798.000	CONCESSIONS SUPPLIES	500.00		0.00		0.00		500.00	100.00
290-752-806.000	AUDIT SERVICES	150.00		0.00		0.00		150.00	100.00
290-752-851.000	RADIOS	100.00		0.00		0.00		100.00	100.00
290-752-852.000	TELEPHONE	625.00		49.52		49.52		575.48	92.08
290-752-881.000	ADVERTISING	7,000.00		0.00		0.00		7,000.00	100.00
290-752-890.001	CLEAN UP	150.00		0.00		0.00		150.00	100.00
290-752-898.000	ENTERTAINMENT	1,300.00		0.00		0.00		1,300.00	100.00
290-752-953.000	PORT A POTTY	600.00		0.00		0.00		600.00	100.00
290-752-963.000	MISCELLANEOUS EXPENSE	250.00		0.00		0.00		250.00	100.00
290-752-964.000	PARK IMPROVEMENTS	5,000.00		0.00		0.00		5,000.00	100.00
290-752-967.000	PROJECT COSTS	2,500.00		0.00		0.00		2,500.00	100.00
Total Dept 752 - ARTS		22,860.00		49.52		49.52		22,810.48	99.78
TOTAL EXPENDITURES		22,860.00		49.52		49.52		22,810.48	99.78
Fund 290 - ARTS:									
TOTAL REVENUES		18,800.00		6,200.00		6,200.00		12,600.00	67.02
TOTAL EXPENDITURES		22,860.00		49.52		49.52		22,810.48	99.78
NET OF REVENUES & EXPENDITURES		(4,060.00)		6,150.48		6,150.48		(10,210.48)	(51.49)

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PERIOD ENDING 03/31/2022

GL NUMBER	DESCRIPTION	2022-23	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT
		AMENDED BUDGET	03/31/2022	MONTH 03/31/2022	BALANCE	
			NORMAL (ABNORMAL)	INCREASE (DECREASE)	NORMAL (ABNORMAL)	REMAIN
Fund 291 - CAR SHOW						
Revenues						
Dept 000 - BALANCE SHEET / GENERAL						
291-000-610.000	FOOD BOOTH FEES	25.00	0.00	0.00	25.00	100.00
291-000-625.000	REGISTRATIONS	900.00	0.00	0.00	900.00	100.00
291-000-665.000	INTEREST	5.00	0.27	0.27	4.73	94.60
291-000-675.000	DONATIONS-PRIVATE SOURCES	2,150.00	0.00	0.00	2,150.00	100.00
291-000-678.000	T-SHIRT REVENUE	200.00	0.00	0.00	200.00	100.00
Total Dept 000 - BALANCE SHEET / GENERAL		3,280.00	0.27	0.27	3,279.73	99.99
TOTAL REVENUES		3,280.00	0.27	0.27	3,279.73	99.99
Expenditures						
Dept 753 - CAR SHOW						
291-753-728.000	SUPPLIES	800.00	0.00	0.00	800.00	100.00
291-753-794.000	T-SHIRTS EXPENSE	200.00	0.00	0.00	200.00	100.00
291-753-881.000	ADVERTISING	650.00	0.00	0.00	650.00	100.00
291-753-887.000	TROPHIES	800.00	0.00	0.00	800.00	100.00
291-753-888.000	FLYERS	170.00	0.00	0.00	170.00	100.00
291-753-892.000	DOOR PRIZES	150.00	0.00	0.00	150.00	100.00
291-753-893.000	DJ	350.00	0.00	0.00	350.00	100.00
291-753-953.000	PORT A POTTY	150.00	0.00	0.00	150.00	100.00
Total Dept 753 - CAR SHOW		3,270.00	0.00	0.00	3,270.00	100.00
TOTAL EXPENDITURES		3,270.00	0.00	0.00	3,270.00	100.00
Fund 291 - CAR SHOW:						
TOTAL REVENUES		3,280.00	0.27	0.27	3,279.73	99.99
TOTAL EXPENDITURES		3,270.00	0.00	0.00	3,270.00	100.00
NET OF REVENUES & EXPENDITURES		10.00	0.27	0.27	9.73	97.30

PERIOD ENDING 03/31/2022

GL NUMBER	DESCRIPTION	2022-23	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT
		AMENDED BUDGET	03/31/2022	MONTH 03/31/2022	BALANCE	
			NORMAL (ABNORMAL)	INCREASE (DECREASE)	NORMAL (ABNORMAL)	REMAIN
Fund 590 - SEWER FUND						
Revenues						
Dept 000 - BALANCE SHEET / GENERAL						
590-000-614.000	SEWER REVENUE	0.00	66.47	66.47	(66.47)	0.00
590-000-615.000	SEWER PENALTIES	0.00	375.63	375.63	(375.63)	0.00
Total Dept 000 - BALANCE SHEET / GENERAL		0.00	442.10	442.10	(442.10)	0.00
TOTAL REVENUES		0.00	442.10	442.10	(442.10)	0.00
Fund 590 - SEWER FUND:						
TOTAL REVENUES		0.00	442.10	442.10	(442.10)	0.00
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	100.00
NET OF REVENUES & EXPENDITURES		0.00	442.10	442.10	(442.10)	0.00

