



**PROPOSED AGENDA
REGULAR MEETING OF THE LAKE ODESSA VILLAGE COUNCIL
MONDAY, DECEMBER 19, 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 the meeting minutes from the following Village Council meetings:

- a) Minutes from the regular Village Council meeting of November 21, 2022
- b) Minutes from the special Village Council meeting of December 8, 2022

VII. Bills:

- a) Approve bills equal to or less than \$3,000.00 each from 11/1//2022 to 11/30/2022
- b) Approve bills in excess of \$3,000.00 each, including:
 - i. Homeworks – Water Plant Electricity -- \$4,568.38 (Paid)
 - ii. Ionia County Drain Commissioner – 2022 Drain Special Assessments -- \$5,661.71 (Paid)
 - iii. Village of Lake Odessa General Fund – Transfer to DDA from Capture -- \$15,744.44 (Paid)
 - iv. Village of Lake Odessa General Highway Fund – Transfer to DDA from Capture (\$7,069.28 (Paid)
 - v. Truist Governmental Finance – Capital Improvements Refunding Bond 2017 Interest Payment -- \$5,254.51 (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 – November 2022 Meeting Minutes
- c) Lakewood Wastewater Authority – October 2022 Meeting Minutes

IX. Departmental Reports:

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

X. Committee Reports

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

XI. Presentations

- a) Village of Lake Odessa Compensation and Classification Study – Marcia Cornell

XII. Unfinished Business

- a) None

XIII. New Business:

- a) Proposed Resolution 2022-63: Approval to Authorize Mandatory Payroll Direct Deposit for Village of Lake Odessa Employees and Elected Officials
- b) Proposed Resolution 2022-64: Approving the Purchase of a 2022 Ford Police Interceptor through the MiDeal Program for the Lake Odessa Police Department
- c) Proposed Resolution 2022-65: Approving a Contribution Of \$500.00 to the Lakewood Recreational Authority
- d) Proposed Resolution 2022-66: Approving, Authorizing, and Directing the Village President to Sign a Memorandum of Understanding to Allow Participation in a Low-Income Household Water Assistance Program
- e) Proposed Resolution 2022-67: Approving the Forwarding of a Proposed Zoning Ordinance Amendment to the Village’s Planning Commission for Study, the Holding of a Public Hearing, and Recommendation
- f) Approval of the 2023 Village of Lake Odessa Council Meeting Schedule
- g) Approval of Budget Amendments as Submitted
- h) Approval for the Village Council to Move into Closed Session for the Purpose of Discussing the Village Manager’s Annual Evaluation after Second Public Comment Period (*Requires a 2/3 Roll Call Vote*)

XIV. Miscellaneous Correspondence:

- a) Consumers Energy – Consumers Energy Provides \$7.25 Million to Help Michiganders with Winter Heating Bills”

XV. Trustee Comments

XVI. Public Comment

Under the Open Meetings Act, any citizen may come forward at this time and make comment to the Village Council. 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 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.

XVII. Adjournment

Council Meeting Minutes

VILLAGE OF LAKE ODESSA

MINUTES

REGULAR COUNCIL MEETING

NOVEMBER 21, 2022

PAGE MEMORIAL 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 Michael Brighton, Trustee Carrie Johnson, Trustee Terri Cappon, Trustee Jennifer Hickey, Trustee Martha Yoder

Absent: Trustee Robert Young

Staff present: Patrick Reagan, Kathy Forman, Kendra Backing, Renton Joling

Visitors present: James Gemell, Lakewood News; Robert Green, Lee Stuart, RuthAnn Stuart, Melvin Dale, Debi Joling, Bill Joling, Tim Dale, Melissa Dale, Garrett Ashcraft, Ariana Todd, Marcus Todd, Kelly Todd, Ken Todd, Theresa Branson, Shana Branson

APPROVAL OF THE AGENDA

Motion by Hickey, supported by Cappon, to approve the agenda as submitted. Motion carried, 6-0.

PUBLIC COMMENT ON AGENDA ITEMS

- None

MINUTES

Motion by Johnson, support by Hickey, to approve the minutes from the October 17, 2022 regular Council meeting. Voice vote was called for by Banks. All ayes. Motion carried, 6-0.

BILLS

Motion by Cappon, supported by Brighton, to approve expenditures equal to or less than \$3,000.00 for the period 10/1/2022 thru 10/31/2022 Motion carried, 6-0.

Motion by Johnson, supported by Yoder, to approve bills in excess of \$3,000.00 each. Voice vote was called for by Banks. All ayes. Motion carried, 6-0.

CONSENT AGENDA

- a) Lake Odessa Zoning Administrator Monthly Report
- b) Lakewood Recreational Authority – October 2022 Meeting Minutes
- c) Lake Odessa Area Arts Commission – October 2022 Meeting Minutes
- d) Lakewood Wastewater Authority – August 2022 Minutes
- e) Lake Odessa Library Board – July 2022 Minutes

f) 2021 Village of Lake Odessa CVTRS Report

Motion by Cappon, supported by Hickey, to approve the consent agenda. Motion carried, 6-0.

DEPARTMENTAL REPORTS

- Manager's Report: Reagan gave overview of report and business on the agenda.
- DPW: Report submitted.
- Police: Report submitted.
- Finance: Report submitted.

COMMITTEE REPORTS:

- Personnel/Finance Committee: Banks stated that the Council needs to begin the process of conducting the Manager's annual evaluation. Banks also advised Council that the Personnel/ Finance Committee has now been split into one Personnel Committee and one Finance Committee.
- Recreation/ Special Projects Committee: No report
- UTV Committee: Brighton stated that the survey ended in early November and that the results are being tabulated. This committee will meet again on December 1, 2022.

PRESENTATIONS

Village Manager/ Village Clerk Patrick Reagan swore in the Village's new Police Officer, Renton Joling.

UNFINISHED BUSINESS

There was no unfinished business.

NEW BUSINESS

a) Proposed Resolution 2022-56: Approving the Village President's Appointment List as Presented for Various Village Posts, Boards, and Commissions

Motion by Johnson, supported by Yoder, to approve proposed resolution 2022-56: Banks called for a roll call vote. Yes: Johnson, Yoder, Cappon, Brighton, Hickey, Banks; No: None; Absent: Young; Abstain: None. Motion passed, 6-0.

b) Proposed Resolution 2022-57: Approving the Readoption of the Village Council Rules of Procedure as Submitted

Motion by Brighton, supported by Cappon, to approve proposed resolution 2022-57. Banks called for a roll call vote. Yes: Brighton, Cappon, Hickey, Johnson, Yoder, Banks; No: None; Absent: Young; Abstain: None. Motion passed, 6-0.

c) Proposed Resolution 2022-58: Approving the Readoption of the Village Council Code of Ethics and Conduct for Elected and Appointed Officials as Submitted

Motion by Hickey, supported by Brighton, to approve proposed resolution 2022-58. Banks called for a roll call vote. Yes: Hickey, Brighton, Cappon, Johnson, Yoder, Banks; No: None; Absent: Young; Abstain: None. Motion passed, 6-0.

d) Proposed Resolution 2022-59: Approval to Adopt the Village of Lake Odessa Employee Deferred Compensation Plan for Fiscal Year 2023-2024

Motion by Johnson, supported by Cappon, to approve proposed resolution proposed resolution 2022-59. Banks called for a roll call vote. Yes: Johnson, Cappon, Hickey, Brighton, Yoder, Banks; No: None; Absent: Young; Abstain: None. Motion passed, 6-0.

e) Proposed Resolution 2022-60: Approving the Purchase of a 6” Badger E-Series Water Meter from Badger Meter

Motion by Brighton, supported by Yoder, to approve proposed resolution 2022-60. Banks called for a roll call vote. Yes: Brighton, Yoder, Hickey, Johnson, Cappon, Banks; No: None; Absent: Young; Abstain: None. Motion passed, 6-0.

MISCELLANEOUS CORRESPONDENCE

- a) Letter from Village Resident Thelma Curtis
- b) Letter from the Lakewood Community Council, re: Community Basket Program

TRUSTEE COMMENTS

Johnson – No comment.

Cappon – Welcomed Trustee Yoder to the Lake Odessa Village Council.

Hickey – No comment.

Brighton – Wished everyone a happy Thanksgiving and welcomed Trustee Yoder to the Village Council.

Yoder – stated that she was pleased to be elected to the Village Council.

Banks – Welcomed Trustee Yoder to the Village Council and congratulated the two returning Trustees on their re-election.

PUBLIC COMMENT

Lee and Ruth Ann Stuart, 7357 Woodland Road – gave an update on their proposed development on the former East Elementary property. Listed expenses that they have committed to the project and asked for flexibility from the Village Council with regard to the development. Expressed that they would like to have a meeting with Village officials and the Lakewood Wastewater Authority Superintendent with regard to the project.

Robert Green, 1030 5th Avenue – asked about the cleanup and sale of the Caledonia Farmers Elevator property located on Fourth Avenue and First Street. Reagan stated that it

was cleaned up by Caledonia Farmers Elevator after discussions that representatives of the company had with the Village's Code Enforcement Officer. Reagan stated that he was not aware that the property had been sold. Green stated that he had heard that it had been sold but had not been told to whom it had been sold.

ADJOURNMENT

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

Meeting adjourned at 7:29 pm.

Respectfully submitted,

Patrick T. Reagan
Village Manager/ Village Clerk

VILLAGE OF LAKE ODESSA

MINUTES

SPECIAL COUNCIL MEETING

DECEMBER 8, 2022

PAGE MEMORIAL 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 Michael Brighton, Trustee Carrie Johnson, Trustee Trustee Jennifer Hickey, Trustee Martha Yoder

Absent: Trustee Terri Cappon, Trustee Robert Young

Staff present: Patrick Reagan, Kathy Forman

Visitors present: None

APPROVAL OF THE AGENDA

Motion by Yoder, supported by Brighton, to approve the agenda as submitted. Motion carried, 5-0.

PUBLIC COMMENT ON AGENDA ITEMS

No public comment was heard.

MINUTES

BILLS

CONSENT AGENDA

DEPARTMENTAL REPORTS

COMMITTEE REPORTS:

PRESENTATIONS

UNFINISHED BUSINESS

NEW BUSINESS

a) Discussion and Action: Proposed MDNR SPARK Grant application

Motion by Brighton, supported by Johnson, to approve proposed resolution 2022-61. Reagan gave an overview of the grant process. Discussion took place by the Council.

Banks called for a roll call vote. Yes: Brighton, Johnson, Hickey, Yoder, Banks; No: None; Absent: Cappon, Young; Abstain: None. Motion passed, 5-0.

b) Discussion and Action: Proposed Modifications to Village Employee Health Insurance Plans

Motion by Hickey, supported by Brighton, to approve proposed resolution 2022-62. Discussion took place. Foreman gave an extensive overview of the proposed plans. Banks called for a roll call vote. Yes: Hickey, Brighton, Hickey, Johnson, Yoder, Banks; No: None; Absent: Cappon, Young; Abstain: None. Motion passed, 5-0.

MISCELLANEOUS CORRESPONDENCE

TRUSTEE COMMENTS

Johnson – No comment.

Hickey – No comment.

Brighton – No comment.

Yoder – No comment.

Banks – No comment.

PUBLIC COMMENT

No public comment was heard.

ADJOURNMENT

Motion by Johnson, supported by Yoder, to adjourn the meeting. Motion carried by voice vote of members present, 5-0.

Meeting adjourned at 7:35 pm.

Respectfully submitted,

Patrick T. Reagan
Village Manager/ Village Clerk

Purchases Over \$3,000.00



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

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

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

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

630 1 AV 0.455
VILLAGE OF LAKE ODESSA
839 4TH AVE
LAKE ODESSA MI 48849-1001

5 630
C-2



Account Number	2043600
Rate	CMLP5
Current Due Date	11/16/2022
Bill Date	10/21/2022
Days Billed	30
Meter Number	56587
kWh per Day Last Year	1195
kWh per Day This Year	1006

Account Status	
Previous Balance 09/24/22	\$4,645.98
Payment Received 10/11/22	-\$4,645.98
Balance Forward	\$0.00
Current Charges	\$4,568.38
Total Amount Due 11/16/22	\$4,568.38

SERVICE ADDRESS:		2367 BONANZA RD #5			POLE #:	OD392X7M		BOARD DIST: D02	
Billing Period	METER READINGS				MULTIPLIER	ENERGY USED	ENERGY UNIT	RATE PER UNIT	CHARGE
	BEGIN	TYPE	END	TYPE					
09/14/2022 TO 10/14/2022									
PEAK	542322	REG	547758	REG	1	5436	KWH	0.07400	\$402.26
INTERMEDIATE	165139	REG	174405	REG	1	9266	KWH	0.07400	\$685.68
OFF PEAK	753932	REG	769418	REG	1	15486	KWH	0.07400	\$1,145.96
POWER SUPPLY COST RECOVERY						30188		0.00525	\$158.49
PEAK KW						150.860	KW	14.00000	\$2,112.04
AVAILABILITY CHARGE									\$98.00
MICHIGAN LOW INCOME ENERGY FUND									\$0.90
MICHIGAN ENERGY OPTIMIZATION SURCHARGE									\$23.81
MICHIGAN ENERGY OPTIMIZATION PRIOR YEAR OVERCOLLECTION									-\$58.76
TOTAL CURRENT CHARGES WITHOUT OPERATION ROUND UP									\$4,568.38
TOTAL AMOUNT									\$4,568.38

591-536-920.000

IONIA COUNTY
Office of Drain Commissioner
100 W MAIN
IONIA, MI 48846

Invoice for year 2022
Invoice Date: 11/07/2022

2022 Drain At Large
Due before final settlement
Please Remit Payment To:
100 Main St Ste 121
Ionia MI 48846

At-Large: 101 - VILLAGE OF LAKE ODESSA

Project Name	Project Principal	Project Interest	Project Total
044 - Jordan Lake Board 2022	5,000.00	0.00	5,000.00
283 - Counter	661.71	0.00	661.71
464Channel - Klingman & Jarstfer	0.00	0.00	0.00
Totals:	5,661.71	0.00	5,661.71

101-101-957.000

Office Hours:
Monday thru Friday,
8:30 – Noon and 1:00 – 5:00



Telephone (616) 527-5373
Fax (616) 527-5323
E-Mail: rrose@ioniacounty.org

IONIA COUNTY DRAIN COMMISSIONER

Robert J. Rose
County Courthouse
100 W. Main Street
Ionia, MI 48846

October 28, 2022

Village of Lake Odessa Clerk
Page Memorial Building
839 Fourth Ave.
Lake Odessa, MI 48849

Dear Village Clerk:

Enclosed please find the 2022 Drain Special Assessments for the Village of Lake Odessa at Large.

Jordan Lake Board	\$ 5,000.00
Counter	\$ 661.71
Klingman & Jarstfer	\$ Pre-Paid

The amount of \$ 5,661.71 is due by February 28th, 2023 for your at large assessment. (This amount will be billed by the Ionia County Treasurer). I have enclosed a copy of the parcels that are assessed in the Village of Lake Odessa and I have also sent them to the Township of Odessa to be spread on the taxes.

If you have any questions please feel free to call our office (616) 527-5373.

Sincerely,

A handwritten signature in black ink, appearing to read "Lynda L. Whafry".

Lynda L. Whafry
Ionia County Deputy Drain Commissioner

DDA/LDFA Report (Detail) FOR VILLAGE OF LAKE ODESSA
 All Records
 Special Population: Ad Valorem+Special Acts
 Village, Real & Personal Property
 DDA/LDFA Chosen: LAKE ODESSA VILLAGE, Adjusted Values (All Adjustments Included)
 Include: All Parcels

PARCEL INFORMATION

TAX HEADING TAX BILLED CAPTURED TAX NET TOTAL

SCHOOL: 34090, DDA/LDFA: LAKE ODESSA VILLAGE SCHOOL: 34090, DDA/LDFA: LAKE ODESSA VILLAGE

TOTAL PARCELS:	121	VILLAGE OPER	60,216.90	13,128.47	47,088.43
TAXABLE VALUE:	5,949,396	STREET REPAIR	26,986.54	5,883.40	21,103.14
BASE VALUE:	4,652,273	TOTALS----->	87,203.44	19,011.87	68,191.57
CAPTURED VALUE:	1,297,123			-----CAPTURED TAXES BREAKDOWN-----	

PRE/MBT TAXABLE:	549,286	POSITIVE CAPTURE	15,774.44	NEGATIVE CAPTURE	-2,645.97
NON PRE/MBT TAXABLE:	5,400,110	VILLAGE OPER	7,069.28		-1,185.88
PRE/MBT CAPTURED:	170,473	STREET REPAIR			
NON PRE/MBT CAPTURED:	1,126,650	TOTALS----->	22,843.72		-3,831.85

COM. PERS. TAXABLE: 0
 IND. PERS. TAXABLE: 0
 SPEC. ACT PERS. TAXABLE: 0
 COM. PERS. CAPTURED: 0
 IND. PERS. CAPTURED: 0
 SPEC. ACT PERS. CAPTURED: 0

101 - 101 - 828.000 15,774.44
 204 - 446 - 828.000 7,069.28



Truist Governmental Finance Invoice



7650 9112001 0500-96-01-30
VILLAGE OF LAKE ODESSA
ATTN, PEARL GOODEMOOT
839 FOURTH AVE
LAKE ODESSA MI 48849

Truist Governmental Finance
2320 Cascade Pointe Blvd. Suite 600
Charlotte, NC 28208-7203

Date of Invoice: 11/04/22

Loan Number: 992200012000001

*** Please Note: There are two easy ways to pay this invoice: 1) Utilize the enclosed return envelope to mail payments using the payment stub below, or 2) Set up ACH draft. (Please see the back of this invoice for further details) This invoice can not be processed in Truist branches. Thank you in advance for your cooperation.***

If you have questions concerning your Governmental Finance invoice please call customer service at 1-704-954-1700.

Project/Collateral Description: CAPITAL IMPROVEMENTS LTGO REF BOND SERIES 2017

Billing Summary

Current Due	\$5,254.51	Current Due Date	12/01/22
Total Amount Due	\$5,254.51		

5254.51	5254.51	204-446-995.988	\$ 3,678.16
* .70	* .30	591-536-995.000	\$ 1,576.35
<u>3678.16</u>	<u>1576.35</u>		

Please detach this portion and return with your payment to insure proper credit. Retain upper portion for your records.

10299220001200000100000000052545106076013

Governmental Finance Payment Form

Please make checks payable to: **Truist Governmental Finance**

VILLAGE OF LAKE ODESSA

Truist Governmental Finance
Payment Processing
P.O. Box 580060
Charlotte, NC 28258-0060

Loan Number: 992200012000001
Payment Due Date: 12/01/22
Total Amount Due: \$5,254.51
Amount Enclosed \$



Check here if you prefer to have your payment automatically drafted and complete the Automatic Payment Authorization information on back.

Please Note: This invoice cannot be processed in Truist branches*

Consent Agenda

Lake Odessa Village
Zoning Administrator Report
November 2022

Permits:

None

Miscellaneous:

Phone calls involved various appraisers checking on the zoning classification of assorted parcels. Other questions involved various questions regarding setbacks, fences, pools and permits.

Shell station

The people from the Shell gas station want to replace the carwash building with a newer one and place it 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. *I reviewed a site plan that was sent to me in November. There has been a verbal approval to move the sanitary line. I wrote a review memo back to the representative and let them know they need to formally apply and what needs to be added to the site plan before the Planning commission can begin a formal review..*

Third Ave old school Stuart Project

The property road and alley easements have been vacated. The remaining land has been rezoned to Multi-Family. They are now moving in another direction and are planning for multifamily condo buildings and possibly some duplexes. The assisted living building seems to be off the table for now. New site plans are being developed. *We had a meeting with the Stuarts and associated parties on 11-30. They showed a concept plan for condo homes. Lots of questions and answers were given with exchanges of plans and information. I have since sent them more information and answered questions.*

Minutes of the meeting of the Lakewood Recreational Authority held on Nov 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, Farrell, Nurenberg

Absent: Reagan, Cappon, Barrone

Approval of Agenda

Motion - Farrell

Support- Nurenberg

Motion carried unanimously by voice vote of members present.

Citizen Comment on Agenda Items - none

Minutes

Motion – Secor

Support by Nurenberg to approve the October 3, 2022 regular meeting minutes.

Motion carried unanimously by voice vote of members present.

Bills – no bills at this time.

Treasurer’s Report

Motion – Nurenberg

Support- Secor

Motion carried unanimously by voice vote of members present.

Presentations/Reports

A. Mark Stoor – GEI Consultants Inc

- Stoor – was not present

B. Jordan Lake Trail Board

- Mayhew reached out to Julie with MDOT and learned that the conditional commitment has been issued for the project
- Stoor also followed up with her and stated that the commitment has been received and the project will be put out to bid for the Spring of 2023
- Mayhew has emailed Stoor and requested an updated estimate for the completion of the Cemetery Road segment if the JLT board was to cover the costs for the construction
 - The previous estimate was \$80,000
 - Curb and gutter were added on Cemetery Road with the LWA project – there is a ditch which could impact cost of the trail project
 - May need to put tile in ditch and put the trail over it

C. Wastewater Project Report

- No questions or comments

Discussion Items

A. Using LWA bridge

- Mayhew reported that Joel Pepper will not give permission for the bridge specs to be given to the LRA
- Pepper also said that the using the bridge for the trail is not an option

B. Stump Grinding

- Nurenberg questioned the status of the stump grinding in the cemetery
 - Mayhew reported that the JLT Board feels it should be a part of the construction project when the trail is put in
- Secor stated that Odessa Township would like it completed sooner than later
- Nurenberg reported that she has received a lot of comments from the community and they would like them taken out as soon as possible
- Mayhew requested that Secor and Nurenberg attend the next JLT board meeting so they can provide this input

Unfinished Business - none

New Business – none

Miscellaneous Correspondence – none

Member Comments - none

Public Comments - none

Adjournment 1:21 pm

Lakewood Wastewater Authority
Page Memorial Building
839 Fourth Ave
Lake Odessa, MI 48849
Board Meeting Minutes
October 25, 2022

Meeting called to order by J. Pepper at 5:02pm

PRESENT: Engle, McCloud, J. Pepper, S. Pepper, Rudisill

ABSENT: Doane

STAFF: Storm, Suntken

APPROVAL OF AGENDA: Motion made by Engle and supported by McCloud to approve the agenda. All ayes. Motion carried.

MEETING MINUTES: Motion made by S. Pepper and supported by McCloud to approve the August 23, 2022 Meeting Minutes as amended. All ayes. Motion carried

SEWER FUND BILLS:

- A. Motion made by Rudisill and supported by S. Pepper to approve sewer fund bills equal to or less than \$3,000 from 8/1/2022 to 9/30/2022. All ayes. Motion Carried.
- B. Motion made by S. Pepper and supported by Rudisill to approve sewer fund bills in excess of \$3,000 as follows:
 1. Asphalt Made Easy - \$3,200.00 – Drain Lin Repairs
 2. Haviland Products Company - \$6,030.00 – Aluminum Sulfate
 3. Plummers Environmental - \$146,944.00 – Sewer Liners (previously approved)
 4. RS Technical Services - \$5,859.71 – Sensors for the Headworks Building
 5. Consumers Energy - \$13,213.14 – Electric Service for 13751 Harwood Rd
 6. Blue Cross Blue Shield - \$9,973.71 – Employee Health Insurance
 7. Consumers Energy - \$17,621.69 – Electric Service for 13751 Harwood Rd
 8. Fishbeck - \$3,192.00 – Asset Management Plan Annual Update
 9. Haviland Products Company - \$6,043.40 & 6,030.00 – Aluminum Sulfate
 10. USA Bluebook - \$3,833.67 – Lab Supplies
 11. Willis & Juarsek - \$3,500.00 – 2021 Single Federal Audit
 12. A&B CDL - \$6,000.00 – CDL Class B Training for Jackson & Peterson
 13. Haviland Products Company - \$6,043.40 – Aluminum Sulfate
 14. Blue Cross Blue Shield - \$9,973.71 – Employee Health Insurance Premiums
 15. Consumers Energy - \$18,212.00 – Electric Service for 13751 Harwood Rd
 16. Haviland Products Company - \$6,048.76 – Aluminum Sulfate
 17. Plummers Environmental - \$19,693.00 – Liners in Sewer Lines (previously approved)
 18. USA Bluebook - \$3,242.76 – Lab Supplies
 19. Fishbeck - \$3,314.40 – Connecting Odessa Estates
 20. Gravity Interceptor and Forcemain Project Invoices:
 - a. Diversco Construction - \$1,121,064.26
 - b. ET MacKenzie - \$76,264.51
 - c. Fishbeck - \$115,573.85 (total)

CITIZEN COMMENTS: none

OLD BUSINESS: none

NEW BUSINESS:

- A. Manager's Report: Given by Suntken.
- B. Motion made by Engle and supported by McCloud to renew the current employee health insurance plan. All ayes, motion carried.

ADJOURNMENT: Motion made by Engle and supported by Rudisill to adjourn the meeting. All ayes, motion carried.
Meeting adjourned at 5:41pm.

The next scheduled meeting will be held on Tuesday, November 22, 2022 at 5:00pm, at the Page Memorial Building, Lake Odessa.

Submitted by

Stacy Storm
Administrative Asst.

Departmental Reports

REPORT TO THE VILLAGE OF LAKE ODESSA COUNCIL

DATE: Monday, December 19, 2022

TO: President Karen Banks; Trustee Michael Brighton; Trustee Terri Cappon; Trustee Carrie Johnson; Trustee Robert Young; Trustee Jennifer Hickey; Trustee Martha Yoder

FROM: Patrick Reagan, Village Manager

RE: Manager's Report to Village Council

President Banks and Village Trustees,

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

PRESENTATIONS

Marcia Cornell, on behalf of the Michigan Municipal League, will be here to present the results of the Village's "Classification and Compensation" study that was performed this year. A copy of this report is included in your packet.

NEW BUSINESS

Proposed Resolution 2022-63: Approval to Authorize Mandatory Payroll Direct Deposit for Village of Lake Odessa Employees and Elected Officials

This resolution will make all payroll payments direct deposit. Staff believes that this will not only save time and resources but will also stop any issues that could arise due to lost payroll checks.

Proposed Resolution 2022-64: Approving the Purchase of a 2022 Ford Police Interceptor through the MiDeal Program for the Lake Odessa Police Department

As we had an unexpected decrease in the number of staff in our police department during 2022, we have funds remaining in the "full time wages" line item. I sought three quotes, per the Village's purchasing policy, from MiDeal contracting dealerships. As I'm sure you remember, MiDeal is a program run by the State of Michigan that allows for cooperative purchasing for municipalities that participate

in the program, which ensures that we get the lowest price on all types of things – vehicles and equipment being the chief amongst them. I received two quotes back for this purchase – the lowest priced quote was from Lunghamer Ford of Owosso for \$43,875.00. Lunghamer is the same dealership from which we purchased the 2020 Interceptor.

Again, while this was not budgeted for this year, there are funds to cover this purchase in the police department’s budget. A budget amendment will need to be made.

This Interceptor will replace the 2016 Chevy Tahoe, which has 80,000+ miles on it and has seen a number of mechanical and electrical issues over the past three years. Furthermore, a police vehicle cannot be judged relative to a passenger car – police vehicles idle for long times throughout the day, are run harder, and must be super-dependable. Six years is the normal lifespan for a police vehicle.

The expected delivery date for this vehicle is 30+ weeks after a purchase order has been signed. This means that in the 2023-2024 budget, additional funds will need to be budgeted for the proper outfitting of this car as well.

Finally, the price quoted for this vehicle, at \$43,000, is \$10,000 more than the last Interceptor that we purchased just two years ago. My point here is that you can expect the cost for police vehicles to continue to rise. Purchasing one now, while the Village has the funds available, is a wise course of action.

I recommend that this resolution be passed and that this vehicle be ordered.

Proposed Resolution 2022-65: Approving a Contribution Of \$500.00 to the Lakewood Recreational Authority

The Lakewood Recreational Authority has sent an invoice, requesting that the annual contribution from the Village to the LRA be sent. The contribution amount is \$500.00. I propose, and this resolution reflects, that this should be paid upon the adoption of the 2023-2024 LRA budget.

Proposed Resolution 2022-66: Approving, Authorizing, and Directing the Village President to Sign a Memorandum of Understanding to Allow Participation in a Low-Income Household Water Assistance Program

This resolution is to approve the Village's taking part in a program that will allow low-income households to receive funds to help pay their water/ sewer bills. The resident that is struggling to pay their water/ sewer bills – and who meets the income thresholds – will be able to work with the Wayne Metropolitan Community Action Agency to receive funds that will assist them in paying their water/ sewer bills. Obviously, this is of benefit to the customer as it will help to keep their water on. It will also be of benefit to the Village and the LWA as it will make sure that the payments are received, notices will not need to be sent out, DPW will not have to go and shut water off, and payment plans will not be necessary for the customer that works with the Wayne Metropolitan Community Action Agency for assistance.

The Village's involvement with this program, as it stands now, will not cost the Village anything. Nor will it change our processes. Instead, it will simply help low-income customers access to funds to help keep their water on and running.

Proposed Resolution 2022-67: Approving the Forwarding of a Proposed Zoning Ordinance Amendment to the Village's Planning Commission for Study, the Holding of a Public Hearing, and Recommendation

During her research, the Zoning Administrator found some issues with our zoning ordinance with regard to Planned Unit Developments (PUD) (Section 36-94). First, this section of ordinance states that all PUD's must be five acres. However, staff feels that this is not feasible as much of the Village is "built out" and finding a five-acre parcel for a PUD is not easy. Staff proposes that this be amended to read "three acres" instead. According to the Zoning Administrator, three acres is a widely accepted amount for a PUD in a small community.

Secondly, there is a typographical error in Section (36-94(e)(4) as it states the following: "Unless modified by the council in writing at the time of application approval, compliance with the following design standards is required..." The issue here is that the planning commission, not the Village Council, approves applications for special use permits, of which a PUD is considered one. The word "council" needs to be removed and replaced by the words "planning commission."

Finally, the issue of perimeter setbacks at 30' will cause issue with the area of the proposed PUD being reduced from five acres to three acres. It is the opinion of staff that a 20' setback is more in line with the rest of the community and more realistic when it comes to a three-acre proposed PUD.