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PERIOD ENDING 03/31/2022

GL NUMBER	DESCRIPTION	2022-23		YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BDTG REMAIN
		AMENDED BUDGET	NORMAL	03/31/2022 (ABNORMAL)	MONTH 03/31/2022 INCREASE	(DECREASE)	NORMAL	(ABNORMAL) BALANCE	
Fund 591 - WATER FUND									
Revenues									
Dept 000 - BALANCE SHEET / GENERAL									
591-000-402.591	WATER REVENUE	950,000.00		126.20		126.20		949,873.80	99.99
591-000-445.000	PENALTIES & INTEREST	5,500.00		159.84		159.84		5,340.16	97.09
591-000-539.002	WELLHEAD PROTECTION	2,750.00		0.00		0.00		2,750.00	100.00
591-000-607.000	WATER HOOK UP FEES	4,500.00		0.00		0.00		4,500.00	100.00
591-000-608.000	WATER TURN ON/OFF FEES	1,200.00		0.00		0.00		1,200.00	100.00
591-000-609.000	FINAL READ INCOME	500.00		30.00		30.00		470.00	94.00
591-000-665.000	INTEREST	4,000.00		889.11		889.11		3,110.89	77.77
591-000-674.000	INCENTIVE PROGRAM	3,000.00		0.00		0.00		3,000.00	100.00
591-000-695.000	MISC REVENUE	8,000.00		0.00		0.00		8,000.00	100.00
Total Dept 000 - BALANCE SHEET / GENERAL		979,450.00		1,205.15		1,205.15		978,244.85	99.88
TOTAL REVENUES		979,450.00		1,205.15		1,205.15		978,244.85	99.88
Expenditures									
Dept 536 - WATER/SEWER									
591-536-702.001	DEPT HEAD WAGES	50,994.00		5,957.07		5,957.07		45,036.93	88.32
591-536-702.704	FULL TIME WAGES	157,000.00		16,804.76		16,804.76		140,195.24	89.30
591-536-702.705	OVER TIME WAGES	2,563.00		0.00		0.00		2,563.00	100.00
591-536-702.706	PART TIME WAGES	2,050.00		0.00		0.00		2,050.00	100.00
591-536-702.710	WATER LICENSE STIPEND	5,000.00		0.00		0.00		5,000.00	100.00
591-536-710.000	EMPLOYER FICA	20,500.00		1,652.75		1,652.75		18,847.25	91.94
591-536-711.000	EMPLOYERS SHARE OF PENSION	22,550.00		2,139.05		2,139.05		20,410.95	90.51
591-536-712.000	HEALTH INSURANCE EXPENSE	49,200.00		2,740.40		2,740.40		46,459.60	94.43
591-536-712.002	ADMIN BENEFITS	5,227.00		395.35		395.35		4,831.65	92.44
591-536-713.000	DENTAL INSURANCE EXPENSE	5,338.00		397.41		397.41		4,940.59	92.56
591-536-714.000	OPTICAL PLAN EXPENSE	681.00		54.61		54.61		626.39	91.98
591-536-720.000	DISABILITY INSURANCE	2,800.00		189.00		189.00		2,611.00	93.25
591-536-721.000	LIFE INSURANCE EXPENSE	855.00		62.24		62.24		792.76	92.72
591-536-723.000	WORKMEN'S COMPENSATION	2,350.00		0.00		0.00		2,350.00	100.00
591-536-725.000	MEALS & MILEAGE	200.00		0.00		0.00		200.00	100.00
591-536-727.000	OFFICE SUPPLIES	1,000.00		0.00		0.00		1,000.00	100.00
591-536-728.000	SUPPLIES	1,500.00		0.00		0.00		1,500.00	100.00
591-536-732.000	CHEMICAL SUPPLIES	3,000.00		0.00		0.00		3,000.00	100.00
591-536-740.000	POSTAGE	1,500.00		0.00		0.00		1,500.00	100.00
591-536-741.000	MEDICAL & PHYSICALS	200.00		0.00		0.00		200.00	100.00
591-536-744.000	CLOTHING EXPENSE	1,200.00		0.00		0.00		1,200.00	100.00
591-536-751.000	GASOLINE PURCHASES	4,000.00		361.10		361.10		3,638.90	90.97
591-536-780.000	METER REPLACEMENT	7,000.00		0.00		0.00		7,000.00	100.00
591-536-801.000	CONTRACTED SERVICES	29,500.00		243.75		243.75		29,256.25	99.17
591-536-805.000	ATTORNEY FEES	1,000.00		0.00		0.00		1,000.00	100.00
591-536-806.000	AUDIT SERVICES	3,900.00		0.00		0.00		3,900.00	100.00
591-536-815.000	DUES & MEMBERSHIPS	4,000.00		50.00		50.00		3,950.00	98.75
591-536-816.000	EDUCATION & TRAINING	3,000.00		0.00		0.00		3,000.00	100.00
591-536-821.000	BANK FEES	100.00		0.00		0.00		100.00	100.00
591-536-822.000	FLEET INSURANCE	15,500.00		0.00		0.00		15,500.00	100.00
591-536-827.000	WATER TESTING FEES	2,500.00		88.00		88.00		2,412.00	96.48
591-536-850.000	COMMUNICATION EXPENSE	3,800.00		389.63		389.63		3,410.37	89.75
591-536-900.000	PRINTING & PUBLISHING	200.00		0.00		0.00		200.00	100.00
591-536-920.000	GAS AND ELECTRIC	55,000.00		4,333.68		4,333.68		50,666.32	92.12
591-536-931.001	MAINTENANCE/REPAIR-BUILDING	23,000.00		9.47		9.47		22,990.53	99.96
591-536-931.002	MAINTENANCE/REPAIR-EQUIPMENT	66,000.00		1,516.00		1,516.00		64,484.00	97.70
591-536-931.004	MAINTENANCE/REPAIR-VEHICLE	1,500.00		0.00		0.00		1,500.00	100.00