This resolution simply sends the proposed ordinance amendments to the Village’s Planning Commission, per Village ordinance (Section 36-173), for study, the holding of a public hearing, and to make a recommendation back to the Village Council.

Approval of the 2023 Village of Lake Odessa Council Meeting Schedule

The attached meeting schedule keeps each regular Council meeting on the third Monday of each month at 7:00 pm, except for the January meeting as this would normally fall on the MLK holiday that is observed by the Village. Therefore, it has been past practice to move this meeting to the Wednesday following this holiday.

Approval of Budget Amendments as Submitted

The Village Treasurer has submitted some budget amendments for your consideration. The largest proposed amendment is for removing the grant funds and also the contributions from local units as the Jordan Lake Trail will not see construction until Spring 2023. With no construction in the 2022-2023 budget year (March to February) no corresponding grant funds will be received. However, these funds should be reallocated for the 2023-2024 budget year.

Approval for the Village Council to Move into Closed Session for the Purpose of Discussing the Village Manager’s Annual Evaluation after Second Public Comment Period *(Requires a 2/3 Roll Call Vote)*

Per the Michigan Open Meetings Act, “a public body may meet in a closed session only for one or more of the permitted purposes specified in section 8 of the OMA.⁴⁵ The limited purposes for which closed sessions are permitted include, among others:

- (1) To consider the dismissal, suspension, or disciplining of, or to hear complaints or charges brought against, or to consider a periodic personnel evaluation of, a public officer, employee, staff member, or individual agent, if the named person requests a closed hearing.

I have requested my evaluation be performed in a closed hearing, via email, to President Banks.

ITEMS NOT ON THE AGENDA

- Just as a reminder, the annual winter parking ban, from 2:00 am until 6:00 am every morning, began on November 1, 2022. All vehicles need to be removed from Village streets during this time.
- The Page Memorial Building will be closed on December 23rd and December 26th in observance of the Christmas Eve and Christmas Day holidays, per Village the adopted Village handbook. Also, the Page Building will be closed on December 30th and January 2nd in observance of the New Year's Eve and New Year's Day holidays, also per the adopted Village handbook.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'P. Reagan', written in a cursive style.

Patrick Reagan, Village Manager/ Clerk
Village of Lake Odessa



Officer Renton Joling's parents had the honor of pinning his badge after he took his Oath of Office at the Village Council meeting held at the Page building. Officer Joling earned a bachelor's degree in Criminal Justice and successfully completed the Ferris State University police academy. Officer Joling is currently serving in the United States Marine Corps Reserves at the rank of Sergeant and holds a MOS of 3531 Motor Transport Operator. While attending the police academy Officer Joling participated in our departments Ride-A-Long program.





NOVEMBER 2022 CALLS FOR SERVICE:

Ford Miles 18,892

Tahoe Miles 82,968

11/30/22 20:37:52 JUVENILE
11/30/22 16:02:25 NON CRIMINAL
11/30/22 15:31:43 SUSPICIOUS
11/30/22 08:58:54 MED
11/28/22 23:22:40 MED
11/28/22 18:23:33 JUVENILE
11/28/22 16:24:43 TRF
11/28/22 16:00:37 TRF
11/28/22 15:44:21 TRF
11/28/22 14:00:38 TRF
11/28/22 11:05:40 MED
11/28/22 10:52:56 TRF
11/28/22 10:22:45 TRF
11/28/22 10:13:26 TRF
11/28/22 10:05:17 TRF
11/28/22 09:47:14 TRF
11/28/22 09:25:49 TRF
11/28/22 00:03:28 MENTAL
11/27/22 17:08:17 FIRE ALL
11/27/22 15:04:54 TRF
11/27/22 12:43:20 TRF
11/27/22 10:30:09 TRF
11/27/22 09:49:26 TRF
11/27/22 09:26:49 TRF
11/27/22 08:10:46 TRF
11/26/22 19:22:16 MENTAL
11/26/22 16:15:33 TRF
11/26/22 16:01:51 TRF
11/26/22 15:45:37 TRF
11/26/22 15:24:09 TRF
11/26/22 13:37:19 TRF
11/26/22 12:53:14 TRF
11/26/22 10:41:03 TRF
11/26/22 09:34:57 TRF
11/26/22 09:33:56 NON
11/26/22 09:19:09 TRF
11/26/22 08:34:39 GENERAL

11/25/22 21:04:37 MED

11/25/22 20:26:56 CIVIL DISPUTE

11/25/22 15:06:04 CIVIL DISPUTE
11/25/22 13:30:28 TRF
11/25/22 12:24:28 GENERAL
11/25/22 04:44:13 TRESPASSING
11/25/22 03:38:04 MENTAL

11/24/22 19:20:34 ALARM
11/24/22 18:09:14 GENERAL
11/24/22 17:36:21 JUVENILE
11/23/22 22:40:30 SUSPICIOUS
11/23/22 21:02:48 MED
11/23/22 20:22:55 GENERAL
11/23/22 02:01:43 DOMESTIC
11/22/22 15:45:18 WARRANT
11/21/22 20:08:23 SUSPICIOUS
11/21/22 19:42:43 TRAFFIC
11/21/22 16:22:30 TRESPASSING
11/21/22 15:48:07 PDA TRAFFIC
11/21/22 14:19:47 GENERAL
11/21/22 12:11:53 GENERAL
11/21/22 01:59:47 MED
11/20/22 21:35:25 MED
11/20/22 21:14:46 SUSPICIOUS
11/20/22 16:11:31 TRF
11/20/22 13:08:37 HEALTH & SAFETY
11/20/22 11:27:34 LARCENY
11/19/22 19:33:40 Assist Outside Agency
11/19/22 18:42:57 MED
11/19/22 10:55:22 MED
11/19/22 09:59:36 JUVENILE
11/19/22 08:16:34 TRF
11/18/22 14:44:19 JUVENILE
11/18/22 14:31:29 DISORDERLY
11/18/22 14:14:02 TRAFFIC
11/18/22 13:57:17 FAMILY
11/18/22 12:22:24 MED 1
11/18/22 12:21:35 DISORDERLY
11/18/22 11:22:24 ALARM
11/18/22 01:54:47 GENERAL
11/17/22 16:31:11 DISORDERLY
11/16/22 21:04:32 GENERAL
11/16/22 15:50:39 SUSPICIOUS
11/16/22 12:34:58 PIA TRAFFIC
11/16/22 10:31:25 FOLLOW UP

11/15/22 19:03:02 PDA TRAFFIC
11/14/22 16:21:45 TRF
11/14/22 16:11:42 TRF
11/14/22 15:42:30 TRF
11/14/22 11:45:49 MED
11/14/22 09:21:47 TRF
11/13/22 15:33:05 TRF
11/13/22 15:09:14 TRF
11/13/22 13:50:17 TRF
11/13/22 13:33:59 TRF
11/13/22 11:38:01 TRF
11/13/22 11:02:59 TRF
11/13/22 08:42:54 SUSPICIOUS
11/12/22 22:21:12 MED
11/12/22 15:55:59 GENERAL
11/12/22 13:19:18 FIRE ALL
11/12/22 07:44:55 SUSPICIOUS
11/11/22 23:38:45 General Assist
11/11/22 23:20:22 ASSAULT
11/11/22 18:14:27 JUVENILE
11/11/22 17:21:57 MENTAL
11/11/22 15:37:17 SUSPICIOUS
11/11/22 14:27:21 MED
11/11/22 11:54:15 SUSPICIOUS
11/10/22 16:22:50 MED
11/10/22 14:49:10 CIVIL DISPUTE
11/09/22 12:10:52 Follow UP
11/09/22 10:34:34 Follow Up
11/08/22 20:40:03 99091 - MED
11/08/22 16:40:43 9808 - LOST
11/08/22 13:24:28 9807 - SUSPICIOUS

11/08/22 10:12:14 99093 - MED
11/08/22 09:16:10 9807 - SUSPICIOUS
11/08/22 02:20:20 5300 - DISORDERLY
11/07/22 23:25:18 5300 - DISORDERLY
11/07/22 15:51:52 TRF
11/07/22 15:42:40 TRF
11/07/22 15:23:49 TRF
11/07/22 12:44:49 9908 - GENERAL
11/07/22 10:26:55 TRF
11/07/22 09:09:11 9301B - PDA
11/06/22 17:30:47 99091 - MED
11/06/22 16:36:55 9807 - SUSPICIOUS

11/06/22 15:45:35 TRF

11/06/22 15:27:53 TRF

11/06/22 15:17:45 TRF
11/06/22 15:04:50 TRF
11/06/22 14:22:53 MED 3
11/06/22 13:56:21 GENERAL
11/06/22 13:16:47 SUSPICIOUS
11/06/22 13:02:17 TRF
11/06/22 12:46:28 TRF
11/06/22 09:24:14 TRF
11/06/22 07:50:07 TRF
11/05/22 22:44:18 MED
11/05/22 16:52:25 TREES
11/05/22 15:39:47 General
11/05/22 15:36:43 TRF
11/05/22 14:47:14 TRF
11/05/22 13:49:18 TRF
11/05/22 12:09:02 TRF
11/05/22 11:09:00 MED
11/04/22 15:40:02 TRF
11/04/22 09:23:30 Follow Up
11/03/22 13:36:47 DISORDERLY
11/03/22 12:20:01 SUSPICIOUS
11/03/22 10:46:37 GENERAL
11/03/22 09:59:18 GENERAL
11/03/22 07:44:37 PDA
11/01/22 21:43:54 MED
11/01/22 20:57:21 OWI/OUID
11/01/22 17:11:08 MED
11/01/22 16:43:39 988 Suicide Attempt
11/01/22 10:59:08 HEALTH & Safety

TRAINING:

Officer Joling completed a Report Writing training and Use of Force Training. Officer Tollefson completed a Glock Armor re-certification training.

Department of Public Works

November 16th 2022 to December 14th 2022

Council Report

Parks & Beach

We have serviced and stored the grounds maintenance equipment/mowers. The lights on the park pavilion were installed. A few strands have already been vandalized and are no longer working, or partially working. We picked up an order of new trees to be planted in the park to replace the few we had to remove this year. Once the topsoil begins to freeze, we will be planting these. We would do too much damage with equipment if we tried to plant right now.

Streets

The streets were swept of debris and potholes were repaired. The winter banners were installed and the garland on the lamp posts have been wrapped in lights. I purchased a few trees for replacements along the streets as well. These have been temporarily heeled in at the wood chip pile and will be planted this winter or very early spring. We have plowed snow once and salted twice now.

Water

We have focused heavily on swapping nonworking 2G cellular meter endpoints with updated 5G endpoints. Currently, we have changed approximately 195 of the 450+/- needing done. Swapping these out will continue to be a primary focus for the next few weeks. So far, contact made has been solely by knocking on doors. We will soon be handing out notices to the residents that haven't been home and they will need to call me to establish a time for us to complete their update. Nonpayment water turn offs went without issue this month.

DPW

The final loose-leaf collection was completed on November 23rd. With the nice fall weather, most of the residents were able to do a lot of clean up. On a slower year we collect around 1,000 compacted yards of leaves in the Village during our (loose-leaf) collection. On a more average year, we collect between 1,500 and 1,800 yards of leaves. This year we collected 2,288 compacted yards of leaves in Lake Odessa and another 1,053 yards of leaves in the Village of Woodland! We ran the VacAll machine 5 days a week for over 5 straight weeks in Lake Odessa and 4.5 days in Woodland. We also collected with a dump truck and backhoe for 2 weeks in Lake Odessa. We are able to collect leaves in a shorter amount of time in Woodland because their dumpsite is much closer for them than ours is for us. I do not have an exact number, but we used somewhere around \$8,000 in fuel for leaf collection in Lake Odessa this year.

Purchase Request

None at this time.

Additional Comments

Since completion of leaves and street sweeping, we have been servicing and making repairs to the VacAll. This machine is now over 20 years old and should be retired from leaf collection. This puts a ton of hours on it each season and the machine has become very unreliable. With the amount of leaves we collect and the short timeframe we can collect in, we need a reliable machine that is designed for this application. In the upcoming budget, I will be asking for a trailer mounted leaf collector that is specifically designed for this task. The VacAll has a 13-yard capacity, whereas the leaf trailer will have a 25-yard capacity. Having nearly double the capacity and much more vacuum, the leaf trailer will enable us to stay ahead of collection instead of falling behind. We unfortunately cannot replace the VacAll with another similar machine as they have stopped manufacturing these with a front mounted collection tube and the new machines are now too tall to fit inside our buildings. I feel the existing VacAll will serve us as a street sweeper for a few more years if we don't rely on it to collect leaves. A less costly, smaller and more manageable street sweeper would better suit our needs in the future.

May Clean-Up could look a little different this upcoming year. With Less's selling to Granger, I'm having difficulties finding a suitable replacement that can provide the service we need and at a cost we can absorb. In obtaining quotes, I have found the costs have doubled and even tripled for dumpster rentals and the response times for dumpster swaps will not be accommodating. We are sorting through this, but may have to shorten hours or possibly reduce the days in order to absorb the extra costs. We still have a few months to plan and hope to be able to continue on with a similar schedule as provided in the past. As of now, the tentative dates are still May 11th, 12th and 13th.

Reminder:

We still collect compostable bags throughout the winter. We continue to aim for Monday collections unless snow or an emergency takes precedence. We also collect Christmas trees after the first of the year.

Check Date	Bank	Check	Vendor	Vendor Name	Amount
Bank ARTS					
11/11/2022	ARTS	3269	CARDMEMBER	CARDMEMBER SERVICE	34.95
11/22/2022	ARTS	3270	MISC	TIMBER ART	250.00
11/22/2022	ARTS	3271	VERIZON	VERIZON WIRELESS	49.60

ARTS TOTALS:

Total of 3 Checks:	334.55
Less 0 Void Checks:	0.00
Total of 3 Disbursements:	334.55

Bank GEN 1447 GENERAL FUND

11/04/2022	GEN	42156	CONSUMERS	CONSUMERS ENERGY	2,180.62
11/04/2022	GEN	42157	LEXISNEXIS	LEXISNEXIS COPLOGIC SOLUTIONS, INC.	143.10
11/04/2022	GEN	42158	MISC	COAST TO COAST SOLUTIONS	339.44
11/04/2022	GEN	42159	MML	MICHIGAN MUNICIPAL LEAGUE	400.00
11/04/2022	GEN	42160	MMTA	MICHIGAN MUNICIPAL TREASURERS ASSOC	199.00
11/04/2022	GEN	42161	VERIZON	VERIZON WIRELESS	151.41
11/04/2022	GEN	42162	WEX	WEX BANK	1,449.47
11/11/2022	GEN	42163	CARDMEMBER	CARDMEMBER SERVICE	180.53
11/11/2022	GEN	42164	CONSUMERS	CONSUMERS ENERGY	200.28
11/11/2022	GEN	42165	IC DRAIN	IONIA COUNTY DRAIN COMMISSIONER	5,661.71
11/11/2022	GEN	42166	KDP	KDP RETIREMENT PLAN SVCS, INC	137.50
11/11/2022	GEN	42167	MISC	ROSA SURVIVAL TRAINING, LLC	185.00
11/11/2022	GEN	42168	MISC	STREET COP TRAINING, LLC	249.00
11/11/2022	GEN	42169	MISC	RENTON JOLING	7.95
11/11/2022	GEN	42170	NAPA	NAPA OF IONIA	344.63
11/11/2022	GEN	42171	NYE	NYE UNIFORM	272.50
11/11/2022	GEN	42172	SPECTRUM H	SPECTRUM HEALTH PENNOCK	39.00
11/17/2022	GEN	42173	BLUE CROSS	BLUE CROSS BLUE SHIELD OF MICHIGAN	1,633.05
11/17/2022	GEN	42174	CONSUMERS	CONSUMERS ENERGY	503.83
11/17/2022	GEN	42175	DDA	LAKE ODESSA DDA	15,774.44
11/17/2022	GEN	42176	HAMMERSMIT	HAMMERSMITH EQUIPMENT COMPANY	2,175.00
11/17/2022	GEN	42177	MISC	RENTON JOLING	12.28
11/17/2022	GEN	42178	NYE	NYE UNIFORM	21.02
11/17/2022	GEN	42179	TYCO	JOHNSON CONTROLS SECURITY SOLUTIONS	74.95
11/17/2022	GEN	42180	WOW	WOW! BUSINESS	79.99
11/22/2022	GEN	42181	IT RIGHT	VC3, INC	1,404.00
11/22/2022	GEN	42182	MISC	J GARDNER & ASSOCIATES	265.00
11/22/2022	GEN	42183	MISC	OAKLAND COMMUNITY COLLEGE/CREST	50.00
11/22/2022	GEN	42184	VERIZON	VERIZON WIRELESS	395.15
11/22/2022	GEN	42185	WOW	WOW! BUSINESS	91.25
11/22/2022	GEN	42186	WOW	WOW! BUSINESS	137.94

GEN TOTALS:

Total of 31 Checks:	34,759.04
Less 0 Void Checks:	0.00
Total of 31 Disbursements:	34,759.04

Bank HWY 6659 GENERAL HWY

11/04/2022	HWY	2097	HAMMERSMIT	HAMMERSMITH EQUIPMENT COMPANY	1,439.99
11/17/2022	HWY	2098	BB&T	TRUIST GOVERNMENTAL FINANCE	3,678.16
11/17/2022	HWY	2099	BLUE CROSS	BLUE CROSS BLUE SHIELD OF MICHIGAN	106.16
11/17/2022	HWY	2100	DDA	LAKE ODESSA DDA	7,069.28

HWY TOTALS:

Total of 4 Checks:	12,293.59
Less 0 Void Checks:	0.00
Total of 4 Disbursements:	12,293.59

Bank LOC 6646 LOCAL STREETS

11/17/2022	LOC	2355	BLUE CROSS	BLUE CROSS BLUE SHIELD OF MICHIGAN	30.13
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LOC TOTALS:

Total of 1 Checks:	30.13
Less 0 Void Checks:	0.00
Total of 1 Disbursements:	30.13

Bank MAJ 6633 MAJOR STREETS

Check Date	Bank	Check	Vendor	Vendor Name	Amount
11/04/2022	MAJ	2430	MUNICIPAL	MUNICIPAL SUPPLY CO.	604.90
11/17/2022	MAJ	2431	BLUE CROSS	BLUE CROSS BLUE SHIELD OF MICHIGAN	53.46

MAJ TOTALS:

Total of 2 Checks:	658.36
Less 0 Void Checks:	0.00
Total of 2 Disbursements:	658.36

Bank WATER 6620 WATER

11/04/2022	WATER	5570	BADGER	BADGER METER	776.97
11/04/2022	WATER	5571	STATE OF M	STATE OF MICHIGAN	1,521.96
11/04/2022	WATER	5572	TRICOU	HOMEWORKS	4,568.38
11/04/2022	WATER	5573	VERIZON	VERIZON WIRELESS	36.31
11/04/2022	WATER	5574	WEX	WEX BANK	738.81
11/11/2022	WATER	5575	CONSUMERS	CONSUMERS ENERGY	476.96
11/11/2022	WATER	5576	HAVILAND	HAVILAND	2,332.50
11/11/2022	WATER	5577	KDP	KDP RETIREMENT PLAN SVCS, INC	137.50
11/11/2022	WATER	5578	LAKWOOD	LAKWOOD NEWS	103.20
11/17/2022	WATER	5579	AT&T	AT&T	98.84
11/17/2022	WATER	5580	BB&T	TRUIST GOVERNMENTAL FINANCE	1,576.35
11/17/2022	WATER	5581	BLUE CROSS	BLUE CROSS BLUE SHIELD OF MICHIGAN	4,588.23
11/17/2022	WATER	5582	CONSUMERS	CONSUMERS ENERGY	111.42
11/17/2022	WATER	5583	HAMMERSMIT	HAMMERSMITH EQUIPMENT COMPANY	2,775.00
11/17/2022	WATER	5584	IONIA CITY	CITY OF IONIA	44.00
11/17/2022	WATER	5585	MICHCAT	MICHIGAN CAT	1,905.99
11/22/2022	WATER	5586	IT RIGHT	VC3, INC	156.00
11/22/2022	WATER	5587	VERIZON	VERIZON WIRELESS	162.03
11/22/2022	WATER	5588	WOW	WOW! BUSINESS	68.98

WATER TOTALS:

Total of 19 Checks:	22,179.43
Less 0 Void Checks:	0.00
Total of 19 Disbursements:	22,179.43

REPORT TOTALS:

Total of 60 Checks:	70,255.10
Less 0 Void Checks:	0.00
Total of 60 Disbursements:	70,255.10

User: KATHY

DB: Lake Odessa Vil

PERIOD ENDING 11/30/2022

GL NUMBER	DESCRIPTION	2022-23		YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BDDT REMAIN
		AMENDED BUDGET	NORMAL	11/30/2022 (ABNORMAL)	MONTH 11/30/2022 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		472,222.54		0.00		(32,222.54)	(7.32)
101-000-410.000	CURRENT PERSONAL PROPERTY TAX	30,000.00		27,726.00		0.00		2,274.00	7.58
101-000-412.000	DELINQUENT REAL PROPERTY TAX	40,000.00		22,619.19		0.00		17,380.81	43.45
101-000-428.000	MANUFACTURED HOUSING FEES	400.00		421.00		41.50		(21.00)	(5.25)
101-000-441.000	LOCAL COMMUNITY STABILIZATION SHARE TAX	80,000.00		82,452.08		0.00		(2,452.08)	(3.07)
101-000-445.000	PENALTIES & INTEREST ON TAXES	50.00		491.06		0.00		(441.06)	(882.12)
101-000-447.000	PROPERTY TAX ADMINISTRATION FEE	7,500.00		7,582.23		0.00		(82.23)	(1.10)
101-000-452.000	LIQUOR LICENSE FEES	1,500.00		1,757.25		13.75		(257.25)	(17.15)
101-000-454.000	CABLE TV FRANCHISE	4,000.00		2,526.37		756.95		1,473.63	36.84
101-000-476.000	SPECIAL USE/ZBA PERMIT	200.00		400.00		0.00		(200.00)	(100.00)
101-000-477.000	ZONING PERMIT FEES	550.00		526.50		0.00		23.50	4.27
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		9,017.63		0.00		(17.63)	(0.20)
101-000-574.000	STATE REVENUE SHARING	186,803.00		145,901.00		0.00		40,902.00	21.90
101-000-576.000	EVIP PMTS	47,689.00		32,270.00		0.00		15,419.00	32.33
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		380.00		100.00		(180.00)	(90.00)
101-000-635.000	MAY CLEAN UP (NON-RESIDENTS)	200.00		50.00		0.00		150.00	75.00
101-000-657.000	PARKING TICKET FEES	500.00		15.00		0.00		485.00	97.00
101-000-660.000	ORDINANCE FINES	2,000.00		1,371.70		79.20		628.30	31.42
101-000-665.000	INTEREST	1,000.00		3,375.66		800.94		(2,375.66)	(237.57)
101-000-670.000	RENTS-BUILDINGS-LAND	2,000.00		2,850.00		0.00		(850.00)	(42.50)
101-000-675.000	DONATIONS-PRIVATE SOURCES	500.00		1,500.00		0.00		(1,000.00)	(200.00)
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		3,270.00		0.00		(2,770.00)	(554.00)
101-000-695.001	MISC REVENUE-MISC REVENUE GENERAL	7,000.00		10,422.58		3,249.32		(3,422.58)	(48.89)
101-000-695.010	MISC REVENUE-POLICE	1,000.00		415.44		160.00		584.56	58.46
Total Dept 000 - BALANCE SHEET / GENERAL		1,080,292.00		829,563.23		5,201.66		250,728.77	23.21
TOTAL REVENUES		1,080,292.00		829,563.23		5,201.66		250,728.77	23.21
Expenditures									
Dept 101 - GOVERNING BODY									
101-101-702.708	TRUSTEE MEETING FEES	8,500.00		5,400.00		525.00		3,100.00	36.47
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		564.79		40.17		1,178.21	67.60
101-101-723.000	WORKMEN'S COMPENSATION	300.00		48.17		0.00		251.83	83.94
101-101-725.000	MEALS & MILEAGE	100.00		20.00		0.00		80.00	80.00
101-101-727.000	OFFICE SUPPLIES	1,500.00		621.81		0.00		878.19	58.55
101-101-740.000	POSTAGE	500.00		(7.70)		0.00		507.70	101.54
101-101-801.000	CONTRACTED SERVICES	32,000.00		9,951.81		262.50		22,048.19	68.90
101-101-805.000	ATTORNEY FEES	5,000.00		2,821.50		0.00		2,178.50	43.57
101-101-806.000	AUDIT SERVICES	6,750.00		5,802.75		0.00		947.25	14.03
101-101-815.000	DUES & MEMBERSHIPS	3,200.00		2,113.00		99.00		1,087.00	33.97
101-101-816.000	EDUCATION & TRAINING	1,500.00		1,384.38		0.00		115.62	7.71
101-101-825.000	NOTARY & FIDUCIARY BONDS	150.00		40.00		0.00		110.00	73.33
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		15,774.44		15,774.44		(2,274.44)	(16.85)
101-101-850.000	COMMUNICATION EXPENSE	850.00		716.12		79.58		133.88	15.75
101-101-880.000	COMMUNITY PROMOTION	8,000.00		6,050.00		0.00		1,950.00	24.38

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PERIOD ENDING 11/30/2022

GL NUMBER	DESCRIPTION	2022-23		YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BDDT REMAIN
		AMENDED BUDGET	NORMAL	11/30/2022 (ABNORMAL)	MONTH 11/30/2022 INCREASE	(DECREASE)	NORMAL	(ABNORMAL)	
Fund 101 - GENERAL FUND									
Expenditures									
101-101-900.000	PRINTING & PUBLISHING	1,000.00		839.97		0.00		160.03	16.00
101-101-957.000	COUNTER DRAIN	12,000.00		41,661.71		5,661.71		(29,661.71)	(247.18)
101-101-963.000	MISC EXPENSE	200.00		35.00		0.00		165.00	82.50
Total Dept 101 - GOVERNING BODY		104,188.00		93,837.75		22,442.40		10,350.25	9.93
Dept 172 - MANAGERS									
101-172-702.001	DEPT HEAD WAGES	30,840.00		23,023.30		2,302.35		7,816.70	25.35
101-172-710.000	EMPLOYER FICA	2,665.00		1,851.41		171.30		813.59	30.53
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		3,078.63		342.07		1,129.37	26.84
101-172-713.000	DENTAL INSURANCE EXPENSE	421.00		264.33		29.37		156.67	37.21
101-172-714.000	OPTICAL PLAN EXPENSE	50.00		22.05		2.45		27.95	55.90
101-172-720.000	DISABILITY INSURANCE	477.00		318.64		0.00		158.36	33.20
101-172-721.000	LIFE INSURANCE EXPENSE	138.00		69.12		0.00		68.88	49.91
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		1,677.05		131.99		(1,177.05)	(235.41)
101-172-805.000	ATTORNEY FEES	2,000.00		1,127.00		0.00		873.00	43.65
101-172-815.000	DUES & MEMBERSHIPS	1,000.00		620.00		0.00		380.00	38.00
101-172-816.000	EDUCATION & TRAINING	3,000.00		1,195.25		199.00		1,804.75	60.16
101-172-850.000	COMMUNICATION EXPENSE	1,200.00		807.63		85.91		392.37	32.70
Total Dept 172 - MANAGERS		50,049.00		34,054.41		3,264.44		15,994.59	31.96
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		292.30		0.00		1,707.70	85.39
101-265-740.000	POSTAGE	400.00		558.57		0.00		(158.57)	(39.64)
101-265-850.000	COMMUNICATION EXPENSE	1,200.00		828.32		90.74		371.68	30.97
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		2,660.23		0.00		1,339.77	33.49
101-265-931.002	MAINTENANCE/REPAIR-EQUIPMENT	1,000.00		319.80		0.00		680.20	68.02
101-265-931.003	MAINTENANCE-LANDSCAPING & GROUNDS	1,000.00		370.00		0.00		630.00	63.00
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		8,457.22		0.00		3,542.78	29.52
101-265-980.002	SOFTWARE	500.00		780.00		780.00		(280.00)	(56.00)
Total Dept 265 - PAGE MEMORIAL BUILDING		40,400.00		14,266.44		870.74		26,133.56	64.69
Dept 301 - POLICE									
101-301-702.001	DEPARTMENT HEAD WAGES	64,826.00		49,780.51		4,983.22		15,045.49	23.21
101-301-702.704	FULL TIME WAGES	142,475.00		65,743.03		5,237.55		76,731.97	53.86
101-301-702.705	OVER TIME WAGES	7,175.00		3,818.41		24.89		3,356.59	46.78
101-301-702.706	PART TIME WAGES	11,000.00		9,870.00		3,695.00		1,130.00	10.27
101-301-702.717	NO FRINGE BENEFIT INCENTIVE	3,300.00		3,300.00		0.00		0.00	0.00
101-301-710.000	EMPLOYER FICA	19,680.00		10,937.05		1,050.76		8,742.95	44.43
101-301-711.000	EMPLOYERS SHARE OF PENSION	23,575.00		12,276.24		1,394.06		11,298.76	47.93
101-301-712.000	HEALTH INSURANCE EXPENSE	18,274.00		7,083.51		751.40		11,190.49	61.24
101-301-713.000	DENTAL INSURANCE EXPENSE	2,104.00		897.84		91.88		1,206.16	57.33

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PERIOD ENDING 11/30/2022

GL NUMBER	DESCRIPTION	2022-23		YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BDDT REMAIN
		AMENDED BUDGET	NORMAL	11/30/2022 (ABNORMAL)	MONTH 11/30/2022 INCREASE	(DECREASE)	NORMAL	(ABNORMAL) BALANCE	
Fund 101 - GENERAL FUND									
Expenditures									
101-301-714.000	OPTICAL PLAN EXPENSE	388.00		111.20		10.77		276.80	71.34
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		1,270.42		0.00		1,779.58	58.35
101-301-721.000	LIFE INSURANCE EXPENSE	1,000.00		399.92		0.00		600.08	60.01
101-301-723.000	WORKMEN'S COMPENSATION	4,000.00		2,196.14		0.00		1,803.86	45.10
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		129.24		20.23		370.76	74.15
101-301-726.000	VESTS	300.00		0.00		0.00		300.00	100.00
101-301-727.000	OFFICE SUPPLIES	1,500.00		375.29		36.56		1,124.71	74.98
101-301-728.000	SUPPLIES	3,500.00		(1,272.19)		(2,895.11)		4,772.19	136.35
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		842.00		0.00		158.00	15.80
101-301-744.000	CLOTHING EXPENSE	2,000.00		878.17		21.02		1,121.83	56.09
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		4,576.90		336.19		4,923.10	51.82
101-301-801.000	CONTRACTED SERVICES	7,000.00		2,192.72		143.10		4,807.28	68.68
101-301-805.000	ATTORNEY FEES	1,000.00		218.62		0.00		781.38	78.14
101-301-815.000	DUES & MEMBERSHIPS	525.00		175.00		0.00		350.00	66.67
101-301-816.000	EDUCATION & TRAINING	4,000.00		2,230.28		337.50		1,769.72	44.24
101-301-817.000	RANGE QUALIFICATION	1,750.00		624.00		0.00		1,126.00	64.34
101-301-820.001	MEADOWBROOK INSURANCE	8,967.00		8,967.00		0.00		0.00	0.00
101-301-850.000	COMMUNICATION EXPENSE	5,150.00		4,099.25		588.14		1,050.75	20.40
101-301-880.000	COMMUNITY PROMOTION	350.00		39.96		0.00		310.04	88.58
101-301-931.002	MAINTENANCE/REPAIR-EQUIPMENT	1,500.00		83.97		0.00		1,416.03	94.40
101-301-931.004	MAINTENANCE/REPAIR-VEHICLE	5,000.00		3,152.23		0.00		1,847.77	36.96
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		0.00		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		624.00		624.00		876.00	58.40
Total Dept 301 - POLICE		371,259.00		195,820.71		16,451.16		175,438.29	47.25
Dept 441 - PUBLIC WORKS									
101-441-702.001	DEPT HEAD WAGES	19,437.00		14,860.62		1,487.75		4,576.38	23.54
101-441-702.704	FULL TIME WAGES	45,341.00		33,545.38		3,258.10		11,795.62	26.02
101-441-702.705	OVER TIME WAGES	1,845.00		315.30		63.06		1,529.70	82.91
101-441-702.706	PART TIME WAGES	8,300.00		6,361.17		0.00		1,938.83	23.36
101-441-702.717	NO FRINGE BENEFIT INCENTIVE	3,300.00		3,300.00		0.00		0.00	0.00
101-441-710.000	EMPLOYER FICA	7,893.00		4,775.13		367.88		3,117.87	39.50
101-441-711.000	EMPLOYERS SHARE OF PENSION	8,948.00		6,760.91		606.30		2,187.09	24.44
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		364.95		40.55		1,795.05	83.10
101-441-714.000	OPTICAL PLAN EXPENSE	288.00		28.98		3.22		259.02	89.94
101-441-720.000	DISABILITY INSURANCE	1,166.00		641.28		0.00		524.72	45.00
101-441-721.000	LIFE INSURANCE EXPENSE	350.00		208.08		0.00		141.92	40.55
101-441-723.000	WORKMEN'S COMPENSATION	5,989.00		3,334.94		0.00		2,654.06	44.32
101-441-727.000	OFFICE SUPPLIES	250.00		197.78		0.00		52.22	20.89
101-441-728.000	SUPPLIES	4,000.00		1,536.91		68.56		2,463.09	61.58
101-441-741.000	MEDICAL & PHYSICALS	300.00		408.00		124.00		(108.00)	(36.00)
101-441-744.000	CLOTHING EXPENSE	1,000.00		379.19		99.99		620.81	62.08
101-441-751.000	GASOLINE PURCHASES	6,000.00		6,493.79		1,113.28		(493.79)	(8.23)
101-441-801.000	CONTRACTED SERVICES	31,500.00		1,890.50		0.00		29,609.50	94.00
101-441-815.000	DUES & MEMBERSHIPS	1,200.00		420.00		400.00		780.00	65.00

PERIOD ENDING 11/30/2022

GL NUMBER	DESCRIPTION	2022-23		YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BDTG REMAIN
		AMENDED BUDGET	NORMAL	11/30/2022 (ABNORMAL)	MONTH 11/30/2022 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		7,168.00		0.00		797.00	10.01
101-441-823.000	LICENSE FEES	300.00		79.13		0.00		220.87	73.62
101-441-850.000	COMMUNICATION EXPENSE	1,400.00		1,046.24		116.30		353.76	25.27
101-441-890.000	MAY CLEAN UP	3,500.00		3,990.75		0.00		(490.75)	(14.02)
101-441-920.000	GAS AND ELECTRIC	3,000.00		1,725.48		155.05		1,274.52	42.48
101-441-931.001	MAINTENANCE/REPAIR-BUILDING	13,000.00		10,703.99		0.00		2,296.01	17.66
101-441-931.002	MAINTENANCE/REPAIR-EQUIPMENT	6,000.00		2,849.29		436.12		3,150.71	52.51
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		855.73		0.00		2,144.27	71.48
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		620.00		124.00		180.00	22.50
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		507.89		0.00		992.11	66.14
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		2,175.00		2,175.00		2,825.00	56.50
101-441-970.001	CAPITAL OUTLAY-EQUIPMENT	26,000.00		26,000.00		0.00		0.00	0.00
Total Dept 441 - PUBLIC WORKS		228,233.00		143,544.41		10,639.16		84,688.59	37.11
Dept 448 - PUBLIC UTILITIES-STREET LIGHTING									
101-448-924.000	STREET LIGHT EXPENSE	34,000.00		20,944.35		2,432.71		13,055.65	38.40
Total Dept 448 - PUBLIC UTILITIES-STREET LIGHTING		34,000.00		20,944.35		2,432.71		13,055.65	38.40
Dept 536 - WATER/SEWER									
101-536-938.000	SEWER EXPENSE	3,400.00		2,479.47		0.00		920.53	27.07
101-536-939.000	WATER EXPENSE	1,800.00		1,591.22		0.00		208.78	11.60
Total Dept 536 - WATER/SEWER		5,200.00		4,070.69		0.00		1,129.31	21.72
Dept 722 - ZONING									
101-722-702.706	PART TIME WAGES	7,034.00		5,275.00		528.08		1,759.00	25.01
101-722-710.000	EMPLOYER FICA	666.00		435.32		40.40		230.68	34.64
101-722-727.000	OFFICE SUPPLIES	100.00		0.00		0.00		100.00	100.00
101-722-850.000	COMMUNICATION EXPENSE	200.00		412.65		0.00		(212.65)	(106.33)
Total Dept 722 - ZONING		8,000.00		6,122.97		568.48		1,877.03	23.46
Dept 728 - ECONOMIC DEVELOPMENT									
101-728-801.000	CONTRACTED SERVICES	2,000.00		2,000.00		0.00		0.00	0.00
Total Dept 728 - ECONOMIC DEVELOPMENT		2,000.00		2,000.00		0.00		0.00	0.00
Dept 751 - PARKS AND RECREATION									
101-751-723.000	WORKMEN'S COMPENSATION	270.00		171.40		0.00		98.60	36.52
101-751-728.000	SUPPLIES	2,000.00		2,845.00		0.00		(845.00)	(42.25)
101-751-882.000	SWIFTY'S PLACE	250.00		335.94		0.00		(85.94)	(34.38)
101-751-920.000	GAS AND ELECTRIC	3,600.00		2,484.32		296.97		1,115.68	30.99
101-751-931.001	MAINTENANCE/REPAIR-BUILDING	2,000.00		3,958.10		0.00		(1,958.10)	(97.91)
101-751-931.002	MAINTENANCE/REPAIR-EQUIPMENT	26,000.00		24,732.53		0.00		1,267.47	4.87

PERIOD ENDING 11/30/2022

GL NUMBER	DESCRIPTION	2022-23	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDTG REMAIN
		AMENDED BUDGET	11/30/2022 (NORMAL (ABNORMAL))	MONTH 11/30/2022 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 101 - GENERAL FUND						
Expenditures						
101-751-931.003	MAINTENANCE-LANDSCAPING & GROUNDS	5,000.00	22,049.11	0.00	(17,049.11)	(340.98)
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	56,576.40	296.97	182,543.60	76.34
TOTAL EXPENDITURES		1,082,449.00	571,238.13	56,966.06	511,210.87	47.23
Fund 101 - GENERAL FUND:						
TOTAL REVENUES		1,080,292.00	829,563.23	5,201.66	250,728.77	23.21
TOTAL EXPENDITURES		1,082,449.00	571,238.13	56,966.06	511,210.87	47.23
NET OF REVENUES & EXPENDITURES		(2,157.00)	258,325.10	(51,764.40)	(260,482.10)	(11,876.)

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PERIOD ENDING 11/30/2022

GL NUMBER	DESCRIPTION	2022-23		YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BDTG REMAIN
		AMENDED BUDGET	NORMAL	11/30/2022 (ABNORMAL)	MONTH 11/30/2022 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		156,994.85		17,942.44		50,005.15	24.16
202-000-665.000	INTEREST	2,000.00		1,986.80		214.29		13.20	0.66
202-000-676.000	REIMBURSEMENTS	0.00		13.51		0.00		(13.51)	0.00
Total Dept 000 - BALANCE SHEET / GENERAL		209,000.00		158,995.16		18,156.73		50,004.84	23.93
TOTAL REVENUES		209,000.00		158,995.16		18,156.73		50,004.84	23.93
Expenditures									
Dept 449 - STREET DEPT (ACT 51)									
202-449-702.001	DEPT HEAD WAGES	3,700.00		2,842.47		284.25		857.53	23.18
202-449-710.000	EMPLOYER FICA	359.00		228.61		21.14		130.39	36.32
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		463.28		46.16		643.72	58.15
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		474.48		0.00		4,025.52	89.46
202-449-801.000	CONTRACTED SERVICES	6,000.00		1,200.00		0.00		4,800.00	80.00
202-449-806.000	AUDIT SERVICES	1,500.00		1,289.50		0.00		210.50	14.03
202-449-863.000	STREET STRIPING	2,500.00		200.00		0.00		2,300.00	92.00
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		72,000.00		0.00		0.00	0.00
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		2,180.90		0.00		4,819.10	68.84
202-449-963.000	MISC EXPENSE	1,500.00		658.48		0.00		841.52	56.10
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		81,537.72		351.55		60,737.28	42.69
Dept 450 - MAINTENANCE / CONSTRUCTION									
202-450-702.001	MAINTENANCE WAGES	3,608.00		2,752.05		275.49		855.95	23.72
202-450-710.000	MAINTENANCE EMPLOYER FICA	369.00		210.53		21.07		158.47	42.95
202-450-711.000	MAINTENANCE ER SHARE OF PENSION	369.00		507.23		50.78		(138.23)	(37.46)
202-450-712.002	MAINTENANCE BENEFITS	172.00		109.46		7.30		62.54	36.36
Total Dept 450 - MAINTENANCE / CONSTRUCTION		4,518.00		3,579.27		354.64		938.73	20.78
Dept 869 - SNOW REMOVAL									
202-869-702.001	SNOW REMOVAL WAGES	3,587.00		1,205.40		156.29		2,381.60	66.40
202-869-710.000	SNOW REMOVAL EMPLOYER FICA	359.00		89.29		11.68		269.71	75.13
202-869-711.000	SNOW REMOVAL SHARE OF PENSION	410.00		120.54		15.63		289.46	70.60
Total Dept 869 - SNOW REMOVAL		4,356.00		1,415.23		183.60		2,940.77	67.51
TOTAL EXPENDITURES		151,149.00		86,532.22		889.79		64,616.78	42.75
Fund 202 - MAJOR STREET FUND:									
TOTAL REVENUES		209,000.00		158,995.16		18,156.73		50,004.84	23.93

PERIOD ENDING 11/30/2022

GL NUMBER	DESCRIPTION	2022-23		YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BDT REMAIN
		AMENDED BUDGET	NORMAL	11/30/2022 (ABNORMAL)	MONTH 11/30/2022 INCREASE	(DECREASE)	NORMAL	(ABNORMAL) BALANCE	
Fund 202 - MAJOR STREET FUND									
TOTAL EXPENDITURES		151,149.00		86,532.22		889.79		64,616.78	42.75
NET OF REVENUES & EXPENDITURES		57,851.00		72,462.94		17,266.94		(14,611.94)	(25.26)

PERIOD ENDING 11/30/2022

GL NUMBER	DESCRIPTION	2022-23		YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BDTG REMAIN
		AMENDED BUDGET	NORMAL	11/30/2022 (ABNORMAL)	MONTH 11/30/2022 INCREASE	(DECREASE)	NORMAL	(ABNORMAL)	
Fund 203 - LOCAL STREET FUND									
Revenues									
Dept 000 - BALANCE SHEET / GENERAL									
203-000-575.000	ACT 51 / STREETS	72,000.00		52,331.64		5,980.82		19,668.36	27.32
203-000-665.000	INTEREST	1,100.00		466.20		39.25		633.80	57.62
203-000-676.000	REIMBURSEMENTS	0.00		10.14		0.00		(10.14)	0.00
203-000-695.000	MISC REVENUE	30,000.00		40,159.68		0.00		(10,159.68)	(33.87)
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		92,967.66		6,020.07		40,132.34	30.15
TOTAL REVENUES		133,100.00		92,967.66		6,020.07		40,132.34	30.15
Expenditures									
Dept 449 - STREET DEPT (ACT 51)									
203-449-702.001	DEPT HEAD WAGES	1,743.00		1,137.04		113.73		605.96	34.77
203-449-710.000	EMPLOYER FICA	205.00		91.48		8.47		113.52	55.38
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		185.26		18.46		700.74	79.09
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		474.47		0.00		4,025.53	89.46
203-449-801.000	CONTRACTED SERVICES	6,500.00		7,450.00		0.00		(950.00)	(14.62)
203-449-806.000	AUDIT SERVICES	1,050.00		902.65		0.00		147.35	14.03
203-449-863.000	STREET STRIPING	1,000.00		1,000.00		0.00		0.00	0.00
203-449-865.000	STREET SIGNS	1,000.00		395.00		0.00		605.00	60.50
203-449-867.000	STREET REPAIRS	150,000.00		151,116.42		0.00		(1,116.42)	(0.74)
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		162,752.32		140.66		14,086.68	7.97
Dept 450 - MAINTENANCE / CONSTRUCTION									
203-450-702.001	MAINTENANCE WAGES	5,812.00		4,403.25		440.83		1,408.75	24.24
203-450-710.000	MAINTENANCE EMPLOYER FICA	528.00		363.42		33.73		164.58	31.17
203-450-711.000	MAINTENANCE ER SHARE OF PENSION	630.00		811.49		81.24		(181.49)	(28.81)
203-450-712.002	MAINTENANCE BENEFITS	227.00		175.03		11.67		51.97	22.89
Total Dept 450 - MAINTENANCE / CONSTRUCTION		7,197.00		5,753.19		567.47		1,443.81	20.06
Dept 869 - SNOW REMOVAL									
203-869-702.001	SNOW REMOVAL WAGES	3,587.00		678.08		254.17		2,908.92	81.10
203-869-710.000	SNOW REMOVAL FICA	359.00		49.95		18.60		309.05	86.09
203-869-711.000	SNOW REMOVAL SHARE OF PENSION	410.00		67.80		25.41		342.20	83.46
Total Dept 869 - SNOW REMOVAL		4,356.00		795.83		298.18		3,560.17	81.73
TOTAL EXPENDITURES		188,392.00		169,301.34		1,006.31		19,090.66	10.13
Fund 203 - LOCAL STREET FUND:									
TOTAL REVENUES		133,100.00		92,967.66		6,020.07		40,132.34	30.15

PERIOD ENDING 11/30/2022

GL NUMBER	DESCRIPTION	2022-23		YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BDGT REMAIN
		AMENDED BUDGET	NORMAL	11/30/2022 (ABNORMAL)	MONTH 11/30/2022 INCREASE	(DECREASE)	NORMAL	(ABNORMAL)	
Fund 203 - LOCAL STREET FUND									
TOTAL EXPENDITURES		188,392.00		169,301.34		1,006.31		19,090.66	10.13
NET OF REVENUES & EXPENDITURES		(55,292.00)		(76,333.68)		5,013.76		21,041.68	(38.06)

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PERIOD ENDING 11/30/2022

GL NUMBER	DESCRIPTION	2022-23		YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BDTG REMAIN
		AMENDED BUDGET	NORMAL	11/30/2022 (ABNORMAL)	MONTH 11/30/2022 INCREASE	(DECREASE)	NORMAL	(ABNORMAL)	
Fund 204 - GENERAL HWY									
Revenues									
Dept 000 - BALANCE SHEET / GENERAL									
204-000-402.000	CURRENT REAL PROPERTY TAXES	200,000.00		211,519.58		0.00		(11,519.58)	(5.76)
204-000-410.000	CURRENT PERSONAL PROPERTY TAX	14,000.00		12,425.67		0.00		1,574.33	11.25
204-000-412.000	DELINQUENT REAL PROPERTY TAX	12,000.00		10,136.81		0.00		1,863.19	15.53
204-000-441.000	LOCAL COMMUNITY STABILIZATION SHARE TAX	22,000.00		23,251.70		0.00		(1,251.70)	(5.69)
204-000-445.000	PENALTIES & INTEREST ON TAXES	0.00		0.08		0.00		(0.08)	0.00
204-000-665.000	INTEREST	2,200.00		2,321.06		209.97		(121.06)	(5.50)
204-000-676.000	REIMBURSEMENTS	0.00		10.14		0.00		(10.14)	0.00
Total Dept 000 - BALANCE SHEET / GENERAL		250,200.00		259,665.04		209.97		(9,465.04)	(3.78)
TOTAL REVENUES		250,200.00		259,665.04		209.97		(9,465.04)	(3.78)
Expenditures									
Dept 446 - HIGHWAYS, STREETS (NOT ACT 51)									
204-446-702.001	ADMINISTRATION WAGES	9,563.00		6,537.50		653.72		3,025.50	31.64
204-446-710.000	ADMINISTRATION FICA	892.00		525.77		48.63		366.23	41.06
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		1,065.52		106.16		407.48	27.66
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		1,289.50		0.00		210.50	14.03
204-446-828.000	DOWNTOWN DEVELOPMENT	0.00		7,069.28		7,069.28		(7,069.28)	0.00
204-446-891.000	SIDEWALK REPLACEMENT PROGRAM	45,000.00		18,676.34		947.99		26,323.66	58.50
204-446-990.986	MTF BOND PAYMENT - PRINCIPAL	65,000.00		65,000.00		0.00		0.00	0.00
204-446-990.987	CAPITAL IMPROVEMENT BOND - PRIN	8,400.00		8,400.00		0.00		0.00	0.00
204-446-990.988	CAPITAL IMPROV BOND II - PRIN	38,500.00		38,500.00		0.00		0.00	0.00
204-446-995.986	MTF BOND INTEREST	5,355.00		5,355.00		0.00		0.00	0.00
204-446-995.987	CAP IMPROVE BOND I INTEREST	810.00		810.00		0.00		0.00	0.00
204-446-995.988	CAP IMPROV BOND II INTEREST	7,792.00		7,791.36		3,678.16		0.64	0.01
Total Dept 446 - HIGHWAYS, STREETS (NOT ACT 51)		185,836.00		161,020.27		12,503.94		24,815.73	13.35
Dept 450 - MAINTENANCE / CONSTRUCTION									
204-450-702.001	STREET ADMIN SALARY	21,525.00		16,512.06		1,653.07		5,012.94	23.29
204-450-710.000	STREET ADMIN FICA	2,101.00		1,362.79		126.46		738.21	35.14
204-450-711.000	EMPLOYERS SHARE OF PENSION	2,311.00		3,043.16		304.66		(732.16)	(31.68)
204-450-712.002	STREET ADMIN BENEFITS	797.00		498.80		0.00		298.20	37.42
Total Dept 450 - MAINTENANCE / CONSTRUCTION		26,734.00		21,416.81		2,084.19		5,317.19	19.89
TOTAL EXPENDITURES		212,570.00		182,437.08		14,588.13		30,132.92	14.18
Fund 204 - GENERAL HWY:									
TOTAL REVENUES		250,200.00		259,665.04		209.97		(9,465.04)	(3.78)
TOTAL EXPENDITURES		212,570.00		182,437.08		14,588.13		30,132.92	14.18
NET OF REVENUES & EXPENDITURES		37,630.00		77,227.96		(14,378.16)		(39,597.96)	(105.23)

GL NUMBER	DESCRIPTION	2022-23		YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BDGT REMAIN
		AMENDED BUDGET	NORMAL	11/30/2022 (ABNORMAL)	MONTH 11/30/2022 INCREASE	(DECREASE)	NORMAL	(ABNORMAL) BALANCE	
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY									
Revenues									
Dept 000 - BALANCE SHEET / GENERAL									
248-000-402.000	CURRENT REAL PROPERTY TAXES	30,000.00		22,843.72		22,843.72		7,156.28	23.85
248-000-665.000	INTEREST	60.00		44.28		8.11		15.72	26.20
248-000-675.000	DONATIONS-PRIVATE SOURCES	1,000.00		740.00		340.00		260.00	26.00
Total Dept 000 - BALANCE SHEET / GENERAL		31,060.00		23,628.00		23,191.83		7,432.00	23.93
TOTAL REVENUES		31,060.00		23,628.00		23,191.83		7,432.00	23.93
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		571.00		0.00		7,429.00	92.86
248-275-806.000	AUDIT SERVICES	150.00		128.95		0.00		21.05	14.03
248-275-815.000	DUES & MEMBERSHIPS	25.00		25.00		0.00		0.00	0.00
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		750.00		0.00		(250.00)	(50.00)
248-275-967.000	BEAUTIFICATION	44,000.00		3,823.60		0.00		40,176.40	91.31
248-275-967.002	CHRISTMAS DECORATIONS	2,600.00		864.00		0.00		1,736.00	66.77
Total Dept 275 - DDA		56,825.00		6,162.55		0.00		50,662.45	89.16
TOTAL EXPENDITURES		56,825.00		6,162.55		0.00		50,662.45	89.16
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:									
TOTAL REVENUES		31,060.00		23,628.00		23,191.83		7,432.00	23.93
TOTAL EXPENDITURES		56,825.00		6,162.55		0.00		50,662.45	89.16
NET OF REVENUES & EXPENDITURES		(25,765.00)		17,465.45		23,191.83		(43,230.45)	32.21

User: KATHY

DB: Lake Odessa Vil

PERIOD ENDING 11/30/2022

GL NUMBER	DESCRIPTION	2022-23		YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BDTG REMAIN
		AMENDED BUDGET	NORMAL	11/30/2022 (ABNORMAL)	MONTH 11/30/2022 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		2,260.00		60.00		(260.00)	(13.00)
290-000-401.290	ART IN THE PARK REVENUE	2,500.00		2,495.00		0.00		5.00	0.20
290-000-539.000	STATE GRANTS	6,000.00		5,730.00		0.00		270.00	4.50
290-000-610.000	FOOD BOOTH FEES	600.00		535.00		0.00		65.00	10.83
290-000-611.000	CONCESSIONS	1,500.00		793.50		0.00		706.50	47.10
290-000-665.000	INTEREST	0.00		6.50		2.50		(6.50)	0.00
290-000-675.000	DONATIONS-PRIVATE SOURCES	6,000.00		7,300.00		0.00		(1,300.00)	(21.67)
290-000-695.000	MISC REVENUE	200.00		788.75		0.00		(588.75)	(294.38)
Total Dept 000 - BALANCE SHEET / GENERAL		18,800.00		19,908.75		62.50		(1,108.75)	(5.90)
TOTAL REVENUES		18,800.00		19,908.75		62.50		(1,108.75)	(5.90)
Expenditures									
Dept 752 - ARTS									
290-752-701.000	OPER EXPENSE-GRANT DISBURSEMENT	50.00		50.00		0.00		0.00	0.00
290-752-724.000	REFUND/REIMBURSEMENTS	60.00		10.00		0.00		50.00	83.33
290-752-728.000	SUPPLIES	2,000.00		700.59		0.00		1,299.41	64.97
290-752-740.000	POSTAGE	200.00		43.70		0.00		156.30	78.15
290-752-793.000	OPERATING EXPENSE	200.00		140.00		0.00		60.00	30.00
290-752-794.000	T-SHIRTS	500.00		127.50		0.00		372.50	74.50
290-752-795.000	SOUND	1,500.00		1,513.35		0.00		(13.35)	(0.89)
290-752-796.000	ROLLS	175.00		186.75		0.00		(11.75)	(6.71)
290-752-798.000	CONCESSIONS SUPPLIES	500.00		183.35		0.00		316.65	63.33
290-752-806.000	AUDIT SERVICES	150.00		128.95		0.00		21.05	14.03
290-752-851.000	RADIOS	100.00		100.00		0.00		0.00	0.00
290-752-852.000	TELEPHONE	625.00		446.30		49.60		178.70	28.59
290-752-881.000	ADVERTISING	7,000.00		3,678.88		34.95		3,321.12	47.44
290-752-890.001	CLEAN UP	150.00		113.62		0.00		36.38	24.25
290-752-895.000	KIDS AREA	0.00		6.00		0.00		(6.00)	0.00
290-752-898.000	ENTERTAINMENT	1,300.00		1,250.00		0.00		50.00	3.85
290-752-953.000	PORT A POTTY	600.00		590.00		0.00		10.00	1.67
290-752-963.000	MISCELLANEOUS EXPENSE	250.00		326.26		0.00		(76.26)	(30.50)
290-752-964.000	PARK IMPROVEMENTS	5,000.00		452.09		250.00		4,547.91	90.96
290-752-967.000	PROJECT COSTS	2,500.00		3,756.16		0.00		(1,256.16)	(50.25)
Total Dept 752 - ARTS		22,860.00		13,803.50		334.55		9,056.50	39.62
TOTAL EXPENDITURES		22,860.00		13,803.50		334.55		9,056.50	39.62
Fund 290 - ARTS:									
TOTAL REVENUES		18,800.00		19,908.75		62.50		(1,108.75)	(5.90)
TOTAL EXPENDITURES		22,860.00		13,803.50		334.55		9,056.50	39.62
NET OF REVENUES & EXPENDITURES		(4,060.00)		6,105.25		(272.05)		(10,165.25)	(50.38)

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PERIOD ENDING 11/30/2022

GL NUMBER	DESCRIPTION	2022-23	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT
		AMENDED BUDGET	11/30/2022 NORMAL (ABNORMAL)	MONTH 11/30/2022 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
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	2.54	0.41	2.46	49.20
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	2.54	0.41	3,277.46	99.92
TOTAL REVENUES		3,280.00	2.54	0.41	3,277.46	99.92
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	2.54	0.41	3,277.46	99.92
TOTAL EXPENDITURES		3,270.00	0.00	0.00	3,270.00	100.00
NET OF REVENUES & EXPENDITURES		10.00	2.54	0.41	7.46	74.60

PERIOD ENDING 11/30/2022

GL NUMBER	DESCRIPTION	YTD BALANCE		ACTIVITY FOR		AVAILABLE		% BDGT REMAIN
		2022-23 AMENDED BUDGET	11/30/2022 NORMAL (ABNORMAL)	MONTH 11/30/2022 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)			
Fund 590 - SEWER FUND								
Revenues								
Dept 000 - BALANCE SHEET / GENERAL								
590-000-590.603	SEWER NSF REVENUE	0.00	35.00	35.00	(35.00)	0.00		
590-000-614.000	SEWER REVENUE	0.00	1,627,049.21	(0.89)	(1,627,049.21)	0.00		
590-000-615.000	SEWER PENALTIES	0.00	9,986.00	3,237.10	(9,986.00)	0.00		
590-000-619.000	LAB TESTING REVENUE	0.00	85.15	0.00	(85.15)	0.00		
Total Dept 000 - BALANCE SHEET / GENERAL		0.00	1,637,155.36	3,271.21	(1,637,155.36)	0.00		
TOTAL REVENUES		0.00	1,637,155.36	3,271.21	(1,637,155.36)	0.00		
Fund 590 - SEWER FUND:								
TOTAL REVENUES		0.00	1,637,155.36	3,271.21	(1,637,155.36)	0.00		
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	100.00		
NET OF REVENUES & EXPENDITURES		0.00	1,637,155.36	3,271.21	(1,637,155.36)	0.00		