User: KATHY

DB: Lake Odessa Vil

PERIOD ENDING 03/31/2022

GL NUMBER	DESCRIPTION	2022-23	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT
		AMENDED BUDGET	03/31/2022	MONTH 03/31/2022	BALANCE	
			NORMAL (ABNORMAL)	INCREASE (DECREASE)	NORMAL (ABNORMAL)	REMAIN
Fund 591 - WATER FUND						
Expenditures						
591-536-931.009	MAINTENANCE/REPAIR-WATER LINES	6,000.00	0.00	0.00	6,000.00	100.00
591-536-931.010	MAINTENANCE/REPAIRS-TANKS	75,000.00	0.00	0.00	75,000.00	100.00
591-536-932.000	NEW WATER MAINS	30,000.00	0.00	0.00	30,000.00	100.00
591-536-933.000	WELL REPAIRS	5,000.00	0.00	0.00	5,000.00	100.00
591-536-937.000	IRON REMOVAL	85,000.00	0.00	0.00	85,000.00	100.00
591-536-946.000	SCADA CONTROL SYSTEM	2,500.00	0.00	0.00	2,500.00	100.00
591-536-963.000	MISC EXPENSE	4,000.00	0.00	0.00	4,000.00	100.00
591-536-970.001	CAPITAL OUTLAY-EQUIPMENT	5,000.00	0.00	0.00	5,000.00	100.00
591-536-980.001	HARDWARE	9,200.00	0.00	0.00	9,200.00	100.00
591-536-980.002	SOFTWARE	500.00	0.00	0.00	500.00	100.00
591-536-994.000	CAPITAL IMPROVEMENT BOND	26,600.00	0.00	0.00	26,600.00	100.00
591-536-994.001	CAPITAL IMPROVEMENT BOND II	16,500.00	0.00	0.00	16,500.00	100.00
591-536-994.002	USDA BOND 2016	69,000.00	0.00	0.00	69,000.00	100.00
591-536-995.000	INTEREST EXPENSE	75,763.00	0.00	0.00	75,763.00	100.00
Total Dept 536 - WATER/SEWER		965,771.00	37,384.27	37,384.27	928,386.73	96.13
TOTAL EXPENDITURES		965,771.00	37,384.27	37,384.27	928,386.73	96.13
Fund 591 - WATER FUND:						
TOTAL REVENUES		979,450.00	1,205.15	1,205.15	978,244.85	99.88
TOTAL EXPENDITURES		965,771.00	37,384.27	37,384.27	928,386.73	96.13
NET OF REVENUES & EXPENDITURES		13,679.00	(36,179.12)	(36,179.12)	49,858.12	(164.49)