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PERIOD ENDING 11/30/2022

GL NUMBER	DESCRIPTION	2022-23		YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BDTG REMAIN
		AMENDED BUDGET	NORMAL	11/30/2022 (ABNORMAL)	MONTH 11/30/2022 INCREASE	(DECREASE)	NORMAL	(ABNORMAL) BALANCE	
Fund 591 - WATER FUND									
Revenues									
Dept 000 - BALANCE SHEET / GENERAL									
591-000-402.591	WATER REVENUE	950,000.00		765,439.09		119.93		184,560.91	19.43
591-000-445.000	PENALTIES & INTEREST	5,500.00		5,066.87		1,426.34		433.13	7.88
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		2,795.21		0.00		1,704.79	37.88
591-000-608.000	WATER TURN ON/OFF FEES	1,200.00		352.13		50.00		847.87	70.66
591-000-609.000	FINAL READ INCOME	500.00		310.23		50.00		189.77	37.95
591-000-665.000	INTEREST	4,000.00		3,260.56		127.30		739.44	18.49
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		1,478.58		0.00		6,521.42	81.52
Total Dept 000 - BALANCE SHEET / GENERAL		979,450.00		778,702.67		1,773.57		200,747.33	20.50
Dept 536 - WATER/SEWER									
591-536-676.000	REIMBURSMENTS	0.00		33.79		0.00		(33.79)	0.00
Total Dept 536 - WATER/SEWER		0.00		33.79		0.00		(33.79)	0.00
TOTAL REVENUES		979,450.00		778,736.46		1,773.57		200,713.54	20.49
Expenditures									
Dept 536 - WATER/SEWER									
591-536-702.001	DEPT HEAD WAGES	50,994.00		39,819.05		3,983.75		11,174.95	21.91
591-536-702.704	FULL TIME WAGES	157,000.00		118,254.27		11,518.75		38,745.73	24.68
591-536-702.705	OVER TIME WAGES	2,563.00		1,380.18		103.38		1,182.82	46.15
591-536-702.706	PART TIME WAGES	2,050.00		75.68		0.00		1,974.32	96.31
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		12,287.69		1,131.92		8,212.31	40.06
591-536-711.000	EMPLOYERS SHARE OF PENSION	22,550.00		15,059.29		1,471.89		7,490.71	33.22
591-536-712.000	HEALTH INSURANCE EXPENSE	49,200.00		27,112.48		3,090.24		22,087.52	44.89
591-536-712.002	ADMIN BENEFITS	5,227.00		3,509.09		346.29		1,717.91	32.87
591-536-713.000	DENTAL INSURANCE EXPENSE	5,338.00		3,576.69		397.41		1,761.31	33.00
591-536-714.000	OPTICAL PLAN EXPENSE	681.00		491.49		54.61		189.51	27.83
591-536-720.000	DISABILITY INSURANCE	2,800.00		1,512.00		0.00		1,288.00	46.00
591-536-721.000	LIFE INSURANCE EXPENSE	855.00		497.92		0.00		357.08	41.76
591-536-723.000	WORKMEN'S COMPENSATION	2,350.00		1,578.35		0.00		771.65	32.84
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		4,075.30		2,572.50		(1,075.30)	(35.84)
591-536-740.000	POSTAGE	1,500.00		1,564.40		300.00		(64.40)	(4.29)
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		645.93		0.00		554.07	46.17
591-536-751.000	GASOLINE PURCHASES	4,000.00		4,303.28		738.81		(303.28)	(7.58)
591-536-780.000	METER REPLACEMENT	7,000.00		15,561.15		98.95		(8,561.15)	(122.30)
591-536-801.000	CONTRACTED SERVICES	29,500.00		36,743.52		137.50		(7,243.52)	(24.55)
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		3,352.70		0.00		547.30	14.03
591-536-815.000	DUES & MEMBERSHIPS	4,000.00		2,126.96		0.00		1,873.04	46.83
591-536-816.000	EDUCATION & TRAINING	3,000.00		565.00		0.00		2,435.00	81.17
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		15,500.00		0.00		0.00	0.00
591-536-827.000	WATER TESTING FEES	2,500.00		2,150.00		44.00		350.00	14.00

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PERIOD ENDING 11/30/2022

GL NUMBER	DESCRIPTION	2022-23		YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BDGT REMAIN
		AMENDED BUDGET	NORMAL	11/30/2022 (ABNORMAL)	MONTH 11/30/2022 INCREASE	(DECREASE)	NORMAL	(ABNORMAL) BALANCE	
Fund 591 - WATER FUND									
Expenditures									
591-536-850.000	COMMUNICATION EXPENSE	3,800.00		3,860.46		416.16		(60.46)	(1.59)
591-536-900.000	PRINTING & PUBLISHING	200.00		103.20		103.20		96.80	48.40
591-536-920.000	GAS AND ELECTRIC	55,000.00		40,721.54		3,418.54		14,278.46	25.96
591-536-931.001	MAINTENANCE/REPAIR-BUILDING	23,000.00		307.95		0.00		22,692.05	98.66
591-536-931.002	MAINTENANCE/REPAIR-EQUIPMENT	66,000.00		50,626.57		4,680.99		15,373.43	23.29
591-536-931.004	MAINTENANCE/REPAIR-VEHICLE	1,500.00		0.00		0.00		1,500.00	100.00
591-536-931.009	MAINTENANCE/REPAIR-WATER LINES	6,000.00		1,016.56		0.00		4,983.44	83.06
591-536-931.010	MAINTENANCE/REPAIRS-TANKS	75,000.00		74,235.00		0.00		765.00	1.02
591-536-932.000	NEW WATER MAINS	30,000.00		9,775.25		0.00		20,224.75	67.42
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		59,548.00		0.00		25,452.00	29.94
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		3,909.97		0.00		1,090.03	21.80
591-536-980.001	HARDWARE	9,200.00		6,984.72		776.97		2,215.28	24.08
591-536-980.002	SOFTWARE	500.00		156.00		156.00		344.00	68.80
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		41,221.37		1,576.35		34,541.63	45.59
Total Dept 536 - WATER/SEWER		965,771.00		604,209.01		37,118.21		361,561.99	37.44
TOTAL EXPENDITURES		965,771.00		604,209.01		37,118.21		361,561.99	37.44
Fund 591 - WATER FUND:									
TOTAL REVENUES				979,450.00		778,736.46		1,773.57	20.49
TOTAL EXPENDITURES				965,771.00		604,209.01		37,118.21	37.44
NET OF REVENUES & EXPENDITURES				13,679.00		174,527.45		(35,344.64)	(1,175.8)

PERIOD ENDING 11/30/2022

GL NUMBER	DESCRIPTION	2022-23		YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BDGT REMAIN
		AMENDED BUDGET	NORMAL	11/30/2022 (ABNORMAL)	MONTH 11/30/2022 INCREASE	(DECREASE)	NORMAL	(ABNORMAL)	
Fund 999 - PAYROLL CLEARING									
Revenues									
Dept 000 - BALANCE SHEET / GENERAL									
999-000-665.000	INTEREST	0.00		3.43		0.44		(3.43)	0.00
Total Dept 000 - BALANCE SHEET / GENERAL		<u>0.00</u>		<u>3.43</u>		<u>0.44</u>		<u>(3.43)</u>	<u>0.00</u>
TOTAL REVENUES		<u>0.00</u>		<u>3.43</u>		<u>0.44</u>		<u>(3.43)</u>	<u>0.00</u>
Fund 999 - PAYROLL CLEARING:									
TOTAL REVENUES		0.00		3.43		0.44		(3.43)	0.00
TOTAL EXPENDITURES		0.00		0.00		0.00		0.00	100.00
NET OF REVENUES & EXPENDITURES		<u>0.00</u>		<u>3.43</u>		<u>0.44</u>		<u>(3.43)</u>	<u>0.00</u>
TOTAL REVENUES - ALL FUNDS									
		2,705,182.00		3,800,625.63		57,888.39		(1,095,443.63)	(40.49)
TOTAL EXPENDITURES - ALL FUNDS									
		<u>2,683,286.00</u>		<u>1,633,683.83</u>		<u>110,903.05</u>		<u>1,049,602.17</u>	<u>39.12</u>
NET OF REVENUES & EXPENDITURES		21,896.00		2,166,941.80		(53,014.66)		(2,145,045.80)	(9,796.5)

VILLAGE OF LAKE ODESSA
RECONCILED
CHECKING / SAVINGS / CD ACCOUNT BALANCES
AS OF NOVEMBER 30, 2022

GENERAL FUND	CHECKING	UNION BANK	\$ 1,109,400.11
GENERAL HIGHWAY FUND	CHECKING	UNION BANK	\$ 280,055.08
LOCAL STREET FUND	CHECKING	UNION BANK	\$ 209,681.71
MAJOR STREET FUND	CHECKING	UNION BANK	\$ 332,757.48
PAYROLL FUND	CHECKING	UNION BANK	\$ 4,110.41
WATER FUND	CHECKING	UNION BANK	\$ 801,947.22
ARTS COMMISSION	CHECKING	UNION BANK	\$ 23,229.95
DOWNTOWN DEVELOPMENT AUTHORITY	CHECKING	UNION BANK	\$ 80,595.18
LAKE ODESSA CAR SHOW	CHECKING	UNION BANK	\$ 6,353.12
LAKEWOOD COMMUNITY PROJECT	SAVINGS	UNION BANK	\$ 11,679.81
CAPITAL IMPROVEMENT PROJECT	CHECKING	UNION BANK	\$ 1,368.29
VEHICLE REPLACEMENT	SAVINGS	UNION BANK	\$ 59,116.71
GENERAL HIGHWAY BOND REDEMPTION	CHECKING	UNION BANK	\$ 5,936.60
WATER BOND REDEMPTION	CHECKING	UNION BANK	\$ 7,928.64
WATER BOND RESERVE	SAVINGS	MI 1 COMM CU	\$ 90,331.53
WATER RR&I	SAVINGS	UNION BANK	\$ 218,269.62
ARPA FUND	HYBRID CD	MI CLASS	\$ 217,021.21
GENERAL HIGHWAY FUND	HYBRID CD & CD	MI CLASS & PFCU	\$ 136,570.58
MAJOR STREET FUND	HYBRID CD & CD	MI CLASS & PFCU	\$ 110,334.34
WATER FUND	CD	PFCU	\$ 131,181.25

Presentations

CLASSIFICATION & COMPENSATION STUDY

December 2022

Prepared by:
The Michigan Municipal League
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EXECUTIVE SUMMARY

Project Description & Methodology

The Village of Lake Odessa enlisted the assistance of the Michigan Municipal League (referred to as the League in this document) to conduct a classification and compensation study, including a detailed market survey of pay and benefits. Undertaking this project will help the Village recruit and retain highly qualified and competent staff within an internally equitable and market competitive system.

At the onset of the project, current job descriptions, pay plans, benefits information, and other related materials were collected and reviewed. The Village identified the positions to include in the scope of this project, which included the eight positions listed below:

1. DPW Foreman
2. DPW Superintendent
3. DPW Worker
4. DPW Worker-Landscaping
5. Police Chief
6. Police Officer
7. Village Manager-Clerk
8. Village Treasurer

All eight positions underwent a thorough job analysis review, were included in the market study, and had point factor job evaluation performed to establish an internally equitable pay system. Each position also had updated job descriptions prepared.

To begin the project, an onsite meeting was held with the Village Manager to review project methodology and discuss the comparable communities to be used in the market study. During the same visit, an orientation session was conducted with Village employees to review the project methodology and discuss the job analysis process.

The job analysis process helps ensure consistent comparisons in the market survey and serves as the basis for reviewing each position, updating job descriptions, and completing the internal point factor job evaluation. A Job Analysis Questionnaire (JAQ) was used to gather more detailed information to fully understand the duties and requirements. After Village employees completed the JAQ for their position, one-on-one onsite meetings were held to further understand each role.

Point factor job evaluation provides an objective approach to comparing positions internally based on a variety of critical factors and helps determine grade placement within the overall compensation structure.

After employee meetings were held, a customized market survey was sent to the selected comparable communities and included a summary of primary job functions for each position, as well as asked respondents to provide pay information and feedback on how the positions within their municipality were similar or different. This level of detail promotes the most accurate positional level match and provides a basis for determining the appropriateness of comparisons. The survey data was later validated using the League's statewide database of municipal salaries.

Table 1 below provides details on the 17 comparable communities that were surveyed. Of the 17 surveyed communities, we received direct responses from eight employers. While Chesaning, DeWitt, Lowell, and Manchester did not respond to our customized survey, they did participate in the League's 2022/23 Wage & Salary Survey, so that data is incorporated when appropriate.

Table 1: Communities Surveyed

COMPARABLES FOR USE IN MARKET STUDY							
Community	County	Pop	Sq. Miles	FT EEs	2021 (in millions)		
					Taxable Value	Revenue	Expenses
Berrien Springs	Berrien	1,910	1.00	11	\$53.42	\$4.27	\$3.78
Capac	Saint Clair	1,983	1.00	2	\$39.58	\$2.22	\$1.86
Cedar Springs (city)	Kent	3,627	2.10	10	\$91.23	\$4.72	\$3.88
Chesaning	Saginaw	2,430	3.00	12	\$66.19	\$4.77	\$4.90
DeWitt (city)	Clinton/Shiav	4,776	2.70	15	\$185.32	\$5.99	\$6.29
Howard City	Montcalm	1,835	2.40	6	\$41.74	\$3.23	\$2.52
Kalkaska	Kalkaska	2,132	2.80	17	\$57.59	\$7.37	\$8.04
Lowell (city)	Kent	4,142	3.00	18	\$137.23	\$18.16	\$18.45
Manchester	Washtenaw	2,037	1.80	8	\$68.12	\$3.43	\$3.15
Nashville	Barry	1,537	2.10	6	\$24.46	\$1.46	\$1.30
Paw Paw	Van Buren	3,362	2.50	26	\$88.76	\$11.85	\$10.31
Pinckney	Livingston	2,415	1.50	9	\$86.82	\$3.19	\$2.79
Portland (city)	Ionia	3,796	2.65	31	\$102.50	\$12.92	\$11.96
Potterville (city)	Eaton	3,055	1.40	9	\$57.37	\$4.07	\$4.09
Saint Charles	Saginaw	1,992	2.50	9	\$41.40	\$2.38	\$1.88
Saranac	Ionia	1,376	1.20	5	\$22.72	\$1.91	\$1.87
Shelby	Oceana	1,964	1.60	9	\$28.56	\$1.95	\$1.64
Average		2,610	2.07	12	\$70.18	\$5.52	\$5.22
Lake Odessa	Ionia	1,994	1.00	10	\$49.22	\$2.48	\$2.06

Sources: MML membership database, micommunityfinancials.michigan.gov, State of MI Treasury.

As seen in Table 1, a balanced group of communities were analyzed for this project. In considering a labor market, geography is important as are size of municipality and organizational structures, along with other factors. The focus of our market analysis was to identify positions in other municipalities with a similar scope of responsibilities, requiring similar levels of knowledge, skill, and expertise.

It should be noted that each municipality surveyed in this study is unique, with different organizational structures and in some cases, alternative allocation of duties among employees. Further, not every comparable community delivers the exact mix of services found in the Village of Lake Odessa. For example, the Village is unique compared to the custom market in that it utilizes a combined Village Manager/Clerk position. Most respondents reported having separate positions for these roles and some reported data for each. Additionally, some respondents don't utilize pay ranges within their organization and only report current actual pay. Under circumstances with little or no data to refer to, we must heavily rely on the point factor job evaluation process and supplemental data to determine appropriate placement in the recommended compensation structure and evaluate current salaries against the recommended ranges.

The customized survey asked the communities if their municipality had a public works department, whether or not they contract out public works services such as: construction, maintenance, repair activities associated with infrastructure including streets, curbs, sidewalks, traffic control and related signage, parking lots, grounds and parks, facilities, leaf pick-up program, and utilities. Of the six respondents to this question, five identified many or all of the above-listed services as being contracted out. One respondent stated that their DPW employees perform these duties. In Lake Odessa, DPW employees complete all of these services rather than outsourcing these functions at an additional expense.

While there are no “perfect matches” in terms of organization or position; there are positions that are reasonably similar to each other and serve as a good comparison. One consistent characteristic of all of the public employers is that employees are asked to “wear many hats,” do more with less, and take on greater responsibility. Even with these variations in operations and positional duties, we are confident the survey results represent a fair, objective, and reasonable comparison to the market.

This report provides detailed analysis of the market data and specific recommendations for pay system design and administration. While recommendations are made based on this data, Village officials are ultimately responsible for determining the best course of action for their organization. The intent of this study and summary report is to provide the research, various scenarios, and differing implementation options to help facilitate the Village’s decision-making process.

Key Findings

Classification

The job analysis process gathered in-depth information on each position, including job requirements and the knowledge, skills, and abilities needed to perform each job. This process supported the development of updated job descriptions, which were provided to the Village Manager for review and distribution.

Job analysis also provided essential information to complete the point factor job evaluation process, which can be found in Appendix C with a summary starting on page 5.

Compensation

The Village of Lake Odessa does not currently utilize pay ranges for most positions. So, to evaluate the pay levels in the Village to the market, we compared Lake Odessa’s current salary for each position to the market minimum, midpoint, or maximum depending on the position incumbent’s years of service.

When comparing the Village to the communities surveyed, the Village’s pay levels, taken in total, are 3% below the market.

In looking at the market data, it is important to consider the following:

- ⇒ While there are variations among all individual positions, being above or below market does not necessarily mean that someone is “overpaid” or “underpaid,” but rather shows the overall comparability to the market.
- ⇒ Most non-union public sector pay ranges are around 30% wide. The recommended pay ranges developed within this report reflect ranges that are 30% wide.
- ⇒ There are two “green-circled” employees within the Village, meaning that these individuals are currently earning a rate below the recommended range minimum.
- ⇒ There is one “red-circled” employee within the Village, meaning that this individual is currently earning more than the recommended range maximum.

Detailed market data on each position is available in Appendix A, with the recommended pay structure presented on page 13 of this report.

Benefits

In addition to pay, the customized survey asked about the scope of benefits offered in order to provide a more complete picture of comparability between the Village of Lake Odessa and the market.

Overall, many of the Village’s benefits are within a similar range of the surveyed market. However, the Village is more generous than the combined market with vacation and sick leave accruals. Additional variations to the market are described within the benefits analysis section of this report.

On a statewide level, we are seeing public employers slowly shifting from traditionally rich, high-cost benefit programs to more progressive programs that shift some responsibility to the employee, allowing the employer to have more control over current and future costs. In this respect, the Village of Lake Odessa is ahead of the trend on some benefit areas, such as offering a defined contribution retirement system rather than a defined benefit retirement system.

Detailed benefits data can be found in Appendix B, with a qualitative analysis presented on page 9 of this report.

It should be noted that some employees included in this project are represented by a union and collectively negotiate their wages, benefits, and terms and conditions of employment through their union representative. Nothing within this report is intended to usurp the collective bargaining process.

CLASSIFICATION & JOB EVALUATION

As discussed within the methodology section, the process of identifying job duties, positional responsibilities, and minimum job requirements is called “job analysis.” To perform an effective job analysis, employees were asked to complete a questionnaire relating to job duties, positional responsibilities, minimum requirements, and other criteria of their position. These questionnaires, along with existing job descriptions, provided the basis for personal interviews wherein additional detail and insight about each job was obtained.

Once positions are thoroughly analyzed, “job evaluation” is performed. This is a process that rates, or evaluates, each position against specific, job-related criteria contained within a customized point factor plan. The complete point factor plan is included in Appendix C, and can be summarized as follows:

Factor 1: Education & Relevant Experience

This factor rates the minimum qualifications of a position as determined by the level of education required to be adequately prepared for the duties and responsibilities of the position and the minimum number of years of relevant experience necessary to adequately perform the job. The factor plan provides for additional points for special licensing, certification, and other requirements beyond education and experience.

Factor 2: Judgment & Independence of Action

This factor rates the level of judgment and independence of action exercised in determining proper courses of action on the job. In evaluating a position against this factor, the extent to which policies, procedures, rules and so forth guide and restrict judgment and independence of the position is considered, as well as whether peers and/or supervisors are available for collaboration in decision making. Lastly, the degree to which the employee is empowered to use discretion and how work and authority is “checked,” is measured within this factor; for example, whether work is checked through a formal check/balance system or on an exception basis only.

Factor 3: Internal & External Relations

This factor examines the types and frequency of internal and external contacts a position encounters, and the communication skills needed to successfully handle these contacts. The highest level, or most complicated form of communication skill required of a position is determined, then the frequency is measured. For example, responding to questions and explaining procedures versus negotiating contracts or resolving disputes in a formal setting are varying levels of communication. Some employees may engage in many levels with varying frequency. The highest level is rated and the frequency of that level is applied.

Factor 4: Supervisory or Managerial Responsibility

This factor reflects the supervision exercised and management or leadership role assigned to a position. Both the level of authority exercised and the span of control as determined by the size of the supervisor’s staff are measured. Roles range from occasional leader to formal supervisor (with the authority to hire, discipline, and discharge employees.) The number of employees is determined by counting full and part-time staff as well as seasonal or volunteer staff, although these different types of staff are weighted differently.

Factor 5: Job Complexity & Analytic Demands

This factor measures the degree of complexity which is characteristic of a position's duties and responsibilities. Complexity is defined as the level of "thinking process" or analytic ability required of a position. Included in the analysis for this factor are issues like whether processes and work tasks are redundant, how much problem solving is required of the job, whether the employee makes choices from an established set of options or must originate new policy or procedure and whether the position has strategic planning responsibility for operational areas.

Factor 6: Responsibility for the Safety and Convenience of Others

This factor is concerned with the impact the position's duties have on the safety of others. In considering the potential impact of a position, *probable* errors that may occur in the regular course of performing a job are considered rather than the most extreme consequences. Similar to other factors, the highest, but still probable, consequence of error is measured along with the frequency with which the opportunity for error presents itself.

Factor 7: Technology & Equipment Use

This factor measures the level of knowledge and expertise required in a position with respect to utilizing, developing, fabricating, and implementing various technology or equipment. Ratings include basic, intermediate, and complex use levels. The highest levels are attributed to positions with development, programming, and other advanced applications along with research, development, and implementation of systems.

Factor 8: Impact on Programs, Services, and Operations

This factor measures the impact a position has on programs, services, or operations of various units of the organization. Impact includes effects on organizational efficiency, effectiveness, financial implications, public perception, and other tangible and intangible resources. Whether positions impact multiple "service areas" within an operating unit or other departments across the organization is considered.

Factor 9: Intensity & Demand for Concentration

This factor measures the frequency of three environmental components: mental concentration, focus, and intensity. Mental concentration captures the extent to which an employee works on high-detail tasks such as data entry; focus captures the extent to which a position is subjected to distracting influences; and intensity captures the extent to which a position must regularly meet deadlines and alter priorities.

Factor 10: Work Environment

This factor measures the degree and frequency with which a position is subjected to unpleasant or adverse working conditions as a function of the job, and the type and frequency of physical demands placed on a position. Office "climate control" issues are *not* considered an unpleasant or adverse condition, nor are standard requirements for lifting and/or moving light weight items in a normal office setting considered a physical demand. Rather, this factor accounts for positions that are required to work in the field under hazardous conditions or regularly encounter life-threatening situations. As well, the physical exertion required of a position is measured within this factor, both in terms of level and frequency.

Each of these point factors has an associated numeric point matrix that is used to rate each position. It is important to note that this is an evaluation of the job content and requirements of the position; it is not an assessment of the individual currently holding the position, nor is it a performance evaluation. Using this method, different positions across the organization are assessed on an “even playing field” and internal equity is achieved.

The total points then serve as a guide for determining grade placement. Two different positions can have similar point totals, indicating that grouping within the same pay grade is appropriate. Table 2 contains the point factoring results for the Village of Lake Odessa.

Table 2: Point Factor Job Evaluation Results

Position	Point Total
DPW Worker-Landscaping	1,537
DPW Worker	1,706
Police Officer	1,948
DPW Foreman	2,061
Village Treasurer	2,107
DPW Superintendent	2,343
Chief of Police	2,477
Village Manager	2,811

COMPENSATION & MARKET COMPARABILITY

To determine appropriate pay rates, we utilized a customized market survey to gather information on what the competitive labor market pays for similar positions. To enhance the survey’s reliability, the survey document included positional summaries of each position, rather than simply matching job title to job title. Therefore, respondents were able to report pay based on job content rather than job title alone.

The customized survey also gathered information on how positions are similar or different in other comparable communities to aide in making “apples-to-apples” comparisons with regard to pay data. The survey tool collected information on pay ranges and current actual salaries when no range was available.

It should be noted again that each organization surveyed in this study is unique, with different organizational structures and in some cases, alternative allocation of duties among employees. Further, not every comparable employer delivers the exact mix of services found in the Village of Lake Odessa. The focus of the market analysis was to identify positions in other organizations with a similar scope of responsibilities, requiring similar levels of knowledge, skill, and expertise.

In addition to the customized salary survey sent to the identified comparable employers, we also included data from the League’s statewide database of municipal salaries to further validate the survey. In some instances where there was little market data available from the comparable communities, data analysis was done using information obtained from the statewide database.

Table 3 below provides a summary of the market survey results and shows how each position studied compares. Again, because the Village of Lake Odessa doesn’t currently utilize pay ranges, we compared current pay levels to either the market minimum, midpoint, or maximum based on the incumbent’s years of service.

In reviewing the data in Table 3, the compa-ratios shown on the right is a simple ratio of the Village’s pay rate divided by the market average for minimum, midpoint, or maximum pay rates depending on the incumbent’s years of service. So, the total average compa-ratio of 97% can be read as “the Village of Lake Odessa’s pay levels, taken in total, are 3% below the market.”

Table 3: Market Data Summary

Current Title	Village of Lake Odessa				Market Average				Compa-Ratio		
	Min	Mid	Max	Current	Min	Mid	Max	Actual	Min	Mid	Max
Village Manager-Clerk *	no range			73,903	79,983	87,709	95,434	96,248	92%	n/a	n/a
Village Treasurer*	no range			55,350	55,287	64,017	72,747	63,351	100%	n/a	n/a
DPW Superintendent *	no range			71,632	65,166	74,096	83,025	73,437	n/a	97%	n/a
DPW Foreman	no range			24.32	25.71	27.30	28.88	26.43	n/a	89%	n/a
DPW Worker (1)	no range			22.97	20.57	23.13	25.69	18.52	n/a	99%	n/a
DPW Worker (2)	no range			21.02	20.57	23.13	25.69	18.52	102%	na	n/a
DPW Worker-Landscaping	no range			18.92	14.48	16.21	17.94	15.00	131%	n/a	n/a
Chief of Police *	no range			64,782	68,486	77,237	85,988	77,928	95%	n/a	n/a
Police Officer	21.05	22.43	23.81	23.03	22.45	25.94	29.43	23.55	94%	86%	81%
AVERAGE									102%	93%	n/a
AVERAGE ALL									97%		

* Insufficient data obtained from customized survey; range data reported above reflects the 2022/23 MML Wage & Salary Survey.

In reviewing the individual position results, keep in mind that being above or below market does not necessarily mean someone is “overpaid” or “underpaid.” Rather, this is a simple way to gauge overall comparability to market. Most public sector pay ranges are around 30% wide, so a likely range minimum would be 15% lower than the midpoint and maximums 15% above. As such, market comparisons with comp-ratios of 85% to 115% are considered within normal limits.

Detailed market data on each position is available in Appendix A.

BENEFITS ANALYSIS

Benefits are a critical component in a total compensation package. As such, the study included a benefits survey to provide Lake Odessa with a full picture of the comparability of the Village’s overall compensation system.

Benefits data for non-union positions was collected from eight survey respondents. Taken in total, the Village’s benefits are within a similar range of the surveyed market for many benefits. However, the Village is more generous than the combined market with vacation and sick leave accruals. There are also other variations to market in some areas as described on the following pages.

Paid Time Off & Bonus Pay

- ❖ The surveyed market shows an average of 11 paid holidays, one more than provided in the Village.
- ❖ Four respondents indicate using separate leave banks for vacation, sick, and personal time, as does the Village of Lake Odessa. Of those using separate banks, the market averages for vacation accruals are:

Years of Service	Market Average	Village of Lake Odessa
1 Year	9 days	10 days
5 Years	15 days	15 days
10 Years	18 days	20 days
15 Years	20 days	20 days
20 Years	24 days	25 days

- ❖ The Village of Lake Odessa’s vacation accruals are the same or more generous than the market depending on the employee’s years of service. Employees meet the maximum accrual level at 20 years of service.

The remaining four survey respondents offer a combined paid time off (PTO) system, where there is more discretion in how an employee uses their PTO days. The trade-off is fewer total days for more flexibility. Combined PTO is a progressive approach to paid time off and is one technique for controlling banked time off and corresponding cash-outs at separation, while providing employees with sufficient flexibility to balance the demands of both life and work.

- ❖ The Village provides 12 annual sick days, which is one more than the market average among those who offer separate sick banks.
- ❖ The Village provides two personal days annually, compared to three days among the surveyed market who offer separate leave banks.
- ❖ Overall, the paid time off program in the Village of Lake Odessa is more generous than the surveyed market. Paid time off, whether using a combined or separate approach, is a key benefit offering that can influence the attraction of new employees as well as the retention of current staff.
- ❖ Of the eight responding communities, three provide longevity pay. The Village of Lake Odessa does not offer longevity pay. On a statewide level, we are seeing communities discontinue or grandfather their longevity pay programs.

Insurance Benefits

- ❖ Of the eight respondents, all but one requires some form of employee contribution to insurance premiums. Employee contributions range from 0% to 20% of the total premium, with one respondent basing the amount on the established hard cap. The Village of Lake Odessa requires employees to contribute 20% of the premium.
- ❖ Three respondents provide some form of payment in lieu of health insurance. Payments provided are \$1,800 per year, \$4,200 per year, or the hard cap amount for single coverage. The Village of Lake Odessa provides \$3,000/year in lieu of health insurance.
- ❖ Two respondents report having a high deductible health plan (HDHP), with deductibles of \$1,300/\$2,600 and \$2,800/\$5,600. Both respondents offer some form of a health savings account with one respondent contributing the full deductible amount. The Village of Lake Odessa does not have a high deductible plan, nor does it offer a health savings account.
- ❖ All respondents offer some form of employer-paid dental insurance, and seven offer some form of employer-paid vision insurance. The Village of Lake Odessa provides both dental and vision insurance.
- ❖ Seven respondents provide life insurance with the benefit level ranging from \$25,000 to \$50,000. Five respondents also provide short-term disability, long-term disability, or both. The Village of Lake Odessa offers both short- and long-term disability benefits and a life insurance benefit of \$50,000 for full-time non-union and police union staff.

Retirement Benefits

- ❖ Six of the surveyed respondents provide a defined benefit retirement program for their employees, with two of these respondents indicating this benefit is a closed plan. These employers have shifted to a hybrid approach to retirement savings that combines some elements of a traditional defined benefit pension with a defined contribution plan. The Village of Lake Odessa has a defined benefit retirement program with only one employee currently participating.

It should be noted that many public employers are shifting away from a traditional defined benefit pension plan and moving to defined contribution programs where costs are more controllable.

- ❖ All respondents offer a defined contribution program and provide an employer contribution ranging from 0% to 10% of salary. The Village of Lake Odessa offers a defined contribution retirement plan with a 10% match for its full-time non-union and police union staff.
- ❖ Two respondents provide retiree health insurance, but one respondent's plan is closed. The Village of Lake Odessa does not offer retiree health insurance.

The legacy costs associated with retiree healthcare are creating a trend in the municipal sector which is moving away from 100% employer-paid retiree healthcare. Costs are considerable for this benefit given the relatively low retirement age in the public sector (some allow retirement as early as age 50, many at age 55 or 60) and the uncontrolled increases in the cost of healthcare premiums.

To better control their budgets, long-range financial plans, and future liabilities, many municipal employers are moving toward a flat dollar cap for their retiree healthcare premium or are implementing a "defined contribution" style savings program which allows employees to save for the cost of healthcare in retirement, with or without employer contribution. Many retiree health savings plans allow for the conversion of unused paid time off, which is advantageous to both the employee and the employer, which saves the payroll tax that would otherwise be incurred through paying out time-off banks.