PERIOD ENDING 03/31/2022

GL NUMBER	DESCRIPTION	2022-23	YTD BALANCE	ACTIVITY FOR	AVAILABLE		% BDGT
		AMENDED BUDGET	03/31/2022	MONTH 03/31/2022	BALANCE		
			NORMAL (ABNORMAL)	INCREASE (DECREASE)	NORMAL	(ABNORMAL)	REMAIN
Fund 999 - PAYROLL CLEARING							
Revenues							
Dept 000 - BALANCE SHEET / GENERAL							
999-000-665.000	INTEREST	0.00	0.56	0.56		(0.56)	0.00
Total Dept 000 - BALANCE SHEET / GENERAL		0.00	0.56	0.56		(0.56)	0.00
TOTAL REVENUES		0.00	0.56	0.56		(0.56)	0.00
Fund 999 - PAYROLL CLEARING:							
TOTAL REVENUES		0.00	0.56	0.56		(0.56)	0.00
TOTAL EXPENDITURES		0.00	0.00	0.00		0.00	100.00
NET OF REVENUES & EXPENDITURES		0.00	0.56	0.56		(0.56)	0.00
TOTAL REVENUES - ALL FUNDS		2,705,182.00	32,108.32	32,108.32		2,673,073.68	98.81
TOTAL EXPENDITURES - ALL FUNDS		2,683,286.00	97,455.73	97,455.73		2,585,830.27	96.37
NET OF REVENUES & EXPENDITURES		21,896.00	(65,347.41)	(65,347.41)		87,243.41	(198.44)



# New Business

# Lake Odessa Village Council

Ionia County, Michigan

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

## RESOLUTION NO. 2022-20

### 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 have sent the Village a “Letter of Engagement” for auditing services for the 2021-2022 fiscal year. A copy of this letter is attached to the resolution; 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:** April 18, 2022

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



**WALKER, FLUKE & SHELDON, PLC**  
**CERTIFIED PUBLIC ACCOUNTANTS**

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

April 7, 2022

To the Village Council  
Village of Lake Odessa  
839 4<sup>th</sup> Avenue  
Lake Odessa, MI 48849

RE: AUDIT

Dear Ladies and Gentlemen:

Enclosed please find the engagement letter for the audit of your financial statements for the year ended February 28, 2022. The letter sets forth our understanding of the services we are to provide and the fee for those services.

**During the current year, you may be required to implement the new lease accounting standard under FASB ASC 842. If you have any leases for equipment or rental space, please contact our office so we can discuss this further to prepare for the implementation. When evaluating if you have any leases, also consider any space you are occupying that you do not own, even if you currently do not pay any rent.**

Please sign the enclosed letter and return it to our office. Upon receipt of the signed copy of the engagement letter, we will contact you to schedule the audit.

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



**WALKER, FLUKE & SHELDON, PLC**

**CERTIFIED PUBLIC ACCOUNTANTS**

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

April 7, 2022  
Village of Lake Odessa  
839 4<sup>th</sup> Avenue

Lake Odessa, MI 48849

We are pleased to confirm our understanding of the services we are to provide Village of Lake Odessa for the year ended February 28, 2022.

### **Audit Scope and Objectives**

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, and the disclosures, which collectively comprise the basic financial statements of Village of Lake Odessa as of and for the year ended February 28, 2022. Accounting standards generally accepted in the United States of America (GAAS) provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement 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 Village of Lake Odessa's RSI in accordance with GAAS. 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 U.S. generally accepted accounting principles (GAAP) 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 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 GAAS, and we will provide an opinion on it in relation to the financial statements as a whole in a separate written report accompanying our auditor's report on the financial statements OR 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

The objectives of our audit are to obtain reasonable assurance as to whether the financial statements as a whole are free from material misstatement, whether due to fraud or error; issue an auditor's report that includes our opinion about whether your financial statements are fairly presented, in all material respects, in conformity with GAAP; and 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. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and

are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements.

The objective also includes reporting on Internal control over financial reporting and compliance with provisions of laws, regulations, contracts, and award agreements noncompliance with which could have a material effect on the financial statements in accordance with Government Auditing Standards.

The Government Auditing Standards report on internal control of financial reporting and on compliance and other matters will include a paragraph that states that (1) 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 or on compliance, and (2) 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 Uniform Guidance report on internal control over compliance will include a paragraph that states that the purpose of the report on internal control over compliance is solely to describe the scope of testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. The report will state that the report is not suitable for any other purpose.

### **Auditor's Responsibilities for the Audit of the Financial Statements**

We will conduct our audit in accordance with GAAS 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 your accounting records and other procedures we consider necessary to enable us to express such opinions. As part of an audit in accordance with GAAS, we exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. 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. Government Auditing Standards do not expect auditors to perform specific procedures to detect waste or abuse in financial audits nor do they expect auditors to provide reasonable assurance of detecting waste or 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 an unavoidable risk that some material misstatements or non-compliance may exist and not be detected by us, even though the audit is properly planned and performed in accordance with GAAS 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. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that comes 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. 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.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, tests of the physical existence of inventories, and direct confirmation of receivables and certain assets and liabilities by correspondence with selected customers, creditors, and financial institutions. We will also request written representations from your attorneys as part of the engagement and they may bill you for responding to this inquiry.

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.

### **Audit Procedures—Internal Control**

We will obtain an understanding of the government and its environment, including internal control relevant to the audit, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinions. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control.

An audit is not designed to provide assurance on internal control or to identify deficiencies in internal control. 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 and Government Auditing Standards.

We have identified the following significant risks of material misstatement as part of our audit planning:

- The Village does not have the technical expertise to prepare financial statements in accordance with U.S. generally accepted accounting principles.
- Bank accounts were not reconciled in a timely manner.
- Interfund activity and identifying and recording capital outlay was not done properly in the prior year.

### **Audit Procedures—Compliance**

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of Village of Lake Odessa's compliance with the provisions of applicable laws, regulations, contracts, and agreements. 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 of Village of Lake Odessa in conformity with accounting principles generally accepted in the United States of America 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 judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

### **Responsibilities of Management for the Financial Statements**

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for designing, implementing, and maintaining 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 ensure 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 agreements..

Management is responsible for making all financial records, and related information available to us and for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers). 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, including identification of all related parties and all related-party relationships and transactions; (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. At the conclusion of our audit, we will require certain written representations from you about the financial statements and related matters.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management 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 of each opinion unit 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. Management is also responsible for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements that we report.

You are responsible for the preparation of the supplementary information in conformity with accounting principles generally accepted in the United States of America. 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 OR make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon. Your responsibilities include acknowledging to us in the 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.

You agree to assume all management responsibilities for the financial statement preparation services and any other nonattest services we provide; oversee the services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of the 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 understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing.

The audit documentation for this engagement is the property of Walker, Fluke & Sheldon 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 State of Michigan or its designee. 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 personnel. Furthermore, upon request, we may provide copies of selected audit documentation to State of Michigan or its designee. The State of Michigan or its designee may intend or decide to distribute the copies or information contained therein to others, including other governmental agencies.

Dave DeHaan is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it. We expect to begin our audit during July 2022 and to issue our reports no later than August 31, 2022.

Our fee for 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, and \$550 for the preparation of the State of Michigan Form F-65 and Form ACT 51 financial information and \$1,500 for the audit of the DDA. 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. In accordance with our firm policies, work may be suspended if your account becomes 30 days or more overdue and may not be resumed until your account is paid in full. 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.

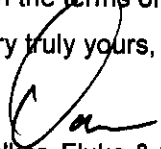
In addition, if we incur additional time to post receivables, payables, issue balance cash, or due to/due from accounts or make necessary reclassification entries, a bookkeeping bill will be issued. The calculation of the bill is based on the actual time spent at our standard hourly rates.

### Reporting

We will issue a written report upon completion of our audit of Village of Lake Odessa's financial statements. Our report will be addressed to governing board of Village of Lake Odessa. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add a separate section, or add an emphasis-of-matter or other-matter paragraph to our auditor's report, or if necessary, withdraw from this engagement. 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 withdraw from this engagement.

We appreciate the opportunity to be of service to 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 attached copy and return it to us.

Very truly yours,



Walker, Fluke & Sheidon

### RESPONSE:

This letter correctly sets forth the understanding of 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. 2022-21

### APPROVING A SOCIAL SECURITY NUMBER PRIVACY POLICY FOR THE VILLAGE OF LAKE ODESSA

**WHEREAS**, the Village obtains Social Security numbers for identification of employees for state and federal taxes; and

**WHEREAS**, in 2004, the State of Michigan passed PA 454 (“Social Security Privacy Number Act”) which states that businesses and organizations that obtains Social Security numbers in their normal course of business must have a written policy for how these numbers are confidentially maintained, have secure and limited access, states how these numbers must be disposed of, and the penalties for violation of the policy; and

**WHEREAS**, while the Village of Lake Odessa has consistently followed the procedures as set forth in PA 454 of 2004, no formal written policy could be found nor could staff find evidence of this policy being brought forth in years past for Council consideration and approval; and

**WHEREAS**, the Village Treasurer and Village Manager have developed a policy that both follows both historic and current Village practices and also fulfils the requirements as set for in Michigan Public Act 454 of 2004. A copy of the proposed policy is attached to this resolution.

#### NOW THEREFORE BE IT RESOLVED:

1. The Lake Odessa Village Council approves the Social Security Number Privacy Policy as submitted.
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:** April 18, 2022

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

# Village of Lake Odessa

## Social Security Number Privacy Policy

### **I. Policy**

Pursuant to Michigan state law, it is the policy of the Village of Lake Odessa (the “Village”) to protect the confidentiality of social security numbers. No person shall knowingly acquire, disclose, transfer, or use the social security number of any employee or other individual unless in accordance with applicable state and federal law and the procedures and rules established by this policy.