Full details on benefit offerings within the customized market for both non-union and police union positions can be found in Appendix B.

It should be noted again that some employees included in this project are represented by a union and collectively negotiate their wages, benefits, and terms and conditions of employment through their union representative. Nothing within this report is intended to usurp the collective bargaining process.

CLASSIFICATION & COMPENSATION STRUCTURE

As previously described, point factoring was used to determine the placement of each position within the organization's pay structure, and market data guided the recommended pay ranges.

Impact of Recommended Ranges

As mentioned earlier, the suggested pay structure reflects ranges that are 30% wide. Table 4 on the following page provides a suggested pay structure based on market findings from all surveyed communities for the positions included in this study.

Positions with salaries below range minimums are considered "**green circled.**" There are two employees currently earning a rate below the suggested minimum.

When considering these recommendations, we strongly suggest that green circled individuals be prioritized and moved as quickly as possible to at least the minimum of the recommended pay range. Additionally, consideration might be given to address any long-serving employees or those with considerable experience who have pay levels below the range midpoint. However, individual performance will guide decisions regarding pay adjustments. It is advisable to suspend pay increases for employees with performance concerns, even those for green circled positions, until the issues are resolved.

Positions with salaries above range maximums are considered "**red circled.**" There is one employee currently earning a rate above the suggested maximum.

Red circled positions are not uncommon for long-serving staff or positions that are difficult to recruit and/or retain. Additionally, employees who are asked to take on a heavier workload may warrant placement at the higher end of the pay scale, and over time, may have exceeded the maximum of their established range.

With regard to red circled employees, we strongly caution against reducing pay or otherwise penalizing an employee with a salary level above the suggested maximum. This can be counter-productive and devastating to morale and the overall success of a pay program. Rather, "grandfathering" red circled employees or increasing salaries at a slower pace are more constructive approaches.

A more progressive approach to addressing red circled employees, or employees who have reached the maximum of their pay range, is to offer a merit bonus rather than a pay increase. This bonus would be tied to performance to recognize outstanding service. This can be done by offering up to a maximum amount, such as a flat dollar amount, or percentage of pay based on the employee's level of performance. This type of program positions the Village to recruit, retain, and reward top talent to serve its public. Keep in mind, however, that a strong performance evaluation tool and process should be in place, used accurately, reliably, and consistently, and the organization itself must have a culture that would support such an approach to pay.

Table 4: Suggested Pay Structure

Grade	Position Title	Lake Odessa Current Pay	RECOMMENDED PAY RANGES		
			Minimum	Midpoint	Maximum
A	DPW Worker - Landscaping (seasonal)	18.92	\$28,260.87	\$32,500.00	\$36,739.13
			\$13.59	\$15.63	\$17.66
B	DPW Worker DPW Worker	21.02	\$41,086.96	\$47,250.00	\$53,413.04
		22.97	\$19.75	\$22.72	\$25.68
C	DPW Foreman Police Officer	24.32	\$46,956.52	\$54,000.00	\$61,043.48
		23.03	\$22.58	\$25.96	\$29.35
D	Village Treasurer	55,350	\$55,652.17 \$26.76	\$64,000.00 \$30.77	\$72,347.83 \$34.78
E	Chief of Police DPW Superintendent	64,782	\$64,782.61	\$74,500.00	\$84,217.39
		71,632	\$31.15	\$35.82	\$40.49
F	Village Manager	73,903	\$74,130.43 \$35.64	\$85,250.00 \$40.99	\$96,369.57 \$46.33

As previously mentioned, some employees included in this project are represented by a union and collectively negotiate their wages, benefits, and terms and conditions of employment through their union representative. Nothing within this report is intended to usurp the collective bargaining process.

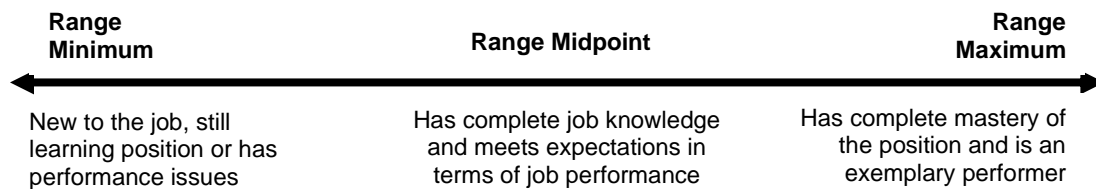
Implementing Recommended Ranges

In determining its compensation policy, organizations have much to consider. For example:

- ❖ Some organizations strive to lead the market in either pay or benefits, or both. Others utilize below-average compensation programs which may result in short-term savings; however, that is often offset by the high cost of turnover and the indirect costs of poor morale, inconsistent customer service, and overall compromised operational performance.
- ❖ Most organizations seek a middle ground, establishing market competitive compensation programs that are fair to employees and fiscally responsible.
- ❖ Benefits may influence the stance an employer takes relative to the market. Depending on organizational priorities, some employers maintain employee wages low in relation to the market while maintaining a relatively generous benefit program, or vice versa.
- ❖ In moving employees through pay ranges, compensation systems ideally incorporate performance in some way.
- ❖ Staffing levels and organizational structures can influence the position an employer takes relative to the competitive market. Where employees are asked to do more with less, an organization may be inclined to meet or even exceed the market with regard to pay, benefits or both.

In considering how pay ranges might be utilized over time, job mastery and performance history are important factors that may guide upward adjustments for employees. The continuum provided in Chart 1 illustrates how compensation levels within the recommended ranges may be considered with regard to job knowledge and performance.

Chart 1: Continuum of Job Mastery



Newer employees who are not yet functioning on a completely independent level, or employees who are not meeting performance standards, may be appropriately placed at or near the range minimum. Over time, training and experience on the job will typically lead to competency for most employees. These employees will likely fall somewhere in the middle of their range, near the midpoint. An employee with complete mastery of their position and a history of exceptional performance may command a salary toward the top of their range near the recommended maximum.

Range Options

There are a few popular options for pay range administration, including a traditional step system, an open range, or a combined approach. Tables 5 and 6 on the following page provide examples of both a traditional and combined pay system.

Traditional Step System

A traditional step system simply breaks a pay range into increments. In a system with ranges that are 30% wide, nine steps are typical and provide for increments of about 3% to 3.75% between steps.

In a traditional step system, pay increases are awarded based on time on the job, conditioned upon satisfactory performance (i.e., move from step 1 to step 2 after one year on the job with a satisfactory or better performance review). Table 5 on the following page provides a step progression based on a Traditional Step System.

Open Range System

Some employers prefer to use a percentage-based, open range approach to progressing employees through their ranges. Under this plan, a set percent is used for employees' annual pay increases. This provides the most flexibility to the employer, or maximum discretion.

Combined System

A combined system uses both formal steps and a flexible, open range. With this method, step increases based on longevity are utilized initially (provided the employee is evaluated at a minimum level of satisfaction) with merit-based progression after a certain tenure level is achieved. This combined system recognizes the "learning curve" found in early years of employment and focuses on performance once longer tenure and associated job mastery is achieved. Table 6 on the following page provides a step progression based on a Combined System.

Table 5: Traditional Step System

Grade	Minimum Step 1	Step 2	Step 3	Step 4	Midpoint Step 5	Step 6	Step 7	Step 8	Maximum Step 9
A	\$28,261	\$29,038	\$29,815	\$30,592	\$31,370	\$32,147	\$32,924	\$33,701	\$34,478
	\$13.59	\$13.96	\$14.33	\$14.71	\$15.08	\$15.46	\$15.83	\$16.20	\$16.58
B	\$41,087	\$42,720	\$44,352	\$45,985	\$47,617	\$49,250	\$50,883	\$52,515	\$54,148
	\$19.75	\$20.54	\$21.32	\$22.11	\$22.89	\$23.68	\$24.46	\$25.25	\$26.03
C	\$46,957	\$49,000	\$51,043	\$53,087	\$55,130	\$57,174	\$59,217	\$61,261	\$63,304
	\$22.58	\$23.56	\$24.54	\$25.52	\$26.51	\$27.49	\$28.47	\$29.45	\$30.43
D	\$55,652	\$58,707	\$61,762	\$64,817	\$67,872	\$70,927	\$73,982	\$77,036	\$80,091
	\$26.76	\$28.22	\$29.69	\$31.16	\$32.63	\$34.10	\$35.57	\$37.04	\$38.51
E	\$64,783	\$67,424	\$70,065	\$72,707	\$75,348	\$77,989	\$80,630	\$83,272	\$85,913
	\$31.15	\$32.42	\$33.69	\$34.96	\$36.22	\$37.49	\$38.76	\$40.03	\$41.30
F	\$74,130	\$76,910	\$79,690	\$82,470	\$85,250	\$88,030	\$90,810	\$93,590	\$96,370
	\$35.64	\$36.98	\$38.31	\$39.65	\$40.99	\$42.32	\$43.66	\$45.00	\$46.33

Table 6: Combined Step System

Grade	Minimum Step 1	Step 2	Step 3	Step 4	Midpoint Step 5	Open Range: Performance Based	Maximum Step 9
A	\$28,261	\$29,038	\$29,815	\$30,592	\$31,370	variable	\$34,478
	\$13.59	\$13.96	\$14.33	\$14.71	\$15.08		\$16.58
B	\$41,087	\$42,720	\$44,352	\$45,985	\$47,617	variable	\$54,148
	\$19.75	\$20.54	\$21.32	\$22.11	\$22.89		\$26.03
C	\$46,957	\$49,000	\$51,043	\$53,087	\$55,130	variable	\$63,304
	\$22.58	\$23.56	\$24.54	\$25.52	\$26.51		\$30.43
D	\$55,652	\$58,707	\$61,762	\$64,817	\$67,872	variable	\$80,091
	\$26.76	\$28.22	\$29.69	\$31.16	\$32.63		\$38.51
E	\$64,783	\$67,424	\$70,065	\$72,707	\$75,348	variable	\$85,913
	\$31.15	\$32.42	\$33.69	\$34.96	\$36.22		\$41.30
F	\$74,130	\$76,910	\$79,690	\$82,470	\$85,250	variable	\$96,370
	\$35.64	\$36.98	\$38.31	\$39.65	\$40.99		\$46.33

System Administration

It is suggested that the Village establish a compensation policy for moving employees through pay ranges over time. As outlined above, there are many methods for progressing employees through a pay range; for example, time on the job (longevity), merit or performance-based pay, or some combination of the two. Further, if using a step system, increases can be applied based on fractions of a step; full step increases are not required of the system options presented within this report.

Many employers are interested in linking pay to performance. To succeed in implementing a merit pay environment, there must be an exceptional performance evaluation tool in place that is used accurately and reliably, and the organization itself must have a culture that would support such an approach to pay. With those two linchpins in place, the employer then must have the financial resources to support the pay for performance program.

Well-designed and properly administered pay-for-performance programs that are tied closely to overarching organizational missions, goals, and objectives, can add substantial value to an organization. However, pay for performance is *not* a cost-of-living adjustment. Cost of living is something that should be applied to the pay system at-large. Individual performance rewards are separate and distinct from that and lose their impact and credibility when overlapped with other types of adjustments.

When considering performance rewards, an organization can utilize either a performance increase that becomes part of an employee's annual pay; or a one-time reward that does not automatically renew each year. The reward that becomes part of regular pay is typically in recognition of sustained exceptional performance, assuming additional duties, achieving additional education or training, etc. The non-renewable reward is usually associated with achievement of specific goals or in recognition of a special project or some other finite accomplishment. Some systems incorporate both types of rewards to accommodate varying circumstances.

Should the Village incorporate pay-for-performance tied to performance evaluation, careful consideration will need to be given to whether rewards are integrated into base pay or treated as a bonus subject to renewal, or some combination of the two.

Placing New Employees Within Established Ranges

To preserve internal equity, original appointment to any position would ideally be made at the minimum rate of the suggested pay range. Advancement could then proceed through successive increases as prescribed in the Village's compensation policy.

However, each new hire will inevitably be unique, and may in fact represent a situation in which greater experience and expertise are objectives in recruitment. The labor market may also dictate the need to offer a higher salary. Therefore, new hires should be assessed individually and placed at a range level consistent with Village needs and market demands.

Maintaining the System Over Time

A classification and compensation program, once designed and implemented, is not self-sustaining. It needs proper maintenance to continue to serve its purpose. Maintaining the program requires reviewing, adjusting, and controlling both the classification and salary structures so they continue to be effective.

The Village should determine the standard process that will be used to maintain the classification plan going forward. For example, how will changes to job descriptions be handled? How will new positions be placed within the system? Who will review requests and what appeals mechanism, if any, will be provided?

The Village should carefully consider its options and lay out the methodology best suited to its needs and culture.

Classifying New Positions

As a result of reorganization, new programs, or changes in management procedures, new jobs may be established and the complexity of existing jobs may change. To maintain internal equity and the usefulness of the pay system, the following procedures are recommended:

1. For new positions, a standard job analysis questionnaire should be used to define the particular duties, responsibilities, and requirements of the position.
2. A current and accurate job description should then be developed.
3. The position should be evaluated based on the point factor plan. This approach ensures internal equity for the new position in terms of skill, effort, responsibility and working conditions as compared to existing positions.
4. Verification of market pay rates through the statewide survey, or a customized survey, will validate the appropriate pay rate for a new position.

Updating the Compensation Plan

Economic conditions, the availability of people, and the prevailing labor market rates will all impact salary structures. To accurately reflect the labor market, it is recommended that the compensation plan be reviewed and adjusted annually. When making annual adjustments to the overall system, consideration should be given to local economic factors and the posture the organization chooses to take relative to the labor market.

In this sense, pay adjustments are a two-step process. The first is a general adjustment of the entire pay system to reflect inflationary or cost-of-living increases. And the second is individual level adjustments based on performance, longevity, or whatever measures the Village choose to reflect its compensation philosophy.

Various sources exist for inflation figures, cost-of-living estimates, and other economic indicators such as the Consumer Price Index (CPI). One of these could be applied to the compensation structures provided within this report to make the annual cost-of-living adjustment.

When making annual adjustments to the overall system, consideration should be given to local economic factors and the posture the organization chooses to take relative to the labor market. Additionally, it is recommended that the Village complete a classification and compensation study every five to seven years to check the adequacy of present pay rates and internal ranking of jobs. In doing so, the Village will help validate its continued competitive position in the market.

In devising a pay and benefits system, an employer is well-served to consider its mission and organizational goals and align its compensation policy accordingly. The data and objective analysis provided within this report will help position the Village of Lake Odessa for these important policy considerations.

APPENDIX A

Market Survey Data: Pay

**Classification and Compensation Study
Salary Survey Results, October 2022
Village of Lake Odessa**

Village Manager/Clerk										
Comparable Community	Title Used	How Do Duties Compare	Range (Base Pay)			Actual Pay or Max	FT / PT	Hrs / Week	Yrs of Svc	Other Details
			Min	Mid	Max					
Berrien Springs	N/A						FT	40	22	duties performed by Village Clerk & Public Works Superintendent earning \$31.73/hr and \$37.14/hr respectively
Capac										
Cedar Springs (city)										
Chesaning	City Manager					95,000	FT	40		As reported in the 2022/23 W&S survey
DeWitt (city)	City Manager					97,410	FT	40		As reported in the 2022/23 W&S survey
Howard City	Village Manager	Same; also serves as the DPW Supervisor.	65,000	68,500	72,000	72,000	FT	40	5	Cell Phone Stipend \$50/mth. MERS retirement 10% gross wages no match
Kalkaska	Village Manager	Also serves as Street Administrator, Airport Manager, and Police Chief				109,000	FT	40	1	
Lowell (city)	City Manager					111,000	FT	40		As reported in the 2022/23 W&S survey
Manchester	City Manager					94,500				As reported in the 2022/23 W&S survey
Nashville										
Paw Paw	City Manager					84,000	FT	40	<1	
Pinckney	N/A									Village President - part-time employee: annual salary, \$13,600
Portland (city)	City Manager	also serves as the Code Enforcer Administrator and Street Administrator.	90,280	109,303	128,325	128,325	FT	42	8	
Potterville (city)										
Saint Charles	Village Manager					75,000	FT	40	3	Village Clerk Earns \$36,254/yr
Saranac										duties performed by Village Treasurer earning \$71,366/yr
Shelby										
Market Average			insufficient data			96,248				
2022/23 MML Statewide Data *			79,983	87,709	95,434	97,827				19%
Village of Lake Odessa						73,903	FT	40	3	

* 2022/23 MML Statewide Survey includes regions 1-6 with populations between 1,000 and 10,000 for position of City Manager or City Administrator (range: n=8; actual: n=72).

**Classification and Compensation Study
Salary Survey Results, October 2022
Village of Lake Odessa**

Village Treasurer										
Comparable Community	Title Used	How Do Duties Compare	Range (Base Pay)			Actual Pay or Max	FT / PT	Hrs / Week	Yrs of Svc	Other Details
			Min	Mid	Max					
Berrien Springs	Village Clerk	duties performed by Clerk, not Treasurer; Treasurer is part-time and handles only tax responsibilities;				65,998				PT Treasurer earns \$8,704/yr
Capac										
Cedar Springs (city)										
Chesaning	N/A									
DeWitt (city)	Treasurer					81,512	FT	40		As reported in the 2022/23 W&S survey
Howard City	Clerk/Treasurer	Same with addition of taking minutes for all committees / commissions of Village.	31,200	40,920	50,639	50,639	FT	40	<10	Cell Phone Stipend \$50/mth. MERS retirement 10% gross wages no match.
Kalkaska	Village Treasurer/Accountant	Does not process payroll or support employee benefits administration.				67,891	FT	36	4	
Lowell (city)	Treasurer					81,000	FT	40		As reported in the 2022/23 W&S survey
Manchester	Treasurer						PT			PT Treasurer earns \$26.53/hr as reported in the 2022/23 W&S survey
Nashville										
Paw Paw	Treasurer		51,293	51,646	52,000		FT	40	8	
Pinckney	Treasurer	Accountant/Treasurer position.				51,418	PT	32	1	
Portland (city)	Finance Director/Treasurer	Is the Finance Director, Treasurer, Income Tax Administrator and HR Manager.					FT	42	17	not a comparable position earning \$73,507 - \$103,735/yr
Potterville (city)										
Saint Charles	Village Treasurer	Similar	33,488	35,231	36,973	36,982	FT	40	13	
Saranac	Village Treasurer	performs all the duties described as well as the Village Manager and Clerk duties.				71,366	FT	40	22	
Shelby										
Market Average			insufficient data			63,351				
2022/23 MML Statewide Data *			55,287	64,017	72,747	57,609				32%
Village of Lake Odessa						55,350	FT	40	<2	

* 2022/23 MML Statewide Survey includes regions 1-6 with populations between 1,000 and 10,000 for positions of Treasurer, Clerk/Treasurer, Finance Manager, Accountant, and HR Generalist (range: n=6; actual: n=26).

**Classification and Compensation Study
Salary Survey Results, October 2022
Village of Lake Odessa**

DPW Superintendent										
Comparable Community	Title Used	How Do Duties Compare	Range (Base Pay)			Actual Pay or Max	FT / PT	Hrs / Week	Yrs of Svc	Other Details
			Min	Mid	Max					
Berrien Springs	Public Works Superintendent	Same duties and also shares some Village Manager duties; also serves as Water Superintendent and hold related licenses; CDL required				77,251	FT	40	29	
Capac										
Cedar Springs (city)										
Chesaning	Public Works/Streets Superintendent					51,730	FT	40		As reported in the 2022/23 W&S survey
DeWitt (city)	Public Works Director					73,336	FT	40		As reported in the 2022/23 W&S survey
Howard City	Village Manager is also DPW Supervisor									Does not contract for other public works services
Kalkaska	DPW Superintendent	Holds distribution and treatment licenses				61,256	FT	40	<1	Contracts for Operations, Maintenance and Management of its water and wastewater facilities. Village DPW Superintendent assists as needed.
Lowell (city)	Public Works Director					90,918	FT	40		As reported in the 2022/23 W&S survey.
Manchester	Public Works/Streets Superintendent					74,474	FT	40		As reported in the 2022/23 W&S survey
Nashville										
Paw Paw	DPS Director	CDL				72,114	FT	40	1	Contract out for sidewalks, Village park/grounds mowing along with mowing of blighted properties
Pinckney	DPW Director	Same				88,000	FT	40	<1	Contract out construction, work related to streets, curbs, sidewalks and parking lots along with some utilities require contracted services.
Portland (city)	Public Works Director	Require CDL, D2, S3	68,302	82,298	96,294	91,707	FT	40	23	contract out some of our Public works services (street painting and crack sealing are the two largest); Our director was promoted from the Foreman position and currently acts as a working supervisor and fills both roles. The Foreman position has not been filled.
Potterville (city)										
Saint Charles	DPS Director	Require CDL	52,000	54,706	57,412	56,285	FT	40	4	Do not contract out services
Saranac	DPW Director	Require L1, L2, S-3				70,738	FT	40	9	Contract all of the services listed because only have a four-person DPW crew
Shelby										
Market Average			insufficient data			73,437				
2022/23 MML Statewide Data *			65,166	74,096	83,025	73,511				27%
Village of Lake Odessa						71,632	FT	40	<6	

* 2022/23 MML Statewide Survey includes regions 1-6 with populations between 1,500 and 8,000 for positions of Director of Public Works, Public Works/Streets Superintendent, Water Plant Superintendent, and Water/Sewer Systems Superintendent, (range: n=12; actual: n=48).

**Classification and Compensation Study
Salary Survey Results, October 2022
Village of Lake Odessa**

DPW Foreman										
Comparable Community	Title Used	How Do Duties Compare	Range (Base Pay)			Actual Pay or Max	FT / PT	Hrs / Week	Yrs of Svc	Other Details
			Min	Mid	Max					
Berrien Springs	Street Administrator	No water distribution licenses required				20.00	FT	40	4	CDL \$0.50/hr increase; Not on call, rare emergencies then overtime.
Capac										
Cedar Springs (city)										
Chesaning	N/A									
DeWitt (city)	N/A									
Howard City	N/A									
Kalkaska	N/A									
Lowell (city)	Streets Foreman		25.74	29.44	33.14					As reported in the 2022/23 W&S survey.
Manchester	N/A									
Nashville										
Paw Paw	Crew Leader	CDL				27.05	FT	40	2	Regular pay additional 16 hours for Duty plus 1.5x if called in
Pinckney	DPW Foreman	Yes				31.40	FT	40	25	If called in, paid a minimum of 2 hours
Portland (city)	DPW Foreman	CDL	26.15	29.83	33.50	vacant				On call employees receive 8 hours of pay at the Foreman rate and any overtime at the Foreman overtime rate. Additional stipend paid annually for licenses: D2 - \$1,300, D3 - \$600, D4 - \$300. S2 - \$900, S3 - \$400, S4 - \$200.
Potterville (city)										
Saint Charles	DPW Superintendent	CDL	26.01	27.65	29.28	28.15	FT	40	2	
Saranac	DPW Lead	L1/L2 and S-3 (must possess or be willing to obtain)				25.53	FT	40	8	\$1/hr for L1/L2 and \$1/hr for S-3 Receives one day off during the week when on-call for the weekend
Shelby										
Market Average			insufficient data			26.43				
2022/23 MML Statewide Data *			25.71	27.30	28.88	29.14				12%
Village of Lake Odessa						24.32	FT	40	<6	

* 2022/23 MML Statewide Survey includes regions 1-6 with populations between 1,500 and 8,000 for positions of Streets Foreman, Water Plant Foreman, and Water/Sewer Systems Foreman (range: n=11; actual: n=21).

Classification and Compensation Study
Salary Survey Results, October 2022
Village of Lake Odessa

DPW Laborer										
Comparable Community	Title Used	How Do Duties Compare	Range (Base Pay)			Actual Pay or Max	FT / PT	Hrs / Week	Yrs of Svc	Other Details
			Min	Mid	Max					
Berrien Springs	Street Department Employees					18.03	FT	40	2	
Capac										
Cedar Springs (city)										
Chesaning	Public Works Maintenance Worker		18.63	19.75	20.87		FT	40		As reported in the 2022/23 W&S survey
DeWitt (city)	Public Works Maintenance Worker		19.24	25.03	30.83		FT	40		As reported in the 2022/23 W&S survey
Howard City	DPW Worker	Water and Sewer Certifications and CDL.	18.00	21.00	24.00		FT	40	<1 - 17 yrs	Water Sewer Certifications are requested to be obtained with a pay increase from \$.50-\$1/hr Employee receives \$75 per week on call and OT pay if called in. On call assigned on rotation basis of one week at a time
Kalkaska	DPW Worker	Similar, except for contracted water and sewer	19.00	21.38	23.75		FT	40	<1, <2, 10 yrs	No required licenses or certifications. No stipend for on-call.
Lowell (city)	Public Works Maintenance Worker		20.92	26.80	32.67		FT	40		As reported in the 2022/23 W&S survey
Manchester	Public Works Maintenance Worker		26.19	27.06	27.92		FT	40		As reported in the 2022/23 W&S survey
Nashville										
Paw Paw	Public Works Employee I-IV	CDL	24.78	25.42	26.05		FT	40	1	Increase for various water licenses Regular pay additional 16 hours for duty plus 1.5x if called in
Pinckney	DPW Worker	Yes	20.00	22.00	24.00		FT	40	1-6 yrs	If called in, paid a minimum of 2 hours
Portland (city)	Municipal Maintenance Worker/DPW	CDL, Water tech is required to have D2, S3. Mechanic is required to have Mechanics license. Our water tech and mechanic both do regular maintenance duties as well.	21.48	24.49	27.49		FT	40		Water Tech with D2 & S2 license, pay range: \$23.71 - \$30.35/hr. Mechanic has mechanics license and S4 license, and makes additional \$1 /hr above maintenance worker rate; same premium pay as outlined in DPW Foreman.
Pottsville (city)										
Saint Charles	Public Works Employee I-IV	CDL Required	17.50	18.41	19.32		FT	40	2-30 yrs	
Saranac	DPW Worker	L1/L2 and S-3 (must possess or be willing to obtain)				19.00	FT	40	1.5	\$1/hr for L1/L2 and \$1/hr for S-3 Receives one day off during the week when on-call for the weekend.
Shelby										
Market Average			20.57	23.13	25.69	18.52				25%
2022/23 MML Statewide Data *			20.22	22.97	25.72	23.90				27%
Village of Lake Odessa						22.97		40	5	
						21.02		40	2	

* 2022/23 MML Statewide Survey includes regions 1-6 with populations between 1,500 and 8,000 for positions of Public Works Maintenance Worker and Water/Sewer System Worker (range: n=50; actual: n=25).

**Classification and Compensation Study
Salary Survey Results, October 2022
Village of Lake Odessa**

DPW-Landscaping (Seasonal)										
Comparable Community	Title Used	How Do Duties Compare	Range (Base Pay)			Actual Pay or Max	FT / PT	Hrs / Week	Yrs of Svc	Other Details
			Min	Mid	Max					
Berrien Springs	N/A									
Capac										
Cedar Springs (city)										
Chesaning	Public Works Maintenance Worker - PT or Seasonal		12.00	12.25	12.50		FT	40		As reported in the 2022/23 W&S survey
DeWitt (city)	N/A									
Howard City	DPW Worker	seasonal staff do same work as DPW workers	18.00	21.00	24.00					
Kalkaska	N/A									
Lowell (city)	Public Works Maintenance Worker - PT or Seasonal		13.00	14.50	16.00		Varies			As reported in the 2022/23 W&S survey
Manchester	N/A		12.40	14.80	17.20					As reported in the 2022/23 W&S survey
Nashville										
Paw Paw	Seasonal					15.00	PT	20+		
Pinckney	DPW Worker	Part-time Only	17.00	18.50	20.00		PT	30	<1	If called in, paid a minimum of 2 hours.
Portland (city)	Parks/Cemetery Laborer	CDL					FT seasonal	40	23	Parks/Cemetery Laborer works for our DPW dept in the winter earning range of \$21.48 - \$27.49/hr
Potterville (city)										
Saint Charles										PT Seasonal Only - \$10/hr
Saranac	N/A									
Shelby										
Market Average			14.48	16.21	17.94	15.00				
2022/23 MML Statewide Data *			12.76	14.62	16.48	13.25				29%
Village of Lake Odessa						18.92	Seasonal	Varies		

* 2022/23 MML Statewide Survey includes regions 1-6 with populations between 1,500 and 8,000 for position of Public Works Maintenance Worker-PT or Seasonal (range: n=19; actual: n=21).

**Classification and Compensation Study
Salary Survey Results, October 2022
Village of Lake Odessa**

Chief of Police										
Comparable Community	Title Used	How Do Duties Compare	Range (Base Pay)			Actual Pay or Max	FT / PT	Hrs / Week	Yrs of Svc	Other Details
			Min	Mid	Max					
Berrien Springs	N/A									
Capac										
Cedar Springs (city)										
Chesaning	Police Chief					78,000	FT	40		As reported in the 2022/23 W&S survey
DeWitt (city)	Police Chief					80,558	FT	40		As reported in the 2022/23 W&S survey
Howard City	N/A									
Kalkaska	Police Chief	Same, but role is combined with Village Manager; MCOLES Certified								not a comparable position earning \$109,000/yr
Lowell (city)	Police Chief					88,000	FT	40		As reported in the 2022/23 W&S survey
Manchester	N/A									
Nashville										
Paw Paw	Police Chief	MCOLES Certified				81,058	FT	40	12	
Pinckney	Police Chief					69,888	FT	40	1	
Portland (city)	Chief of Police & Ambulance Director	MCOLES Certified	68,302	82,298	96,294	91,707	FT	50	17	
Potterville (city)										
Saint Charles	Police Chief	MCOLES Certified	52,000	54,706	57,412	56,285	FT	40	2	
Saranac	N/A									
Shelby										
Market Average			insufficient data			77,928				
2022/23 MML Statewide Data *			68,486	77,237	85,988	79,594				26%
Village of Lake Odessa						64,782	FT	40	<4	

* 2022/23 MML Statewide Survey includes regions 1-6 with populations between 1,500 and 8,000 for position of Police Chief (range: n=7; actual: n=33).