### **II. Administrative Procedures/Rules**

#### **A. Social Security Number Defined**

As used in this policy, the term “social security number” includes both the entire nine-digit number and more than four sequential digits of the number.

#### **B. Public Display**

Social security numbers shall not be placed on identification cards or badges, membership cards, permits, licenses, time cards, employee rosters, bulletin boards, or any other materials or documents that are publicly displayed. Documents, materials, or computer screens that display social security numbers or other sensitive information shall be kept out of public view at all times.

#### **C. Access to Social Security Numbers**

Only persons authorized by the responsible department or other administrative unit head shall have access to information or documents that contain social security numbers.

#### **D. Mailed or Transmitted Documents**

- Documents containing social security numbers shall only be mailed or transmitted in the following circumstances: State or federal law, rule, regulation, or court order or rule authorizes, permits, or requires that a social security number appear in the document.
- The document is sent as part of an application or enrollment process initiated by the individual whose social security number is contained in the document.
- The document is sent to establish, confirm the status of, service, amend, or terminate an account, contract, policy, or employee or health insurance benefit or to confirm the accuracy of a social security number of an individual who has an account, contract, policy, or employee or health insurance benefit.
- The document or information is a copy of a public record filed or recorded with the county clerk or register of deeds office and is mailed by that office to a person entitled to receive that record.
- The document or information is a copy of a vital record recorded as provided by law and is mailed to a person entitled to receive that record. The document or information

is mailed by or at the request of an individual whose social security number appears in the document or information or his or her parent or legal guardian.

- Documents containing social security numbers that are mailed or otherwise sent to an individual shall not reveal the number through the envelope window, nor shall the number be otherwise visible from outside the envelope or package.
- Social security numbers shall not be sent over the internet or a computer system or network (e.g. through e-mail) unless the connection is secure or the transmission is encrypted. No individual shall be required to use or transmit his or her social security number over the internet or a computer system, or to gain access to an internet website, computer system, or network (e.g. through e-mail) unless the connection is secure, the transmission is encrypted, or a password or other unique personal identification number or other authentication device is also required to gain access to the internet website or computer system or network.

#### **E. Storage and Disposal**

- All documents or files that contain social security numbers shall be stored in a physically secure manner. Social security numbers shall not be stored on computers or other electronic devices that are not secured against unauthorized access.
- Documents or other materials containing social security numbers shall not be thrown away in the trash; they shall be discarded or destroyed only in a manner that protects their confidentiality, such as shredding.

#### **F. Information Collected**

Social security numbers should only be collected where required by federal and state law or as otherwise permitted under the Michigan Social Security Number Privacy Act. If a unique identifier is needed, a substitute for the social security number shall be used.

#### **G. Accountability**

Any person who fails to comply with this policy shall be subject to discipline up to and including discharge.

#### **H. Policy Guidance**

If any questions regarding social security number privacy and security should arise, contact the Village Manager for policy clarification and guidance.

Adopted by Village Council \_\_\_\_\_

Effective Upon Adoption

# Lake Odessa Village Council

Ionia County, Michigan

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

## RESOLUTION NO. 2022-22

### APPROVING AN ARBOR DAY PROCLAMATION AND THE HOLDING OF A TREE PLANTING CEREMONY ON FRIDAY, APRIL 29, 2022 AT 10:00 AM AT VILLAGE PARK IN RECOGNITION OF ARBOR DAY

**WHEREAS**, the Village of Lake Odessa has been recognized as a “Tree City USA” community; and

**WHEREAS**, the Village of Lake Odessa recognizes both the aesthetic and environmental need for healthy, beautiful trees in the community; and\

**WHEREAS**, each year, the Village makes a proclamation recognizing Arbor Day and also plants a tree on Village-owned property, in support and recognition of Arbor Day; and

**WHEREAS**, the Village will hold a tree planting ceremony on Friday, April 29, 2022 at 10:00 am at Village Park located on Jordan Lake Street. At this ceremony, the attached proclamation will be read.

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

1. The Lake Odessa Village Council approves the attached proclamation recognizing Arbor Day and the holding of a tree planting ceremony on Friday, April 29, 2022 at 10:00 am at the Veteran’s Memorial Chapel, located on Jordan Lake Street.
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:** April 18, 2022

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

## **ARBOR DAY PROCLAMATION**

### **VILLAGE OF LAKE ODESSA**

In 1872, Sterling Morton propose to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees, and along with the planting more than one million tress, Nebraska observed the first Arbor Day.

Since then Arbor Day has been observed not only through-out our nation, but through-out the world.