**Classification and Compensation Study
Salary Survey Results, October 2022
Village of Lake Odessa**

Police Officer										
Comparable Community	Title Used	How Do Duties Compare	Range (Base Pay)			Actual Pay or Max	FT / PT	Hrs / Week	Yrs of Svc	Other Details
			Min	Mid	Max					
Berrien Springs	N/A									
Capac										
Cedar Springs (city)										
Chesaning	Police Officer		23.00	23.70	24.40					As reported in the 2022/23 W&S survey
DeWitt (city)	Police Officer		24.31	27.49	30.67					As reported in the 2022/23 W&S survey
Howard City	N/A									
Kalkaska	Police Officer	Similar	20.25	24.00	27.75		FT	40		\$2/hr above contract wage for Emergency Medical Responder certification
Lowell (city)	Police Officer		18.97	26.60	34.22					As reported in the 2022/23 W&S survey
Manchester	N/A									
Nashville										
Paw Paw	Police Officer		26.11	30.02	33.92		FT	40	1	
Pinckney	Police Officer	Similar	20.00	24.50	29.00		FT	40	varies	
Portland (city)	Police Officer	Similar	24.30	27.87	31.43		FT	40		Field training officers get \$1 more per hour stipend when actively training. Officers with a Bachelors degree in police administration or related field receive an annual stipend of \$1,200. Police Sergeant pay range is \$26.45 - 34.18. City currently has an interim Sgt. being paid \$32.48 (4 yrs).
Potterville (city)										
Saint Charles	Police Officer	Similar	22.64	23.33	24.02	23.55	FT	40	2	
Saranac	N/A									
Shelby										
Market Average			22.45	25.94	29.43	23.55				31%
2022/23 MML Statewide Data *			23.27	27.02	30.77	28.68				32%
Village of Lake Odessa			21.05	22.43	23.81	23.03	FT	40	3	

* 2022/23 MML Statewide Survey includes regions 1-6 with populations between 1,500 and 8,000 for position of Police Officer (range n=37; actual: n=11).

APPENDIX B

Market Survey Data: Benefits

**CLASSIFICATION AND COMPENSATION STUDY
VILLAGE OF LAKE ODESSA
NON-UNION BENEFITS SURVEY, OCTOBER 2022**

	Village of Lake Odessa	Berrien Springs	Howard City	Kalkaska	Paw Paw
PAID TIME OFF & BONUSES					
Scheduled Working Hours Per Day (i.e. 8, 7.5, 12)	8	7-8	4 - 9 hr days/1 - 4 hr day	8	8
# Annual Paid Holidays	11	11	8.5	11.5	10
Do you offer <u>combined</u> paid time off (PTO) or <u>separate</u> Vacation / Sick / Personal time off?	Separate	separate	combined	combined (separate prior to 2010)	separate
# Vacation / PTO Days Earned:					
@ 1 year	10	10	20	14	10
@ 5 years	15	15	25	24	15
@ 10 years	20	20	30	29	15
@ 15 years	20	21	30	34	20
@ 20 years	25	25	30	34	25
Maximum Carry Over of Vacation/PTO Allowed (in days) or Use-It or Lose-It policy?	5	None	Up to amount to accrue per year (i.e., 5 years - can only accrue up to 200 hrs)	15	15
Is accrued Vacation/PTO time paid out upon separation or retirement? If so, what is the a maximum payout?	Yes, 100%	Yes, no maximum, whatever has accrued during the year	Yes - amount accrued at time of separation	Yes, no maximum	50% accrued
# Annual Sick Days	12	9	N/A	N/A (prior to 2010 separated)	12
Maximum Carry Over of Sick Days allowed (in days) or Use-It or Lose-It policy?	75	90			20
Is accrued Sick time paid out upon separation or retirement? If so, what is the a maximum payout?	No	10 years - 5 days, 15 years - 10 days, 20+ years - 15 days			50% accrued
# Annual Paid Personal Days	2	1 sick day per year can be used as personal day	N/A	N/A	2
Longevity Pay	N/A	Do not have longevity pay however do have holiday pay of \$20.00 per year worked	N/A	\$1,500 retention bonus given annually after one year of service	N/A
@ 5 years					
@ 10 years					
@ 15 years					
@ 20 years					
Maximum					

**CLASSIFICATION AND COMPENSATION STUDY
VILLAGE OF LAKE ODESSA
NON-UNION BENEFITS SURVEY, OCTOBER 2022**

	Village of Lake Odessa	Berrien Springs	Howard City	Kalkaska	Paw Paw
INSURANCE					
Insurance Plan Type (i.e. PPO, HMO, etc.)	PPO	PPO	HMO	HMO, HSA POS, POS	PPO
Is your plan a high deductible plan? (yes or no)	No	Yes	No		No
Does the employ ^{ER} contribute to a Health Savings Plan? If so, what is the annual contribution?	No	Employer pays the total amount of deductible	No	No	No
Annual Employee Contribution to Healthcare Premium	20%	0%	20%	Up to state hard cap	15%
Annual Deductible (single/family)		\$2,800/\$5,600	\$1,500/\$3,000	Depends on plan chosen	\$250 / \$500
Annual Payment in Lieu of Insurance	\$3,000	\$0	10% of premium	State hard cap for single employee	N/A
Employer-Paid Dental (yes or no)	Yes	Yes	Yes	Yes, no maximum	Yes
Employer-Paid Vision (yes or no)	Yes	Yes	Yes	Yes, no maximum	No
Employer-Paid Life Insurance (benefit level - i.e. \$25K, 1 X Salary)	\$50K	Yes, \$25,000	Yes, \$25,000	Yes, \$25,000	Yes, \$40,000
Employer-Paid Disability (short term, long term, or both)	Yes	No	No	ST	ST
PENSION / RETIREMENT					
What type(s) of retirement programs do you offer? (i.e. Defined Benefit Pension, Defined Contribution, Hybrid, etc.)	DB & DC (DB - only one employee, village plans to close plan)	DB & DC	DC	Hired after 12/2010 - Hybrid Hired before 12/2010 - DB	DB & DC
Pension Plan:					
Pension Plan Type (i.e. MERS B2)	B4	MERS C-1 Old		MERS Hybrid	MERS
Multiplier (i.e. 2.25%)	2.5%	Sum of 1.2% times the first \$4,200 of FAC, plus 1.7% times the portion of FAC		1.5	2.5%
Employ ^{EE} Contribution to Pension	10%				8%
Defined Contribution Plan (i.e. 401, 457)	401k	457	457	457	457
Employ ^{ER} Match / Contribution	up to 10%	MERS 100%	10%	4% max	None
Employ ^{EE} Contribution	up to the IRS limit	0	Optional	Optional	Optional
Retiree Health Insurance (yes or no)	No	No	No	No	No
Employ ^{ER} Pays					
Age or other eligibility criteria					

**CLASSIFICATION AND COMPENSATION STUDY
VILLAGE OF LAKE ODESSA
NON-UNION BENEFITS SURVEY, OCTOBER 2022**

	Village of Lake Odessa	Pinckney	Portland	Saranac	St. Charles
PAID TIME OFF & BONUSES					
Scheduled Working Hours Per Day (i.e. 8, 7.5, 12)	8	8	8	8	8
# Annual Paid Holidays	11	13	14	8	11
Do you offer <u>combined</u> paid time off (PTO) or <u>separate</u> Vacation / Sick / Personal time off?	Separate	combined	separate	separate	combined
# Vacation / PTO Days Earned:					
@ 1 year	10	5	10	5	10
@ 5 years	15	10	15	10 hrly/15 salary	15
@ 10 years	20	15	20	15	20
@ 15 years	20	20	20 (25 if hired before 1998)	20	25
@ 20 years	25	20	20 (25 if hired before 1998)	20 hourly / 25 salary	25
Maximum Carry Over of Vacation/PTO Allowed (in days) or Use-It or Lose-It policy?	5	5 days w/in 90 days	10	No vacation carry over allowed	5
Is accrued Vacation/PTO time paid out upon separation or retirement? If so, what is the a maximum payout?	Yes, 100%	Yes, no maximum	Yes, no maximum	Yes, no maximum	Yes, no maximum
# Annual Sick Days	12	N/A	12	12	N/A
Maximum Carry Over of Sick Days allowed (in days) or Use-It or Lose-It policy?	75		unlimited	12	
Is accrued Sick time paid out upon separation or retirement? If so, what is the a maximum payout?	No		No	No	
# Annual Paid Personal Days	2	N/A	4	2 floating holidays	N/A
Longevity Pay	N/A	N/A		N/A	
@ 5 years			2%		\$500
@ 10 years			2.50%		\$1,000
@ 15 years			3%		\$1,500
@ 20 years			3.50%		\$2,000
Maximum			4% (\$1,200 max)		N/A

**CLASSIFICATION AND COMPENSATION STUDY
VILLAGE OF LAKE ODESSA
NON-UNION BENEFITS SURVEY, OCTOBER 2022**

	Village of Lake Odessa	Pinckney	Portland	Saranac	St. Charles
INSURANCE					
Insurance Plan Type (i.e. PPO, HMO, etc.)	PPO	PPO	PPO	HMO	HMO
Is your plan a high deductible plan? (yes or no)	No	No	Yes	No	No
Does the employ ^{ER} contribute to a Health Savings Plan? If so, what is the annual contribution?	No	Yes but the amount is decreasing each year	\$1,300 / \$2,600	No	No
Annual Employee Contribution to Healthcare Premium	20%	\$1,200 / \$1,800	20%	15%	0%
Annual Deductible (single/family)		\$3,000	\$3,500 / \$7,000	\$500 / \$1,000	\$250 / \$500
Annual Payment in Lieu of Insurance	\$3,000	\$1,800	N/A	\$4,200	N/A
Employer-Paid Dental (yes or no)	Yes	Yes	Yes, 80%	Yes	Yes
Employer-Paid Vision (yes or no)	Yes	Yes	Yes, 80%	Yes	Yes
Employer-Paid Life Insurance (benefit level - i.e. \$25K, 1 X Salary)	\$50K	Yes, \$35,000	Yes, \$50,000	No	Yes, \$30,000
Employer-Paid Disability (short term, long term, or both)	Yes	Both	LT	No	Both
PENSION / RETIREMENT					
What type(s) of retirement programs do you offer? (i.e. Defined Benefit Pension, Defined Contribution, Hybrid, etc.)	DB & DC (DB - only one employee, village plans to close plan)	DB & DC	Hired after 07/2010 - Hybrid Hired before 07/2010 - DB	DC	DB & DC
Pension Plan:					
Pension Plan Type (i.e. MERS B2)	B4	MERS	MERS Hybrid		MERS
Multiplier (i.e. 2.25%)	2.5%	2%	1.00%		1.5%
Employ ^{EE} Contribution to Pension	10%	6.75%	3%		None
Defined Contribution Plan (i.e. 401, 457)	401k	457	401	457	457
Employ ^{ER} Match / Contribution	up to 10%	0.5%	7% ER Contribution (funds DB expense first and remainder goes into 401)	6%	None
Employ ^{EE} Contribution	up to the IRS limit	Optional	Optional	Optional	Optional
Retiree Health Insurance (yes or no)	No	Yes	No	Yes	Yes, for those hired before April 2009
Employ ^{ER} Pays			HSA - required 3% employee contribution. No employer contribution.	\$150	Employees hired after 2009 receive \$500 stipend to be used toward retiree healthcare.
Age or other eligibility criteria			Retirement age: 60	If worked at Village for 20+ yrs, until age 65	Insurance provided until employee is eligible for Medicare

**CLASSIFICATION AND COMPENSATION STUDY
VILLAGE OF LAKE ODESSA
POLICE UNION BENEFITS SURVEY, OCTOBER 2022**

	Village of Lake Odessa	Berrien Springs	Howard City	Kalkaska	Paw Paw
PAID TIME OFF & BONUSES		N/A - no union positions	N/A - no union positions		Police Union Staff
Scheduled Working Hours Per Day (i.e. 8, 7.5, 12)	8			10	12
# Annual Paid Holidays	11			12	9
Do you offer <u>combined</u> paid time off (PTO) or <u>separate</u> Vacation / Sick / Personal time off?	Separate			combined (separate prior to 2010)	separate
# Vacation / PTO Days Earned:					
@ 1 year	10			10	3.33
@ 5 years	15			15	10
@ 10 years	20			18	13.33
@ 15 years	20			21	16.67
@ 20 years	25			27	20
Maximum Carry Over of Vacation/PTO Allowed (in days) or Use-It or Lose-It policy?	5			6	10
Is accrued Vacation/PTO time paid out upon separation or retirement? If so, what is the a maximum payout?	Yes, 100%			Yes, no maximum	All accrued if work 6 months
# Annual Sick Days	12				8
Maximum Carry Over of Sick Days allowed (in days) or Use-It or Lose-It policy?	75			N/A	20
Is accrued Sick time paid out upon separation or retirement? If so, what is the a maximum payout?	No			N/A	After 10 years 50% up to 240
# Annual Paid Personal Days	2			N/A	2
Longevity Pay	N/A			\$1,500 retention bonus	N/A
@ 5 years					
@ 10 years					
@ 15 years					
@ 20 years					
Maximum					

**CLASSIFICATION AND COMPENSATION STUDY
VILLAGE OF LAKE ODESSA
POLICE UNION BENEFITS SURVEY, OCTOBER 2022**

	Village of Lake Odessa	Berrien Springs	Howard City	Kalkaska	Paw Paw
INSURANCE					
Insurance Plan Type (i.e. PPO, HMO, etc.)	PPO			HMO, HSA POS, POS	PPO
Is your plan a high deductible plan? (yes or no)	No				No
Does the employ ^{ER} contribute to a Health Savings Plan? If so, what is the annual contribution?	No			No	No
Annual Employee Contribution to Healthcare Premium	20%			Up to State Hard Cap	12%
Annual Deductible (single/family)				Dependent on plan chosen by employee	\$250/\$500
Annual Payment in Lieu of Insurance	\$3,000			State Hard Cap for single employee	\$6,188.78
Employer-Paid Dental (yes or no)	Yes			Yes	Employee contributes 12%
Employer-Paid Vision (yes or no)	Yes			Yes	No
Employer-Paid Life Insurance (benefit level - i.e. \$25K, 1 X Salary)	\$50K			Yes, \$30,000	Yes, \$40,000
Employer-Paid Disability (short term, long term, or both)	Yes			STD	STD
PENSION / RETIREMENT					
What type(s) of retirement programs do you offer? (i.e. Defined Benefit Pension, Defined Contribution, Hybrid, etc.)	DB & DC (DB - only one employee, village plans to close plan)			Hybrid	DB
<u>Pension Plan:</u>					
Pension Plan Type (i.e. MERS B2)	B4			MERS	MERS
Multiplier (i.e. 2.25%)	2.5%			1.50%	2.5%
Employ ^{EE} Contribution to Pension	10%				8%
Defined Contribution Plan (i.e. 401, 457)	401k				457
Employ ^{ER} Match / Contribution	up to 10%			4% max (Defined Contribution)	No
Employ ^{EE} Contribution	up to the IRS limit			Optional	Optional
Retiree Health Insurance (yes or no)	No			No	No
Employ ^{ER} Pays				N/A	N/A
Age or other eligibility criteria				N/A	N/A

**CLASSIFICATION AND COMPENSATION STUDY
VILLAGE OF LAKE ODESSA
POLICE UNION BENEFITS SURVEY, OCTOBER 2022**

	Village of Lake Odessa	Pinckney	Portland	Saranac	St. Charles
PAID TIME OFF & BONUSES		Similar to non-union FT staff	Only difference is 12 hr work days for Police staff	N/A - no union positions	Police Union Staff - Same as non-union staff
Scheduled Working Hours Per Day (i.e. 8, 7.5, 12)	8				8
# Annual Paid Holidays	11				11
Do you offer <u>combined</u> paid time off (PTO) or <u>separate</u> Vacation / Sick / Personal time off?	Separate				combined
# Vacation / PTO Days Earned:					
@ 1 year	10				10
@ 5 years	15				15
@ 10 years	20				20
@ 15 years	20				25
@ 20 years	25				25
Maximum Carry Over of Vacation/PTO Allowed (in days) or Use-It or Lose-It policy?	5				5
Is accrued Vacation/PTO time paid out upon separation or retirement? If so, what is the a maximum payout?	Yes, 100%				Yes, no maximum
# Annual Sick Days	12				
Maximum Carry Over of Sick Days allowed (in days) or Use-It or Lose-It policy?	75				
Is accrued Sick time paid out upon separation or retirement? If so, what is the a maximum payout?	No				
# Annual Paid Personal Days	2				N/A
Longevity Pay	N/A				
@ 5 years					\$500
@ 10 years					\$1,000
@ 15 years					\$1,500
@ 20 years					\$2,000
Maximum					N/A

**CLASSIFICATION AND COMPENSATION STUDY
VILLAGE OF LAKE ODESSA
POLICE UNION BENEFITS SURVEY, OCTOBER 2022**

	Village of Lake Odessa	Pinckney	Portland	Saranac	St. Charles
INSURANCE					
Insurance Plan Type (i.e. PPO, HMO, etc.)	PPO				HMO
Is your plan a high deductible plan? (yes or no)	No				No
Does the employ ^{ER} contribute to a Health Savings Plan? If so, what is the annual contribution?	No				No
Annual Employee Contribution to Healthcare Premium	20%				0%
Annual Deductible (single/family)					\$250/\$500
Annual Payment in Lieu of Insurance	\$3,000				N/A
Employer-Paid Dental (yes or no)	Yes				Yes
Employer-Paid Vision (yes or no)	Yes				Yes
Employer-Paid Life Insurance (benefit level - i.e. \$25K, 1 X Salary)	\$50K				Yes, \$30,000
Employer-Paid Disability (short term, long term, or both)	Yes				Both
PENSION / RETIREMENT					
What type(s) of retirement programs do you offer? (i.e. Defined Benefit Pension, Defined Contribution, Hybrid, etc.)	DB & DC (DB - only one employee, village plans to close plan)				DB & DC
Pension Plan:					
Pension Plan Type (i.e. MERS B2)	B4				MERS
Multiplier (i.e. 2.25%)	2.5%				1.5%
Employ ^{EE} Contribution to Pension	10%				None
Defined Contribution Plan (i.e. 401, 457)	401k				457
Employ ^{ER} Match / Contribution	up to 10%				None
Employ ^{EE} Contribution	up to the IRS limit				Optional
Retiree Health Insurance (yes or no)	No				Yes, for those hired before April 2009
Employ ^{ER} Pays					Employees hired after 2009 receive \$500 stipend to be used toward retiree healthcare.
Age or other eligibility criteria					Insurance provided until employee is eligible for Medicare

APPENDIX C

Point Factor Job Evaluation

**CLASSIFICATION & COMPENSATION STUDY
VILLAGE OF LAKE ODESSA
2022 POINT FACTOR JOB EVALUATION**

Position	TOTAL	Ed & Exp	Judg & Ind	Int & Ext Rel	Supv	Job Complex	Safety	Tech	Impact on Ops	Mental Work	Work Environ
DPW Worker-Landscaping	1,537	173	277	153	0	277	113	90	204	130	120
DPW Worker	1,706	173	277	195	0	277	113	130	231	130	180
Police Officer	1,948	243	342	195	100	342	130	110	231	165	90
DPW Foreman	2,061	267	309	216	176	309	113	130	231	130	180
Village Treasurer	2,107	383	374	216	0	406	130	140	258	200	0
DPW Superintendent	2,343	243	406	216	232	374	130	120	312	130	180
Chief of Police	2,477	360	471	237	232	406	148	110	258	165	90
Village Manager	2,811	383	568	258	260	535	130	110	437	130	0

FACTOR 1: EDUCATION AND RELEVANT EXPERIENCE

In using this factor, two separate yet related judgments must be made. First, identify the minimum level of education required to be adequately prepared for the duties and responsibilities of the position. Second, determine the minimum years of relevant experience necessary to adequately perform the job. (Typically found on the position's job description.) **NOTE:** Rate the MINIMUM requirements of the *position*, not the attainment of the position incumbent; these may differ.

Special Circumstances:

- In many cases experience may substitute for formal education and vice versa. Rate the minimum qualifications of the position, or a combination thereof.
- Positions requiring professional certifications or licensure should be rated at "somewhat more than" the minimum educational and experience level required.
- If a position has both a minimum requirement and a "preferred" level (i.e. BA req'd, MA preferred), rate it at "somewhat more than" for the minimum educational and experience level required.

MINIMUM EDUCATION REQUIRED	MINIMUM RELATED WORK EXPERIENCE REQUIRED					
		1	2	3	4	5
	Degree	Entry Level, No Exp. Req'd	1 – 2 Yrs.	3 – 4 Yrs.	5 – 6 Yrs.	Over 7 years
A. No formal education required.	Almost exactly like =	25	50	75	100	125
B. High school diploma or equivalent.	Almost exactly like =	150	173	197	220	243
	Somewhat more than =	173	197	220	243	267
C. Vocational or trade school, or some community college, business school or other specialized training.	Almost exactly like =	197	220	243	267	290
	Somewhat more than =	220	243	267	290	313
D. Associates degree or equivalent.	Almost exactly like =	243	267	290	313	337
	Somewhat more than =	267	290	313	337	360
E. Bachelor's degree or equivalent.	Almost exactly like =	290	313	337	360	383
	Somewhat more than =	313	337	360	383	407
F. Master's degree or additional specialized training and experience.	Almost exactly like =	337	360	383	407	430
	Somewhat more than =	360	383	407	430	453
G. PHD or other post-Master's level education.	Almost exactly like =	383	407	430	453	477
	Somewhat more than =	407	430	453	477	500

FACTOR 2: JUDGMENT AND INDEPENDENCE OF ACTION

This factor describes the level of judgment and independence of action exercised in determining proper courses of action. In evaluating a position against this factor, think about the extent to which policies, procedures, rules and so forth either guide or restrict judgment and independence of the position. Consider also whether peers and/or supervisors are available for collaboration in decision making, and the degree to which the employee is empowered to use discretion.

LEVEL OF JUDGMENT AND INDEPENDENCE REQUIRED	Degree	Point Value
A. Duties and responsibilities of the position are carried out according to straightforward and standardized policies, procedures, rules, etc. There may be an occasional need for the employee to exercise judgment, but others are readily available to assist and discretion is limited. Work is closely monitored and regularly reviewed or subjected to a "check/balance" system.	Almost exactly like =	180
	Somewhat more than =	212
B. Duties and responsibilities of the position require that the employee occasionally interpret standard policies, procedures and rules to determine appropriate courses of action. However, the employee would not need significant technical or professional training to effectively interpret standards and guidelines. Basic decisions are made independently while more complex or unique issues are solved collaboratively with peers or supervisors. Discretion is minimal, and work is monitored on a "spot check" basis.	Somewhat less than =	245
	Almost exactly like =	277
	Somewhat more than =	309
C. Duties and responsibilities of the position require that the employee regularly interpret policies, procedures and rules to determine appropriate courses of action. The employee has information available to guide him/her in effective interpretation of standards and guidelines, but a moderate level of discretion is exercised. Most decisions are made independently, though the subject matter is straightforward and peers and supervisors are available to assist with especially unique situations. Work is monitored on a "case-by-case" basis.	Somewhat less than =	342
	Almost exactly like =	374
	Somewhat more than =	406
D. Duties and responsibilities of the position are governed by broad and complex technical, administrative, or professional standards and guidelines. The employee must regularly exercise independent judgment in decision-making, and exercise considerable discretion. The employee performs with a high degree of latitude, and work is monitored on a periodic or exception basis.	Somewhat less than =	438
	Almost exactly like =	471
	Somewhat more than =	503
E. Duties and responsibilities of the position are not only governed by broad and complex technical, administrative, or professional standards and guidelines, but the employee regularly directs or participates in the development of such standards. The employee performs with virtual independence and regularly exercises considerable discretion. Work is monitored through formal review by major authorities or other policy-making bodies.	Somewhat less than =	535
	Almost exactly like =	568
	Somewhat more than =	600

FACTOR 3: INTERNAL AND EXTERNAL RELATIONS

This factor examines the types and frequency of internal and external contacts a position encounters, and the communication skills needed to successfully handle these contacts.

First, examine the hierarchy of communication skills listed and select the category which reflects the *highest requirement* of the position. Although a job may entail a variety of levels of contacts, use the highest requirement to determine the point award.

Second, after selecting the highest requirement, determine the frequency with which that activity occurs.

COMMUNICATION SKILLS REQUIRED	FREQUENCY		
	Occasionally	Periodically	Frequently
A. Minimal internal or external contacts are experienced in the position. Skill in exchanging information and following instructions is required.	90	111	132
B. Standard internal and external contacts are experienced in the position. Skill in responding to questions, providing explanation of standard procedures, and engaging in conversation is required. Unusual or difficult situations are referred to a supervisor.	132	153	174
C. Moderately complex internal and external contacts are experienced in the position. Skill in interpreting and translating facts and information, explaining situations and issues, advising others of alternatives and options, and interviewing and developing information from others is required. Unusual or difficult situations are addressed to the extent possible before calling in a peer or supervisor for support.	174	195	216
D. Complex internal and external contacts are experienced in the position. Skill in motivating others, giving instructions, resolving disagreements, and/or leading meetings or making presentations is required. This position is responsible for the ultimate resolution of unusual or difficult situations.	216	237	258
E. Extremely complex internal and external contacts are experienced in this position. Skill in leading and persuading others, negotiating contracts, mediating and resolving disputes, and developing and making formal presentations is required.	258	279	300

FACTOR 4: SUPERVISORY OR MANAGERIAL RESPONSIBILITY

This factor reflects the supervision exercised and management or leadership role assigned to a position. Select first the level of authority exercised, than the span of control as determined by the size of the supervisor's staff.

Special Circumstances:

- Count part-time, permanent, year-round staff pro rata.
- Count seasonal workers, volunteers and other "non-permanent" employees pro rata also.
- Do not count prison workers or other labor assigned and managed by an external agency.

LEVEL OF SUPERVISORY AND MANAGEMENT AUTHORITY EXERCISED	STAFF SIZE (Both direct and indirect reporting relationships)					
	Up to 2	3 - 5	6 - 9	10 - 14	15 - 19	Over 20
A. No supervisory or management authority.	0	N/A	N/A	N/A	N/A	N/A
B. <u>Occasional Leader</u> : On an occasional basis assists in planning and organization of work assignments, instructs or trains others, or leads special projects.	100	148	176	204	232	260
C. <u>Leader</u> : Regularly involved in planning and coordinating work assignments and monitoring the work progress of others, but does not have the authority found in a formal supervisor position (hire, fire, discipline).	148	176	204	232	260	288
D. <u>Working Supervisor</u> : Has much of the formal authority of a supervisor position, but may assist or perform the duties of subordinates.	176	204	232	260	288	316
E. <u>Supervisor</u> : Has the authority to make or effectively recommend important personnel decisions such as hiring, disciplining, terminating, and promoting subordinates.	204	232	260	288	316	344
F. <u>1st Level Manager</u> : Responsible for planning, directing, staffing and controlling employees of a major department or service area; works through one or more subordinate supervisors, including working supervisors.	232	260	288	316	344	374
G. <u>2nd Level Manager</u> : Similar to a 1 st Level Manager, with a greater depth of responsibility due to the use of one or more subordinate 1 st Level Managers.	260	288	316	344	374	400

FACTOR 5: JOB COMPLEXITY

This factor measures the degree of complexity which is characteristic of a position's duties and responsibilities. Complexity is defined as the level of "thinking process" or analytic ability required of a position. In determining the appropriate point assignment, consider *overall* complexity, not unique projects or activities which are rare and impermanent to the position, or assigned to the position incumbent due to individual level talent or interest.

LEVEL OF COMPLEXITY ENCOUNTERED	Degree	Point Value
A. Position primarily involves the use of factual information and data that does not present significant variables or ambiguities. Redundant steps, methods and processes are typically well defined, choices involve a limited set of options and information is readily available to ascertain correct approach.	Almost exactly like =	180
	Somewhat more than =	212
B. Position primarily involves the use of factual information and data, but may encounter minor variables or ambiguities which require some analytic or basic problem solving ability to select correct action from a limited set of options. Redundant steps, methods and processes are typically well defined, but the employee must occasionally modify or adapt them to address a situation.	Somewhat less than =	245
	Almost exactly like =	277
	Somewhat more than =	309
C. Position involves both the use of factual information and data, and the modification and continuous improvement of processes. This position regularly addresses variables or ambiguities and requires analytic and problem solving ability to select correct action from an expansive set of options. Steps, methods and processes are a mix of redundant and original tasks, and processes must be occasionally reassessed, modified or adapted to address unique situations.	Somewhat less than =	342
	Almost exactly like =	374
	Somewhat more than =	406
D. Position involves the extensive use of analytic and problem solving ability to select correct action from a limitless set of options. Steps, methods and processes are original and must be continuously reassessed, modified or adapted to address unique situations or realize improvements in process. This level is appropriate for multi-faceted positions with program or service planning responsibilities.	Somewhat less than =	438
	Almost exactly like =	471
	Somewhat more than =	503
E. Position is focused on projects involving the dedication of substantial time and effort to researching, organizing and assessing information which contains substantial variables and ambiguities. As a result, steps, methods and processes are non-existent or original, and the incumbent may be required to develop new and original procedures and processes. An advanced analytic and problem solving ability is required for the position.	Somewhat less than =	535
	Almost exactly like =	568
	Somewhat more than =	600

FACTOR 6: RESPONSIBILITY FOR THE SAFETY AND CONVENIENCE OF OTHERS

This factor is concerned with the impact the position’s duties have on the safety and convenience of others. In considering the potential impact of a position, consider probable errors which may occur in the regular course of performing a job, not the most extreme consequences.

Second, after selecting the highest, but still probable, consequence, determine the frequency with which opportunity for error presents itself.

PROBABLE CONSEQUENCES OF ERRORS	FREQUENCY		
	Occasionally (Monthly)	Periodically (Weekly)	Frequently (Daily)
A. Errors in this position would likely cause minor, short-term inconvenience and would not endanger the safety of others. Effect of errors would impact a limited set of individuals.	60	78	95
B. Errors in this position would likely cause minor but longer term inconveniences that are more difficult to resolve, but would not endanger the safety of others. Effect of errors would impact a limited set of individuals.	95	113	130
C. Errors in this position could cause significant inconvenience that is difficult to resolve, or may temporarily present a threat to the safety of the public.	130	148	165
D. Errors in this position would likely cause a major, long-term inconvenience or present a widespread threat to the safety of the public that could produce irreparable harm.	165	183	200

FACTOR 7: TECHNOLOGY AND EQUIPMENT USE

This factor measures the level of knowledge and expertise required in a position with respect to utilizing, developing, fabricating and implementing various technology or equipment. Determine first the level of knowledge and skill required of the position (not the level of the position incumbent) and then determine the degree most appropriate for the position.

LEVEL OF TECHNOLOGICAL/EQUIPMENT KNOWLEDGE AND SKILL REQUIRED	Degree	Point Value
A. Job duties require: <ul style="list-style-type: none"> • a knowledge of and ability to use standard office equipment, and display proficiency in the use of computer software such as word processing and spreadsheet, or • the use and basic maintenance of standard light equipment. 	Somewhat less than =	60
	Almost exactly like =	70
	Somewhat more than =	80
B. Job duties require: <ul style="list-style-type: none"> • utilization of specialized software such as financial applications, or • the ability to use, maintain and perform basic repairs on standard light and heavy equipment. 	Somewhat less than =	90
	Almost exactly like =	100
	Somewhat more than =	110
C. Job duties require: <ul style="list-style-type: none"> • a complex use of, or training others on computer software including specialized applications such as drafting systems GIS, etc, and/or serves as "troubleshooter" for basic systems or software issues, or • regularly training or leading others in projects involving the use, maintenance and/or repair of specialized or heavy equipment, or the fabrication of specialized equipment. 	Somewhat less than =	120
	Almost exactly like =	130
	Somewhat more than =	140
D. Job duties require: <ul style="list-style-type: none"> • the development, programming, maintenance and repair of computer systems, databases, networks, GIS or other complex systems. 	Somewhat less than =	150
	Almost exactly like =	160
	Somewhat more than =	170
E. Job duties require: <ul style="list-style-type: none"> • Supervisory and administrative activities associated with the research, development, purchase and implementation of computer systems, system coordination and related technological advances. 	Somewhat less than =	180
	Almost exactly like =	190
	Somewhat more than =	200

FACTOR 8: IMPACT ON PROGRAMS, SERVICES AND OPERATIONS

This factor measures direct or indirect impact on the programs, services or operations carried out or provided by units of the organization. The nature of such impact is defined as the extent to which effective or ineffective performance of a classification's duties or responsibilities contribute to assure, interfere with, or prevent the achievement of goals, objectives, plans, or other established performance criteria. Rate the classification in terms of its probable consequences, as opposed to potential consequences which rarely, if ever, occur.

NATURE OF IMPACT	Degree	Point Value
A. The work product, though important to the organization, is not directly tied to other work processes. Errors are readily detected or apparent and have a relatively minor impact on overall operations.	Almost exactly like =	150
	Somewhat more than =	177
B. The work products and purpose of the job directly affect the accuracy, reliability, or acceptability of other work processes. Completed work has a direct relationship to other important activities or related work within one or more organization units. Errors are normally detected in succeeding operations and involve expenditure of time to trace and correct. Consequences would affect the work of others or cause inconvenience to the public. There also may be measurable monetary consequences related to the handling of financial transactions, equipment, supplies or other materials.	Somewhat less than =	204
	Almost exactly like =	231
	Somewhat more than =	258
C. The work products and purpose of the job contribute to the attainment of immediate, on-going goals and objectives. The job may affect the short-term success of programs, services, or operations, but does not materially influence or impact long-range direction, planning or control. The job affects the design or operation of systems, programs or equipment. Errors are difficult to detect and would result in inaccurate reports, incomplete or misleading information, invalid test results, unsound recommendations, or incorrect decisions.	Somewhat less than =	285
	Almost exactly like =	312
	Somewhat more than =	338
D. The work products and purpose of the job have a significant impact on major aspects of programs, services and operations. Responsibilities may be shared among individuals or may be a direct responsibility. Influence extends to both short- and long-term matters affecting an organizational component. Errors would not be detected through normal means, but would become apparent later through subsequent activities or events.	Somewhat less than =	365
	Almost exactly like =	392
	Somewhat more than =	419
E. The work products and purpose of the job have a major direct controlling impact on all aspects and phases of program, service or operations management. Decisions and overall influence contribute directly to the image of success and future of programs, services or operations and have a major long-term impact.	Somewhat less than =	437
	Almost exactly like =	473
	Somewhat more than =	550

FACTOR 9: INTENSITY AND DEMAND FOR CONCENTRATION

This factor uses two environmental components to measure the extent to which the position requires mental concentration and focus on the job. Determine the frequency with which each environmental factor occurs and add the values together for a total point award.

ENVIRONMENTAL FACTORS	FREQUENCY		
	Occasionally	Periodically	Frequently
1. <u>Mental Concentration</u> : The task detail regularly required of the position (i.e. working with figures, paperwork, fine motor skills)	30	65	100
2. <u>Focus</u> : The extent to which the position is regularly subjected to distracting influences such as people, phones, etc.	30	65	100
TOTAL POINTS FROM ENVIRONMENTAL FACTORS (1+2) =			

FACTOR 10: WORK ENVIRONMENT

This factor measures the degree to which a position is subjected to unpleasant or adverse working conditions as a function of the job, and the type and frequency of physical demands placed on a position. Office “climate control” issues are *not* considered an unpleasant or adverse condition, nor are standard requirements for lifting and/or moving light weight items in a normal office setting considered a physical demand.

Determine first the highest condition or demand encountered as a *function of the position* (A, B, or C) then the frequency with which that condition is experienced.

1. WORKING CONDITIONS	FREQUENCY		
	Occasionally	Periodically	Frequently
A. Work is carried on in a normal office setting.	0	N/A	N/A
B. Work environment is mildly disagreeable due to outside weather conditions, poor ventilation, noise, unsafe areas or situations, and other factors which require adjusting to or accommodating these uncomfortable situations.	25	30	60
C. Work environment is very disagreeable due to extreme weather conditions, strong odors and fumes, dangerous chemicals, confined spaces, precarious places, loud noise, and other hazards which require the use of special safety equipment and substantial physical or mental accommodation to perform the job.	60	90	120
2. PHYSICAL DEMANDS	Occasionally	Periodically	Frequently
A. No unusual physical activity or exertion is required.	0	N/A	N/A
B. Position requires moderate physical exertion associated with operating light equipment, monitoring and calibrating machinery and equipment, or lifting and/or moving items of moderate weight (25 lbs. or more).	25	30	60
C. Position requires enormous physical exertion associated with heavy physical labor or the physical restraint of disruptive or unruly people.	60	90	120
TOTAL POINTS FROM WORKING CONDITIONS AND PHYSICAL DEMANDS FACTORS (1+2) =			

POINT TALLY

List the point award for each factor and total accordingly

Factor	Point Award
Education and Relevant Experience	
Judgment and Independence of Action	
Internal and External Relations	
Supervisory or Managerial Responsibility	
Job Complexity	
Responsibility for the Safety and Convenience of Others	
Technology and Equipment Use	
Impact on Programs, Services and Operations	
Intensity and Demand for Concentration Mental Concentration + Focus + Intensity	
Working Environment Working Conditions + Physical Demands	
TOTAL POINTS	

New Business

Lake Odessa Village Council
Ionia County, Michigan

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

RESOLUTION NO. 2022-63

**APPROVAL TO AUTHORIZE MANDATORY PAYROLL DIRECT DEPOSIT FOR
VILLAGE OF LAKE ODESSA EMPLOYEES AND ELECTED OFFICIALS**

WHEREAS, the Village of Lake Odessa is employs and compensates multiple individuals for full-time work, part-time work, and also compensates its elected officials; and

WHEREAS, the Village of Lake Odessa is committed to providing employee benefits designed to provide safety and reliability; and

WHEREAS, the Village has reviewed its payroll processing methods to better align and streamline functionality with business operations; and

WHEREAS, Village staff advises that direct deposit of all payroll provides (standard pay, stipends, etc) increased efficiencies with regard to timeliness, safety, and reliability of employees' and elected official's pay; and

WHEREAS, Village staff recommends that the Village Council institute a policy requiring mandatory payroll (standard pay, stipends, etc) direct deposit for all current and prospective fulltime and part-time (seasonal and casual) employees as well as for elected officials.

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

1. The Village of Lake Odessa approves instituting a policy that all payroll, from December 19, 2022 onwards, be directly deposited into the employee/ elected official's bank account.
2. . All resolutions and parts of resolutions, insofar as they conflict with the provisions of this resolution are rescinded.

Ayes:

Nays:

Absent:

Abstain:

RESOLUTION DECLARED ADOPTED.

Dated: December 19, 2022

Patrick Reagan, Village Manager/ Clerk

Lake Odessa Village Council

Ionia County, Michigan

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

RESOLUTION NO. 2022-64

APPROVING THE PURCHASE OF A 2022 FORD POLICE INTERCEPTOR THROUGH THE MiDEAL PROGRAM FOR THE LAKE ODESSA POLICE DEPARTMENT

WHEREAS, the Village of Lake Odessa owns, operates, and maintains two vehicles for use as patrol cars for the Village's Police Department – one is a 2016 Chevrolet Tahoe and the other is a 2020 Ford Interceptor; and

WHEREAS, the 2016 Chevrolet Tahoe is six years old and has been run over 83,520 patrol-miles and has experienced numerous engine, transmission, and electrical failures; and

WHEREAS, the 2016 Chevrolet Tahoe is past its expected useful life as it is six years old and standard municipal practice throughout the state is to remove patrol cars after five to six years of service; and

WHEREAS, due to a lack of staffing during the 2022-2023 fiscal year, the Police Department's budget was found to have remaining funds that were not expended; and

WHEREAS, Village staff sought three quotes for replacing the 2016 Chevrolet Tahoe and two quotes were received for a 2022 Ford Police Interceptor AWD through the MiDeal program. Village staff recommends and requests approval to purchase a 2022 Ford Police Interceptor for the amount of \$43,875.00 from Lunghamer Ford of Owosso, Michigan. A copy of this quote is attached to this resolution; and

WHEREAS, the Village Manager recommends that this purchase be approved and that the 2016 Chevrolet Tahoe be either put up for auction or traded in upon receipt of the 2022 Ford Interceptor.

NOW THEREFORE BE IT RESOLVED:

1. The Lake Odessa Village Council approves the purchase of a 2022 Ford Police Interceptor AWD in the amount of \$43,875.00 from Lunghamer Ford of Owosso, Michigan through the MiDeal program.
2. The Lake Odessa Village Council approves the 2016 Chevrolet Tahoe be either put up for auction or traded in upon receipt of the 2022 Ford Interceptor.
3. All resolutions and parts of resolutions are, to the extent of any conflict with this resolution, rescinded.

Ayes:

Nays:

Absent:

Abstain:

RESOLUTION DECLARED ADOPTED.

Dated: December 19, 2022

Patrick Reagan, Village Manager/ Clerk



November 17, 2022

Lake Odessa Police Department
Attn: Patrick Reagan
839 Fourth Avenue
Lake Odessa, MI 48849

Dear Patrick Reagan:

Price on 2023 Vehicle State of Michigan Contract# 071B7700180 and Macomb County Contract# 21-18 Bid:

2023 Ford Police Interceptor Utility AWD in Black \$43,875.00 ea

Service Contract: 36,000 miles or 36 months factory bumper to bumper warranty and 100,000 miles or 60 months powertrain warranty.

Delivery date: Current lead time to order is estimated at 30 + weeks from receipt of Purchase Order.

Order Cutoff Date: Incoming Stock Unit.

Ford Motor Company does not guarantee delivery---Ford Motor Company will make reasonable efforts to schedule orders received prior to fleet order cut-off date.

Payment requirements: All departments to pay on delivery of vehicle. 10-day grace period will be given if previous arrangements have been made. An \$8.00 per day floor plan will be charged if payment is not at the dealership within 10 days of delivery of the vehicle (s).
If you have any questions please call me, 888-92-Fleet (888-923-5338).

Respectfully Submitted,

Bill Campbell

Bill Campbell
Government & Fleet Sales

State of Michigan

2023 Utility Police Interceptor

Major Standard Equipment

MECHANICAL

- Axle Ratio – 3.73 (AWD)
- Brakes – 4-Wheel Heavy-Duty Disc w/H.D. Front and Rear Calipers
- Column Shifter
- DC/DC converter – 220-Amp (in lieu of alternator)
- Drivetrain – All-Wheel-Drive
- Electric Power-Assist Steering (EPAS) – Heavy-Duty
- Engine – 3.3L V6 Direct-Injection Hybrid Engine System
- Engine – 3.3L V6 Direct-Injection FFV with 10-Speed Automatic Transmission (136-MPH Top Speed)
- Note: Deletes Regenerative Braking and Lithium-Ion Battery Pack; adds 250-Amp Alternator, replaces H7 AGM battery (800 CCA/80-amp) with H7 SLI battery (730 CCA/80-amp) and replaces 19-gallon tank with 21.4-gallon tank
- Engine – 3.0L V6 EcoBoost® with 10-Speed Automatic Transmission (148-MPH Top Speed)
- Note: Deletes Regenerative Braking and Lithium-Ion Battery Pack; adds 250-Amp Alternator, replaces H7 AGM battery (800 CCA/80-amp) with H7 SLI battery (730 CCA/80-amp) and replaces 19-gallon tank with 21.4-gallon tank
- Engine Hour Idle Meter
- Engine Hour Meter
- Engine Oil Cooler
- Fuel Tank – 19-gallons
- H7 AGM Battery (800 CCA/80-amp)
- Lithium-Ion Battery Pack
- Suspension – independent front & rear
- Transmission – 10-speed automatic

EXTERIOR

- Antenna, Roof-mounted
- Cladding – Lower bodyside cladding MIC
- Door Handles – Black (MIC)
- Exhaust True Dual (down-turned)
- Front-Door-Lock Cylinders (Front Driver / Passenger / Liftgate)
- Glass – 2nd Row, Rear Quarter and Liftgate Privacy Glass
- Grille – Black (MIC)
- Headlamps – Automatic, LED Low-and-High-Beam
- Note: Includes Front Headlamp / Police Interceptor Housing (with LED wig-wag feature)
- — Pre-drilled hole for side marker police use, does not include LED strobe, but includes LED wig-wag functionality (eliminates need to drill housing assemblies and provides LED wig-wag feature)
- — Pre-molded side warning LED holes with standard sealed capability (does not include LED installed lights)
- — Wig-wag default is traditional ping-pong pattern; can be programmed to triple-burst pattern or ping-pong / triple-burst
- Note: Must be wired to vehicle's light controller to enable wig-wag functionality; recommend Ready for the Road Package (67H) or Ultimate Wiring Package (67U)
- Liftgate – Manual 1-Piece – Fixed Glass w/Door-Lock Cylinder
- Mirrors – Black Caps (MIC), Power Electric Remote, Manual Folding with Integrated Spotter (integrated blind spot mirrors not included when equipped with BLIS®)
- Spare – Full size 18" Tire w/TPMS
- Spoiler – Painted Black
- Tailgate Handle – (MIC)
- Tail lamps – LED
- Tires – 255/60R18 A/S BSW
- Wheel-Lip Molding – Black (MIC)
- Wheels – 18" x 8.0 painted black steel with wheel hub cover
- Windshield – Acoustic Laminated

INTERIOR/COMFORT

- Cargo Hooks
- Climate Control – Dual-Zone Electronic Automatic Temperature Control (DEATC)
- Door-Locks
- — Power
- — Rear-Door Handles and Locks Operable
- Fixed Pedals (Driver Dead Pedal)
- Floor – Flooring – Heavy-Duty Thermoplastic Elastomer
- Glove Box – Locking/non-illuminated
- Grab Handles – (1 – Front-passenger side, 2-Rear)

INTERIOR/COMFORT (continued)

- Liftgate Release Switch located in overhead console (45 second timeout feature)
- Lighting
- — Overhead Console
- — Red/White Task Lighting in Overhead Console
- — 3rd row overhead map light
- Mirror – Day/night Rear View
- Particulate Air Filter
- Powerpoints – (1) First Row
- Rear-door closeout panels
- Rear-window Defrost
- Scuff Plates – Front & Rear
- Seats
- — 1st Row Police Grade Cloth Trim, Dual Front Buckets with reduced bolsters
- — 1st Row – Driver 6-way Power track (fore/aft. Up/down, tilt with manual recline, 2-way manual lumbar)
- — 1st Row – Passenger 2-way manual track (fore/aft. with manual recline)
- — Built-in steel intrusion plates in both driver/passenger seatbacks
- — 2nd Row Vinyl, 35/30/35 Split Bench Seat (manual fold-flat, no tumble) – fixed seat track
- Speed (Cruise) Control
- Speedometer – Calibrated (includes digital readout)
- Steering Wheel – Manual / Tilt / Telescoping, Urethane wheel finish w/Silver Painted Bezels with Speed Controls and 4-user configurable latching switches
- Sun visors, color-keyed, non-illuminated
- Universal Top Tray – Center of I/P for mounting aftermarket equipment
- Windows, Power, 1-touch Up/Down Front Driver/Passenger-Side with disable feature

SAFETY/SECURITY

- AdvanceTrac® w/RSC® (Roll Stability Control™)
- Airbags, dual-stage driver & front-passenger, side seat, passenger-side knee, Roll Curtain Airbags and Safety Canopy®
- Anti-Lock Brakes (ABS) with Traction Control
- Brakes – Police calibrated high-performance regenerative braking system
- Belt-Minder® (Front Driver / Passenger)
- Child-Safety Locks (capped)
- Individual Tire Pressure Monitoring System (TPMS)
- LATCH (Lower Anchors and Tethers for Children) system on rear outboard seat locations
- Rearview Camera with Washer viewable in 4.2" center stack.
- Seat Belts, Pretensioner/Energy-Management System w/adjustable height in 1st Row
- SOS Post-Crash Alert System™

FUNCTIONAL

- Audio
- — AM/FM / MP3 Capable / Clock / 4-speakers
- — Bluetooth® interface
- — 4.2" Color LCD Screen Center-Stack "Smart Display"
- Note: Standard radio does not include USB Port or Aux. Audio Input Jack; Aux. Audio Input Jack requires SYNC 3®
- Easy Fuel® Capless Fuel-Filler
- Ford Telematics™ – Includes Ford Modem and complimentary 2-year trial subscription
- Front door tether straps (driver/passenger)
- Power pigtail harness
- Recovery Hooks; two in front and trailer bar in rear
- Simple Fleet Key (w/o microchip, easy to replace; 4-keys)
- Two-way radio pre-wire
- Two (2) 50 amp battery ground circuits – power distribution junction block (behind 2nd row passenger seat floorboard)
- Wipers – Front Speed-Sensitive Intermittent; Rear Dual Speed Wiper Wipers – Front

WARRANTY

- 3 Year / 36,000 Miles Bumper / Bumper
- 8 Year / 100,000 Miles Hybrid Unique Components
- POWERTRAIN CARE EXTENDED SERVICE PLAN
- 5-year/100,000-mile Powertrain CARE Extended Service Plan (zero deductible) – Standard

Police Interceptor Utility Base Prices

<input checked="" type="checkbox"/>	Utility All Wheel Drive (3.3L V6 Direct-Injection FFV, 136 MPH, 99B/44U) K8A/500A	\$41,610.00
<input type="checkbox"/>	Utility All Wheel Drive (3.0L V6 EcoBoost, 148 MPH, 99C/44U) K8A/500A	\$44,984.00
<input type="checkbox"/>	Utility All Wheel Drive (3.3L V6 Direct-Injection Hybrid Eng., 136 MPH, 99W/44B) K8A/500A	\$44,136.00

<u>VEHICLE COLOR: Order Code</u>	<u>Interior Trim Color</u>	
	<u>Charcoal Black (96)</u>	
Arizona Beige Metallic Clearcoat	[E3]	[]
Medium Brown Metallic	[BU]	[]
Dark Toreador Red Metallic	[JL]	[]
Dark Blue	[LK]	[]
Royal Blue	[LM]	[]
Light Blue Metallic	[LN]	[]
Vermillion Red	[E4]	[]
Smokestone Metallic	[HG]	[]
Silver Grey Metallic	[TN]	[]
Iconic Silver Metallic	[JS]	[]
Agate Black	[UM]	[x]
Oxford White	[YZ]	[]
Blue Metallic	[FT]	[]
Sterling Grey Metallic	[UJ]	[]
Medium Titanium Metallic	[YG]	[]
Carbonized Grey	[M7]	[]

INTERCEPTOR OPTIONAL FEATURES:

<u>Flooring/Seats</u>	<u>Code</u>	<u>\$Cost</u>
<input type="checkbox"/> 1st and 2nd row carpet floor covering	16C	125.00
<input type="checkbox"/> 2nd Row Cloth Seats	F6/ 88F	60.00
<input type="checkbox"/> Power passenger seat (6-way) w/manual recline and lumbar	87P	325.00
<input checked="" type="checkbox"/> Rear Console Plate (Not available with Interior Upgrade Pkg – 65U)	85R	45.00
<input type="checkbox"/> Interior Upgrade Package	65U	390.00

- 1st and 2nd Row Carpet Floor Covering
- Cloth Seats – Rear
- Center Floor Console less shifter w/unique Police console finish plate
- Includes Console and Top Plate with 2 cup holders
- Floor Mats, front and rear (carpeted)
- Deletes the standard console mounting plate (85D)
- SYNC® 3
 - Enhanced Voice Recognition Communications and Entertainment System
 - 4.2" Color LCD Screen Center-Stack "Smart Display"
 - AppLink®
 - 911 Assist®

Note: SYNC® AppLink® lets you control some of your favorite compatible mobile apps with your voice. It is compatible with select smartphone platforms.

<u>Lamps/Lighting</u>	<u>Code</u>	<u>\$Cost</u>
<input checked="" type="checkbox"/> Dark Car Feature – Courtesy lamp disable when any door is opened	43D	20.00
<input type="checkbox"/> Daytime Running Lamps	942	45.00
<input type="checkbox"/> Side Marker Lights in Skull Caps	63B/60A	340.00
<input type="checkbox"/> Rear Quarter Glass Side Marker Lights	63L	575.00
<input type="checkbox"/> Front Warning Auxiliary Light (Driver side – Red / Passenger side – Blue)	21L/60A	600.00
<input checked="" type="checkbox"/> Rear Auxiliary Liftgate Lights (Red/Blue LED Lights; located beneath liftgate 43A glass in applique panel)	43A	395.00
<input type="checkbox"/> Front Interior Windshield Warning Lights (Red/Blue with take down)	96W	1145.00
<input type="checkbox"/> Rear Spoiler Traffic Warning Light	96T	1495.00
<input checked="" type="checkbox"/> Dome Lamp – Red/White in Cargo Area	17T	50.00
<input checked="" type="checkbox"/> Pre-wiring for grille lamp, siren, and speaker	60A	50.00
<input type="checkbox"/> Spot Lamp – Driver Only (LED Bulbs) (Unity)	51R	395.00
<input type="checkbox"/> Spot Lamp – Driver Only (LED Bulbs) (Whelen)	51T	420.00
<input checked="" type="checkbox"/> Spot Lamp – Dual (driver and passenger) (LED Bulbs) (Unity)	51S	620.00
<input type="checkbox"/> Spot Lamp – Dual (driver and passenger) (LED Bulbs) (Whelen)	51V	665.00

Body

[] Glass – Solar Tint 2nd and 3rd Row (Deletes Privacy Glass)	92G	120.00
[] Glass – Solar Tint 2nd Row (Privacy Glass on Rear Quarter and Liftgate Window)	92R	85.00
[] Deflector Plate	76D	335.00

Wheels

[] Wheel Covers (18" Full Face Wheel Cover)	65L	60.00
[] 18" Painted Aluminum Wheel	64E	475.00

Misc

[] Engine Block Heater	41H	90.00
[] License Plate Bracket – Front	153	N/C
[] Badge Delete (Police Interceptor Badge Only)	16D	N/C
[] 100 Watt Siren/Speaker (includes bracket and pigtail)	18X	300.00
[] Aux Air Conditioning	17A	610.00

[x] Noise Suppression Bonds (Ground Straps)	60R	100.00
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Audio/Video

[] Rear View Camera (Includes Electrochromic Rear View Mirror – Video is displayed in rear view mirror)	87R	N/C
Note: This option would replace the camera that comes standard in the 4" center stack area.		
[] Rear Camera On-Demand – allows driver to enable rear camera on-demand	19V	230.00

Doors/Windows

[x] Global Lock / Unlock feature (Door-panel switches will lock/unlock all doors and rear liftgate. Eliminates the overhead console liftgate unlock switch) ***** OLD STYLE REAR HATCH LOCK / UNLOCK *****	18D	N/C
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[] Hidden Door Lock Plunger and Rear Door Handle Inoperable	52P	160.00
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[x] Rear Door Handles Inoperable/Locks Inoperable and Rear Windows Inop.	68G	75.00
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[] Lock system; Single Key/All Vehicles Keyed Alike	59_	50.00
Keyed Alike 1284x= 59B Keyed Alike 1294x= 59C Keyed Alike 0135x= 59D		
Keyed Alike 1435x= 59E Keyed Alike 0576x= 59F Keyed Alike 0151x= 59G		
Keyed Alike 1111x= 59J		

Safety & Security

[] Ballistic Door Panels – Driver Front Door Only (Level 3)	90D	1585.00
[] Ballistic Door Panels – Driver & Pass Front Doors (Level 3)	90E	3170.00
[] Ballistic Door Panels – Driver Front Door Only (Level 4+)	90F	2415.00
[] Ballistic Door Panels – Driver & Pass Front Doors (Level 4+)	90G	4830.00
[] BLIS® – Blind Spot Monitoring with Cross Traffic Alert	55B/54Z	545.00
[] Police Perimeter Alert – detects motion in an approximately 270-degree radius on sides and back of vehicle; if movement is determined to be a threat, chime will sound at level I. Doors will lock and windows will automatically go up at level II. Includes visual display in instrument cluster with tracking.	68B	675.00
[] Pre-Collision Assist with Pedestrian Detection (includes Forward Collision Warning and Automatic Emergency Braking and unique disable switch for Law Enforcement use) Note: Not available with option 96W	76P	145.00

[x] Mirrors– Heated, Non BLIS	549	60.00
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[] Perimeter Anti-Theft Alarm – Activated by Hood, Door, or Decklid	593/55F	460.00
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[x] Remote Keyless Entry w/4 Key Fobs (w/o Keypad)	55F	340.00
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[x] Police Engine Idle Feature	47A	260.00
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[] Extra Key \$6.00x__=	Parts	6.00 ea
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[] Remote Starter (Must Order Keyless Entry 55F)	Parts	550.00
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[] Reverse Sensing	76R	275.00
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[x] Class III Trailer Tow Lighting Package (4-pin and 7-pin connectors and wiring)	52T	80.00
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[x] H8 AGM Battery (900 CCA/92-amp)	19K	110.00
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[] Gun Vault (Not Available with (17A) Aux Air Conditioning)	63V	245.00
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<p>[] 12.1" Integrated Computer Screen</p> <ul style="list-style-type: none"> • Includes 12.1" touchscreen display in center stack and allows for operation of laptop in remote location to free up cabin space in front passenger area • Includes Audio Video extender (AVX) box, (2) AVX cables, (2) USB cables and (1) HDMI cable • Includes SYNC 3 ® 	47E	2745.00
<p>[] Front Headlamp Lighting Solution</p> <ul style="list-style-type: none"> • Includes LED Low beam/High beam headlamp, Wig-wag function and Red/Blue/White LED side warning lights (driver's side White/Red / passenger side White/Blue) • Includes pre-wire for grille LED lights, siren and speaker (60A) • Wiring, LED lights included. Controller "not" included <p>Note: Not available with option: 67H Note: Recommend using Ultimate Wiring Package (67U)</p>	66A	895.00
<p>[] Police Wire Harness Connector Kit – Front/Rear</p> <p>For connectivity to Ford PI Package solutions includes:</p> <ul style="list-style-type: none"> • Front <ul style="list-style-type: none"> – (2) Male 4-pin connectors for siren – (5) Female 4-pin connectors for lighting/siren/speaker – (1) 4-pin IP connector for speakers – (1) 4-pin IP connector for siren controller connectivity – (1) 8-pin sealed connector – (1) 14-pin IP connector • Rear <ul style="list-style-type: none"> – (2) Male 4-pin connectors for siren – (5) Female 4-pin connectors for lighting/siren/speaker – (1) 4-pin IP connector for speakers – (1) 4-pin IP connector for siren controller connectivity – (1) 8-pin sealed connector – (1) 14-pin IP connector <p>Note: Note:See Upfitters guide for further detail www.fordpoliceinterceptorupfit.com</p>	67V	185.00
<p>[x] Tail lamp/Police Interceptor Housing Only</p> <ul style="list-style-type: none"> • Pre-existing holes with standard twist lock sealed capability (does not include LED Strobe lights) (eliminates need to drill housing assemblies) <p>Note: Not available with options: 66B and 67H</p>	86T	60.00
<p>[] Tail Lamp Lighting Solution</p> <ul style="list-style-type: none"> • Includes LED lights plus two (2) rear integrated hemispheric lighthouse white LED side Warning lights in taillamps • LED lights only. Wiring, controller "not" included <p>Note: Not available with option: 67H Note: Recommend using Ultimate Wiring Package (67U)</p>	66B	430.00
<p>[] Rear Lighting Solution</p> <ul style="list-style-type: none"> • Includes two (2) backlit flashing linear high-intensity LED lights (driver's side red / passenger side blue) mounted to inside liftgate glass • Includes two (2) backlit flashing linear high-intensity LED lights (driver's side red / Passenger side blue) installed on inside lip of liftgate (lights activate when liftgate is open) • LED lights only. Wiring, controller "not" included <p>Note: Not available with option: 67H Note: LED lights only – does "not" include wiring or controller Note: Recommend using Ultimate Wiring Package (67U)</p>	66C	455.00
<p>[] Ultimate Wiring Package</p> <ul style="list-style-type: none"> • Rear console mounting plate (85R) – contours through 2nd row; channel for wiring • Pre-wiring for grille LED lights, siren and speaker (60A) • Wiring harness I/P to rear cargo area (overlay) <ul style="list-style-type: none"> – Two (2) light cables – supports up to six (6) LED lights (engine compartment/grille) – One (1) 10-amp siren/speaker circuit engine cargo area • Rear hatch/cargo area wiring – supports up to six (6) rear LED lights • Does "not" include LED lights, side connectors or controller – Recommend Police Wire Harness Connector Kit 67V <p>Note: Not available with options: 65U, 67H</p>	67U	560.00