The importance of trees and the benefits we enjoy from them are numerous; here are just a few of those benefits:

1. Trees help reduce the cost of cooling and heating our homes.
2. Trees clean the air and produce oxygen.
3. Trees provide food and shelter for wildlife of all kinds.
4. Trees also add value to our homes, property, and beautify our community.

Topping this all off is the fact that trees are a renewable resource, which is why we are here today.

For the past 33 years the Village of Lake Odessa has been recognized by the National Arbor Day Foundation and holds the distinction, Tree City USA.

The Village of Lake Odessa understands the importance of a healthy and vibrant urban forest and hereby pledges to continue with such programs as, tree planting, tree maintenance, and public education to ensure the health of our urban forestry.

We will also plan for future generations, so that they may enjoy the same benefits from trees as we do, and that they will continue on the path set in front of us by Sterling Morton over 145 years ago.

Therefore, as a representative of the Village of Lake Odessa I hereby Proclaim today Friday, April 29, 2022 as Arbor Day in the Village of Lake Odessa, and dedicate the planting of this Autumn Blaze Maple tree to the continued goals of renewing our urban forestry, following the guidelines of Tree City USA, and planning for future generations.

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

Karen Banks, President  
Village of Lake Odessa

# Lake Odessa Village Council

Ionia County, Michigan

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

## RESOLUTION NO. 2022-23

### APPROVING THE PURCHASE OF A 22' EQUIPMENT TRAILER FROM DR TRAILER SALES FOR \$8,673.00

**WHEREAS**, the Village of Lake Odessa owns, operates, and maintains a fleet of vehicles and equipment for street, park, building, and beach maintenance; and

**WHEREAS**, during the normal course of work, DPW employees find it necessary to haul materials and equipment from the DPW garage to various work sites; and

**WHEREAS**, currently, the DPW utilizes a 20' trailer that has outlived its useful and expected lifespan; and

**WHEREAS**, the DPW Supervisor has sought quotes to replace this piece of equipment; and

**WHEREAS**, quotes were received from Beck's Trailer Superstore, USA Trailer Sales, and DR Trailer Sales. After reviewing the quotes, Village staff recommends the purchase of a 22' Equipment Trailer from DR Trailer Sales. A copy of the quotes received is attached to this resolution; and

**WHEREAS**, the quote received from DR Trailer Sales was the lowest quote received. Furthermore, this expense was budgeted for and approved in the FY 2022-2023 adopted budget.

### NOW THEREFORE BE IT RESOLVED:

1. The Lake Odessa Village Council approves the purchase of a 22' Equipment Trailer from DR Trailer Sales for the total price of \$8,673.00.
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:** April 18, 2022

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**Patrick Reagan, Village Manager/ Clerk**

# DR Trailer Sales

14177 Plank Road - Milan, MI 48160

Phone: 734-439-1441

Purchase Date: 04/14/22

Salesperson: Brian Crow

## Cash Disclosure

Phone: 734-439-1441

Fax: 734-439-1415

Buyer:

VILLAGE OF LAKE ODESSA

Co-Buyer:

### Purchased Vehicle

Stock #	Vehicle	Color	Miles	VIN
32228	2022 PJ 22 B6 SR	BLK	0	4P51C2723N3063250

### Purchases & Fees

<b>Selling Price</b>	Selling Price	\$8,599.00
<b>Fees</b>	Documentation	\$59.00
	Certificate of Title	\$15.00
<b>Taxes</b>	Tax 1	\$0.00
	<b>Total Cash Price</b>	<b>\$8,673.00</b>

### Monies Received

<b>Trades</b>	Total Trade Allowance	\$0.00
	Total Trade Payoff	\$0.00
	<b>Total Trade Net</b>	<b>\$0.00</b>
<b>Down Payment</b>	Cash Deposit	\$0.00
	Cash Down Payment	\$0.00
	Deferred Cash	\$0.00
	<b>Total Credits</b>	<b>\$0.00</b>
	<b>Total Cash Price</b>	<b>\$8,673.00</b>
	<b>Total Credits (-)</b>	<b>\$0.00</b>
	<b>Balance Due</b>	<b>\$8,673.00</b>

\*ALL SPECIAL ORDERS NON REFUNDABLE\*

\*\*ALL USED TRAILERS SOLD AS IS\*\*

\*\*\*ALL SALES FINAL\*\*\*

Customer Signature: \_\_\_\_\_



**BECKS TRAILER SUPERSTORE**

www.beckstrailerstore.com

7607 North US 127

SAINT JOHNS, MICHIGAN 48879

(989) 224-6825

**PURCHASE AGREEMENT**

**SUBJECT TO THE TERMS AND CONDITIONS STATED ON BOTH SIDES OF THIS AGREEMENT.  
SELLER AGREES TO SELL AND THE BUYER AGREES TO BUY THE FOLLOWING DESCRIBED PROPERTY.**