Ready for the Road Package All-in Complete Package 67H 3595.00

All-in Complete Package – Includes Police Interceptor Packages: 66A, 66B, 66C, plus

- Whelen Cencom Light Controller Head with dimmable backlight
- Whelen Cencom Relay Center / Siren / Amp w/Traffic Advisor control (mounted behind 2nd row seat)
- Light Controller / Relay Cencom Wiring (wiring harness) w/additional input/output pigtails
- High current pigtail
- Whelen Specific WECAN Cable (console to cargo area) connects Cencom to Control Head
- Pre-wiring for grille LED lights, siren and speaker (60A)
- Rear console plate (85R) – contours through 2nd row; channel for wiring
- Grille linear LED Lights (Red / Blue) and harness
- 100-Watt Siren / Speaker
- Hidden Door-Lock Plunger w/Rear-door controls inoperable (locks, handles and windows) (52P)

Note: Not available with options: 66A, 66B, 66C, 67U and 65U

Extended Warranty Option's (\$0.00 Deductible) 100,000 Mile Coverage

5-Year Premium Care Warranty (500 Plus Components Coverage) 2850.00

Total Price \$43,875.00 ea

JORGENSEN FORD SALES

8333 Michigan Ave.
Detroit, MI 48210
PHONE: (313) 584-8733
FAX: (313) 584-0477
bill_mccarthy@hotmail.com

Q U O T A T I O N

DATE	11/17/2022
EXPIRES	3/31/2023
DELIVERY	180 Days ARO

MiDeal Contract Number 071B7700179

Customer: Lake Odessa Police Department

Contact: Patrick **Phone:** 616-374-8698 **Fax:**

2024 Ford Police Interceptor Utility Vehicle	
Base Price:	\$ 51,665.00
MiDeal Discount (5%)	-(2,583.00)
3.3 Liter V-6 TI-VCT Naturally Aspirated Gasoline Engine	-(2,830.00)
10-Speed Automatic Transmission	Included
Transmission Oil Cooler	Included
Engine Oil Cooler	Included
Engine Hour Idle Meter	Included
3.73 Axle Ratio	Included
Steel Intrusion Plates	Included
19 Gallon Fuel Tank	Included
800 CCA AGM Battery	Included
All Wheel Drive	Included
Manual Air Conditioning	Included
50 State Emissions	Included
AM/FM MP3 Radio with USB Input	Included
Anti-Lock Disc Brakes	Included
Trailer Hitch Receiver	Included
Column Shifter	Included
Police-Grade Cloth Seats	Included
Vinyl Second Row Seats	Included
Simple Fleet Key	Included
Vinyl Flooring	Included
Destination and Delivery	\$ 1,445.00
Delivery to 839 4 th Ave. Lake Odessa, Michigan 48849 (134 miles @ \$2.50/mile)	\$ 335.00
Total	\$ 48,082.00

Authorized Signature: _____

W J McCarthy

W.J. McCarthy - Fleet Department Sales Manager



Prepared by: William Mccarthy

11/17/2022

Feldman Ford, LLC | 8333 Michigan Avenue Detroit Michigan | 482102172

2024 Police Interceptor Utility AWD Base (K8A)

Price Level: 420

As Configured Vehicle

Code	Description	Price
K8A	Base Vehicle Price (K8A)	\$51,665.00
500A	Order Code 500A	N/C
99B	Engine: 3.3L V6 Direct-Injection (FFV)	-\$2,830.00
44U	Transmission: 10-Speed Automatic (44U)	N/C
STDAX	3.73 Axle Ratio	Included
STDGV	GVWR: 6,840 lbs (3,103 kgs)	Included
STDTR	Tires: 255/60R18 AS BSW	Included
STDWL	Wheels: 18" x 8" 5-Spoke Painted Black Steel	Included
9	Unique HD Cloth Front Bucket Seats w/Vinyl Rear	Included
PAINT	Monotone Paint Application	STD
119WB	119" Wheelbase	STD
STDRD	Radio: AM/FM/MP3 Capable	Included
425	50 State Emission System	STD
UM_01	Agate Black	N/C
96_01	Charcoal Black w/Unique HD Cloth Front Bucket Seats w/Vinyl Rear	N/C
SUBTOTAL		\$48,835.00
Destination Charge		\$1,495.00
TOTAL		\$50,330.00

Prices and content availability as shown are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, availability or pricing adjustments not reflected in the dealer's computer system. See salesperson for the most current information.

Lake Odessa Village Council

Ionia County, Michigan

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

RESOLUTION NO. 2022-65

A RESOLUTION APPROVING A CONTRIBUTION OF \$500.00 TO THE LAKEWOOD RECREATIONAL AUTHORITY

WHEREAS, the Village of Lake Odessa, in conjunction with Odessa Township, formally created the Lakewood Recreational Authority (“LRA”) on January 21, 2020 (Village Council Resolution 2020-03); and

WHEREAS, in the approved “Articles of Incorporation” for the LRA, Article XIV, Section 2(A) states that each member municipality will contribute to financing the Authority; and

WHEREAS, at the December 5, 2022 regular meeting of the LRA, the LRA Board requested that each municipality contribute \$500.00 to their 2023-2024 budget, in accordance with the approved Articles of Incorporation; and

WHEREAS, this contribution will be made upon the completion and adoption of the LRA’s 2023-2024 budget.

NOW THEREFORE BE IT RESOLVED:

1. The Lake Odessa Village Council approves the contribution of \$500.00 to the Lakewood Recreational Authority for their 2023-2024 budget.
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: December 19, 2022

Patrick Reagan, Village Manager/ Clerk

Village of Lake Odessa

INVOICE
Date: 12/7/2022

Annual Municipal Contrubution to Lakewood Recreational Authority For the year of 2022	500.00

Lakewood Recreational Authority
Mail to: Edith Farrell
5717 W Bippley Rd
Lake Odessa, Mi 48849

Lake Odessa Village Council

Ionia County, Michigan

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

RESOLUTION NO. 2022-66

APPROVING, AUTHORIZING, AND DIRECTING THE VILLAGE PRESIDENT TO SIGN A MEMORANDUM OF UNDERSTANDING TO ALLOW PARTICIPATION IN A LOW-INCOME HOUSEHOLD WATER ASSISTANCE PROGRAM

WHEREAS, the Village of Lake Odessa owns, operates, maintains, and provides water to customers who reside both inside and outside of the Village of Lake Odessa; and

WHEREAS, the Village of Lake Odessa, in partnership with the Lakewood Wastewater Authority (LWA), bills quarterly throughout the year; and

WHEREAS, both the Village and LWA offer payment plans for residential customers that are having a difficult time paying their bills; and

WHEREAS, Village staff was made aware of a “Low Income Household Water Assistance Program” (LIWHAP) by EightCap, Inc/ Ionia County Community Services that involves the State of Michigan Department of Health and Human Services and the Wayne Metropolitan Community Action Agency, which allows for low income households that are experiencing difficulty paying their quarterly bills to receive payment assistance. A copy of the letter of understanding, as well as an overview of the program, are attached to this resolution; and

WHEREAS, the Village’s participation in this program will be of no cost to the Village, will not interrupt or change Village policy or processes, and will assist low-income individuals in meeting their water and sewer obligations.

NOW THEREFORE BE IT RESOLVED:

1. The Lake Odessa Village Council approves, authorizes, and directs the Village President to sign a memorandum of understanding to allow participation in a low-income household water assistance program
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: December 19, 2022

Patrick Reagan, Village Manager/ Clerk



LOW INCOME HOUSEHOLD WATER ASSISTANCE PROGRAM

LIHWAP BENEFITS:

\$ UP TO \$650 in direct payment assistance for household accounts in arrears or disconnect status

✓ Assistance with reconnection fees when services have been disconnected

A LIHWAP payment will guarantee service for at least 90 days after receipt of payment.

CLIENT ELIGIBILITY:

Qualified account holders must:



Be a residential account



Be in arrears or disconnect status

Be under 150% Federal Poverty Limit and/or actively receiving Temporary Assistance for Needy Families (TANF), Food Assistance Program/Supplemental Nutrition Assistance Program (FAP/SNAP), State Emergency Relief (SER), Social Security Supplemental Income (SSI)



Your municipality must opt in the program to qualify

150% Federal Poverty Chart (Annually)

Number of Household Members	1	2	3	4	5	6	7	8	9	10
Income Limit (\$)	20,385	27,465	34,545	41,625	48,705	55,785	62,865	69,945	74,665	74,665



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www.WayneMetro.org/Programs

MEMORANDUM OF UNDERSTANDING NUMBER:

Between

THE STATE OF MICHIGAN

MICHIGAN DEPARTMENT OF HEALTH AND HUMAN SERVICES

And

Wayne Metropolitan Community Action Agency

And

PARTNER / ENTITY NAME Wayne Metropolitan Community Action Agency	PRIMARY CONTACT Shama Mounzer
EMAIL smounzer@waynemetrol.org	TELEPHONE 313-324-7980

And

PARTNER / ENTITY NAME	PRIMARY CONTACT
EMAIL	TELEPHONE

MDHHS CONTACT	NAME Ben Gulker	TELEPHONE 517-285-8053	EMAIL MDHHS-LIHWAP@michigan.gov
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MEMORANDUM OF UNDERSTANDING SUMMARY	
BRIEF DESCRIPTION OF PURPOSE	Agreement between the water/wastewater provider, Wayne Metropolitan Community Action Agency and MDHHS for participation in the Low Income Household Water Assistance Program.
BEGIN DATE	END DATE September 30, 2023

The individual or officer signing this agreement certifies by his or her signature that he or she is authorized to sign this agreement on behalf of the responsible governing board, official or agency.

Wayne Metropolitan Community Action Agency

Michigan Department of Health and Human Services

Signature of Authorized Designee
Authorized Designee

Signature of Director or Authorized Designee

Shama Mounzer
Integration Executive Director
Print Name / Title

Jeanette Hensler
Director-Grants Division, Bureau of Grants and Purchasing
Print Name / Title

Date

Date

Signature of Authorized Designee

Print Name / Title

Date

Memorandum of Understanding Number:

This Memorandum of Understanding (MOU) establishes the responsibilities and procedures for the Michigan Department of Health and Human Services (MDHHS), Wayne Metropolitan Community Action Agency (WMCAA), and () for the purpose described below.

1.

Background

Access to safe and affordable drinking water and wastewater services is a fundamental element of health, safety, and well-being for households across America. Yet water affordability is a significant and growing concern in communities across the country, and many communities have faced significant challenges related to water safety, aging water infrastructure, and even water shortages due to drought. Moreover, water affordability concerns and the growing crisis of household indebtedness disproportionately impacting low-income individuals and communities of color can be related to multiple adverse household impacts in terms of service disconnections and lien sales, leading to home foreclosures and evictions.

For many low-income households across America, water affordability needs have been significantly exacerbated by the COVID-19 public health crisis, and while water is required to follow the federal guidance from the Centers for Disease Control and Prevention (CDC) advising washing hands frequently in order to reduce the transmission of Covid-19, the pandemic has made it significantly more difficult for individuals and families to pay their home drinking water and wastewater bills.

While water costs and accessibility vary significantly from state to state, the Low Income Household Water Assistance Program (LIHWAP) provides critical nationwide emergency support on behalf of low-income households so that these households are not forced to choose between paying for water services and other necessities like housing, food, and medicine.

2.

Purpose

As recommended in Information Memorandum LIHPWAP-IM-2021-02 issued from the US Department of Health and Human Services, agreements are to be put into place between participating parties of the Low Income Household Water Assistance Program (LIHWAP) to ensure payments made on behalf of low-income households are processed efficiently and in the best interest of the household. Participating parties include MDHHS, the Community Action Agency (CAA) and Water/Wastewater Utility (Utility) referenced on Page 1 of this agreement.

3. **Period of Agreement**

This MOU becomes effective on the date signed by all parties through September 30, 2023.

4. **Work Statement of Each Party**

- a. The utility, MDHHS and WMCAA will:
 - 1) Follow Low-Income Water Assistance Program (LIHWAP) policies and procedures in the Community Services Policy Manual 1405.
 - 2) Agree to not release any private data, to any third party without written authorization from the subject of the data.
 - 3) Collaborate to ensure continuation or reconnection of service to households determined eligible for LIHWAP benefits.
 - 4) Establish a dispute resolution process to resolve issues arising during the term of this agreement.
 - 5) Encourage regular payments from the household.
 - 6) Work together to ensure LIHWAP payments are appropriately applied to accounts and used for LIHWAP services as designated by WMCAA.
- b. The MDHHS and WMCAA will:
 - 1) Determine customer eligibility.
 - 2) Issue payment directly to the utility on behalf of the customer to resolve the arrearage and ensure continuation or reconnection of service.
- c. The utility will:
 - 1) Ensure LIHWAP eligible households are not treated adversely compared to other households.
 - 2) Not disconnect services for 90 days after payment is received on behalf of a customer. If the account is in arrears after 90 days, a new disconnection notice must be issued if applicable.
 - 3) Not charge the eligible household any more than the difference between the normal charge for the service and the payment amount received or expected from the Michigan Department of Health and Human Services (MDHHS) or Wayne Metropolitan Community Action Agency (WMCAA).
 - 4) Supply account number format to the WMCAA.
 - 5) Timely provide at the request of the customer, WMCAA or MDHHS, information on applicant households' home water costs, bill payment history, or arrearage history. This information will be provided in the format requested.
 - 6) Register with the MDHHS in SIGMA Vendor Self Service to receive LIHWAP SER payments if not a currently registered vendor.
 - 7) Use the warrant or EFT date as the LIHWAP payment date.

Memorandum of Understanding Number:

- 8) Apply all LIHWAP payments to the household's account within 5 business days of receipt of payment.
- 9) Apply the assistance payments to arrears and applicable fees with reconnection services only. Payments resulting in a credit on the customer's account balance are not allowable.
- 10) Process and refund any refunds requested by WMCAA or MDHHS within 60 business days. The refund must include the client's name, service address, and the MDHHS case number, if available.
- 11) Not charge an eligible household, the MDHHS, or WMCAA any administrative fees for providing services.
- 12) Accept all customer payments.
- 13) Use LIHWAP funds to pay for home water and sewer costs, as designated by WMCAA and MDHHS.
- 14) Continue or reconnect service to households as negotiated by WMCAA on behalf of the household.
- 15) When addressing household water emergencies, accept early notification authorization by telephone, fax, or electronic communication.
- 16) Notify WMCAA or MDHHS if there is reason to believe LIHWAP funds have been misused.
- 17) Comply with the provisions of Act 453, PA 1976, which prohibits discrimination on the basis of race, color, religion, national origin, age, sex, height, weight, or marital status.

Each party shall furnish all labor, equipment, materials, and supplies necessary for the performance of the MOU activities, and meet operational standards, unless otherwise specified above.

5.

Termination & Amendments

A party may terminate this MOU at any time by giving 30 days prior written notice to the other parties. This MOU may be amended upon written approval of all parties at any time.

This MOU contains all the terms and conditions agreed upon by the parties. No other understanding, oral or otherwise, regarding the subject matter of this MOU will be deemed to exist or to bind any of the parties.

Memorandum of Understanding Number:

6.

Notices

All notices and other communications required or permitted under this MOU must be in writing and will be considered given and received: (a) when verified by written receipt if sent by courier; (b) when actually received if sent by mail without verification of receipt; or (c) when verified by automated receipt or electronic logs if sent by facsimile or email.

If to MDHHS:	If to WMCAA :
<i>Ben Gulker</i> <i>MEAP Specialist</i> <i>MDHHS-LIHWAP@michigan.gov</i>	<i>Shama Mounzer</i> <i>Integration Executive Director</i> <i>smounzer@waynemetrol.org</i> <i>(313)324-7980</i>
If to :	
[Name] [Title] [Email] [Phone]	

7.

Reserved

8.

MDHHS Data

All data and information provided to WMCAA and/or by or on behalf of MDHHS, and all data and information derived therefrom, is the exclusive property of MDHHS ("MDHHS Data"); this definition is to be construed as broadly as possible. Upon request, WMCAA and/or must provide to MDHHS, or a third party designated by MDHHS, all MDHHS Data within 10 calendar days of the request and in the format requested by MDHHS. WMCAA and/or will assume all costs incurred in compiling and supplying MDHHS Data. No MDHHS Data may be used for any marketing purposes.

WMCAA shall comply with all MDHHS physical and IT security policies and standards which will be made available upon request.

9.

Information

Non-Disclosure of Confidential

The parties acknowledge that each party may be exposed to or acquire communication or data of the other parties that is confidential, privileged communication not intended to be disclosed to third parties. The provisions of this Section survive the termination of this MOU.

Memorandum of Understanding Number:

- a. Meaning of Confidential Information. For the purposes of this MOU, the term “Confidential Information” means all information and documentation of the other parties that:
- 1) Has been marked “confidential” or with words of similar meaning, at the time of disclosure by such party;
 - 2) If disclosed orally or not marked “confidential” or with words of similar meaning, was subsequently summarized in writing by the disclosing party and marked “confidential” or with words of similar meaning;
 - 3) Should reasonably be recognized as confidential information of the disclosing party;
 - 4) Is unpublished or not available to the general public; or
 - 5) Is designated by law as confidential.

The term “Confidential Information” does not include any information or documentation that was:

- 1) Subject to disclosure under the Michigan Freedom of Information Act (FOIA);
- 2) Already in the possession of the receiving party without an obligation of confidentiality;
- 3) Developed independently by the receiving party, as demonstrated by the receiving party, without violating the disclosing party’s proprietary rights;
- 4) Obtained from a source other than the disclosing party without an obligation of confidentiality;
- 5) Publicly available when received, or thereafter became publicly available (other than through any unauthorized disclosure by, through, or on behalf of, the receiving party).

For purposes of this MOU, in all cases and for all matters, MDHHS Data is deemed to be Confidential Information.

- b. Obligation of Confidentiality. The parties agree that they will use Confidential Information solely for the purposes of this MOU. The parties agree to hold all Confidential Information in strict confidence and not to copy, reproduce, sell, transfer, or otherwise dispose of, give or disclose such Confidential Information to third parties other than employees, agents, or subcontractors of a party who have a need to know in connection with this MOU or to use such Confidential Information for any purposes whatsoever other than the performance of this MOU. The parties agree to advise and require their respective employees, agents, and subcontractors of their obligations to keep all Confidential Information confidential. Disclosure to a subcontractor is permissible when all of the following are met:

Memorandum of Understanding Number:

- 1) Use of a subcontractor is authorized under this MOU;
- 2) The disclosure is necessary or otherwise naturally occurs in connection with work that is within the subcontractor's responsibilities; and
- 3) WMCAA or obligates the subcontractor in a written contract to maintain MDHHS's Confidential Information in confidence.

At MDHHS's request, any employee of WMCAA and/or or any subcontractor may be required to execute a separate agreement to be bound by the provisions of this Section.

- c. Cooperation to Prevent Disclosure of Confidential Information. Each party must use its best efforts to assist the other parties in identifying and preventing any unauthorized use or disclosure of any Confidential Information. Each party must notify the other parties within one business day after discovering any unauthorized use or disclosure of Confidential Information. Each party will cooperate with the other parties to regain possession of Confidential Information, to prevent further unauthorized use or disclosure of Confidential information, and to notify any appropriate person of the unauthorized use or disclosure of Confidential Information. In addition, each party must advise the other parties immediately in the event the party learns or has reason to believe that any person who has had access to Confidential Information has violated or intends to violate the terms of this MOU and each party will cooperate with the other parties in seeking injunctive or other equitable relief against any such person.
- d. Remedies for Breach of Obligation of Confidentiality. Each party acknowledges that breach of its obligation of confidentiality may give rise to irreparable injury to the other parties, which damage may be inadequately compensable in the form of monetary damages. Accordingly, a party may seek and obtain injunctive relief against the breach or threatened breach of the foregoing undertakings, in addition to any other legal remedies which may be available, to include, in the case of MDHHS, at the sole election of MDHHS, the immediate termination, without liability to MDHHS, of this MOU or any Statement of Work corresponding to the breach or threatened breach.

Lake Odessa Village Council

Ionia County, Michigan

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

RESOLUTION NO. 2022-67

APPROVING THE FORWARDING OF A PROPOSED ZONING ORDINANCE AMENDMENT TO THE VILLAGE'S PLANNING COMMISSION FOR STUDY, THE HOLDING OF A PUBLIC HEARING, AND RECOMMENDATION

WHEREAS, the Village of Lake Odessa employs a zoning administrator that is tasked with issuing zoning permits, recording applications, inspections, and understanding and applying the principles of zoning for the Village; and

WHEREAS, the Zoning Administrator has recommended that Section 36-94 of the Village's Code of Ordinance be amended per the document attached to this resolution; and

WHEREAS, per the Village's Code of Ordinance, Section 36-173(b) "*Referral to planning commission/public hearing*. The village council shall refer every proposed amendment, supplement or change to the planning commission for the holding of a required public hearing thereon and for review and recommended action."

NOW THEREFORE BE IT RESOLVED:

1. The Lake Odessa Village Council approves the Forwarding of a Proposed Zoning Ordinance Amendment to the Village's Planning Commission for Study, the Holding of a Public Hearing, and Recommendation
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: December 19, 2022

Patrick Reagan, Village Manager/ Clerk

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

Trustee _____, supported by Trustee _____, moved the adoption of the following ordinance:

ORDINANCE NO. 2022-6

**AN ORDINANCE TO AMEND THE CODE OF
ORDINANCES OF THE VILLAGE OF LAKE ODESSA BY
AMENDING ARTICLE II, SECTIONS 24-36**

THE VILLAGE OF LAKE ODESSA ORDAINS:

Section 1. That Section 36-94 of the Code of Ordinances, Village of Lake Odessa, Michigan, is hereby amended to read as follows:

Sec. 36-94 – Planned Developments

- (b) *Cluster development.* In any district in which single-family detached dwellings are a use permitted by right, the minimum required lot areas for such use, as set forth in the bulk regulations of this chapter, may be reduced by an amount not to exceed 50 percent; provided that a quantity of land at least equivalent to the total amount deducted from all lots shall be dedicated for open space so that the overall gross density for the entire area shall not exceed that permitted in the applicable zoning district.
 - (1) Compliance with subdivision regulations. Any such plan for cluster development shall be subject to the provisions for special use permit approval by the planning commission and must be in accordance with all of the procedures and provisions set forth in the subdivision regulations of the village.
 - (2) *Site eligibility.* The minimum area necessary to qualify as a cluster development shall not be less than ~~five~~ **three** contiguous acres of land.

- (c) *Residential planned unit development.* A residential planned unit development (residential PUD) may be applied for through the special use permit procedure. The granting of a special use permit for a residential PUD is permitted only for R-1 and MF zoning districts.
 - (1) *Site eligibility.* The minimum area necessary to qualify as a residential PUD shall not be less than ~~five~~ **three** contiguous acres of land. However, an owner of land less than the minimum required area may apply if his land is adjacent to a proposed or constructed residential PUD.

(4) *Site design standards.* Unless modified by the ~~council~~ **planning commission** in writing at the time of application approval, compliance with the following design standards is required:

a. Minimum yard requirements and building setbacks from the exterior perimeter of the development property lines shall be ~~30~~ **20** feet.

f. Within the required ~~30~~-**20** foot perimeter setback, a planted or landscaped buffer area is required along all exterior perimeter boundaries of the proposed property area to be developed. The following requirements for plantings in the buffer areas shall be met:

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

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

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

Ayes:

Nays:

Abstain:

Absent:

ORDINANCE DECLARED ADOPTED.

Dated: December 19, 2022

Karen L. Banks, Village President

Patrick Reagan, Village Clerk

CERTIFICATION

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

Date: _____

Patrick Reagan, Village Clerk

2023 Meeting Schedule

Lake Odessa Village Council

DAY	DATE	TIME	LOCATION
Wednesday	January 18**	7:00 p.m.	Page Memorial Building
Monday	February 6*	6:30 p.m.	Page Memorial Building
Monday	February 20	7:00 p.m.	Page Memorial Building
Monday	March 20	7:00 p.m.	Page Memorial Building
Monday	April 17	7:00 p.m.	Page Memorial Building
Monday	May 15	7:00 p.m.	Page Memorial Building
Monday	June 19	7:00 p.m.	Page Memorial Building
Monday	July 17	7:00 p.m.	Page Memorial Building
Monday	August 21	7:00 p.m.	Page Memorial Building
Monday	September 18	7:00 p.m.	Page Memorial Building
Monday	October 16	7:00 p.m.	Page Memorial Building
Monday	November 20	7:00 p.m.	Page Memorial Building
Monday	December 18	7:00 p.m.	Page Memorial Building

**Budget work session*

***January 2023 meeting changed in observance of MLK Day*

LAKE ODESSA VILLAGE

JOURNAL ENTRY

JE: 6491

Post Date: 12/12/2022

Entered By: KATHY

Entry Date: 12/12/2022

Journal: BA

Description:

GL #	Description	Increase/ (Decrease)
101-000-539.000	STATE GRANTS	(140,000.00)
101-000-580.000	CONTRIBUTION FROM LOCAL UNITS	(60,000.00)
101-101-801.000	CONTRACTED SERVICES	(12,000.00)
101-101-806.000	AUDIT SERVICES	(947.25)
101-101-828.000	DOWNTOWN DEVELOPMENT	2,274.44
101-101-880.000	COMMUNITY PROMOTION	(1,950.00)
101-101-957.000	COUNTER DRAIN	17,922.81
101-172-711.000	EMPLOYERS SHARE OF PENSION	(3,200.00)
101-265-702.706	PART TIME WAGES	(11,000.00)
101-265-710.000	EMPLOYER FICA	(1,000.00)
101-265-711.000	EMPLOYERS SHARE OF PENSION	(1,100.00)
101-265-920.000	GAS AND ELECTRIC	(4,000.00)
101-265-980.001	HARDWARE	10,000.00
101-301-702.706	PART TIME WAGES	5,000.00
101-751-970.000	CAPITAL OUTLAY	(200,000.00)
	Revenue Change:	0.00
	Expenditure Change:	(200,000.00)
	Budgeted Change To Fund Balance:	200,000.00

APPROVED BY: _____

Miscellaneous Correspondence

Patrick Reagan

To: Patrick Reagan
Subject: FW: Consumers Energy Provides \$7.25 Million to Help Michiganders with Winter Heating Bills
CRM:0050011

From: Jessica E. Tramontana <Jessica.Tramontana@cmsenergy.com>

Sent: Wednesday, December 14, 2022 11:27 AM

Subject: Consumers Energy Provides \$7.25 Million to Help Michiganders with Winter Heating Bills CRM:0050011

Good afternoon. Consumers is working to support customers who need assistance with their heating bills. We are encouraging all customers who are low-income and need financial help to call 211 to connect with available assistance. Thank you!

Consumers Energy Provides \$7.25 Million to Help Michiganders with Winter Heating Bills

JACKSON, Mich., Dec. 8, 2022 – Consumers Energy today is providing \$7.25 million to help customers pay heating bills, providing a lifeline to thousands of families just before the start of another cold Michigan winter. The new contributions are going to eight Michigan nonprofit organizations that will help people directly with Consumers Energy bills.

“Consumers Energy understands many Michiganders are facing challenging times, and no one wants to see rising energy bills – especially our most vulnerable customers. We recognize our responsibility to help our customers who count on us every day,” said Garrick Rochow, Consumers Energy’s president and CEO. “Natural gas prices have climbed across the Midwest and nation, and we are committed to helping customers manage their bills and help those in need immediately.”

The money is being distributed through The Salvation Army, TrueNorth Community Services, United Way of South Central Michigan, Roscommon County United Way, United Way for Southeastern Michigan, the Society of St. Vincent de Paul, the Superior Watershed Partnership and Michigan Veterans Trust Fund.

Customers should call 2-1-1 if they are facing hardship or are trying to access the new funding. The 2-1-1 service is a free resource that connects Michiganders with nonprofits to find help with basic needs, from energy bills to food and shelter. Consumers Energy customers also should call 800-477-5050 if they are facing challenges with their bill.

Consumers Energy and its foundation provided over \$12 million in energy bill and basic needs assistance this year. That includes [\\$4.5 million announced in January](#) and another [\\$500,000 last month from the Consumers Energy Foundation for food banks and United Ways](#) in Michigan.

Consumers Energy [is helping customers as natural gas costs have climbed this year \[force4michigan.com\]](#). Many homes and businesses will see double-digit percent increases in their heating bills this winter, which is spurring Consumers Energy to help customers reduce their bills and provide direct assistance to those in need.

“The Salvation Army is so grateful to Consumers Energy for this incredible, timely gift. We will join forces with them, as well as the other partnering organizations, to distribute these funds to those in need this winter season,” said Maj. Lisa Mueller, general secretary of The Salvation Army Great Lakes Division. “This gift helps us to continue to serve and meet needs in the community.”

“We want to keep the people we serve safe and comfortable in their own homes, and want everyone to know Consumers Energy is doing all we can to help,” Rochow said. “Whether you need assistance or know someone who does, please spread the word that help is available and just a phone call away. Let’s care for each other this holiday season by looking out for each other.”

Many people can manage their winter bills by starting with simple tips at home or work. Learn more at ConsumersEnergy.com/coldweather.

- Have your heating system tuned and inspected by a service professional. Heat losses from a poorly maintained system can range between 1-2 percent a year.
- Clean or replace your furnace filter often during the heating season. If your furnace can “breathe” more easily, it will use less energy.
- Dial your thermostat down at night and add an extra blanket for warmth.
- Make sure your attic, basement, garage and exterior doors are closed to prevent cold drafts from getting in and heat from getting out.
- Turn on your ceiling fan. Ceiling fans set at a slow speed push warm air away from the ceiling and move it around the room without creating a chilling breeze.

Consumers Energy, Michigan's largest energy provider, is the principal subsidiary of CMS Energy (NYSE: CMS), providing natural gas and/or electricity to 6.8 million of the state's 10 million residents in all 68 Lower Peninsula counties.

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