SOLD TO: **VILLAGE OF LAKE ODESSA** HOME PHONE: **(616) 374-7228** BUS. PHONE: **( ) -** DATE: **04-13-2022**

ADDRESS: **839 FOURTH AVE., LAKE ODESSA, MI 48849** CITY: STATE: ZIP:

SALESPERSON: **JM James Mansfield** STOCK NO.: **d31450** COLOR: **BLACK** SPECIAL INSTRUCTIONS:

MAKE: **BIG TEX** YEAR: **2022** MODEL: **14ET-20** SERIAL NO.: **16VIC2526N2158988**  NEW  USED \$ **7750 00**

OPTIONAL EQUIPMENT / ACCESSORIES	AMOUNT		
		<b>TOTAL PURCHASE ABOVE</b>	\$ <b>7750 00</b>
		<b>OPTIONAL EQUIPMENT / ACCESSORIES</b>	<b>N/A</b>
		<b>PROCESSING FEE</b>	<b>91 00</b>
		<b>DEALER PREP.</b>	<b>109 00</b>
		<b>LABOR / INSTALL</b>	<b>269 98</b>
		<b>DELIVERY</b>	<b>N/A</b>
		<b>FREIGHT</b>	<b>440 00</b>
		<b>SUB - TOTAL</b>	\$ <b>8659 98</b>
		<b>TOTAL TRADE - IN ALLOWANCE</b>	<b>N/A</b>
		<b>LESS BALANCE DUE ON ABOVE</b>	<b>N/A</b>
		<b>NET ALLOWANCE</b>	<b>N/A</b>
		<b>NET SALE</b>	\$ <b>8659 98</b>
		<b>SALES TAX</b>	<b>N/A</b>
		<b>TITLE - REGISTRATION</b>	<b>15 00</b>
		<b>CASH SALE PRICE</b>	\$ <b>8674 98</b>
		<b>LESS TOTAL PAYMENTS</b>	<b>N/A</b>
		<b>TOTAL OPTIONAL EQUIPMENT / ACCESSORIES</b>	\$ <b>N/A</b>
		<b>UNPAID BALANCE OF CASH SALE PRICE</b>	\$ <b>8674 98</b>

DESCRIPTION OF TRADE - IN  
MAKE: YEAR: SERIAL NO.:  
AMOUNT OWING: **N/A** TO WHOM:  
**TOTAL TRADE - IN ALLOWANCES** \$ **N/A**

WHEN THIS BOX IS CHECKED, THE UNIT WHICH IS THE SUBJECT OF THIS CONTRACT IS BEING SOLD ON AN "AS IS" BASIS. THE ENTIRE RISK AS TO THE QUALITY AND PERFORMANCE OF THIS UNIT IS WITH THE PURCHASER.

**TRADE - IN DEBT TO BE PAID BY**  DEALER  CUSTOMER

**SPECIAL TERMS AND CONDITIONS**

TITLE TO THE ABOVE DESCRIBED EQUIPMENT SHALL BE TRANSFERRED TO BUYER WHEN BUYER HAS MADE PAYMENT IN FULL FOR THE EQUIPMENT.

THE PARTIES TO THIS AGREEMENT ARE AWARE THAT THE TRADE - IN ALLOWANCE OR THE PURCHASE PRICE SHOWN ABOVE MAY REQUIRE ADJUSTMENTS PURSUANT TO THE PROVISIONS OF PARAGRAPHS 5, 6, 7, AND 11 OF THE TERMS AND CONDITIONS ON THE REVERSE SIDE OF THIS DOCUMENT.

Buyer certifies that he / she has read the Terms and Conditions on the back of this document and agrees that they shall be incorporated as part of this Agreement.  
Buyer certifies the following: 1) he / she is of legal age to enter into this Agreement; 2) the above described equipment and insurance (if applicable) have been purchased voluntarily; 3) the trade - in is free from all liens and encumbrances other than those listed herein.  
Buyer agrees that all provisions to this Agreement (including the Terms and Conditions on the reverse side hereof) are severable. If any provision is held to be invalid, it shall not affect the other provisions, which shall be given full force and effect.

I, OR WE, HEREBY ACKNOWLEDGE RECEIPT OF A COPY OF THIS ORDER AND THAT I, OR WE HAVE READ THE BACK OF THIS AGREEMENT.  
I, OR WE, ALSO AGREE THAT THE BALANCE WILL BE PAID BY  CASH,  BANK DRAFT,  CERTIFIED CHECK, OR BY THE EXECUTION OF A RETAIL INSTALLMENT CONTRACT, OR A SECURITY AGREEMENT AND ITS ACCEPTANCE BY A FINANCING AGENCY.

X \_\_\_\_\_ BUYER **Becks Propane & Marine, Inc.** DEALER

